

M - N U T R E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

OCTOBER 3, 2017

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	October 3, 2017

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, October 3, 2017.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:29 p.m.
- ROLL CALL
 Dr. Andrew Walzer, Chair - Present
 Barry Snell, Vice-Chair - Present
 Dr. Susan Aminoff - Present
 Dr. Nancy Greenstein - Present
 Dr. Louise Jaffe - Present
 Dr. Margaret Quiñones-Perez - Present
 Rob Rader - Present
 Chase Matthews, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION - 5:30 p.m.

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, 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: Marcia Wade, Vice-President, Human Resources
 Robert Myers, Campus Counsel

Employee Organization: SMC Faculty Association

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

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

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 6:37 p.m.

- PLEDGE OF ALLEGIANCE – Mitch Heskell

- CLOSED SESSION REPORT

#1

The Board of Trustees authorizes the Superintendent/President to enter into a Settlement Agreement and Mutual Release between the Santa Monica Community College District and C.W. Driver, Inc. to resolve certain construction related claims raised in Los Angeles Superior Court Case No. BC630289 in the amount of \$887,724.

Following is the roll call vote:

Dr. Susan Aminoff	Aye
Dr. Nancy Greenstein	Aye
Dr. Louise Jaffe	Aye
Dr. Margaret Quiñones-Perez	No
Rob Rader	Aye
Barry Snell	Aye
Andrew Walzer	Absent

#2

The Board of Trustees, in closed session, voted to accept a recommendation from the Superintendent/President to terminate and dismiss the employment of a temporary employee in accordance with Education Code Section 87665, effective on October 4, 2017.

Following is the roll call vote:

Dr. Susan Aminoff	Aye
Dr. Nancy Greenstein	Aye
Dr. Louise Jaffe	Aye
Dr. Margaret Quiñones-Perez	Aye
Rob Rader	Aye
Barry Snell	Aye
Andrew Walzer	Absent

- 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:	Barry Snell
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

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-A Update: Deferred Action for Childhood Arrivals (DACA)
- #1-B Resolution in Support of Codifying DACA into Federal Law
- #2-A Public Hearing: Energy Service Contract for Energy-Related Improvements
- #2-B Resolution for Energy Service Contract
- #2-C Energy Services Agreement with Compass Energy Solutions
- #3 Agreement for Architectural Services – Math/Science Addition
- 4 Report: Minimum Wage
- #5 Schedule of Board of Trustees Meetings, 2018

IX. **CONSENT AGENDA**

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

Approval of Minutes

- #6 Approval of Minutes: September 5, 2017 (Regular Meeting)
September 11, 2017 (Joint Meeting with Board of Education)

Contracts and Consultants

- #7 Ratification of Contracts and Consultants
- #8 KCRW Foundation Donations to SMCCD
- #9 Subcontractual Agreement with UCLA
- #10 Contract for Business Engagement, Marketing and Communication
- #11 Contract for Regional Industry Council

Human Resources

- #12 Academic Personnel
- #13 Classified Personnel – Regular
- #14 Classified Personnel – Limited Duration
- #15 Classified Personnel – Non Merit

Facilities and Fiscal

- #16 Facilities
 - A Change Order No. 11 – Connection of Existing Facilities to Central Loop
 - B Change Order No. 5– Student Services Building
 - C Change Order No 20 – Health, PE, Fitness, Dance and Central Plant
 - D Change Order No. 1 – AET/KCRW Audiovisual and Broadcast Systems
 - E Change Order No. 5 – AET Audiovisual and Broadcast Systems
 - F Release of Partial Retention – AET Audiovisual and Broadcast Systems
 - G Award of Bid – CMD/KCRW Donor Concrete Pavers
 - H Amendment No. 7 - Agreement for Architectural Services, Student Services Bldg.
 - I Amendment No. 10 to Agreement for Architectural Services – Health, PE, Fitness, Dance and Central Plant
 - J Amendment to Agreement for Engineering Services – AET Campus & Parking Structure
- #17 Acceptance of Grants and Budget Augmentation
- #18 Budget Transfers
- #19 Commercial Warrant Register
- #20 Payroll Warrant Register

- #21 Auxiliary Payments and Purchase Orders
- #22 Providers for Community and Contract Education
- #23 Organizational Memberships
- #24 Purchasing
 - A Award of Purchase Orders
 - B Award of Contracts (Revision)
- #25 Authorization of Signature to Approve Invoices, 2017-2018

X. ***CONSENT AGENDA – Pulled Recommendations***

XI. ***BOARD COMMENTS AND REQUESTS***

XII. ***ADJOURNMENT***

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 7, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2017

IV. SUPERINTENDENT'S REPORT – Dr. Kathryn E. Jeffery

- Updates
 - Fall enrollment trails behind last fall by 3.15 percent. Academic Affairs continues to add classes where there is demand and capacity, including the addition of 15 late-start classes. There are 352 late-start classes, excluding nursing. For Winter and Spring 2018, enrollment dates will be released earlier and enrollment will begin in November instead of December.
 - Dr. Jeffery commended Chief of Police Johnnie Adams for exceeding the Campus Police fundraising goal for Breast Cancer Awareness.
 - Master Plan for Education Update, 2017-2018: Santa Monica College is in its 20th year of adopting a Master Plan for Education. Each year, the Master Plan for Education is reviewed and updated. Every five years, the College looks at its long-term strategic planning process which includes a review of the Vision, Mission and Goals statements as well as identification of long-term strategic initiatives. Last year, the college engaged the Collaborative Brain Trustee to facilitate the strategic planning process which resulted in six strategic initiatives for 2017-2022.

In preparation for formulating institutional objectives for 2017-2018, DPAC reviewed the following planning documents:

- Program Review 2017 Planning Summary
- Institutional Effectiveness Committee Observations in 2016-2017
- Accreditation Recommendations
- Strategic Planning and Facilitation Summary/Strategic Initiatives 2017-2022
- Board of Trustees Core Priorities, 2017-2018
- Academic Senate Objectives, 2017-2018
- Technology Objectives, 2017-2018

The 2017-2018 *Master Plan for Education* update includes documentation of DPAC's evaluation of the responses to the 2016-2017 institutional objectives, categorizing each as Completed, Substantially Completed, Addressed, or Not Addressed. 93% of the fifteen 2016-2017 institutional objectives were determined to be Completed.

One of the Institutional Objectives for 2017-2018 is for the College to evaluate its planning processes. DPAC will start the discussion at its next meeting.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 3, 2017

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 1-A

SUBJECT: **UPDATE: DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)**

SUBMITTED BY: Superintendent/President

BACKGROUND: DACA is a program established by President Barack Obama in 2012 that grants a form of temporary protection from deportation known as “deferred action” to undocumented immigrants who came to the United States before the age of 16, have resided in the United States since 2007 and meet other requirements. The Trump administration rescinded the program which leaves Congress with a six-month window to possibly save the program.

Santa Monica College continues to protect values that are important to its students, faculty, staff and the Santa Monica community. Values that include treating one another with mutual respect, dignity, trust and fairness, regardless of immigration status, ethnicity, socio-economic status, religion, disability or sexual orientation. Santa Monica College continues to offer equity and access to an excellent education to all students.

Legal Support

Since December 13, 2016 SMC, the Equity Committee, Center for Teaching Excellence served as the host site for the on-campus *DACA Renewal Processing Event for eligible SMC students*. Multiple “Know Your Rights Workshops” on issues regarding immigration status were held for students and college staff. On September 19, 2017, SMC, the Equity Committee, and the Center for Teaching Excellence again became the host site for on-campus *DACA Renewal Processing Event for eligible SMC students* and expanded services to staff, SMMUSD students and Santa Monica residents to renew their status, with attorneys offering their services pro bono. This service will continue through October 3rd. The non-profit, **Public Counsel**, continues to provide pro bono service to any eligible Dreamer. Since December 13th, SMC has provided DACA renewal services to approximately 60 SMC students.

Funding Support

Santa Monica College Foundation established a scholarship fund to provide immediate assistance to SMC's students who are Dreamers faced with the unforeseen, advanced financial burden to re-apply for DACA by October 5th. The application fee is \$495 plus the mailing costs totaling \$505 per student. With the Trump Administration’s announcement to end DACA, the reapplication process was fast-tracked, placing an unreasonable financial burden on our students. 100% of the proceeds will directly benefit SMC Dreamer Students who are legally in the United States under DACA (Deferred Action for Childhood Arrivals). The scholarship program will be administered in partnership with the Center for Teaching Excellence.

<http://www.smc.edu/StudentServices/PsychologicalServices/Pages/Social-Justice-Resources.aspx>

Within one week, the SMC community raised the \$15,000 match, totaling \$31,000 to support our DREAMERS.

<https://give.everydayhero.com/us/smcdreamers>.

SMC & SMMUSD

Due to the combined action of the Center for Teaching Excellence and the Foundation, SMC extended its support services for DACA students to SMMUSD partners. A separate, similar site was created and funds continue to come in. To date, \$6,500 has been raised.

https://give.everydayhero.com/us/smmusd_dreamers.

SMC and City of Santa Monica

The City of Santa Monica learned about SMC's swift action to support its Dreamers. Again the team quickly pivoted to establish a third portal for the residence of Santa Monica to leverage. During the September 26th monthly meeting, the Santa Monica City Council approved \$25,000 in matching funds to the SMC Foundation to serve non-student residence.

https://give.everydayhero.com/us/santamonica_dreamers.

Community Outreach

On September 19th, joining civic leaders Mayor Ted Winterer, SMPD Chief Jacqueline Seabrooks, SMPD Interim Chief Ken Semko, and SMMUSD Assistant Superintendent Dr. Mark Kelly, SMC Vice President Mike Tuitasi participated in a DACA workshop as part of an immigration series with Legal Aid Foundation of Los Angeles (LAFLA) and the Coalition for Humane Rights Los Angeles (CHIRLA) hosted a meeting at Virginia Park.

Undocumented Ally Training Program

The Undocumented Ally Program is a network of Santa Monica College faculty, staff and managers that are committed to providing support, education and understanding to SMC undocumented students. Trained Allies attend a 3-hour training that covers pertinent laws and public policy, available support resources, how to be an ally and mentor, and how to create inclusive and safe environments for undocumented students. The training also includes a student panel of current SMC undocumented students to share their lived experiences. Thus far there have been two trainings, allowing 44 Allies to be trained. There are additional trainings planned for October 6th and January 12th. In addition, individual departments have asked for trainings for their whole staff, such as Admissions & Records, Financial Aid and the Student Life Office.

Resources are available at:

<http://www.smc.edu/AcademicAffairs/CenterForTeachingExcellence/Pages/default.aspx>

<http://www.smc.edu/StudentServices/PsychologicalServices/Pages/Social-Justice-Resources.aspx>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-B

SUBJECT: **RESOLUTION IN SUPPORT OF CODIFYING DACA INTO FEDERAL LAW**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of Codifying DACA into Federal Law.

WHEREAS, On September 5, 2017, the Trump Administration ordered an end to the program known as Deferred Action for Childhood Arrivals, or DACA, and the Administration has urged Congress to identify a replacement within six months before the Administration phases out DACA’s protections. The outcome will determine the legal status and ultimate fate of approximately 800,000 immigrants, known as “Dreamers”, who were brought into the United States as children and who are eligible - under the existing DACA program - to apply for temporary residency in the United States; and

WHEREAS, in an act of faith and trust in America’s promise of opportunity and the historical legal principle of not punishing children for the actions of their parents and/or guardians, “Dreamers” gave their names, addresses and telephone numbers to the United States Government to participate in the DACA program; and

WHEREAS, the callous decision by the Trump Administration to end the Deferred Action on Childhood Arrivals (DACA) program is antithetical to American values and abandons the promise made to over 800,000 individuals pursuing the American Dream.

WHEREAS, the average DACA recipient immigrated to the United States when they were six years old and has spent the majority of their life living in the U.S.;

WHEREAS, the DACA Program has offered the opportunity for hundreds of thousands of Americans to reach their educational goals regardless of their immigration status;

WHEREAS, this shortsighted political calculation of ending DACA inhibits the aspirations of 222,795 Californians including the 72,000 estimated to be California community college students; and

WHEREAS, our vision for California’s community colleges is to provide access to a quality public higher education for all Californians, and as the largest public system of higher education in the U.S., we take great pride in being the pathway to opportunity for Californians of all backgrounds.

WHEREAS, a study of DACA recipients by the University of California, San Diego, found that the incomes of those participating in the program increased by 45%;

WHEREAS, a recent analysis by the CATO Institute found that the U.S. economy could be reduced by \$215 billion, and the federal government would lose \$60 billion in tax revenues with the elimination of DACA;

WHEREAS, DACA recipients are ineligible for federally funded financial aid programs such as subsidized loans, grants, scholarships or work study, subsidies provided by the Affordable Care Act, Medicaid, food stamps or cash assistance despite paying income, sales, and other taxes;

WHEREAS, seventy percent of DACA recipients are in school and 92% of them identify DACA as permitting them to pursue educational opportunities they previously unavailable;

WHEREAS, to qualify for DACA eligible applicants must not have committed a felony or significant misdemeanor, have been brought into the country under the age of 16, have lived continuously in the United States since 2007 and have to be either currently in school, have graduated from high school or have been honorably discharged from the U.S. armed forces;

WHEREAS, President Trump has put the educational goals and career aspirations of hundreds of thousands of Californians on hold and their future and America's economy at risk; and

WHEREAS, we remain steadfast in our commitment to educational opportunity and will stand with "Dreamers" to protect quality public community colleges for all Californians;

BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees hereby urges the Congress of the United States, and our State and local leaders - in keeping with the highest and best traditions of our pluralistic constitutional democracy - to acknowledge and accept the moral imperative of relieving these victims of circumstance from the fear of deportation, and to provide our nation's "Dreamers" with continued relief from deportation, and a path to permanent citizenship; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District Board of Trustees urges Congressional members to uphold California values, and to fill the leadership void created by President Trump's decision, and to codify protections contained within the Deferred Action for Childhood Arrivals Program that will permit thousands of California "Dreamers" to achieve their highest potential.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2-A

SUBJECT: **PUBLIC HEARING: ENERGY SERVICES CONTRACT FOR ENERGY RELATED IMPROVEMENTS**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a Public Hearing on the Energy Services Contract for Energy-Related Improvements.

PUBLIC HEARING OPENED: 7:59 p.m.
MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

PUBLIC COMMENTS: None

PUBLIC HEARING CLOSED: 8:00 p.m.
MOTION MADE BY: Nancy Greenstein
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

SUMMARY: The Board of Trustees will conduct a public hearing, adopt a resolution and approve an energy services contract with Compass Energy Solutions in accordance with California Government Code Section 4217.10-4217.18 for the purpose of designing, supplying and installing the following energy conservation and alternative energy measures:

- Interior high-efficiency lighting retrofit will provide more consistent and better lighting on the campus and parking structures. The new LED lighting will also enhance safety. There will be an increase in bulb life expectancy and a decrease in maintenance and inventory. Estimated savings are over \$165,776 per year.

This project is part of the District's ongoing efforts to conserve energy. California Government Code Section 4217.10 to 4217.18, authorizes the Board of Trustees to enter into an Energy Service Contract for the implementation of energy related improvements. Compass Energy Solutions is an energy services company that will provide the District with "turn-key" operations that include evaluation, design, engineering, project management, construction, and rebate redemptions for the energy conservation projects. Compass Energy Solutions is highly recommended by other community colleges in the State of California for its performance, timely project delivery, and quality results. Compass has recently worked with College of the Canyons, Santa Barbara City College, Mt. San Jacinto College, Victor Valley College and Palomar College.

Compass Energy Solutions has completed various energy saving projects for the District including the EMS upgrade, lighting retrofits, and lab exhaust modifications. All projects were all completed on time and within budget.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2-B

SUBJECT: **RESOLUTION FOR ENERGY SERVICES CONTRACT**

RESOLUTION: WHEREAS, California Government Code Section 4217.10 to 4217.18, authorizes the Board of Trustees to enter into an Energy Services Contract for the implementation of energy related improvements if the Board of Trustees finds that it is in the best interest of the College to enter into such Energy Service Contract and that the anticipated cost to the College for thermal or electrical energy or conservation services provided by the energy conservation projects under the contract will be less than the anticipated marginal cost to the College of thermal, electrical, or other energy that would have been consumed by the College in absence of those purchases; and

Now, therefore, the Board of Trustees adopts the following resolution:

“The Board of Trustees finds that (1) it is in the best interest of Santa Monica College to enter into an Energy Service Contract with Compass Energy Solutions for the implementation of certain energy related improvements to College facilities, and (2) the anticipated cost to College for thermal or electrical energy or conservation services provided by the energy conservation projects under the contract will be less than the anticipated marginal cost to the College of thermal, electrical, or other energy that would have been consumed by the College in absence of those purchases. Therefore, the Board of Trustees hereby authorizes the Superintendent/President to execute the Energy Service Contract by and between Santa Monica Community College and Compass Energy Solutions Company for the implementation of certain energy related improvements to College facilities in accordance with these findings and California Government Code Section 4217.10 to 4217.18.”

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2-C

SUBJECT: **ENERGY SERVICES AGREEMENT WITH COMPASS ENERGY SOLUTIONS**

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the District to enter into an Energy Services Contract with Compass Energy Solutions in the amount of \$1,908,199 for the following services:

- Interior high-efficiency lighting retrofit will provide more consistent and better lighting on the campus and parking structures. The new LED lighting will also enhance safety. There will be an increase in bulb life expectancy and a decrease in maintenance and inventory. Estimated savings are over \$165,776 per year.

FUNDING SOURCE: \$1,531,791 from the fiscal year 2016-17, 2017-18 Prop 39 State Clean Energy Funds, \$248,664 from the Utility Incentives, and \$127,744 from the District Capital Funds

COMMENT: A Request for Qualifications of Energy Service Company (ESCO) was conducted and two companies submitted proposals. Compass Energy solutions was the most qualified and determined to be the best value for Santa Monica College.

Buildings included in this lighting retrofit project are Business, Student Activities, Cayton Center, Drescher Hall, Library, Humanities and Social Science, Art Complex, Parking Structure 3 and 4, Theater Arts, and Center for Media and Design (Building D).

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 1 (Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **AGREEMENT FOR ARCHITECTURAL SERVICES – MATH/SCIENCE ADDITION**

SUBMITTED BY: Vice President Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the contract with CANNONDESIGN for planning, design, and construction administration of the Math/Science Addition project for \$7,130,750 plus \$170,227 in reimbursable expenses.

SUMMARY: The original Physical and Life Science building was completed in 1999 and due to the popularity of our science programs the labs are operating at capacity. The Math Department is operating out of temporary trailers constructed after the 1994 Northridge Earthquake, without proper technology or lab space. Consolidating Math and Science, plus Earth Sciences into a new complex allows for interdisciplinary interaction. The project will also include a new Planetarium that will be available for school and community presentations. This project has been in planning since 2007 and awaiting state funding which was finally approved with the passage of a statewide bond in November 2016. Approximately 40% of the project will be covered by state funds.

Architectural Services will include the planning, architectural design, preparation of bid and construction documents, approval of plans by the Division of State Architect, and construction oversight for the proposed new building.

On July 5, 2017, a request for qualifications for architectural and engineering services was sent out. On August 1, 2017, eighteen firms responded and submitted qualifications statements. The statements were evaluated by twelve members of the evaluation committee which included: math and science faculty, staff from academic affairs, facilities planning, facilities maintenance and the program management consultant firm. Four firms were shortlisted for interviews and the interview took place September 13, 2017. The four firms were CannonDesign, Lionakis, CO Architects and HGA. The interview committee consisted of the Superintendent/President Dr. Kathryn E. Jeffery, Executive Vice President Elaine Polachek, the Vice President of Business/Administration Bob Isomoto, Dean of Academic Affairs Erica LeBlanc, and the Program Management consultant Gustavo Ripalda. The committee recommended CannonDesign as the firm that best fits the project needs.

CannonDesign is a global integrated design firm with core markets in education and health/science. They have designed lab facilities for John Hopkins, Yale, UC San Diego, CSU Northridge, Loma Linda, and Cal Tech as well as numerous corporate and hospital laboratories. The team includes Research Facilities Design laboratory design consultants that has experience with over 80 community college lab facilities including 48 in California.

FUNDING SOURCE: Measure AA, V and State Capital Outlay Funds

MOTION MADE BY: Susan Aminoff

SECONDED BY: Barry Snell

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 3, 2017

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 4

SUBJECT: **REPORT: MINIMUM WAGE**

SUBMITTED BY: Vice-President, Human Resources

SUMMARY:

The Board approved incremental adjustments of the Santa Monica College Minimum Wage to be on the same schedule as the State of California Minimum Wage at its December 2016 meeting. The Los Angeles County Office of Education, which manages the District’s Human Resources Information Systems (HRIS) and payroll systems, recommended incremental adjustments to ensure compliance with the California Minimum Wage schedule.

January 1, 2017	\$10.50/hour
January 1, 2018	\$11.00
January 1, 2019	\$12.00
January 1, 2020	\$13.00
January 1, 2021	\$14.00
January 1, 2022	\$15.00

The City of Santa Monica implemented a Minimum Wage Ordinance that provides for a schedule that is more aggressive than the State of California’s Minimum Wage schedule. This is the difference being questioned by the Student Trustee. Effective July 1, 2017 the City’s minimum wage schedule for employers with 26 or more employees is:

July 1, 2016	\$10.50/hour
July 1, 2017	\$12.00
July 1, 2018	\$13.25
July 1, 2019	\$14.25
July 1, 2020	\$15.00
July 1, 2021	\$15.00

COMMENT: During the Board of Trustees meeting in August, Student Trustee Chase Matthews asked why the District could not provide the same minimum wage as the City of Santa Monica. To review the complete City of Santa Monica ordinance, please click on the following link:

<https://beta.smgov.net/strategic-goals/inclusive-diverse-community/minimum-wage-ordinance>.

The number of student employees processed monthly is shown in the Human Resources section of the Consent Agenda. Student employees are categorized as College Student Assistant (Student Help) or College Work-Study Student Assistant. In September, there were 121 College Student Assistants and 140 College Work-Study Student Assistants. The number of student workers is based on available funding and varies from month to month.

There are three funding sources for student workers: the District Unrestricted General Fund (01.0) balance that includes money for ill leave hours and federal work-study match dollars; Grant money for student help/tutors; and, Federal Work-Study allocations for work-study students. Last fiscal year, there were 809 student workers and the District spent \$1,686,000 for these workers. Student employees are typically assigned 10-20 hours per week. Based on best practices, there is no mixing of work-study funding and student employee funding. Student worker assignments continue until funding is exhausted. The amount paid to student employees is a Board policy issue.

For this 2017-2018 fiscal year, the budget for Student Workers is \$2,089,000. If the District continues to pay along California Minimum Wage requirements, the District will provide approximately 240 hours per student if it has the same number of student workers paid last year (809). If the decision is made to pay in accordance to minimum wage rates of the City of Santa Monica, the accelerated increase in minimum pay rates would result in a reduction of approximately 11% of funded hours or approximately 215 hours per student if the District employs the same number of student workers paid last year (809). In essence, the reduction of hours being funded would mean fewer hours per student or a reduction in the number of student workers.

A recommendation on the minimum wage will be presented to the Board at its December meeting.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2018

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the schedule of Board Trustees meetings for 2018.

Regular meetings (**in bold**) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally the third Tuesday of the month is held for special meetings or workshops. The schedule also includes Winter and Summer Board Study Sessions, and the joint meeting with the SMMUSD Board of Education in September (date to be determined).

January 16, 2018 (third Tuesday)
January 30 (fifth Tuesday - hold)

July 10 (second Tuesday)

February 6
February 20 (hold)

July 17 (third Tuesday)
Summer Study Session
Superintendent's Evaluation and Board Self-Assessment

March 6

August 7

March 20
Winter Study Session

August 21 (hold)

April 3
April 17 (hold)

September 4
September (tbd) – *Joint Meeting with SMMUSD Board of Education*

May 1
May 15 (hold)

October 2
October 16 (hold)

June 5
June 19 (hold)

November 6
November 20 (hold)

December 4
(may be rescheduled because of election year)

MOTION MADE BY: Barry Snell
SECONDED BY: Margaret Quiñones-Perez
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSTAIN: 1 (Greenstein)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2017

IX. 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-#25.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #7-G, #8, #10, #11, #13, #16-G

Vote on Consent Agenda, excluding #7-G, #8, #10, #11, #13, #16-G

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

X. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 7-G – Consultants and Contracts

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSTAIN: 1 (Walzer)

Recommendation No. 8 – KCRW Foundation Donations to SMCCD

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 10 – Contract for Business Engagement, Marketing and Communication

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Abstain
 AYES: 6
 NOES: 0
 ABSTAIN: 1 (Rader)

Recommendation No. 11 – Contract for Regional Industry Council

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Abstain
AYES: 6
NOES: 0
ABSTAIN: 1 (Rader)

Recommendation No. 13 – Classified Personnel, Regular

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

Recommendation No. 16-G – Award of Bid – CMD/KCRW Donor Concrete Pavers

MOTION MADE BY: Barry Snell
SECONDED BY: Louise Jaffe
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:

September 5, 2017 (Regular Board of Trustees Meeting)
September 11, 2017 (Joint Meeting with SMMSUD Board of Education)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Kathryn E. Jeffery, Superintendent/President

Requested Action: Ratification

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount 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 Brentview Medical Clinic	2017-2018 X-rays to be charged at \$50 per employee. Not to exceed \$2,500	Provide Chest X-rays to current District employees who evidence positive TB test result as required by law. Comment: The charge per X-ray has increased, the total remains the same as previously approved.	2017-2018 District Budget/ Human Resources
Requested by: Sherri Lee-Lewis, Dean, Human Resources Approved by: Marcia Wade, Vice-President, Human Resources			
B Denice Frohman	November 16, 2017 \$1,000	Poetry Reading: <i>Finding Your Voice</i> by award winning poet, Denice Frohman, on intersectionality of race/ethnicity, gender, sexuality, and identity. Ms. Frohman will also interact with students during a classroom visit.	District/Global Citizenship
C Robert Williams	November 14, 2017 \$300	Robert Williams, professor of English at American University of Cairo, will speak about the Uncunwee Documentation Project. Uncunwee is a language from the Nuba Mountains in Sudan. Dr. Williams led a team of linguists in Sudan – 2005-2011 www.uncuproject.com	District/Global Citizenship
Requested by: Kelley Brayton, Chair, Global Citizenship Approved by: Teresita Rodriguez, Vice-President, Enrollment Development			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

Provider/Contract		Term/Amount	Service	Funding Source
D	Not Anymore for Community College	2017-2018 \$12,000	Vendor will provide online training programs for new and returning students and as well as for faculty and staff. The different modules include Title IX training for new students, a refresher training for returning students, a module for International Students, Title IX training for faculty and staff, and a separate module titled Alcohol and Other Drugs Prevention.	Auxiliary Services/ Campus Health & Safety
<i>Requested by: Lisa Winter, Compliance Administrator, Title IX Coordinator</i> <i>Approved by: Michael Tuitasi, Vice-President, Student Affairs</i>				
E	Cobblestone Applied Research and Evaluation Inc. (Title III HSI STEM External Evaluation)	October 2, 2017 – September 30, 2018 Not to Exceed \$50,000	Evaluation Deliverables <ul style="list-style-type: none"> • All evaluation work specified within the current project will be performed in conjunction with grant-established timelines. • Assistance with monthly progress reports due to the Department of Education • A mid-year local report each Spring (beginning in 2017) • Annual local reporting • Annual funder-specific reporting submissions (December each year, beginning in 2017) 	Title III HSI STEM Grant
<i>Requested by: Melanie Bocanegra, Associate Dean of STEM/Equity Programs</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
F	ER Consulting, LLC Dba "The Company Doctors"	September 1, 2017 – June 30, 2018 Not to exceed \$45,900	ER Consulting, LLC Dba "The Company Doctors" will provide 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 "The Company Doctors".	Employment Training Panel (ETP) Contract
<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	October 3, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

Provider/Contract	Term/Amount	Service	Funding Source
G	Chris Swain July 1, 2017 – December 31, 2018 Not to exceed \$33,400	Game industry founder and educational consultant will assist SMC faculty in the development of a multi-disciplinary state-of-the-art of Game Design curriculum. Students who complete the curriculum will be prepared for game industry jobs and or transfer and learn skills transferrable to broader tech industry jobs. Scope of work to include: -Assist faculty to develop model curriculum for jobs in game industry or transfer -Faculty professional development assistance -Identify qualified candidates to teach in new Game Design program -Assist with development of Industry Advisory Board comprised of game companies with emphasis in SoCal employers.	Strong Workforce Programs (SWP) Regional
<i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
H	Computerland Change to original order, increase of \$5,715 (originally approved in the amount of \$97,252 in July 2017)	Microsoft Campus Agreement/ Desktop for Education	2017-18 District Budget/ Information Technology
<i>Requested by: Marc Drescher, Director, Management Information Services</i> <i>Approved by: Elaine Polachek, Executive Vice-President</i>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2017

CONSENT AGENDA:

RECOMMENDATION NO. 8 KCRW FOUNDATION DONATIONS TO SMCCD

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

Provider	Service	Amount
KCRW Foundation, Inc.	KCRW/SMC acceptance of equipment Donations; included, but not limited to:	Not to exceed:
	Two (2) external SSD drives; hardware and software for the REPORT-IT app; Two (2) Klotz power supply for studios; Chairs for KCRW engineers; Canon Camera/extra storage/reader for field producers; 6 external pro hard drives and 6 USB flash drives for Web Dept.	February 2016: \$9,379.31
	Two (2) iPad Minis for events; Laptop/server console, used at SXSW 2016; replacement laptop for use with selector music app for E24; Multifunction printer/paper try for Events	March 2016: \$4,080.30
	Handheld broadcast recorder for producers; Two (2) streaming audio encoders-stream update/upgrade project feeding "Streamguys;" Apple Macbook air for Events; Two (2) additional streaming audio encoder-stream upgrade/upgrade projecting feeding "Streamguys" this is items; Amazon Laptop for Sony Geis, Managing Editor News/Talk.	April 2016: \$9,887.82
	4Q Receivers: (2) for KCRW; (2) at five full power stations; one spare backup and 1Q receivers: for Lemon Grove, Gorman, and Joshua Tree/29 Palm translator sites.	May 2016: \$37,681.30
	No donations, this month	June 2016: \$0.00
	Ricoh Theta 360 camera for web team; internal hard drive for VR editing computer; One (1) external hard drive; Button making machine for 2016 membership street team to create promo items for prospective subscribers.	July 2016: \$1,333.00
	Four (4) External SSD drives for audio production.	August 2016: \$1,060.00
	Oculus headset for digital staff; Two (2) chair	September 2016:

	<p>replacement; Two (2) Mac Book Pro with Apple Care for Press Play production team; Two (2) analog to digital converters to be used with HD 2 signals for KCRU and KDRW at each transmitter site; one (1) 13.3 inch macbook for audio production department; iPad pro/Apple Care/keyboard pen for Web Director.</p> <p>Controller and relay pilot; One (1) smart APC UPS backup battery for Liberal Arts Room #128; 1 internet router for KERW, San Luis Obispo, for engineering department; 2 Drobo Storage array; Two (2) GTechnology external hard drive.</p> <p>No donations, this month</p> <p>Samsung Galaxy S7 edge/wireless charging pad/VR gear; CD Duplicator; Equipment Camera for Facebook Live Video stream from Samy's Camera for Web team; VR Rig for Web Team; Tuner and Encoder/Decoder with installation services for KERW, San Luis Obispo, used by Engineering Department.</p> <p>Two (2) satellite dishes for KERW, San Luis Obispo.</p> <p>Two (2) Pepwave routers for Engineering Dept; fan replacement for mechanical room in Basement; remote kit replenishment for KERW; one Signal Hound's generator to test gear used in making + taking transmitter measurements, determining interference issues at the transmitter sites; Three (3) external hard drives for Production staff; Dyson tower fan for office; Three (3) ASUS laptops for production and foundation finance staff; portable audio recorders for field recording kits; new transmitter for KERW, SLO; Apple Macbook Air/Applecare for KCRW Street Team; Audio cable for E24 (network project); Transmitter upgrade and replacement project for KERW, San Luis Obispo.</p> <p>One (1) Replacement TV for Master Control to produce breaking news; server memory upgrade for Engineering Department; ADK's VR rig for Web Team; One (1) package Myat transmitter assembly parts for KERW; one Macbook for KCRW producers; Five (5) chairs for various KCRW staff; Two (2) desks for web team.</p> <p>Digit CD and Flexstar repair services.</p> <p>ADK VR rig refund</p>	<p>\$10,654.18</p> <p>October 2016: \$4,459.03</p> <p>November 2016: \$0.00</p> <p>December 2016: \$23,756.25</p> <p>January 2017: \$702.69</p> <p>February 2017: \$54,108.33</p> <p>March 2017: \$30,436.55</p> <p>April 2017 \$3,278.86</p> <p>April 2016: \$2,304.</p>
--	---	---

	<p>Bose noise canceling headphones for Press Play producer; laptop for KCRW Production Assistant to borrow; KCRU auxiliary antenna replacement; video equipment for new building, which was installed in basement due to early request; color printer for Liberal Arts Room #128.</p> <p>RME Fireface 802, used in KCRW Performance Studio; studio power supply; microphones for field reporting producers; professional handheld broadcast recorder podcasts; various interface products (adapters, attenuators, couplers), used by KCRW Engineering Department.</p> <p>JE Component Equipment rack/amplifiers inserted in-line to KCRU and KDRW transmitters/ two (2) analog to digital converter-air chain adapters for KCRW Engineering Dept; Replacement power module for Mojave transmitter; Annual license for renewal contract with Cisco for Internet Gateway device for IT Dept; Replacement PCs that produce HD signal for transmitters, to be sited at KDRW; Replacement PCs that produce HD signal for transmitters, to be sited at KCRW and KCRU; Pioneer DJ for KCRW DJs; VMWare License form 2016-2017 for server replacement; Four (4) replacement servers for KCRW; replacement laptop for music depart for use in compiling E24 selector playlists.</p>	<p>April 2016: \$67,076.54</p> <p>May 2017: \$3,055.02</p> <p>June 2017: \$60,337.35</p>
KCRW Foundation, Inc.	Reimbursement to District for installation services provided by Key Code Media for KCRW's new building.	<p>Amount: Payment request #3 - \$114,988 (May 2017)</p> <p>Retainer for above payment: \$6,052 (May 2017)</p>

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 9 SUBCONTRACTUAL AGREEMENT WITH UCLA

Requested Action: Approval/Ratification

Requested by: Melanie Bocanegra, Associate Dean of Equity and STEM Student Programs

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

Subcontractor: **The Regents of the University of California**

Contract Amount: \$304,455

Funding Source: Title III HSI-STEM

Performance Period: October 1, 2017-September 30, 2018

Purpose of Contract: The purpose of this cooperative project is to increase the number of community college students, particularly students traditionally underrepresented in STEM, who transfer to a baccalaureate program in a STEM discipline. University of California at Los Angeles shall serve as the District’s cooperative partner to develop and deliver the awarded U.S. Department of Education HSI STEM and Articulation Cooperative Grant.

Grant Specific Activities: Coordinate efforts with SMC personnel to develop and deliver summer activities for students enrolled in the Science and Research Initiative, including:

- a. Provide staff/faculty to assist with the SMC STEM Orientation, and STEM Skills workshops
- b. Develop and implement the 10 week Undergraduate Research Program for 22 SMC students.
- c. Identify UCLA STEM faculty leads to meet with SMC STEM faculty to review efficacy of STEM pathways from SMC to UCLA, and mentor SMC Summer Research Students
- d. Participate in professional development activities as appropriate;
- e. Attend SMC STEM instructional and counseling team monthly meetings and biannual retreats.
- f. Regularly attend STEM Counseling 12 “STEM Career Counseling”, Counseling 15 “Job Search Strategies” and Science 10 courses.
- g. Develop a Spring SMC SRI transfer bridge program.
- h. Work closely with SMC and UCLA faculty to create a honors course for SMC transfer students at UCLA.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 CONTRACT FOR BUSINESS ENGAGEMENT, MARKETING AND COMMUNICATION

Requested Action: Approval/Ratification

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

Approved by: Georgia Lorenz, Vice President, Academic Affairs

Provider: Southern California Leadership Council
 Service: Business Engagement, Marketing, and Communication
 Period: October 1, 2017 through December 31, 2018
 Amount: \$495,000 total
 Funding Source: Strong Workforce Regional Share

Summary: The California Community College Chancellor’s office in response to SB830/AB1602, the Strong Workforce Program, prompted regional projects by the Los Angeles/Orange County Regional Consortia to address development of their local workforce needs. Santa Monica College, in accordance to the regional planning of the consortia, is leading a marketing and communications plan to local employers and industry leaders to engage with the programmatic needs of the region’s community colleges.

The Southern California Leadership Council (SCLC) is a well-established policy and industry leader engaged in broad advocacy through its board members comprised of three previous California Governors and a wide array of top Southern California business executives. SCLC will be contracted to undertake business engagement and marketing and communication activities described below:

Develop and manage business/employer partnerships with industry firms within Southern California to identify their specific labor needs and better connect them to relevant community colleges to fill those immediate and near-term talent needs/gaps.

Develop an industry outreach model to identify and secure commitments for students to be placed in work based learning experiences that provide introduction, insight, or hands on experience to ensure students are qualified and competitive for in-demand occupations

Cultivate and deliver analytically-based, region-specific economic intelligence to community colleges to inform regional career education programs, degrees, certificates and credentials that are aligned to the prevailing economic trends, to more knowledgably and proficiently train students and jobseekers for and connect them to the skilled workforce, occupations and careers of the 21st century.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 CONTRACT FOR REGIONAL INDUSTRY COUNCIL

Requested Action: Approval/Ratification

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

Approved by: Georgia Lorenz, Vice President, Academic Affairs

- Provider: Los Angeles Chamber of Commerce
- Service: Regional Industry Council
- Period: October 1, 2017 through December 31, 2018
- Amount: \$300,000 total
- Funding Source: Strong Workforce Regional Share

Summary: Stemming from the Los Angeles Community Colleges transition to a regional implementation of the Strong Workforce program - in partnership with the Los Angeles and Orange County Regional Consortia, LA/OC Center of Excellence, the Los Angeles Economic Development Corporation (LAEDC) and the Southern California Leadership Network - the Los Angeles Area Chamber of Commerce (L.A. Chamber) and its partners are working together to initiate the *Center for a Competitive Workforce*. The *Center for a Competitive Workforce*, a public-private partnership dedicated to producing and sharing applied research, economic intelligence and labor market information. Additionally, the partnership will support the development of six regional industry councils which will be responsible for validating labor market data; advising colleges of the necessary occupational skills and workforce education performance objectives; and informing regional model curriculum and program design for regional adoption, program development and modification.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

AMENDMENTS TO SUPERINTENDENT'S CONTRACT

Section 2) Term: The term of this Agreement is extended through June 30, 2021.

All other provisions in Section 2) Term remain the same.

Section 8) Work Year, Vacations, Holidays and Leaves: The President will accrue and receive 30 working days paid vacation. Vacation may accumulate up to a total not to exceed 45 unused vacation days. Once the President has accrued a total of 45 unused vacation days, she is not entitled to accrue any additional vacation until her vacation balance is reduced below 45 days.

All other provisions in Section 8) Work Year, Vacations, Holidays and Leaves remain the same.

ELECTIONS

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, 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>ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION</u>	<u>EFFECTIVE DATE</u>
Central Plant Operator Proposed Salary Range: Classified Range 41	10/04/17
 <u>ESTABLISH</u>	
Administrative Assistant II (1 position) Workforce & Economic Development, 12 months, 40 hours	10/04/17
Accompanist Performance (1 position) Music Department, 8 months, 20 hours, VH-I	10/04/17
 <u>ABOLISH</u>	
Administrative Assistant II (1 position) Workforce & Economic Development, 12 months, 20 hours	10/04/17
Accompanist Performance (1 position) Music Department, 11 months, 20 hours, Day	10/04/17
 <u>CLASSIFICATION RE-TITLE</u>	
From: Academic Computing Laboratory Specialist – AET To: Academic Computing Laboratory Specialist – CMD	10/04/17
From: Multimedia Specialist – AET To: Multimedia Specialist – CMD	10/04/17
From: Cash Receipts Specialist To: Enterprise Business Services Specialist	10/04/17
From: Cash Receipts Clerk To: Enterprise Business Services Clerk	10/04/17
From: Bookstore Sales Clerk To: Customer Services Assistant	10/04/17
 <u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	
From: Programmer Analyst I Classified Range 44 To: Programmer Analyst Classified Range 48	10/04/17

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Alvarez, Ana M., Library Assistant, Campus Library (Step C)	09/18/17
Pivovaroff, Eric, Director of Facilities Management, Facilities (Step B)	10/09/17
Rosas, Jonathan, Campus Safety Officer, Campus Police (Step B)	09/18/17
Trejo, Carolina, Administrative Assistant I, Career Services (Step C)	08/24/17

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Meza, Ofelia	10/01/17
From: Administrative Assistant I, Classified Salary Schedule – Range 26	
To: Administrative Assistant II, Classified Salary Schedule – Range 29	

CLASSIFICATION RE-TITLE

Chang, Leon	10/04/17
From: Cash Receipts Clerk	
To: Enterprise Business Services Clerk	

Dhruv, Chandra	10/04/17
From: Cash Receipts Specialist	
To: Enterprise Business Services Specialist	

Fisher, Marie-Claude	10/04/17
From: Cash Receipts Clerk	
To: Enterprise Business Services Clerk	

Hershon, Robert	10/04/17
From: Multimedia Specialist – AET	
To: Multimedia Specialist – CMD	

Lucero, Paul	10/04/17
From: Bookstore Sales Clerk	
To: Customer Services Assistant	

Martinez, Dennis	10/04/17
From: Cash Receipts Specialist	
To: Enterprise Business Services Specialist	

Oswald, John	10/04/17
From: Cash Receipts Clerk	
To: Enterprise Business Services Clerk	

Prong, Ben	10/04/17
From: Multimedia Specialist – AET	
To: Multimedia Specialist – CMD	

Robinson, Rhonda	10/04/17
From: Cash Receipts Clerk	
To: Enterprise Business Services Clerk	

Romo, Veronica 10/04/17
From: Cash Receipts Specialist
To: Enterprise Business Services Specialist

Seldon, Stuart 10/04/17
From: Multimedia Specialist – AET
To: Multimedia Specialist – CMD

Valadez, Jorge 10/04/17
From: Bookstore Sales Clerk
To: Customer Services Assistant

Victorin, Anthony 10/04/17
From: Cash Receipts Clerk
To: Enterprise Business Services Clerk

Watson Orenstein, Joy 10/04/17
From: Bookstore Sales Clerk
To: Customer Services Assistant

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

Lucero, Paul 09/05/17 – 10/03/2017
To: Bookstore Operations Assistant, 100%
From: Bookstore Sales Clerk

Lucero, Paul 10/04/17 – 03/31/2018
To: Bookstore Operations Assistant, 100%
From: Customer Services Assistant

Ordaz, Cindy 10/09/17 – 12/31/2017
To: Administrative Assistant II, Workforce & Economic Development, 100%
From: Administrative Assistant I, STEM

Valadez, Jorge 09/05/17 – 10/03/2017
To: Bookstore Operations Assistant, 100%
From: Bookstore Sales Clerk

Valadez, Jorge 10/04/17 – 03/31/2018
To: Bookstore Operations Assistant, 100%
From: Customer Services Assistant
Initial Assignment:

WORKING OUT OF CLASSIFICATION (PROVISIONAL) - EXTENSION

Vasquez, Olga Initial Assignment: 7/5/2017 to 9/22/2017
To: Personnel Analyst, 100% Length of Extension: 9/23/2017 to 10/20/2017
From: Personnel Technician

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Okonoboh, Barry Joseph 10/02/17
From: Instructional Assistant - Math, Math Department, 11 mos., 20 hrs.
To: Instructional Assistant - Math, Math Department, 11 mos., 20 hrs., VH-I

LEAVE OF ABSENCE - UNPAID

Felder, Ronnie, Sr. Student Services Specialist- A&R, Adm. & Rec.

09/18/2017 – 12/21/2017

Comment: Ronnie will be on an unpaid leave from his classified assignment while working as a part-time faculty member.

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Baginski, Pamela, Library Assistant, Library

09/22/17

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, 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

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.

Davis, LaTonya R., Custodian	09/01/2017-12/21/2017
Lopez Garcia, Olga M., Custodian	09/05/2017-12/21/2017
Sandoval, Ana X., Custodian	09/01/2017-12/21/2017

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, 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, \$10.50/hour (STHP)	121
College Work-Study Student Assistant, \$10.50/hour (FWS)	140

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES

Requested by: Greg Brown, Director, Facilities Planning

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

Requested Action: Approval/Ratification

16-A CHANGE ORDER NO. 11 – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP

Change Order No. 11 – SJ AMOROSO on the Connection of Existing Facilities to Central Plant Loop project in the amount of \$22,691.

Original Contract Amount	\$ 8,087,000
Previously Approved Change Orders	\$ 443,325
Change Order No. 11	\$ <u>22,691</u>
Revised Contract Amount	\$ 8,553,016

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 11 includes labor and material cost for the following:

- Replace damaged cables at Science Building;
- Install power to condensate pumps;
- Repair the collapsed trench in the east parking lot by adding slurry per Geotechnical Engineer’s recommendation;
- Add ADA parking stalls in east parking lot;
- Use circuits P12-21, 23, 25 for FCUs B-1, B-2, B-3 respectively. Provide 20A, 3p circuit breaker and install in slot 32, 34,36 in panel P12 to serve FCU-B-9;
- Remove and relocate existing roof drain in overflow, which are in conflict with AHU B-1 on HSS Building.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-B CHANGE ORDER NO. 5 – STUDENT SERVICES BUILDING

Change Order No. 5 – BERNARDS BROS. on the Student Services Building project in the amount of \$39,913.

Original Contract Amount	\$ 77,438,000
Previously Approved Change Orders	\$ 263,606
Change Order No. 5	<u>\$ 39,913</u>
Revised Contract Amount	\$ 77,741,519

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

Funding Source: Measure U

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

- Relocate sound barrier from Health PE project to the Student Services Building project Lot 1;
- Stem walls at various locations in order to provide support for site work sidewalks and to act as planter areas boundaries.

16-C CHANGE ORDER NO. 20 – HEALTH, PE, FITNESS, DANCE & CENTRAL PLANT

Change Order No. 20 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$34,368.

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ 2,742,141
Change Order No. 20	<u>\$ 34,368</u>
Revised Contract Amount	\$ 42,332,509

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

Funding Source: Measure AA

Comment: Change Order No. 20 includes the labor and material cost for the following:

- Additional plaster removal at Level 1;
- Changes in restroom accessories and additional hardwired equipment;
- Installation of additional steel to support the exterior wing wall of stair number 1;
- Add drag reinforcement strength at E-5;
- Install embeds at Stair No. 3.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-D CHANGE ORDER NO. 1 – AET/KCRW AUDIOVISUAL & BROADCAST SYSTEMS

Change Order No. 1 – Key Code Media on the AET/KCRW Audiovisual & Broadcast Systems project in the amount of \$6,096

Original Contract Amount	\$ 5,981,109
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ <u>6,096</u>
Revised Contract Amount	\$ 5,987,205

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

Funding Source: Measure AA

Comment: Change Order 1 for KCRW provides custom speaker mounts for On-Air control rooms and Performance Audio Control.

16-E CHANGE ORDER NO. 5 – AET AUDIOVISUAL & BROADCAST SYSTEMS

Change Order No. 5 – Key Code Media on the AET Audiovisual & Broadcast Systems project in the amount of \$78,881

Original Contract Amount	\$ 3,992,558
Previously Approved Change Orders	\$ 301,282
Change Order No. 5	\$ <u>78,881</u>
Revised Contract Amount	\$ 4,372,721

This change order results in 103 days added to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 5 for AET (Center for Media and Design) includes labor and material costs for the following:

- Auralex Acoustic Panels for Video Control 129B and Audio Control 129A;
- Provide, install and program Blu-Ray players in various classrooms and remove VGA Inputs from teachers desks in various rooms;
- Additional equipment and installation of various integrations between Audio Visual and Broadcast systems including additional Creston encoder cardframe, Creston AMP, PDM-Livewire, decoder card, temporary auditorium projector and Block-O Matic programming;
- Non-Compensable project extension of one hundred and three days due to multiple owner requested changes and general contractor for the AET Campus & Parking Structure project delay to finish the auditorium.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-F RELEASE OF PARTIAL RETENTION – AET AUDIOVISUAL & BROADCAST SYSTEMS

Reduce the retention amount held from Key Code Media for the AET Audiovisual and Broadcast Systems project from 5% to 2.5%.

Comment: The AET (Center for Media and Design) project is more than 90% complete.

16-G AWARD OF BID – CMD/KCRW DONOR CONCRETE PAVERS

Award the bid to the lowest responsive bidder for the CMD/KCRW Donor Concrete Pavers project.

<u>Bidder</u>	<u>Amount</u>
Omega Construction	\$127,000

Funding Source: KCRW Foundation

Comment: This project includes engraving donors names and simulated pavers in existing concrete walkways at the Center for Media and Design; approximately 800 donor names are to be engraved. The project will honor donors to KCRW as well as SMC/Center for Media and Design.

16-H AMENDMENT NO. 7 TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES BUILDING

Amendment No. 7 to agreement for architectural services with MORRIS ARCHITECTS for the Student Services Building in the amount of \$22,535 plus \$2,000 in reimbursable expenses.

Original Contract Amount	\$ 3,825,500
Amendment # 1	\$ 150,896
Amendment # 2	\$ 2,680
Amendment # 3	\$ 620,000
Amendment # 4	\$ 59,230
Amendment # 5	\$ 16,710
Amendment # 6	\$ 10,525
<u>Amendment # 7</u>	<u>\$ 22,535</u>
Revised Contract Amount	\$ 4,708,076

Funding Source: Measure U & S

Comment: Amendment No. 7 provides for architectural and engineering services for design and documentation for the re-paving, re-striping and re-grading of Parking Lot 1 including paving to meet fire lane requirements, and for parking and striping to be ADA compliant. Also includes NPEDES general permit for Storm Water discharge and Addendum to State Water Pollution and Prevention Plan and submit to the Water Board and to obtain DSA permitting. The pavement in Parking Lot 1 is well beyond its useful life and recent construction in the area has contributed to its further decline. The project will include the complete replacement of the pavement. The work is scheduled to be done in Summer of 2018 so it will be ready for the completion of Student Services in Winter of 2019.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-I AMENDMENT NO. 10 TO AGREEMENT FOR ARCHITECTURAL SERVICES – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT
 Amend agreement with GENSLER for the Health, PE, Fitness, Dance and Central Plant project for \$750 plus \$800 in reimbursable expenses.

Original Contract Amount	\$3,589,000
Amendment No. 1	675,000
Amendment No. 2	198,000
Amendment No. 3	4,500
Amendment No. 4	8,400
Amendment No. 5	29,500
Amendment No. 6	150,000
Amendment No. 7	497,786
Amendment No. 8	175,200
Amendment No. 9	10,000
Amendment No. 10	750
Revised Contract Amount	<u>\$5,338,136</u>

Funding Source: Measure AA

Comment: Amendment No. 10 provides for professional design and consulting services for an appeal of a US Green Building Counsel review of the LEED ratings for this project. We expect to be successful in the appeal. The \$800 is an appeal fee.

16-J AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES – AET CAMPUS & PARKING STRUCTURE
 Amendment to agreement with P2S ENGINEERING for engineering services for building commissioning on the AET Campus & Parking Structure project for \$17,800 plus \$1,200 in reimbursable expenses.

Funding Source: Measure AA

Comment: This amendment is required to address an extended project completion date and additional scope items, such as the generator, that have been added to the list of systems to be commissioned. Building commissioning is a process to assure by verification and documentation that the building’s mechanical systems perform as intended in the design and in accordance with operational need. This includes the integration of the system with other building systems such as security and sustainability.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

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

Approved by: Bob Isomoto, Vice President, Business and Administration

Title of Grant: Physical Plant and Instructional Support
Granting Agency: California Community Colleges Chancellor's Office
Augmentation Amount: -\$132,423 (Amended Allocation \$ 1,321,564)
Matching Funds: Not applicable
Performance Period: July 1, 2017 – June 30, 2019 (2 Years)

Summary: In demonstration of their support for California Community College students, Legislative Leaders and the Governor are providing \$30 million in assistance to Dreamers that are California Community College students in response to the recent decision to rescind the Deferred Action for Childhood Arrivals program. To help support this additional funding in financial aid, \$7 million will be shifted from the Physical Plant and Instructional Support program allocation identified in the 2017-18 Budget Act. For Santa Monica College, Physical Plant and Instructional Support's funding is reduced from \$1,453,987 to \$1,321,564.

Budget Augmentation: Restricted Fund 01.3

Revenue

8600	State	-\$	132,423
------	-------	-----	---------

Expenditures

1000	Academic Salaries	\$	0
2000	Non-Academic Salaries	\$	0
3000	Employee Benefits	\$	0
4000	Supplies & Materials	\$	0
5000	Other Operating Expenditures	\$	0
6000	Capital Outlay	-\$	132,423
7300	Other Outgo/Indirect	\$	0
7600	Student Aid	\$	0

Total		-\$	132,423
--------------	--	------------	----------------

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 BUDGET TRANSFERS

18-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: July 1, 2017 thru September 20, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	11,549
3000	Benefits	461,846
4000	Supplies	16,516
5000	Contract Services/Operating Exp	86,917
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-576,828
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	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 COMMERCIAL WARRANT REGISTER

Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

Commercial Warrant Register

August 1 - 31, 2017 7608 through 7652 \$9,946,619.63

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

RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

Payroll Warrant Register

August 1-31, 2017 C1A- E4C \$10,946,853.13

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

RECOMMENDATION NO. 21 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: Mitch Hesel, Dean (Interim), Educational Enterprise
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

Auxiliary Operations Payments and Purchase Orders

August 1 – 31, 2017

Covered by check & voucher numbers: 013646-013910 & 01269-01296

Bookstore fund Payments	\$438,466.07
Other Auxiliary Fund Payments	\$57,053.80
Trust and Fiduciary Fund Payments	\$629,798.91
TOTAL	\$1,125,318.78

Purchase Orders issued \$ 177,171.65
August 1 – 31, 2017

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	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 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. 23 ORGANIZATIONAL MEMBERSHIPS 2017-2018

Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Robert Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

Organizational Memberships

August 2017	Number of Memberships	Amount
	8	\$11,043.00

Funding Sources: Departmental Budgets

Comment: The list of organizational memberships in on file in the Offices of the Superintendent/President and Fiscal Services. The Los Angeles County Office of Education requires monthly approval of the list on file.

RECOMMENDATION NO. 24 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

24-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.

August 1 – 31, 2017 \$158,471,236.18

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 25 AUTHORIZATION OF SIGNATURE 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.

Name/Title	Invoices
Pivovaroff, Eric Director of Facilities Management	X

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2017

XI. BOARD COMMENTS

XII. ADJOURNMENT – 10:00 p.m.

The meeting was adjourned in memory of SMC student **Daniel Cabrera**; the victims of the tragedy in Las Vegas, and all those suffering hardships due to the recent hurricanes and earthquakes.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 7, 2017** 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

- Veterans Awareness Week
- Confirmation of Appointment to Personnel Commission
- Quarterly Budget Report
- Report: Diversity