



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, APRIL 2, 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, April 2, 2019.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:31 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 meeting)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Interim Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: CSEA Chapter #36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Interim Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: SMC Faculty Association

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:10 p.m.

- CLOSED SESSION REPORT
 The Board of Trustees voted in closed session to approve the action of the Superintendent/President to terminate and dismiss the employment of a temporary employee in accordance with Education Code Section 87665, effective March 21, 2019.
 Ayes: 7
 Noes: 0
- PLEDGE OF ALLEGIANCE – Superintendent/President Kathryn E. Jeffery

- 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: Susan Aminoff
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

IV. PUBLIC COMMENTS

Natalie Lim
 Hehsam Jarmakani
 Hunter Bavengstrum
 Brooke Harrington
 Mason Shepherd
 Lucia Aguilar Cole
 Carla Claire
 Alexa Hernandez
 Thando Mlauzi
 Ryaan Sayegh

V. SUPERINTENDENT'S REPORT

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. CONSENT AGENDA

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

Approval of Minutes

#1 Approval of Minutes: March 5, 2019 (Regular Meeting)
 March 19, 2019 (Special Meeting/Study Session)

Academic and Student Affairs

#2 New Courses and Degrees, Spring 2019

Contracts and Consultants

#3 Ratification of Contracts and Consultants

Human Resources

#4 Academic Personnel
 #5 Classified Personnel – Regular
 #6 Classified Personnel – Limited Duration
 #7 Classified Personnel – Non Merit

Facilities and Fiscal

- #8 Facilities
 - A Change Order No. 1 – Early Childhood Lab School
 - B Change Order No. 18 – Students Services Building
 - C Amendment to Agreement for Architectural and Engineering Services
 - D Pool Payment Under Joint Use Facilities Agreement
 - E(1) Resolution for Emergency Repairs – Main Campus Grease Clarifier
 - E(2) Award of Contract for Emergency Repairs
- #9 Acceptance of Grants and Budget Augmentation
- #10 Budget Transfers
- #11 Commercial Warrant Register
- #12 Payroll Warrant Register

Facilities and Fiscal (continued)

- #13 Replacement of Expired Payroll Warrants
- #14 Auxiliary Payments and Purchase Orders
- #15 Replacement of Expired Auxiliary Warrants
- #16 Providers for Community and Contract Education
- #17 Organizational Memberships
- #18 Purchasing
 - A Award of Purchase Orders
 - B Award of Competitive Contract

IX. **CONSENT AGENDA** – Pulled Recommendations

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

X. **MAJOR ITEMS OF BUSINESS**

- #19 Resolution: Community College Month
- #20 Resolution: Support for Sexual Assault Awareness and Prevention Month
- #21 Contract for Social Media and Creative Digital Agency – Regional Strong Workforce
- ~~#22 Reorganization of the Department of Academic Affairs~~ **Item Pulled**
- #23 Appointment to Citizens' Bond Oversight Committee
- #24 Ballot for CCCT Board of Directors

XI. **INFORMATION**

- 25 Report: Community Relations/Institutional Communications

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The Board of Trustees will hold a special meeting/study session at 5:30 p.m. on Wednesday, April 17, 2019 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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

Updates

Enrollment: The spring 2019 term is nearly half way over and the college is preparing for the next enrollment cycle. Enrollment has stabilized for the spring and tracking to be behind spring 2018 by about 2.2 percent; 8 percent for nonresident. Enrollment for summer and fall 2019 will start a couple weeks after spring break. Updated information will be available for the next Board meeting in May. The SMC Promise Program has resulted in an increase in the number of courses that students are taking.

Season 12 at the Broad Stage: This season will be exciting with all presentations using a thematic arch. Presentations will include Theater, Dance, Music, Arts and Lectures, and returning favorites. Broad Fest, a free event for the community kicks off the season on September 1st.

American Chemical Society Awards Highest Honors to SMC Chemistry Club The American Chemical Society (ACS) gave an "Outstanding" award to the student-run Santa Monica College Chemistry Club at a ceremony held on March 31st in Orlando, Florida. This marks the second consecutive year that SMC is the only California community college to receive the highest honor designation by the world's largest scientific society. The ACS also gave the SMC Chemistry Club the Green Chemistry Award for its promotion of "green chemistry."

The Math and Science Building received DSA approval last week, two months ahead of schedule. The next step is to send the plan to the State for review and for release of construction funds. Kudos to Charlie Yen and members of his team.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

VIII. CONSENT AGENDA

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#18.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #3 -A, B, C, 3-G, #8-A, #8-D

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Sion Roy
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 3 – Ratification of Contracts and Consultants

#3-A – Loyola Marymount University; B-Steve Sedlic; C- The Hong Kong Polytechnic University

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

#3-G – Brand IQ

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

Recommendation No. 8– Facilities

#8-A – Change Order = Early Childhood Lab School

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

#8-D – Pool Payment Under Joint Use Facilities Agreement

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0
 ABSTAIN: 1 (Rader)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

RECOMMENDATION NO. 1 **APPROVAL OF MINUTES**

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

- March 5, 2019 (Regular Board of Trustees Meeting)
- March 19, 2019 (Special Meeting/Study Session)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION April 2, 2019
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CONSENT AGENDA: _____ ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, SPRING 2019

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

- ACCTG 50 ERP System: Introduction to Accounting
- CIS 35B QuickBooks Online
- CIS 36A Adobe Acrobat
- CS NC 900 Cloud Career Pathway Fundamentals
- CS 77A Salesforce Administration Essentials
- CS 77B Salesforce Developer Essentials
- HEALTH 82 Essential Skills for Health Care Professionals
- HEALTH 83 Technical Skills for Health Care Professionals
- MATH 3C Concurrent Support for Trigonometry with Applications
- MATH 4C Concurrent Support for College Algebra for STEM Majors
- MUSIC 5 Fundamentals of Musicianship

Distance Education

- ACCTG 50 ERP System: Introduction to Accounting
- AD JUS 1 Introduction to Administration of Justice
- CIS 350 QuickBooks Online
- CIS 36A Adobe Acrobat
- CS NC 900 Cloud Career Pathway Fundamentals
- CS 77A Salesforce Administration Essentials
- CS 77B Salesforce Developer Essentials
- PHOTO 39 Beginning Photoshop

New Programs

- Digital Publishing Certificate of Achievement
- Introduction to Working with Older Adults Noncredit Certificate of Completion

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 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

➤ **AMENDMENTS TO PREVIOUSLY RATIFIED CONTRACTS AND CONSULTANTS (A, B, C, D, E, F)**

	Provider/Contract	Term/Amount	Service	Funding Source
A	Loyola Marymount University	June 24– July 9, 2019 Not to exceed \$33,561.60 (Increase of \$8,276.40 as a result of increase of student participants from 24 to 32; previously approved on February 5, 2019 for \$25,285.20).	Agreement for housing for the Contract Agreement between the District and Hong Kong Polytechnic University. LMU to provide housing arrangement for our visiting group. 34 Total Students	Consolidated 01.3-00000.0-01600-00071-5890-7010000 (via Auxiliary)
B	Steve Sedlic	June 24 – July 9, 2019 Not to exceed \$5,500 (Increase of \$2,000 as a result of increase of student participants from 24 to 32; previously approved on February 5, 2019 for \$3,500)	Agreement for customized instruction for the Contract Agreement between the District and Hong Kong Polytechnic University. The services include curriculum development and 30 hours of classroom instruction in Creative Thinking for Career Development Program. 32 Total Students	Consolidated 01.3-00000.0-01600-00071-5890-7010000 (Via Contract PO)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source	
C	The Hong Kong Polytechnic University (Hong Kong Community College)	June 24 – July 9, 2019 Amount: \$69,760 (Increase of \$17,440 due to an increase of student participants from 24 to 32; previously approved on February 5, 2019 for \$52,320)	This contract awarded to SMC for the sixth year to provide customized training to a total of 24 selected Hong Kong Polytechnic University students visiting on a tourist visa. The Program will include transportation service, housing coordination and the “Creative Thinking for Career Development” 30-hour workshop series. Students will be staying at Loyola Marymount University Housing.	The Hong Kong Polytechnic University Kowloon, Hong Kong
<p><u>A, B and C</u> <i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i></p>				
D	<p>1. Amy Williams Photography</p> <p>2. Francine McDougall Photography</p>	<p>2018-2019</p> <p>1. Not to exceed \$4,500 (increase of \$1,500; previously approved June 5, 2018 for \$3,000)</p> <p>2. Not to exceed \$5,000 (increase of \$1,000; previously approved June 5, 2018 for \$4,000)</p>	<p>Consultants will provide photography services to support public information efforts and marketing communications campaigns. Includes pre- and post-production and art direction.</p>	<p>Public Affairs, District Budget (100%)</p>
<p><i>Requested by: Grace Smith, Public Information Officer</i> <i>Approved by: Dr. Kathryn E. Jeffery, Superintendent/President</i></p>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
E	Goodwin Simon Strategic Services	April 2019 Not to exceed \$53,500 (Increase of \$17,000 plus up to \$500 reimbursable expenses; previously approved on March 5, 2019 for \$36,000)	Focus group interviews to inform recommendations regarding public financing of facilities improvement.	2018-2019 District/ Auxiliary Funds
<i>Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				
F	American Public Media	October 1, 2018 – June 30, 2019 Not to exceed \$190,000 (Increase of \$14,195.74; previously approved for \$175,804.26)	Program Acquisition: Studio usage/ISDN lines	CPB Grant money and KCRW Donations
<i>Requested by: Jennifer Ferro, Director, Radio Station KCRW</i> <i>Approved by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

➤ **NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION (G, H, I, J)**

Provider/Contract		Term/Amount	Service	Funding Source
G	Brand IQ	April 3, 2019 – December 31, 2019 \$75,000	Brand IQ will work with the 19 Community Colleges (LA-19) in the L.A region to design and create a regional infrastructure for discipline- specific curriculum and pedagogical innovation. Brand IQ will coordinate ideation sessions with faculty to explore technologies such as, but not limited to virtual and augmented reality, which are being used at K-12 sites to teach more engaging content.	Strong Workforce Program (SWP), Regional Funds
<i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				
H	Jon Rinn	April 23, 2019 \$600	Jon Rinn will speak about the Global Green New Deal, a program for reviving the global economy and boosting employment while accelerating the fight against climate change, environmental degradation and poverty.	Global Citizenship
<i>Requested by: Denise Kinsella, Interim Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				
I	Lena Choudhary	March 29. 2019 Not to exceed: \$3,000	A workshop for nursing students and faculty: "Civility and Dealing with Conflict in Diverse Health Care Environments." The objective of this workshop is to provide SMC nursing students and faculty with strategies they can utilize when working in diverse work environments often characterized by diversity and globalization.	Nursing Education Program Support Grant (\$2,000) Global Citizenship (\$1,000)
<i>Requested by: Eve Adler, Associate Dean, Health Sciences, Director, Nursing Program</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
J	Benjamin Gibbs Photography	April – June 2019 Not to exceed \$20,000	Photography services to create library of SMC stock images for marketing and recruitment. Includes pre-and post-production and art direction.	District Funds - Marketing
<i>Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				
K	Study Smart Tutors, Inc.	April 27 and May 18, 2019 Not to exceed \$2,100	The consultant will provide three-hour workshops to prepare the Upward Bound juniors and sophomores for the upcoming spring 2019 SAT and ACT tests.	Upward Bound
<i>Requested by: Bonita Cooper, Project Manager, Upward Bound</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

SABBATICALS AND FELLOWSHIPS, 2019-2020

Sabbaticals:

Fall 2019

Dana Del George

Tim Cramer

Spring 2020

Jihyeon Cha

Kayli Weatherford

Fellowships:

Joelle Adams

Rachel Young

ELECTIONS

NEW FULL-TIME FACULTY

Arieff, Diane, FT/Tenure Track Instructor - English (Composition - Transfer Level)	8/26/2019
Barham, Clay Allen, Full-Time Faculty Tenure Track, English (Composition-Transfer/Developmental)	8/26/2019
Bartesaghi, Simone, FT/Tenure Track Instructor - Communications (Film Production)	8/26/2019
Chekroun, Julie, FT/Tenure Track Instructor - Communications (Communications Studies)	8/26/2019
Denmon, Andria, Life Sciences (Cellular/Molecular Biology, Genetics and Evolution)	8/26/2019
Livanis, Lula, FT/Tenure Track Instructor - English (Composition - Transfer Level)	8/26/2019
Onugha, Erica, FT/Tenure Track Instructor - English (Composition - Transfer Level)	8/26/2019

ADJUNCT FACULTY

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

SEPARATIONS

RETIREMENT

Morris, Jacob, Full-Time Faculty, Physical Science	6/30/2019
Davis, Ronald, Department Chair, Art	6 /30/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 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>ESTABLISH NEW CLASS DESCRIPTION AND POSITION</u>	<u>EFFECTIVE DATE</u>
Class Scheduling Specialist (1 position) Proposed Salary Range: Classified Regular Schedule – Range-32	04/03/2019

<u>ESTABLISH NEW POSITION</u>	<u>EFFECTIVE DATE</u>
Grounds Equipment Operator (1position) Grounds, 12 Months, 40 hours	04/03/2019

Information Systems Security Officer (1 position) Information Technology, 12 Months, 40 hours	04/03/2019
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Laboratory Technician - Photography (1position) Photo & Fashion, 11 Months, 25 hours, Variable hours	04/03/2019
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Personnel Analyst (1 position) Personnel Commission, 12 Months, 40 hours	04/03/2019
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<u>ABOLISH POSITION</u>	<u>EFFECTIVE DATE</u>
Laboratory Technician - Photography (1 position) Photo & Fashion, 11 Months, 25 hours, NS-I	04/03/2019

ELECTIONS

<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	<u>EFFECTIVE DATE</u>
Okafor, Anthony C., Custodian, Operations (Step C)	03/20/2019*
Thomas, Lori, Human Resources Specialist, Human Resources (Step C)	03/18/2019
	(*date correction)

<u>PROMOTION</u>	<u>EFFECTIVE DATE</u>
Gonzalez, Jaime From: Accountant, Auxiliary Services To: Accounting Supervisor, Auxiliary Services	04/03/2019

Jimenez, Jorge From: Grounds Worker, Grounds To: Grounds Equipment Operator, Grounds	03/18/2019
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Vasquez, Olga From: Personnel Technician, Personnel Commission To: Personnel Analyst, Personnel Commission	03/18/2019
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WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Aquino, Cherry 04/11/2019 – 05/07/2019
From: Accountant, Fiscal Services
To: Accounting Manager, Fiscal Services, 100%

Grigoryan, Larissa 05/08/2019 – 06/04/2019
From: Accountant, Fiscal Services
To: Accounting Manager, Fiscal Services. 100%

Le, Ann 03/15/2019 – 04/10/2019
From: Accountant, Fiscal Services
To: Accounting Manager, Fiscal Services, 100%

Hudson, Felicia 10/12/2018 – 02/04/2019
From: Custodian, Day 02/05/2019 – 06/30/2019*
To: Custodial Operations Supervisor, Day. 100% (*extension)

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT) – INCREASE IN HOURS

Smith, Peter 04/01/2019
From: Music Equipment Assistant, Music, 11 months, 20 hours, NS-1
To: Music Equipment Assistant, Music, 11 months, 36 hours, VH-1

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Harris, Charles 03/18/2019 – 06/30/2019
From: Custodian, Operations, NS-II
To: Receiving, Stockroom & Delivery Worker, Day Shift, 100%

SEPARATIONS

LAST DAY OF PAID SERVICE

RETIREMENT

Chavez, Rick, Grounds Equipment Operator, Grounds Dept. (7 years) 03/30/2019

RESIGNATION

Courtney, Marguerite, Laboratory Technician Photography 03/31/2019
Milano, David, Student Services Clerk, Admissions and Records 04/12/2019
Ramos Segoviano, Danely, Instructional Assistant, English 03/08/2019
Sheaffer, Carl, Assistant Director, Facilities Management 04/01/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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.

ELECTIONS

EFFECTIVE DATE

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

Morales Martinez, Solomon	
From: Groundskeeper/Gardener, Facilities Operations	10/02/2018-03/05/2019
To: Grounds Worker, Facilities Operations	03/06/2019-04/16/2019

Olivera, Armando	
From: Groundskeeper/Gardener, Facilities Operations	10/02/2018-03/05/2019
To: Grounds Worker, Facilities Operations	03/06/2019-04/16/2019

Extension of Provisional Appointment:

Enriquez Jr., Marco A., Administrative Asst. I, Student Life	
From:	09/24/2018-03/31/2019
To:	09/24/2018-05/01/2019

Not to exceed 36 additional working days; 100%	
Winston, Megan J., Personnel Specialist, Personnel Commission	
From:	09/24/2018-03/20/2019
To:	09/24/2018-05/23/2019
Not to exceed 36 additional working days; 100%	

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.

Grant, Travis S., Student Services Clerk, International Education	03/29/2019-06/27/2019
Reid, Maisha L., Student Services Clerk, EOPS	03/18/2019-06/28/2019
Seifu, Nahom, Instructional Assistant - Math, Math	03/20/2019-06/27/2019
Turken, Diana S., Instructional Assistant - English, English	03/26/2019-06/27/2019
Yakamura, Yuta, Instructional Assistant - Math, Math	03/21/2019-06/27/2019
Zarkades, Zoe, Instructional Assistant - English, English	03/18/2019-06/15/2019

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.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION April 2, 2019
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 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)	50
College Work-Study Student Assistant, \$13.25/hour (FWS)	58

SPECIAL SERVICE

Community Services Specialist II, \$50.00/hour	1
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

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

8-A CHANGE ORDER NO 1 – EARLY CHILDHOOD LAB SCHOOL

Change Order No. 1 –The Nazerian Group on the Early Childhood Lab School project in the amount of \$479,497.

Original Contract Amount	\$ 21,777,123
<u>Change Order No. 1</u>	<u>\$ 479,497</u>
Revised Contract Amount	\$ 22,256,620

Funding Source: Measure S and V

- Comment: Change Order No. 1 includes the furnish and install the following:
- Saw cut asphalt, demolish concrete sidewalk and street asphalt on 4th Street from Pico Boulevard to the project site. Provide traffic control as required per City of Santa Monica.
 - Install two 5 inch conduits approximately 500 feet each in length and connect to the existing Southern California Edison vault.
 - Lay down new dirt and asphalt, and repair concrete sidewalk

During the design phase in 2016, the design team worked with the Southern California Edison (SCE) Service Planner to identify the possible power “Point of Connection” adjacent to the Civic Center Garage (approximately 150 feet away from the project site) for the project.

After Nazerian Group was awarded the project in 2018 and construction commenced, a SCE Field Representative visited the jobsite and determined that the originally identified electrical vault had reached its maximum capacity and will not be able to provide the power needed for the project. Therefore, another Point of Connection was provided by SCE Field Representative on Pico Blvd., approximately 500 feet away from the jobsite. As a result, a much longer trench, conduits and asphalt paving has to be provided along 4th street and additional traffic control measures have to be implemented throughout the excavation and back filling process. Under this Change Order, the contractor will also be responsible for adhering construction restrictions established by the City of Santa Monica and construction permit fees as required.

This change order represents 2.2% of the original contract.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 **FACILITIES** *(continued)*

8-B **CHANGE ORDER NO. 18 - STUDENT SERVICES BUILDING**

Change Order No. 18 – BERNARDS BROS. on the Student Services Building project in the amount of \$648,355.

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
<u>Change Order No. 18</u>	<u>648,355</u>
Revised Contract Amount	\$79,815,652

Project Schedule: This change order does result in a change to the contract length. Expected Substantial Completion is May 5, 2019.

Funding Source: Measure V

Comment: Change Order No. 18 includes the furnish and install the following:

- Revise planter and under paving structural fill material from regular weight soil to a combination of much lighter weight materials (lightweight soil and structural Styrofoam) at areas above the underground parking structure. This change is necessary due to the maximum weight of the parking structure concrete slab can support;
- Install Owner provided Furniture and provide additional furniture pieces not purchased by the Owner;
- Furnish and install additional motion detectors, outdoor key switches, and power supply in weather resistant enclosure at both overhead coiling doors of the parking garage entrances;
- Furnish and install additional gypsum board to cover the areas next to the shade at the 3rd floor breakroom area;

- Replace specified clocks with American Time Site Sync IQ Wireless electric clocks per college standard;
- Revise existing perimeter concrete wall design and location of the gas meter due to additional Gas Company requirements;
- Furnish and install gate hardware for all equipment yard gates;
- Replace door at room S149A due to the incorrect specified size;
- Furnish and install interior expansion joint and break metal to cover exposed fire stopping at various locations on the 3rd floor;
- Remove existing trees that is in conflict with the new storm drain at the northeast corner of the jobsite;
- Remove z-clips from all acoustical wall and ceiling panels in the project and replace with code compliance anchors;
- Demolish partition and ceilings at Stair 1 where rated partition ends. Modify framing, gypsum board, finish new wall and patch wall and existing ceilings;
- Provide additional spray on fireproofing at added beams at various locations;
- Replace the discontinued model of the overhead coiling door with a newer model by Cookson at the parking garage entrances;
- Furnish and install additional cleanout tees on the vacuum accumulator box vent piping in Rooms S217, S349, and S391A;
- Furnish and install rack-mounted power supplies for the centralized power distribution for the ACS doors.

Total change orders represent 3.1% of the original contract.

8-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES

Amend the agreement with Base Architecture, Planning and Engineering Service for engineering and project administration for the Air Handling Replacement- Life and Physical Science Complex as follows:

- (1) Substitute the name “Base Architecture, Planning and Engineering Service” for “Anderson and Barker” wherever it appears in the contract; and
- (2) Anderson and Barker hereby unconditionally assumes, and agrees to be bound by, all obligations and liabilities of Base Architecture, Planning and Engineering Services, under or related to the contract

Funding Source: State Scheduled Maintenance

Comment: The engineering firm that is certifying the drawings for the Air Handling Replacement, Life and Physical Science Complex is reorganizing its company structure and changing its contract name. There is no financial impact.

8-D POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
 Amount: \$99,589.36
 For the Period: October 1, 2018 – December 31, 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. The

District paid the City of Santa Monica \$84,607.23 for the same period last year, the increase of the fee was due to 76.75 hours increased in pool usage, and additional 209 hours in Lifeguard services.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES (continued)

8-E (1) RESOLUTION FOR EMERGENCY REPAIRS – MAIN CAMPUS GREASE CLARIFIER

The Board of Trustees hereby unanimously resolves that emergency repairs were necessary because the drainage system that serves the Main Campus cafeteria experienced a serious stoppage in the piping system associated with the sewer line.

Comment: After investigation, a break in the line was identified and repair began immediately. After several attempts to resolve the blockage, the contractor performing the initial repair confirmed deterioration in the pipe systems throughout the line. It was determined that the entire line that supports this drainage system required immediate replacement. This emergency repair was necessary to ensure compliance with Health and Safety regulations as well as the proper drainage of waste water into the sewer lines.

8-E (2) AWARD OF CONTRACT FOR EMERGENCY REPAIRS

Award of contract to Moe's Plumbing in the amount of \$100,656.41 to provide emergency repairs to the drainage system that serves the Main Campus cafeteria that experienced a serious stoppage in the piping system associated with the sewer line.

This contract awarded pursuant to Emergency Contracting Procedures (PCC 22050).

Funding Source - District Capital Funds & State Scheduled Maintenance

Comment: The scope of work included the cost for technician labor hours, as well as materials and equipment related to the repair of the piping and drainage system associated with the main campus grease clarifier.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Mike Tuitasi, Vice President, Student Affairs

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

Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Veterans Resource Center Ongoing Funding
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: \$57,211
 Matching Funds: NA
 Performance Period: February 1, 2019 – June 30, 2020

Summary: The mission of the Santa Monica College Veterans Resource Center (VRC) is to assist our student veterans and their families in making a successful transition from the military to civilian life. The goal of the VRC is to provide a “1 stop shop” approach with specialized integrated services, such as academic and mental health counseling, tutoring, peer to peer support, information on Veterans Affairs Benefits, and Veterans Affairs Certification so that they may receive their benefits. Through the CCCCO’s Veterans Resource Center Ongoing Funding Allocations, SMC is receiving ongoing funding allocations for 2018-2019 in the amount of \$57,211. This funding will be primarily used to expand the capacity of its existing center to provide student veterans and their families with the support and services they need to achieve success.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8000	State	\$ 57,211
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 5,211
5000	Other Operating Expenditures	\$ 52,000
6000	Capital Outlay	\$ 0
7000	Other Outgo/Indirect	\$ 0
Total		\$ 57,211

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Jennifer Merlic, Vice President, Academic Affairs

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

Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Workforce Innovation and Opportunity Act, Title II (WIOA):
Adult Education and Family Literacy Act

Granting Agency: U.S. Department of Education

Augmentation Amount: \$7,908 (Amended Total Amount: \$139,790)

Matching Funds: NA

Performance Period: July 1, 2018 – June 30, 2019

Summary: The Workforce Innovation & Opportunity Act (WIOA) is a federally funded program that is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Santa Monica College received additional funding for fiscal year 2018-19 of \$7,908. The funds will be used to support efforts that will continue to contribute to improved and enhanced curriculum, instruction and assessments.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8100	Federal	\$ 7,908
Expenditures		
1000	Academic Salaries	\$ 6,908
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 1,000
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 7,908

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Jennifer Merlic, Vice President, Academic Affairs

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

Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Textbook Affordability Program
Granting Agency: California State University, Office of the Chancellor (CSUCO)
Augmentation Amount: \$24,500
Matching Funds: NA
Performance Period: January 1, 2019 – April 30, 2020

Summary: The purpose of the Textbook Affordability Program is to reduce costs for college students by encouraging faculty to accelerate the adoption of lower cost, high quality, open educational resources (OER). Santa Monica College will use funds for professional development of faculty to increase use and adoption of open educational materials in their classrooms and to gather data on success and retention of students enrolled in class sections using OER.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 24,500
Expenditures		
1000	Academic Salaries	\$ 7,000
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 4,560
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 12,940
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 24,500

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Mike Tuitasi, Vice President, Student Affairs

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

Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Disabled Students Programs and Services (DSPS)
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
 Augmentation Amount: \$7,008 (Amended Total Amount: \$2,128,671)
 Matching Funds: \$59 (Amended Match of \$63,526 based on 25% of Amended DHH Allocation of \$254,102)
 Performance Period: July 1, 2018 – June 30, 2019

Summary: The DSPS program provides support services, specialized instruction, and education accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers.
 The District requested and received an additional allocation for fiscal year 2018-19 of \$7,008. Services available through DSPS include test-taking facilitation, assessment for learning disabilities, specialized counseling, interpreter services for the hearing-impaired, note taker services, access to adaptive equipment and specialized instruction.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 7,008
Expenditures		
1000	Academic Salaries	\$ 7,008
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	\$ 0
Total		\$ 7,008

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET TRANSFERS

Requested Action: Approval/Ratification

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Elaine Polachek, Interim Executive Vice President

10-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: February 21, 2019 through March 20, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	183,354
2000	Classified/Student Salaries	144,254
3000	Benefits	55,006
4000	Supplies	90,814
5000	Contract Services/Operating Exp	457,081
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-930,509
Net Total:		0

10-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: February 21, 2019 through March 20, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-2,621
2000	Classified/Student Salaries	-45,136
3000	Benefits	0
4000	Supplies	-7,642
5000	Contract Services/Operating Exp	33,399
6000	Sites/Buildings/Equipment	22,000
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION April 2, 2019
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register
February 2019 8342 through 8376 \$19,190,773.47

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

RECOMMENDATION NO. 12 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register
February 2019 C1G – C2H \$12,257,543.38

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

RECOMMENDATION NO. 13 REPLACEMENT OF EXPIRED PAYROLL WARRANTS

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

Warrants not presented to the county treasurer within six months are void, therefore it is requested that LACOE draw new payroll warrants to replace the following expired payroll warrants.

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Max Ernest Morgan	W7551410	07/10/2013	\$181.97
Max Ernest Morgan	W7527542	06/25/2013	\$149.57
Max Ernest Morgan	W7310849	02/08/2013	\$84.00
Antonio Gallegos	W9373038	09/23/2016	\$1,246.99

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification

Requested by: Mitch Heskell, Dean, Educational Enterprise

Approved by: Elaine Polachek, Interim Executive Vice President

It is recommended that the following Auxiliary Operations Payments and Purchase Orders be ratified.

Auxiliary Operations Payments and Purchase Orders

February 2019 Covered by check & voucher numbers: 020404-020848 & 01750-01769

Bookstore fund Payments	\$640,180.14
Other Auxiliary Fund Payments	\$ 53,026.72
Trust and Fiduciary Fund Payment	<u>\$561,445.84</u>
TOTAL	\$1,254,652.70

Purchase Orders issued

February 2019 \$47,916.29

Comment: 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. 15 REPLACEMENT OF EXPIRED AUXILIARY WARRANTS

Requested Action: Approval/Ratification

Requested by: Mitchell Heskell, Dean of Education Enterprise

Approved by: Elaine Polachek, Interim Executive Vice-President

Warrants not presented to the county treasurer within six months are void, therefore it is requested that LACOE draw new auxiliary warrants to replace the following expired auxiliary warrants.

<u>Student Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Brooke, Elisa	20689954	07/22/13	\$ 220.00
Horton, Nakaya	22024833	03/24/15	\$ 128.00
Hertz, Benjamin David	22456424	10/06/15	\$ 910.00
Hertz, Benjamin David	22693199	01/25/16	\$ 325.00
Hertz, Benjamin David	22866123	03/25/16	\$1,915.00
Knecht, Kurt	22025235	03/24/15	\$ 174.00
Knecht, Kurt	22866523	03/25/16	\$ 128.00
Schlink, Christopher	22867869	03/25/16	\$ 128.00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

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

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. 17 ORGANIZATIONAL MEMBERSHIPS

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

<u>Organizational Memberships</u>		
April 2019	Number of Memberships	Amount
	4	\$6,688

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. 18 PURCHASING

Requested Action: Approval/Ratification
Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics
Approved by: Elaine Polachek, Interim Executive Vice President

18-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.

March 2019\$ 7,174,418.98

18-B AWARD OF COMPETITIVE CONTRACT

Los Angeles Community College District, Contract 40402, with Golden Star Technology Inc. d/b/a/GST Hewlett Packard Computer Equipment Handheld and Print Devices and Peripheral Equipment, Desktop and Laptop Computers, Tables Cell Phones—Hewlett Packard Enterprise to November 1, 2020.

Comment: The annual award of competitive contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and services as well as reduce administrative cost. These indirect (MRO) contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurement to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent.

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ACTION April 2, 2019
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **RESOLUTION: COMMUNITY COLLEGE MONTH**

SUBMITTED BY: Superintendent/President

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

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

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

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April 2019.

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7

NOES: 0

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ACTION April 2, 2019
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

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

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in support of the goals and ideals of Sexual Assault Awareness and Prevention Month and, declaring April as “Sexual Assault Awareness Month” and April 24, 2019 as “Denim Day” at Santa Monica College.

WHEREAS, the United States Government has declared the month of April as “Sexual Assault Awareness Month” and Peace Over Violence has declared April 24, 2019 as “Denim Day” in Los Angeles County; and

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

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

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

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that Santa Monica Community College District does support the goals and ideals of "Sexual Assault Awareness Month," and hereby proclaims the month of April 2019 as "Sexual Assault Awareness Month," and designates April 24, 2019 as "Denim Day," the District also:

- Recognizes that "Sexual Assault Awareness Month," provides a special opportunity to educate the people of the United States about sexual violence, encourages the prevention of sexual assault, the improved treatment of its victims, and the prosecution of its perpetrators; and
- Recognizes national and community organizations and private-sector supporters and applauds their work in promoting awareness about sexual assault, providing information and treatment to its survivors, and increasing the number of successful prosecutions of its perpetrators; and educate persons in our community about the true impact of rape and sexual assault in Southern California: and
- Recognizes public safety, law enforcement, and health professionals and applauds their hard work and innovative strategies to increase the percentage of sexual assault cases that result in the prosecution and incarceration of its perpetrators, and
- Urges everyone to wear jeans on April 24, 2019 to help communicate the message that there is "no excuse and never an invitation to rape."

MOTION MADE BY: Louise Jaffe
SECONDED BY: Sion Roy
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **CONTRACT FOR SOCIAL MEDIA AND CREATIVE DIGITAL AGENCY – REGIONAL STRONG WORKFORCE**

SUBMITTED BY: Vice-President, Academic Affairs

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following contract on behalf of the “LA 19” (the 19 community colleges in Los Angeles County) for a comprehensive social media plan to build brand awareness, consideration, and lead generation with/for prospective students in LA County.

Provider: Collier Simon
Service: Social Media & Creative Agency
Period: April 3, 2019 – June 30, 2020
Amount: \$1,100,000

FUNDING SOURCE: Strong Workforce – Regional Strategy, Innovation and Marketing

COMMENT: Santa Monica College, on behalf of the “LA19” solicited proposals to provide a comprehensive social media plan. This regional approach to social media and influencer marketing will focus on marketing the community college brand to prospective students. Santa Monica College is the lead on this project. The firm that was selected, Collier Simon, will deliver on the scope of work outlined in the RFP process.

MOTION MADE BY: Susan Aminoff

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: ~~REORGANIZATION OF THE DEPARTMENT OF ACADEMIC AFFAIRS~~ –
RECOMMENDATION PULLED – NO ACTION TAKEN

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: **APPOINTMENT TO CITIZENS' BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Chair and Vice-Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following appointment to the Citizens' Bond Oversight Committee for a two-year term, 2019-2021.

Donald Schort, Local Business/Community

SUMMARY: The bylaws state that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

Category

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 the CBOC membership upon approval of this appointment:

<u>Name</u>	<u>Term</u>	<u>Constituency</u>
Heather Anderson	2019-21	Local Business/Community (Malibu)
Alfred Bennett	2018-20	Senior Citizens' Organization
Michael Dubin	2017-19	Business Community/Taxpayers' Organization
Finley Garrison	2018-19	SMC Student
Jeffery Graham	2018-20	Local Business/Community
Donald Schort	2019-21	Local Business/Community
Sonya Sultan	2017-19	Local Business/Community

MOTION MADE BY: Barry Snell
 SECONDED BY: Sion Roy
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 2, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

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

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors. The following candidates are presented for Board consideration. The ballot was discussed and prepared as follows.

- Kenneth A. Brown, El Camino CCD*
- Sally Biggin, Redwoods CCD*
- Tracey Vacakar, Riverside CCD
- Michelle R. Jenkins, Santa Clarita CCD
- Gary Chow, Mt. San Antonio CCD -
- Linda S. Wah, Pasadena Area CCD*
- Mary Jane Sanchez, Desert CCD -

* Incumbent

COMMENT: There are seven seats up for re-election on the CCCT Board of Directors with three incumbents running, two vacancies due to the three-term limit and two trustees not seeking re-election. Each member community college has one vote for each of the vacancies.

MOTION MADE BY: Barry Snell
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 2, 2019

INFORMATION ITEM 25

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

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

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

The report provides a detailed snapshot of coordinated activities related to enrollment campaigns and enrollment development and outreach activities, including the successful launch of the SMC Promise program; the groundbreaking for the Early Childhood Lab School; the groundbreaking for the Malibu Campus; an awareness campaign for the new Student Services Center; a review of activities related to projects promoting Career Education and the IxD bachelor’s degree, in tandem with Career Education department efforts; the promotion of summer opportunities for high school students at SMC; the ongoing work in producing over 500 projects through the Marketing department; expanded digital opportunities through integrated efforts with radio broadcast stations; the announcement of a first-place Paragon award from the National Council for Marketing and Public Relations for the Care and Prevention Team Reference Guide, along with four other Paragon awards; the ongoing work on the second phase of a new student-centered web design on both desktop and mobile; gain in social media driven by a cohort of student workers coordinated through the Web and Social Media department; more than 190 news releases distributed by the Public Information office; and data regarding viewership of SMC’s popular newsletter, SMC in Focus.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 2, 2019

XI. BOARD COMMENTS

XII. ADJOURNMENT – 9:39 p.m.

The meeting was adjourned in memory of **Noah Keen**, stepfather of Deirdre Weaver, Director of Student and Alumni Relations; and **Fred Patterson**, retired Instructional Assistant who worked in the SMC Mathematics Lab for over 20 years.; and **Beth Leder-Pack**, Santa Monica activist and supporter of Santa Monica College.

The Board of Trustees will hold a special meeting on Wednesday, April 17, 2019 at 5:30 p.m.at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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

- Personnel Commission Proposed Budget
- Resolution: Classified School Employees Week
- Quarterly Budget Report
- Adoption of EPA Funding and Expenditures
- Annual Authorization of Privileges for Student Trustee
- Report: Student Equity and Local Goals Related to Chancellor’s Office Vision for Success