



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, OCTOBER 1, 2019

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2019

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, October 1, 2019.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:35 p.m.
Dr. Margaret Quiñones-Perez, Chair - Present
Dr. Nancy Greenstein, Vice-Chair - Present
Dr. Susan Aminoff – Absent (Excused)
Dr. Louise Jaffe - Present
Rob Rader - Present
Dr. Sion Roy - Present
Barry A. Snell - Present
Brooke Harrington, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: SMC Police Officers Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: SMC Faculty Association

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:31 p.m.

- PLEDGE OF ALLEGIANCE – Sherri Lee-Lewis
- CLOSED SESSION REPORT
In accordance with Education Code Section 87405, the Board of Trustees determined that an individual with a disqualifying conviction in 1994 has been rehabilitated for at least five year and is eligible for employment with the College as a faculty employee.
AYES: 6 (Greenstein, Jaffe, Quiñones-Perez, Rader, Roy, Snell)
NOES: 0
ABSENT: 1 (Aminoff)

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS *(continued)*

- 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: Sion Roy
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Aminoff)

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS - None

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. CONSENT AGENDA

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

Approval of Minutes

#1 Approval of Minutes: September 3, 2019 (Regular Meeting)

Academic Affairs

#2 New Courses and Degrees, Fall 2019

Contracts and Consultants

#3-A Approval of Contracts and Consultants

(Greater than the amount specified in Public Contract Code Section 20651)

- *Amendments to Previously Approved Contracts*
- *New Contracts*

#3-B Ratification of Contracts and Consultants

(Less than the amount specified in Public Contract Code Section 20651)

- *Amendments to Previously Ratified Contracts and Consultants*
- *Renewal of Contracts and Consultants*
- *New Contracts Submitted for Ratification*

Human Resources

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

Facilities and Fiscal

- #8 Facilities
 - A Change Order No. 23 – Student Services Building
 - B Prequalified Firms to Provide Architectural-Engineering Professional Services for the Art Complex Replacement Project
 - C Amendment to Agreement for Architect Services – Math and Science Extension Building
 - D Agreement for Consulting Services – Bond Construction Program
 - E Amendment to Agreement for Architect Services – Student Services Project
- #9 Acceptance of Grants and Budget Augmentation
- #10 Budget Transfers
- #11 Commercial Warrant Register
- #12 Payroll Warrant Register
- #13 Reissue of Payroll Warrant
- #14 Auxiliary Payments and Purchase Orders
- #15 Reissue of Commercial Warrant
- #16 Providers for Community and Contract Education
- #17 Organizational Memberships
- #18 Authorization of Signatures to Approve Invoices, 2019-2020
- #19 Purchasing
 - A Award of Purchase Orders
 - B 2019-2020 Annual Contracts

IX. CONSENT AGENDA – Pulled Recommendations

X. MAJOR ITEMS OF BUSINESS

- #20 Resolution in Support of Undocumented Student Action Week
- 21 Report: Redesigning the Student Experience: A Guided Pathways Framework
- #22 Award of Contract – Temporary Classroom Village Modular Classroom Units And Existing Building Remodel Project
- #23 Second Reading and Approval – Board Policy 3250, Institutional Planning
- #24 Board of Trustees Goals and Priorities, 2019-2020 (*No action taken*)
- #25 Schedule of Board of Trustees Meetings, 2020

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

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

BOARD OF TRUSTEES	SUPERINTENDENT'S REPORT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2019

IV. SUPERINTENDENT'S REPORT

- Title IX Leadership Program for Students: SMC students who completed the Title IX Leadership Program were recognized and presented with certificates on behalf of the Board of Trustees.
- Enrollment Update: Enrollment is running about .3 percent behind last fall in credit FTES, and non-resident enrollment continues to decline and is running just under 12 percent behind last fall. Strategies are in place to address the decline, including partnering with other transfer institutions at recruitment activities overseas, increasing the speed of admission decisions for international students, increased out of state recruitment, increasing communication with students, and creating a student ambassador core to assist with recruitment in high schools.
- Santa Monica College received the Louise B. Gabriel Award in recognition of its 90th anniversary at the Santa Monica History Museum Annual Gala Tribute dinner on September 22, 2019. Distinguished honorees were Dr. Hildreth "Hal" Walker and the SMC STEM/NASA Program.
- AACC Pathways Institute: A team of eight SMC staff attended the third AACC Pathways Institute in New Orleans, September 26-28, 2019. The theme was "Ensuring Students are Learning and Progressing Along the Pathway."
- SMC has been designated as one of the Los Angeles County vote centers for the March 2020 primary and the November 2020 general election. Vote centers will allow anyone in Los Angeles County to vote at any of the vote centers and no longer be restricted to a single neighborhood precinct location.
- A photo of the 2018 championship SMC soccer team with Coach Jim Pierce was shared with the Board.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2019

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#19

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #3-A, #8, #9

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 3 – Approval of Contracts, (A) Univision

MOTION TO PULL RECOMMENDATION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Barry Snell
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Aminoff)

Recommendation No. 8-A – Change Order No. 23 – Student Services Building

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

Recommendation No. 8-B – Prequalified Firms to Provide Architectural-Engineering Professional Services

MOTION MADE BY: Rob Rader
SECONDED BY: Sion Roy
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Aminoff)

Recommendation No. 8-C – Amendment to Agreement for Architect Services, Math Science

Extension

MOTION MADE BY: Rob Rader
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Aminoff)

Recommendation No. 8-D – Agreement for Consulting Services – Bond Construction Program

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

Recommendation No. 8-E – Amendment to Agreement for Architect Services – Student Services

Project

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

Recommendation No. 9 – Acceptance of Grants and Budget Augmentation

MOTION MADE BY: Louise Jaffe
SECONDED BY: Rob Rader
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Aminoff)

RECOMMENDATION NO. 1 **APPROVAL OF MINUTES**

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

September 3, 2019 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2019

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, FALL 2019

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

HEALTH 20 Introduction to Gerontology

This is an introductory interdisciplinary course on aging. The core content will include the social, psychological, and biological changes associated with aging; ethical, legal and policy issues; and relevant information about programs and services for older adults. Completion of Introduction to Gerontology, Aging and Older Adulthood, and Aging and the Life Course leads to a certificate in Gerontology that will prepare students for entry-level positions and/or continued study at a four-year college or university.

HEALTH 21 Aging and Older Adulthood

Presented from a gerontological perspective, this course will introduce students to a contemporary understanding of a broad range of topics related to older adulthood and the psychology of aging. Topics covered include biological and psychological theories of aging, sensation perception, memory, intellectual functioning, cognition, personality and coping, social relationships, lifestyles and retirement, mental health and psychotherapy, and death and bereavement. Completion of Introduction to Gerontology, Aging and Older Adulthood, and Aging and the Life Course leads to a certificate in Gerontology that will prepare students for entry-level positions working with older adults and/or continued study at a four-year college or university.

Distance Education

AD JUS 2 Concepts of Criminal Law

ANIM 3A Introduction to 3D Animation

LIBR 1 Library Research Methods

NUTR 4 Healthy Lifestyle: Food and Fitness

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACT

The following contract was pulled from the agenda - no action taken.

Provider/Contract	Term/Amount	Service	Funding Source
A Univision	July 2019 – September 2020 Increase of \$100,000 for a total not to exceed \$200,000 Originally approved on June 4, 2019 in the amount of \$100,000	Add Summer/Fall 2020 Radio and Digital Advertising	District Funds/Marketing
<i>Requested by: Don Girard, Senior Director, Government Relations/ Institutional Communications</i> <i>Approved by: Katherine E. Jeffery, Superintendent/President</i>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

The following contracts are less than the amount specified in Public Contract Code Section 20651, have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ AMENDMENTS TO PREVIOUSLY RATIFIED CONTRACTS AND CONSULTANTS

	Provider/Contract	Term/Amount	Service	Funding Source
A	Sintra Group	July 1 – August 30, 2019 This is an increase to the previously approved contract in the amount of \$20,000 Increase by: \$2,635; new total not to exceed: \$22,635	Background investigations of police candidates, and investigatory services for an administrative investigation; work to include the preparation and submission of a written report regarding the administrative investigation within the Campus Police.	2019-2020 District Budget/Human Resources
<i>Requested by: Tre'Shawn Hall-Baker, Director, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>				
	Provider/Contract	Term/Amount	Service	Funding Source
B	Attain LiveSafe Safety	October 10, 2019 – October 9, 2022 \$28,000 per year, for a total of \$84,000 for three years.	This is a renewal of a three-year contract. LiveSafe is a mobile safety communications platform, providing users the tool to do something proactively to keep the community safe. From sharing information on concerning behavior to reporting safety hazards, the LiveSafe platform delivers two-way, real-time interactions that include location-tagged text, calls, photos and videos; scalable mass notifications; relevant safety resources and is a peer-to-peer safety tools.	\$20,000 – Associated Students \$8,000 – Auxiliary Funds
<i>Requested by: Mitch Heskell, Dean, Education Enterprise</i> <i>Approved by: Christopher Bonvenuto, Vice-President, Business/Administration</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

➤ NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION

Provider/Contract		Term/Amount	Service	Funding Source
C	Clean Harbors	One-year contract starting November 1, 2019, with the option to renew for up to four additional one-year periods. \$95,000	Provides hazardous waste management and disposal services.	General Fund
<i>Requested by: Risk Management</i> <i>Approved by: Christopher Bonvenuto, Vice-President, Business/Administration</i>				
D	Benjamin Gibbs Photography	October - December 2019 Not to exceed \$15,000, plus reimbursable expenses	Photography services to create library of SMC stock images of specific areas, such as SSC, for marketing and recruitment. Includes pre-and post-production and art direction.	2019-2020 District Funds/Marketing
<i>Requested by: Don Girard, Senior Director, Government Relations/ Institutional Communications</i> <i>Approved by: Katherine E. Jeffery, Superintendent/President</i>				
E	CARECEN	October – November 2019 \$4,000	CARECEN will process the DACA renewals of at least 30 SMC students	SMC Foundation
F	Ernesto Rocha	October 17, 2019 \$500	Mr. Rocha will provide a 1.5 hour talk focused on identity formation as undocumented students, for faculty and staff. He will also lead an activity for students to start creating a framework to tell their stories, and end the session with a question and answer period.	Student Equity Achievement program
<i>Requested by: Edna Chavarry, Director, Academic Affairs Initiatives</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

ESTABLISH

Project Manager, Student Care Teams

EFFECTIVE DATE

10/2/2019

ELECTIONS

INTERIM ACADEMIC ADMINISTRATOR

Neal, Stacy, Interim Associate Dean, Financial Aid & Scholarships

9/1/2019-12/31/2019

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Skilled Maintenance II (1 position) Maintenance Department, 12 months, 40 hours	10/02/2019
Clinical Placement Specialist (1 position) Health Sciences, 12 months, 35 hours	10/02/2019
<u>ABOLISHED</u>	
Skilled Maintenance I (1 position) Maintenance Department, 12 months, 40 hours	10/02/2019
<u>CLASSIFICATION RE-TITLE</u>	
From: Research Analyst Classified Regular Schedule Range 43 To: Research and Planning Analyst Classified Regular Schedule Range 43	10/02/2019
<u>PROBATIONARY</u>	
Bravo, Alvaro, Custodian, Operations	10/01/2019
De Los Santos, Wilmer, Skilled Maintenance Worker II, Maintenance	09/16/2019
Diaz, Josemar M., Custodian, Operations	10/01/2019
Esparza Torres, Rita, Custodian, Operations	09/16/2019
Esparza, Nancy, Custodian, Operations	09/16/2019
Feagin, Nehhe'h, Custodian, Operations	10/01/2019
Foster, Jerry, Custodian, Operations	09/16/2019
Lewis, Royce, Custodian, Operations	10/01/2019
Montes, Melissa S., Custodian, Operations	10/01/2019
Villalobos, Michelle L., Custodian, Operations	10/01/2019
<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	
Olivera Santos, Armando, Grounds Equipment Operator, Grounds (Step C)	10/01/2019
<u>LEAVES OF ABSENCE- UNPAID</u>	
Thomas, Jessica, Instructional Assistant - English	08/26/2019 – 12/17/2019

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Bautista, Anne Marre

10/02/2019

From: Research Analyst

Classified Regular Schedule Range -43

To: Research and Planning Analyst

Classified Regular Schedule Range -43

Yihunie, Yosief

10/02/2019

From: Research Analyst

Classified Regular Schedule Range -43

To: Research and Planning Analyst

Classified Regular Schedule Range -43

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Guzman, Jose

06/10/2019 - 08/02/2019

From: Personnel Technician, Personnel Commission

08/03/2019 - 08/23/2019*

To: Personnel Analyst, Personnel Commission

08/24/2019 - 09/20/2019*

Percentage: More than 50%

09/21/2019 – 10/15/2019*

(*extension)

Kerce, Kathy

08/02/2019 - 12/31/2019

From: Community College Police Dispatcher, Campus Police, 36 hours

To: Senior Community College Police Dispatcher, Campus Police, 40 hours

Percentage: More than 50%

RESIGNATION

LAST DAY OF PAID SERVICE

ShaBazz, Ishmael, Network Engineer, Network Services

10/03/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

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

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

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

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

Halacy, Dylan P., Accompanist- Dance	09/19/2019-12/31/2019
Hebert, Linda M., Custodian, Operations	
From:	08/26/2019-01/13/2020
To:	08/26/2019-08/26/2019
Larned, Gwen J., Recycling Program Specialist, Sustainability	09/10/2019-06/30/2020
Macias, Matthew H., Theatre Tech Specialist, SMC Broad Theatre	10/12/2019-12/31/2019
Novo, Angel, Administrative Clerk, Human Resources	
From:	07/01/2019-08/30/2019
To:	07/01/2019-08/22/2019

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one fiscal year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Abid, Michelle (Hooper), Administrative Assistant II, Academic Affairs	09/23/2019-12/31/2019
Adams, Raymond D., Custodian, Operations	09/23/2019-03/16/2020
Zetina, Marco V., Custodian, Operations	10/01/2019-03/16/2020

SUBSTITUTE - LIMITED TERM:

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

Miller, Samuel L., Administrative Assistant I, Art	09/23/2019-12/01/2019
Miller, Samuel L., Administrative Assistant I, Communications	09/23/2019-12/01/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – NON MERIT

Requested Action: Approval/Ratification

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

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

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

STUDENT EMPLOYEES

College Student Assistant, \$14.25/hour (STHP)	95
College Work-Study Student Assistant, \$14.25/hour (FWS)	102
College CalWorks, \$14.25/hour (CALWorks)	1

SPECIAL SERVICE

Community Services Specialist I, \$35.00/hour	8
Community Services Specialist II, \$50.00/hour	2

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

Requested by: Charlie Yen, Director of Facilities Planning

Approved by: Elaine Polachek, Executive Vice President

Requested Action: Approval/Ratification

8-A CHANGE ORDER NO. 23– STUDENT SERVICES BUILDING

Change Order No. 23 – BERNARDS BROS. on the Student Services Building project in the amount of \$182,020.

Original Contract Amount	\$77,438,000
Change Order No. 1	17,634
Change Order No. 2	13,169
Change Order No. 3	28,294
Change Order No. 4	204,509
Change Order No. 5	39,913
Change Order No. 6	93,862
Change Order No. 7	86,274
Change Order No. 8	67,477
Change Order No. 9	114,030
Change Order No. 10	25,628
Change Order No. 11	66,285
Change Order No. 12	270,585
Change Order No. 13	14,589
Change Order No. 14	15,578
Change Order No. 15	258,060
Change Order No. 16	301,259
Change Order No. 17	112,151
Change Order No. 18	648,355
Change Order No. 19	365,038
Change Order No. 20	194,533
Change Order No. 21	152,870
Change Order No. 22	437,671
<u>Change Order No. 23</u>	<u>182,020</u>
Revised Contract Amount	\$81,152,396

Project Schedule: This change order does result in a change to the contract length. Project has achieved Substantial Completion.

Total Change Orders represents 4.8% of the original contract.

Funding Source: Measure V

Comment: Change Order No. 23 includes the furnish and install the following;

- Furnish and install custom extended arm support for light fixture type AA at the north roof parapet.
- Relocate main duct line, VAV 4-27, HHWS/R piping, intake VAV 4-26, and vacuum accumulator at S349.

- Provide additional work and increase the thickness of the solid surface workstations
- Revise the grading elevations at the south side of the building adjacent to the Art complex
- Relocate fire sprinkler standpipe on all parking levels. The work also includes ductwork relocation, coring of concrete slabs, and pipe bollard installation.
- Modify the sidewalk grading elevations to match existing sidewalk near the southeast corner of the building.
- Replace three (3) signs at Stair 3 to meet code.
- Add sign at Electrical Room P100C.
- Move slab edge at podium level at the southwest corner of building and relocate storm drain lines to accommodate existing conditions.
- Furnish 10'-0" Type KK light fixtures at Level 3 Lobby in lieu of 12'-0" fixtures due to existing limited space.

8-B PREQUALIFIED FIRMS TO PROVIDE ARCHITECTURAL-ENGINEERING PROFESSIONAL SERVICES FOR THE ART COMPLEX REPLACEMENT PROJECT

Approve the following pre-qualified consultants to provide architectural and engineering related services for the Art Complex Replacement Project.

While a firm must be on the approved list of architects to be selected, this Board action does not guarantee that all architectural/engineering firms will be requested to submit their proposal for the Art Complex Replacement Project, nor the consultant(s) will be awarded any contracts.

The following firms are deemed prequalified:

1. Rachlin Architects
2. Moore Ruble Yudell
3. Cannon Design Group
4. DLR Group
5. Johnson Favaro Architects
6. Little Grimshaw Architects
7. HGA Architects
8. Johnson Fain Architects
9. Lionakis

Funding Source: Measure V

Comment: The District is prequalifying professional architectural and engineering related services providers for the Art Complex Replacement Project. The prequalification process allows the college to preselect the design teams based on their relevant project experience prior to the interview and RFP process. A selection committee composed of administrators, facilities staff, and faculty members of the Art Department will make the final selection from the pool of prequalified candidates.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

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

8-C AMENDMENT TO AGREEMENT FOR ARCHITECT SERVICES - MATH AND SCIENCE EXTENSION BUILDING

Amendment No. 2 - CANNON DESIGN for the MATH and SCIENCE EXTENSION BUILDING in the amount of \$51,000.

Original Contract Amount	\$ 7,130,750
Amendment No. 1 (Name Correction)	\$ 0
<u>Amendment No. 2</u>	<u>\$ 51,000</u>
Total to Date	\$ 7,181,750

Total Change Amendments represents 0.7% of the original contract.

Funding Source: Measure V

Comment: Amendment No. 2 provides for architect and engineering services for:

- Perform review of lab exhaust stack design, rooftop topography and construction, and adjacent facilities to provide design team with initial stack height, discharge air volume, and discharge air velocity targets to achieve project goals of eliminating bypass air controls and enabling VAV operation.
- Generate scale model of project building, adjacent site topography, and exhaust stack design utilizing 3-D rapid prototyping based on project Revit model.
- Prepare test plan for wind tunnel testing.
- Determine geometric and other scaling parameters for wind tunnel testing.
- Compile wind climatology to simulate atmospheric conditions at Santa Monica College campus.
- Design and fabricate tracer gas apparatus to model proposed exhaust stack performance with air sampling at downwind locations of concern.
- Integration of the updated survey into the site plan.

8-D AGREEMENT FOR CONSULTING SERVICES – BOND CONSTRUCTION PROGRAM

Extending the consulting services agreement with YNL Architects for one (1) additional year for the Bond Construction Program for an amount not to exceed \$200,000 plus \$10,000 in reimbursable expenses.

Funding Source: Measure S, AA, V and District Capital Funds

Comment: With the continued work on various Bond Funded projects, it is necessary to extend YNL Architects' contract for one (1) additional year. YNL Architects will continue assisting the Facilities Planning Department managing various bond projects including the new Math and Science building project, the Art Building project, the Malibu Campus project, the campus wide HVAC upgrade project, and the Early Childhood Education Center project. They will assist with managing various State funded and in-house scheduled maintenance projects and with the DSA closeout process.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

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

8-E **AMENDMENT TO AGREEMENT FOR ARCHITECT SERVICES – STUDENT SERVICES PROJECT** Amendment
No. 11 – Morris Architects/Huitt Zoliers for the Student Services Project in the amount of \$71,200.

Original Contract Amount	\$ 3,825,500
Amendment No.1	\$ 150,896
Amendment No.2	\$ 2,680
Amendment No.3	\$ 620,000
Amendment No.4	\$ 59,230
Amendment No.5	\$ 16,710
Amendment No.6	\$ 10,525
Amendment No.7	\$ 22,535
Amendment No.8	\$ 32,910
Amendment No.9	\$ 44,560
Amendment No.10	\$ 429,375
<u>Amendment No.11</u>	<u>\$ 71,200</u>
Revised Contract Amount	\$ 5,286,121

Total Amendments represents 38.2% of the original contract.

Funding Source: Measure V

- Comment: Amendment No. 11 provides for architectural and engineering services to produce construction and bidding documents for:
- Storage Fire Suppression System – convert fire suppression system from water to clean agent for the storage vault at P1 level;
 - Door Revisions – add power assist doors for DSPS;
 - HVAC Integration – add HVAC system to the rooms that were converted from storage rooms to IDF rooms;
 - Public Notification Speakers – add emergency announcement speakers throughout the building;
 - Traffic Control Bollards – add traffic rated bollards to protect pedestrians from vehicular traffic at turnaround circle.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

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

Approved by: Elaine Polachek, Executive Vice President, Superintendent/Pres.

Title of Grant: Fostering an Equity-Minded Student Success Culture – STEM through Faculty Development

Granting Agency: National Science Foundation

Award Amount: \$2,493,400 (in two separate allocations: \$1,326,757 for fiscal year 2019-20 through fiscal year 2021-22 and \$1,166,643 for fiscal year 2022-23 through fiscal year 2023-24 contingent on available Federal Funds.

Matching Funds: \$0

Performance Period: October 1, 2019 – September 30, 2024

Summary: The National Science Foundation funds research and education in most fields of science and engineering through grants and cooperative agreements to more than 2,000 colleges, universities, businesses and other research organizations throughout the United States.

The HSI STEM Education Program at Santa Monica College will bring together the equity-focused work of the Science and Research Initiative and the Center for Teaching Excellence to identify, implement, and investigate interventions that affect student success outcomes, including the use of classroom-based curricular materials and instructional practices. This will be accomplished through a three-pronged approach that includes faculty professional development, pilot and assessment of research-based innovations, and lastly, dissemination of project outcomes both internally and externally. This project will target tenure-track STEM faculty, as well as other newly tenured faculty in STEM. This project will increase the number of students who successfully navigate the critical transitions from pre-college to college-level coursework and community college to university, particularly among student groups traditionally underrepresented in STEM. In addition, this project will help foster and/or strengthen an equity-minded student success culture among STEM programs.

Budget: Restricted Fund 01.3

Revenue		
8100	Federal	\$ 2,493,400
Expenditures		
1000	Academic Salaries	\$ 1,394,432
2000	Non-Academic Salaries	\$ 60,014
3000	Employee Benefits	\$ 436,336
4000	Supplies & Materials	\$ 83,000
5000	Other Operating Expenditures	\$ 286,500
6000	Capital Outlay	\$ 6,447
7000	Other Outgo/Indirect	\$ 226,671
Total		\$ 2,493,400

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

Approved by: Elaine Polachek, Executive Vice President, Superintendent/Pres.

-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: September 4-18, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	220,529
3000	Benefits	0
4000	Supplies	-15,555
5000	Contract Services/Operating Exp	5,612
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-210,586
Net Total:		0

RECOMMENDATION NO. 11 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Christopher M. Bonvenuto, Vice-President, Business/Administration

Approved by: Elaine Polachek, Executive Vice President

Commercial Warrant Register

August 2019 8590 through 8632 \$13,030,041.22

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

RECOMMENDATION NO. 12 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

Approved by: Elaine Polachek, Executive Vice President

Payroll Warrant Register

August 2019 C1A – Supplemental 235 \$10,653,019.54

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

BOARD OF TRUSTEES	ACTION
<i>Santa Monica Community College District</i>	October 1, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 REISSUE PAYROLL WARRANT

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

Warrants not presented to the Los Angeles County Treasurer within six months are void. Therefore, it is requested that the Los Angeles County Office of Education draw a new warrant to replace the following expired warrant.

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Maria C. Barragan	W5245810	06/19/2017	\$696.86

RECOMMENDATION NO. 14 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

August 2019 Covered by check & voucher numbers: 022602-022939, 01920-01945 & 002727-002731

Bookstore fund Payments	\$ 829,512.24
Other Auxiliary Fund Payments	\$ 42,293.97
Trust and Fiduciary Fund Payments	<u>\$ 395,660.36</u>
	\$1,267,466.57

Purchase Orders issued

August 2019 \$115,401.06

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,

RECOMMENDATION NO. 15 REISSUE OF COMMERCIAL WARRANT

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

Warrants not presented to the Los Angeles County Treasurer within six months are void. Therefore, it is requested that the Los Angeles County Office of Education draw a new warrant to replace the following expired warrant.

<u>Student Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Est, Eddie	22693066	1/13/16	\$19.50

BOARD OF TRUSTEES	ACTION
<i>Santa Monica Community College District</i>	October 1, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification
Requested by: Michelle King, Director, Career and Contract Education
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

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

RECOMMENDATION NO. 17 ORGANIZATIONAL MEMBERSHIPS

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
October 2019	6	\$4,925

Funding Sources: Unrestricted General Fund

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

BOARD OF TRUSTEES	ACTION
<i>Santa Monica Community College District</i>	October 1, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2019-2020

Requested Action: Approval/Ratification

Requested by: Christopher M. Bonvenuto, Vice-President, Business/Administration

Approved by: Elaine Polachek, Interim Vice-President

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

Name/Title
Dr. Isaac Rodriguez Lupercio Associate Dean, Student Life
Laura Manson* Steve Sedky* *Authorization only as grant fund managers for the CVC-OEI (California Virtual Campus Online Education Initiative)

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. 19 PURCHASING

Requested Action: Approval/Ratification

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

Approved by: Elaine Polachek, Executive Vice President

19-A AWARD OF PURCHASE ORDERS

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

August 2019

\$7,036,121.23

19-B 2019-2020 ANNUAL CONTRACTS

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

- Omnia Partners Cooperative Contract R170101/R5195, with Daktronics through 04/30/20 for scoreboards and electronic signs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **RESOLUTION IN SUPPORT OF UNDOCUMENTED STUDENT ACTION WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a resolution in support of Undocumented Student Action Week, October 14, 2019.

BACKGROUND: The Board of Governors approved Board Resolution No. 2018-17 declaring October 14-18, 2019 as Undocumented Student Week of Action and every third week of October commencing with the 2020 academic year. The Chancellor's Office, in partnership with the Student Senate, the Community College League of California and other organizations, will be releasing a set of tools and resources for colleges and students to use during and after the Week of Action to enhance awareness and support for undocumented students as well as to advocate to our federal leaders.

WHEREAS, the California Community Colleges comprise the nation's largest postsecondary education system in the country with 115 colleges and 2.1 million students, and is committed to providing an open and welcoming environment for all students; and

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

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

WHEREAS, California Community Colleges stand united as a system where all students can learn, grow, feel supported and safe; and

WHEREAS, on September 18, 2017, the California Community Colleges Chancellor issued a Statement of Values and Commitment to Undocumented Students confirming that the Chancellor's Office will not release any personally identifiable student information without a judicial warrant, including data related to immigration status, will not cooperate with any federal effort to create a registry of individuals based on protected characteristics such as religion, race, immigration status, or sexual orientation, and will urge local governing bodies to do the same; and

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

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

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

WHEREAS, in 2018 the Chancellor’s Office expanded the existing partnership to include, Immigrants Rising and other organizations, and sponsored Undocumented Student Week of Action, October 15–19, to inform undocumented students about all available services on campus and in local communities and empower them to access those services, and support students and allies in advocating to Congress to act quickly and establish a permanent solution for undocumented young people; and

WHEREAS, the 2018 Undocumented Student Week of Action included the participation of 110 community colleges engaged in a week-long program of activities in support of undocumented students, and on September 17, 2018, the Board of Governors passed a resolution reaffirming its commitment to support all California community college students, including undocumented students, which was part of the week-long program of activities and information disseminated systemwide; and

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

THEREFORE BE IT RESOLVED that the Board of Trustees declare October 14-18, 2019 and every third week of October thereafter, as “Undocumented Student Action Week” to work in partnership with other organizations and encourage the California Community Colleges to engage in activities supporting undocumented students; and

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

BE IT FURTHER RESOLVED that the Board of Trustees urge Congressional members to uphold California values and create a pathway to citizenship for undocumented students, which will permit them to complete their education goals and achieve their highest potential.

MOTION MADE BY:	Barry Snell
SECONDED BY:	Louise Jaffe
STUDENT TRUSTEE:	Absent
AYES:	6
NOES:	0
ABSENT:	1 (Aminoff)

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 1, 2019

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 21

SUBJECT: **REPORT: REDESIGNING THE STUDENT EXPERIENCE: A GUIDED PATHWAYS FRAMEWORK**

SUBMITTED BY: Vice-President, Academic Affairs

SUMMARY: Through the SMC Redesign efforts, the College seeks to intentionally and at scale build SMC's structures and programs to improve and achieve equity in the rates of college completion, transfer, and attainment of jobs with value in the labor market. This requires large-scale transformational changes to current practices that will achieve the following:

1. Program Maps: All instructional programs (degrees, certificates, and major preparation for transfer) have an adaptable program map with on and off ramps.
2. Areas of Interest: All first time in college students identify an Area of Interest at the time of application and select an Academic and Career Path by end of their first academic year.
3. Student Support: All students receive proactive academic and non-academic support focusing on SMC's student-centered, equity-minded strategies.
4. Critical and Gateway Courses: All students complete a minimum of 9 degree-applicable units in their Area of Interest or Academic and Career Path within their first year.
5. Scheduling/Enrollment: Course scheduling is data-driven and informed by students' availability and comprehensive educational plans.
6. Student-Facing Technology: All students utilize seamlessly integrated, interactive, comprehensive student-facing technology in support of their educational goals.
7. Communication & Outreach: The college provides interactive, coordinated, and targeted communication throughout the student's SMC experience.
8. Professional Development: All faculty, staff, and administrators participate in strategic, frequent, and consistent professional development to sustain SMC's student-centered, equity-minded, data-driven efforts.
9. Campus Community: The college provides the physical and social space conducive to campus engagement and to a sense of belonging.

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

Link to full report:

[http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board of Trustees Meetings/2019/Guided%20Pathways%20Report%2010-1-2019.pdf](http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board%20of%20Trustees%20Meetings/2019/Guided%20Pathways%20Report%2010-1-2019.pdf)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: AWARD OF CONTRACT—TEMPORARY CLASSROOM VILLAGE MODULAR CLASSROOM UNITS AND EXISTING BUILDING REMODEL PROJECT

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees award the contract to the lowest responsive bidder for the Temporary Classroom Village Modular Classroom Unit and Existing Building Remodel project.

<u>Bidder</u>	<u>Amount</u>
Chalmers	\$5,678,000
The Nazerian Group	\$5,994,123
Icon West, Inc.	\$5,997,750
AWI Builders	\$6,950,911
Newman Midland	\$7,104,940
PCN3	\$7,440,000
Pinner Construction	\$9,069,000
WoodCliff	\$9,452,000

FUNDING SOURCE: Measure V

COMMENT As part of the new Math and Sciences project, SMC requires temporary classroom and office spaces to house faculty and students during the construction of the new Math and Sciences building.

27 classrooms will be lost by the removal of the Letters and Science and Liberal Arts buildings. This project will provide 23 replacement classrooms. Other classroom space will be acquired as follows: one from the Events Office, two in the former KCRW basement and two in the Student Services Center.

Scope of Work includes the following:

- The renovation of the former Student Services Complex (approximately 16,000 SF), which includes 14 new air-conditioned classrooms, offices, and storages. The project will maximize the use of existing mechanical, electrical and plumbing systems as much as possible to work with the budget.
- The delivery and installation of nine (9) new DSA pre-approved temporary modular classrooms (940 NSF each) at parking lot 2 north of Drescher Hall.
- The renovation of existing restrooms at the former Student Services Complex to comply with current ADA and DSA requirements

Bids for this project were received on September 25, 2019. It is recommended that the Board authorizes staff to contract with the lowest responsible and responsive bidder determined from the list above. The SMC District's award shall be finalized upon the review and verification of the all the requirements outlined in the contract documents and the successful execution of the contract.

All bidders were required to submit requested information on subcontractors within 24 hours of bid opening. The low bidder, Chalmers, failed to do so and was notified that its bid was rejected as non-responsive. Chalmers does not dispute this determination and, accordingly, it is recommended that the contract be awarded to The Nazerian Group as the lowest responsive bidder.

MOTION MADE BY:	Rob Rader
SECONDED BY:	Barry Snell
STUDENT TRUSTEE:	Absent
AYES:	6
NOES:	0
ABSENT:	1 (Aminoff)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: SECOND READING AND APPROVAL – BOARD POLICY 3250, INSTITUTIONAL PLANNING

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve revised Board Policy 3250, Institutional Planning.

COMMENT: Board Policy 3250, Institutional Planning, was approved by the Board of Trustees in June 2018 when Chapter 3, General Institution, was adopted as a whole. Starting in fall 2018, DPAC began reviewing its governance structure which included updating Board policies related to DPAC and institutional planning. Board Policy 3250 was reviewed and revised by DPAC in March 2019. It was then submitted to the Board’s subcommittee for review and the subcommittee recommended a few revisions. The revised policy was resubmitted to DPAC and was approved on July 24, 2019. The Board of Trustees conducted a first reading at its meeting on September 3, 2019.

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT TRUSTEE: Absent
 AYES: 6
 NOES: 0
 ABSENT: 1 (Aminoff)



Board Policy
Chapter 3 – General Institution

BP 3250 INSTITUTIONAL PLANNING

The Superintendent/President, in consultation with the Board of Trustees and Academic Senate, shall ensure that Santa Monica College maintains a comprehensive, broad-based integrated planning and evaluation cycle supported by institutional research and driven by the SMC Vision, Mission and Goals and the five-year Strategic Initiatives. This planning process involves the District Planning and Advisory Committee, includes other segments of the College as appropriate, and is inclusive of all constituent groups. The Superintendent/President is empowered to establish District committees as necessary to assist with the annual planning process.

The Superintendent/President shall inform the Board of Trustees about the status of planning and the various plans. The Superintendent/President shall submit plans to the Board of Trustees for approval, when required by law.

The Superintendent/President shall ensure the Board of Trustees has the opportunity to provide input in developing the general institutional mission and goals and the annual planning process.

References:

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.;
ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, and IV.B.3

Adopted: November 15, 2004

Revised: June 5, 2018

Revisions Approved by DPAC: March 27, 2019; July 24, 2019

Reviewed by Senior Staff: April 2, 2019

Reviewed and Revised by Board of Trustees Subcommittee: June 18, 2019

First Reading by Board of Trustees: September 3, 2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 1, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT; **BOARD OF TRUSTEES GOALS AND PRIORITIES, 2019-2020**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve its Goals and Priorities, 2019-2020.

BACKGROUND: The Board of Trustees discussed the revised Goals and Priorities at its meeting on September 3, 2019. Additional suggested revisions as underlined have been incorporated in the Goals and Priorities which are presented for approval (*see next page*).

THIS ITEM WAS PULLED – NO ACTION TAKEN

**Proposed
Board Goals and Priorities
2019-2020**

I. Educational Advancement, Quality, and Equity

1. Based on evidence, continue to implement models of support and instruction that increase student success and decrease ~~the~~ equity gaps.
2. Continue implementation of initiatives the college has begun to meet the Visions for Success (VFS) goals that propose:
 - An increase in course completion, transfer rates, and employment in student's field of study.
 - A decrease in the number of units taken at SMC on the way to transfer.
3. Continue to support and hire a diverse and innovative faculty and staff, while seeking to increase the percentage of fulltime faculty over time.
4. Develop new programs and partnerships in the allied health sector.

II. Student Life

5. Assess and fix system/structure issues that impede positive user experience in the application, enrollment, and financial aid processes.
6. Continue implementing initiatives that focus on solving barriers related to students' financial resources.
 - Improve financial literacy.
 - Support faculty adoption of Open Educational Resources (OER) and other efforts to address the high cost of course materials.
 - Support student efforts in addressing food and housing insecurity.
 - Increase financial aid.
 - ~~Provide more jobs for~~ Place more students in jobs on and off campus.
7. Continue support for campus resources that assist students with personal circumstances that may negatively impact student success.

III. Fiscal and Facilities

8. Provide reports for the Board that align with Board Goals, funding formula metrics, and the Vision For Success.
9. Develop a strategic vision for the future of the college that is responsive to the opportunities and risks inherent in the new funding formula as it evolves.
10. Work with allies and legislators to align funding with mission and fiscal health.
11. Continue efforts in revenue generation, cost control, and enrollment management.
12. Build and maintain a reserve sufficient to protect against anticipated and unforeseen circumstances.

13. Continue the plan to safeguard post-retirement employee benefits, and implement a plan to address increases in PERS, STRS, and other benefit obligations.
14. Update the Facilities Master Plan. Secure funding to maintain progress on all SMC security, technology infrastructure, and facilities construction projects.
15. Continue as a model of sustainability for all areas of the college.

IV. Community and Government Relationships

16. Ensure a supportive, inclusive, and collegial environment for students and staff.
17. Maintain good partnerships across systems (Cities/SMMUSD) in fulfillment of SMC's vision and mission.
18. Continue support for special programs that serve local students and increase college readiness and success, including:
 - Concurrent and dual enrollment
 - SMC Promise
 - Young Collegians
19. Continue strong support for Emeritus College.
20. Continue to serve the community with stellar facilities and programs, including but not limited to the following:
 - Planetarium, Santa Monica Swim Center, Corsair Field,
 - Broad Stage, Barrett Art Gallery, Early Childhood Lab School, KCRW,
 - Celebrate America

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	October 1, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

SUBJECT: SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2020

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the schedule of Board Trustees meetings for 2020.

SUMMARY: Regular meetings (in bold) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally, the third Tuesday of the month is held for special meetings or workshops. The schedule also includes Winter and Summer Board Study Sessions.

January 21, 2020 (third Tuesday)

July 7

February 4

July 28 (fourth Tuesday)

February 18 (hold)

Summer Study Session

March 3

Superintendent's Evaluation and
Board Self-Assessment

March 17

August 4

Winter Study Session

August 18 (hold)

April 7

September 1

April 21 (hold)

September 15 (hold)

May 5

October 6

May 19 (hold)

October 20 (hold)

June 2

November 3

June 16 (hold)

November 17 (hold)

December 1

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Nancy Greenstein
 STUDENT TRUSTEE: Absent
 AYES: 6
 NOES: 0
 ABSENT: 1 (Aminoff)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 1, 2019

XI. BOARD COMMENTS

XII. ADJOURNMENT – 10:32 p.m.

The meeting was adjourned in memory of **Dr. Matteo Dinolfo**, Santa Monica physician and long-time SMC supporter; **Robert William Kinsella**, father of Denise Kinsella, Dean of International Education; and **Darlene Montes**, Dean at L.A. Mission College.

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

The agenda for the next meeting will include the following:

Major Items of Business

- Veterans Awareness Week
- Appointment to Personnel Commission
- 2019-20 Quarterly Budget Report