



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JULY 2, 2019

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, July 2, 2019.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:31 p.m.
- ROLL CALL
 Dr. Margaret Quiñones-Perez, Chair - Present
 Dr. Nancy Greenstein, Vice-Chair – Absent (Excused)
 Dr. Susan Aminoff - Present
 Dr. Louise Jaffe - Present
 Rob Rader- Present
 Dr. Sion Roy - Absent (Excused)
 Barry A. Snell - Present
 Brooke Harrington, Student Trustee- Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS
 Dr. James Dodd

II. CLOSED SESSION - 5:34 p.m.

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: CSEA Chapter #36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: SMC Faculty Association

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

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(4)) Consideration of initiation of litigation (one case)

PUBLIC EMPLOYEE – EVALUATION (Government Code Section 54957)

Evaluation of the Superintendent/President

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:06 p.m.

- PLEDGE OF ALLEGIANCE – Campus Police Captain Vincent Carter

- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)
MOTION MADE BY: Barry Snell
SECONDED BY: Rob Rader
STUDENT ADVISORY: Absent
AYES: 5
NOES: 0
ABSENT: 2 (Greenstein, Roy)

IV. PUBLIC COMMENTS

Willis Barton
David Early
David Berg
Thomas Born
Helen Erskine
Alicia Corley
Leroy Downs
Cynthia Griffin
Rebecca Hogan
David Schorr
Timothy Battig
Dujon Dorsay

V. SUPERINTENDENT'S REPORT

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. CONSENT AGENDA

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

Approval of Minutes

#1 Approval of Minutes: June 4, 2019 (Regular Meeting)

Academic and Student Affairs

#2 New Courses and Degrees, Spring 2019

#3 College and Career Access Pathways Dual Enrollment Partnership Agreement – Course Offerings for 2019-2022

Contracts and Consultants

#4-A Approval of Contracts and Consultants

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

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

Contracts and Consultants *(continued)*

- #4-B Ratification of Contracts and Consultants
(Less than the amount specified in Public Contract Code Section 20651)
 - *New Contracts Submitted for Ratification*
 - *Renewal of Contracts and Consultants Submitted for Ratification*
 - *New Annual Contract, 2019-2020*

Human Resources

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

Facilities and Fiscal

- #9 Facilities
 - A Change Order No. 20 – Student Services Building
 - B Project Closes Out – Fire Alarm Integration to Campus Security System
 - C Change Order No. 6 – Engineering Services – Scheduled Maintenance, Energy Management Systems Project and Business Building Roof Coating Project
 - D Licensing Agreement with SMC Foundation
- #10 Budget Transfers
- #11 Acceptance of Grants and Budget Augmentation
- #12 Commercial Warrant Register
- #13 Payroll Warrant Register
- #14 Auxiliary Payments and Purchase Orders
- #15 Providers for Community and Contract Education
- #16 Organizational Memberships
- #17 Purchasing
 - A Award of Purchase Orders

IX. CONSENT AGENDA – Pulled Recommendations

X. MAJOR ITEMS OF BUSINESS

- #18 Contract for Social Media and Creative Digital Agency – Regional Strong Workforce
- #19 Appointments to Citizens’ Bond Oversight Committee
- 20 Grants Office Annual Report, 2018-2019

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

There will be a special meeting of the Board of Trustees held on Tuesday, July 30, 2019 at 5:30 p.m. in Santa Monica College Business Building Room 111 for the purpose of conducting the annual evaluation of the Superintendent/President and Board of Trustees Self-Assessment.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, August 6, 2019 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	SUPERINTENDENT'S REPORT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

IV. SUPERINTENDENT'S REPORT

Recognition and Welcome

- Rob Bailis, Artistic Director, The Broad Stage/Performing Arts Center

Updates

- A photo of the SMC Police Department was shared with the Board.
- A meeting of the Student Centered Funding Formula Oversight Committee was held on the SMC campus on June 17, 2019. Trustee Louise Jaffe, Peter Morse, Chris Bonvenuto and Kathryn Jeffery attended the meeting. The work of this committee is going to impact how community colleges are funded.
- Move to Student Services Building: The planning and development for the new Student Services Center (SSC) started nearly 20 years ago. The building officially opened its doors on June 17th and houses all of the core student services under one roof. Numerous activities were planned, coordinated, and implemented to ensure that the transition of over 300 college employees was seamless and executed without problems. The move took four days instead of the six days as planned. Charlie Yen, Director of Facilities Planning, and Diana Askew, Administrative Assistant to Vice-President of Student Affairs Mike Tuitasi, in particular, were commended for an extraordinary job of coordinating the move. A grand opening event is planned for September 12, 2019 to coincide with SMC's 90th anniversary.
- Enrollment for Fall 2019 is the same as last year, so the hope is that enrollment has stabilized. However, nonresident enrollment is down about 6.6 percent from last year. A report on international education/students is scheduled for the August Board meeting.
- Celebrate America, June 29th: Linda Sullivan was commended for curating this very successful community event referred to as "the essence of community."
- State Budget Highlights:
 - On June 27th the Governor signed a record \$215 billion State budget which includes a \$148 Billion general fund budget.
 - Prop 98 increased by \$2.9 billion or 4% to \$81.1 Billion
 - Community College funding increased by \$246 million to \$8.7 Billion
 - Community College Traditional share of Prop 98 of 10.93%
 - Change to Prop 98 "True Ups"
 - Prop 98 is not finalized until after the fiscal year. Change to Prop 98 "True Ups" can no longer make a downward adjustment.
 - State Budget Resiliency
 - Additional \$1.2 Billion Rainy Day Fund - \$16.5 Billion

What it means for Community Colleges

3.26% COLA

Student Centered Funding Formula

- 70-20-10 to 60-20-20 changed. Now increased by COLA annually
- Only highest award counts
- Student success metrics are based on a three-year average
- Transfer student credited to District where student took 12 units the year before transfer
- Hold harmless extended one year to 2021-2022

Expansion of College Promise to second year for first time full-time students. Also allows Districts to define full-time for students with disabilities.

Cal Grant Expansion by 15,250 and new supplemental awards for students with dependents

- Cal Grant A new award of \$6,000 for non-tuition costs
- Cal Grant B increase from \$1,648 to \$6,000
- Cal Grant C increase from \$1,094 to \$4,000 for supplies and books

Pensions: 2019-2020 the State is appropriating, on a one-time basis, \$3.15 billion to reduce CalSTRS and CalPERS contribution rates and unfunded liabilities for schools and community colleges.

- 2019-2020: STRS: \$356 M 18.1% to 17.1%; PERS: \$144M 20.7% to 19.7%
- 2020-2021: STRS: \$250 M 19.1% to 18.4%; PERS \$100 M 23.6% to 22.7%

Capital Outlay: \$535.3 million from Prop 51 = 20 continuing and 39 new projects

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#17.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #3, #4-A(3), #4-B(7), #6, #9-D

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 3: CCAP Dual Enrollment Partnership Agreements – Course Offerings for 2019-2022

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 0
 ABSENT: 3 (Greenstein, Rader, Roy)

Recommendation No. 4-A – Approval of Contracts and Consultants (3): Contract for Media and Creative Digital Agency – Regional Strong Workforce

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Greenstein, Roy)

Recommendation No. 4-B – Ratification of Contracts and Consultants (7): Benjamin Gibbs Photography

MOTION MADE BY: Barry Snell
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Greenstein, Roy)

Recommendation No. 6: Classified Personnel, Regular

MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 4
NOES: 0
ABSTENTION: 1 (Quiñones-Perez)
ABSENT: 2 (Greenstein, Roy)

Recommendation No. 9: Facilities

(D) Licensing Agreement with SMC Foundation

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

RECOMMENDATION NO. 1 **APPROVAL OF MINUTES**

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

June 4, 2019 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 4, 2019

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES: SPRING 2019

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

New Courses

AD JUS 67 Community and the Justice System

This course analyzes the dynamic relationship between the justice system and the community in addressing crime. Special attention is focused on the challenges and prospects of administering justice within a diverse multicultural population as well as strategies for resolving conflict. Additional topics covered include the evolving nature of multiculturalism, demographics of interest communities, community policing, courts and the community, among others.

BUS 30 Customer Relationship Management

The course provides an overview of the dynamic area of Customer Relationship Management (CRM), a strategic methodology that recognizes customers as the core of the business. Partner Relationship Management (PRM), Customer Experience Management (CEM) and the impact of social networking will also be explored.

DANCE 21B Intermediate Asian Pacific Dance

This course offers an intermediate level of Asian/Pacific dance technique with an emphasis on developing aesthetic concepts and principles of movement vocabulary of Bali, Sumatra, Samoa, and Maori dances. Students will learn techniques of traditional Asian Pacific story-telling through dance with emphasis on use of the hands, body language, and facial expression. Instruction will also include study of history, lifestyle, family system/values, as well as the European and Western influences on both traditional and contemporary Asian Pacific dance, religion, cultural arts, and politics.

DANCE 26A Beginning Salsa Dance

This course introduces students to the movement and music of Salsa Dance and its cultural, historic, and geographic origins. The basic dance technique, musical structure, and terminology is studied along with elements of body placement, style, and characteristics of the form including turning techniques and partnering. Additionally, bachata and cha-cha-cha dance forms will also be studied in this course.

HEALTH 81 Fundamental Skills for Health Care Professionals

This course introduces students to careers in the health care industry, through a comprehensive review of today's health care system, the differences among health care institutions and the importance of laws, ethics, and professionalism in health care.

HEALTH 84 Applied Skills for Health Care Professionals

This course facilitates the transition of the student to the role of a professional intern at a health care facility. Emphasis is placed on professional communication, ethics, safety in the health care environment, and personal accountability and responsibility. The course also analyzes resume building, portfolio creation and job interviewing techniques.

HEALTH 84L Applied Skills for Health Care Professionals Lab

This course facilitates the transition of the student to the role of a professional intern at a health care facility. Emphasis is placed on professional communication, ethics, safety in the health care environment, and personal accountability and responsibility. The course also analyzes resume building, portfolio creation and job interviewing techniques. Clinical experiences provide the student the opportunity to apply theoretical concepts while functioning in an observational role at a health care facility.

RES TH 2L Applied Respiratory Fundamentals

This course covers the structure and functions of respiratory therapy equipment. It acquaints students with most of the equipment used in the profession of respiratory care by providing the student hands-on experience. Students are expected to be able to select, assemble, and correct malfunctions on most equipment used to provide respiratory care.

RES TH 21 Respiratory Care Sciences

This course presents an overview of the principles of physics that apply to respiratory care equipment, technology, and patient care including the behavior of gases, airway pharmacology, and mechanical ventilation.

RES TH 21L Respiratory Care Sciences Laboratory

This course presents an overview of the principles of physics that apply to respiratory care equipment, technology, and patient care including the behavior of gases, airway pharmacology, and mechanical ventilation. Internal heat, gas laws, temperature scales and measurement are covered in detail. Molecular phenomena such as osmosis and dialysis, and the mechanics of the cardiovascular and respiratory systems are applied to bedside patient care. Principles of positive and negative pressure and their relation to ventilation are also explored as well as respiratory pharmacology and airway deposition.

RES TH 30L Application of Adult Critical Care Monitoring and Diagnostics

This class is designed to enhance the students' learning by integrating theoretical knowledge with psychomotor skills as it relates to the current management of the critically ill patient. Students get hands-on experience and perform clinical lab competencies in electrocardiography perform clinical lab competencies by getting, cardiovascular/hemodynamic monitoring, capnography, and pulmonary function testing. In addition, the students learn about cardiovascular pharmacology and common approaches to supporting the unstable intensive care patient. Advanced Cardiac Life Support (ACLS) algorithms for treatment of the patient with acute coronary syndrome and other related disorders are also reviewed.

Global Citizenship

- AHIS 1 Western Art History I
- AHIS 5 Latin American Art History 1
- AHIS 17 Arts of Asia
- AHIS 18 Introduction to African Art History
- AHIS 21 Architectural History: Ancient to 1850

Distance Education

- AD JUS 67 Community and the Justice System
- AHIS 21 Architectural History: Ancient to 1850
- ANIM 5 History of Animation
- ANIM 75 Career Development
- BUS 30 Customer Relationship Management
- COM ST 21 Argumentation

New Programs

Business Information Worker 2
Digital Audio Post-Production
Digital Media Foundation
Digital Video Post-Production
Digital Media

Program Deactivations

The following programs are being deactivated for a variety of reasons. The majority are Department Certificates that are being eliminated because they have been converted to Certificates of Achievement. Changes in CA Ed Code mandate that Department Certificates of 16 or more units be Certificates of Achievement to align with Federal Financial Aid requirements. Many lower unit Department Certificates were also converted to Certificates of Achievement because awarding of the latter generates apportionment under the new Student Centered Funding Formula, while the awarding of Department Certificates does not.

2D Animation Department Certificate
3D Animation Department Certificate
3D Modeling Department Certificate
3D Rendering Department Certificate
African and Middle Eastern Studies Department Certificate
Asian Studies Department Certificate
Business Entrepreneurship Department Certificate
Business International Department Certificate
Business Logistics and Supply Chain Management Department Certificate
Business Management Department Certificate
Business Marketing Department Certificate
Business: Sales and Promotion Department Certificate
Dance Teacher (Pre K-Grade 5) Department Certificate
Digital Effects Department Certificate
Digital Publishing Department Certificate
Esthetician Department Certificate
Game Development Department Certificate
Information Systems Management Department Certificate
Latin American Studies Department Certificate
Mobile Apps Development – Android Department Certificate
Mobile Apps Development – iPhone Department Certificate
Nail Care Department Certificate
Networking Department Certificate
Salon Business Department Certificate
Small Business Tax Practice Department Certificate
User Experience Design Department Certificate
Visual Development Department Certificate
Web Design Department Certificate
Website Creator Department Certificate
Website Development Management Department Certificate
Women's, Gender, and Sexuality Studies Associate in Arts Degree *(This local degree is deactivated because it has been replaced by Social Justice Studies: Women, Gender, and Sexuality Associate in Arts for Transfer in the same discipline)*

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: ACADEMIC AFFAIRS

INFORMATION ITEM NO. 3 **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENTS – COURSE OFFERINGS FOR 2019-2022**

The College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements were originally approved by the Board of Trustees in Fall 2016. The new CCAP agreements for 2019-2022 for the Santa Monica/Malibu Unified School District, Beverly Hills School District and Palisades Charter High School are available at the following link:

http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2019/CCAP%20Partnership%20Agreement.pdf

Comment: The CCAP agreements are approved by the Board every three years. It is required that the Board of Trustees be officially notified of the agreements prior to voting on them at the August meeting. The course offerings are provided every year for information.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

➤ NEW CONTRACTS

1. CONTRACT FOR CAREER EDUCATION INNOVATION AND MARKETING PLANNING FOR LA-19

Requested by: Patricia G. Ramos, Dean, Workforce & Economic Development

Approved by: Jennifer Merlic, Vice President, Academic Affairs

Provider/Contract	Term/Amount	Service	Funding Source
BrandIQ	June 1, 2019 – December 31, 2020 New contract not to exceed \$423,070	The original contract (\$130,000) has been completed. This contract, representing BrandIQ's continuation of services, requires the research and outcomes that this vendor has on record from the previous round of services. This next phase of the project involves synthesizing the data from multiple sources (including those mentioned above), and creating experiences where the appropriate stakeholder groups (focusing on faculty), are brought together in a thoughtfully curated, results-based, accountability framework to drive marketing strategy, curriculum innovation, and execution at the regional level under the helm of the CCW (Center for a Competitive Workforce) and the LA19 SIM (Strategy, Innovation & Marketing) project objectives. Deliverables include working with the LA-19 colleges to: <ul style="list-style-type: none"> • design and create a regional infrastructure to support faculty-focused innovation, professional development, and discipline-specific curriculum; • coordinate several ideation sessions with faculty and administrators to design and implement ideas for faculty led innovation objectives and processes; • convene and facilitate strategic planning sessions and implementation plans to support the long-term sustainability and growth capacity of the CCW and LA SIM initiatives; • support the development of communication plans and tools to bring CCW and LA SIM research and reports to campus level stakeholders for local integration; and • assist the LA-19 to refine goals and leverage existing resources, for the greatest collective impact within LA's workforce eco-system. 	Strong Workforce Program (SWP), Regional Funds

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS**RECOMMENDATION NO. 4-A APPROVAL OF CONTRACTS AND CONSULTANTS** *(continued)*➤ NEW CONTRACTS *(continued)***2. CONTRACT FOR RETENTION TECHNOLOGY TOOL**

*Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention and Student Wellness
Christopher Bonvenuto, Chief Director, Business Services*

Approved by: Elaine Polachek, Interim Executive Vice-President

Provider/Contract	Term/Amount	Service	Funding Source
Hobsons Starfish	June 30, 2019 – May 21, 2023 Total of \$437,808 June 2019 \$98,850 June 2020 \$95,725 June 2021 \$101,123 June 2022 \$140,110	Starfish by Hobsons is a retention technology tool that will assist with the implementation of Guided Pathways at scale. It will allow counseling faculty to work more closely with instructional faculty, and be more intentional and proactive in their outreach to students to improve retention and increase completion. More specifically, Starfish will allow counseling and instructional faculty to identify, track and engage students with resources aligned to their specific needs. It includes student-level analytic tools, early alert, case management, intervention strategies, strategic consulting and professional services.	SEAP (Student Equity and Achievement Program)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4-A APPROVAL OF CONTRACTS AND CONSULTANTS *(continued)*

➤ NEW CONTRACTS *(continued)*

3. CONTRACT FOR SOCIAL MEDIA AND CREATIVE DIGITAL AGENCY – REGIONAL STRONG WORKFORCE

Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development
Approved by: Jennifer Merlic, Vice President, Academic Affairs

Provider/Contract	Term/Amount	Service	Funding Source
Collier Simon	July 2, 2019 through June 30, 2020 \$112,000	One of the metrics under the Strong Workforce Local program is to increase Career Education enrollments. Collier Simon will be contracted for digital content marketing and advertising services to increase enrollments. Leveraging existing research, Collier Simon will architect a social campaign to increase awareness of Santa Monica College’s Career Education programs and drive enrollments to the college. Creative production will consist of building out a timeline and roadmap to produce and distribute campaign assets, and Media Planning and Management includes media strategy and spending for the campaign to include distribution across platforms such as Facebook, Instagram, YouTube, Google and Snap. Additional funding to purchase advertising spots will be allocated at a later date once the media plan has been developed. Assets developed under this contract will also be available for future use by SMC’s Marketing Department.	Strong Workforce Program (SWP) Local Share

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION (1-8)

Provider/Contract		Term/Amount	Service	Funding Source
1	Dr. Karen Gunn	June 15, 2019- June 30, 2020 \$17,600	<p>Dr. Karen S. Gunn (dba Gunn Consulting Group) will provide a “person 1st” or customer service training series for the occupants of the new Student Services Center. The trainings will also be designed to progressively address key factors relevant to first-year occupancy of the new Center.</p> <p>There will be a total of 4 training sessions, 3 hours each, that will occur each term beginning summer 2019. For each training, consulting services will include: planning meetings, training preparation, training execution, and follow-up/evaluation services.</p> <p>Training session themes will be:</p> <ol style="list-style-type: none"> 1) Transition Readiness, 2) 2) Building a Circle of Community, 3) Person 1st Services – Valuing Students as Customers, and 4) Where Are We at Now? <p>Dr. Gunn has provided professional services to numerous organizations including various SMC departments to enhance their effectiveness, adapt to changing goals and requirements, and create or expand programs.</p>	SEAP (Student Equity and Achievement Program) Carryover
<p><i>Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention and Student Wellness</i></p> <p><i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i></p>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4-B RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

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

	Provider/Contract	Term/Amount	Service	Funding Source
2	Allied Path Consulting Veronica Keiffer-Lewis	July 2019 – June 2020 \$41,375	<ul style="list-style-type: none"> July 22 and 23 - Equity Steering Committee Retreat 2-days: \$12,500 (includes travel). 25-40 attendees July 29 and 30 - FSI Two-day Workshop Facilitation: \$11,500 (includes travel) September 2019-June 2020 Healing to Lead: Personal Equity & Development Series- 10 month professional development program (\$15,000) Administration/Planning Time (i.e. 10 hours of development, planning, update calls, emails; *5 hours of ongoing coaching)=\$2,375 <p>*Coaching hours to not expire with end of contract; option to use 1-2 hours for FSI or Equity Team virtual equity check-up)</p>	SEAP (Student Equity and Achievement Program)
<p><i>Requested by: Melanie Bocanegra, Associate Dean of STEM and Student Equity</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i></p>				
3	Dr. Joyce Kaufman	July 1, 2019 - September 30, 2019 Not to exceed \$ 5,000	Dr. Kaufman is serving as the external evaluator for Santa Monica College's Title VIA Undergraduate International Studies and Foreign Languages grant. Dr. Kaufman has served as the evaluator of this grant for its duration, as well as the previous Title VIA grant. This is the last year of this grant, and Dr. Kaufman will work with Toni Trives to write the final report.	UISFL Grant (Undergraduate International Studies and Foreign Language)
<p><i>Requested by: Toni Trives, Faculty/Grant Manager</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i></p>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4-B RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

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

	Provider/Contract	Term/Amount	Service	Funding Source
4	USC's Center for Urban Education – Equity Minded Teaching Institute	August 1-2, 2019 Not to exceed \$30,000	The 2019 Faculty Summer Institute will hold two of its dates off-campus at the USC Center for Urban Education's Equity Minded Teaching Institute: a two-day event which focuses on embedding equity in teaching practices and creating classroom cultures that are genuinely inclusive of students from minoritized racial/ethnic groups. It will be held at the LAX Westin Hotel, and approximately 30 SMC Faculty will attend as a required portion of the two-week Faculty Summer Institute activities.	SEAP (Student Equity and Achievement Program)
<p><i>Requested by: Edna Chavarry, Director, Academic Affairs Initiatives</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i></p>				
5	Innovative Resources Consultant Group, Inc.	September 20, 2019 Personalysis™ assessment fee: \$275 per person Contracted presentation services: Zero cost Travel reimbursement not to exceed \$500 Not to exceed \$6,500 including expenses.	Conduct one (1) four-hour workshop for a group of 20 or more selected managers; focus of workshop shall consist of three modules: a) Personalysis™, a personal assessment tool, b) Review of style strengths, communication capabilities, and introduction of advanced concepts promoting communication within the workplace, c) Analyze similarities and diversities of work teams, enhance team dynamics, communication, motivation, and learn and solve problems.	2019-2020 Leadership Academy Restricted Funds/ Human Resources
<p><i>Requested by: Tre'Shawn Hall-Baker, Interim Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i></p>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4-B RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

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

Provider/Contract	Term/Amount	Service	Funding Source
6 Arts Manager LLC/ Brett Egan	July 1, 2019 – March 31, 2020 Not to exceed \$87,000 inclusive of travel fees	Consultation services will be provided by Brett Egan, President, Arts Manager LLC, to enhance the working relationship between the KCRW Foundation and SMC. Leading a joint working group, topics include review of strategic direction to enhance KCRW’s external leadership; definition of key metrics; defining the roadmap; optimizing SMC engagement; optimizing the SMC – KCRW Foundation partnership; and issues regarding intellectual property. Deliverables include a summary document, with 1-year, 3-year, and 5-year implementation and financial plans. Mr. Egan recently completed a similar and extensive engagement for The Broad Foundation on behalf of SMC’s Broad Stage 501(c)3.	2019-2020 KCRW Radio Station District Auxiliary Fund
7 Benjamin Gibbs Photography	July 1, 2019 – June 25, 2020 Not to exceed \$20,000	Photography services to create library of SMC stock images for marketing and recruitment. Includes pre-and post-production and art direction.	District Funds - Marketing
<i>Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i>			
<i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>			

➤ NEW ANNUAL CONTRACT, 2019-2020

Provider/Contract	Term/Amount	Service	Funding Source
8 CCS, Closeout Certification Services Corp.	2019-2020 \$80 - \$200 per hour, up to \$600 - \$ 750 per report plus reimbursable expenses.	The consultant will provide DSA Closeout and Certification Consulting Services	District Capital Outlay Fund
<i>Requested by: Charlie Yen, Director, Facilities Planning</i>			
<i>Approved by: Elaine Polachek, Interim Executive Vice-President</i>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ RENEWAL OF CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION (9-11)

Provider/Contract		Term/Amount	Service	Funding Source
9	Excelsior Elevator	Renew year five of possible five under Bid# A151873NC in the amount of \$64,176.	Renewal of contract for District-wide elevator inspection, testing and maintenance. The contract also includes fixed rates for on-call/emergency service.	General Fund Maintenance
10	TRL Systems	Renew year two of possible five under Bid# 052418SF in the amount of \$91,710.	Renewal of contract for District-wide fire alarm testing and maintenance. The contract also includes fixed rates for on-call/emergency service.	General Fund Maintenance
<u>9 and 10</u> <i>Requested by: Facilities</i> <i>Approved by: Elaine Polachek, Interim Executive Vice-President</i>				
11	Southern California Community College District Employment Relations Consortium (SCDDD ERC)	2019-2020 Increase of \$170, for a total of \$3,570 Previously approved amount: \$3,400	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions.	2019-2020 District Budget/ Human Resources
<i>Requested by: Tre'Shawn Hall-Baker, Interim Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

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

ELECTIONS

EFFECTIVE DATE

ACADEMIC ADMINISTRATOR

Whitaker, Tammara, Director, Online Services and Support	7/3/2019
Amanda Garcia, interim Project Manager, IxD	

ADJUNCT FACULTY

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

SEPARATION

RETIREMENT

Lopez, Linda, Full-Time Faculty, Art (28 Years of Service)	6/18/2019
Massey, Robert, Full-Time Faculty, Social Science (20 Years of Service)	7/4/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

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

CLASSIFICATION RE-TITLE EFFECTIVE DATE

From: Student Services Specialist – Admissions and Records, Classified Salary Range 30 07/02/2019

To: Enrollment Services Specialist, Classified Salary Range 30

From: Senior Student Services Specialist – Admissions and Records Classified Salary Range 32 07/02/2019

To: Senior Enrollment Services Specialist, Classified Salary Range 32

Dammer, Michael 07/03/2019

From: Student Services Specialist – Admissions and Records, Classified Salary Range 30

To: Enrollment Services Specialist, Classified Salary Range 30

Franco, Sandra 07/03/2019

From: Student Services Specialist – Admissions and Records, Classified Salary Range 30

To: Enrollment Services Specialist, Classified Salary Range 30

Nevarez, Alma 07/03/2019

From: Student Services Specialist – Admissions and Records, Classified Salary Range 30

TO: Enrollment Services Specialist, Classified Salary Range 30

ESTABLISH

Grounds Worker (1 position) 07/02/2019

Grounds, 12 months, 40 hours

Administrative Assistant I (1 position) 07/03/2019

Communications, 12 months, 40 hours

PROBATIONARY

Arora, Akansha, Student Services Assistant, IEC 06/18/2019

PROBATIONARY/ADVANCE STEP PLACEMENT

Poland, Lindsay, Student Services Assistant, IEC (Step C) 06/18/2019

Castro, Ernesto, Journeyman Trade- HVAC, Maintenance (Step E) 07/16/2019

PROMOTION

Hudson, Felicia 07/03/2019

From: Custodian, Operations, Day

To: Custodial Operations Supervisor, Operations, Day

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Vasquez Rosales, David

07/01/2019

From: Custodian, Operations, 12 months, 40 hours, NS-II

To: Custodian, Operations, 12 months, 40 hours, NS-I

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Brooke, Alanna

06/05/2019 - 08/01/2019

From: Administrative Assistant I, Counseling

To: Administrative Assistant II, Counseling

Percentage: More than 50%

Guzman, Jose

06/17/2019 – 08/02/2019

From: Personnel Technician, Personnel Commission

To: Personnel Analyst, Personnel Commission

Percentage: More than 50%

Hightower, LaToya

05/24/2019 – 06/27/2019

From: Student Services Clerk

To: Student Services Assistant

Percentage: More than 50%

Yancy, Tymia

06/24/2019 - 08/02/2019

From: W&E Development Project Assistant, Workforce Development, 20 hours

To: Administrative Assistant II, CMD, 40 hours

Percentage: More than 50%

SEPARATION

LAST DAY OF PAID SERVICE

LEAVE OF ABSENCE - UNPAID

Cardenas, Sergio, Grounds Equipment Operator,

07/01/2019 – 07/31/2019

RESIGNATION

Berumen, Daniel, Senior Research Analyst, Institutional Research

07/19/2019

Dadgar, Shayan, Instructional Assistant-Math

06/14/2019

Dickson, Christopher, Student Services Specialist- IEC

07/02/2019

Marcial, Christina, Administrative Assistant I, STEM/SI

07/12/2019

RETIREMENT

Kwan, Micky. Sr. Programmer Analyst (22 years of service)

8/31/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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

Akoury, Thomas, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Alvaro, Bravo, Custodian, Operations	06/06/2019-10/04/2019
Amerman, Thomas, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Blaisdell, Kerrie, Theatre Technical Specialist, SMC Performing	07/01/2019-06/30/2020
Berry-Donat, Elida, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Berney, Andy, Laboratory Technician – Art, Art	07/01/2019-12/31/2019
Braden, John, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Brundage, Kirk, Accompanist – Dance, Dance	07/01/2019-12/31/2019
Carbone, John, Accompanist – Dance, Dance	07/01/2019-12/31/2019
Castaneda, Leticia, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Chapman-Moten,Taylor, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Cooper, Alexander, Costume Designer, Theatre Arts	07/01/2019-12/31/2019
Dixon, Gregory, Custodian, Operations	06/10/2019-10/04/2019
Esparza, Nancy H., Custodian, Operations	06/10/2019-10/04/2019
Esparza-Torres, Rita M., Custodian, Operations	06/06/2019-10/04/2019
Fader, Stephen, Laboratory Technician – Art, Art	07/01/2019-12/31/2019
Fernandez, Daniel, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Foster, Jerry L K., Custodian, Operations	06/10/2019-10/04/2019
Frале, Darren, Laboratory Technician – Art, Art	07/01/2019-12/31/2019
Freedman, Myles, Laboratory Technician – Art, Art	07/01/2019-12/31/2019
Fregoso, Nancy, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Garrity, Lucas, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Gellar, Francis, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Grant, Brian K., Custodian, Operations	06/10/2019-10/04/2019
Gunderson, Michael, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Hellen-Lloyd, Jesse, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Johnson, Duane, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Jones, Sam, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Klinkenberg, Frans, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Knowles, Simon Kobashi, Todd, Laboratory Technician – Art, Art	07/01/2019-12/31/2019
Kobashi, Todd, Laboratory Technician – Art, Art	07/01/2019-12/31/2019
Iles Jr., Dwayne E., Custodian, Operations	06/06/2019-10/04/2019
Lucio, Carlos, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Maas, Benjamin, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Mark, Gaby, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Mendoza, Jesus, Groundskeeper/Gardener, Grounds	06/20/2019-10/04/2019

Muradyan, Ruzan, Accompanist – Dance, Dance	07/01/2019-12/31/2019
Newton, Stephen L., Custodian, Operations	06/05/2019-10/04/2019
Novo, Angel, Administrative Clerk, Human Resources	07/01/2019-08/30/2019
Ortega, Corinna A., Custodian, Operations	06/10/2019-10/04/2019
Osipova, Yelena, Accompanist – Dance, Dance	07/01/2019-12/31/2019
Pineda, Johnny Angel, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Plotkin, Alla, Accompanist – Dance, Dance	07/01/2019-12/31/2019
Postley, Colin, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Price, Jamieson, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Ramirez, Anthony, Receiving, Stockroom and Delivery Worker	06/11/2019-07/31/2019
Reyes-Flores, Jonathan, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Richardson, Gary, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Shea, Teresa, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Snyder, John, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Sperry, Adam, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Soro, Gnenemon, Accompanist – Dance, Dance	07/01/2019-12/31/2019
Sow, Malik, Accompanist – Dance, Dance	07/01/2019-12/31/2019
Sunami, Masahiko, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Talton, Daniel, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Ter-Avanesova, Nonna, Accompanist – Dance, Dance	07/01/2019-12/31/2019
Tindell, Walter, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Tittle, Toby, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Walker, Fredrick, Accompanist – Dance, Dance	07/01/2019-12/31/2019
Watanabe, Atsushi, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Weber, Angelea, Theatre Technical Specialist, SMC Performing Arts	07/01/2019-06/30/2020
Woodard, Porscha, Administrative Assistant I, Counseling	06/17/2019-08/30/2019
Woods, Christian, Costume Designer, Theatre Arts	07/01/2019-12/31/2019

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

Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	07/01/2019-09/20/2019
Exum, Ellen, Customer Service Assistant, Bursar's Office	07/01/2019-06/30/2020
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	07/01/2019-09/20/2019
Gerhold, Thomas, Accompanist-Performance, Emeritus	07/01/2019-12/31/2019
Grennhalgh, Colleen, Enterprise Business Services Clerk, Bursar's Office	07/29/2019-08/02/2019
Hall, Martha, Administrative Assistant I, English	07/01/2019-08/30/2019
Hudson Sr., Michael E., Asst. Director - Human Resources, HR	07/01/2019-12/20/2019
Lopez, Jose, Bookstore Clerk/Cashier, Bookstore	07/01/2019-09/20/2019
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	07/01/2019-09/20/2019
Munoz, Angela, Administrative Assistant I, Superintendent's Office	07/01/2019-12/31/2019
Nelli, Maria, Enterprise Business Services Clerk, Bursar's Office	07/29/2019-08/02/2019
Nesteruk, Gary, Accompanist-Performance, Emeritus	07/01/2019-12/31/2019
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	07/01/2019-09/20/2019
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	07/01/2019-09/20/2019
Reid, Maisha, Enterprise Business Services Clerk, Bursar's Office	07/29/2019-08/02/2019
Shine, Kevin, Enterprise Business Services Clerk, Bursar's Office	07/29/2019-08/02/2019
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	07/01/2019-09/20/2019
Van Hemelrijck, Erin, Student Services Clerk, IEC	06/18/2019-12/31/2019
Wilks, Susan, Enterprise Business Services Clerk, Bursar's Office	07/01/2019-06/30/2020

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$14.25/hour (STHP)	8
College Work-Study Student Assistant, \$14.25/hour (FWS)	3

SPECIAL SERVICE

Art Model, \$23.00/hour	81
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

Requested by: Charlie Yen, Director of Facilities Planning

Approved by: Elaine Polachek, Executive Vice President

Requested Action: Approval/Ratification

9-A CHANGE ORDER NO. 20 – STUDENT SERVICES BUILDING

Change Order No. 20 – BERNARDS BROS. on the Student Services Building project in the amount of \$199,145.

Original Contract Amount	\$77,438,000
Change Order No. 1	17,634
Change Order No. 2	13,169
Change Order No. 3	28,294
Change Order No. 4	204,509
Change Order No. 5	39,913
Change Order No. 6	93,862
Change Order No. 7	86,274
Change Order No. 8	67,477
Change Order No. 9	114,030
Change Order No. 10	25,628
Change Order No. 11	66,285
Change Order No. 12	270,585
Change Order No. 13	14,589
Change Order No. 14	15,578
Change Order No. 15	258,060
Change Order No. 16	301,259
Change Order No. 17	112,151
Change Order No. 18	648,355
Change Order No. 19	365,038
<u>Change Order No. 20</u>	<u>199,145</u>
Revised Contract Amount	\$80,379,835

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

Total Change Orders represents 3.8% of the original contract.

Funding Source: Measure V

Comment: Change Order No. 20 includes the furnish and install the following;

- Furnish and install three (3) additional fire smoke dampers at Control/Video Booth and Orientation Hall.
- Furnish and install the required flagpole shoe base for all three (3) flagpoles.
- Furnish and install additional Floor Drains, Sinks, trap primer and hose bibb at Chilled Water Pump Room in the basement level.
- Remove and dispose of unforeseen concrete duct bank found onsite during excavation.

- Add and saw cut addition expansion joints to the site wall at the utility yard.
- Furnish and install floor fire safing and curtain wall insulation from on the building exterior at third floor. Safing is a technical term for a type of fire proofing insulation.
- Furnish and install ADA accessible grating at the Equipment yard switchgear pad to satisfy the 3'-0" clear working space requirement.
- Provide additional site topographic survey of the Drinking Fountain & Bike Repair Station Layout.
- Furnish and install additional light fixture supports to miss mechanical ductwork at various locations.
- Furnish and install additional a post and slip joint at lecture hall handrail (west) to account for the required seismic joint.
- Furnish and Install additional lighting in P1 and P2 to meet minimum egress lumen level.
- Replace light fixtures at Level 3 of Stair 4 due to conflict with ceiling. The originally purchased light fixture will be returned to SMC.
- Revise draining system at flagpoles to facilitate positive drainage.
- Furnish and install additional HSS posts and stiffener plates at the east and west entrance space frames to strengthen the structural integrity of the structure.

9-B PROJECT CLOSE OUT – FIRE ALARM INTEGRATION TO CAMPUS SECURITY SYSTEM

Subject to completion of punch list items by RED HAWK FIRE & SAFETY. authorize the District Representative without further action of the Board of Trustees, to accept the project described as FIRE ALARM INTEGRATION TO CAMPUS SECURITY SYSTEM, as being complete. Upon completion of punch list items by RED HAWK FIRE & SAFETY the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

9-C CHANGE ORDER NO 6 - ENGINEERING SERVICES-SCHEDULED MAINTENANCE, ENERGY MANAGEMENT SYSTEMS (EMS) PROJECT AND BUSINESS BUILDING ROOF COATING PROJECT

Original Contract Amount	\$ 40,774
Previously Approved Change Orders	\$255,669
Change Order No. 6	\$ 8,990

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

Comment: Change Order No. 6 for Anderson Barker Architects include the following: Labor and material to conduct construction observation reports and create punch lists that ensure project completion. The reports will record the extent of contractors work to be in compliance with contract documents.

9-D LICENSING AGREEMENT WITH SMC FOUNDATION

Authorize Superintendent/President to enter into a licensing agreement with the Santa Monica College Foundation to provide joint use of space at the Center for Media and Design (CMD) to offer food service and promote College food security programs.

Comment: Student and staff at CMD do not have affordable food choices available to them. The Santa Monica College Foundation is interested in assisting the College in providing food service at CMD with generated revenue earmarked to support the College's food security programs. To facilitate the Foundation's assistance, it is necessary to enter into a license agreement providing the Foundation with joint use of the food service area. The Foundation will be able to harness its charitable giving connections to provide affordable food choices to students while at the same time reducing District capital outlays for food space. This pilot program at CMD is limited to that location.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET TRANSFERS

10-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: April 25, 2019 through June 19, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-7,291
2000	Classified/Student Salaries	177,189
3000	Benefits	-500
4000	Supplies	-1,919
5000	Contract Services/Operating Exp	539,892
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-707,371
Net Total:		0

10-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: April 25, 2019 through June 19, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-33,836
2000	Classified/Student Salaries	40,214
3000	Benefits	127,808
4000	Supplies	-17,483
5000	Contract Services/Operating Exp	-47,854
6000	Sites/Buildings/Equipment	-68,849
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

10-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: April 25, 2019 through June 19, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	46,363
6000	Sites/Buildings/Equipment	-46,363
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Jennifer Merlic, Vice President, Academic Affairs

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

Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Strong Workforce Program – Local Share Round 2: FY 2017-18

Granting Agency: California Community Colleges Chancellor’s Office

Augmentation Amount: \$81,114 (Amended Allocation \$1,310,863)

Matching Funds: Not applicable

Performance Period: July 1, 2017 – December 31, 2019

Summary: The Local share of the Strong Workforce Program funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, completions, job placements, and wage gains while to improving the quality of CTE.

Santa Monica College qualified for increase in incentive funding due to a calculation correction by The California Community Colleges Chancellor’s Office in the amount of \$81,114. These funds will be used in program investments to target and support outcomes that increase the annual number of students who earn degrees, credentials, certificates or specified skill sets to prepare them for an in-demand job; increase the number of students transferring annually to a UC or CSU; decrease the average number of units accumulated by students earning associates degrees; increase the percentage of CTE students who report being employed in their field of study; and reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 81,114
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 71,325
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 9,789
7600	Student Aid	\$ 0
Total		\$ 81,114

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

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

Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Strong Workforce Program – Local Share Round 3: FY 2018-19
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: <\$22,496> (Amended Allocation \$1,300,145)
 Matching Funds: Not applicable
 Performance Period: July 1, 2018 – December 31, 2020
 Summary: The Local share of the Strong Workforce Program funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, completions, job placements, and wage gains while improving the quality of CTE.

Santa Monica College incentive funding decreased due to a calculation correction by The California Community Colleges Chancellor’s Office in the amount of <\$22,496>. These funds are used in program investments to target and support outcomes that increase the annual number of students who earn degrees, credentials, certificates or specified skill sets to prepare them for an in-demand job; increase the number of students transferring annually to a UC or CSU; decrease the average number of units accumulated by students earning associates degrees; increase the percentage of CTE students who report being employed in their field of study; and reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps.

Budget: Restricted Fund 01.3

Revenue		
8600	State	,<\$22,496>
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	<\$21,596>
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	<\$900>
7600	Student Aid	\$ 0
Total		<\$22,496>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

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

Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Improving Online CTE Pathways Grant Program
Granting Agency: Foothill-De Anza Community College District on behalf of the California Virtual Campus – Online Education Initiative (CVC-OEI)
Award Amount: \$500,000
Matching Funds: Not applicable
Performance Period: July 1, 2019 – June 30, 2020
Summary: The California Virtual Campus – Online Education Initiative (CVC-OEI) is a collaborative effort among California Community Colleges to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high quality online courses. Through a subaward agreement with Foothill-De Anza Community College District, SMC will use the Improving Online CTE Pathway grant funds to build faculty, departmental, and institutional capacity to offer high quality online CTE programming. This project will include new course/program development and improvements to existing online CTE pathways, as well as, professional development for both new and experienced online faculty for CTE faculty and non-CTE faculty who teach general education courses required for the Associate Degree for Transfer (ADT). Specifically, this project will develop new short-term programs in Administration of Justice, User Experience, Digital Design, Interior Architecture, and Digital Production in Architecture; provide professional development workshops, instructional design assistance, and mentoring to faculty as they develop and/or enhance their online courses; adopt an online course rubric that peer course reviewers will use to strengthen both new and existing online courses; and develop online math courses, using online proctoring software to maintain the integrity of the classroom.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 500,000
Expenditures		
1000	Academic Salaries	\$ 277,000
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 69,250
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 153,750
6000	Capital Outlay	\$ 0
7000	Other Outgo/Indirect	\$ 0
Total		\$ 500,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

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

Approved by: Elaine Polachek, Executive Vice President

Title of Grant: Infusing Liberal Arts in UCLA Undergraduate Engineering Education
 Granting Agency: University of California, Los Angeles (with funding from the Teagle Foundation)
 Award Amount: \$35,715
 Matching Funds: Not applicable
 Performance Period: July 1, 2019 – June 30, 2022
 Summary:

The Teagle Foundation works to support and strengthen liberal arts education with the aim to serve as a catalyst for improvement of teaching and learning in the arts and sciences.

Santa Monica College, as a subrecipient of the Teagle Foundation Funding to UCLA, will work with UCLA and six other community colleges to broaden and deepen exposure of liberal arts in engineering curricula. The existing requirements of engineering majors will be more inclusive of liberal arts foundations without penalizing the technical rigor of these courses. UCLA is working with community colleges to develop an understanding and a shared curriculum so that all first-year students have an introduction to engineering enhanced by the liberal arts perspective. The shared curriculum will smooth the transition for community college students when they transfer to four-year engineering schools. Through this grant, SMC's Engineering Program will redesign the curriculum for its introductory course (ENGR 1) to include discussions regarding the impact of engineering solutions in global, environmental, and societal contexts. SMC will also develop and pilot student-led projects for delivery in ENGR 1.

Budget: Restricted Fund 01.3

Revenue		
8800	Local	\$ 35,715
Expenditures		
1000	Academic Salaries	\$ 2,000
2000	Non-Academic Salaries	\$ 18,000
3000	Employee Benefits	\$ 1,600
4000	Supplies & Materials	\$ 1,500
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 12,615
7000	Other Outgo/Indirect	\$ 0
Total		\$ 35,715

<i>BOARD OF TRUSTEES</i>	<i>ACTION</i>
<i>Santa Monica Community College District</i>	July 2, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification
Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Elaine Polachek, Executive Vice President

Commercial Warrant Register
 May 2019 8464 through 8506 \$10,965,266.42

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

RECOMMENDATION NO. 13 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register
 May 2019 C1J – C2K \$13,028,456.99

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

RECOMMENDATION NO. 14 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders
 May 2019 Covered by check & voucher numbers: 021620-022026 & 01820-01849

Bookstore fund Payments	\$ 245,279.91
Other Auxiliary Fund Payments	\$ 103,538.10
Trust and Fiduciary Fund Payments	<u>\$1,321,954.81</u>
TOTAL	\$1,670,772.82

Purchase Orders issued
 May 2019 \$74,096.23

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.

<i>BOARD OF TRUSTEES</i>	<i>ACTION</i>
<i>Santa Monica Community College District</i>	<i>July 2, 2019</i>

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification
Requested by: Michelle King, Director, Career and Contract Education
Approved by: Dionne Carter, Dean, Noncredit/External Programs

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. 16 ORGANIZATIONAL MEMBERSHIPS

Requested Action: Approval/Ratification
Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Elaine Polachek, Executive Vice President

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
July 2019	6	\$7,758

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.

RECOMMENDATION NO. 17 PURCHASING

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

17-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.

May 2019	\$4,081,830.96
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BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: **CONTRACT FOR SOCIAL MEDIA AND CREATIVE DIGITAL AGENCY – REGIONAL STRONG WORKFORCE**

SUBMITTED BY: Vice-President, Academic Affairs

REQUESTED ACTION: It is recommended that the Board of Trustees approve an amendment to the contract with Collier Simon for Social Media and Creative Digital Agency – Regional Strong Workforce for the period of April 3, 2019 through June 20, 2020 for an additional amount of \$150,00 (amended total amount \$1,250,000).

FUNDING SOURCE: Strong Workforce – Regional Strategy, Innovation & Marketing

SUMMARY: Santa Monica College is the lead college for regional marketing on behalf of the 19 Los Angeles Colleges. Collier Simon is the advertising agency responsible for social media marketing (Facebook, Instagram, Snapchat, Twitter, YouTube) for the 19 LA Community Colleges. As part of the consulting work with Collier Simon, recommendations are made to the team to increase spending in certain areas. These recommendations are based on an analysis of the media strategy of SMC’s for-profit competitors. Due to the government bidding process, the college is not allowed to have these conversations with vendors ahead of time or during the RFP process. In addition, many of the recommendations are in response to market conditions, requiring our team to be responsive in order to remain competitive in social media. Competitors increase their spending and advertising budgets in response to market conditions (like an increase in people searching for education, or an event related to education that is then used to increase awareness of their brands). Collier Simon will make recommendations to the college team based on changes in the market. The team analyzes those recommendations and determines whether or not to invest additional funds based on the overall marketing plan. The request to increase the production by \$150,000 is in response to an analysis of for-profit competitors’ social strategy. The regional marketing team needs more assets (videos, photos, campus event coverage) in order to keep up with the content required to match competitors (in social channels: Facebook, Instagram, Snapchat, Twitter, YouTube)

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Greenstein, Roy)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

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

SUBMITTED BY: Chair and Vice-Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the reappointment of the following members to the Citizens' Bond Oversight Committee, for a two-year term, 2019-2021.
Michael Dubin, Taxpayers' Organization
Sonya Sultan, Local Business/Community

It is recommended that the Board of Trustees approve the appointment of the following new members to the Citizens' Bond Oversight Committee, for a two-year term, 2019-2021.
Patrick Acosta, Local Business/Community
Elizabeth Greenwood/Local Business

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

Category

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

<u>Name</u>	<u>Term</u>	<u>Constituency</u>
Patrick Acosta	2019-21	Local Business/Community
Heather Anderson	2019-21	Local Community (Malibu)
Alfred Barrett	2018-20	Senior Citizens' Organization
Michael Dubin	2019-21	Business Community/Taxpayers' Organization
Elizabeth Greenwood	2019-21	Local Business
Sonya Sultan	2019-21	Local/Business Community
Don Schort	2019-21	Business Community
(Vacant)	2018-19	SMC Student*

*The Associated Students representative will be appointed in August.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	July 2, 2019

INFORMATION ITEM 20

SUBJECT: **GRANTS OFFICE ANNUAL REPORT, 2018-2019**

SUBMITTED BY: Interim Executive Vice-President

Overview

Santa Monica College's Grants Office is responsible for the identification, development, and submission of grant applications to public and private sources, as well as direct and indirect grant management carried out in conjunction with the grant team. These grant-funded projects provide financial support to faculty/staff, departments and programs, and the institution in general to assist with the development, implementation, and ongoing maintenance of instructional and student service programs in support of SMC's mission, vision, strategic initiatives, supporting goals, and institutional learning outcomes. Each year, the Grants Office measures program success based on the following:

- 1) Total grant funds managed each year by the college;
- 2) Number of grants submitted
- 3) Number of grants awarded
- 4) Success rate
- 5) Diversity of grant funding sources
- 6) Number of grants that align with the Mission, Strategic Initiatives and priorities, and Institutional Learning Outcomes of the College
- 7) Diversity of programs on campus engaged in the grant process

2018-2019 Highlights

- SMC received roughly \$1.2 million in new grant revenue and nearly \$780,000 to support 2018-2019.
- SMC received its first grant from the National Endowment for the Humanities to enhance the relevance of existing Art History coursework and thereby strengthen student engagement through the digital documentation of culturally significant artwork, architecture, and other visual works in west Los Angeles.
- SMC's Upward Bound program received supplemental funding from the U.S. Department of Education to provide additional activities and services to promote STEM learning and careers, including a Chemistry 9 Boot Camp, to students participating in the Upward Bound Program.
- SMC's Film Program once again received a fellowship grant from the Hollywood Foreign Press Association to fund student film projects in Film 33, Directing the Short Film class, as well as two additional awards to support new equipment and an endowed scholarship.
- The Center for Health and Well-Being received a two-year \$250,000 grant from the California Community Colleges Chancellor's Office to strengthen institutional capacity to provide mental health services to vulnerable and underserved student populations through partnership development with community based organizations, including Los Angeles County Mental Health.
- The Veterans Resource Center received a two-year \$200,000 grant from the California Community Colleges Chancellor's Office to build the Center's capacity to improve and enhance the educational outcomes of student veterans, targeting female veterans and students struggling in math.
- The Sustainable Technologies Program, with assistance from the Grants Office, successfully submitted its final report for SMC's first National Science Foundation grant, funded through the Advanced Technological Education Program. The success of this first grant was essential to future collaborations with the National Science Foundation. Since receiving this award, SMC has received one additional award and is awaiting notice from the NSF for two more grants.

The full report is included in Appendix A.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 2, 2019

XI. BOARD COMMENTS

XII. ADJOURNMENT – 9:36 p.m

The meeting will be adjourned in memory of **Logan Hope**, son of Gina and Airek Hope; **Trent Keith**, son of SMC alum Dana Keith and his wife Jeanne; **Jordan Lindsey**, SMC alum who had transferred to LMU; **Maria Rand**, mother of Alisandra Rand and grandmother of Addison Burns; and **Tyler Skagg**, Los Angeles Angels pitcher.

There will be a special meeting of the Board of Trustees held on Tuesday, July 30, 2019 at 5:30 p.m. in Santa Monica College Business Building Room 111 for the purpose of conducting the annual evaluation of the Superintendent/President and Board of Trustees Self-Assessment.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, August 6, 2019 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

Major Items of Business

- Board of Trustees Core Priorities
- Student Equity Plan
- Appointments of Student Representative to Citizens' Bond Oversight Committee

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	July 2, 2019

APPENDIX A

SUBJECT: GRANTS OFFICE ANNUAL REPORT, 2018-2019

Overview

Santa Monica College's Grants Office is responsible for the identification, development, and submission of grant applications to public and private sources, as well as direct and indirect grant management carried out in conjunction with the grant team. These grant-funded projects provide financial support to faculty/staff, departments and programs, and the institution in general to assist with the development, implementation, and ongoing maintenance of instructional and student service programs in support of SMC's mission, vision, strategic initiatives, supporting goals, and institutional learning outcomes. Each year, the Grants Office measures program success based on the following:

- 1) Total grant funds managed each year by the college;
- 2) Number of grants submitted
- 3) Number of grants awarded
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- 6) Number of grants that align with the Mission, Strategic Initiatives and priorities, and Institutional Learning Outcomes of the College
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2018-2019 Highlights

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Grants Submitted, Awarded, and Rate of Success

In 2018-2019, SMC managed \$4.86 million in grant funds through 32 grant projects funded by local, state, and federal organizations, both public and private, all of which are supportive of the college’s mission. This is an increase of nearly \$170,000 in total annual revenue generated through grants, despite the fact that the number of grant funded projects decreased from 37 in 2017-2018 to 32 in 2018-2019. The increase in revenue is due primarily to new grants from the state to support the Veterans Resource Center and increased funding from the federal government to support student acquisition of STEM skills through the Upward Bound program.

In total, the Grants Office received 17 new awards that had a value of \$1.2 million, including nearly \$780,000 to support the 2018-2019 year directly. As indicated in Table 1, while the college submitted a record number of grant requests (29) and received the second highest number of new grant awards (17) in the past 14 years, the total amount of new funding was the second lowest in the past 14 years.

Table 1: Historical Overview and Comparison of Grants Submitted/Awarded since 2005

Academic Year	Grants Submitted	Grants Awarded	Percentage Awarded	Total Awarded (in millions)	Single Year Impact
2005-2006	7	5	71.4%	\$3.8	\$1.4
2006-2007	9	6	66.7%	\$4.0	\$1.2
2007-2008	12	10	83.3%	\$2.8	\$1.7
2008-2009	17	9	52.9%	\$1.9	\$0.93
2009-2010	16	6	37.5%	\$3.0	\$1.5
2010-2011	22	11	50.0%	\$10.8	\$3.5
2011-2012	12	5	41.7%	\$6.8	\$1.7
2012-2013	20	11	55.0%	\$5.6	\$1.6
2013-2014	18	11	61.1%	\$0.67	\$0.45
2014-2015	22	16	72.7%	\$2.9	\$1.7
2015-2016	28	12	42.9%	\$2.2	\$0.89
2016-2017	25	18	72.0%	\$9.1	\$2.6
2017-2018	26	15	57.7%	\$5.1	\$1.8
2018-2019	29	17	58.6%	\$1.2	\$0.78
TOTAL	263	152	57.8%	\$59.9	\$21.75
Average	18.8	10.9	58.0%	\$4.3	\$1.55

This conflicting and disheartening outcome demonstrates why it is important to evaluate grant development efforts using multiple measures. Overall, the goal is to submit at least two grants per month and generate a success rate of 50% or higher, which was achieved this year. In addition, while the expectation is always to generate new revenue, it is also important to pursue grant opportunities that address institutional needs, interests, and concerns. At times, those interests and needs are best addressed via smaller grants that provide targeted support without significant effort. It is true that not every program needs a million dollar grant nor can every program utilize a million dollar grant. However, this may reduce the total value of grants awarded despite no decrease in time, effort, or benefit.

Diversity of Funding Sources

For this reason, the Grants Office also measures its effectiveness by the diversity of grants submitted and awarded during the year. While public grants tend to be larger and more comprehensive, they have burdensome reporting requirements and have a greater time and effort impact on SMC’s infrastructure, particularly Fiscal Services, Purchasing, and Institutional Research. As such, there has been a strong push in the last decade to increase the number of private grants submissions, which often have a lower cash value,

but fewer reporting requirements and are more flexible in the use of funds. Table 2 provides an overview of grants submitted in 2018-2019 by source.

Table 2: Grant Submission Success Rate by Funding Source (2018-2019)

Source of Funds	Grants Submitted	Grants Awarded	Success Rate	Total Awarded
Federal Govt.	6	3	50.0%	\$140,500
State Govt.	6	5	83.3%	\$865,360
Local Govt.	1	1	100.0%	\$5,000
Private	16	8	50.0%	\$156,000
Total	29	17	58.6%	\$1,166,860

Table 2 demonstrates how the college can increase the number of submissions and awards, but yet generate significantly fewer resources than in years past. In 2018-2019, the Grants Office, working through the Santa Monica College Foundation as a private not-for-profit organization to submit and receive private grants, increased the number of private grant submissions from 13 in 2017-2018 to 16 as a means for augmenting state funds and addressing students, faculty, and program needs. However, while there was an increase in the number of private grant submissions and awards, there was a sizeable drop in new federal funding. In 2017-2018, SMC received nearly \$2.5 million in new federal funding and more than \$500,000 in federal funding to support the 2017-2018 fiscal year specifically. However, in 2018-2019, SMC only received \$140,500 in new federal funding, despite the fact that the college submitted the same number of federal requests in 2018-2019 as in 2017-2018 and received one additional award. In addition, while SMC received the same number of new state awards, none of them was equivalent to the \$2 million Award of Innovation grant received in 2017-2018. On the other hand, SMC increased the total funding awarded through private grant submissions by more than \$50,000.

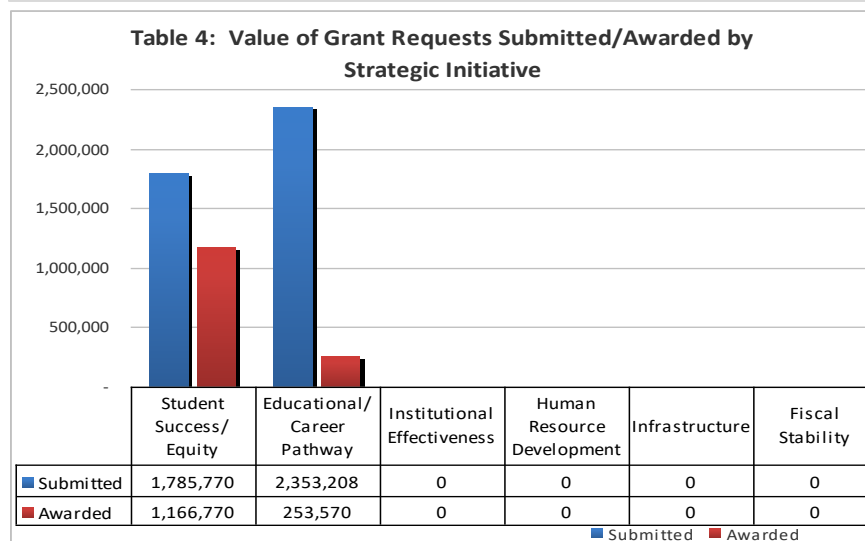
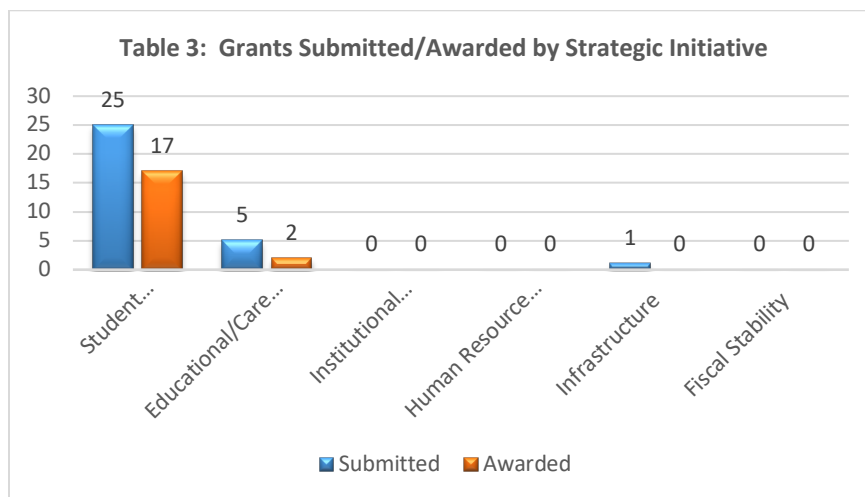
With the increase in private funding and the decrease in federal funding, this is the first year in the past 14 years that SMC received more private grant funding than federal grant funding. In years past, the majority of revenue generated through grants came from public sources, primarily the U.S. Department of Education and the Community Colleges Chancellor's Office. While funding from public sources accounted for 86% of the grant funds awarded in 2018-2019, the increase in private funds to 13% is noteworthy. Private grants are a historically untapped opportunity for the college and provide an option for established programs that want to do something new and/or need additional resources to serve their students. In 2018-2019, private grants:

- purchased new film equipment for the highly successful Film Program;
- developed new curriculum in battery storage in the Sustainable Technologies Program;
- supported extracurricular activities and university visits for students in the Community College to Law School Pathway;
- produced two new short films in SMC's Film 33 class;
- provided scholarships for students in SMC's STEM Program; and
- offered financial support to students impacted by the Woolsey Fire.

Programs, like the Law Pathway and the Film Program, are too small to be competitive for a large state or federal grant, but benefit greatly from private funding. As such, the ability to increase the private/public ratio is not only an accomplishment, but also essential to an effective grant development function. The Grants Office will continue to pursue private funding to fill the gaps between existing resources and student, faculty, and program needs, while also submitting federal and state funding that aligns with institutional goals, outcomes, and priorities.

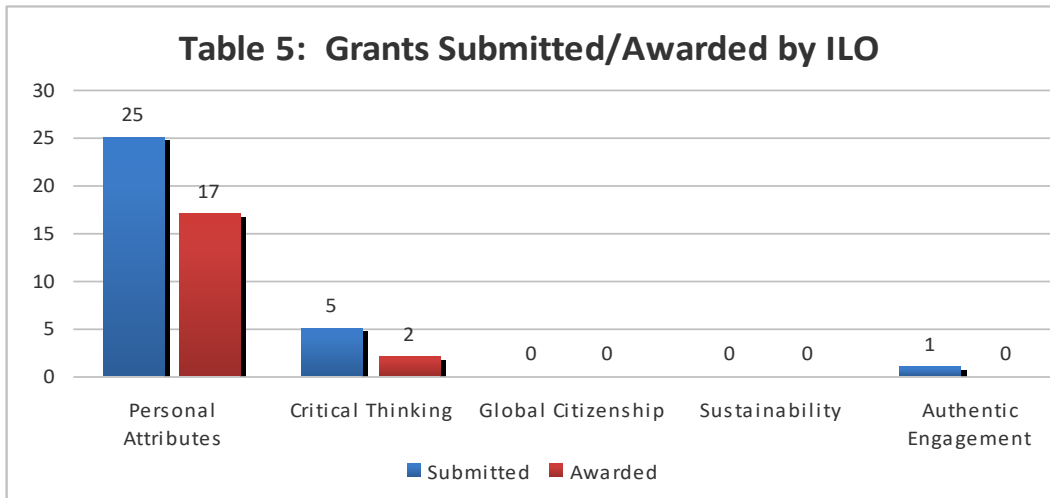
Alignment with Institutional Mission, Priorities, and Outcomes

In addition to measuring program effectiveness by the number of grants submitted and awarded, the Grants Office measures its effectiveness by the number of grants submitted that address the mission of the College, its Strategic Initiatives, and/or its Institutional Learning Outcomes. In 2018-2019, 96.5% of the grants submitted by or on behalf of the college addressed the college’s mission, its priorities, and its outcomes. The only grant submission that did not clearly align with SMC’s institutional priorities and outcomes was a grant to the Whiting Foundation to expand the capacity of the Santa Monica Review, the college’s literary magazine. The project supported the Mission and Supporting Goals of the college, but would not have helped the college achieve its initiatives had it been funded. Tables 3 (by number) and 4 (by dollar amount) provide a breakdown of grants submitted and awarded to support the 2018-2019 academic year and their alignment with SMC’s 2017-2022 Strategic Initiatives and Objectives. Many grants support more than one strategic priority, and thus the total adds to more than the actual number of grants submitted and awarded.



In the past, there was greater opportunity within SMC’s strategic initiatives, which included CTE enhancement and expansion, global citizenship, and sustainability, among others, to pursue grant funding. However, with the new initiatives, there is less diversity in grant-eligible initiatives. As such, as outlined in Table 4, the majority of grant funding in 2018-2019 targeted initiatives one and two, which focus on student success and pathway development respectively. The other initiatives are less suitable for one-time funding and/or are the responsibility of the institution to fund.

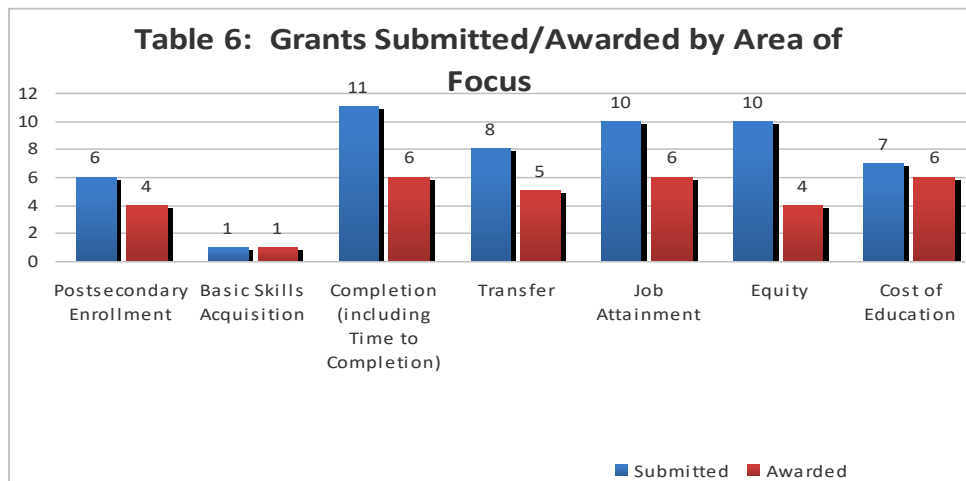
The Grants Office also tracks grant submissions by Institutional Learning Outcomes. The following table provides an overview of grants submitted and awarded by ILO. Again, many grants support more than one outcome, and thus the total adds to more than the actual number submitted/awarded.



Given how broad in scope the Strategic Initiatives are, the Grants Office once again tracked grants by their primary focus in relation to overarching institutional indicators of effectiveness. The Grants Office used the Institutional Effectiveness Dashboard and the subcomponents of the Strategic Priorities to identify seven core focus areas for the college, including:

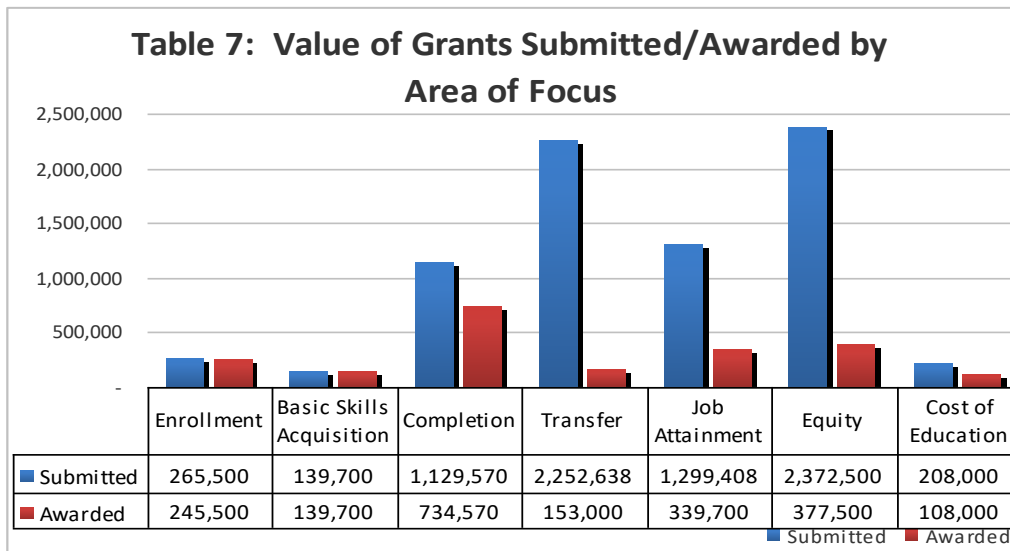
- 1) access to postsecondary enrollment
- 2) basic skills acquisition
- 3) completion (including time to completion)
- 4) transfer
- 5) job attainment
- 6) student equity
- 7) cost of education

Table 6 provides an overview of grants submitted and awarded in each of the core priorities. As with Strategic Initiatives and Institutional Learning Outcomes, individual grants may address more than one focus area, and thus the total number is greater than the actual number submitted/awarded.

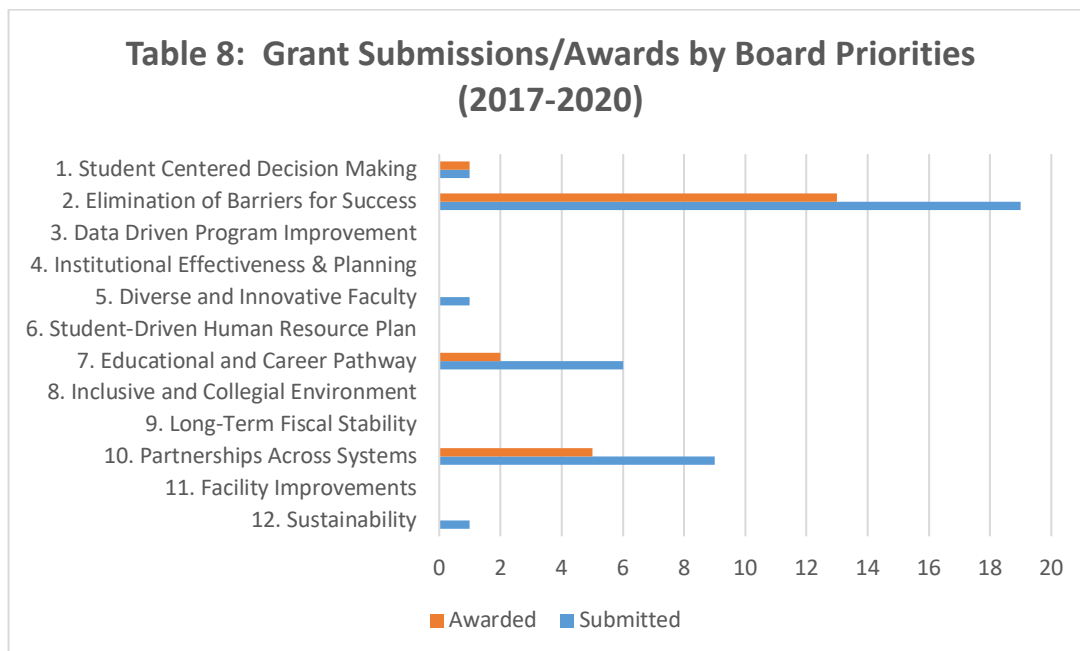


As Table 6 demonstrates, in 2018-2019, SMC submitted relatively the same number of grants in each area with the exception of Basic Skills Acquisition. This is not surprising given the state's move away from remediation of student deficiencies toward completion of student goals.

Table 7 provides an overview of the amount of money allocated to each area of focus.



Lastly, Table 8 demonstrates how grant submissions and awards for the 2018-2019 academic year aligned with the Board of Trustees' 2017-2020 Core Priorities. Several submissions/awards aligned with more than one priority; as such, the total number is more than the total number submitted and awarded.



Diversity of SMC Programs Engaged in Grant Development/Management

The Grants Office provides support to programs throughout the college that are interested in pursuing grant resources. As such, the office tracks the number of programs on campus that the office is able to assist through grant development and/or assistance with grant management. Table 7 provides an overview of the programs/departments assisted by the Grants Office in 2018-2019.

Table 7: Programs Served by Grants Office (Grant Development and Management)			
Department/Program	Submitted	Awarded	Grant Management Support/Technical Assistance
Adult Education/Family Literacy	1	1	
Student Services			
1) Upward Bound	1	1	X
2) Center for Health and Wellness	2	2	X
3) Veterans Resource Center	1	1	
4) Undocumented Students	1		
5) Housing/Food Insecurity	3		
6) Fire Relief	1	1	
Career Technical Education			
1) Health Sciences/Nursing	1	1	
2) Sustainable Technologies	1	1	X
3) Film Production/Film Studies	3	3	X
4) Promo Pathway	1		
5) Bicycle Repair Program	1		
6) Education/Early Childhood Education			X
Transfer			
1) Art	2	1	X
2) Geology/GIS	1		
3) Modern Languages			X
4) Law School Pathway	1	1	
5) STEM			
- programming	1		
- scholarships	1	1	X
Guided Pathways			X
Sustainability	1		
Distance Education	1		
International Education Center/ Global Citizenship	1	1	X
Textbook Affordability/OER	2	2	X
Santa Monica Review	1		
TOTAL	29	17	11

Each year the Grants Office strives to work with new programs and services in an effort to ensure campus-wide support. This year marked the first time in the past 15 years that the Grants Office worked with the Art Department. This collaboration produced SMC's first grant from the National Endowment for the Humanities. This project, entitled "Mapping and Preserving the Hidden Histories of Santa Monica," will explore the diverse stories of west Los Angeles, using the region's visual art to move beyond the dominant narrative and incorporate the lesser known stories of color that have helped to shape the region. Working collaboratively with students and community organizations, Art History faculty will then integrate these stories into their courses as a means for engaging the college's diverse student population and building community connection. Faculty will house these stories in a digital database that provides faculty and students with access to non-linear knowledge that can move

through time and establishes a foundation that fosters deeper context with the material. Once established, the digital database will serve as a resource for other humanities programs interested in using visual studies as a means for strengthening learning and promoting engagement.

Summary

In conclusion, Santa Monica College, working in conjunction with the Santa Monica College Foundation, had another successful year with regard to grant development and management. The grants effort achieved its goals and objectives to increase grant-generated resources, expand program participation in grants, and address the college's core goals and priorities. In addition, the Grants Office worked with numerous programs on campus to achieve their individual goals, including but not limited to the Art Department, the Law School Pathway, and the Film Program. As the college enters the 2019-2020 academic year, grants will continue to provide financial support to the college as it works to achieve its mission, priorities, and outcomes, including its goal to close equity gaps within three years.

Attachment 1: List of Grants Submitted and Awarded to support 2018-2019

	Funding Source	Program Name / Project Title	Description	2018-2019 Request	Total Grant Request	Status	Board Priority	ILO	Strategic Initiative
1	National Science Foundation	IUSE: GEOPATHS - IMPACT Program	This project will use geospatial methods and technologies to raise student awareness of degrees and careers in geoscience-related fields with the goal to increase the number of students pursuing geoscience degrees and careers. SMC will partner with CSUN to provide internships and research experiences for students who not only enroll in GIS coursework but commit to a certificate or degree in a geoscience-related degree.	127,215	499,638	Denied	7, 10	1, 2, 5	Pathways
2	California Community Colleges Chancellors Office	CCC Mental Health Services Program	To strengthen institutional capacity to provide mental health services to vulnerable and underserved students through partnership development with community based organizations, including County Mental Health	125,260	250,000	Awarded	2, 10	1	Student Success
3	U.S. Department of Commerce	eAward for Exports	To recognize the success of SMC's International Education Program in exporting education to more than 100 countries and 3000 students each year	500	500	Awarded	1	3	Student Success
4	Kaiser Permanente Center for Health Equity (UCLA)	Community Seed Grant Program	To research the needs and concerns of homeless students and those experience housing insecurity	5,000	5,000	Denied	1, 10	1	Student Success
5	National Science Foundation	IUSE: HSI STEM Education Program	To increase the number of community college students who successfully transfer to a four-year program of study in STEM through curricular enhancements focused on the practice of science, additional applied learning experiences, and STEM transfer services, including a Transition Counselor.	195,817	1,500,000	Denied	7	1, 2, 5	Pathways

6	QBP	Community Grant Program	To develop a Bike Lab behind Drescher Hall on Pico in conjunction with Santa Monica Bike Center which will serve as an active learning lab for students enrolled in SMC's new bicycle repair program while providing bike safety information to students and others who bicycle	9,000	9,000	Denied	7, 10	4	Student Success
7	Sidney Stern Memorial Trust		To support Law Pathway	2,500	2,500	Awarded, reduced from \$5000 to \$2500	7	1, 2, 5	Student Success/ Pathways
8	Whiting Foundation	Whiting Literary Magazine Prize	To build the infrastructure of the Santa Monica Review including website, outreach, writer reimbursement, etc.	10,000	30,000	Denied			
9	California Campus Catalyst Fund		To develop programming for undocumented students	125,000	375,000	Denied LOI	2	1	Student Success
10	OpenStax	Institutional Partner Program	To receive technical assistance and support from OpenStax as faculty develop and adapt OER materials in their classes	-	-	Awarded	2	1	Student Success
11	California Department of Education	WIA/Adult Education and Family Literacy Act Funding	To strengthen existing non-credit ESL and EL Civics programming through the addition of tutoring, counseling, increased use of technology, and development of vocational ESL classes	139,790	139,790	Awarded	2, 10	1, 2	Student Success
12	Hollywood Foreign Press Association	Fellowship/Direct Support	To help support the cost of student productions in Film 33 class	30,000	30,000	Awarded	2	2,5	Student Success
13	Hollywood Foreign Press Association	One Time Institutional Request	To purchase equipment to support Film 34 Class	20,000	20,000	Awarded, reduced from \$50,000 to \$20,000	2	2,5	Student Success
14	Hollywood Foreign Press Association	Endowed Scholarship	To provide ongoing scholarship funding to support students in the Film Program	5,000	25,000	Awarded	2	1, 2, 5	Student Success
15	California Community Colleges Chancellors Office	Veterans Resource Center Grant Program	To build capacity in the VRC to improve and enhance the educational outcomes of student veterans, targeting female veterans and students struggling in math.	40,614	200,000	Awarded	2	1	Student Success

16	Cool4Ed.org	AB 789 Funding Textbook Affordability Program	To support SMC's continued efforts to reduce the cost of textbooks through the use of OER materials in classes across the curriculum. SMC will increase by 25 the number of sections using OER materials. In addition, SMC will provide technical assistance to Los Angeles City College as a first time recipient of funds.	24,500	24,500	Awarded, but reduced from \$25,000 to \$24,500	2	1	Student Success
17	California Community Colleges Chancellors Office	Nursing Program Support	To support student success in the Nursing Program	251,070	251,070	Awarded	2	1, 2, 5	Student Success/ Pathways
18	U.S. Department of Education	Upward Bound Supplemental Request	To provide additional STEM-focused services, including a Chemistry 9 Boot Camp, for students participating in the Upward Bound Program	40,000	40,000	Awarded	2, 10	1, 2	Student Success
19	National Endowment for the Humanities	Humanities Initiatives for Community Colleges	To create digital documentation of culturally significant artwork, architecture, and other locations to enhance the relevance of existing Art History coursework and strengthen student engagement thereby strengthening student success. (This project duplicates the grant request to the Humanities Initiatives for HSI.)	16,180	100,000	Awarded	2, 10	1	Student Success
20	National Endowment for the Humanities	Humanities Initiatives for Hispanic Serving Institutions	To create digital documentation of culturally significant artwork, architecture, and other locations to enhance the relevance of existing Art History coursework and strengthen student engagement thereby strengthening student success. (This project duplicates the above request.)	100,000	100,000	Declined	2, 10	1	Student Success
21	Pullias Center for Higher Education	Delphi Award	To recognize the efforts of the Distance Education Program at SMC in providing training and support to adjunct faculty	15,000	15,000	Declined	5	2	Student Success
22	CalMHSA, Los Angeles County	Community Engagement Grant	To host a family-oriented community resource fair to promote mental health and well-being among students, faculty, staff, and community.	5,000	5,000	Awarded	2, 10	1	Student Success

23	City of Santa Monica	Dolphin Change Grant	To provide housing assistance for students who are housing insecure	10,000	10,000	Declined	2	1	Student Success
24	Cooperative Community Fund / Co-Opportunity Market & Deli	Give Where You Live	To support Food Security programming, specifically the FLVR Program so that they may serve more students	5,000	5,000	Declined	2	1	Student Success
25	American Association of Community Colleges	Metallica Scholars Initiative	To provide scholarships to students enrolled in the Promo Pathway Program and support a nationwide marketing campaign to promote career technical education	100,000	100,000	Declined	7	1, 2, 5	Student Success/ Pathways
26	Edison International		To fund scholarships for STEM students	25,000	25,000	Awarded	2	1	Student Success
27	Edison International		To expand the Solar PV curriculum to include energy storage/battery storage	50,000	50,000	Awarded	7	2, 5	Student Success
28	Coca Cola Foundation /Keep America Beautiful	Public Spaces Bin Program	To provide additional recycling bins - no cash value	-	-	Declined	12	4	Infrastructure
29	Foundation for California Community Colleges	Fire Relief Fund	To provide financial support to students who were impacted by the Woolsey Fire	3,500	3,500	Awarded	2	1	Student Success
			Total \$ Requested	\$ 1,480,946	\$ 3,815,498				
			Total \$ Awarded	778,914	1,166,860				
			Total # Submitted	29					
			Total # Received	17					
			% Successful	58.62%					