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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

OCTOBER 7, 2014

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
(Business Building Room 111)

Regular Public Meeting
Board Room (Business Building Room 117)

The complete minutes may be accessed on the
Santa Monica College website:
<http://www.smc.edu/admin/trustees/meetings/>

IV. **PUBLIC COMMENTS**

Jonathan Corrente
Jerry Rubin
Irma Gomez
Nehasi Lee
Alexander Abramoff
Caitlin Corker

V. **SUPERINTENDENT'S REPORT**

- Budget Update
- Master Plan for Education 2014-2015 Update
- Bachelor's Degree

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- #1 Issuance and Sale of SMCCD General Obligation Bonds and Approving Certain Other Matters Relating to the Bonds
- 2 SMC In-District Enrollment Report
- #3 Appointment to Citizens' Bond Oversight Committee
- #4 Schedule of Board of Trustees Meetings, 2015

VIII. **CONSENT AGENDA**

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

Approval of Minutes

- #5 Approval of Minutes: September 2, 2014 (Regular Meeting)

Grants and Contracts

- #6 Contract with Regents of California
- #7 Extension of Contract Period for Energy Monitoring System
- #8 Contracts and Consultants

Human Resources

- #9 Academic Personnel
- #10 Classified Personnel – Regular
- #11 Classified Personnel – Non Merit
- #12 Classified Personnel – Limited Duration

Facilities and Fiscal

- #13 Authorized Signature Resolution
- #14 Resolution for Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority
- #15 Resolution of Intention to Dedicate By Lease Agreement to Verizon Wireless Permission to Install, Own, Operate, and Maintain a Cell Site on the Roof of Drescher Hall
- #16 Facilities
 - A Subcontractor Substitution Request – 14th Street Warehouse Project
 - B Amendment No. 6 to Agreement for Architectural Services – IT Relocation
 - C Change Order No. 2 – 1510 Pico Electrical Project
 - D Project Close Out – 1510 Pico Electrical Project
 - E Change Order No. 3 – AET Campus and Parking Structure A
 - F Lease of Modular Building – International Education Center

VIII. **CONSENT AGENDA** *(continued)*

- #17 Budget Transfers
- #18 Acceptance of Grants and Budget Augmentation
- #19 Commercial Warrant Register
- #20 Payroll Warrant Register
- #21 Auxiliary Payments and Purchase Orders

Facilities and Fiscal *(continued)*

- #22 Organizational Memberships, 2014-2015
- #23 Providers for Community and Contract Education
- #24 Purchasing
 - A Award of Purchase Orders
 - B Award of Contracts

IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

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

APPENDIX A: SMC In-District Enrollment Report

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 2014

V. SUPERINTENDENT’S REPORT

- **Budget Update**
 The State has announced its allocation of funds among the community colleges for two programs centered on student services and student success. SMC will receive \$3,022,977 of funding through the Student Success and Support Program (SSSP) – this program replaces Matriculation funding that SMC has received in past years – and \$1,089,834 of funding through a new and related Student Equity categorical program. SSSP funds will be used to fully implement core services of orientation, assessment, counseling, and other planning services; and Student Equity funds will be used to ensure equal opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances. In announcing the results, Chief Director of Business Services Chris Bonvenuto noted that the new criteria for allocating funds is slightly less favorable for SMC than the prior criteria based solely on FTES and head count.

- **Master Plan for Education 2014-2015 Update**
 The Master Plan for Education is revised extensively every five years as part of the long-term strategic planning process. The first formal Master Plan for Education was adopted in 1997. As reported by Interim Executive Vice President Jeff Shimizu, the current update includes documentation of the District Planning and Advisory Council’s evaluation of the responses to the 2013-2014 institutional objectives – 100 percent of the nine 2013-2014 institutional objectives were either completed (67 percent) or substantially completed (33 percent). The 2014-2015 update includes ten new institutional objectives.

- **Bachelor’s Degree**
 Under a pioneer pilot program signed into law by Governor Jerry Brown, 15 community colleges will be permitted to offer bachelor’s degrees in fields which meet local workforce needs. However, duplicating degrees offered at the University of California or California State University would not be allowed under the bill (SB 850. SMC’s Academic Affairs in collaboration with the Joint Academic Senate Committees on Curriculum and Career Technical Education will be exploring options for the College to propose bachelor’s degrees in fields that meet the criteria set forth under the law.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **ISSUANCE AND SALE OF SANTA MONICA COMMUNITY COLLEGE DISTRICT GENERAL OBLIGATION BONDS, 2008 ELECTION, 2014 SERIES B, IN AN AGGREGATE PRINCIPAL AND DENOMINATIONAL AMOUNT NOT TO EXCEED \$145,000,000, CERTAIN OF WHICH ARE PROPOSED TO BE ISSUED IN THE FORM OF CAPITAL APPRECIATION BONDS AND CONVERTIBLE CAPITAL APPRECIATION BONDS PROVIDING FOR THE COMPOUNDING OF INTEREST, AND APPROVING CERTAIN OTHER MATTERS RELATING TO THE BONDS**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the resolution to authorize issuance and sale of the Santa Monica Community College District General Obligation Bonds, 2008 Election, 2014 Series B.

SUMMARY: The District is planning to issue \$145,000,000 from 2008 Election (Measure AA) for the Media and Technology Complex–Academy Site, PE/Health/Fitness Dance building, Information Technology relocation, Environmental Performance-Central Plant, Madison East Wing seismic upgrade, Fire Alarm and Security System, Replacement Math and Science Extension building, and Student Services building.

AB182 requires that when a district issues bonds that allow for the compounding of interest, including, but not limited to, capital appreciation bonds, the resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The resolution was previously considered as an information item at the Board of Trustee’s September 2nd meeting and now is considered as an action item.

MOTION MADE BY: Rob Rader

SECONDED BY: Barry Snell

ROLL CALL VOTE:

Susan Aminoff	Aye
Nancy Greenstein	Aye
Louise Jaffe	Aye
Margaret Quiñones-Perez	Absent
Barry Snell	Aye
Rob Rader	Aye
Andrew Walzer	Aye

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 7, 2014

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 2

SUBJECT: **SANTA MONICA COLLEGE IN-DISTRICT ENROLLMENT REPORT**

SUBMITTED BY: Vice-President, Enrollment Development

EXECUTIVE SUMMARY: The purpose of this report (see Appendix A) is to describe the enrollment trends and special activities with respect to students attending SMC from within the Santa Monica Community College District boundaries. The special programs described within this report include programs across the divisions of Academic Affairs, Enrollment Development, and Student Affairs.

Annually, approximately 2,000 graduates of SMMUSD high schools attend SMC. Roughly 85% of those students attended Santa Monica High School prior to enrolling at the College. About 19% of those students participate in special counseling programs. In 2012-13, over 44% received some form of financial aid, 1.7% of the students worked on campus, and SMMUSD students were the recipients of \$20,000 in scholarships over the last three years.

The student success data below shows that their course success rates virtually mirror that of the general population of the college and their degree/certificate completion rates are proportionate to the enrollment rates.

Participation in High School Concurrent Programs has grown significantly, especially in both High School Concurrent Enrollment (high school students taking regular SMC courses at SMC), as well as Dual Enrollment (high school students taking SMC courses at their high school).

The student success data for the participants of the Pico Promise Transfer Academy show higher success and retention rates when compared to the overall population. The overall success rate for Pico Promise students was 77% compared to the college wide 67% rate. The overall retention rate for Pico Promise students was 88% compared to the college wide 82%. All PPTA students have a one year education plan and 86% of the students completed at least two courses from their educational plans during the Spring 2014 term, which means they are making progress toward their transfer goal. Sixty-nine percent of the students who were eligible to transfer are transferring to a four year university. Ninety-one percent of the students met with a career counselor and 89% met with a wellness counselor. Most students met with an academic counselor at least three times during the Spring 2014 term. Counselors assisted students in securing state or federal aid to help students cover educational expenses, as 89% of the program students received financial aid.

Priority consideration is given to SMMUSD students applying for admission to the Summer Jams and First Year Experience Programs. Both programs are relatively new and preliminary data indicates higher success rates for participants, but data is still being collected and analyzed.

Overall, Santa Monica College has a strong commitment to serving local students and enjoys a strong partnership with the City of Santa Monica to meet the needs of the local community.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **APPOINTMENT TO CITIZENS’ BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following appointment to the Citizens’ Bond Oversight Committee:

Rizwan Rashid, SMC student representative

SUMMARY: The bylaws state that the Citizens’ Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

SMC student Rizwan Rashid applied to be appointed the student representative on the Citizens’ Bond Oversight Committee. The student’s application has been reviewed by Michal Temkin, the A.S. counselor who works to appoint students to committees, and recommended by Sonali Bridges, Associate Dean of Student Life.

Category

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

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2015**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the schedule of meetings for 2015.

SUMMARY: Regular meetings (**in bold**) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally the third Tuesday of the month is held for special meetings or workshops.

Winter and summer Board Study Sessions are held on the third Tuesday in February and July (hold dates).

January 13, 2015 (second Tuesday)	July 7
January 27 (fourth Tuesday - hold)	
February 3	July 21
	Summer Study Session
	<i>Board Self-Assessment</i>
February 17	
Winter Study Session	August 4
	August 18 (hold)
March 3	
March 17 (hold)	September 1
	September 16 (hold)
April 7	
April 21 (hold)	October 6
	October 20 (hold)
May 5	
	November 3
May 19	November 17 (hold)
Special Meeting	
<i>Evaluation of Superintendent</i>	December 1
June 2	
June 16 (hold)	

MOTION MADE BY: Andrew Walzer
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 7, 2014

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 #5-#24.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #9, #10

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 9, Academic Personnel

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

Recommendation No. 8, Classified Personnel - Regular

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

RECOMMENDATION NO. 5 APPROVAL OF MINUTES

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

September 2, 2014 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 6 CONTRACT WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Requested Action: Approval/Ratification

Reviewed by: Melanie Bocanegra, Director of STEM Initiatives

Approved by: Georgia Lorenz, Vice President, Academic Affairs

Subcontractor: The Regents of the University of California

Contract Amount: \$373,865

Performance Period: October 1, 2014 – September 30, 2015 (fourth year)

Funding Source: U.S. Department of Education/HSI STEM and Articulation Grant

Summary: Note: This is year four of a five year grant. The University of California, Los Angeles, will serve as the university cooperative partner in Santa Monica College’s HSI STEM and Articulation Cooperative Grant. The purpose of this cooperative project is to increase the number of community college students, particularly students traditionally underrepresented in STEM, who transfer to a baccalaureate program in a STEM discipline. As part of this partnership, UCLA will be responsible for the following:

- Provide technical assistance to student support and instructional personnel at SMC as the college strengthens its STEM programming, expand student services to support STEM students, and develop outreach materials to attract students to STEM career pathways
- Collaborate with SMC STEM faculty to develop new research method courses to prepare students for field research
- Assist with the implementation of STEM career days and a Summer STEM Orientation at SMC
- Participate on grant advisory teams and attend biannual STEM instructional retreats
- Report on outreach activities conducted by Society for the Advancement of Chicano and Native American Scientists and Citylabs
- Recruit and organize UCLA students to serve as peer mentors for SMC students newly enrolled in the SMC/UCLA Science and Research Initiative during the academic year
- Provide a week long Summer Bridge Program (Summer Intensive Transfer Experience) at UCLA for SMC students enrolled in the SMC/UCLA Science and Research Initiative; and
- Establish a Summer Research Program at UCLA for students who successfully complete the SMC/UCLA Science and Research Initiative program and SMC STEM coursework. 12-16 SRI students will participate in a paid 10-week residential research internship program at UCLA.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 EXTENSION OF CONTRACT PERIOD FOR ENERGY MONITORING SYSTEM

Requested Action: Approval/Ratification

Reviewed by: Genevieve Bertone, Director, Sustainability

Approved by: Georgia Lorenz, Vice President, Academic Affairs

Title of Vendor: Sunbelt Controls

Funding Source: HSI STEM and Articulation Grant

Award Amount: \$52,000

Performance Period: July 1, 2014 – June 30, 2015
(Contract period Extended from January - June 2014 as approved on February 4, 2014. No additional amount awarded)

Summary: Sunbelt Controls will augment the current District software to provide an Energy Monitoring System (EMS) that will chart the energy consumption at the Science Building and the Center for Environmental and Urban Studies. The dashboard will translate energy consumption into environmental data. The augmented software will have a student portal that will be used for student assignments in unit conversions, metrics and power measurements. Students, particularly those in science classes, will be able to interact with the data to investigate how dashboard measures were created, allowing them to understand the real world applications of scientific data and draw connections between concepts reviewed in the classroom and their own lives.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 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 approval or ratification.

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Term/Amount	Service	Funding Source
1. Community Partners FBO (for the benefit of) Sustainable Works	September 1, 2014 - June 30, 2015 Not to exceed \$10,000	Sustainable Works will perform the following tasks: Revise the Sustainable Workbook to highlight how science and math relate to environmental issues and solutions and translate portions into Spanish and incorporate the section on green jobs into STEM Counseling courses. Information about the Science and Research Initiative (STEM Grant) will be integrated into existing Student Sustainability Workshops; Sustainable Works staff will assist with other activities of this project including but not limited to: faculty professional development, STEM project meetings, STEM Days, SRI Orientation, and STEM Summer Skills.	U.S. Department of Education/HSI STEM (Science, Technology, Engineering, and Mathematics) and Articulation Grant (100%)
Requested by: Melanie Bocanegra, Director, STEM Initiatives Approved by: Georgia Lorenz, Vice President, Academic Affairs			
2. Lisa Brand	September 1, 2014 – November 30, 2014 Not to exceed \$10,000	The consultant will provide marketing materials that promote CTE Career Pathway Projects that are specific to the needs of Workforce and Economic Development; will include assistance with expeditiously developing various marketing materials for electronic and print distribution.	CTE VI (SB 1070) (100%)
Requested by: Patricia Ramos, Dean, Workforce and Economic Development Approved by: Georgia Lorenz, Vice President, Academic Affairs			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ESTABLISH

Dean, Community and Academic Relations

REASSIGNMENT

Elliott, Kiersten, Dean, Community and Academic Relations 10/08/14

APPOINTMENT

Tovar, Esau, Interim Dean, Enrollment Services 10/08/14
Franzen, Dale, Special Assistant to the President 09/10/14

ELECTIONS

ADMINISTRATIVE ASSIGNMENT

Heskel, Mitch, Interim Director, Performing Arts Center 09/05/14 - 06/30/15
Weir, Catherine, Director, International Development 11/10/2014

LONG-TERM SUBSTITUTE

Canada, Sue, Instructor, CSIS 09/22/14 -12/23/14

ADJUNCT FACULTY

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

REDUCED ASSIGNMENT

Farwell, Lisa, Psychology Instructor (80%) 09/02/14-12/23/14

SEPARATIONS

RESIGNATION

Zahler, Wendy, Interim Director, Community Relations 09/19/2014

DECEASED

Lawson, Randal, Executive Vice-President 08/19/2014

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

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

ESTABLISH - DUE TO CLASSIFICATION CONSOLIDATION

The Personnel Commission completed its extensive study of academic and administrative secretary classifications. The outcome is that the two secretary classifications were consolidated to the higher level Administrative Assistant I classification. The secretary classifications are being abolished and incumbents in the secretary positions will be converted to administrative assistant I.

Administrative Assistant I (1 position) AET, 12 mos, 40 hours	10/01/14
Administrative Assistant I (1 position) Academic Program Development, 12 mos, 20 hours	10/01/14
Administrative Assistant I (1 position) Academic Senate, 11 mos, 20 hours	10/01/14
Administrative Assistant I (1 position) Auxiliary Services, 12 mos, 40 hours	10/01/14
Administrative Assistant I (1 position) Earth Science Department, 11 mos, 15 hours	10/01/14
Administrative Assistant I (1 position) EOP&S, 12 mos, 40 hours	10/01/14
Administrative Assistant I (1 position) Health Science, 11 mos, 40 hours	10/01/14
Administrative Assistant I (1 position) Photography/Fashion Department, 12 mos, 20 hours	10/01/14
Administrative Assistant I (1 position) Sustainability, 12 mos, 20 hours	10/01/14
Administrative Assistant I (1 position) Theatre Arts, 11 mos, 40 hours	10/01/14
Administrative Assistant I (1 position) Title V, 11 mos, 40 hours	10/01/14

Administrative Assistant I (1 position) TRIO, 11 mos, 20 hours	10/01/14
Administrative Assistant I (1 position) Veterans, 12 mos, 22 hours	10/01/14
<u>ABOLISH - DUE TO CLASSIFICATION CONSOLIDATION</u>	
Academic Secretary (1 position) AET, 12 mos, 40 hours	10/01/14
Academic Secretary (1 position) Academic Program Development, 12 mos, 20 hours	10/01/14
Academic Secretary (1 position) Earth Science Department, 11 mos, 15 hours	10/01/14
Academic Secretary (1 position) Theatre Arts, 11 mos, 40 hours	10/01/14
Academic Secretary (1 position) Photography/Fashion Department, 12 mos, 20 hours	10/01/14
Administrative Secretary (1 position) Academic Senate, 11 mos, 20 hours	10/01/14
Administrative Secretary (1 position) Auxiliary Services, 12 mos, 40 hours	10/01/14
Administrative Secretary (1 position) EOP&S, 12 mos, 40 hours	10/01/14
Administrative Secretary (1 position) Health Science, 11 mos, 40 hours	10/01/14
Administrative Secretary (1 position) Sustainability, 12 mos, 20 hours	10/01/14
Administrative Secretary (1 position) Title V, 11 mos, 40 hours	10/01/14
Administrative Secretary (1 position) TRIO, 11 mos, 20 hours	10/01/14
Administrative Secretary (1 position) Veterans, 12 mos, 22 hours	10/01/14

ESTABLISH

Administrative Assistant II (1 position) 10/08/14
Personnel Commission, 12 months, 20 hours

Student Services Assistant (1 position) 10/08/14
ISC, 12 months, 40 hours

Student Services Specialist – Admissions & Records (1 position) 10/08/14
Admissions & Records, 12 months, 40 hours

ABOLISH

Student Services Assistant (1 position) 10/08/14
Admissions and Records, 12 months, 40 hours

RETITLE

From: Employee Benefits Clerk
To: Employee Benefits Specialist

ELECTIONS

CLASSIFICATION CONSOLIDATION

Aragon, Michelle 10/01/14
From: Administrative Secretary, Health Science, 11 mos, 40 hours
To: Administrative Assistant I, Health Science, 11 mos, 40 hours

Bennett, Carlotta, 10/01/14
From: Academic Secretary, Academic Program Development, 12 mos, 20 hours
From: Academic Secretary, Photography/Fashion Department, 12 mos, 20 hours
To: Administrative Assistant I, Academic Program Development, 12 mos, 20 hours
To: Administrative Assistant I, Photography/Fashion Department, 12 mos, 20 hours

Flores, Edna 10/01/14
From: Academic Secretary, AET, 12 mos, 40 hours
To: Administrative Assistant I, AET, 12 mos, 40 hours

Galloway, Patricia 10/01/14
From: Administrative Secretary, Veteran's, 12 mos, 22 hours
To: Administrative Assistant I, Veteran's, 12 mos, 22 hours

Glaves, Paige 10/01/14
From: Administrative Secretary, Title V, 11 mos, 40 hours
To: Administrative Assistant I, Title V, 11 mos, 40 hours

Louff, Judy 10/01/14
From: Academic Secretary, Theatre Arts, 11 mos, 40 hours
To: Administrative Assistant I, Theatre Arts, 11 mos, 40 hours

Meza, Ofelia 10/01/14
From: Administrative Secretary, Auxiliary Services, 12 mos, 40 hours
To: Administrative Assistant I, Auxiliary Services, 12 mos, 40 hours

Thomas-Green, Rachelle 10/01/14
From: Administrative Secretary, EOP&S, 12 mos, 40 hours
To: Administrative Assistant I, EOP&S, 12 mos, 40 hours

Trager, Phyllis 10/01/14
From: Academic Secretary, Earth Science Department, 11 mos, 15 hours
To: Administrative Assistant I, Earth Science Department, 11 mos, 15 hours

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Daza-Whitfield, Martha 10/01/14
From: Student Services Clerk, Psychological Services, 11 mos, 40 hrs
To: Student Services Assistant, Psychological Services, 11 mos, 40 hrs

Looney, Brant 10/01/14
From: Information Systems Administrator, AET, 12 mos, 40 hrs, NS1
To: Instructional Technology Services Manager, AET

PROMOTION

Kilian, Leticia 09/02/14
From: Administrative Assistant III-Conf., Superintendent/President Office
To: Administrative Assistant IV-Conf., Superintendent/President Office

Lopez, Mario 09/09/14
From: Custodian- NS II, Operations
To: Lead Custodian- NSI, Operations

Smith, Grace 10/08/14
From: Administrative Assistant III-Conf., Academic Affairs
To: Public Information Officer, Office of Government Relations/Institutional Communications

PROBATIONARY

Arenas, Leyla, Student Services Clerk, IEC 10/13/14

PROBATIONARY/ADVANCE STEP PLACEMENT

Chan, Jessica K., Accounting Specialist II, Fiscal Services (Step C) 10/13/14
Pardo Macias, Melissa C. Administrative Assistant I, Career Services (Step B) 09/22/14

REINSTATEMENT

Young, Chris, Student Services Specialist – Admissions and Records, A & R 09/05/14

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Green, Kennisha 09/02 - 10/31/14
To: Student Services Specialist – DSPS 100%
From: Disabled Student Services Assistant

WORKING OUT OF CLASSIFICATION (PROVISIONAL) – Extension

Askew, Diana 10/01 – 10/24/14
To: Administrative Assistant III – Confidential, 100%
From: Administrative Assistant II

SEPARATION

RETIREMENT

Mitchell, Michal C C Parking Enforcement Officer, Campus Police (10 Years) 12/05/14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – LIMITED DURATION

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

ELECTIONS

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

Borgardt, Marianne L., Instructional Assistant - ESL, ESL	09/29/14-12/31/14
Cancella, Joseph, Registered Nurse, Health Services	09/09/14-12/21/14
Chavel, Sean E., Student Services Clerk, Bursar's Office	08/25/14-09/12/14
Levanway, Elias, Athletic Trainer, Athletics	09/05/14-11/26/14
Mackey, Eugene A., Student Services Clerk, Bursar's Office	08/25/14-09/12/14
Martinez, Jose A., Administrative Clerk, Kinesiology	09/30/14-12/31/14
Meserve, Pamela A., Student Services Clerk, Bursar's Office	08/25/14-09/12/14
Monzon, Ana Marie, Student Services Clerk, Bursar's Office	08/25/14-09/12/14
Nikol, Tom, Senior Graphics Designer, Marketing	09/12/14-06/30/15
Romo, Olivia P., Student Services Clerk, Library	09/30/14-11/02/14
Runje, Lillian, Instructional Assistant - English, ENGLISH	09/12/14-12/31/14
Smachetti, Chelsea T., Instructional Assistant - English, ENGLISH	09/08/14-12/31/14
Thompson, Sitrincy T., Student Services Clerk, PICO Partnership	09/08/14-02/26/15
Viltz, Whitney E., Instructional Assistant - English, ENGLISH	09/11/14-12/31/14
Zarate, Zaira S., Student Services Clerk, Bursar's Office	08/25/14-09/12/14
Zeng, Tan S., Personnel Technician, Personnel Commission	07/01/14-10/31/14

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.

Allie, Sharon M., Instructional Assistant - ESL, ESL	09/10/14-12/31/14
Amesquita, Raul C., Administrative Secretary, Sustainability	10/02/14-04/01/15
Berent, Richard A., Accompanist - Voice, Music	08/28/14-12/31/14
Chavez, Gloria L., Instructional Assistant - English, ENGLISH	09/15/14-03/13/15
Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	08/25/14-09/12/14
Hoch, Marilyn J., Instructional Assistant - English, ESL	09/16/14-03/13/15
McNaughton, Joellen R., Accompanist - Voice, Music	08/28/14-12/31/14
Orcutt, Joseph M., Student Services Clerk, Bursar's Office	08/25/14-09/12/14
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	09/29/14-12/21/14
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	09/29/14-12/21/14
Portillo, William G., Bookstore Clerk/Cashier, Bookstore	09/29/14-12/21/14
Stuck, Jennifer J., Student Services Clerk, Bursar's Office	08/25/14-09/12/14
Valadez, Jorege, Bookstore Clerk/Cashier, Bookstore	09/29/14-12/21/14
Valle, Dahlia, Student Services Clerk, Bursar's Office	08/25/14-09/12/14
Van Norton, Brian C., Disabled Student Services Assistant, DSPS	09/15/14-10/31/14
Webster, Jaazer A., Student Services Asst, Afr Amer/Latino Center	09/22/14-10/31/14
Williams, LaShondra E., Student Services Clerk, Bursar's Office	08/25/14-09/12/14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - NON MERIT

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

STUDENT EMPLOYEES

College Student Assistant, \$10.00/hour (STHP)	77
College Work-Study Student Assistant, \$10.00/hour (FWS)	167
Cal Works, \$10.00/hour	5

SPECIAL SERVICE

Art Models, \$18.00/hour	31
Community Services Specialist I, \$35.00/hour	11
Community Serviced Specialist II, \$50.00/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 AUTHORIZED SIGNATURE RESOLUTION

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

Name/Title	Warrants	Orders for Salary Payment	Notices of Employment	Contracts	Auxiliary Warrants	Purchase Orders
Jeffery Shimizu Executive Vice-President	X	X	X	X	X	X

Comment: The "Certification of Signature" shall be completed and filed with the County Superintendent of Schools. The signature shall be considered valid for the period of October 8, 2014 through December 31, 2014.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 RESOLUTION FOR ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY

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

It is recommended that the Board of Trustees approve the following resolution to authorize the assignment of delinquent tax receivables to the California Statewide Delinquent Finance Authority for fiscal years ending June 30, 2014, 2015 and 2016, and authorize the execution and delivery of related documents and actions.

SUMMARY: The California Statewide Delinquent Tax Finance Authority consists of 93 K-14 Districts, including 12 Community College Districts, that have joined together to assign and sell delinquent taxes and assessments, as allowed under Government Code Section 6516.6, at an 10.0% premium. Since 2002 the District has received \$511,517 in unrestricted revenue by participating in the California Statewide Delinquent Tax Finance Authority JPA.

RESOLUTION OF THE GOVERNING BOARD OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS ENDING JUNE 30, 2014, 2015 AND 2016, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

WHEREAS, under Section 6516.6(b) of the Government Code of the State of California (the “Law”), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the “Authority”) has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency’s allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

WHEREAS, the Board has previously adopted its resolutions approving the participation by the Santa Monica Community College District (the "District") in the delinquent tax finance program of the Authority with respect to prior fiscal years; and

WHEREAS, the Authority has requested the District to consider selling its certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2014, 2015 and 2016 (collectively, the "Tax Receivables"), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

WHEREAS, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

WHEREAS, the Governing Board of the District (the "Board") wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Santa Monica Community College District as follows:

Section 1. Sale of Tax Receivables to Authority. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price at least equal to 110.0% of the amount of Tax Receivables.

Section 2. Approval of Purchase and Sale Agreements. The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof approved by the Superintendent/President of the District (the "Authorized Officer"). The Authorized Officer is authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by the Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of the Purchase and Sale Agreements.

Section 3. Official Actions. The Authorized Officer and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT OF ITS INTENTION TO DEDICATE BY LEASE AGREEMENT TO VERIZON WIRELESS PERMISSION TO INSTALL, OWN, OPERATE, AND MAINTAIN A CELL SITE ON THE ROOF OF DRESCHER HALL

Requested by: Charlie Yen, Director, Contracts
Approved by: Robert Isomoto, Vice President of Business and Administration
Requested Action: Approval/Ratification

It is recommended that the Board of Trustees approve the following resolution of its intention to dedicate property to Verizon Wireless to install, own, operate and maintain a cell site on the roof of Drescher Hall; and sets November 5, 2014, at 7:00 p.m., as the date and time for a public hearing on the matter.

SUMMARY: This resolution provides the Board of Trustees ability to enter into long-term lease of District’s property. Education Code section 81310 et seq. authorizes the Governing Board of the District to make such dedication after a properly noticed public hearing, if approved by a two-thirds vote of all its members.

WHEREAS, Verizon Wireless, a provider for cellular services, has requested that the Santa Monica Community College District dedicate a portion of real property over certain District-owned property to install, own, operate, and maintain a cell site on the roof of Drescher Hall, more specifically described in Exhibit A; and,

WHEREAS, such dedication is in the best interest of the District; and,

WHEREAS, Education Code section 81310 et seq. authorizes the Governing Board of the District to make such dedication after a properly noticed public hearing, if approved by a two-thirds vote of all its members; and,

WHEREAS, a public hearing on the question of such dedication will be held at the regularly scheduled Board of Trustees meeting on November 5, 2014, at 7:00 p.m.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Santa Monica Community College District adopts this resolution of its intention to dedicate the property as described in Exhibit A to Verizon Wireless to install, own, operate and maintain a cell site on the roof of Drescher Hall; and sets November 5, 2014, at 7:00 pm, as the date and time for a public hearing on the matter.

BE IT FURTHER RESOLVED, that the Superintendent/President or his/her designee is hereby authorized and requested to take all steps necessary to provide for proper notice of the hearing.

Exhibit A

Premises: (i) a thirty-one-foot, six-inch (31’6”) by eleven-foot, two-inch (11’2”) portion of space containing approximately three hundred fifty-two (352) square feet of space and (ii) a forty-one-foot, six-inch (41’6”) by ten-foot, nine-inch (10’9”) portion of space containing approximately four hundred forty-six (446) square feet of space, all on the roof (Items (i) and (ii) collectively, the “Rooftop Space”) of the Drescher Hall building located at 1900 Pico Blvd., Santa Monica, Los Angeles County, California.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES

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

16-A SUBCONTRACTOR SUBSTITUTION REQUEST - 14th STREET WAREHOUSE PROJECT

Accept Hoffman Construction and Management’s Subcontractor Substitution Request on the 14th Street Warehouse project.

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
SE Luehmann Construction	AD Plumbing Service, Inc.

Funding Source: District Capital Funds

Comment: Hoffman Construction & Management, the General Contractor for the 14th Street Warehouse project, has requested to substitute their listed Subcontractor, SE Luehmann Construction with AD Plumbing Service, Inc. to perform the plumbing portion of the project. Hoffman provided a letter of withdrawal from SE Luehmann as grounds for the proposed Substitution. Per the General Conditions of the contract the District's consent to Contractor's substitution of a listed Subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

16-B AMENDMENT NO. 6 TO AGREEMENT FOR ARCHITECTURAL SERVICES – IT RELOCATION

Amend agreement with MORRIS ARCHITECTS for the Information and Technology Relocation project for \$4,450 plus reimbursable expenses.

Original Contract Amount	\$1,114,124
Amendment No. 1	63,765
Amendment No. 2	35,025
Amendment No. 3	99,450
Amendment No. 4	80,420
Amendment No. 5	25,268
Amendment No. 6	<u>4,450</u>
Revised Contract Amount	\$ 1,422,502

Funding Source: Measure AA

Comment: Amendment No. 6 provides for architectural and engineering services to add an additional exit door from the existing Media Center to the building exterior. The building is fully code compliant and approved for exiting by the Division of the State Architect but the occupants have requested an additional exit to the rear of the complex. This item covers the design fee and there will be an additional cost for construction.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES (continued)

16-C CHANGE ORDER NO. 2 – 1510 PICO ELECTRICAL PROJECT

Change Order No. 2 – OMEGA CONSTRUCTION on the 1510 PICO ELECTRICAL project in the amount of \$3,225.

Original Contract Amount	\$ 102,000
Previously Approved Change Orders	9,353
Change Order 2	<u>3,225</u>
Revised Contract Amount	\$ 114,578

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

Funding Source: District Capital Funds

Comment: Change Order No. 2 provides labor and material to provide surface mounted wire mold where obstructions to metal conduit were encountered. Additional labor and materials were required to install tables provided by the furniture vendor that were not able to be installed per the original design. Change Order also includes material and labor costs to provide data and power to a testing desk added after the completion of the original scope of work.

16-D PROJECT CLOSE OUT – 1510 PICO ELECTRICAL PROJECT

Subject to completion of punch list items by OMEGA CONSTRUCTION authorize the District Representative without further action of the Board of Trustees, to accept the project described as 1510 PICO ELECTRICAL as being complete. Upon completion of punch list items by Omega Construction the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES (continued)

16-E CHANGE ORDER NO. 3 – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY CAMPUS AND PARKING STRUCTURE A

Change Order No. 3 – C.W. Driver on the Academy of Entertainment and Technology (AET) Campus portion of the project in the amount of \$8,390 and the AET Parking Structure A portion of the project in the amount of \$43,622.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	37,847
Previously Approved Change Orders (AET Parking Structure A)	40,548
Change Order No. 3 – AET Campus	8,390
Change Order No. 3 – AET Parking Structure A	<u>43,622</u>
Revised Contract Amount	\$59,290,407

This change order may result in a change to the contract length. The impact of changes to the critical path of the project will continue to be evaluated and monitored and an extension to the contract length, if warranted, will be determined at the end of the project.

Funding Source: Measure AA

Comment: Change Order No. 3 for the AET Campus provides labor and material for structural repairs to the existing AET building which were discovered during the demolition process. Also provides for some adjustments to the structure for the new AET building.

Change Order No. 3 for the Parking Structure A provides labor and material for drilling for foundation piers where additional effort was required to break through underground debris.

16-F LEASE OF MODULAR BUILDING - INTERNATIONAL EDUCATION CENTER

Lease of a modular building for the International Education Center from Mobile Modular Management Corporation in the amount of \$350.14 per month for 48 months; installation in the amount of \$6,746.

Funding Source: District Capital Funds

Comment: The International Education Center requires additional space to properly serve students. This is a temporary facility that will be in use until the new Student Services building is complete.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 BUDGET TRANSFERS

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

17-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: July 1, 2014 to September 24, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-1,000
2000	Classified/Student Salaries	0
3000	Benefits	278,862
4000	Supplies	12,328
5000	Contract Services/Operating Exp	26,339
6000	Sites/Buildings/Equipment	4,015
7000	Other Outgo/Student Payments	-320,544
Net Total:		0

17-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: July 1, 2014 to September 24, 2014

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

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

Title of Grant: Student Mental Health Initiative Sustainability Grant
Granting Agency: Foundation for California Community Colleges (The Foundation)
Award Amount: \$5,000 (Total Award \$45,000)
Matching Funds: \$21,836
Performance Period: July 1, 2014 – June 30, 2015
Summary: To increase fiscal year 2014-2015 award approved at August 5, 2014 Board meeting by \$5,000 from \$40,000 to \$45,000. Funding has been increased to support Student Employment under the grant as Peer Educators. Matching funds of \$21,836 are required per letter from The Foundation dated September 19, 2014.

Budget Augmentation: Restricted Fund 01.3

Revenue	
8800 Local Revenue	\$ 5,000
Expenditures	
2000 Non Academic Salaries	\$ 4,620
4000 Supplies & Materials	31
7000 Indirect Costs	349
Total	\$ 5,000

Title of Grant: Workforce Investment Act (WIA), Title II: Adult Education and Family Literacy Act (AEFLA)
Granting Agency: California Department of Education (with funding from the U.S. Department of Education)
Award Amount: \$246,655
Matching Funds: N/A
Performance Period: July 1, 2014 – June 30, 2015
Summary: Santa Monica College (SMC) has received Adult Education and Family Literacy Act (AEFLA) funding to strengthen the college’s non-credit English as a Second Language (ESL) Program and improve student outcomes, including transition from non-credit ESL to for-credit coursework. With these funds, SMC will develop and implement a state-recognized assessment system that will help faculty and students monitor student progress and offer counseling support to ensure that students have access to the resources they need to be successful. SMC will also explore options to increase the use of technology, including distance learning, to deliver non-credit ESL coursework. Lastly, the college will work with its community partners to explore options for offering Vocational English as a Second Language (VESL) classes in west Los Angeles County.

Budget Augmentation: Revenue

8100 Federal	\$246,655
Expenditures	
1000 Academic Salaries	\$ 92,013
2000 Non-Academic Salaries	54,200
3000 Employee Benefits	40,940
4000 Supplies and Materials	17,502
5000 Other Operating Expenditures	42,000
Total	\$246,655

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register
 August 1 – 31, 2014 6134 through 6174 \$11,132,823.94

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

RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register
 August 1 – 31, 2014 C1A – E4C \$9,526,006.30

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

RECOMMENDATION NO. 21 AUXILIARY OPERATIONS PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders
 August 1 – 31, 2014 Payments Purchase Orders
 \$1,566,307.51 \$106,840.58

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.

RECOMMENDATION NO. 22 ORGANIZATIONAL MEMBERSHIPS, 2014-2015

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

Organizational Memberships, 2014-2015
 September 1-30, 2014 Number of Memberships Amount
 2 \$800

Funding Source: Departmental Budgets

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 7, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested by: Michelle King, Director, Career and Contract Education
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
Requested Action: Approval/Ratification

Authorization of payment for delivery of seminars and courses for SMC Community and Contract Education. The list of providers is on file in the office of Community and Contract Education. Payment per class is authorized as stated on the list on file.

RECOMMENDATION NO. 24 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

24-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.

August 1 – August 31, 2014 \$11,049,191.70

24-B AWARD OF CONTRACTS

Provider: Tree Pro Inc.
Amount: 18,930
Funding Source: General Fund
Summary: Award of Contract for trimming services for trees 20 feet and above for the Main and satellites campus. Request for Proposal was issued via Planetbids and Tree Pros Inc. was the lowest, responsive, responsible bidder, beginning October 1, 2014 end date June 30, 2015.

Provider: Clean Harbors
Amount: \$134,000
Funding Source: General Fund
Summary: Award of Contract for Hazardous and Medical Waste Disposal. Request for Proposal was issued via Planetbids and Clean Harbors was the lowest, responsive, responsible bidder. This bid was issued for one year with four (4) one year options, beginning November 1, 2014 and if all options are exercised final end date October 30, 2019.

Provider: Fast-Track Construction Corporation
Amount: \$71,125
Funding Source: General Fund
Summary: Emergency contract involving public safety- health and welfare from damages caused by motor vehicle accident at Emeritus campus.

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	October 7, 2014

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT** – 9:06 p.m.

The meeting was adjourned in memory of **Diane Mark-Walker**, wife of Charles Mark-Walker, SMC graphic designer.

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

The agenda for the next meeting will include the following:

- Resolution: Veterans Awareness Week
- 2014-2015 Quarterly Budget Report and 311Q

Santa Monica College In-District Enrollment Report

Executive Summary

The purpose of this report is to describe the enrollment trends and special activities with respect to students attending SMC from within the Santa Monica Community College District boundaries. The special programs described within this report include programs across the divisions of Academic Affairs, Enrollment Development, and Student Affairs.

Annually, approximately 2,000 graduates of SMMUSD high schools attend SMC. Roughly 85% of those students attended Santa Monica High School prior to enrolling at the College. About 19% of those students participate in special counseling programs. In 2012-13, over 44% received some form of financial aid, 1.7% of the students worked on campus, and SMMUSD students were the recipients of \$20,000 in scholarships over the last three years.

The student success data below shows that their course success rates virtually mirror that of the general population of the college and their degree/certificate completion rates are proportionate to the enrollment rates.

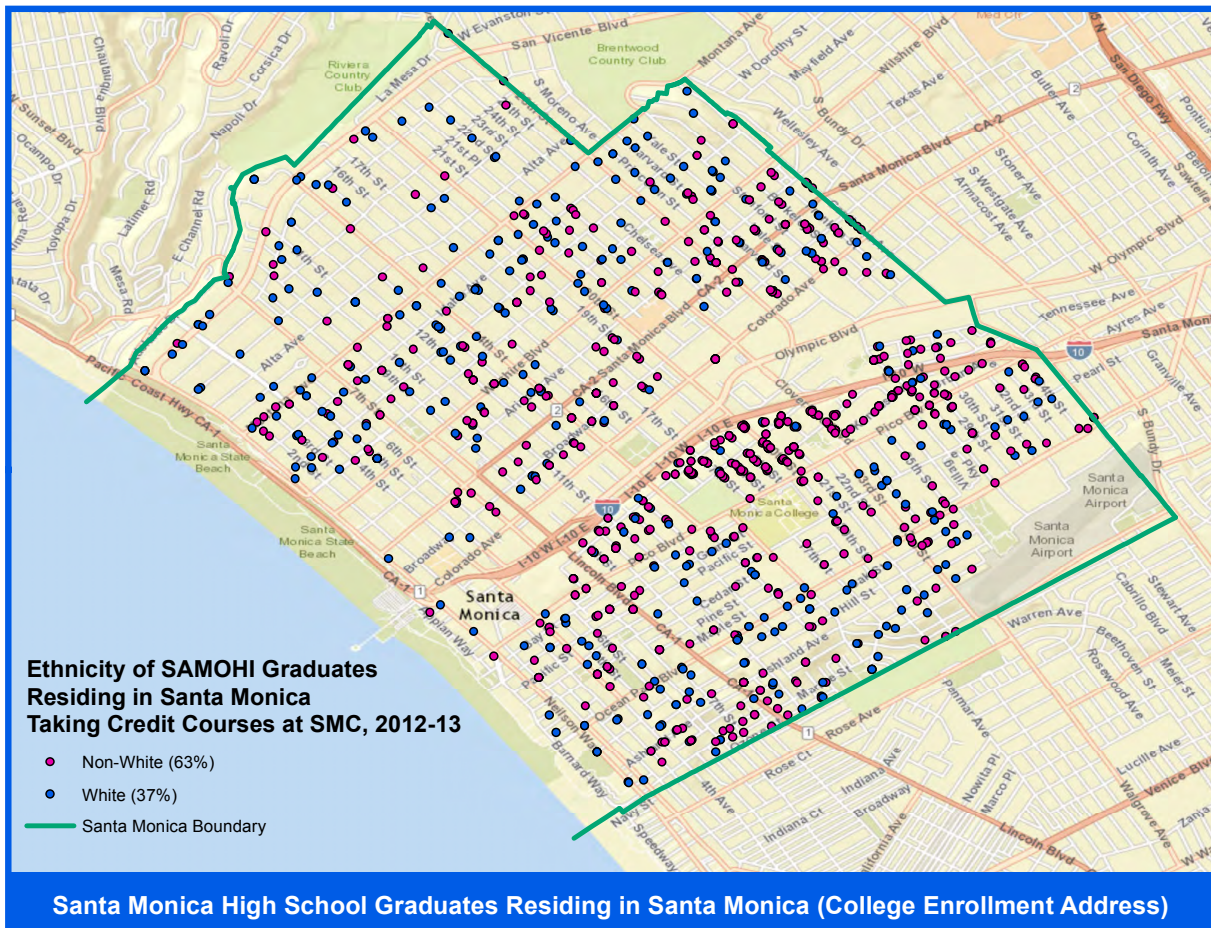
Participation in High School Concurrent Programs has grown significantly, especially in both High School Concurrent Enrollment (high school students taking regular SMC courses at SMC), as well as Dual Enrollment (high school students taking SMC courses at their high school).

The student success data for the participants of the Pico Promise Transfer Academy show higher success and retention rates when compared to the overall population. The overall success rate for Pico Promise students was 77% compared to the college wide 67% rate. The overall retention rate for Pico Promise students was 88% compared to the college wide 82%. All PPTA students have a one year education plan and 86% of the students completed at least two courses from their educational plans during the Spring 2014 term, which means they are making progress toward their transfer goal. Sixty-nine percent of the students who were eligible to transfer are transferring to a four year university. Ninety-one percent of the students met with a career counselor and 89% met with a wellness counselor. Most students met with an academic counselor at least three times during the Spring 2014 term. Counselors assisted students in securing state or federal aid to help students cover educational expenses, as 89% of the program students received financial aid.

Priority consideration is given to SMMUSD students applying for admission to the Summer Jams and First Year Experience Programs. Both programs are relatively new and preliminary data indicates higher success rates for participants, but data is still being collected and analyzed.

Overall, Santa Monica College has a strong commitment to serving local students and enjoys a strong partnership with the City of Santa Monica to meet the needs of the local community.

Santa Monica High School graduates from almost every residential block in Santa Monica attend Santa Monica College, as illustrated below.



Part 1: SMMUSD Enrollment Profile

Profile of SMC Credit Students from SMMUSD High School

Table 1. Credit Student Population Last Attended SMMUSD High School

	2011-2012	2012-2013	2013-2014	Three-Year Average
Attended SMMUSD	2,104	1,989	1,982	2,025

Table 2. Credit Students from SMMUSD by High School

	2011-2012	2012-2013	2013-2014	Three-Year Average
Santa Monica	1779	1690	1705	1724.7
%	84.6%	85.0%	86.0%	85.2%
Malibu	227	200	181	202.7
%	10.8%	10.1%	9.1%	10.0%
Olympic	98	99	96	97.7
%	4.7%	5.0%	4.8%	4.8%
Total	2104	1989	1982	2025.0
%	100.0%	100.0%	100.0%	100.0%

Table 3. Gender Profile of Credit Students from SMMUSD

	2011-2012	2012-2013	2013-2014	2013-2014 College-Wide
Female	1032	952	939	21,830
%	49.0%	47.9%	47.4%	52.5%
Male	1072	1037	1043	19,723
%	51.0%	52.1%	52.6%	47.5%
Total	2104	1989	1982	41,553
%	100.0%	100.0%	100.0%	100.0%

Table 4. Ethnicity/Race Profile of Credit Students from SMMUSD

	2011-2012	2012-2013	2013-2014	2013-2014 College-Wide
Asian	140	138	131	5,824
%	6.7%	6.9%	6.6%	14.0%
Black	168	173	156	3,985
%	8.0%	8.7%	7.9%	9.6%
Hispanic	806	803	826	14,818
%	38.3%	40.4%	41.7%	35.7%
Native Am/Alask	1	3	3	94
%	0.0%	0.2%	0.2%	0.2%
Pacific Islander	10	7	5	140
%	0.5%	0.4%	0.3%	0.3%
Two or more races	105	104	127	1670
%	5.0%	5.2%	6.4%	4.0%
White	809	722	705	11,791
%	38.5%	36.3%	35.6%	28.4%
Unreported	65	39	29	3,231
%	3.1%	2.0%	1.5%	7.8%
Total	2104	1989	1982	41,553
%	100.0%	100.0%	100.0%	100.0%

SMC/SMMUSD Credit Students and Program Participation

Table 5. Percentage of Credit Students from SMMUSD Who Participated in a Special Program*

	2011-2012	2012-2013	2013-2014	2013-2014 College Wide	
Credit Students from SMMUSD	2,104	1,989	1,982	Credit Students (All)	41,553
Participated in Special Program	399	389	365	Participated in Special Program	9,995
% Students from SMMUD Who Participated in Special Program	19.0%	19.6%	18.4%	% Credit Students Who Participated in Special Program	24.1%

* Adelante, Athletics, Black Collegians, CalWorks, DSPS, EOPS, FYE, Guardian Scholars, Pico Promise, Scholars, STEM, TRIO, and Veteran's Center.

SMC/SMMUSD Credit Students and Financial Aid/Student Employment

Table 6. Percentage of Credit Students from SMMUSD Who Received Financial Aid

	2010-2011	2011-2012	2012-2013	2012-2013 College Wide	
Credit Students from SMMUSD	2,371	2,104	1,989	Credit Students (All)	42,037
Received Financial Aid	788	857	877	Received Financial Aid	20,872
% Students from SMMUD Who Received Financial Aid	33.2%	40.7%	44.1%	% Credit Students Who Received Financial Aid	49.7%

Table 7: Students from SMMUSD Who Received Scholarships

Year	Scholarships Given	Grand Total	Santa Monica	Malibu	Olympic	St. Monicas	SMMUSD Adult School
2014	8	\$ 6,500.00	6	1	1		
2013	10	\$ 7,500.00	4	3	2		1
2012	8	\$ 6,000.00	5	1	0	1	1
Total		\$ 20,000.00					

Table 8. Percentage of Credit Students from SMMUSD Who Were Employed On-Campus

	2010-2011	2011-2012	2012-2013	2012-2013 College Wide	
Credit Students from SMMUSD	2,371	2,104	1,989	Credit Students (All)	42,037
Worked On-Campus	34	27	34	Worked On-Campus	846
% Students from SMMUD Who Worked On-Campus	1.4%	1.3%	1.7%	% Credit Students Who Worked On-Campus	2.0%

Course Success and Award Attainment of SMC/SMMUSD Credit Students

Course success rates were calculated by dividing the total number of successful grades (A, B, C, CR, or P) by the total number of course enrollments.

Table 9. Course Success Rates of Credit Students: SMMUSD vs. Non-SMMUSD

		2011-2012	2012-2013	2013-2014
Attended SMMUSD	Total Enrollment	9026	8435	8788
	Successful Grades	6355	5832	6134
	Course Success Rate	70.4%	69.1%	69.8%
Did Not Attend SMMUSD	Total Enrollment	190,258	185,839	189,285
	Successful Grades	133,463	128,780	131,041
	Course Success Rate	70.1%	69.3%	69.2%

Table 10. Percentage of Award Recipients (Certificates/Degrees) Who Attended SMMUSD

		2010-2011	2011-2012	2012-2013
Certificate	Earned Award	1370	1477	1337
	Attended SMMUSD	67	79	64
	% Award Recipients from SMMUSD	4.9%	5.3%	4.8%
Associate Degree	Earned Award	1152	1156	1145
	Attended SMMUSD	48	54	47
	% Award Recipients from SMMUSD	4.2%	4.7%	4.1%

Part 2: High School Concurrent Programs

Young Collegians

The Young Collegians program was developed in 2008 by the Santa Monica-Malibu Educational Collaborative. The goal of the program is to offer Santa Monica and Malibu high school students the opportunity to obtain a high school diploma and accrue college units simultaneously. The targeted population is comprised of students who have traditionally been underrepresented in postsecondary education, students who have not had access to the academic preparation needed to meet college readiness standards, students for whom the cost of college is prohibitive, students of color, English Language Learners, and first generation college attendees.

As a cohort, the Young Collegians participate in concurrent enrollment classes at SMC during the summer and are given the opportunity to individually take additional classes in the fall and spring semesters. The aim of the program is for a Young Collegian to successfully complete at least 14 SMC college units by the time they graduate from high school. The summer courses that the Young Collegians participate in are:

- Year 1 - Communications Studies 35, Interpersonal Communication and Counseling 1, Developing Learning Skills
- Year 2 - Music 36, History of Rock Music and Library 1, Library Research Methods
- Year 3 - CIS 4, Introduction to Computers, Business Applications and Media Studies 1, Survey of Mass Media Communications

Along with the SMC summer classes, the Young Collegians are also expected to attend student success workshops, which provide tutoring opportunities, team building exercises, career exploration, presentations from inspirational speakers, in addition to computer workshops.

During the school year the group is brought together once a month for additional student success workshops which are designed to provide additional skills that reinforce their high school curriculum. These workshops support the techniques that the Young Collegians learn during the summer and continue to provide them with study skills tools, career exploration exercises, college readiness discussions and strategies, college tours and one-on-one conferences.

Table 11. Breakdown of Participants by Year

Young Collegian by Year	
Summer 2011	# of Students
Year1- Sophomore	34
Year 2- Junior	30
Year 3- Senior	14
Summer 2012	# of Students
Year1- Sophomore	29
Year 2- Junior	28
Year 3- Senior	27
Summer 2013	# of Students
Year1- Sophomore	21
Year 2- Junior	25
Year 3- Senior	25
Summer 2014	# of Students
Year1- Sophomore	30
Year 2- Junior	16
Year 3- Senior	19

Table 12. Annual Young Collegians Participation

Annual Young Collegian Data	
Year	# of Students
Summer 2011	78
Summer 2012	84
Summer 2013	71
Summer 2014	65

Dual Enrollment

The Dual Enrollment Program offers high school students an opportunity to take college-level courses at their high schools. The project manager works with SMMUSD high schools to ensure that the program supports their needs. The program provides outreach material, enrollment services and a program orientation to all participating students in addition to supporting SMC instructors who teach at these high schools.

Table 13. Dual Enrollment Participation by High School and Term

Dual Enrollment by High School and Term		
	Santa Monica High School	Malibu
Fall 2011	Music 78- Jazz Ensemble	Music 59- Chamber Choir
	Music 84A- Guitar I	
	Music 84B- Guitar II	
<i>Total # of SMMUSD Students for Semester</i>	60	
Spring 2012		
	Music 78- Jazz Ensemble	Music 59- Chamber Choir
	Music 84B- Guitar II	
<i>Total # of SMMUSD Students for Semester</i>	62	
Fall 2012		
	Music 78- Jazz Ensemble	Music 59- Chamber Choir
	Music 84A- Guitar I	
	Music 84B- Guitar II	
<i>Total # of SMMUSD Students for Semester</i>	62	
Spring 2013		
	Music 78- Jazz Ensemble	Music 59- Chamber Choir
	Music 84B- Guitar II	
<i>Total # of SMMUSD Students for Semester</i>	53	
Summer 2013		
	History 11/History 12 paired courses	
<i>Total # of SMMUSD Students for Semester</i>	23	
Fall 2013		
	Music 78- Jazz Ensemble	Music 59- Chamber Choir
	Music 84A- Guitar I	
<i>Total # of SMMUSD Students for Semester</i>	51	

Spring 2014	Music 78- Jazz Ensemble	Music 59- Chamber Choir
	Music 84B- Guitar II	
<i>Total # of SMMUSD Students for Semester</i>	<i>41</i>	
Summer 2014		
	History 1/History 2 paired courses	
	History 11/History 12 paired courses	
<i>Total # of SMMUSD Students for Semester</i>	<i>75</i>	
Fall 2014		
	Music 78- Jazz Ensemble	Music 53- Jazz Choir
	Music 84A- Guitar I	Music 76- Intermediate Brass, Woodwinds, and Percussion
	ECE 2 – Principles & Practices of Teaching Young Children	
<i>Total # of SMMUSD Students for Semester</i>	<i>97</i>	

High School Concurrent Enrollment

The High School Concurrent Enrollment Program offers high school students an opportunity to take SMC regular course offerings at the SMC campus while still in high school. The data shows that the highest enrollment is seen over the summer terms, that many students are taking more than one class, and that participation has grown over 70% from Summer 2012 to Summer 2014.

Table 14. Aggregate Concurrent Enrollment Participation

Concurrent Enrollment Data		
	# of Students	# of Classes
Fall 2011	19	20
Spring 2012	23	25
Summer 2012	45	45
Fall 2012	19	21
Spring 2013	22	23
Summer 2013	67	83
Fall 2013	30	33
Spring 2014	22	26
Summer 2014	77	94
Fall 2014	20	22

Part 3: Special Programs

The Pico Promise Transfer Academy

The Pico Promise Transfer Academy (PPTA) began in July of 2011. The PPTA program replaced the former Pico Partnership on the Move, which ran from 2007 – 2011, with a more targeted focus. PPTA is a joint partnership between Santa Monica College and the City of Santa Monica. The Pico Promise Transfer Academy is designed to meet the needs of the underserved, under-represented youth living in close proximity to the College. The program assists and motivates residents of the Pico neighborhood to transfer to a four year college or university to complete a bachelor's degree. The Pico Promise Transfer Academy was funded to serve 50 students. Services offered through the program include academic counseling, career counseling, wellness counseling, supplemental instruction, early enrollment, financial aid assistance, and book voucher assistance. Participation in all program services is mandatory for students. Students remain in the program until they transfer or otherwise opt out.

The PPTA program incorporated input from the City of Santa Monica and community stakeholders. The overall input from the City of Santa Monica was that we should address the needs of students while focusing on our strengths as an institution. The decision was made to scale the program back and focus on SMC's transfer function. The program fulfills the needs identified by the City of Santa Monica to create educational support programs that prepare students for college and provide employment opportunities.

The program aims to increase the number of Pico neighborhood residents with baccalaureate degrees. This is accomplished by helping students persist in college. Services are also provided to all students to help them with their transition to college. Special attention is paid to first generation college students entering college. The program also helps students who come in academically underprepared for college level work by providing academic support. Students in the program take advantage of a comprehensive set of services that assist underrepresented youth. Counselors provide assistance with major and career decisions.

The Pico Partnership on the Move program was co-sponsored by the City of Santa Monica from July 1, 2007 to June 30, 2011. During the funding cycle, the District received \$151,444 per year of funding from the City of Santa Monica. The District funded \$523,308 of the program. The total yearly program budget was \$674,752. The City of Santa Monica funded 22% of the total cost of the program during the last funding cycle.

Currently, The Pico Promise Transfer Academy is being co-sponsored by the City of Santa Monica. The funding cycle goes from July 1, 2011 through June 30, 2015. The City of Santa Monica currently funds 71% of the total cost of the program. The total program budget is \$217,548.

Student enrollment and outcomes data for the 2012-13 cohort of students in the Pico Promise Transfer Academy follows.

Fall 2012 and Spring 2013: Unduplicated
by Year

Table 15. Pico Promise Transfer Academy Students by Gender

Gender	Pico Promise Cohort*	Percent	All Students	Percent
Male	14	56.0%	17,922	47.1%
Female	11	44.0%	20,107	52.9%
Total	25	100.0%	38,029	100.0%

*At least one term in 2012-2013 in the program

Table 16. Pico Promise Transfer Academy Students by Race/Ethnicity

Race/Ethnicity	Pico Promise Cohort	Percent	All Students	Percent
Asian/Pacific Islander	5	20.0%	5,623	14.8%
Black	1	4.0%	3,761	9.9%
Hispanic	16	64.0%	13,249	34.8%
Native American/ Native Alaskan	1	4.0%	96	0.3%
Two or more races	0	0.0%	1,447	3.8%
White	2	8.0%	10,806	28.4%
Unknown/Uncollected	0	0.0%	3,047	8.0%
Total	25	100.0%	38,029	100.0%

Table 17. Pico Promise Transfer Academy Students by Educational Goal

Educational Goal	Pico Promise Cohort	Percent	All Students	Percent
Transfer	24	96.0%	26,784	70.4%
AA/AS	0	0.0%	2,531	6.7%
Other	0	0.0%	6,847	18.0%
Undecided/Unknown	1	4.0%	1,867	4.9%
Total	25	100.0%	38,029	100.0%

Table 18. Pico Promise Transfer Academy Student Success/Retention Rates

	Total Enrollments	Success Rate	Retention Rate
All Enrollments			
Pico Promise Cohort	184	73.9%	85.9%
College-Wide	167,329	68.3%	82.8%

Table 19. Pico Promise Transfer Academy Student Persistence Rates

Persistence Rate	Enrolled in Fall 2012	Persisted to Spring 2013	Persistence Rate
Pico Promise Cohort	24	24	100.0%
College-Wide	30,260	21,534	71.2%