TUESDAY, APRIL 2, 2019

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting

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

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

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

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

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

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

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting before the Board reaches the Public Comments section in the agenda.

- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting before the Board reaches that specific item in the Major Items of Business in the agenda.

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

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

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

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

Reference: Board Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq
A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, April 2, 2019.

5:30 p.m.  Call to Order
           Closed Session
7:00 p.m.  Public Meeting

I. ORGANIZATIONAL FUNCTIONS

   • CALL TO ORDER

   • ROLL CALL
     Dr. Margaret Quiñones-Perez, Chair
     Dr. Nancy Greenstein, Vice-Chair
     Dr. Susan Aminoff
     Dr. Louise Jaffe
     Rob Rader
     Dr. Sion Roy
     Barry A. Snell
     Alexandria Boyd, Student Trustee

   • PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
Agency designated representatives:    Sherri Lee-Lewis, Interim 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:    Sherri Lee-Lewis, Interim Vice-President, Human Resources
                                      Robert Myers, Campus Counsel
Employee Organization:                 SMC Faculty Association

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

   • PLEDGE OF ALLEGIANCE

   • CLOSED SESSION REPORT (if any)
- **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:
  SECONDED BY:
  STUDENT ADVISORY:
  AYES:
  NOES:

IV. **SUPERINTENDENT’S REPORT**

  Updates
  – Enrollment
  – Upcoming Broad Stage Season

V. **PUBLIC COMMENTS**

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **CONSENT AGENDA**

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

**Approval of Minutes**

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<thead>
<tr>
<th>#</th>
<th>Approval of Minutes:</th>
<th>March 5, 2019 (Regular Meeting)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
<td>March 19, 2019 (Special Meeting/Study Session)</td>
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</tbody>
</table>

**Academic and Student Affairs**

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**Contracts and Consultants**

| #3 | Ratification of Contracts and Consultants | 8 |

**Human Resources**

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| #6 | Classified Personnel – Limited Duration | 16 |
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Facilities and Fiscal

#8 Facilities
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D Pool Payment Under Joint Use Facilities Agreement 20

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IX. CONSENT AGENDA – Pulled Recommendations
Recommendations pulled from the Section VIII. Consent Agenda to be discussed and voted separately. Depending on time constraints, these items might be carried over to another meeting.

X. MAJOR ITEMS OF BUSINESS

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XI. INFORMATION

25 Report: Community Relations/Institutional Communications 36

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

The Board of Trustees will hold a special meeting/study session at 5:30 p.m. on Wednesday, April 17, 2019 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, May 7, 2019 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.
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 #1-#18.

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

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

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

March 5, 2019 (Regular Board of Trustees Meeting)
March 19, 2019 (Special Meeting/Study Session)
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, SPRING 2019
Requested Action: Approval/Ratification
Requested by: Curriculum Committee
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

New Courses
ACCTG 50 ERP System: Introduction to Accounting
CIS 35B QuickBooks Online
CIS 36A Adobe Acrobat
CS NC 900 Cloud Career Pathway Fundamentals
CS 77A Salesforce Administration Essentials
CS 77B Salesforce Developer Essentials
HEALTH 82 Essential Skills for Health Care Professionals
HEALTH 83 Technical Skills for Health Care Professionals
MATH 3C Concurrent Support for Trigonometry with Applications
MATH 4C Concurrent Support for College Algebra for STEM Majors
MUSIC 5 Fundamentals of Musicianship

Distance Education
ACCTG 50 ERP System: Introduction to Accounting
AD JUS 1 Introduction to Administration of Justice
CIS 35O QuickBooks Online
CIS 36A Adobe Acrobat
CS NC 900 Cloud Career Pathway Fundamentals
CS 77A Salesforce Administration Essentials
CS 77B Salesforce Developer Essentials
PHOTO 39 Beginning Photoshop

New Programs
Digital Publishing Certificate of Achievement
Introduction to Working with Older Adults Noncredit Certificate of Completion
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3  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 specified in Public Contract Code Section 20651 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6340, Bids and Contracts
Approved by Board of Trustees: 9/8/2008; revised 12/4/2018
Reference  Education Code Sections 71028, 81641 et seq, 81655, 81656; Public Contract Code Sections 201650 et seq, and 10115

➤ AMENDMENTS TO PREVIOUSLY RATIFIED CONTRACTS AND CONSULTANTS (A, B, C, D, E, F)

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Loyola Marymount University</td>
<td>June 24–July 9, 2019</td>
<td>Agreement for housing for the Contract Agreement between the District and Hong Kong Polytechnic University. LMU to provide housing arrangement for our visiting group. 34 Total Students</td>
<td>Consolidated 01.3-00000.0-01600-00071-5890-7010000 (via Auxiliary)</td>
</tr>
<tr>
<td></td>
<td>Not to exceed $33,561.60</td>
<td>(Increase of $8,276.40 as a result of increase of student participants from 24 to 32; previously approved on February 5, 2019 for $25,285.20).</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> Steve Sedlic</td>
<td>June 24 – July 9, 2019</td>
<td>Agreement for customized instruction for the Contract Agreement between the District and Hong Kong Polytechnic University. The services include curriculum development and 30 hours of classroom instruction in Creative Thinking for Career Development Program. 32 Total Students</td>
<td>Consolidated 01.3-00000.0-01600-00071-5890-7010000 (Via Contract PO)</td>
</tr>
<tr>
<td></td>
<td>Not to exceed $5,500</td>
<td>(Increase of $2,000 as a result of increase of student participants from 24 to 32; previously approved on February 5, 2019 for $3,500)</td>
<td></td>
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</table>
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>June 24 – July 9, 2019</td>
<td>This contract awarded to SMC for the sixth year to provide customized training to a total of 24 selected Hong Kong Polytechnic University students visiting on a tourist visa. The Program will include transportation service, housing coordination and the “Creative Thinking for Career Development” 30-hour workshop series. Students will be staying at Loyola Marymount University Housing.</td>
<td>The Hong Kong Polytechnic University Kowloon, Hong Kong</td>
</tr>
<tr>
<td>The Hong Kong Polytechnic University (Hong Kong Community College)</td>
<td>Amount: $69,760 (Increase of $17,440 due to an increase of student participants from 24 to 32; previously approved on February 5, 2019 for $52,320)</td>
<td></td>
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A, B and C

Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

<table>
<thead>
<tr>
<th>Provider/Contract</th>
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<tr>
<td>D</td>
<td>2018-2019</td>
<td>Consultants will provide photography services to support public information efforts and marketing communications campaigns. Includes pre- and post-production and art direction.</td>
<td>Public Affairs, District Budget (100%)</td>
</tr>
<tr>
<td>1. Amy Williams Photography</td>
<td>1. Not to exceed $4,500 (increase of $1,500; previously approved June 5, 2018 for $3,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Francine McDougall Photography</td>
<td>2. Not to exceed $5,000 (increase of $1,000; previously approved June 5, 2018 for $4,000)</td>
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</tbody>
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Requested by: Grace Smith, Public Information Officer
Approved by: Dr. Kathryn E. Jeffery, Superintendent/President
CONSENT AGENDA:  CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3  RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

<table>
<thead>
<tr>
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</thead>
</table>
| E  Goodwin Simon Strategic Services | April 2019  
Not to exceed $53,500  
(Increase of $17,000 plus up to $500 reimbursable expenses; previously approved on March 5, 2019 for $36,000) | Focus group interviews to inform recommendations regarding public financing of facilities improvement. | 2018-2019 District/ Auxiliary Funds                  |
| F  American Public Media           | October 1, 2018 – June 30, 2019                  | Program Acquisition: Studio usage/ISDN lines                           | CPB Grant money and KCRW Donations                  |

Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Kathryn E. Jeffery, Superintendent/President

Requested by: Jennifer Ferro, Director, Radio Station KCRW
Approved by: Donald Girard, Senior Director, Government Relations/Institutional Communications
CONSENT AGENDA:  CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3  RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION (G, H, I, J)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>G</td>
<td>Brand IQ</td>
<td>April 3, 2019 – December 31, 2019 $75,000 This is a contract for student services for LA-Hi Tech participants. Brand IQ will work with the 19 Community Colleges (LA-19) in the LA region to design and create a regional infrastructure for discipline-specific curriculum and pedagogical innovation. Brand IQ will coordinate ideation sessions with faculty to explore technologies such as, but not limited to virtual and augmented reality, which are being used at K-12 sites to teach more engaging content.</td>
<td>Strong Workforce Program (SWP), Regional Funds</td>
</tr>
<tr>
<td>H</td>
<td>Jon Rinn</td>
<td>April 23, 2019 $600 Jon Rinn will speak about the Global Green New Deal, a program for reviving the global economy and boosting employment while accelerating the fight against climate change, environmental degradation and poverty.</td>
<td>Global Citizenship</td>
</tr>
<tr>
<td>I</td>
<td>Lena Choudhary</td>
<td>March 29, 2019 Not to exceed: $3,000 A workshop for nursing students and faculty: “Civility and Dealing with Conflict in Diverse Health Care Environments.” The objective of this workshop is to provide SMC nursing students and faculty with strategies they can utilize when working in diverse work environments often characterized by diversity and globalization.</td>
<td>Nursing Education Program Support Grant ($2,000), Global Citizenship ($1,000)</td>
</tr>
</tbody>
</table>

Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

Requested by: Denise Kinsella, Interim Dean, International Education
Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

Requested by: Eve Adler, Associate Dean, Health Sciences, Director, Nursing Program
Approved by: Jennifer Merlic, Vice-President, Academic Affairs
CONSENT AGENDA:  CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3  RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

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<tbody>
<tr>
<td>J Benjamin Gibbs Photography</td>
<td>April – June 2019 Not to exceed $20,000</td>
<td>Photography services to create library of SMC stock images for marketing and recruitment. Includes pre-and post-production and art direction.</td>
<td>District Funds - Marketing</td>
</tr>
<tr>
<td>K Study Smart Tutors, Inc.</td>
<td>April 27 and May 18, 2019 Not to exceed $350</td>
<td>The consultant will provide three-hour workshops to prepare the Upward Bound juniors and sophomores for the upcoming spring 2019 SAT and ACT tests.</td>
<td>Upward Bound</td>
</tr>
</tbody>
</table>

Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Kathryn E. Jeffery, Superintendent/President

Requested by: Bonita Cooper, Project Manager, Upward Bound
Approved by: Teresita Rodriguez, Vice-President, Enrollment Development
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL
Requested Action: Approval/Ratification
Reviewed by: Tre’Shawn Hall-Baker, Interim Dean, Human Resources
Approved by: Sherri Lee- Lewis, Interim Vice President, Human Resources

SABBATICALS AND FELLOWSHIPS, 2019-2020
Sabbaticals:
   Fall 2019
     Dana Del George
     Tim Cramer
   Spring 2020
     Jihyeon Cha
     Kayli Weatherford

Fellowships:
   Joelle Adams
   Rachel Young

ELECTIONS

NEW FULL-TIME FACULTY
   Arieff, Diane, FT/Tenure Track Instructor - English (Composition - Transfer Level) 8/26/2019
   Barham, Clay Allen, Full-Time Faculty Tenure Track, English (Composition-Transfer/Developmental) 8/26/2019
   Bartesaghi, Simone, FT/Tenure Track Instructor - Communications (Film Production) 8/26/2019
   Chekroun, Julie, FT/Tenure Track Instructor - Communications (Communications Studies) 8/26/2019
   Denmon, Andria, Life Sciences (Cellular/Molecular Biology, Genetics and Evolution) 8/26/2019
   Livanis, Lula, FT/Tenure Track Instructor - English (Composition - Transfer Level) 8/26/2019
   Onugha, Erica, FT/Tenure Track Instructor - English (Composition - Transfer Level) 8/26/2019

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

SEPARATIONS

RETIREMENT
   Morris, Jacob, Full-Time Faculty, Physical Science 6/30/2019
   Davis, Ronald, Department Chair, Art 6/30/2019
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5  CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification
Reviewed by: Tre’Shawn Hall-Baker, Interim Dean, Human Resources
Approved by: Sherri Lee-Lewis, Interim 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 NEW CLASS DESCRIPTION AND POSITION

Class Scheduling Specialist (1 position)
Proposed Salary Range: Classified Regular Schedule – Range-32

ESTABLISH NEW POSITION

Grounds Equipment Operator (1 position)
Grounds, 12 Months, 40 hours

Information Systems Security Officer (1 position)
Information Technology, 12 Months, 40 hours

Personnel Analyst (1 position)
Personnel Commission, 12 Months, 40 hours

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Okafor, Anthony C., Custodian, Operations (Step C) 03/20/2019*
Thomas, Lori, Human Resources Specialist, Human Resources (Step C) 03/18/2019

(*date correction)

PROMOTION

Gonzalez, Jaime 04/03/2019
From: Accountant, Auxiliary Services
To: Accounting Supervisor, Auxiliary Services

Jimenez, Jorge 03/18/2019
From: Grounds Worker, Grounds
To: Grounds Equipment Operator, Grounds

Vasquez, Olga 03/18/2019
From: Personnel Technician, Personnel Commission
To: Personnel Analyst, Personnel Commission
WORKING OUT OF CLASSIFICATION (PROVISIONAL)
Aquino, Cherry 04/11/2019 – 05/07/2019
From: Accountant, Fiscal Services
To: Accounting Manager, Fiscal Services, 100%

Grigoryan, Larissa 05/08/2019 – 06/04/2019
From: Accountant, Fiscal Services
To: Accounting Manager, Fiscal Services, 100%

Le, Ann 03/15/2019 – 04/10/2019
From: Accountant, Fiscal Services
To: Accounting Manager, Fiscal Services, 100%

Hudson, Felicia 10/12/2018 – 02/04/2019
From: Custodian, Day 02/05/2019 – 06/30/2019*
To: Custodial Operations Supervisor, Day 100%
(*extension)

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT) – INCREASE IN HOURS
Smith, Peter 04/01/2019
From: Music Equipment Assistant, Music, 11 months, 20 hours
To: Music Equipment Assistant, Music, 11 months, 36 hours

WORKING OUT OF CLASSIFICATION (LIMITED TERM)
Harris, Charles 03/18/2019 – 06/30/2019
From: Custodian, Operations, NS-II
To: Receiving, Stockroom & Delivery Worker, Day Shift, 100%

SEPARATIONS

39 MONTH REEMPLOYMENT
Courtney, Marguerite, Laboratory Technician Photography 03/31/2019

RETIREMENT
Chavez, Rick, Grounds Equipment Operator, Grounds Dept. (7 years) 03/30/2019

RESIGNATION
Ramos Segoviano, Danely, Instructional Assistant, English 03/08/2019
Sheaffer, Carl, Assistant Director, Facilities Management 04/01/2019

LAST DAY OF PAID SERVICE
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 6  CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Interim Vice-President, Human Resources

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

ELECTIONS

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

Morales Martinez, Solomon
From: Groundskeeper/Gardener, Facilities Operations
To: Grounds Worker, Facilities Operations

Olivera, Armando
From: Groundskeeper/Gardener, Facilities Operations
To: Grounds Worker, Facilities Operations

Extension of Provisional Appointment:
Enriquez Jr., Marco A., Administrative Asst. I, Student Life
From: 09/24/2018-03/31/2019
To: 09/24/2018-05/01/2019
Not to exceed 36 additional working days; 100%

Winston, Megan J., Personnel Specialist, Personnel Commission
From:
To:
09/24/2018-03/20/2019
09/24/2018-05/23/2019
Not to exceed 36 additional working days; 100%

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.

Grant, Travis S., Student Services Clerk, International Education
Reid, Maisha L., Student Services Clerk, EOPS
Seifu, Nahom, Instructional Assistant - Math, Math
Zarkades, Zoe, Instructional Assistant - English, English
From:
To:
03/29/2019-06/27/2019
03/18/2019-06/28/2019
03/20/2019-06/27/2019
03/18/2019-06/15/2019

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.

Tigner, Christine, Accounting Specialist, Fiscal Services
From:
To:
03/18/2019-04/02/2019
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7  CLASSIFIED PERSONNEL – NON MERIT
Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Interim Vice-President, Human Resources

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

STUDENT EMPLOYEES
  College Student Assistant, $13.25/hour (STHP)  50
  College Work-Study Student Assistant, $13.25/hour (FWS)  58
RECOMMENDATION NO. 8  FACILITIES
Requested by: Charlie Yen, Director, Facilities Planning
            Chris Bonvenuto, Chief Director, Business Services
            Devin Starnes, Interim Director, Facilities Management
Approved by: Elaine Polachek, Interim Executive Vice-President
Requested Action: Approval/Ratification

8-A CHANGE ORDER NO 1 – EARLY CHILDHOOD LAB SCHOOL
Change Order No. 1 – The Nazerian Group on the Early Childhood Lab School project in the amount of $479,497.

| Original Contract Amount     | $21,777,123 |
| Change Order No. 1           | $479,497    |
| Revised Contract Amount      | $22,256,620 |

Funding Source: Measure S and V

Comment: Change Order No. 1 includes the furnish and install the following:

- Saw cut asphalt, demolish concrete sidewalk and street asphalt on 4th Street from Pico Boulevard to the project site. Provide traffic control as required per City of Santa Monica.
- Install two 5 inch conduits approximately 500 feet each in length and connect to the existing Southern California Edison vault.
- Lay down new dirt and asphalt, and repair concrete sidewalk

During the design phase in 2016, the design team worked with the Southern California Edison (SCE) Service Planner to identify the possible power “Point of Connection” adjacent to the Civic Center Garage (approximately 150 feet away from the project site) for the project.

After Nazerian Group was awarded the project in 2018 and construction commenced, a SCE Field Representative visited the jobsite and determined that the originally identified electrical vault had reached its maximum capacity and will not be able to provide the power needed for the project. Therefore, another Point of Connection was provided by SCE Field Representative on Pico Blvd., approximately 500 feet away from the jobsite. As a result, a much longer trench, conduits and asphalt paving has to be provided along 4th street and additional traffic control measures have to be implemented throughout the excavation and back filling process. Under this Change Order, the contractor will also be responsible for adhering construction restrictions established by the City of Santa Monica and construction permit fees as required.

This change order represents 2.2% of the original contract.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8  FACILITIES (continued)

8-B CHANGE ORDER NO. 18 - STUDENT SERVICES BUILDING

Change Order No. 18 – BERNARDS BROS. on the Student Services Building project in the amount of $648,355.

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
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</thead>
<tbody>
<tr>
<td>Change Order No. 1</td>
<td>17,634</td>
</tr>
<tr>
<td>Change Order No. 2</td>
<td>13,169</td>
</tr>
<tr>
<td>Change Order No. 3</td>
<td>28,294</td>
</tr>
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<td>Change Order No. 4</td>
<td>204,509</td>
</tr>
<tr>
<td>Change Order No. 5</td>
<td>39,913</td>
</tr>
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<td>93,862</td>
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<td>Change Order No. 7</td>
<td>86,274</td>
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<td>Change Order No. 8</td>
<td>67,477</td>
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<tr>
<td>Change Order No. 9</td>
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<td>66,285</td>
</tr>
<tr>
<td>Change Order No. 12</td>
<td>270,585</td>
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<td>Change Order No. 13</td>
<td>14,589</td>
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<tr>
<td>Change Order No. 14</td>
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<td>Change Order No. 15</td>
<td>258,060</td>
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<td>Change Order No. 16</td>
<td>301,259</td>
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<tr>
<td>Change Order No. 17</td>
<td>112,151</td>
</tr>
<tr>
<td><strong>Change Order No. 18</strong></td>
<td><strong>648,355</strong></td>
</tr>
</tbody>
</table>

Revised Contract Amount: $79,815,652

Project Schedule: This change order does result in a change to the contract length. Expected Substantial Completion is May 5, 2019.

Funding Source: Measure V

Comment: Change Order No. 18 includes the furnish and install the following:

- Revise planter and under paving structural fill material from regular weight soil to a combination of much lighter weight materials (lightweight soil and structural Styrofoam) at areas above the underground parking structure. This change is necessary due to the maximum weight of the parking structure concrete slab can support;
- Install Owner provided Furniture and provide additional furniture pieces not purchased by the Owner;
- Furnish and install additional motion detectors, outdoor key switches, and power supply in weather resistant enclosure at both overhead coiling doors of the parking garage entrances;
- Furnish and install additional gypsum board to cover the areas next to the shade at the 3rd floor breakroom area;
- Replace specified clocks with American Time Site Sync IQ Wireless electric clocks per college standard;
• Revise existing perimeter concrete wall design and location of the gas meter due to additional Gas Company requirements;
• Furnish and install gate hardware for all equipment yard gates;
• Replace door at room S149A due to the incorrect specified size;
• Furnish and install interior expansion joint and break metal to cover exposed fire stopping at various locations on the 3rd floor;
• Remove existing trees that is in conflict with the new storm drain at the northeast corner of the jobsite;
• Remove z-clips from all acoustical wall and ceiling panels in the project and replace with code compliance anchors;
• Demolish partition and ceilings at Stair 1 where rated partition ends. Modify framing, gypsum board, finish new wall and patch wall and existing ceilings;
• Provide additional spray on fireproofing at added beams at various locations;
• Replace the discontinued model of the overhead coiling door with a newer model by Cookson at the parking garage entrances;
• Furnish and install additional cleanout tees on the vacuum accumulator box vent piping in Rooms S217, S349, and S391A;
• Furnish and install rack-mounted power supplies for the centralized power distribution for the ACS doors.

Total change orders represent 3.1% of the original contract.

8-C  AMENDMENT TO AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES
Amend the agreement with Base Architecture, Planning and Engineering Service for engineering and project administration for the Air Handling Replacement- Life and Physical Science Complex as follows:

(1) Substitute the name “Base Architecture, Planning and Engineering Service” for “Anderson and Barker” wherever it appears in the contract; and

(2) Anderson and Barker hereby unconditionally assumes, and agrees to be bound by, all obligations and liabilities of Base Architecture, Planning and Engineering Services, under or related to the contract

Funding Source: State Scheduled Maintenance
Comment: The engineering firm that is certifying the drawings for the Air Handling Replacement, Life and Physical Science Complex is reorganizing its company structure and changing its contract name. There is no financial impact.

8-D  POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT
Payment to: City of Santa Monica
Amount: 599,589.36
For the Period: October 1, 2018 – December 31, 2018 (3 months)
Funding Source: 2018-2019 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. The District paid the City of Santa Monica $84,607.23 for the same period last year, the increase of the fee was due to 76.75 hours increased in pool usage, and additional 209 hours in Lifeguard services.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION
Requested Action: Approval/Ratification
Requested by: Mike Tuitasi, Vice President, Student Affairs
Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services
Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Veterans Resource Center Ongoing Funding
Granting Agency: California Community Colleges Chancellor’s Office
Augmentation Amount: $57,211
Matching Funds: NA
Performance Period: February 1, 2019 – June 30, 2020

Summary: The mission of the Santa Monica College Veterans Resource Center (VRC) is to assist our student veterans and their families in making a successful transition from the military to civilian life. The goal of the VRC is to provide a “1 stop shop” approach with specialized integrated services, such as academic and mental health counseling, tutoring, peer to peer support, information on Veterans Affairs Benefits, and Veterans Affairs Certification so that they may receive their benefits.

Through the CCCCO’s Veterans Resource Center Ongoing Funding Allocations, SMC is receiving ongoing funding allocations for 2018-2019 in the amount of $57,211. This funding will be primarily used to expand the capacity of its existing center to provide student veterans and their families with the support and services they need to achieve success.

Budget Augmentation: Restricted Fund 01.3

<table>
<thead>
<tr>
<th>Revenue</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>8000 State</td>
<td>$57,211</td>
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</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Academic Salaries</td>
<td>$0</td>
</tr>
<tr>
<td>2000 Non-Academic Salaries</td>
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<tr>
<td>3000 Employee Benefits</td>
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<tr>
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</tr>
<tr>
<td>7000 Other Outgo/Indirect</td>
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</table>

Total $57,211
CONSENT AGENDA:   FACILITIES AND FISCAL

RECOMMENDATION NO. 9   ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)
Requested Action: Approval/Ratification
Requested by: Jennifer Merlic, Vice President, Academic Affairs
Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services
Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Workforce Innovation and Opportunity Act, Title II (WIOA):
Adult Education and Family Literacy Act
Granting Agency: U.S. Department of Education
Augmentation Amount: $7,908 (Amended Total Amount: $139,790)
Matching Funds: NA
Performance Period: July 1, 2018 – June 30, 2019

Summary: The Workforce Innovation & Opportunity Ace (WIOA) is a federally funded program that is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.
Santa Monica College received additional funding for fiscal year 2018-19 of $7,908. The funds will be used to support efforts that will continue to contribute to improved and enhanced curriculum, instruction and assessments.

Budget Augmentation: Restricted Fund 01.3

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<thead>
<tr>
<th>Revenue</th>
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<td></td>
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<tr>
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<td>$ 6,908</td>
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<tr>
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<tr>
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<tr>
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<td>7300 Other Outgo/Indirect</td>
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</table>
RECOMMENDATION NO. 9  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Requested Action: Approval/Ratification
Requested by: Jennifer Merlic, Vice President, Academic Affairs
Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services
Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Textbook Affordability Program
Granting Agency: California State University, Office of the Chancellor (CSUCO)
Augmentation Amount: $24,500
Matching Funds: NA
Performance Period: January 1, 2019 – April 30, 2020

Summary: The purpose of the Textbook Affordability Program is to reduce costs for college students by encouraging faculty to accelerate the adoption of lower cost, high quality, open educational resources (OER). Santa Monica College will use funds for professional development of faculty to increase use and adoption of open educational materials in their classrooms and to gather data on success and retention of students enrolled in class sections using OER.

Budget Augmentation: Restricted Fund 01.3

<table>
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<th>Revenue</th>
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<td>Non-Academic Salaries</td>
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<td>Other Outgo/Indirect</td>
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<td>7600</td>
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CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 9  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)
Requested Action: Approval/Ratification
Requested by: Mike Tuitasi, Vice President, Student Affairs
Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services
Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Disabled Students Programs and Services (DSPS)
Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)
Augmentation Amount: $7,008 (Amended Total Amount: $2,128,671)
Matching Funds: $59 (Amended Match of $63,526 based on 25% of Amended DHH Allocation of $254,102)
Performance Period: July 1, 2018 – June 30, 2019

Summary: The DSPS program provides support services, specialized instruction, and education accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers. The District requested and received an additional allocation for fiscal year 2018-19 of $7,008. Services available through DSPS include test-taking facilitation, assessment for learning disabilities, specialized counseling, interpreter services for the hearing-impaired, note taker services, access to adaptive equipment and specialized instruction.

Budget Augmentation: Restricted Fund 01.3

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<table>
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<tr>
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<td>Academic Salaries</td>
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<tr>
<td>2000</td>
<td>Non-Academic Salaries</td>
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<td>3000</td>
<td>Employee Benefits</td>
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<tr>
<td>4000</td>
<td>Supplies &amp; Materials</td>
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<tr>
<td>5000</td>
<td>Other Operating Expenditures</td>
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<td>6000</td>
<td>Capital Outlay</td>
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<td>7300</td>
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<td>7600</td>
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<td>$7,008</td>
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET TRANSFERS

Requested Action: Approval/Ratification
Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Elaine Polachek, Interim Executive Vice President

10-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period: February 21, 2019 through March 20, 2019

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>183,354</td>
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<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
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<tr>
<td>3000</td>
<td>Benefits</td>
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<td>4000</td>
<td>Supplies</td>
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<td>5000</td>
<td>Contract Services/Operating Exp</td>
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<td>6000</td>
<td>Sites/Buildings/Equipment</td>
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<tr>
<td>7100-7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</td>
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<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>-930,509</td>
</tr>
</tbody>
</table>

Net Total: 0

10-B FUND 01.3 – GENERAL FUND - RESTRICTED
Period: February 21, 2019 through March 20, 2019

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
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<tr>
<td>1000</td>
<td>Academic Salaries</td>
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<td>Classified/Student Salaries</td>
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<td>4000</td>
<td>Supplies</td>
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<td>5000</td>
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<td>Sites/Buildings/Equipment</td>
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<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
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</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>0</td>
</tr>
</tbody>
</table>

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.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification
Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Elaine Polachek, Interim Executive Vice President

Commercial Warrant Register
February 2019 8342 through 8376 $19,190,773.47

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

RECOMMENDATION NO. 12 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification
Requested by: Ian Fraser, Payroll Manager
Approved by: Elaine Polachek, Interim Executive Vice President

Payroll Warrant Register
February 2019 C1G – C2H $12,257,543.38

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

RECOMMENDATION NO. 13 REPLACEMENT OF EXPired PAYROLL WARRANTS

Requested Action: Approval/Ratification
Requested by: Ian Fraser, Payroll Manager
Approved by: Elaine Polachek, Interim Executive Vice-President

Warrants not presented to the county treasurer within six months are void, therefore it is requested that LACOE draw new payroll warrants to replace the following expired payroll warrants.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Warrant #</th>
<th>Issue Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Ernest Morgan</td>
<td>W7551410</td>
<td>07/10/2013</td>
<td>$181.97</td>
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<tr>
<td>Max Ernest Morgan</td>
<td>W7527542</td>
<td>06/25/2013</td>
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<td>Max Ernest Morgan</td>
<td>W7310849</td>
<td>02/08/2013</td>
<td>$84.00</td>
</tr>
<tr>
<td>Antonio Gallegos</td>
<td>W9373038</td>
<td>09/23/2016</td>
<td>$1,246.99</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14  AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification
Requested by: Mitch Heskel, Dean, Educational Enterprise
Approved by: Elaine Polachek, Interim Executive Vice President

It is recommended that the following Auxiliary Operations Payments and Purchase Orders be ratified.

Auxiliary Operations Payments and Purchase Orders
February 2019  Covered by check & voucher numbers: 020404-020848 & 01750-01769

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore fund Payments</td>
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<tr>
<td>Other Auxiliary Fund Payments</td>
<td>$53,026.72</td>
</tr>
<tr>
<td>Trust and Fiduciary Fund Payment</td>
<td>$561,445.84</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,254,652.70</td>
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</table>

Purchase Orders issued
February 2019  $47,916.29

Comment: 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. 15  REPLACEMENT OF EXPIRED AUXILIARY WARRANTS

Requested Action: Approval/Ratification
Requested by: Mitchell Heskel, Dean of Education Enterprise
Approved by: Elaine Polachek, Interim Executive Vice-President

Warrants not presented to the county treasurer within six months are void, therefore it is requested that LACOE draw new auxiliary warrants to replace the following expired auxiliary warrants.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Warrant #</th>
<th>Issue Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooke, Elisa</td>
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<td>Horton, Nakaya</td>
<td>22024833</td>
<td>03/24/15</td>
<td>$128.00</td>
</tr>
<tr>
<td>Hertz, Benjamin David</td>
<td>22456424</td>
<td>10/06/15</td>
<td>$910.00</td>
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<td>22693199</td>
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<td>Knecht, Kurt</td>
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<td>03/24/15</td>
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<td>Knecht, Kurt</td>
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<td>$128.00</td>
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<td>Schlink, Christopher</td>
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<td>03/25/16</td>
<td>$128.00</td>
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</table>
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION
Requested Action: Approval/Ratification
Requested by: Michelle King, Director, Career and Contract Education
Approved by: Dionne Carter, Dean, Noncredit/External Programs

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. 17 ORGANIZATIONAL MEMBERSHIPS
Requested Action: Approval/Ratification
Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Elaine Polachek, Interim Executive Vice President

<table>
<thead>
<tr>
<th>Organizational Memberships</th>
<th>April 2019</th>
<th>Number of Memberships</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
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<td>4</td>
<td>$6,688</td>
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</tbody>
</table>

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.

RECOMMENDATION NO. 18 PURCHASING
Requested Action: Approval/Ratification
Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics
Approved by: Elaine Polachek, Interim Executive Vice President

18-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.

March 2019 $ 7,174,418.98

18-B AWARD OF COMPETITIVE CONTRACT

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

RECOMMENDATION NO. 19

SUBJECT: RESOLUTION: COMMUNITY COLLEGE MONTH

SUBMITTED BY: Superintendent/President

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

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

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

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April 2019.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: RESOLUTION: SEXUAL ASSAULT AWARENESS AND PREVENTION MONTH

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in support of the goals and ideals of Sexual Assault Awareness and Prevention Month and, declaring April as “Sexual Assault Awareness Month” and April 24, 2019 as “Denim Day” at Santa Monica College.

WHEREAS, the United States Government has declared the month of April as “Sexual Assault Awareness Month” and Peace Over Violence has declared April 24, 2019 as “Denim Day” in Los Angeles County; and

WHEREAS, both events are intended to draw attention to the fact that rape and sexual assault remains a serious issue in our society; and

WHEREAS, harmful attitudes about rape and sexual assault allow these crimes to persist and allow victim/survivors to be re-victimized; and

WHEREAS, sexual assault affects women, men, and children of all racial, social, and religious, age, ethnic, ability, sexual orientation, and economic groups in the United States; and

WHEREAS, every two minutes, someone in America, is sexually assaulted, approximately 1-in-6 women are raped during their lifetime and youths under 18 account for about 44% of all reported; and

WHEREAS, according to the United States Department of Justice, all 18- to 24-year olds are at significant risk of sexual assault, whether they are in college or not; and

WHEREAS, female college students in that age range are about 5 times more likely to be sexually assault than the population at large, while non-students are about 6 times more likely; and

WHEREAS, for males between the ages of 18-24, the risk is higher among college students: men make up 17 percent of all college student victims, and about 4 percent of non-student victims; and,

WHEREAS, in addition to the immediate physical and emotional costs, sexual assault has associated consequences that may include post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders, and suicide; and

Whereas, all forms of sexual violence are unacceptable, whether committed by a stranger, family member, or acquaintance of the victim; and,

WHEREAS, “Sexual Assault Awareness Month” and “Denim Day” were also instituted to call attention to misconceptions and misinformation about rape and sexual assault, and the problem that many in society remain disturbingly uninformed with respect to issues of assault and, forcible rape; and
WHEREAS, “Sexual Assault Awareness Month” and “Denim Day” provides a special opportunity to educate the people of the United States about sexual violence and to encourage the prevention of sexual assault, the improved treatment of its victims, and the prosecution of its perpetrators; and,

Whereas, free, confidential help is available to all victims and survivors of sexual assault through such organizations as the Santa Monica Rape Treatment Center, Peace Over Violence, Sojourn, Center for Pacific Asian Families, Sexual Assault Online Hotline (RAINN), and more than 1,000 sexual assault service providers across the Nation;

WHEREAS, with proper education on the matter, there is compelling evidence that we can be successful in reducing incidents of this alarming and psychologically damaging crime; and

NOW, THEREFORE BE IT RESOLVED that Santa Monica Community College District does support the goals and ideals of “Sexual Assault Awareness Month,” and hereby proclaims the month of April 2019 as “Sexual Assault Awareness Month,” and designates April 24, 2019 as “Denim Day,” the District also:

• Recognizes that “Sexual Assault Awareness Month,” provides a special opportunity to educate the people of the United States about sexual violence, encourages the prevention of sexual assault, the improved treatment of its victims, and the prosecution of its perpetrators; and

• Recognizes national and community organizations and private-sector supporters and applauds their work in promoting awareness about sexual assault, providing information and treatment to its survivors, and increasing the number of successful prosecutions of its perpetrators; and educate persons in our community about the true impact of rape and sexual assault in Southern California: and

• Recognizes public safety, law enforcement, and health professionals and applauds their hard work and innovative strategies to increase the percentage of sexual assault cases that result in the prosecution and incarceration of its perpetrators, and

• Urges everyone to wear jeans on April 24, 2019 to help communicate the message that there is “no excuse and never an invitation to rape.”

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: CONTRACT FOR SOCIAL MEDIA AND CREATIVE DIGITAL AGENCY – REGIONAL STRONG WORKFORCE

SUBMITTED BY: Vice-President, Academic Affairs

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following contract on behalf of the “LA 19” (the 19 community colleges in Los Angeles County) for a comprehensive social media plan to build brand awareness, consideration, and lead generation with/for prospective students in LA County.

Provider: Collier Simon  
Service: Social Media & Creative Agency  
Period: April 3, 2019 – June 30, 2020  
Amount: $1,100,000

FUNDING SOURCE: Strong Workforce – Regional Strategy, Innovation and Marketing

COMMENT: Santa Monica College, on behalf of the “LA19” solicited proposals to provide a comprehensive social media plan. This regional approach to social media and influencer marketing will focus on marketing the community college brand to prospective students. Santa Monica College is the lead on this project. The firm that was selected, Collier Simon, will deliver on the scope of work outlined in the RFP process.

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: REORGANIZATION OF THE DEPARTMENT OF ACADEMIC AFFAIRS

SUBMITTED BY: Vice-President, Academic Affairs

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the reorganization of Department of Academic Affairs by approving the following actions related to academic administrator positions:

<table>
<thead>
<tr>
<th>ADMINISTRATIVE REASSIGNMENTS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROMOTIONS</strong></td>
<td></td>
</tr>
<tr>
<td>From: Dean, Academic Affairs</td>
<td>4/3/2019</td>
</tr>
<tr>
<td>To:  Senior Administrative Dean, Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>Incumbent: Erica LeBlanc</td>
<td></td>
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<tr>
<td>From: Associate Dean, Student Equity and STEM</td>
<td>4/3/2019</td>
</tr>
<tr>
<td>To:  Dean, Academic Affairs – Student Equity and STEM</td>
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<tr>
<td>Incumbent: Melanie Bocanegra</td>
<td></td>
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<tr>
<td><strong>RETITLE/REASSIGNMENTS</strong></td>
<td></td>
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<tr>
<td>From: Dean, Instructional Services (Interim)</td>
<td>4/3/2019</td>
</tr>
<tr>
<td>To:  Dean, Academic Affairs-Instruction (Interim)</td>
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</tr>
<tr>
<td>Incumbent: Jason Beardsley</td>
<td></td>
</tr>
<tr>
<td>From: Dean, Noncredit and External Programs</td>
<td>4/3/2019</td>
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<tr>
<td>To:  Dean, Academic Affairs – Noncredit Initiatives and External Programs</td>
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<tr>
<td>Incumbent: Dione Carter</td>
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<tr>
<td>From: Dean, Career Technical Education (Interim)</td>
<td>4/3/2019</td>
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<tr>
<td>To:  Dean, Career Technical Education</td>
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<tr>
<td>Incumbent: Frank Dawson</td>
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<tr>
<td><strong>ABOLISH</strong></td>
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<tr>
<td>Dean, Learning Resources</td>
<td>7/1/2019</td>
</tr>
</tbody>
</table>

SUMMARY: This recommendation involves changes in job titles and minor changes in job responsibilities for several academic administrator positions within the Department of Academic Affairs. This reorganization will result in a net decrease in costs in the amount of $169,061.

MOTION MADE BY: SECENDED BY: STUDENT ADVISORY: AYES: NOES:
RECOMMENDATION NO. 23

SUBJECT: APPOINTMENT TO CITIZENS’ BOND OVERSIGHT COMMITTEE

SUBMITTED BY: Chair and Vice-Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following appointment to the Citizens’ Bond Oversight Committee for a two-year term, 2019-2021.

Donald Schort, Local Business/Community

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:

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

Following is the status of the CBOC membership upon approval of this appointment:

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Constituency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Anderson</td>
<td>2019-21</td>
<td>Local Business/Community (Malibu)</td>
</tr>
<tr>
<td>Alfred Bennett</td>
<td>2018-20</td>
<td>Senior Citizens’ Organization</td>
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<tr>
<td>Michael Dubin</td>
<td>2017-19</td>
<td>Business Community/Taxpayers’ Organization</td>
</tr>
<tr>
<td>Finley Garrison</td>
<td>2018-19</td>
<td>SMC Student</td>
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<tr>
<td>Jeffery Graham</td>
<td>2018-20</td>
<td>Local Business/Community</td>
</tr>
<tr>
<td>Donald Schort</td>
<td>2019-21</td>
<td>Local Business/Community</td>
</tr>
<tr>
<td>Sonya Sultan</td>
<td>2017-19</td>
<td>Local Business/Community</td>
</tr>
</tbody>
</table>

MOTION MADE BY: 
SECONDED BY: 
STUDENT ADVISORY: 
AYES: 
NOES:
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT: BALLOT FOR CCCT BOARD OF DIRECTORS

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors. The following candidates are presented for Board consideration. The ballot will be discussed and prepared at the meeting.

- Kenneth A. Brown, El Camino CCD*
- Sally Biggin, Redwoods CCD*
- Tracey Vacakar, Riverside CCD
- Michelle R. Jenkins, Santa Clarita CCD
- Gary Chow, Mt. San Antonio CCD
- Linda S. Wah, Pasadena Area CCD*
- Mary Jane Sanchez, Desert CCD
- Brigitte Davila, San Francisco CCD
* Incumbent

COMMENT: There are seven seats up for re-election on the CCCT Board of Directors with three incumbents running, two vacancies due to the three-term limit and two trustees not seeking re-election. Each member community college has one vote for each of the vacancies.

MOTION MADE BY: 
SECONDED BY: 
STUDENT ADVISORY: 
AYES: 
NOES:
INFORMATION ITEM 25

SUBJECT: REPORT: COMMUNITY RELATIONS/INSTITUTIONAL COMMUNICATIONS

SUBMITTED BY: Superintendent/President
Senior Director, Government Relations/Institutional Communications

SUMMARY: Santa Monica College’s institutional communications needs are met through the activities of the Community and Academic Relations, Marketing, Web and Social Media, and Public Information offices.

The report provides a detailed snapshot of coordinated activities related to enrollment campaigns and enrollment development and outreach activities, including the successful launch of the SMC Promise program; the groundbreaking for the Early Childhood Lab School; the groundbreaking for the Malibu Campus; an awareness campaign for the new Student Services Center; a review of activities related to projects promoting Career Education and the IxD bachelor’s degree, in tandem with Career Education department efforts; the promotion of summer opportunities for high school students at SMC; the ongoing work in producing over 500 projects through the Marketing department; expanded digital opportunities through integrated efforts with radio broadcast stations; the announcement of a first-place Paragon award from the National Council for Marketing and Public Relations for the Care and Prevention Team Reference Guide, along with four other Paragon awards; the ongoing work on the second phase of a new student-centered web design on both desktop and mobile; gain in social media driven by a cohort of student workers coordinated through the Web and Social Media department; more than 190 news releases distributed by the Public Information office; and data regarding viewership of SMC’s popular newsletter, SMC in Focus.

Members of the various departments will be present to provide an oral report and answer questions.
XI. BOARD COMMENTS

XII. ADJOURNMENT

The meeting will be adjourned in memory of Noah Keen, stepfather of Deirdre Weaver, Director of Student and Alumni Relations; and Fred Patterson, retired Instructional Assistant who worked in the SMC Mathematics Lab for over 20 years.

The Board of Trustees will hold a special meeting on Wednesday, April 17, 2019 at 5:30 p.m. at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, May 7, 2019 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

Major Items of Business
• Personnel Commission Proposed Budget
• Resolution: Classified School Employees Week
• Quarterly Budget Report
• Adoption of EPA Funding and Expenditures
• Annual Authorization of Privileges for Student Trustee
• Report: Student Equity and Local Goals Related to Chancellor’s Office Vision for Success