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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY,
OCTOBER 2, 2012

Santa Monica College
Bundy Campus
3171 S. Bundy Drive
Los Angeles, California

Closed Session (Room 123)
Public Meeting (Room 119/121)

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

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held at the Santa Monica College Bundy Campus, 3171 S. Bundy Drive, Los Angeles, California, on Tuesday, October 2, 2012.

The agenda included the following items: (Items for action - recommendations - are listed numerically; items for information are listed alphabetically).

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER – 5:35 p.m.

B ROLL CALL

Dr. Margaret Quiñones-Perez, Chair – Excused Absence

Dr. Nancy Greenstein, Vice-Chair - Present

Dr. Susan Aminoff Present

Judge David Finkel (Ret.) - Present

Louise Jaffe - Present

Rob Rader - Present

Dr. Andrew Walzer - Present

Michelle Olivarez, Student Trustee – Present (for public session)

C 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: Santa Monica College Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel

Employee Organization: Santa Monica College Police Officers Association

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

REAL PROPERTY (Government Code Section 54956.8)

Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.
Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica
College Negotiators: Dr. Chui Tsang, Robert M. Myers, and Don Girard
City of Santa of Monica's Representative: Rod Gould, Joseph Lawrence

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

(Government Code Section 54956.9)

Name of Case: Santa Monica College Faculty Association, Gary Strathearn, Shane Moshiri, and Joel Druckman v. Santa Monica Community College District, Superior Court Case No. 12C01228.
Cathy Crosby v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC118080.

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT - None

F PUBLIC COMMENT

Tron Burdick
Willis Barton
Bernie Rosenloecher
Connie Lemke
Barbara Siegel
Ulises Cayetano

IV. **SUPERINTENDENT'S REPORT**

- Updates:
 - ♦ Master Plan for Education Update, 2012-2013
 - ♦ Budget
 - ♦ Voter Registration

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

- #1 Public Hearing – SMCCD Revised Proposal to CSEA Chapter #36 for Successor Collective Bargaining Agreement
- #2 Resolution in Opposition to Proposition 32
- #3 Appointment to Citizens' Bond Oversight Committee
- #4 Schedule of Board of Trustees Meetings, 2013
 - G Public Policy Institute Update
 - H Report: Workforce and Economic Development

VII. **CONSENT AGENDA**

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

- #5 Approval of Minutes: September 6, 2012 (Regular Meeting)
- #6 Board of Trustees Goals and Priorities, 2012-2013

Grants and Contracts

#7 Ratification of Contracts and Consultants

Human Resources

#8 Academic Personnel

#9 Classified Personnel – Regular

#10 Classified Personnel – Non Merit

#11 Classified Personnel – Limited Duration

Facilities and Fiscal

#12 Facilities

A Change Order No. 1 – Bundy New Roof Project

B Project Close Out – Bundy New Roof Project

C Construction Escrow Agreement – Bike Parking and Temporary Modular Offices

D Change Order No. 1 – Bike Parking and Temporary Modular Offices

E Amendment to Agreement for Architectural Services – AET Campus

F Amendment to Agreement for Architectural Services – Health, PE, Fitness,
Dance and Central Plant

G Amendment to Agreement for Project Consulting Services – Early Childhood
Education Center

#13 Budget Transfers

#14 Payroll Warrant Register

#15 Commercial Warrant Register

#16 Auxiliary Payments and Purchase Orders

#17 Purchasing

A Award of Purchase Orders

VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

X. **BOARD COMMENTS AND REQUESTS**

XI. **CLOSED SESSION**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, November 13, 2012** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

IV. SUPERINTENDENT'S REPORT

- **Updates:**

2012-2013 Master Plan for Education: During this past year through the strategic planning process, DPAC reviewed and revised the college's Vision, Mission and Goals statement, reviewed the four strategic initiatives – Basic Skills, Global Citizenship, Sustainable Campus and Career Technical (Vocational) Education and identified two new institutional objectives to guide institutional planning from 2012 to 2017 – GRIT (Growth, Resilience Integrity and Tenacity) and I³ (Institutional Imagination Initiative). DPAC approved the three primary components of the 2012-2013 Master Plan for Education – the responses to the 2011-2012 Institutional Objectives, the 2012-2013 Institutional Objectives and the Introduction/Strategic Planning Process narrative. The final report includes several supporting documents that contributed to developing the institutional objectives.

Budget: The State financial situation has forced all California community colleges, including Santa Monica College, to severely reduce class offerings. In addition many community colleges have had to enact layoffs, furloughs, and/or salary cuts. To date, Santa Monica College has not enacted any of these personnel measures.

If Proposition 30 does not pass, the trigger cuts (in the middle of the 2012-2013 fiscal year) associated with the non-passage will force the college to turn to salary reductions in order to remain fiscally solvent. The passage of Proposition 30 does not provide any new monies for this year, and there is still a \$2 billion to \$3 billion projected State deficit. Even if Proposition 30 passes, the community college system may still be facing cuts for this year, although the cuts would be smaller.

Following are some of the measures other colleges have taken and are planning to take:

- Pasadena City College has eliminated its winter session and has changed its calendar to reflect a traditional Fall/Spring/Summer calendar.
- Long Beach City College began furloughs and layoffs, as well as the elimination of a winter session two years ago, and is now looking at discontinuing up to 17 instructional programs.
- Glendale Community College has eliminated its winter session for the second year and is prepared to eliminate the summer session if Proposition 30 does not pass. Glendale Community College has already reduced the classified salaries by 3.33% and management salaries by 5%. It is currently negotiating salary rollbacks for the faculty.

In addition, the California State University and University of California systems also are planning on raising tuition, reducing course offerings, restricting enrollment, and possible layoffs.

Voter Registration: All SMC constituency groups came together last week to launch a voter registration drive that will continue through October 22nd, the deadline to register. As of Monday, October 22nd, volunteers at tables set up on the Quad had registered 645 students. The college will be sending out an email blast to encourage students and staff to register to vote and tables will continue to be set up on the Quad from 9:30 a.m. to 2 p.m. Mondays through Thursdays.

V. ACADEMIC SENATE REPORT

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **PUBLIC HEARING - SMCCD REVISED PROPOSAL TO CSEA CHAPTER #36 FOR SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the following revised proposal to CSEA Chapter #36 for successor collective bargaining agreement.

The District is prepared to enter into agreement with CSEA to extend the collective bargaining agreement to June 30, 2013, with the following revisions:

1. Deletion of Article 11.1.4.
2. Deletion of Article 12.16.
3. Relinquishment of any “me too” obligation in exchange for no reduction in positions/hours as result of cancellation of Winter 2013, subject to the passage and implementation of Proposition 30.
4. Revision of 3.7.2 to provide for 10 month work year and to allow the non-duty period for 10 month employees to be established in the same manner as it is for 11 month employees.

PUBLIC HEARING OPENED: 7:46 p.m.
MOTION MADE BY: David Finkel
SECONDED BY: Michelle Olivarez
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

PUBLIC COMMENT: Bernie Rosenloecher

PUBLIC HEARING CLOSED: 7:47 p.m.
MOTION MADE BY: David Finkel
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

**SUBJECT: RESOLUTION IN OPPOSITION TO PROPOSITION 32:
PROHIBITION ON POLITICAL CONTRIBUTIONS BY PAYROLL
DEDUCTION AND ON CONTRIBUTIONS TO CANDIDATES**

SUBMITTED BY: Superintendent/President

WHEREAS, Proposition 32 would prohibit political contributions from corporations and unions but not from partnerships, including private equity firms, and wealthy individuals;

WHEREAS, the proponents claim that this measure would officially ban contributions to candidate-controlled committees by corporations and labor unions, but in reality would affect middle class workers and labor unions far more than corporations and wealthy individuals;

WHEREAS, this measure would allow other political expenditures, including corporate expenditures from available resources not limited by the payroll deduction prohibition;

WHEREAS, Proposition 32 would encourage the proliferation of unaccountable “independent expenditures” that interfere with the orderly discourse between political candidates;

WHEREAS, this measure is the third effort to restrict union funds for support of candidates and issues since the first two efforts (Proposition 226 in 1998 and Proposition 75 in 2005) failed at the ballot box;

WHEREAS, this measure is opposed by the League of Women Voters and California Common Cause, both champions of reasonable campaign finance reform;

WHEREAS, Proposition 32 would interfere with the ability for supporters of community colleges to communicate with voters about the impact of general obligation bonds and parcel taxes;

THEREFORE, the Board of Trustees of the Santa Monica Community College District opposes Proposition 32, an initiative statute with the official title of “Political Contributions by Payroll Deduction; Contributions to Candidates,” on the November 6, 2012 General Election ballot.

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 2, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: APPOINTMENT TO CITIZENS’ BOND OVERSIGHT COMMITTEE

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of Parker Jean as the student representative to the Citizens’ Bond Oversight Committee.

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: Rob Rader
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Abstain
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 2, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2013

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the schedule of meetings for 2013.

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.

Winter and summer Board Study Sessions are held on the third Tuesday in February and July (hold dates).

- | | |
|---|---|
| January 15, 2013 (third Tuesday) | July 2 |
| January 29 (fifth Tuesday - hold) | |
| February 5 | July 16
Summer Study Session |
| February 19
Winter Study Session | August 6
August 20 (hold) |
| March 5
March 16 (hold) | September 3
September 17 (hold) |
| April 2
April 17 (hold) | October 1
October 15 (hold) |
| May 7
May 21 (hold) | November 5
November 19 (hold) |
| June 4
June 18 (hold) | December 10 (second Tuesday) |

MOTION MADE BY: Rob Rader
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES

Santa Monica Community College District

INFORMATION

October 2, 2012

MAJOR ITEMS OF BUSINESS**INFORMATION ITEM G****SUBJECT:** **PUBLIC POLICY INSTITUTE UPDATE****SUBMITTED BY:** Superintendent/President

SUMMARY: Dr. Richard Tahvildaran Jesswein provided a report outlining the recent academic successes and both the short and long term goals and objectives for student success in the Public Policy Institute, specifically highlighting the Associate of Arts Degree and Certificate of Achievement in Public Policy, Student Experiential Learning, the Annual Spring Symposium, and Outreach and Development.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	October 2, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **WORKFORCE AND ECONOMIC DEVELOPMENT**

SUBMITTED BY: Superintendent/President

SUMMARY: The Office of Workforce and Economic Development's (W&ED) goal is to help students, incumbent workers, business partners and industries develop skilled competencies in critical industry sectors. The programs that the Department administers are instrumental in helping the regional community respond to markets in a rapid and flexible manner.

The Department's 2010-11 and 2011-12 program funding has been decreased by over 50% from 2009-2010 levels. However, the Office of W&ED continues to be self-sustaining across program areas and growth oriented through revenue-generating programs, grants, and contract education programs. The programs take the form of classes for credit, and not for credit, varying in duration from one hour to one weekend, several days or an entire term.

Programs Highlighted in the Report (Appendix A)

- The SBDC (Small Business Development Center)
- Community Services
- Contract Education (Local and International Training Programs), Promo Pathways II
- SB-70 Career and Technical Education grants (3 currently)
- Employment Training Panel contract
- Department of Labor (CBJT- Recycling and Resources Management)
- Career Coach & Labor Market Research
- Workplace Learning Resource Center

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 2, 2012

VII. 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-#17.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: None

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

VIII. CONSENT AGENDA – Pulled Recommendations

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

IX. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 5 APPROVAL OF MINUTES

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

September 6, 2012 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 2, 2012

CONSENT AGENDA

RECOMMENDATION NO. 6 BOARD OF TRUSTEES GOALS AND PRIORITIES, 2012-2013

Ensure the Academic and Fiscal Integrity of SMC

Educational Advancement and Quality

1. Create a “culture of evidence” based on data including appropriate statistical controls. Complete the “institutional dashboard” and an equitable outcomes report to reflect and monitor institutional effectiveness and student progress.
2. Institutionalize initiatives that are effective in improving student success, with particular emphasis on accelerating mastery of basic skills and strengthening students’ non-cognitive skills.
3. Strengthen and promote workforce/career technical programs.
4. Infuse global citizenship into faculty instructional practices and student learning.
5. Maintain the number of full-time faculty members
6. Promote professional development activities for all classified and academic staff, including adjunct faculty.

Fiscal Health and Internal Operations

7. Ensure the financial health of the College through revenue-generation and cost-reductions.
8. Ensure inclusiveness in the budget development process and transparency in budget communication efforts.
9. Maintain a reserve sufficient to protect against unforeseen or drastic cuts.
10. Build the fundraising capacity of the SMC Foundation.
11. Pursue and obtain federal funds as well as other grant opportunities.
12. Maximize revenue-generation from facility rentals.

Community and Government Relationships (Local/State/National)

13. Foster community and government relationships and partnerships in fulfillment of SMC’s mission.
14. Develop a plan to ensure the continued success of Emeritus College.
15. Strengthen and expand programs and partnerships that serve SMMUSD students.

Facilities and Sustainability

16. Continue advocacy on the local, state and national level for mass transit solutions including the naming of the Santa Monica College station for Expo and funding to support the “Any Line, Any Time” program.
17. Maintain progress on all SMC facilities planning and construction projects, including all campus projects and the Civic Center ECE and Malibu centers.
18. Continue to adopt sustainability designs and practices for construction and maintain effective staffing for maintenance and operations of facilities.

Articulating a Vision

19. Continue planning the development and implementation of a vision for the future of the college that delivers both access and quality.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Chui L. Tsang, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

	Provider/Contract	Term/Amount	Service	Funding Source
A	Christine Choy	November 14-16, 2012 \$2,100	Christine Choy is the Chair of the Graduate Film and Television Department at New York University and an award-winning Filmmaker. She will conduct a series of activities at Santa Monica College during International Education Week including a screening of a film and visits to SMC classes in the areas of Broadcasting, Media Studies, Broadcasting and Filmmaking.	Global Citizenship Mini Grant

Requested by: Kelley Brayton, Dean, International Education

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

B	Governet (provider of CurricUNET to SMC for online curriculum and program development and maintenance) <i>Current contract for July 1, 2010 – July 1, 2013 approved on June 1, 2010 by the Board of Trustees.</i>	Fiscal year 2012-2013 Not to exceed: \$20,000 (one-time conversion fee only),	CurricUNET's next generation version "Meta," based on suggestions from 350-plus institutions, will allow SMC to rapidly revise local web forms, process workflows and frequently update curriculum information, with minimal technical assistance. It has been designed to facilitate automated curriculum reporting required by the Chancellor's Office. CurricUNET was adopted by the Chancellor's Office in 2009 and by the District in 2010. CurricUNET Meta will significantly streamline curriculum processing both on campus and with the Chancellor's Office.	District Budget-Academic Affairs (100%)
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Requested by: Georgia Lorenz, Dean, Instructional Services

Approved by: Jeff Shimizu, Vice-President, Academic Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 RATIFICATION OF CONTRACTS AND CONSULTANTS
(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
C	John Eidt	October 10-11, 2012 \$350	Consultants are guest lecturers for the Recycling and Resource Management (RRM) program, providing industry expertise to RRM students. Additionally, they provide real world perspectives on RRM curriculum and connect students to industry professionals.	DOL-CBJT grant (100%)
	Susy Borlido	October 29, November 1, 2012 \$350		
	Don Smith	October 4, 2012 \$200		
Requested by: Genevieve Bertone, Director, Sustainability Approved by: Jeff Shimizu, Vice-President, Academic Affairs				
D	Plastics Pollution Panel	October 25, 2012	The Plastics Pollution Panel features distinguished activists, scientists, and biologist speaking on the issues of plastics and the environment. The discussion will serve as a significant contribution to the Global Citizenship initiative, and in particular, this year's theme of Poverty and Wealth, Want and Waste: the Unevenness of Globalization. Each of the speakers represents a portion of society that should be a part of this important discussion: science, policy and concerned citizens.	Global Citizenship Mini Grant
	Charles Moore	\$1,500		
	Lisa Boyle	\$250		
	Chelsea Rochman	\$550		
Requested by: Genevieve Bertone, Director, Sustainability Approved by: Jeff Shimizu, Vice-President, Academic Affairs				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 ACADEMIC PERSONNEL

Requested Action: *Approval/Ratification*
Reviewed by: *Sherri Lee-Lewis, Dean, Human Resources*
Approved by: *Marcia Wade, Vice-President, Human Resources*

ELECTIONS

All personnel will be properly elected in accordance with district policies, salary schedules, and appropriate account numbers.

PROJECT MANAGER (change of date)

Penchansky, Audra, Veteran’s Resource Center/Workforce Development 09/01/12 – 06/30/13

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

The following positions will be established/abolished in accordance with district policies and salary schedules.

<u>POSITION RESTRUCTURE</u>	<u>EFFECTIVE DATE</u>
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ABOLISH

*Administrative Secretary, (1 position) CBJT-CWA Jobs, 12 mos, 40 hrs	09/04/12
*Administrative Secretary, (1 position) Academic Senate, 11 mos, 20 hrs	09/04/12
**Administrative Secretary, (1 position) Upward Bound/TRIO, 12 mos, 40 hrs	10/02/12
***Student Services Clerk (1 position) EOP'S, 12 months/24 hours	10/02/12
***Student Services Clerk (1 position) EOP'S, 12 months/25 hours	10/02/12

ESTABLISH

*Administrative Secretary, (1 position) CBJT-CWA Jobs, 12 mos, 20 hrs	09/04/12
*Administrative Secretary, (1 position) Academic Senate, 12 mos, 20 hrs	09/04/12
**Administrative Secretary, (1 position) Upward Bound/TRIO, 11 mos, 20 hrs	10/02/12
***Student Services Clerk (2 positions) EOP'S, 11 months/20 hours	10/02/12

*Comment: The establishment of the two 20-hour administrative secretary positions does not create a vacancy. The positions will be filled by the same individual that held the 40 hour position.

**Comment: The establishment of the one 20-hour administrative clerk position does not create new position. The hours and months for the current vacant position are being reduced.

***Comment: The establishment of the two 20-hour student services clerk positions does not create new positions. The hours for the current vacant positions are being reduced.

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – REGULAR (continued)

ELECTIONS

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

PROBATIONARY

McCoy, Paul B., Payroll Specialist, Payroll/Fiscal Services	09/10/12
Qualey, Patrick, Skilled Maintenance Worker, Maintenance	09/24/12

WORKING OUT OF CLASS ASSIGNMENT

Vasquez, Olga Employee Benefits Clerk (100%)	08/17/12-09/18/12
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Moss, Lisa Career Services Advisory (100%)	09/04/12-09/12/12
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ADVANCED STEP PLACEMENT

Qualey, Patrick, Skilled Maintenance Worker, Maintenance	Step C	09/24/12
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VOLUNTARY CHANGE IN WORK SHIFT/PERMANENT

Schnoebelen, Paul	09/18/12
From: Custodian, Operations, 12 mos, 40 hrs/ NS-2	
To: Custodian, Operations, 12 mos, 40 hrs/ NS-2 + Weekend	

LEAVES OF ABSENCE

UNPAID/OTHER ASSIGNMENT LEAVE

Prestby III, Anthony, Student Services Specialist –EOPS	09/07/12 – 06/30/13
Comment: Dr. Prestby will be on an unpaid leave from his classified assignment, while working as the Project Manager – Supplemental Instruction.	

SEPARATION

RETIREMENT

Bell, Vernene, Instructional Assistant – English, English (30+ years)	12/30/12
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RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - NON MERIT

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hour (STHP)	29
College Work-Study Assistant, \$8.00/hour (FWS)	41

SPECIAL SERVICE

Art Models, \$18.00/hour	2
Community Services Specialist 2, \$50.00/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: *Approval/Ratification*
 Reviewed by: *Sherri Lee-Lewis, Dean, Human Resources*
 Approved by: *Marcia Wade, 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.

Allie, Sharon, Instructional Assistant/ ESL	09/10/12-12/31/12
Badaro, Luiz, Accompanist - Dance	09/10/12-12/31/12
Brundage, Kirk, Accompanist - Dance	07/01/12-12/31/12
Cancellla, Joseph, Registered Nurse, Health Services	08/01/12-06/30/13
Cummings, Kahlil, Accompanist - Dance,	09/05/12-12/31/12
Danar, Robin, Theatre Technical Specialist, SMC Performing	09/21/12-06/30/13
Doran-Sheeran, Patrick, Accompanist - Dance	09/10/12-12/31/12
Gorman, Alixan, Instructional Assistant/ ESL	09/10/12-12/31/12
Moore II, Kevin, Accompanist - Dance	09/10/12-12/31/12
Osipova, Yelena, Accompanist - Dance	07/01/12-12/31/12
Plotkin, Alla, Accompanist - Dance	07/01/12-12/31/12
Ruge, Jacqueline, Sign Language Interpreter III, DSC	09/25/12-09/30/12
Schwartzler, Emily, Instructional Assistant/ ESL	09/10/12-12/31/12
Sow, Malik, Accompanist - Dance	09/05/12-12/31/12
Walker, Frederick, Accompanist - Dance	09/10/12-12/31/12
Watanabe, Atsushi, Theatre Technical Specialist, SMC Performing	08/10/12-06/30/13

Correction from 09/06/12 Agenda:

Jorgensen, Jason, Sign Language Interpreter III, DSC 08/09/12-09/30/12

Correction to 10/02/12 Agenda:

Jorgensen, Jason, Sign Language Interpreter III, DSC 09/18/12-12/31/12

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.

McAlpine, Barbara, Instructional Assistant/ English	09/04/12-11/30/12
Rivera, Jennifer, Instructional Assistant/ ESL	09/27/12-12/31/12

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.

Update from 09/06/12 Agenda:

Maaza, Saba M, Administrative Assistant I, TRIO 06/27/12-11/22/12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

12-A CHANGE ORDER NO. 1 - BUNDY NEW ROOF PROJECT

Change Order No. 1 - TRIMAX CONSTRUCTION on the Bundy New Roof project in the amount of \$6,132

Original Contract Amount	\$397,800
Previously Approved Change Orders	0
Change Order No. 1	<u>6,132</u>
Revised Contract Amount	\$403,932

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order No. 1 - provides for the changes due to unforeseen conditions that were discovered when the original roof was removed.

12-B PROJECT CLOSE OUT - BUNDY NEW ROOF PROJECT

Subject to completion of punch list items by TRIMAX CONSTRUCTION authorize the District Representative without further action of the Board of Trustees, to accept the project described as BUNDY NEW ROOF as being complete. Upon completion of punch list items by TRIMAX CONSTRUCTION the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

12-C CONSTRUCTION ESCROW AGREEMENT – BIKE PARKING AND TEMPORARY MODULAR OFFICES

Pursuant to Section 22300 of the Public Contract Code, retention due the Contractor, Minco Construction to be paid into an escrow account held by Premier Commercial Banks.

Funding Source: Measure AA

Comment: Minco Construction has requested to exercise its right under the Public Contract code to have the retention portion of their payments placed in an escrow account until the principal and interest earned are released by the District. The Public Contract Code requires the District to hold back a 5 percent retention to satisfy any outstanding claims against the contractor, which may come from the District, the contractor’s employees or subcontractors. Once the District is satisfied that there are no outstanding claims, the retention amount is released.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

12-D CHANGE ORDER NO. 1 – BIKE PARKING AND TEMPORARY MODULAR OFFICES

Change Order 1 – MINCO CONSTRUCTION on the Bike Parking and Temporary Modular Offices project in the amount of \$59,747

Original Contract Amount	\$1,337,700
Previously Approved Change Orders	\$ 0
Change Order 1	<u>\$ 59,747</u>
Revised Contract Amount	\$1,397,447

This change order results in no change to the contract length

Funding Source: Measure AA

Comment: Change Order 1 provides for project site preparation including site fencing and perimeter sand bags, dust control, protection of soil stockpiles, and protection of storm drains.

12-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – AET CAMPUS

Amend the agreement with CLIVE WILKINSON ARCHITECTS for the Academy of Entertainment and Technology for \$121,095

Original Contract Amount	\$5,550,000
Amendment 1	\$ 496,000
Amendment 2	\$ 78,868
Amendment 3	<u>\$ 121,095</u>
Total to Date	\$ 6,245,963

Funding Source: Measure AA

Comment: Additional architectural services are needed due to the disruption caused by the cancellation of the parking structure contract. The architect is familiar with the AET program and is best suited to develop a restructuring plan in a timely manner.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES

12-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Amend the agreement with GENSLER for the Health, PC, Fitness, Dance and Central Plant for to revise the reimbursable amount to \$350,000.

Funding Source: Measure AA

Comment: The original reimbursable amount placed in the contract documents was too low for a project of this size.

12-G AMENDMENT TO AGREEMENT FOR PROJECT CONSULTING SERVICES – EARLY CHILDHOOD EDUCATION CENTER

Amend the agreement approved by the Board of Trustees on September 6, 2012 with ERIC NELSON to CHILD EDUCATIONAL CENTER, in an amount not to exceed \$148,500 plus reimbursable expenses.

Funding Source: Measure S, City of Santa Monica

Comment: The consultant requested that the contract be in the name of the business. All the other terms of the agreement are the same.

12-H AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Amend the agreement with GENSLER for the Health, PC, Fitness, Dance and Central Plant for \$198,000. and revise the reimbursable amount to \$350,000.

Original Contract Amount	\$ 3,589,000
Amendment 1	675,000
Amendment 2	<u>198,000</u>
Total to Date	\$ 4,471,000

Funding Source: Measure AA

Comment: Due to requirements from both DSA and SMC the following code related items have been added to the project for the renovation of the existing Pavilion/Gym building: separation of fire water from domestic water system; code upgrades to existing restrooms; new ramp at south entrance and energy systems monitoring.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 2, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

RECOMMENDATION NO. 13 BUDGET TRANSFERS

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: July 1, 2012 to September 18, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	8,433
3000	Benefits	0
4000	Supplies	-9,093
5000	Contract Services/Operating Exp	40,606
6000	Sites/Buildings/Equipment	-25,946
7000	Other Outgo/Student Payments	-14,000
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: July 1, 2012 to September 18, 2012

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	4,966
6000	Sites/Buildings/Equipment	-4,966
7000	Other Outgo/Student Payments	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
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RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER

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

August 1 – August 31, 2012 CIA – VIF \$7,343,561.63

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

RECOMMENDATION NO. 15 COMMERCIAL WARRANT REGISTER

Requested by: *Robin Quaille, Accounts Payable Supervisor*
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
 Requested Action: *Approval/Ratification*

August 1 – August 31, 2012 5150 – 5194 \$7,701,195.86

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

RECOMMENDATION NO. 16 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested by: *George Prather, Director of Auxiliary Services*
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
 Requested Action: *Approval/Ratification*

August 1 – August 31, 2012	Payments	Purchase Orders
	\$1,098,597.52	\$142,401.43

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds. The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 17 PURCHASING

Requested by: *Cynthia Moore, Director of Purchasing*
 Approved by: *Robert Isomoto, Vice President*
 Requested Action: *Approval/Ratification*

17-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. 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 1 – August 31, 2012 \$8,695,259.46

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

October 2, 2012

X. BOARD COMMENTS AND REQUESTS**XI. CLOSED SESSION** – 8:52 p.m.**XII. ADJOURNMENT** – 9:02 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, November 13, 2012** 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:

1. Quarterly Budget Report and 311Q
2. Report: Institutional Effectiveness
3. Information Item: Citizens' Bond Oversight Committee
 - October meeting
 - 2011-2012 Annual Report

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION October 2, 2012
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APPENDIX A REPORT: WORKFORCE AND ECONOMIC DEVELOPMENT

2011-12 WORKFORCE & ECONOMIC DEVELOPMENT UPDATES

The Office of Workforce & Economic Development (W&ED) at Santa Monica College helps students, incumbent workers, business partners and industries develop skilled competencies in critical industry sectors. As a source for developing and implementing training and curriculum, the W&ED program is instrumental in helping the regional community respond to markets in a rapid and flexible manner. SMC's programs grow local jobs by improving local business competitiveness and by training workers for the skills they need to keep their jobs or to move to higher paying ones.

In prior updates, the focus has been mainly on credit Career Technical Education programs. This year's annual report to the Board of Trustees highlights the continued relevance of Workforce and Economic Development at the College and its integral role in helping our regional economy build its workforce despite drastic budget cuts and stagnant economic growth.

ADAPTING TO BUDGET RESTRICTIONS

Due to federal and state budget challenges, the SMC Office of W&ED was impacted as available 2010-2011 and 2011-2012 funding for programming decreased by over 50% from 2009-2010 levels. Despite a reduction in funding, the Office of W&ED continues to be self-sustaining across program areas and growth oriented through revenue-generating programs, grants, and contract education programs. These programs take the form of classes for credit, and not for credit, varying in duration from one hour to one weekend, several days or an entire term. Some programs may be sponsored by the college, some by agencies using college facilities, and in some cases programs are offered jointly. Programs are offered both on campus and off campus. In totality, Workforce & Economic Development programs at SMC center on education across many disciplines. They are offered for educational purposes, for recreation, personal interest, for the benefit of specific businesses, or for the entire community.

LOOKING AHEAD: IMPACT OF NEW STATE LEGISLATION

California receives about \$500 million annually in federal Workforce Investment Act (WIA) funds. The majority of these funds go to 49 local Workforce Investment Boards (WIBs). On average, local WIBs in California invest just 20% of their federal funds on training services. A third of the 49 WIBs spend less than 11% on training, and many invest nothing on training.

SB 734 (DESAULINER) AND SB 1402 (LIEU)

SB-734 went into effect July 2012. It shows promise for community colleges workforce divisions due to funding now being directed towards workforce training. An amount of at least 25 percent of funds available under WIA provided to local workforce investment boards for adults and dislocated workers shall be spent on workforce training programs. Beginning program year 2016, that amount will increase at least 30 percent.

Currently, SMC receives NO training dollars from WIA participants and has not for many years due to the cumbersome process of adding programming that could be offered and the relatively few training dollars available. We are optimistic that the new state legislation and policy directives will create more equity in training dollars and that community colleges (SMC) will benefit from an increase in training funds available in the near future. Funding for the statewide Economic & Workforce Development program at the Chancellor's Office was scheduled to expire at the end of the year. In recent days, Governor Brown signed Senate Bill 1402 by Sen. Ted Lieu (D-Torrance) which extends the reach of the Workforce and Economic Development and the new law resets its sunset provision for January 1, 2018. Several SMC W&ED projects funded by the Chancellor's Office will be able to continue their great performance and perhaps grow as a result of this new legislation.

NEW WORKFORCE & ECONOMIC DEVELOPMENT STRUCTURE

Economically challenging times have required the College and the W&ED division to become more entrepreneurial and nimble in approaching fee-generated programming and aggressively pursuing contract education projects. Currently, the SMC Workforce & Economic Development Office administers or leads numerous projects with 7.5 administrative staff, 4.5 FTE support staff and many training specialists needed for instructing the hundreds of annual training courses offered. The major programs and comprehensive projects include:

- Perkins IV (CTEA)
- The SBDC (Small Business Development Center)
- Community Services
- Contract Education (Local & International Training Programs)
- SB-70 Career & Technical Education grants (3 currently)
- Employment Training Panel contract
- Department of Labor (CBJT- Recycling & Resources Management)
- Career Coach & Labor Market Research
- Promo Pathways II
- Workplace Learning Resource Center
- I am Santa Monica Training program
- New CTE Program Development

What follows is a performance update in many of the above areas with a focus on programs not covered in recent reports to the Board of Trustees.

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

The Santa Monica College SBDC continues to be a tremendous asset to entrepreneurs and small businesses in our region and is considered the best performing SBDC in the Los Angeles Regional Network (which serves LA, Ventura, and Santa Barbara Counties). Our award winning SBDC far exceeded 2011 performance goals and is well on its way to doing the same for 2012.

Offering free one-on-one business advising and very low cost training seminars, the impact of the SBDC business advisors and staff in the 2011 program year is impressive.

- 724 distinct clients served
- 339 jobs created
- 16+ million in capital infusion to businesses
- 23+ million in sales increases
- 986 attended training and seminars
- 54 businesses were started
- 150 training events
- 3,000 hours in total client hours
- \$27,000 in training income

SBDC CORE AREAS OF BUSINESS ADVISING

Business Plan Development

Financing

Business Structuring & Incorporating

Government Contracting & Certification

Green Business Certification

International Trade

Legal

Sales & Marketing

Social Media

QuickBooks & Accounting

Business Technology

Website Design & Optimization

SBDC NEW AREAS OF BUSINESS

EXPORT DEVELOPMENT

Two business advisors completed course requirements for international trade certification that the SBA requires.

MODEL GREEN BUSINESS CERTIFICATION PROGRAM

In partnership with Sustainable Works – SMC's SBDC became the first in California SBDC to offer a Green Business Certification and is being used as a model for state-wide SBDC launch. The certification process takes 3-4 months for a business to complete. Seven certificates have been issued to date, with two pending. Benefits to entrepreneurs include:

- Ability to market as a green business that is verified through a credible third-party`
- Conduct business environmentally while saving natural and capital resources in the process

RETAIL SPECIALTY DEVELOPED

- Hired a retail business advisor in 2011
- Works closely with the City of Santa Monica to reach the local retailers
- Increased retail business advising by 35%

NEW SATELLITE BUSINESS ADVISING AT THE LA CHAMBER OF COMMERCE

International Trade Division – SBDC satellite advising at the LA chamber

- Global Thursdays (weekly event, one-on-one advising)
- Exporting Roundtable (monthly event, on average 30+ attendees)

LEGISLATIVE ADVOCACY

- California SBDC is now a part of the Governor's Office of Economic Development (GoEd.)
- Yearly legislative visit with our local representatives in Sacramento to highlight the achievements of the SBDC and financial support that is needed
- SBDC Director met with four different legislators: Senator Curren D. Price, Senator Fran Pavley's representative, Assembly member Julia Brownley, Assembly member Holly Mitchell

COMMUNITY & CONTRACT EDUCATION

These two core areas of Workforce & Economic Development are now combined and led by a new Director. Community Education traditionally serves the function as the primary administrative unit for adult and continuing education, contract services, and other activities that are outside the realm of the traditional college programs. The department is well positioned to assist the College in its pursuit of generating revenues from new sources with a new director at the helm.

Community and Contract Education programs are supported by participant fees, or contracts with external organizations. Therefore, a central tenet of a sound Community & Contract Education department is collaboration. The department secured contracts in the 2011-2012 fiscal year amounting to over \$1.2 million (including ETP & PP II contracting through 2014).

CLIENTS SERVED & COLLABORATIVE PARTNERS

- Kaplan University
- National University
- New Directions Inc.
- NVIDIA
- Zhejiang Vocational Academy of Art
- EduTech
- South Bay Counseling Center
- SMC Communication's Dept.
- Film Production
- Photography Department
- Business Department
- Academy of Arts Entertainment and Technology (AET)
- Early Childhood Education

COMMUNITY EDUCATION

As mentioned in past reports to the Board of Trustees, Community Education has been decreasing in revenues over the past two years. However, Community Education plans to increase revenues to \$800,000. Under new leadership, community education has set goals to increase capacity and program offerings over 2010-2011 and 2011-2012 measures by 30%. This will be done by increasing the use of technology and marketing. Community services will increase corporate and professional training offerings in the upcoming program years and launch the new *Santa Monica Corporate College*.

The Department's strategies to increase revenues will include:

- Analyzing current offerings and increasing market share of professional training
- Employing unutilized customer management tools
- Updating Community Ed Website and catalog
- Expanding marketing strategies and reach – (on-line courses)
- Using low cost marketing using social media
- Offering more short term training courses/certificates

ELIGIBLE TRAINING PROVIDER LIST (ETPL)

The purpose of the ETPL is to provide customer-focused employment training for adults and dislocated workers. Training providers who are eligible to receive Individual Training Accounts (ITAs) through WIA Title I-B funds are listed on the ETPL.

Local Workforce Investment Boards must spend 25% of funding on training as mentioned earlier in this report. Agencies are able to contract directly with institutions of higher education to provide training on the ETPL. SMC is now authorized to provide training to individuals deemed eligible by the local Work-Source agency. These individuals will be directed to SMC for short-term job specific training being developed for the ETPL and the local Work-Source office will fund the cost of the training. Potential training for this population is currently being expanded.

NEW CAREER & PROFESSIONAL TRAINING

- Phlebotomy Technician - Boston Reed
- On-Line Professional Certifications in Social Media Management
- Photography - Topic Specific and Photography at Emeritus College
- UCLA Center for Pre-Hospital Care
- Basic Life & Advanced Life Support for SMC Nursing Students at Bundy
- Avid Certification
- Film Production Certifications
- Search Engine Optimization (SEO) (OMCP Practitioner Certification)
- Social Media Marketing (OMCP Practitioner Certification)
- Pay Per Click Marketing Certification (OMCP Practitioner Certification)
- Landing Page & Conversion Optimization (OMCP Practitioner Certification)
- Web Analytics Certification (OMCP Practitioner Certification)

EMPLOYMENT TRAINING PANEL

The ETP Program is an economic development program that is governed and administered by the Employment Training Panel, a component of the Employment Development Department (EDD). It is financed by a segment of the California State unemployment insurance revenue pool. The ETP The program assists employers in strengthening their competitive edge by providing funds to off-set the costs of job skills training necessary to maintain a high-performance workplaces. Third party organizations, both educational and private, are contracted with the state to administer various training programs as called for by the marketplace.

- Enhancing SMC's leadership role within the mission of the CCC (California Community College) system.
- Improve SMC's competitive position with regards to recruiting students, clients, and contractual business/revenue opportunities.
- Increase public relations opportunities for SMC and stakeholders due to the relationships being developed with industry leaders.
- Enhancing SMC brand and visibility via marketing and execution of the program.
- Developing an on-going compilation of promising training modules for the College's archives and future business opportunities.
- Fostering valuable relationships with business and industry leaders.

This year, Santa Monica College was awarded \$438,840 (up to \$700,000 every two years) to execute this contract training program to businesses through April 2014. SMC has received ETP funds in the past but has not been successful in delivering sufficient training to allow for the maximum reimbursement of the contracts. However, last year the Office of W&ED executed 100% of the contracts awarded.

CTE SB-70 COLLABORATIVE GRANTS

This funding is awarded to assist SMC and its K-12 partners in building and aligning coordinated CTE pathways that lead to postsecondary programs of study to prepare students for high-skill jobs with high wages in Career Technical Education. The collaboration of both education systems has yielded positive and effective outcomes for students and faculty by providing them with the professional development and marketing needed for effective career exploration and development. Funding is currently awarded through 2014.

SB-70 FUNDED PROJECTS

SMC has funded innovative projects including the CTE-BSI Research collaborative, Counselor Days, mobile application development, marketing for CTE credit programs, Young Collegians, Latina/o Youth Conference, many professional development events and guest speakers' series with industry experts from emerging fields. The most recent California Community Collaborative Grants awarded to SMC include:

CTE III	2/1/10-2/28/12	\$310,000
CTE IV	4/1/11-3/31/13	\$342,857
CTE V	2/1/12-2/28/14	\$348,000
CTE VI	11/1/12-11/30/14	\$348,000

Since 2010 the CTE Collaborative has offered 33 professional development and career exploration events in which 1,352 people have participated. 276 faculty have participated in professional development training and events.

JOBS, JOBS, JOBS & CAREER COACH

We are excited to offer a new web-based tool for students, faculty, and community partners. This user-friendly web-based tool markets careers and programs to students by providing valuable information on how wages, trends, and careers are linked to education and training offered at SMC. Career Coach informs students and potential students in the community how the education that SMC provides will lead to careers that interest them.

CTE program leaders are working to customize the tool for maximum efficiency and use. One of the best features the tool offers is a resume builder component. This user-friendly tool uses Career Coach's vast database of career information to automatically fill out portions of the resume, thus giving SMC students and community users a comprehensive resume in minutes.

Once a student or jobseeker finds a job, Career Coach makes it easy for them to contact SMC about the appropriate training. In addition, if a jobseeker finds disappointing data for their occupation of choice, Career Coach can use the skill profile of the chosen occupation to generate a list of similar occupations to look for more job openings or stronger regional growth.

Career Coach will help connect jobseekers to employment and training and gather essential data on the people we serve, so we can serve them better. It is ideal for helping displaced workers who want to understand their career and retraining options. The tool allows jobseekers to search for any occupation and see the prospects for getting a job in that field.

The career transition section of the tool allows users to compare wages, employment trends, and other data from two occupations side by side. They can also see the skill gaps, if any exist, between their desired job and the one they previously held. As with any job, the jobseeker can then look for the appropriate education and training available for their selected occupation at SMC, as well as real-time job postings.

We can either link employment data to regional training providers as well as SMC's program data so that anyone can see available programs connected to the occupations that interest them. This is a very valuable component because it helps establish the need for training once people have found the right career and leads jobseekers straight to SMC. Career Coach does this by using data from (www.indeed.com), a comprehensive database of jobs for our area. This data links to their occupation data, which connects to SMC's programs. Students and community users are able to change the mileage/surrounding area for a wider search.

One of the most promising aspects of this tool is the analytic capabilities and administrative components that allow us to collect data on job searchers. SMC will be able to identify key findings about the site usage — usage within specific demographics, length of visit, unique visits, and top search terms, locations, etc. SMC will be able to follow up with students and potential students who have expressed interest in a particular program or occupation. This data will be essential in assisting SMC with new program development and identifying needs within our own communities.

We are customizing the program now with CTE program leaders across disciplines participating. We expect to go “live” this fall and we will offer a comprehensive professional development for its launch.

DEPT. OF LABOR RESOURCE & RECYCLING MGMT.

This three-year grant trains participants for careers in the field of Recycling and Resource Management. Professional Industry Certificate Training launched in January 2011. Since then,

- 300 students have participated in the Industry Certificate Training
- 112 students completed for-credit Certificates in 2911-2012
- 2 A.S. Degrees in Recycling and Resource Management have been awarded (first in the nation)
- 1,000+ students, instructors and staff have participated in RRM activities
- 57 students have received jobs

SMC staff working with the Recycling Organizations of North America (RONA) and Zero Waste International (ZWI) to create the first national and international training programs in Zero Waste and Resource Management based on the curriculum developed through our grant program.

Development of So Cal Green Jobs Website (www.GreenSoCalJobs.org) using social media for outreach, program marketing and recruiting; over 300 responses for summer/fall recruiting

First customized RRM Industry Certificate program developed to meet specific employer needs offered to trainee's onsite in the Alameda Corridor (NASA Services-regional recycling company) in Spring 2012.

The biggest challenge for the College in this grant is in the area of job placement (target is placement for more than 400 students by June 2013). However 18 unit students are in high demand as interns and currently earning college credit interning for the City of Los Angeles Dept. of Public Works, the City of Santa Monica, the City of Huntington Beach, the Orange County Procurement Department, St. Joseph's Health System, the UCLA and UCI Recycling Programs, Cal-Recycle, One Earth Biofuel, Republic Services (the largest waste management company in the country), and others.

WORKPLACE LEARNING RESOURCE CENTER (WPLRC)

The Workplace Learning Resource Centers (WpLRC) is an Economic & Workforce initiative from the Chancellor's Office that provides business and industry with customized training and education solutions. SMC is now an affiliate center. The goal is to improve workplace skills, assist in workforce preparation, and foster work readiness and career readiness. We will specialize in basic skills, math, occupational skills assessment, vocational English as a Second Language (ESL) and basic mathematics training programs and services to ensure our participants in the workforce have the skills necessary to be successful and that employers have the highly trained and productive workforce they need to compete.

The WpLRC is a network of 12 centers across California that develop and implement innovative, effective, responsive and affordable training solutions that include customized training for the individual customer and certificate training in such areas as customer service, generational diversity and basic skills in the green economy. The centers serve public entities, private businesses, non-profits and workforce development organizations. The WpLRC also provide services to community colleges through faculty in-service training, technical assistance, curriculum contextualization and ESL course integration for colleges, by partnering with colleges, Career Technical Education, the Basic Skills Initiative and the Academic Senate statewide.