

# M I N U T E S



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

DECEMBER 5, 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/>

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 5, 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, December 5, 2017.

**I. ORGANIZATIONAL FUNCTIONS**

- CALL TO ORDER – 5:30 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 – Absent  
 Chase Matthews, Student Trustee – Present (for Public Session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

**II. CLOSED SESSION – 5:31 pm.**

**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

**CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9 (4)(d))** Initiation of litigation: One case

**REAL PROPERTY (Government Code Section 54956.8)**

Property Address: 1530 Pico Blvd., Santa Monica, California  
 Under Negotiation: Terms and Conditions of Purchase  
 College Negotiator: Dr. Kathryn E. Jeffery  
 Owner's Representatives Feldman Berman Schwartz LLP.

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:00 p.m.

- PLEDGE OF ALLEGIANCE – Laurie McQuay-Peninger
- CLOSED SESSION REPORT  
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 \$1,104,862.  
Ayes: 5 (Aminoff, Greenstein, Jaffe, Snell, Walzer)  
Noes: 1 (Quiñones-Perez)  
Absent: 1 (Rader)
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)  
MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:

IV. **PUBLIC COMMENTS**

David Burak  
Theodore Randel  
Ana Laura Paiva  
Benjamin Kolodny  
Beau Espeso  
Ali Khan  
Alexa Benavente  
Edgar Gonzalez

V. **SUPERINTENDENT'S REPORT**

- 2017 Senator Paul Simon Award for Comprehensive Internationalization
- Transfer Report
- Associates Lecture – Denice Frohman, November 16, 2017
- Opening of the Center for Media and Design/KCRW – December 2, 2017
- Holiday Gratitude Lunch – December 5, 2017
- SMC Speech and Debate Team Wins Awards

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

- #1 SMC Minimum Wage
- 2 AACC Pathways 2.0 Program

IX. **CONSENT AGENDA**

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

**Approval of Minutes**

- #3 Approval of Minutes: November 7, 2017 (Regular Meeting)

**Academic and Student Affairs**

- #4 New Courses and Degrees, Fall 2017

**Grants and Contracts**

- #5 Ratification of Contracts and Consultants
- #6 KCRW Foundation Donations to SMCCD

**Human Resources**

- #7 Academic Personnel 19
- #8 Classified Personnel – Regular 21
- #9 Classified Personnel – Limited Duration 23
- #10 Classified Personnel – Non Merit 24

**Facilities and Fiscal**

- #11 Facilities
  - A Change Order No. 13 – Connection of Existing Facilities to Central Plant Loop 25
  - B Change Order No. 22 – Health, PE, Fitness, Dance and Central Plant 25
  - C Change Order No. 2 – AET/KCRW Audiovisual and Broadcast Systems 26
  - D Change Order No. 1 – AET/KCRW/PAC EW Security Systems 26
  - E Amendment No, 9 to Agreement for Engineering Services – Security and Fire Alarm Upgrade 27
  - F Amendment to Agreement for Engineering Systems – AET Campus and Parking Structure 28
  - G Correction – Award of Bid – Fire Alarm System Integration to Campus Physical Security Systems 28
  - ~~H Project Close Out – Performing Arts Center – East Wing Project Pulled~~
  - I Project Close Out – Connection of Existing Facilities to Central Plant Loop 28
  - J Project Close Out – AET Audio Visual and Broadcast Systems Project 29
  - K Award of Bid – Performing Arts Center – Barrett Art Gallery Acoustical Project 29
  - L Pool Payment Under Joint Use Facilities Agreement 29
  - M Owner Controlled Insurance Program Extension – CD Campus and Parking Structure A 30
  - N Amendment to Agreement for Architectural Services – Bookstore Interior Maintenance 30
  - O Emergency Resolution for ESL Sewer Line Repair
  - P Award of Contract - Emergency ESL Sewer Line Repair 30
- #12 Acceptance of Grants and Budget Augmentation 32
- #13 Budget Transfers 35

- #14 Commercial Warrant Register
- #15 Payroll Warrant Register
- #16 Auxiliary Payments and Purchase Orders
- #17 Providers for Community and Contract Education
- #18 Organizational Memberships, 2017-2018
- #19 Purchasing
  - A Award of Purchase Orders
  - B Award of Contract
- #20 Authorization of Signature to Approve Invoices, 2017-2018
- #21 Authorization of Signatures for JP Morgan Chase Bank, 2017-2018

X. **CONSENT AGENDA – Pulled Recommendations**

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

XI. **ORGANIZATIONAL FUNCTIONS**

- #22 Election of Officers of the Board of Trustees, 2018
- 23 Seating Arrangement of the Board of Trustees
- #24 Designation of Board Representative to LACSTA
- #25 Authorized Signature Resolution

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 16, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

### SUPERINTENDENT'S REPORT

**2017 Senator Paul Simon Award for Comprehensive Internationalization:** Santa Monica College was granted the Senator Paul Simon Award which recognizes overall excellence in internationalization as evidenced in mission, strategies, programs and results. Laurie McQuay Peninger and Toni Trives were acknowledged for going to Washington, D.C. to receive the award to Santa Monica College on behalf of Kelley Brayton.

#### **Transfer Report**

UC and CSU numbers have been released and I am happy to report that SMC retains the number one spot in the following areas for the 2016-2017 academic year:

- #1 in transfers to the UC System
- #1 in African American transfers to the UC System
- #1 in Latino/Chicano transfers to the UC System

#### **Associates Lecture – Denice Frohman, November 16, 2017**

There was a grand showing for the performance by Denice Frohman, Communication & Media Lecture Series speaker. Many of students stated they were first introduced to Ms. Frohman's work by their high school English teacher, many had seen her online videos, and she's quite well known in the LGBTQ community. Ms. Frohman was aware of the large crowd gathered for the performance and that so many had to be turned away. After the performance she was willing to have an informal gathering that day with students who might have been turned away.

**Opening of the Center for Media and Design/KCRW – December 2, 2017.** It was a high-energy afternoon with attendees of all ages across the community, including all trustees, and all levels of industry. The CMD is 99 percent complete; KCRW is about 80 percent complete; and the campus is amazing.

**Holiday Gratitude Lunch – December 5, 2017.** 78 retirees with a combined total of 1,776 years of service were recognized. Benny Blaydes won the Ugly Sweater contest.

**SMC Speech and Debate Team Wins Awards –** The SMC Speech and Debate Team continues its winning streak, bringing home new honors from two tournaments in October and November. On October 14<sup>th</sup>, eleven SMC debaters competed in the first annual Crossman Invitational at El Camino College, at which 99 students from 20 community colleges and four-year institutions competed. On November 11<sup>th</sup>, ten SMC students competed in Speech events at the Robert Barbera Collegiate Forensics Invitational Tournament at California State University, Northridge (CSUN) and earned a total of ten awards. 233 students from 24 community and four-year colleges from California and other southwestern states participated at this event.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 5, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:** **SMC MINIMUM WAGE**

**SUBMITTED BY:** Vice President, Human Resources

**ACTION REQUESTED:** It is recommended that the Board of Trustees approve incremental adjustments of the Santa Monica College Minimum Wage to coincide with the City of Santa Monica Wage Ordinance, beginning January 1, 2018.

**SUMMARY:** In December 2016, the Board of Trustees approved adjustments to the Santa Monica College Minimum Wage to correspond with the California Minimum Wage. Following is the State of California minimum wage schedule to increase annually for employers with 26 or more employees:

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

Effective July 1, 2017, the City of Santa Monica implemented the Minimum Wage Ordinance below that is more aggressive than the State of California's Minimum Wage Schedule. The District is exempted from the City's minimum wage ordinance.

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

**COMMENTS:** During the student employment/minimum wage report at the October 3, 2017 Board of Trustees meeting, the Trustees requested that additional analysis be conducted to determine the feasibility of the District adopting the City of Santa Monica's accelerated minimum wage schedule. The Office of Institutional Research assisted with the analysis and provided Research Brief No. 1423 for review. The information within the Brief validated that there are benefits to students pertaining to student employment.

## BACKGROUND:

The number of student workers employed by the District varies monthly and is directly related to the amount of available funding for student employment. There are three student worker funding sources: 1) District Unrestricted General Fund (01.0) that includes money for ill leave hours and federal work-study match dollars; 2) grant money that is specified for student help and tutors; and 3) Federal Work-Study allocations for work-study students. Student work assignments continue until funding is exhausted. Using last fiscal year as an example, there were actually 809 student workers. Student workers are typically assigned 10-20 hours per week. The budget for student workers for fiscal year 2017-2018 is \$2,089,000. If the District continues to pay along California Minimum Wage requirements and has the same number of student workers as last year (809), approximately 240 hours will be provided per student worker. If the District has the same number of students as last year and opts to adjust the minimum wage to the City of Santa Monica wage ordinance requirements, the accelerated pay rates would decrease the number of hours provided from 240 hours to each student to approximately 215 hours, a reduction of approximately 11% of the funded student worker hours.

In response to inquiries at the October Board meeting pertaining to the value of student employment and the work that students do, Senior Staff members commented that student workers served in labs to support classes and also served as embedded tutors. They worked as supplemental instruction leaders and assisted other students in learning resource centers, including the library. Student workers have helped in academic and operational departments and have monitored the fitness center, checking people in and out including during faculty and staff hours.

If the minimum wage is adjusted to the same rate of pay per hour as the City of Santa Monica Wage Ordinance, the SMC's minimum wage will be raised to \$12 per hour through June 30, 2018 and adjusted again to \$13.25 effective July 1, 2018 (six months later).

## Analysis - Brief's Hypothetical Impact of Wage Increase Hours Worked (Winter/Spring 2017)

On November 6, 2017, the Office of Institutional Research posted Brief No. 1423 – Summer/Fall 2015 Student Workers: Demographics and Employment Patterns. Highlights of the report included impressive correlations between the average hours that student workers worked and a high successful course completion rate (80.9%) and high course retention rates (88.7%) during the study's review period. The brief also shows that when looking at course success figures, students who worked 11 or more hours a week successfully completed courses at the highest rate (86%). Students who worked an average of 7 to 8.99 hours each week successfully completed their courses at the lowest rate (73%).

Though the number of average hours worked by students in the hypothetical impact study are reduced, students typically work more hours per week.

In Winter/Spring 2017, SMC employed a total of 512 students. The 512 students worked a total of 41,924.5 hours during the winter and spring terms (average of 2.15 hours/week) and earned a total of \$440,207 during the same period at an hourly rate of \$10.50. If the college were to adopt the City of Santa Monica's minimum wage schedule today, the same student workers would be paid an hourly wage of \$12.00 (until June 30, 2018). Assuming the same budget for student employment, the increase in wage would result in 5,240 fewer hours worked during the winter/spring terms, a decrease of 0.39 hours per week worked per student (if the same number of students were employed), and 64 fewer students employed (if the average hours per week worked was maintained at 3.15 hours/week).



	<u>Current: \$10.50/hour</u>	<u>Hypothetical: \$12.00 per hour</u>
Expenditures on Student Employment	\$440,207	\$440,207
Hourly Rate	\$10.50	\$12.00
Student Hours Worked	41,924	36,684
Average Hours/Week if same number of Students Employed (512)	3.15	2.76
Number of Students Employed if Same Average Weeks/Hour per Student (3.15 hours/week)	512	448

Summary

The Board recognized its faculty and staff by approving salary adjustments. Student workers are the only SMC employees who receive minimum wage. There are three funding sources for student employment. Based on best practices, there is no mixing of work-study funding and student employment funding. Student workers assignments continue until funding is exhausted. Student employment opportunities are valued by the District and students. At its present pace, the District will reach the \$15.00 per hour minimum wage goal by January 1, 2022. The City of Santa Monica’s Wage Ordinance accelerates incremental adjustments to reach \$15.00 per hour minimum wage by July 1, 2020. There is a two-year period before the District matches the City’s minimum hourly wage. Students have made many appeals to the Board for jobs for students. Student Trustee Chase Matthews appealed that the District match the City’s minimum wage ordinance. The costs for housing, food, gas, etcetera are significantly greater than the current minimum wage in Santa Monica. The research showed that there is a high correlation between student employment, course completion and course success rates. The research also showed that the student employment opportunities serve diverse student populations.

It is recommended that the District adopt the City’s accelerated minimum wage schedule to become effective January 1, 2018, despite the fact that the incremental increase in students’ hourly wages (assuming the same number of average scheduled hours per week worked by student workers is maintained) reduces funded student employment hours and reduces the number of student workers employed by the District. Approval of this recommendation would mean that Santa Monica College student workers’ wages per hour will be increased effective January 1, 2018 to \$12.00 per hour through June 30, 2018.

Non-approval of this recommendation will mean that the California State Minimum Wage acceleration proceeds as approved in December 2016. Effective January 1, 2018, the incremental adjustment will raise the \$10.50 minimum wage to \$11.00 per hour.

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Margaret Quiñones-Perez  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Rader)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 5, 2017

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 2**

**SUBJECT:** **AACC PATHWAYS 2.0 PROGRAM**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:** The American Association of Community College (AACC) recently launched a national project focused on building capacity for community colleges to design and implement structured academic and career pathways at scale for all of their students. The project reflects AACC's commitments to follow through on recommendations set forth in the 2012 report of the 21<sup>st</sup> Century Commission on the Future of Community Colleges, *Reclaiming the American Dream*, and the 2014 implementation guide, *Empowering Community Colleges to Build the Nation's Future*.

AACC serves as the lead organization and fiscal agenda for the multi-year grant. Other grant partners are:

- Achieving the Dream (ATD)
- The Aspen Institute
- Center for Community College Student Engagement (CCCSE)
- Community College Research Center (CCRC)
- Jobs for the Future (JFF)
- The National Center for Inquiry and Improvement (NCII)
- Public Agenda

Thirteen diverse institutions from 17 states have been selected to participate in the intensive Pathways Project work over the next three years. The selection criteria were intentionally rigorous, as the project is designed to help colleges already progressing on a student success agenda to advance that work to the next level.

Santa Monica College was selected as one of the thirteen institutions to participate in the American Association of Community Colleges Pathways 2.0 Project. SMC's Pathways team participated in the first Pathways 2.0 institute, November 16-18, 2017 in Washington, D.C. The eight-member team included Superintendent/President Kathryn E. Jeffery, Trustee Margaret Quiñones-Perez, Vice-President of Academic Affairs Georgia Lorenz, Vice-President of Student Affairs Michael Tuitasi, Dean of Instructional Services Jennifer Merlic, Dean of Institutional Research Hannah Lawler, and faculty members Guido DelPiccolo and Maria Munoz. The Institute provided background information and expectations for each college and their team throughout the three-year term of participation, team building activities and time to interact with teams from other selected colleges.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 5, 2017

**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 #3-#26.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #5-D, #7, #8, #12

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Margaret Quiñones-Perez  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Rader)

**IX. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. 5: Ratification of Contracts and Consultants - D AppleOne, Inc.

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

Recommendation No. 7: Academic Personnel

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

Recommendation No. 8: Classified Personnel, Regular

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

Recommendation No. 12: Acceptance of Grants and Budget Augmentation

MOTION MADE BY: Louise Jaffe

SECONDED BY: Barry Snell

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Rader

**RECOMMENDATION NO. 3**      **APPROVAL OF MINUTES**

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

November 7, 2017 (Regular Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 4 NEW COURSES AND DEGREES: FALL 2017**

*Requested Action: Approval/Ratification*

*Requested by: Curriculum Committee*

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

New Courses

BUS 9 Intellectual Property for the Entrepreneur

KOREAN 8 Conversational Korean

KOREAN 25 Korean for the Professions

SPAN 25 Spanish for the Professions

Distance Education

BUS 9 Intellectual Property for the Entrepreneur

SPAN 2 Elementary Spanish II

SPAN 11 Spanish for Heritage Speakers

SPAN 20 Latin American Civilization

Global Citizenship

SPAN 25 Spanish for the Professions

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5 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 approval or 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 Gibney Dance Company, New York City	April 9-15, 2018  Six-day curated program with Gibney Dance Center including performances: \$8,188	18 SMC dance students will participate in a study tour in New York City, in conjunction with Gibney Dance, and various venues including The Ailey School, City Center, Peri Dance, Mark Morris Dance Center, Broadway, New York Live Arts, etc. Gibney Dance Company will provide daily lessons and studios for the participants and will arrange for the college tours and performances.	Paid by participants  Associated Students Funding:  Anonymous Donation (set up through Auxiliary)
B AACC (American Association of Community Colleges)	November 15-18, 2017  Increase contract by \$1,500, not to exceed: \$4,500	Registration fees for three additional participants to the Pathways Institute #1 conference. Institute held at the Dupont Circle Hotel in Washington, D.C.	Award for Innovation Grant

*A and B*

Requested by: Jennifer Merlic, Dean, Instructional Services

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5      RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract		Term/Amount	Service	Funding Source
E	ER Consulting, LLC Dba "The Company Doctors"	October 1, 2017 – June 30, 2018  Not to exceed \$ 47,900	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".	ETP Contract
F	Laerdal Medical Corporation	January 2, – December 10, 2018  Not to exceed \$48,610	Laerdal Medical will partner with Santa Monica College's Health Sciences Department to create and implement a plan that will maximize the use and efficiency of the Health Sciences Skills Lab, provide faculty with professional development in simulation, and facilitate curriculum integration. Services include: Consulting – Assessment and recommendations, implementation planning, success management. Curriculum Integration – curriculum integration workshop, vSim/Docucare implementation. Faculty Development – blended learning workshops (foundation in simulation, debriefing, evaluation in simulation).	Strong Workforce Program (SWP) Regional – Radiologic Technology
G	Dermalogica	September 25 – November 12, 2017 (course period)  \$20,000	This contract awarded to SMC is designed to enhance the previous cohort, and deliver the customized course to meet the learning objective approved by the client Dermalogica. SMC will ensure the coordination of registration and enrollment of the asynchronous, online platform where students will receive instruction. Performance of an assessment of the program via a student course evaluation process and client feedback will also be provided.	Dermalogica



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract		Term/Amount	Service	Funding Source
H	Playground Vision Playgroundvision.com	January 1, 2017 – June 30, 2018  Not to exceed \$30,000	Re-design of IxD website specifically addressing the following 5 areas currently lacking in the site as is now <ul style="list-style-type: none"> <li>• Give the site a voice, face, and personality that speaks to students.</li> <li>• Communicate the monetary value of the program.</li> <li>• Communicate the career opportunities from the program.</li> <li>• Encourage applicants with diverse educational backgrounds to apply</li> <li>• Encourage industry to engage with and support the program</li> </ul>	SWP Regional – Graphic Design/UX
<p><i>D, E, F, G and H</i>  Requested by: Patricia G. Ramos, Dean - Workforce and Economic Development  Approved by: Georgia Lorenz, Vice-President, Academic Affairs</p>				
I	Cobblestone Applied Research and Evaluation, Inc.	January 2018- October 2018  \$5,000	Cobblestone Applied Research & Evaluation will provide outlines for the proposed evaluation questions, methods, and activities to evaluate the <b>MUREP MC3I</b> program at Santa Monica College (SMC). The evaluation scope of work by <i>Cobblestone Applied Research &amp; Evaluation, Inc. (Cobblestone)</i> is focused on providing support for the overall evaluation of the program. The work is proposed to commence in Fall 2017 and expected to conclude in 2018.	NASA MC3I- (Minority Community College Curriculum Improvement)  MUREP (Minority Undergraduate Research Experience Program) Grant
<p>Requested by: Cyndi Bendezú Palomino, Project Manager, Student Equity &amp; NASA Initiatives  Approved by: Georgia Lorenz, Vice President of Academic Affairs</p>				

Minority Undergraduate Research Experience

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract		Term/Amount	Service	Funding Source
J	Stephen Camargo Productions	December 6, 2017 – June 30, 2018  Not to exceed \$16,710	Stephen Camargo Productions, SMC Film alumnus, will provide camera/audio services and be Producer/Director/ Camera operator with editing to create a 1) CMD facility focused show piece – this would highlight the campus location, programs and awards (90 seconds); 2) Create a 90-second promo video that elucidates the SMC IxD Bachelor Degree experience through individual stories captured from student and faculty interviews and b-roll. (About 10 students and 5 Faculty); 3) Create videos for social media (IG, FB, etc.) from interview footage that will be a more personalized share of the individual experience of the IxD program, with topics to include: why SMC IxD to integrating into the workforce; 4) CMD campus/Student focused piece-showcasing the student experience on this campus in all the programs there (Film; IxD/Journalism; Broadcasting, etc.), this would also highlight KCRW’s facility (Spring target).	Baccalaureate Start-up Funds from the Chancellor’s Office
<i>Requested by: Nicola Vruwink, Program Director IxD</i>				
<i>Approved by: Georgia Lorenz, Vice President, Academic Affairs</i>				
K	Evertrue	February, 2018- February, 2019  \$4,500	EverTrue is an alumni community mobile application that helps to build stronger relationships with alumni while capturing their most current professional and contact information. It provides a map feature, social stream and a filterable directory.	District Budget/ Campus and Alumni Relations
<i>Requested by: Deirdre Weaver, Director, Student and Alumni Relations</i>				
<i>Approved by: Michael Tuitasi, Vice President of Student Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 5, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 6 KCRW FOUNDATION DONATIONS TO SMCCD**

*Requested by: Jennifer Ferro, General Manager, KCRW*

*Approved by: Don Girard, Government Relations/Institutional Communications*

Provider	Donation	Amount
KCRW Foundation, Inc.	KCRW/SMC acceptance of equipment donations; including, but not limited to:	
	One (1) Apple MacBook Air/Apple Care for Social Media Department; two (2) Comrex Bric Link II and one (1) 52 port managed gigabit data switch for KCRW Broadcast Engineering Dept.	July 2017 \$5,323.17
	One (1) Replacement Dalet Server Power supply; one (1) Comrex Access NX Portable-stereo BRIC IP audio codec to link KCRW/SMC studios to KCRW/Berlin studios; two (2) refurbished iMac/AppleCare for web and production teams; 50% deposit for KDRW/Santa Barbara studios custom furniture;	August 2017 \$9,913.58
	One (1) PMD661MMKII, professional handheld broadcast recorder for production department; one (1) 9500-0090 Comrex access connect modem Verizon for use with Verizon data services; two (2) A/IPSTREAM R/1+ Audio processor/encoder P/N 2001-00254 for KCRW/Berlin connection, used in SM; one (1) MB Air/Beats Solo3/Apple Care for News Production.	September 2017 \$6,224.37
	Total Value of Donations to date for fiscal year 2017-2018	\$21,466.12

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

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

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

All personnel will be properly elected in accordance with District policies, salary schedules, and appropriate account numbers.

ELECTIONS

EFFECTIVE DATE

FULL-TIME FACULTY (TENURE TRACT)

Cue, Erin, Psychology	08/21/2018
Anderson, Steph, Psychology	08/21/2018

ACADEMIC MANAGEMENT

Silverman, Scott, Associate Dean, Emeritus	01/08/2018
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INTERIM APPOINTMENTS

Hall-Baker, Tre-Shawn, Interim Dean of Human Resources	01/01/18 – 06/30/18
Kinsella, Denise, Interim Dean, International Education	01/01/18 – 06/30/18
Lee-Lewis, Sherri, Interim Vice-President, Human Resources	01/01/18 – 06/30/18
Mata, Nick, Interim Dean of Students	01/01/18 – 06/30/18
Weir, Catherine, Interim Associate Dean, International Education	01/01/18 – 06/30/18

LONG-TERM SUBSTITUTE

Zarrabi, Roxana, Counselor, Center for Wellness and Well-Being	01/02/18 – 06/30/18
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ADJUNCT FACULTY

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

LEAVE OF ABSENCE WITHOUT PAY

Huang, Aileen, Instructor, Accounting	02/12/18 – 06/12/18
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SEPARATIONS

RETIREMENT

Cavanaugh, Jamie Y., Instructor, Design Technology (7 years of service)	12/31/2017
Chandler, Frances, Instructor, Business (32 years of service)	12/30/2017
Contarsy, Steven, Instructor, Kinesiology (18 years of service)	12/19/2017
Dell, Maria, Instructor, Life Science (18 years of service)	12/19/2017
Dobbs, Clifton III, Counselor (24 years of service)	12/19/2017
Fonseca, Mary, Instructor, English (33 years of service)	12/26/2017
Fouts, Gary A., Earth Science (29 years of service)	12/20/2017
Gill, Harjinder S., Instructor, Social Science (31 years of service)	12/23/2017
Hall, Teresa T., Counselor (29 years of service)	12/19/2017
Hearn, Deyna, Dean of Students (32 years of service)	12/30/2017
Hurley, Daniel, Instructor, CSIS (31 years of service)	12/31/2017
Isomoto, Robert G., Vice-President, Business/Administration (8 years of service)	12/30/2017

Jones, Janie, Instructor, Theater Arts/Dance (37 years of service)	12/31/2017
Kluckhohn Jones, Lucy, Instructor, Life Science (31 years of service)	12/29/2017
Kravitz, Margaret, Instructor, International Student Center (17 years of service)	12/19/2017
Legg, Karen, Counselor (21 years of service)	12/30/2017
Lopez, Gloria, Coordinator, Health Services (38 years of service)	12/30/2017
Lowcock, Ford, Instructor, Photography/Fashion (19 years of service)	12/31/2017
Martin, James, Instructor, Music (17 years of service)	12/19/2017
Muller, Katharine E., Special Asst. to the Superintendent/Pres. (20 years of service)	12/31/2017
Murray, Donald, Instructor, Mathematics (32 years of service)	12/31/2017
Nightingale, Melody, Instructor, ESL (28 years of service)	12/31/2017
Padilla, Ernest, Instructor, English (26 years of service)	12/31/2017
Rogers, John, Instructor, Cosmetology (10 years of service)	12/31/2017
Schrader Kojelis, Eleanor, Instructor, Business (33 years of service)	12/31/2017
Sinclair, Linda, Counselor (30 years of service)	12/30/2017
Singleton, Eleanor, Librarian (37 years of service)	12/31/2017
Sterr, Susan D, Instructor, English (28 years of service)	12/29/2017
Tannatt, Maria, Instructor, Behavioral Studies (29 years of service)	12/31/2017
Thiercof, Holly, Instructor, Health Services (12 years of service)	12/31/2017
Wade, Marcia M., Vice-President, Human Resources (10 years of service)	12/30/2017
Yarrish, Julie R., Associate Dean, Online Services/Support (19 years of service)	12/31/2017
Zehr, David, Instructor, English (19 years of service)	12/30/2017

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 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.

ELECTIONS

EFFECTIVE DATE

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Faustino, August 11/15/17 – 12/21/17  
 From: Personnel Technician, Personnel Commission  
 To: Personnel Analyst, Personnel Commission 100%

Green, Kennisha 10/09/17 – 02/28/18  
 From: Disabled Student Services Assistant, DSC  
 To: Student Services Specialist – DSPS, DSC 100%

Hudson, Felicia 10/01/17 – 12/21/17  
 From: Custodian, Operations, Day  
 To: Lead Custodian, Operations, Day 100%

SPECIAL SKILLS DIFFERENTIAL

Arenas, Leyla, Student Services Clerk, ISC, Bilingual, Oral/Written- \$35/mo. 12/01/17  
 Garcia, Cristina, Student Services Specialist-IS, ISC, Bilingual, Oral/Written- \$35/mo. 12/01/17  
 Hanna, Febe, Student Services Specialist-IS, ISC, Bilingual, Oral - \$25/mo. 12/01/17  
 Lee, Carol, Student Services Assistant, ISC, Bilingual, Oral - \$25/mo. 12/01/17

LEAVE OF ABSENCE

Tre-Shawn Hall-Baker, Director, Human Resources 01/01/18 – 06/30/18  
 Comment: Tre'Shawn will be on an unpaid leave from her classified assignment while working as the Interim Dean, Human Resources.

LEAVE OF ABSENCE WITHOUT PAY

Kolbly, Joseph, Instructional Assistant, Math 01/02/18 – 02/08/18

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

VanMaanen, Justine, Instructional Assistant – English 11/30/17  
 Shepherd, Devina, Student Services Clerk, A & R 12/08/17

RETIREMENT

Barragan, Valentine, Custodian, Operations (20 years) 12/30/17  
 Baumert, William J., Instructional Assistant- Math (8 years) 12/20/17  
 Belcher, Ernest, Journeyman Trade-Welding, Maintenance (23 years) 12/29/17  
 Botello, Mary, Custodian, Operations (32 years) 12/30/17

Brodie, Madeline, Recycling Program Specialist, Grounds (19 years)	12/29/17
Brown, Gregory, Director of Facilities Planning (41 years)	12/01/17
Bruce III, Raymond, Supervisor, Custodial Operations Services (19 years)	12/29/17
Camacho, Carlos, Groundskeeper/Gardener, Grounds (8 years)	12/30/17
Clark, Kim, Student Services Specialist-Financial Aid, Financial Aid (21 years)	12/30/17
Corpus, Martin T., Supervisor, Grounds/Landscape (27 years)	12/29/17
Davis, Linda B., Administrative Assistant I, Counseling (17 years)	12/29/17
Dammer, Robert, Director, Network Services/Telecommunications (30 years)	12/30/17
De Salles, Albert J., Media & Reprographics Services Manager (32 years)	12/29/17
Dhruv, Chanda R., Enterprise Business Services Specialist, Bursars (22 years)	12/29/17
Diaz, Eliseo, Custodian, Operations (18 years)	12/30/17
Felix, Emerita, Administrative Assistant I, Academic Affairs (33 years)	12/29/17
Fisher, Marie-Claude, Enterprise Business Services Clerk, Bursars (21 years)	12/27/17
Fuqua, Lynne, Student Services Specialist-DSPS, DSC (19 years)	12/30/17
Galligan, Christina, Administrative Assistant I, Art Department (32 years)	12/29/17
Galligan, James, Journeyman Trade-Locksmith, Maintenance (28 years)	12/29/17
Galloway, Patricia E., Administrative Assistant I, Veterans Center (16 years)	12/30/17
Godbold, Cecil, Senior Reprographics Technician, Reprographics (32 years)	12/29/17
Greene, Robert David, KCRW Radio Station Assistant Engineer, KCRW (18 years)	12/29/17
Guercio, Joanne, Administrative Assistant II, Counseling (43 years)	12/30/17
Gutierrez, Hector, Groundskeeper/Gardener, Grounds (8 years)	12/29/17
Henriquez, Ana, Custodian, Operations (12 years)	12/29/17
Lau, Joan S.C., Manager, Accounting (13 years)	12/29/17
Laurance, Joanne K., Administrative Assistant I, English Department (22 years)	12/29/17
Laurie, Jeanne, Administrative Assistant I, Modern Language Department (9 years)	12/30/17
Lieberman, Nan, KCRW Radio Website News Producer, KCRW (30 years)	12/30/17
Martinez, Dennis, Enterprise Business Services Specialist, Auxiliary Serv. (22 years)	12/30/17
McAllister, E. Kevin, Journeyman Trade-HVAC, Maintenance (21 years)	12/29/17
Mendoza, Antonio G. S., Accounting Specialist, Fiscal Services (12 years)	12/30/17
Morris, Audrey, Tutoring Coordinator – Learning Disabilities, DSC (27 years)	12/29/17
Munoz, Maria D. (Angela), Admissions & Records Supervisor (42 years)	12/29/17
Oseguera Malone, Ismenia C., Custodian, Operations (23 years)	12/30/17
Peterson, Stephen S., Technology Logistics Manager (27 years)	12/30/17
Potts, Charles, Associate Director, SMC Foundation (9 years)	12/30/17
Rogers, Cheryle, Administrative Assistant I, Operations (15 years)	12/29/17
Rojas, Anna, Administrative Assistant III, Government Relations (32 years)	12/08/17
Sallovitz, Linda, Administrative Assistant I, Communications (15 years)	12/31/17
Sealana, Aurora, Lead Library Assistant-Circulation, Library (16 years)	12/31/17
Tang, Yvonne, Administrative Assistant II, Workforce Development (7 years)	12/29/17
Tigner, Christine, Accounting Specialist, Fiscal Services (18 years)	12/29/17
Vazquez, Natividad, Student Services Specialist-EOPS, EOPS (34 years)	12/29/17
Vu, Nhuhoa, Accounting Specialist, Auxiliary Services (10 years)	12/30/17

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action: Approval/Ratification*

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

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

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

Brown, Carla, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Brzechwa-White, Jaimee, Enterprise Business Services Clerk, Bursar’s Office	01/02/2018-01/12/2018
Carter, Ashlee M., Customer Service Assistant, Bookstore	01/02/2018-06/29/2018
Hofland, Keri, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Juarez, Jessica, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Juarez, Tina, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Lemke, Connie, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Lopez, Vanessa, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Morales-Martinez, Salomon, Groundskeeper/Gardener, Grounds	11/27/2017-01/12/2018
Ramirez, Anthony M., Student Services Clerk, Matriculation	12/04/2017-04/30/2018
Ramirez, David M., Customer Service Assistant, Bookstore	01/07/2018-06/29/2018
Santhiago, Nicholas, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Sutherland, Fitzgerald O., Customer Service Assistant, Bookstore	01/02/2018-06/29/2018
Vargas, Alexandra, Student Services Assistant, Wellness Center	10/27/2017-10/31/2017

**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.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Adebowale, Lena, Enterprise Business Services Clerk, Bursar’s Office	01/02/2018-01/12/2018
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Austin, Harald, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Crawford, Lucretia, Administrative Asst. II, Emeritus/ Non-Credit Educ.	
From:	08/07/2017-12/31/2017
To:	08/07/2017-02/28/2018
Eichen, John, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Exum, Ellen, Customer Service Assistant, Bookstore	01/02/2018-01/09/2018
Farahani, Shahdad, Instructional Asst. – Math, Math	11/20/2017-05/31/2018
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Graham-Howard, Kimi, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018



Hudson Sr., Michael	
From: Asst. Director – Human Resources, Human Resources	07/01/2017-12/31/2017
To: Director – Human Resources	01/02/2018-06/30/2018
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Jones, Jennifer, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
	01/29/2018-03/09/2018
Lopez, Veronica, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Navarro, Yadira, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Nelli, Maria, Enterprise Business Services Clerk, Bursar’s Office	01/02/2018-01/12/2018
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	01/02/2018-06/29/2018
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	01/02/2018-06/29/2018
Reid, Maisha L., Student Services Clerk, Admissions & Records	
From:	07/05/2017-09/29/2017
To:	07/05/2017-12/21/2017
Robles Jr., Jose, Customer Service Assistant, Bookstore	01/02/2018-01/09/2018
Shine, Kevin, Enterprise Business Services Clerk, Bursar’s Office	01/02/2018-01/12/2018
Stuck, Jennifer, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
	01/29/2018-03/09/2018
Torrence, Antoinette, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Vo, Thea, Student Services Clerk, Bursar’s Office	01/02/2018-01/05/2018
Wilks, Susan , Enterprise Business Services Clerk, Bursar’s Office	01/02/2018-06/29/2018
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	01/02/2018-01/09/2018
Yura, Benjamin S., Instructional Asst. – Math, Math	11/20/2017-05/31/2018

**RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - NON MERIT**

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)	26
College Work-Study Student Assistant, \$10.50/hour (FWS)	32

**SPECIAL SERVICE**

Community Services Specialist I, \$35.00/hour	15
Community Services Specialist II, \$50.00/hour	3
Recreation Director II, \$10.59/hour	3

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES**

Requested by: Greg Brown, Director, Facilities Planning  
 Approved by: Elaine Polachek, Interim Executive Vice-President  
 Requested Action: Approval/Ratification

**11-A CHANGE ORDER NO. 13 – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP**  
 Change Order No. 13 – SJ AMOROSO on the Connection of Existing Facilities to Central Plant Loop project in the amount of \$96,588.

Original Contract Amount	\$ 8,087,000
Previously Approved Change Orders	\$ 524,318
Change Order No. 13	\$ 96,588
Revised Contract Amount	\$ 8,707,906

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

Funding Source: Measure AA

- Comment: Change Order No. 13 includes labor and material cost for the following:
- Demolition work associated with relocation of FC B-49 in HSS Building;
  - Delay costs due to SMC change in schedule of availability for the HSS and Business Buildings;
  - Reimbursement to owner for repairing lighting control panel in HSS Building;
  - Credit for leaving existing chiller on Library roof in place;
  - Credit for leaving existing FC-11 on HSS roof in place.

**11-B CHANGE ORDER NO. 22 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT**  
 Change Order No. 22 – BERNARDS BROS. on the Health, PE, Fitness, Dance and Central Plant project in the amount of \$26,323.

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ , 171,181
Change Order No. 22	\$ 26,323
Revised Contract Amount	\$ 42,753,504

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

Funding Source: Measure AA

- Comment: Change Order No. 22 includes the labor and material cost for the following:
- Remove 5 gallons plants and install eleven 15 gallon shrubs and adjust irrigation;
  - Concrete reinforcement and infill of the Pavillion Gym ticket window;
  - Supply and install custom glass striping and manual roller shades at CPC second and third floor storefronts;
  - Circuiting and termination of GPS clocks;
  - Program SensorView software to tie-in with BMS for auto demand response in lieu of using the nADR and providing nJACE device.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES** *(continued)*

11-C CHANGE ORDER NO. 2 – AET/KCRW AUDIOVISUAL AND BROADCAST SYSTEMS

Change Order No. 2 – Key Code Media on the AET/KCRW Audiovisual & Broadcast Systems project in the credit amount of (\$179,916).

Original Contract Amount	\$ 5,981,109
Previously Approved Change Orders	\$ 6,096
Change Order No. 2	\$ (179,916)
Revised Contract Amount	\$ 5,797,538

This change order results in 444 days added to the contract length.

Funding Source: Measure AA

- Comment: Change Order No. 2 includes labor and material costs for the following:
- Updated network and telecom infrastructure equipment;
  - Cost of 444 calendar day delayed project start date including City of Santa Monica sales tax increase, Project Management and Solution Engineering costs as well as company overhead;
  - Credit to owner for removing Broadcast and AV equipment;
  - Replace original specified Philips Tungsten Movable Fixture with Philips SL LED Moveable fixture and add ETC Color Source Spot with CYC Lens Adapter and EDLT Lens options.

11-D CHANGE ORDER NO. 1 – AET/KCRW/PAC EW SECURITY SYSTEMS

Change Order No. 1 – DIMENSION DATA on AET/KCRW/PAC EW Security Systems project for \$17,868.

Original Contract Amount	\$ 2,303,442.07
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ 17,868.00
Revised Contract Amount	\$ 2,324,310.07

Funding Source: Measure AA

- Comment: Change Order No. 1 includes labor and material cost for the following:
- Special lift required to install camera on overhang instead of above deck;
  - Material components required for the integration of Motion REX at several doors on the first and second floor of AET Building D;
  - Custom fabrication for two talk phone towers due to ADA Compliance issues.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES** *(continued)*

11-E AMENDMENT NO. 9 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 \$117,000 plus reimbursable expenses.

Original Contract Amount	\$365,000
Amendment #1	\$275,000
Amendment #2	\$81,340
Amendment #3	\$58,400
Amendment #4	\$50,850
Amendment #5	\$58,400
Amendment #6	\$118,800
Amendment #7	\$72,500
Amendment #8	\$78,400
<u>Amendment #9</u>	<u>\$117,000</u>
Total To Date	\$1,275,690

Funding Source: Measure AA

Comment: Amendment No. 9 provides for the extended construction administration through April 30, 2018 for the main campus and PAC-East Wing and AET Campus Security projects. The completion of these projects are dependent on the successful completion of the Campus Door Remediation Re-Bid and the Fire Alarm Integration projects as well as several punch list items to be taken care of by Dimension Data, which is anticipated to be completed by March 2018. One month of additional construction administration will be required for all projects to be coordinated, documented and turned over to the college. The involvement of the security consultant is needed for the completion of the projects in coordinating with the System Integrator and campus. Amendment 9 also includes inspection and verification of all as-built and submittal drawings and updating campus drawings to match, verify credentials for 5,000 users and verify integration of VSM and ICPAM as well as verification of lock-ups, views and organization for all SMC locations.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES** *(continued)*

11-F AMENDMENT NO. 2 TO AGREEMENT FOR ENGINEERING SERVICES – AET CAMPUS & PARKING STRUCTURE

Amend the agreement with P2S ENGINEERING for engineering services for building commissioning on the AET Campus & Parking Structure A project in the amount of \$21,000 plus reimbursable expenses.

Original Contract Amount	\$129,900
Amendment # 1	\$ 17,800
<u>Amendment # 2</u>	<u>\$ 21,000</u>
Total To Date	\$ 168,700

Funding Source: Measure AA

Comment: Amendment No. 2 provides for costs of commissioning of the Building B MEP Systems and to conduct the final integrated systems test for the emergency generator.

11-G CORRECTION – AWARD OF BID – FIRE ALARM SYSTEM INTEGRATION TO CAMPUS PHYSICAL SECURITY SYSTEMS

Correction to Award of Bid amount for the Fire Alarm System Integration to Campus Physical Security Systems project. Incorrect amount of bid was listed as \$59,000. Correct amount should be \$59,500 awarded to Red Hawk as the lowest responsive bidder on the project.

~~11-H PROJECT CLOSE OUT – PERFORMING ARTS CENTER – EAST WING PROJECT – PULLED~~

~~Subject to completion of punch list items by BERNARDS BROS. authorize the District Representative without further action of the Board of Trustees, to accept the project described as PERFORMING ARTS CENTER – EAST WING as being complete. Upon completion of punch list items by Bernards the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.~~

11-I PROJECT CLOSE OUT – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP PROJECT

Subject to completion of punch list items by SJ AMOROSO authorize the District Representative without further action of the Board of Trustees, to accept the project described as CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP as being complete. Upon completion of punch list items by SJ Amoroso the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES** *(continued)*

11-J PROJECT CLOSE OUT – AET AUDIO VISUAL AND BROADCAST SYSTEMS PROJECT

Subject to completion of punch list items by KEY CODE MEDIA, INC. authorize the District Representative without further action of the Board of Trustees, to accept the project described as AET AUDIO VISUAL AND BROADCAST SYSTEMS as being complete. Upon completion of punch list items by Key Code the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

11-K AWARD OF BID - PERFORMING ARTS CENTER - BARRETT ART GALLERY ACOUSTICAL PROJECT

Award the bid to the Graph Company for a not to exceed amount of \$62,700 for the Performing Arts Center – Barrett Art Gallery Acoustical Project.

<u>Bidder</u>	<u>Amount</u>
Graph Company	\$ 62,700
Icon West	\$132,250

Funding Source: District Capital Funds

Comment: The Performing Arts Center, Barrett Gallery Acoustical Project is for a minor tenant improvement of approximately 2,650 SF. The renovation will install new acoustic ceiling system to approximately 80% of ceiling space to minimize noise reflections. Ceiling lighting systems will also be altered for more even wall lighting.

11-L POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica  
Amount: \$40,741.12  
Period: July 1, 2017 –September 30, 2017 (3 months)  
Funding Source: 2017-2018 District General Fund  
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the District uses the pool compared to the total hours of pool use by all parties. District paid the City of Santa Monica \$44,889.90 for the same period last year.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES** *(continued)*

11-M OWNER CONTROLLED INSURANCE PROGRAM EXTENSION – CMD CAMPUS AND PARKING STRUCTURE A

Extend the Owner Controlled Insurance Program (OCIP) for the CMD Campus and Parking Structure project through ARTHUR J. GALLAGHER & CO. INSURANCE BROKERS OF CALIFORNIA, INC. for an amount not to exceed \$26,497.77 for insurance, taxes, and fees.

Funding Source: Measure AA

Comment: The District is providing insurance for this project in lieu of contractor provided insurance. The policy was changed as the providers were exposed to additional risk for additional work. Previously unpaid taxes and fees are included in this extension request. OCIP covers Workers Compensation, Commercial Liability and Builder’s Risk. This policy may have future premium changes to for additional extensions to the final completion of the project.

11-N AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BOOKSTORE INTERIOR MAINTENANCE

Amend agreement with Morris Architects, Inc. for architectural services for the Bookstore Interior Maintenance project at the main campus bookstore in the amount of \$32,500 plus reimbursable expenses.

Original Agreement:	\$103,615
<u>Amendment No. 1</u>	<u>\$ 32,500</u>
Revised Contract	\$136,115

Funding Source: Auxiliary/Bookstore Funds

Comment: This amendment allows for adjustment to previously completed drawings and specifications. In working with the end-user, the project scope has to be adjusted to accommodate the project budget and the anticipated workflow, services and operations of bookstore personnel.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 FACILITIES** *(continued)*

11-O EMERGENCY RESOLUTION FOR ESL SEWER LINE REPAIR

The Board of Trustees hereby unanimously resolves that an emergency exists because of collapsed sewer line wherein repairs are necessary to permit the use of the facility or to avoid danger to life or property. The Board of Trustees will make contracts on behalf of the District for immediate action and procure the necessary equipment, services, and supplies for this purpose, without giving notice for bids to let contracts.

Funding Source: District Funds

Comment: On Wednesday, November 8, 2017 the College received many calls related to inoperable toilets. While attempting to clear the line, dirt and rocks were observed coming out of the clean out. This is a sign the line had collapsed underground. A camera inspection showed the line was collapsed making the restrooms in ESL Building inoperable. Scope of work to include excavation to expose the underground sewer line, repair of sewer line, back fill soil, soil compaction, filing the necessary City permits and inspections. H.L. Moe Services plumbing was called to make immediate repairs.

11-P AWARD OF CONTRACT – ESL SEWER LINE REPAIR – H.L. MOE PLUMBING SERVICES

Award a contract to H.L. Moe Plumbing Services in the amount of \$32,547.04 to provide emergency repairs to a sewer line that services the ESL Building. This contract is recommended to be awarded pursuant to Emergency Contracting Procedures (PCC 22050).

Funding Source: District Funds



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 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: Elaine Polachek, Interim Executive Vice-President*

Title of Grant: Radio Community Service Grant  
 Granting Agency: The Corporation for Public Broadcasting (CPB)  
 Augmentation Amount: \$113,529 (Amended Award Amount \$1,399,638)  
 Matching Funds: NA  
 Performance Period: October 1, 2017 – September 30, 2019  
 Summary: The District qualifies for an additional funding amount of \$113,529, per the Service Grant Agreement from CPB dated October 1, 2017. This funding is allocated for the following uses:

- 1) Monthly and quarterly programming charges and interconnect fees for access to satellite to upload KCRW programs
- 2) Studio usage/ISDN lines/engineering time and usage of source databases needed to produce radio programs
- 3) Professional memberships: American Public Media, National Public Radio, Public Radio Exchange, Public Radio International, and WNYC.

Funding is allocated based on station revenue reported by KCRW on fiscal year 2015-16 audited financial statements and the amount of funds available to be distributed by CPB based on appropriation from the United States Congress.

Budget Augmentation: Restricted Fund 01.3

<b>Revenue</b>		
8800	Local	\$ 113,529
<b>Expenditures</b>		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 113,529
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
<b>Total</b>		<b>\$ 113,529</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Teresita Rodriguez, Vice President Enrollment Development*

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

*Approved by: Elaine Polachek, Interim Executive Vice-President*

Title of Grant: Nonresident Dreamer Emergency Aid  
 Granting Agency: California Community Colleges Chancellor’s Office  
 Augmentation Amount: \$157,723  
 Matching Funds: none  
 Performance Period: July 1, 2017 – June 30, 2018  
 Summary:

AB 134 provides Santa Monica College an estimated fair share allocation of \$157,723 in funding for distribution for providing emergency aid to students with an identified need, who are exempt from paying nonresident tuition under (Ed. Code § 68130.5). This includes AB 540 and AB 2000 eligible students. To receive this emergency student aid, students are required to complete the California Dream Act Application (CADAA) described in subdivision (b) of (Ed. Code § 69508.5). The CADAA is available year round for students eligible under (Ed. Code § 68130.5). Note that US citizens, and eligible non-citizens who qualify for the non-resident tuition waiver under AB 540 are excluded from receiving any emergency funds from this provision.

The Chancellor’s Office encourages Financial Aid Offices to work closely with their campus Dream Act Centers, Student Equity (SE), Student Success and Support Program (SSSP), other student support staff, counselors, and campus advocacy groups to effectively identify and notify students regarding the availability of this funding, and how to access these resources. Estimated eligible students: 1,200  
 Colleges should be aware of the following when awarding this funding to qualified Dreamers:

- Colleges shall award direct aid to students as an emergency grant.
- There is no stated award minimum or maximum for direct aid to students, but funding is limited to the district allocated dollars and should best serve the eligible population of students in a local context.
- Statutory eligibility standards for direct aid to students include:
  - (Ed. Code § 68130.5) eligibility providing for exemption from the non-resident fee.
  - Eligibility to file, and the completion of the CADAA. This requirement may be fulfilled at any point prior to the distribution of emergency funding to the student.
  - Demonstrated financial need.
- The statute does not specify any additional eligibility requirement restrictions.
- When awarding direct aid to students, funding must be accounted for as resources in award packaging and payment.

Budget Augmentation:	Restricted Fund 74.0	
	<b>Revenue</b>	
	8600 State	\$ 157,723
	<b>Expenditures</b>	
	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	\$ 157,723
	<b>Total</b>	<b>\$ 157,723</b>

**RECOMMENDATION NO. 12 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

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

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

*Approved by: Elaine Polachek, Interim Executive Vice-President*

Title of Grant: Strong Workforce Program - Regional  
 Granting Agency: California Community Colleges Chancellor's Office  
 Fiscal Agent: Rancho Santiago Community College District  
 Augmentation Amount: <\$495,000> (Amended Allocation \$ 1,719,665)  
 Matching Funds: \$0  
 Performance Period: July 1, 2016 – June 30, 2020  
 Summary: The Strong Workforce Program funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, programs and pathways and to improve the quality of CTE. Revised participation agreement has been signed between SMC and Rancho Santiago Community College District due to reduced allocation by US \$495,000.

Budget:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8600 State	(\$495,000)
	<b>Expenditures</b>	
	1000 Academic Salaries	\$0
	2000 Non-Academic Salaries	\$0
	3000 Employee Benefits	\$0
	4000 Supplies & Materials	\$0
	5000 Other Operating Expenditures	(\$495,000)
	6000 Capital Outlay	\$0
	7300 Other Outgo/Indirect	\$0
	7600 Student Aid	\$0
	<b>Total</b>	<b>(\$495,000)</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 BUDGET TRANSFERS**

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 26, 2017 through November 20, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	10,777
2000	Classified/Student Salaries	9,992
3000	Benefits	0
4000	Supplies	-967
5000	Contract Services/Operating Exp	-18,415
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-1,387
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 26, 2017 through November 20, 2017

:

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-3,805
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-3,790
5000	Contract Services/Operating Exp	3,595
6000	Sites/Buildings/Equipment	4,000
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 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  
 October 1 - 31, 2017                      7694 through 7734                      \$16,994,669.88

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

**RECOMMENDATION NO. 15 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  
 October 1-31, 2017                      C1C-C2D                      \$11,147,794.50

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

**RECOMMENDATION NO. 16 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  
 October 1 – 31, 2017  
 Covered by check & voucher numbers: 014195-014610 & 01323-01356

Bookstore fund Payments	\$388,548.25
Other Auxiliary Fund Payments	\$ 92,252.87
Trust and Fiduciary Fund Payments	<u>\$718,977.12</u>
TOTAL	\$1,199,778.24

Purchase Orders issued                      \$ 17,736.50  
 October 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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 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. 18 ORGANIZATIONAL MEMBERSHIPS, 2017-2018**

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

Organizational Memberships

December 2017	Number of Memberships	Amount
	2	\$450

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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 PURCHASING**

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

19-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. The amount includes payments related to bond construction projects. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department.

October 1 – 31, 2017 \$61,460,147.03

19-B AWARD OF CONTRACT

**Provider:** Customers Bank/BankMobile  
**Amount:** Estimated \$125,000 first year, Estimate \$62,500 annually up to four additional years  
**Funding Source:** Auxiliary Fund  
**Summary:** Award of RFP for Student Photo ID and Financial Card Services. Services to include new student photo IDs with dual chip technology for financial aid disbursement, financial transaction, and TAP function for use on Big Blue Bus. First year cost includes one-time implementation, refund management, fee per paper check disbursement, and fee per card w/ TAP. Subsequent year cost includes ongoing refund management, fee per reduced number of paper check disbursements, and fee per card w/ TAP and will be offset by departmental savings.

**RECOMMENDATION NO. 20 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
Tammara Whitaker Director, Online Services and Support (Interim)	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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 21 AUTHORIZATION OF SIGNATURES FOR JP MORGAN CHASE BANK, 2017-2018**

*Requested by: Christopher Bonvenuto, Chief Director, Business Services*

*Approved by: Elaine Polachek, Executive Vice-President*

*Requested Action: Approval*

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on JP Morgan Chase Bank existing and new accounts for 2017-2018.

1. District Accounts

- District Clearing Account
- Community Services Account
- Bursar's Office Cash Account
- Parking Account
- Bursar's Office Credit Card Account
- Cal B and C Account
- Revolving Cash Account

Designated Signatories for District Accounts

- Kathryn E. Jeffery
- Elaine Polachek
- Christopher Bonvenuto
- Carla Spalding

2. Auxiliary Services/Associated Students Accounts

- Associated Students Account
- Associated Students Money Market Account
- Associated Students Investment Account
- Auxiliary Services Accounts
- Auxiliary Services Money Market Account

Designated Signatories

- Kathryn E. Jeffery
- Elaine Polachek
- Christopher Bonvenuto
- Carla Spalding
- Mitch Heskell
- David Dever

Authorization for the District to use one facsimile signature of a designated signatory when two signatures are required. Two signatures are required on all checks for more than \$500.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

XI. ORGANIZATIONAL FUNCTIONS

**RECOMMENDATION NO. 22**

**SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2018**

22-A REQUESTED ACTION: It is recommended that Barry Snell be elected Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY: Andrew Walzer  
 SECONDED BY: Margaret Quiñones-Perez  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Rader)

22-B REQUESTED ACTION: It is recommended that Margaret Quiñones-Perez be elected Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

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

22-C REQUESTED ACTION: It is recommended that Superintendent/President Kathryn E. Jeffery be elected Secretary to the Board of Trustees; Interim Executive Vice-President Elaine Polachek, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

COMMENT: In accordance with Board Policy 2210, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

XI. ORGANIZATIONAL FUNCTIONS

**INFORMATION ITEM NO. 23**

**SUBJECT: SEATING OF THE BOARD OF TRUSTEES**

The Board of Trustees was seated according to Board Policy 2210 with the Board Chair in the middle, the Vice-Chair to the left of the Chair, the Superintendent to the right of the Chair, and the Student Trustee in the designated Student Trustee position. Seating arrangement of other trustees will be determined by the drawing of numbers.

**RECOMMENDATION NO. 24**

**SUBJECT: DESIGNATION OF SMCCD BOARD OF TRUSTEES REPRESENTATIVE TO THE LOS ANGELES COUNTY SCHOOL TRUSTEES ORGANIZATION (LACSTA)**

REQUESTED ACTION: It is recommended that the Board of Trustees designate Trustee Barry Snell as the SMCCD Board of Trustees representative to the Los Angeles County School Trustees Organization (LACSTA).

COMMENT: The role of the representative is to vote on all LACSTA matters and communicate between the LACSTA Executive Board, LACSTA and the local Board.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 5, 2017

XI. ORGANIZATIONAL FUNCTIONS

**RECOMMENDATION NO. 25**

**SUBJECT: AUTHORIZED SIGNATURE RESOLUTION**

**REQUESTED ACTION:** It is recommended that the Board of Trustees authorize the following Santa Monica College administrators to sign District documents as indicated.

Name/Title	Orders for Salary Payment	Notices of Employment	District Warrants	District Contracts	District Purchase Orders	Auxiliary Warrants	Auxiliary Contracts	Auxiliary Purchase Orders
Kathryn E. Jeffery Superintendent/President	X	X	X	X	X	X	X	X
Elaine Polachek Interim Executive Vice-President	X		X	X	X	X	X	X
Sherri Lee-Lewis Interim Vice-President, Human Resources		X		X				
Georgia Lorenz Vice-President, Academic Affairs				X				
Christopher Bonvenuto Chief Director, Business Services	X		X	X	X	X	X	X
Mitchell Hessel Dean, Education Enterprise						X	X	X
David Dever Director of Auxiliary Services						X	X	X
Cynthia Moore Director of Purchasing				X	X			
Carla Spalding Controller	X		X					

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 1, 2017 through December 15, 2018.

**COMMENT:** The County Superintendent of Schools requires that the Certification of Signatures be approved at the annual organizational meeting of the Board of Trustees which is held within a 15-day period that commences with the date upon which a governing board member elected takes office.

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

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
Santa Monica Community College District	December 5, 2017

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT – 9:20 p.m.

The meeting was adjourned in memory of SMC student **Devin Taylor Freeman**.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 16, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Major Items of Business
  - Nonresident Tuition Rate
  - Report: Facilities/Construction Update
  - Report: Integrated Student Success and Equity