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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

AUGUST 7, 2018

SANTA MONICA COLLEGE
1900 PICO BOULEVARD
SANTA MONICA, CALIFORNIA

BOARD ROOM (BUSINESS BUILDING ROOM 117)

THE COMPLETE MINUTES MAY BE ACCESSED ON THE
SANTA MONICA COLLEGE WEBSITE:
[HTTP://WWW.SMC.EDU/ADMIN/TRUSTEES/MEETINGS/](http://www.smc.edu/admin/trustees/meetings/)

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, August 7, 2018.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:30 p.m.
- ROLL CALL
 - Barry A. Snell, Chair - Present
 - Dr. Margaret Quiñones-Perez, Vice-Chair - Present
 - Dr. Susan Aminoff - Present
 - Dr. Nancy Greenstein - Present
 - Dr. Louise Jaffe - Present
 - Rob Rader - Present
 - Dr. Andrew Walzer - Present
 - Alexandria Boyd, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION – 5:31 p.m.

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

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(2))

Significant Exposure to Litigation (one case)

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

II. **CLOSED SESSION** (continued)

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

PUBLIC EMPLOYEE – EVALUATION (Government Code Section 54957)

Evaluation of the Superintendent/President

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:02 p.m.**

- PLEDGE OF ALLEGIANCE – SMC Foundation Board Chair Mark Ivener
- CLOSED SESSION REPORT

The Board of Trustees voted to give Notice of Disapproval in accordance with the terms and conditions of the Purchase and Sale Agreement approved at the June 4, 2018 meeting of the Board of Trustees in connection with the purchase of real property located at 1819 Pico Boulevard and 2024 19th Street, Santa Monica, California.

MOTION MADE BY: Susan Aminoff

SECONDED BY: Margaret Quiñones-Perez

AYES: 7

NOES: 0

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

MOTION MADE BY: Rob Rader

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSTAIN: 1 (Walzer)

IV. **SUPERINTENDENT'S REPORT**

V. **PUBLIC COMMENTS**

David Burak

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

- #1 Adoption of Education Protection Account Funding and Expenditures
- #2 ~~Parking Citation Payment Plan Procedures~~— PULLED, NO ACTION TAKEN
- #3 Appointment to Citizens' Bond Oversight Committee
- #4 Board of Trustees Goal and Priorities, 2018-2020
- #5 Second Reading and Approval: Board Policy Chapter 7, Human Resources

IX. **CONSENT AGENDA**

Approval of Minutes

- #6 Approval of Minutes: July 10, 2018 (Regular Meeting)
July 17, 2018 (Special Meeting)

Contracts and Consultants

- #7 Annual Contract and Consultants, 2018-2019
- #8 Ratification of Contracts and Consultants

Human Resources

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

Facilities and Fiscal

- #13 Facilities
 - A Change Order No 14 – Student Services Building
 - B Change Order No. 29 – Health, PE, Fitness, Dance & Central Plant
 - C Change Order No. 2 – CMD/KCRW Donor Pavers
 - D Change Order No. 5 – AET/KCRW/PAC EW Security Systems
 - E Change Order No. 6 – AET/KCRW/PAC EW Security Systems
 - F Change Order No. 4 – AET/KCRW Data Network
 - G Project Close Out –Interior Lighting Upgrade
 - H Engineering Services for Energy Efficiency Improvements of the Central Plant System
 - I Sole Brand for Office System Furniture
 - J Change Order No. 1 – Malibu Campus Sewer Realignment
 - K (1) Emergency Resolution for High Voltage Cable Replacement
(2) Award of Contract for Emergency Repairs
- #14 Acceptance of Grants and Budget Augmentation
- #15 Budget Transfers
- #16 Commercial Warrant Register
- #17 Payroll Warrant Register
- #18 Reissue of Warrants
- #19 Auxiliary Payments and Purchase Orders
- #20 Providers for Community and Contract Education
- #21 Organizational Memberships
- #22 Purchasing
 - A Award of Purchase Orders
 - B Award of Contract for Annual Edwards Fire Alarm Services
- #23 Authorized Signature Resolution

X. **CONSENT AGENDA – Pulled Recommendations**

XI. **INFORMATION**

24 College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 4, 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.

IV. SUPERINTENDENT'S REPORTFall 2018Enrollment Update:

The decline in enrollment continues. It was reported that enrollment for the fall semester is three percent below what it was the same time last fall. Nonresident enrollment—including domestic nonresident students—for fall is running about 11 percent behind last year, at the time of this report. Incentives made available to overseas recruitment partners are producing a strong response with a 40 percent increase in international student *applications* from last year. However, the policies and rhetoric coming from Washington D.C., and the strength of the U.S. dollar—that makes other countries a more financially viable choice for students—has had a detrimental effect on international enrollment.

SMC Promise: Santa Monica College is offering free enrollment and \$400 vouchers for textbooks to new, full-time students who graduated from a local or participating high school this year. The program called “Santa Monica College Promise” is effective immediately for students interested in attending SMC this fall semester, which begins August 26, or in spring 2019.

To be eligible for SMC Promise, students must have just graduated from high school in 2018, and be headed straight to SMC as first-year students. They must also be “full-time” (enrolled in 12 units or more per semester) to be eligible for free enrollment and to have payment of their Associated Students fees.

Another top benefit available to students who enroll in SMC Promise are textbook vouchers, \$200 for the fall semester and \$200 for spring, to help offset the high cost of textbooks. These vouchers will be available to those who receive the California College Promise Grant, which waives enrollment fees for eligible students.

In addition, SMC Promise students will be enrolled in the First Year Experience (FYE) program which provides priority registration and dedicated counseling support to help ease the transition to college and ensure students are on the fastest track possible to their four-year school or career of choice. Students will be required to meet with a counselor at least twice every semester.

Opening (Flex) Day – August 23, 2018, 8 a.m. to 2 p.m.: This year’s opening day will focus on the redesign of the student experience.

VIP Welcome Day – August 24, 2018: 5,000 incoming freshman will be welcomed to the campus in the Pavilion at 9 a.m. There will be workshops for the students and their parents. Lunch will include the In-n-Out Burger Truck. 12 departments will have open houses from 1-2:30 p.m. and there will be a college fair. Brenda Benson and Kiersten Elliott were thanked for being the leaders behind VIP Welcome Day. Thanks were also given to the SMC Foundation for its financial support and the Associated Students, faculty staff for making this event a wonderful day for the students.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **ADOPTION OF EDUCATION PROTECTION ACCOUNT (EPA-PROP 55, AN EXTENSION OF PROP 30) EXPENDITURE PLAN**

SUBMITTED BY: Interim Executive Vice-President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the plan to expend the 2017-2018 Education Protection Account (EPA) funds of \$17,855,457 on instructional salaries.

SUMMARY: Proposition 55, *The California Children’s Education and Health Care Protection Act of 2016*, which was an extension of Proposition 30, temporarily raises the income tax rate for upper-income-earners (over \$250,000 for single filers, over \$500,000 for joint filers, and over \$340,000 for heads of households) through 2030-31 to fund the State’s Educational Protection Account which provides funding for local school districts and community colleges.

Under Proposition 55, Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided by the EPA have been properly disbursed and expended as required by law.

This recommendation is submitted to comply with Proposition 55 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA that our District will receive for 2017-2018, as of P2, is \$17,177,447. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2016-17 increased from the P2 amount of \$15,951,192 to \$16,628,549 or an increase of \$ 677,357. Furthermore, the amount of EPA funds as of the recalculation of apportionment for 2015-16 increased from \$16,828,482 to \$16,829,135; these changes to 2015-2016 and 2016-2017 EPA funds equates to a total prior year EPA adjustment to be recognized in 2017-18 of \$678,010. The entire amount for 2017-18 and increases in fiscal years 2015-16 and 2016-17 will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations and will be offset by a decrease in apportionment funding received by the State.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: ~~**PARKING CITATION PAYMENT PLAN PROCEDURES – PULLED, NO ACTION TAKEN**~~

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the new state law provisions in California Vehicle Code as a part of Assembly Bill 503 (2017-18) which provide for a registered owner or person responsible for parking citations to be allowed to enroll in a payment plan.

COMMENT: The language in the Parking Citation Payment Plan will be incorporated in an administrative regulation in Chapter 3 – General Institution.

PULLED, NO ACTION TAKEN

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

MAJOR ITEMS OF BUSINESS**RECOMMENDATION NO. 3****SUBJECT:** **APPOINTMENT TO CITIZENS' BOND OVERSIGHT COMMITTEE****SUBMITTED BY:** Chair and Vice-Chair, Board of Trustees**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the following appointments to the Citizens' Bond Oversight Committee.

Alfred Bennett, Senior Citizens' Organization, 2018-2020
 Garrison Finley, SMC Student, 2018-2019

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

Upon Board approval, 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 Sultan	2017-19	Local/Business Community
Sion Roy	2017-19	Business Community/ Taxpayers' Organization
Alfred Bennett	2018-20	Senior Citizens' Organization
Garrison Finley	2018-19	SMC Student

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **BOARD OF TRUSTEES GOALS AND PRIORITIES, 2018-2020**

SUBMITTED BY: Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve its Goals and Priorities, 2018-2020.

SUMMARY: AB 1809 (the Budget Trailer Bill) requires governing boards to certify that its goals meet the following requirements:

- Are aligned with the system-wide goals identified in the *Vision for Success* (listed #3 through #7), which were adopted by the Board of Governors of the California Community Colleges in 2017;
- Are measurable numerically;
- Specify the specific timeline for achievement;
- For the meeting when the goals are considered for adoption, include in the written agenda an explanation of how the goals are consistent and aligned with the system-wide goals.
- Submit the written item and summary of action to the Chancellor’s Office.

The Board of Trustees discussed and revised its *Goals and Priorities* at the Board Study Session on July 17, 2018. Included are the following goals which are consistent and aligned with the Chancellor’s Office system-wide goals identified in the *Vision for Success* (VSF) adopted by the Board of Governors in 2017.

3. Increase the number of SMC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job. (VFS Goal 1)
4. Increase the number of SMC students transferring annually to a UC or CSU. (VFS Goal 2)
5. Decrease the average number of units accumulated by SMC students earning associate's degrees. (VFS Goal 3)
6. Increase the percent of exiting CTE students who report being employed in their field of study. (VFS Goal 4).
7. Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups. (VFS Goal 5).

MOTION MADE BY: Margaret Quiñones-Perez

SECONDED BY: Alexandria Boyd

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0



DRAFT

BOARD OF TRUSTEES GOALS AND PRIORITIES, 2018-2020

Access. Excellence. Equity.

I. Educational Advancement and Quality

1. Use data, inquiry, and evidence for improving services at all levels.
2. Implement multiple measures, guided pathways, and models of support that increase student success. Monitor retention and completion rates, especially for groups of students identified in the student equity plan including African-American, Latino/a, and low-income students.
3. Increase the number of SMC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job. (VFS Goal 1)
4. Increase the number of SMC students transferring annually to a UC or CSU or other four-year university. (VFS Goal 2)
5. Decrease the average number of units accumulated by SMC students earning associate's degrees. (VFS Goal 3)
6. Increase the percent of exiting CTE students who report being employed in their field of study. (VFS Goal 4).
7. Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups. (VFS Goal 5).
8. Develop and launch an SMC Promise program for all eligible first time in college, full-time students.
9. Continue to support and hire a diverse, outstanding, and innovative faculty and staff that demonstrate a commitment to student success, engagement and equity. Seek to increase the percentage of full-time faculty over time.
10. Enhance and develop programs and pathways that meet the current and future needs of local and regional industry and business. Strengthen, promote and expand enrollment in existing workforce and career technical programs.
11. Assess and focus on solutions to barriers related to students' financial resources. For example, but not limited to: increase financial literacy; support faculty adoption of open educational resources and other efforts to reduce the high cost of textbooks; work with partner agencies to address food and housing insecurity; increase the percentage of eligible students who receive financial aid; and strive to provide more jobs for students on campus.
12. Assess and focus on solutions to barriers related to students' personal circumstances that may negatively impact student success. For example, but not limited to: develop and identify resources, referrals, and protocols for better assisting undocumented students, students with mental health challenges, LGBTQIA students, foster youth, veterans, and other special student populations with common challenges. Train faculty and staff on protocols for serving these students and students in distress.

II. Fiscal Health and Internal Operations

13. Develop a strategic vision for the future of the college.
14. Ensure among board members and the college community at large an understanding of the implications, opportunities, and risks inherent in the new funding formula.
15. Assure an effective and dynamic college by ensuring long-term fiscal stability. Ensure the financial health of the College through enrollment management and development, appropriate student-serving adjustments to maximize revenues from the funding formula, revenue-generation, cost control, and restructuring, as necessary. Pursue and obtain appropriate external funding.
16. Build and maintain a reserve sufficient to protect against anticipated and unforeseen circumstances.
17. Continue to plan to safeguard post-retirement employee benefits and develop and implement a plan to fund increasing PERS, STRS, and other benefit obligations.
18. Ensure a supportive, inclusive, and collegial environment for students and staff.
19. Provide reports for the Board that align with Board Goals, funding formula metrics, and the Vision for Success.

III. Community and Government Relationships

20. Lead the work of partnering across systems (cities/school district/ government/community/ education). Strengthen community and government relationships and partnerships in fulfillment of SMC's vision and mission.
21. Support Emeritus through consistent maintenance, continue to promote academic programs, and remain vigilant against state funding reductions.
22. Monitor and maintain access for the community to SMC classes.
23. Continue to work with the Cities of Santa Monica and Malibu and the SMMUSD. For example, but not limited to:
 - Strengthen and expand programs, pathways, concurrent-dual enrollment, Young Collegians, SMC Promise and other partnerships or special programs that serve local students and increase college-readiness and success.
 - Hold an annual joint meeting with the Board of Education;
24. Work with allies in Sacramento and Washington, D.C. to improve policies, and funding as needed. Advance legislative solutions to issues challenging the college.

IV. Facilities and Sustainability

25. Maintain and/or improve facilities and technology infrastructure, integration and staffing. Update and improve maintenance of current facilities, including air conditioning.
26. Maintain progress on all SMC security, technology infrastructure, and facilities construction projects as described in the SMC construction plan.
27. Continue as a model of sustainability for all areas of the college. Continue to promote and support the use of more sustainable modes of transportation for students and staff.
28. Update the Facilities Master Plan

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **SECOND READING AND APPROVAL: BOARD POLICY CHAPTER 7 – HUMAN RESOURCES**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve 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 on July 10, 2018.

MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 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 #6 -#23

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #7-B, #8-B, #8-J, #13-F and #13-G

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 7 – 2018-2019 Annual Contracts and Consultants

#7-B Marketing, Community Outreach, Recruitment and Web/Social Media

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 8 – Ratification of Contracts and Consultants

#8-B

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

#8-J

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 13 – Facilities

13-F and #13-G-

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

RECOMMENDATION NO. 6 **APPROVAL OF MINUTES**

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

July 10, 2018 (Regular Board of Trustees Meeting)

July 17, 2018 (Special Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 7 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS

7-A FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS

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

The following contract for Fiscal/Advocacy is a name update to a previously approved contract.

Provider	Service	Amount	Funding Source
Chavez Shimasaki Strategic Education Services, Inc. (SES) Previously named Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, issues before the CCC Chancellor's Office and Board of Governors, and represent the District with the Governor's Office, and other state agencies that work with postsecondary educational institutions.	Previously approved on June 5, 2018 (#15-E, #4) Not to exceed \$65,240 plus expenses	2018-2019 District/ Board of Trustees Budget

7-B MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA

Requested by: Regina Ip, Manager Web & Social Media

Approved by: Don Girard, Senior Director, Government Relations & Institutional Communications

Provider	Service	Amount	Funding Source
Google, Facebook/ Instagram, Twitter, Snapchat, Spotify, and related social media channels.	2018-2019 web advertising (search) for student recruitment. To be split among social media channels	Not to exceed \$71,900 Total Social Media channels previously approved: \$21,900 (Board approved June 5, 2018)	2018-2019 Web & Social Media District Budget (100%)
iFactory and OmniUpdate	Redesign of college website content management system to improve functionality, accessibility and integration with other platforms. Services include set up, content strategy, implementation and training with 5 year support and licensing agreement.	Project initial set up cost \$167,700 5-year annual maintenance/ service cost of \$52,000 per year July 2018 – June 2023	2018-2019 Web & Social Media District Budget

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 8 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	Ms. Patrice Kane	September 2018 through July 2019. 20 hours per week Not to exceed \$15,000	Ms. Patrice Kane, a Marriage and Family Therapist intern from University of Southern California Graduate School, will serve as a part-time Intern 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. Kane has experience working in college settings both at West LA College and Santa Monica College, and is currently in the process of working toward her license as a Marriage and Family Therapist.	District Funds/ Center for Wellness & Wellbeing (100%)
<i>Requested by: Alison Brown, Coordinator, Center for Wellness & Wellbeing</i>				
<i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
B	Bruce Bishop	August, 2018-June 2019 Not to exceed \$5,000	Provide Instruction and Consultation on the Robert's Rules of Order and Parliamentary Procedures for the Associated Student Leaders.	2018-2019 District/Student Life
<i>Requested by: Nancy Grass, Associate Dean, Student Life</i>				
<i>Approved by: Michael Tuitasi, Vice-President, Student Affairs</i>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
C (1) Frederick C. Corey Vice Provost for Undergraduate Education Arizona State University (2) Irene M. Malmgren Vice President, Instruction (recently retired) Mt. San Antonio College	August 23, 2018 No cost	<u>Speakers for Flex (Opening) Day</u> (1) Dr. Frederick C. Corey, Vice Provost for Undergraduate Education at ASU, will present at Flex (Opening) Day and share systems developed at ASU, and many in collaboration with the Arizona community college system, that simplify academic advising, curriculum design, and student support. Mt. San Antonio College was one of thirty national including one of three California community colleges selected to participate in American Association of Community Colleges (AACC) Pathways Project. SMC as a participant of AACC Pathways Project 2.0 invited Dr. Irene M. Malmgren, who recently retired as Vice President of Instruction at Mt. San Antonio College, to present at Flex (Opening) Day where she will share strategies and lessons learned from this experience. She will help us build a momentum for transformational change needed in order to redesign the student experience at SMC.	N/A
<i>Requested by: Irena Zugic, Project Manager, Pathways</i> <i>Approved by: Jennifer Merlic, Dean, Instructional Services</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
D Alistair Robinson	August 1, 2018 - June 30, 2019 Not to exceed: \$15,000	The consultant will close-out projects for the Office of Campus and Alumni Relations and the Office of Community Relations. Projects include: Upgrading and redesigning print material, web display, newsletters, digital media displays, social media messaging, e-blasts and event signage. This also includes working with Marketing to develop an interface for promoting the new Alumni digital platform.	2018-2019 District/ Campus and Alumni Relations
E People Grove	Fall 2018- Spring 2019 Not to exceed: \$15,000	This is a replacement contract for Vine Up, Ltd. that was approved in June 2018. The new platform connects SMC alumni members for mentoring and networking career development opportunities through integration with social networks. The new platform provides a cost savings to the District and offers more functionalities than the previous platform.	2018-2019 District/ Campus and Alumni Relations. (Replacement- no additional cost)
<i>D and E</i> <i>Requested by: Deirdre Weaver, Director, Campus and Alumni Relations</i> <i>Approved by: Michael Tuitasi, Vice-President, Student Services</i>			
F ValJean Dale, MA, LPCC, LMFT	September 21, 2018 Not to exceed \$3,000	Consultant will conduct a five-hour training on strategies aimed at reducing burnout and building strength during crisis. The training will provide staff with the tools needed to maintain wellness incurred from secondary trauma. Some of the topics include: 1) Personal Sustainability 2) Operations Strategy 3) College-Wide Engagement	2018-2019 District/SAMHSA Grant
<i>Requested by: Susan Fila, Director of Wellness and Wellbeing</i> <i>Approved by: Michael Tuitasi, Vice-President, Student Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

	Provider/Contract	Term/Amount	Service	Funding Source
G	Palisades Charter High School Faculty: Karineh Masihi Lisa Saxon Rick Steil Palisades Charter High School, 15777 Bowdoin Street, Pacific Palisades, CA 90272	Fall 2018 No Cost	The three faculty at Palisades Charter High School will be teaching Dual Enrollment classes under an Instructional Services Agreement.	Palisades Charter High School will cover all costs associated with the three faculty.
H	Beverly Hills High School Faculty: Timothy Briggs Romeo Carey Cece Gabbay Beverly Hills High School, 241 Moreno Dr, Beverly Hills, CA 90212.	Fall 2018 No Cost	The three faculty at Beverly Hills High School will be teaching Dual Enrollment classes under an Instructional Services Agreement.	Beverly Hills High School will cover all costs associated with the three faculty.
<i>G and H</i> Requested by: Maral Hyeler, Associate Dean, Instructional Services/External Programs (Interim) Approved by: Michael Tuitasi, Vice-President, Student Services				
I	Dr. Antonia Darder, Leavey Presidential Endowed Chair in Ethics and Moral Leadership Loyola Marymount University A Pedagogy of the Oppressed for Our Times: Paulo Freire 50 Years Later	October 9, 2018 Not to exceed: \$1,000	Equity and Social Justice Speaker Series This presentation examines historically the revolutionary roots of his ideas and considers the manner in which the political wisdom of the educational ideas he advocated then are even more relevant and salient for the world today.	Student Equity
Requested by: Melanie Bocanegra, Associate Dean of STEM/Equity Programs Approved by: Michael Tuitasi, Vice-President, Student Services				

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Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
J	On Course	August 2, 2018 Not to exceed: \$5,000	Description of service: - 1 day workshop provides a foundation in learner-centered education as well as practical and proven educational strategies that participants can use immediately with their students. At the end of the workshop, participants develop a specific plan to implement one or more strategies learned in the workshop. To extend their learning beyond the workshop, participants receive access to a web source of hundreds of innovative ways the workshop strategies have been employed by other educators across the curriculum, Travel Expenses, 40 copies of On Course Workbook.	Center for Teaching Excellence
<i>Requested by: Edna Chavarry, Director of Academic Affairs Initiatives Approved by: Michael Tuitasi, Vice-President, Student Services</i>				
K	Sofia Espinosa	September 20, 2018 Not to exceed \$3,500	Actress, writer, director, and producer Sofia Espinosa, will speak to students on strategies for succeeding in the film, animation, and media production industries. She will discuss using strengths and cultural knowledge to improve career opportunities while making technical work authentic and appealing to diverse audiences.	Strong Workforce Local Round 2 Funds (100%)
<i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development Approved by: Mike Tuitasi, Vice-President, Student Services</i>				
L	Laduan Smedley	July 1 2018 – December 31, 2018 (Extension of contract) Not to exceed \$30,000, plus reimbursable expenses.	This is an extension of the contract with the consultant who has provided leadership, guidance, and support to staff, operations, and construction projects underway or in planning in the Facilities Planning Department. The extension of the contract is needed for the consultant to finish up on project.	Capital Outlay Funds
<i>Requested by: Chris Bonvenuto, Chief Director, Business Services Approved by: Elaine Polachek, Interim Executive Vice-President</i>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

	Provider/Contract	Term/Amount	Service	Funding Source
M	Ellucian Company L.P.	2018-2019 Not to exceed \$35,000, plus reimbursable expenses.	This contract is for professional services to facilitate hardware migration of the Banner systems over to a new server. The college's existing servers have met their life expediency and this is necessary for the Banner upgrade. Services will include Banner hardware migration planning, applications and project management.	Financial Aid/ District Funds
<p><i>Requested by: William Bloom, Associate Dean, Financial Aid/Scholarships</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i></p>				
N	Guest Speaker: Dr. Lindsay Perez-Huber Associate Professor in the Social and Cultural Analysis of Education (SCAE) master's program in the College of Education at California State University, Long Beach.	Fall 2018 September 20, 2018 Not to exceed: \$1,000	Speaker for Equity and Social Justice Speaker Series: "Using Racial Microaggressions to Understand Everyday Racism" The goal of the Equity and Social Justice speaker series is to create campus awareness and dialogue on putting the experience of students of color at the center of SMC's mission, practices, and policies to better ensure their academic success.	Student Equity
<p><i>Requested by: Melanie Bocanegra, Associate Dean of STEM/Equity Programs</i> <i>Approved by: Michael Tuitasi, Vice-President, Student Services</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 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

ABOLISH

Project Manager, Adult Education

EFFECTIVE DATE

ESTABLISH

Project Manager, Noncredit Initiatives

8/07/2018

ELECTIONS

MANAGEMENT - EXTENSION OF INTERIM ASSIGNMENT

Deknatel, Jane, Director, Performing Arts Center (Interim)

9/1/2018-12/31/2018

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
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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>
Administrative Assistant I (1 position) Title 5, 11 months, 40 hours	10/01/2017
 <u>ESTABLISH</u>	
Administrative Assistant I (1 position) Center for Teaching Excellence, 11 months, 40 hours	10/01/2017
 <u>CLASSIFICATION SALARY REALLOCATION</u>	
Human Resources Specialist From: Classified Regular Salary Schedule – Range 28 To: Classified Regular Salary Schedule – Range 34	08/01/2018
Human Resources Technician From: Classified Regular Salary Schedule – Range 36 To: Classified Regular Salary Schedule – Range 38	08/01/2018
 <u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	
From: Student Services Specialist – Supplemental Instruction Classified Regular Schedule Range 30 To: Supplemental Instruction Coordinator Classified Regular Schedule Range 36	08/08/2018
 <u>ELECTIONS</u>	
 <u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	
Lozano Jr., David, Journeyman Trade – HVAC, Facilities/Maintenance, (Step C)	08/01/2018
Tostado, Jose N., Journeyman Trade – Carpentry, Facilities/Maintenance, (Step C)	08/01/2018
 <u>PROMOTION</u>	
Gutierrez, Gustavo From: Groundskeeper/Gardener, Grounds, 12 mos, 40 hrs To: Grounds Supervisor, Grounds, 12 mos, 40 hrs	08/08/2018
La Scalza, Alysha From: Employee Benefits Specialist, Human Resources To: Employee Benefits Coordinator, Human Resources	08/01/2018

Lopez, David 12/18/2017
From: Community College Police Officer Recruit, Campus Police
To: Community College Police Officer (Lateral/Academy Graduate), Campus Police
(Comment: Officer Lopez graduated the academy on December 15, 2017 and was sworn in on December 18, 2017)

REINSTATEMENT

Kuykendall, Alan, Human Resources Specialist, Human Resources 08/01/2018

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Carrion-Palomares, Silvana 08/08/2018
From: Student Services Specialist – Supplemental Instruction
Classified Regular Schedule Range -30
To: Supplemental Instruction Coordinator
Classified Regular Schedule Range -36

CHANGE OF FUNDING SOURCE

Glaves, Paige 10/01/2017
From: Administrative Assistant I, Title 5, 11 month/40 hours
To: Administrative Assistant I, Center of Teaching Excellence, 11 month/40 hours
Comment: Funding ended for Title 5 grant. The District moved to institutionalize funding for this position.

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley 08/27 – 12/14/2018
From: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 40 hrs
To: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 36 hrs

CHANGE IN WORK SHIFT/TEMPORARY

Henriquez, Wendy 07/01/2018 – 06/30/2019
From: Custodian, Operations, 12 mos, 40 hrs/Day
To: Custodian, Operations, 12 mos, 40 hrs/Swing

PERMANENT EMPLOYEE WITH LIMITED TERM SUBSTITUTE ASSIGNMENT

De la Torre, Aaron 07/09/2018 – 12/21/2018
From: Student Services Clerk, Admissions and Records
To: Administrative Assistant II, Admissions and Records, 100%

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Fong, Yim Fai 08/27/2018 - 11/16/2018
From: Senior Programmer Analyst
To: Management Information Systems Manager, 100%

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Marcial, Christina 08/16/2018
From: Administrative Assistant I, Art and Communications, 12 months, 40 hours
To: Administrative Assistant I, STEM, 12 months, 40 hours

STIPEND

Cadena, Ruben, CC Police Officer, College Police +5% Comment: Fire Life Safety Coordinator (Access Control & Surveillance Cameras)	07/01/2018 – 06/30/2019
Cadena, Ruben, CC Police Officer, College Police +2.5% Comment: Rangemaster (Vehicle Maintenance)	07/01/2018 – 06/30/2019
Echeverria, Alberto, CC Police Officer, College Police +5% Comment: Motorcycle Officer	07/01/2018 – 06/30/2019
Echeverria, Alberto, CC Police Officer, Campus Police + 2.5% Comment: Field Training Officer	07/01/2018 – 06/30/2019
Gordon, Sean, CC Police Officer, Campus Police +5% Comment: Field Training Officer	07/01/2018 – 06/30/2019
Hearn, Steve, CC Police Officer, Campus Police +5% Comment: Field Training Officer	07/01/2018 – 06/30/2019
Samano, Summer, CC Police Officer, College Police +5% Comment: Training Coordinator	07/01/2018 – 06/30/2019
Samano, Summer, CC Police Officer, Campus Police + 2.5% Comment: Field Training Officer	07/01/2018 – 06/30/2019

Comment: The above listed Community College Police Officers will be receiving the noted additional pay, for rotating hours assigned as Field Training Officers. In accordance with the collective bargaining agreement, if an employee has more than one special assignment, the maximum stipend shall be 7.5%.

LEAVE OF ABSENCE - UNPAID

Barham, Allen Clay, Instructional Assistant - English	08/27/18 – 12/18/18
Harrison, Michele, Administrative Assistant I, Student Life	08/31/18 – 08/31/19
Thomas, Jessica E., Instructional Assistant - English	01/02/19 – 02/07/19

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 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.

Akoury, Thomas A., Theatre Tech Specialist, SMC Broad Theatre	07/30/2018-06/30/2019
Alvarez, Sonia Y., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Amerman, Thomas S., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Baker, Mark, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Berry-Donald, Elida M., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Blaisdell, Kerrie A., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Bowen, Breece W., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Braden, John J., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Cancio, Albis, Shuttle Driver, Auxiliary Services	07/02/2018-06/30/2019
Castaneda, Leticia, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Eslamizahed, Parnian, Student Services Clerk, ISC	07/30/2018-01/31/2019
Fernandez, Daniel P., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Fregoso, Nancy, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Garrity, Lucas C., Theatre Tech Specialist, SMC Broad Theatre	07/30/2018-06/30/2019
Geller, Frances R., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Glidden, David K., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Gunderson, Michael J., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Hellen-Lloyd, Jesse C., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Jang, Michelle, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Johnson Jr., Duane A., Theatre Tech Specialist, SMC Broad Theatre	07/27/2018-06/30/2019
Jones, Samuel L., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Klinkenberg, Frans, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Knowles, Simon J., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Krischer, Jennifer L., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Lucio, Carlos A., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Maas, Benjamin, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Mark, Gabriel, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Martin, Esteban, Shuttle Driver, Auxiliary Services	07/02/2018-06/30/2019
Mateo, Patricia A., Student Services Specialist, TRIO	07/01/2018-12/31/2018
Mitchell, Ayla G., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
McNaughton, Joellen R., Accompanist-Voice, Music	07/01/2018-12/31/2018
Miller, Samuel L., Mail Services Worker I, Purchasing/ Receiving/Mail	08/20/2018-01/15/2019

Monroy, Andy A., Library Assistant, Library	
From:	07/01/2018-08/31/2018
To:	07/01/2018-12/12/2018
Montano, Ron T., Library Assistant, Library	
From:	07/01/2018-08/31/2018
To:	07/01/2018-12/12/2018
Osborne, Christopher W., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Peregrina, Carlos A., Student Services Clerk, Assessment Center	07/02/2018-08/31/2018
Pineda, Johnny A., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Postley, Colin G., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Price, Jamieson K., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Reyes-Flores, Jonathan, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Richardson, Gary A., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Romaine, MeSean D., Student Services Clerk, Assessment Center	
From:	07/01/2018-08/16/2018
To:	07/02/2018-09/07/2018
Shea, Teresa K., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Snyder, John, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Sperry, Adam D., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Sunami, Masahiko, Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Talton, Daniel E., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Tindell, Walter B., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Tittle, Toby N., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Trenholm, John H., Theatre Tech Specialist, SMC Broad Theatre	07/01/2018-06/30/2019
Watanabe, Atsushi, Theatre Tech Specialist, SMC Broad Theatre	07/30/2018-06/30/2019
Wending, Andrew W., Theatre Tech Specialist, SMC Broad Theatre	07/30/2018-06/30/2019
Whitfield, Justin C., Student Services Clerk, Admissions & Records	07/02/2018-10/31/2018

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.

Abkarian, Nanor L., Instructional Assistant – English, English	07/01/2018-12/31/2018
Brinkley, Tanisha R., Customer Service Assistant, Bookstore	07/23/2018-08/10/2018
Carter, Ashlie M., Customer Service Assistant, Bookstore	07/02/2018-08/10/2018
Exum, Ellen, Customer Service Assistant, Bursar’s Office	07/02/2018-06/29/2019
Hernandez Solis, Edgar, Customer Service Assistant, Bookstore	07/02/2018-08/10/2018
Hester, Laurenda D., Customer Service Assistant, Bookstore	07/31/2018-08/10/2018
Kuykendall, Alan S., Human Resources Specialist, Human Resources	07/23/2018-07/31/2018
Lopez, Jose C., Bookstore Clerk/ Cashier, Bookstore	05/16/2018-09/21/2018
Nelli, Maria, Enterprise Business Services Clerk, Auxiliary Services	07/02/2018-09/07/2018
Murray, Jake W., Customer Service Assistant, Bookstore	07/25/2018-08/10/2018
Que, Zhan S L., Instructional Assistant – Math, Math	08/27/2018-12/31/2018
Ramirez, David, Customer Service Assistant, Bookstore	07/02/2018-08/10/2018
Shine, Kevin, Enterprise Business Services Clerk, Auxiliary Services	07/02/2018-09/07/2018
Thielking, Alan D., Bookstore Clerk/ Cashier, Bookstore	05/16/2018-09/21/2018
Villarreal, Katherine L., Administrative Assistant I, Earth Science and Modern Languages	
From:	07/01/2018-12/31/2018
To:	07/01/2018-07/27/2018
Wilks, Susan C., Enterprise Business Services Clerk, Auxiliary Services	07/02/2018-09/07/2018

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CONSENT AGENDA: HUMAN RESOURCES

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)	236
College CalWorks, \$13.25/hour (FWS)	5

SPECIAL SERVICE

Recreation Director II, \$13.25/hour	4
Recreation Director / Day Camp III, \$85.00/day	1

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

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

Approved by: Elaine Polachek, Interim Executive Vice-President

Requested Action: Approval/Ratification

13-A CHANGE ORDER NO. 14– STUDENT SERVICES BUILDING

Change Order NO. 14 – BERNARDS BROS. on the Student Services Building project in the amount of \$15,578.

Original Contract Amount	\$77,438,000
Change Order No. 1	\$ 17,634
Change Order No. 2	\$ 13,169
Change Order No. 3	\$ 28,294
Change Order No. 4	\$ 204,509
Change Order No. 5	\$ 39,913
Change Order No. 6	\$ 93,862
Change Order No. 7	\$ 86,274
Change Order No. 8	\$ 67,477
Change Order No. 9	\$ 114,030
Change Order No. 10	\$ 25,628
Change Order No. 11	\$ 52,216
Change Order No. 12	\$ 270,585
Change Order No. 13	\$ 14,589
<u>Change Order No. 14</u>	<u>\$ 15,578</u>
Revised Contract Amount	\$78,481,758

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

Funding Source: Measure S, AA and V

Comment: Change Order No. 14 includes the labor and material cost to furnish and install the following:

- Labor and material cost to install two inverted beams for mechanical clearance
- Labor and material cost to furnish and install a control valve and pump for the radiant heating panels at the Orientation Hall

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-B CHANGE ORDER NO. 29 – HEALTH, PE, FITNESS, DANCE & CENTRAL PLANT

Change Order No. 29 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$107,706.

Original Contract Amount	\$39,556,000
Change Order No. 1	\$ 83,260
Change Order No. 2	\$ 14,491
Change Order No. 3	\$ 136,251
Change Order No. 4	\$ 65,454
Change Order No. 5	\$ 241,439
Change Order No. 6	\$ 61,814
Change Order No. 7	\$ 294,983
Change Order No. 8	\$ 51,463
Change Order No. 9	\$ 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
Change Order No. 28	\$ 7,322
Change Order No. 29	\$ 107,706
Revised Contract Amount	\$43,510,911.00

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

Funding Source: Measure AA

Comment: Change Order No. 29 includes the labor and material cost to supply and install the following:

- Cost of labor and material to update/replace 7 room signs and change door sign P003

- Cost of material to revise Bulletin 70 specified audio-visual equipment as it was found out the media presentation switchers, wall button panels, amplifiers and transmitters/receivers as specified and priced in Bulletin 70 were not functionally adequate, so they were changed.
- Cost of Labor and Material to demolish existing floor finish, including subflooring in two rooms at Pavilion Ground Floor
- Cost of Labor and Material to procure and install lighting fixture goof rings due to fixture changes by design team
- Cost of Labor and Material for revised lighting and light support system
- Cost of labor and material to furnish and install 13 Altronix power controllers for the electrified doors and for fire alarm integration with security system
- Provide connection, wiring, and disconnect switches for gas water heater P1 and GWH P2 using circuits 1PVA, 38- 40 for the two pumps. Connect pumps for 208V operation on a 20Amp 2-pole circuit breaker and provide toggle type 2-pole disconnect switch for each pump
- Cost of Labor and Material to Chip/Demolish top of existing telecom ductbank with concrete slurry higher than the designed finish surface. Re-grade area affected by removal/demo of slurry and top portion of ductbank
- Cost of Labor and Material to relocate half of the emergency battery inverters
- Cost of labor and material to add 13 F3 Fixtures not shown on plans to Stairwell
- Costs of Labor and Material to replace (2) Large fixtures with (2) smaller fixtures as originally specified fixtures do not fit west of the elevator lobby
- Cost of Labor and Material to remove and replace site concrete at gym entrances due to incorrect elevation noted on contract documents
- Reimbursement of extra costs for site concrete and site grading to allow for beneficial occupancy of CPC by 02/13/17 as the date had been impacted by Project Delays.
- Cost of Labor and Material to Demo concrete deck and steel bent plate due to conflict at light cover and structural concrete deck.

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 **FACILITIES** *(continued)*

13-C CHANGE ORDER NO. 2 – CMD/KCRW DONOR PAVERS

Change Order No. 2 – Omega Construction on CMD/KCRW Donor Pavers for the amount of \$24,305.

Original Contract Amount	\$ 127,000
Change Order No. 1	\$ (20,664)
<u>Change Order No. 2</u>	<u>\$ 24,305</u>
Revised Contract Amount	\$130,641.00

Funding Source: Measure AA, KCRW Foundation, SMC Foundation

Comment: Change Order No. 2 includes the scope of work for the following:

- Remobilization of the contractor

13-D CHANGE ORDER NO. 5 – AET/KCRW/PAC EW SECURITY SYSTEMS

Change Order No. 5 – DIMENSION DATA on the AET/KCRW/PAC East Wing Security System project in the amount of \$24,515.

Original Contract Amount	\$ 2,306,442.07
Change Order No. 1	\$ 17,868
Change Order No. 2	\$ 0
Change Order No. 3	\$ 52,506
Change Order No. 4	\$ 78,132
<u>Change Order No. 5</u>	<u>\$ 24,515</u>
Revised Contract Amount	\$ 2,479,463.07

Funding Source: Measure AA

Comment: Change Order No. 5 includes labor and material cost to furnish and install the following:

- The College has requested numerous revisions per Bulletin 001R to the contracted scope of work for Physical Security at Santa Monica College AET Campus Building A, B, C, D, and PAC

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-E CHANGE ORDER NO. 6 – AET/KCRW/PAC EW SECURITY SYSTEMS

Change Order No. 6 – DIMENSION DATA on the AET/KCRW/PAC East Wing Security System project in the amount of \$322,708.

Original Contract Amount	\$ 2,306,442.07
Change Order No. 1	\$ 17,868
Change Order No. 2	\$ 0
Change Order No. 3	\$ 52,506
Change Order No. 4	\$ 78,132
Change Order No. 5	\$ 24,515
<u>Change Order No. 6</u>	<u>\$ 322,708</u>
Revised Contract Amount	\$ 2,802,171.07

Change Orders No. 5 and No. 6 result in 93 non-compensable calendar days added to the contract length. Expected Substantial Completion is August 2018.

Funding Source: Measure AA

Comment: Change Order 6 includes labor and material cost to furnish and install the following:

- The College has requested numerous revisions per Bulletin 001R to the contracted scope of work for Physical Security at Santa Monica College AET Campus Building A, B, C, D, and PAC

13-F CHANGE ORDER NO. 4 – AET/KCRW DATA NETWORK

Change Order No. 4 – Dimension Data North America, Inc. on the AET/KCRW Data Network project for added switches and labor per KCRW’s request.

Original Contract Amount	\$1,446,789.70
Change Order No. 1	\$ 0
Change Order No. 2	\$ (179,280.00)
Change Order No. 3	\$ 0
<u>Change Order No. 4</u>	<u>\$ 77,351.96</u>
Revised Contract Amount	1,344,861.66

Funding Source: Measure AA, KCRW Foundation

Comment: Change Order No. 4 includes labor and material cost to furnish and install the following

- Additional switches needed for KCRW’s data network operations

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-G PROJECT CLOSE OUT – INTERIOR LIGHTING UPGRADE

Subject to completion of punch list items by COMPASS ENERGY SOLUTIONS, authorize the District Representative without further action of the Board of Trustees, to accept the project described as INTERIOR LIGHTING UPGRADE as being complete upon completion of punch list items by COMPASS ENERGY SOLUTIONS. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

13-H ENGINEERING SERVICES FOR ENERGY EFFICIENCY IMPROVEMENTS OF THE CENTRAL PLANT SYSTEM

Enter into agreement with P2S INC. to design a bypass system that will improve the energy efficiency of the Central Plant operations in the amount not to exceed \$27,500.

Funding Source: Measure AA

Comment: The College conducted an independent report to assess the current operation and condition of the central plant located in the Core Performance Building. Many of the recommendations from the assessment report will result in a reduction of the energy consumption and make the system run more efficiently. Staff recommends hiring P2S Inc. to provide a contractor bid package, including drawings and specifications, for the work to optimize the energy saving of the central plant.

13-I SOLE BRAND FOR OFFICE SYSTEM FURNITURE

Authorization for the approval of the Sole-Brand List pursuant to Section 3400 (C) (2) of the Public Contract Code.

<u>Product</u>	<u>Manufacturer/Model/Series</u>
Office System Furniture	Haworth

Funding Source: Measure S, AA, and V

Comment: The basis for sole-brand justification is standardization and compatibility with existing Haworth workstation systems furniture. The District currently has Haworth stations in the IT/Media Center, CMD, CPC, Financial Aid, and Alumni office. The Sole-Brand List created under Section 3400 allows the Santa Monica College to purchase materials and equipment to match existing Standard equipment in use by the College. A Sole-Brand solicitation is a competitive solicitation which includes specifications restricting offered goods to a specific manufacturer.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-J CHANGE ORDER NO. 1 – MALIBU CAMPUS SEWER REALIGNMENT

Change Order No. 1 – Masters Contracting Inc. on the Malibu Campus Sewer Realignment project for three new manholes and additional sixty lineal feet of extended HDPE 6” sewer line to the revised point of connection with the City main sewer line.

Original Contract Amount	\$ 536,000.00
<u>Change Order No. 1</u>	<u>\$ 53,500.00</u>
Revised Contract Amount	\$ 589,500.00

Funding Source: Measure S

Comment: Change Order No. 1 includes labor and material cost to furnish and install the following:

- Three new manholes and additional sixty lineal feet of extended HDPE 6” sewer line to the revised point of connection. Based on the existing significant number of underground utilities and the site familiarity of the contractor in place, the college construction manager deemed beneficial for the Malibu Campus project, to increase the base scope by extending the sewer line by an additional sixty lineal feet and three manholes, in preparation for future Malibu Center Building (Phase 2). Adding this scope to the current contract will be more cost effective versus having it completed by the future contractor who must explore this area and may cause damages to the existing underground utilities generating additional cost to the District.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-K (1) EMERGENCY RESOLUTION FOR HIGH VOLTAGE CABLE REPLACEMENT

The Board of Trustees hereby unanimously resolves that an emergency exists due to a defective high voltage cable splice causing complete power outages to HSS south. This panel provides power to half the Building's classrooms and, more critically, to the elevators that serve the HSS Complex. The requested repairs are necessary to ensure reliable use of the facility as well as to avoid the potential danger to life or property. The Board of Trustees will make contracts on behalf of the District for immediate action and procure the necessary equipment, services, and supplies for this purpose, without giving notice for bids to let contracts, pursuant to Emergency Contract Procedures (PCC 22050).

Funding Source: Fund 40

Summary: On Tuesday, July 17, 2018, the power to the HSS south building went out affecting classes in session and the elevators that serve the HSS complex. The outage resulted in an elevator entrapment, which required the services of Santa Monica Fire Department to release the trapped occupants. The power was restored by Facilities Department electricians. A similar outage occurred not too long ago and forensic systems testing was performed by an outside consultant. The report indicated an existing high voltage feed cable splice that has degraded.

The current situation presents two conditions requiring decisive action. The first is the threat to the physical well-being of any individuals trapped in an elevator during this continued heat wave. Similar power outages are likely to occur again without warning leaving HSS and the elevator without power. The second is the existing condition of the compromised feed cable that will continue to degrade over time. As the condition worsens, the possibility of a phase to phase fault or break of connection would trigger a catastrophic failure.

13-K (2) AWARD OF CONTRACT FOR EMERGENCY REPAIRS

Award a contract to Robnett Electric Inc. in the amount of \$165,855.70 to provide emergency repairs to the defective parallel feeders that services HSS North and South. This contract awarded pursuant to Emergency Contracting Procedures (PCC 22050).

Funding: Capital Outlay Fund

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Erica LeBlanc, Dean, Student Affairs

Reviewed by: Carla Lohr, Controller

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

Title of Grant: **Nursing Education Program Support**
 Granting Agency: California Community Colleges Chancellor's Office
 Augmentation Amount: \$251,070
 Matching Funds: NA
 Performance Period: July 1, 2018 – June 30, 2019
 Summary: The 2018-19 State Budget enacts a new program, the Nursing Education Program Support, which replaces the Enrollment Growth and Assessment, Remediation and Retention grants which both ended June 30, 2018. Santa Monica College was awarded \$251,070. This funding will be used to provide services and supplies to streamline and enhance delivery of nursing education, increase completion and retention rates, and support student success in the Nursing Program.
 Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 251,070
Expenditures		
1000	Academic Salaries	\$ 106,000
2000	Non-Academic Salaries	\$ 32,000
3000	Employee Benefits	\$ 34,500
4000	Supplies & Materials	\$ 24,400
5000	Other Operating Expenditures	\$ 44,514
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 9,656
7600	Student Aid	\$ 0
Total		\$ 251,070

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Carla Lohr, Controller

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

Title of Grant: **Financial Aid Technology (One-Time)**
 Granting Agency: California Community Colleges Chancellor's Office
 Augmentation Amount: \$189,284 (Total allocation \$189,284)
 Matching Funds: NA
 Performance Period: July 1, 2018 – June 30, 2019

Summary: The Board of Governors of the California Community Colleges provided one-time funding to support technology advancement and innovation in financial aid processing and management systems. This includes streamlining the financial aid verification process and adopting efficient processing methods of state and federal financial aid grants. This one-time grant of \$189,284 will be used to improve technology in the Financial Aid Office as outlined by the Chancellor's Office.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 189,284
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 50,000
6000	Capital Outlay	\$ 139,284
Total		\$ 189,284

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Carla Lohr, Controller

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

Title of Grant: **Financial Aid Technology (On-Going)**
 Granting Agency: California Community Colleges Chancellor's Office
 Augmentation Amount: \$61,837 (Total allocation \$61,837)
 Matching Funds: NA
 Performance Period: July 1, 2018 – June 30, 2019

Summary: The Board of Governors of the California Community Colleges provided on-going funding to support technology advancement and innovation in financial aid processing and management systems. This includes streamlining the financial aid verification process and adopting efficient processing methods of state and federal financial aid grants. This on-going grant of \$61,837.00 will be used to support technology advancement in the Financial Aid Office as outlined by the Chancellor's Office.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 61,837
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 61,837
6000	Capital Outlay	\$ 0
Total		\$ 61,837

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 26, 2018 through June 30, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-1,431,562
2000	Classified/Student Salaries	-1,176,802
3000	Benefits	1,742,289
4000	Supplies	-172,916
5000	Contract Services/Operating Exp	-946,546
6000	Sites/Buildings/Equipment	-2,000
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	1,987,537
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: June 26, 2018 through June 30, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-48,878
2000	Classified/Student Salaries	66,530
3000	Benefits	124,841
4000	Supplies	-163,500
5000	Contract Services/Operating Exp	-263,152
6000	Sites/Buildings/Equipment	308,616
7100/7699	Other Outgo/Student Payments	-24,457
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS *(continued)*

15-C FUND 42.3 – REVENUE BOND CONSTRUCTION FUND (MEASURE S)

Period: June 26, 2018 through June 30, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	294
5000	Contract Services/Operating Exp	-294
6000	Sites/Buildings/Equipment	0
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	August 7, 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

<u>Commercial Warrant Register</u>		
June 2018	8016 through 8056	\$9,215,987.67

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

<u>Payroll Warrant Register</u>		
June 2018	C1K-C2L	\$12,342,925.66

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

RECOMMENDATION NO. 18 REISSUE OF WARRANTS

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

Warrants not presented to the county treasurer within six months are void; therefore it is requested that LACOE draw a new warrant to replace the following expired warrants:

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Morgan, David B.	W9077261	08/20/2008	\$1169.27
Barboza, Star S.	W8396820	01/09/2015	\$2397.41
Barboza, Star S.	W8700258	07/10/2015	\$1672.07
Barboza, Star S.	W8734941	08/10/2015	\$1775.18
Barboza, Star S.	W8769360	09/10/2015	\$1735.35
Barboza, Star S.	W8816974	10/09/2015	\$1627.72
Barboza, Star S.	W9067537	03/10/2016	\$1476.58
Barboza, Star S.	W9278617	07/08/2016	\$2102.09

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

June 2018

Covered by check & voucher numbers: 017311-017644 & 01537-01574

Bookstore fund Payments	\$206,038.35
Other Auxiliary Fund Payments	\$ 84,109.05
Trust and Fiduciary Fund Payments	<u>\$776,470.33</u>
Total	\$1,066,617.73

Purchase Orders issued \$ 7,705.86

June 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.

RECOMMENDATION NO. 20 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. 21 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

August 2018	Number of Memberships	Amount
	10	\$ 26,921.38

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 7, 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.

June 2018 \$12,820,761.05

22-B RENEWAL OF CONTRACT FOR DISTRICTWIDE ELEVATOR INSPECTION, TESTING, MAINTENANCE

Contractor: Excelsior Elevator
Term: Renew year four of possible five for 2018-19 monthly elevator inspection, testing, and maintenance under Bid# A151873NC
Amount: \$45,603
Funding Source: General Fund Maintenance Budget

RECOMMENDATION NO. 23 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2018-2019

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

Authorization of signatures for the following manager to approve invoices as indicated for 2018-2019.

Name/Title
Jose Hernandez Admissions and Records Supervisor

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

INFORMATION ITEM 23**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT
PARTNERSHIP AGREEMENTS**

The College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements were approved by the Board of Trustees in Fall 2016. The following appendices indicate the course offerings for the 2018-2019 academic year.

- Appendix A Beverly Hills School District
- Appendix B Palisades Charter High School

Comment: The CCAP agreements require that the Board of Trustees be officially notified of the course offerings for each academic year. No action is necessary.

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

APPENDIX A

BEVERLY HILLS SCHOOL DISTRICT 2018-2019

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as "Agreement" between Santa Monica College District (SMC) hereinafter known as "COLLEGE" and Beverly Hills School District hereinafter known as "SCHOOL DISTRICT".

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Dustin Seeman, Assistant Superintendent	(310)551-5100	dseeman@bhusd.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

3. **CCAP AGREEMENT PROGRAM YEAR FALL 2018-SPRING 2019** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2018-2019 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Beverly Hills Unified School District

EDUCATIONAL PROGRAM: Business

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester TOTAL PROJECTED FTES: 4.14

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Individual Financial Planning	Bus 45	Fall	12:10-1:00	MTWThF	Cece Gabbay	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS
Principals of Marketing	Bus 20	Spring	12:10-1:00	MTWThF	Cece Gabbay	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS

EDUCATIONAL PROGRAM: Media Studies- Broadcasting

TOTAL NUMBER OF STUDENTS TO BE SERVED: 70 per semester TOTAL PROJECTED FTES: 7.25

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Broadcasting Announcing and Production	Media 13	Fall	12:10-1:00	MTWThF	Carey, Romeo	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS
Introduction to Writing and Producing Short Form Media	Media 20	Spring	12:10-1:00	MTWThF	Carey, Romeo	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS
Short Form Video Production	Media 21	Fall	12:10-1:00	MTWThF	Carey, Romeo	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS
Television Production	Media 46	Spring	12:10-1:00	MTWThF	Carey, Romeo	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS

EDUCATIONAL PROGRAM: Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester	TOTAL PROJECTED FTES: 4.14
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Photography	Photo 1	Fall	12:10-1:00	MTWThF	Briggs, Timothy	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS
Basic Photography Lab Techniques	Photo 2	Spring	12:10-1:00	MTWThF	Briggs, Timothy	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students; educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Business 45	Focus on Personal Finance with Access	\$108.25		
Business 20	Marketing	\$108.25		
Media 13	Broadcasting Announcing Worktext	\$95.50		
Media 20 and 21	Video Production Handbook	\$61.75		
Media 46	Video Production	\$86.75		
Photo 1	Short Course In Photography:	\$75.25		
Photo 2	No Required Textbook		N/A	

5. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

BUILDING	CLASSROOM	DAYS	HOURS
Beverly Hills HS	TBD	See days above	See hours above

2018-2019 Appendix Executed on August 14, 2018.

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

APPENDIX B

PALISADES CHARTER HIGH SCHOOL 2018-2019

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Palisades Charter High School hereinafter known as “SCHOOL DISTRICT”.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Dr. Chris Lee, Assistant Principal	310-230-7224	clee@palihigh.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

3. **CCAP AGREEMENT PROGRAM YEAR FALL 2016-SPRING 2017** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2018-2019 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Palisades Charter High School

EDUCATIONAL PROGRAM: Media Studies and Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 50 per semester	TOTAL PROJECTED FTES: 10.56
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Survey of Mass Media Communication	Media 1	Fall	12:20-1:50PM	T, Th	Saxon, Lisa	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS
Reading Media: Acquiring Media Literacy	Media 2	Spring	12:20-1:50PM	T, Th	Saxon, Lisa	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS
Introduction to Photography	Photo 1	Fall	TBD	TBD	Steil, Rick	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS
Basic Photography Lab Techniques	Photo 2	Spring	TBD	TBD	Steil, Rick	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS

EDUCATIONAL PROGRAM: Graphic Design

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester	TOTAL PROJECTED FTES: 11.79
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Graphic Design Applications	Gr Des 18	Fall	12:24-1:44PM	M, W	Mashihi, Karineh	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS
Digital Imaging for Design	Gr Des 64	Spring	12:24-1:44PM	M, W	Mashihi, Karineh	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> X HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students; educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Gr Des 18	No text required		N/A	
Gr Des 64	Photoshop Cc: Visual Quickstart Guide	\$40.00	N/A	
Media 1	Media & Culture 10 th Ed.	\$143.00	N/A	
Media 2	Media and Society : A Brief Introduction	\$39.75	N/A	
Photo 1	Short Course In Photography: Digital 3 rd Ed.	\$75.25	N/A	
Photo 2	No Required Textbook		N/A	

5. FACILITIES USE

COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

BUILDING	CLASSROOM	DAYS	HOURS
Palisades Charter HS	TBD	See days above	See hours above

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 7, 2018

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT – 8:53 p.m.**

The meeting was adjourned in memory of **Virginia Wilson**, retired SMC faculty member and administrator; and **Yvette Jiménez**, sister of Letty Kilian, Administrative Assistant to the Superintendent/President.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 4, 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

- Adoption of 2018-2019 Budget
- 2017-2018 Quarterly Report and 311Q

Information

- Draft Schedule of Board of Trustees Meetings, 2019