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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY,
DECEMBER 4, 2018

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

*Reference: Board Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq*

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IV. SUPERINTENDENT'S REPORT

- SMC Support to Community following Woolsey Fire
- Thanksgiving/Friendsgiving Events
- Holiday Gratitude Lunch, December 11, 2018 and Dinner, December 12, 2018
- Trustee Louise Jaffe Honored as Equity Champion at CCLC Convention
- CMD Project Named a Finalist in Interior Design's Best of Year Awards (Education: Higher Learning category).
- Recognition: Outgoing Trustee Andrew Walzer
- Swearing in of Newly-Elected Officials at SM City Council Meeting – December 11, 2018

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. MAJOR ITEMS OF BUSINESS

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

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X. **CONSENT AGENDA – Pulled Recommendations**

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

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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 15, 2019** 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	INFORMATION
Santa Monica Community College District	December 4, 2018

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 1

SUBJECT: **REPORT: WORKFORCE AND ECONOMIC DEVELOPMENT**

SUBMITTED BY: Vice-President, Academic Affairs

SUMMARY: **2017-18 Year in Review:**
The majority of the activities in the Office of Workforce and Economic Development (W&ED) focused on the Strong Workforce Program (SWP). Currently, the Office of Workforce is administering three overlapping performance years of SWP, through 2020. Inclusive of other grants and contracts, SMC's W&ED office is administering nearly 20 million in grant funding and contracts.

The complete report is included in Appendix A.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **PROCESS TO APPOINT MEMBERS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees commence the application process (1) to fill vacancies on the Citizens' Bond Oversight Committee (CBOC) resulting from the resignation of Sharon Barovsky and the pending resignation of Sion Roy, and (2) to possibly appoint additional members to serve on the Citizens' Bond Oversight Committee.

SUMMARY: The Government Code and Education Code require that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees, with at least:

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

Following is the status of Citizens' Bond Oversight Committee membership:

<u>Name</u>	<u>Term</u>	<u>Constituency</u>
Michael Dubin	2017-19	Business Community/Taxpayers' Organization
Jeffery Graham	2018-20	Local Business
Sonya Sultan	2017-19	Local/Business Community
Sion Roy (resignation pending)	2017-19	Business Community/ Taxpayers' Organization
Alfred Bennett	2018-20	Senior Citizens' Organization
Finley Garrison	2018-19	SMC Student

The Committee meets quarterly (July, October, January and April) and reviews quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses; (c) bond proceeds are maximized. Members of the Citizens' Bond Oversight Committee shall serve for no more than three consecutive terms (Education Code Section 15282.)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: SECOND READING AND APPROVAL: BOARD POLICY CHAPTER 6 – BUSINESS AND FISCAL AFFAIRS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve updated Board Policy Chapter 6, Business and Fiscal Affairs.

COMMENT: The Board conducted a first reading of the Updated Board Policy Chapter 6 – Business and Fiscal Affairs at its meeting on November 7, 2018. The only change was made on BP 6150, Designation of Authorized Signatures, to reflect current practice.

Chapter 6, Business and Fiscal Affairs is available at:
http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2018/BP%20Chapter%206,%20Business%20and%20Fiscal.pdf

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2018

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 #4-#22.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations:

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

X. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 4 APPROVAL OF MINUTES

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

November 7, 2018 (Regular Board of Trustees Meeting)

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**RECOMMENDATION NO. 5 NEW COURSES AND DEGREES, FALL 2018***Requested Action: Approval/Ratification**Requested by: Curriculum Committee**Approved by: Jennifer Merlic, Vice-President, Academic Affairs*New Courses

ACCTG 19A IRS Volunteer Income Tax Assistant (VITA) Program - Tax Preparer
ACCTG 23 Payroll Accounting
AD JUS 8 Juvenile Procedures
BUS 10 Introduction to Intellectual Property
CS 73B Computer Forensics Fundamentals
CS 73C Cybersecurity and Ethical Hacking
CS 79E Best Practices in Amazon Web Services
ENGL 1D Reading and Composition 1
KIN PE 18 Beginning Fitness Walking
KIN PE 52B Intermediate Pickleball
KIN PE 52A Beginning Pickleball
MATH 2C Concurrent Support for Precalculus
MATH 54C Concurrent Support for Elementary Statistics
PHOTO 34 Capture to Composite

Distance Education

ACCTG 23 Payroll Accounting
AD JUS 8 Juvenile Procedures
BUS 8 Law for the Entrepreneur
BUS 10 Introduction to Intellectual Property
BUS 52 International Marketing
CS 73B Computer Forensics Fundamentals
CS 73C Cybersecurity and Ethical Hacking
CS 79E Best Practices in Amazon Web Services
ENVRN 14 US Environmental History

Global Citizenship

COM ST 36 Gender and Communication

New Programs

Cloud Computing AS Degree, Certificate of Achievement
Cybersecurity Department Certificate

CONSENT AGENDA: CONTRACTS AND CONSULTANTS**RECOMMENDATION NO. 6 SUBCONTRACTUAL AGREEMENT WITH UCLA***Requested Action: Approval/Ratification**Requested by: Melanie Bocanegra, Associate Dean of Equity and STEM Student Programs**Approved by: Jennifer Merlic, 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, 2016-September 30, 2021

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	December 4, 2018

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	Gary Scott	December 5, 2018 – June 30, 2019 \$3,000 per month plus reimbursable travel expenses Not to exceed \$21,000	Consulting services to assist SMC with improved external communications, review and offer actionable insights for SMC media partnerships, develop collaborative campaigns, provide feedback around effectiveness and efficiency of institutional communications, and help formulate 18-month and 3-year goals and benchmarks to meet institutional objectives and vision. Mr. Scott served in various capacities at SMC’s radio station KCRW, most recently for six years as program director, helping the station rebuild and grow. He recently stepped down to pursue other opportunities and will be a welcome contributor to SMC advancement and recruitment efforts.	Unrestricted General Fund (01.0)

Requested by: Donald Girard, Senior Director, Government Relations & Institutional Communications
 Approved by: Kathryn E. Jeffery, Superintendent/President

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

Provider/Contract		Term/Amount	Service	Funding Source
B	Portland Children's Museum	January 29, 2019 Not to exceed \$4,000	Portland Children's Museum Center for Learning (The Center) will prepare and deliver a professional development workshop for approximately 35 Santa Monica College Early Childhood Education faculty. The workshop will include formal presentation, materials exploration, and facilitated conversation. Topics include: exploring playfully, inspiring curiosity, seeking connections, sharing stories, and nurturing empathy. What is the role of adults in environments that support Playful Inquiry? What is the experience of learning and engagement in environments that work to sustain Playful Inquiry? How does Playful Inquiry support adults to navigate the tensions we often feel between play and learning?	Restricted General Fund (01.3): Perkins Grant
<i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i> <i>Approved by: Jennifer Merlic, Vice President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 8 CONTRACTS FOR STRONG WORKFORCE PROGRAM

Provider/Contract	Term/Amount	Service	Funding Source
1. Lieberman Research Worldwide (LRW)	December 6, 2018 - June 30, 2019 \$498,500	Market Research Strategy and Innovation Services for the Strong Workforce Program. This project named the LA Regional Strategy & Innovation Initiative, will involve the efforts of a full service professional marketing research, strategy and innovation firm(s). The purpose of the initiative is to:	Strong Workforce Funds
2. Brand IQ	\$130,000	<p>(1) Gain an understanding of the attitudes and beliefs surrounding education in the 2 year career education space from our potential target student groups (skill builders, high school diploma holders with no post-secondary education, high school diploma holders with some post-secondary education, high school students, and working adults seeking to upskill or switch careers)</p> <p>(2) Gain an understanding and uncover any unmet needs in education in the LA area,</p> <p>(3) Uncover key insights that can be leveraged to inform strategy for innovation and branding for programs, curriculum development, student services process redesign, student experience, and instructional content development,</p> <p>(4) Assist in identifying potential target students,</p> <p>(5) Perform category and competitive reviews as part of the research process,</p> <p>(6) Provide documents for brand equity mapping. The goal is the leverage “consumer” (student) insights from research to inform strategy and innovation (in career education) that will ultimately lead to solutions that encourage more students to pursue “career education” at one of the 19 community colleges in the LA Area.</p> <p>Comment: 253 notified vendors, 8 bidders attended mandatory pre-proposal meeting, 3 proposals were received.</p>	

Requested by: Patricia Ramos, Dean, Workforce Development
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

ELECTIONS

EFFECTIVE DATE

ACADEMIC MANAGEMENT

Mejia, Ashley, Project Manager- Noncredit (Adult Education) Initiatives	01/16/2019
(To be submitted), Interim Dean, Instructional Services	01/01/2019

INTERIM ADMINISTRATOR (Extension)

Deknatel, Jane, Director, Performing Arts Center	1/1/2019-4/30/2019
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RESIGNATION

Nathan, Pernilla, Project Manager, Suicide Prevention (50%)	09/30/2018
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ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.

<u>NEW CLASS DESCRIPTION</u>	<u>EFFECTIVE DATE</u>
Instructional Media Specialist Classified Range- 41	12/04/2018

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

From: Director of Facilities Management Classified Management Range: M-30	12/04/2018
To: Director of Facilities Maintenance and Operations Classified Management Range: M-34	

ABOLISH

Community College Police Dispatcher (1 position) Campus Police, 12 months, 40 hours	12/04/2018
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ESTABLISH

Community College Police Dispatcher (1 position) Campus Police, 12 months, 40 hours, Variable Hours	12/04/2018
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ELECTION

PROMOTION

Liu, Wendy	12/05/2018
From: Database Administrator, MIS	
To: Management Information Systems Manager, MIS	

PROBATIONARY/ADVANCE STEP PLACEMENT

Alvarez, Cristian, Campus Safety Officer, Campus Police (Step C)	12/03/2018
De La Cruz, Alvaro, Laboratory Specialist – Life Science (Step B)	12/03/2018
Orosz, Abigail, Student Services Specialist- International Students (Step B)	12/03/2018

PROBATIONARY

Dadgar, Shayan, Instructional Assistant – Math, Math Department	12/03/2018
Que, Zhan, Instructional Assistant – Math, Math Department	12/03/2018

RECLASSIFICATION

Miller, Christine	12/05/2018
From: Multimedia Specialist Classified Range- 41	
To: Instructional Media Specialist Classified Range- 41	

ADMINISTRATIVE CHANGE IN WORK SHIFT/PERMANENT

Barlow, Anthony 11/13/2018
From: Custodial Operations Supervisor, Operations, 12 months, 40 hours/NSI
To: Custodial Operations Supervisor, Operations, 12 months, 40 hours/NSII
Comment: Date correction from November 7, 2018 board meeting

CHANGE IN WORK SHIFT/PERMANENT

Boullard, Lanzrea 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Campos, Nahum 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Carter, Justin 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Davis, Jr., Derrick 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Dean, Davon 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Lyles, Asley 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Sandoval, Ana 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Thomas, Reggie 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Vasquez Rosales, David 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Wade, Tiffany 01/01/2019
From: Custodian, Operations, NS3, 7.5%
To: Custodian, Operations, NS2, 10%

Comment: Custodians previously assigned to the NS2 shift and are currently receiving the 10% shift differential, will return to the corresponding NS2 shift.

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Campos, Nahum 11/13/2018 – 12/21/2018
From: Custodian, NS3
To: Journeyman Trade- Painting
Length of Assignment:
Percentage: More than 50%

Gonzalez, Arturo 09/11/2018 – 11/13/2018
From: Groundskeeper/Gardener
To: Gardener – Equipment Operator
Percentage: More than 50%
Comment: Dates adjusted from October 2, 2018 board meeting

Kuykendall, Alan 10/22/2018 – 01/31/2019
From: Human Resources Specialist
To: Human Resources Analyst – Employee & Labor Relations (Confidential)
Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL) - EXTENSION

Yen, Charlie 04/04/2018 to 06/30/2018
From: Director of Facilities Finance 11/07/2018 – 12/07/2018
To: Director of Facilities Planning 12/08/2018 – 01/18/2019
Percentage: More than 50% (extension)

SEPARATION

LAST DAY OF PAID SERVICE

RETIREMENT

Trickey, Jenny, Child Care Services Supervisor (16 years) 03/06/2019

RESIGNATION

Barham, Allen Clay, Instructional Assistant- English 01/01/2019
Bernaert, Angelica, Lead Events Technician, Campus Events 12/04/2018
Casillas, J. Jesus, Skilled Maintenance Worker I, Maintenance 11/27/2018
Leal, Melinda, Student Services Assistant, ISC 01/02/2019
Michalowski, Terra, Student Services Specialist- A&R 11/30/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 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.

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

Robles Jr., Jose, Receiving, Stockroom, Delivery Worker, Procurement, Log, Contracts	
From:	09/12/2018-12/10/2018
To:	09/12/2018-01/30/2019
Whitfield, Justin C., Student Services Clerk, Admissions & Records	
From:	07/02/2018-10/31/2018
To:	07/02/2018-12/21/2018

RECOMMENDATION NO. 12 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, \$13.25/hour (STHP)	32
College Work-Study Student Assistant, \$13.25/hour (FWS)	48

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

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

13-A CHANGE ORDER NO. 16 – STUDENT SERVICES BUILDING

Change Order No. 16 – BERNARDS BROS. on the Student Services Building project in the amount of \$301,259.

Original Contract Amount	\$	77,438,000
Change Order No. 1	\$	17,634
Change Order No. 2	\$	13,169
Change Order No. 3	\$	28,294
Change Order No. 4	\$	204,509
Change Order No. 5	\$	39,913
Change Order No. 6	\$	93,862
Change Order No. 7	\$	86,274
Change Order No. 8	\$	67,477
Change Order No. 9	\$	114,030
Change Order No. 10	\$	25,628
Change Order No. 11	\$	66,285
Change Order No. 12	\$	270,585
Change Order No. 13	\$	14,589
Change Order No. 14	\$	15,578
Change Order No. 15	\$	258,060
<u>Change Order No. 16</u>	<u>\$</u>	<u>301,259</u>
Revised Contract Amount	\$	79,055,146

Project Schedule: This change order does result in a change to the contract length. Expected Substantial Completion is February 2019.

Funding Source: Measure S, AA, V

Comment: Change Order No. 16 includes the furnish and install the following:

- Furnish & install 10" round floor diffusers DV-1 (121 total) in Orientation Hall per attached sketch SKT_CCD_043. Structural slab reinforcement per structural sketches SSK-054 & SSK-057.
- Furnish & install eight (8) floor diffusers DV-2 behind the back row of seating. Diffuser openings and structural steel support per structural sketch SSK-056 on Level 2 deck.
- Furnish & install one (1) wall diffuser DV-3 at West wall.
- Furnish & install ducts to DV-2 diffusers behind back row and extend duct along west wall, connecting to DV-3 inlet, and routing to supply front row seating. Add fire smoke dampers with connections to electrical supply and fire alarm system.
- Sawcut duct penetration in north concrete support wall immediately south of Gridline H. Reference structural sketch SSK-055.
- Shorten acoustic curtain on west wall to expose new wall diffuser DV-3, and extend acoustical wall panels. Reference Sheet A-6.05.
- Omit ceiling finish in Vestibule Storage S183G. The slab above shall be left exposed.

- Installation of seven (7) Type-B light fixtures on Parking Levels P2 and P3 at the ramps on both north and south ends per revised electrical sheets E-2.11 and E-2.10. Pricing includes labor, conduit, wire, power hooks, boxes, etc. for a complete installation. Pricing excludes costs of light fixtures; Performance Lighting to provide the added fixtures at no additional cost.
- Furnish and install L4x4x1/4 angles per SSK-100 at all twelve (12) roof drain locations so roof drains are recessed into metal deck, creating a sump pan, in order for the tapered insulation and roof deck to slope properly to the roof drains. Includes scrapping of fireproofing in order to obtain accurate measurements for angles and welding, cutting of metal deck (3' x 4') and reinstalling so that it is recessed with the roof drains, and installation of flashing around all sump pans.
- Removal and reinstallation of all twelve (12) roof drains and underdeck clamps in order for sump pans to be installed per SSK- 100.
- Core 4" diameter penetrations through structural steel beams at two (2) locations at Lobby S100 which will allow the storm drain line to be installed above the 11'-0" ceiling. Work also includes pipe sleeves and welding at these two (2) locations.
- RFI 786 - Fire Caulking at inaccessible Head of Wall Locations:
- RFI 786 provided a detail for additional fiber wool batt insulation for fire/acoustical caulking at inaccessible head of wall locations on P1, P2, and P3
- Modify columns, add columns on level P1, and paint columns with intumescent fire rated paint per RFI's 420, 422, 423, 424, and 416.
- Install additional drywall in order to conceal plumbing pipes in Room S387 walls
- Install slip resistant walk pads at Level 3 East balconies
- Provide a partition Type K at west concrete wall in Vestibule S183A per RFI 346
- Modify HSS column plates in the field due to partition jamb and mullion conflicts.
- Combination Fire Smoke Damper Added at Two Duct Riser Locations
- Furnish & install two (2) additional combination fire smoke dampers, along with required power and fire alarm connection, at MDF Room P100V on Level P1 and Counseling Mentors Room S256K at Level 2.
- Furnish & install shaft bottom per detail 13/A-5.11 for added fire smoke damper at MDF Room P100V on Level P1, per RFI 310 response. Drawing Ref.: M2.03, M2.12B, FA1.12, FA1.12E, FA2.01, FA2.02g.
- Provide reinforcing steel in interior topping slabs per RFI 553. Furnish and install VFD-41 and VFD-42 with NEMA 12 enclosures, in lieu of NEMA 1 per the plans and specifications. Detail 22/A-4.02 provided a section cut of the 3rd Floor Roof Deck West Canopy. This detail did not allow for the sill flashing to be continuous, which is necessary to create a water tight system. This PCO is for labor to remove and reinstall the curtain wall framing at the 3rd floor roof deck canopy, as well as build a framed pony wall for the continuous sill flashing per RFI 830 response.
- FI 680 provided dimensions for an extended slab that was required for the UHPC wall that is west of the Lecture Hall. These dimensions were incorrect and resulted in an extend slab wall that was too long. This PCO is for costs to saw cut the curb of the extended slab and install bronze anodized break metal to cover the extended slab per RFI 1055 response.
- RFI 52-Furnish & install vacuum discharge piping and control zones for Level P1 Mechanical room floor sinks.
- Drill & epoxy reinforcing bars at top two and bottom two steps on both sides (east and west) of Orientation Hall per SSK-072.
- RFI 606 & RFI 609 - Increase the depth of the furring wall up to 2-1/2" (in lieu of partition type K - hat channels) at concrete walls at Vestibule Storage S183G, south wall of Balancing Room S181G, and Cashiers Room S181F to account for power and data boxes.
- Structural and Misc. Steel Costs for Bulletin 1
- Omit garbage disposals at the following locations: Level 1: S107 Copy/Supply and S140 Copy/Fax Level 2: S208 Copy/Fax, S250 Work/File room and 263 Workroom Level 3: S314 Copy/workroom S303 Copy/workroom, and S364 Fax/Copy Workroom
- Weld HSS tubes to Stair 2 stringers and re-apply intumescent Coating, to newly welded HSS Tubes, per RFI 983 response.
- Furnish and install FD-1 drains in lieu of FD-2 drains at five (5) floor drains in all shower rooms at Level 3 per RFI 1105.
- Door Frame and Opening Sizing in Garage. Remove and relay CMU where garage level door openings need to be reduced from 6'-8" to 6'-4" in order to maintain 6'-4" wide opening and 6'-0" door size.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-B CHANGE ORDER NO. 5 – AET KCRW AUDIOVISUAL AND BROADCAST SYSTEMS

Change Order No. 5 Key Code Media on the AET KCRW Audiovisual & Broadcast Systems project in the amount of \$(946).

Original Contract Amount	\$ 5,981,109
Change Order No. 1	\$ 6,096
Change Order No. 2	\$ (179,916)
Change Order No. 3	\$ 37,121
Change Order No. 4	\$ 65,879
Change Order No. 5	\$ (946)
Revised Contract Amount	\$ 5,909,343

Project Schedule: This change order does not result in a change to the contract length. Expected Substantial Completion is November 2018.

Funding Source: Measure AA

- Comment: Change Order No. 5 includes furnish and install the following:
- Cost impact due VLANS Changes which impact Dalet, ATX and NETAPP
 - Prevailing wage rate differences between 2016-1, 2017-2 and 2018-1 For the period from 07/23/2018 to 11/11/2018 (Key Code Labor)
 - Credit for NPRSS Commissioning and Training for KCRW. Credit for Providing and Installing Green Screen in room 208 B

13-C CHANGE ORDER NO. 1 – 2019 14th STREET AND 1530 PICO BLVD. DEMOLITION

Change Order No. 1 – Graph Company for the 2019 14th Street and 1530 Pico Blvd. demolitions project in the amount of \$52,534.38.

Original Contract Amount	\$ 545,900.00
<u>Change Order No. 1</u>	\$ 52,534.38
Revised Contract Amount	\$ 598,434.38

Funding Source: Measure V

Comment: During the demolition of the 2019 14 Street building, asbestos-containing flooring materials were discovered that must be removed.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-D AMENDMENT TO AGREEMENT FOR ARCHITECT SERVICES – EARLY CHILDHOOD LAB SCHOOL
 Amendment No. 3 – Carde Ten Architects for the Early Childhood Lab School project in the amount of \$419,658.

Original Contract Amount	\$ 1,079,000
Amendment No. 1	\$ 16,000
Amendment No. 2	\$ 7,700
<u>Amendment No. 3</u>	<u>\$ 419,658</u>
Revised Contract Amount	\$ 1,522,358

Funding Source: Measure S, V

Comment: Amendment No. 3 provides for architectural and engineering services for design of instructional observation system, security system, audiovisual system, and additional 10 months of construction administration.

13-E POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
 Amount: \$40,260.37
 For the Period: July 1, 2018 –September 30, 2018 (3 months)
 Funding Source: 2018-2019 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 \$40,741.12 for the same period last year.

13-F CHANGE ORDER NO. 1- PEARL STREET APARTMENT RENOVATION

Change Order No. 1 SS+K Construction for lead paint abatement to tenant occupied Unit 1 of District owned apartment complex located at 1825 Pearl Street.

Original Contract Amount:	\$119,559.00
Change order No. 1:	\$ 6,829.08
Revised Contract Amount:	\$126,388.08

Funding Source: Capital Projects Fund (40.0)

Comment: Change Order No. 1 is to address areas of 1825 Pearl Street apartment not included in the original scope of work.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Carla Lohr, Controller

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

Title of Grant:	TRIO – Upward Bound	
Granting Agency:	US Department of Education	
Augmentation Amount:	\$57,655 (Year 2 Amount: \$257,500 Amended: \$315,155)	
Matching Funds:	N/A	
Performance Period:	September 1, 2018 – August 31, 2022	
Summary:	<p>The TRIO/Upward Bound grant is a pre-college program funded by the U.S. Department of Education under Title IV of the Higher Education Act of 1965. It is designed to encourage students from low-income families and from a home where neither parent graduated from college, to develop skills and motivation necessary for success in post-secondary education and beyond.</p> <p>Santa Monica College is receiving an increase in base funding of \$17,655. Santa Monica College also requested Supplemental funds for Science, Technology, Engineering or Mathematics (STEM) focused activities resulting in an additional award of \$40,000. The supplemental award will be used to develop, pilot and assess a Chemistry Boot Camp that will prepare Upward Bound participants for high school or college chemistry.</p>	
Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8100 Federal	\$ 57,655
	Expenditures	
	1000 Academic Salaries	\$ 9,400
	2000 Non-Academic Salaries	\$ 8,000
	3000 Employee Benefits	\$ 3,432
	4000 Supplies & Materials	\$ 23,635
	5000 Other Operating Expenditures	\$ 3,930
	6000 Capital Outlay	\$ 0
	7600 Student Aid	\$ 9,258
	Total	\$ 57,655

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Mike Tuitasi, Vice President, Student Services

Reviewed by: Carla Lohr, Controller

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

Title of Grant: 2018-19 Mental Health Support Allocations
Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
Augmentation Amount: \$204,643
Matching Funds: N/A
Performance Period: July 1, 2018 – June 30, 2020
Summary: The 2018-2019 State Budget included a one-time allocation of \$10 million for the Mental Health Support Program. Funding may be used to support activities such as expanding mental health services, providing training, and developing stronger relationships with the county behavioral health department and community based mental health services. Santa Monica College will receive \$204,643 based on 2016-2017 student enrollment. The Center for Wellness and Wellbeing will use these funds to expand clinical services in the form of intervention. The Center plans to bring on board additional part-time licensed and unlicensed clinicians for satellite campuses and special programs. The Center has experienced a consistent increase in the students accessing services over the last few years. The additional funding will allow the Center to meet the demand.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 204,643
Expenditures		
1000	Academic Salaries	\$ 129,600
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 38,880
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 36,163
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 204,643

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Services

Reviewed by: Carla Lohr, Controller

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

Title of Grant: 2018-19 Hunger Free Campus Support Allocations
Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
Augmentation Amount: \$199,527
Matching Funds: Not applicable
Performance Period: July 1, 2018 – June 30, 2020
Summary: The 2018-2019 State Budget included a one-time allocation of \$10 million for the Hunger Free Campus Support Program. The purpose of this funding is to assist districts in addressing the food security of students by providing administrative and project support. Minimal funding can be used for direct assistance to students. Santa Monica College will receive \$199,527 based on 2016-2017 student enrollment. Funded activities include designating campus employees to help ensure students have the needed information to enroll in CalFresh and/or hosting a food pantry or regular food distributions which may include partnering with a local food bank or food pantry to support this activity.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$199,527
Expenditures		
1000	Academic Salaries	\$ 83,000
2000	Non-Academic Salaries	\$ 7,000
3000	Employee Benefits	\$ 30,000
4000	Supplies & Materials	\$ 20,527
5000	Other Operating Expenditures	\$ 10,000
6000	Capital Outlay	\$ 20,000
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 29,000
Total		\$199,527

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Mike Tuitasi, Vice President, Student Affairs

Reviewed by: Carla Lohr, Controller

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

Title of Grant: **Substance Abuse and Mental Health Services Administration (SAMHSA)**

Granting Agency: Department of Health and Human Services

Augmentation Amount: (\$5,000) (Amount: \$28,710 Augmented: \$23,710)

Matching Funds: NA

Performance Period: July 1, 2018 – September 29, 2018

Summary: The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

Augmentation to reduce FY 18-19 carryover budget by \$5,000 from \$28,710 to \$23,710 to match FY 17-18 ending carryover balance.

Budget Augmentation: Restricted Fund 01.3

Revenue

8100	Federal	\$ (5,000)
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Expenditures

1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ (5,000)
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ (5,000)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Jennifer Merlic, Vice President, Academic Affairs

Reviewed by: Carla Lohr, Controller

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

Title of Grant: Child Development Training Consortium (CDTC)
Granting Agency: Yosemite Community College District
Augmentation Amount: \$7,500
Matching Funds: N/A
Performance Period: September 1, 2018 – June 30, 2019
Summary: The Child Development Training Consortium (CDTC) is a statewide program funded by the California Department of Education, Child Development Division (CDE/CDD) with Federal Block Grant Child Care and Development Quality Improvement Funds. The Yosemite Community College District administers the program. CDTC provides services, training, technical assistance and resources to students and professionals working with and for children. Santa Monica College is receiving FY 18-19 funding per the Child Development Training Consortium Instructional Agreement dated September 1, 2018. Funds will be used for the reimbursement of enrollment fees, tuition and/or textbooks; establishment of a lending library of textbooks and other resources for eligible students including tutorial assistance or translation services.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 7,500
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	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 7,500
Total		\$ 7,500

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 25, 2018 through November 20, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	41,374
3000	Benefits	0
4000	Supplies	14,828
5000	Contract Services/Operating Exp	83,536
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-139,738
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 25, 2018 through November 20, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-777
2000	Classified/Student Salaries	777
3000	Benefits	0
4000	Supplies	3,366
5000	Contract Services/Operating Exp	-4,943
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	1,577
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register

October 2018 8184 through 8226 \$17,883,813.26

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

RECOMMENDATION NO. 17 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register

October 2018 C1C – C2D \$12,381,697.84

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

RECOMMENDATION NO. 18 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

October 2018

Covered by check & voucher numbers: 018660-019140 & 01639-01665

Bookstore fund Payments	\$461,796.17
Other Auxiliary Fund Payments	\$105,005.40
Trust and Fiduciary Fund Payments	<u>\$567,056.74</u>
TOTAL	\$1,134,015.69

Purchase Orders issued \$14,085.05
September 2018

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

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

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

RECOMMENDATION NO. 20 ORGANIZATIONAL MEMBERSHIPS

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

Organizational Memberships

October 2018	Number of Memberships	Amount
	2	\$12,145.00

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. 21 RATIFICATION OF SIGNATURES TO APPROVE INVOICES, 2018-2019

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

Ratification of signatures for the following staff to approve invoices for 2018-2019.

Name/Title
Quitman Vincent Carter Community College Police Captain
Wendy Liu Management Information Systems Manager, MIS
Ashley Mejia, Project Manager Noncredit (Adult Education) Initiatives
Daniel Phillips Assistant Director, Safety and Risk Management
Devin Starnes Director – Facilities Management

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 PURCHASING

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

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

22-A AWARD OF PURCHASE ORDERS

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

October 2018 \$12,967,354.18

22-B AWARD OF CONTRACT

Bid 102318SF CMD Auditorium Audio Visual Upgrade for additional equipment and services for integration and programming to upgrade the CMD Auditorium audio visual and broadcast capability.

Award of Bid to: Key Code Media

Award Amount: \$124,745

Other Bidders: None

Funding Source: Strong Workforce Funds (01.3)

Comment: 152 notified vendors, 3 bidders attended mandatory job walk. This is a re-bid; there were no bid responses received for first bid.

22-C USE OF COMPETITIVE PURCHASING CONTRACTS

Approval of the following competitive purchasing contracts:

US Communities Contract EV2024-01, with Columbia Vehicle Group, Inc. for Utility Vehicles and preventative maintenance through 12/31/2019.

Foundation for California Community Colleges (FCCC), CB-145-18, with KI for furniture and fixtures applications through 08/2021.

Comment: The annual award of competitive contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieve commodity and services as well as reduce administrative costs. These indirect (MRO) contracts are targeted to the products and services that SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

XI. ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 23

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2019

23-A REQUESTED ACTION: It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District for 2019.

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

23-B REQUESTED ACTION: It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District for 2019.

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

23-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 for 2019.

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:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

XI. ORGANIZATIONAL FUNCTIONS

INFORMATION ITEM NO. 24

SUBJECT: SEATING OF THE BOARD OF TRUSTEES

The Board of Trustees will be 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. The seating will take effect at the Board of Trustees meeting in January 2019.

RECOMMENDATION NO. 25

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 Louise Jaffe 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:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 4, 2018

XI. ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 26

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				
Jennifer Merlic Vice-President, Academic Affairs				X				
Christopher Bonvenuto Chief Director, Business Services	X		X	X	X	X	X	X
Mitchell Hesel Dean, Education Enterprise						X	X	X
David Dever Director of Auxiliary Services						X	X	X
Cynthia Moore Director of Purchasing				X	X			
Carla Lohr 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 5, 2018 through December 10, 2019.

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:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 4, 2018

XI. **BOARD COMMENTS**

XII. **ADJOURNMENT**

The meeting will be adjourned in memory of **Azhar Mushkor**, brother of Jinan Darwiche, faculty member in CSIS Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, January 15, 2019** 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

- Nonresident Tuition Rate
- Nomination to CCCT Board of Directors

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 4, 2018

APPENDIX A

INFORMATION ITEM 1

SUBJECT: **REPORT: WORKFORCE AND ECONOMIC DEVELOPMENT**

2017-18 Year in Review:

The majority of the activities in the Office of Workforce & Economic Development (W&ED) focused on the Strong Workforce Program (SWP). Currently the Office of Workforce is administering three overlapping performance years of SWP, through 2020. Inclusive of other grants and contracts, SMC’s W&ED office is administering nearly 20 million in grant funding and contracts.

Part 1: Strong Workforce Program (SWP)

To develop more workforce opportunities and lift low-wage workers into living-wage jobs, California took a bold step in 2016 to create one million more middle-skill workers. At the recommendation of the California Community College Board of Governors, the Governor and Legislature approved the Strong Workforce Program, adding a new annual recurring investment of \$248 million to spur career technical education (CTE) in the nation’s largest workforce development system.

Grouped into seven areas targeting student success, career pathways, workforce data and outcomes, curriculum, CTE faculty, regional coordination and funding, this leading-edge state workforce & economic development program is driven by “more and better” CTE. The “more” is increasing the number of students enrolled in programs leading to high-demand, high-wage jobs. The “better” is improving program quality, as evidenced by more students completing or transferring programs, getting employed or improving their earnings.

This new ongoing funding is structured as a 60 percent Local Share allocation for each community college district and a 40 percent Regional Share determined by a regional consortia of colleges to focus on the state’s seven macro-economic regions. SMC belongs to the Los Angeles/Orange County Consortia of Community Colleges, which is governed by the LAOCRC. Both the Local and Regional Share require local stakeholders to collaborate with each other, industry and local workforce development boards. While 2016-17 was spent planning and preparing for the Strong Workforce Program, 2017-18 and 2018-19 focus on execution and evaluation.

SMC was selected as project lead and administrator over the Regional CTE Marketing and Innovation Initiative, the Center for Competitive Workforce (CCW), and the CA Cloud Computing Program in partnership with Amazon Web Services (AWS), which are detailed below.

A. SMC Local SWP Initiatives

1. Round 1 Local Share (FY 16-17 to be expended by Dec. 2018)- \$836,172: The CTE Committee unanimously agreed to continued investments to serve all CTE programs. These include, but are not limited to CTE marketing, professional development, new program development, industry forums (including production equipment), faculty professional development, and an industry engagement/job placement center and career pathways.

- a. *Program Highlight:* CTE Marketing Round 1 Local Share: CTE faculty has embarked on an ambitious effort to design a comprehensive ongoing marketing campaign to highlight and promote all CTE disciplines at SMC. After much market research and cross campus collaboration, it was determined that multi-year investments are needed to communicate the importance of CTE and middle-skill career education. A comprehensive digital marketing campaign is currently being developed with Local Share of SWP funds that compliment similar efforts currently being executed by SMC at the regional level. Sustained investments are intended to impact and improve CTE enrollment, completion, transfer success and job placement rates. Communicating the value of CTE-workforce programs and how students can obtain their short- and long-term career objectives is critical.
2. Round 2 Local Share (FY 17-18 to be expended by Dec. 2019) - \$1,229,749: CTE Committee agreed to continued investments in marketing, business engagement, professional development, work-based learning/experiential learning, new program development and maintenance, industry forum (equipment at CMD), strategy and innovation.
3. Round 3 Local Share (FY18-19 to be expended by Dec. 2020) - \$1,322,641: Will be allocated based on CTE Committee votes at the January, 2019 CTE meeting.

B. SMC-Led SWP Regional Initiatives

1. California Cloud Workforce Project (Amazon Web Services & SMC): Through a partnership with AWS, which began under the LA HI-TECH grant, SMC CS faculty (Professor Howard Stahl) developed new curriculum designed collaboratively with AWS Educate, with the support of subject matter experts from AWS and other Los Angeles based tech companies. The programming aims to equip students with cloud skills needed for careers in the tech and other industries. The practical application of skills and industry certifications necessary for entry level jobs makes a cloud computing program appropriate for community colleges to enhance their existing IT, computer science, business or web design programs integrating cloud managed services.

SMC is leading the California Cloud Workforce consortium of 19 community colleges in L.A. funded with SWP Regional round 2 & 3 funds. SMC curriculum was shared with 18 other community colleges in the Los Angeles area and most are currently developing and implementing their Cloud Computing programs. To further develop the career pathway, each college will partner with at least one high school to fully develop a K-14 Cloud Computing Pathway. In Spring 2018 SMC partnered with Roosevelt High School and offered a Cloud Computing Saturday Academy for high school students. Access to these type of early college opportunities allow students to begin the career exploration process and allows students to begin obtaining hands on technical skills. SMC is currently exploring opportunities to expand these partnerships with other local high schools.

Since April, 2018 SMC has organized several regional events to build a community of practice for the California Cloud Workforce project with technical assistance provider, Career Ladders Project (CLP).

2. CTE Regional Marketing & Innovation: SMC is the fiscal and project lead for all 19 colleges in the LAOCRC for Marketing and Innovation. Marketing in consumer-packaged goods companies is called brand management. The brand management approach to marketing is an effective way to combat competition and to protect and grow a brand. Brand management has three essential pillars: strategy, innovation (product), and marketing. The methodology outlined in the marketing plan, mirrors the methodology used in consumer-packaged goods by companies like Nestle, Smuckers, Kraft, Proctor & Gamble and others to grow and protect their brands. In recent years, for-profit schools and market driven non-profits have adopted this model to grow market share in education. To compete in the education landscape, community colleges need to include the other pillars of brand management: strategy and innovation. The marketing budget is broken down to allocate money across all 3 pillars.

The marketing plan includes all areas of the Strong Workforce recommendations. The following is a summary of the plan as it relates to the 7 main areas of the task force recommendations:

- a. Recommendation 1: Student Success: The team will rely on coordinated efforts with guided pathways as this topic mainly falls under their scope of work.
- b. Recommendations 2 & 3: Career Pathways and Workforce Data and Outcomes. These areas fall under guided pathways and/or efforts currently underway at the CCW (Center for Competitive Workforce). The team will work closely with guided pathways and the CCW on those topics.
- c. Recommendations 4, 5, & 6: Curriculum, CTE Faculty, and Regional Coordination. The focus of the plan is on recommendations 4,5 & 6. The plan focuses on regional innovation (curriculum development and classroom experience) with industry partners and consumer insights included in the design process. Curriculum innovation will incorporate insights from the strategy and market research work to ensure that new curriculum is aligned with industry needs and consumer demand.
- d. Recommendation 7: Funding. Efforts are underway to address sustainable funding.

Most of the marketing plan will be sourced to vendors capable of delivering the brand management model for all 19 L.A. community colleges in the LAOCRC. Phase 1 of the marketing plan is to gain a deeper understanding of the changing landscape and competitive threats through strategy work. The strategy component will allow the team to determine where innovation is necessary. Phase 1 also includes extensive market research with former and prospective students to gain an understanding of the attitudes and beliefs towards education and the community college brand. During the fall semester, the board has been presented with consent agenda items related to the vendor contracts to support both, the strategy work and market research, including:

- a. Approval to release an RFP to source a marketing research firm.
- b. Strategic consulting in the area of comprehensive digital marketing campaigns.
- c. Comprehensive research on the increasingly competitive education and training space, and strategic consulting on how the Community College's traditional model and "product" offering must adapt to ensure the sustainability and relevance of open access institutions.

These foundational pieces are necessary prior to innovation work or marketing campaign development. Phase 2 will be informed by Phase 1 and it includes innovation work and ad campaign development (marketing). The marketing work will include a heavy emphasis on digital advertising. The recommendation for a digital approach is based on the state's advertising results.

3. Center for a Competitive Workforce (CCW): Housed at the Los Angeles County Economic Development Corporation (LAEDC), CCW is a partnership of the 19 L.A. regional community colleges in the L.A. | O.C. Regional Consortium, LAEDC, Los Angeles Area Chamber of Commerce, and the Center of Excellence for Labor Market Research at Mt. San Antonio College. The Center's mission is to better align supply and demand data with labor market information, support industry-driven career education and workforce development programs, and strengthen industry engagement across our region's talent development systems with the goal to train, educate and upskill a more competitive workforce in L.A. County for the knowledge-intensive industries that will come to dominate our economic future. This work will also address the talent gaps some employers face, and help balance the supply of skilled graduates with the projected demand of local employers, a balance which helps both job-seekers and local firms. Contributing to the deployment of a powerful research program, CCW convenes regional industry advisory councils and builds strong business intermediary systems that will: 1) support data-based, industry validated CTE programs, aligned to the regional economic needs; 2) knowledgeably and proficiently educate and connect students to the skilled labor force; 3) connect colleges to regional businesses to facilitate increased work-based learning, faculty professional development, and student employment.

C. SMC-Participating SWP Regional Initiatives

1. SWP Regional Round 1 (FY 16-17 to be expended by Dec. 2018): Funding for the regional share was competitive among the 19 L.A. regional community colleges in the L.A. | O.C. Regional Consortium (LAOCRC). All were required to submit proposals that included other colleges that filled unmet labor needs in the LA region. SMC was able to secure regional funding to support SMC's Entrepreneurship, ECE/Teacher Preparation Pipeline, Energy, Construction and Utilities, Global Trade and Logistics, Respiratory Therapy – Advanced Practice Neonatal Pediatric Respiratory Care, Radiation Technology, Cloud Computing, Graphic Design – User Experience (UX) 2+2+2, Digital Marketing, and Career Pathways programs. CTE faculty are participating in consortia day-to-day activities.
2. SWP Regional Round 2 & 3 (FY17-18/18-19 to be expended by Dec. 2020): Round 2 & 3 of the SWP regional share were also competitive among the 19 community colleges in Los Angeles. Two program cycles were funded simultaneously. SMC secured regional funding to support SMC's Entrepreneurship, ECE/Teacher Preparation Pipeline, Energy, Construction and Utilities, Global Trade and Logistics, Cloud Computing, Career Pathways, Business Engagement, and Advanced Transportation programs. CTE faculty are participating in consortia day-to-day activities in the L.A. region.

**A full SWP report with program highlights for Round 1 -3 projects in these areas are forthcoming.*

Part 2: W&ED Grants, Perkins, Contracts, and Projects

A. Business Engagement and Job Placement

SMC is a major partner on one of the Regional Strong Workforce Programs focused on Business Engagement and Job Placement, and their impact on SWP metrics relating to wage gains, job placements, and placements in field of study. This project is meant to test models and share best practices of our partners across the consortia. SMC co-leads two work groups:

1) Private-public partnerships and

2) Technology platforms. In addition, with the use of Local SWP funds, W&ED is working with the CTE Committee chair and faculty who have expressed great interest in developing processes and tools that support their challenges and interests in the area of business engagement. With these objectives at the campus and regional level, W&ED continues to be at the center of the conversation, developing and testing innovative ways to institutionalize the benefits of these critical relationships. Employers want to engage with colleges investing in the development of career pathways, inform and up-skill faculty on shifting skill requirements, validate skill competencies, create work-based learning for students, promote joint investment in new program development and credentialing, and ultimately gain direct access to an industry-informed, pipeline of talent that will meet their hiring needs. W&ED's Business Engagement Initiative assists in this effort by aiming for a comprehensive relationship management process with which to engage employers.

B. Employment Training Panel (ETP) and Industry-based Contract Education

SMC is executing its 5th ETP contract with the State of California's Employment Training Panel, in the amount of \$949,688, through March of 2020. Using these funds, SMC administers customized training programs that off-set the high cost of employee-based training employers would otherwise be forced to finance and develop to maintain a high-performance workforce. SMC has trained more than 3000 employees at over 46 area companies, and employer client surveys have shown increases in employee productivity, process efficiencies, and overall revenue. The ETP employer training program has also provided the opportunity for SMC faculty to provide their expertise within the context of the corporate training platform, simultaneously building the SMC brand as a premier provider of industry-based educational programming. The "up-skilling" of incumbent workers is expected to grow substantially as companies are faced with the challenges of new digital platforms and shifts to automation.

C. Pathways - High School, Community and Industry Engagement: LA HI-TECH and beyond

SMC continues to work closely with local area high schools to develop stronger K-14/16 career pathways that lead to SMC programs and ultimately provide clearer paths to careers. This type of collaboration and engagement provides high school students an opportunity to begin the career exploration process and develop a career relevant skill set, while earning early college credit through **dual enrollment**. SMC completed its fourth year in this CA Career Pathways Trust (CCPT) grant, LA HITECH, and has offered **80** dual enrollment sections in ICTE (Information, Communications, Technology, Entrepreneurship) Pathways including over **1,900** course enrollments since the grant began. Dual enrollment courses have been offered at **six** area high schools, which include Santa Monica, Malibu, Beverly Hills, Crenshaw, Palisades Charter, and Venice.

Best practices, processes, and strong high school partnerships have been formed with the support of this grant and SMC continues to find ways to continue to grow dual/concurrent enrollment early college programs. W&ED works closely with other Academic Affairs administrators to ensure high school partnerships are strong and effective student support services are provided to students enrolled in dual enrollment programs. Two part-time counselors are funded work closely with high school counselors and administrators to ensure dual enrollment students are supported with counseling services including enrollment assistance, orientation, early alert, retention, and student transition planning. Dual enrollment counseling is provided on site at local high schools, including Santa Monica and Malibu High Schools.

W&ED worked in collaboration with Community Relations to develop and support the launch and pilot of the SMC Media & Tech Summer Experience geared at high school students interested in taking college courses in areas like Film, Media, Photography, Computer Science, and Cloud Computing. This concurrent enrollment opportunity attracted over 150 high school students and included opportunities for students to meet with and talk to professionals in local media and design career fields while also exploring their own career goals. These interactive Career Connection Friday events included a career counseling workshop, tour of local digital media company Awesomeness TV, a tour and IxD/UX career panel at Hulu, and a Hack Day which included workshops on data science and more.

D. Perkins IV

SMC received \$743,056 for the 18-19 program year. The District has maintained a strong record of meeting negotiated targets for performance with this funding. Every program being considered for funding annually must review their Core Indicators (CI) and address how the CI's will be improved upon with Perkins funds. Data indicates that employment outcomes could improve across all CTE programs. Therefore, SMC leverages Perkins funds with Strong Workforce funds to develop stronger business engagement practices. New and seasoned CTE faculty need professional development and externships to align curriculum offerings and address the needs of business and industry. Centralized employer engagement is needed to facilitate industry/college relationships, validating skill competencies, creating work-based learning opportunities for students, and conducting outreach to local businesses that will hire SMC talent to help their businesses thrive. Faculty professional development has been expanded four-fold in order to ensure faculty are ready to teach state-of-the-art skills that students need to compete in the current market place. Faculty are mastering the competencies required for current jobs in the regional economy, such as cloud computing, marketing, business, cyber security, allied health, ECE, sustainable tech, digital media, GTL, gaming, cosmetology, photography, among other CTE fields. Curriculum, course outlines, and student learning outcomes, are all reevaluated and enhanced on an iterative basis, as required by this federal funding source.