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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

JANUARY 16, 2018

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting

*The complete agenda may be accessed on the
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

*Written requests for disability-related modifications or accommodations,
including for auxiliary aids or services that are needed in order to
participate in the Board meeting are to be directed to the Office of the
Superintendent/President as soon in advance of the meeting as possible.*

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda

Reference: *Board Policy Section 2350*
 Education Code Section 72121.5
 Government Code Sections 54954.2, 54954.3, 54957.9

II. **CLOSED SESSION** (continued)

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1530 Pico Blvd., Santa Monica, California

Under Negotiation: Terms and Conditions of Purchase

College Negotiator: Dr. Kathryn E. Jeffery

Owner's Representatives: Feldman Berman Schwartz LLP.

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)

IV. **PUBLIC COMMENTS**

V. **SUPERINTENDENT'S REPORT**

- Updates:
 - State Budget
 - Enrollment: Winter and Spring 2018

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

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

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

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

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

XII. ***ADJOURNMENT***

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 6, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 16, 2018

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 1

SUBJECT: **SMCCD CAPTIAL OUTLAY PROGRAM AND BOND PROJECT REPORT**

SUBMITTED BY: Interim Executive Vice-President

SUMMARY: Santa Monica College’s bond program is completing the largest construction phase in its history. Projects completed in 2017 are Core Performance Center and the Music Hall at the Performing Arts Center. Nearing completion is the Center for Media and Design. Currently in construction is the Student Services Building. Scheduled to begin construction in 2018 are the Malibu Campus and the Santa Monica Early Childhood Lab School. The Math Science Building is in the planning stages and an additional set of projects will be planned through the Facilities Master Plan Update process.

There will be a Powerpoint presentation showing recent construction photos and renderings of projects in design.

See Appendix A for complete report.

BOARD OF TRUSTEES	INFORMATION
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2

SUBJECT: INTEGRATED PLAN 2017-19, SSSP, BASIC SKILLS INITIATIVE, AND STUDENT EQUITY

SUBMITTED BY: Vice-Presidents, Academic Affairs, Student Affairs and Enrollment Development

SUMMARY: Santa Monica College (SMC) has an enduring commitment to achieve equity in educational outcomes for all students and a rich history of serving a large and diverse student population that is increasingly diverse in race/ethnicity, life experiences, and academic preparedness. In response to the call from the Chancellor’s Office to develop an Integrated Plan for the Student Success and Support Program (SSSP), Student Equity, and the Basic Skills Initiative for 2017-19, a broad group of faculty, staff, and administrators convened during the Fall 2017 semester. Concurrent with the development of this plan SMC launched the Guided Pathways redesign project which is also squarely focused on equity. The leadership of the Guided Pathways effort joined the Integrated Plan work group in order to integrate the ongoing redesign work with these efforts. During the course of developing the plan, the comprehensive work group developed equity vision and mission statements to guide and inform the plan as follows:

Equity Vision statement, “SMC is a dynamic and culturally responsive educational community that upholds the values of equity, inclusion and social justice as a pathway to personal and academic excellence.”

Equity Mission statement, “SMC is an educational institution dedicated to providing an equitable learning and working environment. We intend to make clear, through our lived values and praxis, our commitment to inclusive excellence, which is reflected in our student outcomes and employee satisfaction.”

Santa Monica College is centering the achievement of equitable outcomes in the five integrated planning goals:

1. Santa Monica College will embrace student equity as a core value for which all will take responsibility.
2. Decrease the time to completion for degree, certificate, employment outcomes, and transfer, particularly for groups experiencing equity gaps.
3. Increase the persistence, completion, and success in all courses, particularly the ESL and English and math sequences, for African-American and Latino/a/x students and other groups experiencing equity gaps.
4. Increase the overall number of degrees and certificates awarded and successful employment outcomes for African-American and Latino/a/x students and other groups experiencing equity gaps.
5. Increase the overall number of students who are transfer prepared and successfully transfer among African-American and Latino/a/x students and other groups experiencing equity gaps.

The college is committed to integrating student success, basic skills, and student equity initiatives by working as a collective group to develop an equity framework that will act as a rubric to measure cultural shifts and improved outcomes among underserved student populations. In addition to an equity framework, Santa Monica College will establish equity core teams that focus on implementing best practices to address unconscious bias and embed critical race theory in each phase of the SMC integrated plan. In combination with the effort to equitize SMC's institutional practices and policies, the basic skills, equity and student success committees will continue to implement high impact practices aimed at improving assessment, accelerating the transition from basic skills to transfer level course work, streamlining orientation, offering welcoming events and bridge programs to incoming students, expanding the use of innovative technologies to support student matriculation and transfer, increasing access to student support programs for underserved populations, expanding student and instructional support programs with a focus on increasing transfer among African American and Latin/o/a/x students, and continuing to build strong, career-focused courses and programs.

To achieve equity in educational outcomes for all students, SMC is pursuing this work at both the institutional and individual levels. At the institutional level the college community will examine policies, practices, and structures that create barriers for students. Engaging in Guided Pathways redesign, to become a "student-ready college" is one example of these efforts. At the individual level the goal is for each member of the SMC community to become "equity-minded," embrace equity as a core value, and recognize the ways in which he/she can help to achieve equity in the work he/she does every day at the college. The goals related to course success, transfer, and degree/certificate completion cannot be achieved without each person engaging in equity-minded work daily. To achieve this SMC will provide professional development to all groups, develop "equity core teams" in departments and divisions, and host all-campus events focused on equity.

The synergy of equity focused professional development activities and innovative educational programming will enable SMC to create a culturally responsive educational community that upholds the values of equity, inclusion, and social justice as a pathway to personal and academic excellence.

The executive summary is included in Appendix B. The complete text of the Integrated Plan 2017-2019 can be accessed at the following link:

<http://www.smc.edu/EnrollmentDevelopment/InstitutionalResearch/Documents/Santa%20Monica%20College%20Integrated%20Plan%202017-2019.pdf>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **2018-2019 NONRESIDENT TUITION RATE**

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the Board adopt the nonresident tuition rate of \$300 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2018-2019. For 2018-2019, the lowest possible nonresident tuition rate for SMC is \$258 per semester unit, and the highest possible nonresident tuition rate is \$424 per semester unit. Option 7 (“no greater than the 2016-17 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living. That average is calculated to be \$424 per semester unit”) - was used to determine SMC’s 2018-2019 nonresident tuition rate of \$300 per semester unit. This represents a 5.2% increase from the 2017-2018 nonresident tuition rate, or an overall 4.3% increase in the total per unit cost.

	Current	Proposed	Change
Nonresident Tuition	\$285	\$300	+\$15
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$355	\$370	+\$15

The moderate increase is considered acceptable by the International Education Center staff working with our international student population. Below is a brief comparison of the 2017-18 rates of other community colleges in the area and/or enrolling significant numbers of international students. It is not yet known what rates will be adopted by those colleges for 2018-19, but the statewide average for nonresident tuition has increased \$24 from \$234 to \$258, therefore increases are expected at most colleges.

2017-18 Comparison	NR Tuition	Capital Outlay	Enrollment Fee	Total Per Unit	Annual Total (24 semester units or 36 quarter units)	
Irvine Valley College	\$ 257.00	\$ 74.00	\$ 46.00	\$ 377.00	\$ 9,048.00	
<i>SMC Proposed 2018-19</i>	\$300.00	\$24.00	\$46.00	\$370.00	\$8,880.00	
Santa Monica College	\$ 285.00	\$ 24.00	\$ 46.00	\$ 355.00	\$ 8,520.00	
Santa Barbara City College	\$ 285.00		\$ 46.00	\$ 331.00	\$ 7,944.00	
Orange Coast College	\$ 234.00	\$ 37.00	\$ 46.00	\$ 217.00	\$ 7,608.00	
Mt. San Antonio	\$ 264.00		\$ 46.00	\$ 310.00	\$ 7,440.00	
LACCD	\$ 251.00		\$ 46.00	\$ 297.00	\$ 7,128.00	
Pasadena City College	\$ 234.00	\$ 14.00	\$ 46.00	\$ 294.00	\$ 7,056.00	
El Camino College	\$ 242.00		\$ 46.00	\$ 288.00	\$ 6,912.00	
City College of San Francisco	\$ 234.00	\$ 7.00	\$ 46.00	\$ 287.00	\$ 6,888.00	
Foothill-DeAnza	\$ 160.00		\$ 31.00	\$ 191.00	\$ 6,776.00	Quarter System
Glendale CC	\$ 215.00	\$ 20.00	\$ 46.00	\$ 281.00	\$ 6,744.00	

The year over year comparison for SMC follows.

SMC	NR Tuition	Capital Outlay	Enrollment Fee	Total Per Unit	Annual Total (24 semester units or 36 quarter units)	Per Unit Increase
<i>SMC Proposed 2018-19</i>	\$ 300.00	\$ 24.00	\$ 46.00	\$ 370.00	\$ 8,880.00	+ \$15.00
2017-18	\$ 285.00	\$ 24.00	\$ 46.00	\$ 355.00	\$ 8,520.00	+ \$ 20.00
2016-17	\$ 265.00	\$ 24.00	\$ 46.00	\$ 335.00	\$ 8,040.00	0
2015-16	\$ 265.00	\$ 24.00	\$ 46.00	\$ 335.00	\$ 8,040.00	+ \$ 10.00
2014-15	\$ 255.00	\$ 24.00	\$ 46.00	\$ 325.00	\$ 7,800.00	+ \$ 10.00
2013-14	\$ 239.00	\$ 30.00	\$ 46.00	\$ 315.00	\$ 7,560.00	+ \$ 20.00
2012-13	\$ 230.00	\$ 19.00	\$ 46.00	\$ 295.00	\$ 7,080.00	+ \$ 10.00
2011-12	\$ 217.00	\$ 22.00	\$ 36.00	\$ 275.00	\$ 6,600.00	+ \$ 27.00
2010-11	\$ 186.00	\$ 36.00	\$ 26.00	\$ 248.00	\$5,952.00	+ \$ 1.00
2009-10	\$ 190.00	\$ 31.00	\$ 26.00	\$ 247.00	\$ 5,928.00	+ \$32.00
2008-09	\$ 164.00	\$ 31.00	\$ 20.00	\$ 215.00	\$ 5,160.00	

For comparison sake, the tuition for Non-Resident Students at popular transfer destinations for one year of full-time study is provided below.

CSUN	\$15,246
LMU	\$43,526
USC	\$53,448
UCLA	\$61,618

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 16, 2018

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #4-#20.

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

- MOTION MADE BY:
- SECONDED BY:
- STUDENT ADVISORY:
- AYES:
- NOES:

IX. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 4 APPROVAL OF MINUTES

Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees: December 5, 2017

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 5 NEW COURSES AND DEGREES, FALL 2017

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

COM ST 20 Agitational and Protest Communication

Global Citizenship

COM ST 20 Agitational and Protest Communication

Distance Education

COUNS 12 Career Planning

New Programs

Geospatial Technology Department Certificate

Legal Office Clerk Certificate of Achievement

Medical Office Clerk Certificate of Achievement

Social Media Assistant Certificate of Achievement

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

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

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

	Provider/Contract	Term/Amount	Service	Funding Source
A	Rikke Rosengren	April 2018 (date TBD) \$1,600	Rikki Rosengren, author, speaker, and owner/director of Borneoen Bonsai School, Copenhagen, Denmark to present to students, faculty, and parents on the benefits of the forest education philosophy and the preschools known in Denmark as "Forest Kindergartens."	District – Global Citizenship
B	Victoria Chang	March 22, 2018 \$250	Poetry Reading by Victoria Chang, Chinese-American poet with discussion to follow. Part of Spring Literary Series 2018.	District - Global Citizenship
C	Paul Hoffman	March 2018 (date TBD) \$350	Attorney Paul Hoffman, Co-Director, International Human Rights Clinic, UCI law school, will speak about the fight for International Human Rights in the US courts .	District - Global Citizenship
D	Catherine Sweetser	March 2018 (date TBD) \$350	Attorney Catherine Sweetser, Co-Director, International Human Rights Clinic, UCI law school, will speak about the fight for International Human Rights in the US courts.	District - Global Citizenship

A, B, C and D

Requested by: Denise Kinsella, Vice-Chair, Global Citizenship

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
E Alastair Robinson (This consultant replaces Mark Morale who was approved by the Board on June 6, 2017).	January 2, 2018 - June 30, 2018 Not to exceed \$15,000	Consultant will update designs and produce materials for the Office of Campus and Alumni Relations and the Office of Community Relations. Projects include upgrades and redesigning of print, web, newsletters, digital media displays, social media messaging, e-blasts and signage. This also includes working with marketing on web design and content, the online user experience, and the design integration for digital infrastructure implementation.	District Budget/ Campus and Alumni Relations
<i>Requested by: Deirdre Weaver, Director, Student and Alumni Relations</i> <i>Approved by: Michael Tuitasi, Vice President of Student Affairs</i>			
F Meka Webb	February 5, 2018 - February 8, 2019 Not to exceed \$35,000	Ms. Meka Webb holds a Master's of Public Health and will serve as a full-time consultant to assist the Office of Student Life in implementing a comprehensive food security program consistent with the guidelines of the California Community College Chancellor's Office -Hunger Free Campus Support Allocation. Ms. Webb has extensive experience working in the field of public health, grant management, resource development, project management, program development and health education. She is well-versed in Cal Fresh and has worked with the LA County Department of Public Health and other resource agencies in the greater Los Angeles area.	Hunger Free Campus Support Allocation Funds (100%)
<i>Requested by: Nancy Grass, Associate Dean of Student Life</i> <i>Approved by: Michael Tuitasi, Vice-President of Student Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 6 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
G Dr. Robert Johnstone, National Center for Inquiry and Improvement	January 25, 2018 - \$5,000	Dr. Johnstone will be the keynote speaker, provide break-out sessions and/or workshops for the Pathways Retreat on January 25, 2018. The key note title is, "Reimagining our Model to Focus on Student Success: A Guided Pathways Approach." He will work with SMC in advance to prepare for the retreat. He will provide case studies.	Award for Innovation

Requested by Jennifer Merlic, Dean, Instructional Services
Approved by: Georgia Lorenz, Vice President of Academic Affairs

H Grid Alternatives Greater Los Angeles (GRID LA)	July 1, 2017 – June 30, 2018 Not to exceed \$5,000	Grid Alternatives will provide a venue and a safe learning environment for hands-on, work-based learning activities at a solar installation site. It will provide all needed personal protection and safety equipment, track students' installation hours, provide reports detailing hours worked, kilowatts of solar capacity installed, home-owner savings, and environmental benefits. They will allow concurrent teaching and training by SMC faculty at the site.	Perkins
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I Community Partners: Sustainable Works	January 1, 2018 – June 30, 2018 Not to exceed \$6,000	Sustainable Works will conduct two, six-week Green Living Workshops for 25-30 students each at Santa Monica High School, with Olympic HS students also invited, and at Venice High School, providing a trained instructor to facilitate meetings at these schools. Each student will receive a Sustainable Works workbook. The program is intended to provide environmental education starting at the K-12 level and to encourage students to pursue higher education. Sustainable Works will also provide information on SMC's Sustainable Technologies Program and build relationships with these high schools on behalf of SMC.	Perkins
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H and I
Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development
Approved by: Georgia Lorenz, Vice-President, Academic Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

ELECTIONS

EFFECTIVE DATE

FULL-TIME FACULTY

Seno, Vicky, CSIS

02/12/18

LONG-TERM SUBSTITUTE

Morton, Elaine, Counselor, Veteran’s Resource Center

01/02/18 – 06/12/18

ADJUNCT FACULTY

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

LEAVE OF ABSENCE WITHOUT PAY

Vaughn, Dawn, Life Science

02/12/18 – 06/12/18

08/27/18 – 12/18/18

SEPARATIONS

RESIGNATION

Gausman, Jenna, Project Manager, Pathways (50%)

12/31/17

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

Approved by: Sherri Lee-Lewis, Interim 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.

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant II (1 position) Academic Affairs, 12 months, 40 hours	01/17/2018

Assistant Bookstore Manager (1 position) Campus Bookstore, 12 months, 40 hours	01/17/2018
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Control Plant Operator (1 position) Facilities Management, 12 months, 40 hours, NS 2	01/17/2018
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Custodian (3 positions) Operations, 12 months, 40 hours, NS 3	01/17/2018
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<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant I (1 position) Academic Affairs, 12 months, 40 hours	01/17/2018

<u>CLASSIFICATION RE-TITLE</u>	<u>EFFECTIVE DATE</u>
From: Warehouse & Mail Services Supervisor To: Warehouse & Mail Services Manager	01/17/2018

<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	<u>EFFECTIVE DATE</u>
From: Lead Receiving and Stockroom Worker, Classified Range 29 To: Lead Receiving, Stockroom and Delivery Worker, Classified Range 31	01/17/2018

ELECTIONS

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Ariass, Glaurys

From: Administrative Assistant II, Purchasing

To: Buyer II, Purchasing 100%

Length of Assignment: 11/20/2017 – 12/21/2017; 1/2/2018 – 2/28/2018

Winn, Jocelyn

From: Administrative Assistant II, CBJT-CWA JOBS

To: Program Coordinator – Community & Contract Education, CBJT-CWA JOBS, 100%

Length of Assignment: 2/27/2017 – 3/16/2017

WORKING OUT OF CLASSIFICATION (PROVISIONAL)- EXTENSION

Banks, Joe

From: Custodian, NS-I

To: Lead Custodian, NS-III, 100%

Length of Initial Assignment:

7/24/2017 – 11/30/2017

Length of Extension:

12/1/2017 – 12/11/2017

Comment: Correction to work shift retroactive to initial WOC

Casborn, Edgar

From: Custodian, Day

To: Receiving, Stockroom, and Delivery Worker, 100%

Length of Initial Assignment:

8/1/2017 – 11/29/2017

Length of Extension:

11/30/2017 – 12/18/2017

Faustino, August

From: Personnel Technician, Personnel Commission

To: Personnel Analyst, Personnel Commission 100%

Length of Initial Assignment:

11/21/2017 – 12/21/2017

Length of Extension:

1/2/2018 – 2/23/2018

CLASSIFICATION RE-TITLE

Davis, Lisa K.

01/17/2018

From: Warehouse & Mail Services Supervisor

To: Warehouse & Mail Services Manager

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Heximer, Darrell L.

01/17/2018

From: Lead Receiving and Stockroom Worker, Classified Range 29

To: Lead Receiving, Stockroom and Delivery Worker, Classified Range 31

SEPARATION

LAST DAY OF PAID SERVICE

LEAVE OF ABSENCE - UNPAID

Thomas, Jessica E., Instructional Assistant - English

01/02 – 02/08/18

39 MONTH REEMPLOYMENT

Roberts, Iotha, Student Services Clerk, Admissions and Records

01/02/2018

RESIGNATION

Felder, Ronnie, Sr. Student Services Specialist – Admissions and Records

01/02/2018

Ingro, Tiffany L., Administrative Assistant II, Community & Academic Relations

01/05/2018

RETIREMENT

Champagne, Michael J., C.C. Police Officer (31 years)

01/16/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

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

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

The following positions will be established/abolished 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.

Brown, Carla, Student Services Clerk, Bursar's Office	02/05/2018-02/23/2018
Brzechwa-White, Jaimee, Enterprise Business Services Clerk, Bursar's Office	02/12/2018-02/23/2018
Hofland, Keri, Student Services Clerk, Bursar's Office	02/05/2018-02/23/2018
Juarez, Jessica, Student Services Clerk, Bursar's Office	02/05/2018-02/23/2018
Juarez, Tina, Student Services Clerk, Bursar's Office	02/05/2018-02/23/2018
Lopez, Vanessa, Student Services Clerk, Bursar's Office	02/05/2018-02/23/2018
Olivera, Armando S., Groundskeeper/Gardener, Grounds	12/11/2017-01/31/2018
Santhiago, Nicholas, Student Services Clerk, Bursar's Office	02/05/2018-02/23/2018
Sy, Dan, Associate Director, SMC Foundation	01/02/2018-05/04/2018
Urban, Kevin P., Personnel Commission Specialist, Personnel Commission	
From:	07/05/2017-12/31/2017
To:	07/05/2017-11/30/2017

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.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Adebowale, Lena, Enterprise Business Services Clerk, Bursar's Office	
From:	01/02/2018-01/12/2018
To:	01/02/2018-01/19/2018
	02/12/2018-02/23/2018
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Austin, Harald, Student Services Clerk, Bursar's Office	02/05/2018-02/23/2018
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Brown, Thomas M., Instructional Asst. – ESL, ESL	01/02/2018-06/30/2018
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Eichen, John, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Exum, Ellen, Customer Service Assistant, Bookstore	02/05/2018-03/09/2018
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	02/05/2018-02/23/2018
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Hoch, Marilyn, Instructional Asst. – ESL, ESL	01/02/2018-06/30/2018
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Jones, Jennifer, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018

Lopez Garcia, Olga M., Custodian, Operations	
From:	09/05/2017-12/21/2017
To:	09/05/2017-11/30/2017
Lopez, Veronica, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Marutyan, Nelli, Instructional Asst. – ESL, ESL	01/02/2018-06/30/2018
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Navarro, Yadira, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Nelli, Maria, Enterprise Business Services Clerk, Bursar’s Office	
From:	01/02/2018-01/12/2018
To:	01/02/2018-01/19/2018
	02/12/2018-02/23/2018
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Robles Jr., Jose, Customer Service Assistant, Bookstore	02/05/2018-03/09/2018
Shine, Kevin, Enterprise Business Services Clerk, Bursar’s Office	
From:	01/02/2018-01/12/2018
To:	01/02/2018-01/19/2018
Stuck, Jennifer, Student Services Clerk, Bursar’s Office	02/05/2018-02/23/2018
Torrence, Antoinette, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018
Vo, Thea, Student Services Clerk, Bursar’s Office	02/05/2018-02/23/2018
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	02/05/2018-03/09/2018

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification
Reviewed by: Tre-Shawn Hall-Baker, Interim Dean, Human Resources
Approved by: Sherri Lee-Lewis, Interim 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, \$12.00/hour (STHP)	50
College Work-Study Student Assistant, \$12.00/hour (FWS)	9
College CalWorks	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES

Requested Action: Approval/Ratification

*Requested by: Emil Zordilla, Assistant Director, Facilities Planning
Eric Pivovarov, Director, Facilities Management*

Approved by: Elaine Polachek, Interim Executive Vice-President

11-A EMERGENCY RESOLUTION FOR 1825 PEARL STREET APARTMENT GAS LINE REPAIR

The Board of Trustees hereby unanimously resolves that an emergency existed because of a gas leak wherein repairs were necessary to permit the use of the facility or to avoid danger to life or property. The Board of Trustees authorizes contracts on behalf of the District for immediate action to procure the necessary equipment, services, and supplies for this purpose, without giving notice for bids to let contracts.

Funding Source: Auxiliary Services

Summary: On Thursday, December 7, 2017 tenants of the apartment at 1825 Pearl Street called SoCal Gas to report a gas smell. Upon arrival, SoCal Gas turned off meters feeding the building. It was determined the gas lines under the house need to be replaced as well as the underground lines leading to the meters. Scope of work included excavation to expose the underground gas line, repair of the gas line, back fill soil, soil compaction, and pressure testing. Fast-Track Construction was called out Friday to make immediate repairs.

11-B AWARD OF CONTRACT – GAS LINE REPAIR – FAST-TRACK CONSTRUCTION CORP

Award a contract to Fast-Track Construction Corp in the amount of \$23,776.86 to provide emergency repairs to a gas line that services the 1825 Pearl Street Apartments. This contract is awarded pursuant to Emergency Contracting Procedures (PCC 22050).

Funding Source: Auxiliary Services

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-C CHANGE ORDER NO. 23 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 23 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$106,245.

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ 3,197,504
Change Order No. 23	<u>\$ 106,245</u>
Revised Contract Amount	\$ 42,859,749

This change order does not result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 23 includes the labor and material cost for the following:

- Install seismic clip restraints and supports to metal stud walls where ceiling seismic restraint cannot be installed to concrete deck;
- Modify metal stud framing and add an extra layer of drywall at Pavilion breezeway;
- Supply and install new plants and trees south of Humanities and Social Sciences Building (HSS);
- Install Automated External Defibrillator (AED) and wall cabinets at Fitness Center behind reception desk and at first level elevator lobby outside of Room 112;
- Provide power for seven fan coil units at Pavilion that were not shown on the contract drawings;
- Additional skate deterrents on site walls for board-formed walls and for 6” wide planter walls.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-D CHANGE ORDER NO. 2 – AET/KCRW/PAC EW SECURITY SYSTEMS

Change Order No. 2 – DIMENSION DATA on AET/KCRW/PAC EW Security Systems project for a non-compensable one-hundred and seventy-six (176) calendar day extension to the contract length.

Original Contract Amount	\$ 2,306,442.07
Previously Approved Change Orders	17,268
Change Order No. 2	<u>0</u>
Revised Contract Amount	\$ 2,324,310.07

Funding Source: Measure AA

Comment: Change Order No. 2 adds one hundred seventy-six (176) non-compensable calendar days to the contract length due to other projects at the AET Campus needed to be completed in order for work to continue and waiting on users to decide what additional work needs to be done.

11-E CHANGE ORDER NO. 7 – STUDENT SERVICES BUILDING

Change Order No. 7 – BERNARDS BROS. on the Student Services Building project in the amount of \$86,274.

Original Contract Amount	\$ 77,438,000
Previously Approved Change Orders	\$ 397,381
Change Order No. 7	<u>\$ 86,274</u>
Revised Contract Amount	\$ 77,921,655

This change order does not result in a change to the contract length.

Funding Source: Measures S and AA

Comment: Change Order No. 7 includes the labor and material cost to furnish and install the following:

- Bracing required to accommodate and access the reinforcement of the existing excavation shoring as the parking structure concrete was being placed.
- Additional structural members to support Photo-Voltaic arrays that are not aligned with the structural system.
- Additional steel angle supports for the metal stud roof parapet wall to infill behind the glass curtain wall;
- Provide credit to SMC for architectural and engineering services cost needed to review and design a structural repair to a concrete joint that was caused by non-continuous pour schedule.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-F CHANGE ORDER NO. 3 – AET/KCRW DATA NETWORK

Change Order No. 3 – Dimension Data North America, Inc. on the AET/KCRW Data Network project for a non-compensable 196-day extension to the contract length.

Original Contract Amount	\$ 1,446,789.70
Previously Approved Change Orders	\$ (179,280)
Change Order No. 3	\$ <u>0</u>
Revised Contract Amount	\$1,267,509.70

Funding Source: Measure AA

Comment: Change Order No. 3 adds one-hundred ninety-six (196) calendar days to the contract length due to delay in construction completion by the General Contractor for the AET Campus and for delay by fiber provider.

11-G AMENDMENT NO. 9 TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES BUILDING

Amendment No. 9 to the agreement for architectural services with MORRIS ARCHITECTS for the Student Services Building in the amount of \$44,560 plus reimbursable expenses.

Original Contract Amount	\$ 3,825,500
Amendment # 1	\$ 150,896
Amendment # 2	\$ 2,680
Amendment # 3	\$ 620,000
Amendment # 4	\$ 59,230
Amendment # 5	\$ 16,710
Amendment # 6	\$ 10,525
Amendment # 7	\$ 22,535
Amendment # 8	\$ 32,910
<u>Amendment # 9</u>	\$ <u>44,560</u>
Revised Contract Amount	\$ 4,785,546

Funding Source: Measure S

Comment: Amendment No. 9 provides for architectural and engineering services to revise plans to accommodate departmental staff changes with additional offices, workstations and counters.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-H AMENDMENT NO. 10 TO AGREEMENT FOR ARCHITECTURAL SERVICES – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Amend agreement with GENSLER for the Health, PE, Fitness, Dance and Central Plant project for \$190,000 plus reimbursable expenses.

Original Contract Amount	\$3,589,000
Amendment No. 1	675,000
Amendment No. 2	198,000
Amendment No. 3	4,500
Amendment No. 4	8,400
Amendment No. 5	29,500
Amendment No. 6	150,000
Amendment No. 7	497,786
Amendment No. 8	175,200
Amendment No. 9	10,000
<u>Amendment No. 10</u>	<u>190,000</u>
Revised Contract Amount	\$5,527,386

Funding Source: Measure AA

Comment: Amendment No. 10 provides for extended construction administration services through January 2018 for Gensler, including consultants, due to extended project schedule.

11-I AGREEMENT WITH ACCESSIBLE CONSULTING ENGINEERS, INC – AET CAMPUS & PARKING STRUCTURE A

Agreement with ACCESSIBLE CONSULTING ENGINEERS, INC. (ACE) for the AET CAMPUS & PARKING STRUCTURE A in the amount of \$6,500 plus reimbursable expenses. ACE Testing is a third party power monitoring service that will monitor and provide analysis of the power fluctuations at AET Campus. Recent failures in equipment suggest that the building is subject to irregular power surges. A power analysis is recommended to determine the cause. The power service is suspected to be the source of fluctuating power and the power service provider (Southern California Edison) has been called upon to provide remedies. An independent power analysis is recommended to help determine the cause.

Funding Source: Measure AA

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES *(continued)*

11-J AGREEMENT FOR FIBER OPTIC NETWORK

Agreement with the WILCON OPERATIONS LLC DBA WILCON to provide fiber optic cable to 1660 Stewart Street. This agreement includes a construction/installation fee not to exceed \$4,500; and a monthly service fee of \$4,500 per month for 60 months.

Funding Source: KCRW Foundation

Comment: Two dark fiber optic cable lines will directly connect the new KCRW site to the internet and will provide data and broadcast capabilities. The dark fiber is scalable for broadband usage requirements. A line will connect KCRW to two different sites which are required for back-up redundancy.

11-K CHANGE ORDER NO. 34 AET CAMPUS AND CHANGE ORDER NO. 17, PARKING STRUCTURE A

Change Order No. 34 – C.W. Driver on the AET Campus portion of the project to provide a credit in the amount of \$243,538 and Change Order No. 17 on the AET Parking Structure A portion of the project to provide a credit in the amount of \$4,751

Original Contract Amount	\$ 59,160,000
Previously Approved Change Orders (AET Campus)	\$ 5,552,569
Previously Approved Change Orders (AET Parking Structure A)	\$ 801,621
Change Order No. 34 – AET Campus	\$ (243,538) credit
Change Order No. 17 – AET Parking Structure A	\$ (4,751) credit
Revised Contract Amount	\$ 65,265,901

Change Order No. 34 for the AET Campus and Change Order No. 17 for the AET Parking Structure A project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 34 for AET Campus and Change Order No. 17 on the AET Parking Structure A are credit change orders that remove previously approved change orders and are related to on-going litigation concerning the projects.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2018

Requested Action: Approval/Ratification

Requested by: Christopher Bonvenuto Chief Director, Business Services

Approved by: Elaine Polachek, Interim Executive Vice-President

Authorization of signatures for the following managers/staff to approve invoices as indicated for 2018.

Name/Title	Invoices
Josh Sanseri, Chair Photography and Fashion Chair	X
Scott Silverman Associate Dean, Emeritus	X
Dan Sy, Associate Director SMC Foundation (Temporary)	X

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 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested By: Teresita Rodriguez, Vice President, Enrollment Development

Requested Action: Approval/Ratification

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

Approved by: Elaine Polachek, Interim Executive Vice-President

Title of Grant: Student Success and Support Program Credit (SSSP Credit)
 Granting Agency: California Community Colleges Chancellor's Office
 Augmentation Amount: \$955,900 (Amended Allocation \$6,054,037)
 Matching Funds: \$955,900 (Amended Match \$6,054,037)
 Performance Period: July 1, 2017 – June 30, 2018
 Summary: The District qualified for an additional \$955,900 in fiscal year 2017-2018 funding. SSSP funds are allocated for the sole purpose of providing the core services of orientation, assessment, counseling/advising/education planning; and other follow-up interventions for at risk students. SSSP funds are provided to supplement district expenditures for student support and may not supplant or take the place of other resources.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 955,900
	Expenditures	
	1000 Academic Salaries	\$ 495,000
	2000 Non-Academic Salaries	\$ 404,250
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 8,000
	5000 Other Operating Expenditures	\$ 23,650
	6000 Capital Outlay	\$ 25,000
	Total	\$ 955,900

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

Approved by: Elaine Polachek, Interim Executive Vice-President

14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 21, 2017 through December 18, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	106,000
2000	Classified/Student Salaries	10,495
3000	Benefits	186
4000	Supplies	23,770
5000	Contract Services/Operating Exp	-69,314
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-71,137
Net Total:		0

14-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 21, 2017 through December 18, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-2,635
2000	Classified/Student Salaries	-797
3000	Benefits	3,732
4000	Supplies	-328
5000	Contract Services/Operating Exp	170
6000	Sites/Buildings/Equipment	-142
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ORGANIZATIONAL MEMBERSHIPS, 2017-2018

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Elaine Polachek, Interim Executive Vice-President

Requested Action: Approval/Ratification

Organizational Memberships

January 2018	Number of Memberships	Amount
	6	\$33,079

Funding Sources: Departmental Budgets

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. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

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

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

Requested Action: Approval/Ratification

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register

November 1 – 30, 2017	7736 through 7770	\$16,994,001.20
December 1 – 31, 2017	7772 through 7804	\$14,011,862.94

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

RECOMMENDATION NO. 18 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register

November 1 through November 30, 2017	C1D – C2E	\$13,711,487.80
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 19 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

November 1 – 30, 2017

Covered by check & voucher numbers: 014611-015025 & 01357-01382

Bookstore fund Payments	\$184,230.19
Other Auxiliary Fund Payments	\$121,985.73
Trust and Fiduciary Fund Payments	<u>\$394,384.58</u>
TOTAL	\$700,600.50

<u>Purchase Orders issued</u>	\$19,555.21
November 1 – 30, 2017	

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
Approved by: Elaine Polachek, Executive Vice President
Requested Action: Approval/Ratification

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 1-30, 2017

\$71,394,785.43

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 16, 2018

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The meeting will be adjourned in memory of **Connie Lemke**, retired SMC classified employee; **Miralda "Midi" Riojas**, mother of Jessica Riojas, administrative assistant at Emeritus; **Preveen Sahabandu**, a former SMC President's Ambassador; and **Alberta P. Stahl**, mother of CSIS instructor Howard Stahl.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 6, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Receipt of Audit Reports
2. 2016-2017 Quarterly Budget Report and 311Q Report
3. Information: Citizens' Bond Oversight Meeting, January 17, 2018

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	January 16, 2018

APPENDIX A

INFORMATION ITEM NO. 1

SANTA MONICA COMMUNITY COLLEGE DISTRICT

Capital Outlay Program

Bond Project Report

January 2018

Prepared by SMC Facilities Planning

Introduction

The District's capital outlay program consists of larger non-maintenance projects that are generally over \$100,000, typically financed by local taxpayer approved bonds. The capital projects include new buildings, replacement buildings, renovations, property acquisition, parking, site work, landscaping, infrastructure, security, and technology.

Over the last several decades, Santa Monica and Malibu voters have approved five safety and modernization bond measures in support of the college's career and academic programs:

Proposition T	1992	\$ 23,000,000
Measure U	2002	\$160,000,000
Measure S	2004	\$135,000,000
Measure AA	2008	\$295,000,000
Measure V	2016	\$345,000,000

By way of background, local bonds financed the original Main Campus, built in the 1950s and 1960s. However, in subsequent years until 1992, the District depended primarily on limited state funding, so only a few large projects were built. After the 1994 Northridge Earthquake and the extensive damage to the Main Campus, the District received federal FEMA support for rebuilding which started the current era of major construction on the campus.

In addition to the local bonds listed above, there has been significant financial support from federal, state and city sources along with the District's own capital funds.

The 1998 Facilities Master plan was a major effort in guiding the modernization and development of the Main Campus after the Northridge earthquake. Additional facility assessments were conducted in 2001, 2002, and 2003. In 2007, a master plan was added for the development of the Bundy Campus. In 2010, an update of the Facilities Master Plan was completed to address other safety and modernization improvements on the Main Campus and to incorporate the satellite campuses.

A new Facilities Master Plan Update is currently underway and will be completed in 2018 to guide the progress in completing Measure AA projects and new projects under Measure V.

Highlights of the completed projects include the purchase of the Bundy Campus and Emeritus College, and the construction of the Theatre Arts, Broad Stage, HSS Building, Campus Quad and Information Technology. Below are additional accomplishments and expectations for the Capital Outlay Program:

Recent projects completed in 2017:

Core Performance Center
Music Hall at the SMC Performing Arts Center

Projects expected to be completed in 2018:

Center for Media and Design

Projects expected to start construction in 2018:

Malibu Campus
Santa Monica Early Childhood Lab School

Projects expected to be completed in 2018-19:

Student Services

Bond Program Overview

Project	Funding Source	Total Cost	Status 11/1/2017
Purchase of Bundy Site	U	\$30,280,878	Completed 2002
Emeritus College	U, SMC Foundation	\$9,603,782	Completed 2003
Purchase of 1738 Pearl Street	U	\$749,208	Completed 2003
Library Renovation & Expansion	T, State, FEMA	\$23,600,000	Completed 2003
PE/Dance/Athletics Office Relocation	U	\$2,797,033	Completed 2004
Math Complex	U	\$1,458,690	Completed 2004
Bundy Campus West Building	U	\$23,291,387	Completed 2005
Malibu Storm Water Infrastructure P-I	S	\$2,500,000	Completed 2005
Renovation of Theatre Arts	U	\$19,544,314	Completed 2006
Music Complex - Performing Arts	U	\$4,629,484	Completed 2007
HSS North/South	U, State, FEMA, City	\$29,240,945	Complete 2006/7
Shuttle Parking Acquisition & Constr.	U	\$18,969,509	Completed 2007
Malibu Storm Water Infrastructure P-II	S	\$2,500,000	Completed 2008
Broad Stage - Performing Arts	S, SMC Foundation	\$40,690,201	Completed 2008
Athletic Fields - John Adams	S	\$2,969,807	Completed 2008
Main Campus Quad	U	\$11,388,463	Completed 2008
Bundy New Driveway & Signal	S	\$3,825,841	Completed 2009
Athletic Fields - Corsair Field	S	\$4,440,065	Completed 2009
Pico Phase I - Lot 6 & Structures	S	\$1,018,009	Completed 2009
Infrastructure & Safety Phase I	U	\$4,003,084	Completed 2010
Purchase of 1516 Pico Blvd.	AA	\$1,748,667	Completed 2010
Purchase of 1510 Pico Blvd.	AA	\$4,009,228	Completed 2011
Purchase of 919 Santa Monica Blvd.	AA	\$9,029,287	Completed 2011
Bundy/Airport Classroom Relocations	AA	\$3,162,183	Completed 2012
Library Village Relocation & Bike Park	AA	\$1,448,275	Completed 2013
Bundy/Airport Parking	AA	\$2,035,375	Completed 2013
Information Technology	AA	\$23,160,569	Completed 2015
East Wing - Performing Arts Center	AA	\$32,108,816	Completed 2017
Health, PE, Fitness, Dance, Cent. Plant	S, AA	\$58,272,030	Completed 2017
Security and Fire Alarm Upgrade	AA	\$11,520,794	Completed 2017
Central Plant Loop Connections	AA	\$11,206,164	Completed 2017
Center for Media & Design	AA	\$125,055,056	Finish Spring 2018
Student Services Building	U, S, AA	\$130,224,164	Finish Spring 2019
Early Childhood Lab School	AA, City	\$22,520,176	Start Const. 2018
Malibu Campus	S, AA	\$42,000,000	Start Const. 2018
Math and Science Building	U,AA, V, State	\$124,958,336	In Design

Recent Projects Completed in 2017

Music Hall– Performing Arts Campus (East Wing Earthquake Renovation)

Project Description: Replacement of the seismically deficient East Wing of the Madison Building with a new facility for the Music Department including a Music Hall for rehearsals, performances and special events; a piano teaching lab; and a classroom for voice and choir instruction. Project includes a new plaza and entry into the Edye Second Space.

Project Schedule: Completed in 2017

Estimated Project Cost: \$32,108,816

Funding Sources: Measure AA

Core Performance Center (Replacement Health, Fitness, Dance, and PE Building and Central Plant)

Project Description: The project consists of the demolition of the existing 1958 Locker Room building and replacing it with a new three-story 66,000 SF complex. The new building consists of athletic facilities, fitness center with climbing wall, fitness studios and dance studios.

Since this building is located in the center of campus, it is an ideal location for the central cooling plant which is an energy efficiency project designed to generate chilled water that is distributed to air conditioning units in various buildings throughout the main campus.

Project Schedule: Completed in 2017

Estimated Project Cost: \$58,272,030

Funding Sources: Measure S, AA, State and Utility Energy Incentives

Security and Fire Alarm

Project Description: To better protect students and staff during emergency situations, the college upgraded the entire security system, including access control, video surveillance, and intrusion alarms as well as its fire alarm and mass notification systems to newer digital technologies.

Project Schedule: Completed in 2017

Estimated Project Cost: \$11,520,794

Funding Sources: Measure AA

Central Plant Building Connections

Project Description: This project retrofits individual buildings and connects them to the chilled water loop from the Central Plant. The retrofitted buildings include Business, HSS, Library and Science. Vaults were also installed to allow existing and new buildings to be connected in the future.

Project Schedule: Completed in 2017

Estimated Project Cost: \$11,206,164

Funding Sources: Measure

Projects Under Construction

Center for Media & Design (Academy Campus)

Project Description: This project includes the construction of a new 440-space Parking Structure. Also includes major renovation of the existing 50,000 SF AET building, a new 30,000 SF addition to the existing AET building, a new 33,000 SF building for the KCRW radio station, a new central courtyard, and new landscaping.

Current Progress: Academic buildings and parking structure are complete. Classes are being held there as of Fall 2017. Opening celebration occurred December 2, 2017. KCRW portion is nearing completion of construction and is expected to be occupied in the late spring / early summer of 2018.

Project Schedule: Partially open, entire project completion spring/summer 2018.

Estimated Project Cost: \$125,055,056

Funding Sources: Measure AA, KCRW Foundation

Student Services Building

Project Description: The new Student Services Building will facilitate the centralization of all Student Services operations that are presently dispersed throughout the campus and housed in temporary buildings. This project provides office and service space for approximately 25 Student Services functions. The new building is situated near the Pico Boulevard main entrance to the SMC campus and thereby provides convenient access for students and members of the college community.

This project also includes accommodation for vehicular access/egress, and underground parking, all in compliance with the Master Plan goal to provide more below grade vehicle parking at the main campus.

Current Progress: Structural steel is completely assembled and the building envelope is being installed.

Project Schedule: This project is currently under construction with completion expected in 2018/2019.

Estimated Project Cost: \$130,224,164

Funding Sources: Measure S, U and AA

Projects in Pre-Construction Phase

Malibu Site Campus

Project Description: In the 1970s and early 1980s, Santa Monica College offered about 70 general education classes and several non-credit classes in Malibu throughout a semester. Today, the program is limited to a few classes offered in local school district buildings.

The project is planned to be a classroom facility to provide general education classes, science, art and Emeritus College classes. There is also an interpretive center to highlight the natural environment and history of Malibu and a Sheriff's sub-station. The District has worked cooperatively with the City of Malibu and the County of Los Angeles in planning a site at the Malibu Civic Center.

Current Progress: Approvals received from California Department of the State Architect (DSA), City of Malibu, the Coastal Commission, and the County of Los Angeles. A quality control process is being completed and will be finalized by approval from DSA. The project is scheduled to start construction in Spring 2018.

Project Schedule: Construction start in Spring 2018

Estimated Project Cost: \$35,000,000

Funding Sources: Measure S, AA

Santa Monica Early Childhood Lab School

Project Description: SMC currently has no dedicated childcare facility and offers lab instruction through various local childcare providers. The District lacks a teaching laboratory facility in Early Childhood Education that is typically available at many other community colleges. This project provides for a childcare center for the community plus college instructional facilities. The City of Santa Monica is a partner in this project, providing the site at the Civic Center and a portion of the building funds.

Current Progress: The project is undergoing a quality control process, construction logistics are being coordinated with the City of Santa Monica, and construction is scheduled to begin in Spring 2018.

Project Schedule: Construction start in Spring 2018

Estimated Project Cost: \$22,520,176

Funding Sources: Measure S with City of Santa Monica

Projects in Division of State Architect (DSA) Review

None

Projects in Active Design Phases

Math and Science Building Extension

Project Description: Santa Monica College is renowned for its science and allied health programs; however, the existing labs for Life, Physical and Earth Sciences are at capacity; also, the current facility for the Math Department consists of temporary trailers and lacks the infrastructure for smart classrooms or support for the use of modern technology for instructional use. Consolidating Math and Science programs into a new Science Extension building supports interdisciplinary interaction. The building extension qualified for \$40 million in State funding and was matched with local funds. The building will contain an upgraded planetarium and a community lab for all ages, including a nutrition and culinary lab in support of the College's nutrition program.

Current Progress: The project is currently being programmed and designed with various campus community stakeholders.

Project Schedule: Design to be completed in 2018 and submitted to DSA for approval.

Estimated Project Cost: \$124,958,336

Funding Sources: Measure U, AA, V, State

Future Projects

In addition to the Math and Science Building Extension, additional projects were included in the 2016 Measure V Bond language and will be further developed during the Facilities Master Plan Update process.

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Santa Monica Community College District	January 16, 2018

APPENDIX A

INFORMATION ITEM NO. 2 SMC STUDENT EQUITY EXECUTIVE SUMMARY INTEGRATED PLAN 2017-19

Introduction

Santa Monica College (SMC) has an enduring commitment to achieve equity in educational outcomes for all students and a rich history of serving a large and diverse student population that is increasingly diverse in race/ethnicity, life experiences, and academic preparedness. The mission of SMC is to create a learning environment that both challenges students and supports them in achieving their educational goals. With an enrollment of more than 30,000 students per major semester, SMC is a Hispanic Serving Institution with 38.3% of students reporting Latinx/Hispanic heritage. And, over 60% of the general student population are students of color (Spring 2016 “Fast Facts”).

A broad group of faculty, administrators, and staff have convened to integrate the Student Success and Support Program (SSSP)—both credit and noncredit, Student Equity, and the Basic Skills Initiative into a single plan with equity in educational outcomes for all students at the center. Concurrent with the development of this plan SMC launched the Guided Pathways redesign project which is also squarely focused on equity. The leadership of the Guided Pathways effort joined this work group in order to also integrate the ongoing redesign work with these efforts. During the course of developing the plan, the comprehensive work group developed equity vision and mission statements to guide and inform the plan as follows:

Equity Vision statement, “SMC is a dynamic and culturally responsive educational community that upholds the values of equity, inclusion and social justice as a pathway to personal and academic excellence.”

Equity Mission statement, “SMC is an educational institution dedicated to providing an equitable learning and working environment. We intend to make clear, through our lived values and praxis, our commitment to inclusive excellence, which is reflected in our student outcomes and employee satisfaction.”

The work group wrote five overarching goals for the Integrated Plan:

1. Santa Monica College will embrace student equity as a core value for which all will take responsibility.
2. Decrease the time to completion for degree, certificate, employment outcomes, and transfer, particularly for groups experiencing equity gaps.
3. Increase the persistence, completion, and success in all courses, particularly the ESL and English and math sequences, for African-American and Latino/a/x students and other groups experiencing equity gaps.
4. Increase the overall number of degrees and certificates awarded and successful employment outcomes for African-American and Latino/a/x students and other groups experiencing equity gaps.
5. Increase the overall number of students who are transfer prepared and successfully transfer among African-American and Latino/a/x students and other groups experiencing equity gaps.

To achieve equity in educational outcomes for all students, SMC is pursuing this work at both the institutional and individual levels. At the institutional level the college community will examine policies, practices, and structures that create barriers for students. Engaging in Guided Pathways redesign, to become a “student-ready college” is one example of these efforts. At the individual level the goal is for each member of the SMC community to become “equity-minded,” embrace equity as a core value and recognize the ways in which he/she can help to achieve equity in the work he/she does every day at the college. The goals related to course success, transfer, and degree/certificate completion cannot be achieved without each person engaging in equity-minded work daily. To achieve this SMC will provide professional development to all groups, develop “equity core teams” in departments and divisions, and host all-campus events focused on equity.

Integration

Approximately two-thirds of new SMC students assess at the developmental level in English, ESL, and/or mathematics. The Basic Skills Initiative (BSI) aligns with the Student Equity plan goal of improving and accelerating the rates of developmental course success for African American and Latinx students, which, in turn, supports all academic achievement goals. BSI seeks to close the equity gaps by providing learning support services to students; supporting faculty in developing accelerated course work which is responsive to AB 705; integrating counseling, study skills, and career and transfer information into courses; and supporting the Guided Pathways redesign.

The SSSP team has identified a variety of high impact activities that support the student equity goals, the success of basic skills students, and the implementation of a Guided Pathways redesign of the student experience. In order to ensure all students are served effectively, the SSSP team will regularly conduct disproportionate impact analyses to determine any gaps in core service delivery among impacted populations. In addition, an equity core team of staff and counselors will be formed to inform and improve service delivery to students. For example, training will be provided to new counselors and interns to serve students with a focus on equity. SSSP aligns effectively with the Guided Pathways redesign and will improve practice by providing career information in a systematic way for all first-time freshmen to facilitate major selection and educational planning.

As suggested in the Chancellor’s Office publication, “Vision for Success,” SMC is using the “... Guided Pathways framework to bring about transformational change, ultimately braiding various funding streams in service of a singular, coherent plan for improvement” (p. 22). Using a student-centered approach, the Guided Pathways redesign is an integrated, inclusive approach to reimagine and comprehensively redesign the student experience, engaging the college as an inquiry-based, networked community to create an equity-driven institution as competent in student completion of programs as it is in student access. The goals of the redesign are to reduce/eliminate equity gaps, reduce time to completion, and increase rates of completion overall. Therefore, the Guided Pathways redesign directly supports the Student Equity goals and activities. The college is engaged in making the student experience more intentional, supported, and clear to help guide and support each student—regardless of academic preparation—to reach their self-defined academic goals effectively and efficiently.

Student Equity Goals, Activities, and Budgeted Resources

Goal: Santa Monica College will embrace student equity as a core value for which all will take responsibility. Total Equity Budget: \$859,765

- **Data Coaching Training:** Develop a team of equity data practitioners to deepen the institution's understanding of *why* the equity gaps exist for departmental and program metrics within the context of instructional support services and curriculum delivery.
- **Faculty Summer Institute:** 2 week training program designed to increase faculty use of culturally responsive pedagogy and promote equity practices in the classroom.
- **Professional Development:** Ongoing professional development focused on culturally responsive pedagogy and high impact practices. Contractual speakers (Veronica Neal, Kimberley Papillion, Frank Harris, J. Luke Wood) to assist with delivering high impact practices aimed at shifting institutional culture. Send groups of faculty, staff, and students to relevant conferences (National Conference on Race and Ethnicity, A2MEND, UMOJA, 3CSN, Equity Retreats). Prepare a more equity-focused, comprehensive hiring and human resource onboarding process.
- **Equity Evaluation and Research:** Associate Dean and Project manager work with equity research analyst to expand pilot projects and determine efficacy and sustainability of new efforts to close identified equity gaps.
- **Support ongoing SMC Equity Research:** Senior Analyst directs and assists with evaluation of interventions and provides critical data and information to inform planning.
- **Equity Summit, Student Equity Committee, and Informational Materials/Web Development:** Planning and communication activities to promote student equity and related activities at the College.

Goal: Decrease the time to completion for degree, certificate, employment outcomes, and transfer, particularly for groups experiencing equity gaps. Total Budget: \$575,808

- **Veteran Resource Center Service Expansion:** Increase capacity for connecting Veterans at SMC to centralized psychological and counseling services in the Veterans Resource Center.
- **Guardian Scholars:** Provide Guardian Scholars (foster youth) with a dedicated program coordinator/counselor to connect participants with student support services and closely monitor academic progress. Provide mental health referrals and additional staff to support foster youth.
- **African American Collegians/Latino Centers:** Student Services Assistant, part time counselors, and social worker/mental health professionals to provide program support, expand academic and personal counseling, referrals to mental health and other community-based resources.
- **Dreamers Advising:** Provide counseling to support our ally training program and student workers to act as peer mentors for undocumented students.
- **STEM counseling:** Part time counseling to support all STEM students at SMC to assist with the STEM education planning process.
- **Direct Student Support:** Provide assistance with book, transportation, and child-care costs.

Goal: Increase the persistence, completion, and success in all courses, particularly the ESL and English and math sequences, for African-American and Latino/a/x students and other groups experiencing equity gaps.

Total Budget: \$447,697

- **Supplemental Instruction (SI), Tutoring, and Learning Center Support:** Expand support for embedded tutoring and learning centers to improve access and quality of service across disciplines. Instructional Assistant support for African American Collegian and Latino Centers in Math and English, Student Services Specialist in Supplemental Instruction.
- **Embedded Tutoring during intersessions:** Provide student tutors to individual sections during the short-term, intensive winter and summer intersessions. Targeted tutoring for African American and Latinx students to promote course success.
- **History Peer Learning Program:** Expand peer-learning program to build history specific reading and writing skill building workshops.
- **Sociology Coaching Program:** Promote successful course completion among African American and Latino/a students.
- **Chemistry Bootcamps and Math Workshops:** Boost math/chemistry skills among African American and Latinx students that lead to successful course completion.
- **English Academy Summer Acceleration Program:** Continue two-week, intensive workshops to accelerate placement for students placed in pre-collegiate English into transfer-level English.
- **Black Collegians/Latino Center instructional support:** Provide full-time math Instructional Assistant to provide support for African American and Latinx students. Expand peer-mentoring program.

Goal: Increase the overall number of degrees and certificates awarded and successful employment outcomes for African-American and Latino/a/x students and other groups experiencing equity gaps.

- **Integration of Career Services in Black Collegians/Latino Center programs:** Provide comprehensive career services in the centers where target group students receive core services.

Goal: Increase the overall number of students who are transfer prepared and successfully transfer among African-American and Latino/a/x students and other groups experiencing equity gaps.

Total Budget: \$111,500

- **Equity Transfer Programs and Research Projects:** Expand and promote transfer immersion programs, coursework, and opportunities to engage with SMC faculty mentors.
- **Scholars Program outreach:** focused outreach to African American and Latinx students eligible for the SMC scholars transfer program.
- **Transfer fee assistance program:** establish a system for assisting students who apply for transfer and are denied fee waivers.

Progress made on identified goals through funded Student Equity activities for 2014-15, 2015-16, and 2016-17

In 2014-15 Santa Monica College Student Equity Plan had three overarching goals:

- To build institutional capacity to address the achievement gap by engaging in systematic quantitative and qualitative inquiry, and by implementing interventions and student support that directly address the identified equity gaps.
- To establish a standing college committee on Student Equity, which will monitor progress on the plan, submit required annual reports, and develop future plans.
- To develop consensus on determining the performance measures for monitoring progress toward achieving the desired outcomes and establish target dates for achieving these outcomes.

The current overarching goals for the Santa Monica College Student Equity plan are:

1. To build institutional capacity to address the achievement gaps experienced by target group students.
2. To assess and evaluate all equity funded projects to determine the most effective practices for closing the achievement gaps identified in campus-based research.
3. To communicate evaluation results widely and develop plans for expansion of best practices, leveraging projects to maximize the impact on target group students

Santa Monica College accomplished two of the goals in the 2014-15 Student Equity plan by establishing a Student Equity committee with representation from all campus constituencies and by developing consensus on the performance measures for monitoring progress toward achieving the desired outcomes and establishing target dates for achieving these outcomes. Santa Monica College conducted campus-wide research and inquiry, and designed student support interventions that culminated with data evaluation to identify the most successful intervention strategies. The SMC Equity committee also examined paths for successful pilot programs to be brought to scale to close the equity gaps.

To continue to build capacity as a college to address this challenge, student equity has been integrated in institutional planning, program evaluation and improvement, and accreditation. Resources have been dedicated to the following activities.

Equity Plan Year	2014-2015	2015-2016	2016-2017	2017-2018
Budget for Building Institutional Equity	\$228,373	\$579,320	\$698,893	

- **Equity Evaluation and Research:** Associate Dean and Project manager work with pilot projects to determine efficacy and sustainability of efforts to close identified equity gaps.
- **Support ongoing SMC Equity Research:** Senior Analyst directs and assists with evaluation of interventions and provides critical data and information to inform planning.
- **Equity Summit, Student Equity Committee, and Informational Materials/Web Development:** Planning and communication activities to promote student equity and related activities at the College.
- **Minority Male Community College Collaborative (M²C³):** conducted the Community College Survey of Men, interviews with faculty, and student and staff focus groups to get a full picture of institutional culture. Presented results to multiple groups across campus to inform institutional change, target professional development to areas of need, and create relevant student success workshops.
- **Faculty Summer Institute:** 2 week training program designed to increase faculty use of culturally responsive pedagogy and promote equity practices in the classroom.

- **Professional Development:** Ongoing professional development focused on culturally responsive pedagogy and high impact practices. Contractual speakers (Veronica Neal, Kimberley Papillion, Frank Harris, J. Luke Wood) to assist with delivering high impact practices aimed at shifting institutional culture. Send groups of faculty, staff, and students to relevant conferences (National Conference on Race and Ethnicity, A2MEND, UMOJA, 3CSN Equity Retreats).
- **Center for Organizational Responsibility:** Provided access and stipends to faculty who completed “Teaching Men of Color” modules.
- **Learning Resources and Academic Support Service Tracking System:** Identification of a tracking system to assess efficacy of services, frequency of use and impact on student outcomes, as well as curriculum development to address student needs.

Overall the campus-based research indicates that the target group students who experience the greatest disproportionate impact are African American and Latino/a/x students, particularly males. There are also areas in which foster youth, veteran students, and students with disabilities experience gaps in achievement. Goals to eliminate equity gaps experienced by target groups by the year 2021 were initially set in the 2014-2015 Student Equity Plan. Equity gaps were calculated using the percentage point gap methodology, which measures equity gaps by subtracting the success rate of the target group from the success rate of the highest achieving group for each metric. Gap values of 0% indicate that the equity goal has been achieved. The following describes the equity gaps experienced by target groups for each metric for the last four cohort years.

Indicator A: Access

Access was defined as access to the institution as well as access to critical services. The target groups identified in the data are part of the programs represented in these activities. SMC is committed to diminishing challenges that act as barriers to student success such as financial constraints, mental health, and access to critical support services. Students experiencing psychological distress, for example, are not ready to learn when they enter the classroom. For many of the equity-funded projects individuals have been hired to improve outcomes across all indicators which requires an increase in service and people to perform the high touch, high-engagement work.

Equity Plan Year	2014-2015	2015-2016	2016-2017	2017-2018	
Budget	\$443,505	\$653,776	\$759,673		
	Cohort Year				
Target Population	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Compared to Baseline Year (Fall 2016 – Fall 2013)
Male	-2.5%	-3.3%	-3.7%	-3.9%	-1.4%
Black	-1.4%	-1.6%	-1.5%	-1.8%	-0.4%
Latinx	-2.2%	-1.0%	-0.5%	+0.4%	+6.2%

- **DSPS and Veterans Collaborative:** Improve outreach to Veterans to offer disability screenings.
- **DSPS:** Updated handbook for faculty and staff, purchased supplies for DSPS student support.
- **Veteran Resource Center Service Expansion:** Increase capacity for connecting Veterans at SMC to centralized psychological and counseling services in the Veterans Resource Center.

- **Guardian Scholars:** Provide Guardian Scholars (foster youth) with a dedicated program coordinator/counselor to connect participants with student support services and closely monitor academic progress. Provide mental health referrals and additional staff to support foster youth.
- **African American Collegians/Latino Centers:** a Student Services Assistant, Counselors, Social Worker to provide program support, expanded academic and personal counseling, referrals to mental health and other community-based resources.
- **Dreamers Advising:** Provide student workers to act as peer mentors and walk undocumented students through the process of applying for state aid and scholarships.
- **STEM counseling:** Part time counseling to support for all STEM students at SMC through the complex STEM education planning process.
- **Outreach and SMMUSD Collaborative:** Develop a model to be applied across top feeder high schools to reduce the number of target group students matriculating to SMC at the basic skills level by articulating curriculum and developing interventions in the senior year of high school.

Indicator B: Course Completion

Santa Monica College’s faculty and staff believe that the biggest difference in closing the equity gaps will be in the classroom, which is the one place that all community college students share and can be reached. Therefore, the SMC Student Equity Plan has focused on improving teaching and learning experiences in the classroom and expanding access to instructional support services for target student groups.

Equity Plan Year	2014-2015	2015-2016	2016-2017	2017-2018	
Budget	\$280,417	\$488,460	\$341,527		
	Cohort Year				
Target Population	2012-2013	2013-2014	2014-2015	2015-2016	Compared to Baseline Year (2015/16 – 2012/13)
Black	-14.3%	-13.6%	-13.6%	-13.9%	+0.4%
Latinx	-5.8%	-6.6%	-6.8%	-6.6%	-0.8%
Low-Income	-9.2%	-4.5%	-4.7%	-5.1%	+4.1%
Veterans	-3.8%	-3.2%	-3.6%	-3.5%	+0.3%
Foster	-19.1%	-10.3%	-26.7%	-16.4%	+2.7%

- **Supplemental Instruction (SI), Tutoring, and Learning Centers:** Expand SI, tutoring, and learning center support to improve access and quality of service across disciplines. Instructional Assistant support for African American Collegian and Latino Centers in Math, Student Services Specialist in Supplemental Instruction.
- **Embedded Tutoring during intersessions:** Provided student tutors to individual sections during the short-term, intensive winter and summer intersessions. Targeted tutoring African American and Latinx students to promote course success.
- **History Peer Learning Program:** Establish a peer-learning program to build upon and expand on the history department’s reading and writing skill building workshops.
- **Sociology Coaching Program:** Faculty coach to promote successful course completion among African American and Latino/a students.

- **Early Childhood Education (ECE) Lending Library:** Provide books for ECE courses to target group students.
- **Chemistry Bootcamps and Math Workshops:** Boost math/chemistry skills that lead to successful course completion.

¹**Indicator C: ESL and Basic Skills Completion**

SMC invested in interventions that create pathways from basic skills to college level courses. Examples of these interventions include the English Academy and expanded access to instructional support services for target group students.

Equity Plan Year	2014-2015	2015-2016	2016-2017	2017-2018
Budget for Items ESL and Basic Skills	\$108,148	\$134,195	\$85,177	

Basic Skills Math Completion

Basic skills math completion describes the percentage of credit students who first enrolled in a course below transfer-level math in the cohort year and completed a college-level math course within six years of the cohort year (Source: Student Success Scorecard).

Equity Plan Year	2014-2015	2015-2016	2016-2017	2017-2018	
	Cohort Year				
Target Population	2007-2008	2008-2009	2009-2010	2010-2011	Compared to Baseline Year (2010/11 – 2007/08)
Black	-27.2%	-29.6%	-21.3%	-26.0%	+1.2%
Latinx	-16.7%	-19.8%	-9.3%	-12.8%	+3.9%

Basic Skills English Completion

Basic skills English completion describes the percentage of credit students who first enrolled in a course below transfer-level English in the cohort year and completed a college-level English course within six years of the cohort year (Source: Student Success Scorecard).

Equity Plan Year	2014-2015	2015-2016	2016-2017	2017-2018	
	Cohort Year				
Target Population	2007-2008	2008-2009	2009-2010	2010-2011	Compared to Baseline Year (2010/11 – 2007/08)
Black	-26.9%	-27.3%	-28.2%	-32.4%	-5.5%
Latinx	-16.8%	-14.3%	-13.8%	-16.6%	+0.2%
Low-Income	-1.8%	-1.7%	-2.1%	0%	+1.8%

¹ A note about the Basic Skills/ESL Completion, Degree/Certificate Completion, and Transfer metrics: For the earlier cohorts, the data monitors the performance of students *before* the implementation of equity- or success-related strategies and interventions. For example, the baseline data tracks the performance of students in 2007-2008 for six years (to 2012-2013). This group of students would not have had the opportunity to participate in any program, strategy, or intervention developed as part of the Student Equity Plan. As a result, for these metrics, the college expects that the impact of the equity strategies and programs will not be reflected in the data immediately.

Basic Skills ESL Completion

Basic skills ESL completion describes the percentage of credit students who first enrolled in a course below transfer-level ESL in the cohort year and completed a college-level English or ESL course within six years of the cohort year (Source: Student Success Scorecard).

Equity Plan Year	2014-2015	2015-2016	2016-2017	2017-2018	
	Cohort Year				
Target Population	2007-2008	2008-2009	2009-2010	2010-2011	Compared to Baseline Year (2010/11 – 2007/08)
Black	**	-30.5%	-21.8%	-15.2%	+15.3%*
Latinx	-17.9%	-17.8%	-14.4%	-22.5%	-4.6%

**The equity gap for the Black student population for the Basic Skills ESL Completion metric was not measured for the baseline year as the cohort size was too small (fewer than 10). As a result, the 2008-2009 year was used as the baseline year for this target group.

- **English Academy Summer Acceleration Program:** Two-week, intensive workshops to accelerate placement for students placed in pre-collegiate English into transfer-level English, saving students up to two semesters of remedial coursework.
- **Black Collegians/Latino Center instructional support:** Hired a full time Math Instructional Assistant to provide support in these centers for target group students. Developed a peer mentor program.
- **Mathematics Faculty Professional Development:** Engaged in targeted research using the Community College Survey of Men and interviews and focus groups with math faculty and students to promote understanding and change. Project is ongoing.

Indicator D: Degree and Certificate Completion

For Indicator D, Degree and Certificate Completion, the 2008-09 cohort is examined. In 2014-15 SMC implemented an innovative strategy, leveraging technology and in-house data to award degrees and certificates to students who did not realize they were eligible. Those results are not yet reflected in these data.

Equity Plan Year	2014-2015	2015-2016	2016-2017	2017-2018	
	Leveraged SSSP funding and other grant funding sources				
	Cohort Year				
Target Population	2007-2008	2008-2009	2009-2010	2010-2011	Compared to Baseline Year (2010/11 – 2007/08)
Black	-13.1%	-3.6%	-4.5%	-12.8%	+0.3%
Latinx	No gap	No gap	No gap	No gap	NA

- **MyEdPlan integrated with Counseling services:** Educational planning tool integrated with degree audit to give students clear pathways for degree and certificate completion.
- **Integration of Career Services in Black Collegians/Latino Center programs:** Provided comprehensive career services in the center where target group students receive other services.

Indicator E: Transfer

The Student Equity committee created a timeline and primary focus for each year. Basic Skills, Access and Course completion addressed the bottleneck in transfer for African American and Latinx students and therefore was the primary focus of the equity activities in prior year plans. Transfer programming support in the form of counseling overlaps largely with several indicators to increase student support services.

Equity Plan Year	2014-2015	2015-2016	2016-2017	2017-2018	
Budget	\$29,305	\$48,080	\$65,605		
	Cohort Year				
Target Population	2007-2008	2008-2009	2009-2010	2010-2011	Compared to Baseline Year (2010/11 – 2007/08)
Black	-10.5%	-19.8%	-15.7%	-5.7%	+4.8%
Latinx	-14.9%	-16.6%	-14.0%	-15.8%	-0.9%

- **LMU Transfer Program and Black Collegians/Adelante Research Projects:** Summer Research Academy at Loyola Marymount University and Library Research Projects conducted at University of California, Los Angeles promote transfer and preparation for success at a university.
- **Scholars Program outreach:** The Scholars program conducts focused outreach to African American and Latinx students eligible for this important transfer program.

Name of the College/District: Santa Monica College

Contact for additional information for Student Equity: Melanie Bocanegra, Associate Dean for STEM and Student Equity Initiatives