



# AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

**TUESDAY, DECEMBER 3, 2019**

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. Closed Session (Business Building Room 111)

7:00 p.m. Public Meeting (Board Room)

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

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

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

## PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES

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

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

- Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.
- Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

### General Public Comments and Consent Agenda

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

### Major Items of Business

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

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2019

## A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday December 3, 2019.

5:30 p.m.      Public Meeting (Board Room)  
5:45 p.m.      Closed Session (Business Building Room 111)  
7:00 p.m.      Public Meeting Reconvenes (Board Room)

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER  
Dr. Margaret Quiñones-Perez, Chair  
Dr. Nancy Greenstein, Vice-Chair  
Dr. Susan Aminoff  
Dr. Louise Jaffe  
Rob Rader  
Dr. Sion Roy  
Barry A. Snell  
Brooke Harrington, Student Trustee

Annual Organizational Functions

#1	Election of Officers of the Board of Trustees, 2020	6
2	Seating Arrangement of the Board of Trustees	7
#3	Designation of Board Representative to LACSTA	7
#4	Authorized Signature Resolution	8

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

### II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
Agency designated representatives:      Sherri Lee-Lewis, 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

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**IV. SUPERINTENDENT'S REPORT**

- Associated Students Friendsgiving Event, November 26, 2019
- Giving Thanks(giving) Event, November 28, 2019
- Holiday Gratitude Lunch, December 11, 2019 and Dinner, December 13, 2019
- City of Santa Monica Wellness Summit
- Cosmetology Faculty Win Regional Event

**V. PUBLIC COMMENTS**

**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**

#5 Approval of Minutes: November 5, 2019 (Regular Meeting) 9

**Academic Affairs**

#6 New Courses and Programs, Fall 2019 10

**Contracts and Consultants**

#7-A Approval of Contracts and Consultants  
(Greater than the amount specified in Public Contract Code Section 20651) 12

➤ Amendments to Previously Approved Contracts

➤ New Contracts

#7-B Ratification of Contracts and Consultants  
(Less than the amount specified in Public Contract Code Section 20651) 14

➤ Amendments to Previously Ratified Contracts and Consultants

➤ Renewal of Contracts and Consultants

➤ New Contracts Submitted for Ratification

**Human Resources**

#8	Academic Personnel	16
#9	Classified Personnel – Regular	17
#10	Classified Personnel – Limited Duration	19
#11	Classified Personnel – Non Merit	20

**Facilities and Fiscal**

#12	Facilities	
	A Agreement for Environmental Consulting Services – Art Building Replacement	21
	B Agreement for Traffic Consulting Services – Art Building Replacement	21
	C Award of Contract – SMC Malibu Campus/Sheriff Substation New Water Main Service Project	22
#13	Acceptance of Grants and Budget Augmentation	23
#14	Budget Transfers	28
#15	Commercial Warrant Register	30
#16	Payroll Warrant Register	30
#17	Auxiliary Payments and Purchase Orders	30
#18	Providers for Community and Contract Education	31
#19	Organizational Memberships	31
#20	Authorization of Signatures to Approve Invoices, 2019-2020	32
#21	Purchasing	
	A Award of Purchase Orders	32

**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**

#22	Agreement for Architectural Services, Art Complex Replacement Project	33
#23	Board of Trustees Budget Objectives and Principles	35

**XI. BOARD COMMENTS AND REQUESTS**

**XII. ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, December 3, 2019 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

I. ORGANIZATIONAL FUNCTIONS

**RECOMMENDATION NO. 1**

**SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2020**

1-A REQUESTED ACTION: It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District for 2020.

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

1-B REQUESTED ACTION: It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District for 2020.

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

1-C REQUESTED ACTION: It is recommended that Superintendent/President Kathryn E. Jeffery be elected Secretary to the Board of Trustees; Vice-President of Business/Administration Christopher Bonvenuto be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees for 2020.

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

I. ORGANIZATIONAL FUNCTIONS

**INFORMATION ITEM NO. 2**

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

The Board of Trustees will be seated according to Board Policy 2210 with the Board Chair in the middle, the Vice-Chair to the left of the Chair, the Superintendent to the right of the Chair, and the Student Trustee in the designated Student Trustee position. Seating arrangement of other trustees will be determined by the drawing of numbers. The seating will take effect at the Board of Trustees meeting in January 2020.

**RECOMMENDATION NO. 3**

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

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

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

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



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

I. ORGANIZATIONAL FUNCTIONS

**RECOMMENDATION NO. 4**

**SUBJECT:**                    **AUTHORIZED SIGNATURE RESOLUTION**

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

Name/Title	Orders for Salary Payment	Notices of Employment	District Warrants	District Contracts	District Purchase Orders	Auxiliary Warrants	Auxiliary Contracts	Auxiliary Purchase Orders
Kathryn E. Jeffery Superintendent/President	X	X	X	X	X	X	X	X
Sherri Lee-Lewis Vice-President, Human Resources		X		X				
Christopher Bonvenuto Vice-President, Business/Administration	X		X	X	X	X	X	X
Mitchell Heskell Dean, Education Enterprise						X	X	X
David Dever Director of Auxiliary Services						X	X	X
Cynthia Moore Director of Purchasing				X	X			

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 4, 2019 through December 15, 2020.

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2019

**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 #5-#21

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**IX. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 5      APPROVAL OF MINUTES**

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

November 5, 2019 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2019

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 6 NEW COURSES AND PROGRAMS, FALL 2019**

*Requested Action: Approval/Ratification*  
*Requested by: Curriculum Committee*  
*Approved by: Jennifer Merlic, Vice-President, Academic Affairs*

New Courses

CIS 902 Basic Computer Skills (noncredit)

This beginning course is designed to introduce students to computer basic technology and operation. Students learn computer terminologies, improve typing and mouse skills, obtain familiarity with file management, filenames and file formats. Students learn best practices using Internet browsers. Additionally, this course helps students to develop techniques for finding information on various Internet sites.

CIS 903 Fundamentals of Microsoft Office (noncredit)

This beginning course is designed to introduce the fundamentals of Microsoft Office Online applications and OneDrive. Students learn how to use Word templates to create flyers, a cover letter, and a resume. Students also learn to use Excel to create a basic spreadsheet and add basic Excel functions. In addition, students send emails with attachments using Outlook.

CS 79F Machine Learning on AWS

This course will cover how business decisions can be made into machine learning problems for deeper business insight. We will cover the terms and concepts required to help you learn and build a good foundational understanding of machine learning, artificial intelligence and deep learning. You will learn the various Amazon Web Services Machine Learning stack, Artificial Intelligence and Deep Learning services, using application use cases, frameworks and infrastructure that will allow us to build, train, and deploy learning models at scale. Data is a vital part of machine learning, we will cover how business data is stored, moved and processed throughout the machine learning pipeline.

CS 79Y Microsoft Azure Database Essentials

In this course, students will learn to deploy relational and non-relational databases in Azure. Students will define, operate and scale both SQL and noSQL data storage solutions. Principles are applied by performing exercises using the Azure SQL Database service as well as Azure Storage Explorer. Students will store, manage and analyze data in all the different storage options offered in Azure including blob storage, file storage, table storage, queue storage, Cognos DB and Azure Data Lakes.

CS 79Z Microsoft Azure Essentials

In this course, students will gain the skillset needed to implement Infrastructure as a Service on the Azure cloud platform. The course will cover how to assess and plan a cloud migration from on premises infrastructure to Azure. Students will learn how to manage Azure resources, including deployment and configuration of virtual machines, virtual networks, storage accounts, and Azure active directory services to manage user and groups. Students will also learn how to manage a pool of nodes using batch jobs.

### Distance Education

ASTRON 3 Stellar Astronomy with Laboratory  
MEDIA 20 Introduction to Media Writing and Producing Short-form Content  
MATH 54 Elementary Statistics  
CIS 903 Fundamentals of Microsoft Office  
CS 79F Machine Learning on AWS  
CS 79Y Microsoft Azure Database Essentials  
CS 79Z Microsoft Azure Essentials

### New Programs

Receptionist Noncredit Certificate of Completion

This certificate of completion will provide students with basic computer and Internet skills. Students will demonstrate proficiency in using basic Windows and Microsoft Office Online applications. Students will apply interpersonal customer services techniques in an office environment needed in hospitality, health, sales and service industries. Upon the completion of this certificate, students can apply for positions such as front desk receptionist, customer service associate, receptionist, and front desk coordinator.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 7-A APPROVAL OF CONTRACTS AND CONSULTANTS**

*The following contracts are greater than the amount specified in Public Contract Code Section 20651, and are presented to the Board of Trustees for approval.*

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
A Kirkpatrick Enterprises International (KEI)	July 1, 2019 – June 30, 2020  Increase of \$75,000, total not to exceed \$197,200.  Previously approved on August 6, 2019 for \$122,200.	KEI will provide specialized training to ETP (Employer Training Panel) clients (employers). Classes in Manufacturing Skills, Lean manufacturing processes, Six Sigma, Continuous Improvement (including software and systems), Quality Control, and Business Skills are approved categories of training for ETP contractors. Scope of work and class learning outlines are outlined in the ETP contract, and adhered to by KEI.  <u>Description of the ETP Contract with the State of California</u> Santa Monica College's ETP contract with the State of California, is a component of the Workforce Contract Education providing customized professional development and training platforms to employees of local businesses, directly impacting our Economic Development objective as an institution. This objective supports our region's priority industries and businesses, such that our students have a vibrant local economy and job market to enter into.	ETP (Employment Training Panel) California State Contract
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	December 3, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 7-A APPROVAL OF CONTRACTS AND CONSULTANTS** *(continued)*

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
B Los Angeles Economic Development Corporation (LAEDC)	June 7, 2018- December 31, 2020  Increase by: \$202,400; new total not to exceed: \$2,360,660	This amendment requires the LAEDC to hire a Project Executive Director to lead work for the Center for a Competitive Workforce (CCW) at the direction of the LA19 Regional Consortium. If approved this amendment will result in the discontinuance of the contract entered into between the District and the current Project Executive Director. The Project Executive Director will: <ul style="list-style-type: none"> <li>• Develop and implement an updated CCW strategic plan to achieve the outcomes highlighted in the project application approved by the Los Angeles Orange County Regional Consortium and include activities that further engage faculty in the work of CCW.</li> <li>• Collaborate with CCW Advisory Committee to develop and implement a project management plan that includes representatives from multiple regional colleges to achieve project outcomes.</li> <li>• Lead and/or support all efforts related to approve regional project deliverables as directed, approved and requested by Advisory Council. Plan, organize, and coordinate information, documents, communications and related follow-up, and staff the monthly and ad hoc Advisory Council meetings for the council members and invited college, contractor and/or industry, community and government partners at host colleges throughout the L.A. region.</li> <li>• Develop regional strategies and recommendations for college engagement with industry to support curriculum development, strengthen CTE programs, increase student outcomes related to work-based learning and employment, and improving industry partnerships with college leadership.</li> <li>• Develop strategies for and support broad efforts to increase college participation at all levels.</li> </ul>	Strong Workforce Program (SWP)

*Requested by: Patricia Ramos, Dean, Workforce & Economic Development*

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 7-B RATIFICATION OF CONTRACTS AND CONSULTANTS**

The following contracts are less than the amount specified in Public Contract Code Section 20651, 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*

➤ NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION

	Provider/Contract	Term/Amount	Service	Funding Source
A	PROMAX Los Angeles, CA	November 6, 2019 – August 21, 2020  \$30,000	This new funding awarded to SMC will be to continue the Promo Pathway Program student services provided by the office of Workforce & Economic Development and its industry partner PROMAX. Funding will ensure the coordination of recruitment, intake, assessment, instruction, and overall students support services.	Consolidated Contract Education

*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	December 3, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 7-B APPROVAL OF CONTRACTS AND CONSULTANTS**

➤ NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION *(continued)*

B Contracts for Field Studies Program, Spring Break 2020				
Provider/Contract	Term/Amount	Service	Funding Source	
1	<p>Program vendors</p> <p>UPeace Center for Executive Education (Costa Rica)</p> <p>Helsinki Tour (Finland/Estonia)</p> <p>Meriton Old Town Hotel (Estonia)</p> <p>Hotel Arthur (Finland)</p>	<p>April 10-19, 2020</p> <p>Each Field Studies program not to exceed \$65,000 which includes in-country travel, housing, lectures, and some meals abroad for up to 25 students and 2 faculty.</p>	<p>Field Studies Abroad program of one-unit course to take place during Spring Break 2020. 18-25 students will accompany up to two faculty leaders to study abroad for an intensive one-unit course of Global Studies 35. Two programs offered. Locations: Costa Rica, Finland/Estonia</p>	<p>Majority cost of program in-country costs to be paid by student participants</p> <p>Cost of faculty program costs to be covered in student program price</p> <p>Scholarships in the amounts of \$500-\$1,500 awarded through Global Citizenship Fund. Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.</p>
2	<p>USC Wrigley Marine Science Center (Catalina)</p>	<p>April 13-18, 2020</p> <p>Program not to exceed \$ 25,000 which includes transportation, housing, lectures, and meals for up to 25 students and 2 faculty.</p>	<p>Field Studies Domestic program of one-unit course to take place during Spring Break 2020. 18-25 students will accompany up to two faculty leaders for an intensive one-unit course of Global Studies 35. Location: Catalina Island</p>	<p>Majority of cost of program costs to be paid by student participants. Cost of faculty program costs to be covered in student program price.</p> <p>Scholarships up to \$225 will be awarded through Global Citizenship Fund. Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.</p>
3	<p>Council International Study Programs (iNext Travel Insurance Vendor) (US)</p> <p>Divers Alert Network (DAN)</p>	<p>April 10-19, 2020</p> <p>Not to exceed \$4,500</p> <p>Not to exceed \$1,875</p>	<p>International travel: iNext comprehensive travel insurance to cover all participants (up to 25 students and two faculty) for two study abroad programs for duration of the trips (including travel dates to/from the United States).</p> <p>Dive Accident Insurance to cover all participants (up to 25 students and two faculty) for Catalina Island program</p>	<p>Cost of student insurance to be paid by student participants</p> <p>Cost of faculty insurance to be covered in student program price</p>
<p><i>Requested by: Denise Kinsella, Interim Dean, International Education</i></p> <p><i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i></p>				



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*  
*Reviewed by: Tre'Shawn Hall-Baker, Interim Dean, Human Resources*  
*Approved by: Sherri Lee- Lewis, Vice President, Human Resources*

ELECTIONS

ACADEMIC ADMINISTRATORS

Hall-Baker, Tre'Shawn, Dean, Human Resources 12/04/2019

PROJECT MANAGER

Garcia, Amanda, Project Manager, Interaction Design (IxD) (50%) 12/04/2019-06/30/2020

ADJUNCT FACULTY

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

SALARY ADJUSTMENT

Silverman, Scott, Associate Dean, Emeritus 10/16/2019  
 From: Step 4  
 To: Step 5

RETIREMENT

Jaffe, Sharon, Full-Time Faculty, English as Second Language (37 Years of Service) 12/17/2019  
 Polachek, Elaine, Executive Vice President (2.5 Years of Service) 12/30/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL - REGULAR**

*Requested Action: Approval/Ratification*  
*Reviewed by: Tre'Shawn Hall-Baker, Interim Dean, Human Resources*  
*Approved by: Sherri Lee- Lewis, 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</u>	<u>EFFECTIVE DATE</u>
C C Parking Enforcement Officer (6 positions) Campus Police, 12 months, 40 hours, Variable Hours Shift	12/04/2019

C C Parking Enforcement Officer (1 position) Campus Police, 12 months, 20 hours, Variable Hours Shift	12/04/2019
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CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

From: Student Services Specialist – DSPS Classified Regular Schedule Range -30	12/04/2019
To: DSPS Specialist Classified Regular Schedule Range -32	

PROMOTION

Franke, Sandra From: Buyer II, PCAL To: Senior Buyer, PCAL	12/02/2019
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Kuykendall, Alan From: Human Resources Specialist, Human Resources To: Human Resources Analyst Employee & Labor Relations-Conf., Human Resources	12/02/2019
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PROBATIONARY/ADVANCE STEP PLACEMENT

Greenlee, John, Director of Facilities Finance, Special Services (Step E)	01/06/2020
Jauregui, Carlos, Student Services Assistant, ISC (Step C)	12/02/2019

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Alvarado, Carla From: Student Services Specialist – DSPS Classified Regular Schedule Range 30	12/04/2019
To: DSPS Specialist Classified Regular Schedule Range 32	

Green, Kennisha  
From: Student Services Specialist – DSPS  
Classified Regular Schedule Range 30  
To: DSPS Specialist  
Classified Regular Schedule Range 32

12/04/2019

WORKING OUT OF CLASSIFICATION (Provisional)

Webber-Gregg, Bronwyn  
From: Administrative Assistant II, Health Science  
To: Clinical Placement Specialist, Health Science  
Percentage: More than 50%

06/04/2019 – 08/31/2019  
09/01/2019 – 10/04/2019\*  
10/05/2019 – 11/15/2019\*

\*extension of working out of class assignment

SEPARATION

LAST DAY OF PAID SERVICE

LEAVE OF ABSENCE – UNPAID

Yahnian, Vanan, Program Specialist, SMC UCLA/STEM  
Comment: Vanan will be on an unpaid leave from her classified assignment while working as a Project Manager.

11/06/2019 – 04/03/2020

RELEASED

Hulst, Russell, Grounds Worker, Grounds

10/25/2019

RESIGNATION

Bravo, Alvaro, Custodian, Operations  
Brummer, Alison, Stage Construction Technician, PAC

11/04/2019

11/29/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action: Approval/Ratification*  
*Reviewed by: Tre’Shawn Hall-Baker, Interim Dean, Human Resources*  
*Approved by: Sherri Lee- Lewis, Vice President, Human Resources*

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

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
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PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Curiel Lopez, Pedro, Grounds Worker, Grounds	
From:	06/20/2019-11/06/2019
To:	06/20/2019-01/09/2020
Huddleston Jr., Donte D., Custodian, Operations (correction)	
From:	10/15/2019-03/16/2019
To:	10/15/2019-03/16/2020
Lazoff, Alyssa N., Administrative Clerk, Library	12/02/2019-03/31/2019
Majidi, Hamidreza, Instructional Assistant-Math, Math	11/12/2019-12/20/2019
Mendoza, Jesus, Grounds Worker, Grounds	
From:	06/20/2019-11/06/2019
To:	06/20/2019-01/09/2020
Osborne, Christopher A., Theatre Tech Specialist, SMC Broad Center	11/16/2019-06/30/2020
Ramirez, Anthony M., Receiving, Stockroom & Delivery Worker	
From:	08/01/2019-12/04/2019
To:	08/01/2019-01/10/2020

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.

Greenhalgh, Colleen A., Enterprise Business Service Clerk, Cashier’s Office	11/14/2019-06/30/2020
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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.

Abid, Michelle H., Administrative Assistant II, Academic Affairs	
From:	09/23/2019-12/31/2019
To:	09/23/2019-10/31/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – NON MERIT**

*Requested Action: Approval/Ratification*  
*Reviewed by: Tre’Shawn Hall-Baker, Interim Dean, Human Resources*  
*Approved by: Sherri Lee- Lewis, 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, \$14.25/hour (STHP)	23
College Work-Study Student Assistant, \$14.25/hour (FWS)	47
College CalWorks, \$14.25/hour (CALWorks)	1

SPECIAL SERVICES

Community Services Specialist II, \$50.00/hour	1
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 FACILITIES**

*Requested by: Charlie Yen, Director of Facilities Planning*

*Approved by: Elaine Polachek, Executive Vice President*

*Requested Action: Approval/Ratification*

12-A AGREEMENT FOR ENVIRONMENTAL CONSULTING SERVICES – ART BUILDING REPLACEMENT

Agreement with PARKER ENVIRONMENTAL CONSULTANTS for Environmental Consulting Services for the Art Building Replacement project for an amount not to exceed \$35,100 plus \$500 in reimbursable expenses.

Funding Source: Measure V

Comment: As one of the conditions to obtain the Agencies Having Jurisdictions (AHJs) approval for the new Art Complex project, the CEQA (California Environmental Quality Act) review process must be conducted. Shane Parker, the principal of Parker Environmental Consultants, has experience working in City of Santa Monica and has worked successfully with SMC on several environmental impact reports.

12-B AGREEMENT FOR TRAFFIC CONSULTING SERVICES – ART BUILDING REPLACEMENT

Agreement with FEHR & PEERS for traffic engineering services for the Art Building Replacement project not to exceed \$22,335 plus reimbursable expenses.

Funding Source: Measure V

Comment: The traffic impact analysis, including traffic counts, is necessary for the planning and environmental reviews of the Art Building Replacement project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12**     **FACILITIES** *(continued)*

12-C AWARD OF CONTRACT – SMC MALIBU CAMPUS / SHERIFF SUBSTATION NEW WATER MAIN SERVICE PROJECT.

It is recommended that the Board of Trustees award the contract to Icon West, deemed to be the lowest prequalified responsive bidder for the SMC Malibu Campus / Sheriff Substation New Water Main Service project. The SMC District's Award shall be finalized upon the review and verification of the all the requirements as outlined in the Contract Documents and the successful execution of the Contract.

<u>Bidder</u>	<u>Amount</u>
Icon West	\$1,191,562
The Nazerian	\$1,194,123
Masters	\$1,548,000

Funding Source: Measure S and V

Comment: Construction of a new water main service line; replacing the existing abandoned LA County water line and providing water service to the new SMC Malibu Campus / Sheriff Station Project.

Scope of Work will include the following:

- Remove the existing abandoned water main service line along Civic Center Way and install a new water main service line (approximately 400 feet) including reduced pressure principle backflow prevention assembly, double detector check valve device, new fire hydrant and other improvements.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requested by: Michael Tuitasi, Vice-President, Student Affairs*

*Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration*

*Approved by: Elaine Polachek, Executive Vice President*

Title of Grant: Science, Technology, Engineering, and Mathematics (STEM) Learning and Leadership Innovation Center

Granting Agency: U.S. Department of Education

Augmentation Amount: \$59,976 (Amount: \$1,139,572; Amended: \$1,199,548)

Matching Funds: Not applicable

Performance Period: October 1, 2016 - September 30, 2021 (5 Years)

Summary: The purpose of STEM Learning and Leadership Innovation Center is to increase the number of Hispanic and other low-income community college students who pursue, graduate, and transfer to a baccalaureate program in a STEM discipline.

Fiscal year 2019-20 funding is increasing by \$59,976 from the preliminary estimate of \$1,139,572 to \$1,199,548 per the Grant Agreement Notification executed on August 19, 2019 for year four. Santa Monica College will work with the University of California Los Angeles and other education and industry partners to increase enrollment, improve student success, and strengthen articulation and transfer in STEM through the following activities: increase enrollment in STEM through the development of an Engineering Program at SMC that includes new coursework, degrees, and certificates in Engineering; improve student success by strengthening student support services for STEM students, focusing on Engineering and Computer Science; as well as strengthening articulation and transfer through partnerships with UCLA and industry partners.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8100	Federal	\$ 59,976
Expenditures		
1000	Academic Salaries	\$ 28,845
2000	Non-Academic Salaries	\$ 8,050
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 23,081
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 59,976



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requested by: Jennifer Merlic, Vice President, Academic Affairs*

*Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration*

*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: \$(21,176); (Amended Amount: \$111,625)  
 Matching Funds: Not Applicable  
 Performance Period: July 1, 2019 – June 30, 2020

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. WIOA Title II funding supports our noncredit ESL courses.

Fiscal year 2019-20 funding is being reduced by \$21,176 from the advance allocation estimate of \$132,801 to \$111,625 per the Grant Award Notification letter executed on 9/4/19. Santa Monica College will be using these funds in support of efforts to improve and enhance noncredit ESL curriculum, instruction and assessment.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8100 Federal	\$(21,176)
	Expenditures	
	1000 Academic Salaries	\$(12,147)
	2000 Non-Academic Salaries	\$ (4,167)
	3000 Employee Benefits	\$ (4,783)
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ (79)
	6000 Capital Outlay	\$ 0
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	\$(21,176)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requested by: Jennifer Merlic, Vice President, Academic Affairs*

*Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration*

*Approved by: Elaine Polachek, Executive Vice President, Superintendent/President*

Title of Grant: California Early Childhood Mentor Program (CECMP)  
 Granting Agency: California State Department of Education/Chabot-Las Positas Community College District (CLPCCD)  
 Augmentation Amount: \$1,584  
 Matching Funds: Not Applicable  
 Performance Period: July 1, 2019 - June 30, 2020

Summary: The CECMP selects, trains, and compensates experienced teachers and caregivers to mentor student teachers in early childhood care settings. The program is sponsored through the California Department of Education. Through an agreement with Chabot-Las Positas Community College District, Santa Monica College will receive \$1,584 of CECMP funding. These funds will be used to partially reimburse instructor's salary for one section of ECE 48 offered during the current school year. This program provides Mentors for SMC Early Childhood Field Experience students in the Fall and Spring semesters.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Local	\$ 1,584
	Expenditures	
	1000 Academic Salaries	\$ 1,584
	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	\$ 1,584

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Michael Tuitasi, Vice President, Student Services*

*Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration*

*Approved by: Elaine Polachek, Executive Vice President, Superintendent/President*

Title of Grant: California Work Opportunity and Responsibility to Kids (CalWorks)  
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)  
 Augmentation Amount: \$5,621; (Amended Total Amount: \$349,385)  
 Matching Funds: Not Applicable  
 Performance Period: July 1, 2019 – June 30, 2020

Summary: CalWorks funds are used within the California Community College system as part of a larger effort to help students receiving public assistance or those in transition off of welfare to achieve long-term self-sufficiency. CalWorks funding helps students obtain access to vital services including work study, job placement, childcare, curriculum development and skills training.

Per a memorandum issued by the CCCCCO dated September 13, 2019, there was an error in the calculation of the 2019-2020 allocation formula. The allocation formula was recalculated and the Santa Monica College fiscal year 2019-20 award was increased by \$5,621. This increase will be initially recorded in the benefits expense holding account in anticipation of additional staffing.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 5,621
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 5,621
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 5,621

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Michael Tuitasi, Vice President, Student Services*

*Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration*

*Approved by: Elaine Polachek, Executive Vice President, Superintendent/President*

Title of Grant: Temporary Assistance for Needy Families (TANF)  
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)  
 Augmentation Amount: \$892; (Amended Total Amount: \$60,917)  
 Matching Funds: Not Applicable  
 Performance Period: July 1, 2019 – June 30, 2020

Summary: The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency. Per a memorandum issued by the CCCCCO dated September 13, 2019, there was an error in the calculation of the 2019-2020 allocation formula. The allocation formula was recalculated and Santa Monica College fiscal year 2019-20 award was increased by \$892. This increase will be used to fund additional student aid for textbooks.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 892
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 892
Total		\$ 892

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

*Reviewed by: Christopher M. Bonvenuto, Vice President, Business and Administration*

*Approved by: Elaine Polachek, Executive Vice President*

**14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED**

Period: October 24, 2019 through November 19, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	17,001
3000	Benefits	0
4000	Supplies	-3,893
5000	Contract Services/Operating Exp	79,422
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-92,530
Net Total:		0

**14-B FUND 01.3 – GENERAL FUND - RESTRICTED**

Period: October 24, 2019 through November 19, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-1,100
2000	Classified/Student Salaries	300
3000	Benefits	-1,200
4000	Supplies	-2,667
5000	Contract Services/Operating Exp	2,727
6000	Sites/Buildings/Equipment	3,100
7100/7699	Other Outgo/Student Payments	-1,160
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 BUDGET TRANSFERS** *(continued)*

14-C FUND 42.5 – REVENUE BOND CONSTRUCTION FUND (MEASURE V)

Period: October 24, 2019 through November 19, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	1,996
5000	Contract Services/Operating Exp	31,396
6000	Sites/Buildings/Equipment	-33,392
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15 COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval/Ratification*  
*Requested by: Christopher M. Bonvenuto, Vice-President, Business/Administration*  
*Approved by: Elaine Polachek, Executive Vice President*

Commercial Warrant Register  
 October 2019 8674 through 8716 \$11,379,678.57

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

**RECOMMENDATION NO. 16 PAYROLL WARRANT REGISTER**

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

Payroll Warrant Register  
 October 2019 2019 C1C – C2D \$14,138,784.75

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

**RECOMMENDATION NO. 17 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

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

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

Auxiliary Operations Payments and Purchase Orders  
 October 2019 Covered by check & voucher numbers: 023462-023851 & 01962-02009 & 002735-002780 & 01979-80,01994-96,02003-07

Bookstore fund Payments	\$ 416,887.55
Other Auxiliary Fund Payments	\$ 81,743.51
Trust and Fiduciary Fund Payments	<u>\$1,664,365.68</u>
	\$2,162,996.74

Purchase Orders issued  
 October 2019 \$3,683.15

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore,

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

*Requested Action: Approval/Ratification*  
*Requested by: Scott Silverman, Associate Dean, Emeritus (Community Education)*  
*Requested by: Patricia Ramos, Dean, Workforce Development (Contract Education)*  
*Approved by: Jennifer Merlic, Vice-President, Academic Affairs*

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. 19 ORGANIZATIONAL MEMBERSHIPS**

*Requested Action: Approval/Ratification*  
*Requested by: Christopher M. Bonvenuto, Vice-President, Business/Administration*  
*Approved by: Elaine Polachek, Executive Vice President*

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
December 2019	9	\$11,939

Funding Sources: Unrestricted General Fund

Comment: The list of organizational memberships is on file in the Offices of the Superintendent/President and Fiscal Services. The Los Angeles County Office of Education requires monthly approval of the list on file.



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 20 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2019-2020**

*Requested Action: Approval/Ratification*  
*Requested by: Christopher M. Bonvenuto, Vice-President, Business/Administration*  
*Approved by: Elaine Polachek, Interim Vice-President*

Authorization of signatures for the following staff members to approve invoices for 2019-2020:

Name/Title
Greenlee, John Director of Facilities Finance
Tostado, Jose N. Construction Maintenance Supervisor

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.

**RECOMMENDATION NO. 21 PURCHASING**

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

**21-A AWARD OF PURCHASE ORDERS**

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

October 2019      \$10,036,352.30



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

**SUBJECT:                    AGREEMENT FOR ARCHITECTURAL SERVICES - ART COMPLEX REPLACEMENT PROJECT**

SUBMITTED BY:            Vice-President, Business/Administration

REQUESTED ACTION:    It is recommended that the Board of Trustees approve the contract with LITTLE ARCHITECTS for planning, design and construction administration services for the ART COMPLEX REPLACEMENT Project in the amount of \$1,585,000 plus \$100,000 in reimbursable expenses.

SUMMARY:                    The major wings of the Art Complex on the SMC Main Campus were constructed in 1952, and a small two-story classroom building was added in 1972. None of the buildings of the Art Complex have undergone significant renovations since opening. The buildings are approaching the end of their lifecycle and a new facility is needed to continue supporting the college’s nationally recognized Art Program. This new facility will also consolidate the currently scattered Art Program into a single location conveniently located at the corner of 14<sup>th</sup> Street and Pico Blvd. The project includes the construction of a brand new 31,877 square foot Art Complex with multiple state of the art buildings that will provide lecture, studio, laboratory, and collaborative spaces for faculty and staff.

Design services shall include planning and design, preparation of bid and construction documents, approval of plans by the Division of State Architect, and construction oversight for the proposed new buildings.

An evaluation committee of eight individuals was charged to review and evaluate the design teams’ qualifications. The committee included SMC academy, business, and operations management, Arts Faculty, staff, and student. Each committee member reviewed all eight proposals received from the pre-qualified architecture firms that were approved by Board of Trustees at the October 1, 2019 meeting. As a result, three firms were shortlisted by the selection committee based on the firms’ qualifications. An interview panel consists of seven individuals from SMC management, Arts faculty, staff and student was then formed to conduct interviews with the following three shortlisted architectural firms.

1. Little Architects (in collaboration with Grimshaw Architects)
2. Johnson Favaro Architects
3. HGA Architects

The above-mentioned firms were evaluated based on their previous experiences with fine arts, laboratory, and cultural buildings and DSA higher education facilities, and the understanding of the needs of the SMC Art Program. It is recommended that the contract be awarded to Little Architects (in collaboration with Grimshaw Architects), who scored the highest score during the evaluation process.

Little Architects is a global integrated design firm with a core focus in Higher Education, Science/Technology and Fine Arts buildings. They have designed facilities for Orange Coast College, Crafton Hills College, San Bernardino Valley College as well as numerous Art Facilities and Museums.

FUNDING SOURCE: Measure V and State Capital Outlay Funds

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 3, 2019

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 23**

**SUBJECT:**            **BOARD OF TRUSTEES’ BUDGET OBJECTIVES AND PRINCIPLES**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:**        The Board of Trustees will review and discuss updating its Budget Objectives and Principles adopted on May 16, 2017 to reflect current budget realities and projections.

**COMMENT:**        Santa Monica College is currently experiencing declining enrollment coupled with unsustainable expenditure growth particularly in the areas of pension and health and welfare costs. The District's two main sources of unrestricted revenue are State Apportionment and Non-resident Tuition, which together represent approximately 91% of the District's total unrestricted revenue. Both State Apportionment and Non-Resident Tuition revenue amounts are highly dependent on the number of Full-time Equivalent Students (FTES) the District serves which has been on a steady decline for the past several years. In 2015-2016, the District served 20,950.58 Credit Resident FTES, while the current year projection is that the District will serve approximately 19,542.89 Credit Resident FTES. This represents a decline in Credit Resident FTES over the last four years of <1,407.69> or <6.7%>. Non-resident FTES has also seen significant declines in the past several years. In 2015-2016, the District served 4,742.31 Non-resident FTES while the current year projection is that the District will serve approximately 3,755.29 Non-resident FTES. This represents a decline in Non-resident FTES over the last four years of <987.02> or <20.8%>.

Unfortunately, while FTES declined, District expenditures continued to increase during that same period. Since 2015-2016, expenditures have increased by approximately \$27.1 million from \$165,888,572 in 2015-2016 to a projected \$192,982,952 in 2019-2020. The primary reasons for the increase in expenditures are pension and health and welfare costs, which are projected to have increased by approximately \$12.1 million or 44.3% over the four years. The District was able to mitigate the increases in expenditures by leveraging increases to the Non-resident Tuition rate and borrowing FTES to maximize State Apportionment funding. An additional budgetary concern is that the “Hold Harmless” provision of the Student-Centered Funding Formula is scheduled to sunset in 2021-2022, and is projected to result in a reduction in State Apportionment of approximately <\$9.167> million in 2022-2023. The continued decline in enrollment coupled with continuing increases in expenditures and the expected end of the “Hold Harmless” poses significant challenges in managing the District’s budget. The “Fixed Costs” for operating the District are currently increasing at a rate of approximately 4.1 percent per year.

Strategies to consider for managing the District's budget:

- Using attrition to generate savings in personnel and benefit costs
- Adjusting services and class offerings to reflect the decline in enrollment
- Freezing all requests for increases in discretionary budget
- Increasing lobbying efforts at the state level for additional funding for community colleges

The 2019-2020 budget year is pivotal, and the District is faced with stagnant revenues and increasing expenditures. The District will be tasked to adjust spending accordingly while still providing sufficient programs and services to ensure student success and retaining Santa Monica College's position as one of the premier community colleges in the State.

The draft of the Board of Trustees Budget Objectives and Principles has been reviewed and discussed by Senior Administrative Staff and the DPAC Budget Planning Subcommittee. Suggested revisions to the May 2017 version are indicated.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Santa Monica Community College District  
**Board of Trustees**  
**Budget Objectives and Principles**  
Adopted: May 1, 2012  
Revised: June 7, 2016, May 16, 2017

OBJECTIVES

1. Develop a budget plan that brings available ongoing revenues and expenditures into balance effective with the adoption budget for ~~2019-2020~~ (BT) ~~2022-2023~~ (BT).
2. Protect the College's ongoing operation by maintaining a fund balance for the District of 7.5% or more going forward from ~~2016-2017~~ (DA) ~~2019-2020~~ (DA).
3. Protect the College's ability to innovate, maintain distinction (BT) and respond to changing circumstances by reducing salary and benefits toward a ratio that does not exceed 85% of unrestricted general fund expenditures. (BC recommends eliminating this objective)

The following budget principles have been developed in response to the changing environment, including enrollment trends and funding formulas.

PRINCIPLES

- A. The College is committed to student access and success and service to the community.
- ~~B. Ensure that enrollment targets are consistent with state funding opportunities, and, to the degree that they are the basis for revenue projections, can realistically be achieved within the fiscal limitations of the College. (BT)~~
- C. Maintain course offerings that are responsive to community and student needs, and that are consistent with local and State priorities of equity and student success, ~~including expeditious basic skills, career technical education, degree completion, and transfer pathways. (BT)~~ Any reductions in services or credit classes shall be made consistent with the principles, priorities, and implementation of Guided Pathways and increasing equity. (BT)
- D. Programs will not be eliminated or reduced without careful review of program viability.
- ~~E. Establish and maintain an acceptable cost effective level of learning resources and student support services based on comparative performance data as determined by the College. (BT)~~
- ~~F. Implement a variety of expenditure reduction strategies. (BT)~~
- G. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
- H. Use staff attrition and/or existing vacancies as one means of ~~reaching budget targets (BT)~~ generating savings (BT) where possible, or as an opportunity for reorganization to increase efficiency.

- I. The Board maintains its commitment to increasing (BT) ~~Seek to increase (BT)~~ the ratio of full-time faculty over time (BT).
- J. ~~Seek to spread (BT)~~ Make (BT) cost reductions strategically.
- K. Budget planning should attempt to avoid ~~future (BT)~~ layoffs of permanent employees. If necessary, the District may seek salary freezes, furloughs, salary reductions, and other temporary or ongoing adjustments.
- L. Develop strategies to address employee health and benefit increases as well as future retiree health and pension liabilities.
- ~~M.~~ Continue to seek external sources of funding, such as grants, to support the College's core missions, ~~but avoid those with matching, management, or reporting requirements that demand significant college resources. (BT)~~
- N. Seek new partnerships with businesses.
- O. Develop a budget process that manages the growth of expenditures based on: analysis of program need (rather than historical allocations); realistic expectations of revenues; updated financial information; and performance measurements.
- P. Review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for classes and services, improving ~~student success (BT)~~ Vision for Success outcomes and Student Centered Funding Formula metrics, (BT) or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College's core missions and goals.
- Q. Make effective use of the College's established planning structures and processes to recommend specific actions to reach the stated objectives, following the principles listed above. The College President shall clarify how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.
- R. Encourage the generation of revenue through entrepreneurial and asset management activity, and through innovative recruitment strategies that focus on resident (BT) and nonresident students (BC).

Legend:

BT = Board of Trustee suggestions/recommendations

DA = District Administration suggestions/recommendations

BC = Budget Committee suggestions/recommendations



Other Suggestions and Recommendations:

Budget Committee:

- Include a preamble which includes a statement of values.
  - Item A could be deleted and added as part of the preamble
- Re-organize principles into areas of topic in order to improve readability. Possible re-organization:
  - Guiding Principle: Q
  - Student/Program Focus: C, D, P
  - Employee Focus: H, I, J, K, L
  - Process and Structure: B, M, N, O, P, R
- Principles should start with and focus on strategic enrollment management.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 3, 2019

**XII. BOARD COMMENTS**

**XIII. ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 21, 2020 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

Major Items of Business

- Nonresident Tuition Rate
- Nomination to CCCT Board of Directors
- Report: Workforce and Economic Development