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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

JULY 10, 2018

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. *Closed Session (Business Building
Room 111)*

7:00 p.m. *Public Meeting (Board Room)*

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

*Reference: Board Policy Section 2345
Education Code Section 72121.5
Government Code Sections 54954.2, 54954.3, 54957.9*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 10, 2018

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, July 10, 2018.

5:30 p.m. Closed Session (Business Building Room 111)
7:00 p.m. Public Meeting (Board Room)

I. *ORGANIZATIONAL FUNCTIONS*

- CALL TO ORDER

- ROLL CALL
Barry A. Snell, Chair
Dr. Margaret Quiñones-Perez, Vice-Chair
Dr. Susan Aminoff
Dr. Nancy Greenstein
Dr. Louise Jaffe
Rob Rader
Dr. Andrew Walzer
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

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)

C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC630289

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

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1819 Pico Blvd., Santa Monica, California
2024 19th Street, Santa Monica, California

Under Negotiation: Terms and Conditions of Purchase

College Negotiator: Dr. Kathryn E. Jeffery

Owner’s Representatives: Patrick Wade

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

- Celebrate America
- Enrollment
- State Budget

V. **PUBLIC COMMENTS**

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

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

Approval of Minutes¹⁶

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X. *CONSENT AGENDA – Pulled Recommendations*

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

XI. *BOARD COMMENTS AND REQUESTS*

XII. *ADJOURNMENT*

There will be a special meeting of the Board of Trustees held on **Tuesday, July 17, 2018** at 5:30 p.m. in Santa Monica College Business Building Room 111 for the purpose of conducting the annual evaluation of the Superintendent/President and Board of Trustees Self-Assessment.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, August 7, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 10, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

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 reappointment of the following current member to the Citizens' Bond Oversight Committee, for a two-year term, 2018-2020.

Jeffrey Graham, Business Community (third and final term)

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 current status of the CBOC membership:

<u>Name</u>	<u>Term</u>	<u>Constituency</u>
Sharon Barovsky	2017-19	Local Community-Malibu
Michael Dubin	2017-19	Business Community/Taxpayers' Organization
Jeffery Graham	2018-20	Local Business
Sonya Sulton	2017-19	Local/Business Community
Sion Roy	2017-19	Business Community/ Taxpayers' Organization
(Vacant)	2018-20	Senior Citizens' Organization*
(Vacant)	2018-19	SMC Student**

*The senior citizens' organization representative will be appointed in August.

**The Associated Students representative will be appointed in September.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	July 10, 2018

INFORMATION ITEM 2

SUBJECT: **GRANTS OFFICE ANNUAL REPORT, 2017-2018**

SUBMITTED BY: Interim Executive Vice-President

Overview

Santa Monica College’s Grants Office is responsible for the identification, development, and submission of grant applications to public and private sources, as well as direct and indirect grant management carried out in conjunction with the grant team. These grant-funded projects provide financial support to faculty/staff, departments and programs, and the institution in general to assist with the development, implementation, and ongoing maintenance of instructional and student support programs in support of SMC’s mission, vision, strategic initiatives, supporting goals, and institutional learning outcomes.

2017-2018 Highlights

- SMC received more than \$5 million in new grant revenue.
- The largest award received in 2017-2018 was a \$2M Award for Innovation in Higher Education from the California Department of Finance to support the development and implementation of guided pathways at Santa Monica College.
- The U.S. Department of Education also granted SMC its third consecutive Upward Bound grant, which will expand SMC’s presence into two previously unserved high schools, including Dr. Maya Angelou Community High School and Ouchi High School.
- The U.S. Department of Education granted SMC a new award from the Child Care Access Means Parents in School Program, which will provide more than \$250,000 annually in child care assistance to low-income students.
- SMC’s Film Program received its first ever fellowship grant from the Hollywood Foreign Press Association to fund student film projects in Film 33, Directing the Short Film class.
- SMC successfully converted its Z-degree (Zero Textbook Cost Degree) planning grant from the California Community Colleges Chancellor’s Office into an implementation grant to develop Z-degrees in Early Childhood Education and Computer Programming. Faculty will adapt OER materials in both major courses and relevant general education courses to provide students with a minimum of two zero cost textbook degree options and lay the foundation for future Z-degrees.

The full report is included in Appendix A

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 10, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **FIRST READING: BOARD POLICY CHAPTER 7 – HUMAN RESOURCES**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of updated Board Policy Chapter 7, Human Resources.

COMMENT: Updated Board Policy Chapter 7 – Human Resources, includes suggestions made by the District’s consultant who incorporated all current policy language with legally required language, legally advised language and good practices. The policies were renumbered to coincide with the League’s format. The chapter was then reviewed by senior administrative staff and forwarded to the Board’s subcommittee (Trustee Susan Aminoff, Trustee Louise Jaffe, and Board Recording Secretary Lisa Rose), Interim Vice-President of Human Resources Sherri Lee-Lewis, and Campus Counsel Bob Myers for review before presentation to the Board for a first reading.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 10, 2018

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 #4 -#22

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. 4 APPROVAL OF MINUTES

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

June 5, 2018 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 NEW COURSES AND DEGREES, SPRING 2018

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

Approved by: Jennifer Merlic, Dean, Instructional Services

New Courses

- COUNS NC 901 Transition to College
- COUNS NC 902 Career and Workforce Readiness
- ESL NC 980 ESL Citizenship Test Preparation
- BIOL 10 Applied Ecology and Conservation Biology
- DANCE 6 20th and 21st Century Dance History
- EDUC 12 Introduction to Elementary Classroom Teaching & Field Experiences
- ECON 4/ENVRN 4 Environmental Economics
- ECON 8/WGS 8 Women in the Economy
- DO I ADD IN CROSS LISTED COURSES
- HEALTH NC 905 Providing Care to Older Adults
- HEALTH NC 906 Communication with Older Adults
- HEALTH NC 907 Wellness in Older Adults
- BUS 69 Gig Economy
- FILM 34 Advanced Digital Filmmaking (prerequisite FILM 32; corequisite: FILM 34L)
- FILM 34L Advanced Digital Filmmaking Lab (corequisite: FILM 34)
- SST NC 901 Fundamentals of Sustainability
- SST NC 902 Sustainability Outreach
- SST NC 904 Sustainability Assessment
- SST NC 905 Organics Recycling
- SST NC 906 Introduction to Clean Technologies
- SST NC 908 Impacts of Policy on Sustainability
- SST NC 909 Sustainable Food Systems
- WGS 40 Introduction to LGBTQ Studies

Distance Education

- ESL NC 980 ESL Citizenship Test Preparation
- EDUC 12 Introduction to Elementary Classroom Teaching & Field Experiences
- ACCTG 22 Advanced Bookkeeping
- BUS 69 Gig Economy

Global Citizenship

- BIOL 10 Applied Ecology and Conservation Biology
- WGS 10 Introduction to Women's, Gender and Sexuality Studies
- WGS 20 Gender, Feminisms, and Social Movements: A Global Approach
- WGS 30 Women, Gender and Sexuality in Popular Culture
- WGS 40 Introduction to LGBTQ Studies

New Programs

- Transition to College and Career: Certificate of Completion
- Social Justice Studies: Women, Gender, and Sexuality Associate in Arts for Transfer (AA-T)
- Small Business Tax Practice Department Certificate

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS

6-A MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA

Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications

Approved by: Kathryn E. Jeffery, Superintendent/President

Provider	Service	Amount	Funding Source
1. Intersection	2018-2019 outdoor advertising for student recruitment (the provider for the Metro Expo Line)	Not to exceed \$30,000	2018-2019 Marketing Budget
2. Spotify	2018-2019 web advertising (search) for student recruitment	Not to exceed \$2,000	2018-2019 Web & Social Media Budget
3. Andes Translations	Consultant will translate published articles in Spanish publications from Spanish to English, for the Public Information Office and for dissemination to the campus and external community.	Not to exceed \$500 (July 11, 2018 – June 30, 2019)	2018-2019 Community and Academic Relations (100%)
4. iContact	Email Marketing Services for design and external mailing of SMC in Focus, the College's bi-monthly newsletter to members of the community affiliated boards and community support groups. Services and features include message creation, strategic support, and analysis of email campaigns.	Not to exceed \$3,500	2018-2019 Community and Academic Relations

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

6-B ENROLLMENT DEVELOPMENT/FINANCIAL AID

*Requested by: Esau Tovar, Dean, Enrollment Services
William Bloom, Associate Dean, Financial Aid*
Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

Provider	Service	Amount	Funding Source
Blackboard ConnectEd	Blackboard Connect basic service (Emergency, Attendance, Outreach) The additional \$2,000 is for the Connect SMS Plus upgrade which offers the ability to expand messages to 300 characters. The additional cost for this service is 15 cents per recipient.	Additional \$2,000 for a total not to exceed \$62,000	2018-2019 District Budget/ Enrollment Development
SHI International	Red Hat Enterprise Linus for Virtual Datacenters – annual license – coverage	Increase of \$3,585.95, including one additional user license For a total of \$12,335.57 \$8,749.62 approved at June meeting July 20 2, 2018 – July 19, 2019	BFAP 2018-19

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 6 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

6-C STUDENT AFFAIRS

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES

Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention, and Student Wellness

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

Provider	Service	Amount	Funding Source
Vista Del Mar Child and Family Services, a California nonprofit corporation, which operates Family Service of Santa Monica (FSSM)	This is a Memorandum of Understanding (MOU) with Family Service of Santa Monica to facilitate one workshop per semester to SMC Pico Promise participants. FSSM will also serve as a referral source for program participants requesting additional social and mental health services not provided through the Pico Promise program.	No cost to District	N/A

6-D HUMAN RESOURCES/PERSONNEL COMMISSION

Requested by: Tre'Shawn Hall-Baker, Interim Dean, Human Resources

Approved by: Sherri Lee-Lewis, Interim Vice-President, Human Resources

Provider	Service	Term/Amount	Funding Source
NeoGov	<p>Currently HR uses PeopleAdmin for online academic recruitment. However, due to an obsolete platform, and the need to improve academic recruitment processes, HR proposes to switch to NeoGov (used by the PC).</p> <p>Set up, training, and annual Insight Enterprise Software licensing and related services for academic recruitment online applicant tracking system. The change will also include onboarding services for all new employees (academic and non-academic).</p>	<p>Initial Annual Fee: \$13,430 Recurring Fee: \$11,751</p> <p>Non-Recurring Fees related to training and set up: \$15,750</p> <p>Not to exceed \$40,931</p>	<p>2018-2019 District Budget/Human Resources</p> <p>(PeopleAdmin upgrade approved at BOT meeting June 5, 2018 for \$37,310.64 including annual fee of \$26,560)</p>
SCCCD ERC (Liebert Cassidy Whitmore)	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions.	Not to exceed \$3,570 (This is an increase from previously approved amount of \$3,400)	2018-2019 District Budget/ Human Resources
Sintra Group	Perform outside investigatory services and prepare a written report regarding a personnel complaint within the Campus Police.	<p>Not to exceed \$7,500 plus expenses.</p> <p>[In addition to existing contract services not to exceed \$20,000, from January 1, 2017 through December 30, 2018]</p>	2018-2019 District Budget/ Human Resources

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Kathryn E. Jeffery, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

	Provider/Contract	Term/Amount	Service	Funding Source
A	George Langworthy	September 25, 2018 \$250	George Langworthy, Producer/Director/Cinematographer, will speak and moderate Q & A with students following the screening of his film, <i>Vanishing of the Bees</i> . Part of Green Screen Series coordinated by Professor Sheila Laffey.	Global Citizenship
B	Michael and Carla Shamberg	October 16, 2018 No fees	Michael and Carla Shamberg, producers of the film, <i>Erin Brockovich</i> , will speak and moderate Q & A with students following a screening of the film. Part of Green Screen Series coordinated by Professor Sheila Laffey.	N/A
C	Thea Mercouffer	November 13, 2018 \$200	Thea Mercouffer, Director/Producer, will speak and moderate Q & A with students following the screening of her film, <i>Rock the Boat-Saving America's Wildest River</i> . Part of Green Screen Series coordinated by Professor Sheila Laffey.	Global Citizenship
D	George Wolfe	November 13, 2018 \$100	George Wolfe, Kayaker, will speak and moderate Q & A with students following the screening of the film, <i>Rock the Boat-Saving America's Wildest River</i> . Part of Green Screen Series coordinated by Professor Sheila Laffey.	Global Citizenship

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
E Gina Nahai	September 18, 2018 \$250	Gina Nahai, Iranian-American author, columnist, and professor of creative writing at USC, will read from her work followed by Q & A with students. Part of Literary Series coordinated by Professor Hari Vishwanadha	Global Citizenship
F Mari N. Lake-Schaal	November 13, 2018 \$300	Mari N. Lake-Schaal, aka Mari Naomi, Japanese-American graphic novelist and artist will discuss her work followed by Q & A with students. Part of Literary Series coordinated by Professor Hari Vishwanadha	Global Citizenship
G Korean American Calligraphers Association USA	October 9, 2018 \$800	Korean American Calligraphers Association USA will present a workshop for students about Hangul, the Korean alphabet system. Includes lecture and workshop for students to practice calligraphy. Vendor will provide instruction and materials. Coordinated by Professor Jihyeon Cha, Modern Languages.	Global Citizenship
<p><i>A, B, C, D, E, F and G</i> <i>Requested by: Denise Kinsella, Interim Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i></p>			
H Paul Baribault	November 27 or December 4, 2018 (final date to be determined) No fee	Paul Baribault, VP, Disney Studios will speak and moderate Q & A with students following the screening of his film, <i>Born in China</i> . Part of Green Screen Series coordinated by Professor Sheila Laffey.	N/A
<p><i>Requested by: Dr. Maria Muñoz, Department Chair, Communication and Media Studies</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i></p>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
I George D. Reyes	July 1- December 31, 2018 Not to exceed \$23,000 plus reimbursable Reimbursable not to exceed \$3,750	Consultant will undertake a complete assessment of the custodial unit at Santa Monica College focusing on custodial organization, schedules, and workload management, unit productivity, quality and cost effectiveness, current work procedures, chemical, equipment, training, and safety. Consultant will prepare a written report that summarizes findings, makes recommendations, and provides a specific project plan for implementing changes, enhancements or modification to current operations.	General Fund
<p><i>Requested by: Eric Pivovarovff, Director of Facilities</i> <i>Approved by: Elaine Polachek, Interim Executive Vice-President</i></p>			
J Ms. Kimberly Rios Ms. Jennifer Bulger	September 2018 – July 2019. 40 hours per week Not to exceed \$30,000 each	Ms. Kimberly Rios, a doctoral student in clinical psychology at the California School of Professional Psychologist at Alliant, Los Angeles, and Ms. Jennifer Bulger, a doctoral student in clinical psychology at the Chicago School of Professional Psychology, Los Angeles campus, will serve as full-time Post Doctoral Interns to assist the Center for Wellness & Wellbeing staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff. Ms. Rios and Ms. Bulger have experience working in college and community settings, and are currently in the process of completing their full-time predoctoral internships at CSU Fullerton and Renewed Freedom Center, respectively.	District Funds/ Center for Wellness & Wellbeing (100%)
<p><i>Requested by: Alison Brown, Ph.D., Coordinator, Center for Wellness & Wellbeing</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i></p>			

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
K Veronica Neal, Ed.D. Organizational Equity and Cultural Humility Specialist	July 25-September 2018 Not to exceed: \$23,000	Dr. Neal is the Department Chair, International Peace and Justice Studies Faculty Advisor to the De Anza College Office of Equity, Social Justice, and Multicultural Education. She is an integrated planning consultant for the following: Summer 2018/Fall 2018 FSI presentation (BSI) Leading a self-evaluation of practices (SSSP) Equity Praxis (Equity)	Student Equity SSSP BSI
<i>Requested by: Melanie Bocanegra, Associate Dean of STEM/Equity Programs</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>			
L Skirball Cultural Center (SCC)	July 25-26, 2018 Not to exceed: \$550	Fee will cover classroom rental for the Equity Steering Committee Retreat (12-hour rental for 2 days for a total of \$450.00 + \$100 for AV). Skirball Cultural Center will supply: • Classroom for 20 people • Includes all tables, chairs, and parking. Any audio visual needs like a mic, projector/screen, podium, etc.	Student Equity
<i>Requested by: Cyndy Bendezú Palomino, Project Manager, Equity Initiatives</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>			
M Economic Development Corporation of Los Angeles County (LAEDC)	July 1, 2018 – June 30, 2019 Not to exceed \$30,000	The Economic Development Corporation of Los Angeles (LAEDC) to provide License to use premises located at 444 S. Flower Street, Floor 37 in Los Angeles. To be used for operations concerning the Center for a Competitive Workforce (CCW) and Regional Marketing projects under the Strong Workforce Regional Program.	Strong Workforce Program (SWP) Regional Share
<i>Requested by: Patricia G. Ramos, Dean, Workforce & Economic Development</i> <i>Approved by: Mike Tuitasi, Vice-President, Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
Study Abroad: South Africa Winter 2019			
N	African Angel Tours (South Africa)	January-February 2019 (departure/return dates to be determined) Not to exceed \$74,600 (final program price TBD, awaiting final quote from vendor) which covers in-country travel, housing, lectures, and some meals abroad for up to 25 students and two faculty.	Three week student study abroad program in South Africa during winter session 2019. 18-25 Students will accompany 2 faculty leaders to study at the University of Cape Town and visit the historical and cultural sites in Johannesburg, Kruger National park, and Cape Town, South Africa. The South Africa program combines a solid background in the history and culture of South Africa and students will experience first-hand the places studied in SMC course, service learning activities guest lectures from University of Cape Town, and excursions within the country.
			Majority cost of program in-country costs to be paid by student participants Cost of faculty program costs to be covered in student program price Scholarships in the amounts of \$500-\$2000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.
O	Protea Travel Services (US)	Airline Deposit not to exceed \$3,500 (final deposit to be determined, awaiting final quote from vendor) Remaining airfare balance not to exceed \$50,000 (final airfare amount to be determined, awaiting final quote from vendor)	Deposit and final payment of round trip LAX to/from Johannesburg/Cape Town for group of up to 25 students and two faculty for annual winter session study abroad program in South Africa led by SMC faculty
			Cost to be paid by program participants. Cost of faculty airline tickets to be covered in Student program price.
P	Council International Study Programs (iNext Travel Insurance Vendor) (US)	January-February 2019 travel dates (specific departure/return dates to be determined) Not to exceed \$4,815	iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States).
			Cost of insurance to be paid by student participants Cost of faculty insurance to be covered in student program price
<p><i>N, O and P</i> <i>Requested by: Denise Kinsella, Interim Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i></p>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 8 ACCEPTANCE OF EQUIPMENT DONATIONS TO KCRW

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

Provider	Equipment	Amount
KCRW Foundation, Inc.	KCRW/SMC acceptance of equipment. Donations; included, but not limited to:	
	KCRW New studios: GatesAir audio codec. IP audio link to NPR, eventually replacing the T1 circuit that will be used to connect to NPR when operational from the new facility. To be installed at 1660 Stewart at later date.	January 2018: \$4,126.43
	KDRW/SB Studios: mic boom for studio upgrade project	February 2018: \$336.82
	KCRW New studios: Amazon SSD cards; Pelican 1510 case lid organizers and padded dividers	March 2018: \$1,406.59
	KCRW/1660: New refrigerator	April 2018: \$9,000.90
	Total Donations: January 2018 through April 2018	\$14,870.74

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 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

ELECTIONS

EFFECTIVE DATES

NEW FULL-TIME FACULTY

Elam, Emily, Full-Time Faculty Tenure Track, Early Childhood Education	8/21/2018
Grant, Chris, Full-Time Faculty Tenure Track, Life Sciences	8/21/2018
Joachim, Sharlene, Full-Time Faculty Tenure Track, Early Childhood Education	2/11/2019
Johnson, Luke, Full-Time Faculty Tenure Track, Graphic Design	8/21/2018
Safioulline, Maxim, Full-Time Faculty Tenure Track, Graphic Design	8/21/2018
Stovall, Kita, Full-Time Faculty Tenure Track, Nursing	8/21/2018
White-Ellis, Collin, Full-Time Faculty Tenure Track, Life Sciences	8/21/2018

Long Term Substitute

Ishihara, Annie, Counselor, DSPS	08/27/18 – 6/11/2019
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ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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.

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Lead Library Assistant- Circulation (1 position) Library, 12 mos., 40 hrs. Night Shift 1	06/18/2018

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Central Plant Operator (1 position) Facilities Management, 12 months, 40 hours, NS 2, Weekend Comment: This is a correction to add the weekend shift and does not create a new vacancy.	07/01/2018

Lead Library Assistant- Circulation (1 position) Library, 12 mos., 40 hrs. Variable Hours	06/18/2018
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ELECTIONS

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Hernandez, Jose G., Admissions & Records Supervisor, A & R	08/01/2018

<u>PROMOTION</u>	<u>EFFECTIVE DATE</u>
Alvarado, Carla M. From: Student Services Clerk, A & R, 12 mos., 40 hrs To: Student Services Specialist - DSPS, DSC, 12 mos., 40 hrs.	06/18/2018

Alvarez, Ana M. From: Library Assistant, Library, 11 mos., 40 hrs. To: Lead Library Assistant- Circulation, Library, 12 mos., 40 hrs., Variable Hours	06/18/2018
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Chang, Leon W. From: Enterprise Business Services Clerk, Auxiliary Services, 12 mos., 40 hrs. To: Enterprise Business Services Specialist, Auxiliary Services, 12 mos., 40 hrs.	07/02/2018
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Fuller, Christina From: Student Services Assistant, EOP&S, 12 mos., 40 hrs To: Student Services Specialist- EOP&S, Student Equity/EOP&S, 12 mos., 40 hrs.	07/02/2018
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Luis, Jaime From: Skilled Maintenance Worker II, Facilities/Maintenance, 12 mos., 40 hrs. To: Journeyman Trade - Locksmith, Facilities/Maintenance, 12 mos., 40 hrs.	07/02/2018
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Robinson, Rhonda C. 07/02/2018
From: Enterprise Business Services Clerk, Auxiliary Services, 12 mos., 40 hrs.
To: Enterprise Business Services Specialist, Auxiliary Services, 12 mos., 40 hrs.

Shahoomian, Masis 07/01/2018
From: Journeyman Trade- HVAC, Facilities/Maintenance, 12 mos., 40 hrs.
To: Central Plant Operator, Facilities/Maintenance, 12 mos., 40 hrs., NS 2, Weekend

Valadez, Jorge 06/18/2018
From: Customer Services Assistant, Bookstore, 12 mos., 40 hrs.
To: Campus Store Operations Assistant, Bookstore, 12 mos., 40 hrs.

Valdiviezo, Raymond 07/02/2018
From: Student Services Clerk, Cosmetology, 11 mos., 40 hrs.
To: Administrative Assistant I, Cosmetology 12 mos., 40 hrs.

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Chambers, Nicholas L. 07/16/2018
From: Disabled Student Services Assistant, DSC, 11 mos., 35 hrs.
To: Student Services Clerk, A & R, 12 mos., 40 hrs.

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Arenas, Leyla, Accounting Specialist, 100% 07/2/2018 to 11/8/2018

Barham, Allen C. 05/21/2018 – 06/08/2018
From: Instruction Assistant - English
To: Student Services Specialist, 100%
Comment: Dates adjusted from June 5, 2018 agenda

Henriquez, Fernando, Receiving, Stockroom and Delivery Worker, 100% 6/13/2018 to 10/22/2018

Ramirez, Saul 05/11/2018 to 06/30/2018
From: Skilled Maintenance Worker II
To: Journeyman Trade – Locksmith, 100%
Comment: Dates adjusted from May 1, 2018 agenda

Swanson, Donnell, Receiving, Stockroom and Delivery Worker, 100% 6/13/2018 to 10/22/2018

WORKING OUT OF CLASSIFICATION (PROVISIONAL)- EXTENSION

Gutierrez, Gustavo Initial Assignment: 02/12/2018 to 06/20/2018
From: Groundskeeper/Gardener (Not to exceed 90 working days)
To: Grounds Supervisor, 100% Dates of Extension: 06/21/2018 to 08/10/2018
(Not to exceed 36 additional working days)

Tercero, Janet Initial Assignment: 04/16/2018 – 06/30/2018
From: Student Services Assistant Dates of Extension: 07/1/2018 to 8/21/2018
To: Student Services Specialist, 100% (Not to exceed 90 working days total)

Webster, Jaazer Initial Assignment: 05/07/2018 to 06/30/2018
To: Student Services Specialist Dates of Extension: 07/01/2018 to 09/12/2018
From: Student Services Assistant, 100% (Not to exceed 90 working days total)

Yen, Charlie, Director of Facilities Planning, 100% Initial Assignment: 4/4/2018 – 6/30/2018
Dates of Extension: 7/2/2018 – 11/08/2018

SEPARATION

LAST DAY OF PAID SERVICE

39 MONTH REEMPLOYMENT

Peters, Erica D., Human Resources Specialist, Human Resources	06/29/2018
Thomas, Tamorah M., Administrative Assistant II, Campus Events	06/29/2018

RESIGNATION

Cheng, Peter, Sign Language Interpreter III, DSC	07/12/2018
Shehata, Ahmed, Instructional Assistant – Math	07/26/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – LIMITED DURATION

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 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.

Brown, Carla, Student Services Clerk, Bursar's Office	06/11/2018-06/22/2018
Hofland, Keri, Student Services Clerk, Bursar's Office	06/11/2018-06/22/2018
Juarez, Jessica, Student Services Clerk, Bursar's Office	06/11/2018-06/22/2018
Juarez, Tina, Student Services Clerk, Bursar's Office	06/11/2018-06/22/2018
Monroy, Andy A., Library Assistant, Library	07/01/2018-08/31/2018
Montano, Ron T., Library Assistant, Library	07/01/2018-08/31/2018
Peregrina, Carlos D., Student Services Clerk, Assessment Center	06/18/2018-06/30/2018
Ramirez, Anthony, Student Services Clerk, Bursar's Office	06/11/2018-06/22/2018
Reynoso, Sebastian P., Student Services Clerk, Adm. & Records	07/16/2018-12/21/2018
Romaine, MeSean D., Student Services Clerk, Assessment Center	
From:	01/16/2018-05/30/2018
To:	01/16/2018-06/30/2018
To:	07/01/2018-08/16/2018
Sutherland, Nicholas, Student Services Clerk, Bursar's Office	06/11/2018-06/22/2018
Thomas, Angela D., Administrative Asst. I, Human Resources	07/02/2018-11/22/2018

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.

Afrashteh, Parinaz	
From: Student Services Clerk, Assessment Center	02/05/2018-06/30/2018
To: Student Services Clerk, Assessment Center	02/05/2018-06/15/2018
Austin, Harald, Student Services Clerk, Bursar's Office	06/11/2018-06/23/2018
Brown, Thomas M., Instructional Assistant – ESL, ESL	07/01/2018-12/31/2018
Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	06/11/2018-06/23/2018
Hoch, Marilyn, Instructional Assistant – ESL, ESL	07/01/2018-12/31/2018
Hudson Sr., Michael, Asst. Director-Human Resources, Human Resources	07/02/2018-12/21/2018
Marutyan, Nelli, Instructional Assistant – ESL, ESL	07/01/2018-12/31/2018
Munoz, Maria (Angela) D., Administrative Asst. I, Supt/Pres. Office	07/02/2018-11/02/2018
Sanchez, Ana M., Accounting Specialist, Accounts Payable	07/02/2018-09/28/2018
Stuck, Jennifer, Student Services Clerk, Bursar's Office	06/11/2018-06/23/2018
Vo, Thea, Student Services Clerk, Bursar's Office	06/11/2018-06/23/2018
Williams, Juanita N, Human Resources Technician, Human Resources	07/02/2018-12/21/2018

Corrections:

Lemon, Curly	
From: Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
To: Customer Service Assistant	05/21/2018-06/29/2018
Lopez, Vanessa	
From: Customer Service Assistant, Bookstore	06/04/2018-06/29/2018
To: Student Service Clerk, Bursar's	06/11/2018-06/22/2018
Naylor-Jones, Marisa	
From: Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
To: Customer Service Assistant	05/21/2018-06/29/2018
Nwonwu, Vergie	
From: Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
To: Customer Service Assistant	05/21/2018-06/29/2018

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - NON MERIT

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 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)	31
College Work-Study Student Assistant, \$13.25/hour (FWS)	9

SPECIAL SERVICE

Recreation Director II, \$13.25/hour	7
Recreation Director / Day Camp III, \$85.00/hour	1
Art Model, \$23.00/hour	41
Art Model w/ Costume, \$26.00/hour	24
Community Services Specialist I, \$35.00/hour	15
Community Services Specialist II, \$50.00/hour	7

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

*Requested by: Charlie Yen, Director, Facilities Planning
Eric Pivovaroff, Director, Facilities Management
Chris Bonvenuto, Chief Director, Business Services*

Approved by: Elaine Polachek, Interim Executive Vice-President

Requested Action: Approval/Ratification

13-A RELOCATION OF COMMUNICATIONS EQUIPMENT – MALIBU CAMPUS

Enter into agreement with County of Los Angeles Internal Services Department to design and construct a temporary communications system, and re-route the existing County Data and radio systems equipment to the temporary location in the amount of \$158,800.

Funding Source: Measure S

Comment: As part of Ground Lease Agreement with the County of Los Angeles, the District is responsible to set-up a temporary communications system for the County. Due to the sensitive nature of the Sheriff and County Emergency communication system, the County of Los Angeles is requesting the District’s approval for the County to provide professional design services and complete the relocation of the data and radio systems equipment from the Main Communication Room located in the basement of the existing sheriff building to be demolished, to the first level of the existing court house/library building per the Lease Agreement. This work is required to allow the County facilities to continue to operate without interruption of service during the demolition and construction of the new Malibu Educational Instruction Facility and Sheriff Substation project.

13-B RENEWAL OF LEASE AGREEMENT FOR PROPERTY AT 1914 14th STREET SANTA MONICA

Renewal of Lease Agreement with GIANCOLA BROS., INC. to lease property at 1914 14th Street in Santa Monica for the following basic terms:

Property Type: Single level industrial warehouse
 Square Footage: 10,000 building on 13,495 lot
 Period of Lease: January 1, 2019 to December 31, 2023
 Option to Renew: One additional-month period
 Base Monthly Rent: \$18,976 plus CPI adjustment in December 2018
 Rent Adjustment: Annual adjustment based on CPI

Funding Source: District Capital Fund

Comment: The College uses this warehouse space for bookstore receiving and janitorial supplies storage. Currently, the District does not have adequate space available to bring these services back on campus, but will propose a centralized warehouse location in the Master Plan Update.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-C AGREEMENT WITH LCP TRACKER

Renew agreement with LCP Tracker through June 30, 2019 in the amount not to exceed \$15,500.

Funding Source: Measures AA, V, S, and District Capital Funds

Comment: LCP Tracker is a web based software used to collect, verify and manage contractors and subcontractors prevailing wage certified payroll records and related labor compliance documentation.

13-D AMENDMENT NO. 3 FOR LEED COMMISSIONING SERVICES FOR CMD CAMPUS WITH P2S INC.

Extend the length of the contract to June 30, 2019 from June 30, 2018. There will be no financial impact to this extension.

Funding Source: Measure AA

Comment: This extension is needed to complete the building commissioning process due to construction delay.

13-E AMENDMENT NO. 4 FOR LEED COMMISSIONING SERVICES FOR CPC WITH GLUMAC

Extend the length of the contract to December 31, 2018 from June 30, 2018. There will be no financial impact to this extension.

Funding Source: Measure AA

Comment: This extension is needed to complete the building commissioning.

13-F CONSTRUCTION ESCROW AGREEMENT – MALIBU SEWER REALIGNMENT

Pursuant to Section 22300 of the Public Contract Code the contractor has the option to deposit securities with an escrow agent as a substitute for retention earnings required to be withheld by the District for the Malibu Sewer Realignment project. Alternatively, on written request by the contractor, the District shall make payments of the retention earnings directly to the escrow agent, East West Bank. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention. Securities shall be held in the name of the District and shall designate the contractor for such funds which otherwise would be withheld from progress payments pursuant to the contract provisions, provided that the escrow agent holds securities in the form and amount specified.

Funding Source: Measure S

Comment: The escrow agreement created under Section 22300 allows the contractor a method of earning interest on funds that are normally withheld and not paid until the end of the project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-G CHANGE ORDER NO. 13– STUDENT SERVICES BUILDING

Change Order No. 13 – BERNARDS BROS. on the Student Services Building project in the amount of \$14,589.

Original Contract Amount	\$77,438,000
Change Order No. 01	\$ 17,634
Change Order No. 02	\$ 13,169
Change Order No. 03	\$ 28,294
Change Order No. 04	\$ 204,509
Change Order No. 05	\$ 39,913
Change Order No. 06	\$ 93,862
Change Order No. 07	\$ 86,274
Change Order No. 08	\$ 67,477
Change Order No. 09	\$ 114,030
Change Order No. 10	\$ 25,628
Change Order No. 11	\$ 52,216
Change Order No. 12	\$ 270,585
<u>Change Order No. 13</u>	<u>\$ 14,589</u>
Revised Contract Amount	\$78,466,180

This change order does not result in a change to the contract length. Expected Substantial Completion is January 2019.

Funding Source: Measures S and AA

Comment: Change Order No. 13 includes the labor and material cost to furnish and install the following:

- Labor and material cost to furnish and install (6) Wiremold Evo8AT poke thru floor boxes. The specified Wiremold Evo6AT poke-thru floor box only provides service for power and Audiovisual; the Evo8AT floor box provides service for power, audiovisual and technology, which is required per plans
- Labor and material cost to furnish and install B4/B6 type walls which are full height in lieu of M4/M6 type walls which are partial height.
- Labor and material costs to furnish and install elevator divider screens.
- Labor and material cost to furnish and install decorative site fence screen per Bulletin 12
- Labor and material costs for minor corrective work to cable tray support which included Unistrut, anchorage and brackets.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-H CHANGE ORDER NO. 28 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 28 – BERNARDS BROS. on the Health, PE, Fitness, Dance and Central Plant project in the amount of \$7,322.

Original Contract Amount	\$39,556,000
Change Order No. 01	\$ 83,260
Change Order No. 02	\$ 14,491
Change Order No. 03	\$ 136,251
Change Order No. 04	\$ 65,454
Change Order No. 05	\$ 241,439
Change Order No. 06	\$ 61,814
Change Order No. 07	\$ 294,983
Change Order No. 08	\$ 51,463
Change Order No. 09	\$ 6,380
Change Order No. 10	\$ 78,438
Change Order No. 11	\$ 458,724
Change Order No. 12	\$ 9,012
Change Order No. 13	\$ 45,531
Change Order No. 14	\$ 101,998
Change Order No. 15	\$ 848,671
Change Order No. 16	\$ 151,974
Change Order No. 17	\$ 56,442
Change Order No. 18	\$ 6,965
Change Order No. 19	\$ 28,851
Change Order No. 20	\$ 34,368
Change Order No. 21	\$ 394,672
Change Order No. 22	\$ 26,323
Change Order No. 23	\$ 106,245
Change Order No. 24	\$ 19,486
Change Order No. 25	\$ 59,739
Change Order No. 26	\$ 281,810
Change Order No. 27	\$ 175,099
<u>Change Order No. 28</u>	<u>\$ 7,322</u>
Revised Contract Amount	\$ 43,403,205

This change order does not result in a change to the contract length.

Funding Source: Measure AA

- Comment: Change Order No. 28 includes the labor and material cost to supply and install the following:
- Labor and material cost to Install College-supplied exterior lighted sign at south side of HSS Building within the planting area. Excavate for foundation, run underground raceways, wire and terminate for power, pour footings and backfill.
 - Reimbursement to Neubauer for recent time and material work performed to procure and install replacement of light pole and head that was accidentally damaged with a golf cart by College Facility personnel.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-I CHANGE ORDER NO. 1– CMD/KCRW DONOR PAVERS

Change Order No. 1 – Omega Construction on CMD/KCRW Donor Pavers for the amount of \$20,664.

Original Contract Amount	\$ 127,000
<u>Change Order No. 1</u>	\$ <u>(20,664)</u>
Revised Contract Amount	\$ 106,336

Funding Source: Measure AA

- Comment: Change Order 1 includes the scope of work reduction for the following:
- Reduction of approximately 25% of donor blocks and scope of work reduced to one phase
 - Reduction of engraved Center for Media Design Campus donor blocks

13-J PRE-QUALIFIED GENERAL CONTRACTORS FOR THE MALIBU CENTER/SHERIFF STATION PROJECT

Approve list of qualified General Contractors to provide bids for construction-related services on a pre-approved list basis for the Malibu Center/Sheriff Station project.

The following firms are deemed prequalified:

1. AMG Associates Inc.
2. Amoroso Construction
3. AWI Builders
4. Bernard’s Builders Management Services
5. Empyrean Plumbing Inc.
6. Harper Construction Co. Inc.
7. Icon West Inc.
8. Mack P&S Construction Inc.
9. Masters Contracting Corp.
10. Pinner Construction
11. The Nazerian Group
12. UNIVOIP

Comment: Public Contract Code §20651.5 permits the Governing Board of the Santa Monica Community college district to require each prospective bidder for a contract, to complete and submit to the college a standardized questionnaire and financial statement in a form specified by the Santa Monica Community College District, including a complete statement of the prospective bidder’s financial ability and experience in performing public works construction/improvement projects. In accordance with §20651.5, the Santa Monica Community College District has received the Pre-qualification Applications, and after thorough evaluation and verification of the information submitted, the aforementioned list of general contractors is deemed prequalified.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-K AWARD OF CONTRACT – 2019 14th ST. AND 1530 PICO BLVD. DEMOLITION PROJECT

Award of contract to the lowest responsive bidder for the 2019 14th Street and 1530 Pico Blvd. Demolition Projects.

Bidder	Amount
Graph Company	\$545,900
The Nazerian Group	\$594,123
AWI Builders	\$649,911 Disqualified
Masters Contracting Corp.	\$846,000
CCC, Inc	Did not submit Bid

Funding Source: Measure V

Comment: The Demolition Projects encompasses the following Scope of Work:

- At 1530 Pico Blvd., demolish the existing 1-story building, approximately 1,750 sf, including slab and concrete block wall. Provide and Connect utilities (water, electric) to a construction trailer to be installed by others, under Contractor agreement. Total site area is approximately 11,250 sf.
- At 2019 14th Street, demolish two separate buildings; at 1-story, 1,300 sf single family home including concrete slabs (foundations to remain), and 2-story, 12,114 sf building. The existing parking lot on site shall remain. This property is approximately 43,520 sf or 1 acre. Install new fencing, walls and/or trellis to 6' height, surrounding property, as needed.

Bids for this project were received June 25, 2018. It is recommended that the Board authorize staff to contract with the lowest responsible bidder determined from the list above. The SMC District's award shall not be final until the review and verification of the Contract Documents requirements as required by this Contract.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-L SINGLE SOURCING BUILDING SYSTEM AND EQUIPMENT FOR THE MATH AND SCIENCE BUILDING
Approval of the Sole Source List pursuant to Section 3400 (C) (2) of the Public Contract Code.

PRODUCT	MANUFACTURER/MODEL/SERIES
OBSERVATORY ELEMENTS	
Telescope	Planewave 28 inch telescope system
Observatory Dome	Ash Manufacturing
DOOR HARDWARE	
Key System	Schlage
Locks	Schlage
Panic Hardware	Von Duprin
STRUCTURAL FRAME	
Moment Resistant Connection	SidePlate
MECHANICAL	
BMS Controls systems	Automated Logic Corporation controls by Sunbelt Controls.
FIRE ALARM	
Fire Alarm System	EST Edwards Fire Alarm
ELEVATOR	
Elevators	Kone
SECURITY	
Access Control System Controller	HIRSCH MX CONTROLLER
Access Control Single Door Controller	HIRSCH MX-1 CONTROLLER
Digital Video Recorder	CISCO VIDEO SURVEILLANCE MANAGER
AUDIOVISUAL	
Control and processing equipment	EXTRON
Planetarium Projector System	EVANS AND SUTHERLAND DIGISTAR 6

Funding Source: Measure V

Comment: The Single Source List created under Section 3400 allows the Santa Monica College to purchase materials and equipment to match existing equipment in use by the College. Santa Monica Community College has the option to call for a designated material, product or service by specific brand or trade name in order to match existing College products in use on a particular public capital improvement project either completed or in the course of completion.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-M AWARD OF CONTRACT FOR EMERITUS DECKS PROJECT

Award of bid to Sample Tile and Stone, the lowest responsive bidder for Emeritus Decks project, to replace the exterior courtyard and deck tile at the Emeritus Campus, in the amount of \$188,941.85.

Other Bidders:
N/A

Funding Source: State Scheduled Maintenance Fund 40.0

Comment: 141 contractors were notified, 3 prime contractors attended the mandatory job walk.

13-N CORRECTION – ENGINEERING SERVICES, SECURITY AND FIRE ALARM UPGRADE

Original Contract Amount	\$365,000
Amendment No. 1	\$275,000
Amendment No. 2	\$81,340
Amendment No. 3	\$58,400
Amendment No. 4	\$50,850
Amendment No. 5	\$58,400
Amendment No. 6	\$118,800
Amendment No. 7	\$72,500
Amendment No. 8	\$78,400
Amendment No. 9	\$117,000
Amendment No. 10	<u>\$182,500</u>
Total To Date	\$1,458,190

Funding Source: Measure AA

Comment: Amendment No. 10 for MDC Engineers on the Security and Fire Alarm Upgrade project was approved at the April 2018 Board of Trustees meeting. However, the incorrect total amount of \$1,399,790 was shown on the agenda. The correct revised total amount is shown and no other corrections are necessary.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Mike Tuitasi, Vice President, Student Affairs

Reviewed by: Carla Lohr, Controller

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

Title of Grant: California Community College Mental Health Services Grant
 Granting Agency: California Community Colleges Chancellor's Office
 Augmentation Amount: \$250,000
 Matching Funds: \$253,360
 Performance Period: July 1, 2018 – June 30, 2020

Summary: The State of California Chancellors Office provided \$250,000 in one-time funding to community colleges to provide the opportunity to implement mental health education, training, outreach and awareness activities.

The program will support building and sustaining more strategic community-based partnerships to expand mental health services, as well as provide intervention services earlier to students in the form of screening for mental health concerns and providing referrals. Funding will allow the Center for Wellness and Wellbeing and Health Services to provide these services.

Budget Augmentation:

Restricted Fund 01.3

Revenue

8600 State \$ 250,000

Expenditures

1000 Academic Salaries \$ 115,728
 2000 Non-Academic Salaries \$ 0
 3000 Employee Benefits \$ 34,718
 4000 Supplies & Materials \$ 30,439
 5000 Other Operating Expenditures \$ 29,500
 6000 Capital Outlay \$ 30,000
 7300 Other Outgo/Indirect \$ 9,615
 7600 Student Aid \$ 0
Total \$ 250,000

BOARD OF TRUSTEES	July 10, 2018
Santa Monica Community College District	

RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Mike Tuitasi, Vice-President, Student Services

Reviewed by: Carla Lohr, Controller

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

Title of Grant: Strong Workforce Program – Regional Share Round 2: FY 2017-18
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: <\$710,000> (Amended Allocation \$4,607,063)
 Matching Funds: Not applicable
 Performance Period: July 1, 2017 – December 31, 2019

Summary: The Strong Workforce Program - Regional Share Funds provide funding to allow colleges within a region to collectively increase specific metrics and also improve the quality of Career Technical Education (CTE). The metrics include the quantity of CTE enrollments, courses, programs, job placement, and wage gains.

This item is a reduction in the college’s allocation for FY 17-18 so that funds could be reallocated directly to the colleges within the region to enhance CTE marketing.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	<\$710,000>
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	<\$710,000>
	6000 Capital Outlay	\$
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	<\$710,000>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: May 24, 2018 through June 25, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	2,218
3000	Benefits	0
4000	Supplies	2,159
5000	Contract Services/Operating Exp	445,492
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-449,869
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: May 24, 2018 through June 25, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-17,963
2000	Classified/Student Salaries	33,144
3000	Benefits	-23,772
4000	Supplies	-20,199
5000	Contract Services/Operating Exp	-70,163
6000	Sites/Buildings/Equipment	98,953
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register

May 2018	7972 through 8014	\$13,496,233.57
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 17 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register

May 2018	C1J-C2K	\$12,515,445.83
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 18 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

May 2018

Covered by check & voucher numbers: 016893-017310 & 01500-01536

Bookstore fund Payments	\$177,549.52
Other Auxiliary Fund Payments	\$105,916.04
Trust and Fiduciary Fund Payments	\$467,948.67
TOTAL	\$751,426.23

<u>Purchase Orders issued</u>	\$ 7,604.55
May 2018	

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested by: Michelle King, Director, Career and Contract Education
 Approved by: Dionne Carter, Dean, Noncredit/External Programs
 Requested Action: Approval/Ratification

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

RECOMMENDATION NO. 20 ORGANIZATIONAL MEMBERSHIPS

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

Organizational Memberships

July 2018	Number of Memberships	Amount
	8	\$15,311

Funding Sources: Departmental Budgets

Comment: The list of organizational memberships in 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. 21 AUTHORIZED SIGNATURE RESOLUTION

Requested by: Kathryn E. Jeffery, Superintendent/President
 Requested Action: Approval/Ratification

Authorization of signature of the following Santa Monica College manager to sign District documents as indicated.

Name/Title	District Warrants	District Contracts	District Purchase Orders	Auxiliary Warrants	Auxiliary Contracts	Auxiliary Purchase Orders
Carla Lohr Controller	X	X	X	X	X	X

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signature shall be considered valid for the period of July 11, 2018 through December 31, 2018.

Comment: This represents a name change.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 10, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 PURCHASING

Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

22-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. 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.

May 2018

\$13,058,391.46

22-B AWARD OF CONTRACT FOR ANNUAL EDWARDS FIRE ALARM SERVICES

Award of bid to TRL SYSTEMS, the lowest responsive bidder for Annual Edwards Fire Alarm Services project for district-wide fire alarm testing, programming, and preventative maintenance in the amount of \$88,210.

Other Bidders:

RED HAWK FIRE & SECURITY \$97,490

CAL BUILDING SYSTEMS \$40,349 (non-responsive bidder)

Funding Source: General Fund

Comment: 52 contractors were notified.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 10, 2018

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The meeting will be adjourned in memory of **Norma Camp**, retired SMC administrator.

There will be a special meeting of the Board of Trustees held on **Tuesday, July 17, 2018** at 5:30 p.m. in Santa Monica College Business Building Room 111 for the purpose of conducting the annual evaluation of the Superintendent/President and Board of Trustees Self-Assessment.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, August 7, 2018** 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

- Board of Trustees Core Priorities
- Appointments of Student Representative to Citizens' Bond Oversight Committee
- Second Reading: Board Policy Chapter 7, Human Resources

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	July 10, 2018

APPENDIX A

SUBJECT: GRANTS OFFICE ANNUAL REPORT, 2017-2018

Overview

Santa Monica College’s Grants Office is responsible for the identification, development, and submission of grant applications to public and private sources, as well as direct and indirect grant management carried out in conjunction with the grant team. These grant-funded projects provide financial support to faculty/staff, departments and programs, and the institution in general to assist with the development, implementation, and ongoing maintenance of instructional and student support programs in support of SMC’s mission, vision, strategic initiatives, supporting goals, and institutional learning outcomes.

2017-2018 Highlights

- SMC received more than \$5 million in new grant revenue.
- The largest award received in 2017-2018 was a \$2M Award for Innovation in Higher Education from the California Department of Finance to support the development and implementation of guided pathways at Santa Monica College.
- The U.S. Department of Education also granted SMC its third consecutive Upward Bound grant, which will expand SMC’s presence into two previously unserved high schools, including Dr. Maya Angelou Community High School and Ouchi High School.
- The U.S. Department of Education granted SMC a new award from the Child Care Access Means Parents in School Program, which will provide more than \$250,000 annually in child care assistance to low-income students.
- SMC’s Film Program received its first ever fellowship grant from the Hollywood Foreign Press Association to fund student film projects in Film 33, Directing the Short Film class.
- SMC successfully converted its Z-degree (Zero Textbook Cost Degree) planning grant from the California Community Colleges Chancellor’s Office into an implementation grant to develop Z-degrees in Early Childhood Education and Computer Programming. Faculty will adapt OER materials in both major courses and relevant general education courses to provide students with a minimum of two zero cost textbook degree options and lay the foundation for future Z-degrees.

Impact on Institution, Program, Faculty, and Students

While it may seem obvious to measure the impact of the college’s grant effort on the institution solely by the amount of money awarded, there are in fact multiple measures of success. Each year, the Grants Office measures program success based on the following:

- 1) Total grant funds managed by the college in the academic year;
- 2) Number of grants submitted to support the academic year;
- 3) Number of grants awarded to support the academic year;
- 4) Success rate;
- 5) Diversity of grant funding sources (public/private, local/state/federal);
- 6) The degree to which submitted/awarded grants align with the Mission, Strategic Initiatives and priorities, and Institutional Learning Outcomes of the College; and
- 7) Diversity of programs on campus engaged in the grant process.

Grants Submitted, Awarded, and Rate of Success

In 2017-2018, SMC managed \$4.7 million in grant funds through 37 grant projects funded by local, state, and federal organizations, both public and private, all of which were supportive of the college's mission. This is a decrease of nearly \$500,000 in total annual revenue generated through grants from the 2016-2017, due to the completion of SMC's Title V Developing Hispanic Serving Institutions grant in support of the Center for Teaching Excellence. While the College applied for a new Title V grant for the 2017-2018 academic year, it was not funded. In addition, although the college administered more grant awards in 2017-2018 than in 2016-2017 (37 to 34), the additional awards were not large enough to compensate for the \$680,000 loss in revenue from the Title V grant.

In total, the Grants Office submitted 26 proposals to support the 2017-2018 academic year, which generated 15 new awards, thereby yielding a success rate of 57.7 percent. Table 1 compares the number of grants submitted and awarded since 2005-2006 and provides averages over time for each data point.

Table 1: Historical Overview and Comparison of Grants Submitted/Awarded since 2005

Academic Year	Grants Submitted	Grants Awarded	Percentage Awarded	Total Awarded (in millions)	Single Year Impact
2005-2006	7	5	71.4%	\$3.8	\$1.4
2006-2007	9	6	66.7%	\$4.0	\$1.2
2007-2008	12	10	83.3%	\$2.8	\$1.7
2008-2009	17	9	52.9%	\$1.9	\$0.93
2009-2010	16	6	37.5%	\$3.0	\$1.5
2010-2011	22	11	50.0%	\$10.8	\$3.5
2011-2012	12	5	41.7%	\$6.8	\$1.7
2012-2013	20	11	55.0%	\$5.6	\$1.6
2013-2014	18	11	61.1%	\$0.67	\$0.45
2014-2015	22	16	72.7%	\$2.9	\$1.7
2015-2016	28	12	42.9%	\$2.2	\$0.89
2016-2017	25	18	72.0%	\$9.1	\$2.6
2017-2018	26	15	57.7%	\$5.1	\$1.8
TOTAL	234	135	57.7%	\$58.7	\$21.0
Average	18.0	10.4	58.8%	\$4.5	\$1.6

As Table 1 indicates, the 2017-2018 academic year was one of the college's most successful years for grant development, particularly with regard to dollar amount. While other years generated higher success rates, SMC received three grants of more than \$1 million each, thereby increasing substantially the overall award total.

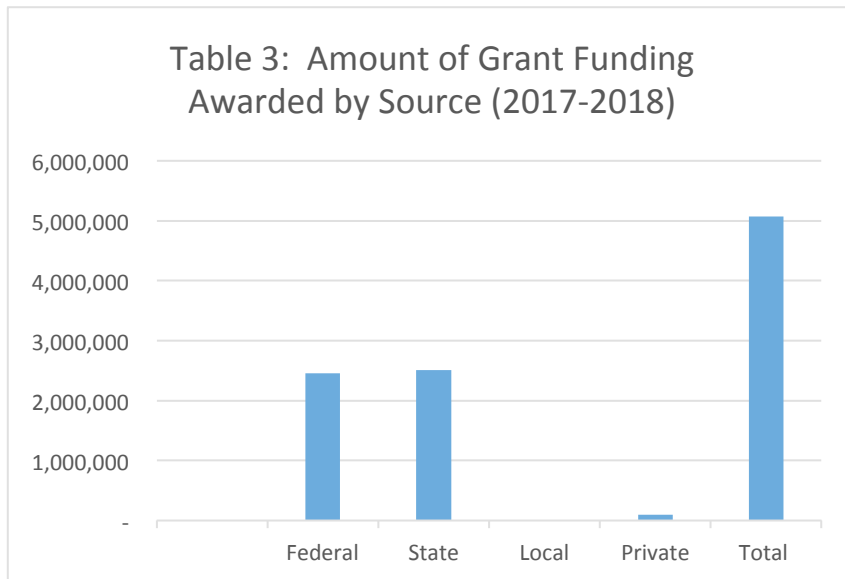
Diversity of Funding Sources

A well-rounded grant effort will include submissions to both public and private funding sources, as well as to local, state, and national sources, thereby reducing institutional reliance on any one system and providing increased flexibility in the use of funds. Table 2 provides an overview of grants submitted in 2017-2018 by source.

Table 2: Grant Submission Success Rate by Funding Source (2017-2018)

Source of Funds	Grants Submitted	Grants Awarded	Success Rate
Federal Govt.	6	2	33.3%
State Govt.	7	5	71.4%
Local Govt.	0	0	--
Private	13	8	61.5%
Total	26	15	57.7%

As shown in Table 2, 50% of the grants submitted to support 2017-2018 were to private organizations, such as the Hollywood Foreign Press Association. This is the first time in the past decade that the college, working in conjunction with the Santa Monica College Foundation, submitted more private grants than any other type. While publicly funded grants tend to be larger and more comprehensive, such as the three \$1 million grants that the college received this, they usually have more involved reporting requirements and have a greater time and effort impact on SMC’s infrastructure, particularly Fiscal Services, Purchasing, and Institutional Research. As such, there has been a strong push in the last decade to increase the number of private grant submissions. However, as Table 3 demonstrates, these grants have a lower cash value than most public grants, but with fewer reporting requirements and more flexibility in the use of funds, this trade-off is worth the effort.



The California Community Colleges Chancellor’s Office and the U.S. Department of Education each accounted for nearly 50 percent of the grant funding awarded, even though the college received more private grants than it did state and federal grants combined. In total, those eight private grant awards accounted for only \$101,500. However, private grants are essential to the grant development plan as they provide individualized and time limited support to address specific student, faculty, and program needs. As an example, the majority of these private resources was distributed as direct aid to students, including \$25,000 in STEM scholarships and \$45,000 in textbook assistance, basic need support, emergency aid, and mental health services. While some publicly funded grants will provide direct aid to students, such as this year’s Child Care Access Means Parents in School grant from the U.S. Department of Education, many public awards do not allow specific assistance.

Private grants also provide an option for established programs that want to do something new and/or need additional resources to serve their students. Programs, like Guardian Scholars, which received another grant award from the Angell Foundation, rely heavily on private grant funding to address the needs of their students. SMC’s Film Program also received a private grant this year from the Hollywood Foreign Press Association to help fund the production costs in Film 33. This grant is generally distributed as individual fellowships to select students so that they may produce a film, but the Hollywood Foreign Press Association recognized the unique nature of the community college film program and granted a “fellowship” award to an entire class so that they could work together collaboratively to produce a film. While the college allocates limited resources to these productions, the additional funding from the Hollywood Foreign Press Association allows the students and faculty to produce a higher quality film that incorporates tools and technology used in the workplace and more effectively highlights the students’ individual and collective creative and technical talents. Another first time grantee this year was SMC’s Japanese Language and Culture Program, which received a small grant from the Japan Foundation to purchase Japanese language books and reading materials as part of an intensive reading project. Each of these projects would have been too small to be competitive for a state or federal grant, but benefited greatly from private funding.

The increased focus on private funding is timely given the current political climate, particularly at the federal level. While the federal government has moved forward with many of its long-standing programs, many of these competitions have been slow to materialize and at times have moved forward with an uncertain funding status. Likewise, given budget uncertainty at the institutional and state level, the pursuit of private funding is better aligned with current institutional capacity to develop and implement new grant programs. Santa Monica College will continue to pursue federal and state funding that aligns with institutional goals, outcomes, and priorities, as it becomes available, but will look to private funding to fill the gaps between existing resources and student, faculty, and program needs.

Alignment with Institutional Mission, Priorities, and Outcomes

In 2017-2018, 100% of the grants submitted by the college addressed its mission, priorities and outcomes. Tables 4 (by number) and 5 (by funding amount) provide a breakdown of grants submitted and awarded to support the 2017-2018 academic year and their alignment with SMC’s Strategic Initiatives, which include those identified prior to the 2017-2018 academic year. Many grants support more than one strategic priority, and as such the total numbers is a duplicated count.

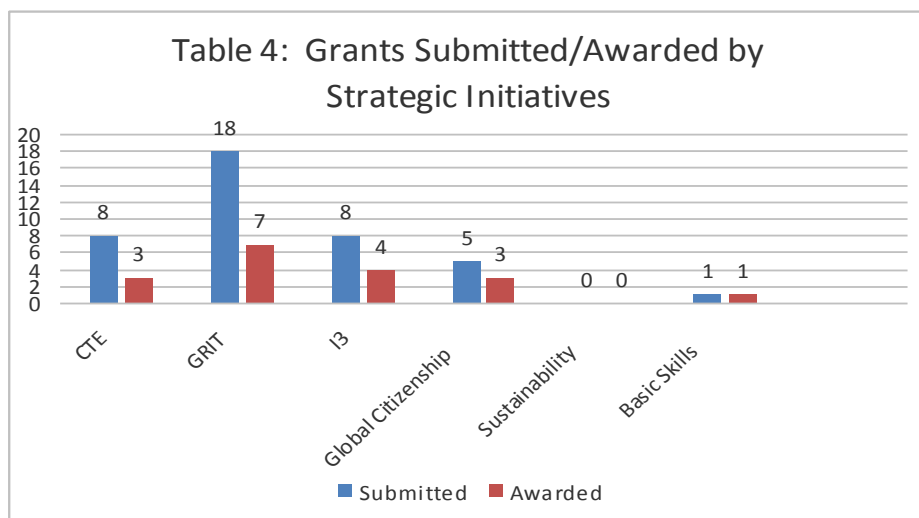
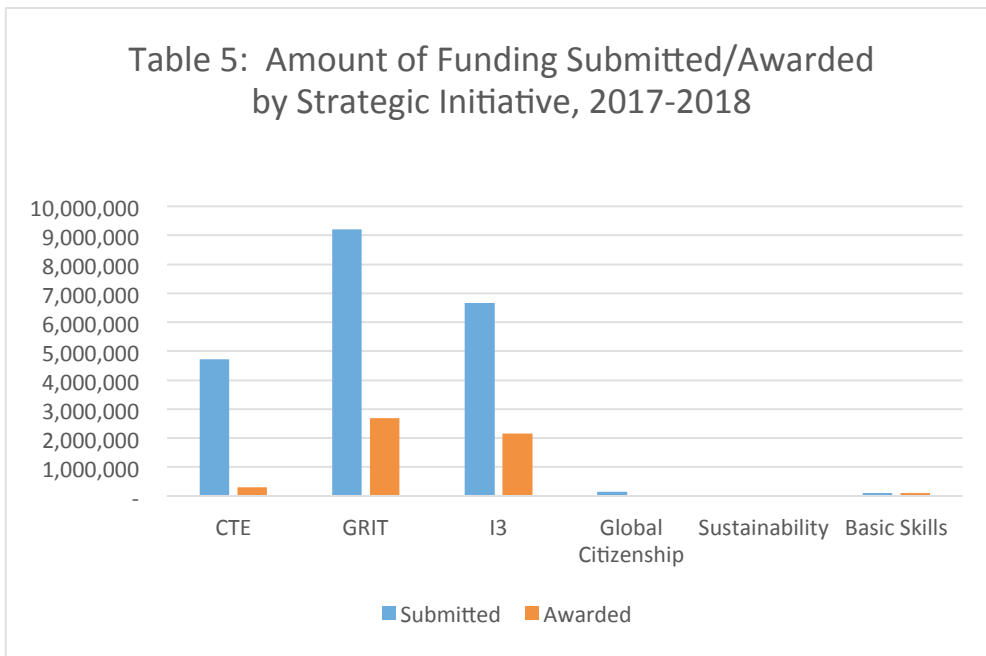


Table 5: Amount of Funding Submitted/Awarded by Strategic Initiative, 2017-2018

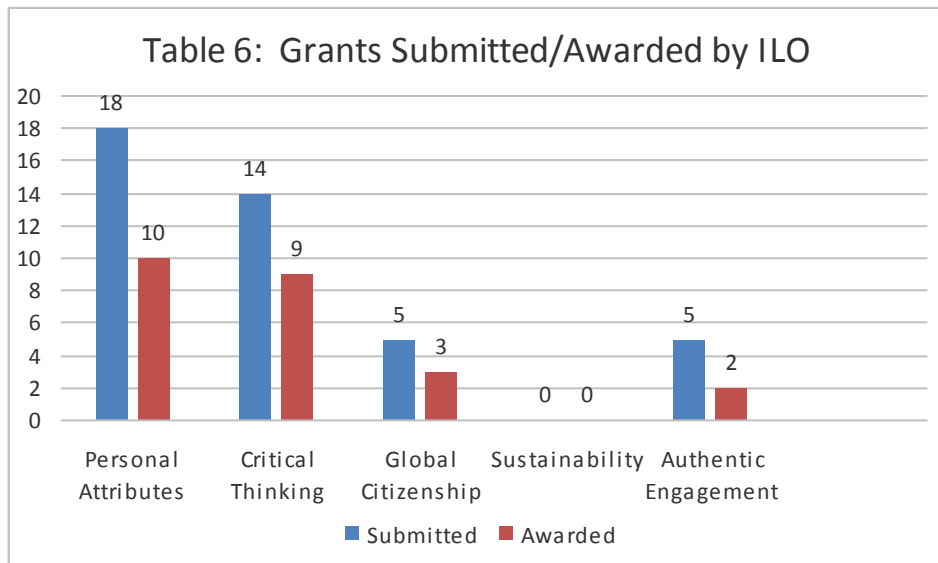


The alignment of grants submitted/awarded with Strategic Initiatives and priorities is somewhat subjective, as there is no formal process for determining this alignment. For many grants, this alignment is straight forward, as it was with aligning Nursing Program grants with efforts to strengthen CTE programming. However, for others, such as grants for Guided Pathways and STEM, as well as the increasing number of grants to support students who are homeless, facing food insecurity, and/or need mental health assistance, this alignment is less clear and open to discussion.

To date, the college has yet to identify a Strategic Initiative that specifically addresses programming to support the basic needs of students. However, the GRIT Initiative aimed to provide students with the skills and resources to overcome non-cognitive challenges and develop the resiliency they may need to persevere despite these challenges. As such, grants that funded programming to support the basic needs of students are in this category. Likewise, the STEM-focused grants also align with the GRIT Initiative, given its focus on fostering GRIT among students traditionally underrepresented in STEM. On the other hand, the development and implementation of guided pathways is an innovation that will systemically change how SMC assists students as they pursue their educational and career goals. As such, all Guided Pathways focused grants are included in the I3 (I cubed) Strategic Priority.

The Grants Office has not set specific annual goals related to grant development by Strategic Initiative or priority, but this is the first year in which the college did not submit any grants in support of Sustainability and only one for Basic Skills. The lack of resource development in these areas coupled with the increasing focus on the basic needs of students, reflects the college’s need to revisit its strategic initiatives, which in fact it did for the 2017-2018 academic year. Grant submissions are almost always submitted during the academic year before the award period, and as such awarded grants reflect the needs and concerns of the previous year. It is not surprising that the focus of many grants in 2017-2018, despite their 2016-2017 submission status, reflect the college’s increased focus on basic needs and other concerns, as resource development efforts often reflect the college’s priorities, as well as regional, state, and national trends before those priorities and trends are formally identified by the institution. It is important that the college regularly and with specificity and intentionality acknowledges these changes in focus so that this commitment can be shared with funding sources.

The Grants Office also tracks grant submissions by Institutional Learning Outcomes. Table 6 provides an overview of grants submitted and awarded by ILO. Again, many grants support more than one outcome, and thus the total adds to more than the actual number submitted/awarded.

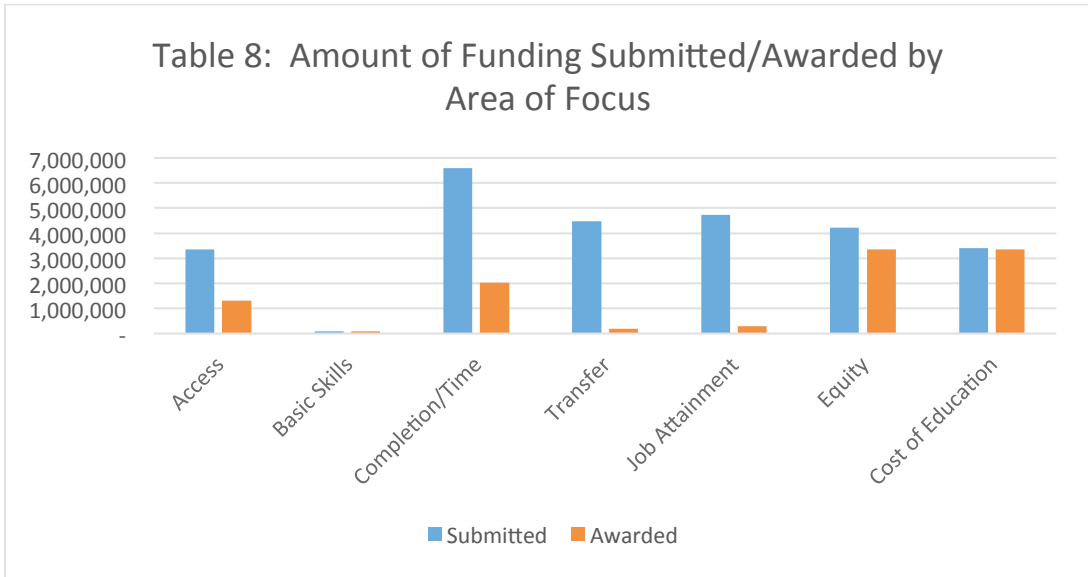
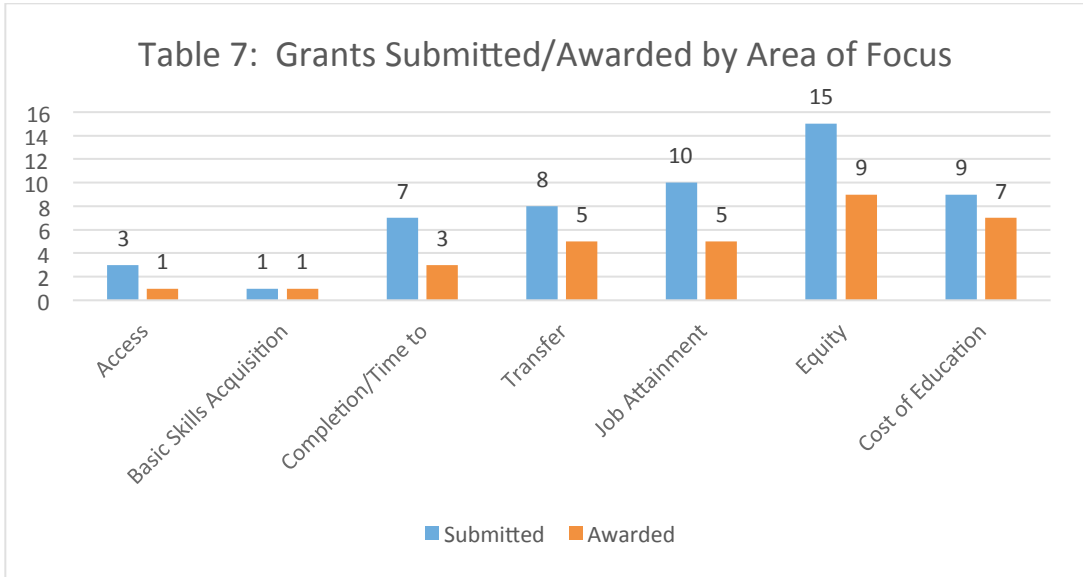


To help illustrate how grants were aligned with an ILO, nearly all student support focused grants, such as STEM Scholars, Guardian Scholars, and Nursing Remediation, are aligned with ILO #1, Personal Attributes. Grants that include an instructional component, such as the UISFL grant for Modern Languages, the U.S. Department of Education funded STEM grant, and the Basic Skills Student Outcomes and Transformation grant, are included in ILO #2, Critical Thinking. Grants that include among their goals, the development of cultural competency and commitment to sustainable and ethical living, are included in ILO #3 and ILO #4 respectively. Finally, grants that include an applied learning component are included in ILO #5, Authentic Engagement. Once again, the Grants Office was able to submit grants in support of all of the ILOs, except Sustainability. In the future, if the college identifies more specific priorities with regard to Strategic Initiatives and/or Institutional Learning Outcome, the Grants Office is in a position to focus its efforts on those priorities as well.

The Grants Office continued to track grants by their primary focus in relation to overarching institutional indicators of effectiveness. In an effort to ensure meaningful data collection and analysis, the Grants Office used the Institutional Effectiveness Dashboard and its own knowledge of college priorities as discussed during the Accreditation and Program Review processes to identify seven core priorities for the college. These seven areas of focus include:

- | | |
|--|----------------------|
| 1) access to postsecondary education | 5) job attainment |
| 2) basic skills acquisition | 6) student equity |
| 3) completion (including time to completion) | 7) cost of education |
| 4) transfer | |

While these areas of interest have not been vetted by any other group on campus, they have been identified in other institutional planning documents, as well as in state resource documents, as priorities for the college. Tables 7 and 8 provide an overview of grants submitted and awarded in relation to each of these core priorities, including an overview of the number of grants submitted and awarded and the total amount submitted and awarded. As with Strategic Initiatives and Institutional Learning Outcomes, individual grants may address more than one primary outcome, and thus the total number is greater than the actual number submitted and awarded.



These tables reflect the national, state, and local change in focus away from access and developmental education toward completion, job attainment, equity, and cost.

The submission of grants in direct support of strategic initiatives, institutional learning outcomes, and primary goals/objectives also helps SMC’s Board of Trustees achieve its priority to pursue and obtain appropriate external funding (2016-2017 Board Priorities). In addition, these submissions support other Board Priorities as well as outlined in Table 9.

Table 9: Number of Grants Submitted/Awarded by 2016-2019 Board Priorities

	Submitted		Awarded	
	#	\$	#	\$
Reduce Student Equity Gap	8	5,238,844	4	3,411,956
Promote CTE	6	4,182,021	3	298,000
Support Innovation/Transformative Technologies	3	1,500	3	1,500
Address Basic Needs	4	2,073,248	4	1,323,248
Foster Non-Cognitive Skills/Student Personal Circumstances	5	109,525	1	35,000
TOTAL	26	11,605,138	15	5,069,704

Unlike other tables in this section, each grant submitted and awarded is assigned to only one priority, focusing on the one to which it best aligns. This was intentional to provide a more accurate overview of how the Grants Office allocated its time and effort. It should be noted however that there remains some significant overlap among priorities. As an example, SMC is using Guided Pathways, which is an innovative technology, to strengthen basic skills and reduce student equity gaps. As such, grants that support Guided Pathways, including the Award for Innovation in Higher Education, could fall into all three categories. In Table 9, the Grants Office aligned the Award for Innovation in Higher Education with “reducing student equity gaps,” although it is also a research-based innovation that will promote Career Technical Education.

Likewise there is some overlap between grants focused on basic needs and student personal circumstances. As an example, the largest award that SMC received to address the basic needs of students is a child care grant, but that could also address the personal circumstances of parents who are attending school. The list of grant awards and submissions presented in the attachments provides more specific information about the grants received by the college, their purpose and how they align to institutional and board priorities.

Diversity of SMC Programs Engaged in Grant Development/Management

In 2017-2018, several new programs received grant development assistance from the Grants Office, although nearly all of these initial efforts were unsuccessful, including:

- The Santa Monica Review, which is SMC’s literary magazine/publication, applied for seed money to expand and support the publication;
- SMC submitted its first grant to support undocumented students;
- Working in conjunction with the Santa Monica Bike Center, SMC was a partner in a proposal to support the Business Department’s emerging Bicycle Repair Program; and
- The Grants Office also worked with faculty from the Communication Department to pursue a grant from the Charles Koch Foundation to engage students, faculty, and the college community in a discussion around the First Amendment and free speech.

While none of these grant submissions resulted in a grant award, the process by which the Grants Office worked with the program teams laid a foundation upon which future grants will build. Table 10 provides a more extensive overview of the programs on campus that participated in grant development/management.

Department/Program	Support Provided by Grants Office (2017-2018)			
	Grant Development			Grant Management Support/Technical Assistance
	Submitted	Awarded	Pending	
Adult Education/Family Literacy	2	1	1	
Basic Skills Transformation				✓
Student Services				
1) Upward Bound	2	1		✓
2) Center for Wellness and Well Being	3	1		✓
3) Guardian Scholars	3	2		✓
4) Undocumented Students	1			
5) Child Care Services	1	1		✓
Career Technical Education				
1) Health Sciences/Nursing	2	2		✓
2) Sustainable Technologies				✓
3) Education/Early Childhood Education	2			✓
4) Film Production/Film Studies	3	1	2	✓
5) Communication/Media Studies	1			
6) Bicycle Repair Program (Business Department)	1			
Transfer				
1) History				✓
2) Geology/GIS	2			
3) Modern Languages				
-Japanese Language & Culture	1	1		✓
-Integrated with CTE	2			✓
4) Law School Pathway	1		1	
5) STEM				
-Programming	1		1	✓
-Scholarship Support	1	1		✓
Guided Pathways (Academic Affairs)	3	2		✓
College Promise Program	1			✓
International Education Center/ Global Citizenship Initiative	3	3		✓
Textbook Affordability				
-OER General	1	1		✓
-Education/ECE/Computer Science	1	1		✓
Santa Monica Review	1			
TOTAL	39	18	5	18

Each year, the Grants Office works to expand the number of programs on campus that actively pursue grants, but this engagement is often hindered by the capacity of the targeted programs to participate in the grant development process compounded by the perception that grant management requires more work than the programs have time to allocate given other program priorities. However, the office strives to simplify the process and continues to work with the administration to provide grant management support to small and/or impacted programs that want to pursue grant funding.

Summary

In conclusion, Santa Monica College, working in conjunction with the Santa Monica College Foundation, had a successful year with regard to grant development and management. The grants effort achieved its goals and objectives to increase revenue, expand program participation in grants, and address the college's core goals and priorities. In addition, the Grants Office worked with numerous programs on campus to achieve their individual goals. As the college enters the 2018-2019 academic year, grants will continue to provide financial support as SMC works to achieve its mission and outcomes and further define its strategic priorities. To the extent possible and in compliance with local, state, and federal requirements, the Grants Office will work with Fiscal Services and others on campus to use grant funds to address budget challenges.

Attachment 1: List of Grants Submitted and Awarded to support 2017-2018

	Funding Source	Description	2017-2018 Grant Request	Total Grant Request	Board Priority (2016-2017)	ILO	SI	Area of Focus
GRANTS AWARDED								
1	NAFSA - Simon Award for Comprehensive Internationalization	To recognize the Global Citizenship Initiative for its efforts in internationalizing the curriculum	-	-	7	3	GC	E, T, JA
2	U.S. Department of Education - Upward Bound	To provide comprehensive instructional and student support services at Venice Senior High School, Dr. Maya Angelou Community High School, and Ouchi High School in order to increase high school graduation and postsecondary enrollment rates for low-income potential first generation college students	263,938	1,319,688	2	1,2	GRIT	PE
3	American Association for Community Colleges - Pathways 2.0 Project	To receive technical assistance, professional development and other support as SMC develops and implements guided pathways	-	-	2	1,2	I3	E, CoE, C
4	Hollywood Foreign Press Association - Fellowship/Direct Support Program	To help support the cost of student productions in Film 33 class	30,000	30,000	4	2,5	CTE	T, JA
5	California Community Colleges Chancellor's Office - Enrollment Growth in Nursing Program	To increase the number of students enrolled in the Nursing Program by ten students over the college's base and provide the supports that these students need to succeed	154,000	154,000	4	2	CTE	JA
6	California Community Colleges Chancellor's Office - Assessment, Remediation, and Retention in Nursing Program	To provide remediation and retention services to students at-risk of not achieving their degree and career goals in Nursing	114,000	114,000	4	1,2	CTE	JA

7	California Department of Education - WIA/Adult Education and Family Literacy Act	To strengthen existing non-credit ESL and EL Civics programming through the addition of tutoring, counseling, increased use of technology, and development of vocational ESL classes	92,268	92,268	92,268	2	1,2	GRIT	BSA
8	U.S. Department of Education - Child Care Access Means Parents in School	To provide child care assistance to low-income Pell eligible students through a voucher program that reimburses licensed and accredited providers for the cost of care	284,562	1,138,248	8	1	GRIT	CoE, E	
9	Edison	To support scholarships and participation incentives for students in the Science and Research Initiative	25,000	25,000	8	1	GRIT	CoE, E	
10	Downtown Santa Monica - Dolphin Change Program	To provide housing and food assistance to students challenged by homelessness and/or food insecurity through the Guardian Scholars Program	10,000	10,000	8	1	GRIT	CoE, E	
11	California Community Colleges Chancellor's Office - Zero Textbook Cost Degree Implementation Program	To develop a ZTC Associate of Science Degree for Transfer in Early Childhood Education and a ZTC Associate of Arts Degree in Computer Programming, including both major and general education courses	150,000	150,000	8	1,2	GRIT, I3	CoE, E	
12	Japan Foundation - Teaching Materials Purchase Program	To buy books and other reading materials to support an extensive reading project in the Japanese Language Program	1,000	1,000	7	2,3,5	GC, I3	T	
13	California Department of Finance - Award for Innovation in Higher Education	To initiate development of a comprehensive guided pathway approach to student success that integrates a "tech-touch" solution that expands the existing MyEdPlan to include major maps, meta-majors, personalized experiences, a faculty portal, and other tools, thereby facilitating a more impactful human experience.	634,252	2,000,000	2	1,2	I3	C, E, CoE	
14	Institute of International Education - Andrew Heiskell Award	To recognize the Global Citizenship Initiative for its efforts in internationalizing the curriculum	500	500	7	3	GC	E, T, JA	
15	Angell Foundation	To provide mental health services, textbook assistance, and emergency housing services to current and former foster youth receiving assistance through the Guardian Scholars Program	35,000	35,000	9	1	GRIT	E, CoE, C	

GRANTS DENIED

16	Partners for the Americas - Capacity Building for US Undergraduate Study Abroad	To develop study abroad programs in Argentina and Japan that integrate foreign language study with CTE skill development, targeting Health Sciences, Early Childhood Education, Business, and Media Studies	42,000	42,000	42,000	2	3,5	GC, CTE, GRIT	JA, T, E
17	California Community Colleges Chancellor's Office - California College Promise Innovation Program	To establish a College Promise Program serving Santa Monica-Malibu Unified School District as well as students participating in other SMC high school programs through LAUSD, including Upward Bound and LA HI-TECH	500,418	750,000	8	1	I3, GRIT	PE, C, E	
18	College Futures Foundation - California Guided Pathways Project	To receive technical assistance, professional development and other support as SMC develops and implements guided pathways	-	-	2	1,2	I3, GRIT	C, E, CoE	
19	U.S. Department of Education - Upward Bound Math/Science Program	To provide comprehensive instructional and student support services at Augustus Hawkins High School in order to increase high school graduation and postsecondary enrollment rates for low-income potential first generation college students, focusing on preparation for degrees and careers in math and science	257,500	1,285,000	2	1,2	GRIT	PE	
20	California Wellness Foundation	To provide mental health services and textbook assistance to current and former foster youth receiving assistance through the Guardian Scholars Program	50,000	50,000	9	1	GRIT	E, CoE, C	
21	U.S. Department of Education - Title V Developing Hispanic Serving Institutions Program	SMC will partner with UCLA to develop a comprehensive teacher pathway from high school to community college to university to credential	749,755	3,749,021	4	2	CTE, GRIT, I3	T, JA, C	
22	University of California, Berkeley, Greater Good Science Center - Greater Good Parenting - Raising Caring and Courageous Kids	To narrow the gap between what we know and what we do, connecting parents and teachers with the knowledge and skills they need to effectively facilitate children's prosocial development.	15,000	35,000	4	1,2	CTE	JA	

23	National Science Foundation - IUSE: GEOPATHS - EXTRA Program	This project will use geospatial methods and technologies to raise student awareness of degrees and careers in geoscience-related fields with the goal to increase the number of students pursuing geoscience degrees and careers. SMC will partner with CSUN to provide internships and research experiences for students who not only enroll in GIS coursework but commit to a certificate or degree in a geoscience-related degree.	126,027	499,888	2	1,2,5	CTE, GRIT	T, JA
24	Charles Koch Foundation - Toleration and Free Speech Program	To develop a First Amendment Week program that will model good civil discourse and educate students, faculty, and the college community about issues pertaining to free speech and tolerance.	19,525	19,525	9	1	GRIT, I3	E
25	CalMHSA - Community Engagement Grant	To host a Mental Health Awareness Fair in conjunction with the Active Minds student club and community based providers	5,000	5,000	9	1	Equity	E
26	National Endowment for the Humanities - Humanities Initiative for Hispanic Serving Institutions	Funding will provide professional development experience abroad for CTE faculty participating in the Foreign Language Advantage so that they have the skills and resources necessary to integrate the study of language and culture in their existing CTE classes. Project will support two study experiences, as well as curricular enhancements	100,000	100,000	4	3,5	GC, CTE, GRIT	JA

Total Requested \$ 3,659,745 \$11,605,138

of Grants Submitted 26
of Grants Awarded 15
of Grants Denied 11
of Grants Pending 0
Success Percentage 0.576923077

Total Awarded to Support 2017-2018 1,794,520

Total Awarded 5,069,704