

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

AUGUST 1, 2017

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	August 1, 2017

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, August 1, 2017.

I. *ORGANIZATIONAL FUNCTIONS*

- CALL TO ORDER – 5:30 p.m.
- ROLL CALL
Dr. Andrew Walzer, Chair - Present
Barry Snell, Vice-Chair - Present
Dr. Susan Aminoff - Present
Dr. Nancy Greenstein - Present
Dr. Louise Jaffe -Present
Dr. Margaret Quiñones-Perez - Present
Rob Rader - Present
Chase Matthews, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. *CLOSED SESSION*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, 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: Marcia Wade, 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**

- PLEDGE OF ALLEGIANCE – Howard Stahl
- 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: Barry Snell
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

IV. **SUPERINTENDENT'S REPORT**

V. **PUBLIC COMMENTS**

Sion Roy
Jeanne Laurie

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

- #1 Public Hearing and Adoption of Education Protection Account Funding and Expenditures
- #2 Appointment to Citizens' Bond Oversight Committee
- 3 Strategic Planning and Facilitation
- #4 Early Retirement Incentive Program

IX. **CONSENT AGENDA**

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

Approval of Minutes

- #5 Approval of Minutes: July 11, 2017 (Regular Meeting)
July 25, 2017 (Special Meeting)

Contracts and Consultants

- #6 Ratification of Contracts and Consultants

Human Resources

- #7 Academic Personnel
- #8 Classified Personnel – Regular
- #9 Classified Personnel – Limited Duration
- #10 Classified Personnel – Non Merit

Facilities and Fiscal

#11 Facilities

- A Change Order No. 9- Connection of Existing Facilities to Central Plant Loop
- B Change Order No. 22 – Performing Arts Center, East Wing
- C Change Order No. 3– Student Services Building
- D Change Order No 18 – Health, PE, Fitness, Dance and Central Plant
- E Amendment No. 1 to Agreement for Commissioning and LEED Certification – AET/KCRW
- F Amendment No. 3 to Agreement for Commissioning and LEED Certification – Health, PE, Fitness, Dance and Central Plant
- G Amendment No. 2 to Agreement for Commissioning and LEED Certification – Performing Arts Center East Wing
- H Amendment to Agreement for Architectural and Engineering Services – AET
- I Amendment No. 2 to Agreement for Architectural Services – ECE Center
- J Pool Payments Under Joint Use Facilities Agreement

#12 Acceptance of Grants and Budget Augmentation

#13 Budget Transfers

#14 Commercial Warrant Register

#15 Payroll Warrant Register

#16 Reissue of Warrant

#17 Auxiliary Payments and Purchase Orders

#18 Providers for Community and Contract Education

#19 Organizational Memberships

#20 Authorization of Signatures to Approve Invoices, 2017-2018

#21 Purchasing

- A Award of Purchase Orders

X. *CONSENT AGENDA – Pulled Recommendations*

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

XI. INFORMATION

- 22 Minutes of Citizens’ Bond Oversight Committee Meeting, July 19, 2017
- 23 College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 5, 2017** 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	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 1, 2017

IV. SUPERINTENDENT’S REPORT – Dr. Kathryn E. Jeffery

Fall 2017

- Enrollment Update: Academic Affairs is working with academic departments to strategically manage course offerings. There are currently 15,000 seats available for the fall semester, however, a late enrollment surge is expected. The parking fee has been suspended between now and VIP welcome day and counseling hours in the Welcome Center have been increased. Communication is being maintained with students who are in the enrollment process to encourage them to complete the steps to enroll. Core services are fully staffed and communication via social media and the website has been increased.
- Opening (Flex) Day – August 24, 2017: 8:30 a.m. to 3 p.m. The theme is *Service and Gratitude*, pushing the student success agenda forward.
- VIP Welcome Day – August 25, 2017. The 13th annual VIP Welcome Day will include a welcome by the Superintendent/President, workshops, tours, a resource fair, and open houses hosted by several departments.

SMC Annual Report, 2016-2017: 2016-17 was an eventful year for Santa Monica College. This list of accomplishments in the SMC Annual Report 2016-2017 is notable, but is not comprehensive—the college’s employees have achieved so much more in the year that has gone by. I hope you will take the time to read the annual report: it represents the indefatigable SMC spirit and the dedication of SMC’s faculty, classified employees, managers and administrators to student success.

15th Anniversary of Santa Monica Swim Center: The City of Santa Monica held a 15th Anniversary of the Santa Monica Swim Center celebration on July 22nd. The celebration was part of the City of Santa Monica’s Parks Month, where a variety of activities were planned to celebrate the ways parks and recreation has the power to transform our daily lives and wellbeing.

Early Childhood Education Accreditation: SMC has become the first community college in Southern California to receive accreditation for its Associate of Science Degree in Early Childhood Education/Career as well as its Associate in Science for Transfer Degree in Early Childhood Education, which satisfies most of the CSU lower-division requirements and offers students priority admissions consideration at select CSU campuses. The accreditation is a testament to the dedication and hard work of SMC faculty, who are passionate, progressive, and among the most highly qualified in their field.

Hollywood Foreign Film Festival Award: The Hollywood Foreign Press Association has awarded SMC’s Film Studies Program a \$30,000 grant. This money will support the cost of producing the short film in Film 33 as outlined in the grant proposal. Two SMC representatives will be attending the Grants Banquet on August 2nd.

Grand Opening of the Center for Media and Design

Santa Monica College, in collaboration with the Center for Media and Design (CMD) and KCRW, is having a grand opening of the Center for Media and Design and new home for the KCRW Media Center on December, 10 a.m. to 12 noon, at 1660 Stewart Street.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **PUBLIC HEARING AND ADOPTION OF EDUCATION PROTECTION ACCOUNT (EPA-PROP 55, AN EXTENSION OF PROP 30) FUNDING AND EXPENDITURES – TO REFLECT THE REVISED AMOUNT IDENTIFIED IN THE SECOND PRINCIPAL APPORTIONMENT (P2)**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing to receive comments on the Santa Monica Community College District's Education Protection Account (Proposition 55, an extension of Proposition 30) Funding and Expenditures and to approve the plan to expend the Education Protection Account (EPA) funds of \$16,063,696 on instructional salaries.

SUMMARY: Proposition 55, *The California Children's Education and Health Care Protection Act of 2016* is an extension of Proposition 30. This proposition temporarily raises the income tax rate for upper-income-earners (over \$250,000 for single filers, over \$500,000 for joint filers, and over \$340,000 for heads of households) through 2030-31 but does not extend the sales and use tax which expired on January 1, 2017, to provide continuing funding for local school districts and community colleges. EPA is created in the General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its Internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

This recommendation is submitted to comply with the Proposition 55 provision requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. Per the Second Principal Apportionment (P2), the estimated EPA that our District will receive for 2016-2017 had decreased from \$16,508,349 to \$15,951,192. The P2 also revised the actual EPA funds for 2015-16 from \$16,715,978 to \$16,828,482 or an increase of \$112,504. The entire amount for 2016-17 and adjustment for 2015-16 will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the "computational revenue" calculations.

PUBLIC HEARING

Public Hearing Opened: 7:55 p.m.

Motion Made By: Nancy Greenstein

Seconded By: Rob Rader

Student Advisory: Aye

Ayes: 7

Noes: 0

Public Comments: None

Public Hearing Closed : 7:56 p.m.

Motion Made By: Rob Rader

Seconded By: Barry Snell

Student Advisory: Aye

Ayes: 7

Noes: 0

MOTION MADE BY: Rob Rader

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 1, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

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

SUBMITTED BY: Chair and Vice-Chair
Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of the SMC student representative to the Citizens' Bond Oversight Committee, for a one-year term, 2017-2018:

Cassandra Santiago-Amzallag

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

Category

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

MOTION MADE BY: Chase Matthews

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	August 1, 2017

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 3

SUBJECT: **STRATEGIC PLANNING AND FACILITATION**

SUBMITTED BY: Superintendent/President

SUMMARY: In August 2016 Santa Monica College released a Request for Proposals for a set of multi-faceted projects, including

- Strategic Planning
- Integrated Planning
- Student Success and Equity
- Organizational Structure Review

The Collaborative Brain Trust responded to this RFP by submitting a comprehensive proposal addressing all of the RFP's many requirements. CBT was selected by Santa Monica College in October 2016 to proceed with the project.

The CBT proposal included facilitating a transparent, collaborative process to assist Santa Monica College in re-envisioning its future by identifying significant strategic initiatives and objectives that actualize the College's vision, mission, and goals, while incorporating changing environments and new mandates. CBT would provide facilitation and assistance to address each of the four projects for the College, including recommendations to

- Develop a more fully integrated institutional student success structure and plan
- Strengthen the integration of institutional planning processes
- Review the organizational structure

In addition, CBT facilitated the development of the College's *2017-2022 Strategic Initiatives and Objectives*.

CBT submitted its complete and final project reports to Superintendent/President Kathryn Jeffery, providing a road map for the future of Santa Monica College, and encouraged the College to implement the Strategic Initiatives and objectives with action plans each year for the next five years.

The Final Report which is presented to the Board for information includes:

- Introduction and Overview
- Data Portfolio for Strategic Planning
- 2017-2022 Strategic Initiatives
- Student Success and Equity Integrated Plan
- Integrated Planning
- Appendices

PUBLIC COMMENT

Lee Peterson

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 1, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **EARLY RETIREMENT INCENTIVE PROGRAM**

SUBMITTED BY: Superintendent/President

ACTION REQUESTED: It is recommended that the Board of Trustees adopt the following resolution to provide an early retirement incentive to District employees:

WHEREAS, is determined to be in the best fiscal interest of the Santa Monica Community College District ("District") and its employees to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to retire from District Service; and

WHEREAS, the Public Agency Retirement Services (PARS) has made available to the District a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code; and

WHEREAS, the District desires to adopt each Supplemental Retirement Plan and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the District hereby adopts Supplemental Retirement Plans to be administered by the Public Agency Retirement System as follows:
 - A. Attachment 1 - for tenured faculty members represented by the Santa Monica College Faculty Association.
 - B. Attachment 2 - for classified employees represented by CSEA.
 - C. Attachment 3 - for academic administrators, classified managers, classified administrators, and classified confidential employees.
2. Based on enrollments received and the cost-benefit analysis associated with them, the Board shall decide whether to go forward with the Supplemental Retirement Plans in November 2017. The District must show significant monetary savings for the Supplemental Retirement Plans to be implemented. Based on the cost-benefit analysis, the Board may withdraw the retirement incentive and cancel the Supplemental Retirement Plans. If the District withdraws the retirement incentive, submitted resignations/retirements may be rescinded by the employee on or before December 31, 2017.

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Abstain
 AYES: 6
 NOES: 0
 ABSTAIN: 1 (Rader)

ATTACHMENT 1

FACULTY ASSOCIATION SUPPLEMENTAL RETIREMENT PLAN

The district shall consider and, upon approval by the Board of Trustees, provide a Supplemental Retirement Plan (SRP) for faculty members meeting the conditions set forth below.

To be eligible for the SRP, the faculty member shall:

- 1) Be employed in paid status as of December 1, 2017, as a full-time faculty member.
- 2) Be at least 55 years of age with 5 or more years of continuous district service as of December 31, 2017.
- 3) Retire from district employment on or before December 31, 2017.
- 4) Retire from STRS/PERS on or before December 31, 2017.
- 5) Submit resignation/retirement papers and completed SRP enrollment package by 5:00 p.m. on October 27, 2017.

The process for SRP shall be as follows:

- 1) Enrollment window will open on September 1, 2017.
- 2) Enrollment packets will be mailed to eligible employees on or before September 1, 2017.
- 3) Group orientation meetings will be held starting the week of September 18, 2017
- 4) Individual enrollment workshops will be held starting the week of October 16, 2017
- 5) Enrollment window closes on October 27, 2017. All enrollment papers must be received in the Office of Human Resources by 5:00 p.m. on October 27, 2017.
- 6) The District shall provide cumulative enrollment totals to the Faculty Association on October 13, 2017, October 20, 2017, and November 3, 2017.
- 7) The final date for an employee to revoke resignation/retirement and SRP enrollment is 5:00 p.m. on November 6, 2017. Revocations must be received in the Office of Human Resources by 5:00 p.m. on November 6, 2017.
- 8) Based on enrollments received and the cost-benefit analysis associated with them, the Board of Trustees shall decide whether to go forward with the SRP in November 2017. The District must show significant monetary savings for the SRP to be implemented.
- 9) Following action by the Board of Trustees, letters will be mailed regarding the Board's decision to all employees who submitted SRP enrollments.
- 10) All employees who participate in the SRP shall resign irrevocably and will have no right to return to their positions or any other permanent positions in the District. In accepting the SRP, the employee shall commit not to apply for any permanent position in the District.

The SRP benefit shall be 75% of the faculty member's 2017-18 annual salary, paid through an annuity plan with distribution options to include:

- 1) Monthly cash payments for the participant's lifetime.
- 2) Reduced joint and survivor monthly payments paid for the participant's lifetime and beneficiary's lifetime.
- 3) Modified monthly cash payments paid for the greater of 10 years or the participant's lifetime.
- 4) Higher, fixed period payments based on the present value of the unmodified benefit, paid monthly for a fixed number of years ranging from 5 to 15 years.

ATTACHMENT 2

CSEA SUPPLEMENTAL RETIREMENT PLAN

The district shall consider and, upon approval by the Board of Trustees, provide a Supplemental Retirement Plan (SRP) for classified employees represented by CSEA meeting the conditions set forth below.

To be eligible for the SRP, the classified employee shall:

- 1) Be employed in paid status as of December 1, 2017.
- 2) Be at least 55 years of age with 5 or more years of continuous district service as of December 31, 2017.
- 3) Retire from district employment on or before December 31, 2017.
- 4) Retire from STRS/PERS on or before December 31, 2017.
- 5) Submit resignation/retirement papers and completed SRP enrollment package by 5:00 p.m. on October 27, 2017.

The process for SRP shall be as follows:

- 1) Enrollment window will open on September 1, 2017.
- 2) Enrollment packets will be mailed to eligible employees on or before September 1, 2017.
- 3) Group orientation meetings will be held starting the week of September 18, 2017
- 4) Individual enrollment workshops will be held starting the week of October 16, 2017
- 5) Enrollment window closes on October 27, 2017. All enrollment papers must be received in the Office of Human Resources by 5:00 p.m. on October 27, 2017.
- 6) The District shall provide cumulative enrollment totals to the CSEA on October 13, 2017, October 20, 2017, and November 3, 2017.
- 7) The final date for an employee to revoke resignation/retirement and SRP enrollment is 5:00 p.m. on November 6, 2017. Revocations must be received in the Office of Human Resources by 5:00 p.m. on November 6, 2017.
- 8) Based on enrollments received and the cost-benefit analysis associated with them, the Board of Trustees shall decide whether to go forward with the SRP in November 2017. The District must show significant monetary savings for the SRP to be implemented.
- 9) Following action by the Board of Trustees, letters will be mailed regarding the Board's decision to all employees who submitted SRP enrollments.
- 10) All employees who participate in the SRP shall resign irrevocably and will have no right to return to their positions or any other permanent positions in the District. In accepting the SRP, the employee shall commit not to apply for any permanent position in the District.

The SRP benefit shall be 75% of the employee's 2017-18 annual salary, paid through an annuity plan with distribution options to include:

- 1) Monthly cash payments for the participant's lifetime.
- 2) Reduced joint and survivor monthly payments paid for the participant's lifetime and beneficiary's lifetime.
- 3) Modified monthly cash payments paid for the greater of 10 years or the participant's lifetime.
- 4) Higher, fixed period payments based on the present value of the unmodified benefit, paid monthly for a fixed number of years ranging from 5 to 15 years.

For employees working part-time, the annual salary shall be calculated based on their part-time hours.

ATTACHMENT 3

ACADEMIC ADMINISTRATORS, CLASSIFIED MANAGERS, CLASSIFIED ADMINISTRATORS, AND CLASSIFIED CONFIDENTIAL EMPLOYEES SUPPLEMENTAL RETIREMENT PLAN

The district shall consider and, upon approval by the Board of Trustees, provide a Supplemental Retirement Plan (SRP) for Academic Administrators, Classified Managers, Classified Administrators, and Classified Confidential employees meeting the conditions set forth below.

To be eligible for the SRP, the classified employee shall:

- 1) Be employed in paid status as of December 1, 2017.
- 2) Be at least 55 years of age with 5 or more years of continuous district service as of December 31, 2017.
- 3) Retire from district employment on or before December 31, 2017.
- 4) Retire from STRS/PERS on or before December 31, 2017.
- 5) Submit resignation/retirement papers and completed SRP enrollment package by 5:00 p.m. on October 27, 2017.

The process for SRP shall be as follows:

- 1) Enrollment window will open on September 1, 2017.
- 2) Enrollment packets will be mailed to eligible employees on or before September 1, 2017.
- 3) Group orientation meetings will be held starting the week of September 18, 2017
- 4) Individual enrollment workshops will be held starting the week of October 16, 2017
- 5) Enrollment window closes on October 27, 2017. All enrollment papers must be received in the Office of Human Resources by 5:00 p.m. on October 27, 2017.
- 6) The final date for an employee to revoke resignation/retirement and SRP enrollment is 5:00 p.m. on November 6, 2017. Revocations must be received in the Office of Human Resources by 5:00 p.m. on November 6, 2017.
- 7) Based on enrollments received and the cost-benefit analysis associated with them, the Board of Trustees shall decide whether to go forward with the SRP in November 2017. The District must show significant monetary savings for the SRP to be implemented.
- 8) Following action by the Board of Trustees, letters will be mailed regarding the Board's decision to all employees who submitted SRP enrollments.
- 9) All employees who participate in the SRP shall resign irrevocably and will have no right to return to their positions or any other permanent positions in the District. In accepting the SRP, the employee shall commit not to apply for any permanent position in the District.

The SRP benefit shall be 75% of the employee's 2017-18 annual salary, paid through an annuity plan with distribution options to include:

- 1) Monthly cash payments for the participant's lifetime.
- 2) Reduced joint and survivor monthly payments paid for the participant's lifetime and beneficiary's lifetime.
- 3) Modified monthly cash payments paid for the greater of 10 years or the participant's lifetime.
- 4) Higher, fixed period payments based on the present value of the unmodified benefit, paid monthly for a fixed number of years ranging from 5 to 15 years.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 1, 2017

IX. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #5-#21.

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #6, #7, #10, #23

MOTION MADE BY: Rob Rader
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

X. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 6 – Ratification of Contracts and Consultants

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

Recommendation No. 7 – Academic Personnel

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 10 – Classified Personnel – Non Merit

MOTION MADE BY: Rob Rader
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 7*
NOES: 0

**Approved with direction to the Superintendent/President to look into the financial ramifications of increasing the minimum wage for student employees to match the minimum wage in Santa Monica (\$12 per hour).*

Recommendation No. 23 – CCAP Dual Enrollment Partnership Agreements

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

RECOMMENDATION NO. 5 **APPROVAL OF MINUTES**

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

July 11, 2017 (Regular Board of Trustees Meeting)

July 25, 2017 (Special Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 1, 2017

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Kathryn E. Jeffery, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract		Term/Amount	Service	Funding Source
A	ER Consulting, LLC Dba "The Company Doctors"	<u>2016-2017</u> Not to exceed \$38,000 <u>2017-2018</u> Not to exceed \$44,150	ER Consulting, LLC Dba "The Company Doctors" will provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement and Quality Control, are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by "The Company Doctors".	ETP Contract
B	Kirkpatrick Enterprises International (KEI)	July 1, 2017 – June 30, 2018 Not to exceed \$42,450	Kirkpatrick Enterprises International (KEI) will provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement and Quality Control, are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by KEI. This contract is the sixth to be executed based on the successful performance of the previous contract.	ETP Contract
<i>A and B</i> <i>Requested by: Patricia G. Ramos, Dean - Workforce and Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 1, 2017

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
C Kimberly Papillon, Esq.	August 24, 2017 Not to exceed \$8,500	Will provide professional development training during the August flex day. : “The Neuroscience of Decision-Making in Higher Education.”	Title V
D Kevin Kelly	August 8-September 22, 2017 Not to exceed \$3,600	Kevin Kelly will present at the Faculty Summer Institute (FSI) regarding innovative techniques for assessment and learning and will provide a follow-up in September. The morning session will build on what the FSI participants implemented. An afternoon session will explore new assessment techniques	Title V
<i>C and D</i> <i>Requested by: Edna Chavarry, Interim Director, Academic Affairs Initiatives</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
E Ms. Nicole Zokaeem	September 2017 through July 2018, 20 hours per week Not to exceed \$15,000	Ms. Nicole Zokaeem, a doctoral student in clinical psychology at California School of Professional Psychologist at Alliant, Los Angeles, will serve as a part-time Post Doctoral Intern to assist the Center for Wellness and Wellbeing staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff.	District Funds/ Center for Wellness and Wellbeing (100%)
<i>Requested by: Alison Brown, Ph.D., Coordinator, Center for Wellness & Wellbeing</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 1, 2017

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
F	Nushin Arbabzadah	November 30, 2017 \$200	Author Nushin Arbabzadah will present a program: Afghanistan: “The Graveyard of Utopian Dreams” based on her latest book <i>Afghan Rumor Bazaar</i> .	District – Global Citizenship
	Tian Wei	October 5, 2017 \$250	Chinese born artist based in Beijing and Los Angeles, Tian Wei will be panelist for Identity/Politics: Artists Scholars, And Activists in Conversation with the SMC Community.	
	Michelle Maydanchik	October 5, 2017 \$250	Michelle Maydanchik, post-doctoral fellow studying history/theory of performance art with specialty in Moscow after 1960 will be panelist for Identity/Politics: Artists Scholars, And Activists in Conversation with the SMC Community.	
	Nadia Millner-Larsen	October 5, 2017 \$250	Nadja Millner-Larsen, author and lecturer at Goldsmiths College, London, and currently a fellow at the Getty Center, will be a panelist for “Identity/Politics: Artists Scholars, And Activists in Conversation with the SMC Community.”	
	Maggie West	October 5, 2017 \$250	Maggie West, LA based artist specializing in experimental lighting techniques will be panelist for “Identity/Politics: Artists Scholars, And Activists in Conversation with the SMC Community.”	
Requested by: Kelley Brayton, Dean, International Education Approved by: Teresita Rodriguez, Vice-President, Enrollment Development				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 1, 2017

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
G	Peace Pros LA	August, 2017 \$675	Consultant will provide (1) workshop during Opening Day for classified staff. The workshop “Unconscious Bias/Hidden Mind” will address people’s assumptions and perceptions, and participants will learn ways to understand and challenge their biases.	District/Classified Professional Development Fund
Submitted by: <i>Flavio Medina-Martin, Analyst, Employee and Labor Relations</i> Approved by <i>Michael Tuitasi, Vice President of Student Affairs</i>				
H	Peace Pros LA	Fall, 2017 \$1,710	Consultant will present (2) workshops: The first workshop will be for the incoming Associated Students’ Board of Directors. The workshop will provide a discussion about behavior and attitudes related to culture race and gender, so that the students learn the skills needed to address any problems that may arise as a result. The second workshop will address gender equality, healthy masculinity and how to challenge any “toxic masculinity.”	Auxiliary Services-Campus Health and Safety
Submitted by: <i>Nancy Grass, Interim Associate Dean of Student Life</i> Approved by <i>Michael Tuitasi, Vice President of Student Affairs</i>				
I	Carson J Spencer Foundation, Inc.	September 7, 2017 \$1,501	Garrett Lee Smith Suicide Prevention grant in collaboration with the LA County Department of Mental Health are hosting a yearly suicide prevention summit with this year's focus on contagion and suicide.	Garrett Lee Smith Suicide Prevention Grant
Submitted by: <i>Nathan Pernilla, Project Manager, Suicide Prevention Grant</i> Approved by <i>Michael Tuitasi, Vice President of Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

SABBATICALS

Dianne Berman, Spring 2018

Ebrahim Jahangard, Spring 2018

FELLOWSHIPS

Elizabeth Dastin,

Hari Vishwanadha

Susan Kolko

Shanon Zusman

ESTABLISH

Project Manager, Pathway-Careers

08/02/17

Dean, Career Education

08/02/17

RETITLE

From: Associate Dean, Emeritus College

To: Associate Dean, Emeritus

ELECTIONS

ADMINISTRATOR

Burson, Patricia, Director, Library and Information Services

07/24/17

Burson, Patricia, Interim Dean, Learning Resources, Step Placement: 4

08/02/17

Dawson, Frank, Interim Dean, Career Education, Step Placement: 4

08/02/17

DeMorst, Wendi, Director, Supplemental Instruction & Tutoring Programs

08/02/17

Step Placement: 4

Fila, Susan, Director, Health and Well-Being

08/14/17

Gausman, Jenna, Project Manager, Pathway-Careers (50%)

08/02/17

Grass, Nancy, Associate Dean, Student Life

08/02/17

Polachek, Elaine, Interim Executive Vice President

08/21/17

Step Advancement

Moore, Elizabeth, Dean, Institutional Advancement, SMC Foundation, Step Placement: 4

07/01/17

ADJUNCT FACULTY

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

SEPARATIONS

RESIGNATIONS

Chauderlot, Fabienne, Dean, Learning Resources

07/31/17

Runkle, Gita, Associate Dean, Emeritus College

08/16/17

RETIREMENT

Martin, James, Music (17 years of service)

07/01/17

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, 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.

NEW CLASS DESCRIPTION

EFFECTIVE DATE

Classification Title: Senior Community College Police Dispatcher

07/07/17

Proposed Salary Range: Classified Range 30

(Comment: Effective date adjusted from 7/11/17 Board of Trustees meeting)

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Drescher, Marc T., Chief Director of Information Technology, Info. Technology (Step D)

08/14/17

Salazar, Larry, Lab. Technician- Life Science, Life Science (Step C)

08/17/17

PROBATIONARY

Carter, Justin, A., Custodian, Operations, NS-3

08/01/17

Wade, Tiffany J., Custodian, Operations, NS-3

08/01/17

PROMOTION

Dammer, Michael

07/17/17

From: Student Services Assistant, Admissions and Records

To: Student Services Specialist - Admissions and Records

Michalowski, Terra

07/17/17

From: Student Services Assistant, Admissions and Records

To: Student Services Specialist - Admissions and Records

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Iles, Dwayne

07/03/17– 11/1/2017

To: Custodial Operations Supervisor, NS-2, 100%

From: Lead Custodian, NS-2

Lopez-Hernandez, Mario

07/10/17 – 11/1/2017

To: Custodial Operations Supervisor, NS-3, 100%

From: Lead Custodian, NS-1

Taboada, Natalia

To: Senior Community College Police Dispatcher, Variable Hours, 100%

07/07/17 – 08/31/2017

From: College Police Dispatcher, Variable Hours

Comment: Dates adjusted from 7/11/17 Board Trustees meeting)

SPECIAL SKILLS DIFFERENTIAL

Rodriguez, Olinka, Admin. Asst. II, Personnel Commission, Bilingual Speak- \$25/mo

07/01/17

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Guercio, Joanne

07/01/17 – 06/30/18

From: Administrative Assistant II, Counseling, 12 mos, 40 hrs

To: Administrative Assistant II, Counseling, 12 mos, 32 hrs

Lemons, Bradley

08/29/17 – 12/12/17

From: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 40 hrs

To: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 36 hrs

SEPARATION

LEAVES OF ABSENCE - UNPAID

Fierro, Yolanda, Parking Enforcement Officer

07/01– 7/31/17

LAST DAY OF PAID SERVICE

RESIGNATION

Delaney, Sydney, Instructional Assistant- English

07/27/17

Knight, Takisha, Instructional Assistant- English

07/28/17

Machian, Noelle, Instructional Assistant- English

07/27/17

Manookian, Noel, Instructional Assistant- Math

07/27/17

DISABILITY RETIREMENT

Joseph Peters, Joan, Deaf & Hard of Hearing Services Supervisor, DSC
(Retirement status amended from 10/4/16 Board approval)

08/31/16

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

ELECTIONS

EFFECTIVE DATE

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

Alvarez, Ana, Library Assistant, LIBRARY	07/01/2017-10/31/2017
Brundage, Kirk, Accompanist – Dance	07/01/2017-12/31/2017
Carbone, John, Accompanist –Dance	07/01/2017-12/31/2017
Hellen-Lloyd, Jesse C., Theatre Technical Spec., SMC Performing Arts	07/11/2017-06/30/2018
Fernandez, Daniel P., Theatre Technical Specialist, SMC Performing Arts	07/20/2017-06/30/2018
Gerhold, Thomas, Accompanist – Voice, Emeritus	07/01/2017-12/31/2017

Correction:

To: Jafary, Hananeh, Student Services Clerk, Adm. & Records	06/20/2017-06/30/2017
	07/03/2017-07/05/2017

Kessler, Mark D., Community College Police Captain, Campus Police

From: 12/31/2016-05/15/2017

To: 12/31/2016-06/30/2017

Mahfouz, Mark I., Skilled Maintenance Worker, Maintenance	07/24/2017-11/10/2017
Martin, Esteban, Shuttle Driver, Auxiliary Services	07/01/17 – 06/30/2018
Muradyan, Ruzan, Accompanist –Dance	07/01/2017-12/31/2017
Nesteruk, Gary, Accompanist – Voice, Emeritus	07/01/2017-12/31/2017
Osipova, Yelena, Accompanist –Dance	07/01/2017-12/31/2017
Peregrina, Carlos A., Student Services Clerk, Assessment Center	07/20/2017-09/08/2017
Plotkin, Alla, Accompanist –Dance	07/01/2017-12/31/2017
Richardson, Gary A., Theatre Technical Specialist, SMC Performing Arts	06/01/2017-06/30/2017
	07/01/2017-06/30/2018
Soro, Gnenenmon, Accompanist –Dance	07/01/2017-12/31/2017
Sow, Malik, Accompanist –Dance	07/01/2017-12/31/2017
Spilny, Valerie, Accompanist –Dance	07/01/2017-12/31/2017
Sunami, Masahiko, Theatre Technical Spec., SMC Performing Arts	07/25/2017-06/30/2018
Talton, Daniel E., Theatre Technical Specialist, SMC Performing Arts	07/13/2017-06/30/2018
Walker, Frederick, Accompanist –Dance	07/01/2017-12/31/2017

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.

Basile, Frank, Accompanist – Performance, Music	07/01/2017-06/30/2018
Berent, Richard, Accompanist – Voice, Music	08/28/2017-06/30/2018
Cancio, Albis, Shuttle Driver, Auxiliary Services	07/01/2017- 06/30/2018
Crawford, Lucretia, Admin. Asst. II, Emeritus	08/07/2017-12/31/2017
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	07/10/2017-12/21/2017
Pacheco, Wendy, Bookstore Clerk/ Cashier, Bookstore	07/10/2017-12/21/2017
Wami, Aweh, Student Services Clerk, Assessment Center	07/01/2017-09/08/2017
Wilks, Susan, Cash Receipts Clerk, Bursar's Office	07/10/2017-12/21/2017

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, 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, \$10.50/hour (STHP)	235
College CalWorks, \$10.50/hour	5

SPECIAL SERVICE

Recreation Director Day Camp II, \$70.00/day	6
Recreation Director / Day Camp III, \$85.00/day	1
Art Model, \$23.00/hour	19
Art Model w/ Costume, \$26.00/hour	14
Community Services Specialist I, \$35.00/hour	17
Community Services Specialist II, \$50.00/hour	3

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES

11-A CHANGE ORDER NO. 9 – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP

Change Order No. 9 – SJ AMOROSO on the Connection of Existing Facilities to Central Plant Loop project in the amount of \$52,726.

Original Contract Amount	\$ 8,087,000
Previously Approved Change Orders	\$ 378,743
Change Order No. 9	<u>\$ 52,726</u>
Revised Contract Amount	\$ 8,518,469

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 9 includes labor and material cost for the following:

- Restore the ceiling to wall conditions to match existing inside corner control joints at HSS Building exterior corridors and soffits;
- Revised dimensions for duct and pipe supports and added supports;
- Replace and relocate existing drain at the North West corner of Air Handling Unit C-1;
- Monokote in Business Building for the added pipe hangers not shown in contract documents;
- Replace two defective existing FSDs located in HSS North and HSS South;
- Premium time to connect the condensate lines on the HSS Building roof top mechanical work. Work should have been done in regular time over the summer of 2016, but was delayed by SMC.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-B CHANGE ORDER NO. 22 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 22 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of \$86,844.

Original Contract Amount	\$ 18,378,000
Previously Approved Change Orders	\$ 1,494,814
Change Order No. 22	\$ 86,844
Revised Contract Amount	\$ 19,959,658

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 22 includes the labor and material costs for the following:

- Alterations to plumbing due to BIM Coordination;
- Back charge to contractor for costs of tests & inspections conducted and completed at a location outside 100 mile radius of the site. Inspections occurred in Tecate, Mexico;
- Control Air's recovery cost due to design impacts and resultant project delays;
- Walton Electric's recovery cost due to design impacts and resultant project delays;
- New roof scupper and storm drain system for Madison Roof.

11-C CHANGE ORDER NO. 3 – STUDENT SERVICES BUILDING

Change Order No. 3 – BERNARDS BROS. on the Student Services Building project in the amount of \$28,294.

Original Contract Amount	\$ 77,438,000
Previously Approved Change Orders	\$ 30,803
Change Order No. 3	\$ 28,294
Revised Contract Amount	\$ 77,497,097

This change order does not result in a change to the contract length.

Funding Source: Measure U

Comment: Change Order No. 3 includes the labor and material cost for the following:

- Furnish and install an exhaust fan (EF-8) and ductwork and registers at custodian rooms in all floors.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-D CHANGE ORDER NO. 18 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 18 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$6,965.

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ 2,706,325
Change Order No. 18	<u>\$ 6,965</u>
Revised Contract Amount	\$ 42,269,290

This change order does not result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 18 includes the labor and material cost for the following:

- Cut in framing and add double stud at new MEP;
- Supply new punch and dimple door and frame at Gym Pavilion;
- Install additional breaker, junction box and all required material for future Costume Conveyor at Room 316;
- Revised framing and electrical for diaper changing station in Room 303.

11-E AMENDMENT NO. 1 TO AGREEMENT FOR COMMISSIONING AND LEED CERTIFICATION– AET/KCRW

Amendment No. 1 – P2S on the AET/KCRW Building Commissioning and LEED Certification for a one-year extension to the contract length.

Original Contract Amount	\$ 129,900
Previously Approved Change Orders	\$ 0
Amendment No. 1	<u>\$ 0</u>
Revised Contract Amount	\$ 129,900

Funding Source: Measure AA

Comment: Amendment No.1 adds one year to the contract length due to delay of construction.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-F AMENDMENT NO. 3 TO AGREEMENT FOR COMMISSIONING AND LEED CERTIFICATION–
HEALTH/PE/FITNESS/DANCE & CENTRAL PLANT

Amendment No. 3 – Glumac on the Health/PE/Fitness/Dance & Central Plant Building Commissioning and LEED Certification for a one-year extension to the contract length.

Original Contract Amount	\$ 63,000
Amendment No. 1	\$ 0
Amendment No. 2	\$ 8,600
Amendment No. 3	\$ 0
Revised Contract Amount	\$ 71,600

Funding Source: Measure AA

Comment: Amendment No. 3 adds one year to the contract length due to delay of construction.

11-G AMENDMENT NO. 2 TO AGREEMENT FOR COMMISSIONING AND LEED CERTIFICATION–
PERFORMING ARTS CENTER EAST WING

Amendment No. 2 – Glumac on the Performing Arts Center East Wing Building Commissioning and LEED Certification for a one-year extension to the contract length.

Original Contract Amount	\$ 28,800
Amendment No. 1	\$ 0
Amendment No. 2	\$ 0
Revised Contract Amount	\$ 28,800

Funding Source: Measure AA

Comment: Amendment No. 2 adds one year to the contract length due to delay of construction.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-H AMENDMENT NO. 16 AND 17 TO AGREEMENT FOR ARCHITECTURAL SERVICES – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

Amend agreement with CLIVE WILKINSON ARCHITECTS for the Academy of Entertainment and Technology project for \$871,660 plus reimbursable expenses.

Original Contract Amount	\$5,550,000
Amendment No. 1	496,000
Amendment No. 2	78,868
Amendment No. 3	121,095
Amendment No. 4	74,500
Amendment No. 5	144,126
Amendment No. 6	2,925
Amendment No. 7	109,585
Amendment No. 8	90,585
Amendment No. 9	94,500
Amendment No. 10	163,500
Amendment No. 11	81,775
Amendment No. 12	850,000
Amendment No. 13	38,990
Amendment No. 14	67,580
Amendment No. 15	512,560
Amendment No. 16	141,410
<u>Amendment No. 17</u>	<u>730,250</u>
Revised Contract Amount	\$9,348,249

Funding Source: Measure AA

Comment: Amendment No. 16 provides for AET requested changes to the Security Infrastructure as well as Building D Faculty Office and Building C & D Audio Visual equipment changes. It also provides for City of Santa Monica requested street changes and to make adjustments to the existing HVAC duct as well as designing anchors suitable for the existing second floor concrete deck which was inadequate to hold the originally specified anchors . Amendment No. 17 provides for supplemental construction administration due to project extended schedule through October 2017 and for redesign work to correct contractor errors as well as engineering Antenna Mounting details and modifications of Rooftop mounting platforms required for support of the largest Satellite receiver dish. It also includes preparing a new bid package for pickup work.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-I AMENDMENT NO. 2 TO AGREEMENT FOR ARCHITECTURAL SERVICES – EARLY CHILDHOOD EDUCATION CENTER

Amend agreement with CARDE TEN ARCHITECTS for the Early Childhood Education Center for \$7,700 plus reimbursable expenses.

Original Contract Amount	\$1,079,000
Amendment No. 1	16,000
Amendment No. 2	<u>7,700</u>
Revised Contract Amount	\$1,102,700

Funding Source: Measure S

Comment: Amendment No. 2 provides for additional architectural and engineering design services for a kiln placement for the project.

11-J POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$66,012.75
For the Period: April 1, 2017 – June 30, 2017 (3 months)
Funding Source: 2016-2017 District General Fund
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. The District paid the City of Santa Monica \$76,141.24 for the same period last year.

11-K CHANGE ORDER NO. 3 – AET AUDIOVISUAL & BROADCAST SYSTEMS

Change Order No. 3 – Key Code Media on the AET Audiovisual & Broadcast Systems project in the amount of \$162,173.

Original Contract Amount	\$ 3,992,558
Previously Approved Change Orders	\$ 32,001
Change Order No. 3	<u>\$ 162,173</u>
Revised Contract Amount	\$4,186,732

Funding Source: Measure AA

Comment: Change Order No. 3 includes cost for the following:

- Owner requested additional equipment which includes change in production media server, audio control mixer, custom furniture news desk set, TV/Theatrical lighting fixtures and changes to the equipment in Server Room 181.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

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

Approved by: Bob Isomoto, Vice President, Business and Administration

Title of Grant: **Basic Skills**
Granting Agency: State of California
Augmentation Amount: <\$4,501> (Amended Allocation \$347,059)
Matching Funds: \$0
Performance Period: July 1, 2016 – June 30, 2017
Summary: The purpose of Basic Skills funding is to improve outcomes of students who enter college needing at least one course in English as a Second Language (ESL) or basic skills: English reading, English writing, and mathematics. The Chancellor's Office has issued a revised P2 Apportionment report, on the basis of total Full Time Equivalent Data (FTES) submitted by the college 320 report, which has resulted in a change in the 2016-2017 funding level for Basic Skills.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	((\$4,501)
Expenditures		
1000	Academic Salaries	\$0
2000	Non-Academic Salaries	((\$4,501)
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		((\$4,501)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

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

Approved by: Bob Isomoto, Vice President, Business and Administration

Title of Grant: **Assessment, Remediation and Retention for Associate Degree Nursing Program**

Granting Agency: California Community Colleges Chancellor's Office

Augmentation Amount: \$114,000

Matching Funds: NA

Performance Period: July 1, 2017 – June 30, 2018

Summary: These funds will support the Nursing Program's ongoing efforts to improve student success and achieve a retention rate that meets or exceeds state goals. While the program has struggled in the past to achieve 85 percent retention and on-time completion rate, the program has seen significant improvements since it implemented a merit based multi- criteria selection strategy and other retention activities. This funding will continue to support many of these activities, while further promoting student success by engaging faculty in a comprehensive review and revision of the Nursing Program curriculum, an activity which the program believes will strengthen the teaching and learning environment.

Budget Augmentation: Restricted Fund 01.3

Revenue

8600	State	\$ 114,000
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Expenditures

1000	Academic Salaries	\$ 55,400
2000	Non-Academic Salaries	\$ 15,908
3000	Employee Benefits	\$ 17,826
4000	Supplies & Materials	\$ 3,582
5000	Other Operating Expenditures	\$ 16,900
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 4,384
7600	Student Aid	\$ 0
Total		\$ 114,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

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

Approved by: Robert G. Isomoto, Vice President, Business and Administration

Title of Grant:	Small Business Sector Navigator
Granting Agency:	The Chancellor of the California Community Colleges
Fiscal Agent:	Solano Community College District
Augmentation Amount:	\$15,000
Matching Funds:	\$15,000
Performance Period:	July 20, 2017 – December 31, 2018
Summary:	This Self-employment Pathways in the Gig Economy project is intended to allow flexibility in how Santa Monica College chooses to develop and deliver programs for the overall goal of preparing students to become freelancers and independent contractors in the emerging Gig Economy and is not intended to be prescriptive in the type of curriculum or programs that it chooses to pursue. Santa Monica College will choose to adopt or adapt any model curriculum or programs developed by the Project Community of Practice (COP) led by College of the Canyons as the lead pilot college or choose to develop its own unique approach for curriculum and programs related to self-employment pathways in the gig economy. While Santa Monica College has the flexibility to design a customized work plan to develop its own unique curriculum or programs related to Self-employment Pathways in the Gig Economy, there is an expectation that at a minimum, Santa Monica College will perform the activities related to attending the in-person training in the fall 2017, participating in the Community of Practice (COP) webinars to share best practices, and having students participate in the completer/leaver survey to capture student outcomes.

Budget Augmentation:	Restricted Fund 01.3 Revenue <table border="0"> <tr> <td>8600</td> <td>State</td> <td style="text-align: right;">\$15,000</td> </tr> </table> Expenditures <table border="0"> <tr> <td>1000</td> <td>Academic Salaries</td> <td style="text-align: right;">\$ 3,250</td> </tr> <tr> <td>2000</td> <td>Non-Academic Salaries</td> <td style="text-align: right;">\$ -0-</td> </tr> <tr> <td>3000</td> <td>Employee Benefits</td> <td style="text-align: right;">\$ 1,300</td> </tr> <tr> <td>4000</td> <td>Supplies & Materials</td> <td style="text-align: right;">\$ -0-</td> </tr> <tr> <td>5000</td> <td>Other Operating Expenditures</td> <td style="text-align: right;">\$ 9,874</td> </tr> <tr> <td>6000</td> <td>Capital Outlay</td> <td style="text-align: right;">\$ -0-</td> </tr> <tr> <td>7300</td> <td>Other Outgo/Indirect</td> <td style="text-align: right;">\$ 576</td> </tr> <tr> <td>7600</td> <td>Student Aid</td> <td style="text-align: right;">\$ -0-</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">\$15,000</td> </tr> </table>	8600	State	\$15,000	1000	Academic Salaries	\$ 3,250	2000	Non-Academic Salaries	\$ -0-	3000	Employee Benefits	\$ 1,300	4000	Supplies & Materials	\$ -0-	5000	Other Operating Expenditures	\$ 9,874	6000	Capital Outlay	\$ -0-	7300	Other Outgo/Indirect	\$ 576	7600	Student Aid	\$ -0-	Total		\$15,000
8600	State	\$15,000																													
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Total		\$15,000																													

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Teresita Rodriguez, Vice-President, Enrollment Development

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

Approved by: Robert G. Isomoto, Vice President, Business and Administration

Title of Grant: TRIO – Upward Bound
Granting Agency: US Department of Education
Award Amount: \$ 1,287,500 over 5 years (\$257,500 per year)
Matching Funds: N/A
Performance Period: September 1, 2017 – August 31, 2022

Summary: Upward Bound is a pre-college program established by the U.S. Department of Education. It is part of the TRIO programs funded in five year cycles under Title IV of the Higher Education Act of 1965. It is designed to encourage students from low-income families and from a home where neither parent graduated from college, to develop the skills and motivation necessary for success at a four-year college and beyond. TRIO programs help participants overcome class, social and cultural barriers. There are currently more than 1,200 Upward Bound programs in the USA and its territories. Santa Monica College Upward Bound program has been continuously funded since 2007.

Santa Monica College will provide the required pre-collegiate services to 60 participants from Venice Senior High School, Dr. Maya Angelou Community High School and Ouchi High School, to foster a culture of academic achievement and postsecondary enrollment. The services will build upon the college's strengths as a transfer institution and its utilization of intrusive advising, which has demonstrated national success in helping students successfully progress in a timely manner.

Budget Augmentation: Restricted Fund 01.3

Revenue (2017-2018)

8100	Federal	\$	257,500
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Expenditures

1000	Academic Salaries	\$	134,664
2000	Non-Academic Salaries	\$	33,536
3000	Employee Benefits	\$	40,341
4000	Supplies & Materials	\$	1,475
5000	Other Operating Expenditures	\$	43,884
6000	Capital Outlay	\$	0
7300	Other Outgo/Indirect	\$	0
7600	Student Aid	\$	3,600
Total		\$	257,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President Enrollment Development

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

Approved by: Bob Isomoto, Vice President, Business and Administration

Title of Grant: California Completion Grant (CCG)
Granting Agency: California Community Colleges Chancellor's Office
Augmentation Amount: \$400,000
Matching Funds: none
Performance Period: July 1, 2017 – June 30, 2018
Summary: From Senate Bill 85 SEC 12 - Per Section 88651 of the California Education Code, a student attending Santa Monica College may receive a Community College Completion Grant if the student meets the following criteria:

- 1) Received FTSSG in each term the student receives CCG.
- 2) Is enrolled at an eligible institution and has a completed ED plan including:
 - a. Associate Degree program
 - b. California Teacher Education certification
 - c. University Transfer Requirements
 - d. Other California Community College Certification.
- 3) Not incarcerated.
- 4) Not in Default or repayment for state or federal student loans.
- 5) The student maintains a grade point average of at least 2.0 and complies with any one of the following:
 - a. Enrolls in 15 or more credit hours per semester and is on track for an associate degree or to otherwise transfer to a four-year university within two years. This can be 12 hours during the primary semester and summer hours provided the student remains on track as described above.
 - b. Enrolls in a sufficient number of hours per semester to be considered on track to receive a certificate for a career technical education program or other certificate within the published length of time, or within the length of time plus one year if the student is required to take basic skills courses by Santa Monica College.
- 6) The student is a resident, or exempt from paying nonresident tuition.

The grant award is \$2,000 annually, shall be considered a supplement grant and shall not supplant any other grant, fee waiver, or scholarship aid received by the student. The grant shall be need based and shall not exceed the calculated level of financial need of the applicant.

Budget Augmentation:

Restricted Fund 74.0

Revenue		
8600	State	\$ 400,000
Expenditures		
1000	Academic Salary	0
2000	Non-Academic Salary	0
3000	Employee Benefit	0
4000	Supplies & Materials	0
5000	Other Operational Expenses	0
6000	Capital Outlay	0
7300	Other Outgo	0
7500	Financial Aid	\$ 400,000
Total		\$ 400,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Robert G. Isomoto, Vice-President, Business/Administration

Requested Action: Approval/Ratification

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 29, 2017 through June 30, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-1,563,954
2000	Classified/Student Salaries	33,194
3000	Benefits	-1,020,026
4000	Supplies	-68,532
5000	Contract Services/Operating Exp	-858,108
6000	Sites/Buildings/Equipment	-671,117
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	4,148,543
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 29, 2017 through June 30, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-20,359
2000	Classified/Student Salaries	168,517
3000	Benefits	128,059
4000	Supplies	168,365
5000	Contract Services/Operating Exp	-201,118
6000	Sites/Buildings/Equipment	-32,451
7100-7699	Other Outgo/Student Payments	127
7900	Contingency Reserve	-211,140
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS *(continued)*

13-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: June 29, 2017 through June 30, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	1,288,427
6000	Sites/Buildings/Equipment	-1,288,427
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

Period: June 29, 2017 through June 30, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	109,778
5000	Contract Services/Operating Exp	36,545
6000	Sites/Buildings/Equipment	-146,323
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	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER

Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

Commercial Warrant Register

June 1 - 30, 2017 7524 through 7566 \$11,435,363

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

RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

Payroll Warrant Register

June 1-30, 2017 C1K- C2L \$13,619,974.56

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

RECOMMENDATION NO. 16 REISSUE OF WARRANT

Requested by: Ian Fraser, Payroll Manager
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

<u>Employee Name:</u>	<u>Warrant #:</u>	<u>Issue Date:</u>	<u>Amount:</u>
Jordan Drake Dees	20690177	07/22/2013	\$230.00

Comment: Warrants not presented to the County Treasurer within six months are void; therefore it is requested that LACOW draw a new warrant to replace the void expired warrant.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: Mitch Hesel, Dean (Interim), Educational Enterprise

Approved by: Robert G. Isomoto, Vice-President, Business/Administration

Requested Action: Approval/Ratification

Auxiliary Operations Payments and Purchase Orders

June 1 – 30, 2017

Covered by check & voucher numbers: 013058-013378 & 01227-01241

Bookstore fund Payments	\$ 246,183.59
Other Auxiliary Fund Payments	\$ 68,342.99
Trust and Fiduciary Fund Payments	<u>\$1,368,832.40</u>
TOTAL	\$1,683,358.98

<u>Purchase Orders issued</u>	\$ 11,884.73
June 1 – 30, 2017	

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

RECOMMENDATION NO. 18 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested by: Michelle King, Director, Career and Contract Education

Approved by: Georgia Lorenz, Vice-President, Academic Affairs

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. 19 ORGANIZATIONAL MEMBERSHIPS

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Robert Isomoto, Vice-President, Business/Administration

Requested Action: Approval/Ratification

Organizational Memberships

August 1, 2017	Number of Memberships	Amount
	6	\$23,172.95

Funding Sources: Departmental Budgets

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	August 1, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2017-2018

Requested by: Christopher Bonvenuto Chief Director, Business Services
Approved by: Robert Isomoto, Vice President of Business and Administration
Requested Action: Approval/Ratification

Authorization of signature for the following staff members to approve invoices as indicated for the period July 1, 2017 through June 30, 2018.

Name/Title	Invoices
Eve Adler, Dean Health Sciences	X
Richard Bloom Associate Dean, Financial Aid/Scholarships	X
Susan Fila, Director Health and Well-Being	X

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 by: Cynthia Moore, Director of Purchasing
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

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.

June 1 – 30, 2017

\$117,296,848.60

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	August 1, 2017

INFORMATION ITEM 22 **CITIZENS' BOND OVERSIGHT COMMITTEE MEETING – JULY 19, 2017**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, **July 19, 2017 at 8 a.m.** in Drescher 300---E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

1. CALL TO ORDER: 8:10 a.m.

2. ROLL CALL --- Members

- Sonya Sultan, Chair --- Present
- Katherine Reuter, Vice-Chair--- Absent
- Jeffrey Graham – Absent
- Sion Roy --- Present
- Sharon Barovsky --- Absent
- Michael Dubin – Absent

Others Present:

- Cassandra Santiago-Amzallag – Student Representative (to be presented for approval at the August Board of Trustees meeting)
- Chris Bonvenuto, Chief Director, Business Services
- Greg Brown, Director Facilities Planning
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Ramin Nematollahi, Citizens' Bond Oversight Committee Coordinator
- Charlie Yen, Director – Contracts
- Emil Zordilla, Assistant Director, Facilities Planning

- Elizabeth Chavira – Project Manager/Construction Manager– Vanir
- Gustavo Ripalda – Project Manager/Construction Manager – Vanir

3. APPROVAL OF MINUTES

Action was not taken due to lack of quorum.

4. REPORTS and DISCUSSION

A. SMC Bond Capital Construction Budget Summary.

Charlie Yen discussed the SMC bond Capital Construction Budget Summary as of June 30, 2017.

- **Core Performance Center:** Second phase has started with the older locker rooms and bathrooms being renovated, and is scheduled to be completed by early quarter of 2018.
- **Center for Media and Design:** The project is continuing as planned and fall occupancy is expected. KCRW will most likely move in later in the fall due to their technological requirements.
- **Student Services Building:** Construction is proceeding as planned and completion date is 2019.

- **Malibu Campus:** Currently awaiting the finalization of lease from Los Angeles County. Bidding for the project will take place in the summer of 2017 with construction to begin in fall of 2017. Completion date is last quarter of 2019.
- **Early Childhood Education Center:** Awaiting coastal commission approval. Bidding for the project is expected in the summer of 2017 with construction to commence fall 2017. The project is schedule to be completed fall of 2018.

B. Measure U, S and AA and Bond Sales Expense Reports

The SMC Bond Capital Construction Budget Summary as of June 30, 2017 reports the following:

Measure U Budget:	\$ 160,000,000
Measure S Budget:	\$ 143,500,000
Measure AA Budget:	\$ 295,000,000
Measure V Budget:	\$ 345,000,000
Interest	\$ 21,495,870
Other Funding Received:	\$ 26,228,381
Other Funding Pending:	\$ 52,594,548
Total Budget:	\$1,043,818,799
Estimate at Completion:	\$1,043,818,799
Bond Funds Remaining:	\$ 462,892,008

- **Measure U:** Total Measure U Expenditures last period were **\$105,155**; total remaining funds are **\$1,939,510**; no budget variance.
- **Measure S:** Total Measure S Expenditures last period were **\$4,328,007**; total remaining funds are **\$47,078,885**; no budget variance.
- **Measure AA:** Total Measure AA Expenditures last period were **\$8,530,284**; total remaining funds are **\$68,873,613**; no budget variance.
- **The Bond Sales/Expense Report**

Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of June 30, 2017.

Total Bond:	\$598,500,000
Total Available:	\$528,492,559
Total Expenses:	\$480,607,992
Total Available Remaining:	\$117,884,567
Total Unsold Bond:	\$ 7,441

- Measure S Bond: \$20,000,000.00 (\$20 Million) was sold, April 2017.
- Measure AA bond: \$50,000,000.00 (\$50 Million was sold, April 2017.

The SMC Bond Construction Program Contractor List as of June 30, 2017 was included in the packet.

C. PRESENTATION OF THE DRAFT OF FACILITIES MASTER PLAN

Greg Brown, discussed a draft update of the SMC Educational Facilities Master Plan (“Master Plan”), a set of strategies first adopted by the Board of Trustees in 1998 that have guided the development of facilities on our campuses and have presented SMC’s needs to the public during bond campaigns.

Greg discussed that the last update of the Master Plan was in 2010, and a number of projects funded by voter-approved Measures U, S, and AA—the IT Building, the East Wing of the Performing Arts Campus, Student Services, and others—were included in that plan. The draft plan presented to the Board was based on the 2010 Master Plan, and took into account the new projects approved by Measure V, the \$345 million bond approved by voters in November 2016. These projects include a new Art complex to be housed at the new acquired property of the former YWCA, a renovation of the Business Building, an outdoor classroom, and a facelift of the ‘frontage of Santa Monica College’ on Pico Boulevard.

The campus build out is a 9 phase-multi-step process that has a 10 year time-frame. The new square footage footprint would be an increase of 1.88% or approximately 18,000 square feet.

In spring 2017, these new projects were discussed with the DPAC Facilities Committee and their comments were considered in putting together the draft plan. The public discussion of the draft plan also mentioned the Math/Science addition, for which partial funding has been received through the Governor’s approved state budget.

The intent is to revise the plan and present it to the College and various constituency groups this fall.

7. SCHEDULE OF MEETINGS, 2017--2018

Wednesday, October 25, 2017

Wednesday, January 24, 2018

Wednesday, April 25, 2018

Wednesday, July 25, 2018

8. ADJOURNMENT: 9:07 am

The next meeting of the Citizens’ Bond Oversight Committee will be held on **Wednesday, October 25, 2017 at 8 a.m. in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.**

Current information on all bond construction projects is available at:

<http://smcbondprogram.com> and at <http://www.smc.edu/CBOC>

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	August 1, 2017

INFORMATION ITEM 23 **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENTS**

The College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements were approved by the Board of Trustees in Fall 2016. The following appendices indicate the course offerings for the 2017-2018 academic year.

- Appendix A Beverly Hills School District
- Appendix B Palisades Charter High School
- Appendix C Santa Monica-Malibu Unified School District

Comment: The CCAP agreements require that the Board of Trustees be officially notified of the course offerings for each academic year. No action is necessary.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 1, 2017

XI. BOARD COMMENTS

XII. ADJOURNMENT – 9:57 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 5, 2017** 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

- Adoption of 2017-2018 Budget
- 2016-2017 Quarterly Report and 311Q
- Hazard Mitigation Plan
- Report: Noncredit and Adult Education Programs
- Report: Workforce and Economic Development

Information

- Draft Schedule of Board of Trustees Meetings, 2018

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

APPENDIX A

BEVERLY HILLS SCHOOL DISTRICT 2017-2018

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Beverly Hills School District hereinafter known as “SCHOOL DISTRICT”.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	David Jackson, Principal	(310) 229-3685	djackson@bhusd.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

Note: All referenced Sections from AB 288 (Education Code § 76004)

1 | Page

3. **CCAP AGREEMENT PROGRAM YEAR FALL 2016-SPRING 2017** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2017-2018 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Beverly Hills Unified School District

EDUCATIONAL PROGRAM: Media Studies- Broadcasting

TOTAL NUMBER OF STUDENTS TO BE SERVED: 70 per semester						TOTAL PROJECTED FTES: 7.25	
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Writing and Producing Short Form Media	Media 20	Fall	12:10-1:00	MTWThF	Carey, Romeo	☐ CC ☒ X HS	☐ CC ☒ X HS
Short Form Video Production	Media 21	Spring	12:10-1:00	MTWThF	Carey, Romeo	☐ CC ☒ X HS	☐ CC ☒ X HS

EDUCATIONAL PROGRAM: Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester						TOTAL PROJECTED FTES: 4.14	
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Photography	Photo 1	Fall	12:10-1:00	MTWThF	Briggs, Timothy	☐ CC ☒ X HS	☐ CC ☒ X HS
Basic Photography Lab Techniques	Photo 2	Spring	12:10-1:00	MTWThF	Briggs, Timothy	☐ CC ☒ X HS	☐ CC ☒ X HS

Note: All referenced Sections from AB 288 (Education Code 76004)

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Media 20 and 21	Video Production Handbook	\$61.75		
Photo 1	Short Course In Photography:	\$75.25		
Photo 2	No Required Textbook		N/A	

5. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

BUILDING	CLASSROOM	DAYS	HOURS
Beverly Hills HS	TBD	See days above	See hours above

Note: All referenced Sections from AB 288 (Education Code 76004)

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

APPENDIX B

PALISADES CHARTER HIGH SCHOOL 2017-2018

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Palisades Charter High School hereinafter known as “SCHOOL DISTRICT”.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Jeff Hartman, Assistant Principal	310-230-7224	jhartman@palihigh.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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3. **CCAP AGREEMENT PROGRAM YEAR FALL 2016-SPRING 2017** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2017-2018 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Palisades Charter High School

EDUCATIONAL PROGRAM: Media Studies and Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 50 per semester					TOTAL PROJECTED FTES: 10.56	
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Survey of Mass Media Communication	Media 1	Fall	12:20-1:50PM	T, Th	Saxon, Lisa	☐ CC ☒ X HS	☐ CC ☒ X HS
Reading Media: Acquiring Media Literacy	Media 2	Spring	12:20-1:50PM	T, Th	Saxon, Lisa	☐ CC ☒ X HS	☐ CC ☒ X HS
Introduction to Photography	Photo 1	Fall	TBD	TBD	Stiles, Rick	☐ CC ☒ X HS	☐ CC ☒ X HS
Basic Photography Lab Techniques	Photo 2	Spring	TBD	TBD	Stiles, Rick	☐ CC ☒ X HS	☐ CC ☒ X HS

EDUCATIONAL PROGRAM: Graphic Design

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester					TOTAL PROJECTED FTES: 11.79	
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Graphic Design Applications	Gr Des 18	Fall	12:24-1:44PM	M, W	Mashihi, Karineh	☐ CC ☒ X HS	☐ CC ☒ X HS
Digital Imaging for Design	Gr Des 64	Spring	12:24-1:44PM	M, W	Mashihi, Karineh	☐ CC ☒ X HS	☐ CC ☒ X HS

Note: All referenced Sections from AB 288 (Education Code 76004)

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Gr Des 18	No text required		N/A	
Gr Des 64	Photoshop Cc: Visual Quickstart Guide	\$40.00	N/A	
Media 1	Media & Culture 10 th Ed.	\$143.00	N/A	
Media 2	Media and Society : A Brief Introduction	\$39.75	N/A	
Photo 1	Short Course In Photography: Digital 3 rd Ed.	\$75.25	N/A	
Photo 2	No Required Textbook		N/A	

5. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

Note: All referenced Sections from AB 288 (Education Code 76004)

BUILDING	CLASSROOM	DAYS	HOURS
Palisades Charter HS	TBD	See days above	See hours above

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

APPENDIX C

SANTA MONICA AND MALIBU SCHOOL DISTRICT 2017-2018

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Santa Monica Malibu School District hereinafter known as “SCHOOL DISTRICT”.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the COLLEGE for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Dr. Terry Deloria, Assist Superintendent	310-450-8338	tdeloria@smmusd.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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3. **CCAP AGREEMENT PROGRAM YEAR FALL 2016-SPRING 2017** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2017-2018 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Santa Monica Malibu School District

HIGH SCHOOL: Santa Monica High School

EDUCATIONAL PROGRAM: Automotive

TOTAL NUMBER OF STUDENTS TO BE SERVED: 30 per semester					TOTAL PROJECTED FTES: 6.22	
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Automotive Maintenance and Operation	Auto 40	Fall	2:20-3:40PM	T, Th	Kay, David	☐ CC ☒ HS	☐ CC ☒ HS
Automotive Breaking Systems	Auto 45	Spring	2:20-3:40PM	T, Th	Kay, David	☐ CC ☒ HS	☐ CC ☒ HS

EDUCATIONAL PROGRAM: College and Career Readiness

TOTAL NUMBER OF STUDENTS TO BE SERVED: 280 per semester					TOTAL PROJECTED FTES: 16.43	
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Personal Finance for Students	Counseling 47 (2 sections)	Winter	TBD	TBD	Staff	☒ CC ☐ HS	☐ CC ☒ HS
Orientation to Higher Education	Counseling 11 (3 sections)	Winter	TBD	TBD	Staff	☒ CC ☐ HS	☐ CC ☒ HS

Note: All referenced Sections from AB 288 (Education Code 76004)

Personal and Social Awareness	Counseling 13 (3 sections)	Winter	TBD	TBD	Staff	X CC ☐ HS	☐ CC X HS
Job Success Skills	Counseling 16 (4 sections)	Winter	TBD	TBD	Staff	X CC ☐ HS	☐ CC X HS
Orientation Seminar	Counseling 19 (2 sections)	Winter	TBD	TBD	Staff	X CC ☐ HS	☐ CC X HS
Elementary Algebra	Math 31	Fall/Spring	8:05-9:10	MTWH	Staff	X CC ☐ HS	☐ CC X HS
Arithmetic and Prealgebra	Math 85	Fall	9:15-10:20	MTWH	Staff	X CC ☐ HS	☐ CC X HS
Intermediate Algebra	Math 20	Spring	9:15-10:20	MTWH	Staff	X CC ☐ HS	☐ CC X HS

EDUCATIONAL PROGRAM: Computer Science

TOTAL NUMBER OF STUDENTS TO BE SERVED: 70 per semester					TOTAL PROJECTED FTES: 14.50		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Computer Science	CS 3	Fall	2:20-3:40PM	T, Th	Morgan, David	X CC ☐ HS	☐ CC X HS
Visual Basic Programming	CS 15	Spring	2:20-3:40PM	T, Th	Morgan, David	X CC ☐ HS	☐ CC X HS
C Programming	CS 50	Fall	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS
Internet Programming	CS 80	Spring	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS

EDUCATIONAL PROGRAM: Early Childhood Education

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester					TOTAL PROJECTED FTES: 7.25		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Children, Family and Community	ECE 11	Fall	2:20-3:40PM	T, Th	Wilson, Lisa	X CC ☐ HS	☐ CC X HS

Note: All referenced Sections from AB 288 (Education Code 76004)

Career Choices in Education	Education 1	Spring	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS
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EDUCATIONAL PROGRAM: Graphic Design

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester	TOTAL PROJECTED FTES: 11.79
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Graphic Design Applications	Gr Des 18	Fall	10:35-11:30am	MTWThF	Staff	☐ CC X HS	☐ CC X HS
Digital Imaging for Design	Gr Des 64	Spring	12:24-1:44PM	MTWThF	Staff	☐ CC X HS	☐ CC X HS

EDUCATIONAL PROGRAM: IGETC/ Transfer Preparation

TOTAL NUMBER OF STUDENTS TO BE SERVED: 90 per semester	TOTAL PROJECTED FTES: 18.66
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Guitar I	Music 84A	Fall	2:20-3:15	M, T, W, Th	Harris, Mark	X CC ☐ HS	☐ CC X HS
Guitar II	Music 84B	Spring	2:20-3:15	M, T, W, Th	Harris, Mark	X CC ☐ HS	☐ CC X HS
Jazz Band	Music 78	Fall/Spring	3:35-5:40pm	MW	Whaley, Tom	X CC ☐ HS	☐ CC X HS
Introduction to Sociology	Soc 1	Fall	7:50-9:10am	T, Th	Phillips, Kim	X CC ☐ HS	☐ CC X HS
Social Problems	Soc 2	Spring	7:50-9:10am	T, Th	Phillips, Kim	X CC ☐ HS	☐ CC X HS
Sociology of Family	Soc 10	Spring	7:50-9:10am	T, Th	Phillips, Kim	X CC ☐ HS	☐ CC X HS

Note: All referenced Sections from AB 288 (Education Code 76004)

EDUCATIONAL PROGRAM: Media Studies

TOTAL NUMBER OF STUDENTS TO BE SERVED: 60 per semester						TOTAL PROJECTED FTES: 15.55	
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Survey of Mass Media Communication	Media 1	Fall	2:20-3:40PM	T, Th	McClellen, Renee	X CC ☐ HS	☐ CC X HS
Introduction to Writing and Producing Short Form Media	Media 20	Fall	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS
Media, Gender, Race	Media 10	Spring	2:20-3:40PM	T, Th	McClellen, Renee	X CC ☐ HS	☐ CC X HS
Reading Media: Acquiring Media Literacy	Media 2	Fall/Spring	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS
Broadcasting Announcing and Production	Media 13	Spring	TBD	TBD	Staff	X CC ☐ HS	☐ CC X HS

EDUCATIONAL PROGRAM: Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester						TOTAL PROJECTED FTES: 4.14	
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Photography	Photo 1	Fall	10:35-11:30	MTWThF	Ledford, Martin	☐ CC X HS	☐ CC X HS
Basic Photography Lab Techniques	Photo 2	Spring	10:35-11:30	MTWThF	Ledford, Martin	☐ CC X HS	☐ CC X HS

Note: All referenced Sections from AB 288 (Education Code 76004)

HIGH SCHOOL: Malibu High School

EDUCATIONAL PROGRAM: Media Studies

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester	TOTAL PROJECTED FTES: 6.22
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Reading Media: Acquiring Media Literacy	Media 2	Fall	3:00-6:20pm	W	Stowell, Rachel	X CC ☐ HS	☐ CC X HS
Broadcasting Announcing and Production	Media 13	Spring	3:00-6:20pm	W	Stowell, Rachel	X CC ☐ HS	☐ CC X HS

EDUCATIONAL PROGRAM: Music Studies

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester	TOTAL PROJECTED FTES: 11.91
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Chamber Choir	Music 59	Fall/Spring	3:00-5:05 M	1:00-3:10 F	Sorensen, Krysta	X CC ☐ HS	☐ CC X HS
Jazz Band	Music 78	Fall/Spring	3:00-5:05 M	1:00-3:10 F	Sorensen, Krysta	X CC ☐ HS	☐ CC X HS

Note: All referenced Sections from AB 288 (Education Code 76004)

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Auto 40	Automotive Technology: A Systems Approach	\$134.75		
Bus 47	Personal Finance	\$72.25	N/A	
Counseling 1, 11, 13, 16, 19	No text required		N/A	
CS 3	Introduction to Computer Systems 2 nd Edition	\$109.50	N/A	
CS 15	Starting out with Visual Basic 2012 1 st Edition	\$114.50	N/A	
CS 50				
CS 80				
ECE 11			N/A	
Education 1				
Gr Des 18	No text required		N/A	

Note: All referenced Sections from AB 288 (Education Code 76004)

Gr Des 64	Photoshop Cc: Visual Quickstart Guide	\$40.00	N/A		
Math 31	Intro Algebra of College Students W/Math Lab 7 th Ed.	\$135.25	N/A		
Math 20	Intermediate Algebra 3 rd Ed.	\$136.25	N/A		
Math 85	Arithmetic & Pre-Algebra 1 st Ed.	\$141.25	N/A		
Media 1	Media & Culture 10 th Ed.	\$143.00	N/A		
Media 2	Media and Society : A Brief Introduction	\$39.75	N/A		
Media 13	Broadcast Announcing Worktext 4 th Edition	\$83.50	N/A		
Media 10	Race, Gender, Class & Media 2 nd Ed.	\$162.50	N/A		
Media 20	Video Production Handbook 5 th Ed.	\$59.25	N/A		
Media 21	Video Production Handbook 5 th Ed.	\$59.25	N/A		
Music 59	No text required		N/A		
Music 84A	No text required		N/A		
Music 84B	No text required		N/A		
Music 78	No text required		N/A		

Note: All referenced Sections from AB 288 (Education Code 76004)

Photo 1	Short Course In Photography: Digital 3 rd Ed.	\$75.25	N/A	
Photo 2	No Required Textbook		N/A	
Soc 1	Sociology	\$31.50	N/A	
Soc 2	Social Problems 11 th Ed.	\$194.50	N/A	

5. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

BUILDING	CLASSROOM	DAYS	HOURS
Santa Monica HS	TBD	See days above	See hours above
Malibu HS	TBD	See days above	See hours above