

# M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING

JULY 1, 2014

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Closed Session  
*(Business Building Room 111)*

Regular Public Meeting  
*Board Room (Business Building Room 117)*

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

## ***MINUTES***

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, July 1, 2014.

### **I. ORGANIZATIONAL FUNCTIONS**

- CALL TO ORDER – 6 p.m.
  
- ROLL CALL  
Dr. Susan Aminoff, Chair - Present  
Rob Rader, Vice-Chair - Present  
Dr. Nancy Greenstein - Present  
Dr. Louise Jaffe - Present  
Dr. Margaret Quiñones-Perez - Present  
Barry Snell 0 Absent (Excused)  
Dr. Andrew Walzer - Present  
Daniel Kolko, Student Trustee – Absent
  
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

### **II. CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, Vice-President, Human Resources  
Robert Myers, Campus Counsel

Employee Organization: SMC Police Officers Association

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

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)  
HB Parkco v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC120996

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Government Code Section 54956.9)  
Claim of C.W. Driver re: Academy of Entertainment and Technology (AET) Campus and Parking Structure A

### **III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

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

### **IV. PUBLIC COMMENTS**

- V. **SUPERINTENDENT'S REPORT**
- Graduation
  - State Budget
  - Enrollment, Summer/Fall 2014

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- 1 2013-2014 Grants Office Annual Report
- 2 Report: New Directions in Career and Technical Education
- 3 2013-2014 Curriculum Committee Annual Report
- 4 Student Services Building
- #5 Salary Schedule Adjustments for Academic Administrators, Classified Managers and Classified Confidential Employees
- #6 Appointments to Citizens' Bond Oversight Committee

VIII. **CONSENT AGENDA**

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

**Approval of Minutes**

- #7 Approval of Minutes: June 3, 2014 (Regular Meeting)  
June 17, 2014 (Special Meeting)

**Annual Recommendations, 2014-2015**

- #8 Annual Contracts and Consultants
- A Academic Affairs
  - B Community and Contract Education
  - C Construction/Facilities Services
  - D Enrollment Development
  - E Fiscal/Advocacy/ Government Relations and Institutional Communications
  - F Human Resources/Personnel Commission
  - G KCRW
  - H Legal Services
  - I Marketing, Community Outreach and Recruitment
  - J Risk Management
  - K Student Affairs
  - L Sustainability

**Academic and Student Affairs**

- #9 New Courses and Degrees, Spring 2014

**Grants and Contracts**

- #10 Acceptance of Grants and Budget Augmentation  
#11 Ratification of Contracts and Consultants

### **Human Resources**

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

### **Facilities and Fiscal**

- #16 Facilities
  - A Change Order No. 6 – Information and Technology Relocation
  - B Renewal of Agreement for Project Inspection Services
  - C Change Order No. 2 – AET Campus and Parking Structure A
  - D Pool Payments Under Joint Use Agreement
- #17 Budget Transfers
- #18 Acceptance of Grants and Budget Augmentation
- #19 Commercial Warrant Register
- #20 Payroll Warrant Register
- #21 Auxiliary Payments and Purchase Orders
- #22 Providers for Community and Contract Education
- #23 Organizational Memberships, 2014-2015
- #24 Purchasing
  - A Award of Purchase Orders
  - B Award of Contracts
  - C Authorization of Purchase Orders

IX. ***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.*

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The Board of Trustees Study Session is scheduled to be held on Tuesday, July 15, 2014 at Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, August 5, 2014** 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.

- Appendix A 2013-2014 Grants Office Annual Report
- Appendix B Report: New Directions in Career and Technical Education
- Appendix C 2013-2014 Curriculum Committee Annual Report

**V. SUPERINTENDENT'S REPORT**

**State Budget:** Governor Brown signed the 2014-15 State Budget on June 20, 2014. This is one of the earliest enacted budgets in recent history. The \$108 billion 2014-15 State Budget is also the largest general fund spending plan in history.

This is the second year with a balanced budget that maintains the Governor's principles of paying down debt and reducing long term liabilities. Included in the budget is a multi-decade plan of shared responsibility among the State, school districts, and faculty to eliminate the CalSTRS unfunded liability of \$74B by 2046. The State will also continue to pay down deferrals and will begin funding prior mandate claims. The budget also projects a modest surplus amount to establish a "rainy day" fund to offset the volatility of the general fund revenues dependent on capital gain taxes.

For the community colleges there is nearly \$600 million more than last year in programmatic funding. This funding is concentrated on expanding student success, strengthening assistance to underrepresented students, reducing the backlog of deferred maintenance projects, and increasing the capacity for career technical education on a regional basis. As proposed in the May Revision, the 2014-15 enacted budget includes a COLA of 0.85% and Access Funding at 2.75%.

In summary, the State Budget provides a minimal increase in on-going funds, and much more in restricted and one-time funds. This budget will not help the college's operating deficit, and with the fund balance in the tentative budget at slightly below the recommended minimum of 5%, it will be difficult for Santa Monica College to maintain the high level of educational opportunities without a hard look at all its expenditures. Also, the future emphasis of the Department of Finance on "right-sizing" the system and equalizing access funding for districts' unmet needs may further exacerbate the college's fiscal situation and jeopardize its future. This summer will be a time for a serious re-examination of the college's operations.

**Enrollment, Summer/Fall 2014:** Community college enrollment is softening due to the declining market and there is increased competition to recruit students. The college needs to be creative and increase efforts to compete in this environment. Summer 2014 enrollment is 5.5 percent below target enrollment goal of 2,200 FTES and 83 class sections have been cancelled. Fall 2014 is planned to be about 2 percent larger than last fall. Enrollment is trailing from this time last year. Winter 2015 is planned to be 50 percent larger than last winter session.

**Graduation:** A record number of students participated in the 2014 graduation ceremony. A short video capturing the delight of the moment is available at: <http://vimeo.com/98981201>

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 1, 2014

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 1**

**SUBJECT:**                    **2013-2014 GRANTS OFFICE ANNUAL REPORT**

**SUBMITTED BY:**        Executive Vice-President

**SUMMARY:**                In 2013-2014, SMC managed roughly \$4.2 million in grant funds through 28 grant projects funded by local, state, and federal organizations, both public and private, all of which are supportive of the college's mission. This included 11 new awards, valued at about \$667,000 in additional revenue, with slightly more than \$450,000 to benefit 2013-2014 directly. One of these awards, while not offering direct cash support, has provided significant student benefit in the form of work-based learning and will serve as a resource for a new internship course for the Sustainable Technologies Program. All 11 new awards reflect innovation across campus, including new programming for foster youth, enhancements to CTE instruction, and outreach to underrepresented students in STEM.

In total, the college submitted 15 proposals to support the 2013-2014 academic year. In addition, the college was a collaborative partner in three proposals submitted by other institutions, including a proposal to the Stuart Foundation by Loyola Marymount University. Of the 18 proposals submitted by or on behalf of the college, 11 were funded, including the proposal submitted by LMU to the Stuart Foundation. As such, the college achieved a success rate of 61 percent.

As in the past, the majority of these grants were written by the Grants Office in collaboration with the programs and/or departments that were identified to directly manage and implement them. In addition, the Office of Workforce and Economic Development, as well as the Santa Monica College Foundation, took an active role in grant development and management. By working collaboratively with other departments across campus, the Grants Office is able to increase the overall number of grants submitted to support the college's mission and its students and faculty, while reducing duplication of effort and leveraging resources for the benefit of all programs.

*The full report is included in Appendix A*

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 1, 2014

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 2**

**SUBJECT:**                    **REPORT: NEW DIRECTIONS IN CAREER AND TECHNICAL EDUCATION**

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

The report *New Directions in Career and Technical Education* provides an update on the major activities, trends, successes and challenges that the Santa Monica College Office of Workforce and Economic Development (W&ED) experienced this past academic year. While W&ED staff participated in numerous activities, this brief summary is limited to: EMERGE, the *SMC Supply and Demand for ICT Occupations Report*, and SMC's participation in the Career Pathways Trust (AB86).

*The full report is included in Appendix B*

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 1, 2014

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 3**

**SUBJECT:**                    **2013-2014 CURRICULUM COMMITTEE ANNUAL REPORT**

**SUBMITTED BY:**            Guido L. Davis Del Piccolo, Curriculum Committee Chair, and Georgia Lorenz, Curriculum Committee Vice-Chair

The work of the Curriculum Committee this year continued to be impacted by mandates and requirements placed upon the system and college by the changes at the state level and the Chancellor's Office. In particular this involved creating Associate Degrees for Transfer (SB 1440 compliant degrees), engaging in preparations now required in order to submit transfer degrees for approval, and continuing to address the new limits on course repeatability.

*The full report is included in Appendix C*



MAJOR ITEMS OF BUSINESS**INFORMATION ITEM 4****SUBJECT:**                **STUDENT SERVICES BUILDING****SUBMITTED BY:**        Vice-President, Business/Administration

**SUMMARY:**                Morris Architects presented a design update for the Student Services project. They have completed extensive meetings with the building's user groups to determine the final layout of each of the 26 departments and functions in this building. During this time, the architects have also been working on completing the design for the underground parking structure, site landscaping and the exterior look of the building. The project consists of a three-story, 111,000 square foot main building, a 493 space underground parking garage and ample landscaped open space.

When finished approximately 300 staff members will be working in the building to provide services to SMC students in one convenient location at the gateway to the campus. Departments planned to move into the building include Admissions and Records, Welcome Center, Outreach, Financial Aid, Bursar's Office, DSPS, High Tech Center, Assessment, African American Collegian Center, Latino Center, Upward Bound, EOPS, CalWorks, Childcare, Foster Youth, Career Service Center, Transfer Counseling, STEM, Scholars Program, Enrollment, International Education, Student Affairs, Student Judicial Affairs, Learning Disability, Academic Affairs, and Ombuds. The project budget is being closely monitored and adjustments are continually being made during the planning process to keep the project within budget.

The building is expected to be certified at the LEED gold level and will have a photovoltaic array on the roof plus a variety of innovative energy saving features.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 5**

**SUBJECT:** **SALARY SCHEDULE ADJUSTMENTS FOR ACADEMIC ADMINISTRATORS, CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees approve the following salary adjustments for academic administrators, classified managers and classified confidential employees:

**Across-the-Board Increases**

For the academic year 2013-2014, all salary schedules shall be increased by 2.7%.

For the academic year 2014-2015, all salary schedules shall be increased by 2.3%.

MOTION MADE BY: Margaret Quiñones-Perez  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Absent  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Rader, Snell)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 1, 2014

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 6**

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

**SUBMITTED BY:** Chair Susan Aminoff

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the appointment of the following members to the Citizens' Bond Oversight Committee, for two-year terms, 2014-2016.

Katherine Reuter (reappointment of incumbent)  
Samuel Zivi (reappointment of incumbent)  
Jeffrey Graham

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

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

**MOTION MADE BY:** Nancy Greenstein  
**SECONDED BY:** Rob Rader  
**STUDENT ADVISORY:** Absent  
**AYES:** 6  
**NOES:** 0  
**ABSENT:** 1 (Snell)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 1, 2014

**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 #7-#24.

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

- #8-D, E, F, H, I, K
- #16-D
- #24-B

Action on Consent Agenda, excluding #8-D, E, F, H, I, K, #16-D, and #24-B

MOTION MADE BY: Rob Rader  
 SECONDED BY: Margaret Quiñones-Perez  
 STUDENT ADVISORY: Absent  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Snell)

**IX. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. 8-D, Annual Recommendations – Enrollment Development

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Absent  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Snell)

Recommendation No. 8-E, Annual Recommendations – Fiscal/Advocacy/Government Relations/Institutional Communications

MOTION MADE BY: Rob Rader  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Absent  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Snell)

Recommendation No. 8-F, Annual Recommendations – Human Resources/Personnel Commission

MOTION MADE BY: Rob Rader  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Absent  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Snell)

Recommendation No. 8-H, Annual Recommendations – Legal Services

MOTION MADE BY: Louise Jaffe  
SECONDED BY: Rob Rader  
STUDENT ADVISORY: Absent  
AYES: 6  
NOES: 0  
ABSENT: 1 (Snell)

Recommendation No. 8-I, Annual Recommendations – Marketing, Community Outreach and Recruitment

MOTION MADE BY: Rob Rader  
SECONDED BY: Nancy Greenstein  
STUDENT ADVISORY: Absent  
AYES: 5  
NOES: 1 (Walzer)  
ABSENT: 1 (Snell)

Recommendation No. 8-K, Annual Recommendations – Student Affairs

MOTION MADE BY: Rob Rader  
SECONDED BY: Nancy Greenstein  
STUDENT ADVISORY: Absent  
AYES: 6  
NOES: 0  
ABSENT: 1 (Snell)

Recommendation No. 16-D: Facilities – Pool Payments Under Joint Use Facilities Agreement

MOTION MADE BY: Nancy Greenstein  
SECONDED BY: Louise Jaffe  
STUDENT ADVISORY: Absent  
AYES: 6  
NOES: 0  
ABSENT: 1 (Snell)

Recommendation No. 24-B: Purchasing – Award of Contracts

MOTION MADE BY: Rob Rader  
SECONDED BY: Louise Jaffe  
STUDENT ADVISORY: Absent  
AYES: 6  
NOES: 0  
ABSENT: 1 (Snell)

**RECOMMENDATION NO. 7      APPROVAL OF MINUTES**

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

June 3, 2014 (Regular Board of Trustees Meeting)  
June 17, 2014 (Special Meeting)

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2014 through June 30, 2015, unless otherwise indicated.*

The list of contracts is thoroughly reviewed and evaluated by the end-users and approved by the vice-presidents before being presented to the Board for approval. The following annual contracts are primarily renewals of existing contracts.

- A Academic Affairs
- B Community and Contract Education
- C Construction/Facilities Services
- D Enrollment Development
- E Fiscal/Advocacy/ Government Relations and Institutional Communications
- F Human Resources/Personnel Commission
- G KCRW
- H Legal Services
- I Marketing, Community Outreach and Recruitment
- J Risk Management
- K Student Affairs
- L Sustainability

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS**

**8-A ACADEMIC AFFAIRS**

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

The following contracts for Academic Affairs are all renewals of existing contracts.

FACILITIES FOR INSTRUCTION

Provider	Service	Amount	Funding Source
1. List of providers on file in the office of Emeritus College	Off-campus facilities for Emeritus College	Payment per class is authorized as stated on the list	2014-2015 District Budget/ Emeritus College
2. List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District's nursing program. The list is on file in the Health Sciences Office.	No charge to the District	2014-2015 District Budget/ Health Sciences

LIBRARY VENDOR

Provider	Service	Amount	Funding Source
3. Baker and Taylor	Provider of library books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$100,000	2014-2015 California State Lottery Grant

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-A ACADEMIC AFFAIRS** *(continued)*

MALIBU CENTER

Provider	Service	Amount	Funding Source
4. SMMUSD Webster Elementary School	Reimbursement to SMMUSD for personnel services needed for SMC classes at Webster Elementary School	Not to exceed \$6,000	2014-2015 District Malibu Center

WORK STUDY AGREEMENTS

Provider	Service	Amount	Funding Source
5. Work Study Agreements with UCLA and CSUN	These are renewal agreements that allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Peer tutors have worked in English, Social Science, Math, Modern Language, Science, or Supplemental Instruction.	CSUN – 25 percent of the students' earnings paid by SMC and 20 percent administrative fee, and 18 percent Auxiliary Administrative Surcharge; UCLA – 50 percent of students earnings paid by SMC + five percent of gross student earnings + employer's share of Worker' Compensation, Medicare expenses, and Unemployment Insurance	2014-2015 Budget/ Academic Affairs (District's share)



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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-B COMMUNITY AND CONTRACT EDUCATION**

*Requested by: Patricia Ramos, Dean, Workforce and Development*

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

The contracts are needed to support infrastructure needs (e.g., the program's web-based registration system and off-site locations) as well as content providers (e.g., Institute for Reading Development). For the contracts where no dollar amount is indicated (#1-#9), the amount is based on a percentage of the enrollment fees generated.

Funding Source: Contracts for Community and Contract Education (C&CE) are fully-funded by revenues generated through class enrollments.

Provider	Service
1. Institute of Reading Development	<p>Agreement with the Institute of Reading Development for the rental of classroom space at Santa Monica College in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: The Institute of Reading Development offers reading programs for children and adults. The program will be publicized in the Community and Contract Education schedule of classes; however, all enrollments are done through IRD.</p>
2. Education Fitness Solutions (EFS)	<p>Agreement for the provision of an online professional certification in personal fitness training in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: EFS is an outgrowth of collaboration between San Diego State University's College of Extended Studies, faculty members, industry experts, internship affiliated, colleges/universities, national organizations and its Board of Advisors. SMC will offer the program that has been reviewed with SMC's KDR department chair and athletics director.</p>
3. Collette Vacations	<p>Approval of agreement with Collette Vacations for advertising educational tour packages in the Community and Contract Education schedule of classes. Collette Vacations will pay SMC 10 percent of the tour fare.</p>
4. West Los Angeles College, Westside Extension	<p>Agreement to offer joint community education classes through SMC's Community and Contract Education program in exchange for a percentage of the enrollment fees charged.</p>
5. FRESHi Films	<p>Agreement with FRESHi Films to provide Kids Camps for a 70/30 split. Community &amp; Contract Education will receive 30 percent of the class proceeds.</p> <p>Comment: FRESHi Films offers camps for kids in Digital Filmmaking, Game Design, Stop Motion and Music Mixing. The program will be publicized in the Community and Contract Education schedule of classes.</p>

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-B COMMUNITY AND CONTRACT EDUCATION** *(continued)*

Provider	Service
6. Gatlin Education	<p>Agreement for online classes to be offered through SMC's Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: Gatlin Services offers online certification programs and provides the course contents and instructors. All programs have been reviewed with the respective department chairs.</p>
7. Ed2Go	<p>Agreement to offer online classes through SMC's Community and Contract Education program in exchange for a percentage of the enrollment fees generated.</p>
8. Distance Learning Company	<p>Agreement for online classes to be offered through SMC's Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.</p>
9. Market Motive	<p>Agreement for online classes to be offered through SMC's Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.</p>
10. We Search Research <i>(Stephanie Rick)</i>	<p>Editorial copywriting; information research and verifications</p> <p>Not to exceed \$5,500</p>
11. Augusoft, Inc.	<p>Annual maintenance agreement for Lumens Software used by Community and Contract Education for online registration and Paypal for credit card transactions.</p> <p>Not to exceed \$20,000</p>
12. CourseHorse	<p>Agreement to offer selected courses from Community Education on CourseHorse's website to serve as a marketing tool to increase enrollment and publicity and publicity for the program.</p> <p>Comment: Community Ed will pay CourseHorse a percentage of course fees only when students register through the CourseHorse site. Community Education will utilize this site for a select few courses that need additional registration to meet the minimum to run.</p>
13. Constant Contact	<p>Agreement for online email marketing services templates that will allow Community Ed the ability to market via email directly to current Community Ed students as a group.</p> <p>Comment: Constant Contact offers online templates for creating customized emails, newsletters, promotions and conduct surveys. Email marketing is significantly cheaper and faster than traditional mail.</p> <p>The annual subscription will not to exceed \$700.</p>

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Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-B COMMUNITY AND CONTRACT EDUCATION** *(continued)*

Provider	Service
14. Julie Curtis	<p>Agreement for copy-writing services to assist in the development of professional marketing materials that are specific to the needs of Community Services and the Workforce &amp; Economic Development.</p> <p>Comments: This professional has provided copy-write services to W&amp;ED and has an understanding of the overall marketing goals of the College and W&amp;ED. The services may include assistance with expeditiously developing various marketing material for electronic and print distribution.</p> <p>Not to exceed \$4,500</p>
15. Lisa Brand Design	<p>Agreement for graphic design and art direction/services for marketing materials that are specific to the needs of Community Education and Workforce &amp; Economic Development.</p> <p>Comment: The services may include assistance with expeditiously developing various marketing material for electronic and print distribution.</p> <p>Not to exceed \$1,000</p>
16. G. Bruce Smith	<p>Agreement to provide publicity services; writing and distributing press releases, pitching ideas to the media, production of monthly newsletter and social media advertising and monitoring.</p> <p>Not to exceed \$6,500</p>
17. Phlebotomy Training Specialists	<p>Agreement with Phlebotomy Training Specialists to provide certificate training program. Community &amp; Contract Education will receive \$500 per registered student.</p> <p>Comment: Phlebotomy Training Specialists offers a phlebotomy certification training program. The program will be publicized in the Community and Contract Education schedule of classes.</p>
18. SIBA Media	<p>Agreement with SIBA Media to provide a film training program . Community &amp; Contract Education will receive \$200 per registered student.</p> <p>Comment: SIBA Media offers a film training program. The program will be publicized in the Community and Contract Education schedule of classes and on the website.</p>

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-B COMMUNITY AND CONTRACT EDUCATION** *(continued)*

19. CMF Global Enterprises (Facilitator: Catherine Francis)	Agreement to assist Community Ed with the development of industry specific professional development courses. Vendor will assist in the development and marketing of new courses.  The consultant may also assist with establishing collaborations partnerships with community based training organizations. Not to exceed \$5,000
20. List of providers on file in the Office of Community and Contract Education	Payment for delivery of seminars and courses for SMC Community and Contract Education courses. Payment per class is authorized as stated on the list.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-C CONSTRUCTION/FACILITIES SERVICES**

*Requested by: Greg Brown, Director of Facilities and Planning  
Bruce Wyban, Chief Director, Facilities Management (Acting)*  
*Approved by: Robert Isomoto, Vice President of Business and Administration*

The following one-year agreements for Construction/Facilities Services are all renewals of existing contracts for services. During this fiscal year, these consultants will be working on the following projects: Student Services Building, Academy of Entertainment and Technology, IT Relocation, Central Plant and Replacement of Health/PE/Fitness, Performing Arts East Wing and others. Planning for all Measure AA Projects and investigation of properties the District is considering for purchasing, testing, investigations and surveys, plus project management, inspections and testing during construction.

Provider	Services	Amount	Funding Source
1. ARC	Reprographic Services for large format building plans and construction documents	Not to exceed \$70,000	State Construction Grants/Measure AA, U or S/ District Capital Funds
2. EEG Services	The consultant will provide soils management services, including the preparation of a Soils Management Plan, testing, oversight and coordination with permitting agencies.	\$75 to \$185 per hour, not to exceed \$145,000, plus reimbursable expenses and test reports.	State Construction Grants/Measure AA, U or S/ District Capital Funds

The following agreements are for two years to provide services for the following projects: Academy of Entertainment and Technology, IT Relocation, Central Plant and Replacement of Health/PE/Fitness, Performing Arts East Wing, Child Care, Malibu and others. Planning for all Measure AA Projects and investigation of properties the District is considering for purchasing, testing, investigations and surveys, plus project management, inspections and testing during construction.

Provider	Services	Amount	Funding Source
1. Geolabs Westlake Village	Geotechnical Services	\$75 to \$165 per hour, Special Tests \$18 to \$4,000 per test and up to \$550 per report, plus reimbursable expenses and test reports.	State Construction Grants/Measure AA, U or S/District Capital Funds

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-C CONSTRUCTION/FACILITIES SERVICES** *(continued)*

The following agreements are for three years to provide services for the following projects: Academy of Entertainment and Technology, IT Relocation, Central Plant and Replacement of Health/PE/Fitness, Performing Arts East Wing, Child Care, Malibu and others. Planning for all Measure AA Projects and investigation of properties the District is considering for purchasing, testing, investigations and surveys, plus project management, inspections and testing during construction.

1. LCP Tracker	LCP Tracker is a web-based software used to collect, verify and manage contractors and subcontractors prevailing wage certified payrolls and related labor compliance documentation	Not to exceed \$12,500 per year	State Construction Grants/Measure AA, U or S/District Capital Funds
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The following one-year agreements for Construction/Facilities Services are for security and engineering consulting services for projects in planning and under construction. This is separate from the campus-wide security upgrade project.

Provider	Services	Amount	Funding Source
1. IVA Solutions	A. Security consulting services, legacy systems.  B. Temporary Service for AET Facilities for Burglar Alarm and Central Station Monitoring Alarm Monitoring for 3171 Bundy, 2800 Airport, 1510 and 1516 Pico Blvd. LPI Office Alarm Monitoring (Construction Manager) Service	A. \$55 to \$150 per hour plus reimbursable expenses, not to exceed \$20,000  B. Not to exceed \$5,000	A. State Construction Grants/Measure AA, U or S/ District Capital Funds  B. Measure S And the General Fund
2. MDC Engineers	Security, Fire Alarm and Electrical engineering services for new building systems.	\$40 to \$180 per hour plus reimbursable expenses, not to exceed \$155,000.	State Construction Grants/Measure AA, U or S/ District Capital Funds

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**RECOMMENDATION NO. 8** 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

**8-C** CONSTRUCTION/FACILITIES SERVICES *(continued)*

The following one-year agreements are for miscellaneous services used by Facilities Planning:

Provider	Services	Amount	Funding Source
1. Foundation for California Community Colleges	Annual license fee for state facilities planning program (FUSION)	Not to exceed \$20,000	District Capital Funds
2. Lea Associates Property Economics	Property appraisal services	Appraisal services not to exceed \$10,000 plus reimbursable expenses and any additional services not to exceed \$375 per hour	Measure AA and District Capital Funds
3. Chris Nelson & Associates	Land surveyors for new properties	\$85 to \$200 per hour and \$100 to \$310 and hour for survey crews plus reimbursable expenses not to exceed \$20,000	Measure AA and District Capital Funds

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-D ENROLLMENT DEVELOPMENT**

*Requested by: Hannah Lawler, Director, Institutional Research  
Kelley Brayton, Dean, International Education  
Kiersten Elliott, Dean, Enrollment Services*

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

The following contracts for Enrollment Development are all renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Credentials Solutions	The company will provide services for the online ordering and electronic processing of transcripts. This is an optional service for students.	A small convenience fee is charged to the requestor for ordering. Fees for electronic transfer of data covered by District.	User Fees plus 2014-2015 District Budget – Admissions and Records
2. National Student Clearinghouse	The company will provide services for the automated processing of Enrollment and Degree Verifications.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
3. Blackboard Connect Ed	Blackboard Connect basic service (Emergency, Attendance, Outreach) 24x7x365 Support: Unlimited for 36,000 units	\$56,500	2014-2015 District Budget/ Enrollment Development
6. Viatron	Imaging software maintenance agreement	Not to Exceed \$25,000	2014-2015 SSSP Budget
7. Ellucian Company L.P.	Banner Annual Maintenance/Software Agreement	\$33,766	2014-15 BFAP
8. Ellucian Company L.P.	Banner Annual Needs Analysis License	\$5,327	2014-15 BFAP
9. Ellucian Company L.P.	Banner Financial Aid Remote consulting services	Not to exceed \$13,000 (@ \$180.00/hr.)	2014-2015 District Budget/ Financial Aid



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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-D ENROLLMENT DEVELOPMENT** *(continued)*

Provider	Service	Amount	Funding Source
10. Work Study Agreement with Santa Monica-Malibu Unified School District. (New five year contract will expire June 30, 2019.)	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$10.00 per hour, which will be the current rate of pay for student workers—as of July 1, 2014.	Federal Work Study Program
11. Academic-works Scholarship Software	Scholarship Processing Software	\$11,500 annual maintenance.	2014-15 BFAP
12. Chancellor’s Office of the California Community Colleges (COCCC)	To facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). Enables online submission of mandatory reporting.	\$3,900	2014-2015 District Budget/ Institutional Research
13. Production Transcripts	Transcription services for focus groups and interviews conducted for research studies.	Not to exceed \$1,200	2014-2015 District Budget/ Institutional Research
14. Survey Gizmo	Web-based survey tool service.	\$1,431	2014-2015 District Budget/ Institutional Research
15. Ascension Agencies	Accident/illness insurance for F-1 visa students (mandatory) and domestic students (optional), including on-campus training for students and staff, support in providing healthcare and coverage to students.	No cost to the District. Students will pay \$98.00 per month for insurance coverage.	Student Insurance Fees

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-D ENROLLMENT DEVELOPMENT** *(continued)*

Provider	Service	Amount	Funding Source
16. International Education Advising Centers  (A full list of Educational Advising partners is available in IEC)	Introduce SMC to prospective students, hold college fairs, arrange seminars for visiting SMC staff to meet prospective students, help prepare applications, collect and remit fees from students to SMC.	The total for educational advising contracts not to exceed \$300,000 (one-time costs of \$500-\$900 per enrolled student in good standing)	2014-2015 District Budget/ International Education
17. Sector Point, Inc.	SharePoint support, service and change/upgrade implementation for District Website	Not to exceed \$10,000	2014-2015 District Budget/ Enrollment Development
18. Facebook	Paid outreach on Facebook to increase likes, traffic and engagement with SMC affiliated pages	Not to exceed \$3,000	2014-2015 District Budget/ Enrollment Development
19. Twitter	Twitter "promoted account" service which puts the college official account in front of users similar to existing followers and helps increase the audience.	Not to exceed \$3,000	2014-2015 District Budget/ Enrollment Development
20.  iXplore University  Study in the USA  US Journal  FSA Atlas  Mezun  ViaTRON	SMC International Education Center Recruitment and processing e-brochure/web advertisement  Print and web ads/profiles  Print profile  Document Management/ Services Integration  Web/webinar/seminar advertising/recruiting Document scanning	  \$5,000  \$19,400  \$1,500  \$5,600  \$4,500  \$1,500	2014-2015 District Budget/ International Education

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**RECOMMENDATION NO. 8** 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS (continued)

**8-D** ENROLLMENT DEVELOPMENT (continued)

Provider	Service	Amount	Funding Source
21. Fire Engine Red	The company will provide services for mass electronic communication and online forms and scheduling of tours for the Outreach office.	6 months: \$2,500	District Funds/ Outreach
22. Collaborative Institutional Training Initiative (CITI)	The CITI Program will provide customized web-based training on conducting ethical research with human subjects for researchers requesting Institutional Review Board (IRB) approval to conduct research with SMC students and employees.	\$2,500	2014-2015 District Budget/ Institutional Research
23. Zmags	Interactive e-publication tool used to create digital versions of viewbooks, catalogs, student handbook, etc.	Not to exceed \$3,800	2014-2015 District Budget/ Enrollment Development

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-E FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS** *(continued)*

*Requested by: Chris Bonvenuto, Chief Director, Business Services  
George Prather, Director of Auxiliary Services  
Don Girard, Senior Director, Government Relations/Institutional Communications*

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

The following contracts for Fiscal/Advocacy are all renewals of existing contracts.

Provider	Service	Amount	Funding Source
1. Bond Logistix	Perform arbitrage rebate calculations and issue arbitrage rebate reports on all general obligation bonds and Certificates of Participation as is required by the Internal Revenue Service.	Not to exceed \$15,000 per calculation/report	Measure S, T, U, AA, the Capital Outlay Fund and the General Fund
2. Los Angeles County Office of Education	PeopleSoft Financial System and HRS System; i.e., general ledger, accounts payable, employee database, inventory, purchasing, 1099 reporting, payroll, retirements, PC budget, training and downloadable reports.	Not to exceed \$250,000	2014-2015 District/Fiscal Services Budget
3. Vicenti, Lloyd Stutzman, LLP	Audit of District basic operations, grants, federal financial aid programs, radio station for the Corporation of Public Broadcasting	Not to exceed \$116,585 plus reimbursable expenses	2014-2015 District/ Board of Trustees Budget
4. Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, issues before the CCC Chancellor's Office and Board of Governors, and represent the District with the Governor's Office, and other state agencies that work with postsecondary educational institutions.	Not to exceed \$62,000 plus expenses	2014-2015 District/ Board of Trustees Budget

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-E FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS** *(continued)*

Provider	Service	Amount	Funding Source
5. School Services of California, Inc.	Provide current resources in the form of bi-weekly updates on State financial and legislative matters, to assist the District with budget and cash flow analysis and projection. Includes 15 hours of business research and planning services.	Not to exceed \$7,500 plus expenses	2014-2015 District Business Administration Budget
6. Urban Dimensions <i>(Dennis Zane)</i>	Urban Dimensions will continue to provide advocacy to identify additional transportation funds at state and federal levels; and assist the college with business activities and relations with the City of Santa Monica and other governmental agencies.	Not to exceed \$60,000 plus expenses.	2014-2015 District Transportation Budget
7. The California Statewide Delinquent Tax Finance Authority	This is a joint powers authority that finances delinquent taxes owed allowing for the District to receive the revenue from those taxes before they are collected from the taxpayer.	Fees are paid from the financing of the taxes and are not passed on to the District	Fees are paid from the financing of the taxes and are not passed on to the District
8. Credentials Order Processing Services, Inc.	The company provides services for the online ordering and shipping of student parking decals as well as the printing of all parking decals sold on campus.	Fees include \$2.50 per decal ordered mailed to student (including printing, processing and mailing); \$.65 for printed decals sold on campus.	2014-2015 District/Parking Budget
9 Total Compensation Systems, Inc.	Actuarial services related to retiree benefit liability calculations as required by GASB 45.	Not to exceed \$10,500 per report including on site presentations if necessary.	2014-2015 District/Fiscal Services Budget
10. The Network Inc.	In accordance with Board Policy 6116, the Network Inc. will maintain a Fraud Alert Hotline which utilizing both phone access and a website provides an anonymous reporting system.	Not to exceed \$7,000	2014-2015 District/Fiscal Services Budget

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**8-E FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS** *(continued)*

Provider	Service	Amount	Funding Source
11. Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,000	2014-2015 Auxiliary Budget
12. Sheila Kuehl	Program design, development, and offerings of SMC Public Policy Institute; plan and establish program self-sufficiency; assist with SMC institutional advancement.	\$5,000 per month, plus reimbursable expenses	2014-2015 Government Relations and Institutional Communications budget; private donations

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-F HUMAN RESOURCES/PERSONNEL COMMISSION**

*Requested by: Sherri Lee-Lewis, Dean, Human Resources*

*Approved by: Marcia Wade, Vice-President, Human Resources*

Provider	Service	Amount	Funding Source
1. Dr. Gina Gallivan	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test; Provide Fitness for Duty examinations for Police Officers if necessary.  [Licensed Clinical Psychologist, Board Certified in Police and Public Safety Psychology since August 1998.]	Pre-employment \$400 per candidate; Fitness for Duty \$350/hr (4-5 hrs) (includes interview, testing, follow up calls, report if necessary); Debriefing \$350 per hour per event (individual or group); Telephone consultation , \$350/hr; \$450/hr (9pm-5am). Not to exceed \$10,000.	2014-2015 District Budget/ Human Resources
2. Backgrounds Unlimited	Background investigations and preparation of written evaluations for each candidate applying for the positions of Police Officer, Community College Police Officer, Community College Police Trainee, for an amount not to exceed \$5,500 plus expenses.	Not to exceed \$5,500 plus expenses	2014-2015 District Budget/ Human Resources
3. People Admin	Upgraded software on fully hosted basis to automate the acceptance and processing of academic employment applications; allow tracking of applications, facilitates real time reporting to assist in attaining EEO and diversity goals.	\$25,500 Annual Maintenance Fee  \$6,000 one-time administrative fee for upgrade	2014-2015 District Budget/ Human Resources

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-F HUMAN RESOURCES/PERSONNEL COMMISSION** *(continued)*

Provider	Service	Amount	Funding Source
4. Los Angeles County Office of Education (LACOE)	Employee Assistance program (EASE) for eligible Santa Monica College employees.	The cost of the program is based on the number of eligible employees in the District who may potentially use the service. Estimated cost not to exceed \$11,000	2014-2015 District Budget/ Human Resources
5. SCCCD ERC (Liebert Cassidy Whitmore)	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions.	Not to exceed \$3,250	2014-2015 District Budget/ Human Resources
6. ViaTRON Systems, Inc.	Scanning of active personnel files	\$Not to exceed \$10,100	2014-2015 District Budget/ Human Resources
7. Identix, Inc.	Annual Maintenance of LiveScan Fingerprinting System in use by Campus Police	\$2,694	2014-2015 District Budget/ Human Resources
8. Brentview Medical Clinic	Provide Chest X-rays to current District Employees who evidence positive TB test result as required by law.	X-rays to be charged at \$50.00 per employee and total of all payment not to exceed \$5,000.	2014-2015 District Budget/ Human Resources



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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-F HUMAN RESOURCES/PERSONNEL COMMISSION** *(continued)*

Provider	Service	Amount	Funding Source
9. Keenan and Associates	Keenan and Associates will act as Broker in securing one or more group annuity contracts for District's Health Reimbursement Accounts (for the management group and the classified group); conduct periodic meetings to review the status of its HRA; inform the District of any changes affecting the program, assist the District with the implementation of the HRA; provide on-going consultation to District with respect to the HRA; and will assist the District in providing educational programs about the HRA to employees.	The carrier shall pay a renewal commission of 0.75% on the deposits, and an "asset trailer" of 0.9% accumulated assets in the group annuity contract. Keenan and MidAmerica shall receive half of the total commissions paid by the annuity carrier. Keenan shall also receive \$2.00 per active employee per quarter of the Administrative Fee (\$7.00 per active Employee per quarter) paid by the District to MidAmerica.	2014-2015 District Budget/ Fiscal Services
10. MidAmerica Administrative Solutions, Inc.	MidAmerica, is the exclusive provider of administrative services and technical support for the Keenan HRA Program. The District engaged MidAmerica to provide technical support and administrative services in conjunction with its HRA Program.	Administrative Fee: \$7.00 per active Employment per quarter. Estimated Cost: \$3,600/quarter Distribution Fee: \$7.00 for each claim processed up to an annual maximum of \$42.00 Estimated Cost: \$520/quarter Taxes on fees paid: approximately \$500. (All fees paid by the employer) and shall continue year to year thereafter unless and until terminated by either party upon written notice. Not to Exceed: \$17,000	2014-2015 District Budget/ Fiscal Services

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-F HUMAN RESOURCES/PERSONNEL COMMISSION** *(continued)*

11. Scantron	Provider of approx. 50,000 forms used for student evaluations of faculty	Not to exceed \$4,000	2014-2015 District Budget/ Human Resources
12. LawRoom	One year of training in sexual harassment for approximately 160 seats	Not to exceed \$5,000	2014-2015 District Budget/ Human Resources
13. Michael Prihar, Esq.	Personnel Commission hearing officer to hear classified employee discipline appeals, review records and prepare reports.	Not to exceed \$10,000	2014-2015 District Budget/ Personnel Commission Budget
14. Westchester Medical Group Center for Heart and Health	Provide full service consulting with regard to job-related employee examinations including but not limited to return to work and fitness for duty examinations.	Not to exceed \$15,000	2014-2015 District Budget/ Human Resources
15. Hudson HR Services, LLC	Training of SMC managers through workshops focused on a variety of management issues, and may include subjects such as recognition of collective bargaining agreement violations and proper response, workplace harassment prevention training, workplace communication, etc.	\$125 per hour for preparation and presentation. Not to exceed \$7,500	2014-2015 District Budget/ Human Resources

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**RECOMMENDATION NO. 8** 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS (continued)

**8-G KCRW**

Requested by: Jennifer Ferro, Director, Radio Station KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

The following contracts for KCRW are all renewals of existing contracts and are funded by CPB Grant money and KCRW Donations.

Provider	Service	Amount
1. American Public Media	Institutional Membership Fee: Period: July 1, 2014 through June 30 2015	Payable upon billing; Not to exceed \$102,040. Membership
	Program Acquisition: Quarterly fees for THE WORLD, Etc.	Not to exceed: \$107,516. Program Acquisition
	Contingency funds to cover adjustments to Membership/Program Acquisition	Not to exceed: \$3,000.
	Studio usage/engineering time/ISDN Lines for various KCRW programs	Not to exceed: \$8,000. Studio usage et al
	Audiographics Report(s): TO THE POINT	Not to exceed \$3,400. Audience Reports
2. Public Radio International	Institutional Membership Fee Period: July 1, 2014 through June 30, 2015	Payable upon billing; Not to exceed \$102,040 Memberships
	Program Acquisition: Quarterly fees for THE WORLD, Etc.	Not to exceed: \$107,516
	Contingency funds to cover adjustments to Membership/Program Acquisition	Not to exceed \$3,000
	Studio usage/engineering time/ISDN Lines for various KCRW programs	Not to exceed: \$8,000 Studio usage et al
	Audiographics Report(s): TO THE POINT	Not to exceed \$3,400 Audience Reports

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**8-G KCRW** *(continued)*

Provider	Service	Amount
3. Public Radio Exchange/PRX	<p>Institutional Membership Fee            Period: January 1, 2015 through December 31, 2016.            Payable in advance</p> <p>Program Acquisition:            Annual fees for THE MOTH RADIO HOUR; and other programs, to be determined. Payable in advance            Period: July 1, 2014 – June 30, 2015</p>	<p>Payable upon billing:            Not to exceed: \$6,100.</p> <p>Not to exceed: \$9,500.</p>
4. City of Los Angeles/ Department of Water and Power	<p>Continuing usage of Department's Briarcrest water tank site for KCRW to maintain and operate a radio antenna facility.</p> <p>Period: May 1, 2014 through April 30, 2015</p>	Annual Administrative fee, not to exceed \$1,000
5. List of providers on file at KCRW	<p>Various Site rentals/road access for KCRW transmitters:</p> <p>American Tower Corp \$18,415            Borrego Springs \$3,820            Clear Channel/formerly KYSR \$121,329            Collins Communications \$28,107            Crown Castle \$11,368            Lazer Broadcast \$12,525            Mountain Investments: Bald Mountain \$14,325            Mountain Investments: Copper Mtn \$18,738            Mountain Investments: Indio Hills \$32,528            Richland Towers/ATC Watertown, LLC \$14,210            Rincon Broadcast, LLC/Point Broadcast \$4,801            Lease ends Dec 31, 2014            Snow Peak \$4,456</p> <p>Richard E. King: usage/access, repair/maintenance of private road leading to KCRW transmitter site at South Mountain, above Santa Paula, Ventura County</p>	<p>Annual Totals not to exceed:</p> <p>Annual usage fee: \$2,500</p> <p>Variable fee, for maintenance/repair:            Not to Exceed:            \$5,000 for 12 month period.</p>

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**RECOMMENDATION NO. 8** 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS (continued)

**8-G** KCRW (continued)

Provider	Service	Amount
6. List of providers on file at KCRW	Miscellaneous goods and services, including but not limited to, Office/Engineering supplies; Utilities; Broadcast Liability Insurance; Short-term equipment rental; Maintenance Agreements/Services; Web hosting/storage services; Acquisition services. Others: Unknown at this time	Payment is authorized as stated on the list on file at KCRW  Not to exceed \$1,568,665.

**8-G** KCRW - ACCEPTANCE OF DONATIONS

Donor	Service	Amount
7. Santa Monica City Council	Acceptance of monthly payments of approximately \$6,990.50 to KCRW for broadcast of Santa Monica City Council meetings.  Period: July 1, 2014 - June 30, 2015.	Annual fees: \$83,886

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-H LEGAL SERVICES**

*Requested by: Greg Brown, Director, Facilities and Planning  
Don Girard, Senior Director, Government Relations/Institutional Communications  
Robert Myers, Campus Counsel  
Chui L. Tsang, Superintendent/President  
Marcia Wade, Vice-President, Human Resources  
Charlie Yen, Director, Contracts*

*Approved by: Randal Lawson, Executive Vice-President*

The following contracts for Legal Services are all renewals of existing contracts and services. The District uses the legal firms for personnel, facilities, fiscal issues; bond counsel, risk management, and legal services required by the Board on an as-needed basis.

1. Liebert, Cassidy, Whitmore	Personnel training, advice to Director of Classified Personnel	\$160 to \$290 per hour for attorney services; \$100 to \$140 per hour for paralegal services; plus expenses	2014-2015 Human Resources Budget/ Personnel Commission
2. Harding, Larmore, Mullen, Jakle, Kutcher and Kozal	Municipal, land use and CEQA issues	\$200 to \$375 per hour plus expenses	2014-2015 Business & Administration Capital Outlay Fund Bond Measures AA, U and S funds
3. Nixon Peabody LLP	(1) Provide legal services associated with real property acquisition and Joint Powers Authority (JPA) agreement between the District and the City of Malibu, (2) Provide bond counsel, (3) Provide legal counsel for facilities contract related issues.	\$225 to \$650 per hour, plus reimbursement of actual and necessary expenses	2014-2015 Business and Administration Budget; Bond Measures AA, U and S funds; District Capital Outlay Fund
4. Fulbright and Jaworski, LLP	To provide bond counsel related to already-issued bonds.	\$225 to \$650 per hour, plus reimbursement of actual and necessary expenses	2014-2015 Business and Administration Budget; Bond Measures AA, U and S funds; District Capital Outlay Funds

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**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-H LEGAL SERVICES** *(continued)*

Provider	Service	Amount	Funding Source
5 Newman, Aaronson, Vanaman	Robert Myers of Newman Aaronson Vanaman is providing the services of campus counsel. The responsibilities of campus counsel include coordinating of all litigation against the College, overseeing regulatory compliance, coordinating and reducing all outside legal services, and providing day-to-day legal services to the College to reduce legal exposure and liability.	\$100 to \$375 per hour plus expenses	2014-2015 Business and Administration Capital Outlay Fund Bond Measures U and S funds
6. Fagen Friedman & Fulfrost	Provide legal advice and representation principally in the area of labor-management issues.	\$245 per hour for senior partner; \$230 per hour for partner/senior associate; \$210 per hour for associate; \$150 per hour for education consultant; \$130 per hour for law clerk/senior paralegal; \$110 per hour for paralegal; plus costs and expenses in performing legal services.	2014-2015 District Budget/Business and Administration
7. Carpenter Rothans & Dumont	Legal defense for District's self-insured liability program	Not to exceed \$30,000	2014-2015 Risk Management Budget

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-I MARKETING, COMMUNITY OUTREACH AND RECRUITMENT**

*Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications*

*Approved by: Chui L. Tsang, Superintendent/President*

The following contracts for Marketing, Community Outreach and Recruitment are all renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Randy Bellous Productions	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$29,000 plus reimbursable expenses	2014-2015 Marketing Budget
2. Golden Cane Advertising (Gregg Lewis)	Advertising services (outdoor and print production and placement; electronic media production and supervision; strategic and creative direction; copywriting); online design and branding for institutional advancement (alumni)	Not to exceed \$60,000 plus reimbursable expenses	2014-2015 Marketing Budget
3. We Search Research	Editorial copywriting; information research & verification for schedule of classes and college catalog	Not to exceed \$27,000 plus reimbursable expenses	2014-2015 Marketing Budget
4. KPWR 105.9 FM Radio	Fall 2014, Spring 2015, Summer 2014 on-air advertising with digital and social media components for student recruitment	Not to exceed \$180,000	2014-2015 Marketing Budget
5. KROQ 106.7 FM Radio	Fall 2014, Spring 2015, Summer 2015 2014 on-air advertising with digital and social media components for student recruitment2014	Not to exceed \$230,000	2014-2015 Marketing Budget
6. SantaMonica Closeup.com	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$6,000 plus reimbursable expenses	2014-2015 Marketing Budget



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-I MARKETING, COMMUNITY OUTREACH AND RECRUITMENT** *(continued)*

Provider	Service	Amount	Funding Source
7. Santa Monica Daily Press	2014-2015 print advertising for college advancement; student recruitment, and community outreach	Not to exceed \$38,000	2014-2015 Marketing Budget
8. Theo Jemison	2015 graduation webcast, photo booth, and highlight video services, for alumni development	Not to exceed \$33,000 plus reimbursable expenses	2014-2015 Marketing Budget
9. La Opinión newspaper	2014-2015 print advertising for student recruitment	Not to exceed \$15,000	2014-2015 Marketing Budget
10. Los Angeles Sentinel	2014-2015 print advertising for student recruitment	Not to exceed \$5,000	2014-2015 Marketing Budget
11. SurfSanta Monica.com	2014-2015 advertising for student recruitment	Not to exceed \$12,000	2014-2015 Marketing Budget
12. Facebook	2014-2015 web advertising (banner) for student recruitment	Not to exceed \$15,000	2014-2015 Marketing Budget
13. Google	2014-2015 web advertising (search) for student recruitment	Not to exceed \$20,000	2014-2015 Marketing Budget
14. Andrew Tonkovich	2014-2015 editorial, publicity and related professional services to produce Santa Monica Review twice yearly	Not to exceed \$10,000 plus reimbursable expenses	2014-2015 Auxiliary Budget, Santa Monica Review Program Revenues
15. Douglas Wadle	Establish a master calendar for events at the SMC Performing Arts Center.	Not to exceed \$28,000 plus reimbursable expenses	2014-2015 Auxiliary Budget, SMC Performing Arts Center Program Revenues
16. Big Blue Bus	2014-2015 outdoor advertising for student recruitment	Not to exceed \$165,000	2014-2015 Marketing Budget
17. CBS Outdoor	2014-2015 outdoor advertising for student recruitment (CBS Outdoor is the provider for the MTA bus system)	Not to exceed \$150,000	2014-2015 Marketing Budget

#16 and 17: Comment: Outdoor advertising (advertising on the sides and backs of buses) is an important component of SMC's student recruitment efforts.

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-J RISK MANAGEMENT**

*Requested by: Risk Management Office*

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

The following contracts for Risk Management are all renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Weck Labs	Environmental sampling and analysis as required by local, state and Federal regulations	Not to exceed \$2,000	2014-2015 Risk Management Budget
2. Keenan and Associates	Property and Casualty Claims Administration Services Agreement: Claims management services for the District's self-insured property and liability insurance program.	Not to exceed \$30,000	2014-2015 Risk Management Budget
3. Keenan and Associates	To provide loss control services not included in the PIPS Workers Compensation Program.	Not to exceed \$30,000	2014-2015 Risk Management Budget
4. Clean Harbors	Provides hazardous waste management and disposal services.	Not to exceed \$95,000	2014-2015 Risk Management Budget
5. Dr. Maureen Sassoon	To provide Industrial Hygiene related consultation services such as air monitoring for asbestos abatement projects, chemicals, noise levels, lab analysis, reports, training, and other health and safety issues to include training, surveys and written reports.	Not to Exceed \$5,000	2014-2015 Risk Management Budget
6. Student Insurance Agency	Accident and Injury Insurance Coverage for Domestic Students and Student Athletes Enrolled and attending regular scheduled classes/ practices. Coverage includes: Mandatory BASIC; Mandatory SCAT; Mandatory STUCAT.	Not to Exceed \$175,671	2014-2015 Risk Management Budget

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Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**8-J RISK MANAGEMENT** *(continued)*

Provider	Service	Amount	Funding Source
7. Brentview Medical	Provides industrial injury medical services for new claims and other medical employment related services as needed.	\$4,000	2014-2015 Risk Management Budget
8. Midway Industrial Health Care Services	Provides industrial injury medical services for new claims and other medical employment related services as needed.	\$4,000	2014-2015 Risk Management Budget

**8-K STUDENT AFFAIRS**

*Approved by: Mike Tuitasi, Vice-President, Student Affairs*

PROFESSIONAL SERVICES: REALTIME CAPTIONING, SIGN LANGUAGE INTERPRETATION, MOBILITY SPECIALIST

Provider	Service	Amount	Funding Source
1. Total Recall Real-time Captioning	To provide real-time captioning services on an as-needed basis to non-signing deaf and hard of hearing students.	\$60 per hour for single on-site service provider, \$110 per hour for on-site team service providers; \$75 per hour for remote captioning. Less than 24 hours' notice cancellation pays in full. Total amount not to exceed \$16,500.	2014-2015 District Budget/ Disabled Students
2. Quick Caption	To provide real-time captioning services on an as needed basis to non-signing deaf and hard of hearing students.	A. \$60 per hour for a single on-site service provider, \$55 per hour for a single remote captioning, \$120 per hour for on-site team captioning, and \$110 per hour for teamed remote captioning. Less than 24 hours' notice cancellation pays in full. Total amount is not to exceed \$75,000.  B. For non-academic activities at SMC: Not to exceed \$7,200	2014-2015 District Budget/ Disabled Students

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Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-K STUDENT AFFAIRS** *(continued)*

PROFESSIONAL SERVICES: REALTIME CAPTIONING, SIGN LANGUAGE INTERPRETATION, MOBILITY SPECIALIST

Provider	Service	Amount	Funding Source
3. LifeSigns Now	Sign Language Interpreter	<p>A. \$70 per hour for a single service provider, \$140 (\$70 x 2) per hour for team service providers, and \$80 per hour for requests with less than 48 hours' notice and/or for assignments between 5 p.m. and 7:30 a.m. Less than 24 hours' notice cancellation pays in full. The total amount is not to exceed \$57,500.</p> <p>B. For non-academic activities at SMC: Not to exceed \$5,000</p>	2014-2015 District Budget/ Disabled Students
4. Purple Language Services	Sign language interpreter services for both ongoing needs and for emergency substitutes.	<p>A. \$72 per hour for single service provider, \$144 per hour (\$72 x 2) for team service providers; and \$102 per hour if less than 48 hours' notice with three-hour minimum ; if using SMC designated interpreters \$72 per hour with three-hour minimum. Total not to exceed \$101,000.</p> <p>B. For non-academic activities at SMC: Not to exceed \$5,000</p>	2014-2015 District Budget/ Disabled Students

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-K STUDENT AFFAIRS** *(continued)*

PROFESSIONAL SERVICES: REALTIME CAPTIONING, SIGN LANGUAGE INTERPRETATION, MOBILITY SPECIALIST

Provider	Service	Amount	Funding Source
5. SignUp Interpreting Services LLC	Sign language interpreter services for both ongoing needs and for emergency substitutes.	\$72 per hour for single service provider, \$75 x 2 per hour for team service providers; and \$93.75 per hour if less than 48 hours' notice. Total: \$5,000	2014-2015 District Budget/ Disabled Students
6. Cheryl Brooks	Consultant, who is a mobility specialist, will provide orientation and mobility training for a student with a visual impairment, so that he may travel safely, efficiently, and independently across the SMC campus. Training will include access to and from classrooms.	Fee: \$55 per hour (not to exceed 40 hours), total not to exceed \$2,200	2014-2015 District Budget/ Disabled Students

PROFESSIONAL SERVICES – CAREER SERVICES CENTER

Provider	Service	Amount	Funding Source
7. College Central Network	Provide functionality to collect, enter and approve job postings, search resumes, and refer them to prospective employers and to generate reports about students, alumni, employers and job postings.	\$1,000	2014-2015 District Budget/ Career Services Center
8. Bridges.com	Online Career Exploration program. Helps students learn about careers, education, income and some self-assessment. Helps students to both explore and plan for future careers and college majors	\$1,850	2014-2015 District Budget/ Career Services Center

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-K STUDENT AFFAIRS** *(continued)*

CHILD CARE AND RELATED SERVICES

Provider	Service	Amount	Funding Source
9. Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide child care services for CalWORKS and Pico Partnership recipients.  Comment: Students are required to be enrolled in at least 6 units for fall and spring, and 3 units for winter and summer. Each contract is determined by the number of units a student is enrolled in, if they are working, and the age of the child.	The reimbursement ceiling rate is consistent with the Regional Market rate.	2014-2015 CalWORKS, City of Santa Monica/Chancellor's Office
10. Participating Agencies: Santa Monica-Malibu Unified School District (SMMUSD) and Santa Monica Community College District (SMCCD)	Memorandum of Understanding (MOU) for Santa Monica Preschool Collaborative to provide staff for full day/full year child care and development services up to 108 children under the age of six. Services will be delivered in two sites: John Adams Child Development Center and Washington West Preschool. SMMUSD will be the operational agent for the Collaborative and will be responsible for staffing, management and oversight of the centers.	\$114,750	2014-2015 District Budget
11. Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide child care services for CCAMPIS Grant recipients  Comment: Students are required to be Pell Grant eligible, Full-Time student, GPA 2.0 minimum. Each contract is determined by the age of the child.	\$31,000 The reimbursement rate is a sliding scale based on the students' Pell Grant	2014-2015 CCAMPIS Grant District Budget/ Career Services Center

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CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-K STUDENT AFFAIRS** *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES

Provider	Service	Amount	Funding Source
12. WellnessMart.com	Provide athletic-related pre-participation physical exams for up to 150 student athletes during the academic year 2014-2015 .	\$35.00 per physical Not to exceed \$6,000	2014-2015 District Budget/ Health Services
13. Peak Medical	Services of one or more physicians who are specialists in Family Practice and who are uniquely qualified to provide comprehensive personal health care to college students. Provision of one licensed Medical Doctor (MD) for maximum 15 hours per week and/or one licensed Nurse Practitioner (NP) maximum 20 hours per week to provide medical and preventive health services to the students of the college.	Fee: \$120/hour of patient care scheduled for the physician, and \$90/hour for the nurse practitioner. Contractor will invoice for hours on a monthly basis and College will remit payment within 30 days. A monthly stipend of \$2,000 per month as remuneration for the medical directorship in addition to the hourly patient care services fee.	2014-2015 District Budget/Health Services

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Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 8 2014-2015 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

**8-L SUSTAINABILITY:**

*Approved by: Randal Lawson, Executive Vice President*

The following contracts for Sustainability are all renewals of existing contracts.

Provider	Service	Amount	Funding Source
1. Paradise Consulting	Provides support in administering the South Coast Air Quality Management District survey, provides summary Average Vehicle Ridership calculations and provides survey information for the Mandated Trip Reduction Plan for the City of Santa Monica.	Not to exceed: \$4,000	2014-2015 District Budget/ Sustainability
2. Right Click, DBA Ride Amigos	Provider of an online survey tool used for calculating Average Vehicle Ridership included in the annual Mandated Trip Reduction Plan for the City of Santa Monica and a monthly sustainable commuter online reporting system for all District employees.	Not to exceed: \$8,652	2014-2015 District Budget/ Sustainability



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 9 NEW COURSES AND DEGREES: SPRING 2014**

*Requested Action: Approval/Ratification*

*Requested by: Curriculum Committee*

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

New Courses

Astronomy 8: Introduction to Astrophysics  
 Accounting 9: Accounting Ethics  
 Biology 94C: Cell and Molecular Biology Research Methods  
 Computer Science 83R: Server-Side Ruby Web Programming  
 Early Childhood Education 71: Infants and Toddler Education and Care  
 Film 32L: Advanced Digital Filmmaking Lab  
 Film 33L: Directing the Short Film Lab  
 Film 50: Production Sound  
 Kinesiology PE 14C: Advanced Cross Country  
 Kinesiology PE 41M: Self Defense for Men  
 Media 3/Global Studies 3: Global Media  
 Photo 64: Community Documentary Photography

Global Citizenship

Media 3/Global Studies 3: Global Media

Distance Education

Accounting 9: Accounting Ethics  
 Astronomy 1: Stellar Astronomy  
 Computer Science 83R: Server-Side Ruby Web Programming  
 Early Childhood Education 49: Curriculum and Strategies for Children with Special Needs  
 Early Childhood Education 52: Documentation Making Learning Visible  
 Early Childhood Education 53: Environment As The Third Teacher  
 Early Childhood Education 71: Infants and Toddler Education and Care

New Degrees

Associate in Science (AS) and Certificate of Achievement, Film Production  
 Associate in Science for Transfer (AS-T), Nutrition  
 Associate in Arts for Transfer (AA-T), Spanish

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

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

*Requested Action: Approval/Ratification*

*Requested by: Laurie McQuay-Peninger, Associate Dean, Grants*

*Approved by: Randal Lawson, Executive Vice President*

**Title of Grant:** **Advanced Technological Education (ATE) Program**  
**Granting Agency:** National Science Foundation  
**Award Amount:** \$199,892  
**Matching Funds:** Not applicable  
**Performance Period:** July 1, 2014 – June 30, 2017

**Summary:** This ATE grant will further develop and improve the existing Solar Photovoltaic Installation degree and certificate program, addressing specifically the disturbing disconnect between employer demand for qualified workers and student inability to obtain jobs. Specifically, this project will strengthen student skills in math and science while expanding work-based learning and contextualized instruction with the goal to increase the number of students successfully pursuing certificates, degrees, and careers in solar photovoltaics.

**Budget Augmentation:** Revenue (2014-2017)

<b>8100 Federal</b>	<b>\$ 199,892</b>
<b>Expenditures</b>	
1000 Academic Salaries	\$ 124,899
2000 Non-Academic Salaries	\$ 20,418
3000 Employee Benefits	\$ 33,239
4000 Supplies and Materials	\$ 10,850
5000 Other Operating Expenditures	\$ 9,686
6000 Capital Outlay	\$ 800
7000 Student Aid	\$ 0
<b>Total</b>	<b>\$ 199,892</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Term/Amount	Service	Funding Source
A Steven Rudoy	September 2015 through July 2015. 40 hours per week  Not to exceed \$25,000	Mr. Steven Rudoy, a doctoral student in clinical psychology at Pepperdine University, will serve as a half-time Post Doctoral Intern to assist the psychological services staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff. In addition, Mr. Rudoy will serve as a half-time Post Doctoral Intern for the Pico Promise Transfer Academy working with individual students enrolled in this special program to provide individual counseling and group workshops. The stipend amount is typical for post doctoral internships in this field.	Pico Promise Transfer Academy funded by the City of Santa Monica (50%)  District Funds/ Psychological Services (50%)
B Kristin Brooks Hope Center	May 27, 2014  \$3,500 <i>(amendment to previously approved amount of \$3,000)</i>	SMC Psychological Services is coordinating a Mental Health Fair on campus as part of National Mental Health Awareness Month. This program is provided by the Kristin Brooks Hope Center and focuses on suicide prevention for college students. It is a day-long program and will be staffed by onsite mental health counselors.	Student Mental Health Grant
<i>A and B</i>			
Requested by: Brenda Benson, Dean, Counseling/Retention			
Approved by: Mike Tuitasi, Vice-President, Student Affairs			
C Valerie Doby	July 9 and July 14-August 1, 2014  \$50/hour for 60 hours, not to exceed \$3,250	The consultant will provide mathematics workshops in the Upward Bound Summer Program, as required by the U.S. Department of Education grant.	TRIO/ Upward Bound
Requested By: Bonita Cooper, Project Manager, Upward Bound			
Approved By: Teresita Rodriguez, Vice President, Enrollment Development			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source
D Global Motion	September 24 - October 4, 2014  A. \$5,000 To be used for airfare deposits, fully refundable if the trip is cancelled.  B. Not to exceed \$1,500	A. Transfer of funds to Global Motion auxiliary account assist in cost of airfare for the 15th Beijing International Tourism Festival (BITF) in Beijing “International Folklore Arts Festival” project. Global Motion will be performing at local theatres in Beijing sharing the stage with a local other dance companies around the world in China. Global Motion is seeking co-sponsorship for the cost of the trip through the Associated Students and SMC Foundation.  B. Enrollment in Traveler’s Insurance through iNext, paid for by the Global Citizenship account.	Global Citizenship Fund
<p><i>Requested By: Kelley Brayton, Dean, International Education</i>  <i>Approved By: Teresita Rodriguez, Vice President, Enrollment Development</i></p>			
E Luz Rivas	August 22, 2014  Not to exceed \$750	Luz Rivas is the Founder and Executive Director of DIY Girls, a non-profit that works to increase women and girls’ interest in technology and engineering by providing hands-on educational experiences. She has developed programs focused on increasing underrepresented minorities in STEM fields at Caltech. She will be delivering the keynote address for SMC’s STEM Summer Skills Workshops & Welcome Day on Friday, August 22 for the newly admitted third cohort of program participants.	STEM Grant (100%)
<p><i>Requested By: Melanie Bocanegra, Director, STEM Initiatives</i>  <i>Approved By: Georgia Lorenz, Vice President, Academic Affairs</i></p>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract		Term/Amount	Service	Funding Source
F	Michael Jacobs	July 1, 2014 to June 30, 2015  Not to exceed \$2,500	Michael Jacobs will serve as a tech industry consultant and will assist in the development and delivery of curriculum for Community Ed's "Computer Coding for Kids" course and will provide faculty, staff and counselors with tech career education training and advisement. Will serve as tech industry consultant and will assist in the development and delivery of the curriculum.  He is co-founder of Tap.in2, an app development company and a third generation product developer. He creates curriculum on both product and business development.	SB 70 Grant (100%)
G	Daedalus Exchange  (Facilitator: Jordan Syms)	July 1, 2014 to June 30, 2015  Not to exceed \$2,500	Jordan Syms will serve as tech industry consultant and will assist in the development and delivery of the curriculum for Community Ed's "Computer Coding for Kids" course and will provide faculty, staff and counselors with tech career education training and advisement. Will serve as tech industry consultant and will assist in the development and delivery of the curriculum.  He is co-founder of Tap.in2. His operations experience includes projects for public and private sector communications.	SB 70 Grant (100%)
H	Brustein & Manasevit LLC  (Facilitator: Michael Brustein)	August 15, 2014  Not to exceed \$3,500	Michael Brustyein is recognized nation-wide as an expert on federal grants regulation and will lead a training session for staff working on Perkins and other U.S. Department of Education federal grants. This training is part of an effort to increase efficiency and strengthen oversight in programs administered by the US Department of Education, and is needed to cover the new administrative, cost and audit rules.	Perkins Grant (100%)
<p><i>F, G and H</i>  <i>Requested By: Patricia Ramos, Dean, Workforce &amp; Economic Development</i>  <i>Approved By: Georgia Lorenz, Vice President, Academic Affairs</i></p>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12 ACADEMIC PERSONNEL**

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

EFFECTIVE DATE

ELECTION

ADMINISTRATIVE

Barajas, Byanca, Acting Assistant Athletic Director	07/02/14 – 12/31/14
Leon-Vasquez, Maria, Project Manager, Workforce	07/01/14 – 06/30/15
Merlic, Jennifer, Interim Dean of Instructional Services	07/02/14 – 01/31/15

ADMINISTRATIVE SALARY RANGE ADJUSTMENT

Senior Director, Government Relations & Institutional Communications	07/01/14
From: Range 12	
To: Range 14	

Vice President, Enrollment Development	07/01/14
From: Range 12	
To: Range 14	

ADJUNCT FACULTY

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

RETIREMENT

EFFECTIVE DATE

Holmgren, Christine, Instructor, Philosophy and Social Science (23 years)	06/17/14
(Comment: Modified date of retirement from 07/10/14 to 06/17/14)	

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: HUMAN RESOURCES

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

*Requested Action: Approval/Ratification*

*Reviewed by: Sherri Lee-Lewis, Dean, Human Resources*

*Approved by: Marcia Wade, Vice-President, Human Resources*

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

Director of Human Resources (1 position) 07/01/14

Salary: Range 34 – Management Salary Schedule

ESTABLISH

Media Resources Assistant (1 position) 07/01/14

LRC, 11 mos, 40 hrs

ABOLISH

Media Resources Assistant (1 position) 07/01/14

LRC, 12 mos, 40 hrs

ELECTIONS

PROMOTION

Kuykendall, Alan 07/01/14

To: Human Resources Specialist, Human Resources

From: Administrative Clerk, Human Resources

Trice, Candace

To: Student Services Assistant, International Students Center 06/23/14

From: Student Services Clerk, International Students Center

Wyban, Bruce

To: Director, Facilities Management 07/01/14

From: Mechanical Systems and Energy Management Supervisor

PROBATIONARY

Bukauskas, Donatas, Instructional Assistant - Mathematics 06/23/14

Gibson, Christopher, Senior Research Analyst, Institutional Research 07/01/14

Owolabi, Abdul "Wahab", Senior CTE Program Advisor, ICTE 07/01/14

PROBATIONARY VOLUNTARY TRANSFER-- DEMOTION

Knox, Debra 07/14/14

To: Human Resources Specialist, Human Resources

From: Administrative Assistant II, Human Resources

ADVANCE STEP PLACEMENT

Bukauskas, Donatas, Instructional Assistant – Mathematics (Step C) 06/23/14

Gibson, Christopher, Senior Research Analyst, Institutional Research (Step B) 07/01/14

STIPEND

Cadena, Ruben CC Police Officer, Campus Police +2.5% 03/23/14 – 07/05/14  
Comment: Field Training Officer

Cadena, Ruben, CC Police Officer, College Police 5% 07/01/14 – 06/30/15  
Comment: Range Master

Echeverria, Alberto, CC Police Officer, College Police 5% 07/01/14– 06/30/15  
Comment: Motorcycle Duties

Samano, Summer, CC Police Officer, College Police 5% 07/01/14– 06/30/15  
Comment: Training Coordinator

Wilson, Bryan, CC Police Officer, College Police 5% 07/01/14 – 06/30/15  
Comment: Fire and Life Safety

EXEMPT POSITION

Administrative Assistant IV - Confidential to the Superintendent  
Comment: Board approval is needed to request the Personnel Commission to declare this position exempt from the requirements of Education Code 88091 related to establishing an eligibility list.

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Gray, Darryl 05/27 - 09/29/14  
To: Custodial Operations Supervisor, NS II, 100%  
From: Lead Custodian, NS II

WORKING OUT OF CLASSIFICATION (PROVISIONAL) – Extension

Askew, Diana 07/01 – 09/30/14  
To: Administrative Assistant III – Confidential, 100%  
From: Administrative Assistant II

Chavira, Cristina 07/01 – 09/01/14  
To: Accounts Payable Supervisor, 100%  
From: Accounting Specialist II

Kilian, Leticia 07/01 – 09/30/14  
To: Administrative Assistant IV – Confidential, 100%  
From: Administrative Assistant III – Confidential

Monzon, Karen 07/01 – 08/29/14  
To: Personnel Analyst, 100%  
From: Personnel Technician

CHANGE IN WORK SHIFT/PERMANENT

Barlow, Anthony 05/19/14  
To: Custodial Operations Supervisor, NS I  
From: Custodial Operations Supervisor, NS II



SEPARATION

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Guercio, Joanne

07/01/14 – 06/30/15

From: Administrative Assistant II, Counseling Department, 12 mos, 40 hrs

To: Administrative Assistant II, Counseling Department, 12 mos, 32 hrs

(Benefits at 100% per CSEA/District Agreement 12.5.1)

LAST DAY OF PAID SERVICE

RETIREMENT

Hernandez, Linda, C C Parking Enforcement Officer, Campus Police (13 years)

09/12/14

RESIGNATION

Chon, Jane, Instructional Assistant-English

06/21/14

Melton, Brandi, Student Services Clerk, ISC

07/01/14

Molina, Erica, Disabled Student Services Assistant, DSC

08/08/14

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

*Requested Action: Approval/Ratification*

*Reviewed by: Sherri Lee-Lewis, Dean, Human Resources*

*Approved by: Marcia Wade, Vice-President, Human Resources*

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

STUDENT EMPLOYEES

College Student Assistant, \$10.00/hour (STHP) 60

College Work-Study Student Assistant, \$10.00/hour (FWS) 2

Cal Works, \$10.00/hour 1

SPECIAL SERVICE

Community Services Specialist II, \$50/hour 2

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

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

Brown, Stacey D., Administrative Asst I, TRIO	06/09/14-06/30/14
Finley, Debra, Buyer II, Purchasing	05/08/14-07/30/14
Waller, Leslie A., Administrative Clerk, Campus & Alumni Rel.	06/10/14-10/15/14
Webster, Jazeer, Administrative Assistant I, Job Development	05/27/14-08/29/14

**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.

Bae, Daniel, Bookstore Clerk/Cashier, Bookstore	07/07/14-09/19/14
Devine, Robert, Bookstore Clerk/Cashier, Bookstore	07/07/14-09/19/14
Juarez, Jorge, Bookstore Clerk/Cashier, Bookstore	07/07/14-09/19/14
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	07/07/14-09/19/14
Padilla, Omar, Student Services Assistant, ISC	06/16/14-09/22/14
Portillo, William, Bookstore Clerk/Cashier, Bookstore	07/07/14-09/19/14
Solomon, Taiesha, Student Services Clerk, Library	05/28/14-07/31/14
Walker, Terence, Bookstore Clerk/Cashier, Bookstore	07/07/14-09/19/14

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

*Requested by: Greg Brown, Director, Facilities Planning*

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

*Requested Action: Approval/Ratification*

**RECOMMENDATION NO. 16 FACILITIES**

**16-A CHANGE ORDER NO. 6 – INFORMATION TECHNOLOGY RELOCATION**

Change Order No. 6 – BERNARDS BROS. on the IT Relocation project in the amount of \$504,211.

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	\$ 689,701
Change Order No. 6	<u>\$ 504,211</u>
Revised Contract Amount	\$13,585,912

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

Funding Source: Measure AA

Comment: Change Order No. 6 provides for owner-initiated additions to the project. It includes labor and material to revise the Faculty/Staff computer lab in to a reconfigured Center for Teaching Excellence to better serve the college's future needs. Also provides alternate chilled water piping and appurtenances to use the Library chilled water system in lieu of renting temporary chillers to service the new IT Building. The IT building will connect to the Central Plant once it is completed in about two years.

**16-B RENEWAL OF AGREEMENT FOR PROJECT INSPECTION SERVICES**

Renewal of Agreement with JL Inspections for inspection services at \$95 per hour, plus reimbursable expenses for the period of July 1, 2014 to June 30, 2015 for DSA Certified Class 1 inspection services.

Funding Source: Measure AA

Comment: This firm will provide DSA Certified Class 1 inspection services for the AET Campus and Parking Structure A project and various other projects during the term of the contract.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES** *(continued)*

16-C CHANGE ORDER NO. 2 – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY (AET) CAMPUS AND PARKING STRUCTURE A

Change Order No. 1 – C.W. Driver on the AET Parking Structure A portion of the project in the amount of \$19,363.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 23,067
Previously Approved Change Orders (AET Parking Structure)	\$ 19,363
Change Order No. 2 – Parking Structure A	\$ 21,185
Revised Contract Amount	\$59,223,615

These change orders results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 2 for the Parking Structure A portion of the project includes labor, material, and equipment cost to remove one incorrectly built pile, modify as required by adding vertical rebar, furnish and install concrete and slurry backfill for several pile shafts where obstructions were encountered during drilling thus increasing the diameter of the pile shaft, and the addition of rebar doweling for the structure slab. Change Order No. 2 also includes credit to for costs of overtime for tests and inspection services and design consultant fees for the development of two Construction Change Directives required due to contractor’s improper placement of a column and layout of a wall.

16-D POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to:	City of Santa Monica
Amount:	\$91,078.32
For the Period:	January 1 –March 31, 2014 (3 months)

Funding Source: 2013-2014 District General Fund

Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica \$87,714.38 for the same period last year.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 BUDGET TRANSFERS**

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

17-A FUND 01.0 – GENERAL FUND – UNRESTRICTED

Period of: May 21, 2014 to June 18, 2014

:

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	32,461
2000	Classified/Student Salaries	-25,461
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	23,489
6000	Sites/Buildings/Equipment	4,500
7000	Other Outgo/Student Payments	-34,989
Net Total:		0

17-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: May 21, 2014 to June 18, 2014

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	65,838
2000	Classified/Student Salaries	49,985
3000	Benefits	35,842
4000	Supplies	-88,280
5000	Contract Services/Operating Exp	4,345
6000	Sites/Buildings/Equipment	-64,174
7000	Other Outgo/Student Payments	-3,556
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

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

*Requested Action: Approval/Ratification*

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

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

**Title of Grant:** Disabled Students Programs and Services (DSPS)  
**Granting Agency:** State of California  
**Award Amount:** \$5,642  
**Matching Funds:** Not applicable  
**Performance Period:** July 1, 2013 – June 30, 2014  
**Summary:** The District qualifies for an additional \$5,642 in DSPS funding per P2 allocation notice from Chancellor’s Office dated June 3, 2014.

Budget Augmentation: Restricted Fund 01.3

Revenue (2013 – 2014)	
8600 State Allocation	\$5,642
<b>Expenditures</b>	
2000 Classified/Other Academic Salaries	\$240,496

**Title of Grant :** Child Development Training Consortium  
**Granting Agency:** Yosemite Community College District  
**Award Amount:** \$900  
**Matching Funds:** \$0  
**Performance Period:** July 1, 2013 to June 30, 2014

**Summary:** Child Development Training Consortium Grant state funded (\$7,500). This grant provides tuition, books, mentoring and professional development activities for ECE students. The granting agency increased the District’s allocation in the amount of \$900 to reimburse students for fees related to obtaining a Child Development Permit

Budget Augmentation:

Restricted Fund 01.3	
<b>Revenue</b>	
8600	State Revenue \$900
<b>Expenditures</b>	
7000	Other Outgo/Reimbursements \$900
	<b>Total Expenditures: \$900</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 COMMERCIAL WARRANT REGISTER**

*Requested by: Veronica Diaz, Acting Director, Fiscal Services*  
*Approved by: Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action: Approval/Ratification*

It is recommended that the Board of Trustees approve the Commercial Warrant Register for the following period:

May 1 – May 31, 2014      6006 through 6046      \$13,674,975.79

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

**RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER**

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

May 1 – May 30, 2014      C1J – C2K      \$10,772,782.59

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

**RECOMMENDATION NO. 21 AUXILIARY PAYMENTS & PURCHASE ORDERS**

*Requested by: George Prather, Director of Auxiliary Services*  
*Approved by: Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action: Approval/Ratification*

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 Other Auxiliary Funds.

	Payments	Purchase Orders
May 1 – May 31, 2014	\$565,367.55	\$19,882.14

Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 22 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

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

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

*Requested Action: Approval/Ratification*

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

**RECOMMENDATION NO. 23 ORGANIZATIONAL MEMBERSHIPS, 2014-2015**

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

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

*Requested Action: Approval/Ratification*

Approval of the list of Organizational Memberships, 2014-2015 (List on file in the Offices of the Superintendent/President and Fiscal Services).



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 24 PURCHASING**

*Requested by: Cynthia Moore, Director of Purchasing*

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

*Requested Action: Approval/Ratification*

24-A AWARD OF PURCHASE ORDERS

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

May 1 – May 31, 2014                      \$16,618,392.70

24-B AWARD OF CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
CCS Presentation Systems Award of Bid #1314004SF	August 11-22, 2014  \$85,382.75	Projector Replacement, Installation, & Programming (43 classrooms in second phase of projector replacement and upgrade; Media Services Department)	2014-2015 Capital Outlay Fund 40
Pyramid Design & Construction Award of Bid #1314005SF	August 18-27 and December 26-30, 2014  \$30,982.00	Carpet Removal and Installation (phased completion of 29 identified rooms throughout campus; Maintenance Department)	Int'l Students \$11,830  Associated Students \$5,690  2014-2015 General Fund 01 \$13,462
Duke Builders	TBD	Emergency contract involving public safety- health and welfare from damages caused by motor vehicle accident at Emeritus campus.	General Fund
First Southwest	2014-2014  \$75,000 plus reimbursable expenses not to exceed \$10,000	Financial Advisor firm selected from eligible pool to assist the District with debt services analysis, bond structuring, debt procedures/ procedures and long term debt services planning for fiscal year 2014-2015.	Measure S, AA and District Capital Funds

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	July 1, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 24**    **PURCHASING** *(continued)*

**24-C**    **AUTHORIZATION OF PURCHASE ORDERS**

Authorization of purchase orders from approved department budgets against the following competitively bid agreements not to exceed legal dollar threshold limits:"

1. State of California Contract (CMAS), Contract 3-09-70-0163E, with NEXUS IS, Inc., to 09/30/2017, for data communications products and services.
2. State of California Contract (CMAS), Contract 3-10-70-0163AH, with NEXUS IS, Inc., to 05/31/2018, for data communications products and services.
3. State of California Contract (CMAS), Contract 3-10-70-0163AJ, with NEXUS IS, Inc., to 12/31/2014, for data communications products and services.
4. State of California Contract (CMAS), Contract 3-11-70-0163AM, with NEXUS IS, Inc., to 06/30/2018, for data communications products and services.
5. State of California Contract (CMAS), Contract 3-11-70-0163AN, with NEXUS IS, Inc., to 06/30/2018, for data communications products and services.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
Santa Monica Community College District	July 1, 2014

**X. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**XI. BOARD COMMENTS AND REQUESTS**

**XII. ADJOURNMENT- 10:50 p.m.**

The Board of Trustees Study Session is scheduled to be held on **Tuesday, July 15, 2014** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, August 5, 2014** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

Reports:

- Adult Education

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 1, 2014

APPENDIX A

**INFORMATION ITEM 1**

**SUBJECT:**                    **2013-2014 GRANTS OFFICE ANNUAL REPORT**

**SUBMITTED BY:**        Laurie McQuay-Peninger  
Associate Dean, Grants

In 2013-2014, SMC managed roughly \$4.2 million in grant funds through 28 grant projects funded by local, state, and federal organizations, both public and private, all of which are supportive of the college’s mission. This included 11 new awards, valued at about \$667,000 in additional revenue, with slightly more than \$450,000 to benefit 2013-2014 directly. One of these awards, while not offering direct cash support, has provided significant student benefit in the form of work-based learning and will serve as a resource for a new internship course for the Sustainable Technologies Program. All 11 new awards reflect innovation across campus, including new programming for foster youth, enhancements to CTE instruction, and outreach to underrepresented students in STEM.

In total, the college submitted 15 proposals to support the 2013-2014 academic year. In addition, the college was a collaborative partner in three proposals submitted by other institutions, including a proposal to the Stuart Foundation by Loyola Marymount University. Of the 18 proposals submitted by or on behalf of the college, 11 were funded, including the proposal submitted by LMU to the Stuart Foundation. As such, the college achieved a success rate of 61 percent.

As in the past, the majority of these grants were written by the Grants Office in collaboration with the programs and/or departments that were identified to directly manage and implement them. In addition, the Office of Workforce and Economic Development, as well as the Santa Monica College Foundation, took an active role in grant development and management. By working collaboratively with other departments across campus, the Grants Office is able to increase the overall number of grants submitted to support the college’s mission and its students and faculty, while reducing duplication of effort and leveraging resources for the benefit of all programs.

The following table outlines the success rate of the various funding sources pursued by the college to support the 2013-2014 academic year.

Source of Funds	Grants Submitted	Grants Awarded	Success Rate
Federal Govt.	4	3	75.0%
State Govt.	1	1	100.0%
Local Govt.	0	0	--
Private	13	7	53.8%
Total	18	11	61.1%

Each of these grants support projects that work to achieve the college’s mission, as well as one or more of SMC’s strategic initiatives, institutional learning outcomes, and supporting goals. The following table provides a breakdown of grants submitted and awarded to support 2013-2014 and their relation to institutional goals and objectives. Many of these grants support more than one outcome, and thus the total adds to more than the number of awards.

Area of Focus	Number of Grants Submitted/Awarded by Funding Source									
	Private		Local		State		Federal		Total (duplicated)	
	Submitted	Awarded	Submitted	Awarded	Submitted	Awarded	Submitted	Awarded	Submitted	Awarded
ILO #1: Personal Attributes	9	5	0	0	1	1	1	0	11	6
ILO #2: Academic Skills	5	2	0	0	1	1	3	2	9	5
ILO #3: Global Citizenship	0	0	0	0	0	0	0	0	0	0
ILO #4: Sustainability	1	0	0	0	1	0	2	2	3	2
ILO #5: Authentic Engagement	0	0	0	0	1	1	1	1	2	2
Supporting Goal #1: Innovative/ Responsive Learning Environment	6	4	0	0	0	0	2	1	8	5
Supporting Goal #2: Supportive Learning Environment	9	5	0	0	0	0	1	1	10	6
Strategic Initiative #1: GRIT	9	5	0	0	0	0	0	0	9	5
Strategic Initiative #2: I3	0	0	0	0	0	0	0	0	0	0
Strategic Initiative CTE	5	2	0	0	1	1	2	2	8	5
TOTAL (duplicated)	47	24	0	0	3	3	12	9	62	36

In addition, each project supports at least one of the Goals and Priorities of the SMC Board of Trustees, including:

9 submitted and 5 awarded grants that will help “institutionalize initiatives that are effective in improving student success, with an emphasis on improving basic skills mastery in mathematics and English Language Arts, and strengthening students’ non-cognitive skills (GRIT), to achieve more equitable outcomes” (Priority 2);

8 submitted and 5 awarded grants that will “strengthen and promote workforce/career technical programs and pathways” (Priority 3);

1 submitted and 1 awarded grant to “implement improved safety and emergency preparedness systems and procedures for the entire college” (Priority 11); and 3 submitted and 1 awarded to “participate in the Cradle to Career Initiative and strengthen and expand programs and partnerships that serve SMMUSD students” (Priority 14).

The submission of these grants in direct support of institutional learning outcomes, supporting goals, and strategic initiatives also helped the college’s Board of Trustees achieve its 10th Priority, to pursue and obtain federal funds as well as other grant opportunities.

The following list provides a summary of all active grant-funded projects, both new and continuing, for 2013-2014 and how they relate to the Board of Trustees' Goals and Priorities. Corresponding Institutional Learning Outcomes, Supporting Goals, and/or Strategic Initiatives, as well as the annual award total, the funding source, and the principal investigator/project director, are also listed. It should be noted that many of these grants support more than one of these outcomes; for the purposes of this report, projects are listed under their primary area of emphasis.

Board Goal: Educational Advancement and Quality

Board Priority #2: Institutionalize initiatives that are effective in improving student success, with an emphasis on improving basic skills mastery in mathematics and English Language Arts and strengthening students' non-cognitive skills (GRIT), to achieve more equitable outcomes.

Student Success/Special Populations—High School Outreach/College Prep and Access

Upward Bound (\$236,925 – U.S. Dept. of Education): This TRIO grant targets low-income, potential first generation college students from Venice and Crenshaw high schools, providing academic assistance, college planning and assistance, and counseling/mentoring support. (This project supports ILO #1 and 2, as well as Supporting Goal #2 and the GRIT Initiative.)

Student Success/Special Populations – First Time College Students

NEW for 2013-2014—AVID for Higher Education (\$34,942 – Michael and Susan Dell Foundation through a grant to the AVID Center): The AVID Program has been active in K-12 schools across the country for many years and is now working to establish an AVID for Higher Education Program. SMC was selected as one of the first colleges to develop and implement an AVID for Higher Education program on its campus. Funding was granted to support professional development for faculty and staff, as well as capacity building efforts. (This three-year project also supported ILOs #1 and #2, Supporting Goals #1 and #2, and the GRIT Initiative, as well as Board Goal #14, in that it augmented the First Year Experience, targeting local students. PLEASE NOTE: This grant was returned for several reasons, including 1) professional development offerings did not align with SMC faculty needs and concerns; and 2) grant expectations and outcomes were unrealistic, particularly given the limited amount of funding.)

Student Success/Special Populations—Foster Youth

NEW for 2013-2014—Guardian Scholars Implementation Grant (\$48,000 – Stuart Foundation via subcontract award from Loyola Marymount University): SMC will collaborate with Loyola Marymount University and the University of California, Los Angeles, to develop and implement a Guardian Scholars Program. The Guardian Scholars program will support students who are or once were in foster care. (This 3-year project also supports ILO #1, Supporting Goal #2, and the GRIT Initiative.)

Student Success/Special Populations – U.S. Veterans

NEW for 2013-2014—Veterans Resource Center (\$50,000 – Ralph M. Parsons Foundation, awarded to the Santa Monica College Foundation): These funds will help sustain services and resources developed through the FIPSE Center of Excellence grant in support of the Veterans Resource Center, including student resource management, tutoring, mentoring, on-site student support workshops, transfer advising, and other activities. (This two-year grant also supports ILO #1 and Supporting Goal #2.)

FIPSE Center of Excellence for Veteran Student Success (this grant officially ended September 30, 2013, but the U.S. Department of Education requested that SMC continue to provide assessment data through September 30, 2014, at no cost to the federal government): Through this grant, SMC expanded the capacity of SMC's Veterans Resource Center to include tutoring, mentoring, on-site Financial Aid and Career Services workshops, transfer advising and co-located DSPS services. (This grant also supports ILO #1 and Supporting Goal #2.)

#### Student Success/Special Populations—Low Income, First Generation Students

Student Support Services (\$266,787 – U.S. Dept. of Education): This TRIO grant targets low income, first generation college students and provides them with the skills and resources that they need to successfully complete their SMC studies and transfer to a baccalaureate program. (This project supports ILO #1 and #2, Supporting Goal #2, and the GRIT Initiative.)

Child Care Access Means Parents in School (\$108,341 – U.S. Dept. of Education): This grant provides child care assistance for low-income, Pell-eligible students enrolled at SMC so that low-income parents may continue to attend classes without worry over the care of their children. (This 4-year project also supports Supporting Goal #2.)

Pico Promise (\$155,230 – City of Santa Monica): This project is an expansion of the former Pico Partnership on the Move Program that was previously funded by the City of Santa Monica's Community Development Grants Program. The Pico Promise program offers instructional and student support assistance to low-income students from the Santa Monica-Malibu School District, specifically the Pico Neighborhood, so that they may achieve their academic and/or career goals. (This project also supports ILO #1 and #2, as well as the Board's third Goal, Community and Government Relationships, Priority #14, to strengthen and expand programs and partnerships that serve SMMUSD students. This is a four year award which should continue through 2015.)

#### Student Success/Special Populations – Science, Technology, Engineering, and Mathematics (STEM)

NEW for 2013-2014—STEM Scholarship Program (\$25,000 – Edison Corporate Contributions, awarded to the Santa Monica College Foundation): These funds provide financial assistance to students participating in the Science and Research Initiative. (This grant also supports ILO #1 and Supporting Goals #1 and #2.)

HSI STEM and Articulation Program Grant (\$1,181,911 – U.S. Department of Education and delivered in collaboration with the University of California, Los Angeles): The purpose of this grant is to promote STEM degrees and careers among Latino and other underrepresented student populations in STEM, including underrepresented minority students, but also women and low-income, first generation students in general. This will be accomplished through the SMC/UCLA Science and Research Initiative, which includes an array of student support and instructional services, such as counseling, advising, transfer planning, mentoring, and increased involvement in applied learning activities. (This five year also supports ILO # 1, #2, and #4, Supporting Goals #1 & #2, and Strategic Initiative—Sustainable Campus.)

Board Priority #3: Strengthen and promote workforce/career technical programs and pathways.

#### Multidisciplinary CTE Initiatives

CTE Community Collaborative (\$174,000 – California Community Colleges Chancellor's Office): The project will continue the work of SMC and SMMUSD to strengthen Career Technical Education. The project offers Career Exploration/Development for middle school students, Articulation, Career Pathways, Placement Services, and CTE Professional Development in seven industry sectors, including Arts/Media/ Entertainment, Energy and Utilities, Health Science/Medical Technology, Education, Information Technology, Marketing/Sales/Services, and Transportation. The Collaborative has encouraged the development of new skills for students while providing exposure to emerging jobs in high growth industries and green sector technologies. This project has also increased the capacity of faculty, advisors, and administrators to align emerging job trends with certificate and degree programs, career planning and counseling, and workforce readiness preparation. (This project also addresses ILO #1 and #2, as well as the CTE Strategic Initiative.)

Employment Training Panel (\$219,060 – State of California): Through this project SMC has developed a multiple employer retraining project to provide training to employees of companies in a variety of industries involved in manufacturing, distribution, construction, and services. This training will enable participating companies to increase their competitive edge and remain viable in the state. (This project also addresses ILO #2 and the CTE Strategic Initiative.)

#### Health Sciences (including Nursing and Allied Health)

NEW for 2013-2014—Enrollment Growth for ADN to RN Programs (\$221,000 – California Community Colleges Chancellor's Office): The purpose of this grant is to increase student enrollment in SMC's Nursing Program by 10 students and improve student retention rates through an array of instructional and student support services. (This grant also supports ILOs #1, #2, and #5, and Supporting Goal #2.)

#### STEM/Computer Science

NEW for 2013-2014—Academic Alliance Student Seed Fund (\$1,000 – National Center for Women and Information Technology): This grant will support the efforts of the Women in Technology student club to host an Open House to promote careers in computing among female students at SMC. (This project also supports ILOs #1 and #2, Supporting Goal #2, and the GRIT Initiative.)

Curriculum Improvement Partnership Award for the Integration of Research (SMC received a one-year no-cost extension from NASA to complete the goals and objectives of this project): This project strengthened STEM curricula, both at the career technical and transfer level, through a two-pronged interdisciplinary approach designed to raise faculty and student awareness of NASA's mission, programs, and career opportunities, while supporting the development of skills needed by the NASA workforce. Funds supported faculty externships and student internships at JPL and the development of new courses that support NASA workforce needs. (This three-year grant also supported the Board's Priority #5, Professional Development, ILO #1 & #2 and Supporting Goals #1 and #2.)

#### Sustainable Technologies

NEW for 2013-2014—Spanish Language Solar Photovoltaic Installation Program (\$14,000 – U.S. Department of Energy through a grant with the California Community Colleges and the University of Hawaii and funneled through the City College of San Francisco as part of the regional Solar Instructor Training Network): SMC was the recipient of additional money from the regional Solar Instructor Training Network, coordinated by CCSF. These funds allowed SMC to offer solar photovoltaic installation training to Spanish-speaking adults through the Community Education Office. (This grant also supported ILOs #2 and #4 and the CTE Strategic Initiative.)

NEW for 2013-2014—GRID Alternatives Work-Based Learning Opportunity (this award from the U.S. Department of Energy through a grant with the California Community Colleges and the University of Hawaii and funneled through the City College of San Francisco as part of the regional Solar Instructor Training Network does not provide cash for the program): One of the goals of the Solar PV Program is to provide work-based learning opportunities for students. This grant allows SMC to place students with GRID Alternatives for hands-on learning experiences with community-based projects at no cost to the program/college. Funding from SITN is reimbursing GRID Alternatives for its costs so that students can participate at no charge. (This grant also supports ILOs #2, #4, and #5, as well as the CTE Strategic Initiative.)



Solar Photovoltaic Sales and Marketing Grant Program (\$10,350 – U.S. Department of Energy through a grant with the California Community Colleges and the University of Hawaii and funneled through the City College of San Francisco as part of the regional Solar Instructor Training Network): With these funds, SMC developed and piloted a PV Sales and Marketing course to complement existing PV coursework. Given the success of this project, which ended in December 2013, the Sustainable Technologies program develop a for-credit Sales and Marketing course that has been approved by the Curriculum Committee and will be available to students next year. This course provides an option for students who want to work in the field of solar energy but who do not want to work on roofs. (This project supports ILO #2, Supporting Goal #1, and the CTE Strategic Initiative.)

Mentor Connect (this award from the National Science Foundation through a grant with the South Carolina Advanced Technological Education National Resource Center, this grant does not include a cash award, but it did fund the travel costs of two faculty to attend professional development activities in Portland, Oregon, and provided a mentor to help SMC develop a successful ATE grant. These services are valued at \$20,000): SMC Professors Stuart Cooley and Steve Paik, as well as the Grants Office, received mentoring assistance from an experienced NSF ATE Program Director as they developed and submitted a proposal to the National Science Foundation's ATE Program. This grant (which was recently funded for the 2014-2015 academic year) will strengthen math and science skill acquisition and expand work-based learning opportunities for the Solar Photovoltaics Program. (This project supports ILO #2, Supporting Goal #1, and the CTE Strategic Initiative.)

Community Based Job Training Grant (SMC received a no-cost extension through June 30, 2014, from the U.S. Department of Labor to complete this project): Through this grant, SMC partnered with Irvine Valley College, Golden West College, and the California Resource and Recycling Association to develop an education and career path for individuals interested in recycling and resource management. This project generated a nationally recognized curriculum that includes industry-approved certificates, state-granted educational certificates, and associate degrees. (This project also supported ILO #4, Supporting Goal #1, and Strategic Initiative—Sustainable Campus.)

#### Early Childhood Education/Education

Early Start Pathway (\$328,834 – Los Angeles Universal Preschool): The purpose of this project is to develop a 2+2+2 program in Early Childhood Education in partnership with SMMUSD and CSU Dominguez Hills with the intent to increase the number of qualified early childhood education professionals with a baccalaureate degree. (This five year project also supports ILO #2 and Supporting Goal #1.)

Child Development Training Consortium Grant (\$7,500 – state funded): This ongoing project provides tuition, books, mentoring, and professional development activities for ECE students. (This grant also supports ILO #1.)

#### Entrepreneurship

NEW for 2013-2014—Vetpreneur Bootcamp: Forces to Franchises (\$5,000 – Wells Fargo Sponsorship Program): This project facilitated entrepreneurship training for veterans, building upon their leadership skills and providing the resources and support they need to develop and implement their own small businesses. (This project supports Supporting Goal #1, as well as the CTE and GRIT Strategic Initiatives. PLEASE NOTE: These funds were initiated and secured by Gita Runkle, the SBDC Program Director. The Grants Office provided assistance. It is listed with the grants due to the nature of the project, the type of funding organization, and the need for formal paperwork with the funding source.)

NEW for 2013-2014—Vetpreneur Bootcamp: Forces to Franchises (\$3,000 – Boston Private Bank): This project facilitated entrepreneurship training for veterans, building upon their leadership skills and providing the resources and support they need to develop and implement their own small businesses. (This project supports Supporting Goal #1, as well as the CTE and GRIT Strategic Initiatives. PLEASE NOTE: These funds were initiated and secured by Gita Runkle, the SBDC Program Director. The Grants Office provided assistance. It is listed with the grants due to the nature of the project, the type of funding organization, and the need for formal paperwork with the funding source.)

Small Business Development Center (\$322,000 – Chancellor's Office/Small Business Administration): This project provides small business development services, such as business planning development, financial planning, workshops, and other individual assistance to new and emerging small business owners in west Los Angeles County.

Board Priority #5: Promote professional development activities for all classified and academic staff, including adjunct faculty.

Title V Developing Hispanic Serving Institutions Grant (\$649,000 – U.S. Department of Education): The purpose of this project is to develop a Teaching and Learning Center at SMC that will foster and support the use of best practices in both student support and instructional delivery across campus through an array of professional development activities. (This project also supports ILO #1 and #2, Supporting Goal #1, and the GRIT, I3, and Basic Skills Strategic Initiatives.)

California Community Colleges Student Mental Health Program/Campus Based Grant (\$95,491 – Foundation for California Community Colleges): Through this grant, SMC's Office of Psychological Services have developed and delivered mental health prevention and early intervention services to support students campus-wide, targeting specifically students who are underserved and/or at-risk of mental illness, including veterans, disabled students, African American, low-income, and first generation. (This two-year project, which ends June 30, 2014, also supports ILO #1 and Supporting Goal #2.)

Board Goal: Fiscal Health and Internal Operations

Board Priority #11: Implement improved safety and emergency preparedness systems and procedures for the entire college.

NEW for 2013-2014—Project SERV (\$66,249 – U.S. Department of Education): The U.S. Department of Education has set aside funding to help educational institutions across the United States pay for crisis response services following emergency situations, including natural disasters and violent crime. SMC received funding from this program to help support the cost of crisis counseling following the June 7, 2013, shooting at SMC. In addition to providing funds, the Department provides training resources and support to campuses impacted by crises. (This project also addressed Supporting Goals #1 and #2.)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 1, 2014

APPENDIX B

**INFORMATION ITEM 2**

**SUBJECT:** REPORT: NEW DIRECTIONS IN CAREER AND TECHNICAL EDUCATION

**SUBMITTED BY:** Patricia Ramos, Dean, Workforce and Economic Development

While W&ED staff participated in numerous activities in 2013-14, this summary is limited to: EMERGE, the *SMC Supply and Demand for ICT Occupations Report*, and SMC's participation in the Career Pathways Trust (AB86).

**EMERGE**

State and federal legislative funding trends are increasingly supportive of innovative, credit-based training programs that respond to student and industry needs. There is an increased focus on performance, pathway development and completions. Simultaneously, rapidly shifting demand for skills in state and national labor markets call for new approaches to sub-baccalaureate training and credentialing. One example of this shift is in the area of ICT(E) Information, Communication, Technology (and Entrepreneurship).

The digital age and the growth of e-commerce have created new opportunities and challenges. Most notably, these occupations are converging, and the emerging occupations in these fields no longer fit just one discipline or department. This new marketplace requires graduates to develop enhanced skills to enter the marketplace ready to compete. Santa Monica College is in a unique position to provide interdisciplinary opportunities for students to synthesize the skills for these emerging occupations in creative ways. Faculty are working across disciplines and departments to develop a platform for this work, dubbed "EMERGE."

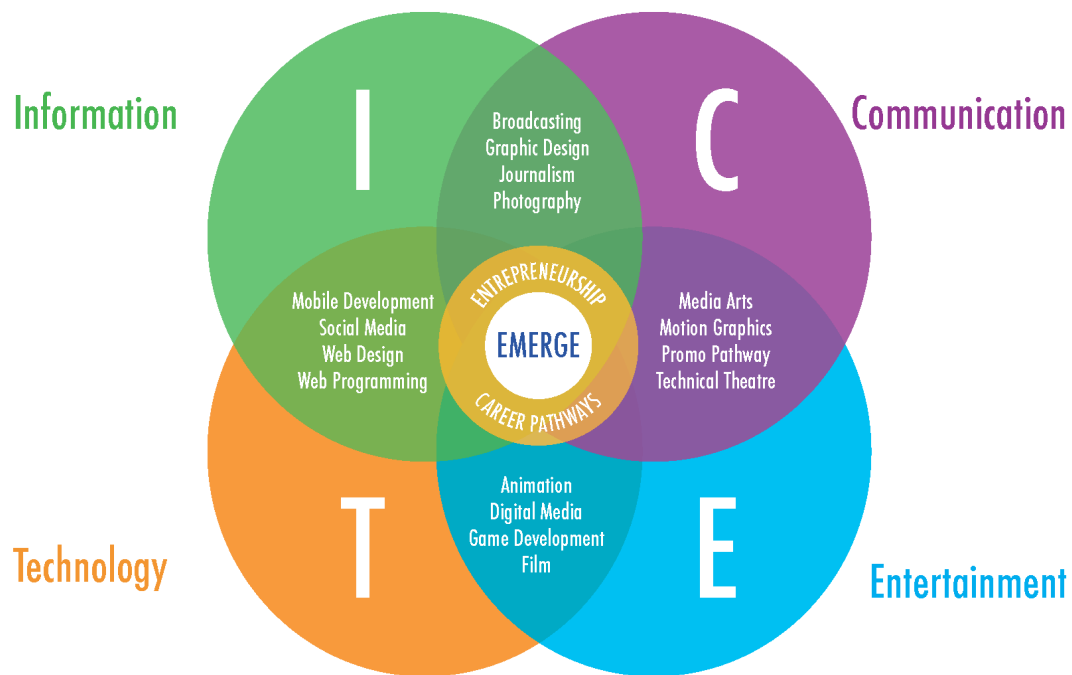
EMERGE is an institutional innovation developed in direct response to the shifting labor, educational, and funding trends. Over the past two years, CTE leaders have begun to reimagine how postsecondary education is delivered in these fields. There are many activities included in the EMERGE framework: faculty collaboration, employer engagement, student support services, contextualized learning, project-based learning, earn and learn opportunities (through subsidized employment), internships, and the development of targeted career pathways for high school and SMC students. The major objective of EMERGE is that students who complete a career pathway program and obtain postsecondary credentials will have the skills that meet the needs of area ICTE industry, earn a family-sustaining wage, and be prepared for further learning and that this initiative will improve regional/national competitiveness. Postsecondary credentials can include occupational licenses, professional/technical certification, associate and baccalaureate degrees.

Promo Pathway, due to its innovative and interdisciplinary design, partnerships, and successful student outcomes, is the existing program that served as a model for EMERGE. The success of SMC's Theatre production of *Locals Only* is another great example of an integrated disciplinary approach as well as project-based learning.

With its focus is on the integrated skill sets and innovative interdisciplinary instructional models, EMERGE aims to respond to emerging workforce needs in the regional economy, particularly in the “high-tech” sector. It provides a framework to address the needs of SMC students by strengthening and expanding upon existing partnerships, on and off campus. The intent of strategically using the resources of all partners is to create enhanced and targeted career pathways for students, particularly for underrepresented students entering these non-traditional fields. Most importantly, these CTE programs will be tightly linked to regional economic development and labor force demands.

# EMERGE

The SMC Information, Communication, Technology and Entertainment (ICTE) Initiative. The purpose of EMERGE is to align education with emerging careers and entrepreneurial ventures in our local and regional economy through synergistic, multi-disciplinary programs and activities. The initial focus will be to pursue collaborations among compatible disciplines, facilitate active employer engagement, and develop innovative career pathways.



## WHAT IS ICT(E)?

ICT is an umbrella term, used widely outside the U.S. and by the United Nations, to encompass all rapidly emerging, evolving and converging computer, software, networking, telecommunications, Internet, programming and information systems technologies. These technologies have permeated every industry and most organizations, changing how companies operate and interact with customers and suppliers, how human beings organize and manage their lives, how people communicate, and how most employees perform their work. The traditional responsibility of IT workers has been to maintain businesses' computers, software, and to a lesser extent telecommunications. While ICT incorporates this work, it now encompasses a wider array of responsibility including creative content, security, user experience design, and e-commerce. Recently, "E" has been added (Entertainment/Entrepreneurship) to ICT to reflect the strong creative economy in the region (for example, Film, Technology, Theatre).

## SANTA MONICA COLLEGE SUPPLY AND DEMAND FOR ICT OCCUPATIONS 2014 REPORT

Community College CTE programs are required to be responsive to their local economy. Individual "Silicon Beach" businesses have approached SMC staff in recent years to supply students to meet their workforce demands as the tech boom has continued to grow locally. Increasingly however, faculty and staff have learned that this marketplace requires students with experience *across ICT disciplines* at SMC. CTE programs are expensive to design and sustain. New program development must be approached carefully and thoughtfully with strong and coordinated industry participation. Most importantly there must be a workforce need or demand for the program.

In an effort to show justification for EMERGE and for focusing on career pathways in ICT, the SMC Office of Workforce and Economic Development designed a labor market report to illustrate the supply and demand characteristics of ICT occupations in Los Angeles County. This industry analysis is entitled *Santa Monica College Supply and Demand for ICT Occupations*. Economists at Economic Modeling Specialists International (EMSI) analyzed ICT data in Los Angeles County that included an ICT industry overview, ICT employment and changes, job openings and new job growth, earnings comparisons, and a critically needed educational gap analysis.

Highlights of the report include:

ICT *industries* account for more than 340,000 jobs, which is 7% of all employment in Los Angeles County. Twenty-eight percent (28%) or 110, 584 of those jobs are in ICT *occupations*. Economists at EMSI noted that "Information Communication Technology (ICT) clearly plays a critical role in the Los Angeles regional economy. As a result, there are numerous opportunities for Santa Monica College to expand current programs and offer others to serve the growing demand."

Showing that there is a demand for a program is not enough to warrant further investment in educational and training programs. There must be sufficient *unmet* need. This report shows that among occupations at the post-secondary level, all occupations except for engineering face significant workforce gaps in ICT.

The full digital report can be downloaded at:

[http://www.smc.edu/AcademicAffairs/Workforce/Documents/ICT\\_report\\_Final02.pdf](http://www.smc.edu/AcademicAffairs/Workforce/Documents/ICT_report_Final02.pdf). A hard copy can be requested by calling the Office of Workforce & Economic Development at (310) 434-4040.

## **SILICON BEACH**

"Silicon Beach" initially referred to areas of Santa Monica and Venice, but has expanded to include sections of Hollywood and downtown Los Angeles. It is estimated to have some 600 - 800 newcomer ventures. Established giants such as Google, Snapchat, Apple, Yahoo, YouTube, and a growing number of venture capital firms and co-working spaces have opened offices on the Westside of Los Angeles. The Silicon Beach LA culture, unlike that of Silicon Valley, is more consumer-oriented, drawing on art, entertainment and commerce to explore the intersections between technology and gaming, fashion, advertising and digital video.

Los Angeles has extraordinary resources to sustain and build upon its tech boom. Perhaps most surprising is its strong technology talent pool. UCLA, USC, and Caltech collectively graduate more engineers annually than Stanford and Berkeley, the major feeders of Silicon Valley. And Los Angeles tech staffers tend to possess more interdisciplinary skills than their northern counterparts, having developed expertise in cinema, communications, music, design, and entrepreneurship while pursuing engineering degrees. The entertainment industry is another unrivaled resource. Hollywood studios, cable and television enterprises are investing in digital entertainment such as Hulu, launched five years ago by News Corp. and NBC Universal. Hulu is one of the most successful online digital-content providers, generating nearly \$700 million in revenue in 2012.

There is hope and promise that the extension of the Expo Line to Santa Monica will bridge the currently disconnected tech communities around the county. Established tech companies, start-ups, and accelerator programs are spread out in Venice, Santa Monica, Culver City, Hollywood, San Fernando Valley, downtown Los Angeles and Pasadena, making collaboration and uniformity difficult. To underscore the light-rail line's potential to bring these communities together, people are beginning to call it the "(T)Expo line."

The new Academy of Entertainment Technology (AET) campus will soon house both the Design Technology (Entertainment Technology, Graphic Design, Web Design, Interior Architectural Design) and Communications and Media Studies departments (Film, Broadcasting, Journalism, Media, Promo). The grand re-opening is scheduled around the same time the (T)Expo Line will arrive in Santa Monica.

## **CALIFORNIA CAREER PATHWAYS TRUST**

In response to the California Career Pathway Trust (AB 86) application an innovative consortium, led in large part by Santa Monica College, was developed between K-12 institutions, community colleges, community partners, and the Information and Communication Technology (ICT) Industry to create a vibrant ecosystem to grow and sustain a technically skilled, entrepreneurial, and competitive workforce that contributes to the economic growth of Los Angeles County. The consortium was designed using the *Santa Monica College Supply and Demand for ICT Occupations* report as the labor market basis for the industry selection, design and approach. The consortia name is LA HI-TECH (Los Angeles High Impact Information Technology Entertainment Communications Hubs) and it was recently awarded \$15 million over five years. Santa Monica College expects to be funded at nearly \$2 million during the grant period.

Grant participants will improve student transition from secondary to post-secondary institutions by linking high school learning academies to community college programs of study through career technical education programs that include rigorous academic content in three high school career pathways that will feed into numerous SMC CTE programs. These pathways from the high school include:

1. Software Systems and Development (SSD)
2. Information Services and Support Design (ISS)
3. Design Visual/Media Arts (DVMA)

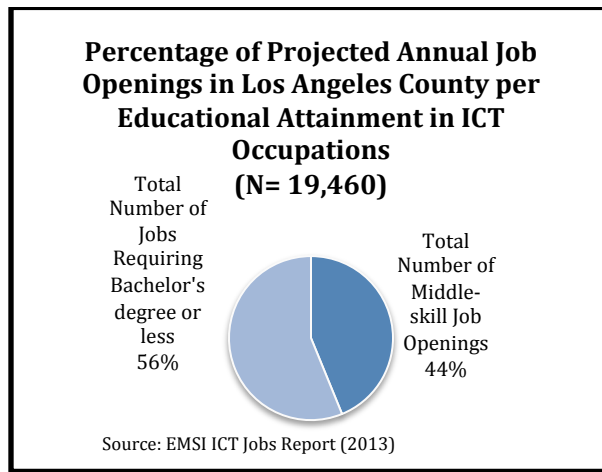


Figure 1: Projected Annual Job Openings in LA County

The targeted outcome is to produce better prepared students through collaboration with our feeder high schools. This will reduce the need for remediation, enhance SMC's ability to work more intentionally with high schools outside of our district in concert with other local community colleges (particularly West Los Angeles and Los Angeles City), and meet our critically needed workforce demands in these fields.

**SMC Leads in ICT completions**

Currently, the ICT industry represents 7% of the regional economy and it is targeted to grow to 13% in the next decade<sup>1</sup>. With over 19,000 job openings in Los Angeles County per year, forty-four percent are considered middle-skill and require an associate degree, certificate, or some level of two-year postsecondary training. The chart below illustrates that the consortia members have more completions than the other nine colleges not included in the LA HI-TECH consortium. And, Santa Monica College leads all community colleges in Los Angeles in ICT completions, by far. In an average year SMC confers 121 certificates and degrees, nearly 6% of all postsecondary certificates and associates degrees in Los Angeles County, which includes 57 regional public and private (4-year universities) and for-profit institutions.

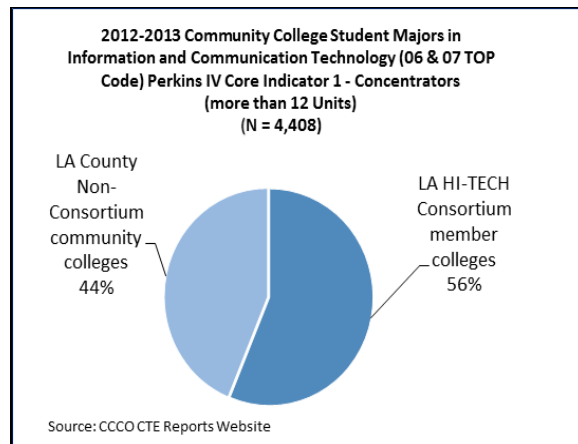


Figure 2: Community College (LA County) ICT completions 2012-13

<sup>1</sup> From Santa Monica College Supply and Demand for ICT Occupations. (EMSI), 2014.

## LA HI-TECH Outcomes and Activities

1. Build robust partnerships between community colleges, high schools, and employers that better prepare students for the 21<sup>st</sup> century workplace and improve student transition from secondary to postsecondary education, training, and employment.
2. Strengthen the articulated **educational career pathways** between the high school and community college system through **contextualization** of academic and technical subjects to develop and integrate standards-based academics, and provide an innovative **work experience education** in support of careers in the ICT Industry.
3. Establish and strengthen existing regional collaborative relationships and partnerships between business entities, community organizations, and education agencies.
4. Provide **supplemental instruction** and **career awareness** among K-12 students with the assistance of professionals in the ICT industry.
5. Increase the **number of students** pursuing degrees and careers in the ICT industry through use of an industry validated accountability system of **digital badges** and **electronic portfolios** to demonstrate skill validation of LA HI-TECH students to members and stakeholders of the consortium.
6. Leverage and build the respective consortium members' Carl D. Perkins Career and Technical Education Improvement Act of 2006 funding and activities, the California Partnership Academies, and the Regional Occupational Centers and Programs (ROCPs) including staff knowledge, community relationships, and course development.
7. Leverage matching resources and in-kind contributions from public, private, and philanthropic sources; leverage the California Community Colleges Economic and Workforce Development Program and its sector strategies and deputy sector navigators.

## LA HI-TECH AWARD

Award: \$15 million (Santa Monica College expects to be funded at nearly \$2 million.)  
Grant Period: 5 years, beginning October, 2014

LA HI-TECH is a regional consortium consisting of 8 community colleges, 29 high schools, 29 businesses and industry representatives, 4 career specialists, and 3 local workforce investment boards with Pasadena City College being the fiscal agent (see attached design map and logic model).

COMMUNITY COLLEGES: Los Angeles City College; Los Angeles Mission College; Los Angeles Pierce College; Los Angeles Southwest College; Los Angeles Valley College; Pasadena City College; Santa Monica College; West Los Angeles College

K-12 DISTRICTS: Los Angeles Unified School District; Beverly Hills Unified School District; Calabasas Unified School District; Pasadena Unified School District; Santa Monica/Malibu Unified School District; Culver City Unified School District.

BUSINESSES, COMMUNITY, GOVERNMENT AGENCIES: Amazon Web Services (AWS), Sony Pictures, Los Angeles Chamber (Bixel Exchange), Small Business Development Center's (SBDC's), Los Angeles County Workforce Investment Board (WIB), Los Angeles City WIB, Los Angeles Mayor's Office, LOFT, Career Ladders and numerous local ICT and entertainment businesses.



# LA HI-TECH

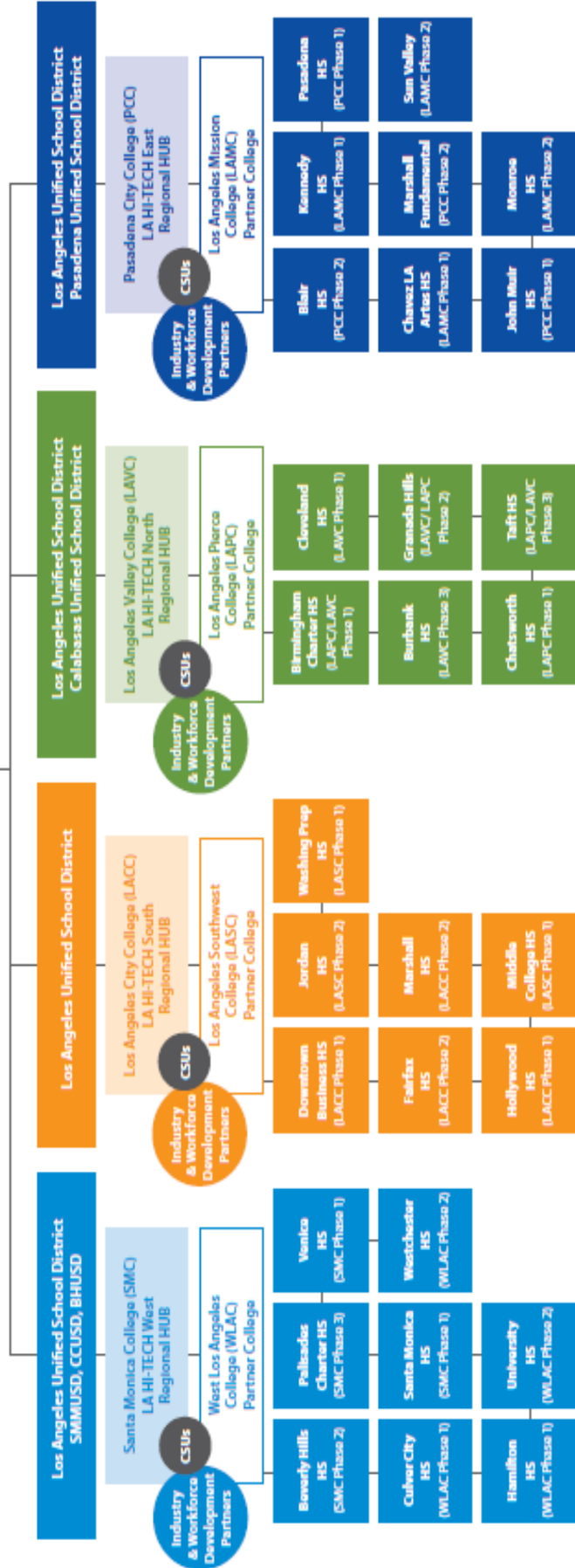
LOS ANGELES HIGH IMPACT INFORMATION TECHNOLOGY, ENTERTAINMENT & ENTREPRENEURSHIP, AND COMMUNICATIONS HUBS

## Regional Hub Design

### FISCAL AGENT: Pasadena Area Community College District

LA HI-TECH Executive Council: PACCD and SMCDD Superintendent/Presidents, LACCD Chancellor and Presidents, K12 Superintendents and Principals, Business CEOs

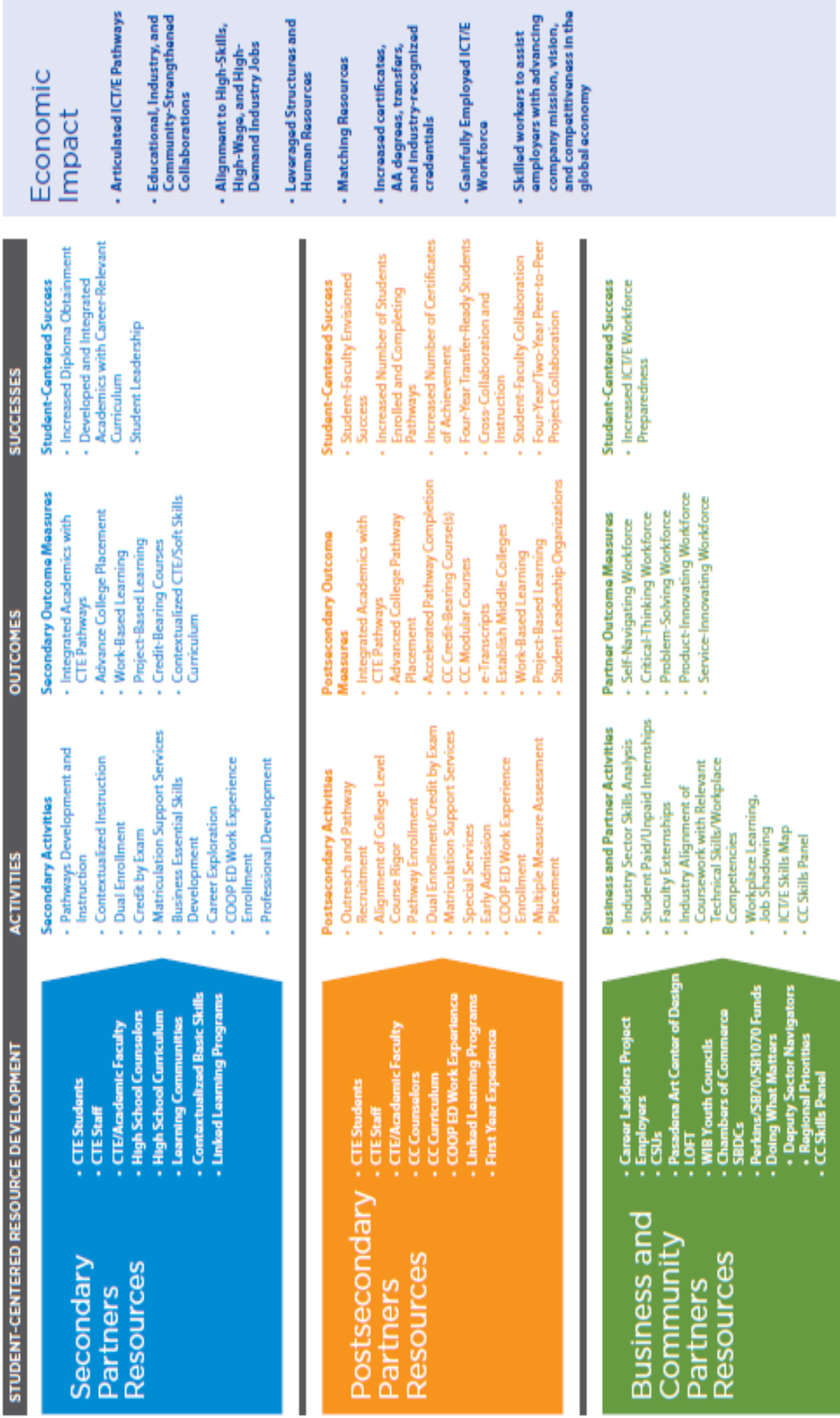
LA HI-TECH Advisory Committee: LA County and LA City WIB Youth Councils, LA Chamber, Career Ladders Project, LOFT, Business and Community Partners, Regional Hub Co-Chairs



### INFORMATION AND COMMUNICATIONS TECHNOLOGIES & ARTS, MEDIA, AND ENTERTAINMENT INDUSTRIES REGIONAL HUB HIGH SCHOOL PATHWAY ALIGNMENT

SMC, WLAJ	LACC, LASC	LAVC, LAPC	PCC, LAMC
Software-Systems and Development	Information Support and Services	Information Support and Services	Software-Systems and Development
Design, Visual, and Media Arts	Design, Visual, and Media Arts	Design, Visual, and Media Arts	Design, Visual, and Media Arts
Internships, Job Shadowing, Work Experience	Internships, Job Shadowing, Work Experience	Internships, Job Shadowing, Work Experience	Internships, Work-Based Learning, Mentoring
Work-Based Learning, Mentoring, Student Leadership	Work-Based Learning, Mentoring, Student Leadership	Work-Based Learning, Mentoring, Student Leadership	Job Shadowing, Work Experience, Student Leadership

## Logic Model



<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	July 1, 2014

APPENDIX C

**INFORMATION ITEM 3**

**SUBJECT:**                    **2013-2014 CURRICULUM COMMITTEE ANNUAL REPORT**

**SUBMITTED BY:**            Guido L. Davis Del Piccolo, Curriculum Committee, Chair  
    Georgia Lorenz, Curriculum Committee, Vice Chair

The work of the Curriculum Committee this year continued to be impacted by mandates and requirements placed upon the system and college by the changes at the state level and the Chancellor’s Office. In particular this involved creating Associate Degrees for Transfer (SB 1440 compliant degrees), engaging in preparations now required in order to submit transfer degrees for approval, and continuing to address the new limits on course repeatability.

**Student Transfer Achievement Reform Act (SB 1440)**

Per the goals set by the Chancellor’s Office, Santa Monica College is required to have 12 Associate Degrees for Transfer (AD-T’s) approved by December 31, 2014. At the conclusion of this academic year, a total of 14 AD-T’s were approved by the committee and the Academic Senate. Six of these degrees are already approved by the Chancellor’s Office. The 8 other degrees will be submitted to the Chancellor’s Office for approval in the coming months.

Associate Degrees for Transfer Approved thus far by the Chancellor’s Office

- 1) Art History AA-T
- 2) Business Administration AS-T
- 3) Communication Studies AA-T
- 4) Early Childhood Education AS-T
- 5) History AA-T
- 6) Mathematics AS-T

Associate Degrees for Transfer Approved by SMC (not yet approved by the Chancellor’s Office)

- 7) Anthropology AA-T
- 8) Economics AA-T
- 9) Geography AA-T
- 10) Geology AS-T
- 11) Kinesiology AS-T
- 12) Nutrition and Dietetics AS-T
- 13) Spanish AA-T
- 14) Theater Arts AA-T

In addition, the AA-T in Journalism, Studio Arts, and Psychology are currently under consideration by the academic departments and may come to the Curriculum Committee for approval in Fall 2014.

All courses related to AD-T's which have a "C-ID" (common course numbering system) descriptor must be submitted for approval in tandem with the submission of the degree. The following is a list of SMC courses which have been approved for C-ID and those that are currently under consideration for C-ID. By June 2015 colleges must have "approved" C-ID status for all required AD-T courses for which C-ID descriptors are available, or the associated degrees will be deactivated. This includes those AD-T's which were approved prior to the implementation of the C-ID requirement. This process requires faculty members to review the C-ID materials, revise courses as necessary, and respond to feedback from the C-ID review process. The Curriculum Committee and faculty in general thank Articulation Officer, Estela Narrie, for her guidance and diligent work on behalf of the college in this area.

Approved C-ID courses	
ECE-17	JOURN-21
ECE-19	SOCIOL -1
ECE-2	SOCIOL-1S
ECE-21	COM ST-37
ECE-64	MEDIA-1
PSYCH-11	COM ST-16
GEOG-5	JOURN-15
GEOG-1	PSYCH -1
ENGL-2	COM ST-21
GEOG-2	COM ST-35
HIST-1	ACCTG -1, ACCTG-2
ECE-22	CHEM-11
COM ST-14	JOURN-17
COM ST-12	GEOG-3
ACCTG-2	ECE-11
GEOG-11	TH ART-20
PHYSICS-6	TH ART-41
PHYSICS-21	TH ART-42
HIST-2	TH ART-45
GEOG-14	TH ART-5
TH ART-18B, TH ART -18A	TH ART-50
TH ART-18C	TH ART-53
COM ST-11	TH ART-55

Pending C-ID courses	
AHIS -17	HIST-34
AHIS -2	MATH -8
AHIS-1	MATH-11
AHIS-11	MATH-13
ANATMY-1	MATH-21
ANTHRO -2	MATH-28
ANTHRO-1	MATH-54
ANTHRO-5	MATH-7
ANTHRO-7	PHYSICS-22
ART-20A	PHYSICS-23
CIS-1	PRO CR-10
ECON-1	SPAN -12
ECON-2	SPAN -2
HIST-11	SPAN-1
HIST-12	SPAN-3
HIST-33	SPAN-4

### Limits on Course Repeatability

As a result of the Title 5 changes to course repeatability implemented in Summer 2013, the committee continued to work with the departments most impacted by these limits. These departments included Cosmetology, Dance, and Kinesiology/Physical Education. Faculty in these areas have been developing and revising curriculum to serve the diverse needs of all students. Several new courses (see below) have been developed to meet these needs. Additionally, the committee continued the development of a course list (and documentation) of allowable exceptions to the "no repeatability" regulations.

### **New Degrees and Certificates**

The Curriculum Committee approved the following innovative degrees and certificates based on the expertise of the area faculty and the advice of the respective Advisory Boards.

- Film Production: **AS Degree & Certificate of Achievement**
- Energy Efficiency Specialist: **Department Certificate**

### **Revisions to Degrees and Certificates**

The Curriculum Committee approved revisions to several degrees and certificates based on the expertise of the area faculty, the advice of the respective Advisory Boards, and changes in industry.

- **Interior Architectural Design AS Degree & Certificate of Achievement**
- **Accounting AS Degree**
- **Professional Accountant Certificate of Achievement**
- **Journalism AA Degree**
- **Marketing Certificate of Achievement**

### **New Ideas**

The Curriculum Committee approved several new courses stemming from innovative and exciting ideas. Particularly innovative new courses include:

- **Accounting Ethics:** a blending of accounting principles and ethics
- **Introduction to Astrophysics:** a blending of astronomy and physics
- **Cell and Molecular Biology Research Methods:** an innovative course to engage lower division students in actual scientific research, preparing them for such involvement at the UC
- **Japan: Culture and Civilization:** adding to the curricular offerings of the Department of Modern Languages and Cultures
- **Self Defense for Men:** a blending of self-defense/kinesiology/physical education and the social construction of masculinity
- **Global Media:** a cross-listed course in Media Studies and Global Studies
- **Community Documentary Photography:** a blending of photography skills within a socio-historical context
- **Photovoltaic Technical Sales:** a blending of solar energy knowledge and business skills
- **Beginning and Intermediate Algebra for Statistics and Finite Mathematics:** a course combines basic skills Math 31 with college-level Math 18 to help students accelerate their time to completion.

### **New Courses**

This academic year, the Curriculum Committee approved the following new courses:

- ACCTG 9: Accounting Ethics
- AHIS 5: Latin American Art History 1
- AHIS 6: Latin American Art History 2
- ASTRON 7 Cosmology
- ASTRON 8: Introduction to Astrophysics
- BIOL 94C: Cell and Molecular Biology Research Methods
- COM ST 10 Introduction to Communication Studies
- COM ST 30: Introduction to Communication Theory
- COSM 10A Related Science 1A
- COSM 10B Related Science 1B
- CS 83R: Server-Side Ruby Web Programming
- DANCE 38 Intermediate Pointe
- ECE 71: Infants and Toddler Education and Care
- ENERGY 3 Commercial Building Science
- FILM 32L: Advanced Digital Filmmaking Lab

- FILM 33L: Directing the Short Film Lab
- FILM 50: Production Sound
- INTARC 34B: 3D Applied Design Theory
- INTARC 71: Contemporary Spatial Design Studies
- ITAL 4 Intermediate Italian 2
- JAPAN 9: Japan: Culture and Civilization
- KIN PE 14B Intermediate Cross Country
- KIN PE 14C: Advanced Cross Country
- KIN PE 41M: Self Defense for Men
- MATH 49 Beginning and Intermediate Algebra for Statistics and Finite Mathematics
- MEDIA 3/GLOBAL STUDIES 3: Global Media
- PHOTO 64: Community Documentary Photography
- PV4: Photovoltaic Technical Sales
- PSYCH 7 Research Methods in Psychology

### Curricular Updates

The Curriculum Committee approved course updates/revisions in the following disciplines:

<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Anatomy</li> <li>• Art</li> <li>• Art History</li> <li>• Astronomy</li> <li>• Biology</li> <li>• Botany</li> <li>• Business</li> <li>• Chemistry</li> <li>• Cosmetology</li> <li>• Dance</li> <li>• Early Childhood Education</li> </ul>	<ul style="list-style-type: none"> <li>• Economics</li> <li>• ESL</li> <li>• Entertainment Technology</li> <li>• Engineering</li> <li>• Fashion</li> <li>• Film</li> <li>• Geology</li> <li>• Geography</li> <li>• Health</li> <li>• History</li> <li>• Interior Architectural Design</li> <li>• Kin/PE</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Microbiology</li> <li>• Nursing</li> <li>• Nutrition</li> <li>• Photography</li> <li>• Physics</li> <li>• Physiology</li> <li>• Political Science</li> <li>• Respiratory Therapy</li> <li>• Theater Arts</li> <li>• Zoology</li> </ul>
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### Global Citizenship

The Committee approved the following courses to satisfy the Global Citizenship degree requirement under the criteria of Global Studies:

- AHIS 6: Latin American Art History 2
- HIST 25: History of East Asia Since 1600
- HIST 34: World Civilizations II
- HIST 39: History of Africa from 1900
- MEDIA 3/GLOBAL STUDIES 3: Global Media

The Committee approved the following courses to satisfy the Global Citizenship degree requirement under the criteria of Ecological Literacy:

- CHEM 9: Everyday Chemistry
- HIST 14/ ENVRN 14: US Environmental History
- HIST 32/ ENVRN 32: Global Environmental History

## Unfinished Work and a Look Ahead

- It is expected that the committee will continue its work related to **SB 1440** and **C-ID** now that the two are processes are inextricably joined.
- Working jointly with Institutional Research, the committee conducted an extensive **research project** to statistically investigate the appropriateness of our commonly used **“Eligibility for English 1” Skills Advisory**. This is partially in response to the Student Success and Support Program (SSSP) requirement that all new students have comprehensive education plans and partially in response to the majority of SMC’s new students placing at levels below English 1. The preliminary results of two different studies have been reviewed, and the committee will continue to explore and perfect this study over the Fall semester.
- The committee members will continue to evaluate and reform the **prerequisite approval process** in order to strengthen the process in support of both access and student success. The committee will continue to evaluate and reform the **prerequisite approval process** in order to strengthen the process in support of both access and student success. To this end, the committee was granted a presentation by Institutional Research regarding Title 5 requirements and SMC past practice in reference to statistical validation of prerequisites.
- The committee will continue its **“pro-active” approach** toward curriculum as well as promoting and facilitating a **collaborative and interdisciplinary approach**. To this end, the committee convened a presentation regarding the GRIT initiative to explore ways in which the important efforts of GRIT could be supported by the committee. Additionally, the committee convened a presentation by Ellen Cutler (DSPA) regarding 508 compliance in the hopes that the committee could be even more aware and proactive regarding curricular accessibility issues.