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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING

AUGUST 6, 2013

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

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

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

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

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

**PUBLIC PARTICIPATION**  
**ADDRESSING THE BOARD OF TRUSTEES**

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2013

## **A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, August 6, 2013.

5:30 p.m.    Closed Session (Business Building Room 111)  
7 p.m.        Public Meeting (Board Room)

**I.    ORGANIZATIONAL FUNCTIONS**

- CALL TO ORDER
  
- ROLL CALL  
Dr. Nancy Greenstein, Chair  
Dr. Susan Aminoff, Vice-Chair  
Judge David Finkel (Ret.)  
Dr. Louise Jaffe  
Dr. Margaret Quiñones-Perez  
Rob Rader  
Dr. Andrew Walzer  
Mr. Jesse A. Ramirez, Student Trustee
  
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

**II.   CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives:    Marcia Wade, Vice-President, Human Resources  
Robert Myers, Campus Counsel  
Employee Organization:                    CSEA, Chapter 36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives:    Marcia Wade, Vice-President, Human Resources  
Robert Myers, Campus Counsel  
Employee Organization:                    Santa Monica College Faculty Association

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 Police Officers Association

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

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

Initiation of litigation: One case

REAL PROPERTY (Government Code Section 54956.8)

Property Address:                            1914 14<sup>th</sup> Street, Santa Monica, CA 90404  
Under Negotiation:                        Terms and Conditions of Lease/Purchase  
College Negotiators:                        Dr. Chui L. Tsang, Bob Isomoto, Charlie Yen  
Owners Representative:                      Mark Zamel

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)
- RECOGNITION AND ACKNOWLEDGEMENTS  
Todd Flora, resigned Chair/member of the Citizens' Bond Oversight Committee

IV. **PUBLIC COMMENTS**

V. **SUPERINTENDENT'S REPORT**

Budget Update: Chancellor's Office Budget Workshop

Fall 2013

- New Faculty Orientation – August 20, 2013
- Opening (Flex) Day – August 22, 2013
- VIP Welcome Day – August 23, 2013

VI. **ACADEMIC SENATE REPORT**

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IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **REPORTS FROM DPAC CONSTITUENCIES**

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XIII. **BOARD COMMENTS AND REQUESTS**

XIV. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 3, 2013** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2013

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:** **AGREEMENT FOR EMERGENCY MASS NOTIFICATION SYSTEM**

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

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve an agreement for an Emergency Mass Notification System with Nexus not to exceed \$583,925.18 purchased under the California Multiple Awards Schedule (CMAS) contract 3—09-0163AE, 3-11-70-0163AM. This agreement for a full-featured emergency notification system includes all the hardware, software, installation, licensing, professional services, and maintenance for three years. Following is the financial summary for the project:

Singlewire Professional Services	\$ 15,058.82
Nexus Professional Services	32,635.98
IP Speaker/Wallboards	16,386.00
Singleware Informacast	66,666.67
Singleware Informacast 3 Year Maintenance	39,700.00
Phones	381,424.00
Non-locking Wallmount Kits	4,433.00
CUCM Licensing	30,646.00
Overhead Paging Integration	195.20
Estimated Sales Tax	43,983.51
One-Time Discount	-34,764.60
Cisco Trade-In Credit	-12,439.40
Total	\$583,925.18

**FUNDING SOURCE:** Measure AA

**COMMENT:** In recent emergency situations the college has sent notifications to students and staff through external telephones and email. However, many staff and students have devices switched off while in the classroom or at a work location. The college needs to have an effective method to communicate emergency information with students and staff in classrooms, offices and other locations on campus.

Staff recommends the installation of the Singlewire Informacast Advanced Notification System. Informacast works with the college’s existing data network and phone system to send emergency messages to phones, desktop computers, speakers and digital displays. The system can also simultaneously activate the existing method of notification via external phones and email.

Informacast is designed to send live audio or a pre-recorded message, or a visual notification to all users or groups of users. Messages can go to all campus sites, one campus site, one building, or even a single department.

Included in the cost are upgraded telephones for the entire campus to utilize the features of the new system. Installation will begin as soon as possible so most areas of campus will be covered by mid-fall. This is part of a larger review of the college's emergency response systems.

Public Contract Code Section 20652 allows the District to purchase through other public agencies without advertising for bid.

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:**                    **SECOND READING AND APPROVAL- BOARD POLICY SECTIONS 2162, CONFLICT OF INTEREST CODE CATEGORIES, AND 2163, CONFLICT OF INTEREST CODE DESIGNATED POSITONS**

SUBMITTED BY:            Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Sections 2162, Conflict of Interest Code Categories, and 2163, Conflict of Interest Code Designated Positions.

SUMMARY:                    Board Policy 2162, Conflict of Interest Code Categories: Category 6 has been added.

Board Policy 2163, Conflict of Interest Code Categories: It has been determined that the Senior Director of Institutional Advancement/SMC Foundation, the Director of Classified Personnel, and members of the Personnel Commission are required to file a Statement of Economic Interest. Also, the titles of Dean, Workforce Development and Project Manager/Athletics have been corrected. Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent/President or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements of this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/ President or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as the conflict of interest code (Government Code Section 81008).

The County of Los Angeles Board of Supervisors approved the amended Conflict of Interest and Disclosure Code for the Santa Monica Community College District at its meeting on May 24, 2013.

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

**BP 2162**      **Conflict of Interest Code Categories**

Category 1:      Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2:      Persons in this category shall disclose all investments and business positions.

Category 3:      Persons in this category shall disclose all income and business positions.

Category 4:      Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

Category 5:      Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interest by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the Superintendent/President.

Category 6:      Persons in this category shall disclose all income from any Santa Monica Community College District employee, any representative or association of such employee, and business position or income from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

**BP 2163 Conflict of Interest Code Designated Positions**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member of the Board of Trustees	1, 2, 3
Superintendent /President	1, 2, 3
Campus Counsel	1, 2, 3
Executive Vice President	1, 2, 3
Vice President, Academic Affairs	4
Vice President, Business and Administration	1, 2, 3
Vice President, Enrollment Development	4
Vice President, Human Resources	2, 3
Vice President, Student Affairs	4
Senior Director, Government Relations/Institutional Communications	4
Senior Director, Institutional Advancement/SMC Foundation Director	2,3
Dean, Academic Affairs	4
Dean, Campus Security, Student Health and Safety	4
Dean, Counseling and Retention	4
Dean, Enrollment Services	4
Dean, Human Resources	4
Dean, International Education	4
Dean, Information Technology	4
Dean, Institutional Research	4
Dean, Learning Resources	4
Dean, Workforce Development/	4
Dean, Student Life	4
Associate Dean, Financial Aid/Scholarships	2, 3
Associate Dean, Health Sciences	4
Associate Dean, International Education	4
Associate Dean, On-Line Services Support	4
Associate Dean, Outreach and Recruitment	4
Chief Director, Facilities/Maintenance	4
Project Manager/Athletics	4
Director, Auxiliary Services	2, 3
Director, Campus Operations	4
Director, Classified Personnel	4, 6
Director, Events and Contracts	4
Director, Facilities and Planning	4
Director, Facilities Programming	4
Director, Fiscal Services	4
Director, Grants	4
Director, Maintenance	4
Director, Purchasing	2, 3
Bookstore Manager	4
Risk Manager	2, 3
Consultant/New Position	5
Members of the Personnel Commission	4, 6

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2013

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:** **PROCESS TO APPOINT MEMBERS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees commence the application process (1) to fill a vacancy on the Citizens' Bond Oversight Committee (CBOC) created by the resignation of Todd Flora, a current member representing the business community and a taxpayers' organization, and (2) to possibly appoint additional members to serve on the Citizens' Bond Oversight Committee.

SUMMARY: The Government Code and Education Code require that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees, with at least:

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

The Committee meets quarterly (July, October, January and April) and reviews quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses; (c) bond proceeds are maximized. Members of the Citizens' Bond Oversight Committee shall serve for no more than two consecutive terms (Education Code Section 15282.)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2013

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:** **SMC INITIATIVES TO SUPPORT SUCCESS OF STUDENT-VETERANS**

SUBMITTED BY: Chair, Board of Trustees  
Student Trustee

REQUESTED ACTION: It is recommended that the Board of Trustees support the District’s efforts to promote the success of the student-veterans attending Santa Monica College by:

Affirming Current College Initiatives

The college has established an expanded dedicated SMC Veterans’ Resource Center to provide services to student-veterans. The center is staffed with permanent employees who have experience and expertise in working with student-veterans. The college has implemented initiatives that create a culture of trust and connectedness across the college community to promote well-being and success for veterans, ensure consistent and sustained support from campus leadership, and establish collaboration with local community and organizations (American Legion), including government agencies (U.S. Department of Veterans Affairs), to align and coordinate various services for student-veterans.

Supporting *The Success of Veterans on America’s Campuses: A Key Mission*

The U.S. Department of Education and the Department of Veteran Affairs are jointly implementing this program at the federal level. Santa Monica College has pledged its support of this vision. Following are The “Eight Keys to Success” that are being considered in this initiative called *The Success of Veterans on America’s Campuses: A Key Mission*:

1. Create a culture of trust and connectedness across the campus community to promote well-being and success for veterans.
2. Ensure consistent and sustained support from campus leadership.
3. Implement an early alert system to ensure all veterans receive academic, career, and financial advice before challenges become overwhelming.
4. Coordinate and centralize campus efforts for all veterans, together with the creation of a designated space (even if limited in size).
5. Collaborate with local communities and organizations, including government agencies, to align and coordinate various services for veterans.
6. Utilize a uniform set of data tools to collect and track information on veterans, including demographics, retention and degree completion.
7. Provide comprehensive professional development for faculty and staff on issues and challenges unique to veterans.
8. Develop systems that ensure sustainability of effective practices for veterans.

Supporting Assembly Bill 13- Waiver of Nonresident Tuition for Student-Veterans

Existing law exempts a student who was a member of the Armed Forces of the United States stationed in California on active duty for more than one year from paying nonresident tuition. Student-veterans who are not stationed in California on active duty for more than one year are currently required to pay nonresident tuition, and the GI Bill does not cover the cost of nonresident tuition. Vital services provided by the SMC Veterans' Resource Center would benefit nonresident student-veterans who plan to make California their home.

Assembly Bill 13 would eliminate the requirement that to qualify for waiver of nonresident tuition, a student-veteran be stationed in California for more than one year immediately prior to being discharged. The vital services provided by the SMC Veterans' Resource Center would benefit nonresident student-veterans who plan to make California their home.

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

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 6, 2013

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 5**

**SUBJECT:** EMERITUS COLLEGE UPDATE

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

Emeritus College, now in its 37th year at Santa Monica College, continues to offer a broad program of classes to the older adults who reside in the City of Santa Monica and the greater Los Angeles area.

This report provides an overview of the Emeritus College program, the challenges it faces, and a summary of the actions and plans to address those challenges to ensure that Emeritus College continues to provide a vibrant, comprehensive program for older adults that responds to the needs of the community while addressing a changing landscape of government support, legislation, and funding.

**Introduction**

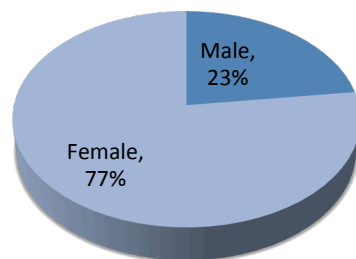
*Emeritus College Students*

Emeritus College students are a critical link between Santa Monica College and the community. They contribute to the college in a number of ways: as volunteers, through financial contributions, and as supporters of initiatives critical to Santa Monica College’s organizational well being, including recent bond measures and Proposition 30.

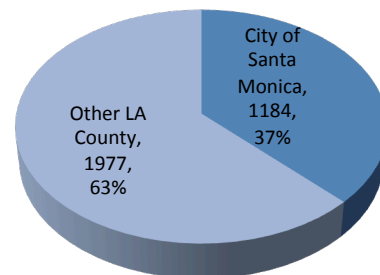
More than 3,000 students enroll in Emeritus College classes each semester. Most Emeritus College students are between the ages of 71 and 85, and, in general, ages range from 48 to over 100 years of age (six Emeritus College students are over the age of 100, with the oldest being 106!). As shown in Figure 1, female students outnumber male students by a ratio of more than three to one. Approximately 37 percent of Emeritus students reside within the City of Santa Monica (Figure 2).

The Emeritus College Executive Council (ECEC) is an advisory committee, comprising Emeritus College student representatives elected to fill 15 positions. The term for each member is five years, and students are qualified to run if they have taken two Emeritus College classes and/or have volunteered for Emeritus College for one year during the past three years. Another student-led organization, the Emeritus Student Union, was recently formed.

**Figure 1: Emeritus College Student Gender Breakdown**



**Figure 2: Emeritus Student Residential Area**



## *Emeritus College Classes*

Emeritus College classes are state-supported through noncredit apportionment. All courses are approved by Santa Monica College's Curriculum Committee, the Academic Senate, the Board of Trustees, and the Community College Chancellor's Office. Courses are developed to address the unique needs of the older adult population and are intended to enhance students' lives. Many courses are designed to help students build coping strategies and to provide them with tools to live an enriched life at a time when many students are also experiencing loss (death) of significant others in their lives and/or personal physical and cognitive challenges.

In fall 2013, Emeritus College will offer 126 class sections in the following areas:

- Art Survey and Studio Art
- Computer Occupational Training
- Digital Photography
- Film Appreciation
- Health and Safety Education
- Home and Consumer Education
- Human Development
- Literature and Writing
- Music Appreciation and Performance
- Pathfinders Conditioning and Speech
- Personal Finance
- Political Science
- Theatre Arts Appreciation and Performance

Among the topics listed above, *The Pathfinders Program* is a unique series of courses designed for students who have experienced a stroke or acute brain injury (ABI). It includes:

- computer-based *Aphasic Speech* classes for students with communication impairments due to stroke or ABI;
- *Pathfinders Speech* classes which assist students in improving their communication skills; and
- *Body Conditioning for the Disabled* classes designed to help those coping with the effects of stroke to build stamina, strength, range of motion, posture and balance.

These classes provide an opportunity for students to continue to improve their post-stroke or post-ABI condition and help prevent students from becoming homebound and isolated. The instructors who teach the *Pathfinders* courses possess state licenses to provide services to this unique student population.

### *Organization (Administration, Staff and Faculty)*

Emeritus College staff includes the Associate Dean of Emeritus College, an administrative assistant, a program coordinator and an admissions and registration clerk. In addition, a team of 27 volunteers, who assist students in the offices, computer lab and classroom, is an invaluable asset to the program.

All 84 Emeritus College instructors are part-time faculty members. Several teach both Emeritus classes and credit classes, and several are retired from the college but continue to teach through Emeritus.



### *Student and Enrollment Services*

Emeritus College has its own enrollment office to serve its students, who are often reluctant to utilize student services available on the main campus. The program offers both online and paper enrollment processes for students. Online enrollment presents challenges for many students, but students are given registration assistance in the Emeritus computer lab. Emeritus College maintains the option of paper enrollment because many students have physical difficulties that preclude them from using a computer or are simply not comfortable using a computer, even with assistance.

### *Counseling, Support and Referral*

Emeritus College has established an effective partnership with the USC School of Social Work to provide support services for its students. A social work intern from USC is onsite at the Emeritus campus two days a week to provide counseling, conduct support group sessions, and provide referrals to local and community social service agencies. Students access these services in a safe environment in which they are already comfortable and where they are assured confidentiality. Students who were reluctant to utilize referrals to the main campus welcome the opportunity to have these services available at the Emeritus campus.

### *Fundraising and Annual Giving*

The fundraising arm of Emeritus College has two basic components: planned giving and the annual campaign. At one time, Emeritus College enjoyed the services of a planned giving expert who worked with the students to develop their wills and trusts. As a result of the long-term investment in this area, Emeritus College has been the recipient of several large gifts which have been placed in trust. These include the Luisa Kott Music Fund (\$177.9K), the Dorothy Tunis Theatre Fund (\$258K) and the Endowment Fund (\$135K). Currently, funds held for Emeritus College by the Santa Monica College Foundation total \$3.8 million.

Emeritus College conducts an annual fundraising campaign overseen by the ECEC Fundraising Committee. While the level of student participation in this campaign varies from year to year, over \$100,000 is typically contributed annually. The ECEC also advises recommendations for spending the annual campaign funds and a portion of the funds have been set aside to build the Emeritus College Foundation Account. Emeritus College works with the Foundation to identify and secure donations, bequests, and other forms of external funding. These efforts will have to be considerably expanded and focused in the coming years to ensure that Emeritus College remains financially sound and student access is maintained.

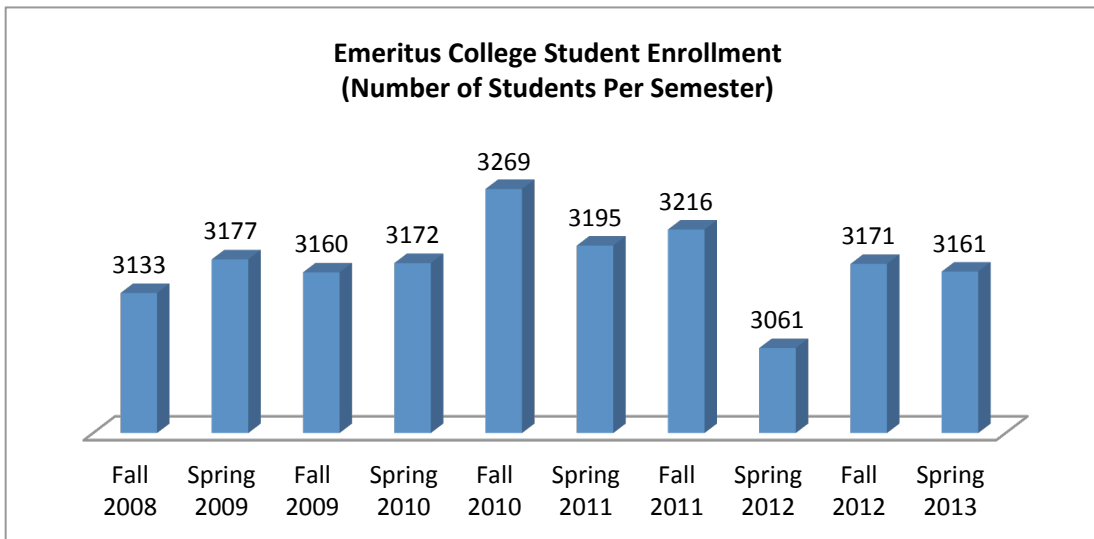
### ***Current Challenges***

As a result of the state's protracted and ongoing economic downturn, the focus at the state level has moved away from the portion of the California Community College mission that provides for lifelong learning opportunities. While Santa Monica College continues to endorse and support Emeritus College, the availability of funding and support for noncredit Older Adult programs from the state has diminished. This has resulted in two major challenges for Emeritus College: 1) tackling enrollment demand that exceeds available apportionment funding and 2) planning for a future which likely will not include state support.

### *Enrollment Demand*

The College is committed to offering classes up to what the state will fund which is currently up to a maximum of 581 FTES. However, as a result of funding reductions that have continued since 2008/09, Emeritus College has exceeded the amount of funded enrollment over the last several semesters.

As shown in Figure 3, the number of students served during the regular semesters remains fairly consistent (with the exception of Spring 2012, during which enrollment in certain physical education courses was funded through the Emeritus Foundation Fund and thus is not included in the noncredit enrollment numbers).



**Other Activities:** A wide array of activities including lectures, performances and other events was developed for the Winter 2013 intersession. The program served nearly 1,000 students for a modest cost of about \$7,000 dollars, using funds from the annual giving campaign. Students were enthusiastic about the activities and many scheduled events were filled to capacity. The success of the winter program is also due to the Santa Monica College staff (including deans, directors and a board trustee) who provided special lectures and presentations on a volunteer basis. Several college departments – including the Broad Stage, Auxiliary, Marketing, Reprographics, and Receiving – offered additional support at a reduced cost to support the Emeritus special winter events. This alternative to the typical class schedule was developed after the District decided to eliminate the winter intersession as a result of the state’s workload reductions. The District plans to implement a similar program of activities for Winter 2014.

*Legislative Changes*

State Senator Carol Liu has authored Senate Bill 173, which proposes to eliminate funding for several noncredit categories, including older adult noncredit education, parenting, home economics, and health and safety education. While the bill does not forbid the offering of such classes, defunding these areas would require that these classes become fee-based and self-sustaining. The Governor’s Budget Trailer Bill language was modified in May to allow for the continuation of at least current funding for Older Adult programs, but compromise modifications to that language have cast doubt on whether funding would be available after two years or at all if SB 173 is approved.

Emeritus College staff and students have actively addressed this bill through consistent communication with the state legislators and the Governor’s office. Senator Ted Lieu was invited by the Associate Dean to address Emeritus College students, and he has written several pieces in support of Older Adult programs and voiced his support for the Governor’s original budget trailer bill modifications. Dr. Tsang and other Santa Monica staff have contacted Assemblyperson Bloom’s office, voicing the college’s opposition to SB 173. Santa Monica College also joined a coalition of organizations, including the California Teacher’s Federation, the Community College League of California, and a group of community colleges with large noncredit programs, in opposing the bill. However, opposition to the bill, voiced across the state, seems to have had little effect on swaying the legislators’ opinion.

## ***Emeritus College's Response to these Challenges***

The Emeritus College Executive Council has been active in organizing and working to educate the community and elected area representatives on the importance of continuing funding for noncredit older adult education and the other noncredit areas.

Working together with the ECEC, the Associate Dean initiated a series of focus groups over several weeks during the winter. The focus groups included students, community members, faculty and staff. As a result of the focus groups, suggestions and ideas were gathered to address the concerns of the Emeritus students and to develop strategies for responding to the continued reductions in funding at the state level.

As an outgrowth of the focus group activities, several work groups were formed to develop strategies and plans for the future of Emeritus College. The workgroups and subsequent plans include the following:

- *Advocacy:* Working with the ECEC and workgroups, priorities were identified and strategies were implemented for improving advocacy at the state level to educate legislators of the benefits and cost effectiveness of older adult education. The strategies employed included a letter writing campaign, telephone calls and meetings with state representatives. When State Senator Ted Lieu met with Emeritus students, they were able to give Senator Lieu firsthand knowledge about the benefits of lifelong learning and the need for noncredit older adult education. A second advocacy workgroup focused on organizing a trip to Sacramento to meet with elected representatives. While this endeavor initially had much support, interest waned as the travel plans were solidified. Most students felt that it would be more effective to communicate with their representatives through visits to their local offices or through correspondence, email and telephone calls.
- *Education and Research:* Members in this workgroup conducted research on the benefits of providing educational opportunities and providing health classes for older adults, researching texts and journal articles. Through their research the students were able to demonstrate the cost effectiveness of offering such programs. The Emeritus students in this group developed as a final product a white paper outlining the benefits of continuing funding for older adult noncredit education. The workgroup was also able to identify how other costs, including health care, would rise if students were not able to continue to participate in these classes.
- *Funding Alternatives:* This workgroup developed as the result of student concern over the continued reduction of course offerings. This workgroup identified areas of possible additional funding including grants; partnerships with local city government, community and healthcare agencies; endorsements from corporations, underwriting, and naming rights; and fee-based classes. This group realized that some of these ideas are beyond the purview of the workgroup and would mean that the District would be establishing formal relationships with outside organizations.

The Funding Alternatives workgroup eventually narrowed its focus to the possibility of fee-based programs. Concerns were raised over the conflict between covering the full cost of offering classes and keeping class fees affordable for students with fixed, limited incomes as well as possibly establishing a scholarship program. Committee members recommended establishing criteria for scholarship eligibility and disbursement of scholarships. It was noted that implementing a scholarship program would require additional staffing.

The workgroup also determined that a more robust fundraising program would need to be implemented. A comprehensive development plan is one of the goals for the upcoming year for the ECEC.

## ***Emeritus College Moving Forward: The Contingency Plans***

With considerable student support, and with the support of the District, Emeritus College is planning and positioning itself to respond to the rapidly changing landscape for hitherto state-supported older adult programs. A variety of options is being considered to ensure that the program remains flexible and responsive as the contemplated legislative, regulatory and budgetary changes are clarified and implemented.

Planning needs to address the following possibilities:

- Plan “A” will be based on the most optimistic scenario that current funding continues for Older Adult programs. However, even in this scenario, the Governor’s modified budget trailer bill language does not provide for growth funding and this plan will have to include alternative methods for providing additional course offerings. The first steps are being implemented this fall through the development of several fee-based classes.
- Plan “B” assumes that the recent compromises to the Governor’s budget trailer bill language modifications are implemented and Older Adult program funding is allowed to continue at the current levels for two years before state support for this (as well as the other three categories) is eliminated. For the Emeritus College to continue, alternate methods for offering classes and other programs beyond the state-funded levels will have to be developed on an accelerated basis. This plan will focus on providing a structured transition from state-funded to alternatively-funded programming (e.g., fee-based classes).
- Plan “C” assumes that SB 173 is passed and Older Adult classes (along with the other three categories proposed for elimination) are eliminated in a much more abrupt and time-impactful way. This will be a much more aggressive plan and will be based on an almost immediate transition to a fee-based structure.

Common to all planning efforts are several goals:

- Meeting the needs and interests of Older Adults by offering a wide range of courses;
- Establishing an ongoing, sustainable financial structure, assuming an absence or great reduction in state funding;
- Developing a class fee structure that is flexible, affordable and transparent; and
- Developing a review process for courses, fees and governance.

A number of questions have been discussed briefly through the focus groups and subsequent workgroup efforts described above, but in-depth analysis and planning needs to be undertaken to address them fully. Most of the questions center on the fiscal condition of Emeritus College. Some of these questions include:

- What is a reasonable tuition rate that will attract students but also ensure that Emeritus College operates on a self-sufficient basis?
- How can Emeritus College’s viability be ensured while ensuring access for all; in other words, how can a fee-based structure be developed that is fiscally self-sustaining, but also supports those who cannot afford to pay a fee?

The plan will also need to detail strategies related to marketing, public relations, fundraising, and enrollment analysis.

To address these and other issues, an Emeritus College Task Force, the membership of which will include representatives from administration, faculty, the ECEC, the Emeritus College students, and local community organizations/government offices, should be formed. The initial tasks and outcomes of this Task Force include:

- Developing a fiscally responsible business plan
- Developing marketing and public relations strategies
- Coordinating with the SMC Foundation to develop and implement a comprehensive fundraising plan

## *Financial Considerations*

As mentioned earlier, the financial aspect of Emeritus College's future actions is a central issue as the program transitions from being state-supported to being (largely) fiscally self-sufficient. The wide variety of tuition options for fee-based programs and various models are dependent on different ratios of expenses to revenue, different course models, and the viability/sustainability of alternative revenue-producing avenues.

The current operational costs for Emeritus College are estimated to be \$1.6 million annually. This number is based on the expenses charged to the district (salaries and benefits for faculty, staff and administration; rents and leases associated with off-site facilities that charge rent for the classes held there; and an aggregate accounting of funds spent from the program's foundation, auxiliary and lottery accounts. ***Not included in this estimate are the costs for building maintenance, utilities, and marketing.***

The financial goals of the program are:

- To keep tuition fees affordable for students while providing high quality educational programs.
- To adopt a calendar of class offerings that allow for maximum flexibility and reasonable fees.

Types of revenue generating instructional models include:

- Fee-based classes: self-supporting classes that need no external financial support
- Sponsored classes: classes/events in which an external funding source underwrites either all or part of the instructional costs of the class. (An additional advantage of these courses is the connection established between the sponsor and the college.)
- Special projects: ongoing programs designed specifically to generate revenues on a regular basis to offset expenses. For Emeritus College, special projects include trips and tours.

Additional costs will include scholarships to ensure access to classes for students who cannot afford to pay the fees. Sufficient revenue from fee-based classes will take several years to generate this amount and other revenue generation models will need to be considered and evaluated. Potential revenue generating ideas include memberships, grants, fundraising, and corporate sponsorships. Other possible means of reducing expenses include student-generated curricula, following the "Omnilore" model used in the Southbay area, and classes sponsored by the City of Santa Monica and local community based organizations.

## *Fundraising*

Potential fundraising activities include:

- Soliciting donations from Emeritus College students and the community at large.
- Writing grants.
- Identifying partnerships with organizations invested in the Older Adult community or in addressing issues relevant to older adults (e.g., AARP).
- Initiating sponsorship for various classes.
- Establishing the Emeritus College scholarship program.
- Identifying individuals, community members, and businesses who might sponsor individual classes.
- Developing corporate sponsors who might "underwrite" classes in exchange for naming or marketing opportunities.
- Holding special events for fundraising purposes.

## *Public Relations and Marketing*

Potential public relations/marketing ideas include:

- Developing special events designed to engage the community.
- Coordinating with special interest groups such as AARP that support programs for older adults.
- Developing partnerships with community businesses and nonprofit agencies to support specific programs and classes.
- Monitoring and updating the Emeritus College website to ensure timely distribution of program developments, news about upcoming events, and sponsorship/support opportunities.
- Developing press releases relevant to Emeritus College activities.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 6, 2013

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 6**

**SUBJECT: SMCCD CAPITAL OUTLAY PROGRAM/BOND CONSTRUCTION PROGRAM REPORT**

SUBMITTED BY: Vice-President, Business/Administration

**I. Introduction**

The District’s capital outlay program consists of larger non-maintenance projects that are generally over \$100,000, typically financed by local taxpayer approved bonds. The capital projects include new buildings, replacement buildings, renovations, property acquisition, parking, site work, landscaping, infrastructure, security, and technology.

Over the last several decades, Santa Monica and Malibu voters have approved four safety and modernization bond measures in support of the college’s career and academic programs:

Proposition T	1992	\$ 23,000,000
Measure U	2002	\$160,000,000
Measure S	2004	\$135,000,000
Measure AA	2008	\$295,000,000

By way of background, local bonds financed the original Main Campus, built in the 1950s and 1960s. However, in subsequent years, until 1992, the District depended primarily on limited state funding, so only a few large projects were built. After the 1994 Northridge Earthquake and the extensive damage to the Main Campus, the District received federal FEMA support for rebuilding which started the current era of major construction on the campus.

In addition to the local bonds listed above, there has been significant financial support from federal, state and city sources along with the District’s own capital funds.

The 1998 Facilities Master plan was a major effort in guiding the modernization and development of the Main Campus after the Northridge earthquake. Additional facility assessments were conducted in 2001, 2002, and 2003. In 2007 a master plan was added for the development of the Bundy Campus. In 2010, an update of the Facilities Master Plan was completed to address other safety and modernization improvements on the Main Campus and to incorporate the satellite campuses.

Highlights of the completed projects include the purchase of the Bundy Campus and Emeritus College, and the construction of the Theatre Arts, Broad Stage, HSS Building, and Campus Quad. Projects currently underway include a new Child Development Center, a Malibu Campus, a Health, PE, Fitness and Dance Complex, Student Services, and a redeveloped Academy of Entertainment & Technology Campus with new facilities for KCRW.

## II. Project Summary

The following chart shows the larger projects starting in 2002 with the total project cost:

Project	Funding Source	Total Cost	Status
Purchase of Bundy Site	U	\$30,260,878	Completed 2002
Emeritus College	U, SMC Foundation	\$9,603,782	Completed 2003
Purchase of 1738 Pearl Street	U	\$749,208	Completed 2003
Library Renovation & Expansion	T, State, FEMA	\$23,600,000	Completed 2003
PE/Dance/Athletics Office Relocation	U	\$2,797,033	Completed 2004
Math Complex	U	\$1,458,690	Completed 2004
Bundy Campus West Building	U	\$23,291,387	Completed 2005
Malibu Storm Water Infrastructure P-I	S	\$2,500,000	Completed 2005
Renovation of Theatre Arts	U	\$19,496,949	Completed 2006
Music Complex - Performing Arts	U	\$4,623,547	Completed 2007
HSS North/South	U, State, FEMA, City	\$29,260,946	Complete 2006/7
Shuttle Parking Acquisition & Constr.	U	\$18,969,509	Completed 2007
Malibu Storm Water Infrastructure P-II	S	\$2,500,000	Completed 2008
Broad Stage - Performing Arts	S, SMC Foundation	\$40,603,541	Completed 2008
Athletic Fields - John Adams	S	\$2,969,807	Completed 2008
Main Campus Quad	U	\$11,338,463	Completed 2008
Bundy New Driveway & Signal	S	\$3,825,841	Completed 2009
Athletic Fields - Corsair Field	S	\$4,440,065	Completed 2009
Pico Phase I - Lot 6 & Structures	S	\$1,018,009	Completed 2009
Infrastructure & Safety Phase I	U	\$4,027,569	Completed 2010
Purchase of 1516 Pico Blvd.	AA	\$1,748,667	Completed 2010
Purchase of 1510 Pico Blvd.	AA	\$4,009,228	Completed 2011
Purchase of 919 Santa Monica Blvd.	AA	\$9,029,287	Completed 2011
Bundy/Airport Classroom Relocations	AA	\$3,221,000	Completed 2012
Library Village Relocation & Bike Park	AA	\$1,448,275	Completed 2013
Bundy/Airport Parking	AA	\$2,035,375	Under Construction
Information Technology	AA	\$18,911,621	Under Construction
919 Santa Monica Blvd.	AA	\$690,000	Bidding
AET/KCRW	AA	\$84,823,170	Bidding
East Wing - Performing Arts Center	AA	\$14,751,135	In DSA
Health, PE, Fitness, Dance, Cent. Plant	AA	\$48,266,102	In DSA
Central Plant Loop Connections	AA	\$8,260,976	In Design
Child Development Center	AA, City	\$12,572,245	In Design
Malibu Campus	AA	\$18,971,961	In Design
Student Services	U, S, AA	\$81,038,442	In Design
Drescher/Pico Promenade Phase I	AA	\$15,728,852	Design Starts 2013
Bookstore Renovation	AA	\$2,127,000	Design Starts 2013
Pico Promenade Phase II	AA	\$6,199,800	Design Starts 2013
Math and Science	AA, State	\$81,210,352	Design Starts 2014
Career Opportunity Center	AA	\$27,728,447	Design Starts 2014



### **III. Detailed Status on Projects in Design or Pre-Construction Phases**

919 SANTA MONICA BOULEVARD – The interim plan for this facility is to house programs that support the Performing Arts Center, many of which are now in temporary trailers. A minor renovation project is planned to start August 20<sup>th</sup> and completed by December 20<sup>th</sup>. Long-term use will be examined as the District updates its master plan.

AET/KCRW – This project, which includes a 420 space parking garage, renovation of the existing 50,000 square foot building, a 30,000 square foot addition, and a 36,000 square foot new building for KCRW has been approved by the Division of the State Architect (DSA). The project is out to bid and will likely be presented at the September Board meeting for approval. Construction is scheduled to start by October 1.

EAST WING PERFORMING ARTS – The project to add two music classroom/labs and a multipurpose room is in the final stages of DSA approval. The District expects to bid the project in the fall and start in early January. See below “Future Planning Issues” for a discussion of Performing Arts Campus parking issues.

HEALTH, PE, FITNESS AND DANCE – This 66,000 square foot project will house Kinesiology, Athletics, Dance and the new Central Plant. The project is in the middle of the DSA process with approval expected by November. Construction is expected to start in late spring with demolition of the existing locker room building to take place next summer.

CHILD DEVELOPMENT CENTER – This is a cooperative project with the City of Santa Monica. The architect has met with the building committee and an initial space program has been determined. At the same time the college team worked with the City of Santa Monica and determined the site boundaries on city property in the Civic Center area. The site will be located at the northeast corner of the Civic Auditorium parking lot immediately to the south of the city parking structure.

MALIBU CAMPUS – This is a cooperative project with the City of Malibu and the County of Los Angeles. The conceptual drawings of the project were presented to the Malibu JPA in April. The District is now working with the County of Los Angeles on some site issues including wastewater discharge. The architect is preparing a submittal to the Malibu Planning Department to review the project for conformance to the Local Coastal Plan. Once the City and County issues are resolved the EIR can be completed, which is expected to be later this fall.

STUDENT SERVICES – The Board has approved Morris Architects as the architect for the redesign of the Student Services project. The District’s program manager, LPI, is meeting with student services staff and related offices to begin the development of the space program. Morris is now working with this initial program to develop a schematic drawing. Planning and design is expected to take one year.

### **IV. Upcoming Planning Issues**

PERFORMING ARTS CENTER PARKING – The East Wing project will add two new music classroom labs and a multi-purpose room to the Performing Arts Campus. At the site there has historically been a tight supply of parking. During construction of the new East Wing, the District will be able to use parking at the adjacent 919 Santa Monica Boulevard site. Following the completion of the East Wing, in order to provide for occupancy of the new facility, the District must add additional parking either on-site or nearby. The District will not be able to fully utilize the site without the additional parking.

WAREHOUSE SPACE –The college currently uses space on the first level of Drescher Hall for bookstore receiving and general storage. Restoring this space immediately to instructional and student service use will assist the District in meeting existing student needs. Additionally, long-term plans for Drescher Hall and the Pico frontage are incompatible with the current receiving and storage functions. The District is recommending the use of a nearby off campus location for receiving and warehousing.

DRESCHER/BOOKSTORE/PICO PROMENADE – The original plan for the Drescher Hall frontage featured a large bookstore including sizable book stack areas and a large warehouse. Technology is drastically changing the bookstore business. By the time a new bookstore is built and occupied the District expects fewer paper books will be available. The District recommends remodeling the existing store, changing the name from “Bookstore” to “Campus Store” and updating the mix of products for sale. This would keep the existing site at the center of campus as the most convenient location for students. The space in Drescher Hall would be used long-term for instructional and student services. Some additional space outside Drescher would be added for a bike center and café.

BUNDY/AIRPORT – Planning for the Bundy Campus will need to be updated to include the addition of a new 3.1-acre site adjacent to the campus. The Airport Arts Campus plan will also need to be updated to reflect the addition of a new modular classroom complex and high-tech infrastructure on the site. The District’s Academic Affairs office is studying these new facilities, together with the planned move of Journalism, Film Studies, Broadcasting, Radio, and Mass Communications to the AET Campus, and the opportunities available on the Main Campus with a planned Math and Science wing, to better define the remaining facility needs for career technical education.

## **V. Sustainability**

Sustainability is a major aspect of the bond program. All new bond projects will be designed to LEED (Leadership in Energy and Environmental Design – US Green Building Council) Silver level or higher. In addition to the major building projects, the District has energy efficiency projects in progress on an ongoing basis. 2010 saw the completion of the solar installation on the parking structures. This year includes an energy retrofit project with boiler upgrades, interior and exterior lighting upgrades and the addition of new sustainability features to the Center for Environmental and Urban Studies (CEUS) house. This project won the Energy and Sustainability Award from the Chancellor’s Office. As a future project, the District has submitted a proposal for Proposition 39 funding to the state for an additional photovoltaic array over Parking Lot 5 off of Pearl Street.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 7**

**SUBJECT:** **BOARD OF TRUSTEES GOALS AND PRIORITIES, 2013-2014**

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

**REQUESTED ACTION:** It is recommended that the Board of Trustees review and approve the final Board of Trustees Goals and Priorities, 2013-2014:

**BOARD OF TRUSTEES GOALS AND PRIORITIES, 2013-2014**  
Our Commitment to Access, Quality, Innovation and Sustainability

**Educational Advancement and Quality**

1. Support a culture of evidence to monitor and improve institutional effectiveness and student progress.
2. Institutionalize initiatives that are effective in improving student success, with an emphasis on improving basic skills mastery in mathematics and English Language Arts, and strengthening students' non-cognitive skills (GRIT), to achieve more equitable outcomes.
3. Strengthen and promote workforce/career technical programs and pathways.
4. Increase the number of full-time faculty members.
5. Promote professional development activities for all classified and academic staff, including adjunct faculty.

**Fiscal Health and Internal Operations**

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

**Community and Government Relationships (Local/State/National)**

- 12. Foster community and government relationships and partnerships in fulfillment of SMC's vision and mission.
- 13. Develop a plan to ensure the continued success of Emeritus College.
- 14. Participate in the Cradle to Career Initiative and strengthen and expand programs and partnerships that serve SMMUSD students.

**Facilities and Sustainability**

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 6, 2013

**VIII. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #8-#20.

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

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

**IX. CONSENT AGENDA – Pulled Recommendations**

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

**X. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**RECOMMENDATION NO. 8 APPROVAL OF MINUTES**

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

- July 2, 2013 (Regular Board of Trustees Meeting)
- July 16, 2013 (Board of Trustees Study Session)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 9 REVISED SUBCONTRACTUAL AGREEMENT FOR COMMUNITY BASED JOB TRAINING GRANT**

*Requested Action: Approval/Ratification*

*Reviewed by: Patricia Ramos, Dean, Workforce and Economic Development*

*Approved by: Jeff Shimizu, Vice President, Academic Affairs*

**Title of Grant: Community Based Job Training Grant in Recycling and Resource Management**

Granting Agency: Department of Labor Education and Training Administration

Subcontractor: Jewish Vocational Services Los Angeles (JVS)

Revised Contract: \$400,000

Performance Period: July 1, 2012 – December 31, 2013

Summary: The Board of Trustees accepted the Community Based Job Training Grant (\$4.87 million) and approved Santa Monica College (SMC) as the lead agency in this large consortium with Irvine Valley College and Golden West College in Recycling and Resource Management to place participants in emerging green jobs related to this training.

In June 2013, SMC received a no-cost extension from the Department of Labor to redirect the unused grant funds for job placement activities. JVS will provide training and job readiness activities for approximately 422 students to support the overall success of this multiple-partner grant program managed by SMC. The revision has also been approved and supported by the Department of Labor grant officer.

The focus of the no-cost extension is on job placement activities. The aim is to make 30-31 job placements per month in order to reach the goal of 422 placements by the end of December 2013. JVS will track student job placements, increase incumbent worker tracking for reporting advancement and salary raises. They will have resume workshops, individual and group resume review for specific job opportunities and increased job referrals via weekly email blast. Jewish Vocational Services will follow up with hiring managers for employer feedback.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract		Term/Amount	Service	Funding Source
A	Bais Chana High School	August 26, 2013 – June 30, 2014  Not to exceed \$6,000	The Los Angeles Universal Preschool – Early Start Pathway (LAUP-ESP) grant has provided funds for SMC/Early Childhood Education ( <i>a participant in the LAUP: ESP 2+2+2 grant</i> ) to use Bais Chana High School ( <i>also a participant in the grant</i> ) premises for conducting ECE classes for high school students interested in getting an early start in ECE while still in high school; and also for outreach activities to provide opportunities for students not enrolled in ECE classes to learn about the ECE pathway.	LAUP– ESP Grant (100%)
Requested by: Laura Manson, Department Chair, Early Childhood Education Approved by: Jeff Shimizu, Vice President, Academic Affairs				
B	Governet (provider of CurricUNET)	July 1, 2013 – June 30, 2016  Not to exceed \$45,000	Extension of contract for a period of three years with Governet for annual support, maintenance and hosting fees for CurricUNET (\$12,000 annually) and Automated Program Review Module annual support (\$3,000 annually).	District Budget/ Academic Affairs (100%)
Requested by: Georgia Lorenz, Dean, Instructional Services Approved by: Jeff Shimizu, Vice-President, Academic Affairs				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source
C Jennifer Jeanne Jones	July 1, 2013- June 30, 2014  Not to exceed \$1,500	Ms. Jones will provide artistic scenic design and creation for Theatre Arts productions.	District Budget/ Theatre Arts Department (100%)
<i>Requested by: Perviz Sawoski, Department Chair, Theatre Arts Department</i>			
<i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>			
D Dr. David Drew	March 7, 2014  Not to exceed \$1,500	Dr. David Drew, Professor of Education at Claremont Graduate University, will be the guest lecturer at STEM's Professional Development event during SMC's Flex Day on March 7, 2014. He has extensive research experience focused on the improvement of STEM education and research, and has authored a book on the topic. In addition to the keynote lecture, he will participate in pre-planning activities for STEM faculty and work with the Director of STEM Programs.	U.S. Department of Education/HSI STEM (Science, Technology, Engineering, and Mathematics) and Articulation Grant (100%)
E Community Partners FBO (for the benefit of) Sustainable Works	August 6, 2013 - June 30, 2014  Not to exceed \$10,000	Community Partners FBO Sustainable Works will partner with Santa Monica College to increase student awareness of STEM careers through environmental advocacy and action and to strengthen existing SMC STEM coursework through expanded applied learning opportunities. Additionally, it will strengthen focus on STEM degrees and careers and relevance to environmental sustainability, revise the Sustainable Workbook to highlight the relation of science and math to environmental issues, develop Spanish promotional and outreach materials, translate portions of the Workbook into Spanish, and integrate SMC STEM faculty in Sustainable Works Crew activity, and promote the STEM program on campus.	U.S. Department of Education/HSI STEM (Science, Technology, Engineering, and Mathematics) and Articulation Grant (100%)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract		Term/Amount	Service	Funding Source
F	Dr. Carlos Gutierrez	August 16, 2013  Not to exceed \$750	Dr. Carlos Gutierrez, Cal State Los Angeles professor and expert on Organic Chemistry, will be the keynote speaker at the STEM-SRI (Science and Research Initiative) Welcome Day event on August 16, 2013.	U.S. Department of Education/HSI STEM (Science, Technology, Engineering, and Mathematics) and Articulation Grant (100%)
<p><i>D, E and F</i>  <i>Requested by: Melanie Bocanegra, Director, STEM Initiatives</i>  <i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i></p>				
G	Rushton Hurley	September 3, 2013  Not to exceed \$3,300	Rushton Hurley, educational technology expert, will present two sessions on using technology to enhance learning. The sessions will help instructors learn about freely available online tools, digital media and open educational resources to help students strengthen the quality of their work, and vary the presentation of course content. The day will include a lecture and demonstration leading to hands-on practice and project design.	Title V Building Foundations for Academic and Career Success Grant (100%)
<p><i>Requested by: Roberto Gonzalez, Associate Dean, Student Success Initiatives</i>  <i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i></p>				
H	Paradise Consulting	July 1, 2013 – June 30, 2014  Not to exceed: \$4,000	Paradise Consulting provides support in administering the South Coast Air Quality Management District survey, provides summary Average Vehicle Ridership calculations and provides survey information for the Mandated Trip Reduction Plan for the City of Santa Monica.	District Budget/ Sustainability (100%)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source
I Right Click, DBA Ride Amigos	July 1, 2013 – June 30, 2014  Not to exceed: \$8,6252	The consultant provides an online survey tool used for calculating Average Vehicle Ridership included in the annual Mandated Trip Reduction Plan for the City of Santa Monica and provides a monthly sustainable commuter online reporting system for all District employees. The system includes commuter monthly and quarterly reports, and rideshare matching information accessible only to District employees. A discount given by the City for using electronic filing offsets the costs of the survey tool.	District Budget/ Sustainability (100%)
<p><i>H and I</i> Requested by: Genevieve Bertone, Director, Sustainability Approved by: Randal Lawson, Executive Vice President</p>			
J Peter Parrish	July 1, 2013 – June 30, 2014  Not to exceed \$4,500	Peter Parrish, Alternative Energy expert, will assist Santa Monica College’s Sustainable Technologies Program in developing a new Not-For-Credit Solar Photo-Voltaic (PV) Installation course, to be taught in Spanish and targeted towards the Spanish-speaking Solar PV workforce. He has extensive industry and curriculum leadership experience.	Spanish Language PV Installer Course Grant (100%)
K Jesse Marez	July 1, 2013 – June 30, 2014  Not to exceed: \$2,000	Jesse Marez, a Clean Fuel Industry expert and member of the California Hispanic Chamber of Commerce who is fluent in Spanish, will assist in developing a new Not-For-Credit Solar Photo-Voltaic (PV) Installation course, to be taught in Spanish and targeted towards the Spanish-speaking Solar PV workforce.	Spanish Language PV Installer Course Grant (100%)
<p><i>J and K</i> Requested by: Laurie McQuay-Peninger, Director, Grants Approved by: Randal Lawson, Executive Vice President</p>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract		Term/Amount	Service	Funding Source
L	A+ Safety Training	July 1, 2013 - March 15, 2014  Not to exceed \$37,500	A + Safety Training will provide specialized training to ETP (Employer Training Panel) clients who request specialized training in the area of OSHA (Occupational Safety and Health Administration) compliance. Classes in Hazardous Materials Handling and Quality Control are approved categories of training for ETP contractors. The scope of work and class learning outcomes are clearly outlined by OSHA and adhered to by A+ Safety Training.	Employment Training Panel (ETP) Contract (100%)
<i>Requested by: Patricia G. Ramos, Dean, Workforce &amp; Economic Development</i> <i>Approved by: Jeff Shimizu, Vice President, Academic Affairs</i>				
M	LawRoom	2013-2014  \$1,502	Classroom Central License for 50 General seat employee training for period July 1, 2013 – June 30, 2014. Provides access to LawRoom training suite for employees including state-mandated AB1825 anti-harassment training for supervisors and non-supervisory anti-harassment training. Includes access to all courses provided by LawRoom: Ask the Instructor feature, Learning Management System, additional administrators, policy/logo integration and setup/ implementation.	2013-2014 District Budget/Human Resources
<i>Requested by: Sandy Chung, Assistant Director, Human Resources</i> <i>Approved by: Marcia Wade, Vice President, Human Resources</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract		Term/Amount	Service	Funding Source
N	Pernilla Nathan	August 2013 – June 30, 2014  Not to exceed \$41,100	This is a continuation of a contract for the consultant to assist SMC’s Psychological Services with the implementation of mental health program. SMC’s Psychological Services will work closely with other groups on campus to raise awareness and acceptance of mental health issues and concerns and thus reduce stigma and discrimination associated with such issues. Significant activities will include year round training for faculty and staff through departmental workshops, brown bag lunches, and flex day trainings; the development of a peer-facilitated support group; and increased communication and coordination among on campus and community groups.	Chancellor’s Office Student Mental Health Program/ Campus Based Grant

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

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

O	Siemens Industry, Inc. (SII)	July-August 2013  \$5,000	In response to the tragic events in June, the District determined there was urgency to move forward with a systematic approach to assess the security of the District’s facilities. Siemens Industry, Inc. will conduct a Technology and Operations Assessment to evaluate the security of the facilities including the main campus, satellite campuses and off-campus office buildings. The assessment will include a written report and a presentation detailing the District’s current security status, areas of strength, areas for improvement, a list of observed issues and a recommended timeline for resolution.	District Budget
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*Requested by: Al Vasquez, Dean, Campus Security, Student Health and Safety*

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source
P Educational Testing Service	2013-2014 - \$0 2014-2015 - \$12,500 2015-2016 - \$12,500	Administration of the SuccessNavigator instrument (to measure non-cognitive “soft” skills) to: 3,000 students in 2013-2014; 2,500 students in 2014-2015; and 2,500 students in 2015-2016.  (In acknowledgment of SMC’s participation in the SuccessNavigator pilot during 2012-2013, ETS is providing the tests to SMC at no cost for 2013-2014.)	District Budget/ GRIT Initiative

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

*Following is the acceptance of Cash Match for Small Business Development Center Grant, granted by Small Business Administration (SBA) and Long Beach Community College Lead Center (LBCC), approved by the Board of Trustees on January 15, 2013.*

Q Beverly Hills Chamber of Commerce	July 1, 2013 – June 30, 2014  Cash Match provided by Beverly Hills Chamber of Commerce: \$7,128	As mandated by the SBA Service Agreement, each SBDC service center is required to provide a cash match for the grant received by the SBA/LBCC. SMC’s SBDC will provide satellite services at the Beverly Hills Chamber of Commerce for \$7,128 cash match. An SMC SBDC consultant will take residence at the Chamber one day, twice per month (4 hours per day) to conduct free one-on-one business consulting to eligible individuals and also provide one low-cost workshop per month at the Chamber on such topics as: Marketing, Legal, Financing, Accounting and other topics as needed.  <u>Budget Augmentation</u> (Restricted fund 01.3) Revenue 8800 Local Income \$7,128 <u>Expenditures</u> 2000 Non-instructional Salaries \$6,600 3000 Employee Benefits \$528	N/A
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*Requested by: Gita Runkle, Director, Small Business Development Center*  
*Approved by: Jeff Shimizu, Vice President, Academic Affairs*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11 ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

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

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

EFFECTIVE DATE

ELECTION

CONTRACT

Huang, Yiching, Early Childhood Education

02/18/14

ADMINISTRATIVE

Hooper, Ricardo, Director, Athletics

07/29/13

McDonald, Vanessa R. Butler

Interim Senior Director Institutional Advancement/SMC Foundation Director 07/01/13 – 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

Sanseri, Joshua, Faculty, Photography

07/01/13 – 07/01/14

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: HUMAN RESOURCES

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

*Requested Action: Approval/Ratification*

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

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

EFFECTIVE DATE

ABOLISH

Workforce and Economic Development Project Assistant (1 positions) 07/06/13  
 Workforce and Economics, 12 mos, 40 hrs

ESTABLISH

Workforce and Economic Development Project Assistant (2 positions) 07/06/13  
 Workforce and Economics, 12 mos, 20 hrs

SALARY REALLOCATION

Community College Police Officers 07/01/13

From: Range – 40 classified range

To: Range – 42 classified range

Comment: In accordance with the Agreement between the District and the Santa Monica College Police Officers Association, a salary survey was conducted for the community college police officers by the Personnel Commission. The District agreed to implement the recommendation of the Personnel Commission which is to increase the salary range from 40 to 42 to be effective at the later of the following dates, July 1, 2013 or the date the Board of Trustees receives the recommendation.

ELECTIONS

PROBATIONARY

Alvarado, Stephanie, Administrative Clerk, Community Relations/Superintendent 07/17/13

Winn, Ollie, Administrative Clerk, Cosmetology 07/08/13

PROMOTION

Vasquez, Olga, Employee Benefits Clerk, Human Resources 07/15/13

REEMPLOYMENT

Novella, Heriberto, Lead Custodian, Operations 07/15/13

REINSTATEMENT

Johnston, Dexter (Lee), Director of Management Information Systems 07/31/13

ADVANCED STEP PLACEMENT

Recinos, Jaime, Assistant Bookstore Manager, Bookstore (Step C) 07/08/13

EXTENSION OF WORKING OUT OF CLASS ASSIGNMENT

Long, Carol, Director, Classified Personnel

03/20/13-09/30/13

SEPARATIONS

39-MONTH REEMPLOYMENT

Agard, Cheryl "Sasha", Administrative Assistant I, Campus Police

06/03/13

LAST DAY OF PAY SERVICE

RESIGNATION

Gateward, Deja, Tutoring Coordinator – Business, LRC

07/25/13

Mcdonald, Dori, Director, Classified Personnel

09/30/13

O'Brien, Jeremiah, Custodial Supervisor

07/26/13

Padilla, Omar, Student Services Assistant, Latino Center/AACC

\*08/15/13

*(date amended from 07/31/13 submitted for board approval on 04/02/13)*



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

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

Aghabala, Elham, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Auld, James, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Baker, Mark, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Bernaert, Angelica, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Bowen, Breece W., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Brown, Carla, Registration/ Information Clerk, Bursar’s Office	07/29/13-09/06/13
Brummer, Allison, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Bugarin, Lenore, Sign Language Interpreter II, Disabled Students Center	07/01/13-08/23/13
Castaneda, Laticia, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Choquette, Andrew L., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Cray-Lanham, Teri L., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Crawford, David D., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Critchlow, Adam T., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Cummings, Kahlil, Accompanist-Percussion, DANCE	07/01/13-12/31/13
Danar, Robin, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Duron, Renee A., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Eshenbaugh, Steven M., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Eaton, Aaron M., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Gaidzik, James Z., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Ganelis, Inna, Accompanist-Performance, MUSIC	06/02/13-06/07/13
Geller, Frances R., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Gerhold, Thomas, Accompanist-Voice, EMERITUS	07/01/13-12/31/13
Hale, Jeremy S., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Herndon, John M., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Jimenez Oaxaca, Jose E., Shuttle Driver, TRIO	07/01/13-12/31/13
Jones, Chauncey D., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Jones, Samuel L., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Kellogg, Jan C., Dance Production Specialist, DANCE	07/01/13-12/31/13
Lagroe, Darren A., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Maas, Benjamin, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Martin, Esteban, Shuttle Driver, TRIO	07/01/13-12/31/13
Meserve, Pamela, Student Services Clerk, Bursar’s Office	07/29/13-09/06/13
Morley, Sheldon, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Nesteruk, Gary, Accompanist-Voice, EMERITUS	07/01/13-12/31/13
Neumeister, Eric, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Osborne, Christopher, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Outwater Kane, Hildur, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Palmer, John, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Root, Jerrold S., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Rudolph, Robert A., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Ruebsamen, Kyle N., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14

Sammons, Micheal S., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Seward, Shedra, Buyer II, Purchasing	07/15/13-10/31/13
Snyder, John, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Sow, E. Malick, Accompanist-Percussion, DANCE	07/01/13-12/31/13
Stevens, Hilary A., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Thomas, Adrian A., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Tittle, Toby N., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Trenholm, John H., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Tyler, Lauren M., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Watanabe, Atsushi, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Wending, Andrew W., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Woodbury, Mark D., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Zawinul, Ivan, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Zibalese, David J., Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14
Zimmerman, Eric, Theatre Technical Specialist, SMC Performing Arts	07/01/13-06/30/14

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.

Barchenko, Olga, Cash Receipts Clerk, Bursar's Office	07/29/13-09/06/13
Chon, Jane, Instructional Assistant - English, ENGLISH	07/29/13-08/09/13
Clark, Jessica, Cash Receipts Clerk, Bursar's Office	07/29/13-09/06/13
Garcia, Jennifer, Student Services Clerk, Bursar's Office	07/29/13-09/06/13
Goodman, Spencer, Student Services Clerk, Bursar's Office	07/29/13-09/06/13
Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	07/29/13-09/06/13
Itani, Waded, Student Services Clerk, Bursar's Office	07/29/13-09/06/13
Jung, Jennifer, Cash Receipts Clerk, Bursar's Office	07/29/13-09/06/13
Knight, Takisha, Instructional Assistant - English, ENGLISH	07/29/13-08/09/13
Nelli, Maria, Cash Receipts Clerk, Bursar's Office	07/29/13-09/06/13
O'Connor, Rachel, Student Services Clerk, Bursar's Office	07/29/13-09/06/13
Orcutt, Joseph, Student Services Clerk, Bursar's Office	07/29/13-09/06/13
Perry, Nakeya, Cash Receipts Clerk, Bursar's Office	07/29/13-09/06/13
Sandoval, Amy, Instructional Assistant -English, ENGLISH	07/29/13-08/09/13
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	07/29/13-09/06/13
Stuck, Jennifer, Student Services Clerk, Bursar's Office	07/29/13-09/06/13
Tolentino, Casimiro, Student Services Clerk, Bursar's Office	07/29/13-09/06/13
Vriese, Denese, Cash Receipts Clerk, Bursar's Office	07/29/13-09/06/13
Wilks, Susan, Cash Receipts Clerk, Bursar's Office	07/29/13-09/06/13
Williams, LaShondra, Student Services Clerk, Bursar's Office	07/29/13-09/06/13

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

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

**STUDENT EMPLOYEES**

College Student Assistant, \$8.00/hour (STHP)	259
CalWorks, \$8.00/hour (FWS)	3

**SPECIAL SERVICE**

Art Model, \$18/hour	49
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

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

**RECOMMENDATION NO. 15 FACILITIES**

15-A AWARD OF BID – REFURBISHMENT OF 919 SANTA MONICA BLVD. OFFICES

Award the bid to the lowest responsive bidder for the 919 Santa Monica Blvd. Offices project.

<u>Bidder</u>	<u>Amount</u>
Concept Consultant, Inc.	\$267,500
Ventura Construction	\$297,500
Monet Construction	\$394,000
Fast Track Construction	\$407,760
Omega Construction	\$474,450
Trimax Construction	\$485,000
Minako dba Minco Construction	\$777,000

Funding Source: Measure AA

Comment: This project includes the cleaning and repair of approximately 8,400 square feet of office space including patching and painting, carpet cleaning, replacement of damaged ceiling tiles, and handrail modifications. Staff supporting the Performing Arts Center, some of whom are occupying temporary trailers and need to be relocated for the construction of the East Wing project, will utilize this office space.

15-B CHANGE ORDER NO. 4 – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY RELOCATION

Change Order No. 4 – FAST TRACK CONSTRUCTION on the Academy of Entertainment and Technology Relocation project in the amount of \$50,857.

Original Contract Amount	\$2,303,600
Previously Approved Change Orders	\$ 388,746
Change Order No. 4	\$ 50,857
Revised Contract Amount	\$2,743,203

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

Funding Source: Measure AA

Comment: Change Order No. 4 provides for the labor and material to install an access panel in modular classroom 151 due to site conditions; additional data outlets in the Airport Campus including the Arts Building, Hangar, and modular units; added labor and material for the rerouting and excavation around obstructions relative to the LADWP primary conduits and connection to new electrical service; installation of new low voltage vault required by code due to site conditions; rerouting of low voltage conduits due to site obstructions; installation of infrastructure for audio and visual equipment; privacy screen for the film storage area; and added signage for Airport campus.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

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

15-C CHANGE ORDER NO. 6 –TEMPORARY MODULAR OFFICES AND BIKE PARKING

Change Order No. 6 – MINCO CONSTRUCTION on the Temporary Modular Offices and Bike Parking project in the amount of \$14,844.

Original Contract Amount	\$1,337,700
Previously Approved Change Orders	\$ 90,150
Change Order No. 6	\$ 14,844
Revised Contract Amount	\$1,442,694

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

Funding Source: Measure AA

Comment: Change Order No. 6 provides labor and material to provide and install security cameras not specified as part of the original security tower installation and for new feeder wires from the existing electrical equipment to a new 400 amp panel. Existing feeders were too short to properly connect the new panel in the required location.

15-D PROJECT CLOSE OUT – TEMPORARY MODULAR OFFICES AND BIKE PARKING

Subject to completion of punch list items by Minco Construction, Inc. authorize the District Representative without further action of the Board of Trustees, to accept the project described as TEMPORARY MODULAR OFFICES AND BIKE PARKING as being complete. Upon completion of punch list items by Minco Construction, 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.

15-E RELEASE OF PARTIAL RETENTION – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY RELOCATION

Reduce the retention amount held from FAST TRACK CONSTRUCTION for the AET Relocation project from 5% to 2.5%.

Comment: The project is more than 90% completed.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

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

15-F AGREEMENT FOR ARCHITECTURAL SERVICES – FINANCIAL AID RELOCATION

Agreement with MORRIS ARCHITECTS for architectural services for Financial Aid Relocation project for \$67,829 plus reimbursable expenses.

Funding Source: Measure AA

Comment: The Financial Aid office has outgrown its current space and its new permanent space will not be available until the completion of the new Student Services Building in June 2017. Temporary offices will be provided in the space currently occupied by the SMC Bookstore warehouse. Morris Architects was selected since they are already working with Financial Aid on the Student Services project.

15-G AMENDMENT NO. 5 TO AGREEMENT FOR ARCHITECTURAL SERVICES – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

Amend agreement with CLIVE WILKINSON ARCHITECTS for the Academy of Entertainment and Technology project for \$144,126 plus reimbursable expenses.

Original Contract Amount	\$5,550,000
Amendment No.1	\$ 496,000
Amendment No. 2	\$ 78,868
Amendment No. 3	\$ 121,095
Amendment No. 4	\$ 74,500
Amendment No. 5	\$ <u>144,126</u>
Revised Contract Amount	\$6,464,589

Funding Source: Measure AA

Comment: Amendment No. 5 provides for the updating of the construction documents to cover unforeseen soil conditions found during the initial construction of the parking garage and the inclusion of the parking garage documents into one bid package with the rest of the campus construction. It includes a modification of the parking garage documents to include work already performed by the previous contractor.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

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

15-H AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT

Agreement with P2S ENGINEERING for architectural services for CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT project for \$427,645.00, plus reimbursable expenses.

Funding Source: Measure AA

Comment: The second phase of the central plant project will connect individual buildings to the chilled water loop. Some buildings already have equipment that can directly connect to chilled water; other buildings have equipment that is out of date or unable to directly connect and must be retrofitted.

The existing buildings included in the project are the Library, Science, Theatre Arts, Business, and Humanities and Social Science (HSS) buildings. Drescher Hall will be connected in the future during a separate modernization project. In addition to the connection of air conditioning equipment, this project also covers other infrastructure needs in these buildings including energy management, fire protection and security.

Due to financial difficulties, the current architect cannot continue and his contract has been terminated. P2S has been the engineer on the project from the start, and with this agreement will also assume the architectural responsibilities of the project.

15-I POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica  
Amount: \$109,137.36  
For the Period: April 1 – June 30, 2013 (3 months)  
Funding Source: 2012-2013 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.

Additional key maintenance projects for this quarter include replacement of 2 boiler heat exchanger units, merging of pool boiler flue pvc piping, and circulation pump check valve replacement.

The College paid the City of Santa Monica \$89,075.17 for the same period last year.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 BUDGET TRANSFERS**

*Requested by: Veronica Diaz, Acting Director, Fiscal Services*

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

*Requested Action: Approval/Ratification*

16-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 20, 2013 to June 30, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	2,051,564
2000	Classified/Student Salaries	-54,625
3000	Benefits	-31,109
4000	Supplies	150
5000	Contract Services/Operating Exp	-3,300
6000	Sites/Buildings/Equipment	1,150
7000	Other Outgo/Student Payments	-1,963,830
Net Total:		0

16-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 20, 2013 to June 30, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	20,768
2000	Classified/Student Salaries	261,221
3000	Benefits	-28,257
4000	Supplies	-83,026
5000	Contract Services/Operating Exp	-160,845
6000	Sites/Buildings/Equipment	-76,236
7000	Other Outgo/Student Payments	66,375
Net Total:		0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 BUDGET TRANSFERS** (continued)

16-C FUND 41.0 – CAPITAL OUTLAY PROJECTS FUND

Period: June 20, 2013 to June 30, 2013

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	1,134,459
6000	Sites/Buildings/Equipment	-1,134,459
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.

**RECOMMENDATION NO. 17 BUDGET DECREASE**

Requested by: *Veronica Diaz, Acting Director, Fiscal Services*

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

Requested Action: *Approval/Ratification*

The 2012-2013 Adopted Budget will be amended to reflect the following budget decreases

17-A BASIC SKILLS 2012-2013

Granting Agency: State of California

Appropriated Funding: (\$13,796)

Matching Funds: None

Performance Period: July 1, 2012 - June 30, 2013

Summary: The District has received notice for a Basic Skills funding decrease per Second Apportionment Report issued by the Chancellor’s Office date June 19, 2013.

Budget Augmentation: Revenue:

8600 State Revenue	(\$13,796)
Expenditures:	
1000 Academic Salaries	(\$13,796)





<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER**

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

June 1 – June 30, 2013      C1K – C2L      \$10,550,100.23

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

**RECOMMENDATION NO. 20 COMMERCIAL WARRANT REGISTER**

*Requested by: Robin Quaile, Accounts Payable Supervisor*  
*Approved by: Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action: Approval/Ratification*

June 1 – June 30, 2013      5558 – 5596      \$9,009,420.74

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

**RECOMMENDATION NO. 21 AUXILIARY PAYMENTS & 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
June 1 – June 30, 2013	\$723,434.34	\$81,698.03

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 6, 2013

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 22 PURCHASING**

*Requested by: Cynthia Moore, Director of Purchasing*

*Approved by: Robert Isomoto, Vice President*

*Requested Action: Approval/Ratification*

22-A AWARD OF PURCHASE ORDERS

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

June 1 – June 30, 2013

\$3,496,457.69

22-B RATIFICATION OF CONTRACTS PER PUBLIC CONTRACT CODE 20114/20654- COMPETITIVE BIDS WAIVE FOR PUBLIC WORKS AND OTHER SERVICES IN THE EVENT OF EMERGENCY

Provider/Contract	Term/Amount	Service	Funding Source
<b>PUBLIC WORKS</b>			
Izurietta Fence	\$7,380	Repair Masonry Wall Pearl Street, Lot 5	Capital Projects Fund

22-C PURCHASE AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Provider/Contract	Term/Amount	Service	Funding Source
FIRST CLASS VENDING	September 1, 2013 – August 31, 2014 No cost; revenue generating Plus second year signing bonus	Year 3 Renewal of Vending Services RFP#10-11/006sf Provide and maintain food and beverage vending machines and services including microwave and change machines.	N/A
FIRST CLASS VENDING	September 1, 2013 – August 31, 2014 No cost; revenue generating Plus second year signing bonus	Year 3 Renewal of Vending Services RFP#10-11/007sf Provide and maintain soft drink and various beverage vending machines and services.	N/A

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>REGULAR MEETING</b> August 6, 2013
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XI. ORGANIZATIONAL FUNCTIONS

**RECOMMENDATION NO. 23    DESIGNATION OF BOARD OF TRUSTEES REPRESENTATIVE TO THE LOS ANGELES COUNTY SCHOOL TRUSTEES ORGANIZATION**

It is recommended that the Board of Trustees designate a SMCCD Board of Trustees representative to the 2013-2014 Los Angeles County School Trustees Organization (LACSTA).

- COMMENT:    The role of the representative is to:
- Vote on all Association matters
  - Communicate between the Executive Board, the Association, and the local Board

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

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 6, 2013

**INFORMATION ITEM 24      CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING – JULY 17, 2013**

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, July 17, 2013 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

**1.      CALL TO ORDER - 8:06 a.m.**

**2.      ROLL CALL**

- Corin Kahn – Present
- Ty Moura - Present
- Katherine Reuter – Present
- Barry Snell – Present
- Sonya Sultan – Present
- Sam Zivi – Present

Others Present:

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

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

Motion was made by Sam Zivi and seconded by Katherine Reuter to approve the minutes of Citizen’s Bond Oversight Committee meeting on April 17, 2013.

Ayes:                    6  
 Noes:                    0

**3.      RESIGNATION/ELECTION OF CHAIR AND VICE-CHAIR, 2012-2014**

Todd Flora resigned as Chair and Member of the Citizens’ Bond Oversight Committee. It is necessary that a Chair and Vice-Chair be elected for the remainder of the 2012-2014 term.

Motion was made by Katherine Reuter and seconded by Barry Snell to elect Corin Kahn as Chair of the Citizens’ Bond Oversight Committee for the remainder of the term (through June 2014). *Unanimously approved.*

Motion was made by Katherine Reuter and seconded by Corin Kahn to elect Barry Snell as Vice-Chair of the Citizens’ Bond Oversight Committee for the remainder of the term (through June 2014). *Unanimously approved.*

**4.      INTRODUCTION OF REAPPOINTED AND NEW MEMBERS**

At its meeting on June 4, 2013, the SMCCD Board of Trustees appointed the following members to the Citizens’ Bond Oversight Committee, for a two-year term, 2013-2015:

- Heather Anderson\*
- Barry Snell\*
- Sonya Sultan

\*Reappointed for a second two-year term, 2013-2015

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

**4.      REPORTS and DISCUSSION**

## SMC Bond Construction Projects Update

- The Bundy parking lot should be completed by the end of the summer.
- The Information Technology Relocation project is underway. It is a two-story extension to the Media Center that consolidates all technology functions into one area.
- The relocation of the Academy of Entertainment and Technology campus to the new portable facilities at the Bundy and Airport campuses was completed over spring break. The District has received DSA (Department of State Architect) approval on the AET project, is currently out to bid for construction, and plans for Board approval of a contractor in September. Construction at the AET will start in October 2013 and will take approximately two years.
- Two projects are currently awaiting DSA approval – East Wing at the Performing Arts Center and the Health/PE/Fitness/Dance Center.
- Student Services Building: The District experienced some difficulties on the Student Services Project with the existing design and design team. Therefore, the District is starting over on that project with a new design team and a new architect, Morris Architects. The new schedule will be one year in design, one year in DSA and two years in construction.
- Malibu Campus: The District is working with the County of Los Angeles to resolve some environmental wastewater issues.
- The College is working with the City of Santa Monica on the Early Childhood Development/Childcare project to be located at the Civic Center.

## Shooting Incident

Committee members asked for a report on the shooting incident of June 7, 2013 and how it would affect the college's facilities program. Staff reported it that began down the street on Pico Blvd. and ended on the college campus. A college groundkeeper, his daughter and a neighbor of the college were victims of the shooting. Santa Monica Police and SMC police followed the shooter into the college library where they were able to put the incident to a stop. The incident has caused the college to assess and improve its existing communications and security systems, and the District has contracted with several security consultants to assist with the process.

## Financing Reports

- Assembly Bill No. 182: This bill is related to capital appreciation bonds and will be addressed by bond counsel at the next meeting.
- Last month, the District took advantage of lower interest rates to refinance Measures S and U in the amount of \$131 million, resulting in a gross savings to the taxpayers of \$12.2 million.

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

- Measure U: Total Measure U expenditures last period were \$88,101; total remaining funds are \$18,161,846;
- Measure S: Total expenditures last period were \$188,445; total remaining funds are \$70,002,252.

- Measure AA: Total expenditures last period were \$3,385,590; total remaining funds are \$249,152.800.
- The *Bond Sales/Expenses Report* indicates total bond amounts, bond issue dates/amounts, unsold bond amount and total available as of June 30, 2013.

Total Bond	\$598,500,000
Total Available	\$383,496,730
Total Expenses as of 6-30-13	\$261,182,809
Total Available Remaining	\$122,313,921
Total Unsold Bond	\$215,003,270

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

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

Wednesdays at 8 a.m.

October 16, 2013

January 22, 2014

April 16, 2014

**9. ADJOURNMENT – 9:12 a.m.**

The next meeting of the Citizens’ Bond Oversight Committee will be held on Wednesday, October 16, 2013 at 8 a.m. in Drescher 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>REGULAR MEETING</b> August 6, 2013
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XII. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 3, 2013** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Adoption of 2013-2014 Budget
- Schedule of Board of Trustees Meetings, 2014 (Information)
- Report: Distance Education