MINUTES
SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, DECEMBER 3, 2019

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/
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 3, 2019.

I. ORGANIZATIONAL FUNCTIONS

• CALL TO ORDER – 5:31 p.m.
  Dr. Margaret Quiñones-Perez, Chair - Present
  Dr. Nancy Greenstein, Vice-Chair - Present
  Dr. Susan Aminoff - Present
  Dr. Louise Jaffe - Present
  Rob Rader - Present
  Dr. Sion Roy - Present
  Barry A. Snell - Present
  Brooke Harrington, Student Trustee - Present

Annual Organizational Functions
#1 Election of Officers of the Board of Trustees, 2020
#2 Seating Arrangement of the Board of Trustees
#3 Designation of Board Representative to LACSTA
#4 Authorized Signature Resolution

• PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION – 5:47 p.m.

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
Agency designated representatives: Sherri Lee-Lewis, 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 – 7:02 p.m.

• PLEDGE OF ALLEGIANCE – Isaac Rodriguez Lupercio

• CLOSED SESSION REPORT - None
• **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: Louise Jaffe
  - SECONDED BY: Rob Rader
  - STUDENT ADVISORY: 4
  - AYES: Aye
  - NOES: 0
  - ABSENT: 3 (Aminoff, Quiñones-Perez, Roy)

IV. **SUPERINTENDENT’S REPORT**

- Associated Students Friendsgiving Event, November 26, 2019
- Giving Thanks(giving) Event, November 28, 2019
- Holiday Gratitude Lunch, December 11, 2019 and Dinner, December 13, 2019
- City of Santa Monica Wellness Summit
- Cosmetology Faculty Win Regional Event

V. **PUBLIC COMMENTS**

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **CONSENT AGENDA**

**Approval of Minutes**

- #5 Approval of Minutes: November 5, 2019 (Regular Meeting)

**Academic Affairs**

- #6 New Courses and Programs, Fall 2019

**Contracts and Consultants**

- #7-A Approval of Contracts and Consultants (Greater than the amount specified in Public Contract Code Section 20651)
  - Amendments to Previously Approved Contracts
  - New Contracts

- #7-B Ratification of Contracts and Consultants (Less than the amount specified in Public Contract Code Section 20651)
  - Amendments to Previously Ratified Contracts and Consultants
  - Renewal of Contracts and Consultants
  - New Contracts Submitted for Ratification
**Human Resources**

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

**Facilities and Fiscal**

#12 Facilities  
A  Agreement for Environmental Consulting Services – Art Building Replacement  
B  Agreement for Traffic Consulting Services – Art Building Replacement  
C  Award of Contract – SMC Malibu Campus/Sheriff Substation New Water Main Service Project  
#13 Acceptance of Grants and Budget Augmentation  
#14 Budget Transfers  
#15 Commercial Warrant Register  
#16 Payroll Warrant Register  
#17 Auxiliary Payments and Purchase Orders  
#18 Providers for Community and Contract Education  
#19 Organizational Memberships  
#20 Authorization of Signatures to Approve Invoices, 2019-2020  
#21 Purchasing  
A  Award of Purchase Orders  

IX.  **CONSENT AGENDA** — Pulled Recommendations  

X.  **MAJOR ITEMS OF BUSINESS**  

#22 Agreement for Architectural Services, Art Complex Replacement Project  
#23 Board of Trustees Budget Objectives and Principles  

XI.  **BOARD COMMENTS AND REQUESTS**  

XII.  **ADJOURNMENT**  
The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 21, 2020 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.
I. ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 1

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2020

1-A REQUESTED ACTION: It is recommended that Nancy Greenstein be elected Chair of the Board of Trustees of the Santa Monica Community College District for 2020.

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

1-B REQUESTED ACTION: It is recommended that Susan Aminoff be elected Vice-Chair of the Board of Trustees of the Santa Monica Community College District for 2020.

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

1-C REQUESTED ACTION: It is recommended that Superintendent/President Kathryn E. Jeffery be elected Secretary to the Board of Trustees; Vice-President of Business/Administration Christopher Bonvenuto 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 for 2020.

COMMENT: In accordance with Board Policy 2210, 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: Barry Snell
SECONDED BY: Sion Roy
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)
I. ORGANIZATIONAL FUNCTIONS

INFORMATION ITEM NO. 2

SUBJECT: SEATING OF THE BOARD OF TRUSTEES
The Board of Trustees was seated according to Board Policy 2210 with the Board Chair in the middle, the Vice-Chair to the left of the Chair, the Superintendent to the right of the Chair, and the Student Trustee in the designated Student Trustee position. Seating arrangement of other trustees will be determined by the drawing of numbers. The seating will take effect at the Board of Trustees meeting in January 2020.

RECOMMENDATION NO. 3

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 Barry Snell 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: Louise Jaffe
SECONDED BY: Sion Roy
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)
I. ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 4

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.

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Orders for Salary Payment</th>
<th>Notices of Employment</th>
<th>District Warrants</th>
<th>District Contracts</th>
<th>District Purchase Orders</th>
<th>Auxiliary Warrants</th>
<th>Auxiliary Contracts</th>
<th>Auxiliary Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn E. Jeffery, Superintendent/President</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sherri Lee-Lewis, Vice-President, Human Resources</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Christopher Bonvenuto, Vice-President, Business/Administration</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Mitchell Heskel, Dean, Education Enterprise</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>David Dever, Director of Auxiliary Services</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cynthia Moore, Director of Purchasing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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 4, 2019 through December 15, 2020.

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: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)
Superintendent’s Report

III.

• City of Santa Monica Wellness Summit: The City of Santa Monica hosted its inaugural Wellbeing Summit on November 16th. It was a one-day free and interactive event for the community held at Santa Monica College Center for Media and Design. The Summit featured interactive activities for all ages including fascinating speakers, art displays, hands-on activities, performance art, delicious food and fun all while promoting Civic Wellbeing.

• Cosmetology Faculty Win Regional Event: Jacki Monge, SMC’s new full-time tenure track faculty lead in Cosmetology, Sheila Japitana (student stylist) and Rika Inove (student model) won a regional event Super Sunday put on by Super Cuts in Newport Beach on November 17th.

• Associated Students Friendsgiving Event hosted by Lizzy Moore, Dean, SMC Foundation/Institutional Advancement on November 26, 2019: Phenomenal music, food and fellowship was enjoyed by more than 500 attendees.

• Giving Thanks(giving) Event, November 28, 2019: This event was very successful again this year in spite of the weather. The event was attended by 74 students; 45 contributors and 62 donors made the event possible.

• Holiday Gratitude Lunch, December 11, 2019 in Corsair Gym, 11:30 a.m. – 1:30 p.m. Fun, festivities, food, Ugly Sweater contest and the door decorating contest winner will be announced. Bring canned and non-perishable food items to support SMC’s Food Pantry Program. The Holiday Gratitude Dinner for night shift staff will be held on December 13th in the Staff Lounge.

• Santa Monica College students participated in the Congressional App Challenge in November 2019. The College received a certificate of recognition by Congressmember Ted Lieu for its commitment to support Computer Science Education and participating in the Congressional App Challenge Reception.
VIII. CONSENT AGENDA

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

RECOMMENDATION:
The Board of Trustees take the action requested on Consent Agenda Recommendations #5-#21

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #6, #7-A

MOTION MADE BY: Louise Jaffe
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 4
NOES: 0
ABSENT: 3 (Aminoff, Quiñones-Perez, Roy)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 6 - New Courses and Programs, Fall 2019
MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 4
NOES: 0
ABSENT: 3 (Aminoff, Quiñones-Perez, Roy)

Recommendation #7-A – Approval of Contracts and Consultants
MOTION MADE BY: Rob Rader
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 4
NOES: 0
ABSENT: 3 (Aminoff, Quiñones-Perez, Roy)

RECOMMENDATION NO. 5  APPROVAL OF MINUTES

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

November 5, 2019 (Regular Board of Trustees Meeting)
CONSENT AGENDA:  ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6  NEW COURSES AND PROGRAMS, FALL 2019  
Requested Action:  Approval/Ratification
Requested by:  Curriculum Committee
Approved by:  Jennifer Merlic, Vice-President, Academic Affairs

New Courses

CIS 902 Basic Computer Skills (noncredit)
This beginning course is designed to introduce students to computer basic technology and operation. Students learn computer terminologies, improve typing and mouse skills, obtain familiarity with file management, filenames and file formats. Students learn best practices using Internet browsers. Additionally, this course helps students to develop techniques for finding information on various Internet sites.

CIS 903 Fundamentals of Microsoft Office (noncredit)
This beginning course is designed to introduce the fundamentals of Microsoft Office Online applications and OneDrive. Students learn how to use Word templates to create flyers, a cover letter, and a resume. Students also learn to use Excel to create a basic spreadsheet and add basic Excel functions. In addition, students send emails with attachments using Outlook.

CS 79F Machine Learning on AWS
This course will cover how business decisions can be made into machine learning problems for deeper business insight. We will cover the terms and concepts required to help you learn and build a good foundational understanding of machine learning, artificial intelligence and deep learning. You will learn the various Amazon Web Services Machine Learning stack, Artificial Intelligence and Deep Learning services, using application use cases, frameworks and infrastructure that will allow us to build, train, and deploy learning models at scale. Data is a vital part of machine learning, we will cover how business data is stored, moved and processed throughout the machine learning pipeline.

CS 79Y Microsoft Azure Database Essentials
In this course, students will learn to deploy relational and non-relational databases in Azure. Students will define, operate and scale both SQL and noSQL data storage solutions. Principles are applied by performing exercises using the Azure SQL Database service as well as Azure Storage Explorer. Students will store, manage and analyze data in all the different storage options offered in Azure including blob storage, file storage, table storage, queue storage, Cognos DB and Azure Data Lakes.

CS 79Z Microsoft Azure Essentials
In this course, students will gain the skillset needed to implement Infrastructure as a Service on the Azure cloud platform. The course will cover how to assess and plan a cloud migration from on premises infrastructure to Azure. Students will learn how to manage Azure resources, including deployment and configuration of virtual machines, virtual networks, storage accounts, and Azure active directory services to manage user and groups. Students will also learn how to manage a pool of nodes using batch jobs.
Distance Education
- ASTRON 3 Stellar Astronomy with Laboratory
- MEDIA 20 Introduction to Media Writing and Producing Short-form Content
- MATH 54 Elementary Statistics
- CIS 903 Fundamentals of Microsoft Office
- CS 79F Machine Learning on AWS
- CS 79Y Microsoft Azure Database Essentials
- CS 79Z Microsoft Azure Essentials

New Programs
- Receptionist Noncredit Certificate of Completion
  This certificate of completion will provide students with basic computer and Internet skills. Students will demonstrate proficiency in using basic Windows and Microsoft Office Online applications. Students will apply interpersonal customer services techniques in an office environment needed in hospitality, health, sales and service industries. Upon the completion of this certificate, students can apply for positions such as front desk receptionist, customer service associate, receptionist, and front desk coordinator.
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 7-A  APPROVAL OF CONTRACTS AND CONSULTANTS

The following contracts are greater than the amount specified in Public Contract Code Section 20651, and are presented to the Board of Trustees for approval.

AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
</table>

KEI will provide specialized training to ETP (Employer Training Panel) clients (employers). Classes in Manufacturing Skills, Lean manufacturing processes, Six Sigma, Continuous Improvement (including software and systems), Quality Control, and Business Skills are approved categories of training for ETP contractors. Scope of work and class learning outlines are outlined in the ETP contract, and adhered to by KEI.

Description of the ETP Contract with the State of California
Santa Monica College's ETP contract with the State of California, is a component of the Workforce Contract Education providing customized professional development and training platforms to employees of local businesses, directly impacting our Economic Development objective as an institution. This objective supports our region's priority industries and businesses, such that our students have a vibrant local economy and job market to enter into.

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

RECOMMENDATION NO. 7-A  APPROVAL OF CONTRACTS AND CONSULTANTS (continued)

AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS (continued)

Provider/Contract | Term/Amount | Service | Funding Source
---|---|---|---
Los Angeles Economic Development Corporation (LAEDC) | June 7, 2018-December 31, 2020 | Increase by: $202,400; new total not to exceed: $2,360,660 This amendment requires the LAEDC to hire a Project Executive Director to lead work for the Center for a Competitive Workforce (CCW) at the direction of the LA19 Regional Consortium. If approved this amendment will result in the discontinuance of the contract entered into between the District and the current Project Executive Director. The Project Executive Director will:
• Develop and implement an updated CCW strategic plan to achieve the outcomes highlighted in the project application approved by the Los Angeles Orange County Regional Consortium and include activities that further engage faculty in the work of CCW.
• Collaborate with CCW Advisory Committee to develop and implement a project management plan that includes representatives from multiple regional colleges to achieve project outcomes.
• Lead and/or support all efforts related to approve regional project deliverables as directed, approved and requested by Advisory Council. Plan, organize, and coordinate information, documents, communications and related follow-up, and staff the monthly and ad hoc Advisory Council meetings for the council members and invited college, contractor and/or industry, community and government partners at host colleges throughout the L.A. region.
• Develop regional strategies and recommendations for college engagement with industry to support curriculum development, strengthen CTE programs, increase student outcomes related to work-based learning and employment, and improving industry partnerships with college leadership.
• Develop strategies for and support broad efforts to increase college participation at all levels.

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

Strong Workforce Program (SWP)
CONSENT AGENDA:  CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 7-B  RATIFICATION OF CONTRACTS AND CONSULTANTS

The following contracts are less than the amount specified in Public Contract Code Section 20651, 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

NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>PROMAX</td>
<td></td>
<td>Consolidated Contract</td>
</tr>
<tr>
<td></td>
<td>Los Angeles, CA</td>
<td></td>
<td>Education</td>
</tr>
<tr>
<td></td>
<td>November 6, 2019 – August 21, 2020</td>
<td>This new funding awarded to SMC will be to continue the Promo Pathway Program student services provided by the office of Workforce &amp; Economic Development and its industry partner PROMAX. Funding will ensure the coordination of recruitment, intake, assessment, instruction, and overall students support services.</td>
<td></td>
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<tr>
<td></td>
<td>$30,000</td>
<td></td>
<td></td>
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</tbody>
</table>

Requested by: Patricia G. Ramos, Dean, Workforce & Economic Development
Approved by: Jennifer Merlic, Vice-President, Academic Affairs
### RECOMMENDATION NO. 7-B  
**APPROVAL OF CONTRACTS AND CONSULTANTS**

**NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION (continued)**

<table>
<thead>
<tr>
<th>B</th>
<th>Contracts for Field Studies Program, Spring Break 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider/Contract</td>
<td>Term/Amount</td>
</tr>
<tr>
<td>1</td>
<td>Program vendors</td>
</tr>
<tr>
<td>1</td>
<td>UPeace Center for Executive Education (Costa Rica)</td>
</tr>
<tr>
<td>1</td>
<td>Helsinki Tour (Finland/Estonia)</td>
</tr>
<tr>
<td>1</td>
<td>Meriton Old Town Hotel (Estonia)</td>
</tr>
<tr>
<td>1</td>
<td>Hotel Arthur (Finland)</td>
</tr>
<tr>
<td>2</td>
<td>USC Wrigley Marine Science Center (Catalina)</td>
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<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Council International Study Programs (iNext Travel Insurance Vendor) (US)</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Divers Alert Network (DAN)</td>
</tr>
</tbody>
</table>

*Requested by: Denise Kinsella, Interim Dean, International Education*

*Approved by: Teresita Rodriguez, Vice-President, Enrollment Development*
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 ACADEMIC PERSONNEL
Requested Action: Approval/Ratification
Reviewed by: Tre'Shawn Hall-Baker, Interim Dean, Human Resources
Approved by: Sherri Lee- Lewis, Vice President, Human Resources

ELECTIONS

ACADEMIC ADMINISTRATORS
Hall-Baker, Tre’Shawn, Dean, Human Resources 12/04/2019

PROJECT MANAGER
Garcia, Amanda, Project Manager, Interaction Design (IxD) (50%) 12/04/2019-06/30/2020

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

SALARY ADJUSTMENT
Silverman, Scott, Associate Dean, Emeritus 10/16/2019
From: Step 4
To: Step 5

RETIREMENT
Jaffe, Sharon, Full-Time Faculty, English as Second Language (37 Years of Service) 12/17/2019
Polachek, Elaine, Executive Vice President (2.5 Years of Service) 12/30/2019
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9  CLASSIFIED PERSONNEL - REGULAR
Requested Action: Approval/Ratification
Reviewed by: Tre’Shawn Hall-Baker, Interim Dean, Human Resources
Approved by: Sherri Lee- Lewis, 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.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Job Title</th>
<th>Position Details</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C C Parking Enforcement Officer</td>
<td>(6 positions)</td>
<td>Campus Police, 12 months, 40 hours, Variable Hours Shift</td>
<td>12/04/2019</td>
</tr>
<tr>
<td>C C Parking Enforcement Officer</td>
<td>(1 position)</td>
<td>Campus Police, 12 months, 20 hours, Variable Hours Shift</td>
<td>12/04/2019</td>
</tr>
</tbody>
</table>

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION
From: Student Services Specialist – DSPS
To: DSPS Specialist
   Classified Regular Schedule Range -30
   Classified Regular Schedule Range -32

PROMOTION
Franke, Sandra
From: Buyer II, PCAL
To: Senior Buyer, PCAL

Kuykendall, Alan
From: Human Resources Specialist, Human Resources
To: Human Resources Analyst Employee & Labor Relations-Conf., Human Resources

PROBATIONARY/ADVANCE STEP PLACEMENT
Greenlee, John, Director of Facilities Finance, Special Services (Step E)
Jauregui, Carlos, Student Services Assistant, ISC (Step C)

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION
Alvarado, Carla
From: Student Services Specialist – DSPS
   Classified Regular Schedule Range 30
To: DSPS Specialist
   Classified Regular Schedule Range 32
Green, Kennisha 12/04/2019
From: Student Services Specialist – DSPS
Classified Regular Schedule Range 30
To: DSPS Specialist
Classified Regular Schedule Range 32

WORKING OUT OF CLASSIFICATION (Provisional)
Webber-Gregg, Bronwyn 06/04/2019 – 08/31/2019
From: Administrative Assistant II, Health Science 09/01/2019 – 10/04/2019*
To: Clinical Placement Specialist, Health Science 10/05/2019 – 11/15/2019*
Percentage: More than 50%
*extension of working out of class assignment

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT) – INCREASE IN HOURS
Kerce, Kathryn 12/01/2019
From: CC Police Dispatcher, Campus Police, 12 months, 36 hours, Weekend Shift
To: CC Police Dispatcher, Campus Police, 12 months, 40 hours, VH-I

SEPARATION
LEAVE OF ABSENCE – UNPAID
Yahnian, Van, Program Specialist, SMC UCLA/STEM 11/06/2019 – 04/03/2020
Comment: Vanan will be on an unpaid leave from her classified assignment while working as a Project Manager.

RELEASED
Hulst, Russell, Grounds Worker, Grounds 10/25/2019

RESIGNATION
Bravo, Alvaro, Custodian, Operations 11/04/2019
Brummer, Alison, Stage Construction Technician, PAC 11/29/2019
**CONSENT AGENDA:**  **HUMAN RESOURCES**

**RECOMMENDATION NO. 10  CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action:* Approval/Ratification  
*Reviewed by:* Tre’Shawn Hall-Baker, Interim Dean, Human Resources  
*Approved by:* Sherri Lee-Lewis, 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  
**EFFECTIVE DATE**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashby, DeAnna</td>
<td>Property Clerk, Procurement, Logistics &amp; Contracts</td>
<td>12/01/2019-12/20/2019</td>
</tr>
<tr>
<td>Brown, Carla</td>
<td>Student Services Clerk, Bursar’s Office</td>
<td>12/16/2019-12/23/2019</td>
</tr>
<tr>
<td>Curiel Lopez, Pedro</td>
<td>Grounds Worker, Grounds</td>
<td>06/20/2019-11/06/2019</td>
</tr>
<tr>
<td>Hofland, Keri</td>
<td>Student Services Clerk, Bursar’s Office</td>
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<td>Lazoff, Alyssa N., Administrative Clerk, Library</td>
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<td>Lopez, Jose C., Property Clerk, Procurement, Log &amp; Contracts</td>
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<td>Majidi, Hamidreza, Instructional Assistant-Math, Math</td>
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<td>Santhiago, Nicholas, Student Services Clerk, Bursar’s Office</td>
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**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.

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<tr>
<th>Name</th>
<th>Position</th>
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<td>Miller, Samuel L.</td>
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Robles Jr., Jose, Customer Service Assistant, Bookstore 01/02/2020-01/14/2020
Shine, Kevin, Enterprise Business Services Clerk 12/16/2019-12/20/2019
01/02/2020-01/22/2020
Stuck, Jennifer, Student Services Clerk, Bursar’s Office 12/16/2019-12/23/2019
01/02/2020-01/10/2020
Thielking, Alan, Bookstore Clerk/ Cashier, Bookstore 12/02/2019-12/23/2019
01/02/2020-04/10/2020

**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.

Abid, Michelle H., Administrative Assistant II, Academic Affairs
From: 09/23/2019-12/31/2019
To: 09/23/2019-10/31/2019

Van Hemelrijck, Erin G., Student Services Clerk, International Education Center
From: 07/01/2019-12/31/2019
To: 07/01/2019-06/30/2020
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11  CLASSIFIED PERSONNEL – NON MERIT

Requested Action: Approval/Ratification
Reviewed by: Tre’Shawn Hall-Baker, Interim Dean, Human Resources
Approved by: Sherri Lee- Lewis, 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, $14.25/hour (STHP) 23
- College Work-Study Student Assistant, $14.25/hour (FWS) 47
- College CalWorks, $14.25/hour (CALWorks) 1

SPECIAL SERVICES

- Community Services Specialist II, $35.00/hour 2
- Community Services Specialist II, $50.00/hour 1
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES
Requested by: Charlie Yen, Director of Facilities Planning
Approved by: Elaine Polachek, Executive Vice President
Requested Action: Approval/Ratification

12-A AGREEMENT FOR ENVIRONMENTAL CONSULTING SERVICES – ART BUILDING REPLACEMENT
Agreement with PARKER ENVIRONMENTAL CONSULTANTS for Environmental Consulting Services for the Art Building Replacement project for an amount not to exceed $35,100 plus $500 in reimbursable expenses.

Funding Source: Measure V

Comment: As one of the conditions to obtain the Agencies Having Jurisdictions (AHJs) approval for the new Art Complex project, the CEQA (California Environmental Quality Act) review process must be conducted. Shane Parker, the principal of Parker Environmental Consultants, has experience working in City of Santa Monica and has worked successfully with SMC on several environmental impact reports.

12-B AGREEMENT FOR TRAFFIC CONSULTING SERVICES – ART BUILDING REPLACEMENT
Agreement with FEHR & PEERS for traffic engineering services for the Art Building Replacement project not to exceed $22,335 plus reimbursable expenses.

Funding Source: Measure V

Comment: The traffic impact analysis, including traffic counts, is necessary for the planning and environmental reviews of the Art Building Replacement project.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 12  FACILITIES (continued)

12-C  AWARD OF CONTRACT – SMC MALIBU CAMPUS / SHERIFF SUBSTATION NEW WATER MAIN SERVICE PROJECT.

It is recommended that the Board of Trustees award the contract to Icon West, deemed to be the lowest prequalified responsive bidder for the SMC Malibu Campus / Sheriff Substation New Water Main Service project. The SMC District's Award shall be finalized upon the review and verification of all the requirements as outlined in the Contract Documents and the successful execution of the Contract.

Bidder          Amount
Icon West       $1,191,562
The Nazerian    $1,194,123
Masters         $1,548,000

Funding Source:  Measure S and V

Comment:        Construction of a new water main service line; replacing the existing abandoned LA County water line and providing water service to the new SMC Malibu Campus / Sheriff Station Project.

Scope of Work will include the following:

- Remove the existing abandoned water main service line along Civic Center Way and install a new water main service line (approximately 400 feet) including reduced pressure principle backflow prevention assembly, double detector check valve device, new fire hydrant and other improvements.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION
Requested Action: Approval/Ratification
Requested by: Michael Tuitasi, Vice-President, Student Affairs
Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration
Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Science, Technology, Engineering, and Mathematics (STEM) Learning and Leadership Innovation Center
Granting Agency: U.S. Department of Education
Augmentation Amount: $59,976 (Amount: $1,139,572; Amended: $1,199,548)
Matching Funds: Not applicable
Performance Period: October 1, 2016 - September 30, 2021 (5 Years)

Summary: The purpose of STEM Learning and Leadership Innovation Center is to increase the number of Hispanic and other low-income community college students who pursue, graduate, and transfer to a baccalaureate program in a STEM discipline.
Fiscal year 2019-20 funding is increasing by $59,976 from the preliminary estimate of $1,139,572 to $1,199,548 per the Grant Agreement Notification executed on August 19, 2019 for year four. Santa Monica College will work with the University of California Los Angeles and other education and industry partners to increase enrollment, improve student success, and strengthen articulation and transfer in STEM through the following activities: increase enrollment in STEM through the development of an Engineering Program at SMC that includes new coursework, degrees, and certificates in Engineering; improve student success by strengthening student support services for STEM students, focusing on Engineering and Computer Science; as well as strengthening articulation and transfer through partnerships with UCLA and industry partners.

Budget Augmentation: Restricted Fund 01.3
Revenue
8100 Federal $ 59,976
Expenditures
1000 Academic Salaries $ 28,845
2000 Non-Academic Salaries $ 8,050
3000 Employee Benefits $ 0
4000 Supplies & Materials $ 23,081
5000 Other Operating Expenditures $ 0
6000 Capital Outlay $ 0
7300 Other Outgo/Indirect $ 0
7600 Student Aid $ 0
Total $ 59,976
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)
Requested Action: Approval/Ratification
Requested by: Jennifer Merlic, Vice President, Academic Affairs
Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration
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: $(21,176); (Amended Amount: $111,625)
Matching Funds: Not Applicable
Performance Period: July 1, 2019 – June 30, 2020

Summary: The Workforce Innovation & Opportunity Act (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. WIOA Title II funding supports our noncredit ESL courses.
Fiscal year 2019-20 funding is being reduced by $21,176 from the advance allocation estimate of $132,801 to $111,625 per the Grant Award Notification letter executed on 9/4/19. Santa Monica College will be using these funds in support of efforts to improve and enhance noncredit ESL curriculum, instruction and assessment.

Budget Augmentation: Restricted Fund 01.3
Revenue
8100 Federal $(21,176)
Expenditures
1000 Academic Salaries $(12,147)
2000 Non-Academic Salaries $ (4,167)
3000 Employee Benefits $ (4,783)
4000 Supplies & Materials $ 0
5000 Other Operating Expenditures $ (79)
6000 Capital Outlay $ 0
7300 Other Outgo/Indirect $ 0
7600 Student Aid $ 0
Total $(21,176)
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)
Requested Action: Approval/Ratification
Requested by: Jennifer Merlic, Vice President, Academic Affairs
Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration
Approved by: Elaine Polachek, Executive Vice President, Superintendent/President

Title of Grant: California Early Childhood Mentor Program (CECMP)
Granting Agency: California State Department of Education/Chabot-Las Positas Community College District (CLPCCD)
Augmentation Amount: $1,584
Matching Funds: Not Applicable
Performance Period: July 1, 2019 - June 30, 2020

Summary: The CECMP selects, trains, and compensates experienced teachers and caregivers to mentor student teachers in early childhood care settings. The program is sponsored through the California Department of Education.
Through an agreement with Chabot-Las Positas Community College District, Santa Monica College will receive $1,584 of CECMP funding. These funds will be used to partially reimburse instructor’s salary for one section of ECE 48 offered during the current school year. This program provides Mentors for SMC Early Childhood Field Experience students in the Fall and Spring semesters.

Budget Augmentation: Restricted Fund 01.3
Revenue
8800  Local  $1,584

Expenditures
1000  Academic Salaries  $1,584
2000  Non-Academic Salaries  $0
3000  Employee Benefits  $0
4000  Supplies & Materials  $0
5000  Other Operating Expenditures  $0
6000  Capital Outlay  $0
7300  Other Outgo/Indirect  $0
7600  Student Aid  $0
Total  $1,584
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 13  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)
Requested Action: Approval/Ratification
Requestor: Michael Tuitasi, Vice President, Student Services
Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration
Approved by: Elaine Polachek, Executive Vice President, Superintendent/President

Title of Grant: California Work Opportunity and Responsibility to Kids (CalWorks)
Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)
Augmentation Amount: $5,621; (Amended Total Amount: $349,385)
Matching Funds: Not Applicable
Performance Period: July 1, 2019 – June 30, 2020

Summary: CalWorks funds are used within the California Community College system as part of a larger effort to help students receiving public assistance or those in transition off of welfare to achieve long-term self-sufficiency. CalWorks funding helps students obtain access to vital services including work study, job placement, childcare, curriculum development and skills training.

Per a memorandum issued by the CCCCO dated September 13, 2019, there was an error in the calculation of the 2019-2020 allocation formula. The allocation formula was recalculated and the Santa Monica College fiscal year 2019-20 award was increased by $5,621. This increase will be initially recorded in the benefits expense holding account in anticipation of additional staffing.

Budget Augmentation: Restricted Fund 01.3

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)
Requested Action: Approval/Ratification
Requestor: Michael Tuitasi, Vice President, Student Services
Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration
Approved by: Elaine Polachek, Executive Vice President, Superintendent/President

Title of Grant: Temporary Assistance for Needy Families (TANF)
Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)
Augmentation Amount: $892; (Amended Total Amount: $60,917)
Matching Funds: Not Applicable
Performance Period: July 1, 2019 – June 30, 2020

Summary: The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency. Per a memorandum issued by the CCCCO dated September 13, 2019, there was an error in the calculation of the 2019-2020 allocation formula. The allocation formula was recalculated and Santa Monica College fiscal year 2019-20 award was increased by $892. This increase will be used to fund additional student aid for textbooks.

Budget Augmentation: Restricted Fund 01.3

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14   BUDGET TRANSFERS
Requested Action: Approval/Ratification
Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration
Approved by: Elaine Polachek, Executive Vice President

14-A   FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period: October 24, 2019 through November 19, 2019

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14-B   FUND 01.3 – GENERAL FUND - RESTRICTED
Period: October 24, 2019 through November 19, 2019

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14       BUDGET TRANSFERS (continued)

14-C   FUND 42.5 – REVENUE BOND CONSTRUCTION FUND (MEASURE V)
       Period: October 24, 2019 through November 19, 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>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>0</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>1,996</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>31,396</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>-33,392</td>
</tr>
<tr>
<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>0</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

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. 15 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification
Requested by: Christopher M. Bonvenuto, Vice-President, Business/Administration
Approved by: Elaine Polachek, Executive Vice President

Commercial Warrant Register
October 2019  8674 through 8716  $11,379,678.57

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

RECOMMENDATION NO. 16 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register
October 2019  C1C – C2D  $14,138,784.75

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

RECOMMENDATION NO. 17 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

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

Auxiliary Operations Payments and Purchase Orders
October 2019  Covered by check & voucher numbers: 023462-023851 & 01962-02009 & 002735-002780 & 01979-80, 01994-96, 02003-07

Bookstore fund Payments  $ 416,887.55
Other Auxiliary Fund Payments  $ 81,743.51
Trust and Fiduciary Fund Payments  $1,664,365.68
$2,162,996.74

Purchase Orders issued
October 2019  $3,683.15

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore,
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification
Requested by: Scott Silverman, Associate Dean, Emeritus (Community Education)
Requested by: Patricia Ramos, Dean, Workforce Development (Contract Education)
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

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. 19 ORGANIZATIONAL MEMBERSHIPS

Requested Action: Approval/Ratification
Requested by: Christopher M. Bonvenuto, Vice-President, Business/Administration
Approved by: Elaine Polachek, Executive Vice President

<table>
<thead>
<tr>
<th>Organizational Memberships</th>
<th>Number of Memberships</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2019</td>
<td>9</td>
<td>$11,939</td>
</tr>
</tbody>
</table>

Funding Sources: Unrestricted General Fund

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.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20  AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2019-2020
Requested Action: Approval/Ratification
Requested by: Christopher M. Bonvenuto, Vice-President, Business/Administration
Approved by: Elaine Polachek, Interim Vice-President

Authorization of signatures for the following staff members to approve invoices for 2019-2020:

<table>
<thead>
<tr>
<th>Name/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenlee, John</td>
</tr>
<tr>
<td>Director of Facilities Finance</td>
</tr>
<tr>
<td>Tostado, Jose N.</td>
</tr>
<tr>
<td>Construction Maintenance Supervisor</td>
</tr>
</tbody>
</table>

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

RECOMMENDATION NO. 21  PURCHASING
Requested Action: Approval/Ratification
Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics
Approved by: Elaine Polachek, Executive Vice President

21-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 2019 $10,036,352.30
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: AGREEMENT FOR ARCHITECTURAL SERVICES - ART COMPLEX REPLACEMENT PROJECT

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the contract with LITTLE ARCHITECTS for planning, design and construction administration services for the ART COMPLEX REPLACEMENT Project in the amount of $1,585,000 plus $100,000 in reimbursable expenses.

SUMMARY: The major wings of the Art Complex on the SMC Main Campus were constructed in 1952, and a small two-story classroom building was added in 1972. None of the buildings of the Art Complex have undergone significant renovations since opening. The buildings are approaching the end of their lifecycle and a new facility is needed to continue supporting the college’s nationally recognized Art Program. This new facility will also consolidate the currently scattered Art Program into a single location conveniently located at the corner of 14th Street and Pico Blvd. The project includes the construction of a brand new 31,877 square foot Art Complex with multiple state of the art buildings that will provide lecture, studio, laboratory, and collaborative spaces for faculty and staff.

Design services shall include planning and design, preparation of bid and construction documents, approval of plans by the Division of State Architect, and construction oversight for the proposed new buildings.

An evaluation committee of eight individuals was charged to review and evaluate the design teams’ qualifications. The committee included SMC academy, business, and operations management, Arts Faculty, staff, and student. Each committee member reviewed all eight proposals received from the pre-qualified architecture firms that were approved by Board of Trustees at the October 1, 2019 meeting. As a result, three firms were shortlisted by the selection committee based on the firms’ qualifications. An interview panel consists of seven individuals from SMC management, Arts faculty, staff and student was then formed to conduct interviews with the following three shortlisted architectural firms.

1. Little Architects (in collaboration with Grimshaw Architects)
2. Johnson Favaro Architects
3. HGA Architects
The above-mentioned firms were evaluated based on their previous experiences with fine arts, laboratory, and cultural buildings and DSA higher education facilities, and the understanding of the needs of the SMC Art Program. It is recommended that the contract be awarded to Little Architects (in collaboration with Grimshaw Architects), who scored the highest score during the evaluation process.

Little Architects is a global integrated design firm with a core focus in Higher Education, Science/Technology and Fine Arts buildings. They have designed facilities for Orange Coast College, Crafton Hills College, San Bernardino Valley College as well as numerous Art Facilities and Museums.

**FUNDING SOURCE:** Measure V and State Capital Outlay Funds

**MOTION MADE BY:** Barry Snell  
**SECONDED BY:** Louise Jaffe  
**STUDENT ADVISORY:** Aye  
**AYES:** 4  
**NOES:** 0  
**ABSENT:** 3 (Aminoff, Quiñones-Perez, Roy)
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: BOARD OF TRUSTEES’ BUDGET OBJECTIVES AND PRINCIPLES

SUMMARY: The Board of Trustees will review and discuss updating its Budget Objectives and Principles adopted on May 16, 2017 to reflect current budget realities and projections.

COMMENT: Santa Monica College is currently experiencing declining enrollment coupled with unsustainable expenditure growth particularly in the areas of pension and health and welfare costs. The District’s two main sources of unrestricted revenue are State Apportionment and Non-resident Tuition, which together represent approximately 91% of the District’s total unrestricted revenue. Both State Apportionment and Non-Resident Tuition revenue amounts are highly dependent on the number of Full-time Equivalent Students (FTES) the District serves which has been on a steady decline for the past several years. In 2015-2016, the District served 20,950.58 Credit Resident FTES, while the current year projection is that the District will serve approximately 19,542.89 Credit Resident FTES. This represents a decline in Credit Resident FTES over the last four years of <1,407.69> or <6.7%>. Non-resident FTES has also seen significant declines in the past several years. In 2015-2016, the District served 4,742.31 Non-resident FTES while the current year projection is that the District will serve approximately 3,755.29 Non-resident FTES. This represents a decline in Non-resident FTES over the last four years of <987.02> or <20.8%>.

Unfortunately, while FTES declined, District expenditures continued to increase during that same period. Since 2015-2016, expenditures have increased by approximately $27.1 million from $165,888,572 in 2015-2016 to a projected $192,982,952 in 2019-2020. The primary reasons for the increase in expenditures are pension and health and welfare costs, which are projected to have increased by approximately $12.1 million or 44.3% over the four years. The District was able to mitigate the increases in expenditures by leveraging increases to the Non-resident Tuition rate and borrowing FTES to maximize State Apportionment funding. An additional budgetary concern is that the “Hold Harmless” provision of the Student-Centered Funding Formula is scheduled to sunset in 2021-2022, and is projected to result in a reduction in State Apportionment of approximately <$9.167> million in 2022-2023. The continued decline in enrollment coupled with continuing increases in expenditures and the expected end of the “Hold Harmless” poses significant challenges in managing the District’s budget. The “Fixed Costs” for operating the District are currently increasing at a rate of approximately 4.1 percent per year.
Strategies to consider for managing the District’s budget:

- Using attrition to generate savings in personnel and benefit costs
- Adjusting services and class offerings to reflect the decline in enrollment
- Freezing all requests for increases in discretionary budget
- Increasing lobbying efforts at the state level for additional funding for community colleges

The 2019-2020 budget year is pivotal, and the District is faced with stagnant revenues and increasing expenditures. The District will be tasked to adjust spending accordingly while still providing sufficient programs and services to ensure student success and retaining Santa Monica College’s position as one of the premier community colleges in the State.

The draft of the Board of Trustees Budget Objectives and Principles has been reviewed and discussed by Senior Administrative Staff and the DPAC Budget Planning Subcommittee. Suggested revisions to the May 2017 version are indicated.

MOTION MADE BY: Barry Snell
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 4
NOES: 0
ABSENT: 3 (Aminoff, Quiñones-Perez, Roy)
COMMITMENT
The College is committed to student access, equity and success, and service to the community.

OBJECTIVES
I. Develop a budget plan that brings available ongoing revenues and expenditures into balance effective with the adoption budget for 2022-2023.

II. Protect the College’s ongoing operation by maintaining a fund balance for the District of 7.5% or more going forward from 2019-2020.

The following budget principles have been developed in response to the changing environment, including enrollment trends and funding formulas.

PRINCIPLES
1. Make effective use of the College’s established planning structures and processes to recommend specific actions to reach the stated commitment and objectives, following the principles listed below. The College President shall provide direction on how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.

2. Encourage the generation of revenue through entrepreneurial and asset management activity, and through innovative recruitment strategies that focus on resident and nonresident students.

3. Maintain course offerings that are responsive to community and student needs, and that are consistent with local and State priorities of equity and student success. Any reductions in services or credit classes shall be made consistent with the principles, priorities, and implementation of Guided Pathways and increasing equity.

4. Review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for classes and services, improving Vision for Success outcomes and Student Centered Funding Formula metrics, or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College’s core missions and goals. Programs will not be eliminated or reduced without careful review.

5. Ensure that enrollment targets are consistent with state funding opportunities, and, to the degree that they are the basis for revenue projections, can realistically be achieved.

6. Develop a budget process that manages expenditures based on analysis of program need; realistic expectations of revenues; updated financial information; enrollment, and performance measurements.

7. Consider freezing requests for increases in discretionary budget items.
8. Use staff attrition and/or existing vacancies as one means of generating savings where possible, or as an opportunity for reorganization to increase efficiency.


10. Budget planning should attempt to avoid layoffs of permanent employees. If necessary, the District may seek salary freezes, furloughs, salary reductions, and other temporary or ongoing adjustments.

11. Develop strategies to address employee health and benefit increases as well as future retiree health and pension liabilities.

12. The Board maintains its commitment to increasing the ratio of full-time faculty over time.

13. Continue to seek external sources of funding, such as grants, to support the College’s core missions.


15. Increase lobbying efforts at the state level for additional funding for community colleges.

16. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
XII. BOARD COMMENTS

XIII. ADJOURNMENT - 9:12 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 21, 2020 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
- Nonresident Tuition Rate
- Nomination to CCCT Board of Directors
- Report: Workforce and Economic Development
- Facilities Master Plan Update