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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

DECEMBER 6, 2016

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 6, 2016

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, December 6, 2016.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:32 p.m.
- ROLL CALL
 - Dr. Louise Jaffe, Chair - Present
 - Dr. Andrew Walzer, Vice-Chair - Present
 - Dr. Susan Aminoff - Present
 - Dr. Nancy Greenstein - Present
 - Dr. Margaret Quiñones-Perez - Present
 - Rob Rader - Present*
 - Barry Snell - Present
 - Laura Zwicker, Student Trustee – Present (for public session)

**Pursuant to Section 54953 of the Brown Act, Trustee Rob Rader participated telephonically in the meeting from the location indicated below. This agenda was posted at the location, which was accessible to the public.*

Teleconference Location
The Tuscanny
120 E 39th St, New York, NY 10016

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS – Peter Morse

II. CLOSED SESSION – 5:38 p.m.

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: CSEA Chapter #36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: SMC Faculty Association

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 2019-2023 14th Street, Santa Monica, California

Under Negotiation: Terms and Conditions of Purchase

College Negotiator: Dr. Kathryn E. Jeffery

Owner's Representatives: Tom Cherry, Jones Lang Lasalle Brokerage, Inc.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)
C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC630289
Rosie Kato v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC601872.

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:15 p.m.**

- PLEDGE OF ALLEGIANCE – Mitzi Bland

- CLOSED SESSION REPORT (if any)

In accordance with Education Code Section 87405, the Board of Trustees determined that an individual with a disqualifying drug conviction in 1989 has been rehabilitated for at least five years and is eligible for employment with the College.

AYES: 7

NOES: 0

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

MOTION MADE BY: Susan Aminoff

SECONDED BY: Barry Snell

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Rader)

IV. **PUBLIC COMMENTS**

David Burak

Nancy Morse

Terrance Ware (for Maria Lopez)

V. **SUPERINTENDENT'S REPORT**

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

#1 Charitable Gift Agreement

2 Student Equity Update 2016-2017

#3 Resolution – SMCCD Provides a Safe Environment for All Students and Personnel (PULLED)

#4 Resolution to Grant Sidewalk Easement

#5 Employment of Retired Annuitant (Sworn Personnel)

#6 Adjustments of SMC Minimum Wage to California Minimum Wage

IX. **CONSENT AGENDA**

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

Approval of Minutes

#7 Approval of Minutes: November 1, 2016 (Regular Meeting)

Academic and Student Affairs

#8 New Courses and Degrees, Fall 2016

Grants and Contracts

#9 Subcontractual Agreement with UCLA

#10 Ratification of Contracts and Consultants

Human Resources

#11 Academic Personnel

#12 Classified Personnel – Regular

#13 Classified Personnel – Limited Duration

#14 Classified Personnel – Non Merit

Facilities and Fiscal

#15 Facilities

A Change Order No. 25 – AET Campus

B Change Order No. 16 – Performing Arts Center, East Wing

C Change Order No. 14 – Health, PE, Fitness, Dance and Central Plant

D Change Order No. 4 – Connection of Existing Facilities to Central Plant Loop

E Amendment No. 5 to Agreement for Engineering Services – Security and Fire Alarm Upgrade

F Amendment No. 2 to Agreement for Architectural Services – Malibu Campus

G Amendment No 15 to Agreement for Architectural Services – AET

H Pool Payments Under Joint Use Facilities Agreement

#16 Acceptance of Grants and Budget Augmentation

#17 Budget Transfers

#18 Commercial Warrant Register

#19 Payroll Warrant Register

#20 Reissue of Warrants

#21 Auxiliary Payments and Purchase Orders

#22 Providers for Community and Contract Education

#23 Organizational Memberships, 2016-2017

#24 Purchasing

A Award of Purchase Orders

X. ***CONSENT AGENDA – Pulled Recommendations***

XI. ***ORGANIZATIONAL FUNCTIONS***

#25 Election of Officers of the Board of Trustees, 2017

26 Seating Arrangement of the Board of Trustees

#27 Designation of Board Representative to LACSTA

#28 Authorized Signature Resolution

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 17, 2017** 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.

BOARD OF TRUSTEES	REGULAR MEETING
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V. SUPERINTENDENT'S REPORT

- 2016 Santa Monica and Malibu Election Results: The three incumbents on the Board of Trustees were re-elected – Susan Aminoff, Margaret Quiñones-Perez and Rob Rader. Measure V passed with a 63.90 percent “yes” vote. The bond will provide \$345 million to improve facilities and partnerships in the community. Don Girard was commended for his leadership of the success of Measure V. Don acknowledged the support of the Board of Trustees, Superintendent/President Kathryn E. Jeffery, and thanked Shari David, his partner in this effort who chaired the campaign.
- Public Policy Institute Fall Symposium
MAZON: A Jewish Response to Hunger displayed an interactive exhibit known as “This Is Hunger” in a truck trailer parked in Lot 6 from November 23 through December 1, 2016. “This is Hunger” is a high-impact, experiential installation on wheels where participants enter the parked vehicle and embark on a journey that challenges their beliefs about who in America struggles with hunger and why, and empower them to act.

Announcements

- Holiday Luncheon: December 7, 2016 at 11:30 a.m. in Pavilion
- 39th Annual Holiday Student Art Sale, December 9-11, Pete and Susan Barrett Art Gallery
- Community Event to Celebrate SMC's Art Programs, The Broad Stage, December 10
- SM City Council Meeting – December 13 (Certification of Election and Swearing-In Ceremony)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT; **CHARITABLE GIFT AGREEMENT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a Charitable Gift Agreement between Santa Monica Community College District, the Santa Monica College Foundation and Miriam Blahd, which provides for the naming of a classroom, scholarships, internships, and a living history project.

SUMMARY: Miriam Blahd has initiated an agreement with the Santa Monica College Foundation to authorize a gift of \$1 million with the initial receipt of \$100,000 as a gesture of her commitment to the gift. The remaining \$900,000 will be paid upon the settlement of her estate from the Miriam Blahd Survivor's Trust.

In exchange for the gift, the Foundation agrees to the following:

1. The Gift will be held by the Foundation as permanently restricted endowment funds subject to the Foundation's standard rules and procedures for the investment of such funds and administrative fees.
2. The Foundation will arrange with Santa Monica College ("SMC") to rename HSS 165 the "Professor Harvey Stromberg Lecture Hall."
3. Upon receipt of the full amount of the Gift, the Foundation will establish, and \$500,000 of the Gift will be restricted in perpetuity for the purposes of funding, the STROMBERG LIVING HISTORY SERIES.
4. Upon receipt of the full amount of the Gift, the Foundation will establish, and \$100,000 of the Gift will be restricted in perpetuity for the purposes of funding, the HARVEY STROMBERG LEADERSHIP SCHOLARSHIP.
5. Upon receipt of the full amount of the Gift, The Foundation will establish, and \$400,000 of the Gift will be restricted in perpetuity for the purposes of funding, the STROMBERG SCHOLARS for Dale Ride Internships. Each year, the Foundation will provide up to four (4) SMC students with a \$5,000 internship for Santa Monica College's Dale Ride Program.

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Nancy Greenstein
 ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 6, 2016

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2

SUBJECT: STUDENT EQUITY UPDATE 2016-2017

SUBMITTED BY: Vice-President, Academic Affairs

SUMMARY: Santa Monica College has an enduring commitment to achieve equity in educational outcomes for all students. The funding for Student Equity from the state has given the College new opportunities to bring about significant change. This year, the requirement for submission of an Equity Plan has been suspended by the Chancellor's Office while plans are finalized for a more integrated approach to reporting on Student Success and Support Programs, Equity, and Basic Skills Planning efforts across the state. In anticipation of this new integrated plan, Santa Monica College's SSSP, BSI, and Equity committees will develop a cohesive strategy for bringing these planning efforts together.

In October 2016 SMC received a \$1,950,876 allocation from the state to address equity gaps. The overall scope of the Santa Monica College Equity plan is to improve student equity outcomes by supporting three major areas of focus:

- 1) **Research and Inquiry:** In partnership with the Minority Male Community College Collaborative, SMC has completed a campus wide survey of students (CCSM), student focus groups both campus wide and in math specifically, faculty interviews, and classified staff focus groups. A summary of the data collected will be disseminated in 2017.
- 2) **Develop an Equity Framework and Mission Statement:** The Student Equity Committee will develop a strong equity mission statement and framework in order to guide the College's equity plan. The committee plans to link the development of an equity mission statement and framework with strategic planning and the accreditation action project to develop an "Integrated Student Equity and Success" plan. This will allow data on student equity outcomes to better guide discussions across major divisions and planning units at the college.
- 3) **Instructional and student support programs.** For the last two funding cycles, the Equity plan included pilot programs driven by programs, departments and individual faculty. In year three, the Student Equity Committee will shift focus from proof of principle to assisting with bringing successful interventions to scale. All previously funded and newly funded projects will be required to complete a "logic model" as part of their proposal process. Institutional research and the Student Equity Committee will facilitate this work.

Link to complete Student Equity Plan:

http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2016/BoardReportEquitySummary2016.pdf

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: RESOLUTION – SANTA MONICA COMMUNITY COLLEGE DISTRICT PROVIDES A SAFE ENVIRONMENT FOR ALL STUDENTS AND PERSONNEL

SUBMITTED BY: Superintendent/President

REQUESTED ACTION; It is recommended that the Board of Trustees approve the following resolution to support a safe environment for all students and personnel.

Whereas, the Santa Monica Community College District recognizes the rights of all students and their families, regardless of immigration status, family structure, sexual orientation, religious beliefs, gender identity, or marital status; and

Whereas, the Santa Monica Community College District Board of Trustees acknowledges that civil and human rights are deeply rooted in the fabric of democratic and principled societies; and

Whereas, prominent among Santa Monica College’s institutional values are mutual respect, to treat one another with dignity, trust and fairness; to appreciate the diversity of our community, students and workforce in a collegial and cooperative manner; to positively engage the college community in developing a deep appreciation of, and collegiality among all cultures; and

Whereas, Santa Monica College is a leader and innovator in learning and achievement by fostering its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness, and sustainability; and

Whereas, Santa Monica College is and will continue to be a safe environment for all students and personnel; and

Whereas, Santa Monica College will continue to work with the college community, national and state wide education leaders and elected officials to ensure that our students are able to pursue their educational goals.

Therefore Be It Resolved that the Santa Monica Community College District Board of Trustees stands united in continuing to provide a safe environment for all students who choose to better their lives through education.

Public Comments

Edgar Gonzalez

Walter Perez

Jazmin Hernandez

Patti DelValle

David Cruz

Melissa Avira-Beltran

John Quevedo

Rebecca Romo

Maria Lopez Zamudio

RECOMMENDATION PULLED – NO ACTION TAKEN

The Board of Trustees directed the Superintendent/President to strengthen the language related to immigration enforcement and submit a revised resolution at the January Board of Trustees meeting.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **RESOLUTION TO GRANT SIDEWALK EASEMENT**

SUBMITTED BY: Vice President, Business and Administration

RESOLUTION: The Santa Monica Community College District hereby grants to the City of Santa Monica a sidewalk easement on a portion of the District’s property approximately five feet nine inches (5.75’) wide on Pico Boulevard for the benefit of the general public as a public sidewalk for pedestrian use. The real property is described as follows:

A PORTION OF THAT PART OF THE CITY OF SANTA MONICA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS DESCRIBED IN DOCUMENT 0004675, AND RECORDED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY ON 11/18/1976, BEING AN EASEMENT FOR SIDEWALK AND PEDESTRIAN ACCESS PURPOSES DESCRIBED AS FOLLOWS:

BEGINNING AT THE POINT OF INTERSECTION OF THE SOUTHERLY RIGHT OF WAY LINE OF PICO BOULEVARD WITH THE NORTHERLY RIGHT OF WAY LINE OF EIGHTEENTH COURT AS SHOWN PER MAP OF TRACT NO. 12543, RECORDED IN BOOK 253 PAGES 49 AND 50 OF MAPS IN THE OFFICE OF THE RECORDER OF SAID COUNTY;

THENCE SOUTHEASTERLY, ALONG THE NORTHERLY RIGHT OF WAY LINE OF EIGHTEENTH COURT 5.75 FEET;

THENCE SOUTHWESTERLY, PARALLEL WITH THE SOUTHERLY RIGHT OF WAY LINE OF PICO BOULEVARD, A DISTANCE OF 410.75 FEET;

THENCE NORTHWESTERLY, PARALLEL WITH THE NORTHERLY RIGHT OF WAY LINE OF EIGHTEENTH COURT 5.75 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF PICO BOULEVARD;

THENCE NORTHEASTERLY, ALONG SOUTHERLY RIGHT OF WAY LINE OF PICO BOULEVARD TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED AREA OF LAND CONTAINS 2,362 SQUARE FEET, MORE OR LESS.

COMMENT: As part of the Student Services project the public sidewalk in front of the new building on Pico Boulevard will be widened by 5.75 feet. The District will pay all the costs of constructing the new sidewalk improvements as part of the bond project. This is already in the construction contract so there is no fiscal impact to this action.

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Andrew Walzer
ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **EMPLOYMENT OF RETIRED ANNUITANT (SWORN PERSONNEL)**
WAIVER OF 180-DAY WAIT PERIOD REQUIREMENT FOR SAFETY RETIRED
ANNUITANT

SUBMITTED BY: Vice President, Human Resources

REQUESTED ACTION: It is recommended for safety related concerns that the Board of Trustees certify the waiver of the 180-day wait period required for the retired annuitant employment of Mark Kessler.

SUMMARY: Effective December 31, 2016, the Santa Monica College Police Department will have two sworn management personnel to oversee its department – Chief of Police Johnnie Adams and Sergeant Jere Romano. Captain Raymond Bottenfield has been on leave since November 28, 2016, and his return is anticipated in April. Sergeant Mark Kessler retires as of December 30, 2016. Sergeant Kessler is willing to return to work as a retired annuitant, effective December 31, 2016. Waiver of the 180-Day Wait Period for retirement personnel is possible under these special circumstances. Sergeant Kessler meets the qualifications as a retired public safety officer, defined in Government Code section 3301 (peace officer), and he has expressed interest in working as a retiree to assist the District temporarily. As a retired annuitant Sergeant Kessler can work no more than 960 hours per year. A police sergeant recruitment process is in progress by the Personnel Commission. It is anticipated that vacancies should be filled before the end of April.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **ADJUSTMENTS OF SMC MINIMUM WAGE TO CALIFORNIA MINIMUM WAGE**

SUBMITTED BY: Vice President, Human Resources

REQUESTED ACTION: It is recommended that the Board of Trustees approve adjustments of the Santa Monica College Minimum Wage to California Minimum Wage. The State of California minimum wage schedule is set to increase annually for employers with 26 or more employees as follows:

January 1, 2017	\$10.50
January 1, 2018	\$11.00
January 1, 2019	\$12.00
January 1, 2020	\$13.00
January 1, 2021	\$14.00
January 1, 2022	\$15.00

These increases may be delayed or suspended by the Governor of California based on certain economic determinations. The District will ensure applicable adjustments are made to ensure compliance with the California Minimum Wage.

SUMMARY: Governor Brown signed Senate Bill 3 (SB 3) into law which will eventually raise the statewide minimum wage to \$15.00 per hour by January 1, 2022. Effective January 1, 2017, the minimum wage for the State of California will increase from \$10:00 an hour to \$10.50 per hour for employers with 26 or more employees. Santa Monica College must raise its minimum wage to \$10.50 per hour effective January 1, 2017.

MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Barry Snell
ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 6, 2016

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 #7-#26.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #8, #12, #15-A, #15-H, #16

Action on the Consent Agenda, excluding #8, #12, #15-A, #15-H, #16

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Andrew Walzer
 ADVISORY: Absent
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 8 –New Courses and Degrees, Fall 2016

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

Recommendation No. 12 –Classified Personnel, Regular

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Andrew Walzer
 ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

Recommendation No. 15-A –Facilities: Change Order No. 25, AET Campus

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Nancy Greenstein
 ADVISORY: Aye
 AYES: 5
 NOES: 1 (Quiñones-Perez)
 ABSENT: 1 (Rader)

Recommendation No. 15-H–Facilities: Pool Payments Under Joint Use Agreement

MOTION MADE BY: Barry Snell
SECONDED BY: Louise Jaffe
ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

Recommendation No. 16 –Acceptance of Grants and Budget Augmentation

MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

RECOMMENDATION NO. 7 APPROVAL OF MINUTES

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

November 1, 2016 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8 NEW COURSES AND DEGREES, FALL 2016

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

- CS 79A Introduction to Cloud Computing
- CS 79B Database Essentials in Amazon Web Services
- CS 79C Compute Engines in Amazon Web Services
- CS 79D Security in Amazon Web Services

New Courses: Upper Division

- COM ST 310 Organizational and Small Group Communication

Distance Education

- CS 79A Introduction to Cloud Computing
- CS 79B Database Essentials in Amazon Web Services
- CS 79C Compute Engines in Amazon Web Services
- CS 79D Security in Amazon Web Services
- GR DES 50 Graphic Design Portfolio and Professional Practices
- GR DES 61 User Experience Design 1
- GR DES 62 User Experience Design 2
- GR DES 75 Mobile Design 1
- GR DES 76 Mobile Design 2

Global Citizenship

- COM ST 310 Organizational and Small Group Communication
- WOM ST 20 Women, Feminisms, and Social Movements: A Global Approach

New Programs

- Business Information Worker I Associate in Science / Certificate of Achievement
- Cloud Computing Department Certificate

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 SUBCONTRACTUAL AGREEMENT WITH UCLA

Requested Action: Approval/Ratification

Requested by: Melanie Bocanegra, Associate Dean of Equity and STEM Student Programs

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

Subcontractor: The Regents of the University of California

Contract Amount: \$247,970

Funding Source: Title III HSI-STEM

Performance Period: October 1, 2016-September 30, 2017

Purpose of Contract: 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. University of California at Los Angeles shall serve as the District’s cooperative partner to develop and deliver the awarded U.S. Department of Education HSI STEM and Articulation Cooperative Grant.

Grant Specific Activities:

1. Coordinate efforts with SMC personnel to develop and deliver summer activities for students enrolled in the Science and Research Initiative, including:
 - a. Provide staff/faculty to assist with the SMC STEM Orientation, and STEM Skills workshops
 - b. Develop and implement the 10-week Undergraduate Research Program for 22 SMC students.
 - c. Identify UCLA STEM faculty leads to meet with SMC STEM faculty to review efficacy of STEM pathways from SMC to UCLA, and mentor SMC Summer Research Students
 - d. Participate in professional development activities as appropriate;
 - e. Attend SMC STEM instructional and counseling team monthly meetings and biannual retreats.
 - f. Regularly attend STEM Counseling 12 “STEM Career Counseling”, Counseling 15 “Job Search Strategies” and Science 10 courses.
 - g. Develop a Spring SMC transfer bridge program.
 - h. Work closely with SMC and UCLA faculty to create a honors course for SMC transfer students at UCLA.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Kathryn E. Jeffery, 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
A Stephen Camargo Productions	December 1, 2016 – June 30, 2017 Amount not to exceed \$15,000	Stephen Camargo Productions will assist with the development and production of several student success videos focused on SSSP core areas: orientation, assessment, counseling/educational planning, and follow-up services. Stephen Camargo Productions will facilitate video and audio production; including but not limited to video concept creation, copy-writing, professional equipment acquisition, directing, producing, camera operating, sound recording, post production/editing, and final video(s) delivery.	Student Success and Support Program (SSSP)
Requested by: Esau Tovar, Dean, Enrollment Services Approved by: Teresita Rodriguez, Vice President, Enrollment Development			
B Dr. Cara Thompson Assistant Professor in the Math and Natural Sciences Division at Arizona State University	September 1 - December 15, 2016 Program cost not to exceed \$2,000	Dr. Cara Thompson (ASU) has served as a consultant and liaison for our partner campus Arizona State University. Cara's transitional role as outgoing PI of the NASA Minority University Research and Education Project (MUREP) Community College Curriculum Improvement (MC3I) grant supporting the Year 1 evaluation report.	NASA Minority University Research and Education Project (MUREP) Community College Curriculum Improvement (MC3I)
Requested by: Cyndi Bendezú Palomino, Project Manager, NASA and Equity Initiatives Approved by: Georgia Lorenz, Vice-President, Academic Affairs			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source	
C	<p>The following presenters will participate in the International Street Art event</p> <p>Padhia Avocado Birth Name: Padhia Hutton</p> <p>Christina Angelina Moniker: Starfighter</p> <p>Lauren YS Represented by HIJINX Artist Management and PR, Heidi Johnson- www.thinkhijinx.com Moniker: Lauren YS</p>	<p>March 2017</p> <p>Not to exceed a total of \$5,000, as follows:</p> <p>\$1,600</p> <p>\$1,600</p> <p>\$1,600</p>	<p>Art history faculty will moderate a panel of presenters and host supplemental student engagement activities designed to address and confront gender inequity within the practice of international street art. The three panelists are female street artists and graffiti writers working both locally and internationally.</p> <p>Padhia Avocado is a Los Angeles-based writer and street artist. She explores the often undiscovered and obscure aspects of the interior human landscape.</p> <p>Christina Angelina is an internationally renowned artist who was born, raised and is now based in Venice, California. Her interactive process engages and forms lasting relationships with locals, which she then channels into a finalized piece.</p> <p>Lauren YS is a Bay Area artist whose work is influenced by multiple stages of focus, both geographically and in practice.</p>	<p>Funding source: Global Citizenship District Fund 00222</p>

Requested by: Kelley Brayton, Chair, Global Citizenship
Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract		Term/Amount	Service	Funding Source
D	Joyce Kaufman	October 1, 2016 – June 30, 2017 Not to exceed \$5,000	Dr. Kaufman will serve as the external evaluator for Santa Monica College’s Title VIA Undergraduate International Studies and Foreign Languages grant. Dr. Kaufman previously evaluated SMC’s first UISFL grant, and her findings were instrumental in documenting the need and design for this current proposal. In addition, her background in service learning and community engagement will further help inform and add value to this project as faculty and staff work to integrate language-based service learning and other applied learning experiences into the College’s CTE curriculum.	U.S. Department of Education, Title VIA, UISFL Grant
<i>Requested by: Laurie McQuay-Peninger, Dean of Grants</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
E	Academic Success Press, Inc (Paul Nolting)	August 3, 2016 Amendment to the previously approved agreement: Increase of \$344.64 to cover travel expenses.	Dr. Nolting presented at FSI 2016. Additionally, he met with the Dean of Learning Resources while at Santa Monica College to discuss how to leverage resources to best serve students. Dr. Nolting’s travel costs from Florida were higher than anticipated by \$344.64; therefore, an amendment to the original agreement in the amount of \$3,500 is needed to cover additional travel expenses.	Title V
<i>Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
F	Kimberly Papillon, Esq.	Workshops will be scheduled prior to June 30, 2017 Not to exceed \$10,000	The consultant will provide leadership development training for the new “SMC Leadership Academy” in a workshop: “The Neuroscience of Decision-Making in Leadership Development.”	2016-2017 Human Resources (Grant Funding)
<i>Requested by: Tre’Shawn Hall-Baker, Director, Human Resources</i> <i>Approved by: Marcia Wade, Vice-President, Human Resources</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

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

All personnel will be properly elected in accordance with District policies, salary schedules, and appropriate account numbers.

ELECTIONS

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

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

EFFECTIVE DATE

ABOLISH

Custodian (8 positions) 12/07/16
 Operations, 12 months, 40 hours, NS-II

ESTABLISH

Custodian (3 positions) 12/07/16
 Operations, 12 months, 40 hours, Day

Custodian (5 positions) 12/07/16
 Operations, 12 months, 40 hours, NS-I

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Avoundjian, Christina, Laboratory Technician – Life Science (Step C) 11/16/16
 Chambers, Nicholas L., Disabled Student Services Assistant, DSC (C) 12/01/16
 Davis, Lisa, Warehouse & Mail Services Supervisor (Step C) 12/07/16
 Ezike, Dolaris F. “Chinonso”, Accounting Specialist, Fiscal Services (Step C) 12/01/16
 Sais, Marina, Student Services Specialist – International Students (Step B) 01/03/17
 Thomas, Sharon, Administrative Assistant I, ESL/Dance (Step B) 11/01/16
 *Patterson, Sonya, C. C. Police Officer, Campus Police (Step D) 12/15/16
 (*“Effective Date” and “Step Advancement” adjusted from 11/2/16 meeting)

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Ingro, Tiffany 11/16/16
 From: Administrative Assistant II, Office of School Relations, 12 mos, 40 hrs
 To: Administrative Assistant II, Community & Academic Relations, 12 mos, 40 hrs

PROMOTION

Casale, Danielle C. 12/01/16
 From: Student Services Clerk, ISC, 12 mos, 40 hrs
 To: Student Services Specialist – International Students

Lange, Jeremy 11/22/16
 From: Student Services Assistant, ISC, 12 mos, 40 hrs
 To: Student Services Specialist – International Students

REINSTATEMENT

Roberts, Michael, Journeyman Trade Plumbing, Maintenance 12/03/16

SEPARATION

LAST DAY OF PAID SERVICE

LEAVES OF ABSENCE- UNPAID

Vriese, Denese G. Cash Receipts Clerk, Bursar's Office 11/21 – 01/21/17

RELEASE FROM PROBATION

MacIntosh, Eric K., Laboratory Technician – Chemistry 11/10/16

Roberts, Michael, Construction Systems Supervisor, Maintenance 12/02/16

RETIREMENT

Barry, Barnaby M., Community College Police Officer (31 years) 12/30/16

Jones, Candee T. Student Services Spec – Admission and Records (20 years) 12/30/16

Siegel, Barbara, Administrative Assistant I, Workforce & Economic Dev. (36 years) 12/16/16

Stallings, Kimberly, Administrative Assistant I, Athletics (19 years) 11/14/16

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

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.

Brown, Carla, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Brown, Carla, Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Brzechwa-White, Jaimee, Cash Receipts Clerk, Bursar's Office	12/19/2016-12/23/2016
Brzechwa-White, Jaimee, Cash Receipts Clerk, Bursar's Office	01/03/2017-01/20/2017
Chavel, Sean, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Chavel, Sean, Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Lemke, Connie, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Lemke, Connie, Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Lopez, Vanessa, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Lopez, Vanessa, Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Monzon, Ana Maria, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Monzon, Ana Maria, Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Nears, Pamela J., Recycling Program Specialist, Grounds	11/16/2016-02/17/2017
Wright, Ashley L., Sr. Research Analyst, Institutional Research	12/01/2016-04/28/2017

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

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Austin, Harald, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Austin, Harald, Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Bae, Daniel, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Bae, Daniel, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Brown, Thomas, Instructional Asst.-ESL Clerk/Cashier, ESL	09/23/2016-02/28/2017
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Davis, Lisa K., Warehouse & Mail Services Supv., Warehouse/Receiving	11/08/2016-12/09/2016
Dell'Amico, Elena, Instructional Asst.-ESL Clerk/Cashier, ESL	09/23/2016-02/28/2017
Eichen, John, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017

Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Jones, Jennifer, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Jones, Jennifer, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Kessler, Mark, C. C. Police Sergeant, Campus Police	12/31/2016 - 05/15/2017
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Marcial-Santana, Christina, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Marcial-Santana, Christina, Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Medernach, Katie, Accounting Specialist, Fiscal Services	11/28/2016-02/28/2017
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Mehrazar, Saman, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Mehrazar, Saman, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Meserve, Pamela, Cash Receipts Clerk, Bursar's Office	12/19/2016-12/23/2016
Meserve, Pamela, Cash Receipts Clerk, Bursar's Office	01/03/2017-01/20/2017
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Nelli, Maria A., Cash Receipts Clerk, Bursar's Office	12/19/2016-12/23/2016
Nelli, Maria A., Cash Receipts Clerk, Bursar's Office	01/03/2017-01/20/2017
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	12/19/2016-12/23/2016
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	01/03/2017-01/20/2017
Stuck, Jennifer, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Stuck, Jennifer, Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Tolentino, Casimiro., Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Tolentino, Casimiro., Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Torrence, Antoinette, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Torrence, Antoinette, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017
Wilks, Susan C., Cash Receipts Clerk, Bursar's Office	12/19/2016-12/23/2016
Wilks, Susan C., Cash Receipts Clerk, Bursar's Office	01/03/2017-01/20/2017
Vo, Thea, Student Services Clerk, Bursar's Office	12/19/2016-12/23/2016
Vo, Thea., Student Services Clerk, Bursar's Office	01/03/2017-01/20/2017
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	12/05/2016-12/22/2016
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	01/03/2017-01/10/2017

SUBSTITUTE - LIMITED TERM:

Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Arsene, Cristina, Instructional Assistant - English, ENGLISH	11/14/2016-02/13/2017
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: HUMAN RESOURCES

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, \$10.00/hour (STHP)	50
College Work-Study Student Assistant, \$10.00/hour (FWS)	35
College CalWorks	3

SPECIAL SERVICE

Recreation Director II, \$10.59/hour	3
Art Model, \$23.00/hour	1
Community Services Specialist I, \$35.00/hour	12
Community Services Specialist II, \$50.00/hour	14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES

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

15-A CHANGE ORDER NO. 25 AET CAMPUS

Change Order No. 25 – C.W. Driver on the AET Campus portion of the project in the amount of \$410,204.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 3,518,415
Previously Approved Change Orders (AET Parking Structure A)	\$ 796,870
Change Order No. 25 – AET Campus	<u>\$ 410,204</u>
Revised Contract Amount	\$63,885,489

Change Order No. 25 for the AET Campus project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 25 for AET Campus includes the following labor and material costs to:

- Remove and replace Building D, Level 1 ductwork with new;
- Notch the top stud framing around tube steel and add angle reinforcing at Building B Lobby;
- Revise Level 2 Faculty Offices, replace exterior entrance doors, and adjust fire ratings in Building D;
- Revise duct size at zone reheat unit in Building C;
- Demolish damaged, existing, domestic water gate valve in Building D;
- Furnish and install vertical drift joint at the south elevation of Building B;
- Revise circuit breakers, branch lines, and modify bussing as required for tankless electric water heaters in Buildings B & C;
- Demolish installed overflow drain piping revise routing in Building B;
- Demolish existing cracked 4" waste line and correct slope of existing trap primer piping;
- Paint from the bottom of wood trusses to the underside of the existing wood deck at Building D, Level 2.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES *(continued)*

15-B CHANGE ORDER NO. 16 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 16 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the credit amount of (\$84,706).

Original Contract Amount	\$	18,378,000
Previously Approved Change Orders	\$	1,517,664
Change Order No. 16	\$	<u>(84,706)</u>
Revised Contract Amount	\$	19,810,958

This change order results in no change to the contract length. A decrease in the overall amount of the change order is due to the credit for the deleted photovoltaic panels and racking system.

Funding Source: Measure AA

Comment: Change Order No. 16 includes the following:

- Labor and material for revised plaza layout, including added concrete plinths and enlarged site walls to accommodate lighting control boxes, and added stainless steel sleeves in the paving for event light poles;
- New downspout connections where existing storm drain lines had to be demolished;
- Decorative polymer countertops in restrooms instead of plastic laminate;
- Sloped mud-set and diagonally cut tiles to slope to floor drain at 3rd floor terrace;
- Provide and install an AED defibrillator and an evacuation slide;
- Provide power to aisle lighting in Room 309.
- Credit for the deleted photovoltaic panels and racking system;

15-C CHANGE ORDER NO. 14 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 14 – BERNARDS BROS. on the Health, PE, Fitness, Dance and Central Plant project in the amount of \$101,998.

Original Contract Amount	\$	39,556,000
Previously Approved Change Orders	\$	1,547,240
Change Order No. 14	\$	<u>101,998</u>
Revised Contract Amount	\$	41,205,238

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

Funding Source: Measure AA

Comment: Change Order No. 14 includes the labor and material cost for the following:

- Added pier footings and rework for rebar and concrete due to additional DSA Requirements;
- Add wire mesh drag bars;
- Purchase and install owner requested furniture.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES *(continued)*

15-D CHANGE ORDER NO. 4 – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP
 Change Order No. 4 – SJ AMOROSO on the Connection of Existing Facilities to Central Plant Loop project in the amount of \$99,944.

Original Contract Amount	\$	8,087,000
Previously Approved Change Orders	\$	127,885
Change Order No. 4	\$	<u>99,944</u>
Revised Contract Amount	\$	8,314,829

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

Funding Source: Measure AA

Comment: Change Order No. 4 includes labor and material cost for the following:

- Integrate the existing HSS mechanical equipment into the existing campus wide Automated Logic Control system;
- Patch existing exterior 1/2" gypsum board and install 1/4" dens deck primed over the existing gypsum board to create an acceptable substrate per manufacturers suggestion;
- Re-route the existing fire sprinkler lines outside of the area in which the new fan coiling unit needs to be installed within the ceiling;
- Install additional fasteners per manufacturer's requirement due to the structural inconsistencies of the lightweight concrete on the Business Building Roof;
- Provide additional support for hanging ductwork and piping in the HSS building;
- Back-charge to contractor for troubleshooting and the installation of a 50 foot VGA cable for HSS 253. SMC consultant needed to remove and replace the cable that channels through the building's conduit, starting from underground near the podium up to the projector. Ethernet cable was cut or crimped by the work done during the HVAC installs in or around HSS 253.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES *(continued)*

15-E AMENDMENT NO. 5 TO AGREEMENT FOR ENGINEERING SERVICES – SECURITY AND FIRE ALARM UPGRADE

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

Original Contract Amount	\$	365,000
Amendment No. 1	\$	275,000
Amendment No. 2	\$	81,340
Amendment No. 3	\$	58,400
Amendment No. 4	\$	50,850
Amendment No. 5	\$	<u>58,400</u>
Revised Contract Amount	\$	888,990

Funding Source: Measure AA

Comment: The involvement of the security consultant has become extensive and is critical for the completion of the project. Amendment No. 5 provides for extended Construction Administration from November 1, 2016 through April 30, 2017 due to project schedule extension.

15-F AMENDMENT NO. 2 TO AGREEMENT FOR ARCHITECTURAL SERVICES – MALIBU CAMPUS

Amend agreement with QDG ARCHITECTURE for the Malibu Campus for \$189,600 plus reimbursable expenses.

Original Contract Amount	\$1,285,300
Amendment No. 1	123,000
Amendment No. 2	<u>189,600</u>
Revised Contract Amount	\$1,597,900

Funding Source: Measure S

Comment: Due to an extended approval period additional services were needed from the architect including:

- Additional DSA structural design changes due to Malibu soil conditions
- Preparation for City of Malibu submittals and public hearings
- Preparation for California Coastal Commission submittals and public hearings
- Additional plan changes requested by the County of Los Angeles
- Site lighting redesign requested by neighbors

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES *(continued)*

15-G AMENDMENT NO. 15 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 \$512,560 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	144,126
Amendment No. 6	2,925
Amendment No. 7	109,585
Amendment No. 8	90,585
Amendment No. 9	94,500
Amendment No. 10	163,500
Amendment No. 11	81,775
Amendment No. 12	850,000
Amendment No. 13	38,990
Amendment No. 14	67,580
<u>Amendment No. 15</u>	<u>512,560</u>
Revised Contract Amount	\$8,476,589

Funding Source: Measure AA

Comment: Amendment No. 15 provides for supplemental construction administration due to project extended schedule through April 2017 and for structural redesign work to correct contractor errors.

15-H POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$44,889.90
For the Period: July 1, 2016 –September 30, 2016 (3 months)
Funding Source: 2016-2017 District General Fund
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the District uses the pool compared to the total hours of pool use by all parties. District paid the City of Santa Monica \$43,602.12 for the same period last year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services

Approved by: Bob Isomoto, Vice President, Business and Administration

Title of Grant: **Adult Education Block Grant (AEBG)**
Granting Agency: California Community College Chancellor’s Office (CCCCO)
(Santa Monica Unified School District as Fiscal Agent for Regional Consortium)
Award Amount: \$11,508 (Amended Award: \$386,508)
Matching Funds: Not applicable
Performance Period: July 1, 2016 – June 30, 2017

Summary: Santa Monica College has received additional funding for fiscal year 2016-17 per the AEBG Final Funding Distribution Schedule from the CCCCCO dated October 5, 2016.

Funding is used for growth and expansion of the program, at both consortium member institutions, to enable the regional system of adult education to gain necessary visibility and garner a larger pool of potential students for pre-existing course offerings and in order to establish a strong enrollment for new Adult Education programming.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$11,508
Expenditures		
1000	Academic Salaries	\$ 26,958
2000	Non-Academic Salaries	\$(32,868)
3000	Employee Benefits	\$(12,964)
4000	Supplies & Materials	\$ 3,617
5000	Other Operating Expenditures	\$ 22,057
6000	Capital Outlay	\$ 4,708

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Title of Grant: **Workforce Innovation and Opportunity Act, Title II (WIOA):
Adult Education and Family Literacy Act**

Granting Agency: California Department of Education (Pass through for U.S. Department of Education)

Augmentation Amount: (\$47,907) Amended Award Amount \$198,748

Matching Funds: NA

Performance Period: July 1, 2016 – June 30, 2017

Summary: The California Department of Education reduced the funding for fiscal year 2016-17 from the advance award estimate of \$246,655 to \$198,748 per the on-line reporting website. 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.

Budget Augmentation:

Restricted Fund 01.3		
Revenue		
8100	Federal	\$ (47,907)
Expenditures		
1000	Academic Salaries	\$ (15,714)
2000	Non-Academic Salaries	\$ 13,753
3000	Employee Benefits	\$ (3,164)
4000	Supplies & Materials	\$ (15,132)
5000	Other Operating Expenditures	\$ (7,650)
6000	Capital Outlay	\$ 20,000)
Total		\$ (47,907)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Title of Grant: Improving Educational Pathways in Energy Efficiency (Prop 39 Clean Energy Jobs Creation Workforce Grant)
Granting Agency: Los Angeles Trade-Technical College
Award Amount: \$26,998
Matching Funds: NA
Performance Period: November 2, 2016 – February 10, 2017

Summary: The goal of the Prop 39 Clean Energy Jobs Creation Workforce Program is to build and sustain a regional network of colleges to better serve the needs of students and industry in the Energy, Construction, and Utilities Sector. Santa Monica College will help achieve this goal through three distinct, yet inter-related, projects targeting Energy Systems Technology. This project will strengthen and expand existing programming in Energy Efficiency and Recycling and Resource Management through industry speakers, increased use of technology for both instructional delivery and outreach, and student workshops targeting specific skill development, including LEED Green Associate training and Introduction to Solid State Lighting.

Budget: Restricted fund 01.3

Revenue

8600 State	\$ 26,998
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Expenditures

1000 Academic Salaries	\$ 4,920
3000 Employee Benefits	\$ 1,378
4000 Supplies and Materials	\$ 3,500
5000 Other Operating Expenditures	\$ 7,000
6000 Capital Outlay	\$ 10,200
Total	\$ 26,998

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Title of Grant: Strong Workforce Program
Granting Agency: California Community Colleges Chancellor’s Office
Award Amount: \$871,012
Matching Funds: Not applicable
Performance Period: July 1, 2016 – June 30, 2018

Summary: The Strong Workforce Program funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, programs and pathways and to improve the quality of CTE.

Program investments will target and support outcomes that develop and improve:

- a) Student support services and supplemental instruction to help promote retention, completion, and job placements.
- b) Coordination of regular and ongoing curricular alignment and development discussion between CTE programs at community colleges and high schools, and with educators and industry.
- c) Building of an aligned system of educational programming focused on employer needs.
- d) Increased innovation and diversity in the workforce by providing opportunities to engage career-ready students from diverse backgrounds.
- e) Creation of robust relationships by convening educators, industry and community partners, to better prepare students with workforce readiness skills.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 871,012
Expenditures		
1000	Academic Salaries	\$ 60,000
2000	Non-Academic Salaries	\$ 56,600
3000	Employee Benefits	\$ 34,980
4000	Supplies & Materials	\$ 100,000
5000	Other Operating Expenditures	\$ 200,000
6000	Capital Outlay	\$ 384,592
7300	Other Outgo/Indirect	\$ 34,840
Total		\$ 871,012

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Title of Grant: Innovation in Higher Education Planning Grant
Granting Agency: College Futures Foundation
Award Amount: \$20,000
Matching Funds: NA
Performance Period: December 12, 2016 – February 3, 2017

Summary: The College Futures Foundation is dedicated to closing the college readiness and bachelor degree attainment gaps for low-income students from groups historically under-represented in college success. The Foundation has awarded Santa Monica College a mini planning grant in support of developing strategies, with our partners, to increase student success that could be supported by state Innovation Award funds and to develop strong applications for submission.

Santa Monica College (SMC), in partnership with Arizona State University (ASU), will use this planning grant to assist with the development of the Guided Pathways to Success (GPS) project at SMC. This project will reduce the time to completion of SMC students and the total cost of education, while addressing SMC’s most pressing equity gaps. This project is focused on redesigning the curriculum to develop clear academic pathways that streamline and strengthen existing services and promote student success. This work will build upon national research around pathways, incorporate ASU’s leadership in this field as well as SMC’s own experiences with the development of career pathways through the California College Pathway Trust and other projects. The planning grant will give both institutions the resources to come together, gather and analyze data, identify critical gaps in services and outcomes, and develop strategies to be carried out through the Award for Innovation.

Budget :	Restricted fund 01.3	
	Revenue	
	8800 Local	\$ 20,000
	Expenditures	
	1000 Academic Salaries	\$ 12,500
	3000 Employee Benefits	\$ 2,750
	4000 Supplies and Materials	\$ 250
	5000 Other Operating Expenditures	\$ 4,500
	Total	\$ 20,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Title of Grant: **A Scalable Growth Mindset Intervention to Raise Achievement and Persistence in Community College (Subaward Agreement awarded by Stanford University)**
Granting Agency: U.S. Dept. of Education – Institute of Education Sciences (IES)
Award Amount: \$47,879 (Year 2)
Matching Funds: Not applicable
Performance Period: September 1, 2016 – August 31, 2017 (Year 2)
Summary: This is year two of a four-year grant which will fund a research study to investigate whether an internet-based growth mindset intervention can reliably raise community college students' persistence in developmental and gateway courses.

Santa Monica College agrees to implement the study with developmental math classes including Math 81, Basic Arithmetic; Math 84, Pre-Algebra; and Math 85, Arithmetic and Prealgebra. All faculties who teach these classes (25-30 faculty) will be invited to enroll their students to participate (1700-2000 students). It is anticipated that 85% of faculty will participate. Maral Hyeler, Director of Instructional Services, will act as the Campus Coordinator.

Faculty will schedule their classes to participate in the two different intervention sessions during the Fall 2017 semester. Each session will take students between 30-45 minutes to complete. All students will complete the entire intervention as a homework assignment completed outside of class time for credit.

Budget:	Restricted Fund 01.3	
	Revenue	
	8100 Federal	\$ 47,879
	Expenditures	
	1000 Academic Salaries	\$ 26,047
	3000 Employee Benefits	\$ 7,814
	7300 Other Outgo	\$ 14,018
	Total	\$ 47,879

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Services

Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services

Approved by: Bob Isomoto, Vice President, Business and Administration

Title of Grant: Temporary Assistance for Needy Families (TANF)
Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
Augmentation Amount: \$1,021 (Amended Allocation \$59,652)
Matching Funds: Not applicable
Performance Period: July 1, 2016 – June 30, 2017

Summary: The District received an additional allocation for fiscal year 2016-17 of \$1,021 per a letter from the CCCCCO dated October 20, 2016 due to an increased appropriation of Proposition 98 funds.

The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8100	Federal	\$ 1,021
Expenditures		
1000	Academic Salaries	\$(23,729)
3000	Employee Benefits	\$ (4,702)
5000	Other Operating Expenditures	\$ 1,000
7600	Student Aid	\$ 28,452
	Total	\$ 1,021

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Title of Grant: California Work Opportunity and Responsibility to Kids (CalWORKS)
Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
Augmentation Amount: \$49,833 (Amended Allocation \$317,502)
Matching Funds: Not applicable
Performance Period: July 1, 2016 – June 30, 2017

Summary: The District qualifies for an additional \$49,833 in fiscal year 2016-17 funding per the final allocation letter issued by the CCCCCO on October 20, 2016 due to an increased appropriation of Proposition 98 Funds.

CalWORKs funds are for the purpose of assisting welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services including: work study, job placement, child care, coordination, curriculum development and instructional services.

Budget Augmentation:

Restricted Fund 01.3	
Revenue	
8600 State	\$ 49,833
Expenditures	
1000 Academic Salaries	\$ 32,210
2000 Non-Academic Salaries	\$ 1,168
3000 Employee Benefits	\$ 6,470
4000 Supplies & Materials	\$ 7,500
5000 Other Operating Expenditures	\$ 6,532
7600 Student Aid	\$ 1,711
Total	\$ 49,833

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Marcia Wade, Vice President, Human Resources

Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services

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

Title of Grant: Leadership Development Program
Granting Agency: California Community Colleges Chancellor’s Office-Institutional Effectiveness Partnership Initiative (IEPI)
Award Amount: \$50,000
Matching Funds: N/A
Performance Period: November 1, 2016 – December 31, 2017
Summary: SMC will create a new leadership program called, “SMC Leadership Academy” with the goals to enhance existing leadership skills of current faculty, academic administrators, classified managers, classified support personnel, and confidential staff, and to develop communication and relationships between multiple cohorts of personnel.

Integral to this process will be the development and training of mentor relationships between senior and mid-level administrators/managers and those with management aspirations. Human Resources professionals and consultants will help cohort participants gain and reinforce understanding of leadership techniques as individuals and as part of a complex system. The goal is to focus on personal and organizational growth to improve leadership skill sets through a series of results-oriented workshops including strategies, tools and active coaching techniques.

Budget :

Restricted Fund 01.3		
Revenue		
8600	State	\$ 50,000
Expenditures		
4000	Supplies & Materials	\$ 2,000
5000	Other Operating Expenditures	\$ 48,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 BUDGET TRANSFERS

Requested Action: Approval/Ratification

Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services

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

17-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 19, 2016 thru November 21, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-5,756
2000	Classified/Student Salaries	116,809
3000	Benefits	0
4000	Supplies	742
5000	Contract Services/Operating Exp	11,133
6000	Sites/Buildings/Equipment	16,855
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-139,783
Net Total:		0

17-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 19, 2016 thru November 21, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	-508
4000	Supplies	1,050
5000	Contract Services/Operating Exp	8,587
6000	Sites/Buildings/Equipment	-9,129
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 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

October 1 - 31, 2016 7204 through 7242 \$16,358,202.90

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

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

Payroll Warrant Register

October 1-31, 2016 C1C- C2D \$12,171,424.06

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

RECOMMENDATION NO. 20 REISSUE OF WARRANTS

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

Warrants not presented to the County Treasurer within six months are void; therefore, it is requested that LACOE draw new warrants to replace the following void expired warrants:

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Susan P Chapman	W6393196	05/31/2011	\$1781.25
Susan P Chapman	W5980412	09/30/2010	\$1384.98
Susan P Chapman	W6343545	04/29/2011	\$1395.96
Caprice Y Walker	W7923461	03/14/2014	\$8.62
Dontraneil Clayborne	W8051757	05/30/2014	\$2351.30

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

October 1 – 31, 2016

Covered by check & voucher numbers: 010183-010559 & 00961-00993

Bookstore fund Payments	\$279,862.31
Other Auxiliary Fund Payments	\$ 82,333.59
Trust and Fiduciary Fund Payments	<u>\$571,003.55</u>
TOTAL	\$1,013,102.45

<u>Purchase Orders issued</u>	\$21,095.02
October 1 – 31, 2016	

Comment: It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Auxiliary Funds.

RECOMMENDATION NO. 22 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. 23 ORGANIZATIONAL MEMBERSHIPS

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

Organizational Memberships

December 2016	Number of Memberships	Amount
	5	\$23,945.81

Funding Sources: 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	December 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

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. The amount includes payments related to bond construction projects. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department.

October 2016

\$6,152,008.09

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 25

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2017

25-A REQUESTED ACTION: It was recommended that Andrew Walzer be elected Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

25-B REQUESTED ACTION: It was recommended that Nancy Greenstein be elected Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Andrew Walzer

It is recommended that Barry Snell be elected Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Louise Jaffe

The vote was as follows:

STUDENT ADVISORY: Abstain
 AYES: 3 (Greenstein, Quiñones-Perez, Walzer)

Barry Snell

STUDENT ADVISORY: Abstain
 AYES: 3 (Aminoff, Jaffe, Snell)

The Vice-Chair will be elected at the January meeting

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 25

SUBJECT: **ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2017 (continued)**

25-C REQUESTED ACTION: It is recommended that Superintendent/President Kathryn E. Jeffery be elected Secretary to the Board of Trustees; Vice-President, Business and Administration Robert Isomoto, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

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

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

INFORMATION ITEM NO. 26

SUBJECT: **SEATING OF THE BOARD OF TRUSTEES**
 Seating will take place at the January meeting following the election of the Vice-Chair.

RECOMMENDATION NO. 27

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

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 6, 2016

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 28

SUBJECT: AUTHORIZED SIGNATURE RESOLUTION

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

Name/Title	Orders for Salary Payment	Notices of Employment	District Warrants	District Contracts	District Purchase Orders	Auxiliary Warrants	Auxiliary Contracts	Auxiliary Purchase Orders
Kathryn E. Jeffery Superintendent/President	X	X	X	X	X	X	X	X
Robert Isomoto Vice-President, Business and Administration	X		X	X	X	X	X	X
Marcia Wade Vice-President, Human Resources		X		X				
Georgia Lorenz Vice-President, Academic Affairs				X				
Christopher Bonvenuto Chief Director, Business Services	X		X	X	X	X	X	X
Mitchell Heskel Dean, Education Enterprise (Interim)						X	X	X
David Dever Director of Auxiliary Services						X	X	X
Cynthia Moore Director of Purchasing				X	X			
Carla Spalding Controller	X		X					

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 1, 2016 through December 15, 2017.

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

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

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	December 6, 2016

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 10:53 p.m.

The meeting was adjourned in memory of **David Cline**, a former SMC student.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 17, 2017** 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:

- Major Items of Business
 - Report: Facilities/Construction Update
 - Nonresident Tuition Rate