

# M I N U T E S



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

AUGUST 2, 2016

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/>



- CLOSED SESSION REPORT (if any)
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)  
MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:

IV. ***PUBLIC COMMENTS***

David Burak  
Nancy Morse

V. ***SUPERINTENDENT'S REPORT***

VI. ***ACADEMIC SENATE REPORT***

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

- Associated Students
- CSEA
- Faculty Association
- Management Association

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

- #1 Board of Trustees Goals and Priorities, 2016-2019
- #2 Public Hearing and Adoption of Education Protection Account (EPA-Prop 30)  
Funding and Expenditures – to Reflect the Revised Amount Identified in the  
Second Principal Apportionment (P2)
- #3 Report: Workforce and Economic Development
- #4 Donation of Broadcast Station KJRW
  - 5 First Reading: College and Career Access Pathways, A Dual Enrollment Partnership Agreement, 2016-2019
- #6 Resolution in Support of City of Santa Monica Measures on November 8, 2016 Ballot

IX. ***CONSENT AGENDA***

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- #7 Approval of Minutes: July 5, 2016 (Regular Meeting)  
July 26, 2016 (Special Meeting)

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- #9 Contract for Student Services for LA HI-TECH Participants
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- #11 Ratification of Contracts and Consultants

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

**Facilities and Fiscal**

- #16 Authorization of Signatures, 2016-2017
- #17 Facilities
  - A Change Order No. 20 – AET Campus and Parking Structure A
  - B Change Order No. 12 - Performing Arts Center East Wing
  - C Upgrading of Security Systems
  - D Change Order No. 1 – Campus Energy Management System
  - E Amendment to Agreement for Architectural Services – Campus Accessibility Survey
  - F Correction: Geolabs-Westlake Village
  - G Owner Controlled Insurance Program – Information Technology Relocation
  - H Santa Monica Two-Way Travel Project for Pennsylvania Avenue – CMD Campus
  - I Pool Payments Under Joint Use Facilities Agreement
- #18 Acceptance of Grants and Budget Augmentation
- #19 Budget Transfers
- #20 Commercial Warrant Register
- #21 Payroll Warrant Register
- #22 Auxiliary Payments and Purchase Orders
- #23 Providers for Community and Contract Education
- #24 Organizational Memberships
- #25 Purchasing
  - A Award of Purchase Orders
  - B Purchasing Agreement
  - C Award of Contract
  - D Payment to SWACC

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

XI . **INFORMATION**

- 26 Minutes of Citizens’ Bond Oversight Committee Meeting, July 20, 2016

XII. ***BOARD COMMENTS AND REQUESTS***

XIII. ***ADJOURNMENT***

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 6, 2016** 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.

APPENDIX A Report: Workforce and Economic Development

APPENDIX B College and Career Access Pathways, A Dual Enrollment Partnership Agreements, 2016

[http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board\\_of\\_Trustees\\_Meetings/2016/CCAP-Agreements.pdf](http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2016/CCAP-Agreements.pdf)

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2 2016

**VI. SUPERINTENDENT’S REPORT**

- SMC Chemistry Boot Camp Wins Statewide Diversity Award: SMC’s STEM Science and Research Initiative “Chemistry Boot Camp” intensive faculty-led workshops which led to unprecedented success for African-American and Latino students in an introductory general chemistry class won a Dr. John W. Rice Diversity and Equity Award. SMC received the award at a ceremony held Tuesday, July 19, 2016 at the Crocker Art Museum in Sacramento. The Board recognized Chemistry professors Roman Ferede and Muriel Walker Waugh, Counselor Sherri Bradford and Associate Dean Melanie Bocanegra for the program’s success. The two other college recipients of the Rice Award were the Family Engagement Institute (Foothill College), and the Veterans Education and Transition Services Program (Saddleback College).
  
- Santa Monica Film Festival: Among the 13-14 short films presented at the Santa Monica Film Festival on July 23<sup>rd</sup> were two SMC student films – *CORA* and *Like a Rolling Stone*, both of which won awards in several categories. Professor Sal Carrasco was acknowledged for his efforts in training of students.
  
- Emeritus College Forum: Associate Dean, Emeritus College Gita Runkle reported on the Emeritus College Forum held the previous week where presentations were made on facilities including cleanliness, repairs and maintenance of the Emeritus building, and emergency safety tips. The 250 Club luncheon, an annual event to recognize donors who give \$250 or more, was held on July 21<sup>st</sup>.
  
- Fall 2016
  - Enrollment Update: The statewide trend of the enrollment decline continues. At SMC enrollment for fall 2016 continues to trail by 1 percent at same time last year. Efforts to improve enrollment include helping students to get into classes, removing enrollment barriers, looking at ways to simplify the enrollment process, and targeting new markets. International and non-resident applications are down 7 percent.
  
  - Opening (Flex) Day – August 25, 2016: There will be a variety of activities starting with networking at 8:30 a.m., the opening flex day program at 9 a.m. to be followed by workshops and lunch. The theme is “Go SMC, the Spot for Excellent Education.”
  
  - VIP Welcome Day – August 26, 2016: This is the largest event held on campus with over 2,500 students and representatives of all departments participating. The Board was invited to celebrate and welcome incoming students.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2016

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:** **BOARD OF TRUSTEES GOALS AND PRIORITIES, 2016-2019**

**SUBMITTED BY:** Chair, Board of Trustees

**REQUESTED ACTION:** It is recommended that the Board of Trustees review, revise as necessary and approve the final Board of Trustees Goals and Priorities, 2016-2019:

**BOARD OF TRUSTEES GOALS AND PRIORITIES, 2016-2019**  
Access. Excellence. Equity.

**Educational Advancement and Quality**

1. Use evidence and rigorous methodology to improve institutional effectiveness and student progress and success. Include metrics that report student engagement, campus environment, and collegiality.
2. Institutionalize and scale up proven initiatives that increase student success and reduce the student equity gap. Focus on improving throughput for basic skills students and successfully moving more basic skills students into college-level mathematics and English; For example, but not limited to: implement multiple measures, pathways, and models of acceleration. Improve performance and completion rates, especially for African-American, Latino/a, and other groups of students identified in the student equity plan.
3. Continue to support and hire a diverse, outstanding, and innovative full-time and adjunct faculty that demonstrates a commitment to student success, engagement and equity. Implement a plan to ensure the college progresses over time toward increasing the percentage and net number of full time faculty. Report annually on college progress, including impact on adjunct faculty.
4. Strengthen, promote and expand enrollment in existing workforce/career technical programs, develop guided pathways and improve CTE completion and placement rates. Pursue opportunities to offer new industry-valued CTE programs through regional partnerships.
5. Continue work on the Center for Media & Design. For example, but not limited to: build relationships with industry partners; continue to develop and innovate the academic and career tech programs; work with KCRW on joint projects and expanded opportunities for student learning; and prepare for the completion and launch of the new campus.
6. Continue to develop and operationalize the baccalaureate degree offering in Interaction Design, including a comprehensive recruitment plan.
7. Support research-based innovations and transformative technologies that increase student success, equity, and institutional effectiveness.
8. Assess and focus on solutions to barriers related to students' financial resources that negatively impact student success. For example, but not limited to: increase financial literacy; support faculty adoption of open educational resources and other efforts to reduce the high cost of textbooks; work with partner agencies to address food and housing insecurity; address the costs of participating in commencement; and strive to provide more jobs for students on campus.

9. Assess and focus on solutions to barriers related to students' personal circumstances that may negatively impact student success. For example, but not limited to: develop resources and protocols for better assisting students with mental health challenges, AB 540 students, LGBT students, foster youth, veterans, and other special student populations with common challenges; and offer professional development for faculty and staff on protocols for serving these students and students in distress.

#### **Fiscal Health and Internal Operations**

10. Successfully complete the 2016 Accreditation Team Visit and follow up as necessary.
11. Ensure the financial health of the College through enrollment management and development, revenue-generation, cost control, and restructuring, as necessary. Pursue and obtain appropriate external funding.
12. Build and maintain a reserve sufficient to protect against anticipated and unforeseen circumstances.
13. Continue to implement the plan to safeguard post-retirement employee benefits, and develop and implement a plan to fund increasing PERS, STRS, and other benefit obligations.

#### **Community and Government Relationships**

14. Strengthen community and government relationships and partnerships in fulfillment of SMC's vision and mission.
15. Support Emeritus Campus through consistent facility maintenance and continue to promote academic programs.
16. Continue to work with the City of Santa Monica and the SMMUSD to increase the reach and effectiveness of the Cradle to Career Initiative and the Education Collaborative. For example, but not limited to: hold an annual joint meeting with the Board of Education; and strengthen and expand programs, pathways, concurrent-dual enrollment and other partnerships that serve local students and increase college-readiness and success.
17. Develop a legislative strategy to work with legislators and allies in Sacramento and Washington, D.C. to improve policies and funding as needed.

#### **Facilities and Sustainability**

18. Update and improve maintenance of current facilities, including air conditioning.
19. Maintain progress on all SMC security, technology infrastructure, and facilities construction projects as described in the SMC construction plan.  
<http://www.smcbondprogram.com/>
20. Continue to promote and support the use of more sustainable modes of transportation for students and staff
21. Secure funding and begin the next phase of construction and facilities upgrades.

*Discussed at Board Study Session 7/26/2016*

MOTION MADE BY: Barry Snell  
SECONDED BY: Susan Aminoff  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Greenstein, Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2016

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

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

**SUBMITTED BY:** Vice-President, Business and Administration

**REQUESTED ACTION:** It is recommended that the Board of Trustees conduct a public hearing to receive comments on the Santa Monica Community College District’s Education Protection Account (Proposition 30) Funding and Expenditures and to approve the plan to expend the Education Protection Account (EPA) funds of \$16,715,978 on instructional salaries.

**SUMMARY:** Proposition 30, *The Schools and Local Public Safety Protection Act of 2012* passed in November 2012. This proposition temporarily raises the sales and use tax by .25 cents for four years and raises the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) for seven years to provide continuing funding for local school districts and community colleges. EPA is created in the General Fund to receive and disburse these temporary tax revenues.

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

This recommendation is submitted to comply with the Chancellor’s Office and with Proposition 30 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA funds that our District will receive decreased from \$16,894,391 to \$16,715,978 as of P2 and the entire amount will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations.

**PUBLIC HEARING OPENED:** 7:59 p.m.  
**PUBLIC COMMENTS:** None  
**PUBLIC HEARING CLOSED:** 7:59 p.m.

**MOTION MADE BY:** Barry Snell  
**SECONDED BY:** Susan Aminoff  
**STUDENT ADVISORY:** Aye  
**AYES:** 5  
**NOES:** 0  
**ABSENT:** 2 (Greenstein, Quiñones-Perez)



<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 2, 2015

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 3**

**SUBJECT:**                    **WORKFORCE AND ECONOMIC DEVELOPMENT**

**SUBMITTED BY:**        Vice-President, Academic Affairs

**SUMMARY:**                The Office of Workforce & Economic Development (W&ED) secures and administers grants and contracts for Career Technical Education (CTE) programs such as Perkins IV, California Career Pathways Trust, and CTE Enhancement Funds (EF), aimed at improving and expanding CTE programs. These and other revenue sources continue to fund equipment purchases, curricular improvements, academic support, and professional development. Economic Development contracts enable Santa Monica College (SMC) to directly serve small business and industry. W&ED delivers career training through Community Education in addition to offering the local community low cost, not-for credit courses and life-long learning opportunities.

The increased accountability at the federal and state level in terms of regional alignment and program outcomes calls for a *reimagining* of Career Technical Education. As such, The Office of Workforce & Economic Development has dedicated many activities this year to working with faculty leaders and administrators across divisions to develop a deeper understanding of the interrelationship between business competitiveness, regional workforce needs, and student success across the occupational fields offered at SMC. As a result, career pathway development is now fully underway at SMC.

Reimagining Career Technical Education (CTE) is fundamentally about providing equitable opportunities to all students including career pathways which are responsive to local business needs that students can pursue with multiple entry and exit points. Targeted efforts to communicate the benefits of CTE educational attainment involves multiple stakeholders.

*The complete report is included in Appendix A*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2016

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:**                   **DONATION OF BROADCAST STATION KJRW**

SUBMITTED BY:               Superintendent/President

REQUESTED ACTION:       It is recommended that the Board of Trustees authorize the Superintendent/President to accept on behalf of the Santa Monica Community College District the donation of Broadcast Station KJRW 101.3 FM, Los Osos-Baywood Park; and to execute a transfer ownership agreement and other ancillary agreements with EDB VV License LLC and El Dorado Broadcasters LLC, both under management by Frontier Radio Management Inc.

COMMENT:                   A donor is gifting to the District’s Radio Station KCRW with a full service frequency station signal near San Luis Obispo. The value of the donation will be determined by an independent and qualified appraisal. The District will provide the donor with a donation receipt for the value of the donated assets as determined by the appraiser in accordance with IRS regulations.

The frequency, at 101.3 FM, covers the area from where KCRW’s Santa Barbara signal drops off at Santa Maria and continues up through Cambria, California. The acquisition of this frequency will extend KCRW's reach from Orange County to the Central Coast.

Plans are for this new station to stream KCRW’s Eclectic24, a 24-hour music stream, which is likely to resonate with the college population in the surrounding region. KCRW will either assume the current lease for the transmitting tower or will enter into a new lease. Funds for the lease will come from the KCRW Foundation.

MOTION MADE BY:       Rob Rader  
 SECONDED BY:         Barry Snell  
 STUDENT ADVISORY:    Aye  
 AYES:                    5  
 NOES:                    0  
 ABSENT:                 2 (Greenstein, Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 2, 2016

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 5**

**SUBJECT:** **FIRST READING: COLLEGE AND CAREER ACCESS PATHWAYS, A DUAL ENROLLMENT PARTNERSHIP AGREEMENT, 2016-2019**

**SUBMITTED BY:** Vice-President, Academic Affairs  
Vice-President, Enrollment Development

**REQUESTED ACTION:** Board of Trustees conducted a first reading of a resolution regarding College and Career Access Pathways, A Dual Enrollment Partnership Agreement, 2016-2019. The complete text of the resolution is available at the following link for Los Angeles Unified School District, Palisades Charter School District and Santa Monica-Malibu Unified School District.  
[http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board\\_of\\_Trustees\\_Meetings/2016/CCAP-Agreements.pdf](http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2016/CCAP-Agreements.pdf)

**SUMMARY:** With the passage of Assembly Bill No. 288 the governing board of a community college district can enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting must present the CCAP agreement as an informational item and then vote on the agreement at a subsequent board meeting. The agreement will give SMC new Dual Enrollment options by eliminating policy barriers, such as the ability to close courses at high school campuses during the regular school day and to offer remedial math and English classes.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2016

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 6**

**SUBJECT:** **RESOLUTION IN SUPPORT OF THE CITY OF SANTA MONICA ADVISORY MEASURE AND TRANSACTIONS AND USE TAX MEASURE ON THE NOVEMBER 8, 2016 BALLOT**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the following resolution in support of the City of Santa Monica Advisory Measure and Transactions and Use Tax Measure on the November 8, 2016 Ballot:

WHEREAS, the City Council of the City of Santa Monica has placed a Transactions and Use Tax Measure (“TUT Measure”) on the November 8, 2016 ballot that would authorize a one-half (1/2) percent increase to the TUT in accordance with state law; and

WHEREAS, the City Council has placed a companion advisory measure on the ballot that would allow voters to express their preference on the expenditure of funds for public school programs and affordable housing, if the TUT Measure passes; and

WHEREAS, increased funding for local public schools would allow the Santa Monica community to strengthen its efforts to support educational advancement for youth within the community; and

WHEREAS, a lack of available funding limits local public schools’ ability to adequately invest in key educational priorities such as attracting and retaining high-quality teachers, expanding access to pre-schools, assisting at-risk students, improving school technology, enhancing instruction in arts, music, math, and science, and upkeep and maintenance of school facilities and classrooms; and

WHEREAS, 50 percent of Santa Monica High School seniors have begun or will begin their higher education at Santa Monica College, and improvements made possible by adequate funding of the educational pathway of local youth help to improve student outcomes in college; and

WHEREAS, residents depend upon the City to continue to protect their quality of life and effectuate community priorities, but with the loss of redevelopment funds, the City must seek other resources; and

WHEREAS, increased funding for affordable housing would allow the City of Santa Monica to continue its efforts to address the housing needs of low-income seniors, veterans, working families, and people with disabilities; and

WHEREAS, affordable housing addresses a great need in Santa Monica, where the 2015 median market rent for a two-bedroom apartment was nearly four times greater than what a low-income family can afford; and

WHEREAS, Santa Monica College is the third largest employer in Santa Monica and having an adequate local supply of affordable housing contributes to Santa Monica College’s ability to attract and maintain a qualified workforce; and

WHEREAS, an increase in the TUT would increase revenues for the City of Santa Monica and the City Council could allocate those increased funds toward public education and affordable housing;

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT HEREBY RESOLVES AS FOLLOWS:**

The Santa Monica Community College Board of Trustees endorses and supports the City of Santa Monica's Advisory Measure and the TUT Measure on the November 8, 2016 ballot, in order to maintain and improve Santa Monica community services, including education of Santa Monica children and students, school repair and improvement, support for preservation of affordable housing, reducing homelessness, and other general services, raising approximately \$16 million annually, until ended by the voters.

MOTION MADE BY: Barry Snell  
SECONDED BY: Susan Aminoff  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Greenstein, Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2016

**X. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #7-#25.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #11, #13, #17-B

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

**XI. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. 11 – Ratification of Contracts and Consultants

Motion Made by: Rob Rader  
 Seconded by: Susan Aminoff  
 Student Trustee: Aye  
 Ayes: 5  
 Noes: 0  
 Absent: 2 (Greenstein, Quiñones-Perez)

Recommendation No. 13 – Classified Personnel, Regular

Motion No. 1 on Recommendation No. 13

Motion Made by: Rob Rader  
 Seconded by: Susan Aminoff  
 Student Trustee: Aye  
 Ayes: 3 (Aminoff, Jaffe, Snell)  
 Noes: 1 (Walzer)  
 Abstain: 1 (Rader)  
 Absent: 2 (Greenstein, Quiñones-Perez)

Motion No. 2 on Recommendation No. 13, excluding Working Out Classification, Campus Emergency and Safety Facilitator

Motion Made by: Rob Rader  
 Seconded by: Susan Aminoff  
 Student Trustee: Aye  
 Ayes: 5  
 Noes: 0  
 Absent: 2 (Greenstein, Quiñones-Perez)

Motion No. 3 on Recommendation No. 13 – Working Out of Classification (Provisional)

Approve for one month as follows:

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Lewis, Marcia

08/8 – -9/06/16

To: Campus Emergency and Safety Facilitator, 100%

From: Career Services Advisor, Career Services Advisor

Motion Made by: Rob Rader  
Seconded by: Andrew Walzer  
Student Trustee: Aye  
Ayes: 5  
Noes: 0  
Absent: 2 (Greenstein, Quiñones-Perez)

Recommendation No. 17 – Facilities

#17-B: Change Order No. 13 – Performing Arts Center – East Wing

Motion Made by: Rob Rader  
Seconded by: Susan Aminoff  
Student Trustee: Aye  
Ayes: 5  
Noes: 0  
Absent: 2 (Greenstein, Quiñones-Perez)

**RECOMMENDATION NO. 7**      **APPROVAL OF MINUTES**

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

July 5, 2016 (Regular Board of Trustees Meeting)

July 26, 2016 (Special Meeting/Closed Session)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 5, 2016

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 8 NEW COURSES AND DEGREES, SPRING 2016**

*Requested Action: Approval/Ratification*

*Requested by: Curriculum Committee*

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

Course Revision: Noncredit

OCC E00 Basic Computer Training

OCC E20 Using The Internet Safely



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 5, 2016

CONSENT AGENDA:    CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 9            CONTRACT FOR STUDENT SERVICES FOR LA HI-TECH PARTICIPANTS**

*Requested Action:    Approval/Ratification*

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

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

Provider:            LA HI-TECH – Office of Workforce and Economic Development staff

Service:             Student Services Coordination

Period:              Three years - July 6, 2015 through June 30, 2018

Amount:             \$150,000 total (\$50,000.00 each year for three years)

Funding Source:    JP Morgan Chase through Los Angeles City College Foundation for LA HI-TECH

Summary:            This new funding awarded to SMC will improve student support services within LA HI-TECH (West Hub) participating high schools. SMC will coordinate support services from various Santa Monica College divisions to high school participants. Provide resources and social support to participants to proactively remove barriers to their academic and economic success. Ensure the coordination of recruitment, intake, assessment, classroom tutoring and support. Facilitate work-based learning opportunities for students in ICTE pathways. Pre-enrollment, academic services, transitional first-year student services and retention services will also be coordinated in collaboration with other SMC divisions and off campus partner agencies.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 5, 2016

CONSENT AGENDA:    CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 10    CONTRACTS FOR INTERNATIONAL EDUCATION**

*Requested by: Kelley Brayton, Dean, International Education*

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

**1. Field Studies Abroad: St Petersburg, Russia and Copenhagen, Denmark: Spring Break 2017**

Provider/Contract		Term/Amount	Service	Funding Source
A	Program vendor TBD	April 7-16, 2017  (Final travel/ program dates TBD, pending faculty proposals and approvals)  Each Field Studies program not to exceed \$85,000 which covers air travel to/from program location, in-country travel, housing, lectures, and some meals abroad for up to 25 students and two faculty.	Field Studies Abroad program of one-unit course to take place during Spring Break 2017. 18-25 students will accompany up to 2 faculty leaders to study abroad for an intensive 1-unit course of Global Studies 35 OR a Field Studies course. Location and course information TBD pending faculty proposals and approvals.	Majority cost of program in- country costs to be paid by student participants  Cost of faculty program costs to be covered in student program price  Scholarships in the amounts of \$500-\$1000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.
B	Council International Study Programs (iNext Travel Insurance Vendor) (US)	April 2017 travel dates (specific departure/return dates TBD)  Not to exceed \$4,100	iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States).	Cost of insurance to be paid by student participants  Cost of faculty insurance to be covered in student program price

**RECOMMENDATION NO. 10    CONTRACTS FOR INTERNATIONAL EDUCATION** *(continued)*

**2. Study Abroad: Belize and Guatemala: Summer 2017**

Provider/Contract		Term/Amount	Service	Funding Source
A	Programme for Belize	June-July 2017  Not to exceed \$33,300 which covers in-country travel, housing, lectures, and some meals in Belize for up to 25 students and two faculty.	Three-week student study abroad program in Belize and Guatemala during Summer session 2017. 18-25 students will accompany two faculty leaders to study abroad and visit historical and cultural sites in La Milpa, Lamanai, and River Valley in Belize, and Flores in Guatemala.  The Latin America program also includes service learning projects, guest lectures, and excursions within the country	Majority cost of program in-country costs to be paid by student participants  Cost of faculty program costs to be covered in student program price  Scholarships in the amounts of \$500-\$1000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.
B	Cahal Pech	June-July 2017  Not to exceed \$37,000 which covers in-country travel, housing, lectures, and some meals in Belize for up to 25 students and two faculty.	Three-week student study abroad program in Belize and Guatemala during Summer session 2017. 18-25 students will accompany two faculty leaders to study abroad and visit historical and cultural sites in La Milpa, Lamanai, and River Valley in Belize, and Flores in Guatemala.  The Latin America program also includes service learning projects, guest lectures, and excursions within the country	Majority cost of program in-country costs to be paid by student participants  Cost of faculty program costs to be covered in student program price  Scholarships in the amounts of \$500-\$1000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.
C	Council International Study Programs (iNext Travel Insurance Vendor) (US)	June-July 2017 travel dates (specific departure/return dates TBD)  Not to exceed \$4,700	iNext comprehensive travel insurance to cover all participants (up to 25 students) and two faculty during duration of the trip (including travel dates to/from the United States).	Cost of insurance to be paid by student participants  Cost of faculty insurance to be covered in student program price

**RECOMMENDATION NO. 10    CONTRACTS FOR INTERNATIONAL EDUCATION** *(continued)*

**3. Study Abroad: South Africa Winter 2017**

Provider/Contract		Term/Amount	Service	Funding Source
A	African Angel Tours (South Africa)	<p>January-February 2017 (departure/return dates TBD)</p> <p>Not to exceed \$74,600 (final program price TBD, awaiting final quote from vendor) which covers in-country travel, housing, lectures, and some meals abroad for up to 25 students and two faculty.</p>	<p>Three week student study abroad program in South Africa during winter session 2017. 18-25 Students will accompany two faculty leaders to study at the University of Cape Town and visit the historical and cultural sites in Johannesburg, Kruger National park, and Cape Town, South Africa. The South Africa program combines a solid background in the history and culture of South Africa and students will experience first-hand the places studied in SMC course, service learning activities guest lectures from University of Cape Town, and excursions within the country.</p>	<p>Majority cost of program in-country costs to be paid by student participants</p> <p>Cost of faculty program costs to be covered in student program price</p> <p>Scholarships in the amounts of \$500-\$1750 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.</p>
B	Protea Travel Services (US)	<p>Airline Deposit not to exceed \$3,210 (final deposit TBD, awaiting final quote from vendor)</p> <p>Remaining airfare balance not to exceed \$46,790 (final airfare amount TBD, awaiting final quote from vendor)</p>	<p>Deposit and final payment of round trip LAX to/from Johannesburg/Cape Town for group of up to 25 students and two faculty for annual winter session study abroad program in South Africa led by SMC faculty</p>	<p>Global Citizenship Fund. Cost to be reimbursed by program participants.</p> <p>Remaining cost of insurance to be paid by student participants</p> <p>Cost of faculty airline tickets to be covered in Student program price.</p>
C	Council International Study Programs (iNext Travel Insurance Vendor) (US)	<p>January-February 2017 travel dates (specific departure/ return dates TBD)</p> <p>Not to exceed \$4,815</p>	<p>iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States).</p>	<p>Cost of insurance to be paid by student participants</p> <p>Cost of faculty insurance to be covered in student program price</p>

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SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2 2016

CONSENT AGENDA:     CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 11     RATIFICATION OF CONTRACTS AND CONSULTANTS**

*Approved by:             Kathryn E. Jeffery, Superintendent/President*

*Requested Action:     Ratification*

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

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

*Approved by Board of Trustees: 9/8/08*

*Reference: Education Code Sections 81655, 81656*

Provider/Contract		Term/Amount	Service	Funding Source
A	Jewell Winn	September 8, 2016  \$1,500	Jewell Winn will make a presentation on <i>Diversity and Internationalization: A Shared Space for Enhanced Student Learning.</i>	Equity
<i>Requested by: Melanie Bocanegra, Associate Dean, STEM and Equity Initiatives</i> <i>Approved by: Georgia Lorenz, Vice President, Academic Affairs</i>				
B	Lisa Brand	July 1, 2016 – June 30, 2017  Not to exceed \$8,000	Agreement for graphic design and art direction/services for marketing materials that are specific to the needs of Workforce & Economic Development. The services may include assistance with expeditiously developing various marketing material for electronic and print distribution.	Perkins
C	Paula Yerman	July 6, 2016 through June 30, 2017  Not to exceed \$10,000	Contractor will develop and provide instruction in Vocational ESL for clients secured by SMC Workforce & Economic Development via Contract Ed and ETP. The scope of work and performance expectations are to be determined as clients are secured and programming is developed according to client needs. Contractor will work with Contract Ed to ensure all logistical and administrative needs are met, including but not limited to supplemental teaching materials, documents related to learning outcomes and course content, attendance, and client/employee course evaluations.	Contract Education Consolidated

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2016

CONSENT AGENDA:    CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 11    RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
D	PromaxBDA	June 7, 2016 through August 18, 2017  Not to exceed \$30,000	This new award will serve Promo Pathway students and its industry partner PromaxBDA. Funding ensures the coordination of recruitment, intake, assessment, classroom tutoring and support. Pre-enrollment, academic services, transitional first-year student services and retention services will also be coordinated in collaboration with other SMC divisions and off campus partner agencies.	PromaxBDA
E	Assessment Technologies Institute, LLC	July 1, 2016 – June 30, 2017  Not to exceed \$29,500	Using Curriculum Management and Articulation Program (C-MAP), ATI will facilitate Santa Monica College faculty’s modification of the standard Associate Degree in Nursing (ADN) curriculum. ATI will facilitate faculty’s development of curriculum components; assist with faculty’s creation of the course of study, individual course information, clinical evaluation tools, rubric for evaluation tools, and entry of curriculum data into C-MAP.	Perkins

*B, C, D and E*  
*Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development*  
*Approved by: Georgia Lorenz, Vice-President, Academic Affairs*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2016

CONSENT AGENDA:    **CONTRACTS AND CONSULTANTS**

**RECOMMENDATION NO. 11    RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
F	Jessica Krug	Day long workshop at Faculty Summer Institute on August 10, 2016  \$1,500	Jessica Krug will conduct a training session on how to conduct reflective teaching observations. The stipend covers all prep meeting and materials.	Title V
G	Ron Klemp	Day long workshop at Faculty Summer Institute on August 11, 2016  \$1,500	Ron Klemp will conduct a training session on how to conduct effective small group practices and how to scaffold feedback. The stipend covers all prep meeting and materials.	Title V
H	Dr. Paul Nolting  Budget Adjustment	Day long workshop at Faculty Summer Institute on August 3, 2016  \$1,100 increase	This is an increase due to cost of transportation and additional meeting Learning Resource administrators.	Title V
<p><i>F, G and H</i>  <i>Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence</i>  <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>				
I	Double Tree Suites by Hilton Santa Monica	October 2, 2016 – October 6, 2016  Not to exceed \$18,000	Hotel and conference room rental for visiting Accreditation team. Contract includes complimentary Wi-fi and on-site parking.	District funds
<p><i>Requested by: Erica LeBlanc, Dean, Academic Affairs</i>  <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>				

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CONSENT AGENDA:    CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 11    RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
J	Governet  Contact: Nancy Howard VP Product Delivery and Support Services	July 1, 2016 – June 30, 2017  Not to exceed \$18,000	Provider of CurricUNET To SMC for online curriculum and program development and maintenance. Annual technical support fee and support fee for the program review module which supports institutional planning. First year of 3-year contract.	2016-2017 District Budget/ Academic Affairs
<i>Requested by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
K	MediaMate LLC	June 1, 2014 – May 31, 2017	MediaMate will earn a 50% commission rate for all advertising sales in <i>The Corsair</i> . At no cost, MediaMate will provide 4 additional services: Media Kit Update, Marketing & Advertiser Exposure, Account Manager, and Web Portal. MM retains the right to charge the advertiser an agency fee above and beyond the advertising Rates listed in section 5 of the agreement.	Commission-based advertisement sales
<i>Requested by: Saul Rubin, Corsair Newspaper</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
L	Westchester Medical Group Center for Heart and Health	2015-2016  Fitness for duty exams at \$600 max per exam Not to exceed \$8,000	Provide full service consulting with regard to job-related employee examinations including but not limited to return to work and fitness for duty examinations.	2016-2017 District Budget/ Human Resources
<i>Reviewed by: Sherri Lee-Lewis, Dean, Human Resources</i> <i>Approved by: Marcia Wade, Vice-President, Human Resources</i>				
L	Westchester Medical Group Center for Heart and Health	2015-2016  Fitness for duty exams at \$600 max per exam Not to exceed \$8,000	Provide full service consulting with regard to job-related employee examinations including but not limited to return to work and fitness for duty examinations.	2016-2017 District Budget/ Human Resources
<i>Reviewed by: Sherri Lee-Lewis, Dean, Human Resources</i> <i>Approved by: Marcia Wade, Vice-President, Human Resources</i>				



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2016

CONSENT AGENDA:    CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 11    RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
M	Ms. Deborah Matian	September 2016 through July 2017. 40 hours per week  Not to exceed \$30,000	Ms. Deborah Matian, a doctoral graduate in clinical psychology at California School of Professional Psychology, Los Angeles, will serve as a full-time Post Doctoral Intern to assist the psychological services staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff. She has experience working in college and community mental health settings including the counseling and psychological services center at California State University, Fullerton, and Didi Hirsch Mental Health Services.	District Funds/ Psychological Services (100%)
N	Ms. Margaret Donovan	September 2016 through July 2017. 40 hours per week  Not to exceed \$30,000	Ms. Margaret Donovan, a doctoral student in clinical psychology at The Chicago School of Professional Psychology, will serve as a full-time Post Doctoral Intern to assist the psychological services staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff. She has experience working in a college setting and is in the process of completing her full-time predoctoral internship at the counseling and psychological services center at California State University, Fullerton.	District Funds/ Psychological Services (100%)

M and N  
 Requested by: Sandra Rowe, Ph.D., Coordinator, Psychological Services  
 Approved by: Mike Tuitasi, Vice-President, Student Affairs

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CONSENT AGENDA:    CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 11    RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
O Bruce Bishop	August 22, 2016 – June 30, 2017  Not to exceed \$5,000	Bruce Bishop will provide training sessions and consultation on parliamentary procedure and governance documents at Associated Students meetings including the Summer Retreat.	District Funds/ Student Life
<i>Requested by: Nancy Grass, Interim Dean, Student Life</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>			
P Everfi	July 1, 2016 - June 30, 2017  Not to exceed \$5,500	The consultant will provide an online Title IX (Understanding Sexual Assault) training portal for SMC students	Auxiliary Funds: Campus Health and Safety
<i>Requested by: Lisa Winter, Compliance Administrator/Title IX Coordinator</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>			
Q Millennium Momentum Foundation Inc.	August 1, 2016 - June 30, 2017  Total not to exceed \$7,500	20 SMC students will participate in a 6-month (50 hours) Leadership Development Training. The goal of the training is to provide practical leadership skills, practical employment skills, higher education relationship building opportunities, and external professional support services (mentoring). Sessions are conducted one Saturday per month. In addition, up to 60 students will be invited to attend their annual Your Turn Intern and Career Expo. Finally, at the end of the training, this consultant will award up to 3 scholarships to SMC participants who attend a Southern California University and meet other established criteria.	Auxiliary Funds: Campus Health and Safety
R PeaceProsL	August – December 2016  \$5,000	Consultant will provide a series of workshops for students, faculty, and staff that will promote a climate of respect and peace. These workshops will include discussions about race, gender, culture, and sexuality.	Auxiliary Funds: Campus Health and Safety
<i>Q and R</i> <i>Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention and Student Wellness</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2016

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
S	IntelliResponse Systems, Inc.	Not to exceed \$35,000 per year for each the following years:  Year 2 of 3: July 1, 2016 – June 30, 2017  Year 3 of 3: July 1, 2017 – June 30, 2018	This annual fee covers the cost of creating and maintaining a web portal linked to the SMC website, storing information on the IntelliResponse server, development of content, trouble shooting, upgrades, and maintenance. The IntelliResponse platform will host a ‘Q&A’ service, “Ask SMC,” intended for student use to help facilitate communication and answer common questions across student services and programs.	Student Success and Support Program (SSSP)
<i>Requested by: Esau Tovar, Dean, Enrollment Services</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				
T	Eye for Talent, Inc.	September/October 2016  Not to exceed \$2,750	Collective Songwriting and Community Concert with Quetzal, a Grammy Award winning East LA Chicano music group. Eye for Talent Inc. is manager/agent for Quetzal.  Two day event held during student activity hours	Global Citizenship Fund
<i>Requested by: Kelley Brayton, Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				
U	SectorPoint, Inc.	August - September 2016  Not to exceed \$30,000	Professional services to upgrade the existing SMC website from Sharepoint 2010 to Sharepoint 2013, which will enable the website to be mobile responsive and accessible.	Enrollment Development
<i>Requested by: Steve Chen, Chief Director of Information Technology</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12 ACADEMIC PERSONNEL**

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

ELECTION

Effective Date

LONG-TERM SUBSTITUTE

Chopp, Regina, Psychology Fall 2016

ADJUNCT FACULTY

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

SEPARATION/RESIGNATION

Hammond, Craig Instructor, CSIS 8/12/2016

RETIREMENT

Myrow, Steve, Associate Dean, Financial Aid/Scholarships 12/30/16

**RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - REGULAR**

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

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

Budget Technician (1 position) 08/03/16  
 Classified Salary Schedule – Range 34  
 Fiscal Services, 12 months, 40 hours  
 (Title revised from the 4/5/16 agenda)

ESTABLISH

Instructional Assistant - English (2 positions) 08/03/16  
 English, 11 months, 20 hours, varied hours

Laboratory Technician - Chemistry (1 position) 08/01/16  
 Physical Science, 11 months, 40 hours, varied hours

Student Services Specialist (1 position) 08/03/16  
 Welcome Center, 12 months, 40 hours

CLASSIFICATION SALARY RE-ALLOCATION

Accounting Technician 08/01/16  
 From: Classified Salary Schedule – Range 30  
 To: Classified Salary Schedule – Range 34

ABOLISH

Instructional Assistant - English (2 positions) 08/03/16  
English, 11 months, 20 hours

Administrative Clerk (2 positions) 08/03/16  
Cosmetology Department, 11 months, 20 hours

Laboratory Technician - Chemistry (1 position) 08/01/16  
Physical Science, 11 months, 40 hours, NSI

ELECTIONS

PROBATIONARY

Icasiano, Jody G., C C Police Officer (Lateral/Academy Graduate), Campus Police 08/22/16

PROBATIONARY/ADVANCE STEP PLACEMENT

Alvarado, Carla M. Student Services Clerk, A & R (Step C) 08/17/16  
MacIntosh, Eric K., Laboratory Technician – Chemistry (Step C) 08/01/16  
Mendoza, David, Administrative Assistant I, Dual Enrollment/Photo Fashion (Step B) 07/18/16

CHANGE IN ASSIGNMENT

Valdiviezo, Raymond 07/18/16  
From: Administrative Clerk, Cosmetology Dept., 11 mos, 20 hrs  
Student Services Clerk, Scholar's Program, 11 mos, 20 hrs  
To: Administrative Clerk, Cosmetology Dept., 11 mos, 40 hrs

REINSTATEMENT

De la Torre, Aaron, Student Services Clerk, A & R 08/01/16

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Lewis, Marcia 08/8 – 9/08/16  
To: Campus Emergency and Safety Facilitator, 100%  
From: Career Services Advisor, Career Services Advisor

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Felder, Ronnie 07/01 – 12/18/16  
From: Sr. Student Services Specialist – Admissions and Records, 12 mos, 40 hrs  
To: Sr. Student Services Specialist – Admissions and Records, 12 mos, 35 hrs

Guercio, Joanne 07/01 – 06/30/17  
From: Administrative Assistant II, Counseling, 12 mos, 40 hrs  
To: Administrative Assistant II, Counseling, 12 mos, 32 hrs

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Llerenas, Liset, Student Services Specialist- W.C., Welcome Center 08/12/16  
Valdiviezo, Raymond, Student Services Clerk, Scholar's Program, 11 mos, 20 hrs 07/17/16

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - NON MERIT**

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

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

STUDENT EMPLOYEES

College Student Assistant, \$10.00/hour (STHP)	42
College CalWorks	1

SPECIAL SERVICE

Recreation Director II, \$10.59/hour	7
Art Model, \$23.00/hour	66
Art Model w/ Costume, \$26.00/hour	16
Community Services Specialist I, \$35.00/hour	14
Community Serviced Specialist II, \$50.00/hour	18

**RECOMMENDATION NO. 15 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.

Amerian, Thomas S., Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Alvarez, Sonia, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Baker, Mark, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Basile, Frank, Accompanist-Voice, Music	07/01/2016-12/30/2016
Bates, Bryan, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Bereent, Richard, Accompanist-Performance, Music	07/01/2016-12/30/2016
Blaisdell, Kerrie, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Bowen, Breece, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Braden, John J., Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Carr III, Anthony V., Theatre Tech Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Castaneda, Leticia, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Colin, Sean, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Danar, Robin, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Davis, Lisa K., Mail Clerk, Purchasing	07/18/2016-11/01/2016
Drier, Timothy, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Fregoso, Nancy, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Ganelis, Inna, Accompanist-Voice, Music	07/01/2016-12/30/2016
Ganelis, Inna, Accompanist-Performance, Music	07/01/2016-12/30/2016
Geller, Frances., Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Gunderson, Michael, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Herndon, John M., Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017

Heywood, Scot, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Jones, Chauncey, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Jones, Samuel, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Kane, Hildur, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Klinkenberg, Frans, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Krawczyk, Slyvia, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Lopez, Vanessa, Student Services Clerk, Bursar's Office	06/20/2016-06/24/2016
Lucio, Carlos, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Lundin, Ayla D., Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Maas, Benjamin, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Marchi, Alif E., Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Mark, Gabriel, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
McDonald, Alonzo, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
McNaughton, Joellen, Accompanist-Voice, Music	07/01/2016-12/30/2016
Miller, Geoff, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
McNaughton, Joellen, Accompanist-Performance, Music	07/01/2016-12/30/2016
Nesteruk, Gary, Accompanist-Voice, Music	07/01/2016-12/30/2016
Nesteruk, Gary, Accompanist-Performance, Music	07/01/2016-12/30/2016
Olaoluwa, Adeola, Personnel Technician, Personnel Commission	07/06/2016-09/30/2016
Osborne, Christopher, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Palmer, John, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Phillips, Elizabeth, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Pineda, Johnnyangel, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Poliner, Amy, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Postley, Colin, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Price, Jamieson, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Ramos, Eugene., Administrative Clerk, Human Resources	07/01/2016-12/01/2016
Reyes-Flores, Jonathan, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Sanchez, Ana., Accounting Specialist, Accounts Payable	07/18/2016-09/31/2016
Snyder, John, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Soto, Anthony, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Sperry, Adam, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Thomas, Adrian, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Thomas, Angela D., Administrative Clerk, Human Resources	07/01/2016-12/01/2016
Thomas, Sharon, Administrative Asst. I, LRC - Science	07/07/2016-07/29/2016
Thomas, Sharon, Administrative Asst. I, LRC - Science	08/29/2016-11/14/2016
Tindell, Walter, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Tittle, Toby, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Trenholm, John, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Tyler, Lauren, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Waite, Timothy, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Watanabe, Atsushi, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Wending, Andrew, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Windt, Neil, Accompanist-Voice, Music	07/01/2016-12/30/2016
Windt, Neil, Accompanist-Performance, Music	07/01/2016-12/30/2016
Woods, Lauren J., Theatre Technical Specialist, SMC Performing Arts	07/15/2016-06/30/2017
Zawinul, Ivan, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Zibalese, David, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
Zimmerman, Eric, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017

**PROVISIONAL EXTENDED**

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

Basile, Frank, Accompanist-Performance, Music	07/01/2016-12/31/2016
Berent, Richard, Accompanist-Voice, Music	07/01/2016-12/31/2016
Brown, Thomas M., Instructional Assistant-ESL, ESL	08/29/2016-12/31/2016
Conte, Vanessa, Instructional Assistant-ESL, ESL	07/01/2016-12/31/2016
Dell' Amico, Elena, Instructional Assistant-ESL, ESL	07/01/2016-12/31/2016
Gaskill, Loretha H., Student Services Clerk, Financial Aid	07/11/2016-01/17/2017
Hoch, Marilyn, Instructional Assistant-ESL, ESL	08/29/2016-12/31/2016
Mendoza, David O., Administrative Asst. I, Dual Enrollment	07/01/2016-07/15/2016
Mendoza, David O., Administrative Asst. I, Photo	07/01/2016-07/15/2016
Okonoboh, Joseph, Instructional Assistant-Math, Math	07/01/2016-12/31/2016
Poole, Jaime, Instructional Assistant-ESL, ESL	07/01/2016-12/31/2016
Shehata, Admed, Instructional Assistant-Math, Math	07/01/2016-12/31/2016



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 AUTHORIZATION OF SIGNATURES, 2016-2017**

*Requested by: Christopher Bonvenuto Chief Director, Business Services*

*Approved by: Robert Isomoto, Vice President of Business and Administration*

*Requested Action: Approval/Ratification*

Authorization of the following classified managers to approve invoices and payments on contracts for the Santa Monica Community College District for 2016-2017.

Rupinder Bhatia, Director, Management Information Services

Rudy Henry, Warehouse and Mail Services Supervisor

Cindy Palamino, Project Manager, Equity Initiatives

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 and payments on contracts. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

Education Code Section 85233 states: "No order on the funds of any district shall be approved by the county superintendent of schools unless the signatures are on file in the Superintendent's Office and he/she is satisfied that the signatures on the order are those of persons authorized to sign the order."

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 FACILITIES**

17-A CHANGE ORDER NO. 21 – AET CAMPUS AND CHANGE ORDER NO. 14 – PARKING STRUCTURE A

Change Order No. 21 – C.W. Driver on the AET Campus portion of the project in the amount of \$38,046 and Change Order No. 14 on the AET Parking Structure A portion of the project in the amount of \$14,959

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 2,569,084
Previously Approved Change Orders (AET Parking Structure A)	\$ 647,836
Change Order No. 21 – AET Campus	\$ 38,046
<u>Change Order No. 14 – AET Parking Structure 14</u>	<u>\$ 14,959</u>
Revised Contract Amount	\$62,429,925

Change Order No. 21 for the AET Campus & Change Order 14 for the AET Parking Structure A project may result in a change to the contract length.

Funding Source: Measure AA

Comment:

Change Order No. 21 for AET Campus includes the following:

- Labor and material cost to provide additional intumescent fireproofing at beam identified in Building B;
- Install additional fire sprinkler piping and accessories at Building C, Rooms 185, 180B, and 192B;
- Raise grade beam and modify steel columns to allow sewer line to be installed within the middle section of the grade beam;
- Demolish existing HVAC diffusers above the entrance curtain wall at Building D;
- Furnish, layout, drill, and install new 25' angle with proper embedment into existing wall at Building D;
- Furnish and install vertical 2" x 8" blocking for proper attachment for the 4" x 12" beams and hangers at new mechanical platforms at Building D;
- Furnish and install concrete/wood pads at Building D roof as required for pumps, boilers, expansion tanks and air separator;
- Revise circuiting at the site media hydrants;
- Feed lights and receptacles below Building D, Level 1 stairwell;
- Furnish and install two additional actuators, wiring, programming, and commissioning required to achieve desired chiller operation.

Change Order No. 14 for AET Parking Structure A includes the following:

- Labor and material cost to add a plaster wall at Vending Machine Room 111, reconfiguring the room and allowing Electrical Room 110 to be enlarged;
- Revise signage from photopolymer plastic to metal etched signage;
- Demolish a section of the truncated domes on the ground floor of the parking structure and patch back concrete to match surrounding area.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17    FACILITIES (continued)**

**17-B    CHANGE ORDER NO. 13 – PERFORMING ARTS CENTER – EAST WING**

Change Order No. 13 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of \$44,720.

Original Contract Amount	\$ 18,378,000
Previously Approved Change Orders	\$ 1,236,706
Change Order No. No. 13	\$ 44,720
Revised Contract Amount	\$ 19,659,426

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

Funding Source: Measure AA

Comment: Change Order No. 13 includes the following:

- Labor and material for added and modified soffit framing above sliding Door 110C;
- Changes to ceiling finishes in classrooms, including custom access panels;
- Added framing details around Door 101A;
- Credit for deleted portable theatrical lighting fixtures (District to purchase directly from suppliers with no contractor mark-up);
- Revised soffit framing details where soffit conflicted with steel beam;
- Repair of existing storm drain discovered during repair of Broad Stage waterproofing;
- Re-routing and replacement of existing water heater flue vent, including demolition of chimney, framing, plaster and sheet metal cap;
- Change third floor restroom floor from tile to epoxy finish, add stainless steel tile trim, and add cleavage membrane for floor tile at lobby and terrace;
- Modified connection details for two glazing support columns;
- Modified perimeter fascia details and material change from aluminum to steel;
- Modified third floor restroom curbs where revised curb heights conflicted with sewer line;
- Relocation of VAV units in conflict with third floor classroom wall framing;
- Change third floor restroom lobby ceiling from suspended grid to drywall due to conflict with overhead ductwork;
- Added angled drywall inside elevator shaft to eliminate horizontal ledges and comply with elevator code.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17**    **FACILITIES** (continued)

17-C    CHANGE ORDER NO. 3 – UPGRADING OF SECURITY SYSTEMS

Change Order No. 3 – NEXUS IS, INC. on Upgrading of Security Systems project for \$354,776.

Original Contract Amount	\$5,699,482
Previously Approved Change Orders	\$33,108
Change Order No. 3	<u>\$354,776</u>
Revised Contract Amount	\$6,087,366

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

Funding Source: Measure AA

Comment: Change Order No. 3 includes the following:

- Labor and material to install an additional 55 security cameras at Parking Structures 3 & 4 including required conduit and cabling;
- Miscellaneous repairs and door hardware at Media Center & IT Building;
- Installation of additional conduits, supports and cabling for additional cameras to lower level basement IDF and deleted four intermediate IDF's at parking levels.

17-D    CHANGE ORDER NO. 1 TO CAMPUS ENERGY MANAGEMENT SYSTEM

Change Order No. 1 to Compass Energy Solutions to change scope with no change in schedule.

Original Contract Amount	\$2,505,880.00
Change Order No. 1	<u>\$ -14,477.04</u>
Revised Contract Amount	\$2,491,402.96

Funding Source: State Proposition 39 Clean Energy Fund, District Capital Fund, and Utility Incentives

Comment: This Change order will substitute work scope. The deleted work scope will be completed with another construction contract. From the scope of this work, remove the Humanities and Social Science Building and add Art Building and add Student Activities Building to the Energy Management system. This change in work will not result in a change to schedule.

17-E    AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – CAMPUS ACCESSIBILITY SURVEY

Amend the agreement with TFO ARCHITECTURE, INC. for Campus Accessibility Survey to extend time for completion to September 30, 2016.

Funding Source: District Capital Funds

Comment: This amendment will not change contract cost.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17**    **FACILITIES** *(continued)*

17-F CORRECTION: GEOLABS-WESTLAKE VILLAGE

Correction to the hourly rates for Geolabs-Westlake Village, approved at the July 5, 2016 Board of Trustees meeting. Correct rates should be \$91 to \$173 per hour, Special Tests \$30 to \$4,000 per test and up to \$550 per report.

17-G OWNER CONTROLLED INSURANCE PROGRAM– INFORMATION TECHNOLOGY RELOCATION

Approve payment of final cost of the Owner Controlled Insurance Program (OCIP) for the Information Technology Relocation project through the Alliance of Schools for Cooperative Insurance Programs (ASCIP) for the amount of \$61,767.

Funding Source: Measure AA

Comment:        The District provided insurance for this project in lieu of contractor provided insurance. The final close out billing represents 2.70% of the difference between the initial Hard Cost Value of the project and final hard cost value.

17-H SANTA MONICA TWO-WAY TRAVEL PROJECT FOR PENNSYLVANIA AVENUE – CENTER FOR MEDIA AND DESIGN CAMPUS

Enter into an arrangement with the City of Santa Monica to convert Pennsylvania Avenue into a two-way street. The District’s portion of the total cost of the project is \$17,000.

Funding Source: Measure AA

Comment:        Pennsylvania is the cross street for SMC’s Center for Media and Design campus and will become the entry and exit point for vehicle parking at the campus. The new configuration will allow students to arrive at the campus either from Stewart Street or 26<sup>th</sup> Street.

17-I POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica

Amount:        \$76,141.24

Period:         April 1, 2016 – June 30, 2016 (3 months)

Comment:       Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica \$78,527.27 for the same period last year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requested by: Georgia Lorenz, Vice President, Academic Affairs  
Christopher M. Bonvenuto, Chief Director, Business Services*

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

Title of Grant: BASIC SKILLS  
 Granting Agency: State of California  
 Augmentation Amount: \$5,040 (Amended Allocation \$351,560)  
 Matching Funds: \$0  
 Performance Period: July 1, 2015 – June 30, 2016  
 Summary: The purpose of Basic Skills funding is to improve outcomes of students who enter college needing at least one course in English as a Second Language (ESL) or basic skills: English reading, English writing, and mathematics. The Chancellor’s Office has issued the P2 Apportionment report (06/23/16), on the basis of total Full Time Equivalent Data (FTES) submitted by the college 320 report, which has resulted in a change in the 2015-2016 funding level for Basic Skills.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8600 State	\$5,040
	<b>Expenditures</b>	
	1000 Academic Salaries	\$0
	2000 Non-Academic Salaries	\$5,040
	3000 Employee Benefits	\$0
	4000 Supplies & Materials	\$0
	5000 Other Operating Expenditures	\$0
	6000 Capital Outlay	\$0
	7300 Other Outgo/Indirect	\$0
	7600 Student Aid	\$0
	<b>Total</b>	<b>\$5,040</b>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18      ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)**

Title of Grant: Workforce Innovation and Opportunity Act, Title II (WIOA):  
Adult Education and Family Literacy Act

Granting Agency: California Department of Education (Pass through for U.S. Department of Education)

Augmentation Amount: \$246,655

Matching Funds: NA

Performance Period: July 1, 2016 – June 30, 2017

Summary: Santa Monica College (SMC) has received Adult Education and Family Literacy Act (AEFLA) funding to strengthen the college’s non-credit English as a Second Language (ESL) Program and improve student outcomes, including transition from non-credit ESL to for-credit coursework. With these funds, SMC will develop and implement a state-recognized assessment system that will help faculty and students monitor student progress and offer counseling support to ensure that students have access to the resources they need to be successful. SMC will also explore options to increase the use of technology, including distance learning, to deliver non-credit ESL coursework. Lastly, the college will work with its community partners to explore options for offering Vocational English as a Second Language (VESL) classes in west Los Angeles County.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8100 Federal	\$ 246,655
	<b>Expenditures</b>	
	1000 Academic Salaries	\$ 96,917
	2000 Non-Academic Salaries	\$ 46,820
	3000 Employee Benefits	\$ 45,899
	4000 Supplies & Materials	\$ 19,768
	5000 Other Operating Expenditures	\$ 17,251
	6000 Capital Outlay	\$ 20,000
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	<b>Total</b>	<b>\$ 246,655</b>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Title of Grant: Adult Education Block Grant (AEBG)  
Granting Agency: California Community College Chancellor’s Office  
Award Amount: \$375,000  
Matching Funds: Not applicable  
Performance Period: July 1, 2016 – June 30, 2017  
Summary: This funding is provided to implement AB86 and AB104 plans for program year 2016-2017. The first priority will be to grow the consortium footprint in the community. Program growth and expansion at consortium member institutions will enable the regional system of adult education to gain necessary visibility and garner a larger pool of potential students. In addition, the application of alignment and acceleration strategies and extending current data collection and sharing capacity will increase the ability of adult learners to fully access and leverage community resources towards achievement of educational and job attainment goals.

Budget: Restricted Fund 01.3

<b>Revenue</b>		
8600	State	\$ 375,000
<b>Expenditures</b>		
1000	Academic Salaries	\$ 134,318
2000	Non-Academic Salaries	\$ 90,216
3000	Employee Benefits	\$ 78,813
4000	Supplies & Materials	\$ 17,370
5000	Other Operating Expenditures	\$ 21,283
6000	Capital Outlay	\$ 33,000
7300	Other Outgo	\$ 0
7500	Student aid	\$ 0
<b>Total</b>		<b>\$ 375,000</b>



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18**      **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Title of Grant:                      Adult Education Block Grant (AEBG) Data and Accountability Funding  
Granting Agency:                    California Community Colleges Chancellor’s Office  
Award Amount:                        \$61,856 (50% of Consortia allocation of \$123,711)  
Matching Funds:                      Not applicable  
Performance Period:                 June 1, 2016 – December 31, 2017 (Workplan due 12/20/16).

Summary:                                The funding will be used to resolve AEBG data collection needs required by AB104, foster regional and local system integration, coordinate regional intake, assessment, and referral, align efforts under the Workforce Innovation and Opportunity Act, and ultimately connect to a state level AEBG Data System

Budget:                                    Restricted Fund 01.3

<b>Revenue</b>		
8600	State	\$ 61,856
<b>Expenditures</b>		
1000	Academic Salaries	\$ 48,000
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 13,856
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
<b>Total</b>		<b>\$ 61,856</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

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

*Requested Action: Approval/Ratification*

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

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

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

Title of Grant: Disabled Student Program and Services (DSPS)  
 Granting Agency: California Community Colleges Chancellor's Office  
 Augmentation Amount: \$916 (Amended Allocation \$2,368,134)  
 Matching Funds: \$0 (Amended Match \$97,574)  
 Performance Period: July 1, 2015 – June 30, 2016  
 Summary: Additional funds were requested by the DSPS program during the Chancellor's Office mid-year reallocation of unused/returned funds to offset the cost of the College's efforts to provide services to students with disabilities. This is an adjustment to the original Program re-allocation, an increase of \$916, from \$11,524 to \$12,440 per revised P2 schedule released June 27, 2016.

Budget Augmentation: Restricted Fund 01.3

<b>Revenue</b>		
8600	State	\$916
<b>Expenditures</b>		
3000	Employee Benefits	\$916
<b>Total</b>		<b>\$916</b>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 BUDGET TRANSFERS**

*Requested by: Chris Bonvenuto, Chief Director of Business Services*

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

*Requested Action: Approval/Ratification*

19-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 23, 2016 thru June 30, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-902,727
2000	Classified/Student Salaries	-221,549
3000	Benefits	303,780
4000	Supplies	-201,139
5000	Contract Services/Operating Exp	-1,287,715
6000	Sites/Buildings/Equipment	40
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	2,309,310
Net Total:		0

19-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period; June 23, 2016 thru June 30, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	112,729
2000	Classified/Student Salaries	-30,291
3000	Benefits	38,229
4000	Supplies	-5,963
5000	Contract Services/Operating Exp	-463,643
6000	Sites/Buildings/Equipment	371,866
7100/7699	Other Outgo/Student Payments	-22,927
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION August 2, 2016
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 20 COMMERCIAL WARRANT REGISTER**

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

Commercial Warrant Register  
June 1 - 30, 2016                      7032 through 7074                      \$13,080,597.71

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

**RECOMMENDATION NO. 21 PAYROLL WARRANT REGISTER**

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

Payroll Warrant Register  
June 1-30, 2016                      C1K- C2L                      \$9,648,080.22

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 22 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

*Requested by: Mitch Heskell, Dean (Interim), Educational Enterprise*

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

*Requested Action: Approval/Ratification*

Auxiliary Operations Payments and Purchase Order

May 1 – 31, 2016 (Corrected)

Covered by check and voucher numbers: 008616-008890 and 00774-00814

Bookstore fund Payments	\$396,757.38
Other Auxiliary Fund Payments	\$69,879.20
Trust and Fiduciary Fund Payments	<u>\$1,299,693.80</u>
TOTAL	\$1,766,330.38

Purchase Orders issued \$ 67,687.57

May 1 – 31, 2016 (Corrected)

Auxiliary Operations Payments and Purchase Orders

June 1 – 30, 2016

Covered by check and voucher numbers: 008891-009300 and 00820-00886

Bookstore fund Payments	\$257,986.57
Other Auxiliary Fund Payments	\$123,439.13
Trust and Fiduciary Fund Payments	<u>\$906,596.96</u>
TOTAL	\$1,288,022.66

Purchase Orders issued \$ 20,310.94

June 1 – 30, 2016

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

BOARD OF TRUSTEES  Santa Monica Community College District	ACTION  August 2, 2016
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 23 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

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

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

*Requested Action: Approval/Ratification*

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

**RECOMMENDATION NO. 24 ORGANIZATIONAL MEMBERSHIPS**

*Requested by: Chris Bonvenuto, Chief Director of Business Services*

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

*Requested Action: Approval/Ratification*

Organizational Memberships – August 2016

Number of Memberships	Amount
11	\$8,631

Funding Sources: Departmental Budgets

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 2, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 25 PURCHASING**

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

25-A AWARD OF PURCHASE ORDERS

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

June 1 – 30, 2016 \$115,967,138.37

25-B PURCHASING AGREEMENT

Authorize the award of purchase orders from approved department budgets using California Multiple Awards Schedule (CMAS) competitively bid contract awarded 3-16-36-0073C to ViaTron Systems Inc. for Imaging System Software Maintenance and Technical Support to October 31, 2019.

25-C AWARD OF CONTRACTS

1. Provider: CCS Presentation Systems  
Amount: \$32,387.00  
Funding Source: State Instructional Equipment Block Grant  
Summary: Award of Bid #062016SF Projector Screen & Motor Replacement in twenty three HSS classrooms to be completed in August 2016.
  
2. Provider: KNN Public Finance, LLC  
Amount: Fee Based Transaction Cost \$50,000 per Issuance, \$10,000 Financial Advisory Services.  
Funding Source: Capital Projects  
Summary: Received Statement of Qualifications from five (5) financial advisory firms. All proposals were admitted to the pool and were eligible for an appointment to serve as a pricing and financial advisor to SMC regarding bond structuring, market conditions, timing of sales and to manage all aspects of the debt issues transactions. Personal interviews were conducted with the three highest ranked firms and KNN Public Finance, was selected as the most responsive firm.

25-D PAYMENT TO STATEWIDE ASSOCIATION OF COMMUNITY COLLEGES (SWACC)

Provider: Statewide Association of Community Colleges (SWACC)  
Amount: \$614,498 (annual cost for insurance)  
Funding Source: District Funds  
Summary: The Statewide Association of Community Colleges (SWACC) is a member owned and operated property and liability Joint Powers Authority (JPA). SWACC provides programs and resources to specifically address its community college members' exposure to loss through broad and unique coverages, loss control services, trainings, fiscally responsible self-funding and risk transfer. SWACC represents 46 community college districts and over 600,00 FTES. SMC has been a member of SWACC since 1987.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 2, 2016

**INFORMATION ITEM 26      CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING – JULY 20, 2016**

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, July 20, 2016 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

**1.      *CALL TO ORDER: 8:11 a.m.***

**2.      *ROLL CALL***

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

**Others Present:**

- Chris Bonvenuto, Chief Director, Business Services
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Ramin Nematollahi, Citizens’ Bond Oversight Committee Coordinator
- Charlie Yen, Director, Contracts
- Emil Zordilla, Assistant Director, Facilities Planning

*Due to lack of quorum, approval of the minutes and the selection of the chair and vice chair will be postponed to the October meeting.*

**3.      *APPROVAL OF MINUTES***

Action was not taken due to lack of quorum.

**4.      *ELECTION OF CHAIR AND VICE-CHAIR, 2016-2018***

Action was not taken due to lack of quorum.

**5.      *INTRODUCTION OF REAPPOINTED AND NEW MEMBERS***

The SMCCD Board of Trustees reappointed Jeffery Graham and Katherine Reuter for two-year term and appointed SMC Associated Student Zavanna Negron for a one-year-term.

**6.      *REPORTS and DISCUSSION***

**I.      *SMC BOND RESOLUTION UPDATE***

Don Girard, discussed the SMC Board’s approval of a resolution to place a \$345M classroom repair and career training measure on the November Ballot. The measure would address the college’s critical facility needs to serve the students of its communities at its current capacity. Most prominently, it will allow SMC to upgrade two classroom buildings on the main campus built in the 1950s; replace temporary trailers from 1984 and 1992 which serve as classrooms; replace or rebuild the Art complex; remodel the aging business building; and would qualify SMC for up to \$50



million in matching state funds to assist with the completion of the Art complex and the addition of a new science wing to meet the needs of a growing STEM program. It will also allow SMC to repair classrooms, remove asbestos, and bring facilities up to current seismic, accessibility and safety standards. He further reported that the Santa Monica City Council unanimously endorsed SMC's proposed bond measure at its June 28, 2016 meeting.

**II. SMC Bond Construction Projects Update:** Emil Zordilla, updated the committee on the bond constructions projects:

- **Center for Media and Design:** The project is progressing as planned with construction for the building at 85% complete. The interior classrooms/instructor facilities are at 75% complete. Date of completion is schedule for end of 2016/first quarter of 2017.
- **East Wing Performing Arts Center:** The Performing Arts Center – East Wing was formerly the Madison Elementary School. The District has done several renovations to the campus and has recently added the Broad Stage and Edye 2<sup>nd</sup> Space as part of a Performing Arts Center. The project is on track to be completed by the end of 2016/first quarter of 2017.
- **Health/P.E./Fitness/Central Plant:** Construction is focused on the mechanical/electrical and the interior of the building. The central plant loop is progressing as planned and construction is to be completed early 2017.
- **Financial Aid Relocation:** The financial aid offices were successfully relocated and are currently occupied.
- **Student Services Building:** The student services building contract was awarded to Bernard Bros., as the lowest bidder, and preliminary work is being completed so that the foundation can be poured. The project has a completion date of 2018.
- **Malibu Campus:** The project has been approved by all the state agencies. The project will commence, after construction is completed by the City of Malibu for the Waste Water Maintenance system. Project is to be completed end of 2018.
- **Early Childhood Education Center:** The plans have been submitted to the Division of State Architects (DSA) and construction is to commence May 2017. The project is to be completed end of 2018.

**Measure U, S and AA and Bond Sales Expenses Reports** *(reports included with agenda)*

- The SMC Bond Capital Construction Budget Summary as of June 30, 2016 reports the following:

<b>Measure U Budget:</b>	\$160,000,000
<b>Measure S Budget:</b>	\$143,500,000
<b>Measure AA Budget</b>	\$295,000,000
<b>Other Funding Received:</b>	\$ 26,019,534
<b>Other Funding Pending:</b>	\$ 52,594,548
<b>Total Budget:</b>	\$697,111,377
<b>Estimate at Completion:</b>	\$697,111,377
<b>Bond Funds Remaining:</b>	\$200,723,493

- Measure U: Total Measure U expenditures last period were \$675,208; total remaining funds are \$12,577,755; no budget variance.

- Measure S: Total expenditures last period were \$169,699 total remaining funds are \$55,834,360; no budget variance.
- Measure AA: Total expenditures last period were \$17,125,234; total remaining funds are \$132,311,378; no budget variance.
- The *Bond Sales/Expenses Report* indicates total bond amounts, bond issue dates/amounts, unsold bond amount and total available as of June 30, 2016.

<b>Total Bond:</b>	\$598,500,000
<b>Total Available:</b>	\$528,492,559
<b>Total Expenses:</b>	\$397,776,507
<b>Total Available Remaining:</b>	\$130,716,052
<b>Total Unsold Bond:</b>	\$ 70,007,441

- The *SMC Bond Construction Program Contractor List* as of June 30, 2016 was presented for information.
- Current information on all bond construction projects is available at: <http://smcbondprogram.com> and at <http://www.smc.edu/CBOC>

**7. SCHEDULE OF MEETINGS FUTURE MEETINGS, 2016-2017**

Wednesdays at 8 a.m.  
 October 19, 2016  
 January 18, 2017  
 April 19, 2017

**8. ADJOURNMENT: 9:03 AM**

The next meeting of the Citizens' Bond Oversight Committee will be held on **Wednesday, October 19, 2016 at 8 a.m.** in Drescher 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 2, 2016

XII. BOARD COMMENTS

XIII. ADJOURNMENT- 9:49 p.m.

The meeting was adjourned in memory of **Hank Gabler**, son of Christina Gabler, professor in the Social Sciences Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 6, 2016** 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

- Public Hearing – 2016-2017 Budget
- Adoption of 2016-2017 Budget
- 2015-2016 Quarterly Report
- Report: Adult Education

Information

- Emergency Preparedness Report
- Schedule of Board of Trustees Meetings, 2017

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	August 2, 2016

**APPENDIX A**

**SUBJECT: WORKFORCE AND ECONOMIC DEVELOPMENT, 2015-2016**

**Workforce & Economic Development (W&ED)**

The Office of Workforce & Economic Development secures and administers grants and contracts for Career Technical Education (CTE) programs such as Perkins IV, California Career Pathways Trust, and CTE Enhancement Funds (EF), aimed at improving and expanding CTE programs. These and other revenue sources continue to fund equipment purchases, curricular improvements, academic support, and professional development. Workforce Development delivers career training through Community Services in addition to offering our local community low cost not-for credit courses and life-long learning opportunities. Economic Development contracts enable SMC to directly serve small business and industry.

**Year in Review**

The increased accountability at the federal and state level in terms of regional alignment and program outcomes that result in students earning high skills and high wages in growth industry sectors, demands a *reimagining* of Career Technical Education. As such, The Office of Workforce & Economic Development has devoted many activities this year to working with faculty leaders and administrators across divisions to develop a deeper understanding of the interrelationships between business competitiveness, regional workforce needs, and student success across occupational fields accessible through SMC. As a result, the implementation of career pathway development is now fully underway at SMC.

**Reauthorization of WIOA, Perkins, and the new Strong Workforce Program**

Undoubtedly, the most significant development for Career Technical Education is the impending reauthorization of Perkins (V) making its way through Congress, and the new Strong Workforce Program budget (\$200 million) recently signed by Governor Brown. The alignment of these two programs with the 2014 Workforce Innovation and Opportunity Act (WIOA) is unprecedented. The new and impending federal and state legislation will increase funding *and* accountability for CTE at community colleges that has not been seen before. The new laws require alignment across industry and education sectors as well as increased performance outcomes for SMC institutionally using common performance metrics (yet to be determined). New funds will require Santa Monica College to:

- A) ***Increase the number of students*** in quality career technical education courses, programs, and *pathways* that will achieve successful workforce outcomes.
- B) ***Increase the number of quality*** career technical education courses, programs, and pathways that lead to successful workforce outcomes, *or invest in new or emerging occupations.*

**Strong Workforce Program**

The new state program focuses on “student success with workforce outcomes”, and provides broad authority for colleges to expend resources in line with a plan to meet the LA region’s middle-skills gap. The final trailer bill language does not explicitly articulate what these funds can be spent on. However, some broad areas that these funds focus on include efforts to increase the number of students in quality CTE programs, or invest in new or emerging CTE programs likely to lead to successful workforce outcomes. Activities could include funding: low ratio student-to-instructor courses as required by standard safety settings; high cost equipment and consumables; minor improvements to facilities; professional development, including cost to certify instructors to teach and backfill so that instructor can attend the training; regional labor demand analysis; work-based learning and job placement support; student internships; curriculum development and instructional redesign; new program start-up cost; employer and

workforce partner engagements that result in internships and job placement investments. Guidance is expected to be released in July, 2016. Funding is expected for approximately four years assuming the large-scale program is successful.

### **Reimagining Career Technical Education**

Reimagining Career Technical Education is fundamentally about developing focused career pathways in tandem with high wage- high growth industry partners. The Pathways should emphasize knowledge/skills/abilities achievement, provide a process for students to demonstrate what they have learned, and offer equitable opportunities to all students. Communicating the benefits of CTE educational attainment, and creation of career pathways students can pursue with multiple entry and exit points involves the efforts of multiple stakeholders. New student success outcomes and accountability for CTE that will be forthcoming with the Strong Workforce Program and Perkins (V) are not entirely new to SMC. W&ED and CTE program leaders have been preparing, for several years, with various new funding sources such as CA Career Pathways Trust (CPPT) commonly known as LA HI-TECH, Perkins, and the CTE Enhancement Funds. Campus initiatives that have been piloted in recent years (such as EMERGE, Promo Pathway, and LA HI-TECH) have prepared SMC well for what is to come in terms of student success outcomes, innovation, and accountability. Leveraging current funding and relationships (LA HI-TECH and CTE EF) is a priority. Faculty and staff have been carefully reviewing labor market data and student completion data to determine new career pathways to support and develop, all of which will be made easier with the CCCCO's Data Unlocked Initiative and tools such as LaunchBoard 2.0. SMC will be expected to analyze the quality of CTE programs, program enrollments, student success rates, and job placements. Program investments should be made in response to their momentum points.

### **Professional Development for CTE Faculty and Career Pathway Development**

W&ED facilitated professional development to hundreds of faculty this past year. Collaboration with other SMC offices and programs was key to the success. These offices included the Center for Teaching Excellence, Institutional Research, Outreach and Recruitment and Counseling (among others). Such collaborations organized by W&ED provided support to our CTE Chairs, CTE faculty, English, Math, and Counseling faculty. CTE in various departments have worked closely with other community colleges to strengthen programming in the region. CTE program leaders have partnered with high schools colleagues to build pathways from Samohi, Palisades, Venice, Crenshaw, and other LAUSD schools. We arranged every aspect of these activities that have provided technical assistance and industry expertise to faculty. Improving the quality of courses certificates and degrees that prepare students with the knowledge and skills that lead to employment is an overarching student success outcome. Over the past year and across numerous disciplines faculty have been:

- Reviewing or developing competencies.
- Identifying target populations and their "entry" points.
- Exploring and developing educational options that are modularized, accelerated, and contextualized - including delivery models that provide flexible scheduling, nights and weekends (like Promo Pathway).
- Developing private and public partnerships leading to comprehensive wrap-around services that remove educational and employment barriers.

### **High School, Community and Business Engagement: LA HI-TECH**

High school dual enrollment continues to expand as do community outreach opportunities with the LA HI-TECH Regional Consortia grant. SMC has completed year two of the five-year grant. As a leader of this eight college, 30 high school, employer and community consortia, there is much to celebrate. In year two, SMC worked closely with high school partners to coordinate and increase the number of LA HI-TECH dual enrollment courses that are offered in schools. LA HI-TECH dual enrollment courses have been offered at six area high schools which include; Santa Monica High School, Malibu High School, Beverly Hills High School, Crenshaw High School, Palisades Charter High School, and Venice High School.

During year One (2014-15) of the grant, SMC offered one Media course at Palisades Charter High School and two at Venice High School, enrolling **107** dual enrollment students through this project. In 2015-16, courses in Business, Computer Science, Counseling, Graphic Design, and Media were offered, enrolling **383** students. Of these students, 75 have completed two or more dual enrollment classes within an ICTE pathway in 2015-16.

**2014-15: Total of 3** sections offered through LA HI-TECH dual enrollment- Media 1

**2015-16: Total of 25** sections offered through LA HI-TECH dual enrollment:

Graphic Design 18 (3 sections)

Graphic Design 64 (1 section)

Media 1 (4 sections)

Media 20 (3 sections)

Media 10 (1 section)

Media 2 (1 section)

Counseling 19 (3 sections)

Counseling 1 (1 section)

Counseling 13 (2 sections)

Computer Science 3 (4 sections)

Computer Science 15 (1 section)

Business 63 (1 section)

### **Westside Partnership**

The Westside Partnership Initiative came together as a joint effort between LA HI-TECH West Hub partners Santa Monica College and West Los Angeles College, to deepen collaboration and connect Westside schools and students to the tech industry and community based organizations on the Westside. The initiative has garnered interest and the commitment of elected officials, community members, industry, and businesses to provide access and opportunities that will help in producing a skilled, innovative, local, and diverse workforce. We are convening small gatherings of partners that will enhance effectiveness and direct action of the Westside Partnership. The overarching goal of this partnership with external stakeholders is to commit collectively to invest resources and efforts that lead to successful student outcomes, particularly in ICTE occupational fields. The intended outcomes include increased work-based learning opportunities, professional development for faculty, human and capital investments that benefit students on the Westside of Los Angeles enrolled in ICTE disciplines. SMC has worked closely with the Santa Monica Chamber and Bixel Exchange – Los Angeles Area Chamber of Commerce and other partners to provide work-based learning opportunities to students in our K-14 pathways.

SMC is partnering with high tech giants and small businesses to create the workforce needed. These include Amazon Web Services (AWS) and SAP who are global leaders in the cloud computing services sector. SMC faculty, LAUSD, and AWS have worked together in skills mapping and have developed new curriculum and courses. CSIS faculty leaders are co-creating a new pathway in Cloud Computing. W&ED received a corporate grant from JP Morgan Chase (\$150,000 over 3 years) to hire a dedicated counselor and expand services at all high schools in the West Hub of the LA HI-TECH Consortia.

### **Aligning Policies and Trends affecting CTE and W&ED**

Identifying and engaging employers in priority industry sectors have long been expected of CTE programs and across workforce and economic development programming. However, now there will be significant funding through the Strong Workforce Program and much higher accountability for student workforce outcomes. W&ED has actively represented the District's interests at federal, state and local convening's. Additionally, the department has convened stakeholders, facilitated collection of data, and begun asset mapping for all CTE programs. Assisting faculty in identifying state and local policies to expedite new and improved programs (such as low unit certificates and new emerging occupations) remains a priority. Several W&ED administrators participated in Dual Enrollment Policy development in

15-16 and aligned dual enrollment and CCPT program development with Title 5 and AB288. Some of the outcomes of this regional project are reflected in a new CCCC dual enrollment handbook.

### **Regional Collaboration**

New funding is expected to improve student success outcomes at an institutional and regional level. Regional collaborations pose a challenge for SMC and other local community colleges in the local area because currently, there is no formal entity that exists to bring all required partners together to create regional workforce alignment. Governance and advisory structures are currently being established, and SMC is well represented at the CEO, CIO, CSSO, and CTE Dean levels. SMC is required to participate in activities to be eligible for the regional share of the Strong Workforce and WIOA funding. These activities may include:

- Engaging stakeholders at the local, regional and state levels and agree to a shared vision with role and responsibilities clearly defined and formalized.
- Provide leadership of Career Pathway programs and offer opportunities for skill builders to complete certificates and degrees.
- Offer classes in career pathway aligned with other postsecondary institutions; provide students with work-based learning opportunities in and outside of the classroom.
- Provide seamless transition between postsecondary institutions through transfer options in the career pathway.
- Collaborate regionally to maximize resource allocation and transferability across.

## **STRATEGIC PROGRAM AREAS**

### **OFFICE OF WORKFORCE & ECONOMIC DEVELOPMENT**

1. **CTE:** Grant funded (Perkins IV, CPPT-LA HI-TECH, SB1070 private and public sources including philanthropic partners)
2. **Workforce:** Fee-based Open Enrollment (Community Education)
3. **Economic Development:** Contract Training (ETP, WIOA-ETPL)

### **CTE**

The Office of Workforce & Economic Development administers five (5) CTE grants for a total of \$3,500,648. They include Perkins IV, CA Career Pathways Trust (LA HI-TECH), JP Morgan Chase (LA HI-TECH Student Services), CTE Enhancement Funds (Strong Workforce Program), and SB 1070

### **ECONOMIC DEVELOPMENT & PROFESSIONAL TRAINING**

The California Community College System aligns economic development with the objectives of workforce development in order to fully recognize the region's potential in supporting business growth, job retention and creation, the cornerstone metrics of economic development. Resources and programming dedicated to these outcomes support the generation of a vibrant, local job market for SMC's broad student base and career pathways.

### **Employment Training Panel (ETP)**

SMC's ETP contract of \$749,128 was successfully executed and as a result was awarded a nearly \$1,000,000.00 (one million) contract for the period of July 1, 2016 through December 31, 2017. Using these funds, SMC administers customized training programs that off-set the high cost of employee-based training employers would otherwise be forced to finance, to develop and maintain a high-performance workforce. SMC has provided significant, quantifiable contributions in the area of corporate training in the Los Angeles region via CA State's ETP Program. Highlights include:

- More than 2,000 employees have received instruction from our expert trainers from 14-16.
- Our employers have represented industries from the Manufacturing, Warehousing & Logistics, Clean-Tech, Telecommunications, and Construction sectors.
- Collectively, our Corporate Training Program has provided over 50,000 hours of training to incumbent employees.
- Employer clients have included Mission Foods, PRL Glass & Aluminum, Ramona's Foods, PVH (Van Heusen Ties), Classic Distributing Inc., Brothers Deserts, Egge, and others.

Based on employer client surveys, our corporate training courses, and their learning outcomes, have positively impacted local economic development metrics (business growth, job retention and creation), in a multitude of ways, including but not limited to:

- Increasing employee productivity by up-skilling incumbent workforces.
- Creating more efficient and effective systems of operation.
- Boosting employee morale, loyalty and longevity.
- Identifying and reducing waste.
- Developing leadership qualities among existing employees.

ETP employer training provided the opportunity for 5 SMC employees and/or faculty to provide their expertise within the context of the corporate training platform, simultaneously building the SMC brand as a premier provider of industry-based educational programming.

The economic development initiative has an overarching goal of increasing alliances to meet institutional objectives through employer partner engagement. These objectives include the development of programming to supplement credit-based education for SMC students. SMC W&ED has created working relationships with 10 new companies, from the manufacturing and logistics industries, whose leadership and industry knowledge can be leveraged to support employer engagement objectives for the institution. These partnerships also open the doors to revenue generating opportunities through contract education. SMC's W&ED was able to leverage an ETP subsidized partnership with the Hospitality Training Academy into a broader Vocational ESL (Hospitality) program which has grossed \$26,000 for FY 2016 and is expected grow in FY 2017.

### **Small Business & Entrepreneurial Support Services (SCORE & SMC Partnership)**

Since September 2015, SMC has been collaborating with the Los Angeles Chapter of SCORE to provide innovative, tech-related entrepreneurial workshops to entrepreneurs and the local business community.

This program has been:

- Endorsed and promoted by SMC's Business Department.
- Attended by SMC faculty, and provided supplemental instruction and potential extra credit to over 50 SMC students.
- Attended by over 120 area entrepreneurs and small business owners.
- Acknowledged by SCORE who named Santa Monica College "Partner of the Year" for 2015.

## **WORKFORCE DEVELOPMENT**

### **Community Education**

Increasing revenues to support Community Ed operations while also supporting the overarching W&ED goals remains a priority. Collaborating with community partners, Community Education has engaged the Marina Del Rey JVS WorkSource Center to promote SMC's ETPL offering. The department organized and co-hosted, with the Marina Del Rey JVS WorkSource Center, several job-training opportunities. Community Education also worked closely with several other local job training centers to inform their case-workers of the resources and training available through SMC.



**ETPL – Eligible Training Provider List ETPL – Eligible Training Provider List  
2015-2016**

ETPL revenues increased from approximately \$15,000 for 2014-15 to \$70,000 in 2015/16. Since completing the initial application process during the 2013-14 fiscal year, the Community Education Department has managed the operational infrastructure of the SMC ETPL. After gaining the approved provider status, the department has worked to effectively monitor and respond to the market demands for short-term career training. During the 2015-16 fiscal year the SMC ETPL course offering was expanded upon and five new courses were added to the approved list. SMC now has a total of 20 courses included in the ETPL, seventeen (17) not-for-credit courses, and three (3) for credit courses.

**Contract Education 2015-2016  
\$236,000 TOTAL**

Contract Ed has continued to grow with credit and not-for-credit contracts serving local and international clients that include Promo Pathway Program, Para Los Niños (PLN), New Directions, Teknisk Silkeborg Gymnasium, and Hong Kong Community College.