

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

APRIL 3, 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/>*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2018

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, April 3, 2018.

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER - 5:35 p.m.

- B ROLL CALL
 Barry Snell, Chair - Present
 Dr. Margaret Quiñones-Perez, Vice-Chair – Absent (Excused)
 Dr. Susan Aminoff – Absent (Excused)
 Dr. Nancy Greenstein - Present
 Dr. Louise Jaffe - Present
 Rob Rader - Present
 Dr. Andrew Walzer - Present
 Chase Matthews, Student Trustee – Present (for public session)

- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

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
 – Name of Case: Appeal of Title 5 Complaint Determination (1 Case)

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

In accordance with Section 59338 of Title 5 of the California Code of Regulations, the Board of Trustees considered an appeal of an Administrative Determination dated January 31, 2018, issued in response to an Unlawful Discrimination Complaint. The Board reviewed the original complaint, the investigative report, the administrative determination, and the appeal. A motion to affirm the Administrative Determination was made, seconded and approved.

AYES: 5

NOES: 0

ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

- 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: Nancy Greenstein

STUDENT ADVISORY: Aye

AYES: 5

NOES: 0

ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

III. **PUBLIC COMMENTS**

David Burak

Nancy Morse

Jabria Allen

Ana Laura Paiva

Maritza Lopez

Jorge Sandoval

Santiago Guerrero

V. **SUPERINTENDENT'S REPORT**

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

#1 Resolution: Community College Month

#2 Resolution: Support for Sexual Assault Awareness and Prevention Month

#3 Resolution: Support of Funding for Non-CDCP Programs

#4 Ballot for CCCT Board of Directors

#5 Award of Bid – Early Childhood Lab School

#6-A Opportunity for Public Comment on SMCCD's Intention to Operate an Automated License Plate Recognition System

#6-B Contract for Parking Management Services

IX. **INFORMATION**

7 Report: Community Relations/Institutional Communications

X. **CONSENT AGENDA**

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

Approval of Minutes

#8 Approval of Minutes: March 6, 2018 (Regular Meeting)
March 20, 2018 (Board Study Session)

Contracts and Consultants

#9 Ratification of Contracts and Consultants

Human Resources

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

Facilities and Fiscal

#14 Facilities
A Change Order No. 26 – Health PE, Fitness, Dance and Central Plant
B Change Order No. 10 – Student Services Building
C Change Order No. 1 – Campus Door Remediation Re-Bid
D Correction – AET/KCRW/PAC EW Security Systems
E Amendment No. 10 to Agreement for Engineering Services – Security and Fire Alarm Upgrade
#15 Acceptance of Grants and Budget Augmentation
#16 Budget Decrease
#17 Budget Transfers
#18 Commercial Warrant Register
#19 Payroll Warrant Register
#20 Auxiliary Payments and Purchase Orders
#21 Organizational Memberships, 2017-2018
#22 Purchasing
A Award of Purchase Orders
B Amendment to Agreement for Accident/Illness Insurance for F-1 Visa Students (Mandatory) and Domestic Students (Optional)
#23 Auxiliary Payments and Purchase Orders
#24 Authorization of Signature to Approve Invoices, 2017-2018

XI. **CONSENT AGENDA – Pulled Recommendations**

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, May 1, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	SUPERINTENDENT'S REPORT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2018

SUPERINTENDENT'S REPORT

- Recognition

The Corsair Wins California College Media Association and JACC (Journalism Association of Community Colleges) Awards.

Media Association (CCMA). The awards were announced on Saturday, March 3 at the CCMA awards banquet during the Midwinter National College Journalism Convention held at the Hyatt Regency in Long Beach, Calif. The four first-place awards included one for Best Newspaper Website in the community college category.

The Press Photographers of Greater Los Angeles (PPAGLA) named The Corsair news photographer Jayrol San Jose one of two finalists for PPAGLA Student Photographer of the Year. The winner will be announced on April 7, 2018 during the PPAGLA Awards banquet.

Several Santa Monica College (SMC) student journalists—current or former staff on the student-run newspaper *The Corsair*—have won awards from the Journalism Association of Community Colleges (JACC) in various categories of the 2018 JACC State Publications Contest. The awards were announced at the JACC Statewide Conference held at the Burbank Marriott in Burbank, Calif., from March 22-24.

Corsair Advisors Ashanti Blaize-Hopkins and Gerard Burkhart introduced the students who were in attendance. Board Chair Barry Snell presented the Corsair advisors, journalists and photographers with a certificate on behalf of the Board.

- Updates

- Enrollment: There has not been much change in enrollment since the last report. Enrollment is still running about 600 FTES behind this time last year. About 300 students attended SMC's Super Saturday event where they were administered assessment exams and assisted with educational planning. There will be another one next month on May 5th.

- SMC's Bond Rating: In March, the Board of Trustees authorized the issuance and sale of \$250 million of General Obligation Bonds. Staff will be meeting tomorrow morning to start the process of pricing out the bonds. The college has received an Aa2 rating from Moody's (*reaffirmation of rating*) and an Aa2+ from Standard and Poors (*upgrade of rating*). These bond ratings tell investors about the quality of debt issued by the District and high bond ratings translate to a savings to taxpayers. A report will be included on the agenda for the next Board of Trustees meeting.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **RESOLUTION: COMMUNITY COLLEGE MONTH**

SUBMITTED BY: Superintendent/President

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

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

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

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April 2018.

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **RESOLUTION: SEXUAL ASSAULT AWARENESS AND PREVENTION MONTH**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in support of the goals and ideals of Sexual Assault Awareness and Prevention Month and, declaring April as “Sexual Assault Awareness Month” and April 25, 2018 as “Denim Day” at Santa Monica College.

WHEREAS, the United States Government has declared the month of April as “Sexual Assault Awareness Month” and Peace Over Violence has declared April 25, 2018 as “Denim Day” in Los Angeles County; and

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

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

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

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

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

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

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

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

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

WHEREAS, “Sexual Assault Awareness Month” and “Denim Day” were also instituted to call attention to misconceptions and misinformation about rape and sexual assault, and the problem that many in society remain disturbingly uninformed with respect to issues of assault and, forcible rape; and

WHEREAS, "Sexual Assault Awareness Month" and "Denim Day" provides a special opportunity to educate the people of the United States about sexual violence and to encourage the prevention of sexual assault, the improved treatment of its victims, and the prosecution of its perpetrators; and,

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

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

NOW, THEREFORE BE IT RESOLVED that Santa Monica Community College District does support the goals and ideals of "Sexual Assault Awareness Month," and hereby proclaims the month of April 2018 as "Sexual Assault Awareness Month," and designates April 25, 2018 as "Denim Day," the District also:

- Recognizes that "Sexual Assault Awareness Month," provides a special opportunity to educate the people of the United States about sexual violence, encourages the prevention of sexual assault, the improved treatment of its victims, and the prosecution of its perpetrators; and
- Recognizes national and community organizations and private-sector supporters and applauds their work in promoting awareness about sexual assault, providing information and treatment to its survivors, and increasing the number of successful prosecutions of its perpetrators; and educate persons in our community about the true impact of rape and sexual assault in Southern California: and
- Recognizes public safety, law enforcement, and health professionals and applauds their hard work and innovative strategies to increase the percentage of sexual assault cases that result in the prosecution and incarceration of its perpetrators, and
- Urges everyone to wear jeans on April 25, 2018 to help communicate the message that there is "no excuse and never an invitation to rape."

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **RESOLUTION: SUPPORT OF FUNDING FOR NON-CDCP PROGRAMS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in support of funding for non-CDCP (Career Development College Preparation) noncredit programs:

Whereas, the proposed funding formula would cut, by half, the apportionment of non-CDCP noncredit courses in the areas of Older Adults, Parenting Education, Citizenship for Immigrants, Education Programs for Persons with Disabilities, Home Economics, and Health and Safety, which would significantly diminish access and the ability of Community Colleges to provide robust program offerings in these areas;

Whereas, programs for Older Adults provide benefits including vocational training, brain health, fall prevention, healthy lifestyle choices, lifelong learning, social benefits and demonstrably lead to greater engagement and longevity;

Whereas, Parenting courses help parents and caregivers of young children develop the skills needed to adequately care for their children and encourage parents to instill in their children a passion for learning;

Whereas, Citizenship courses offer immigrants a course of study or an organized sequence of courses specifically designed to provide immigrants and their families with the opportunity to become active and participating members of economic and civic society, and may include preparation for citizenship.

Whereas, courses for persons with disabilities offer programs for persons with substantial disabilities, a course of study or an organized sequence of courses specifically designed to provide individuals with life-skill proficiencies that are essential to the fulfillment of academic, vocational, and personal goals.

Whereas, Home Economics courses offer a course of study or an organized sequence of courses specifically designed to offer lifelong education to enhance the quality of home, family, career and community life. This area of instruction is designed to provide educational opportunities that respond to human needs in preparing individuals for employment, advanced study, consumer decision-making and lifelong learning.

Whereas, Health and Safety courses offer a course of study or an organized sequence of courses specifically designed to offer lifelong education to promote the health, safety and well-being of individuals, families and communities.

Whereas, non-CDCP noncredit courses provide colleges with flexibility in meeting these different community needs;

Whereas, non-CDCP noncredit courses provide high level instructional quality, require course outlines to be approved by Curriculum Committee and the Chancellor's Office, hire faculty through established practices, and require established minimum qualifications;

Whereas, the majority of adults who enroll in noncredit courses are low income but don't qualify for financial aid because the non CDCP courses are offered at no cost and thus won't count toward the College's supplemental funding under the new formula;

Whereas, only about 2% of FTES apportionment currently goes to fund non-CDCP noncredit FTES and that percentage is trending down;

Whereas, access to non-CDCP noncredit courses contributes to widespread public support for community colleges;

Whereas, reducing funding for non-CDCP noncredit programs will narrow the mission of the California Community College system and reduce access to community colleges;

Therefore, be it resolved, that the Board of Trustees affirms its commitment to non-CDCP noncredit programs and urges the Chancellor of the California Community Colleges to support and restore full funding of non-CDCP noncredit programs in recommendations to the Governor regarding the funding formula.

As amended

MOTION MADE BY:	Louise Jaffe
SECONDED BY:	Rob Rader
STUDENT ADVISORY:	Aye
AYES:	5
NOES:	0
ABSENT:	2 (Susan Aminoff, Margaret Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **BALLOT FOR CCCT BOARD OF DIRECTORS**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors with votes for the following candidates in **bold**.

1. ***Ann Ransford, Glendale CCD**
 2. **Eric Payne, State Center CCD**
 3. Greg Pensa, Allan Hancock CCD
 4. Greg Bonaccorsi, Ohlone CCD
 5. ***Brent Hastey, Yuba CCD**
 6. ***Don Edgar, Sonoma County CCD**
 7. **Suzanne Woods, Palo Verde CCD**
- * Incumbent

COMMENT: There are five seats up for re-election on the CCCT Board of Directors with three incumbents running and two vacancies due to the three-term limit. Each member community college has one vote for each of the vacancies.

MOTION MADE BY: Rob Rader
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **AWARD OF BID - EARLY CHILDHOOD LAB SCHOOL**

SUBMITTED BY: Interim Executive Vice President

REQUESTED ACTION: It is recommended that the Board of Trustees award the contract for the Early Childhood Lab School project to the lowest responsible bidder, The Nazerian Group, for the amount of \$21,777,123.

Following is the list of responsible bidders:

<u>Bidder</u>	<u>Amount</u>
The Nazerian Group	\$21,777,123
SJ Amoroso	\$23,897,000

FUNDING SOURCE: Measure S, V and City of Santa Monica

COMMENT: The Santa Monica Early Childhood Lab School is an approximately 24,100 square foot multiuse facility that will serve the functions of an infant, toddler, and preschool center for up to 110 children. The site will also be a setting for students in SMC's Early Childhood and Education program (known also as the Teacher Academy at Santa Monica College) to fulfill their practicum requirements. The project consists of three structures and a variety of outdoor playgrounds on the corner of 4th Street and Civic Center Drive in downtown Santa Monica.

The Growing Place, a local child development nonprofit organization selected through a competitive process, will operate the center and act as a collaborating partner, allowing SMC students to observe and document child development under the guidance of SMC's distinguished faculty members.

The Santa Monica Early Childhood Lab School is a unique partnership between SMC and the City of Santa Monica intended to serve as a national model for high-quality early education. A minimum of 30 percent enrollment will be reserved for Santa Monica residents, and a minimum of 15 percent for low-income families. The City of Santa Monica is contributing \$6,661,598 toward the construction of this project.

Bids for this project were received March 5, 2018. It is recommended that the Board authorize staff to contract with the lowest responsible bidder determined from the list above.

MOTION MADE BY: Louise Jaffe
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6-A

SUBJECT: **OPPORTUNITY FOR PUBLIC COMMENT ON SMCCD’S INTENTION TO OPERATE AN AUTOMATED LICENSE PLATE RECOGNITION SYSTEM**

SUBMITTED BY: Interim Executive Vice-President

REQUESTED ACTION: It is recommended that the Board of Trustees receive public comments on the Santa Monica Community College District’s intention to operate an automated license plate recognition system.

Public Comments Opened

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 0
 ABSENT: 3 (Susan Aminoff, Margaret Quiñones-Perez, Rob Rader)

Public Comments - None

Public Comments Closed

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 0
 ABSENT: 3 (Susan Aminoff, Margaret Quiñones-Perez, Rob Rader)

COMMENT: Under Civil Code Section 1798.90.55, any public agency that intends to operate a Automated License Plate Recognition System must provide an opportunity for public comments at a regularly scheduled meeting prior to implementing the system. In addition, prior to implementing the system, the District will be required to implement a usage and privacy policy meeting the requirements of Civil Code Section 1798.90.51.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6-B

SUBJECT: **CONTRACT FOR PARKING MANAGEMENT SERVICES**

SUBMITTED BY: Interim Executive Vice-President

REQUESTED ACTION: It is recommended that the Board of Trustees enter into a contract with iParq to develop and implement a license plate recognition, parking permit, and citation management system that is integrated with SMC information systems. This new system will be an important step toward better overall management and control of SMC parking issues, and will modernize processes for sales and enforcement.

COST: \$440,000 over three years, including software license fees, permit processing and equipment lease.

FUNDING SOURCE: \$250,000 from KCRW Foundation
\$190,000 from Restricted General Fund (01.3) Parking Fees

SUMMARY: Selection Process
The District conducted a comprehensive RFI and RFP competitive process managed by the District Purchasing Department. The selection committee comprised Dean of Education Enterprise Mitch Hesel, SMC Police Chief Johnnie Adams, and Associate Dean of Facilities Programming Linda Sullivan. The Information Technology Department also participated. iParq was the clear choice of the three vendors that gave presentations, because it is more robust, user friendly and flexible than the other proposers. iParq will enable SMC to utilize modern technology to improve parking management throughout the College.

Functionality

Parking permits will be sold online. Buyers will be verified using their SMC email address or student ID number. Payments will be by credit card or payroll deduction. Enforcement will be done using the license plate recognition technology. Camera, either hand-held or vehicle mounted, will scan license plates. Vehicles that are not registered will be cited. This system will enable the District to move to virtual permits. Citations can be paid and appealed on line.

Legal Restrictions

State SB 34 imposes strict parameters regarding privacy rights and retention of license plate information. In addition to the requirement for usage and privacy policy referenced above, automated license plate recognition operators are required to maintain a specified record of access to information and ALPR information shall only be used for authorized purposes.

MOTION MADE BY: Louise Jaffe

SECONDED BY: Nancy Greenstein

STUDENT ADVISORY: Aye

AYES: 4

NOES: 0

ABSTAIN: 1 (Andrew Walzer)

ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 3, 2018

INFORMATION ITEM 7

SUBJECT: **REPORT: COMMUNITY RELATIONS/INSTITUTIONAL COMMUNICATIONS**

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

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

A detailed report is included in this agenda as Appendix A. Of note, the report provides a detailed snapshot of coordinated activities related to enrollment campaigns and enrollment development and outreach activities; a review of activities related to projects promoting Career Education and the new IxD bachelor’s degree, in tandem with Career Education department efforts; creation and promotion of a new summer program for high school students at the Center for Media and Design campus; the ongoing work in producing over 500 projects through the Marketing department; expanded digital opportunities through integrated efforts with radio broadcast stations; the announcement of a first-place national award from the National Council for Marketing and Public Relations; the rapid expansion of student use of SMC’s new web design on desktop and mobile; gain in social media driven by a cohort of student workers coordinated through the Web and Social Media department; more than 190 news releases distributed by the Public Information office; and data regarding viewership of SMC’s popular newsletter, SMC in Focus.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 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 #8-#22.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #9, #14-A, #15

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 9 – Ratification of Contracts and Consultants

Except C

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

C

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Andrew Walzer
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 0
 ABSTAIN: 1 (Andrew Walzer)
 ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez)

Recommendation No. 14 – Facilities

#14-A Change Order No. 26 – Health, PE, Fitness, Dance and Central Plant

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 0
 ABSENT: 3 (Susan Aminoff, Margaret Quiñones-Perez, Andrew Walzer)

Recommendation No. 15 – Acceptance of Grants and Budget Augmentation

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

RECOMMENDATION NO. 8 **APPROVAL OF MINUTES**

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

March 6, 2018	Regular Meeting
March 20, 2018	Board Study Session

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Dr. 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 Jason Raish Illustration	April 4-8, 2018 Illustration fee: \$2,000 Usage Fees Option 1: Buyout of all rights: \$2,000	Vendor will complete one 10.5 x 12" full color illustration for class schedule cover and local newspaper print ads. Sketches due TBA before completion of project.	2017-2018 Marketing Budget
<i>Requested by: Kiersten Elliott, Dean, Community and Academic Relations</i>			
<i>Approved by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i>			
B Pacific Park	April 25, 2018 Not to exceed \$2,500	Under the AB104 Adult Education Block Grant, Santa Monica College has collaborated with Santa Monica-Malibu School District's Adult Education Center to form the Santa Monica Regional Consortium for Adult Education with the objective to increase a presence and collaboration within the community. SMC is hosting a second annual Community/Business Partnership Event to highlight new strides being made with secondary education, literacy, workforce readiness and college preparation.	Adult Education Block Grant (AEBG) SMMUSD (50%)
<i>Requested by: Laura Manyweather, Project Manager and Dr. Dione Carter, Dean, Noncredit & External Programs</i>			
<i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
C GS Consultants	Start dates to be confirmed upon Board approval and approval of purchase orders Not to exceed \$8,000	Online Strong Interest Inventory Certification Program registration fee of \$1,000 for five (5) SMC counselors. Certification provides the tools for counselors to help students choose a major and explore career options. Online MBTI Certification Program registration fee of \$1,000 for three (3) counselors. Certification will enable counselors to help students gain a richer understanding of their personality preferences and how their preferences relate to choices in their educational and future career path.	SB1070 grant
D Salomon Davila	January 1 – June 30, 2018 Not to exceed \$50,000	Plan, initiate and coordinate the activities for the California Cloud Workforce, a.k.a. Los Angeles Cloud Computing, Strong Workforce Project on behalf of Santa Monica College. Outcomes include: Create a community of faculty learners across 17-college consortia to develop cloud computing programs at each participating community college and partner high school, common core curriculum development for dual enrollment, four-year university articulation, and pathways model. Engage with industry, develop and align industry certifications, engage stakeholders, design work-based learning opportunities for students.	Strong Workforce Project (SWP) 2 Regional – Cloud Computing Consortia

C and D

Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
E Dr. Yvonne Yu-Hsuan Chen	May 18, 2018 Not to exceed \$750	Dr. Yvonne Chen will be the keynote speaker at the STEM Year End Symposium taking place at SMC on Friday, May 18th, 2018. The Chen Laboratory focuses on applying synthetic biology and biomolecular engineering techniques to the development of novel mammalian-cell systems, particularly cell-based immunotherapy for cancer.	STEM
<i>Requested by: Melanie Bocanegra, Associate Dean, STEM Initiatives</i>			
<i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
F Kirkpatrick Enterprises International (KEI) (Amendment to previously approved contract)	2017-2018 Not to exceed \$36,900 (Board approved February 6, 2018) KEI Service Contacts previously approved: Not to exceed \$46,650 (Board approved on August 2, 2016) \$42,450 (Board approved on August 1, 2017) Total not to exceed total of past approved contracts and current. \$126,000	Kirkpatrick Enterprises International (KEI) provides specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by KEI. This contract is the sixth to be executed based on the successful performance of the previous contract.	Employment Training Panel (ETP)
<i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i>			
<i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
G	Laduan Smedley	April 4, 2018 through June 30, 2018 Not to exceed \$50,000, plus reimbursable expenses.	Consultant will provide leadership, guidance, and support to staff, operations, and construction projects underway or in planning in the Facilities Planning Department. Work includes presentations to the Board of Trustees, community meetings, assistance in finalizing the 5-year Facilities Master Plan Update, attending regular construction meetings, interface with construction management companies, and general leadership support to the staff.	Capital Outlay Funds
<p><i>Requested by: Chris Bonvenuto, Chief Director, Business Services</i> <i>Approved by: Elaine Polachek, Interim Executive Vice-President</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

SABBATICALS (Approved by the Academic Senate)

Fall 2018

David Shirinyan, Psychology

Spring 2019

Miguel Aparicio, Modern Languages

Shannon Herbert, English

Amber Katherine, Philosophy and Social Sciences

ELECTIONS

EFFECTIVE DATES

ACADEMIC ADMINISTRATION

Chavarry, Edna, Acting Dean, Institutional Research

04/03/18 – 08/03/18

Comment: The current Dean will be on a leave of absence during this time period.

Adjunct Faculty

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

LEAVE OF ABSENCE- UNPAID

Montoya, Leticia, Full-Time Counselor, DSPS

4/2/18-6/12/18 and 8/27/18-3/31/19

LIMITED RETIREMENT

Morris, Jacob, Instructor, Physical Sciences

Comment: Reducing percentage of work assignment to 50% commencing Fall 2018.

Remmes, Judith, Instructor, English

Comment: Reducing percentage of work assignment to 70% commencing Fall 2018.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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.

NEW CLASS DESCRIPTION

EFFECTIVE DATE

Classification Title: Program Coordinator – Workforce & Economic Development

04/03/2018

Proposed Salary Range: Classified Range 37

Classification Title: Management Information Systems (MIS) Manager

Proposed Salary Range: Classified Management Range M31 (\$9,638 to \$11,715 per month)

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

FROM: Student Services Specialist – Educational Planning and Curriculum

04/03/2018

Classified Range 30

TO: Curriculum Specialist

Classified Range 34

ESTABLISH

Administrative Assistant I (1 position)

04/03/2018

Dance and ESL, 12 months, 40 hours

Enterprise Business Services Clerk (1 position)

04/03/2018

Bursar's, 12 months, 40 hours

ABOLISH

Administrative Assistant I (1 position)

04/03/2018

Dance and ESL, 11 months, 40 hours

Enterprise Business Services Clerk (1 position)

04/03/2018

Bursar's, 11 months, 20 hours

ELECTIONS

PROBATIONARY

Biddle, Dennis D., Custodial Operations Supervisor, Operations

04/16/2018

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Casillas, Ruth

04/04/2018

From: Workforce and Economic Development Project Assistant

Classified Salary Schedule - Range 28

To: Program Coordinator – Workforce and Economic Development

Classified Salary Schedule - Range 37

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Zugic, Irena 04/04/2018
From: Student Services Specialist – Educational Planning and Curriculum, Classified Range 30
To: Curriculum Specialist, Classified Range 34

PROBATIONARY/ADVANCE STEP PLACEMENT

Day, Wayne, Custodian, Operations (Step C) 04/02/2018
Perdomo, Daniel, Accounting Specialist, Fiscal Services (Step C) 04/02/2018

PROMOTION

Gorman, Dagmar 04/02/2018
From: Administrative Assistant II, MIS, 12 mos, 40 hrs
To: Administrative Assistant III, Government Relations, 12 mos, 40 hrs

CLASSIFICATION RE-TITLE

Lehman, Karen 02/07/2018
From: Bookstore Operations Assistant
To: Campus Store Operations Assistant

Ramirez, Rhu 02/07/2018
From: Bookstore Operations Assistant
To: Campus Store Operations Assistant

Recinos, Jaime 02/07/2018
From: Assistant Bookstore Manager
To: Campus Store Assistant Manager

EDUCATIONAL PAY DIFFERENTIAL

Swanson, Donnell, Custodian, Operations .75% 03/01/2018
(Mr. Swanson was eligible to receive two .75% effective 3/1/2018, one of the differentials was approved on 3/6/ 2018)

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT- EXTENSION

Ordaz, Cindy
From: Administrative Assistant I, STEM
To: Administrative Assistant II, Workforce & Economic Development, 100%
Initial Assignment: 10/09/17 – 12/31/2017
Length of Extension: 01/01/18 – 02/28/2018
(Date correction from 03/06/18 approval)

VOLUNTARY TRANSFER

Iles, Dwayne 02/22/2018
From: Lead Custodian, Operations, 12 mos., 40 hrs. NS-II
To: Lead Custodian, Operations, 12 mos., 40 hrs. Day
(Title correction from 03/06/18 approval)

Fullard, Anisha 03/26/2018
From: Administrative Assistant I, Earth Science, 11 mos, 20 hrs
Administrative Assistant I, Modern Languages, 11 mos, 20 hrs
To: Administrative Assistant I, Operations, 12 mos., 40 hrs.

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Chang, Leon

From: Enterprise Business Services Clerk, 12 mos, 40 hrs

To: Enterprise Business Services Specialist, 12 mos, 40 hrs, 100% 1/2/2018 - 5/14/2018

Go, Christine

From: Instructional Assistant – Learning Disabilities, 11 mos, 40 hrs

To: Tutoring Coordinator – Learning Disabilities, 11 mos, 40 hrs, 100% 1/2/2018 - 5/14/2018

Robinson, Rhonda

From: Enterprise Business Services Clerk, 12 mos, 40 hrs

To: Enterprise Business Services Specialist, 12 mos, 40 hrs, 100% 1/2/2018 - 5/14/2018

Yen, Charlie

From: Director of Contracts and Events

03/31/2018 – 09/30/2018

To: Director of Facilities Planning

WORKING OUT OF CLASSIFICATION (PROVISIONAL)- EXTENSION

Green, Kennisha

From: Disabled Student Services Assistant, DSC, 11 mos, 40, VH-I

To: Student Services Specialist – DSPS, DSC, 12 mos, 40, 100%

Initial Assignment:

10/01/2017 - 12/21/2017

01/02/2018 - 02/28/2018

Dates of Extension:

03/01/2018 - 03/06/2018

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Trice, Candace, Student Services Specialist – International Students

02/28/2018

Zordilla, Emil, Assistant Director, Facilities Planning

03/30/2018

RELEASED

Mahfouz, Mark, Skilled Maintenance Worker, Maintenance

02/28/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 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

The following positions will be established/abolished in accordance with district policies and salary schedules.

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

Ciccozzi, Matteo, Instructional Assistant -Math, Math
03/15/2018-06/30/2018
07/01/2018-08/30/2018

DELETE:

Deresse, Getahun, Instructional Assistant -Math, Math
From: 01/30/2018-06/29/2018
To: 01/30/2018-01/30/2018

AUTHORIZED FOR ADDITIONAL 36 DAYS; RECRUITMENT IN PROGRESS

Geller, Frances, Theatre Technical Specialist, SMC Performing Arts Center
From: 07/01/2017-06/30/2018
To: 07/01/2017-08/01/2018

Jones, Samuel, Theatre Technical Specialist, SMC Performing Arts Center
From: 07/01/2017-06/30/2018
To: 07/01/2017-08/01/2018

Snyder, John, Theatre Technical Specialist, SMC Performing Arts Center
From: 07/01/2017-06/30/2018
To: 07/01/2017-08/01/2018

Sy, Dan, Associate Director, SMC Foundation
From: 01/02/2018-05/04/2018
To: 01/02/2018-06/25/2018

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

Abdulhafiz, Meymuna, Bookstore Clerk/ Cashier, Bookstore 05/29/2018-06/29/2018
Abel, Teneka, Bookstore Clerk/ Cashier, Bookstore 05/29/2018-06/29/2018
Adebowale, Lena, Enterprise Business Services Clerk, Bursar's Office 03/19/2018-04/06/2018
05/29/2018-06/08/2018

Ashby, DeAnna, Bookstore Clerk/ Cashier, Bookstore 05/29/2018-06/29/2018
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore 05/29/2018-06/29/2018
Camp, Monique, Bookstore Clerk/ Cashier, Bookstore 05/29/2018-06/29/2018

Chang, Tony, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Eichhen, John, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Garcia, Lucy, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Grau, Donald, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Hunter, Jennifer, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Jones, Jennifer, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Lemon, Curly, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Linares, Delia, Administrative Assistant I, Human Resources	04/01/2018-06/30/2018
Lopez, Jose C. , Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Lopez, Veronica, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Linares, Delia, Administrative Assistant I, Human Resources	04/01/2018-06/30/2018
Mehary, Mehret, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Micas, Donna, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Miles, Erik, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Navarro, Yadira, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Naylor-Jones, Marisa, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Nelli, Maria, Enterprise Business Services Clerk, Bursar's Office	05/29/2018-06/08/2018
Nwonwu, Vergie, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Pabst, Ester, Bookstore Clerk/ Cashier, Bookstore	
From:	01/02/2018-06/29/2018
To:	01/02/2018-03/08/2018
Pacheco, Wendy, Bookstore Clerk/ Cashier, Bookstore	
From:	01/02/2018-06/29/2018
To:	01/02/2018-03/08/2018
Shine, Kevin, Enterprise Business Services Clerk, Bursar's Office	05/29/2018-06/08/2018
Thielking, Alan, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Torrence, Antoinette, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018
Williams, Juanita N., Human Resources Tech., Human Resources	
From:	01/02/2018-03/31/2018
To:	01/02/2018-06/30/2018
Yogi, Nancy, Bookstore Clerk/ Cashier, Bookstore	05/29/2018-06/29/2018

RECOMMENDATION NO. 13 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, \$12.00/hour (STHP)	69
College Work-Study Student Assistant, \$12.00/hour (FWS)	37
College CalWorks	1

SPECIAL SERVICE

Community Services Specialist I, \$35.00/hour	3
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES

Requested Action: Approval/Ratification

Requested by: Facilities Planning

Eric Pivovarovoff, Director, Facilities Management

Approved by: Elaine Polachek, Interim Executive Vice-President

14-A CHANGE ORDER NO. 26 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 26 – BERNARDS BROS. on the Health, PE, Fitness, Dance and Central Plant project in the amount of **\$281,810**.

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
Revised Contract Amount	\$ 43,220,784

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

Funding Source: Measure AA

Comment: Change Order No. 26 includes the labor and material cost to supply and install the following:

- Basecoat and mesh over the brown coat of the plaster exterior system and change Type M control joint to using a double expansion joint aluminum trim. Also includes a credit for deleted air barrier;
- Intumescent coating system with one hour fire rating at several beams and connection plates;
- Abatement and removal of black mastic at Pavilion first floor and of lead base paint at Pavilion exterior columns and abatement of additional plaster in elevator machine room;
- Newly specified variation of Succulents;
- Infill with light weight concrete existing concrete ceiling openings at both the Pavilion Skylight area and Room 100A;
- Additional Audio Visual (AV) equipment throughout Core Performance Center classrooms per Owner's Request;
- Rebar reinforcement, couplers and structural infill in Pavilion Louver opening;
- Infill existing unforeseen concrete floor at P111 and P111C rooms that have about 1" depression with self-leveling concrete prior to rubber floor installation. The existing slab condition required grinding prior to floating the areas with self-leveling concrete;
- Install wood flooring replacement, wood ramps and two new galvanized railings at Room P003 as well as Ardex fill to slope-up lower landing to meet with the thickness of the wood ramp and install linoleum flooring at two entrances below wood ramps. Includes revisions to drywall/framing and new soffit at P106, P114 & P113E;
- Revisions to the fire alarm design at the Pavilion including revision of the second floor fire alarm system, relocation of beam type smoke detectors and beam reflectors and additional beam type smoke detector remote test stations;
- Replace all basement and ground floor suspended ceiling support anchors where shot-pins into existing concrete slabs were inadequate and required replacement with alternate screw anchorage;
- Build new exterior wall with plaster finish on the Southside of the Pavilion, make new base flashing, temporary removal of existing rain gutters, paint flashing and then reinstall the gutters;
- Chip/bush existing concrete at south entry of Pavilion, pour and level with new concrete and add new railing next to entry door;
- Fabricate and install new galvanized cane rail under Core Performance Center Building Stair # 2 including coring holes and sealing with grout;
- Provide panic hardware for utility gate L02 and for new field-installed galvanized backing plate added to gate for panic hardware;
- Add a camera to the Pavilion north elevator and install wireless transmitters/receivers for the two elevators at the Pavilion.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES *(continued)*

14-B CHANGE ORDER NO. 10 – STUDENT SERVICES BUILDING

Change Order No. 10 – BERNARDS BROS. on the Student Services Building project in the amount of **\$25,628**.

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
Revised Contract Amount	\$ 78,128,790

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

Funding Source: Measure U

Comment: Change Order No. 10 includes the labor and material cost to furnish and install the following:

- Increase the wall size of the Hollow Structural Section (HSS) at Stair No. 2 from 3/8" to 1/2 " wall thickness to achieve a 3 hour fire rating;
- Floor sink and piping routing for the backflow discharge in Room P100F;
- Furred walls at Shower Rooms S380, S381, S382 and accessible shower room S379 to conceal 10" sleeves required for the vacuum waste accumulator lines;
- Additional stiffener plates at corner conditions for the curtain wall high roof support;
- Demolish existing concrete duct bank on the west side of existing utility vault #16 to provide access into the vault for two 4" conduits;
- Remove ceiling speaker strobes and lighting fixtures on Level P3 that are behind a framed stud wall per plans, cap the conduit and relocate the end of line to previous fire alarm devices.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES *(continued)*

14-C CHANGE ORDER NO. 1 – CAMPUS DOOR REMEDIATION RE-BID

Change Order No. 1 – MEDALLION CONTRACTING, INC. on the Campus Door Remediation Re-Bid project in the amount of \$13,362.

Original Contract Amount	\$ 719,987
<u>Change Order No. 1</u>	\$ <u>13,362</u>
Revised Contract Amount	\$ 733,349

Funding Source: Measure AA

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

- Fourteen (14) Von Duprin 996 lever classroom trim at the Bundy Campus and paint one side of the door as needed. Lever handles will be stainless steel and trim plates will be chrome.

14-D CORRECTION – AET/KCRW/PAC EW SECURITY SYSTEMS

Original Contract Amount	\$ 2,306,442.07
Change Order No. 1	\$ 17,868
Change Order No. 2	\$ 0
Change Order No. 3	\$ <u>52,506</u>
Revised Contract Amount	\$ 2,376,816.07

Funding Source: Measure AA

Comment: Change Order No. 3 for DIMENSION DATA on the AET/KCRW/PAC EW Security Systems project was approved at the February 2018 Board of Trustees meeting. However, the incorrect amount of \$17,268 for Change Order No. 1 was shown on the agenda. The correct amount of Change Order No. 1 should be \$17,868. The correct revised contract amount is shown and no other corrections are necessary.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES *(continued)*

14-E AMENDMENT NO. 10 TO AGREEMENT FOR ENGINEERING SERVICES – SECURITY AND FIRE ALARM UPGRADE

Amend the agreement with MDC ENGINEERS for the SECURITY UPGRADE project in the amount of **\$182,500** plus reimbursable expenses.

Original Contract Amount	\$365,000
Amendment No. 1	\$275,000
Amendment No. 2	\$81,340
Amendment No. 3	\$58,400
Amendment No. 4	\$50,850
Amendment No. 5	\$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	\$182,500
Total To Date	\$1,399,790

Funding Source: Measure AA

Comment: Amendment No. 10 provides for the extended construction administration through September 30, 2018 for the Main Campus Security and the Security Access Control/Video Surveillance System at AET/PAC campus projects. The main campus security project has been extended and expected to be completed in August 2018 and the involvement of the security consultant is needed for the completion of the project in coordinating with the System Integrator and campus for testing and validating the system from MDC – IT prior to completion and acceptance.

Construction Administration includes attending construction site meetings, on site progress inspections for provisional acceptance at all campus locations, attending meetings representing the college with outsourced manufacturers and vendors, update campus drawings to match as-built conditions, verify credentials for 5,000 users on behalf of the college, verify permissions for system users for the college and verify record on motion and server configuration for storage and data retention.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

Reviewed by: Carla Spalding, Controller

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

Title of Grant: BASIC SKILLS
 Granting Agency: State of California
 Augmentation Amount: \$294,764 (Amended Allocation \$771,918)
 Matching Funds: \$0
 Performance Period: July 1, 2017 – June 30, 2018
 Summary: The purpose of Basic Skills funding is to improve outcomes of students who enter college needing at least one course in English as a Second Language (ESL) or basic skills: English reading, English writing, and mathematics.

The Chancellor’s Office has issued First Period Apportionment on the basis of the new Basic Skills 2.0 funding formula, which has resulted in an increase of \$294,764 in the 2017-2018 funding level for Basic Skills.

Budget Augmentation:

Restricted Fund 01.3	
Revenue	
8600 State	\$294,764
Expenditures	
1000 Academic Salaries	\$ - 0 -
2000 Non-Academic Salaries	\$ 49,000
3000 Employee Benefits	\$ 9,800
4000 Supplies & Materials	\$ 12,354
5000 Other Operating Expenditures	\$ 71,000
6000 Capital Outlay	\$152,610
7300 Other Outgo/Indirect	\$ - 0 -
7600 Student Aid	\$ - 0 -
Total	\$294,764

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President Enrollment Development

Reviewed by: Carla Spalding, Controller, Business Services

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

Title of Grant: Cal Grant
 Granting Agency: California Student Aid Commission (CSAC)
 Augmentation Amount: \$650,000 (Amended Allocation \$3,250,000)
 Matching Funds: none
 Performance Period: July 1, 2017 – June 30, 2018
 Summary: Cal Grant is a state grant provided to students who have applied for the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) by the state deadline, meet the eligibility and financial requirements as well as minimum GPA requirement of 2.0. This grant is to assist qualified students with the cost of a four-year, two-year and vocational degree or certificate at a California college.

Based on the prior three years of Cal Grant B disbursement, it is estimated that more students will qualify for Cal Grant in the 2017-2018 award year.

Budget Augmentation:	Restricted Fund 74.0	
	Revenue	
	8600 State	\$650,000
	Expenditures	
	1000 Academic Salary	0
	2000 Non-Academic Salary	0
	3000 Employee Benefit	0
	4000 Supplies & Materials	0
	5000 Other Operational Expenses	0
	6000 Capital Outlay	0
	7300 Other Outgo	0
	7500 Financial Aid	\$ 650,000
	Total	\$ 650,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President Enrollment Development

Reviewed by: Carla Spalding, Controller, Business Services

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

Title of Grant: Federal Work-Study (FWS)
 Granting Agency: Department of Education
 Augmentation Amount: \$10,149 (Amended Allocation \$524,966)
 Matching Funds: \$ 3,383 (Amended Allocation \$174,989)
 Performance Period: July 1, 2017 – June 30, 2018

Summary: Federal Work-Study is a financial aid self-help grant that allows students to work at the school they are enrolled in. It is considered self-help because student must work and earn this grant. In assigning FWS jobs, a school must consider the student’s financial need, the number of hours per week the student can work, the period of employment, the anticipated wage rate, and the amount of other assistance available to the students.

The Department of Education re-distributed unexpended FWS funds and SMC received a supplemental amount of \$10,149 in addition to our 17-18 Federal Work-Study allocation.

Budget Augmentation: Restricted Fund 74.0

Revenue		
8100	Federal	\$ 10,149
Expenditures		
1000	Academic Salary	0
2000	Non-Academic Salary	0
3000	Employee Benefit	0
4000	Supplies & Materials	0
5000	Other Operational Expenses	0
6000	Capital Outlay	0
7300	Other Outgo	0
7500	Financial Aid	\$ 10,149
Total		\$ 10,149

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President Enrollment Development

Reviewed by: Carla Spalding, Controller, Business Services

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

Title of Grant: Full Time Student Success Grant (FTSSG)
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: \$474,830 (Amended Allocation \$1,276,000)
 Matching Funds: none
 Performance Period: July 1, 2017 – June 30, 2018
 Summary:

The FTSSG is a supplemental grant for Cal Grant B recipients who have already received a full time Cal Grant B award payment and are taking 12 units or more. This grant is intended to support persistence, retention and success by providing additional assistance to students to be able to attend full-time and complete their program of choice.

The Chancellor’s Office has increased the allocated funds for the 2017-2018 Full Time Student Success Grant in the amount of \$474,830. This increase is because the State estimated that there are going to be more “full time” Cal Grant B recipients then previously projected.

Budget Augmentation:

Restricted Fund 74.0		
Revenue		
8600	State	\$ 474,830
Expenditures		
1000	Academic Salary	0
2000	Non-Academic Salary	0
3000	Employee Benefit	0
4000	Supplies & Materials	0
5000	Other Operational Expenses	0
6000	Capital Outlay	0
7300	Other Outgo	0
7500	Financial Aid	\$ 474,830
Total		\$ 474,830

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Services

Reviewed by: Carla Spalding, Controller

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

Title of Grant: Campus Safety and Sexual Assault
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
 Augmentation Amount: \$41,981
 Matching Funds: \$0
 Performance Period: March 16, 2018 – June 30, 2020

Summary: The California State Legislature approved \$2.5 million dollars of one-time funding in the 2017-18 State Budget to support compliance with state and federal requirements regarding preventing and addressing sexual harassment, including sexual violence, involving a student, both on and off campus.

Santa Monica College has been awarded \$41,981. Each Community College was awarded a base amount of \$10,000 and additional funding based on total student enrollment per the final 2016-17 Recalculation FTES Report. These funds will be used for Online Sexual Misconduct Awareness and Prevention Training, Informational materials, presenters, marketing materials, and workshop materials.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 41,981
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 16,000
	5000 Other Operating Expenditures	\$ 25,981
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 41,981

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

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

Reviewed by: Carla Spalding, 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
 Award Amount: \$5,317,063
 Matching Funds: Not applicable
 Performance Period: July 1, 2017 – December 31, 2019
 Summary: The Strong Workforce Program regional funds require colleges to collectively increase specific metrics that include the quantity of career technical education (CTE) enrollments, courses, programs, job placement, and wage gains while also improving the quality of CTE.

The Region received collective funding. Santa Monica College was regionally approved to participate and lead in 11 funded projects totaling \$5,317,063. SMC will lead three projects including AWS Cloud Computing, developing the Center for a Competitive Workforce, and leading a regional marketing campaign.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 5,317,063
Expenditures		
1000	Academic Salaries	\$ 972,527
2000	Non-Academic Salaries	\$ 75,000
3000	Employee Benefits	\$ 299,793
4000	Supplies & Materials	\$ 48,000
5000	Other Operating Expenditures	\$ 3,895,243
6000	Capital Outlay	\$ 26,500
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 5,317,063

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

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

Reviewed by: Carla Spalding, Controller

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

Title of Grant: Strong Workforce Program – Local Share Round 2: FY 2017-18
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: \$244,725 (Amended Allocation \$1,229,749)
 Matching Funds: Not applicable
 Performance Period: July 1, 2017 – December 31, 2019
 Summary: The Local share of the Strong Workforce Program funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, completions, job placements, and wage gains while to improving the quality of CTE.

Santa Monica College qualified for incentive funding in the amount of \$244,725 based on Fiscal Year 2016-17 performance outcomes measuring completion and enrollment. These funds will be used to continue and expand on the projects funded with the Round 1 allocation, which included a Job Placement Center, new program development, marketing, and professional development.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 244,725
Expenditures		
1000	Academic Salaries	\$ 50,000
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 15,000
4000	Supplies & Materials	\$ 10,000
5000	Other Operating Expenditures	\$ 63,017
6000	Capital Outlay	\$ 96,920
7300	Other Outgo/Indirect	\$ 9,788
7600	Student Aid	\$ 0
Total		\$ 244,725

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 BUDGET DECREASE

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President Enrollment Development

Reviewed by: Carla Spalding, Controller, Business Services

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

Title of Grant: California Completion Grant (CCCG)
 Granting Agency: California Community Colleges Chancellor's Office
 Augmentation Amount: (\$91,000) (Amended Allocation \$309,000)
 Matching Funds: none
 Performance Period: July 1, 2017 – June 30, 2018
 Summary: The CCCG is intended to provide the students with additional financial aid to help offset their cost of community college attendance. This is an annual grant for students attending at least 15 units per term and on pace to complete their program within the timeframe determined in their comprehensive Education Plan for the entire length of their intended program.
 This request is to decrease the adopted budget for 2017-2018 California Completion Grant (CCCG) to match the Chancellor's apportionment report. The adopted budget was only an estimated number based on students who are expected to have 15 units or more.
 Budget Augmentation: Restricted Fund 74.0

Revenue		
8600	State	(\$ 91,000)
Expenditures		
1000	Academic Salary	0
2000	Non-Academic Salary	0
3000	Employee Benefit	0
4000	Supplies & Materials	0
5000	Other Operational Expenses	0
6000	Capital Outlay	0
7300	Other Outgo	0
7500	Financial Aid	(\$ 91,000)
Total		(\$ 91,000)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 BUDGET DECREASE *(continued)*

Requested By: Teresita Rodriguez, Vice President, Enrollment Development

Requested Action: Approval/Ratification

Reviewed by: Carla Spalding, Controller, Business Services

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

Title of Grant: Student Financial Assistance Program (SFAA-BFAP)
Granting Agency: California Community Colleges Chancellor's Office
Augmentation Amount: (\$5,214) (Amended Allocation \$902,291)
Matching Funds: None (Amended Match \$82,600)
Performance Period: July 1, 2017 – June 30, 2018
Summary: The Student Financial Assistance Program (SFAA-BFAP) is funding provided by the State for colleges to have the resources to identify and assist students in applying for Financial Aid. This fund is also intended for financial aid outreach and mitigate cost that school incur due to financial aid administration.
The Chancellor's Office has decreased the District's 2017-2018 funding for BFAP as per 2017-2018 First Apportionment Period dated 02/21/2018 due to change in State budget projections.

Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8600 State	\$	(5,214)
	Expenditure		
	1000 Academic Salaries	\$	0
	2000 Non-Academic Salaries	\$	0
	3000 Employee Benefits	\$	(5,214)
	4000 Supplies & Materials	\$	0
	5000 Other Operating Expenditures	\$	0
	6000 Capital Outlay	\$	0
	Total	\$	(5,214)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 BUDGET DECREASE *(continued)*

Requested By: Georgia Lorenz, Vice President, Academic Affairs

Requested Action: Approval/Ratification

Reviewed by: Carla Spalding, Controller, Business Services

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

Title of Grant: Student Success and Support Program Non-Credit (SSSP Non-Credit)
 Granting Agency: California Community Colleges Chancellor's Office
 Augmentation Amount: (\$600) (Amended Allocation \$78,114)
 Matching Funds: None (Amended Match \$82,600)
 Performance Period: July 1, 2017 – June 30, 2018
 Summary: The SSSP Non-Credit grant is intended to provide core services to students enrolled in noncredit courses. This grant is available to all colleges that submitted a SSSP Non-Credit funding certificate for 2017-2018 and is based on the 2016-2017 non-credit student headcounts. The Chancellor's Office has decreased the District's 2017-2018 funding for SSSP Non-Credit as per 2017-2018 First Apportionment Period dated 02/21/2018 because SMC's non-credit student headcount decreased in 2016-2017.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ (600)
Expenditure		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ (600)
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
Total		\$ (600)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 BUDGET TRANSFERS

17-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
 Period: February 22, 2018 through March 21, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	43,683
3000	Benefits	0
4000	Supplies	-2,600
5000	Contract Services/Operating Expenses	20,367
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-61,450
Net Total:		0

17-B FUND 01.3 – GENERAL FUND - RESTRICTED
 Period: February 22, 2018 through March 21, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	69,473
2000	Classified/Student Salaries	-110,046
3000	Benefits	-39,706
4000	Supplies	22,840
5000	Contract Services/Operating Expenses	5,034
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	52,405
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	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 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

February 2018 7850 through 7884 \$22,178,341.26

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

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

Payroll Warrant Register

February 2018 C1G- C2H \$11,960,834.69

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

RECOMMENDATION NO. 20 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested by: Michelle King, Director, Career and Contract Education

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

Requested Action: Approval/Ratification

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

RECOMMENDATION NO. 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

April 2018	Number of Memberships	Amount
	2	\$1,855

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	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
 Approved by: Elaine Polachek, Interim Executive Vice President
 Requested Action: Approval/Ratification

-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.

February 2018 \$46,041,547.38

-B AMENDMENT TO AGREEMENT FOR ACCIDENT/ILLNESS INSURANCE FOR F-1 VISA STUDENTS (MANDATORY) AND DOMESTIC STUDENTS (OPTIONAL)

Amend the agreement for accident/illness insurance for F-1 Visa Students (Mandatory) and Domestic Students (Optional) including on campus training for students and staff, support in providing healthcare and coverage to students.

1. Substitute the name "Relation Insurance Services Education, Inc." wherever it appears in the contract.
2. Relation Insurance Services Education Inc. hereby unconditionally assumes and agrees to be bound by all obligations and liabilities of Ascension Agencies under or related to the contract.

Funding Source: Student Insurance Fees

Comment: There is no financial impact associated with this Board action.

RECOMMENDATION NO. 23 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

February 2018

Covered by check & voucher numbers: 015777-016212& 01422-01445

Bookstore fund Payments	\$ 544,393.76
Other Auxiliary Fund Payments	\$ 45,132.46
Trust and Fiduciary Fund Payments	<u>\$ 543,930.77</u>
TOTAL	\$1,133,456.99

Purchase Orders issued \$17,062.72
 February 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	April 3, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 24 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2017-2018

Requested by: Christopher Bonvenuto Chief Director, Business Services

Approved by: Robert Isomoto, Vice President of Business and Administration

Requested Action: Approval/Ratification

Authorization of signature for the following staff member to approve invoices as indicated for the period July 1, 2017 through June 30, 2018.

Comment: This is a correction of the name submitted and approved on August 1, 2017.

Name/Title	Invoices
William Bloom Associate Dean, Financial Aid/Scholarships	X

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 3, 2018

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT – 10:23 p.m.

The meeting was adjourned in memory of current SMC student **Holly Wells**, and former SMC student **Brandon Nelson**.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, May 1, 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:

1. Classified School Employees Week
2. 2017-2018 Quarterly Budget Report and 311Q
3. Receipt of Personnel Commission 2018-2019 Proposed Budget
4. Process to Appoint Members to the Citizens' Bond Oversight Committee
5. Annual Authorization of Privileges for Student Trustee
6. Report/Presentation: Enrollment Development Plan