

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

OCTOBER 2, 2018

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

*The complete minutes may be accessed on the
Santa Monica College website:
<http://www.smc.edu/admin/trustees/meetings/>*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 2, 2018

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, October 2, 2018.

I. *ORGANIZATIONAL FUNCTIONS*

- CALL TO ORDER – 5:31 p.m.
- ROLL CALL
 Barry A. Snell, Chair - Present
 Dr. Margaret Quiñones-Perez, Vice-Chair - Present
 Dr. Susan Aminoff – Absent (Excused)
 Dr. Nancy Greenstein - Present
 Dr. Louise Jaffe - Present
 Rob Rader - Present
 Dr. Andrew Walzer – Absent (Excused)
 Alexandria Boyd, Student Trustee - Present
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

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

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

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

III. *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS* – 7:01 p.m.

- PLEDGE OF ALLEGIANCE – Professor Mitra Moassessi
- 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: Rob Rader
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Walzer)

IV. ***SUPERINTENDENT'S REPORT***

V. ***PUBLIC COMMENTS***

Dee Cappelli
 David Burak
 Mitra Moassessi
 Elaine Roque
 Chi Sang
 Howard Stahl
 Judy Marasco
 Jason Beardsley
 Alexandra Tower
 Brenda Antrim

VI. ***ACADEMIC SENATE REPORT***

VII. ***REPORTS FROM DPAC CONSTITUENCIES***

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. ***MAJOR ITEMS OF BUSINESS***

- #1 Support of CCC BOG Resolution Declaring Undocumented Student Week of Action
- 2 State Student Success Scorecard
- 3 Report: Guided Pathways
- #4 Ratification of Collective Bargaining Agreement Between SMCCD and the SMC Faculty Association – Third Year Salary
- #5 Lease Agreement with City of Santa Monica for Airport Arts Campus
- #6 Schedule of Board of Trustees Meetings, 2019

IX. ***CONSENT AGENDA***

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

Approval of Minutes

- #7 Approval of Minutes: September 4, 2018 (Regular Meeting)

Contracts and Consultants

- #8 New Courses and Degrees, Fall 2018
- #9 Contract for Regional Marketing Strategy Research
- #10 Advertising Contract to Support Los Angeles Regional Strong Workforce Program
- #11 Increase of Consultant Contract for Facilities (Custodial Unit)
- #12 Ratification of Contracts and Consultants

Human Resources

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

Facilities and Fiscal

- #17 Facilities
 - A Change Order No. 15 – Student Services Building
 - B Change Order No. 2 – Campus Door Remediation
 - C Change Order No. 4 – AET KCRW Audiovisual and Broadcast Systems
 - D Change Order No. 1 – Relocation of Communications Equipment – Malibu Campus
 - E Change Order No. 1 – Exterior/Interior Paint Projects
 - F Subcontractor Substitute Request – Student Services Building Project
 - G Amendment No. 12 – Health, PE, Fitness and Dance Complex with Central Plant
 - H Award of Contract for 1825 Pearl Street Renovation Project
 - I Award of Contract for Air Handler Equipment Replacement Life and Physical Science Building
 - J Award of Contract for Heat Pump Replacement – Math Complex
- #18 Acceptance of Grants and Budget Augmentation
- #19 Budget Transfers
- #20 Providers for Community and Contract Education
- #21 Organizational Memberships
- #22 Authorization to Approve Invoices, 2018-2019
- #23 Commercial Warrant Register
- #24 Payroll Warrant Register
- #25 Auxiliary Payments and Purchase Orders
- #26 Purchasing
 - A Award of Purchase Orders

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

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

XII. ***ADJOURNMENT***

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

IV. SUPERINTENDENT'S REPORT

- Updates
 - Enrollment/SMC Promise: Fall credit enrollment is down 1.5 percent, even though headcount is down 2.3 percent, which means students are taking more classes. The **Santa Monica College Promise** program was launched this fall initially open to students coming to SMC directly from 90 high schools near SMC and enrolling full-time, and quickly expanded to all students from any high school in California. 1,710 students are participating in the SMC Promise program and receive waivers on enrollment fees. 81.7 percent of these are **California College Promise Grant**—formerly known as the “BOG waiver”—students who were also awarded textbook vouchers.
 -
 - Malibu: A groundbreaking ceremony was held at the Malibu campus on September 21, 2018. Attendees included officials from Santa Monica and Malibu and L.A. County, as well as representatives of the community and members of the Citizens’ Bond Oversight Committee. Kudos were extended to the SMC Grounds Supervisor Gustavo Gutierrez and his crew as well as and facilities staff. Also recognized were Shari Davis, Kiersten Elliott, Lizzy Moore, Don Girard, Dagmar Gorman, Marilyn Landau, Elaine Polachek and Grace Smith for contributing to the celebration of this very unique endeavor and partnership with multiple agencies.
 - AACC Pathways 2.0 Institute: Eight key SMC staff members attended the AACC Pathways 2.0 Institute in Arizona in September 2018, which focused on student services. Guido Davis Del Piccolo, Maria Munoz and Irena Zugic are the SMC leads for the Guided Pathways program. Following the Institute, a larger contingent of SMC staff visited to Arizona State University and Mountain Community College and met with staff to discuss Guided Pathways.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **SUPPORT OF CCC BOARD OF GOVERNORS RESOLUTION DECLARING UNDOCUMENTED STUDENT WEEK OF ACTION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees support the California Community Colleges Board of Governors resolution declaring October 15-19, 2018 as Undocumented Student Week of Action.

SUMMARY: The Board of Governors approved Board Resolution No. 2018-05 declaring October 15-19, 2018 as *Undocumented Student Week of Action*. The Chancellor’s Office, in partnership with the Student Senate, the Community College League of California and other organizations, will be releasing a set of tools and resources for colleges and students to use during and after the *Week of Action* to enhance awareness and support for undocumented students as well as to advocate to our federal leaders.

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Walzer)

RESOLUTION OF THE BOARD OF GOVERNORS
CALIFORNIA COMMUNITY COLLEGES

WHEREAS, the California Community Colleges is committed to providing an open and welcoming environment for all students, regardless of ethnicity, religion, national origin, immigration status, age, gender, language, socio-economic status, gender identity or expression, medical condition or disability; and

WHEREAS, the Trump Administration's decision on September 5, 2017, to rescind the Deferred Action for Childhood Arrivals (DACA) program, placed the safety, security and educational future of thousands of undocumented students in doubt; and

WHEREAS, the California Community Colleges have advocated to Congress and the Administration to preserve DACA and respect the contributions of undocumented immigrants, and on January 26, 2017, the Board of Governors passed a resolution expressing its support for DACA and firm commitment to serving all students who can benefit from a postsecondary education; and

WHEREAS, in September 2017, the California Community Colleges' Chancellor issued a Statement of Values and Commitment to Undocumented Students reaffirming the Chancellor's Office will not release any personally identifiable student information without a judicial warrant including data related to immigration status, will not cooperate with any federal effort to create a registry of individuals based on protected characteristics such as religion, race, immigration status, or sexual orientation, and will urge local governing bodies to do the same; and

WHEREAS, numerous community colleges reflecting the diversity of California have adopted policies and procedures consistent with protecting immigrant students and created partnerships with community organizations to help our undocumented students access legal assistance and other services in local communities; and

WHEREAS, the Chancellor's Office, in partnership with the Community College League of California, the Faculty Association of California Community Colleges, the Student Senate of California Community Colleges, and other organizations, sponsored DACA Advocacy Week, October 16-20, 2017, and provided tools such as Congressional contact lists, sample talking points, resolutions, and communications to mobilize the system in support of DACA; and

WHEREAS, the 2017 DACA Advocacy Week efforts resulted in local meetings with Congressional leaders, more than 700 letters and postcards sent from students to members of Congress, and a number of colleges conducting week-long activities to raise awareness of campus-based support for undocumented students;

WHEREAS, despite efforts by the California Community Colleges and many other individuals and organizations in California and across the nation, the preservation of DACA and the adoption of an effective solution for undocumented students remains elusive, which places continued economic and emotional weight on students, their families, communities, and the state; therefore be it

RESOLVED that the Board of Governors declare October 15-19, 2018, as "Undocumented Students Week of Action" to work in partnership with other organizations and encourage the California Community Colleges to engage in activities supporting undocumented students; and be it further

RESOLVED that the Board of Governors supports work by the Chancellor's Office to identify and share best practices for assisting undocumented students, disseminate information to the colleges about how to access funding for immigration defense proceedings and referral to legal service providers; and reinforce state policies that protect student's rights and privacy; and be it further

RESOLVED that the Chancellor's Office is renewing its commitment to actions that raise awareness about opportunities for all Californians to enroll and succeed in postsecondary education, and is providing information specific to the undocumented student population about community college support services as well as external services and resources; and therefore, be it further

RESOLVED that the Board of Governors urge Congressional members to uphold California values and create a pathway to citizenship for undocumented students, which will permit them to achieve their highest potential.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 2, 2018

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2

SUBJECT: **STATE STUDENT SUCCESS SCORECARD**

SUBMITTED BY: Interim Executive Vice-President

SUMMARY: The ultimate purpose of the institutional effectiveness (IE) process is to build and sustain college effectiveness. Santa Monica College (SMC) has systematically assessed institutional effectiveness on an annual basis since 2011-2012. The assessment process involves analyzing the College’s performance on dozens of metrics on the SMC Institutional Effectiveness Dashboards that align with the broad areas of the College: academics, support for students, fiscal, college infrastructure, and collegiality. The process informs college planning by identifying and prioritizing the areas needing critical attention and improvement. The data ultimately inform the development of annual action plans the Master Plan for Education.

Elisa Meyer (Chair of the Academic Senate Joint Institutional Effectiveness Committee) and Hannah Lawler (Vice-Chair of the Academic Senate Joint Institutional Effectiveness Committee and Dean of Institutional Research) will provide a brief update on the 2017-2018 institutional effectiveness process, including the work involved to align the dashboard metrics to emerging changes related to state accountability metrics and goals (i.e., Simplified Metrics, Funding Formula, Vision for Success, and the suspension of the IEPI Goals Framework).

Student Success Scorecard

The Student Success Scorecard, a comprehensive accountability system for California Community Colleges, reports data on student progress and success metrics for all 114 community colleges. Christopher Gibson, Senior Research Analyst in the Office of Institutional Research, will present an analysis of Santa Monica College’s performance on the Scorecard metrics. SB 1415 (Student Success Act of 2012) requires that community college’s local Board of Trustees review the Scorecard data annually.

No action is required by the Board; this report fulfills this legislative requirement.

For access to the 2018 IE and the Scorecard reports, visit:
www.smc.edu/iedashboard

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 2, 2018

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 3

SUBJECT: **GUIDED PATHWAYS**

SUBMITTED BY: Vice-President, Academic Affairs

SUMMARY: Utilizing what has come to be labeled a “guided pathways framework,” the College seeks to intentionally and at scale build SMC’s structures and programs to improve and achieve equity in the rates of college completion, transfer, and attainment of jobs with value in the labor market. This requires large-scale transformational changes to current practices that will achieve the following objectives:

- Streamline and better define the academic, transfer, and career paths for students to be more clear, logical, and transparent so that students can make informed decisions related to their college journey.
- Help students gain momentum early in their journey, by offering systematic guidance to all students in selecting career goals and an area of study aligned with those goals while also providing contextualized and embedded academic and non-academic support in critical and gateway courses within those areas of study.
- Build on that momentum by providing intentional and proactive support toward course success and goal completion including targeted academic counseling as well as tools for students to easily track their own progress and recognize the impact of entry and exit points along their academic journey.
- Intentionally and systematically promote the skills of critical thinking, communication, creativity, and collaboration in part by offering tangible, applied, collaborative learning experiences, so that student engagement becomes inescapable for all students.

The hope is that through this redesign of the student experience, SMC paves the way for all open access institutions in California (and the nation) to equitably serve all our students and ensure that a student’s pre-college preparation or life circumstance does not predetermine the student’s outcome in college. SMC’s redesign of the student experience seeks to eliminate the equity gaps, reduce time to completion, and increase the rates of completion, while maintaining high standards and high quality.

The complete report is accessible at: [Pathways Report](#)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT BETWEEN SMCCD AND THE SMC FACULTY ASSOCIATION – THIRD YEAR SALARY**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees ratify the amendment to the collective bargaining agreement with the Santa Monica College Faculty Association for a term beginning on August 23, 2016 through August 19, 2019 to provide for Third -Year Salary Pursuant to Reopener.

In connection with the collective bargaining agreement approved by the Board of Trustees on March 7, 2017, the parties did not reach agreement on salaries for academic year 2018-2019. Instead, the agreement provided for a re-opener which the Faculty Association exercised earlier this year. Following adoption of the new state budget and funding formula, the parties reached agreement on an increase in the salary schedule for the 2018-2019 academic year. The agreement provides that all salary schedules shall be increased by 2.00% effective January 1, 2019. All work performed after January 1, 2019, will be at the higher pay level.

Estimated Cost Impact of SMCFA Contract for calendar year 2019:

Estimated Cost Impact of SMCFA Contract - 2% Effective January 1, 2019		
	January 1 – July 30, 2019	July 1 – December 31, 2019
Salary	853,750	760,333
Retirement	138,991	153,642
Medicare	12,380	11,024
SUI	427	380
Workers' Compensation	14,693	13,085
Total Projected Cost	1,020,241	938,464
Projected Cumulative Cost	1,020,241	1,958,705

This recommendation is contingent on ratification of the agreement by the Faculty Association. The results of voting should be available prior to the Board meeting.

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Walzer)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **LEASE AGREEMENT WITH CITY OF SANTA MONICA FOR AIRPORT ARTS CAMPUS**

SUBMITTED BY: Director, Facilities Planning
 Chief Director, Business Services
 Campus Counsel
 Senior Director, Government Relations/Institutional Communications

REQUESTED ACTION: It is recommended that the Board of Trustees approve a lease agreement with the City of Santa Monica for premises (the Airport Arts Campus) at 2800 Airport Avenue at the Santa Monica Airport for five years commencing April 1, 2018, with a five-year renewal option, at a monthly base rent of \$43,291.90, subject to a 2.5% annual increase. During the first five years, SMC may provide up to \$227,556.48 in tenant improvements as a credit to the rent (for the first year, \$3,607.66 credit per month, for an adjusted first year monthly base rent of \$39,684.24). SMC may terminate the lease agreement at any time with twelve months notice under conditions of fiscal emergency. The lease agreement also provides for a one-time payment of \$250,000 to the City of Santa Monica to discharge a prior commitment by SMC to make roadway improvements to Donald Douglas Loop South connecting its Bundy Campus to Airport Avenue and to resolve an issue regarding back rent for use of 3500 Airport Avenue.

BACKGROUND:

SMC first leased the 2.2-acre Airport Arts Campus from the City of Santa Monica on July 1, 1988. This was SMC's first satellite campus. The lease ran for ten years, followed by a ten-year renewal. Since July 1, 2008, SMC has occupied the premises with the City's consent under the terms of the expired lease agreement. Since August 1, 2015, SMC has occupied the premises with the City's consent under the terms of the expired lease agreement subject to an increased monthly base rental rate.

The campus is approximately 25,086 square feet of classroom and other instructional space and provides approximately 180 parking spaces. The current rent is \$32,116.25 monthly.

SMC has housed multiple programs at the Airport Arts Campus over the 30 years of use. (The property was originally built as an Organized Reserve Corps Armory site for the U.S. Army and had been in use as the Donald Douglas Museum immediately prior to SMC's use.) The Scholars Program, Interior Design, Architectural Interior Design, and Graphic Design have all been located at the site; both the Theater Arts program and the Academy of Entertainment & Technology programs were housed there in interim spaces during their respective building renovations; and currently the Ceramics program, the Arts Mentor program, and the Photovoltaics program are on site.

Over the long term, SMC anticipates relinquishing the site and making use of the approximately 2.35-acre addition to the Bundy Campus that SMC acquired as a result of a land swap with the City of Santa Monica and the Exposition Metro Line Construction Authority in 2011. At the present time, SMC is planning an extensive demolition and construction program for the southern portion of its Main Campus and is unable to relocate the existing programs at the Airport Arts Campus. Staff also believes it is prudent to retain the satellite campus during the Main Campus renovations should unanticipated circumstances arise.

TERMS OF THE AGREEMENT:

SMC accepts the premises "as is". The lease is for five years and commences April 1, 2018, at the new rate as set by the City and may be extended for an additional five years. SMC may use the property for general office, administrative, educational, and instructional uses consistent with those expected for a community college, or for aeronautical ground training classroom instruction.

The lease agreement is consistent with City's obligation to comply with the terms of the Settlement Agreement and Consent Decree between the Federal Aviation Administration and the City of Santa Monica.

The new monthly base rent is \$43,291.90, subject to a 2.5% annual increase. SMC will provide a one-time catch-up payment to the City of Santa Monica to account for the difference in rent collected and rent owed for the period between April 1, 2018 and the execution date of the lease agreement. SMC has been paying rent at the monthly rate of \$32,116.25 pending an executed lease agreement.

SMC is obligated under the lease agreement to return the premises to the City in good order. SMC believes such requirements will likely require tenant improvements to be made by SMC in the normal course of events. SMC and the City of Santa Monica have agreed that up to \$227,556.48 in tenant improvements may be applied as rent credits to be spread out over the initial five years. This equates to a monthly base rent of \$39,684.24 for the first year. SMC must provide written documentation of its expenditures, which can include wages and benefits of SMC staff performing the improvements.

The lease agreement additionally addresses certain issues arising between the City of Santa Monica and SMC with regard to SMC's Bundy Campus, located adjacent to the Santa Monica Airport. SMC has made a commitment to perform improvement work to a motor vehicle and pedestrian access way between the Bundy Campus and Airport Avenue, and has taken prior actions in preparing design documents. The City of Santa Monica has agreed to take on the entire responsibility for this work. In consideration of being released from this obligation, SMC commits to a one-time payment of \$250,000 to the City of Santa Monica. Such payment also resolves any issue with regard to back rent for use of 3500 Airport Avenue for parking prior to the execution of the City/Expo/SMC land swap; and such payment is made with the condition that motor vehicle and pedestrian access is maintained at all times between the Bundy Campus and Airport Avenue.

Under the lease agreement, SMC is solely responsible for the maintenance and repair of the exterior and interior of the premises and to keep the property in good working order and condition.

The lease agreement maintains an existing arrangement, whereby the City of Santa Monica has use of the triangle parking lot for its own purposes on every Sunday.

The annual cost for the first year with the tenant improvement credit will be \$476,210.88. This compares to the annual cost for the previous twelve months of \$385,395.00. The increase in rent for the first year is \$90,815.88.

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Aminoff, Walzer)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2019**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the schedule of Board Trustees meetings for 2019.

SUMMARY: Regular meetings (**in bold**) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally the third Tuesday of the month is held for special meetings or workshops. The schedule also includes Winter and Summer Board Study Sessions. A joint meeting with the SMMUSD Board of Education will be scheduled for early 2019.

January 15, 2019 (third Tuesday)	July 2
January 29 (fifth Tuesday - hold)	July 16 or 23 (third or fourth Tuesday)
February 5	Summer Study Session
February 19 (hold)	<i>Superintendent's Evaluation and Board Self-Assessment</i>
March 5	
March 19	August 6
Winter Study Session	August 20 (hold)
April 2	September 3
April 16 (hold)	September 17 (hold)
May 7	October 1
May 21 (hold)	October 15 (hold)
June 4	November 5
June 18 (hold)	November 19 (hold)
	December 3

MOTION MADE BY: Rob Rader
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Walzer)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 2, 2018

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #7 -#26.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #9, #12

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Walzer)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 9 – Contract for Industry Council

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Walzer)

Recommendation No. 12 – Ratification of Contracts and Consultants (A, B, C, F)

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Aminoff, Walzer)

RECOMMENDATION NO. 7 APPROVAL OF MINUTES

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

September 4, 2018 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8 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 68: Design Thinking for the Entrepreneur

ENGL 62: Crime Fiction in a Global Context

Global Citizenship

ENGL 62: Crime Fiction in a Global Context

Distance Education

BUS 68: Design Thinking for the Entrepreneur

ENGL 62: Crime Fiction in a Global Context

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 9 CONTRACT FOR REGIONAL MARKETING STRATEGY RESEARCH

Requested Action: Approval/Ratification

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

Approved by: Jennifer Merlic, Vice President, Academic Affairs

Provider: The Economic Development Corporation of Los Angeles (LAEDC)
Service: SWP Regional Marketing, Strategy, Innovation Research
Period: October 3, 2018 through December 31, 2018
Amount: \$517,000
Funding Source: Strong Workforce Program (SWP) Regional Share
(SMC is the lead institution for the L.A. Consortium)

Summary: 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.

The research will focus on:

- Market forces affecting LA County’s 19 Community Colleges (CCs) including: enrollment, funding, outputs, relevance to key customers.
- Competitive landscape analysis (for-profit, MOOCs) and forecasted/projected market share gains/losses.
- Competitive strength of the CC value proposition.
- Threats/opportunities posed by specific technologies/disrupters.
- Relevant examples of other industries that have faced similar market challenges, but have reinvented themselves successfully.

Additionally, LAEDC will develop public relations campaign with editors/ editorial boards in Los Angeles. LAEDC will implement an integrated social media campaign across Twitter, Facebook and LinkedIn to promote community college programming to business and community members in target industries such as bioscience, DME, A&D, and advanced transportation.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 10 CONTRACT FOR ADVERTISING TO SUPPORT LOS ANGELES REGIONAL STRONG WORKFORCE PROGRAM

Requested Action: Approval/Ratification

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

Approved by: Jennifer Merlic, Vice President, Academic Affairs

Provider: Los Angeles Business Journal (LABJ)
Service: SWP Regional Marketing, Strategy, Innovation Research
Period: October 3, 2018 through December 31, 2018
Amount: Not to exceed \$75,000
Funding Source: Strong Workforce Program (SWP) Regional Share
(SMC is the lead institution for the L.A. Consortium)

Summary: LABJ will provide space for twelve (12) alternating quarter, half and full page advertising in their 50,000 weekly circulation business news journal to market and highlight community college program success stories, profile successful new high-growth industry certificate and degree programs, partnerships and initiatives; on-going digital banner advertising and islands banner ads on the LABJ website; deliver 50 copies of each weekly edition to multiple addresses at the 19 community colleges in the L.A. region (President’s Office, Career Center, Economic and Workforce Development office, Student Center, etc. at college discretion. 4-page excerpts of four CCW (Center for Competitive Workforce) Priority Industry reports will be included in select targeted editions.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 INCREASE OF CONSULTANT CONTRACT FOR FACILITIES (CUSTODIAL UNIT)

Provider/Contract	Term/Amount	Service	Funding Source
George D. Reyes	July 10, 2018 – December 31, 2018 Increase to the original contract in the amount of \$43,500, not to exceed a total of \$90,000 including reimbursables.	The consultant was approved in July to complete an assessment of the custodial unit at Santa Monica College focusing on custodial organization, schedules and workload management, unit productivity, quality and cost effectiveness, current work procedures, chemical, equipment, training, and safety. The consultant prepared a written report that summarized findings, made recommendations, and provided a specific project plan for implementing changes, enhancements or modification to current operations. The consultant prepared an implementation plan in August. Additional costs are for the consultant to implement the plan through the end of the calendar year.	Unrestricted General Fund
<p><i>Requested by: Elaine Polachek, Interim Executive Vice-President</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i></p>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 12 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Kathryn E. Jeffery, Superintendent/President

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Term/Amount	Service	Funding Source
A Timothy Strom	October 3, 2018 – December 31, 2018 Not to exceed: \$2,000	SMC Neonatal and Pediatric – Class Development: develop curriculum and certificate, create advisory board committee, survey National Board for Respiratory Care and Neonatal-Pediatric Board exam matrix.	Strong Workforce Regional Round 1 (SMC is the lead institution for the L.A. Consortium)
B Matthew Dartt	October 3, 2018 – December 31, 2018 Not to exceed: \$2,000	SMC Neonatal and Pediatric – Community Outreach: Survey local hospitals to discern most common respiratory care skills required to train new hires, create competency proficiency evaluation tools, recruit clinical educators/hospital managers to become potential clinical affiliates, create recruitment plan.	Strong Workforce Regional Round 1 (SMC is the lead institution for the L.A. Consortium)
C Richard Hernandez	October 3, 2018 – December 31, 2018 Not to exceed: \$2,000	SMC Neonatal and Pediatric – Skills Lab: Develop a hands on skills lab, provide input on required equipment and latest modalities. Train/provide workshops for faculty on neonatal equipment, create team based learning activities.	Strong Workforce Regional Round 1 (SMC is the lead institution for the L.A. Consortium)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 12 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
D Interplay Learning	October 3, 2018 – December 31, 2019 Not to exceed \$36,500	Create four-part project to support careers in Solar and Lighting industries across Southern California. -Solar Training Access – deliver access to 100 interchangeable student seats of the Solar Training Program -VR Hardware Access – deliver access to 3 virtual reality training set ups to include a VR ready computer, HTC Vive VR Headset and necessary accessories -Interactive Solar Curriculum – deliver sim based training program -Lighting Course – create foundational research on scalable training content for teaching lighting and lighting controls.	SWP Regional – Round 2 – Energy & Utilities (SMC is the lead institution for the L.A. Consortium)
E Playground Vision Playgroundvision.com	October 3, 2018 – December 31, 2018 Not to exceed \$30,000	Harmonize IxD marketing efforts into a strong online and offline brand using digital, print, and video mediums that includes but not limited to: Email template design, print, brochures, banners, powerpoint presentations, advertising concept & design, social media content design & management, logo design & branding, icon design & illustration, photography & photography editing, video production & editing, marketing design & strategy, market research – user personas & persona identification, editorial design, and website update and maintenance.	SWP Regional – Graphic Design/UX (SMC is the lead institution for the L.A. Consortium)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 12 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
F Hratch Kayichian	October 3, 2018 – December 31, 2018 Not to exceed: \$2,000	SMC Neonatal and Pediatric – Professional and National Organizations: Facilitate comprehensive review and preparation of Neonatal pediatric exam. Research American Association for Respiratory Care International congress and the International Respiratory Convention & Exhibition	Strong Workforce Regional Round 1 (SMC is the lead institution for the L.A. Consortium)
G Grid Alternatives Greater Los Angeles (GRID LA)	October 3, 2018 – December 31, 2018 Not to exceed: \$5,000	Grid Alternatives will provide a venue and a safe learning environment for hands-on, work- based learning activities at a solar installation site, usually a low- income home or multi-family apartment roof. It will provide all needed personal protection and safety equipment, track students’ installation hours, provide reports detailing hours worked, kilowatts of solar capacity installed, home- owner savings, and environmental benefits. They will allow concurrent teaching and training by SMC faculty at the site. As a result of this partnership, expected outcomes include: education regarding career opportunities in the solar industry, increased competitiveness of trainees in the renewable energy employment sector, and the opportunity for student participants to receive further training and networking through Grid Alternatives Installation Basics Training and Team Leader Safety & Development Training.	Strong Workforce Local Round 1

A, B, C, D, E, F and G

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 12 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
H	Cobblestone Applied Research and Evaluation Inc. (Title III HSI STEM External Evaluation)	October 2, 2018 – September 30, 2019 Not to exceed \$50,000	Evaluation Deliverables <ul style="list-style-type: none"> • All evaluation work specified within the current project will be performed in conjunction with grant-established timelines. • Assistance with monthly progress reports due to DoE • A mid-year local report each Spring (beginning in 2017) • Annual local reporting • Annual funder-specific reporting submissions (December each year, beginning in 2017) 	Title III HSI STEM Grant
<i>Requested by: Melanie Bocanegra, Associate Dean of STEM/Equity Programs</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				
I	(1) Mayra Carrillo (2) Aurora Gutierrez	October 5, 2018 Not to exceed \$200 each	NSF S-STEM Scholarship Awards Fall 2018 Mayra Carrillo and Aurora Gutierrez will provide scholarship recipients information about recent neuroscience research and shared the results of their own research projects.	NSF S-STEM Grant
<i>Requested by: Vicki Drake, PI, NSF S-STEM Grant</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 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

ACADEMIC MANAGEMENT

Polachek, Elaine, Interim Executive Vice President

07/1/2018-6/30/2019

LONG-TERM SUBSTITUTES

Sage, Rebecca, Psychology

09/10/2018 – 12/31/2018

Vendlinski, Terry, Math,

09/10/2018 – 12/31/2018

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 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>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Director of MIS (1 position) Information Management, 12 months, 40 hours	10/02/2018

<u>ESTABLISH</u> MIS Manager (1 position) Information Management, 12 months, 40 hours	10/02/2018
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<u>CLASSIFICATION SALARY REALLOCATION</u> Payroll Specialist From: Classified Regular Salary Schedule – Range 28 To: Classified Regular Salary Schedule – Range 32	10/01/2018
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ELECTIONS

<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u> Boullard, Lanzrea, Custodian, Operations (Step C)	09/24/2018
Cheng, WenHsin, Budget Technician, Fiscal Services (Step C)	10/16/2018
Gillett, Erin, Student Services Clerk, A & R (Step C)	09/17/2018
Russell, Lorin, Instructional Assistant – Learning Disabilities, DSC (Step C)	10/01/2018
Penate, Yesenia F., Administrative Assistant I, Art/Communication Dept. (Step B)	10/01/2018
Samano, Mario, Skilled Maintenance Worker II, Maintenance (Step C)	10/01/2018

<u>VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)</u> Thomas, Sharon From: Administrative Assistant II, Workforce and Economics Development To: Administrative Assistant II, Academic Affairs	10/01/2018
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<u>WORKING OUT OF CLASSIFICATION (PROVISIONAL)</u> Arenas, Leyla From: Student Services Clerk, ISC To: Accounting Specialist, 100%	07/02/2018 – 09/28/2018 Dates adjusted from July 10, 2018 agenda
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Gonzalez, Arturo From: Groundskeeper/Gardener To: Gardener – Equipment Operator, 100%	9/11/2018 – 1/22/2019
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Jimenez, Jorge 9/11/2018 – 1/22/2019
From: Groundskeeper/Gardener
To: Gardener – Equipment Operator, 100%

Rogers, George 8/28/2018 – 12/21/2018
From: Student Services Clerk, SSSP
To: Student Services Specialist, SSSP 100%

Williams Jr., Anthony 8/20/2018 – 12/21/2018
From: Custodian – NS-II, Operations
To: Lead Custodian- NS-II, Operations 100%

RATIFICATION OF SUBSTITUTE LIMITED TERM ASSIGNMENT

Villanueva, Robert 9/10/2018
From: Receiving, Stockroom & Delivery Worker, P L & C Not to exceed 6 months or until the
To: Custodial Operations Supervisor- NS-I, Operations 100% incumbent returns from leave

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Alarcon, Hector, Student Services Specialist-EOPS, EOPS 10/05/2018
Chavez, Gloria, HR Analyst Labor/Employee Relations, Human Resources 09/28/2018
Webster, Jaazer, Hector, Student Services Assistant, AACC/Latino Center 10/12/2018

RETIREMENT

Crittenden, Tara, CC Police Dispatcher, Campus Police (13 years) 10/11/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL – LIMITED DURATION

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 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.

Berney, Andrew, Laboratory Technician-Art, Art	09/10/2018-12/31/2018
Cooper, Alexander B., Costume Designer, Theatre Arts	09/04/2018-12/31/2018
Fader, Stephen, Laboratory Technician-Art, ART	09/10/2018-12/31/2018
Frale, Darren, Laboratory Technician-Art, ART	09/10/2018-12/31/2018
Freedman, Myles, Laboratory Technician-Art, ART	09/10/2018-12/31/2018
Kobashi, Todd, Laboratory Technician-Art, ART	09/10/2018-12/31/2018
Robles Jr., Jose M., Receiving, Stockrm & Delivery Worker, Warehouse	09/12/2018-12/10/2018
Romaine, Desean, Student Services Clerk, Assessment Center	
From:	07/02/2018-09/07/2018
To:	07/02/2018-10/05/2018

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.

From: Cho, Sang Hee, Accompanist-Voice, Music	09/07/2018-12/31/2018
To: Cho, Sang Hee, Accompanist-Voice, Music	09/04/2018-12/31/2018
Guzman, Scott A., Student Services Clerk, Admission & Records	09/04/2018-10/26/2018
Robles Jr., Jose, Customer Service Assistant, Bookstore	
From:	08/20/2018-09/21/2018
To:	08/20/2018-09/11/2018

RECOMMENDATION NO. 16 CLASSIFIED PERSONNEL - NON MERIT

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 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)	91
College Work-Study Student Assistant, \$13.25/hour (FWS)	92
College CalWorks, \$13.25/hour	5

SPECIAL SERVICE

Community Services Specialist I, \$35.00/hour	2
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 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

17-A CHANGE ORDER NO. 15– STUDENT SERVICES BUILDING

Change Order No. 15 – BERNARDS BROS. on the Student Services Building project in the amount of \$258,060.

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
<u>Change Order No. 15</u>	<u>258,060</u>
Revised Contract Amount	\$78,753,887

Project Schedule: This change order results in extending the contract length by 21 days. Expected Substantial Completion is February 2019.

Funding Source: Measure U, S, AA, V

Comment: Change Order No. 15 includes the furnish and install the following:

- The developed length of the 4" waste line requires a 1% slope at the P3 level. The sewer invert would have been lower than the 60" depth for Sump Basin SPT-2. To prevent this, RFI 62 lowered the sump basin to accommodate the developed length of the discharge pipe and added a stepped footing.
- Work associated with exposing transite, removing the transite, and restoring the condition after transite removal.
- Furnish & install an actuator to bypass damper of AHU-01, and tie it into the BMS system for control.
- Provided new design of vertical mullions between L1 and L2 mullion. This requires (168) vertical mullions to be ripped/cut on the backside to slip over the vertical HSS.

- Furnish & install trap primer piping per RFI 132 response in order to provide water to each trap primer at Mechanical Room 1 - P100H and Mechanical Room 2 - P100B on P1 Level. Routing includes 3/4" CW piping to TP-2, 1/2" CW piping from TP-2 to FS-1, flex line down to P2 Level, and connecting to FS-1 per detail 2/P-6.02. Pricing includes installation of two (2) trap primers and GPR scan (concrete scan for new floor penetrations).
- Revised waterfall drains and topping slab to the water feature.
- Demo column framing at Level 1 (columns G/3 and h/3) so that the tube steel for the West Canopy structure could be installed. Reinstall full height column framing that had to be removed for the West Canopy structure.
- Install slip resistant walk pads at Level 3 East balconies
- Modified the elevations of the east and west space frames per direction from architect in order to align with the curtainwall
- Modify HSS column plates in the field due to partition jamb and mullion conflicts.
- Fur Out Wall at Vestibule S297F to enclose exposed storm drain piping.
- Fur out wall at underside of concrete slab due to downturn beam location at P-1 Stair 1 North Wall.
- Extend soffit 2'-0" to the north at Study Area S370D to clear 6" storm drain and overflow drain piping.
- Add shadow boxes at the east entrance south elevation to hide full height fire rated walls behind glazing system.
- Additional layer of 5/8" drywall at the south wall of Storage Room S181H and Orientation Lobby S180. Also, an additional layer is needed as the depth of wall type K will not allow for the install of the receptacle back boxes.
- Furnish and install new 36"x36" precast concrete catch basin (note SD20 on civil sheet C-1.52), 8" check valves, 8" gates valves, ductile iron pipe, thrust block and line size fittings, and associated piping and fittings
- The existing Art Building storm drain lines could not remain in place as indicated since the chilled water lines needed to be installed in the same area.
- Additional drywall in order to conceal exposed HSS tube steel.
- Furnish and install Cisco cameras to reflect the product migration to the 8020 and 8030 cameras. The Cisco cameras called out per specifications were end-of-life announced on 4/9/18.
- Remove HSS 2x2 from flange of bottom flange of beam, and replace with metal stud frame assembly due to fact the HSS could not be welded to the structural beam per field layout.
- Add low wall to Kiosk roof parapet to provide support for roofing board and membrane per RFI 984 response.
- Install additional drywall to conceal conduit at Stair 4 per RFI 986.
- Furnish (4) new Stanley Access Dura-Glide 3000AG with access control per Bulletin 95 and RFI 995 response
- RFI 888 brought up the problem that the foil faced insulation would be exposed at the UHPC gaps. The solution, as discussed in the field was to apply paint behind UHPC panels. This PCO is for labor and material to paint behind the panels

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES (continued)

17-B CHANGE ORDER NO. 2– SMC DOOR REMEDIATION PROJECT (formerly the Campus Door Remediation Project)
Change Order No. 2 - Medallion Contracting on the SMC Door Remediation project in the amount of (\$3,890).

Original Contract Amount	\$719,987
Change Order No. 1	13,362
Change Order No. 2	(3,890)
Revised Contract Amount	\$729,459

Project Schedule: This project has been completed and is currently in the close out process.

Funding Source: Measure AA

Comment: Change Order No. 2 reflects a credit the District will receive due to a reduction in scope related to the Admissions and Records Complex.

17-C CHANGE ORDER NO. 4 – AET KCRW AUDIOVISUAL AND BROADCAST SYSTEMS
Change Order No. 4 - Key Code Media on the AET KCRW Audiovisual and Broadcast Systems project in the amount of \$65,879.

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
Revised Contract Amount	\$5,910,289

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

Funding Source: Measure AA

Comment: Change Order No. 4 reflects an increase in the contract caused by a delay in construction and a change to vendor provided furniture/equipment.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES (continued)

**17-D CHANGE ORDER NO. 1– RELOCATION OF COMMUNICATIONS EQUIPMENT – MALIBU CAMPUS
Change Order No. 1 - County of Los Angeles/Internal Services Department (ISD) on the Malibu Campus Relocation of Communications Equipment project in the amount of \$15,627.56.**

Original Contract Amount	\$ 158,800.00
<u>Change Order No. 1</u>	<u>\$ 15,627.56</u>
Revised Contract Amount	\$174,427.56

Funding Source: Measure S, V

Comment: As part of Ground Lease Agreement with the County of Los Angeles, the District is responsible to set-up a temporary communications system for the County. Due to the sensitive nature of the Sheriff and County Emergency communication system, the County of Los Angeles requested the District’s approval for the County to provide professional design services and complete the relocation of the data and radio systems equipment from the Main Communication Room located in the basement of the existing sheriff building to be demolished, to the first level of the existing court house/library building per the Lease Agreement.

In the original contract, the County omitted the scope to relocate the fiber communication cables that service the communication equipment. This change order includes the installation of conduits, re-pulling of cables, and the reconnection of the equipment for the temporary communication systems.

There will be no additional change orders for this relocation project.

Change Order No. 1 includes the furnish and install the following:

- Relocation of fibers telecommunication services in the Sheriff’s Annex Main Telephone Room to the Secondary Demarcation Point.

17-E CHANGE ORDER NO. 1 – EXTERIOR/INTERIOR PAINT PROJECTS (ADMISSIONS COMPLEX, DRESCHER HALL STAIRWELLS AND STUDENT HEALTH AND ACTIVITIES)

Change Order No. 1 to South Coast Painting in the amount of \$14,500.

Original Contract Amount	\$145,000
Change Order No. 1	\$ 14,500
Revised Contract Amount	\$159,500

Funding Source: State Scheduled Maintenance Funds, District Capital Funds

Comment: Change Order No. 1 is to address areas of Admissions Complex building not included in original scope.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES (continued)

17-F SUBCONTRACTOR SUBSTITUTION REQUEST– STUDENT SERVICES BUILDING PROJECT

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Flotek Inc.	Western States Fire Protection Co.

Funding Source: Measure U, S, AA, V

Comment: Bernards Bros. the General Contractor for the Student Services project, has requested to substitute their listed Subcontractor, Flotek Inc. for fire sprinkler systems portion of the project. Bernards stated Flotek has failed to perform based on the general terms, conditions, plans and specifications of the project as grounds for the proposed Substitution. Per the General Conditions of the contract, the District's consent to Contractor's substitution of a listed Subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

17-G AMENDMENT NO. 12 – HEALTH, PE, FITNESS AND DANCE COMPLEX WITH CENTRAL PLANT

Amendment No. 12 – Gensler on the Health, PE, Fitness and Dance Complex with Central Plant (CPC) for a six-month contract extension.

Original Contract Amount	\$ 3,589,000
Previously Approved Amendments	\$2,319,936
Amendment No. 12	\$ 0
Revised Contract Amount	\$ 5,908,936

Funding Source: Measure AA

Comment: Amendment No. 12 adds six months to the contract length for project closeout; there is no financial impact.

17-H AWARD OF CONTRACT FOR 1825 PEARL STREET RENOVATION PROJECT

Project scope of work includes the renovation of the tenant occupied Unit 1 of the District-owned apartment complex located at 1825 Pearl Street including the kitchen, laundry room, bathroom and the exterior of the building.

Award of bid to: SS +K in the amount of \$119,559.

Other Bidders:

ORR Industries	\$ 125,873.51
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Funding Source: Capital Projects Fund (40.0)

Comment: 398 notified, 4 Prime contractors attended the mandatory job walk and 2 bids received.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES *(continued)*

17-I AWARD OF CONTRACT FOR AIR HANDLER EQUIPMENT REPLACEMENT LIFE AND PHYSICAL SCIENCE BUILDING

Project scope of work includes the removal and disposal of existing air handler units AH-1 and AH-2 from the roof of the Life and Physical Sciences Complex, procurement of new (replacement) air handling units, complete installation of the new air handling units including electrical, mechanical, duct and control/energy management reconnections and, testing of the completed installation.

Award of bid to: Bon Air in the amount of \$720,000.

Bidders:

Bon Air	\$ 720,000.00
Allison Mechanical	\$ 770,000.00
United Mechanical	\$ 858,000.00
Murray Plumbing & Heating	\$ 1,009,021.00
Mehta Mechanical Company	\$ 1,264,511.00

Funding Source: Capital Projects Fund (40.0)
State Scheduled Maintenance funds

Comment 331 notified, 11 Prime contractors attended the mandatory job walk and 5 bids received. .

17-J AWARD OF CONTRACT FOR HEAT PUMP REPLACEMENT – MATH COMPLEX

Project scope of work includes removal and replacement of rooftop HVAC units for the Math Complex located on the main campus.

Award of bid to: Bon Air Incorporated in the amount of \$376,000.

Other Bidders:

Allison Mechanical	\$ 393,000.00
Brannon DBA Smith Electrical	\$ 406,679.00
Western Air Conditioning	\$ 429,000.00
The Nazerian Group	\$ 494,123.00
Murray Plumbing & Heating	\$ 498,673.00
Mehta Mechanical Company	\$ 695,000.00
United Mechanical Contractors	\$ 836,000.00

Funding Source: Capital Projects Fund (40.0)
State Scheduled Maintenance funds

Comment: 328 notified, 9 Prime contractors attended the mandatory job walk and 8 bids received.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Mike Tuitasi, Vice President, Student Affairs

Reviewed by: Carla Lohr, Controller and Christopher M. Bonvenuto, Chief Director, Business Services

Approved by: Elaine Polachek Executive Vice President

Title of Grant: **2018 CalMHSa Health and Wellbeing Mini Grant Program**
 Granting Agency: Los Angeles County Department of Mental Health (LACDMH) in collaboration with California Mental Health Services Authority (Cal MHSa)
 Augmentation Amount: \$5,000
 Matching Funds: N/A
 Performance Period: September 1, 2018 – November 15, 2018

Summary: Mental Health Services have become increasingly important on college campuses. College students are more likely to have a pre-existing mental health condition, while community college students are less likely than their 4-year peers to have access to mental health treatment. The Center for Wellness and Wellbeing, Health Services, and Active Minds are working to promote early intervention through outreach and awareness events on campus.

Cal MHSa and the Los Angeles County Department of Mental Health provided \$5,000 in one-time funding to grantees to host a mental health outreach and awareness event. The event will support building and sustaining more strategic community-based partnerships to expand mental health services, as well as provide earlier intervention services to students by making them aware of resources on and off campus.

Budget Augmentation: Restricted Fund 01.3

Revenue

8600	State	\$ 5,000
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Expenditures

1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 3,100
5000	Other Operating Expenditures	\$ 1,900
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 5,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Mike Tuitasi, Vice President, Student Affairs

Reviewed by: Carla Lohr, Controller and Christopher M. Bonvenuto, Chief Director, Business Services

Approved by: Elaine Polachek, Executive Vice President

Title of Grant: **Veterans Resource Center Program Grant**
 Granting Agency: California Community Colleges Chancellor's Office
 Augmentation Amount: \$200,000
 Matching Funds: N/A
 Performance Period: October 2018 – December 2021

Summary: Santa Monica College established its existing Veterans Resource Center in 2010-11 to address the unique needs of student veterans, and serve as a resource for faculty and staff as they created a teaching and learning environment conducive to their academic success. Through the CCCCO's Veterans Resource Center Grant Program, SMC will expand the capacity of its existing center to provide student veterans with the support and services they need to achieve success. This project will seek to improve or enhance the educational outcomes of student veterans, focusing on course completion, persistence, and goal attainment, including degree or certificate completion, transfer and employment.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 200,000
Expenditures		
1000	Academic Salaries	\$ 134,959
2000	Non-Academic Salaries	\$ 8,640
3000	Employee Benefits	\$ 35,899
4000	Supplies & Materials	\$ 4,179
5000	Other Operating Expenditures	\$ 8,400
6000	Capital Outlay	\$ 30,000
7000	Other Outgo/Indirect	\$
	Total Indirect	\$ 7,923
Total		\$ 200,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 BUDGET TRANSFERS

19-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: July 1, 2018 through September 19, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	6,838
2000	Classified/Student Salaries	49,736
3000	Benefits	459,903
4000	Supplies	18,841
5000	Contract Services/Operating Exp	-40,100
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-495,218
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

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

October 2018	Number of Memberships	Amount
	7	\$6,815

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. 22 AUTHORIZATION 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

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

Name/Title
Hannah Lawler Dean, Institutional Research
Leticia Kilian Administrative Assistant IV to the Superintendent/President

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 COMMERCIAL WARRANT REGISTER

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

<u>Commercial Warrant Register</u>		
August 2018	8100 through 8144	\$9,546,501.77

RECOMMENDATION NO. 24 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

<u>Payroll Warrant Register</u>		
August 2018	CIA-Supplemental 239	\$10,183,607.18

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

RECOMMENDATION NO. 25 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: Mitch Heskell, Dean, Educational Enterprise

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

<u>Auxiliary Operations Payments and Purchase Orders</u>	
August 2018	
Covered by check & voucher numbers: 017883-018265 & 01586-01620	
Bookstore fund Payments	\$439,722.63
Other Auxiliary Fund Payments	\$ 49,476.15
Trust and Fiduciary Fund Payments	<u>\$668,494.42</u>
TOTAL	\$1,157,693.20
<u>Purchase Orders issued</u>	\$81,489.66
August 2018	

RECOMMENDATION NO. 26 PURCHASING

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

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

26-A AWARD OF PURCHASE ORDERS

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

August 2018	\$52,420,453.27
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BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 2, 2018

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 10:48 p.m.

The meeting was adjourned in memory of SMC student **Loren Dal Santo Moy**, and **Edie Roney**, daughter-in-law of retired trustee Herb Roney.

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

The agenda for the next meeting will include the following:

Major Items of Business

- Veterans Awareness Week
- Appointment to Personnel Commission
- 2018-2019 Quarterly Budget Report
- Emergency Operations Plan
- Report: Noncredit CDCP Offerings and Emeritus
- First Reading: Board Policy Chapter 6, Business and Fiscal Affairs