

M - N U T R E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

JANUARY 15, 2019

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/>

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, January 15, 2019.

I. ORGANIZATIONAL FUNCTIONS

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

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Interim Vice-President, Human Resources
Robert Myers, Campus Counsel

Employee Organization: CSEA Chapter #36

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

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

- PLEDGE OF ALLEGIANCE – Trustee Louise Jaffe
- CLOSED SESSION REPORT - None
- 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: Barry Snell
 - SECONDED BY: Louise Jaffe
 - STUDENT ADVISORY: Aye
 - AYES: 6
 - NOES: 0
 - ABSENT: 1 (Rader)

IV. **SUPERINTENDENT'S REPORT**

V. **PUBLIC COMMENTS**

Karen Chen
Mel Avina-Beltran
Monica Campos

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

- #1 Report: Workforce and Economic Development
- #2 2019-2020 Nonresident Tuition Rate
- #3 Nomination to CCCT Board of Directors
- #4 First Reading: Board Policy Chapter 2, Board of Trustees
 - BP 2100 Board Elections
 - BP 2515 District Planning and Advisory Council

IX. **CONSENT AGENDA**

Approval of Minutes

- #5 Approval of Minutes: December 4, 2018 (Regular Meeting)

Academic and Student Affairs

- #6 New Courses and Degrees, Fall 2018

Contracts and Consultants

- #7 Ratification of Contracts and Consultants
- #8 KCRW Contracts and Consultants

Human Resources

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

Facilities and Fiscal

- #13 Facilities
 - A Project Close Out – Temporary Air Conditioning Project
 - B Project Close Out – Campus Security System Installation and Upgrade Project
 - C Project Close Out – Interior and Exterior Painting
 - D Correction for Construction Services – Student Services Building
 - E Correction for AET KCRW Audiovisual and Broadcast Systems, CMD
 - F Amendment No. 2 Commissioning and LEED Certification – Student Services Building
 - G Amendment No. 4 Commissioning and LEED Certification – Health, PE, Fitness And Dance Complex with Central Plant
 - H Student Services Building Audiovisual
 - I Award of Bid for Network Equipment for Student Services Building

- J Change Order No. 17 – Student Services Building
- K Change Order No. 6 – AET KCRW Audiovisual and Broadcast Systems
- L Amendment to Agreement for Architect Services – Student Services Project
- #14 Acceptance of Grants and Budget Augmentation
- #15 Budget Transfers
- #16 Commercial Warrant Register
- #17 Replacement of Commercial Warrant
- #18 Payroll Warrant Register
- #19 Auxiliary Payments and Purchase Orders
- #20 Providers for Community and Contract Education
- #21 Organizational Memberships
- #22 Ratification of Signatures to Approve Invoices, 2018-2019
- #23 Purchasing
 - A Award of Purchase Orders

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.

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 5, 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.

IV. SUPERINTENDENT'S REPORT

- Photo Project – Impact of Woolsey Fire: Faculty members of the Photography/Fashion Department provided the Board an overview of the remarkable event the team hosted this past weekend where portraits were taken of families impacted by the Woolsey Fire. 23 families and 30 staff and student volunteers participated.
- Resilience Training; Chief Johnnie Adams reported that the FBI National Academy, in conjunction with Acadia Healthcare, hosted a resilience training for local law enforcement at Santa Monica College in December. The purpose of this training is to create a healthier police force. It is believed that portions of this training would be beneficial to faculty and staff.
- Federal Government Shutdown: It was reported that the Federal Government shutdown has not affected services to students at Santa Monica College.
- State Budget: Governor Newsom released his first budget for 2019-20 on January 10, 2019: Following are highlights:
 - The proposed budget is focused on a more effective government that can withstand economic downturns
 - Proposition 98 funding is proposed at a record-breaking \$80.7 billion, an increase of \$2.8 billion from the previous year. Community Colleges receive traditional 10.93 percent share = \$8.8 billion
 - Direct funding increases for Operations, Categoricals and Financial Aid
 - Indirect funding: \$3 billion to CalSTRS, \$3 billion to CalPERS to reduce unfunded liabilities
 - Capital Outlay: \$358.7 million from Prop 51 for 15 continuing and 12 new projects (includes for SMC - \$37 million for Math and Science and \$1.58 million for Art Complex)
 - Student Centered Funding Formula stays at 70-20-10
- Enrollment: Winter and Spring 2019: Enrollment has improved slightly for winter and spring 2019. Winter is down .71 percent from last year; spring is down .68 percent from last year. The SMC Promise program is credited for much of this stability. Nonresident enrollment is down with the largest decline in international students. Resident enrollment is down 1.8 percent for the year. Total FTES are down 8.5 percent for 2018-2019 which will have an impact on budgeting. Efforts will continue to promote enrollment.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 15, 2019

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	January 15, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **2019-2020 NONRESIDENT TUITION RATE**

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the nonresident tuition rate of \$300 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2019-2020. This represents **no change** from the 2018-2019 nonresident tuition rate, or in the total per unit cost.

For 2019-2020, the lowest possible nonresident tuition rate for SMC is Option B – the Statewide Average Cost, which increased from \$258 in 2018-19 to \$265 per semester unit for 2019-20; and the highest possible nonresident tuition rate is Option E – the Average Non-Resident Tuition fee of public community colleges in a minimum of 12 states comparable to California, which decreased from \$424 in 2018-19 to \$414 per semester unit for 2019-20.

	Current	Proposed	Change
Nonresident Tuition	\$300	\$300	--0-
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$370	\$370	--0-

Below is a brief comparison of the 2018-19 rates of other community colleges in the area and/or enrolling significant numbers of international students

2018-19 Comparison	NR Tuition	Capital Outlay	Enrollment Fee	Total Per Unit	Annual Total (24 semester units or 36 quarter units)	
<i>SMC Proposed 2019-20</i>						
Santa Monica College	\$ 300.00	\$ 24.00	\$ 46.00	\$ 370.00	\$ 8,880.00	
Irvine Valley College	\$ 258.00	\$ 30.00	\$ 46.00	\$ 334.00	\$ 8,016.00	
Santa Barbara City College	\$ 285.00		\$ 46.00	\$ 331.00	\$ 7,944.00	
El Camino College	\$ 270.00		\$ 46.00	\$ 316.00	\$ 7,584.00	
Orange Coast College	\$ 258.00	\$ 12.00	\$ 46.00	\$ 316.00	\$ 7,584.00	
Pasadena City College	\$ 258.00	\$ 8.00	\$ 46.00	\$ 312.00	\$ 7,488.00	
Mt. San Antonio	\$ 288.00		\$ 46.00	\$ 310.00	\$ 7,440.00	
LACCD	\$ 242.00	\$ 9.00	\$ 46.00	\$ 297.00	\$ 7,128.00	
City College of San Francisco	\$ 234.00	\$ 7.00	\$ 46.00	\$ 287.00	\$ 6,888.00	
Foothill-DeAnza	\$ 160.00		\$ 31.00	\$ 191.00	\$ 6,776.00	Quarter System
Glendale CC	\$ 215.00	\$ 16.00	\$ 46.00	\$ 277.00	\$ 6,648.00	

The year over year comparison for SMC follows.

SMC	NR Tuition	Capital Outlay	Enrollment Fee	Total Per Unit	Annual Total (24 semester units or 36 quarter units)	Per Unit Increase
<i>SMC Proposed 2018-19</i>	\$ 300.00	\$ 24.00	\$ 46.00	\$ 370.00	\$ 8,880.00	+ \$15.00
2017-18	\$ 285.00	\$ 24.00	\$ 46.00	\$ 355.00	\$ 8,520.00	+ \$ 20.00
2016-17	\$ 265.00	\$ 24.00	\$ 46.00	\$ 335.00	\$ 8,040.00	0
2015-16	\$ 265.00	\$ 24.00	\$ 46.00	\$ 335.00	\$ 8,040.00	+ \$ 10.00
2014-15	\$ 255.00	\$ 24.00	\$ 46.00	\$ 325.00	\$ 7,800.00	+ \$ 10.00
2013-14	\$ 239.00	\$ 30.00	\$ 46.00	\$ 315.00	\$ 7,560.00	+ \$ 20.00
2012-13	\$ 230.00	\$ 19.00	\$ 46.00	\$ 295.00	\$ 7,080.00	+ \$ 10.00
2011-12	\$ 217.00	\$ 22.00	\$ 36.00	\$ 275.00	\$ 6,600.00	+ \$ 27.00
2010-11	\$ 186.00	\$ 36.00	\$ 26.00	\$ 248.00	\$5,952.00	+ \$ 1.00
2009-10	\$190.00	\$ 31.00	\$ 26.00	\$247.00	\$5,928.00	+ \$32.00
2008-09	\$164.00	\$ 31.00	\$ 20.00	\$215.00	\$5,160.00	+ \$32.00

For comparison sake, the tuition for Nonresident students at popular transfer destinations for one year of full-time study is provided below:

CSUN	\$15,246
LMU	\$43,526
USC	\$54,448
UCLA	\$61,618

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **NOMINATION TO CCCT BOARD OF DIRECTORS - TABLED**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees consider nominating a trustee for election to the California Community College Trustees (CCCT) Board of Directors.

BACKGROUND: Trustee Louise Jaffe was appointed to the CCCT Board of Directors in November 2009, elected in 2010 and re-elected in 2013 and 2016 for three-year terms. There is a three-year term limit, so Trustee Jaffe is no longer eligible to serve on the CCCT Board of Directors.

Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2019. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board will take place between March 10 and April 25, 2019. Seven persons will be elected to the board this year. There are five incumbents eligible to run for re-election and two vacancies due to trustees who have reached their three-term limit. The election results will be announced at the CCCT annual conference, and the newly elected members of the board will assume their responsibilities at the conclusion of the annual conference on May 5, 2019.

This recommendation was tabled.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **FIRST READING – BOARD POLICY CHAPTER 2, BOARD OF TRUSTEES**
BP 2100 BOARD ELECTIONS
BP 2515 DISTRICT PLANNING AND ADVISORY COUNCIL

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of the following Board Policies in Chapter 2, Board of Trustees:

- BP 2100 Board Elections
- BP 2515 District Planning and Advisory Council

COMMENT: BP 2100: New legislation requires a revision to change the term of office for Board members to commence on the second Friday of December.

BP 2515: The 2017-2018 Master Plan for Education Update Objective No. 1 called for the current governance structure and charges for DPAC to be analyzed. Additionally, one of the 2017-2022 Strategic Initiatives included an objective that the District analyze the current governance structure and charges, specifically DPAC. DPAC focused on the topic of governance structure and its scope and function at meetings each month in 2017-2018. The discussions continued in 2018-2019 and resulted in recommendations regarding the restructuring of DPAC to the Superintendent/President for review and approval. One of the recommendations included a suggested revision to Board Policy 2515, District Planning and Advisory Council that clarifies DPAC’s role in planning.

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

BP 2100 BOARD ELECTIONS

Eligibility

A member of the Board of Trustees must be a qualified elector of the District as provided by law. Any person, regardless of sex, who is 18 years of age or older, a citizen of the State of California, a resident of the Santa Monica Community College District, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of the Board of Trustees without further qualifications. An employee of the District may not be sworn into office as an elected or appointed member of the governing board until he/she resigns as an employee.

Statement Costs for Board of Trustees Candidates

To encourage broad participation in District governance, the District will bear the costs of Board of Trustees candidate statements to be included in the voter's sample ballot pamphlet provided said candidate complies with the County of Los Angeles Registrar-Records/County Clerk requirement and procedures.

Election

Election to the Board of Trustees shall be held in conjunction with the general election on Tuesday after the first Monday in November in each even-numbered year. The terms of all members shall commence on the ~~first~~ second Friday in December next succeeding his or her election and upon certification by the County of Los Angeles. Each member shall serve until his/her successor is elected and qualified.

When three or more members are to be elected, the three or more candidates receiving the highest number of votes shall be elected. Any tie in voting shall be settled by the casting of lots by the Board of Trustees.

Before any person elected or appointed as a member of the Board of Trustees enters upon the performance of his/her duties, he/she shall execute the specified oath of office in triplicate. One of the forms shall be filed in each of the following places: The office of the Los Angeles County Superintendent of Schools, the Los Angeles County Clerk's Office, and the Superintendent/ President's Office. A copy of the form shall be given to the Board member.

Term

The term of office of an elected member of the Board of Trustees shall be four years except when he/she is seeking election to complete the unexpired term of a vacated position. The term of all members shall commence on the ~~first~~ second Friday in December next succeeding his/her election and upon certification by the County of Los Angeles except when appointed.

The terms of office of the members shall be staggered so that some of the terms expire in December of each even-numbered year. The County Superintendent of Schools shall make any determinations and assignments necessary for these purposes.

Also see BP 2010 Board Membership

References:

Education Code Sections 5000 et seq., 72000, 72023, 72034, 72036, and 72103

The Board recognizes the District Planning and Advisory Council as the advisory body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget planning, facilities planning, human resources planning, ~~student services~~ and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

~~DPAC is the College's primary planning body and coordinates institutional planning. It is the responsibility of DPAC to develop the annual Master Plan for Education Update and oversee the long-term planning efforts of reviewing the Vision, Mission, Values, and Goals, assessing the College's planning process, and developing new Strategic Initiatives every five years.~~

It is the responsibility of DPAC to facilitate the District's long-term planning efforts, including the assessment of the College's planning process. Every five years, DPAC develops recommendations for new Strategic Initiatives and reviews the Vision, Mission and Goals. DPAC also develops annual action plans that support the five-year strategic initiatives and objectives.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff, students (Associated Students) and management (Administration/ Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

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 #5-#23.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #6

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

X. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 6 – New Courses and Degrees, Fall 2018

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

RECOMMENDATION NO. 5 APPROVAL OF MINUTES

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

December 4, 2018 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 6 NEW COURSES AND DEGREES, FALL 2018

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

Approved by: Jennifer Merlic, Vice-President, Academic Affairs

New Courses

BUS 85 Project Management Global Trade and Logistics
MATH 21C Concurrent Support for Finite Mathematics
MATH 26C Concurrent Support for Functions and Modeling for Business and Social Science
PHYSICS 20 Preparation for Calculus-Based Physics
PORTGS 2 Elementary Portuguese 2

Global Citizenship

JAPAN 9 Japan: Culture and Civilization
PORTGS 2 Elementary Portuguese 2

Distance Education

BUS 85 Project Management Global Trade and Logistics
JAPAN 9 Japan: Culture and Civilization
PHOTO 1 Introduction to Photography
PHOTO 5 Digital Asset Management, Modification, & Output
PHOTO 60 Business Practices in Photography

New Programs

Engineering AS Degree/Certificate of Achievement
Introduction to Engineering Certificate of Achievement
Scenic Design and Construction Department Certificate
Stage Lighting, Sound and Projection Department Certificate
Sustainability Services Technician Noncredit Certificate
Sustainability in Organics Aide Noncredit Certificate
Sustainability Assistant Noncredit Certificate

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

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 specified in Public Contract Code Section 20651 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6340, Bids and Contracts

Approved by Board of Trustees: 9/8/2008; revised 12/4/2018

Reference Education Code Sections 71028, 81641 et seq, 81655, 81656; Public Contract Code Sections 201650 et seq, and 10115

Provider/Contract	Term/Amount	Service	Funding Source
A Camuffo Pictures, DBA	January 7 – February 1, 2019 - Project deadline: February 1, 2019 Not to exceed \$3,000	Camuffo Pictures, DBA will assist the Community and Academic Relations Office and Marketing in creating short infomercials or story-driven video/s for the College to aid in enrollment and brand building. Videos will be disseminated through SMC in Focus, the bi-Monthly college newsletter/news blog and on social media. Services will include creative concept, screenwriting and pre- to post-production.	Public Affairs, District Budget (100%)
<i>Requested by: Kiersten Elliott, Dean, Community and Academic Relations</i>			
<i>Approved by: Donald Girard, Senior Director, Government Relations & Institutional Communications</i>			
B Ellucian Company L.P.	2018-2019 (increases to previously approved annual contracts) Increase from \$41,665 to \$43,332 Increase from \$17,444 to \$18,316	Financial Aid – Banner Annual Maintenance/Software License for 2019 Financial Aid – UC4 Applications Manager for automatic: Annual license fee for 2019-	2018-2019 BFAP
<i>Requested by: Financial Aid</i>			
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>			
C Justin Bua	February 21, 2019 \$2,500	Artist Justin Bua will speak at <i>Art Attack-Live at SMC</i> discussing the intersection of public art and activism. Coordinated by Professor Elizabeth Dastin, Art History Department.	Global Citizenship
<i>Requested by: Denise Kinsella, Interim Dean, International Education</i>			
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

Provider/Contract	Term/Amount	Service	Funding Source
D Lime Design Associates, Inc.	January 16 – February 28, 2019 Not to exceed \$90,000	Agreement to provide the training courses, <i>Design Thinking Studio and Design Thinking Co-Creation Workshop</i> , to a cross-functional representation of College employees including instructional faculty, counseling, staff and administrators to be held in January and February 2019. Trainees will learn and apply the design thinking process. The overall goal of the trainings is to develop fluid and responsive design thinkers who are able to innovate, create, and act as empowered change agents prepared to meet the challenges and opportunities of Redesigning the College: Using a Guided Pathways Framework.	SEAP (Student Equity and Achievement Program) and/or Pathways
<i>Requested by: Guided Pathways Team</i>			
<i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>			
E Kyndall Brown, Ph. D., California Mathematics Project	January -April 2019 \$1,500	Dr. Brown will give a presentation regarding culturally relevant teaching in mathematics during their departmental flex day and will be assisting the math department to reframe previously developed math assessment questions in order to be culturally relevant.	Basic Skills Initiatives
<i>Requested by: Edna Chavarry, Director, Academic Affairs Initiatives</i>			
<i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>			
F Dr. Nooshin Valizadeh; Dr. Shaun R. Harper; and Dr. Charles H.F. Davis III, University of Southern California Rossier School of Education	February – March 2019 \$25,000	Drs. Valizadeh, Harper, and Davis will conduct multiple presentations and workshops to constituents focused on addressing and advancing racial equity. Members of the SMC Institutional Leadership, Student Equity and Achievement Program, students, and campus colleagues will be invited to engage contemporary issues and the institution’s overall skill and ability to respond to matters of pressing racial equity issues in higher education.	Student Equity 60% of cost SEAP (Student Equity and Achievement Program) 40% of cost
<i>Requested by: Edna Chavarry, Director, Academic Affairs Initiatives</i>			
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i> <i>Jennifer Merlic, Vice-President, Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

Provider/Contract	Term/Amount	Service	Funding Source
G Joyce Kaufman	July 1, 2018 – June 30, 2019 Not to exceed \$5,000	Dr. Kaufman is serving as the external evaluator for Santa Monica College’s Title VIA Undergraduate International Studies and Foreign Languages grant. This is year three of a three-year grant. Dr. Kaufman previously evaluated SMC’s first UISFL grant, and her findings were instrumental in documenting the need and design for this current project. In addition, her background in service learning and community engagement will further help inform and add value to this project as faculty and staff work to integrate language based service learning and other applied learning experience into the CTE curriculum.	Title VIA UISFL (Undergraduate International Studies and Foreign Languages) Grant

Requested by: Laurie McQuay-Peninger, Associate Dean, Grants
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

H Riverside Community Care, Inc. (dba Mindkare)	January 2019- January 2022 Not to exceed \$30,000	This is a change in terms for the purchase of a second kiosk (the first kiosk was approved by the Board of Trustees on June 5, 2018). MindKare provides mental health screenings via a kiosk. This serves as an educational and awareness-raising tool to help normalize mental health care and reduce stigma. The screening program is embedded within the MindKare® branded machine, and the screenings are quickly conducted through self-administration. A student walks up to the kiosk, completes the screening, and is given a list of local referral resources, such as Santa Monica College’s counseling services to review. Regardless of the individual’s screening results, customized referral resources are provided. The kiosks will be located in various locations as they are mobile. They may be placed in Health Services initially, then relocated to special programs for a semester. The idea is to move them around to different locations to assess a variety of student populations.	Mental Health Services grant State Chancellors Office funded for a three-year period.
--	--	--	---

Requested by: Susan Fila, Director of Health & Wellbeing
Approved by: Michael Tuitasi, Vice-President, Student Affairs

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

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

Provider/Contract	Term/Amount	Service	Funding Source	
I	Jared Boigon TBWB Strategies	February through June, 2019 Not to exceed \$30,000, plus reimbursable travel expense	TBWB Strategies will assist the District in developing research, surveys and institutional communication strategies to support programs, services and facilities and inform master planning efforts.	2018-2019 District Funds
<i>Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				
J	Annenberg Beach House	March 1, 2019 Facility rental - \$1,125 Catering - \$3,340.57	The Counseling Department will be renting a meeting location at the Annenberg on Friday, March 1, 2019. The purpose of the meeting is two-fold: <ul style="list-style-type: none"> To prepare to move into the new Student Services building To discuss new ways to work together to promote the success of our students. 	SSSP Carryover Funds
<i>Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention and Student Wellness</i> <i>Approved by: Michael Tuitasi, Vice-President, Student Services</i>				
K	Campus Works	January 2 through December 31, 2019 \$102,500	ERP readiness assessment to better understand the current state of business and the redesign of the District's Student Information Services business functions. The District is looking for recommendations for operational change to implement a commercial Enterprise Resource Planning (ERP) system in the future.	IEPI (Institutional Effectiveness Partnership Institute) Seed Grant
<i>Requested by: Marc Drescher, Chief Director of Information Technology</i> <i>Approved by: Elaine Polachek, Interim Executive Vice-President</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

Provider/Contract	Term/Amount	Service	Funding Source
L	<p>The Economic Development Corporation of Los Angeles (LAEDC)</p> <p>October 3, 2018- June 30, 2019</p> <p>This contract was previously approved by the board on October 2, 2018. Original period: October 3, 2018 through December 31, 2018. All other terms remain the same. This item extends the term of performance only.</p>	<p>The Economic Development Corporation of Los Angeles (LAEDC) will undertake comprehensive market research and analysis to produce a report with an executive summary on “The Future of Work and Education, and what it means for LA County’s Community Colleges”. The analysis will include current and projected external conditions with recommendations for community colleges to remain competitive over the next five to 10 years. Recommendations will include key elements of a plan of action, with short, medium, and long term recommendations.</p>	<p>Strong Workforce Program (SWP) Regional Share</p>
<p><i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i> <i>Approved by: Jennifer Merlic, Vice President, Academic Affairs</i></p>			
K	<p>Donald Grant, PhD</p> <p>February and March 2019, not to exceed \$2500</p> <p>Mindful Training Solutions</p>	<p>Dr. Donald Grant will provide professional development training to staff in the Center for Wellness and Wellbeing on Motivational Interviewing using a cultural sensitivity lens. Dr. Grant currently serves as Executive Director of the Center for Community and Social Impact (CCSI) at Pacific Oaks College in Pasadena. CCSI works to engage in culturally empathic research and scholarship to address needs that communities have identified as important and relevant to their ability to thrive and capacity to meet with success. Motivational Interviewing is an evidenced-based intervention used in mental health and substance abuse when working with high risk populations.</p>	<p>Mental Health Services grant State Chancellors Office funded.</p>
<p><i>Requested by: Susan Fila, Director of Health & Wellbeing</i> <i>Approved by: Michael Tuitasi, Vice-President, Student Affairs</i></p>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 8 KCRW CONTRACTS AND CONSULTANTS, 2018-2019

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

The following contracts for KCRW are all renewals of existing contracts and are funded by CPB Grant money and KCRW Donations.

Provider	Service	Amount
KSBY Communications, LLC	Continuation of Assignment and assumption of Antenna Space License for KERW, located on Cuesta Peak, San Luis Obispo, CA Period: January 1, 2019 through June 30, 2019 Increase Existing PO #A-190217-SH	Payable: \$2,663.13 per month Increase not to exceed \$15,978.78
Los Nettos Regional Network	Other Contract services Flat rate Ethernet Services (60 megabits) Period: February 1, 2019 through June 30, 2019 Increase existing PO #A-190261-SH	Payable: \$472.50 per month Increase not to exceed \$2,362.50
Corporation for Public Broadcasting	Acceptance of Grant for KCRW CPB Fiscal Year 2019 Period: October 1, 2018 through September 30, 2020 Used for purchase of radio programs; organizational membership/affiliation fees (for Amer. Public Media; NPR; PRX; PRI; WNYC)	Payable: Restricted Expenditures: Not to exceed: \$361,556. Unrestricted Expenditures: Not to exceed \$1,001,262

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

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

Ladyzhenskaya, Lina, Director, Student Judicial Affairs 01/16/2019

Balfus, Lisa, Project Manager, Mental Health Grant 50% (Amended) 01/02/2019

NEW FULL-TIME FACULTY

Benitez, Kevin, Full-time Tenure Track Counselor, Veterans Resource Center 2/11/2019

ADJUNCT FACULTY

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

SEPARATIONS

RESIGNATION (CORRECTION)

Vaughn, Dawn, Full-time Faculty, Life Sciences 12/19/2018

RETIREMENT (CORRECTION)

Rogler, Harold, Full-time Faculty, Computer Science and Information Systems 02/10/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

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.

ESTABLISH NEW CLASS DESCRIPTION AND POSITION EFFECTIVE DATE

Accounting Supervisor (1 position) 01/15/2019

Auxiliary Services/Enterprise, 12 months, 40 hours

Proposed Salary Range: Classified Management Range M 14

Mail Services Worker I (1 position) 01/15/2019

Procurement, Contracts & Logistics, 12 months, 40 hours

Receiving, Stockroom and Delivery Worker (1 position) 01/15/2019

Procurement, Contracts & Logistics, 12 months, 40 hours

ESTABLISH NEW CLASS DESCRIPTION

Information Systems Security Officer 01/15/2019

Proposed Salary Range: Classified Management Range M 31

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

From: Student Services Specialist – Veterans’ Programs 01/15/2019

Classified Regular Schedule Range 30

To: Veterans’ Programs Specialist

Classified Regular Schedule Range 32

From: Senior Student Services Specialist – Veterans’ Programs 01/15/2019

Classified Regular Schedule Range 32

To: Senior Veterans’ Programs Specialist

Classified Regular Schedule Range 36

ELECTIONS

PROBATIONARY/ADVANCED STEP PLACEMENT

Biddle, Dennis 12/21/2018

From: Custodial Operations Supervisor, Operations

To: Assistant Director, Facilities Operations, Step B

PROMOTION

Cancilla, Warren 01/16/2019

From: Reprographic Technician, Reprographics

To: Sr. Reprographic Technician, Reprographics

De la Torre, Aaron 01/16/2019
From: Student Services Clerk, Admissions and Records
To: Student Services Specialist- EOPS, EOPS

Swanson, Donnell 01/21/2019
From: Custodian, NS II, Operations
To: Reprographics Technician, NS I Auxiliary Services

RECLASSIFICATION

Prieto, Fabio 01/01/2019
From: Student Services Clerk
Classified Range 21
To: Student Services Assistant
Classified Range 25

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Romano, Martha 01/16/2019
From: Senior Student Services Specialist – Veterans’ Programs
Classified Regular Schedule Range 32
To: Senior Veterans’ Programs Specialist
Classified Regular Schedule Range 36

RATIFICATION OF SUBSTITUTE LIMITED TERM ASSIGNMENT

Henriquez, Fernando 06/13/2018 – 10/22/2018
From: Custodian, NS II 10/23/2018 – 12/21/2018*
To: Receiving, Stockroom & Delivery Worker, Day 01/02/2019 – 03/08/2019*
Percentage: More than 50% (*extensions)

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Chen, Connie 12/03/2018 - 12/21/2018
From: Student Services Clerk 01/02/2019 - 04/26/2019
To: Student Services Specialist- Scholarship
Percentage: More than 50%

Yen, Charlie 04/04/2018 – 06/30/2018
From: Director of Facilities Finance 11/07/2018 – 12/07/2018*
To: Director of Facilities Planning 12/08/2018 – 02/01/2019*
Percentage: More than 50% (*extensions)

SPECIAL SKILLS DIFFERENTIAL

De Alba, Karla, Student Services Specialist-DSC, Bilingual, Oral/Written- \$35/mo. 07/01/18
Kalinec, Gustavo, Ent Bus. Serv. Clk, Bursar’s Office, Bilingual, Oral/Written- \$35/mo.12/01/18

ADMINISTRATIVE CHANGE IN WORK SHIFT/PERMANENT

Orozco, Frank 01/01/2019
From: Custodian, Operations, 12 mos, 40 hrs/NS2/Weekend
To: Custodian, Operations, 12 mos, 40 hrs/NS2

Schnoebelen, Paul 01/01/2019
From: Custodian, Operations, 12 mos, 40 hrs/NS2/Weekend
To: Custodian, Operations, 12 mos, 40 hrs/NS2

Sin, Mukhorn
From: Custodian, Operations, 12 mos, 40 hrs/NS2/Weekend
To: Custodian, Operations, 12 mos, 40 hrs/NS2

01/01/2019

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

DeAlba, Karla, Student Services-DSPS	01/01/2019
Himmelstein, Sherri, Buyer II, Procurement, L & C	12/31/2018
Ladyzhenskaya, Lina, Case Management Coordinator, Crisis Prevention	01/15/2019
Lozano, David, HVAC Journeyman Trade, Facilities Management	01/01/2019
Mejia, Ashley, Student Services Specialist, Welcome Center	01/15/2019
Michalowski, Terra, Student Services Specialist- A&R	11/30/2018
Wang, Lynn, Instructional Assistant- English	01/01/2019

SEPARATION

RETIREMENT

Qualey, Patrick, Construction Systems Supervisor (6 years)	01/01/2019
--	------------

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

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

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

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

Berent, Richard, Accompanist-Performance, Music	01/02/2019-06/30/2019
Blair, Lauren, Costume Designer, Theatre Arts	01/02/2019-06/30/2019
Bonner, Gary, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Brown, Carla, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Brundage, Kirk, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Carbone, John, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Cho, Sang Hee, Accompanist-Performance, Music	01/02/2019-06/30/2019
Accompanist-Voice, Music	01/02/2019-06/30/2019
Connor, Patrick, Laboratory Technician-Photography, Academic Affairs	
From:	07/01/2018-12/31/2018
To:	07/01/2018-02/22/2019
Cooper, Alexander, Costume Designer, Theatre Arts	01/02/2019-06/30/2019
Enriquez, Marco, Administrative Assistant I, Student Life	
From:	09/24/2018-12/31/2018
To:	09/24/2018-03/12/2019
Ganelis, Inna Accompanist-Performance, Music	01/02/2019-06/30/2019
Accompanist-Voice, Music	01/02/2019-06/30/2019
Gerhold, Thomas Accompanist-Performance, Music	01/02/2019-06/30/2019
Accompanist-Voice, Music	01/02/2019-06/30/2019
Hofland, Keri, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Juarez, Jessica, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Juarez, Tina, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Lopez, Vanessa, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Muradyan, Ruzan, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Mateo, Patricia, Student Services Specialist, Upward Bound/TRIO	
From:	07/01/2018-12/31/2018
To:	07/01/2018-01/31/2019
Mathews, Marcus, Stage Construction Tech -Lightning, Theatre Arts	01/02/2019-06/30/2019
McNaughton, Joellen Accompanist-Performance, Music	01/02/2019-06/30/2019
Accompanist-Voice, Music	01/02/2019-06/30/2019
Miller, Samuel L., Mail Services Worker I, Procurement, Log & Contracts	
From:	08/17/2018-01/15/2019
To:	08/17/2018-03/01/2019

Montano, Ron T., Library Assistant, Library	
From:	07/01/2018-12/12/2018
To:	07/01/2018-12/17/2018
Morales Martinez, Salomon, Groundskeeper/Gardener I, Facilities Operations	
From:	10/03/2018-12/26/2018
To:	10/03/2018-03/08/2019
Nesteruk, Gary, Accompanist-Voice, Music	01/02/2019-06/30/2019
Newsome, Mary, Sign Language Interpreter III, DSC	01/02/2019-06/30/2019
Olivera, Armando, Groundskeeper/Gardener I, Facilities Operations	
From:	10/03/2018-12/26/2018
To:	10/03/2018-03/08/2019
Osipova, Yelena, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Phromyarat, Chayanich, Tutoring Coordinator - Science, LRC	01/15/2019-06/30/2019
Plotkin, Alla, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Ramirez, Anthony, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Santhiago, Nicholas, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Soro, Gnenemon, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Sow, E. Malik, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Spilny, Valerie, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Ter-Avanesova, Nonna, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Walker, Frederick, Accompanist-Dance, Dance	01/02/2019-06/30/2019
Widnt, Neil	
Accompanist-Performance, Music	01/02/2019-06/30/2019
Accompanist-Voice, Music	01/02/2019-06/30/2019
Winston, Megan, Personnel Specialist, Personnel Commission	
From:	09/24/2018-11/02/2018
To:	09/24/2018-03/20/2019
Woods, Christian, Costume Designer, Theatre Arts	01/02/2019-06/30/2019

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	01/02/2019-01/09/2019
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019
Ashby, De Anna, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019
Austin, Harald, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019
Brinkley, Tanisha, Customer Services Assistant, Bookstore	01/02/2019-01/09/2019
Brown, Thomas M., Instructional Assistant - ESL, ESL	01/02/2019-06/30/2019
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019
Carter, Ashlie, Customer Services Assistant, Bookstore	01/02/2019-01/09/2019
Eichen, John, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019
English, Kara, Customer Services Assistant, Bookstore	01/02/2019-01/09/2019
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	01/02/2019-04/05/2019
Gothold, Julia, Student Services Clerk, Matriculation	
From:	11/15/2018-01/15/2019
To:	11/15/2018-03/15/2019
Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019
Greenhalgh, Colleen, Enterprise Business Services Clerk, Bursar's Office	01/02/2019-01/18/2019
Hoch, Marilyn, Instructional Assistant - ESL, ESL	01/02/2019-06/30/2019
Lemon, Curly, Customer Services Assistant, Bookstore	01/02/2019-01/09/2019
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	01/22/2019-03/08/2019
Lopez, Veronica, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019

Micas, Donna, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	01/02/2019-01/09/2019
	01/22/2019-03/08/2019
Murray, Jake, Customer Services Assistant, Bookstore	01/02/2019-01/09/2019
Naylor-Jones, Marisa, Customer Services Assistant, Bookstore	01/02/2019-01/09/2019
Nelli, Maria, Enterprise Business Services Clerk, Bursar's Office	01/02/2019-01/18/2019
Nwonwu, Vergie, Customer Services Assistant, Bookstore	01/02/2019-01/09/2019
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	01/02/2019-04/05/2019
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	01/02/2019-04/05/2019
Poole, Jamie, Instructional Assistant – English, English	01/02/2019-06/15/2019
Ramirez, David, Customer Services Assistant, Bookstore	01/02/2019-01/09/2019
Ramos Segoviano, Danely, Instructional Assistant – English, English	01/02/2019-06/15/2019
Reid, Maisha, Enterprise Business Services Clerk, Bursar's Office	01/02/2019-01/18/2019
Salazar, Israel, Customer Services Assistant, Bookstore	01/02/2019-01/09/2019
Shine, Kevin, Enterprise Business Services Clerk, Bursar's Office	01/02/2019-01/18/2019
Stuck, Jennifer, Student Services Clerk, Bursar's Office	01/02/2019-01/11/2019
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	01/22/2019-03/08/2019
Williams, Juanita N., Human Resources Technician, Human Resources	01/03/2019-06/30/2019

SUBSTITUTE - LIMITED TERM:

Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Esparza, Eric, Custodian, Operations	12/10/2018-06/30/2019
Garcia, Kathleen M., Custodian, Operations	01/03/2019-06/30/2019
Godinez, Marco A., Custodian, Operations	12/17/2018-06/30/2019
Llamas, Hermila, Custodian, Operations	12/18/2018-06/30/2019
Lopez-Garcia, Olga M, Custodian, Operations	12/10/2018-06/30/2019
Minor, Earl, Custodian, Operations	12/10/2018-06/30/2019
Newton, Stephen L., Custodian, Operations	12/17/2018-06/30/2019
Wise, Dion, Custodian, Operations	12/28/2018-06/30/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – NON MERIT

Requested Action: Approval/Ratification

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

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

College Student Assistant, \$13.25/hour (STHP)	7
College Work-Study Student Assistant, \$13.25/hour (FWS)	11

SPECIAL SERVICE

Art Model, \$23.00/hour	40
Art Model with Costume, \$26.00/hour	1
Community Services Specialist I, \$35.00/hour	15
Community Services Specialist II, \$50.00/hour	5
Recreation Director II , \$13.25/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

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 PROJECT CLOSE OUT – TEMPORARY AIR CONDITIONING PROJECT

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

13-B PROJECT CLOSE OUT – CAMPUS SECURITY SYSTEM INSTALLATION AND UPGRADES PROJECT

Subject to completion of punch list items by NEXUS IS, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as CAMPUS SECURITY SYSTEM INSTALLATION AND UPGRADES as being complete. Upon completion of punch list items by NEXUS IS, INC. the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

13-C PROJECT CLOSE OUT – INTERIOR AND EXTERIOR PAINTING: DRESCHER HALL STAIRWELL, STUDENT SERVICES/ADMISSIONS, STUDENT HEALTH SERVICES AND BOOKSTORE BUILDINGS

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

13-D CORRECTION FOR CONSTRUCTION SERVICES – STUDENT SERVICES BUILDING

Original Contract Amount	\$77,438,000
Change Order No. 1 through 14	<u>\$ 1,057,827</u>
Revised Contract Amount	\$78,495,827

Comment: Change Order No. 14 for Bernards Bros. on the Student Services project was approved at the August 2018 Board of Trustees meeting. However, the incorrect revised contract amount of \$78,481,758 was shown on the agenda. The corrected contract amount should be \$78,495,827.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-E CORRECTION FOR AET KCRW AUDIOVISUAL AND BROADCAST SYSTEMS – CMD

Original Contract Amount	\$5,981,109
Change Order No. 1 through 4	\$ (70,820)
Change Order No. 5	\$ (928)
Revised Contract Amount	\$5,909,361

Comment: Change Order No. 5 for Key Code Media on the AET KCRW Audiovisual and Broadcast Systems project was approved at the December 2018 Board of Trustees meeting. However, the incorrect change order amount of \$(946) was shown on the agenda. The corrected change order amount should be \$(928).

13-F AMENDMENT NO. 2 COMMISSIONING AND LEED CERTIFICATION – STUDENT SERVICES BUILDING

Amendment No. 2 to contract with Empowered Solutions, LLC on the Student Services Building Commissioning and LEED Certification for an 18 months extension to the contract length.

Comment: Amendment No. 2 adds 18 months to the contract length, from July 1, 2018 to December 31, 2019. There is no financial impact to the District.

13-G AMENDMENT NO. 4 COMMISSIONING AND LEED CERTIFICATION – HEALTH, PE, FITNESS AND DANCE COMPLEX WITH CENTRAL PLANT

Amendment No. 4 to contract with Glumac on the Health, PE, Fitness And Dance Complex with Central Plant Commissioning and LEED Certification for a 6 months extension to the contract length.

Comment: Amendment No. 4 adds 6 months to the contract length, from July 1, 2018 to December 31, 2018. There is no financial impact to the District.

13-H STUDENT SERVICES BUILDING AUDIOVISUAL

Award of contract to the lowest responsive bidder Spinitar for Student Services Building Audiovisual project in the amount of \$743,206.75.

Other Bidders:

Pinnacle AV:	\$1,080,781.00
KeyCode Media:	\$986,256.02
AVI-SPL:	\$886,431.67

Comment: 7 bidders attended job walk, 4 bids received.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-I AWARD OF BID FOR NETWORK EQUIPMENT FOR STUDENT SERVICES BUILDING

Award of bid to Network Integration Company Partners, for Network Equipment for the new Student Services Building, in the amount of \$691,984.38.

Bidders:

Network Integration Company Partners	\$691,984.38
SHI International Corp	\$741,506.62

Funding Source: Measure V

Comment: 7 Cisco authorized vendors were notified, 2 bids were received.

13-J CHANGE ORDER NO. 17 – STUDENT SERVICES BUILDING

Change Order No. 17 – BERNARDS BROS. on the Student Services Building project in the amount of \$112,151.

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
Change Order No. 16	301,259
Change Order No. 17	112,151
Revised Contract Amount	\$79,167,297

Project Schedule This change order does result in a change to the contract length. Expected substantial completion is February 2019.

Funding Source: Measure V

Comment:

Change Order No. 17 includes the furnish and install the following;

- Revise the pin mounted support at the atrium glass handrail. Provide shaft linter at stair 2 and 3-hour fire rated intumescent protective coating on tube steel at stair 2 level 3 opening;
- Reconfigure Admission Building casework to allow for the closure of the walkway between Admission building and the jobsite due to the brick paver installation;
- Relocate existing thermostats on Level 1 and Level 2;
- Demolish the full height wall in room S175 and construct a partial height wall instead;
- Revise soffit at breakroom S391 to maintain desired elevation due to conflict with existing structural steel;
- Provide z-metal flashing at first floor west balcony in order to allow for installation/repair of curtain wall mullion caps and install one (1) wall diffuser at West wall;
- Provide stainless steel bent plate flashing at interior atrium edges on the 2nd floor, to cover the gaps between the floor opening edges and the point supported glass railing assembly.
- Reroute the storm drain piping, relocate electrical conduit, and install tube steel supports for the overhead coiling grille at the south parking structure ramp due to the conflict between the coiling gate and the storm drain pipes;
- Receive Credit for deleting light fixtures at parapet wall at D-301 and omitting ceiling finish in Vestibule Storage S183G;
- Replace 47 discontinued Hillyard soap dispensers with Waxie Foam soap dispensers;
- Provide steel angle for the curtain wall support to resolve the conflict with the window shade pockets around the perimeter of level 3;
- Provide supplemental UHPC testing requirements.

Total Change Orders represents 2.23% of the original contract.

13-K CHANGE ORDER NO. 6– AET KCRW AUDIOVISUAL AND BROADCAST SYSTEMS

Change Order No. 6 Key Code Media on the AET KCRW Audiovisual and Broadcast Systems project in the amount of \$28,390.

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	(928)
Change Order No. 6	28,029
Revised Contract Amount	\$5,937,390

Funding Source: Measure AA

Comment:

Change Order No. 66 includes the furnish and install the following:

- Cost for the tax increase on equipment purchased. The original RFP for this project included a very aggressive timeline that required all equipment to be ordered and delivered in 2016. The contractor therefore calculated then-current tax in their Bid proposal. This is a cost directly related to overall construction delays that were completely out of Key Code Media’s control.

Total Change Orders represents (-0.73%) of the original contract.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-L AMENDMENT TO AGREEMENT FOR ARCHITECT SERVICES – STUDENT SERVICES PROJECT
 Amendment No. 10 – Morris Architects/Huitt Zoliers for the Student Services Project in the amount of \$429,375.

Original Contract Amount	\$ 3,825,500
Amendment No.1	\$ 150,896
Amendment No.2	\$ 2,680
Amendment No.3	\$ 620,000
Amendment No.4	\$ 59,230
Amendment No.5	\$ 16,710
Amendment No.6	\$ 10,525
Amendment No.7	\$ 22,535
Amendment No.8	\$ 32,910
Amendment No.9	\$ 44,560
<u>Amendment No.10</u>	<u>\$ 429,375</u>
Revised Contract Amount	\$ 5,214,921

Funding Source: Measure V

Comment: Amendment No.10 provides for architectural and engineering services for:

- Extended Construction Administration - Provide Extended Construction Administration Services for the Student Services Building for 8 additional months, from August 20, 2018 through April 19,2019
- Signage Revision - Provide re-design services to accommodate Owner requested changes to Signage program.
- Storage Fire Suppression System – re-design the fire suppression system of the storage vault at P1 level to a clean agent fire suppression system.

Total Amendments represents 36.32% of the original contract.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

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: Strong Workforce Program – Local Share Round 3: FY 2018-19
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: \$331,328 (Amended Allocation \$1,322,641)
 Matching Funds: Not applicable
 Performance Period: July 1, 2018 – December 31, 2020
 Summary:

The Local share of the Strong Workforce Program funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, completions, job placements, and wage gains while to improving the quality of CTE.

Santa Monica College qualified for incentive funding in the amount of \$331,328. These funds will be used in program investments to target and support outcomes that increase the annual number of students who earn degrees, credentials, certificates or specified skill sets to prepare them for an in-demand job; increase the number of students transferring annually to a UC or CSU; decrease the average number of units accumulated by students earning associates degrees; increase the percentage of CTE students who report being employed in their field of student; and reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps.

Budget: Restricted Fund 01.3

Revenue

8600 State , \$331,328

Expenditures

1000	Academic Salaries	\$244,673
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 73,402
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 13,253
7600	Student Aid	\$ 0
Total		\$331,328

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Jenny Merlic, Vice President, Academic Affairs

Reviewed by: Carla Lohr, Controller

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

Title of Grant:	Science, Technology, Engineering, and Mathematics (STEM) Learning and Leadership Innovation Center	
Granting Agency:	U.S. Department of Education	
Augmentation Amount:	\$64,715 (Amended: \$1,204,380)	
Matching Funds:	Not applicable	
Performance Period:	October 1, 2016 – September 30, 2021 (5 Years)	
Summary:	<p>The purpose of STEM Learning and Leadership Innovation Center is to increase the number of Hispanic and other low income community college students who pursue, graduate, and transfer to a baccalaureate program in a STEM discipline.</p> <p>Santa Monica College received additional funding of \$64,715 for fiscal year 2018-2019. Santa Monica College will work with the University of California Los Angeles and other education and industry partners to increase enrollment, improve student success, and strengthen articulation and transfer in STEM through the following activities: increase enrollment in STEM through the development of an Engineering Program at SMC that includes new coursework, degrees, and certificates in Engineering; improve student success by strengthening student support services for STEM students, focusing on Engineering and Computer Science; and strengthen articulation and transfer through partnerships with UCLA and industry partners.</p>	
Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8100 Federal	\$64,715
	Expenditures	
	1000 Academic Salaries	\$0
	2000 Non-Academic Salaries	\$0
	3000 Employee Benefits	\$0
	4000 Supplies & Materials	\$0
	5000 Other Operating Expenditures	\$24,715
	6000 Capital Outlay	\$40,000
	7300 Other Outgo/Indirect	\$0
	7600 Student Aid	\$0
	Total	64,715

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 20, 2018 through December 19, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	31,000
2000	Classified/Student Salaries	151,245
3000	Benefits	0
4000	Supplies	-16,276
5000	Contract Services/Operating Exp	74,831
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-240,800
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 20, 2018 through December 19, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	136,769
2000	Classified/Student Salaries	3,891
3000	Benefits	-4,168
4000	Supplies	2,882
5000	Contract Services/Operating Exp	-15,089
6000	Sites/Buildings/Equipment	-115,893
7100/7699	Other Outgo/Student Payments	-8,392
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS (continued)

15-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: November 20, 2018 through December 19, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	397,008
6000	Sites/Buildings/Equipment	-397,008
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

15-D FUND 42.4 – REVENUE BOND CONSTRUCTION FUND (MEASURE AA)

Period: November 20, 2018 through December 19, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	152,126
6000	Sites/Buildings/Equipment	-152,126
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

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

November 2018 8228 through 8262 \$32,912,989.46

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

RECOMMENDATION NO. 17 REPLACEMENT OF EXPIRED COMMERCIAL WARRANT

Requested by: Mitchell Heskell, Dean, Education Enterprise
Approved by: Elaine Polachek, Interim Executive Vice-President
Requested Action: Approval/Ratification

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

<u>Student Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Alexandra Barajas	22864895	03/25/16	\$220.00

RECOMMENDATION NO. 18 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register

November 2018 CD1 – C2E \$13,298,065.50

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

November 2018

Covered by check & voucher numbers: 019141-019695 & 01669-01699

Bookstore fund Payments	\$273,274.15
Other Auxiliary Fund Payments	\$140,022.95
Trust and Fiduciary Fund Payments	<u>\$575,994.07</u>
TOTAL	\$989,291.17

<u>Purchase Orders issued</u>	\$6,541.40
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.

RECOMMENDATION NO. 20 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

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

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

RECOMMENDATION NO. 21 ORGANIZATIONAL MEMBERSHIPS

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

Organizational Memberships

January 2019	Number of Memberships	Amount
	2	\$1,100.00

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 15, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 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
Ladyzhenskaya, Lina Director, Student Judicial Affairs

RECOMMENDATION NO. 23 PURCHASING

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

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

23-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.

November 2018	\$12,699,703.43
December 2018	\$ 7,015,645.09

23-B AWARD OF CONTRACT FOR ELECTRIC VEHICLES

Procurement of 65 street legal electric carts, 1 non-street legal electric cart and 5 years of preventative maintenance.

Award of Contract: Southwest Material Handling Inc (Columbia Vehicle Group, Inc) based on US Communities Contract EV2024-01

Amount: \$1,546,821.87

Funding Source: Capital Outlay Fund (Fund 40.0)/Auxiliary

Comment: The District has an aging fleet of 60 electric non-street legal carts with an average age of twenty-six (26 years) that are essential for operational functions. Maintenance costs on the aging fleet continue to rise each year, and part obsolescence has resulted in carts that are non-repairable.

The use of competitive contracts bid through various state and local agencies allows the District to leverage buying power through strategic sourcing and as well as reduce administrative costs. After extensive feasibility studies with all department stakeholders, the US Communities contract was identified as the most comprehensive program for cart replacement and preventative maintenance. Utilizing this contract, the District will realize volume discounts off MSRP of between 19.75% and 21%. Through additional negotiations, the District was able to achieve an additional 6% discount, additional battery warranties and set up of a fleet management program. Southwest Material Handling Inc. is the number one Columbia Cart dealer in the United States and will partner with the District to manage the fleet replacement program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 15, 2019

XI. BOARD COMMENTS

XII. ADJOURNMENT – 9:25 p.m.

The meeting was adjourned in memory of Timothy Dean, a former SMC student.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 5, 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

- Receipt of Audit Reports
- Quarterly Budget Report
- Appointments to Citizens' Bond Oversight Committee

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 15, 2019

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.