



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, OCTOBER 5, 2021

Via Zoom Webinar

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

<https://www.smc.edu/administration/governance/board-of-trustees/meetings.php>

- | | |
|--------|----------------------------------|
| 5 p.m. | Public Meeting Convenes |
| | Board Adjourns to Closed Session |
| 6 p.m. | Public Meeting Reconvenes |

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

PUBLIC PARTICIPATION

ADDRESSING THE BOARD OF TRUSTEES DURING A ZOOM WEBINAR

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings.

The Zoom webinar format used by the Board of Trustees Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting. All public comments will be subject to the general rules set forth below.

PUBLIC COMMENTS

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Board of Trustees meeting are requested to send an email to Recording Secretary (Rose_Lisa@smc.edu) by 4:30 p.m. for the Closed Session starting at 5 p.m. or by 5:30 p.m. for the regular session starting at 6 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number
- Comment to be read

Instructions for Participating in Public Meetings by Zoom Webinar

Individuals wishing to speak directly to the Board can do so in one of several ways:

It is recommended that Individuals wishing to speak at a Board of Trustees meeting to send an email to Recording Secretary (Rose_Lisa@smc.edu) by 4:30 p.m. for the Closed Session beginning at 5 p.m. or by 5:30 p.m. for the regular session starting at 6 p.m. The email should contain the subject line "Board Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments, Consent Agenda (indicate number/subject) or Major Items of Business (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

When it is time for the speakers to address the board, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match the name used to request to speak to expedite this process.

After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

General Public Comment Rules

- Generally, each speaker may be allowed a maximum of three minutes per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.
- Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.
- Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

General Public Comments and Consent Agenda

- Generally, each speaker may be allowed a maximum of three minutes per topic for general public comments or per item in the Consent Agenda. A general public comment may concern any matter of interest to the public within the jurisdiction of the District. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- Generally, each speaker may be allowed a maximum of three minutes per topic in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: Time limits do not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

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

*Reference: Board Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 5, 2021

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, October 5, 2021. The meeting will be conducted via Zoom Webinar.

5 p.m.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
 Rob Rader, Chair
 Dr. Louise Jaffe, Vice-Chair
 Dr. Susan Aminoff
 Dr. Nancy Greenstein
 Dr. Margaret Quiñones-Perez
 Dr. Sion Roy
 Barry A. Snell
 Ali Shirvani, Student Trustee

The public may join the meeting via Zoom Webinar with the following information:

Please click the link below to join the webinar:

<https://cccconfer.zoom.us/j/96490163563?pwd=NIJlM0MzTU5RaWtjSnphakVJVTJOdz09>

Passcode: 887636

Or iPhone one-tap :

US: +16699006833,,96490163563#,,,,*887636# or +13462487799,,96490163563#,,,,*887636#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or

+1 301 715 8592 or +1 312 626 6799

Webinar ID: 964 9016 3563

Passcode: 887636

In the event participation in the Board of Trustees meeting reaches Zoom Webinar capacity, the meeting will be streamed live on the SMC Youtube channel

at: <https://www.youtube.com/user/4SantaMonicaCollege/videos>

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organizations: SMC Faculty Association
 CSEA Chapter 36
 SMC Police Officers Association
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

6 p.m.

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)
- 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:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

IV. SUPERINTENDENT'S REPORT

Updates

- COVID-19/Return to Campus
- Enrollment

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. REPORT ON **STUDENT SUCCESS - EQUITY, GUIDED PATHWAYS, INCLUSION, AND DIVERSITY**

- Trustee Fellowship Project: Interim Dean of Equity, Pathways and Inclusion Maria Muñoz, and Mathematics Department Chair Colleen McGraw

IX. CONSENT AGENDA

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

- | | | |
|----|---|---|
| #1 | Approval of Minutes: September 14, 2021, 2021 (Regular Meeting) | 7 |
| #2 | Resolution: Adopt Findings Pursuant to Education Code Section 54953 | 7 |

Contracts and Consultants

- | | | |
|------|--|---|
| #3-A | Ratification of Contracts and Consultants
<i>(Less than the amount specified in Public Contract Code Section 20651)</i> | |
| | ➤ <i>New Contracts</i> | 8 |
| | ➤ <i>Renewal of Lease Agreement</i> | 9 |

Human Resources

#4	Academic Personnel	10
#5	Classified Personnel – Regular	11
#6	Classified Personnel – Limited Duration	13
#7	Classified Personnel – Non Merit	13

Facilities and Fiscal

#8	Gann Limit, 2021-2022	14
#9	Acceptance of Grants and Budget Augmentation	15
#10	Commercial Warrant Register	17
#11	Payroll Warrant Register	17
#12	Auxiliary Payments and Purchase Orders	17
#13	Organizational Memberships	18
#14	Providers for Community and Contract Education	18
#15	Authorization of Signatures to Approve Invoices, 2021-2022	18

X. CONSENT AGENDA – Pulled Recommendations

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

XI. MAJOR ITEMS OF BUSINESS

#16	Memorandum of Understanding Between SMCCD and CSEA Chapter 36	19
#17	Salary Schedule Adjustments for Academic Administrators, Classified Managers and Classified Confidential Employees	21
#18	Appointment to Citizens’ Bond Oversight Committee	22
#19	Board of Trustees Annual Goals 2021-2022 and Ongoing Priorities	23
#20	Schedule of Board of Trustees Meetings, 2022	26

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday November 2, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 5, 2021

IX. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#17.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

X. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[September 14, 2021 \(Regular Meeting\)](#)

RECOMMENDATION NO. 2 RESOLUTION: ADOPT FINDINGS PURSUANT TO EDUCATION CODE SECTION 54953

Requested Action: Approval

Reviewed by: Robert M. Myers, Campus Counsel

It is recommended that the Board of Trustees adopt the following findings:

1. On September 14, 2021, the Board of Trustees adopted a “RESOLUTION DECLARING THAT ONGOING EMERGENCY CONDITIONS EXIST AT SANTA MONICA COLLEGE AND FINDING THAT IN-PERSON MEETINGS UNDER THE BROWN ACT WOULD PRESENT IMMINENT RISKS TO THE HEALTH AND SAFETY OF ATTENDEES.”
2. In accordance with Government Code Section 54953(e)(3), the Board of Trustees has reconsidered the circumstances of the state of emergency and determined by majority vote that the state of emergency continues to directly impact the ability of members to meet safely in person.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 5, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

3-A RATIFICATION OF CONTRACTS AND CONSULTANTS

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ NEW CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
1 Advanced Training Services	September 16, 2021 – June 30, 2022 \$35,000	Provide training for hotel workers in Santa Monica in the areas of worker rights and best practices for identifying and responding to human trafficking, identifying domestic violence or threatening conduct; cleaning techniques to prevent spread of disease; avoiding insect/vermin infestation; identifying and responding to potential criminal activity. Training to be provided primarily in Spanish. Services to be provided as part of the Public Housekeeping & Training Program with SMC Workforce and City of Santa Monica.	Public Housekeeping Training Contract
<i>Requested by: Sasha King, Interim Associate Dean Career Technical Education & Workforce</i>			
<i>Approved by: Bradley Lane Ph.D., Vice President Academic Affairs</i>			
2 Quoc Nguyen	August 27, 2021 – June 30, 2022 \$15,000	External evaluation services for CATF project to develop and implement an evaluation plan to assess the impact of the professional development training and activities to decrease the racial equity gaps experienced by Black and Latinx students and increase success rate of all students enrolled in Math 54 and Math 54C.	California Trustee Fellowship Intersession Grant
<i>Requested by: Maria Muñoz, Interim Dean of Equity, Pathways and Inclusion</i>			
<i>Approved by: Bradley Lane Ph.D., Vice President Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 5, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

3-A RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ RENEWAL OF LEASE AGREEMENT

Provider/Contract	Term/Amount	Service	Funding Source
3 Pinnacle Towers, Inc. (American Towers LLC)	Fiscal Year 2021-2022: November 1, 2021 – June 30, 2022 \$7,450 Contract term: November 1, 2021 – October 31, 2026 Renewal options : November 1, 2026 – October 31, 2041 \$931.25 per month 4% annual escalation	Renewal of KCRW tower site lease agreement at San Miguel Mountain T1 California	KCRW Donations and Corporation for Public Broadcasting Grant
Requested by: Jennifer Ferro, General Manager, KCRW Approved by: Don Girard, Government Relations/Institutional Communications			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ESTABLISH

Project Manager, Vaccination, Testing and Contact Tracing Program

10/6/2021-6/30/2022

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL - REGULAR

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

All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.

<u>ESTABLISH NEW CLASS DESCRIPTION AND POSITION</u>	<u>EFFECTIVE DATE</u>
Director of Web and Social Media Strategy Classified Management Salary Schedule -Range M30 Web & Social Media, 12 months, 40 hour	10/06/2021

<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	<u>EFFECTIVE DATE</u>
From: Marketing Design Analyst, Range 46 To: Marketing Design Coordinator, Range 48	10/06/2021

ELECTIONS

<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	<u>EFFECTIVE DATE</u>
Sutton, Robert, Sign Language Interpreter III, DSC (Step C)	10/01/2021

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Greenwood, Bronson, Athletic & Kinesiology Equipment Specialist	09/16/2021

<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	<u>EFFECTIVE DATE</u>
Yea, Ming From: Marketing Design Analyst, Range 46 To: Marketing Design Coordinator, Range 48	10/06/2021

<u>CSEA EDUCATIONAL PAY DIFFERENTIAL</u>	<u>EFFECTIVE DATE</u>
Lee, Jung, Information Systems Engineer .75	10/01/2021
Oneill, Erin, Administrative Assistant I 1.5%	10/01/2021

<u>POA EDUCATIONAL PAY DIFFERENTIAL</u>	<u>EFFECTIVE DATE</u>
Icasiano, Jody, CC Police Officer Intermediate POST Cert. 2.00%	10/01/2021

<u>WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)</u>	<u>EFFECTIVE DATE</u>
Casillas, Jose Cesar From: Financial Aid & Scholarships Specialist To: Financial Aid Systems Specialist Percentage: Less than 50%	05/18/2021 to 09/23/2021

Ng, Jonathan From: Senior Graphic Designer To: Marketing Design Coordinator Percentage: More than 50%	10/6/2021 to 12/17/2021; 1/3/2022 to 2/22/2022
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Trautwein, Paul
From: Web Services Coordinator 10/1/2021 to 10/5/2021
To: Web Content and Social Media Manager
Percentage: More than 50%

Trautwein, Paul
From: Web Services Coordinator 10/6/2021 to 12/17/2021;
To: Director of Web and Social Media Strategy 1/3/2022 to 2/22/2022
Percentage: More than 50%

LEAVE OF ABSENCE – UNPAID

Lanz, Mattie, Enrollment Services Specialist, A & R 10/29/2021 to 10/29/2022

SEPARATIONS

LAST DAY OF PAID SERVICE

RESIGNATION

Goodlow, James N. Administrative Clerk, Human Resources 10/08/2021
Yancy, Tymia M., Workforce & Economics Development Project Asst. 10/08/2021

RETIREMENT

Heyman, Laurie, Administrative Assistant III-Confidential, Human Resources (12 years) 12/31/2021

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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.

Campos, Alonzo, Student Services Clerk, Health Services	09/14/2021-10/31/2021
Hamblet, Cristina, Student Services Assistant, Health Services	09/16/2021-11/30/2021
Lopez, Vanessa, Customer Service Assistant, Bookstore	
From:	07/21/2021-06/30/2022
To:	07/01/2021-06/30/2022
Padilla Jr., Joel, Student Services Clerk, Health Services	09/10/2021-10/29/2021
Velasquez, Ana, Health Assistant, Health Services	09/24/2021-10/31/2021

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$15.00/hour (STHP)	53
College Work-Study Student Assistant, \$15.00/hour (FWS)	48
College CalWorks, \$15.00/hour	1

SPECIAL SERVICE

Art Model with Costume, \$30.00/hour	9
Community Services Specialist I, \$35.00/hour	3

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 GANN LIMIT, 2021-2022

Requested Action: Approval/Ratification

Requested by: Christopher Bonvenuto, Vice President, Business and Administration

Approved by: Dr. Kathryn Jeffery, Superintendent/President

Adopt the 2021-2022 Gann Appropriations Limit for the Santa Monica Community College District as \$165,813,864 and the 2021-2022 Appropriation Subject to Limit as \$132,479,204.

Comment: Proposition 4 (November 1979, Special Election) added Article XIII B to the State Constitution to place limitations of the expenditures of State and local governments. The calculation of the GANN Limit was completed using the method and worksheets prescribed by the Chancellor’s Office and approved by the Department of Finance.

The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on the Adopted Budget for 2021-2022.

The idea of the Gann is to limit the growth of government by only allowing expenditures that are tax driven to grow by a certain amount each year (Fund 01.0 only). There are two parts in the calculation: The Appropriations Limit and the Appropriations Subject to Limit. The Appropriations Limit is the maximum amount that the District can budget from tax driven revenue. (Essentially the Gann Limit). This is calculated based on previous years Gann Limit, growth/decline in FTES and an inflation factor determined by the Department of Finance. For 2021-2022, the Appropriations Limit is \$165,813,864.

The second factor, the Appropriations Subject to Limit, is how much the District has budgeted that is from tax driven revenues. This essentially is the tax driven revenue (General Apportionment, Taxes, etc.) less the budget of any unreimbursed state, court or federal mandates. For 2021-2022, the Appropriations Subject to Limit is \$132,479,204.

As long as the Appropriations Limit is more than the Appropriations Subject to Limit, the District is in compliance. For 2021-2022, there is \$33,334,660 left in the GANN Limit. This “extra” can be transferred to other Districts in the state that are over their limit. The transfer will be handled by the Chancellor’s Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requestor: Bradley Lane, Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Childcare Access Means Parents in School (CCAMPIS)
 Granting Agency: United States Department of Education
 Augmentation Amount: \$280,000 for Year 1 (Total four year allocation \$1,120,000)
 Matching Funds: Not Applicable
 Performance Period: 10/1/21 through 9/30/25
 Summary: The Child Care Access Means Parents in School (CCAMPIS) program is a federal grant funded by the U.S. Department of Education to support student-parents. This program supports the participation of low-income student-parents in postsecondary education through the provision of campus-based child care services.
 The funding will support low-income families, traditionally single mothers from racial and ethnic groups who are under-represented in postsecondary education, struggling to overcome the challenges of parenting, academic study, and maintaining the financial well-being of their family. The CCAMPIS program will work closely with SMC's Early Childhood Education Department, which will offer professional development workshops to childcare staff as they pursue accreditation and address the needs of low-income student-parents.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8100 Federal	\$280,000
	Expenditures	
	1000 Academic Salaries	\$ 33,000
	2000 Non-Academic Salaries	\$ 18,000
	3000 Employee Benefits	\$ 15,300
	4000 Supplies & Materials	\$ 5,000
	5000 Other Operating Expenditures	\$ 3,500
	6000 Capital Outlay	\$ 0
	7600 Student Aid	\$205,200
	Total	\$280,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Bradley Lane, Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Intelligence Community Centers for Academic Excellence
Granting Agency: Office of the Director of National Intelligence (ODNI) through a sub award from the University of Southern California (USC)
Augmentation Amount: \$7,500 (second year)
Matching Funds: Not Applicable
Performance Period: June 27, 2021 to June 26, 2022
Summary: This grant was previously awarded in the amount of \$5,000 for 2020-2021. The purpose of the grant is to build cohorts of technically-trained diverse students in engineering and science inspired by the national security and intelligence mission. The Intelligence Community Center for Academic Excellence at USC is the lead institution forming a consortium with Santa Monica College (SMC), San Jose State University, and Florida Agricultural and Mechanical University. As a sub recipient of the award, Santa Monica College will build a student community with partner schools allowing SMC students to attend workshops, seminars and recruiting events. Funding will allow SMC to sponsor events providing networking opportunities with retired intelligence community personnel, access to guest speakers, research, internship and career opportunities for SMC students.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Other Local	\$ 7,500
	Expenditures	
	1000 Academic Salaries	\$ 1,800
	2000 Non-Academic Salaries	\$ 4,000
	3000 Employee Benefits	\$ 433
	4000 Supplies & Materials	\$ 500
	5000 Other Operating Expenditures	0
	6000 Capital Outlay	0
	7300 Other Outgo/Indirect	0
	7600 Student Aid	\$ 767
	Total	\$ 7,500

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 COMMERCIAL WARRANT REGISTER

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

Requested Action: Approval/Ratification

<u>Commercial Warrant Register</u>	
August 2021	22033 through 48589
 <u>ACH Numbers</u>	
August 2021	32121 through 34152
Total	\$16,612,239.49

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

RECOMMENDATION NO. 11 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

<u>Payroll Warrant Register</u>		
August 2021	C1A – 237	\$10,968,205.57

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

RECOMMENDATION NO. 12 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification

Requested by: Mitch Heskell, Dean, Educational Enterprise

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

<u>Auxiliary Operations Payments and Purchase Orders</u>	
August 2021	Covered by check & voucher numbers: 027646-027720 & 02676-02684
Bookstore Fund Payments	\$ 136,263.20
Other Auxiliary Fund Payments	\$ 20,464.32
Trust and Fiduciary Fund Payments	<u>\$ 504,562.92</u>
	\$ 661,290.44
 <u>Purchase Orders issued</u>	
August 2021	\$ 25,422.32

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Auxiliary Funds.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 ORGANIZATIONAL MEMBERSHIPS

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
October 2021	6	\$4,558

Funding Sources: General Fund, Fund 01.0

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

RECOMMENDATION NO. 14 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification
Requested by: Scott Silverman, Interim Dean, Noncredit and External Programs
Patricia Ramos, Dean, Academic Affairs
Approved by: Bradley Lane, Vice-President of Academic Affairs

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

RECOMMENDATION NO. 15 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2021-2022

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

Authorization of signatures for the following staff members to approve invoices for 2021-2022:

Name/Title
Paul Trautwein Director of Web and Social Media Strategy (Working out of classification)

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION October 5, 2021
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16

SUBJECT: **MEMORANDUM OF UNDERSTANDING BETWEEN SMCCD AND CSEA CHAPTER 36**

SUBMITTED BY: Vice-President, Human Resources

REQUESTED ACTION: It is recommended that the Board of Trustees approve the Memorandum of Understanding (MOU) entered into between the Santa Monica Community College District and the California School Employees Association and its Chapter 36 concerning the salary reopener for the third year of the collective bargaining agreement for the period from July 1, 2018, to June 30, 2021.

The complete Memorandum of Understanding is included on the following page.

SUMMARY: At its meeting on September 3, 2019, the Board of Trustees approved a collective bargaining agreement with CSEA for the period from July 1, 2018, to June 30, 2021. The agreement provided for a reopener to address salaries for the period from July 1, 2020, and ending on June 30, 2021. The parties negotiated the attached MOU to resolve the outstanding salary issue for the third year of the agreement. The agreement was ratified by CSEA on September 30, 2021.

PROJECTED COST IMPACT - CSEA

1.5% Effective 7/1/2020 PLUS \$3000 ONE-TIME PAY						
	UNRESTRICTED		RESTRICTED		TOTAL	
	2020-21 Retro Pay	2021-22	2020-21 Retro Pay	2021-22	2020-21 Retro Pay	2021-22
Projected 1.5% Salary Increase	371,679	386,914	70,997	86,064	442,676	472,978
Projected One-time Off-Schedule Pay - \$3,000	1,065,000	-	216,000	-	1,281,000	-
1.5% Increase 7/1/20 Plus \$3,000 One-time Pay	1,436,679	386,914	286,997	86,064	1,723,676	472,978
Benefits at 21-22 Rates	472,093	127,140	94,307	28,281	566,400	155,421
Total Salary and Benefits	1,908,772	514,054	381,304	114,345	2,290,076	628,399

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

**AGREEMENT
between the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS SANTA MONICA COLLEGE CHAPTER #36
and the
SANTA MONICA COMMUNITY COLLEGE DISTRICT**

Thursday, September 2, 2021

The California School Employees Association and Its Santa Monica College Chapter #36 (hereinafter "CSEA") and the Santa Monica Community College District (hereinafter "District") hereby agree to the following regarding Article 11.1.3 – Wages for the 2020-2021 Reopener in the 2018-2021 Collective Bargaining Agreement:

1. Effective July 1, 2020, the classified salary schedule shall be increased by 1.5%. In addition, each unit member shall receive within 60 days of ratification of this agreement a one-time bonus of \$3,000.
2. This agreement fully resolves the reopener in Article 11.1.3.
3. This agreement is subject to ratification by CSEA Chapter 36 membership and the SMCCD Board of Trustees. The District and CSEA and its Chapter 36 agree to support the ratification of this tentative agreement.

Michael Roberts

MICHAEL ROBERTS
Chapter 36 President



JESSICA GONZALEZ
CSEA Labor Representative
For California School Employees Association

Sherri Lee-Lewis

SHERRI LEE-LEWIS
Vice President of Human Resources
For the District

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 5, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

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

SUBMITTED BY: Superintendent/President

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

1. Classified Confidential Employees will receive a 1.5% salary adjustment retroactive to July 1, 2020. The amount of this adjustment is \$14,664 for 2020-2021 and \$15,683 for 2021-2022. In addition, each Confidential employee shall receive a one-time bonus of \$3,000 which equates to a one-time payment of \$31,886 including related benefits.

2. Academic Administrators and Classified Administrators and Managers, will receive a 1.5% salary adjustment retroactive to July 1, 2020. The amount of this adjustment is \$258,872 for 2020-2021 and \$279,987 for 2021-2022. In addition, each Academic Administrator and Classified Administrator shall receive a one-time bonus of \$3,000 which equates to a one-time payment of \$397,216 including related benefits.

The cumulative effect of recommendations 1 and 2 for fiscal year 2021-2022 is \$998,308.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 5, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: **APPOINTMENT TO CITIZENS’ BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of the Associated Students representative to serve on the Citizens’ Bond Oversight Committee for a one-year term, 2021-2022.

Emily Lu, Student Representative, 2021-2022

SUMMARY: The recommendation for Emily Lu to be appointed to the Citizens’ Bond Oversight Committee was unanimously approved by the Associated Students at its meeting on September 27th and endorsed by the Office of Student Life.

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

Category

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 5, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT; **BOARD OF TRUSTEES ANNUAL GOALS 2021-2022 AND ONGOING PRIORITIES**

SUBMITTED BY: Board of Trustees Ad Hoc Committee

BACKGROUND: The Board of Trustees discussed its Goals and Priorities at its meeting on September 14, 2021. An ad hoc committee comprising Trustees Susan Aminoff, Louise Jaffe and Margaret Quiñones-Perez revised and reformatted the Board of Trustees Annual Goals 2021-2022 and Ongoing Priorities which are presented for discussion and approval.

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



Santa Monica Community College District
BOARD OF TRUSTEES
ANNUAL GOALS 2021-2022 AND ONGOING PRIORITIES

**Santa Monica College strives to be the best community college
in the world for our students, faculty, staff, and community.**

ANNUAL GOALS 2021-2022

Pandemic Management and Recovery

1. Safely increase the number of on-ground and hybrid operations.

The Future of the College

2. Develop a strategic vision and plan for the future of the college that includes lessons-learned from COVID, the economic landscape, and current and projected enrollment demand.

Educational Advancement, Quality and Equity

3. Implement DPAC approved college initiatives funded in the 2021-2022 budget to increase student success, reduce equity gaps, and meet Vision for Success (VFS) goals.

Student Life

4. Assess and fix system/structural issues that impede positive user experience in the application, enrollment, and financial aid process.

Fiscal Stewardship

5. Work with state and federal allies and legislators to increase and stabilize funding.
6. Reduce the deficit.
7. Maintain a reserve sufficient to protect against anticipated and unforeseen circumstances.

Facilities

8. Update the Facilities Master Plan to support the vision for SMC's future.

Community Relations

9. Maintain good partnerships across systems (Cities/SMMUSD) and the community in support of SMC's vision and mission.

ONGOING BOARD OF TRUSTEES PRIORITIES

The Future of the College

1. Develop new programs and partnerships that support the strategic vision and plan for the future of the college.

Educational Advancement, Quality, and Equity

2. Increase student success and decrease equity gaps.
3. Continue to support and hire a diverse and innovative faculty and staff, while seeking to increase the percentage of fulltime faculty over time.

Student Life

4. Continue professional development embedding anti-racist, equity-minded academic and non-academic support in all student services and college operations.
 - Based on evidence, implement models of support and instruction that increase student success and decrease equity gaps.
5. Continue implementing initiatives that focus on solving barriers related to students' financial resources.
6. Continue support for campus resources that assist students with personal circumstances that may negatively impact student success.

Fiscal and Facilities

7. Provide reports for the Board that address Board Goals and funding formula metrics.
8. Continue efforts in revenue generation, cost control, re-organization, and enrollment management to achieve a sustainable budget.
9. Continue as a model of sustainability.

Community and Government Relationships

10. Ensure a supportive, inclusion, and collegial environment for students and staff.
11. Continue support for special programs that serve local students and increase college readiness and success.
12. Continue strong support for Emeritus College.
13. As safety permits, resume serving the community with stellar facilities and programs.

BOARD OF TRUSTEES Santa Monica Community College District	REGULAR MEETING October 5, 2021
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2022

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the schedule of Board Trustees meetings for 2022.

Regular meetings (in bold) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally, the third Tuesday of the month is held for special meetings or workshops.

- | | |
|--|--|
| January 18, 2022 (third Tuesday) | July 5
July 19 (hold) |
| February 1
February 15 (hold) | August 2 |
| March 1
March 15
Winter Study Session | August 16
Closed Session/Superintendent’s Evaluation |
| April 5
April 19 (hold) | September 13 (second Tuesday)
Annual Board Self-Assessment |
| May 3
May 17 (hold) | September 20 (hold) |
| June 7
June 21 (hold) | October 4
October 18 (hold) |
| | November 1
November 15 (hold) |
| | December 6 (<i>may be rescheduled pending certification of the 2022 election</i>) |

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT October 5, 2021
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XII. BOARD COMMENTS

XIII. ADJOURNMENT

The meeting will be adjourned in memory of **Scott Lay**, community college advocate and former CEO of the Community College League of California; and **Jan McKay**, retired faculty member in the Office Technology program.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, November 2, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.