

## 2005-06 Master Plan for Education: Status of Institutional Objectives 32-36

**OBJECTIVE 32:** To develop a Grants Advisory Committee to assist in reviewing grant requests. \*\*Student Success; Academic Excellence Planning & Development, Director of Grants

One of the objectives of the Grants Office is to establish a Grant Advisory Committee to assist with the development and implementation of SMC's Grants Program. This committee has two primary responsibilities, including:

- 1) To identify and prioritize institutional funding needs that the college can address through grant dollars: Grant dollars are used extensively to develop and implement new projects. However, to the extent possible, grant funds should also help address gaps in existing services and ensure that students have adequate access to these resources. The committee will help identify potential new projects, but will also raise awareness of existing gaps.
- 2) To develop an annual grants calendar and the teams that will work on these projects: One of the challenges of the Grants Program is having enough time prior to submission to sufficiently plan out and write the proposal. Many funding opportunities arise with only a few months notice, particularly at the state and local level. However, at the federal level, the funding streams are not that transitory, and the college can develop an annual grant calendar and identify teams that can begin working on a proposal even before the Request for Proposals is distributed.

In addition to these responsibilities, the Grants Advisory Committee has two additional secondary responsibilities, including 1) To identify and address barriers that may hinder the college's success in obtaining and successfully implementing grant-funded projects; and 2) to provide support to grant-funded projects as appropriate. Given the broad representation of members on this committee, the Grant Advisory Committee may serve as a resource for existing projects as they identify and address potential challenges to implementation, such as issues related to facilities and space, human resources, outreach and recruitment, and student retention.

The membership of this committee may change annually depending on institutional needs and the funding priorities of local, state, and federal agencies. Membership will include representatives from areas that are commonly included in most grant applications, such as Counseling/Retention, Outreach, Information Technology, Institutional Research, and Online Services and Support. In addition, membership will include representatives from areas that are either in need of funding or from areas that funding sources want to support, such as Math and Science, Basic Skills/Remediation Studies, and Career/Technical Instruction. Lastly, this committee will have ad hoc representation from Fiscal Services, Human Resources, and Facilities so as to ensure that the committee is aware of the institution's capacity to implement a successful project.

The committee will meet at least twice a year, with the first meeting set in June to begin planning for the 2006-2007 academic year.

TO: Staff/Administration of Santa Monica College

FROM: Facilities Department

DATES: April 29, 2005 - May 8, 2006

Subject: Facilities Report

In addition to routinely scheduled work and repairs and preventative maintenance, provided by Maintenance, Grounds and Custodial employees, the following projects are Recently Completed, In Process, Planned Soon or in DSA (Division of State Architecture):

RECENTLY COMPLETED

- + Business Building.
  - o Cosmetology area- install aluminum storefront wall and door to make a Facial room
  - o Replace leaking gaskets on boilers
  - o Seal and polish Hall floors
- + Drescher Hall
  - o Installed fence enclosure around gas meters.
- + Music Restrooms
  - o Remodeled men's and women's restroom for ADA compliance.
- + Student Activities Building
  - o Replaced damaged and unusable boilers (3) located in basement.
- + Cayton
  - o Misc. interior painting, stairs and study room.
- + Clock Tower Area
  - o Memorial rose garden for Dot Gelvin completed
- + Science
  - o Scrubbed and wax storeroom, labs and Tech areas floors
  - o Replaced flashings east side of 3 story and west side of 2 story building to prevent water intrusion.
  - o Replace water piping expansion joints in HVAC system.
  - o Contractor installed new roof flashing per specifications on 2 story bldg.
  - o Replaced oil separator and head pressure controller on the condensing unit on the walk-in-cooler.
  - o Replaced Water flow meter for primary CHW Pump and humidity sensor duct mount comfort ID.
  - o Replaced exterior signage as needed
  - o Replaced existing VLT 3500 VSD and VLT 6400H40 for chilled water pump.
- + Facilities
  - o Roof coating applied to Facilities Building
  - o Re-painted Maintenance and Facilities buildings
- + LA Building
  - o Reworked 1<sup>st</sup> floor handicap stalls and updated for compliance
- Library/Media center
  - o Repaired 170 ton chiller

- ✦ Library
  - Replaced 2 large glass panels that cracked and crazed.
- ✦ Admissions building "C"
  - Remodeled former Career Services area and moved High Tech Center into this space.
  - (EOPS) - Convert area into 2 offices and storage area.
- ✦ LV161
  - Moved Graphics Arts to Bundy campus and remodeled former space for Career Services and classroom
- ✦ Library Village Complex
  - Replaced rain gutters and downspouts
  - Math Complex carpet cleaned
- ✦ Gym 100 A
  - Remodeled from storage into yoga/exercise classroom
- ✦ Corsair Field
  - Renovated and re-sodded.
- ✦ Facilities Planning Trailer
  - Roof coating applied.
  - Painted facilities building?
- ✦ Parking Structure "C"
  - Court Yard Entrance - Temporarily asphalt over broken brick areas, area still has issues.
  - South side - Moved and landscaped for electric vehicle parking - Installed landscape tie barricade in the lawn area north of locker room, south side of Structure C for safety.
  - Marked additional handicapped spaces
  - Exterior railings and walls painted
  - Inspected and repaired 32 roll-up fire doors
- ✦ Main Campus
  - Back flow devices - Annual back flow test, repair and send forms to S.M. Water Division
  - Main & Satellite Campuses - Treated with herbicides
  - Main- Treated roof tops for pigeons
  - Main & Satellite Campuses - Pest Control, Terminix treated vending areas, set rat bait stations, and pest treatment as needed
  - Main - Serviced all fire extinguishers
  - Lot 1 north- asphalt repairs, sealed and re-striped
  - Pruned and trimmed large trees on the main campus and on the off-site campuses (contractor)
  - Renovated and planted various areas of the main campus (Art, Pavilion, Parking Structure C, Coffee Spot and the Amphitheater)
  - Lot 2 - Seal and re-stripe lot
- ✦ Pearl Street houses
  - Replace rain gutters and downspouts
- ✦ JAMS
  - Set up and lined south field for 2005 women's soccer season - September- November
- ✦ Bundy
  - Scrubbed and sealed all vinyl floors
  - West Building Renovation - Completed
  - Campus Site Work - Completed Grounds has assumed landscape maintenance of Bundy campus from contractor
  - High Speed Burnish Floors
- ✦ AET
  - 240 - Remodeled from offices to a classroom
  - Trimmed and treated Eucalyptus and Lerp (beetle)
  - Asphalt repaired (5000 sf)

- Removed existing Automatic doors and installed new Horton Automatic Door System.
- Pac 10 HVAC compressor replacement
- ✦ 2714 Pico
  - Trimmed trees and removed Ivy
  - Patched and painted walls of presidents office
  - Removed modular furniture from room 329/329A and prepared office for R. Sammis
  - Sealed and polished corridor floors.
  - Interior window and partition glass cleaned.
- ✦ Campus Wide
  - Painted men's and women's restrooms in numerous buildings
- ✦ Airport Campus
  - Slurry and re-stripe center and west parking lots
- ✦ Pearl Street houses - Replace rain gutters and downspouts

#### IN PROCESS

- Projects Under Construction:
  - Main Stage Construction - Finish work proceeding.
  - Music & Performing Arts, Madison (Measure S & U)- Exterior Framing in progress
  - Liberal Arts Phase 1 (North Bldg) - Building Topped out
  - Liberal Arts Phase 2 (South Building) Foundation work under way
- ✦ Identify and paint all emergency shut-offs for buildings
- ✦ Evaluate all campus roofs for repairs.
- ✦ Assessment of all campus boilers for compliance with new SCAQMD rulings regarding NOX emissions in order to plan retrofitting of burners and/or replacement of boilers.
- ✦ Create and monitor various aspects of current California Department of Conservation grant used to purchase recycling receptacles and vehicle
- ✦ Recycling - Working on Integrated Waste Management Mandate 2006
- ✦ Recycling - Submitting a new grant proposal to Department of Conservation
- ✦ Cleaning and inspecting roofs and all ground drains at all campuses
- ✦ Planting color flowers/shrubs at the Bookstore, Amphitheater, Drescher Hall
- ✦ AET Pac 10 re-engineering of ductwork
- ✦ 2714 - Install new stair treads on the west stairs
- ✦ Cayton - Replace and extend west wall with sliding doors to accommodate both small and large committee and group meetings.
- ✦ Put work order system on-line on the college intranet

#### PLANNED SOON

- ✦ Construction Projects in Planning:
  - Airport Campus Master Plan (Measure U) - Waiting on more traffic studies
  - Corsair Field Renovation (Measure S) - Contract approved to do feasibility study.
  - Drescher Hall 1<sup>st</sup> Floor - IT area in Planning.
  - Drescher Hall add second elevator
  - Quad Area Development - Schematics in process
  - New Student Services/Admin. - FPP completed,
- ✦ Campus Modular Units - Repair and coat metal roofs on campus modular units
- ✦ 1734 Pearl St. New Roof - ON HOLD pending funding
- ✦ Stadium - Replace domestic water lines (Pending - funding)
- ✦ Tune campus boilers as per SCAQMD annual requirement (quotes for preliminary work to Risk Management)
- ✦ Science Bldg - Waterproof north basement stair well
- ✦ Parking Structure C - Replace defective emergency lighting system

- \* Airport Campus - Move and plant 5, 36 inch box trees from Madison to Airport Campus
- \* Main Campus - Move and plant 3, 48 inch boxed trees from Madison Campus to Main Campus
- \* Installation of irrigation system at the Carl Jr.'s patio (lost in construction)
- \* Planting of palm trees at the upper Bundy campus
- \* Renovation of ESL landscape
- \* Renovation of Music building landscape
- \* Repairing the electric vehicle parking area damaged in construction
- \* 2714 Replace stairs treads on the east stairs
- \* Science 301, 322 & 332 - install cabinet locks on 126 drawers and 32 small cabinets to lock up equipment
- \* Emeritus - (Safety Issue) Install programmable electronic access reader or a key-lock in the elevator for access to the underground parking.
- \* Renovate 3<sup>rd</sup> floor Drescher IT space into President's office and additional faculty offices.

Revised 5/8/06-dfm

**OBJECTIVE 33:** To expand employee training programs offered at various companies and industries through contracts not otherwise linked to government grants. Student Success, Planning & Development, Contract Education.

The Office of Workforce and Economic Development (OWED) has implemented its Corporate Training Program as of summer 2005. This component seeks to identify and connect with corporate clients who have training needs. By partnering with local chambers of commerce, business councils, and One-Stop centers, OWED has established an extensive data base of potential clients who are now aware of our training services. These databases give us a comprehensive understanding on job trends in various industries and allow our staff to create innovative training modules that are cutting-edge and beneficial for businesses seeking greater operational effectiveness..

The OWED focuses on healthcare, apparel/fashion, logistics, and informational technology industry clusters and customizes training programs to meet their changing work environments. The program includes industry representatives in developing new projects or reviewing existing training modules. By including field-related professionals, the program gains the necessary insight as to the employment trends and skill requirements of various job classifications.

The newly-developed Small Business Development Center will further serve the Westside business community. Small businesses constitute nearly 95% of business in Santa Monica, West Los Angeles, Mar Vista, Venice, Culver City, West Hollywood, Beverly Hills, and Century City. The SBDC will provide short-term training programs to assist small businesses in developing the skill sets needed to run a successful enterprise.

**OBJECTIVE 34:** To strengthen the College's relationship with state and local elected leaders. Planning & Development, Superintendent/President.

During the 2005-06 year, the College worked successfully with campus constituents and local elected leaders of the cities of Santa Monica and Los Angeles to resolve the vehicle access issues at the Bundy Campus. Relationships between the College and both cities have improved. The recent designation of a new Superintendent/President will bring much needed leadership and opportunities to collaborate on future projects such as parking.

At the federal level, the College has achieved much success in acquiring various grants such as Title V, Community-Based Job Training for Community Colleges, TRIO, and NASA totaling over \$8 million. The College has established valuable relationships with Congressional members and officials from NASA and the Departments of Education and Labor. Their support enabled SMC to receive over six federal grants.

SMC continues to be active in working with the Chancellor's Office and the state legislature to support equalization funding for all colleges. The College continues to outreach to our local state leaders in the Assembly and Senate to inform them about the impact of equalization funding and its positive effects. As a result, they are

more aware of the needs of community colleges and their significance in their respective districts/communities.