

# M - N U T E S



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

APRIL 4, 2017

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

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

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



- **REVISIONS/SUPPLEMENTAL STAFF REPORTS:** A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)
- MOTION MADE BY: Rob Rader  
 SECONDED BY: Nancy Greenstein  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

IV. **SUPERINTENDENT'S REPORT**

V. **PUBLIC COMMENTS**

David Burak

VI. **ACADEMIC SENATE REPORT - None**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

- #1 Resolution: Community College Month
- #2 Resolution: Support for Sexual Assault Awareness and Prevention Month
- 3 Report: Student Health and Wellbeing Services
- 4 Report: Web and Social Media Efforts at Santa Monica College
- #5 Ballot for CCCT Board of Directors

IX. **INFORMATION/DISCUSSION**

- 6 Discussion: Board of Trustees' Budget Objectives and Principles

X. **CONSENT AGENDA**

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

**Approval of Minutes**

- #7 Approval of Minutes: March 4, 2017 (Special Meeting)  
March 7, 2017(Regular Meeting)

**Grants and Contracts**

- #8 Ratification of Contracts and Consultants

**Human Resources**

- #9 Academic Personnel
- #10 Classified Personnel – Regular
- #11 Classified Personnel – Limited Duration
- #12 Classified Personnel – Non Merit

**Facilities and Fiscal**

- #13 Facilities
  - A Change Order No. 28, AET Campus
  - B Change Order No. 19 – Performing Arts Center – East Wing
  - C Amendment to Agreement for Architectural and Engineering Services – Connection of Existing Facilities to Central Plant
  - D Award of Bid – AET Audio and Visual Broadcast Systems
  - E Amendment to Agreement for Architectural Services and Engineering Services – Air Conditioning
- #14 Acceptance of Grants and Budget Augmentation
- #15 Budget Transfers
- #16 Commercial Warrant Register
- #17 Payroll Warrant Register
- #18 Reissue of Warrants
- #19 Auxiliary Payments and Purchase Orders
- #20 Providers for Community and Contract Education
- #21 Organizational Memberships, 2016-2017
- #22 Purchasing
  - A Award of Contract
  - B Award of Purchase Orders

XI. **CONSENT AGENDA – Pulled Recommendations**

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

XII. **ORGANIZATIONAL FUNCTIONS**

- 23 Board of Trustees Summer Study Session

XIII. **BOARD COMMENTS AND REQUESTS**

XIV. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, May 2, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

There will be a special meeting of the Santa Monica Community College District Board of Trustees on **Tuesday, May 16, 2017** at 5:30 p.m. in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

APPENDIX A: Student Health and Wellbeing Services

APPENDIX B: Community and Academic Relations Department: Connected Campus, Connected Community

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 4, 2017

**IV. SUPERINTENDENT’S REPORT**

Recognition:

- Superintendent/President Kathryn E, Jeffery introduced a new member of the educational community, Dr. Ben Drati, Superintendent of the Santa Monica-Malibu Unified School District.
- NAFSA 2017 Senator Paul Simon Award for Comprehensive Internalization: SMC has received a Senator Paul Simon Award for Comprehensive Internalization from NAFSA Association of International Educators, the world’s largest nonprofit international education and exchange association. This distinctive award from NAFSA is confirmation of Santa Monica College’s commitment to diversity at every level. The recipients of the 2017 Senator Paul Simon Awards for Campus Internationalization were recognized for “excellence in integrating international education throughout the facets of university and college campuses. SMC and other award recipients will be honored at an event in Washington D.C. during International Education Week in November.
- California Community Colleges Chancellor Eloy Ortiz Oakley congratulated the 14 California community colleges and community colleges districts that successfully competed for \$25 million state awards for developing innovative programs to increase completion rates and make college more affordable. This year’s awards recognized California districts and colleges that help reduce the time it takes students to complete degrees and credentials, reduce the total cost of attendance for students, or do both. Santa Monica College was one of the 14 community colleges selected for an award and will receive \$2 million.
- Third SMC short film accepted into the official competition of The American Pavilion Emerging Filmmaker Showcase at the 2017 Cannes Film Festival. Solidarity, CORA, and now . . . Spaghetti Romance (directed by Carrie Finklea). The Cannes Film Festival will take place May 17 - 28 and the Emerging Filmmaker Showcase will take place May 21-25, 2017 inside the American Pavilion.
- SMC won two national Paragon awards from the National Council of Marketing and Public Relations: Silver for a press kit folder, and bronze for the e-newsletter SMC in Focus. There were over 1,800 entries from over 270 U.S. community and technical colleges. The press kit folder was designed by Marketing senior designer Jonathan Ng, who also designed the look and feel of the newsletter.
- Amy Gaskin, SMC Alum, had two of her photos were selected for exhibition in the American Photographic Artists’ curated exhibition in Santa Monica on April 29, 2017. Nearly 1,000 images were submitted by photographers showing the personal side of their artistry. 100 were selected by esteemed curator, Elizabeth Avedon. After the exhibition, the images will rotate through some of the most creative advertising agencies in Los Angeles.

- David Nwaba, SMC Alum Awarded Two-Year Contract with L.A. Lakers: David attended SMC in 2012-2013. During that year, he was the Western States Conference South Division MVP and he was selected for the California Community College Men's Basketball Coaches Association (CCCMBCA) All State Team.
- Updates
  - Enrollment: Spring enrollment continues to improve. While enrollment remains down, the gap is closing. At opening day, spring enrollment trailed last year by 2.99%, at census the percentage was down to 2.75%, and as of this Board meeting is at 2.19% down. When analyzing the data, it appears that many of the initiatives, such as the "request a class" feature are paying off. Normally between opening day and census there is a significant drop, followed by a slight increase between census and final. Between opening day and census there is a loss of 10% less than in the previous year. And between census day and now, there is nearly a 54% increase over last year.
  - Malibu: The City of Malibu had its State of the City event last week, which was attended by members of SMC - Maral Heyler, Katharine Muller, Shari Davis, Nancy Greenstein, and Kathryn Jeffery. Dr. Ben Drati, Superintendent of SMMUSD, also attended. Katharine Muller represents Santa Monica College on the Malibu Chamber of Commerce. Don Girard shared a video of the property where SMC will be developing the Malibu Center. The video included the site of the Farmer's Market which operates on Sundays, the library, Sheriff's station, courthouse and the surf. Approval of the lease by the County is expected in May and hoped to break ground in the Fall 2017.
  - Bob Isomoto reported that the Department of Finance identified four additional building projects for state funding, including SMC's Math/Science Building.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 4, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:**                               **RESOLUTION: COMMUNITY COLLEGE MONTH**

**SUBMITTED BY:**                       Superintendent/President

**REQUESTED ACTION:**               It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month.

WHEREAS, the month of April has been proclaimed National Community College Month in recognition of the vital role the nation's community colleges play in providing broad access to higher education, serving nearly half of the nation's college students; and

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, two-year degree programs, a bachelor of science degree in Interaction Design, career preparation, basic skills education, continuing education and lifelong learning in a variety of delivery methods including on-line education; and

WHEREAS, Santa Monica College, as an institution of higher education, provides for the understanding and learning needed to foster a livable and sustainable world; and

WHEREAS, Santa Monica College provides for the formation of global citizenship through knowledge of people, customs, and cultures in regions of the world beyond one's own; and

WHEREAS, Santa Monica College supports the diversity of its students, faculty and staff; and

WHEREAS, Santa Monica College is and will continue to be a safe environment for all students and personnel; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the regional economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is devoted to positive community relations and is a rich resource for the community including cultural programming, educational and career counseling and special events; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision based upon "Changing Lives in the Global Community through Excellence in Education;" and

WHEREAS, Santa Monica College realizes its success in providing educational and cultural opportunities to the college community because of the excellence of its faculty and staff, and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, being recognized locally and internationally as an outstanding institution of higher education; and

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April, 2017.

MOTION MADE BY:	Susan Aminoff
SECONDED BY:	Barry Snell
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Quiñones-Perez)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 4, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:**                                **RESOLUTION: SEXUAL ASSAULT AWARENESS AND PREVENTION MONTH**

**SUBMITTED BY:**                        Superintendent/President

**REQUESTED ACTION:**                It is recommended that the Board of Trustees adopt the following resolution in support of the goals and ideals of Sexual Assault Awareness and Prevention Month and, declaring April as “Sexual Assault Awareness Month” and April 26, 2017 as “Denim Day” at Santa Monica College.

WHEREAS, the United States Government has declared the month of April as “Sexual Assault Awareness Month” and Peace Over Violence has declared April 26, 2017 as “Denim Day” in Los Angeles County; and

WHEREAS, both events are intended to draw attention to the fact that rape and sexual assault remains a serious issue in our society; and

WHEREAS, harmful attitudes about rape and sexual assault allow these crimes to persist and allow victim/survivors to be re-victimized; and

WHEREAS, sexual assault affects women, men, and children of all racial, social, and religious, age, ethnic, ability, sexual orientation, and economic groups in the United States; and

WHEREAS, every two minutes, someone in America, is sexually assaulted, approximately 1-in-6 women are raped during their lifetime and youths under 18 account for about 44% of all reported; and

WHEREAS, according to the United States Department of Justice, all 18- to 24-year olds are at significant risk of sexual assault, whether they are in college or not; and

WHEREAS, female college students in that age range are about 5 times more likely to be sexually assault than the population at large, while non-students are about 6 times more likely; and

WHEREAS, for males between the ages of 18-24, the risk is higher among college students: men make up 17 percent of all college student victims, and about 4 percent of non-student victims; and,

WHEREAS, in addition to the immediate physical and emotional costs, sexual assault has associated consequences that may include post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders, and suicide; and

Whereas, all forms of sexual violence are unacceptable, whether committed by a stranger, family member, or acquaintance of the victim; and,

WHEREAS, “Sexual Assault Awareness Month” and “Denim Day” were also instituted to call attention to misconceptions and misinformation about rape and sexual assault, and the problem that many in society remain disturbingly uninformed with respect to issues of assault and, forcible rape; and

WHEREAS, "Sexual Assault Awareness Month" and "Denim Day" provides a special opportunity to educate the people of the United States about sexual violence and to encourage the prevention of sexual assault, the improved treatment of its victims, and the prosecution of its perpetrators; and,

Whereas, free, confidential help is available to all victims and survivors of sexual assault through such organizations as the Santa Monica rape Treatment Center, Peace Over Violence, and National Sexual Assault Online Hotline (RAINN), and more than 1,000 sexual assault service providers across the Nation;

WHEREAS, with proper education on the matter, there is compelling evidence that we can be successful in reducing incidents of this alarming and psychologically damaging crime; and

NOW, THEREFORE BE IT RESOLVED that Santa Monica Community College District does support the goals and ideals of "Sexual Assault Awareness Month," and hereby proclaims the month of April 2017 as "Sexual Assault Awareness Month," and designates April 26, 2017 as "Denim Day," the District also:

- Recognizes that "Sexual Assault Awareness Month," provides a special opportunity to educate the people of the United States about sexual violence, encourages the prevention of sexual assault, the improved treatment of its victims, and the prosecution of its perpetrators; and
- Recognizes national and community organizations and private-sector supporters and applauds their work in promoting awareness about sexual assault, providing information and treatment to its survivors, and increasing the number of successful prosecutions of its perpetrators; and educate persons in our community about the true impact of rape and sexual assault in Southern California: and
- Recognizes public safety, law enforcement, and health professionals and applauds their hard work and innovative strategies to increase the percentage of sexual assault cases that result in the prosecution and incarceration of its perpetrators, and
- Urges everyone to wear jeans on April 26, 2017 to help communicate the message that there is "no excuse and never an invitation to rape."

MOTION MADE BY:	Nancy Greenstein
SECONDED BY:	Rob Rader
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	April 4, 2017

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 3**

**SUBJECT:**                    **STUDENT HEALTH AND WELLBEING SERVICES**

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

**SUMMARY:**                Health and mental health services have become increasingly important to SMC’s student success and retention efforts. As reported in The Chronicle of Higher Education in March 2016, “students at community colleges are more likely than their peers at four-year institutions to be struggling with mental illnesses, but are less likely to have access to mental health services.” Furthermore, in a survey of more than 4,000 students at 10 community colleges across the country, it was reported that “about 50 percent of students reported having one or more mental health conditions” with depression and anxiety at the top of the list. It is therefore imperative to provide specialized support to SMC students to assist in their ability to succeed academically. Specialized mental health – and health -- support services include prevention efforts such as psychosocial, health and nutrition related workshops and trainings, and direct services, such as one-on-one health and mental health counseling, and crisis intervention. Faculty and staff must also be educated in order to identify those students who may be at-risk and effectively refer them to appropriate resources.

See Appendix A for complete report.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	April 4, 2017

**INFORMATION ITEM 4**

**SUBJECT:**                    **REPORT: WEB AND SOCIAL MEDIA EFFORTS AT SANTA MONICA COLLEGE**

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

**REPORT:**                    Web and Social Media Manager Regina Ip provided a preview of the student-focused redesign of SMC’s website, along with additional remarks on ongoing social media strategies. An additional report on Community and Academic Relations activities is included as Appendix B.

**SUMMARY:**                The Web and Social Media Office is responsible for planning and implementing the content of Santa Monica College’s website, social media channels and overall digital marketing strategies. Web and Social Media supports the college mission by communicating through digital channels the merits of the college, promoting SMC’s open and affordable access to high-quality degrees and programs, and building the college’s brand and reputation as a leading transfer institution.

The office was renamed in October 2014 and reorganized to Government Relations and Institutional Communications, under Community and Academic Relations, to work closely with the Public Information Office and Marketing. Web and Social Media is part of the collaborative communication hub for Santa Monica College, as part of efforts to present a consistent and cohesive institutional voice for the campus.

Web and Social Media collaborates with its sister offices to feature its students, programs, departments, enrollment and events. This includes marketing engaging, fresh and relevant materials on the college website and social media channels. In addition, Web and Social Media is an advocate for accessibility to ensure compliance with federal Section 508 standards, which mandates that all digital communications be accessible.

**Web and Social Media Stats at a Glance**

- 50 web requests a month, on average, in addition to internal projects and fixes.
- 28K Facebook followers, 8.9K Twitter followers, 3.6K Instagram followers, and 1.2K Snapchat followers and 52K LinkedIn followers.
- 6 workshop trainings and 30+ 1-on-1 trainings on web accessibility/SharePoint use.

**Major Projects**

- Ask SMC! Virtual Assistance Tool lets students answer questions about SMC student services. Assisted Admissions/Counseling in content, design and implementation.
- Canvas LMS: Implemented look and feel of interface and maintained backend.
- Class Schedules: Improved accessibility and made responsive.
- Counseling Policy and Procedures: Digitized guide for SMC counselors.
- Mobile Upgrade: Made SMC website responsive and upgraded to 2013 version.

#### Current Project: Web Redesign

SMC is undergoing a basic redesign of its website in response to enrollment and evolving technology trends in higher education. The accessible redesign is student-focused, with emphasis on easy access to enrollment features, clear navigation, and personalized pages for stakeholders of the college. This is part of web efforts to update the current website by streamlining user-friendly information for students with simple, plain language and timely content with a clean, modernized look and feel.

#### Special Thanks

*Web and social media efforts would not be possible without the tireless support of the following individuals:*

Don Girard – Governmental & Institutional Communications

Kiersten Elliott, Marilyn Landau and Tiffany Ingro – Community and Academic Relations

Ming-Yea Wei, Jonathan Ng, Charles Mark-Walker and Vivian Chu - Marketing

Grace Smith – Public Information Office

Tom Peters, Shawn Jordison and Ellen Cutler – DSPPS, High Tech Center

Bob Dammer and Dan Rojas – Information Technology

Jenny Merlic – Academic Affairs

Christine Miller – Distance Education

Rhea Brown, Diego Yanez, Tyler Davis, Daria Sidenko, Tommy Pathammavong and Jose Aguila – Student Workers

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 5**

**SUBJECT:** **BALLOT FOR CCCT BOARD OF DIRECTORS**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees submit the following ballot for the California Community College Trustees (CCCT) Board of Directors.

1. Marisa Perez, Cerritos CCD
  2. Michele R. Jenkins, Santa Clarita CCD
  3. \*Stephen Blum, Ventura County CCD
  4. \*Laura Casas, Foothill-De Anza CCD
  5. \*Stephan Castellanos, San Joaquin Delta CCD
  6. \*Adrienne Grey, West Valley-Mission CCD
  7. \*Andra Hoffman, Los Angeles CCD
  8. \*Pam Haynes, Los Rios CCD
  9. \*Jim Moreno, Coast CCD
- \* Incumbent

COMMENT: The Board Chair and Vice-Chair prepared the draft ballot (names in **bold**) for Board consideration. There are nine seats up for re-election on the CCCT Board of Directors, with seven incumbents running and two vacancies due to changes at the district level. Each member community college has one vote for each of the vacancies.

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Jaffe, Quiñones-Perez)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	April 4, 2017

**DISCUSSION ITEM 6**

**SUBJECT:** **BOARD OF TRUSTEES' BUDGET OBJECTIVES AND PRINCIPLES**

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

**SUMMARY:** The Board of Trustees reviewed and discussed updating Budget Objectives and Principles adopted on June 7, 2016 to reflect current budget realities and projections. There was agreement to maintain Principles A, D, E, F G, H J, and O. Further discussion will be continued at the next Board meeting on Principles B, C, I, K, L, M, N and P.

**COMMENT:** Santa Monica College is currently experiencing the “perfect fiscal storm” of years of declining enrollment coupled with unsustainable expenditure growth. In 2009-2010, the College served 22,545.99 credit FTES while the projection for 2016-2017 is that the College will serve approximately 20,500 credit FTES. This represents a decline in credit FTES over the last seven years of **<9.1%>**. During that same period of time our expenditures have increased from \$132,288,713 in 2009-2010 to a projected \$178,780,450 in 2016-2017; a **35.1%** increase in expenditures. The College was able to mitigate these increases in expenditures by leveraging increases to the Non-resident Tuition rate and State Apportionment over that seven years period. However, the continued decline in enrollment coupled with the State’s directing the vast amount of new funding towards restricted programs rather than general apportionment has made it nearly impossible to manage the College’s budget. The “fixed Costs” for operating the District are currently increasing at a rate of approximately 4 percent per year.

Strategies to consider for reducing the District’s operating costs include:

- Using attrition to generate savings in personnel and benefit costs
- Leveraging the District’s other funds to relieve the general fund
- Reviewing all hires, purchases, and contracts

In the prior three fiscal years, the May Revision provided significant boosts in both one-time and on-going revenues. It does not look promising for this year as state general funds continue to trend below the Governor’s estimates. Additionally, there is uncertainty regarding the federal policies and the effect on California’s general fund revenues.

The 2017-18 budget year is pivotal; after years of increasing revenues, the District will be faced with decreasing revenues and increasing expenses. The District will be tasked to adjust expenditures accordingly while still providing sufficient programs and services to ensure student success and retaining Santa Monica College’s position as one of the premier community colleges in the state.

Santa Monica Community College District  
**Board of Trustees 2015-2016**  
**Budget Objectives and Principles**  
Adopted June 7, 2016

OBJECTIVES

1. Develop a budget plan that brings available ongoing revenues and expenditures into balance effective with the adoption budget for 2016-2017
2. Protect the College's ongoing operation by maintaining a fund balance for the District of 7.5% or more going forward from 2016-2017.

The following budget principles have been developed in response to the changing environment, including enrollment trends and funding formulas.

PRINCIPLES

- A. The College is committed to student access and success and service to the community.
- B. Ensure that enrollment targets are consistent with the state-funded FTES cap, and, to the degree that they are the basis for revenue projections, can realistically be achieved within the fiscal limitations of the College.
- C. Maintain course offerings that are responsive to student needs and consistent with the State priorities of student success, transfer, career technical, and basic skills education.
- D. Programs will not be eliminated or reduced without careful review of program viability.
- E. Establish and maintain an acceptable cost effective level of learning resources and student support services based on comparative performance data as determined by the College.
- F. Develop and implement a variety of expenditure reduction strategies.
- G. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
- H. Use staff attrition and/or existing vacancies as one means of reaching budget targets, where possible, or as an opportunity for reorganization to increase efficiency.
- I. Seek to spread cost reductions strategically.
- J. Budget planning should attempt to avoid future layoffs of permanent employees. If necessary, the District may seek salary freezes, furloughs, salary reductions, and other temporary or ongoing adjustments.
- K. Continue to seek external sources of funding, such as grants, to support the College's core missions, but avoid those with matching, management, or reporting requirements that demand significant college resources.



- L. Develop a budget process that manages the growth of expenditures based on: analysis of program need (rather than historical allocations); realistic expectations of revenues; updated financial information; and performance measurements.
- M. Review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for classes and services, improving student success outcomes, or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College's core missions and goals.
- N. Make effective use of the College's established planning structures and processes to recommend specific actions to reach the stated objectives, following the principles listed above. The College President shall clarify how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.
- O. Develop strategies to address employee health and benefit increases as well as future retiree health and pension liabilities.
- P. Encourage the generation of revenue through entrepreneurial and asset management activity.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 4, 2017

**X. CONSENT AGENDA**

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

**RECOMMENDATION:** Approve Consent Agenda, Recommendations #7-#25.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #8-B, F, G, H, N, S and T  
#10  
#13-D

Action of Consent Agenda, excluding Recommendations #8-B, F, G, H, N, S and T; #10; #13-D

MOTION MADE BY: Rob Rader  
SECONDED BY: Barry Snell  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Jaffe, Quiñones-Perez)

**XI. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. 8 – Ratification of Contracts and Consultants

#8-B: Outfront Media

MOTION MADE BY: Rob Rader  
SECONDED BY: Barry Snell  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Jaffe, Quiñones-Perez)

#8-F, G, H: ETP Contract

MOTION MADE BY: Rob Rader  
SECONDED BY: Nancy Greenstein  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Jaffe, Quiñones-Perez)

#8-N: Modo Labs

MOTION MADE BY: Laura Zwicker  
SECONDED BY: Rob Rader  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Jaffe, Quiñones-Perez)

#8-S: Clean Harbors

MOTION MADE BY: Rob Rader  
SECONDED BY: Barry Snell  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Jaffe, Quiñones-Perez)

#8-T: Public Policy Institute Symposium

MOTION MADE BY: Nancy Greenstein to Table Recommendation

#10: Classified Personnel - Regular

MOTION MADE BY: Rob Rader  
SECONDED BY: Barry Snell  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Jaffe, Quiñones-Perez)

#13-D: Facilities – Award of Bid, AET Audio visual Broadcast Systems

MOTION MADE BY: Barry Snell  
SECONDED BY: Andrew Walzer  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Jaffe, Quiñones-Perez)

**RECOMMENDATION NO. 7      APPROVAL OF MINUTES**

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

March 4, 2017 (Workshop)

March 7, 2017 (Regular Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS**

*Requested Action: Ratification*

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

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

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

*Approved by Board of Trustees: 9/8/08*

*Reference: Education Code Sections 81655, 81656*

	Provider/Contract	Term/Amount	Service	Funding Source
A	Stephen Camargo Productions	April 1, 2017- June 30, 2017  Not to exceed \$2,275	Stephen Camargo Productions will provide camera/audio services and be Producer/Director/Camera operator with editing to create a short video about SMC student athletes for the Scholarship Awards Ceremony on June 13, 2017.	Community and Academic Relations Budget (100%)
B	Outfront Media	2016-2017  Augmentation to current contract, not to exceed \$10,000. (Revised total contract amount not to exceed \$160,000)	2016-2017 Metro Expo Line rail interior car advertising for student recruitment.	Marketing Budget – 100%

A and B

*Requested by: Kiersten Elliott, Dean Community and Academic Relations*

*Approved by: Don Girard, Senior Director, Government Relations & Institutional Communications*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
C Rape Treatment Center at Santa Monica-UCLA Medical Center	Effective September 27, 2016  No cost	This is a Memorandum of Understanding for the Rape Treatment Center and Santa Monica College to work together to provide trauma informed services to student and employee victims of sexual violence and to enhance the overall response to sexual assault at Santa Monica College. This includes access to a 24-hour rape crisis hotline; crisis intervention and counseling services, information about how to report a crime and ongoing training to Health Care and Student Services staff on the appropriate methods for interviewing and communicating with the victims.	N/A
D PeaceProsLA	January – June 2017  Not to exceed: \$3,825	The consultant will conduct workshops for students, faculty, and staff to discuss using leadership and “upstander” skills when responding to bullying, insulting or sexual harassment situations on campus, which should prevent violence and promote positive masculinity. The consultant will also conduct workshops for Coaches and College Police to provide them with the tools needed when responding to difficult situations that may arise with students related to gender, race, and other identities.	Auxiliary Services/ Campus Health and Safety

C and D

*Requested by: Lisa Winter, Compliance Officer/Title IX Coordinator*

*Approved by: Michael Tuitasi, Vice President, Student Affairs*

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
E Dr. Elena Macías	May 5, 2017  No Cost	The consultant will provide a one-day workshop for up to 20 faculty and staff members to become allies for AB540 students. The goals of the training are to: 1. Create a welcoming and supportive campus environment for undocumented students, thus assisting their integration into campus life. 2. Increase faculty and staff knowledge and effectiveness about the needs, concerns, and issues that the undocumented face. 3. Educate faculty and staff about relevant immigration laws impacting student and related student issues and challenges.	N/A
<i>Requested by: Nancy Grass, Associate Dean of Student Life</i>			
<i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>			
F ER Consulting, LLC Db a The Company Doctors, Inc.	March 8 – September 30, 2017  Not to exceed \$42,400	The Company Doctors, Inc. will provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control, and Business Skills are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by The Company Doctors, Inc.	ETP Contract
G Austin-Corp	April 1 – December 31, 2017  Not to exceed \$37,800	The Austin-Corp will provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control, and Business Skills are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by The Austin-Corp	ETP Contract

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
H	Quest Consulting & Training Corporation	April 1 – December 31, 2017  Not to exceed \$32,000	The Quest Consulting & Training Corporation will provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Clients in the City of Santa Monica in collaboration with the Santa Monica Chamber, will be the focus with this partner. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control, and Business Skills are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by The Quest Consulting & Training Corporation.	ETP Contract
I	Sustainable Technologies Program guest speakers  Ivannia Perez \$175	April 5 – June 30, 2017  Not to exceed \$175	The guest speakers will be presenting to the Sustainable Technologies Program course Recycling and Resources Management concepts, ideas, best practices on Mandatory Commercial Organics Recycling, Statewide Waste Characterization data, and Sustainable Works Business Green Programs, and Sustainability in schools including waste assessment and state mandates.	Perkins 2016-17
J	Lisa Brand	July 1, 2016 – June 30, 2017  Increase PO A170923NC by \$10,000; new total not to exceed \$18,000	Agreement for graphic design and art direction/services for marketing materials that are specific to the needs of Workforce & Economic Development.  The services may include assistance with expeditiously developing various marketing material for electronic and print distribution.	Perkins 2016-17

*F, G, H, I and J*

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
K	City of Santa Monica	2016 – 2019 (three-year agreement signed April 26, 2016)  This was previously approved by the Board of Trustees on April 5, 2016. The term did not indicate that it was a multi-year agreement.  Annual Service Fee \$27,480	The City of Santa Monica provides a high speed fiber optic 1GB Internet connection, replacing the previous 100 MB connection. Installation allowed the College to have dual 1GB Internet connections that load balance traffic and relieve latency and performance issues.  This project was a 2015-2016 technology plan objective, and funding was approved through the PBAR process.	District Budget Network Services
L	PITSS America , LLC	2016-2017  Augmentation of \$45,570 to current contract (revised total contract not to exceed \$200,000)	PITSS America, LLC is working with SMC Information Technology to upgrade the Oracle/WebISIS infrastructure.  The original contract in the amount of \$149,800 was approved by the Board in September 2016. This is an extension of the contract and scope to accommodate additional identified requirements for the Oracle modernization project. This second phase includes the conversion of the database and infrastructure to support the upgraded environment.	District Budget Information Technology

*K and L*  
*Requested by: Bob Dammer, Interim Chief Director of Information Technology*  
*Approved by: Teresita Rodriguez, Vice-President, Enrollment Development*

M	Community College Survey of Student Engagement (CCSSE),	Spring 2017  \$15,000	The Community College Survey of Student Engagement (CCSSE), a national survey focusing on teaching, learning and retention in community colleges, will be administered at SMC in the Spring 2017. The 2017 administration of CCSSE will be the second at the college (the first time CCSSE was administered at SMC was in 2012), and will provide valuable feedback on whether the college has moved the needle on the five benchmarks of student engagement (academic challenge, active and collaborative learning, student effort, student-faculty interaction, support for learners) since 2012, and identify areas for improvement. The survey will be administered in-class to approximately 1000 students in randomly selected classes.	District Budget: Enrollment Development
---	---	-----------------------------	---	---

*Requested by: Hannah Lawler, Dean, Institutional Research*  
*Approved by: Teresita Rodriguez, Vice-President, Enrollment Development*



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
N Modo Labs	April 1, 2017 – April 1, 2020  Year 1: \$48,468 (\$34,583 annual contract + \$13,885 one-time fees) (plus tax)  Year 2: \$34,583 annual contract (plus tax)  Year 3: \$34,583 annual contract (plus tax)  Plus reimbursable travel expenses, if any	Santa Monica College will license Modos Labs’ cloud-based technology and hosted solution to design and launch a comprehensive mobile “SMC App” using the company’s platform and pre-built content modules. Modos Labs will make the SMC App available for download on the Apple and Android store. SMC will create channels and content specific to engage prospective students, current students, parents and family, friends of the college, and alumni, guests, etc. A key driver for this contract is the need to reach students on mobile devices, where they increasingly spend more of their time. Using Modos Lab’s “Communicate” module, the College will be able to send key personalized “push” notifications to individual or targeted groups of students to engage them and drive student behavior (e.g., enrollment, SSSP requirements). Students will have a central communication hub—a message center--right on their own mobile device. Modos Labs was called by EduVentures one of the “Five Edtech Companies to Watch in 2017.”	Student Success and Support Program (SSSP)
<i>Requested by: Esau Tovar, Dean, Enrollment Services</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

	Provider/Contract	Term/Amount	Service	Funding Source
O	Blue Sun Pictures LLC-Anthony Lucero, owner	April 25, 2017 \$2,000	Anthony Lucero, writer and director of the film "East Side Sushi" will attend a film screening of his movie. After the movie, Mr. Lucero will moderate a discussion about the film with audience members.	District – Global Citizenship
P	Andy Matsuda	April 25, 2017 \$500	Master Sushi Chef/Instructor Andy Matsuda will attend a film screening of the movie: "East Side Sushi" and then participate in a discussion with audience members.	District – Global Citizenship
Q	Rogelio Cervantes	April 25, 2017 No compensation	Sushi Chef Rogelio Cervantes will attend a film screening of the movie: "East Side Sushi" and then participate in a discussion with audience members.	N/A

*O, P and Q*

*Requested by: Kelley Brayton, Chair, Global Citizenship*

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

R	EMS	2016-2017 \$61,800	The EMS Campus software package expands the College's existing EMS Events license so the software currently used to schedule events and meetings can also be used to facilitate development of the Schedule of Classes. This is a direct response to the 2016-2017 Master Plan for Education Objective #4: Convert class scheduling process from a physical to an electronic format. The new software will be used by Department Chairs and by the Office of Academic Affairs to replace the current paper-based method.	General Fund
---	-----	-----------------------	--	--------------

*Requested by: Jennifer Merlic, Dean, Instructional Services*

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

S	Clean Harbors	2016-2017 Increase current contract in the amount of \$50,000	Hazardous Waste Management and Disposal Services/Increase is to replenish account used for emergency clean-up of flood and disposal at various departments.	District Budget Risk Management
---	---------------	--	---	---------------------------------

*Requested by: Risk Management*

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8      RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

The following recommendation was tabled.

<p>T  The following contracts are for the Public Policy Institute (PPI) Symposium, May 8-11, 2017  Funding Source: 2016-2017 Public Policy Institute (PPI) (50 percent)  Associated Students (50 Percent)</p>		
<b>Provider/Contract</b>	<b>Service</b>	<b>Amount</b>
Santa Monica Bay Woman's Club	Venue rental for the keynote panel of the Public Policy Institute's Annual Spring Symposium. The keynote panel will feature local and state elected representatives.	\$2,000
Aero Theatre, Santa Monica	Venue rental for the screening of two films to be screened as part of the Public Policy Institute's Annual Spring Symposium. The films are: Agents of Change and Swimming in Auschwitz. The films will be screened at the Aero Theatre in Santa Monica on Monday, May 8 <sup>th</sup> and Tuesday, May 9 <sup>th</sup> , respectively.	\$4,000
K. Bradford	K. Bradford will receive an honorarium for her participation in the 2017 Annual Public Policy Institute's Spring Symposium: Liberty and Justice for All – Californians as Guardians of the Galaxy in a Post-Truth Era. She will be working directly with the symposium's project in developing a performance program in conjunction with the presentation of the Sanctuary-State Superheroes to the Rescue that will be featured on the SMC campus Thursday, May 11th during the activity hour.	\$3,000 honorarium
Barbara Grover	Ms. Grover will receive an honorarium for her participation in the 2017 Annual Public Policy Institute's Spring Symposium: Liberty and Justice for All – Californians as Guardians of the Galaxy in a Post-Truth Era. She will be working directly with the symposium's project in developing advocacy tools through video in conjunction with the symposium event, We the People: A Projection Installation scheduled for Wednesday, May 10 <sup>th</sup> on the Main Campus.	\$3,000 honorarium
<p><i>Requested by: Public Policy Institute</i>  <i>Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications</i></p>		

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9 ACADEMIC PERSONNEL**

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

All personnel will be properly elected in accordance with District policies, salary schedules, and appropriate account numbers.

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Director, Health and Well-Being	04/05/2017
Project Manager, STEM-HIS-Title III	04/05/2017 – 08/14/2017

ELECTIONS

NEW FULL-TIME FACULTY

Tsuboi, Yukiko, Japanese	Fall 2017
--------------------------	-----------

PROJECT MANAGER

Yahnian, Vanan, Project Manager, HIS-Title STEM	04/10/2017 – 8/11/17
---	----------------------

Long-Term Substitute - Extension

Adamson, Gerald (Todd), Counselor, Center for Wellness and Well-Being	07/01/2017
---	------------

ADJUNCT FACULTY

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

SEPARATIONS

RESIGNATION

Hausam, Wiley, Artistic Director, Performing Arts Center	03/31/2017
--	------------

RETIREMENT

Stephanou, Marylynne, Life Science Instructor (32 years of service)	06/13/17
Watts, Joseph, English Instructor (26 years of service)	07/29/2017

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - REGULAR**

*Requested Action: Approval/Ratification*

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

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

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Information Systems Administrator (1 position) Center Media & Design, 12 months, 40 hours, Night Shift	04/05/17

ESTABLISH

Administrative Assistant II (1 position) Noncredit & External Programs/Adult Education, 12 months, 40 hours Funding Source: Adult Education Block Grant (AEBG)	04/05/17
--	----------

Athletic Activities Assistant (1 position) Kinesiology, 11 months, 40 hours, varied hours (correction in months from previous agenda)	03/07/17
---	----------

Information Systems Administrator (1 position) Center Media & Design, 12 months, 40 hours, varied hours	04/05/17
--	----------

Student Services Clerk (2 positions) Admissions & Records, 12 months, 40 hours Funding Source: SSSP	04/05/17
---	----------

ELECTIONS

PROMOTION

Qualey, Patrick From: Journeyman Trade- Carpentry, Maintenance To: Construction Systems Supervisor, Maintenance	04/17/17
---	----------

PROBATIONARY/ADVANCE STEP PLACEMENT

Bohman, Alice "Malin", Student Services Clerk (Step C)	03/27/17
Patterson, Sonya, C. C. Police Officer, Campus Police (Step D)	04/05/17

PROBATIONARY

De Alba Fuentes, Karla, Student Services Specialist – Welcome Center Villa, Claudia, Athletic Equipment Specialist, Athletics	04/03/17
--	----------

WORKING OUT OF CLASSIFICATION (PROVISIONAL) EXTENSION

Dammer, Robert From: Director, Network Services/Telecommunications To: Chief Director of Information Technology (100%)	03/23 - 05/11/17
--	------------------

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Valadez, Jorge 03/20 – 06/30/17  
From: Bookstore Sales Clerk, Bookstore  
To: Bookstore Operations Assistant, Bookstore 100%

Watson-Orestein, Joy 03/20 – 06/30/17  
From: Bookstore Sales Clerk, Bookstore  
To: Bookstore Operations Assistant, Bookstore 100%

LEAVES OF ABSENCE – UNPAID

Yahnian, Vanan, Student Services Specialist, SMC/UCLA STEM 04/10 - 08/11/17  
Comment: Vanan will be on an unpaid leave from her classified assignment while working as the Project Manager, HIS-Title III-STEM

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Avoundjian, Christina, Laboratory Technician – Life Science 03/31/17

RETIREMENT

Magur, Leonard, Custodian, Operations (16 years) 06/08/17

Martinez, Tommy, Receiving, Stockroom & Delivery Worker, Bookstore (22 years) 06/18/17

DECEASED

Fredrickson, Donald B., Accompanist – Performance, Music 03/09/17

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

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

ELECTIONS

EFFECTIVE DATE

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

PROVISIONAL EXTENDED

Nears, Pamela,  
 From: Recycling Program Specialist, Grounds 11/16/2016-02/17/2017  
 To: Recycling Program Specialist, Grounds 11/16/2016-03/24/2017

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

Cancio, Albis L., Shuttle Driver – On Call, Transportation 03/27/2017-06/30/2017  
 Villasenor, Luis, Custodian, Operations 03/07/2017-06/30/2017  
 Wami, Awhuowere C., Student Services Clerk, Admissions 04/03/2017-06/30/2017

LIMITED-TERM REVISED

From:  
 Aaron, Regina R., Student Services Clerk, Admissions 01/03/2017-06/30/2017  
 Carter, Justin A., Custodian, Operations 03/01/2017-05/12/2017  
 Crawford, Lucretia M., Administrative Asst. II, NC Education 03/01/2017-03/31/2017  
 Davis, LaTonia R., Custodian, Operations 02/21/2017-05/12/2017  
 Esparza, Eric J., Custodian, Operations 02/15/2017-05/12/2017  
 Nunez, Omar, Custodian, Operations 02/21/2017-05/12/2017  
 Villasenor, Luis, Custodian, Operations 03/07/2017-06/30/2017  
 Wade, Tiffany J., Custodian, Operations 02/16/2017-05/12/2017  
 Wise, Dion L., Custodian, Operations 02/16/2017-05/12/2017

To:  
 Aaron, Regina R., Student Services Clerk, Admissions 01/03/2017-03/25/2017  
 Carter, Justin A., Custodian, Operations 03/01/2017-06/30/2017  
 Crawford, Lucretia M., Administrative Asst. II, NC Education 03/01/2017-03/31/2017  
 Davis, LaTonia R., Custodian, Operations 02/21/2017-06/30/2017  
 Esparza, Eric J., Custodian, Operations 02/21/2017-06/30/2017  
 Villasenor, Luis, Custodian, Operations 03/07/2017-03/31/2017  
 Wade, Tiffany J., Custodian, Operations 02/16/2017-06/30/2017  
 Wise, Dion L., Custodian, Operations 02/16/2017-06/30/2017

**SUBSTITUTE - LIMITED TERM:**

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

Nears, Pamela, Recycling Program Specialist, Grounds

11/16/2016-05/15/2017

**RECOMMENDATION NO.12 CLASSIFIED PERSONNEL – NON MERIT**

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, \$10.50/hour (STHP)	42
College Work-Study Student Assistant, \$10.50/hour (FWS)	27

**SPECIAL SERVICE**

Art Model, \$23.00/hour	1
-------------------------	---



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 FACILITIES**

*Requested Action: Approval/Ratification*  
*Requested by: Greg Brown, Director, Facilities Planning*  
*Approved by: Robert G. Isomoto, Vice-President, Business/Administration*

13-A CHANGE ORDER NO. 28 AET CAMPUS

Change Order No. 28 – C.W. Driver on the AET Campus portion of the project in the amount of \$408,813.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 4,255,874
Previously Approved Change Orders (AET Parking Structure A)	\$ 796,870
Change Order No. 28 – AET Campus	<u>\$ 408,813</u>
Revised Contract Amount	\$64,621,557

Change Order No. 28 for the AET Campus project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 28 for AET Campus includes the following labor and material costs to:

- Demo exposed, abandoned plumbing lines at Building D;
- Furnish and apply steel primer and intumescent paint at Building B;
- Furnish revised fire extinguisher cabinets;
- Furnish and install revised domestic water and fire water backflow devices as required by additional requirements of the City of Santa Monica;
- Add metal decking, edge metal, concrete and new beam as required at mechanical shaft in Building B;
- Substitute Quiet Technology Systems acoustical ceiling and wall baffles in lieu of Sonex Baffles in Building C Auditorium;
- Furnish and install projector lift at Building C, Auditorium Vestibule;
- Replace existing branch home run conductors and feeders at Building D.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13** FACILITIES (continued)

13-B CHANGE ORDER NO. 19 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 19 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of \$14,814.

Original Contract Amount	\$ 18,378,000
Previously Approved Change Orders	\$ 1,402,292
Change Order No. 19	<u>\$ 14,814</u>
Revised Contract Amount	\$ 19,795,106

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

Funding Source: Measure AA

- Comment: Change Order No. 19 includes the labor and material costs for the following:
- Added rebar/new structural details per revised construction change directive throughout various locations;
  - Additional maple nosing at upper and bottom tread at Stairs # 1 and additional 45 degree beveled filler at underside;
  - Caulking between precast panels and landings at Stair # 2 and reinstallation of protection.

13-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT

Amend the agreement with P2S ENGINEERING for the CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT project in the amount of \$3,200 plus reimbursable expenses.

Original Contract Amount	\$422,250
Amendment # 1	\$14,500
Amendment # 2	\$16,500
Amendment # 3	\$2,000
Amendment # 4	<u>\$3,200</u>
Total To Date	\$458,450

Funding Source: Measure AA

- Comment: Amendment No. 4 provides for mechanical and structural engineering services to file a change with the Division of the State Architect (DSA) for approval of installation of strong backs added to the retaining wall in the Science Building basement required to restore its strength due to the mechanical contractor cutting the reinforcing bars within the wall. P2S will provide sketches to DSA and the Project Inspector and respond to any comments DSA may have as well as coordinate approval of the required CCD. District will be reimbursed for this cost by the contractor.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 FACILITIES** *(continued)*

13-D AWARD OF BID – AET AUDIO VISUAL AND BROADCAST SYSTEMS

Award the bid to the lowest responsive bidder for the AET Audio Visual and Broadcast Systems project

<u>Bidder</u>	<u>Amount</u>
Key Code Media, Inc.	\$3,992,558
Integrated Media Technologies, Inc.	No bid

Funding Source: Measure AA

Comment: This project includes the installation of infrastructure and equipment for Radio Broadcast, Television and Film programs plus classroom and auditorium audio-visual systems.

13-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES – AIR CONDITIONING

Amendment to the agreement with P2S Engineering for Architectural and Engineering Services to include design and engineering services for complete heating, ventilating, and air conditioning systems for the Science West Wing and the Madison Music Building at the Performing Arts Center for an amount not to exceed \$337,000 plus reimbursable expenses.

Funding Source: Measure AA, V, District Capital Funds

Comment: Due to the complaints about excessive heat and humidity in classrooms for the last few years, the District has studied the addition of air conditioning to permanent buildings that currently do not have cooling systems. As the Districts work through its master planning process with the passage of Measure V, several of those buildings may be demolished and replaced by newer facilities. However, two buildings, the Science West Wing and the Madison Music Building at the Performing Arts Center will not be involved with any new construction or renovation, so it is recommended that the District proceed with the design and engineering work to convert these buildings to be fully air conditioned.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

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

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

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

**Title of Grant:** Zero Textbook Cost Degree – Planning Grant

**Granting Agency:** California Community Colleges Chancellor’s Office

**Award Amount:** \$35,000

**Matching Funds:** \$19,375

**Performance Period:** January 1, 2017 to September 30, 2017

**Summary:** California Community Colleges Chancellor’s Office has awarded Santa Monica College a planning grant to explore the feasibility of developing and implementing zero textbook cost degrees – Z degrees – in Child Development/Early Childhood Education (ECE) and/or Computer Science, as well as General Education courses. This planning grant will help students to reduce the overall cost of education and decrease the time to complete degree programs.

SMC will use the planning grant funds to develop a high quality, well-rounded plan on development and implementation of the Z degree by (1) providing faculty with professional development and technical assistance to research the effective practices of other programs and assess the quality of existing Open Education Resources (OER) materials, (2) supporting course development costs and strengthening the college’s capacity to offer Z degrees. Through these activities, SMC will obtain the knowledge, resources, and skills necessary to move forward and effectively utilize with OER adaption. Our goal is to develop a degree model that can be expanded upon and/or incorporated into other Z degree pathways as they emerge.

<b>Budget:</b>	Restricted Fund 01.3	
	<b>Revenue</b>	
	8600 State	\$ 35,000
	<b>Expenditures</b>	
	1000 Academic Salaries	\$ 22,000
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 5,271
	4000 Supplies & Materials	\$ 1,208
	5000 Other Operating Expenditures	\$ 5,175
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 1,346
	7500 Financial Aid	\$ 0
<b>Total</b>		<b>\$ 35,000</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Michael Tuitasi, Vice President, Student Services*

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

*Approved by: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** **Disabled Students Program and Services (DSPS)**  
**Granting Agency:** California Community Colleges Chancellor's Office (CCCCO)  
**Augmentation Amount:** (\$39,638) (Amended Allocation \$2,192,372)  
**Matching Funds:** (\$9,103) Amended Match \$82,118 based on 25% of DHH allocation of \$328,472.  
**Performance Period:** July 1, 2016 – June 30, 2017

**Summary:** The CCCCCO released P1 allocations on February 22, 2017, which were \$39,638 lower than the adopted budget of \$2,232,010.

The DSPS program provides support services, specialized instruction, and educational accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers. The allocation formula is based on the number of prior fiscal year weighted student contacts.

**Budget Augmentation:** Restricted Fund 01.3

<b>Revenue</b>		
8600	State	\$ (39,638)
<b>Expenditures</b>		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ (16,172)
3000	Employee Benefits	\$ (3,466)
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ (20,000)
6000	Capital Outlay	\$ 0
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 0
<b>Total</b>		<b>\$( 39,638)</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested By: Teresita Rodriguez, Vice President, Enrollment Development*

*Requested Action: Approval/Ratification*

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

*Approved by: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** Student Success and Support Program Credit (SSSP Credit)  
**Granting Agency:** California Community Colleges Chancellor’s Office  
**Augmentation Amount:** \$1,450,012 (Amended Allocation \$6,372,671)  
**Matching Funds:** \$1,450,012 (Amended Match \$6,372,671)  
**Performance Period:** July 1, 2016 – June 30, 2017  
**Summary:** The District qualified for an additional \$1,450,012 in fiscal year 2016-2017 funding based on MIS data submitted to the Chancellor’s Office. SSSP funds are allocated for the sole purpose of providing the core services of orientation, assessment, counseling/advising/education planning; and other follow-up interventions for at risk students (as defined in Cal. Code Regs., tit. 5, § 55525). SSSP funds are provided to supplement district expenditures for student support and may not supplant or take the place of other resources.

While SSSP Credit allocation for 2016-17 was based on several factors, one of these was the number of students provided core SSSP services in 2015-16. SMC was #1 among all other California Community Colleges in overall SSSP credit funding; #5 in headcount (n=34,432); #1 in providing Initial Orientation (n=16,497); #1 in Initial Assessment (25,342), #19 in Abbreviated education plans (11,676), #1 unduplicated Counseling contacts (n=27,624), #1 in Comprehensive education plans (14,486), #8 in At Risk Follow-Up services (n=3,662), and #1 in Other Follow-Up services (n=77,337).

<b>Budget Augmentation:</b>	Restricted Fund 01.3	
	<b>Revenue</b>	
	8600 State	\$ 1,450,012
	<b>Expenditures</b>	
	1000 Academic Salaries	\$ 677,142
	2000 Non-Academic Salaries	\$ 462,672
	3000 Employee Benefits	\$ 310,198
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 0
	<b>Total</b>	<b>\$ 1,450,012</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15 BUDGET TRANSFERS**

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: February 22, 2017 through March 22, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	1,000
2000	Classified/Student Salaries	52,445
3000	Benefits	6,033
4000	Supplies	34,409
5000	Contract Services/Operating Exp	-131
6000	Sites/Buildings/Equipment	8,808
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-102,564
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: February 22, 2017 through March 22, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	227,457
2000	Classified/Student Salaries	-91,402
3000	Benefits	74,495
4000	Supplies	-26,707
5000	Contract Services/Operating Exp	125,437
6000	Sites/Buildings/Equipment	-309,280
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER**

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

Commercial Warrant Register

February 1 -28, 2017                      7358 through 7392                      \$26,894,828.03

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

**RECOMMENDATION NO. 17 PAYROLL WARRANT REGISTER**

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

Payroll Warrant Register

February 1-28, 2017                      C1G- C2H                      \$11,864,038.82

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

**RECOMMENDATION NO. 18 REISSUE OF WARRANTS**

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

Warrants not presented to the county treasurer within six months are void; therefore it is requested that LACOE draw a new warrant to replace the following void expired warrant(s):

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Kent Hodson	12190029	09/17/2004	\$20.00
Jenia Soufian	18960851	06/03/2011	\$25.00
Jenia Soufian	19701180	04/25/2012	\$25.00



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

*Requested by: Mitch Hesel, Dean (Interim), Educational Enterprise*  
*Approved by: Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action: Approval/Ratification*

Auxiliary Operations Payments and Purchase Orders

February 1 – 28, 2017

Covered by check & voucher numbers: 011662-011995 & 01074-01097

Bookstore fund Payments	\$758,317.33
Other Auxiliary Fund Payments	\$ 47,293.73
Trust and Fiduciary Fund Payments	\$477,850.36
<b>TOTAL</b>	<b>\$1,283,461.42</b>

Purchase Orders issued

February 1 – 28, 2017 \$175,930.95

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

**RECOMMENDATION NO. 20 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. 21 ORGANIZATIONAL MEMBERSHIPS**

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
	1	\$1,017

Funding Sources: Departmental Budgets

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	April 4, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 22 PURCHASING**

*Requested by: Cynthia Moore, Director of Purchasing*  
*Approved by: Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action: Approval/Ratification*

22-A AWARD OF CONTRACT

Provider: Letner Roofing  
Amount: \$526,600  
Funding Source: Capital Projects / Scheduled Maintenance  
Summary: Award of bid#022117SF for roofing projects Main Campus: Math Complex A &B, Operations & Maintenance, Liberal Arts, and at the Airport Campus. One additional bid was received from Best Contracting for \$585,300.

22-B AWARD OF PURCHASE ORDERS

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

February 1 – 28, 2017

\$107,651,073.56

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 4, 2017

XII. ORGANIZATIONAL FUNCTIONS

**INFORMATION ITEM NO. 23**

**SUBJECT: BOARD OF TRUSTEES SUMMER STUDY SESSION**

The Board of Trustees will determine the date for its summer Study Session (currently scheduled for July 25, 2017)

XIII. BOARD COMMENTS AND REQUESTS

XIV. ADJOURNMENT – 9:36 p.m.

The meeting was adjourned in memory of **Miriam “Mitzi” Bland**, donor to Emeritus College; **Mary Frances Brookins**, mother of faculty member Greg Brookins; **Don Frederickson**, long-time accompanist in the Music Department; **Ed Gallagher**, retired SMC faculty member and leader; **Nicolas Shultz**, a Santa Monica College student; and **Donald Thomas**, cousin of Vinessa Cook, SMC Events Administrative Assistant.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, May 2, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Classified School Employees Week
2. 2016-2017 Quarterly Budget Report and 311Q
3. Receipt of Personnel Commission 2016-2017 Proposed Budget
4. Process to Appoint Members to the Citizens’ Bond Oversight Committee
5. Annual Authorization of Privileges for Student Trustee
6. Reports/Presentations: Institutional Effectiveness Dashboard/Scorecard
7. Agreement for Program and Construction Management Services for District Bond Construction Program
8. First Reading: Board Policy Chapter 2 (Board of Trustees)
9. Discussion: Board of Trustees’ Budget Objectives and Principles

There will be a special meeting of the Santa Monica Community College District Board of Trustees on **Tuesday, May 16, 2017** at 5:30 p.m. in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	April 4, 2017

APPENDIX A

**INFORMATION ITEM 3**

**SUBJECT: STUDENT HEALTH AND WELLBEING SERVICES**

**Introduction**

Health and mental health services have become increasingly important to SMC's student success and retention efforts. As reported in The Chronicle of Higher Education in March 2016, "students at community colleges are more likely than their peers at four-year institutions to be struggling with mental illnesses, but are less likely to have access to mental health services." Furthermore, in a survey of more than 4,000 students at 10 community colleges across the country, it was reported that "about 50 percent of students reported having one or more mental health conditions" with depression and anxiety at the top of the list. It is therefore imperative to provide specialized support to SMC students to assist in their ability to succeed academically. Specialized mental health – and health -- support services include prevention efforts such as psychosocial, health and nutrition related workshops and trainings, and direct services, such as one-on-one health and mental health counseling, and crisis intervention. Faculty and staff must also be educated in order to identify those students who may be at-risk and effectively refer them to appropriate resources.

**The Center for Wellness and Wellbeing**

• **Overview of Staff and Services:**

The Center for Wellness & Wellbeing, formerly Psychological Services, provides short-term individual counseling, crisis intervention, and mental health workshops and trainings to SMC students, as well as training and consultation for SMC faculty and staff. CWW plays an integral role on the Crisis Prevention Team, and also provides a student internship program that trains SMC students to become peer educators. The decision to change the name of the Center was made in an effort to help decrease stigma related to mental health and mental illness, increase help-seeking behaviors amongst SMC students, and therefore, decrease the number of psychological crises on campus. CWW is currently staffed with two full-time faculty (i.e., one coordinator and one staff psychologist), one part-time faculty (one psychologist who works 18 hours per week), two full-time (40 hours per week) postdoctoral interns, and one full-time classified student services assistant. The postdoctoral interns are unlicensed psychologists who require, by law, a minimum of 4 hours per week of formal supervision by the full-time faculty, who are licensed psychologists.

• **Number of Students Served in 2015-16:**

During the 2015-2016 academic year, 2455 counseling appointments were scheduled, and 718 unduplicated, individual students received services (the number of appointments provided to each student ranged between 1 to 13 sessions). Outreach efforts (i.e., trainings, workshops, mental health awareness events) reached over 2000 more faculty, staff and students.

• **Workshops and Trainings:**

In order to reach a larger number of students than those who elect to pursue individual services within the CWW, psychosocial education is a crucial component of SMC's mental health services. Mental health workshops offered to SMC students this past academic year included the following topics:

- Stress Management
- Talk Saves Lives: An Introduction to Suicide Prevention
- Myths and Facts about Addiction
- Is This Love? Building Healthier Relationships
- Test Anxiety
- Don't Believe Everything You Think: How to Change Your Negative Thoughts
- Wired and Tired: How To Improve Your Sleep
- Control Your Anger Before It Controls You
- Introduction to Meditation
- Music and Mental Health: Using Music for Expression & Healing

Psychosocial education is also offered each semester to SMC students, faculty, managers and staff through Mental Health First Aid Training, QPR (Question, Persuade, Refer) Suicide Prevention Training, and Kognito's online mental health simulated training program, At-Risk, which teaches users to identify warning signs and use communication skills to effectively refer at-risk students to appropriate on-campus resources.

- **Mental Health First Aid:**

Mental Health First Aid Training is an 8-hour course that is offered at least once per semester on two consecutive Fridays. The course gives the SMC community the skills to help someone who is developing a mental health problem or experiencing a mental health crisis. The evidence behind the program demonstrates that it builds on mental health literacy, helping individuals identify, understand, and respond to signs of mental illness. Over 175 members of the SMC community have participated in this training to date.

- **QPR (Question, Persuade, Refer):**

The mission of QPR is to save lives and reduce suicidal behaviors by providing innovative, practical and proven suicide prevention training. The philosophy behind this training is that quality education empowers all people, regardless of their background, to make a positive difference in the life of someone they know. SMC students who are trained in QPR learn how to recognize the warning signs of suicide and how to question, persuade, and refer someone to help. The QPR training is offered to students at least once each semester during the free hour.

- **Kognito's "At-Risk":**

SMC was an early adopter of Kognito's suite of online mental health trainings featuring role-play simulations that prepare individuals to have real-life conversations with those suspected of having mental health issues. The simulated conversations are intended to inspire and inform, impact how people think and act, evoke empathy, and ultimately change lives. The online trainings provide trainees with the ability to practice conversations with emotionally-responsive virtual people. The suite of trainings include:

- "At Risk" Training for Faculty and Staff
- "At Risk" Training for Faculty and Staff: LGTBQ on Campus
- "At Risk" Training for Faculty and Staff: Veterans on Campus
- "At Risk" Training for Students (3 trainings: General, LGBTQ and Veterans)

- **SAMHSA Suicide Prevention Grant:**

In 2015-16, SMC was awarded a federal Suicide Prevention Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). Currently in the second year of funding, the grant has allowed the CWW to deliver suicide prevention activities campus wide, while raising awareness of mental health issues among students, faculty and staff. While the grant initiative engages the entire college community, it seeks to provide specific services and outreach for student groups most at-risk of suicide, including student veterans, students who identify as a sexual minority, and

students who are, or once were, in foster care. By the conclusion of the grant a Suicide Prevention Plan will be developed that includes a postvention plan. Grant objectives that are in process or have already been met include the development of a Peer Education program, suicide prevention training for the SMC community, in particular those who are on the front line (e.g., peers, faculty, counselors), and a campus-wide media campaign that will raise awareness of suicide warning signs, risk and protective factors, campus resources, and activities that promote mental health.

- **Mental Health Trends, Observations and Responses:**

Demand for mental health services and the severity of students' presenting issues have increased dramatically over the past few years. In order to more effectively meet the demand and limit the amount of time a student needs to wait before meeting with a clinician, walk-in hours have been increased from 3 to 5 hours each day. It was observed that if students needed to wait for a scheduled appointment, they were less likely to show up (i.e., more no-shows and cancellations the longer the student had to wait). By increasing the number of walk-in hours each day, the CWW has virtually eliminated the waitlist for services this semester (which usually ranges between 30 to 50 students) and decreased the number of no-shows and cancellations by 15%. The CWW has also increased the number of students seen by a clinician by nearly 50%. Because the Center has increased the number of students without increasing the number of staff, it was necessary to shorten the number of counseling sessions available to each student and increase referrals into the community. To help with this effort, strong partnerships have been developed with various Department of Mental Health agencies, some of whom have been willing to meet with SMC students in the CWW. These agencies include Edelman Westside Mental Health Center, Did Hirsch Mental Health Services, and the Exceptional Children's Foundation.

Additionally, the CWW has recently partnered with SMC's Equity Initiative so that several Special Counseling programs now have part-time licensed psychologists or social workers working under the auspices of the Center. The special counseling programs who are receiving equity funded mental health support include the African American Collegian Center, the Latino Center, the Veterans Resource Center, and Guardian Scholars. DSPS also employs a part-time psychologist who is funded from their program. All mental health clinicians meet monthly to ensure consistency of services and are able to view case notes via Titanium, specialized mental health software. Similarly, the SMC's Crisis Prevention Team recently hired a full-time, classified Case Management Coordinator who functions much like a social worker and reaches out to students who have been reported to the team, and provides them with support and resources.

## **The Health Services Center**

- **Overview of Staff and Services:**

The SMC Health Services Center is centrally located on the northeast corner of the Cayton Complex next to the Welcome Center. Student Health Services has a professional staff that includes a Medical Director, Dr. Brian Madden, one full time Faculty Coordinator, 2 full time Registered Nurses, 1 full time Nurse Practitioner, 1 part time Registered Nutritionist, and one full-time and one part-time Health Assistant. It is required that a medical physician 'oversee' the Student Health Center in order to purchase medications, obtain a laboratory permit, sanction policies and procedures, and give oversight to the RNP. Dr. Madden is a contracted physician from Providence St. John's Medical Center. The Faculty Coordinator oversees the daily, short term & long term operation of the Student Health Services Center which includes:

- Working with **community agencies to bring specialized services to campus** for the students. The Westside Family Health Center has been an invaluable resource providing gynecological services to our students, monthly Health Education workshops, and panel speakers for a variety of health-related services for students. Most recently, Westside Family Health Services worked collaboratively with Student Health and Associated Students giving informal and formal information sessions which promoted student registration for the Affordable Care Act insurance.
- Collaborating with the **American Red Cross and UCLA Blood Donor Center** to sponsor Bloodmobile Drives on campus.
- Coordinating free **HIV testing by UCLA Venice Family Clinic**.
- Working collaboratively with **Los Angeles County Public Health Department** when any communicable illnesses may affect the campus community.
- Ordering of **immunizations** given to students requesting them at a cost even fee. Most of these immunizations are requested by transfer and Nursing students.
- Purchasing **health education materials**.
- Soliciting **reproductive supplies** to distribute to students free of charge.
- Collaborating with HR to **administer TB tests to new employees** and four year TB renewal for all District employees. According to the Ed Code, Student Health fees are only to be utilized for student health costs, therefore the District pays a nominal fee for TB tests administered to employees and new hires. Student Health Services works collaboratively with HR and Risk Management as a courtesy in administering this service the Campus Community.

- **Health Services Center Medical Staff**

The addition of a **Nurse Practitioner** two years ago has promoted enhanced medical services for students with acute illnesses. The Nurse Practitioner is able to assess, diagnose, give treatment, prescribe and dispense medications to SMC students in just one visit. This valuable resource allows students to be seen and treated without having to leave campus. Student Health Services has a small supply of prescription medications that the RNP dispenses to students for \$6. Most of these medications are antibiotics, medicated eye drops, etc. The Nurse Practitioner plays an integral part in updating the Nursing Staff on current medical updates and keeps close contact with the Medical Director regarding the cases she sees in Student Health Services. The Medical Director is always consulted whenever the need arises by all the RNs.

The **Registered Nurses** provide first aid, blood pressure & temperature monitoring, assessment and treatment of minor conditions which include colds, headaches, stomach flu, body ache complaints, administer immunizations, perform vision tests, refer students to appropriate community clinics/practitioners depending on their health insurance. More serious, acute illnesses are referred to the Nurse Practitioner for further assessment and treatment. International Students are required to obtain a referral from the RN prior to going to see a medical doctor as required by their health insurance carrier. Due to limited English understanding and unfamiliarity with Western Medicine & insurance procedures, the RNs spend a great deal of time carefully explaining the process to our International Students. A considerable amount of health education is also provided to students. Prevention of illness and health maintenance is a primary goal for our students. Additionally, the RNs work with Risk Management by providing assessment and basic first aid and referrals to injured SMC employees.

Furthermore, the RNs respond to campus emergencies and work collaboratively with SMC Campus Police in determining the need for paramedics on an individual basis. On occasion, students seek services for physiological complaints, i.e., upset stomach, headaches, heart palpitations, inability to sleep, weight loss/gain, but after thorough assessment, the student discloses confidential information that is clearly psychological. The RNs will assess the need for immediate medical intervention versus psychological intervention. The student's wellbeing is of utmost importance and the RN will escort the student to the Center for Wellness & Wellbeing. Student Health Services works collaboratively with CWW for the wellbeing of all students.

The part time **Nutritionist** started one year ago and has been utilized by an overwhelming number of students. In addition to giving nutritional advisement to SMC students by appointment and on a walk-in basis, the Nutritionist serves as the preceptor for USC Graduate Student Nutrition Interns. This collaboration between USC, the SMC Life Science Department, and Student Health Services was initiated one year ago and has been very successful. The Nutritionist has given presentations to student clubs, Counseling 20 classes, and gives a monthly Lunch & Learn Workshop.

The **Health Assistants** are both clerical and medical support in Student Health Center. They are the first contact the students and staff have when utilizing services. They assist students in filling out the 'intake form' and validate that the student is enrolled and has paid the health fee for the current semester. Students requiring emergency intervention and first aid are not required to have health fees paid.

- **Number of Students Served in 2015-16:**

The total number of clients seen and serviced in Student Health Services varies daily from 40 to over 100 despite limited open hours. Student Health Services is open 50 hours per week. The total number of clients seen during the 2015-2016 academic year was 15,510, broken out as follows:

- The RNs administered services to 8,175 clients
- The RNP administered services to 1,558 students
- The Nutritionist gave consults to 100 students, not including those who were advised during monthly workshops and classroom visits
- The Health Assistants provided service to 5,677 students & staff (information, directions, band-aides, taking blood pressures, giving out community resources and information, etc.)

- **Health Education Workshops, Presentations and Fairs:**

Health education and outreach is an important component of SMC's student health services. Health related workshops offered by community agencies to SMC's students this past academic year have included the following topics:

- SEX Yeah! STD Risk Reduction (LGBT inclusive)
- Getting the Facts: Food Guidelines, My Plate and Food Labels
- Getting Some Without Getting Something Else: Safer Sex for College Students
- Interested in Sex, not Babies?
- Sex & Sweet Talking': What You Need to Know about Consent & Communication in the Bedroom
- Nutrition Myths & Facts
- Food Planning : Snacks, Meals & Recipes

Additionally, comprehensive health presentations are made by the Health Center Coordinator or Nurse Practitioner to most Couns 20 classes, and annually, the Student Health Center and Associated Students co- sponsor a Health & Wellness Fair that attracts over 30 local agencies and provides SMC students with a variety of resources for illness prevention, treatment updates, and information about local medical clinics.



Student success is SMC's priority and Student Health Services is committed to advocate, inform and empower students toward illness prevention and treatment of acute illness. Students cannot learn when they are ill.

**Moving Forward with Health and Wellbeing: Final Thoughts**

Given the observed trends and increasing need for health and wellbeing services, and pending the imminent retirement of the Coordinator of the Health Services Center in summer 2017, it has been decided to re-organize these two areas under a single Director of Health and Wellbeing who will oversee all related services and programming, and report to the Senior Administrative Dean of Counseling, Retention and Student Wellness. This model will benefit student access to care and wellbeing. Many community agencies have reorganized their physical and mental health services under one roof to allow easier access for the clients, especially due to the continued stigma of 'mental health' needs. Students entering the Center for Health & Wellbeing will not be singled out as needing 'psychological services.' This re-organization will result in more coordinated health and wellbeing programming and a shared physical location. Hiring a Director who has expertise in health and wellbeing will further strengthen the services already being provided to SMC students, and will promote a more integrated and holistic approach to student wellness and wellbeing. This will result in more effective outreach, training and intervention efforts to help keep our college community healthy and safe.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	April 4, 2017

APPENDIX B

**INFORMATION ITEM 4**

**SUBJECT: COMMUNITY AND ACADEMIC RELATIONS DEPARTMENT: CONNECTED CAMPUS. CONNECTED COMMUNITY.**

The creation of the Community and Academic Relations area fulfills a major reorganization approved in October 2014 to combine the Community Relations, Marketing, and Web & Social Media departments, as well as the Public Information Office into a coordinated administrative unit under the Government Relations and Institutional Communications umbrella.

Community & Academic Relations functions as the communication hub for Santa Monica College, presenting a consistent and cohesive voice for the institution via institutional publications, marketing campaigns, social media and traditional marketing strategies. We work to build external and internal relationships with the Santa Monica/Malibu community and campus community, respectively.

Community and Academic Relations supports the Santa Monica College mission by providing vital information to students, faculty, staff and community stakeholders to strengthen relationships and engage in brand-building efforts to meet enrollment targets.

Community and Academic Relations directly engages the public through programming (The SMC Associates and the General Advisory Board) and through the support of academic programs and college initiatives (Public Policy Institute and GRIT). The SMC Associates raises funds to foster and encourage scientific, literary, educational and artistic endeavors at Santa Monica College with the goal to **Enrich**, **Inspire** and **Engage** our students. The General Advisory Board is a community ambassador group who learns about SMC and shares information about the college with the Santa Monica Community.

**Community and Academic Relations 2016-17: Summary in Numbers**

**Total events for the 2016-17 academic year:**

Event details:

- 12 Associates events (meetings and annual Kick-Off at Rand)
- 9 GAB meetings
- 47 Associates lectures (see attached for details).
- 11 Public Policy Institute events (symposiums, special lectures).
- 34 Special events

*Summer/Fall:* Celebrate America, Santa Monica July 4<sup>th</sup> City Parade, VIP Welcome Day, Accreditation and Mission Statement campus campaign, Measure V community informational events, Congressman Ted Lieu/NRA gun violence film event, Dr. Robert "Bobby" Adams tribute, multiple Dr. Jeffery Welcome events, Professional Development Day (fall), Homecoming, Barrett Art Gallery event

*Winter/Spring:* Santa Monica Art Walk, Venice Cinco de Mayo Festival and Parade, Professional Development days (Spring), Foundation Scholarship and Awards ceremony, SMC Graduation, State of the City event, MLK Annual Celebration event, Organization of Women Leaders community event, Retirement & Recognition Ceremony and lunch, SMC Faculty and Staff Holiday Gratitude lunch and dinner, and three Equity Town Hall Meetings/events (at the time of this report). Coming soon: Grand opening events for the Core Performance Center and the Performing Arts Center East Wing.

## **SMC ASSOCIATES**

The SMC Associates continues to fund activities across the spectrum of campus disciplines and interests through its membership dues and donations. In addition to a number of one-of-a-kind special events, nine Associates-sponsored speaker series are offered in Spring 2017 to enhance the academic experience for students. These events attract a diverse set of students across the college and enrich the campus culture. Below is a summary of the variety of lecture series that were offered during the past academic year 2016-17. *The attendance summary for each event appears below.*

*Distinguished Scientists*, the first lecture series instituted at SMC in 1999, is now in its 18<sup>th</sup> year. Speakers are identified in close collaboration with the faculty to ensure their relevance and value to the student audience. The college is able to attract speakers of very high caliber based on the series' longevity and its roster of distinguished past presenters. This year has seen outstanding speakers on epigenetics, human influence on coral reefs, the study of earthquakes using space technology, sedimentology, and self-assembled nanomaterials.

*The Literary Lectures*, a series of readings and discussions on the craft of writing with Southern California authors, enjoys the broad support of the English Department, ESL and beyond, showcasing culturally diverse authors and engendering cross-discipline conversations.

*Global Connections Series*, created as the first step in the college's Global Citizenship commitment, is now in its 10<sup>th</sup> year. Tom Schnabel, the host of KCRW's Rhythm Planet, will lecture on Connecting the World through Music and there will be a film screening from Academy Award nominee and triple Sundance award-winning filmmaker, Arthur Dong, who will show his film *Hollywood Chinese*.

*Master Classes* are a unique opportunity for SMC students to work with renowned artists right on stage be it in voice, single instrument, or dance and movement. These programs are well received by the students who participate.

*Black History Series*, which started in spring 2015, has continued to be an exceptionally successful programming collaboration, which enriches the campus community. In spring 2017, two screenings of the interactive film event *Trial by Jury: The Case of the N-Word* engaged over 400 students and community members in respectful and insightful open discussion on a challenging and relevant topic.

*Women's Empowerment Series* was introduced in spring 2016 and produced in collaboration with Associated Students, GRIT, Global Council, and the Alumni Association. A semester long series of lectures was created to go beyond the concept of "women's history month". Spring 2017 speakers include the body image advocate known for her role in the body positive movement, Jes Baker; street artist Padhia Avocado; as well as a showing of the film *Embrace*.

*Communication and Media Series*, new this academic year, has been a perfect example of faculty-inspired topics which supplement the classroom instruction with dynamic external professional speakers. CNN Money digital war room's Assistant Managing Editor for Programming, Leezel Tanglao, will discuss the challenges and opportunities facing journalists in today's digital world. Producer and writer, Barry Kibrick, Emmy award winning host and creator of the show "Between the Lines with Barry Kibrick", will speak about his background in TV and radio.

*Special Events:* This year, the film *GENERATION STARTUP* will be shown and the SMC Business department and student Roteract Club will host an audience Q&A. Additionally, the Academy of Learning Innovation and Success will host a student photo exhibit entitled “A Day in the Life of SMC” which will be on display in the library the month of May. The front of the library will be the canvas to host the “Adopt a Square: Cover the grey” Art Contest. Students have been invited to adopt one of the squares in front of the library to transform it into a work of art, using chalk. Winners and prizes will be awarded at an exhibit on April 22<sup>nd</sup>.

The *Public Policy Institute* collaboration continues to be successful as the SMC Associates will be funding speakers and receptions for the fall and spring symposiums. The PPI events are always extremely well supported by students and the surrounding community because of their timely and intriguing subject matter and selected speakers.

### **SMC GENERAL ADVISORY BOARD**

The SMC General Advisory Board continues to be active and experience growth in younger members from the local business and professional community, with their own set of networks and more active engagement style. Program presentations are guided by an executive committee that gives continuous feedback and suggestions. This year the GAB has decided to unite the annual Athletic Award ceremony with the SMC Scholarship Ceremony, which is sponsored by the SMC Foundation. Doing so not only saves district fiscal resources, but also increases the awareness level about this significant celebration of our student athletes. Collaborations are in the works once again with Associated Students to provide financial scholarships for the student athletes who are given the award as top male/top female athlete of the year.

### **COMMUNITY EVENT PARTNERSHIPS**

- Celebrate America – Creation of SMC Welcome Lounge to promote the many aspects of the college
- Film Screening *Making a Killing: Guns, Greed and the NRA* – co sponsored with Congressman Ted Lieu
- Santa Monica Artwalk – 11<sup>th</sup> anniversary
- Santa Monica Community Martin Luther King, Jr. celebration
- Santa Monica High School Career Day participation – SMC speakers in each workshop to promote the college and high school concurrent enrollment opportunities
- Santa Monica Chamber of Commerce – Organization of Women Leaders Conference
- Pico Youth and Family Center/Venice Cinco de Mayo Parade and Festival participant
- City of Santa Monica Fourth of July Parade participants
- Attempt to create interactive college pathways campus visit with SAMOHI student leaders (event was cancelled because of norovirus concerns)
- Community Arts Partnerships event at the Broad Stage with student artists and performers from local schools, SMC, and Westside Ballet
- Santa Monica Buy Local community event
- And many, many more.

### **ENROLLMENT AND MARKETING COLLABORATIONS**

The past year provided many opportunities for collaboration and coordination between Enrollment Development and the Marketing team. Two full-day retreats were held to discuss how best to address enrollment concerns. Many thoughtful short-term and longer-term responses were discussed. Follow up meetings are held every two weeks as part of the Enrollment Barriers workgroup discussions, facilitated by Brenda Benson, Dean of Counseling and Retention.

The Community and Academic Relations office in collaboration with Web/Social Media and Marketing hope to continue to be perceived as an accessible source of information and support for both internal and external communities.

**SPECIAL THANKS**

***These events would not be possible without the tireless support of the following individuals:***

Marilyn Landau and Tiffany Ingro – Community & Academic Relations

Ming-Yea Wei, Jonathan Ng, Charles Mark-Walker, Vivian Chu, Regina Ip, and Paul Trautwein –  
Marketing and Web/Social Media

Linda Sullivan, Carol Evans, Kyle Smith, Michael Greig and Sheldon Morley – Campus Events

Al DeSalles, Jeff Caffrey, Jim Serikawa, LeRoy Nakamura and Brandon Williams – Media Services

Bruce Wyban, Ray Bruce, Anthony Barlow and the facilities team

Our friends in Campus Police