



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, JANUARY 21, 2020

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:

## MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, January 21, 2020.

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:30 p.m.  
 Dr. Nancy Greenstein, Chair - Present  
 Dr. Susan Aminoff, Vice-Chair - Present  
 Dr. Louise Jaffe - Present  
 Dr. Margaret Quiñones-Perez - Present  
 Rob Rader - Present  
 Dr. Sion Roy - Present  
 Barry A. Snell - Present  
 Brooke Harrington, Student Trustee – Present (for public meeting)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

### II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: SMC Faculty Association

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(4))  
 (One case)

CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION (Government Code Section 54956.9)  
 Hawk vs. SMCCD, Los Angeles Superior Court Case #19SMCV000014

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

### III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE – Ferris Kawar
- 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: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Rader, Roy)

**IV. SUPERINTENDENT'S REPORT**

- State Budget
- Enrollment: Winter and Spring 2020
- SMC Vote Center/Legislation
- SMC Debate Team Wins Several Awards at PSCFA Tournament
- StoryCorps

**V. PUBLIC COMMENTS**

**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: December 3, 2019 (Regular Meeting)

**Academic Affairs**

#2 New Courses and Degrees, Fall 2019

**Contracts and Consultants**

#3-A Approval of Contracts and Consultants

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

➤ *Amendments to Previously Approved Contracts*

➤ *New Contracts*

#3-B Ratification of Contracts and Consultants

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

➤ *Amendments to Previously Ratified Contracts and Consultants*

➤ *Renewal of Contracts and Consultants*

➤ *New Contracts Submitted for Ratification*

## Human Resources

- #4 Revised SMCCCD Calendar, 2019-2020
- #5 Academic Personnel
- #5 Classified Personnel – Regular
- #7 Classified Personnel – Limited Duration
- #8 Classified Personnel – Non Merit

## Facilities and Fiscal

- #9 Facilities
  - A Project Close Out – Temporary Air Conditioning Project
  - B Pool Payments Under Joint Use Facilities Agreement
  - C Amendment No. 3 Commissioning and Leed Certification – Student Services Building
  - D Release of Partial Retention – Student Services Building Administration, Student Services Building
  - E Award of Contract – Student Services Center Post Construction Improvement Project
- #10 Acceptance of Grants and Budget Augmentation
- #11 Budget Transfers
- #12 Commercial Warrant Register
- #13 Payroll Warrant Register
- #14 Reissue of Payroll Warrants
- #15 Auxiliary Payments and Purchase Orders
- #16 Reissue Commercial Warrants
- #17 Providers for Community and Contract Education
- #18 Organizational Memberships
- #19 Authorization of Signatures to Approve Invoices, 2019-2020
- #20 Purchasing
  - A Award of Purchase Orders
  - B 2019-2020 Annual Contracts and Consultants
  - C Reimbursement for Purchase of Body Worn Cameras for Sworn Personnel

### **IX. CONSENT AGENDA – Pulled Recommendations**

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

### **X. MAJOR ITEMS OF BUSINESS**

- #21 Resolution in Support of Climate Change and Sustainability Goals
  - 22 Report: Workforce and Economic Development
  - 23 Report: New SMC Website
- #24 Nomination to CCCT Board of Directors
  - 25 Information: SMC Faculty and Staff Diversity Report

### **XI. BOARD COMMENTS AND REQUESTS**

### **XII. ADJOURNMENT**

There will be a special Board of Trustees meeting/Closed Session on Thursday, January 30, 2020 at 5:30 p.m. at Santa Monica College in Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 4, 2020 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.

## Superintendent's Report

- State Budget: The Governor released his initial proposals for 2020-2021. It includes a general fund increase of 3.6%, (\$5 billion) which translates to an increase of 4% (\$3.18 million) for community colleges. There are no proposed changes to the Student Centered Funding Formula. The proposed budget includes the following:

### Unrestricted General Fund

- COLA of 2.29% or \$3.2 million
- Part-time Office hours (one-time) of \$10 million system wide \$300,000 District
- Total Increase in Unrestricted Funding \$3.5 million

### Restricted Programs

#### Ongoing

- \$42.8 million (\$27.8 OG) to expand Apprenticeship instructional hours and to develop new and innovative apprenticeship programs through competitive grants.
- \$5.8 million Dreamer Resource Liaison on every campus to provide assistance with Financial Aid, social services, legal services and academic opportunities for which Dreamers are eligible.
- \$11.4 million system wide or \$100,000 per campus to support food pantry programs at all colleges.
- \$5 million for instructional materials for dual enrollment students.

#### One-time

- \$10 million expand Zero Textbook Cost pathway
- \$15 million to create and implement, on a pilot basis, a fellowship for current and recent graduate students with the aim to increase faculty diversity through recruitment and mentorship. AB 1917 specifies 30 – 40 participants statewide

### Other funding for the CCC Chancellor's Office

#### Capital Outlay

- \$27.6 million from Proposition 51 for 24 new projects.
  - Reviewing the 39 continuing projects.
- Enrollment: Winter and Spring 2020: There is a slight increase in winter enrollment which is up over 3 percent; spring enrollment is up 2 percent four weeks before the start of the semester. Projections for winter/spring is that credit enrollment will be up 1.2 percent, and there will be a slight decrease in nonresident enrollment. Nonresident enrollment is down about 9 percent; the big shift is in domestic nonresident. There is a slight slowing in the decline of the F-I population. The next big activity for 2020-2-21 in two weeks is the senior experience program which will include workshops on financial aid, careers, selecting an Area of Interest, among others to augment the onboarding process.

- SMC Vote Center/Legislation: Santa Monica College has been designated by Los Angeles County as a vote center for the primary and general elections. The vote center will be in the former assessment area at 1510 Pico Boulevard; parking will be in Lot #6. There are 16 votes centers in Santa Monica. AB 963, the Student Civic and Voter Empowerment Act calls for historic investment to increase civic engagement among the state's 3.1 million students enrolled at 147 public universities and colleges. Associate Dean of Student Life Isaac Rodriguez Lupercio has been designated as the Civic and Voter Empowerment Coordinator. He will work with Marketing, Admissions and Records, Public Policy Institute, Associated Students, Academic Senate, Outreach, Events, Institutional Research (Data) and Counseling to develop the program.

- SMC Debate Team Wins Several Awards at PSCFA Tournament

The Santa Monica College student Speech and Debate Team competed at the Pacific Southwest Collegiate Forensics Association (PSCFA) Fall Champs Tournament at Moorpark College on December 6-7, and won several awards in two different debate events. These wins cap off what has been the team's most successful semester in its history. Over three fall tournaments, SMC students have won 10 Gold, 9 Silver, and 12 Bronze awards.

Thirty-five colleges and universities from California, Arizona, Utah, and Virginia competed at the PSCFA Fall Champs, including University of Utah, Cal State Northridge, San Diego State University, and Grand Canyon University. In addition to one Gold award for a two-person team, the SMC debaters won two individual Gold, two Silver, and three Bronze awards. The team also took home two 1st place Sweepstakes trophies, including 1st Place for Limited Entry, and 1st Place for Novice Entry.

- StoryCorps in Santa Monica is going incredibly smoothly. All recording slots have filled up and there is a waiting list. As people cancel, StoryCorps staff use the waitlist to fill up the slots. Each person's recording will be available on the StoryCorps website and in the Library of Congress, if those individuals gave permission for the recording to be shared...some prefer to keep their recording private. The program has been covered by KTLA 5 and Spectrum News 1, plus several print outlets. The program will culminate with a Listening Event, Thursday, February 6<sup>th</sup>, at 5 p.m. in the Student Services Center Orientation Hall, followed by dinner on the rooftop deck.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 21, 2020

**VIII. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#20.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #20-C

MOTION MADE BY: Rob Rader  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Absent  
 AYES: 7  
 NOES: 0

**IX. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. 20-C – Purchasing, Reimbursement for Purchase of Body Worn Cameras for Sworn Personnel

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Absent  
 AYES: 7  
 NOES: 0

**RECOMMENDATION NO. 1 APPROVAL OF MINUTES**

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

December 3, 2019 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 21, 2020

**CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**

**RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, FALL 2019**

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

**New Courses**

**BUS 7 Introduction to Sustainability in Business**  
 This course provides an introduction of the key topics concerning sustainability in business. In particular, an examination of business’ potential as a significant economic force to provide solutions to global environmental, social and economic challenges in the 21st century. The course will focus on how innovation can drive sustainable business activities.

**BUS 56 Understanding the Business of Entertainment**  
 The entertainment industry is rapidly and continuously shifting and evolving, with digital technology serving as the catalyst for its change. This new paradigm requires that our understanding of the industry and its operations evolve along with it. This introductory course will examine the current and future trends that drive the industry, and the changing business models and associated roles for creatives and executives within the business of entertainment.

**BUS 59 Design for Delight for the Entrepreneur**  
 This course introduces students to the problem-solving and innovation methodology called design thinking, using an approach called “Design for Delight” that was developed at Intuit. Design for Delight (D4D) uses deep customer empathy, strategic brainstorming and idea selection methods, and rapid experiments with customers to build products and solutions that create value for businesses and stakeholders, and ultimately improve people’s lives. Emphasis will be placed on experiential learning, with students learning and practicing specific behaviors and skills that enable entrepreneurs to creatively solve customer and business problems in all types of organizations including for-profit, non-profit, healthcare and education.

**ESL NC 994 ESL for College and Career Pathways-Introduction**  
 This high intermediate/advanced ESL course introduces English language speaking, writing, listening, reading, vocabulary, and study skills as related to specific academic and career pathways. Students in this course are introduced to critical thinking, teamwork, cultural awareness and autonomous learning strategies that are transferable to college and career pathways.

**ESL NC 995 ESL for College and Career Pathways-Effective Communication**  
 This high intermediate/advanced ESL course focuses on English language speaking, writing, listening, reading, vocabulary and study skills as related to specific academic and career pathways. Students produce written work and oral presentations relevant to their field as they apply critical thinking, cultural awareness, and autonomous learning strategies that are transferable to college and career pathways. Students are recommended to complete ESL 994 prior to taking this course.



#### KOREAN 9 Korean Civilization

This course is an introduction to Korean civilization and literature. While encompassing aspects of philosophy, religion, and art, the course aims to throw light on key works of Korean prose and poetry from ancient to contemporary periods. The social, political, and cultural contextualization of these works will be used as a vehicle to a better understanding of Korea. The course does not require any prior knowledge of Korean language, literature or culture. All materials will be in English.

#### TH ART 14 Beginning Stage Combat

This course is an introduction to stage combat performance techniques with primary focus on actor safety and effective story telling. Disciplines explored will include Unarmed Combat and Quarterstaff.

### **Global Citizenship**

AHIS 22 Architectural History and Theory - 1850 to Present

KOREAN 9 Korean Civilization

### **Distance Education**

AHIS 22 Architectural History and Theory - 1850 to Present

BUS 7 Introduction to Sustainability in Business

BUS 59 Design for Delight for the Entrepreneur

ENGL 20 Reading and Writing 2

ENGL 23 Intermediate Reading and Vocabulary

ENGL 28 Intensive College Writing Skills

MEDIA 4 Introduction to Game Studies

### **New Programs**

Microsoft Azure Department Certificate

This program provides the industry standard skills to understand and develop applications for the cloud using the Microsoft Azure platform. Students learn a range of topics that cover the technical principles of the hardware and software requirements to run systems in the cloud including storage, database management, and software systems, while maintaining secure access.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 21, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3-A APPROVAL OF CONTRACTS AND CONSULTANTS**

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

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACT

	Provider/Contract	Term/Amount	Service	Funding Source
A	TargetX	January 1, 2020 through December 31, 2022  Cost for CRM Software Year 1: \$48,000 (January 1- December 31, 2020)  Year 2: \$48,000 (January 1- December 31, 2021)  Year 3: \$48,000 (January 1- December 31, 2022)  Additionally, support and assistance in configuring and upgrading CRM instance costs, not to exceed \$45,000 per year.	Software maintenance and support for CRM platform.  An annual contract was approved by the Board at its June 2019 meeting. This request seeks authorization approval for a three -year contract so that cost savings may be achieved on the use of the TargetX CRM. TargetX is used by SMC to deliver email-based campaigns to prospective, new, and continuing students. Payments will be made on an annual basis.	Student Equity and Achievement Program
<i>Requested by: Esau Tovar, Dean, Enrollment Services</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 21, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3-A APPROVAL OF CONTRACTS AND CONSULTANTS** *(continued)*

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

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACT *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
B	Hobsons Starfish	June 30, 2019 – May 21, 2023  This is an amendment to the contract previously approved in July 2019 for Starfish by Hobsons. The amendment includes reimbursement for travel expenses. All other terms remain the same:  June 2019 \$98,850 June 2020 \$95,725 June 2021 \$101,123 June 2022 \$140,110  Total of \$437,808, plus travel expenses	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.	SEAP (Student Equity and Achievement Program)
<i>Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention and Student Wellness</i> <i>Approved by: Christopher Bonvenuto, Chief Director, Business Services</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 21, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3-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*

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
A	Ellucian Company L.P.	Increases to previously approved contracts for 2019-2020 (approved June 4, 2019)  Increase of \$1,734 which amends the total from \$43,332 to \$45,066  Increase of \$915 which amends the total from \$18,316 to \$19,231	Financial Aid Department  Banner Annual Maintenance/ software license fee  UC4 application – Annual license fee	2019-2020 BFAP (Board Financial Aid Assistance Program)
<i>Requested by: Financial Aid Supervisor</i>				
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				
B	Diane Krieger Communications LLC	Increase to previously approved contract for 2019-2020 (approved June 4, 2019)  Increase of \$3,500 which amends the total from \$6,950 to \$10,450	Consultant with extensive PR and feature writing experience will provide support in developing PR and marketing communications collateral including articles and brochures for a student and community audience.	Public Affairs, District Budget (100%)
<i>Requested by: Grace Smith, Public Information Officer</i>				
<i>Approved by: Dr. Kathryn E. Jeffery, Superintendent/President</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 21, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

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

*Authorization: Board Policy Section 6340, Bids and Contracts*

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

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

➤ NEW CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
C USC 's Center for Urban Education-Equity Minded Onsite Observation Protocol Training	Winter/Spring 2020  Not to exceed \$10,000	Several of the Redesign (Guided Pathways) Teams are interested in conducting action research to better understand how to improve sense of community and belonging among African American and Latinx students who receive services in the Student Services Center. USC's Center for Urban Education will provide services to include a thorough all-day training on how to conduct onsite observations and a half day of facilitation to analyze the data. Training will be on site at SMC and will include approximately 20 SMC employees, including faculty, administrators, and staff.  Timeline: January 30 through March 31, 2020	(SEAP) Student Equity and Achievement Programs

*Requested by: Hannah Lawler, Dean of Institutional Research*

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 21, 2020
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 4 REVISED SMCCD CALENDAR, 2019--2020**

*Requested Action: Approval/Ratification*

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

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

The revised SMCCD Calendar 2019-2020 is presented for approval (see following page).

- Correction: The start date for the Fall 2020 session is August 31, 2020

Comment: The calendar was approved by the Calendar Committee which includes administrators, Faculty Association representatives and CSEA representatives.



**SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2019 - 2020**

JUNE 2019							JULY 2019							AUGUST 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5	6						1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	[12]	[13]	[14]	15	14	15	16	17	18	19	20	11	[12]	[13]	[14]	[15]	[16]	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	[19]	[20]	[21]	[22]	[23]	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	
30																					

  

SEPTEMBER 2019							OCTOBER 2019							NOVEMBER 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5							1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	

  

DECEMBER 2019							JANUARY 2020							FEBRUARY 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	[2]	[3]	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	[18]	[19]	[20]	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	[23]	24	25	26	27	28	[19]	[20]	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29

  

MARCH 2020							APRIL 2020							MAY 2020							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	[6]	7				1	2	3	4							1	2
8	9	[10]	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	[13]	[14]	[15]	[16]	[17]	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	[19]	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			[24]	[25]	26	27	28	29	30	

  

JUNE 2020							JULY 2020							AUGUST 2020							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1					1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	[17]	[18]	[19]	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	[17]	[18]	[19]	[20]	[21]	22	
28	29	30					26	27	28	29	30	31		23	[24]	[25]	[26]	[27]	[28]	29	
														30	31						

**LEGEND**

- Yellow box: First day of semester or session
- Grey box: Finals Schedule
- Red box: Legal Holiday - Broken boxes, date is bold & red;
- White box: Classes not in session/campus closed
- [ ]: [If Friday is a holiday, there is no class on Saturday; if Monday is a Legal Holiday, there is no class on Sunday.]
- Box: Campus Closed: Box denotes classes not in session/campus & offices closed
- Red double box: Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
- [ ]: NO CLASSES/Campus open: Brackets denotes classes not in session/campus & offices open

**LEGAL HOLIDAYS**

June - December 2019	January - August 2020
Independence Day: Thursday, July 4, 2019	New Year's Day: Wednesday, Jan. 1, 2020
Labor Day: Monday, Sept. 2, 2019	Martin Luther King, Jr. Day: Monday, Jan. 20, 2020
Veterans' Day (observed): Monday, Nov. 11, 2019	Lincoln's Day: Friday, Feb. 14, 2020
Thanksgiving Day: Thursday, Nov. 28, 2019	Presidents' Day: Monday, Feb. 17, 2020
Admission's Day:* Friday, Nov. 29, 2019	Memorial Day: Monday, May 25, 2020
Christmas Day: Wednesday, Dec. 25, 2019	Independence Day: Friday, July 3, 2020
	Cesar Chavez Day (12-Month Classified): April 13, 2020
	Cesar Chavez Day (11-Month Classified): Float*

\* In lieu of Sept. 9 (per CA Ed Code 45206.5)  
 \*To be taken between Mar. 31 and Dec. 31, 2020

**SEMESTER DATES 2019 - 2020**

Summer 2019	Special Dates
6-week Session: Jun. 17-July 26, 2019	Graduation Day 2019: Jun. 11, 2019
8-week Session: June. 17-Aug. 9, 2019	Winter Break 2019: Dec. 24-31, 2019
	Spring Break 2020: Apr. 13-17, 2020
	Graduation Day 2020: Jun. 16, 2020
	<b>Faculty Flex Days 2019-2020</b>
	August 20, 2019: Individual
	August 21, 2019: Departmental
	August 22, 2019: Fall 2019 Opening Day
	August 23, 2019: Departmental
	March 6, 2020: Departmental
	March 10, 2020: Institutional
	April 15, 2020: Individual
	April 16, 2020: Individual
	April 17, 2020: Individual
	<b>Faculty Flex Days Fall 2020</b>
	August 25, 2020: Individual
	August 26, 2020: Departmental
	August 27, 2020: Fall 2020 Opening Day
	August 28, 2020: Departmental

Note: Fall and Spring sessions end on a Sunday; Winter and Summer sessions end on a Friday  
**Approved by the Board of Trustees:**

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 21, 2020

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5 ACADEMIC PERSONNEL**

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

SABBATICALS AND FELLOWSHIPS, 2020-2021

Sabbaticals

Xiaozhou Wu  
Chante DeLoach  
Rebecca Romo  
Garen Baghdasarian  
Andrew Espinosa  
Janelle DeStefano  
Sara Brewer  
Mark Tomasic

Fellowships

Alex Tower  
Odemaris Valdivia  
Andria Denmon  
Meghan Chandler

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Project Manager – Student Equity Center (50%)	01/22/2020
Project Manager – ECE CCAMPIS (25%)	01/22/2020

ELECTIONS

ACADEMIC ADMINISTRATORS

Nicolov, Pressian, Dean, International Education	01/27/2020
Hunter, Tracie, Associate Dean, Financial Aid & Scholarships	02/18/2020

INTERIM ACADEMIC ADMINISTRATOR (Extension)

Neal, Stacy, Interim Associate Dean, Financial Aid & Scholarships	01/01/2020 – 02/17/2020
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INTERIM PROJECT MANAGER

Lopez, Jeanette, Interim Project Manager, ECE CCAMPIS (25%)	01/22/2020 – 06/30/2020
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ADJUNCT FACULTY

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

RECISSION OF RETIREMENT

Jaffe, Sharon  
Comment: Retirement was previously approved at Board of Trustees meeting on 12/3/19

RESIGNATION



BOARD OF TRUSTEES  Santa Monica Community College District	ACTION  January 21, 2020
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL - REGULAR**

*Requested Action: Approval/Ratification*  
*Reviewed by: Tre'Shawn Hall-Baker, 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.

ESTABLISH NEW CLASS CLASSIFICATION AND POSITION EFFECTIVE DATE

Director of Financial Aid and Scholarships (1 position) 01/22/2020  
 Financial Aid, 12 months, 40 hours  
 Proposed Salary Range: Classified Management Salary Range M28

Enterprise Business Supervisor (1 position) 01/22/2020  
 Bursar's Office, 12 months, 40 hours  
 Proposed Salary Range: Classified Management Salary Range M12

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

From: Student Services Specialist – International Students 01/22/2020  
 Classified Regular Schedule Range -30  
 To: International Student Services Specialist  
 Classified Regular Schedule Range -34

CLASSIFICATION RE-TITLE

From: Student Services Specialist-Welcome Center 01/22/2020  
 Classified Regular Schedule Range -30  
 To: Student Onboarding Specialist  
 Classified Regular Schedule Range -30

From: Director of Network Services & Telecommunication 01/22/2020  
 Classified Administrator Salary Range A-15  
 To: Director of Network Services  
 Classified Administrator Salary Range A-15

SALARY RE-ALLOCATION

From: Senior Student Services Specialist – International Students 01/22/2020  
 Classified Regular Schedule Range -32  
 To: Senior Student Services Specialist – International Students  
 Classified Regular Schedule Range -36

ABOLISH CLASSIFICATION AND POSITION

Student Services Specialist- Scholarships (1 position) 01/22/2020  
 Financial Aid, 12 months, 40 hours

ESTABLISH

CC Police Dispatcher (1 position) 01/22/2020  
Campus Police, 12 months, 40 hours, Variable Hours Shift

Financial Aid and Scholarships Specialist (1 position) 01/22/2020  
Financial Aid, 12 months, 40 hours

Senior Career Services Advisor (1 position) 01/22/2020  
Career Services, 12 months, 40 hours

ABOLISH

CC Police Dispatcher (1 position) 01/22/2020  
Campus Police, 12 months, 36 hours, Weekend Shift

PROMOTION

Chen, Connie 02/03/2020  
From: Student Services Clerk, Financial Aid  
To: Financial Aid and Scholarships Specialist, Financial Aid

Noguera, Dawn 02/03/2020  
From: Administrative Assistant II, Human Resources  
To: Human Resources Specialist, Human Resources

PROBATIONARY/ADVANCE STEP PLACEMENT

Greenlee, John, Director of Facilities Finance, Special Services (Step E) 02/03/2020\*  
(\*Date adjusted from 12/3/2019 Board of Trustees meeting)

Guido, Fernanda, Disabled Student Services Assistant, DSC (Step C) 01/16/2020

Kiama, Matthew, Director of Network Services (Step E) 03/06/2020

Lopez, Pedro C., Grounds Worker, Grounds (Step C) 01/16/2020

Mendoza, Jesus, Grounds Worker, Grounds (Step C) 01/16/2020

Stephens, Clenda, Clinical Placement Specialist, Health Science (Step C) 01/16/2020

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Casale, Danielle 01/22/2020  
From: Student Services Specialist – International Students  
Classified Regular Schedule Range -30  
To: International Student Services Specialist  
Classified Regular Schedule Range -34

De La Torre, Amanda 01/22/2020  
From: Student Services Specialist – International Students  
Classified Regular Schedule Range -30  
To: International Student Services Specialist  
Classified Regular Schedule Range -34

Garcia, Cristina 01/22/2020  
From: Student Services Specialist – International Students  
Classified Regular Schedule Range -30  
To: International Student Services Specialist  
Classified Regular Schedule Range -34

Lange, Jeremy

From: Student Services Specialist – International Students  
Classified Regular Schedule Range -30  
To: International Student Services Specialist  
Classified Regular Schedule Range -34  
01/22/2020

Morris, Teresa  
From: Student Services Specialist – International Students  
Classified Regular Schedule Range -30  
To: International Student Services Specialist  
Classified Regular Schedule Range -34  
01/22/2020

Orosz, Abigail  
From: Student Services Specialist – International Students  
Classified Regular Schedule Range -30  
To: International Student Services Specialist  
Classified Regular Schedule Range -34  
01/22/2020

Soliman, Febe  
From: Student Services Specialist – International Students  
Classified Regular Schedule Range -30  
To: International Student Services Specialist  
Classified Regular Schedule Range -34  
01/22/2020

SALARY RE-ALLOCATION

Nguyen, Suong  
From: Senior Student Services Specialist – International Students  
Classified Regular Schedule Range -32  
To: Senior Student Services Specialist – International Students  
Classified Regular Schedule Range -36  
01/22/2020

ADMINISTRATIVE TRANSFER

Casillas, Joshua  
From: Student Services Specialist, Assessment Center  
To: Student Onboarding Specialist, Welcome Center  
02/03/2020

WORKING OUT OF CLASSIFICATION (LIMITED TERM- SUBSTITUTE)

Chambers, Nicholas  
From: Student Services Clerk  
To: Administrative Assistant II  
Percentage: More than 50%  
\*extension of working out of class assignment  
07/01/2019 - 12/20/2019  
12/21/2019 – 12/23/2019\*  
01/02/2020 – 01/31/2020\*

WORKING OUT OF CLASSIFICATION (PROVISIONAL - SUBSTITUTE)

Gray, I. Darryl  
From: Lead Custodian, NSII  
To: Custodial Operations Supervisor, NS II  
Percentage: Less than 50%  
10/07/2019 – 10/21/2019

Novella, Heriberto  
From: Lead Custodian, NSII  
To: Custodial Operations Supervisor, NS II  
Percentage: Less than 50%  
10/07/2019 – 10/21/2019

Williams, Anthony  
From: Lead Custodian, NSII  
To: Custodial Operations Supervisor, NS II  
Percentage: Less than 50%

10/07/2019 – 10/21/2019

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Barton, Cleve 08/12/2019 - 12/13/2019  
From: Academic Records Evaluator, Admissions and Records 12/14/2019 – 12/20/2019\*  
To: Student Communications Coordinator, Admissions and Records  
Percentage: More than 50%  
\*extension of working out of class assignment

Samano, Mario 12/09/2019 - 12/23/2019  
From: Skilled Maintenance Worker, Maintenance 01/02/2020 – 03/31/2020  
To: Carpenter, Maintenance  
Percentage: More than 50%

Yan, Yongian 11/25/2019 - 12/23/2019  
From: Senior Programmer Analyst, Information Management 01/02/2020 – 03/27/2020  
To: Principal Programmer Analyst, Information Management  
Percentage: More than 50%

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Peterson, Lee 01/01/2020 – 07/31/2020  
From: Academic Computing Inst. Specialist, Instructional Computing, 12 months, 40 hours  
To: Academic Computing Inst. Specialist, Instructional Computing, 12 months, 36 hours

LEAVE OF ABSENCE - UNPAID

Hall Baker, Tre'Shawn, Director of Human Resources 07/01/2019 – 12/03/2019  
Comment: Tre'Shawn was appointed as the Dean of Human Resources  
12/04/2019. Until her appointment, she was on an unpaid leave from her  
classified assignment while working as the Interim.  
\*date adjustment from 8/6/19 Board of Trustees meeting

SEPARATION

LAST DAY OF PAID SERVICE

RELEASED

Diaz, Josemar, Custodian, Operations 12/13/2019

RESIGNATION

Hall Baker, Tre'Shawn, Director of Human Resources 12/03/2019  
Santana, Jeanette, Administrative Assistant I, Earth Science/ML&C 01/17/2020

RETIREMENT

Heximer, Darrell, Lead Receiving Stockroom & Delivery Worker, PCAL (31 years) 12/30/2019

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action: Approval/Ratification*  
*Reviewed by: Tre’Shawn Hall-Baker, 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.

Brummer, Alison, Theatre Technical Specialist, SMC Performing Arts	12/16/2019-06/30/2020
Brundage, Kirk, Accompanist-Dance, Dance	01/02/2020-06/30/2020
Chan, Oliver Y., Accompanist -Voice, Music	01/06/2020-06/30/2020
Carbone, John, Accompanist-Dance, Dance	01/02/2020-06/30/2020
Cooper, Alexander, Costume Designer, Theater Arts	01/01/2020-06/30/2020
Halacy, Dylan, Accompanist-Dane, Dance	01/02/2020-06/30/2020
Larned, Gwen, Recycling Program Specialist	
From:	09/10/2019-12/20/2019
To:	09/10/2019-02/11/2020

DELETE:

Lopez, Vanessa, Student Services Clerk, Bursar’s Office	12/16/2019-12/23/2019
	01/02/2020-01/10/2020
Majidi, Hamidreza, Instructional Assistant -Math, Math	
From:	11/12/2019-12/20/2019
To:	11/12/2019-04/30/2020
McNaughton, Joellen, Accompanist-Performance, Music	01/06/2020-06/30/2020
McNaughton, Joellen, Accompanist-Voice, Music	01/06/2020-06/30/2020
Muradyan, Ruzan, Accompanist-Dance, Dance	01/02/2020-06/30/2020
Nesteruk, Gary, Accompanist-Voice, Music	01/06/2020-06/30/2020
Novo, Angel, Administrative Clerk, Human Resources	01/06/2020-06/30/2020
Osipova, Yelena, Accompanist-Dance, Dance	01/02/2020-06/30/2020
Plotkin, Alla, Accompanist-Dance, Dance	01/02/2020-06/30/2020
Soro, Gnenemon, Accompanist-Dance, Dance	01/02/2020-06/30/2020
Sow, E. Malick, Accompanist-Dance, Dance	01/02/2020-06/30/2020
Sparling, Miho, Accompanist-Dance, Dance	01/02/2020-06/30/2020
Teitelman, Matthew B., Accompanist -Dance, Dance	01/13/2020-06/30/2020
Ter-Avanesova, Nonna, Accompanist-Dance, Dance	01/02/2020-06/30/2020
Walker, Frederick, Accompanist-Dance, Dance	01/02/2020-06/30/2020

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

Abid, Michelle H., Administrative Assistant II, Counseling	01/02/2020-03/20/2020
Berent, Richard, Accompanist - Voice, Music	01/06/2020-06/30/2020
Chan, Oliver Y., Accompanist -Performance, Music	01/06/2020-06/30/2020
Gerhold, Tom, Accompanist-Performance, Emeritus	01/06/2020-06/30/2020

Correction:

From: Howard-Graham, Kimi, Student Services Clerk, Bursar's Office	12/16/2019-12/23/2019
	01/02/2020-01/10/2020
To: Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	12/16/2019-12/23/2019
	01/02/2020-01/10/2020
Kiss, Hannah, Program Specialist, SMC/UCLA STEM Initiative	12/18/2019-06/30/2020

Delete:

Larned, Gwen J., Recycling Program Specialist, Sustainability	
From:	09/10/2019-12/20/2019
To:	09/10/2019-01/27/2020
Lashchev, Yan, Instructional Assistant-Math, Math	01/02/2020-06/30/2020
Nesteruk, Gary, Accompanist-Performance, Music	01/06/2020-06/30/2020
Nesteruk, Gary, Accompanist-Performance, Emeritus	01/06/2020-06/30/2020
Seifu, Nahom, Instructional Assistant-Math, Math	01/01/2020-06/30/2020

SUBSTITUTE - LIMITED TERM:

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

Abid, Michelle H., Administrative Assistant II, Academic Affairs	
From:	09/23/2019-12/31/2019
To:	09/23/2019-10/31/2019

Miller, Samuel L., Administrative Assistant I, Art	
Miller, Samuel L., Administrative Assistant I, Communications	
From:	09/23/2019-01/10/2020
To:	09/23/2019-01/24/2020

SUBSTITUTE - LIMITED TERM:

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

Abid, Michelle H., Administrative Assistant II, Academic Affairs

From:

09/23/2019-12/31/2019

To:

09/23/2019-10/31/2019

**RECOMMENDATION NO. 8**      **CLASSIFIED PERSONNEL – NON MERIT**

Requested Action: Approval/Ratification

Reviewed by: Tre'Shawn Hall-Baker, 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)	44
College Work-Study Student Assistant, \$14.25/hour (FWS)	10
College CalWorks, \$14.25/hour (CALWorks)	1

SPECIAL SERVICES

Recreation Director II, \$14.25/hour	4
Art Model [no costume; Nude], \$27.00/hour	42
Community Services Specialist I, \$35.00/hour	1
Community Services Specialist II, \$50.00/hour	1



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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 FACILITIES**

*Requested by: Charlie Yen, Director of Facilities Planning*

*Approved by: Christopher Bonvenuto, Vice-President, Business/Administration*

*Requested Action: Approval/Ratification*

**9-A PROJECT CLOSE OUT – TEMPORARY AIR CONDITIONING PROJECT**

Subject to completion of punch list items by MURRAY COMPANY, authorize the District Representative without further action of the Board of Trustees, to accept the project described as TEMPORARY AIR CONDITIONING as being complete. Upon completion of punch list items by MURRAY COMPANY 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.

**9-B POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT**

Payment to: City of Santa Monica  
Amount: \$37,170.29  
For the Period: July 1, 2019 – September 30, 2019 (3 months)  
Funding Source: 2019-20120 District General Fund

Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the District uses the pool compared to the total hours of pool use by all parties. District paid the City of Santa Monica \$40,260.37 for the same period last year.

**9-C AMENDMENT NO. 3 COMMISSIONING AND LEED CERTIFICATION – STUDENT SERVICES BUILDING**

Amendment No. 3 – Empowered Solutions, LLC on the Student Services Building Commissioning and LEED Certification for a 6 months extension to the contract length

Comment: Amendment No. 3 adds 6 months to the contract length, from January 1, 2020 to June 30, 2020. There is no financial impact to the District.

**9-D RELEASE OF PARTIAL RETENTION – STUDENT SERVICES BUILDING**

Reduce the retention amount held from Bernards Brothers, Inc. for the Student Services Building project from 5% to 2.5%.

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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9      FACILITIES**

**9-E AWARD OF CONTRACT – STUDENT SERVICES CENTER POST CONSTRUCTION IMPROVEMENT PROJECT**

It is recommended that the Board of Trustees award the contract to The Nazerian Group, deemed to be the lowest qualified responsive bidder for the Student Services Center Post Construction Improvement Project.

<u>Bidder</u>	<u>Amount</u>
The Nazerian Group	\$2,237,123
GHM Construction.	\$2,300,000

Funding Source:      Measure V

Comment:      Since the opening of the Student Services Center additional site improvements related to student interaction, safety and efficient operations have been identified. The Scope of Work will include the following:

- Replacing the existing wet sprinkler system with a dry suppression system in Storage Vault room P200N;
- Installing new HVAC units at four (4) IDF Rooms and fire rate the walls as required;
- Replacing the DSPS room S155A entrance door with an automatic sliding door system;
- Installing traffic rated bollard at the turn around drive way;
- Installing ceiling mounted IP Speakers for the emergency PA system;
- Installing additional lights in the parking garage.

The District's award shall be finalized upon the review and verification of the all the requirements as outlined in the Contract Documents and the successful execution of the Contract.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 21, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requestor: Donald Girard, Senior Director, Government Relations & Institutional Communications*

*Reviewed by: Irma Haro, Accounting Manager*

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

Title of Grant: Radio Community Service Grant  
 Granting Agency: The Corporation for Public Broadcasting (CPB)  
 Augmentation Amount: \$(68,854); (Amended Award Amount \$1,225,823)  
 Matching Funds: Not Applicable  
 Performance Period: October 1, 2019 – September 30, 2021

Summary: CPB distributes community service grants (CSGs) to noncommercial public television and radio stations that provide significant public service programming to their communities. CSGs help stations expand the quality and scope of their work, whether in educational, news, public affairs or other programming.

Funding was decreased by \$68,854, per the Service Grant Agreement from CPB dated October 1, 2019. Funding is allocated based on station revenue reported by KCRW on fiscal year 2018 audited financial statements and the amount of funds available to be distributed by CPB based on appropriation from the United States Congress. This funding is allocated for the following uses: programming charges and interconnect fees to access satellites to upload KCRW programs, studio usage/ISDN lines/engineering time, access to source databases used in production of radio programs, and for professional memberships.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ (68,854)
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ (68,854)
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ (68,854)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 21, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Jennifer Merlic, Vice President, Academic Affairs*

*Reviewed by: Irma Haro, Accounting Manager*

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

Title of Grant: Child Development Training Consortium (CDTC)  
 Granting Agency: Yosemite Community College District  
 Augmentation Amount: \$7,800  
 Matching Funds: Not Applicable  
 Performance Period: September 1, 2019 – June 20, 2020

Summary: The Child Development Training Consortium (CDTC) is a statewide program funded by the California Department of Education, Child Development Division (CDE/CDD) with Federal Block Grant Child Care and Development Quality Improvement Funds. The Yosemite Community College District administers the program. The program support students enrolled in obtaining a Child Development Permit.

Santa Monica College will be using the funds to reimburse students' enrollment fees, tuition and/or textbooks.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 7,800
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 0
	7600 Student Aid	\$ 7,800
	Total	\$ 7,800

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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Jennifer Merlic, Vice President, Academic Affairs*

*Reviewed by: Irma Haro, Accounting Manager*

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

Title of Grant: Nursing Education Program Support  
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)  
 Augmentation Amount: \$29,252  
 Matching Funds: Not Applicable  
 Performance Period: July 1, 2018 – June 30, 2020

Summary: The Nursing Education Program Support funds are provided to address student attrition and retention; and to increase the growth and capacity of California Community College Associate Degree Nursing (ADN) programs.

The augmentation amount of \$29,252 is the remaining unspent balance from the fiscal year 2018-2019 award. The original performance period end date was June 30, 2019. Per an email dated November 25, 2019 from the Chancellor's Office, the performance period is being extended to June 30, 2020. This carry over amount will be used to purchase a human patient simulator for the nursing program.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 29,252
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	0
6000	Capital Outlay	\$ 29,252
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 0
Total		\$ 9,252

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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

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

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 20 through December 18, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	47,864
2000	Classified/Student Salaries	11,764
3000	Benefits	21,539
4000	Supplies	32,849
5000	Contract Services/Operating Exp	-435
6000	Sites/Buildings/Equipment	57,964
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-171,545
Net Total:		0

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 20 through December 18, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	94,669
2000	Classified/Student Salaries	-21,605
3000	Benefits	-73,329
4000	Supplies	765
5000	Contract Services/Operating Exp	-4,644
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	4,144
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 BUDGET TRANSFERS** *(continued)*

11-A FUND 40.0 – CAPITAL PROJECTS FUND

Period: November 20 through December 18, 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	449,874
6000	Sites/Buildings/Equipment	-449,874
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

11-B FUND 42.5 – REVENUE BOND CONSTRUCTION FUND (MEASURE V)

Period: November 20 through December 18, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	20,000
5000	Contract Services/Operating Exp	50,000
6000	Sites/Buildings/Equipment	-70,000
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.

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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval/Ratification*  
*Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration*

<u>Commercial Warrant Register</u>		
November 2019	8718 through 8750	\$13,497,111.55

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

<u>Payroll Warrant Register</u>		
November 2019	C1D – C2E	\$13,888,070.57

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

**RECOMMENDATION NO. 14 REISSUE PAYROLL WARRANTS**

*Requested Action: Approval/Ratification*  
*Requested by: Ian Fraser, Payroll Manager*  
*Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration*

Warrants not presented to the County Treasurer within six months are void; therefore, it is requested that LACOE draw a new warrant to replace the following expired warrants.

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Morgan, David B.	W9077261	08/20/2008	\$1,169.27
Lee, Carol J.	W9262041	06/27/2016	\$ 500.42



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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15      AUXILIARY PAYMENTS AND PURCHASE ORDERS**

*Requested Action: Approval/Ratification*

*Requested by: Mitch Heskell, Dean, Educational Enterprise*

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

Auxiliary Operations Payments and Purchase Orders

November 2019      Covered by check & voucher numbers: 023852-024225

Bookstore fund Payments	\$ 249,299.79
Other Auxiliary Fund Payments	\$ 134,320.15
Trust and Fiduciary Fund Payments	\$ 533,844.38
	\$ 917,464.32

Purchase Orders issued

November 2019      \$41,879.20

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

**RECOMMENDATION NO.16      REISSUE COMMERCIAL WARRANTS**

*Requested by: Mitch Heskell, Dean, Education Enterprise*

*Approved by: Chris Bonvenuto, Vice-President Business and Administration*

*Requested Action: Approval/Ratification*

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

<u>Student Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Demir, Aysegul	22427180	9/14/15	\$4,039
Ismail, Qalil	21872700	1/23/15	\$2,281

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 21, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

*Requested Action: Approval/Ratification*  
*Requested by: Scott Silverman, Associate Dean, Emeritus*  
*Patricia Ramos, Dean, Workforce Development*  
*Approved by: Jennifer Merlic, Vice-President, Academic Affairs*

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

**RECOMMENDATION NO. 18 ORGANIZATIONAL MEMBERSHIPS**

*Requested Action: Approval/Ratification*  
*Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration*

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
December 2019/January 2020	12	\$6,891

Funding Sources: Unrestricted General Fund

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

**RECOMMENDATION NO. 19 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2019-2020**

*Requested Action: Approval/Ratification*  
*Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration*

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

Name/Title
Tracie Hunter, Associate Dean, Financial Aid & Scholarships
Matthew Kiaman, Director of Network Services
Pressian Nicolov, Dean, International Education

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 21, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 20 PURCHASING**

*Requested Action: Approval/Ratification*  
*Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics*  
*Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration*

20-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.

November 2019	\$2,260,807.97
December 2019	\$4,767,203.43

20-B 2019-2020 ANNUAL CONTRACTS AND CONSULTANTS

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

- Foundation for California Community Colleges (FCCC), Contract CB-148-18, with Community Playthings to 08/31/2021, for childhood education furniture, fixtures, equipment
- Foundation for California Community Colleges (FCCC), Contract CB-252-18, with Lakeshore to 08/31/2021, for early childhood education furniture, fixtures, equipment
- State of California (CMAS) Contract 4-18-78-0053B with Lakeshore Learning Materials to 09/22/22, for childhood education furniture, fixtures, equipment
- National Cooperative Purchasing Alliance (NCPA) Contract 11-32 with Discount School Supply to 08/31/21, for childhood education furniture, fixtures, equipment
- U.S. Communities/Omnia Partners for Region 4 ESC, Contract R190503, with School Specialty, to 06/30/22 for education school supplies and furniture
- State of California (CMAS) Contract 4-18-71-0147B with Pacific Office Interiors to 02/07/21, for Haworth furniture, fixtures, equipment

20-C REIMBURSEMENT FOR PURCHASE OF BODY WORN CAMERAS FOR SWORN PERSONNEL

The Pacific Palisades American Legion has generously offered to reimburse the District for the purchase of body worn cameras for all sworn personnel in the amount of \$32,378.05. The Legions donation will fully cover the purchase of the body cameras and the first year of cloud-based video management storage and maintenance. The District would be responsible for years 2-5 of storage and maintenance at a cost of \$38,186.08.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 21, 2020

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 21**

**SUBJECT:** **RESOLUTION IN SUPPORT OF CLIMATE CHANGE AND SUSTAINABILITY GOALS**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees adopt the following resolution in support of Climate Change and Sustainability Goals.

**BACKGROUND:** The California Community Colleges Board of Governors recently adopted a Climate Change and Sustainability Policy as part of its ongoing commitment to environmental sustainability and providing California community college students and their community’s sustainable and safe learning environments. The Board of Governors has requested that districts adopt local climate change and sustainability-related resolutions and to be leaders in their local communities on climate change and sustainability practices.

**RESOLUTION:**

WHEREAS, the Santa Monica Community College District supports environmentally responsible academic and career training settings, believes that climate change is affecting our community, and affirms that the implementation of environmentally sustainable practices to address environmental challenges resulting from climate change; and

WHEREAS, the global average temperature has increased by more than 1.5°F between 1880 and today, and is projected to increase in the United States by an additional 2° to 4° by 2050 due to climate warming; climate warming is driven largely by human-made emissions and use of well-mixed greenhouse gases that have been released into the atmosphere over the last 50 years; California and the Southwest region of the United States will continue to experience increased heat, drought, insect outbreaks, wildfires, declining water supplies, reduced agricultural yields, health impacts in cities due to heat, flooding, rising sea levels, and erosion in coastal areas due to the effects of climate change; and

WHEREAS, the Santa Monica Community College District believes that the environmental impact and breadth of the challenge to address climate change calls for leadership at all levels of government, especially at local- and state-levels; and

WHEREAS, the State of California has enacted the California Global Warming Solutions Act of 2006 (Assembly Bill 32) and the California Climate Change Scoping Plan, which requires a significant reduction of greenhouse gas emissions, transitions California to a sustainable future, and establishes goals as a long-term approach to addressing climate change; and

WHEREAS, the California Community Colleges Board of Governors has adopted the following climate change and sustainability goals for the California Community Colleges to be achieved by 2025: (1) reduce greenhouse gas emission to 30 percent below 1990 levels; (2) increase renewable energy consumption to 25 percent; (3) 25 percent of fleet vehicles are zero-emission vehicles; (4) 50 percent of all new buildings and major renovations will be constructed as Zero Net Energy; (5) 50 percent of all new buildings and major renovations will achieve at least a Leadership in Energy and Environmental Design (LEED) “Silver” or equivalent rating; (6) increase procurement of sustainable products and services by 20 percent compared to current levels ; and (7) reduce municipal solid waste by 25 percent compared to current levels; and

WHEREAS, the California Community Colleges Board of Governors has adopted the following climate change and sustainability goals for the California Community Colleges to be achieved by 2030: (1) reduce greenhouse gas emission to 40 percent below 1990 level; (2) increase renewable energy consumption to 50 percent; (3) 50 percent of fleet vehicles are zero-emission vehicles; (4) 100 percent of all new buildings and major renovations will be constructed as Zero Net Energy; (5) 100 percent of all new buildings and major renovations will achieve at least a LEED Silver or equivalent rating; (6) increase procurement of sustainable products and services by 25 percent compared to current levels; and (7) reduce municipal solid waste by 50 percent compared to current levels; and therefore be it

RESOLVED, that the Santa Monica Community College District affirms and commits to pursuing the 2025 and 2030 climate change and sustainability goals that the California Community Colleges Board of Governors have adopted for California Community Colleges; and be it further

RESOLVED, that the Santa Monica Community College District will collaborate with its students, faculty, staff, and community to advance local climate change and sustainability through activities like designating persons and bodies primarily responsible for actions to address climate change and sustainability, raise awareness of climate change and sustainability issues, and establish instructional programs that focus on environmental sciences and climate change; and therefore be it further

RESOLVED, that the Santa Monica Community College District will implement environmental sustainability practices to promote healthy and safe learning environments for our students, and do our part to improve the environment of our local, state, and global communities.

MOTION MADE BY: Susan Aminoff  
SECONDED BY: Rob Rader  
STUDENT ADVISORY: Aye  
AYES: 7  
NOES: 0

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION January 21, 2020
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**MAJOR ITEMS OF BUSINESS**

**INFORMATION ITEM 22**

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

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

**SUMMARY:**                    2018-19 Year in Review:  
The Office of Workforce & Economic Development (W&ED) continues to focus on the Strong Workforce Program (SWP) including local and regional projects. Currently, the focus is on administering three overlapping performance years of SWP grants through 2022. Inclusive of other grants such as Perkins IV and contract education, SMC’s W&ED Office is administering nearly \$20 million in grant funding and contracts.

The complete report is included in Appendix A.

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION January 21, 2020
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**MAJOR ITEMS OF BUSINESS**

**INFORMATION ITEM 23**

**SUBJECT:**                    **REPORT: NEW SMC WEBSITE**

**SUBMITTED BY:**            Senior Director, Government Relations/Institutional Communications

**SUMMARY:**                    A new Santa Monica College website is launching early March. SMC is working with digital agency iFactory and OmniUpdate to modernize the website, which will have a new student-focused design, content, structure, and system. The new website improves how the college engages with students with data-driven research through extensive outreach and input. This platform allows for user-friendly, flexible way to manage content while ensuring accessibility and website best practices. To prepare, the web and social media office will provide two months of training to help everyone learn how to use the website, and also share with various stakeholders.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 21, 2020

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 24**

**SUBJECT:**                    **NOMINATION TO CCCT BOARD OF DIRECTORS**

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

**REQUESTED ACTION:**      It is recommended that the Board of Trustees nominate Trustee Barry Snell for election to the California Community College Trustees (CCCT) Board of Directors.

**SUMMARY:**                    Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2020. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board of Directors will take place between March 10 and April 25, 2020. Seven persons will be elected to the board this year. There are six incumbents eligible to run for re-election and three vacancies due to trustees who have reached their three-term limit. The election results will be announced at the CCCT annual conference, and the newly elected members of the board will assume their responsibilities at the conclusion of the annual conference on May 3, 2020.

MOTION MADE BY:            Louise Jaffe  
 SECONDED BY:                Rob Rader  
 STUDENT ADVISORY:        Aye  
 AYES:                             7  
 NOES:                            0



BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION January 21, 2020
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 25

**SUBJECT:** **SMC FACULTY AND STAFF DIVERSITY REPORT 2019**

**SUBMITTED BY:** Vice-President, Human Resources

**SUMMARY:** Santa Monica Community College District is one of the largest employers within the City of Santa Monica, California. The District has a rich, inclusive, global, higher education learning environment known for its commitment to excellence and dedication to student success. It is also known for its high transfer rate of students to the University of California, California State Universities, private colleges and universities, and for its successful career technology education certificate programs. SMC attracts and retains an outstanding workforce of faculty, staff, and management team members.

This report will assist in monitoring Santa Monica College's progress towards achieving a workforce representative of the diverse populations within the County of Los Angeles, and which mirrors the students of Santa Monica College. To allow for comparisons, ethnicity, gender, and age data is displayed covering the most recent ten-year window (highlighting every two years- 2009, 2011, 2013, 2015, 2017, and 2019) from information collected on the first business day after the Labor Day Holidays from fall semesters 2009 through 2019. For information on the years not highlighted in this report, the reader is directed to SMC's Faculty/Staff Diversity Reports webpage where Diversity Reports may be found for 2009, 2011, 2012, 2014 and 2017:

[http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/Reports%20and%20Presentations/Diversity%20Report/1.SMC Diversity Report 2019-2020 FINAL 01.13.2020-All incl attachments.pdf](http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/Reports%20and%20Presentations/Diversity%20Report/1.SMC%20Diversity%20Report%202019-2020%20FINAL%2001.13.2020-All%20incl%20attachments.pdf)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 21, 2020

**XII. BOARD COMMENTS**

**XIII. ADJOURNMENT** – 10:09 p.m.

The meeting was adjourned in memory of **Danny O’Fallon**, SMC assistant coach and kinesiology instructor from Spring 2007 through Spring 2017; **Joanne Leavitt**, community member, committed education advocate and SMC supporter; **Joan Mills**, retired SMC music professor, former department chair and head of the SMC piano program; **Theresa Joan Wilkes Snell**, mother of Trustee Barry Snell; and **Joe and Ann Tomasic**, parents of Mark Tomasic, Dance Department faculty member.

There will be a special Board of Trustees meeting/Closed Session on Thursday, January 30, 2020 at 5:30 p.m. at Santa Monica College in Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 4, 2020 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

- Receipt of Audit Reports
- Quarterly Budget Report
- Nonresident Tuition
- Facilities Master Plan Update

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION January 21, 2020
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APPENDIX A

INFORMATION ITEM 22

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

2018-19 Year in Review:

The Office of Workforce & Economic Development (W&ED) continues to focus on the Strong Workforce Program (SWP) including local and regional projects. Currently, the focus is on administering three overlapping performance years of SWP grants through 2022. Inclusive of other grants such as Perkins IV and contract education, SMC’s W&ED Office is administering nearly \$20 million in grant funding and contracts.

Part 1: Strong Workforce Program (SWP)

Since 2016, the California State Legislature has appropriated nearly \$250 million annually for community colleges because the dynamic state economy depends on having a large, skilled, relevant workforce. That means, Los Angeles must continually support and refine its efforts to provide workers with the skills and knowledge valued in the workplace. Given the wide range of local, regional, and state needs, keeping up with labor market demands can be a challenge. The Office of Workforce & Economic Development at Santa Monica College and SMC’s Career Education (CE) faculty are working to meet that challenge in an ever-changing workplace environment.

The Office of Workforce and Economic Development assists faculty in resource development for career programs. The Office also helps SMC develop the education and training that students and members of the local community need to find careers and jobs in demand. Experts on the “future of work” agree that much of the current workforce will be disrupted within the next decade and in decades to come due to the increased use of computers, robots, and other automated technologies across all industry sectors. These include: business, retail and hospitality, healthcare, manufacturing, bio-science, finance, entertainment, trade and logistics, and aerospace, to name a few. While leading more 18-year-olds into higher education might have been a primary solution in the past, demographic shifts, changes in population, and migration of students may warrant a new approach to educating members of the future workforce. Further, it is critical that their studies lead directly to better, high-wage jobs in order to support their families and the economy.

Grouped into seven areas targeting student success, career pathways, workforce data and outcomes, curriculum, Career Education faculty, regional coordination and funding, the Strong Workforce program is driven by increasing the number of students enrolled in programs leading to high-demand, high-wage jobs. And improving program quality, as evidenced by more students completing or transferring, getting employed, or improving their earnings. As documented in the Career Technical Education Outcomes Survey (CTEOS), SMC is succeeding in these efforts (see attached report).

The SWP funding is structured as a 60 percent local share allocation for each community college district and a 40 percent regional share determined by a regional consortia of colleges to focus on the state's seven macro-economic regions. SMC belongs to the Los Angeles/Orange County region, which is governed by the Los Angeles Orange County Regional Consortia (LAOCRC). Both the local and regional share require local stakeholders to collaborate with each other, industry, and local Workforce Development Boards. Program years 2017-18 and 2018-19 have focused on the execution of some of the most comprehensive and dynamic projects in our region and across the state thanks to the innovation and dedication of SMC's faculty leaders - both veteran and newly hired.

Faculty have designed, participated in, and lead programs at local and regional levels. Local and regional SWP funds are 30-months in length per allocation. In the 18-19 fiscal year, SMC simultaneously administered Strong Workforce Round 1, (grant close out) Strong Workforce Round 2.1 & 2.2, (awarded simultaneously) and has been tentatively awarded Round 3 SWP funds. This report primarily focuses on SWP Rounds 2.1 and 2.2 funding.

#### A. SMC Local SWP Initiatives

1. Local Round 2.1 (FY 17-18 expended by Dec. 2019) - \$1,310,864: The Career Education (CE) Committee unanimously approved projects that serve all CE program areas including CE marketing, professional development, new program development, industry forums, faculty professional development, and an industry engagement/job placement center and to support the work of SMC's Career Services Center.
2. Local Round 2.2 (FY 18-19 to be expended by Dec. 2020) - \$1,300,145: The CE Committee voted for investments in marketing, business engagement, professional development, work-based learning/experiential learning, new program development and maintenance, equipment for industry forums, and research for programmatic innovation.
  - a. A new comprehensive local digital marketing campaign is currently underway with SWP funds that compliment similar efforts currently being executed by SMC at the regional level. Sustained investments are intended to impact and improve CE enrollments, completions, transfers, and job placement rates. Communicating the value of CE, programs and how students can obtain short and long-term career objectives, is a major outcome of activities.
3. Local Round 3 (FY 19-20 to be expended by Dec. 2021) - \$891,721: Will be allocated based on CE Committee vote at the January, 2020 Career Education Faculty Retreat

#### B. SWP Regional Initiatives

SMC leads several projects for the region that benefit SMC at the campus level. These include: the LA Strategy, Innovation and Marketing (LA SIM), the Center for Competitive Workforce (CCW), and the CA Cloud Computing Program in partnership with Amazon Web Services (AWS), which are detailed below.

1. California Cloud Workforce Project (Amazon Web Services & SMC): Through a partnership with AWS, which began under the LA HI-TECH grant, SMC CS faculty, continue to lead the California Cloud Workforce consortium of 19 Los Angeles area community colleges funded with SWP Regional Round 2.1 and 2.2 funds. SMC curriculum was shared with 18 other community colleges in the Los Angeles area and most are currently developing and implementing their Cloud Computing programs. The programming aims to equip students with cloud skills needed for careers in Technology and other industries. The practical application of skills and industry certifications necessary for entry level jobs makes a cloud

computing program appropriate for community colleges to enhance their existing IT, computer science, business or web design programs integrating cloud managed services. SMC's faculty leadership is recognized at the state, national, and international levels due to the impact and scale of the CA Cloud project.

2. Regional Strategy, Innovation and Marketing: SMC is the project lead for Strategy, Innovation and Marketing (LA SIM). For all community colleges in the Los Angeles area. The methodology outlined in the regionally approved plan mirrors the methodology used by large companies to grow and protect their brands. In recent years, for-profit schools and market-driven non-profits have adopted this model to grow market share in education. To compete in the education landscape, community colleges need to include strategy and innovation. The Crossroads report produced by LAEDC with McKinsey & Co. was released in early 2019. Innovation refers to program innovation, and curricular innovation. SMC has led the region in numerous convenings of Academic Senate Presidents, General Education, and CE leaders across the region to communicate the LA SIM objectives, to share investments being made on their behalf, and to encourage a collective effort. While local community colleges may be competitors in many ways, there is much value in marketing CE programs under one large, multi-million dollar campaign. Simultaneously, professionally facilitated faculty convenings are helping faculty understand the competitive educational landscape that community colleges now face. One major outcome of these faculty convenings is to inspire discipline faculty to innovate programmatically so that community colleges stay competitive with the increase of competition for students. This must come with support for faculty as innovation is the responsibility of all faculty and administrators. The marketing component of the LA SIM project involves three primary components:

- a. Consumer-Behavior Market Research:

Extensive market research was performed by the globally recognized firm of Lieberman Research Worldwide (LRW). Beginning in March of 2019, LRW utilized both qualitative and quantitative methodologies to scan Los Angeles County's targeted population to produce comprehensive consumer reports. These reports relayed how and why learners make "buying" decisions, and identified key segments that the regional social media campaign should design messaging and social media marketing funnels around. The findings were then shared with Collier Simon, the social creative firm responsible for designing the regional brand and social media content, as well as Blackboard, the firm responsible for developing the search optimization infrastructure and centralized call center to maximize and capture new leads. Four comprehensive reports and multiple updates have been delivered.

- b. CCLA (California Community Colleges of LA) Brand & Messaging:

Once the market research report summaries became available, the global firm of Collier-Simon (CoSi) went to work testing new brand identity concepts and messaging with the target segments. Keeping in mind that the brand and messaging had to "stand out" in a highly competitive educational landscape, CoSi tested many names with students that they felt most positively represented all 19 Los Angeles area community colleges (LA19). Community Colleges of Los Angeles (CCLA) was selected. Complete with a collegiate emblem to elevate the perception of community colleges, a comprehensive digital campaign was designed. Collier-Simon created a manifesto for the LA19, and a stockpile of social media assets to capture the hearts and attention of our targeted diverse communities. The website and social media campaign launched on October

10<sup>th</sup>, 2019, and Collier Simon has provided monthly reports on social media with significant presence on Facebook, Instagram, and YouTube. Performance metrics have been provided monthly and shared with colleges in the region. The CCLA campaign has been an instant success in terms of people viewing the advertising and visits to the new CCLA website. It is important to note that many valuable insights have been gleaned that will assist SMC in its local digital marketing campaign that launched in December, 2019.

c. CCLA Website and Lead Capture & Transfer:

The regional marketing campaign has addressed the need to create a centralized point of reference (website) and contact (call center) to capture prospective learners once their interest was piqued. The competitive analysis report revealed that to “capture and convert” a prospective buyer of education into a student, there needs to be a precise pathway, in real-time, to next steps that addresses their pain and/or passion-points. Blackboard, the nationally recognized firm for building tech platforms for educational institutions, developed the CCLA.com microsite to link with the social media ads. The website, which also launched on October 10<sup>th</sup> of 2019, provides more information about programs at each college, and immediate access to support, 24-7, via a call center administered by Blackboard. Blackboard qualifies the needs and interests of the prospect, and transfers the leads to the appropriate college(s). Blackboard provides a monthly report on leads, conversions, and transfer to local colleges. As of December 19, 2019, Blackboard and Collier Simon reported the following stats for the CCLA marketing campaign:

- 15,946,681 impressions of social media ads
- 142,011 clicks
- 77,095 influenced visits
- 1,967 lead generations
- 15 leads generated for SMC

3. Center for a Competitive Workforce (CCW): Housed at the Los Angeles County Economic Development Corporation (LAEDC), CCW is a partnership led by Santa Monica College on behalf of all the 19 LA regional community colleges, LAEDC, and the Center of Excellence for Labor Market Research at Mt. San Antonio College. The CCW mission is to assist community colleges, and to customize labor market reports for community colleges, which is a unique endeavor. Specifically, CCW produces local supply and demand data to support industry-driven career education programs and workforce development programs. Equally important outcomes of CCW are to strengthen industry engagement across the region’s talent development systems with the goal to train, educate and upskill a more competitive workforce in LA County for the knowledge-intensive industries that will come to dominate our economic future. This work will also address the talent gaps some employers face, and help balance the supply of skilled graduates with the projected demand of local employers. A balance which helps both job-seekers and local firms. Contributing to the deployment of a powerful research program, CCW convenes regional industry advisory councils and builds strong business intermediary systems that: 1) support data-based, industry validated CE programs, align to the regional economic needs; 2) knowledgeably and proficiently educate and connect students to the skilled labor force; 3) connect colleges to regional businesses to facilitate increased work-based learning, faculty professional development, and student employment facilitated by a job portal developed with Strong Workforce regional funds.



C. SMC-Participating SWP Regional Initiatives

1. Regional Round 2.1 & 2.2 (FY 17-18/18-19 to be expended by Dec. 2020): Round 2.1 & 2.2 funds were competitive among the 19 community colleges in Los Angeles. Two program cycles were funded simultaneously. SMC has secured regional funding led by other community colleges, for the past four years, to support SMC's Entrepreneurship, ECE/Teacher Preparation Pipeline, Energy, Construction and Utilities, Global Trade and Logistics, Cloud Computing, Career Pathways, Business Engagement, Noncredit and Career Readiness, and Advanced Transportation programs. Many SMC CE faculty are participating in regional consortia project activities on a weekly and monthly basis.

Part 2: Workforce & Economic Dev. Grants, Contracts, and Projects

A. Business Engagement and Job Placement

Wage gains, job placements, and placements in field of study are all metrics of Strong Workforce and SMC has accountability to grow these metrics annually. SMC participates in a regional project to support our local efforts. The project tests job placement models and shares best practices with our partners across the consortia. The most exciting of these includes a job portal developed by the Center for a Competitive Workforce (CCW). The CCW portal, a Salesforce-run platform, offers SMC ten free licenses. Members of SMC's CE Committee are weighing the pros, cons, and timing of implementing a CRM tool to meet needs and objectives related to employer engagement. W&ED is also supporting a work-based learning initiative (early phase), across divisions, including Special Programs, CE Committee, Career Services, and Community Relations to develop local opportunities in partnership with Santa Monica City and the Chamber of Commerce. In Fall of 2019, W&ED partnered with the SMC Foundation, Community Relations Office, Career Services, and lead CE faculty to launch the SMC Business Engagement Workgroup. Our mission is to develop a shared vision and ways to better engage employers across the institution.

B. Employment Training Panel (ETP) and Industry-Based Contract Education

Santa Monica College's ETP contract with the State of California, is a component of Contract Education providing customized professional development platforms to employees of local businesses, directly impacting our Economic Development objective as an institution. SMC works with training partners to administer customized training programs that off-set the high cost of employee-based training employers would otherwise be forced to finance and develop to maintain a high-performance workforce. SMC has trained more than 3,000 employees at over 60 area companies, and employer client surveys have shown increases in employee productivity, process efficiencies, and overall revenue. In December of 2019, SMC successfully completed the training phase of its 6<sup>th</sup> ETP contract with the State of CA, and was awarded a new contract in the amount of \$749,906. Training must be completed by December 21, 2021. W&ED participates on the Executive Committee of the California Community College Contract Education Collaborative. This leadership position is critical for the institution to remain competitive and to advocate for community colleges to play an increased role in upskilling incumbent workers as the state restructures funding and governance under a new statewide office named The Future of Work.

C. K-14 Pathways and High School Partnerships

SMC continues to work closely with local area high schools to develop stronger K-14/16 career pathways that lead to SMC programs and ultimately provide clearer paths to careers. SMC completed its fifth and final year in the CA Career Pathways Trust (CCPT) grant, also known as LA HI-TECH, and has offered 105 dual enrollment sections in ICTE (Information, Communications, Technology, and Entrepreneurship) Pathways including over 2,400 course enrollments since 2015. Although the grant has ended, the pathway partnerships and opportunities continue. W&ED works



closely with other Academic Affairs administrators to ensure high school partnerships are strong and effective student support services are provided to students enrolled in dual enrollment programs. Dual enrollment courses have been offered at several area high schools including: Santa Monica, Malibu, Beverly Hills, Crenshaw, Palisades Charter, and Venice. This type of collaboration and engagement provide high school students an opportunity to begin the career exploration process and develop career relevant skill sets, while earning college credit. These partnerships will continue to be crucial as the California State Legislature has newly appropriated \$150 million annually to the K-12 Strong Workforce Program. Through this funding, SMC's high school partners can apply for funding to create, improve, and expand career education programs and pathways. SMC will work closely with existing and new high school partners to support pathway alignment work.

D. Carl D. Perkins IV

SMC received \$743,056 for the 18-19 program year.

The Office of Workforce is responsible for administering the Carl D. Perkins Career Technical Education Act – known as Perkins IV. Congress has recently reauthorized the Perking IV Act. As such, SMC will be transitioning to Perkins V in next fiscal year. SMC provides technical assistance to Department Chairs and faculty on how to improve, expand and develop new programs in emerging fields. The District has maintained a strong record of meeting negotiated targets for performance with this funding. Every program being considered for funding annually must review their Core Indicators (CI) and address how the CI's will be improved upon with Perkins funds. Data indicates that employment outcomes could improve across all CE programs. Therefore, SMC leverages Perkins funds with Strong Workforce funds to develop stronger business engagement practices.

New and seasoned CE faculty are in constant need of professional development to stay current in their fields and to align curriculum offerings that meet the needs of business and industry. Faculty professional development has been utilized extensively for several years and that is a healthy state for CE. SMC faculty teach state-of-the-art skills that students need to compete in the current market place and are mastering new competencies required for current jobs in the regional economy, such as Cloud Computing, Marketing, Business, Cyber Security, Allied Health, ECE, Sustainable Tech, Digital Media, GTL, Gaming, Cosmetology, Photography, among other CE fields.

E. City of Santa Monica Public Housekeeping Training Organization (PHTO) RFP

In September of 2019, the Santa Monica City Council adopted an ordinance to enhance the protection of hotel workers, and issued an RFP to identify a Public Housekeeping Training Organization (PHTO) to develop and deliver a curriculum that effectively conveys the fundamentals of these new regulations, to the City's 2100 housekeepers affected. Santa Monica College submitted a proposal and was selected as the most qualified organization to perform on the scope of work required. SMC will be required to work independently with the City's hotels to train, administer an examination, and issue a Public Housekeeping Certificate to each hotel housekeeper who has successfully completed the program. The final terms of the contract are expected to be completed and signed off by February, 2020, at which time, the Office of Workforce and Economic Development will begin immediate execution of the work plan.

The training SMC proposed is aligned with outcomes of a program launched by the Office of Homeland Security and the American Hotel & Lodging Association in the summer of 2018 called National Campaign Against Sex and Human Trafficking. All hotels are expected to provide employee training, to be managed at a local level.