



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, NOVEMBER 2, 2021

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Via Zoom Conference

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 2, 2021

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, November 2, 2021. The meeting was conducted via Zoom Webinar.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER -5:03 p.m.
 Rob Rader, Chair - Present
 Dr. Louise Jaffe, Vice-Chair - Present
 Dr. Susan Aminoff - Present
 Dr. Nancy Greenstein - Present
 Dr. Margaret Quiñones-Perez - Present
 Dr. Sion Roy – Excused Absence
 Barry A. Snell - Present
 Ali Shirvani, Student Trustee - Present
- 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)

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS - 6:03 p.m.

- PLEDGE OF ALLEGIANCE – Lizzy Moore, Dean, SMC Foundation/Institutional Advancement
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: The following revisions to the Consent Agenda were unanimously approved:
 - Recommendation No. 5 – Academic Personnel
PROJECT MANAGERS (*continuation of contracts*)
 Yahnian, Vanan, STEM
 Effective Date: /01/2021-6/30/2022 (corrected date)
 - Recommendation No. 6 – Classified Personnel - Regular
ESTABLISH NEW CLASS DESCRIPTION
 Associate Programmer Analyst (corrected title)

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS - None

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

- Guided Pathways: A update on Program Maps was presented by Guido Davis Del Piccolo, Redesign Faculty Lead, and Audra Wells, Program Mapping Counseling Lead.
 - [Update on Program Maps](#)
 - [Program Maps on SMC Website](#)

IX. CONSENT AGENDA

- #1 Approval of Minutes: October 5, 2021 (Regular Meeting)
- #2 Resolution: Adopt Findings Pursuant to Government Code Section 54953

Academic Affairs

- #3 New Courses and Degrees, Fall 2021

Contracts and Consultants

- #4-A Approval of Contracts and Consultants
 - Amendments to Previously Approved Contracts
- #4-B Ratification of Contracts and Consultants
(Less than the amount specified in Public Contract Code Section 20651)
 - Renewal of Contract
 - New Contracts

Human Resources

- #5 Academic Personnel
- #6 Classified Personnel – Regular
- #7 Classified Personnel – Limited Duration
- #8 Classified Personnel – Non Merit

Facilities and Fiscal

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

X. **CONSENT AGENDA** – Pulled Recommendations

XI. **MAJOR ITEMS OF BUSINESS**

- #19 Resolution: Veterans Awareness Week
- #20 Reappointment to Personnel Commission
- #21 2021-2022 Quarterly Budget Report and 311Q

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, December 7, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

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IV. SUPERINTENDENT’S REPORT

Updates

- Plans for 2022 Winter/Spring Enrollment: Vice-Presidents Bradley Lane, Academic Affairs; Michael Tuitasi, Student Affairs; and Teresita Rodriguez, Enrollment Development presented the plans for the 2022 Winter/Spring Enrollment.
Presentation: [Planning for Winter and Spring 2022](#)

- Title IX Student Leadership Program: Lisa Winter, Assistant Director of Human Resources, Compliance & Title IX, reported on the third year of the Title IX Student Leadership Program offered to SMC students.
 - 162 students attended the orientation and the four intensive workshops
 - 30 students registered for the Title IX Leadership program.
 - 27 successfully completed the program.
 - 162 active student voices, and 27 Title IX Leaders

The 2021 cohort of students represents the diversity of SMC’s student population. It includes international students, undocumented students, students of color, students with disabilities, and LGBTQ+ students. Some are survivors of sexual assault, child abuse, domestic violence, sexual stalking, dating violence, sexual exploitation and human trafficking.

Full Report: [Title IX Leadership Program for Students Fall 2021](#)

- Lizzy Moore, SMC Foundation President/Dean of Institutional Advancement, and Thaddeus Phillips, Basic Needs Counselor reported on [Giving Thanks\(giving\)](#) 2021. Two events will be held this year:
 - Tuesday, November 23rd: Holiday Grocery Giveaway
 - Wednesday, November 24th: Hot Turkey Dinner

- Re-opening of the Broad Stage
 - The Broad Stage Performances
 - Danish String Quartet, Saturday, October 16th
 - Jonas Kaufmann, tenor and Helmut Deutsch, piano, Thursday, October 21st
 - Duets – Dianne Reeves, Chucho Valdés and Joe Lovano, Saturday, October 23rd

 - SMC Department Performances
 - SMC Applied Music Showcase: A Benefit Concert, Friday, November 5th
 - Synapse Dance Theater: SMC Contemporary Dance Ensemble, Saturday and Sunday, November 6th and 7th

Outside Use

Westside Ballet, Saturdays and Sundays, November 27th, 28th and December 4th , 5th

Acknowledgements

- Ann Wang, who manages the Wang Family Foundation, was recognized and celebrated for the making a major donation of \$325,000 for SMC's Latino Center and Adelante Program. She also donated \$25,000 to establish a lending library for the newly-opened [Santa Monica Early Childhood Lab School](#) (operated by Growing Place, and part of a collaboration between SMC, the City of Santa Monica, and RAND Corporation), and \$25,000 towards the SMC Foundation's Gift of Books fund to provide textbook vouchers to students who need extra support. Ms. Wang's donation will help provide mental health counseling, emergency funds, support food security programs, and more.
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- Captain Q. Vincent Carter was recognized for his leadership in the SMC Police Department as he plans to retire by the end of the year.
- Lizzy Moore, Dean, SMC Foundation/Institutional Advancement, was recognized as the Santa Monica Chamber of Commerce Inspirational Education Hero.
- Former Corsair Photographer Zane Myer Thornton Wins Gold at College Photographer of the Year Competition, and Ethan Swope has been acknowledged for many of his photographs.
- The Aspen Institute College Excellence Program has announced that [SMC is an "Aspen Prize Top 150 U.S. Community College"](#), among 150 select institutions (out of more than 1,000 community colleges nationwide) who are eligible to compete for the 2023 Aspen Prize for Community College Excellence and \$1 million in shared prize funds. A team led by Vice-President of Academic Affairs Dr. Bradley Lane will work to assemble and analyze data and meet the various aspects of the comprehensive application process that is part of the Aspen invitation. Director of Grants Tracy Biedleman will work collaboratively with Dr. Lane, as well as Vice-President of Enrollment Development Teresita Rodriguez; Vice-President of Student Affairs Michael Tuitasi; Dean of Equity, Pathways, and Inclusion (Interim) Dr. Maria Munoz; a communications team led by Senior Director of Institutional Communications and Government Relations Don Girard and Public Information Officer Grace Smith; and other key collaborators who will be instrumental in articulating the narrative as to why SMC is deserving of this top recognition. The selection of the top ten finalists will be announced in Spring/Summer 2022 and the process culminates with announcement of the Aspen Prize in late Spring 2023.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 2, 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-#18.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #4-A, #5

- MOTION MADE BY: Louise Jaffe
- SECONDED BY: Susan Aminoff
- STUDENT ADVISORY: Aye
- AYES: 6
- NOES: 0
- ABSENT: 1 (Roy)

X. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 4-A – Approval of Contracts and Consultants

- MOTION MADE BY: Louise Jaffe
- SECONDED BY: Barry Snell
- STUDENT ADVISORY: Aye
- AYES: 6
- NOES: 0
- ABSENT: 1 (Roy)

Recommendation No. 5 – Academic Personnel

- MOTION MADE BY: Susan Aminoff
- SECONDED BY: Nancy Greenstein
- STUDENT ADVISORY: Aye
- AYES: 6
- NOES: 0
- ABSENT: 1 (Roy)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 2, 2021

IX. CONSENT AGENDA

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[October 5, 2021 \(Regular Meeting\)](#)

RECOMMENDATION NO. 2 RESOLUTION: ADOPT FINDINGS PURSUANT TO GOVERNMENT 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	November 2, 2021

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 3 NEW COURSES AND DEGREES, FALL 2021

Requested Action: Approval/Ratification
Requested by: Curriculum Committee
Approved by: Bradley Lane, Vice-President, Academic Affairs

New Courses

ART 53A Introduction to Wheel Throwing

Students learn various forming techniques, with an emphasis on wheel throwing and the production of functional pottery forms. This course covers beginning problems of centering, throwing and shaping various functional and non-functional pottery. Students will be introduced to the process of glazing and basic firing techniques. Surface design techniques, such as stamping, carving, slip and oxide decoration, wax resist and glaze application methods are covered.

The Graphic Design faculty are working with their industry advisory board and the SMC Curriculum Committee to update the program to a more modern curriculum – to better reflect the current requirements for the employment in the design industry, and with a more intentional bridge to the IxD program. The new program proposal is forthcoming while the new and substantially changed courses have been approved and are described or listed below.

DESIGN 21, Design Methods

This course supplies students with a toolbox of techniques to build visual problem-solving and communication skills. Students will explore different methodologies used to kick-start the creative process: how to formulate design problems, establish constraints, ideate, and prototype solutions. A variety of different techniques are explored that designers use to conceptualize and visualize their ideas and present them in different mediums. Concepts covered include sketching, brainstorming, visual research, Interviewing, field research, moodboards, brand books, co-designing, mind mapping, and concept presentations.

DESIGN 31, Interactive Advertising

In this project-based course, students will apply graphic design skills to interactive advertising and social media platforms. Using appropriate tools, frameworks, and technologies, students will create interactive campaigns to promote, engage, and drive user behaviors as well as identify and apply various methods for measuring a project’s success. Students will use a hands-on approach to campaign creation through social media advertising, marketing strategies, and performance indicators to tell the story of a business or user—and the goals they want to achieve.

DESIGN 32, Communication Design

The class prepares students to participate in a visual communication campaign delivered across various media. The coursework focuses on the application of a consistent visual language to different platforms preserving branding and messaging cohesion. Supplied with a design brief for a single large campaign students will practice conceptualization, prototyping, pre-production and content delivery within the constraints of working towards a set goal and target audience.

DESIGN 41, Industry Project

This course focuses on an industry-sponsored project driven by a real-world brief. As a capstone class, students will build on the knowledge and skills they acquired in earlier course work. Students in this course will work independently or in small teams to research, prototype, and present design concepts in collaboration with the industry partner.

DESIGN 42, Information Design

Design and presentation of information is integral to all human cultures - from pictographs to alphabet to complex data visualizations. This course presents students with the opportunity to explore visual expressions of data and information, wayfinding systems and information-based narratives. Students will learn to create visual systems, data visualizations in print and on the Web, and effective and engaging presentations.

Substantial Course Changes

DESIGN 11, Design Foundations (formerly GR DES 31)

DESIGN 12, Typography 1 (formerly GR DES 33)

DESIGN 13, Digital Design Tools (formerly GR DES 18)

DESIGN 22, Typography 2 (formerly GR DES 43)

DESIGN 23, User Experience Design 1 (formerly GR DES 61)

DESIGN 33, User Experience Design 2 (formerly GR DES 62)

DESIGN 43, Design Portfolio (formerly GR DES 50)

Distance Education

ART 53A Introduction to Wheel Throwing

DESIGN 11, Design Foundations

DESIGN 12, Typography 1

DESIGN 13, Digital Design Tools

DESIGN 21, Design Methods

DESIGN 22, Typography 2

DESIGN 23, User Experience Design 1

DESIGN 31, Interactive Advertising

DESIGN 32, Communication Design

DESIGN 33, User Experience Design 2

DESIGN 41, Industry Project

DESIGN 42, Information Design

DESIGN 43, Design Portfolio

Emergency Distance Education to Fully Online

ESL 10G Multiple Skills Preparation: Listening, Speaking, and Grammar

ESL 10W Multiple Skills Preparation: Reading and Writing

ESL 11A Basic English 1

ESL 19A English Fundamentals 1

ESL 19B English Fundamentals 2

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 2, 2021
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A APPROVAL OF CONTRACTS AND CONSULTANTS

The following contracts are greater than the amount specified in Public Contract Code Section 20651, and are presented to the Board of Trustees for approval.

➤ **AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS**

Provider/Contract	Term/Amount	Service	Funding Source
1 Collier Simon	December 31, 2019 – June 30, 2022 Six-month extension of contract term. Originally to expire December 2021. \$99,576 increase, total contract not to exceed \$2,678,526	Continue to build social content strategy and communication plan with timing and rollout details for continuing advertising programs for CCLA; create on-demand dashboard for the LA19 teams; meet with client leadership and other agency partners to provide weekly reports; create brand kits for each college; provide an influencer program to increase awareness and enrollment in career education programs. Added scope to create and execute campaign to support enrollment.	Strong Workforce Program (SWP) Regional Funds
2 Blackboard	March 31, 2019 – June 30, 2022 Six-month extension of contract term. Originally to expire December 2021 \$59,430 increase, total contract not to exceed \$2,888,380	Continue to provide a comprehensive marketing and enrollment lead qualification and transfer services to support the 19 community colleges in LA County; manage marketing campaigns and social media spending; and provide specialized training on the colleges, program attributes, and transfer process to the enrollment associates who represent the college.	Strong Workforce Program (SWP) Regional Funds

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A APPROVAL OF CONTRACTS AND CONSULTANTS

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
3 International Optimum Solutions, dba Kirkpatrick Enterprises International (KEI)	July 1, 2018 – December 31, 2021 \$85,000 increase, total contract not to exceed \$540,400	Increase for additional classes to train ETP clients who request customized training for their industry and employee needs. Courses include Manufacturing Skills (LEAN and Six Sigma), Continuous Improvement & Quality Control, Commercial & Management Skills, Computer and Software Skills - all approved categories of training for ETP contractors. Scope of work and class learning outcomes are outlined by the Santa Monica College ETP Program and adhered to by KEI. Contract is based on successful performance of previous contract. Remote training platform is being used during the COVID pandemic.	Employment Training Panel (ETP)
4 Los Angeles Economic Development Corporation (LAEDC)	June 7, 2018 – April 30, 2022 \$251,000 increase, total contract not to exceed \$1,303,000	Increase is to expand the current LAEDC Center for Competitive Workforce contract to include ten additional work-based learning opportunities for all 19 Los Angeles community colleges plus the associated administrative costs. Four-month extension of contract term. Originally to expire December 2021.	Strong Workforce Program (SWP) Regional Funds
<u>1, 2, 3, and 4</u> <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>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 2, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

4-B 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

➤ RENEWAL OF CONTRACT

Provider/Contract	Term/Amount	Service	Funding Source
1 GeckoEngage	Year 1: January 13, 2022 - January 12, 2023 Year 2: January 13, 2023 - January 12, 2024 \$40,000 per year No increased cost over previous contract.	Renewal of two-year contract for Gecko Chat+Bot. Gecko Chat+Bot (aka "Pearl") is an artificial intelligence- driven chat and bot system that helps answer queries from current and prospective students across the multiple channels they prefer, including live chat on the web, text messaging, Facebook, Twitter, WeChat, and Whatsapp. GeckoChat unifies all of these communication channels into a single cloud-based platform from which college staff/student workers answer questions as they come in. Queries are initially handled directly by Gecko Bot (Pearl), and intelligently connect them to a live agent if the answer sought is not available in the Q&A knowledgebase that SMC Enrollment Services staff maintain.	2021-2022 Student Equity & Achievement Program

Requested by: Esau Tovar, Dean, Enrollment Services

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

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ NEW CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
2 Foundation for California Community Colleges	November 3, 2021 – June 30, 2022 Contract shall be renewable annually for up to a total five years.	The integration and utilization of Cornerstone, a professional development Learning Management System (“LMS”), with the existing Vision Resource Center Project (“VRCProject”). Cornerstone will provide to the District features including online training resources, reporting, training assignments and tracking, customized and automated communications, collaborative online communities, file sharing, and a flexible calendar system. Minor edits in the current MOU have been identified by the Vision Resource Center. A corrected MOU has been acknowledged and submitted back to the VRC Project for ongoing use of the platform.	No Cost to the District
<i>Requested by: Tre’Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>			

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ NEW CONTRACTS *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
3 Rooted in Love	October 1, 2021 – October 15, 2021 Not to exceed \$6,000	A consultant to develop and present a virtual workshop intended to function as an example of critical praxis (putting theory into practice), with post-presentation follow up. Workshop will be hosted for STEM Faculty in the professional learning communities under the NSF Grant (1928737) to evaluate effectiveness of equity practices designed for student success in STEM through equity-minded approaches.	NSF (National Science Foundation) Grant
<p><i>Requested by: Silvana Carrion-Palomares, Project Manager NSF Grant</i> <i>Approved by: Bradley Lane Ph.D., Vice President Academic Affairs</i></p>			
4 Robin Harrington	October 10, 2021 – June 30, 2022 Not to exceed \$19,000	A consultant to review local needs assessment and training for the Perkins V grant. The consultant will train the required advisory committee, compile data, and review core indicators to produce a comprehensive local needs assessment of all SMC Career Ed programs as required for the reauthorized grant.	Perkins V Grant
<p><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></p>			

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ NEW CONTRACTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
5 Terris Barnes Walters Boigon Heath Lester, Inc. ("TBWBH") Jared Boigon, principal consultant	November 2021 – June 2022 Not to exceed \$7,500 per month, plus reimbursables and travel expenses	TBWBH will assist the District in preparing for a potential public finance measure – strengthening the case statement, identifying appropriate strategies, suggestions on information-only messaging, building consensus, and devising an overall communications plan.	2021-2022 District/Auxiliary Funds
6 Goodwin Simon Strategic Services	November 3, 2021 – April 30, 2022 Not to exceed \$51,070	Public opinion survey providing a snapshot of public support and engagement to inform master planning efforts and to inform recommendations regarding public financing of facility improvements. Activities includes focus group interviews and a survey of District voters, conducted in English and Spanish, both online via text invitation and by land and wireless telephone.	2021-2022 District/Auxiliary Funds

Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Kathryn E. Jeffery, Superintendent/President

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 2, 2021
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 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

ELECTION

Lopez, Jeanette, Project Manager, Child Care Access Means Parents in School (25%)	11/3/2021-06/30/2022
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PROJECT MANAGERS (*continuation of contracts*)

Washington, Daniella, Veterans Resources Center Grant (50%)	1/01/2021-6/30/2022
Yahnian, Vanan, STEM	10/01/2021-6/30/2022

ADJUNCT FACULTY

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

RETIREMENT

Douglas, Judith, Dance (46 years of service)	12/23/2021
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BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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</u>	<u>EFFECTIVE DATE</u>
Associate Programmer Analyst	11/03/2021
Classified Employee Salary Schedule, Range 42	

Director of Marketing and Communications	11/03/2021
Classified Management Employee Salary Schedule, Range M30	

<u>ESTABLISH NEW POSITION</u>	<u>EFFECTIVE DATE</u>
Health Assistant (2 positions)	11/03/2021
Health Services, 12 months, 40 hours	

Program Specialist- Bilingual (1 position)	11/03/2021
Outreach & Onboarding, 12 months, 40 hours, Varied Hours	

<u>SALARY RE-ALLOCATION</u>	<u>EFFECTIVE DATE</u>
Case Management Coordinator	11/01/2021
From: Classified Employee Salary Schedule, Range 41	
To: Classified Employee Salary Schedule, Range 51	

Health Assistant	11/01/2021
From: Classified Employee Salary Schedule, Range 24	
To: Classified Employee Salary Schedule, Range 26	

<u>RECLASSIFICATION</u>	<u>EFFECTIVE DATE</u>
Dawson, Kerry	11/01/2021
From: Athletic Activities Assistant, Classified Employee Salary Schedule Range 21	
To: Athletic and Kinesiology Equipment Specialist, Classified Employee Salary Schedule, Range 26	

Villa, Claudia	11/01/2021
From: Athletic Activities Assistant, Classified Employee Salary Schedule Range 21	
To: Athletic and Kinesiology Equipment Specialist, Classified Employee Salary Schedule, Range 26	

ELECTIONS

<u>PROMOTION</u>	<u>EFFECTIVE DATE</u>
Alfaro, Nancy	10/18/2021
From: Health Assistant, Health & Wellbeing, 11 months, 40 hours	
To: Administrative Assistant I, Health & Wellbeing, 12 months, 40 hours	

Rosales, Mauricio	10/18/2021
From: Grounds Worker, Grounds,	
To: Grounds Equipment Operator, Grounds	

PROBATIONARY/ADVANCE STEP PLACEMENT

Spence, Jingjing, Instructional Assistant- Math (Step B) 11/01/2021

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Raby, Emily 10/01/2021

From: Custodian, Operations, Day Shift

To: Custodian, Operations, Variable Hours Shift

CSEA EDUCATIONAL PAY DIFFERENTIAL

Wheeler, D. Brennan, Laboratory Technician-Art 1.5% 11/01/2021

POA EDUCATIONAL PAY DIFFERENTIAL

Zamora, Diana, CC Police Officer

Intermediate POST Cert. 2% 11/01/2021

SPECIAL SKILLS DIFFERENTIAL - CORRECTION

Prieto, Fabio, Student Services Assistant, Bilingual, Oral \$25/mo. 12/01/18

SPECIAL SKILLS DIFFERENTIAL

Sandoval, Marisa, Program Specialist, Bilingual, Oral \$25/mo. 10/01/2021

Davis-Ludlow, Eloisa, Student Services, Bilingual, Oral/Written- \$35/mo. 10/01/2021

TEMPORARY ASSIGNMENT/CHANGE STATUS FROM PROVISIONAL TO SUBSTITUTE LIMITED TERM

Kalinec, Gustavo 06/16/2021 – 10/22/2021

From: Enterprise Business Clerk, Auxiliary Services 10/23/2021 – 11/15/2021*

To: Enterprise Business Specialist, Auxiliary Services

Percentage: More than 50%

*extension of working out of class assignment

Thomas, Sharon 09/20/2021 to 10/29/2021

From: Administrative Assistant II

To: Class Scheduling Specialist

Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Ng, Jonathan 10/01/2021 to 12/17/2021*

From: Senior Graphic Designer 01/03/2022 to 02/22/2022

To: Marketing Design Coordinator

Percentage: More than 50%

*assignment and dates adjusted from October 5, 2021 Board meeting

Padilla, Delia 5/12/2021 to 9/14/2021

FROM: Human Resources Technician

TO: Human Resources Analyst – Employee and Labor Relations (Confidential)

Percentage: More than 50%

Robinson, Rhonda 06/16/2021 – 10/22/2021

From: Enterprise Business Specialist, Auxiliary Services 10/23/2021 – 11/15/2021*

To: Payroll Specialist, Fiscal Services

Percentage: More than 50%

*extension of working out of class assignment

Singha, Samanta 11/1/2021 to 3/16/2022
FROM: Student Services Clerk
TO: Enrollment Services Specialist
Percentage: More than 50%

Trautwein, Paul 09/27/2021 to 10/05/2021
From: Web Services Coordinator
To: Web Content and Social Media Manager
Percentage: More than 50%
*assignment and dates adjusted from October 5, 2021 Board meeting

Trautwein, Paul 10/06/2021 to 12/17/2021
From: Web Services Coordinator 01/03/2022 to 02/22/2022
To: Director of Web and Social Media Strategy
Percentage: More than 50%

LEAVE OF ABSENCE – UNPAID

Ezell, Sara, Class Scheduling Specialist, Academic Affairs 10/04/2021 – 12/31/2021
Solis, Kathleen, Sign Language Interpreter III, DSC 11/02/2021 to 12/22/2021

SEPARATION

RETIREMENT

Victorin, Anthony J.
Enterprise Business Clerk, Auxiliary Services (21 years)

LAST DAY OF PAID SERVICE

01/03/2022

RESIGNATION

Goodlow, James N. Administrative Clerk, Human Resources
*end date adjusted from October 5, 2021 Board meeting

10/11/2021*

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 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.

Abdulhafiz, Meymuna, Student Services Clerk, Health Services	
From:	08/30/2021-10/29/2021
To:	08/30/2021-02/28/2022
Alexander, Natasha, Cosmetologist Assistant, Health Services	10/11/2021-02/01/2022
Braden, John J., Theatre Technical Specialist, Facilities	
From:	08/02/2021-06/30/2022
To:	08/02/2021-10/04/2021
Brown, Carla, Student Services Clerk, Health Services	
From:	08/30/2021-10/29/2021
To:	08/30/2021-02/28/2022
Campos, Alonzo, Student Services Clerk, Health Services	
From:	09/14/2021-10/29/2021
To:	09/14/2021-02/28/2022
Eichen, John, Student Services Clerk, Health Services	
From:	08/30/2021-10/29/2021
To:	08/30/2021-02/28/2022
Espinoza III, Carlos, Health Assistant, Health Services	
From:	08/31/2021-11/30/2021
To:	08/31/2021-10/18/2021
Jovel, Natalie, Student Services Assistant, Student Success & Support	10/11/2021-02/28/2022
Khachmanyar, Arshak, Stage Construction Tech, Theatre Arts	
From:	07/01/2021-12/31/2021
To:	07/01/2021-10/01/2021
Lopez, Vanessa, Student Services Clerk, Health Services	
From:	08/30/2021-10/29/2021
To:	08/30/2021-02/28/2022
Munoz, Maria (Angela) D., Student Services Clerk, Health Services	
From:	08/31/2021-10/29/2021
To:	08/31/2021-02/28/2022
Padilla Jr., Joel, Student Services Clerk, Health Services	
From:	09/28/2021-10/29/2021
To:	09/28/2021-02/28/2022
Salgueiro, Jorge H., Health Assistant, Health Services	10/11/2021-11/30/2021
Van Hemelrijck, Erin, Health Assistant, Health Services	10/22/2021-11/30/2021
Zakarian, Alexander, Student Services Assistant, Student Success & Support	10/26/2021-02/28/2022

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.

Austin, Harald, Student Services Clerk, Health Services

From: 08/30/2021-10/29/2021

To: 08/30/2021-02/28/2022

Robles, Jr., Jose, Student Services Clerk, Health Services

From: 08/30/2021-10/29/2021

To: 08/30/2021-02/28/2022

RECOMMENDATION NO. 8 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) 19

College Work-Study Student Assistant, \$15.00/hour (FWS) 8

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	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

*Requested by: John Greenlee, Director, Facilities Finance
Terry Kamibayashi, Manager of Facilities Maintenance
Devin Starnes, Director of Facilities Management
: Charlie Yen, Director of Facilities Planning
Kim Tran, Chief Director, Business Services
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification*

9-A CONTRACTOR SUBSTITUTION REQUEST – SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2

Acceptance of Icon West, Inc. Subcontractor Substitution Request on the SMC Malibu Center and Sheriff Substation Project Phase 2.

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
D&M Painting, Inc.	Borbon, Inc.

Comment: Icon West, Inc., the General Contractor for the SMC Malibu Center and Sheriff Substation Project Phase 2, has requested to substitute their listed subcontractor, D&M Painting, Inc. with Borbon, Inc. to perform the painting portion of the project. Per the general condition of the contract, the District’s consent to contractor’s substitution of a listed subcontractor shall not relieve contractor from its obligation to complete the work within the contract time and for the contract price.

9-B CHANGE ORDER NO. 1 – SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2

Change Order No. 1 – Icon West, Inc., for the SMC Malibu Center and Sheriff Substation Project Phase 2 in the amount of \$56,013.

Original Contract Amount	\$ 33,933,420
Change Order No. 1	\$ <u>56,013</u>
Revised Contract Amount	\$ 33,989,433

Total Change Orders represents 0.002% of the original contract.

Funding Source: Measure V

Comment: Change Order No. 1 accounts for construction services per Los Angeles County/Los Angeles Sheriff request for the SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2 in order to add a remote fire alarm annunciator panel at the Staff Control Room inside the jail and power and data for the Live Scan area inside Sheriff Substation for the lighting and camera equipment that will be furnished by Sheriff Department. The amendment also includes the specification of the revised paint system Vitrocem Polyester Surface Coating Resin in six rooms inside Sheriff Substation.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES (continued)

9-C AMENDMENT NO. 7 TO AGREEMENT FOR ARCHITECT SERVICES – SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2

Amendment No. 7 - QDG Architect for the Malibu Center and Sheriff Substation Project Phase 2 in the amount of \$18,400.

Original Contract Amount	\$ 1,285,300
Amendment No. 1	\$ 123,000
Amendment No. 2	\$ 174,700
Amendment No. 3	\$ 0
Amendment No. 4	\$ 332,588
Amendment No. 5	\$ 290,000
Amendment No. 6	\$ 395,477
Amendment No. 7	<u>\$ 18,400</u>
Revised Contract Amount	\$ 2,619,465

Total Amendments represents 104% of the original contract.

Funding Source: Measure V

Comment: Amendment No. 7 accounts for architectural and engineering services per Los Angeles County/Los Angeles Sheriff Department’s request for the SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2 to add a remote fire alarm annunciator panel at the Staff Control Room inside the jail and power and data for the Live Scan area inside Sheriff Substation for the lighting and camera equipment that will be furnished by Sheriff Department. The amendment also includes the specification of the revised paint system Vitrocem Polyester Surface Coating Resin in six rooms inside Sheriff Substation.

9-D CHANGE ORDER NO. 1 and 2 – DRESCHER HALL AIRHANDLER UNIT REPAIR

Change Order No. 1 and 2 – BON AIR, INC., in connection with the DRESCHER HALL AIRHANDLER UNIT REPAIR project in the amount of \$8,476.

Original Contract Amount	\$ 108,000
Change Order No. 1	\$ 4,732
Change Order No. 2	<u>\$ 3,744</u>
Revised Contract Amount	\$ 116,476

Total Change Orders represent 7.85% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: Change Order No.1: Additional 4 actuators
Change Order No.2: Remove/Relocate Inlet Vanes

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES (continued)

9-E AGREEMENT FOR ARCHITECT SERVICES – IN CONNECTION WITH 2021-22 SCHEDULED MAINTENANCE PROJECTS

Enter into an agreement with RACHLIN PARTNERS for architectural services for the following 2021-2022 scheduled maintenance projects:

1. Roof Repair and Replacement	\$179,291
2. HVAC Repair and Ionization Upgrade	\$163,115
3. Water Pump/Backflow Repair	\$ 20,362
4. Emergency Lighting Repair/Replace	<u>\$ 20,362</u>
TOTAL	\$383,130

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: Roofing repairs include Student Health, Broad Stage, Gym/Pavilion, Drescher Hall, Science, Library and Emeritus.
HVAC repairs include Business, Library, Broad Stage, Central Plants, and Bundy.

9-F CHANGE ORDER NO. 1 and 2 – 2714 PICO ROOFING PROJECT

Change Order No. 1 and 2 – BEST CONTRACTING SERVICES, INC., in connection to the 2714 Pico Roofing Project in the amount of \$27,293.94.

Original Contract Amount	\$ 496,700.00
Change Order No. 1	\$ 440.54
Change Order No. 2	<u>\$ 26,853.40</u>
Revised Contract Amount	\$ 523,993.94

Total Change Orders represent 5.50% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: Change Order No.1 – Permit Fees
Change Order No.2 – Repair Dry Rot Rafters

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 2, 2021
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES (continued)

9-G (1) RESOLUTION FOR EMERGENCY REPAIRS – CENTRAL PLANT CHILLED WATER LOOP

The Board of Trustees hereby resolves the following:

WHEREAS, the HVAC system is integral to the operation of the college facilities and a leak has been discovered; and

WHEREAS, failure to repair the leak immediately will increase damage to the facilities and may cause suspension of classes; and

WHEREAS, Public Contract Code Section 20654 provides that public agencies may, with the unanimous approval of the governing board and approval of the county superintendent of schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life and property;

THEREFORE, BE IT HEREBY RESOLVED, that the Santa Monica Community College District Board of Trustees has determined that these circumstances constitute an emergency condition and requests approval from the County Superintendent of Schools to enter into contracts for Repair of the Central Plant Chilled Water Loop which includes cutting into the wall, removal and replacement of the leaking flange and return of the surroundings to their previous condition.

9-G (2) AWARD OF CONTRACT FOR EMERGENCY REPAIRS

Award of contract to Suttles Plumbing Inc. in the amount of \$23,900 Repair of the Central Plant Chilled Water Loop which includes cutting into the wall, removal and replacement of the leaking flange and return of the surroundings to their previous condition.

This contract awarded pursuant to Emergency Contracting Procedures (PCC 20654).

Funding Source - District Capital Funds

Comment: The scope of work included the cost for technician labor hours, as well as materials and equipment related to the repair of the Central Plant Chilled Water Loop.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-A 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: Introducing Research Deconstruction Pedagogy into Gateway Courses to Improve Student Engagement with STEM

Granting Agency: Regents of the University of California on behalf of UCLA Molecular Cell and Development Bio, a California corporation (UCLA)

Augmentation Amount: \$229,508

Matching Funds: Not Applicable

Performance Period: July 1, 2020 to June 30, 2023

Summary: This project is a partnership between UCLA and Santa Monica College. In this project we are adapting the research deconstruction pedagogy and incorporating it into established gateway courses for STEM majors, general biology and chemistry courses for non-stem majors. Funding will help determine the impact on student learning and engagement in STEM. In addition to monitoring course performance and equity gaps, we will use pre/post course surveys to measure students interest and confidence in science, science identity and impact on career aspirations. We will also measure students perceived learning gains in the areas relevant to the process of scientific inquiry, such as how knowledge is built from experimental evidence.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Other Local	\$229,508
	Expenditures	
	1000 Academic Salaries	\$ 131,631
	2000 Non-Academic Salaries	\$ 25,975
	3000 Employee Benefits	\$ 51,452
	4000 Supplies & Materials	\$ 8,250
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 12,200
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 229,508

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

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: Strong Workforce Program – Regional Share Round 3: Fiscal Year 2019-2020
 Granting Agency: California Community Colleges Chancellor’s Office
 Award Amount: (\$40,000) (Amended Allocation \$4,840,712)
 Matching Funds: Not applicable
 Performance Period: July 1, 2019 – December 31, 2021
 Summary: The Strong Workforce Program regional funds require colleges to collectively increase specific metrics that include the quantity of career technical education (CTE) enrollments, courses, programs, job placement, and wage gains while also improving the quality of Career Education (CE).
 Due to budget reallocation between program participants, the allocation to Santa Monica College was reduced by \$40,000.

Budget:	Restricted Fund 01.3	
	Revenue	
	8600 State	(\$40,000)
	Expenditures	
	1000 Academic Salaries	\$0
	2000 Non-Academic Salaries	\$0
	3000 Employee Benefits	\$0
	4000 Supplies & Materials	\$0
	5000 Other Operating Expenditures	(\$40,000)
	6000 Capital Outlay	\$0
	7300 Other Outgo/Indirect	\$0
	7600 Student Aid	\$0
	Total	(\$40,000)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-C ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

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: Strong Workforce Program – Local Share Round 5: Fiscal year 2021-2022
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: \$122,569 (Amended Allocation \$1,225,686)
 Matching Funds: Not applicable
 Performance Period: July 1, 2021 – June 30, 2023
 Summary:

The Local share of the Strong Workforce Program funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, completions, job placements, and wage gains while working to improve the quality of CTE.

In consideration of the economic conditions that resulted from the Covid-19 Pandemic which directly impacted the SWP formula factors – unemployment rate, CTE FTES, and job openings - the Chancellor's Office has elected to calculate both the 2021-22 Base Allocation and 17% Incentive Funding using the same data factors as fiscal year 2020-21. These funds will be used in program investments to target and support outcomes that increase the annual number of students who earn degrees, credentials, certificates or specified skill sets to prepare them for an in-demand job; increase the number of students transferring annually to a UC or CSU; increase the average number of units accumulated by students earning associates degrees; increase the percentage of CTE students who report being employed in their field of study; and reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of narrowing achievement gaps.

Budget Augmentation:

Restricted Fund 01.3		
Revenue		
8600	State	\$122,569
Expenditures		
1000	Academic Salaries	\$ 44,000
2000	Non-Academic Salaries	\$ 46,366
3000	Employee Benefits	\$ 27,300
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 4,903
Total		\$122,569

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-D ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Sherri Lee-Lewis, Vice President, Human Resources

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Equal Employment Opportunity (EEO) Fund
Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
Augmentation Amount: \$50,000
Matching Funds: Not Applicable
Performance Period: July 1, 2021 with no expiration date.
Summary: The purpose of Equal Employment Opportunity (EEO) Fund Allocation is to support robust educational and training programs to ensure that barriers to equal employment opportunity are eliminated and all persons receive an equal opportunity to compete for employment and promotion within the community college district.
Santa Monica College was awarded \$50,000 in EEO funds for fiscal year 2021-2022. The funds will support outreach and recruitment for all employment groups, development of publications and trainings focused on equal employment opportunity and EEO related issues (discrimination, anti-bias, etc.) as well as ongoing EEO training for screening committees, EEO representatives, and professional development for staff.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 50,000
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 50,000
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 50,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-E ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Santa Monica College Promise (SMCP)
Granting Agency: California Community Colleges Chancellor’s Office
Augmentation Amount: \$740,818 (Original Award: \$1,691,570)
Matching Funds: N/A
Performance Period: July 1, 2020 to June 30, 2022
Summary: Santa Monica College Promise is funded under AB 19 (Santiago) California College Promise which focuses on improving college readiness, increasing completion rate and closing achievement gaps.
On July 28, 2021, the Chancellor’s Office issued a memorandum removing the requirement to spend down proposition 98 funds within the same year of allocation. The California Promise fiscal year 2020-2021 balance of \$740,818 is being submitted for approval to be spent down for fiscal year 2021-2022. Santa Monica College will meet the AB 19 goals by providing first time, full-time students waivers for health fees, ASB fees, student ID fees and enrollment fees.

Budget Augmentation:	Restricted Fund 74.0	
	Revenue	
	8600 State	\$ 740,818
	Expenditure	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 0
	7500 Financial Aid	\$ 740,818
	Total	\$ 740,818

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-F ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: TRIO – Upward Bound
Granting Agency: US Department of Education
Augmentation Amount: (\$40,000) (Amended Award \$1,421,832)
Matching Funds: Not Applicable
Performance Period: September 1, 2017 – August 31, 2022
Summary: The TRIO/Upward Bound grant is a pre-college program funded by the U.S. Department of Education under Title IV of the Higher Education Act of 1965. It is designed to encourage high school students from low-income families and from a home where neither parent graduated from college, to develop the skills and motivation necessary for success in post-secondary education and beyond.
Since the beginning of the pandemic, the TRIO Upward Bound program has been unable to conduct field trips and other in-person activities included in the budget at the time of award. As a result of not being able to conduct in-person activities, the US Department of Education has decreased the overall budget in the amount of \$40,000.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Other Local	(\$ 40,000)
	Expenditures	
	1000 Academic Salaries	(\$ 9,600)
	2000 Non-Academic Salaries	(\$ 1,200)
	3000 Employee Benefits	(\$ 5,000)
	4000 Supplies & Materials	(\$ 2,600)
	5000 Other Operating Expenditures	(\$ 16,600)
	6000 Capital Outlay	(\$ 5,000)
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	(\$ 40,000)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-G ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Disabled Students Programs and Services (DSPS)
 Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)
 Augmentation Amount: \$63,701 (Amended Amount: \$2,463,342)
 Matching Funds: \$15,925 (Amended Amount: \$86,934)
 Performance Period: July 1, 2021 – June 30, 2022
 Summary: The DSPS program provides support services, specialized instruction, and education 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.

Santa Monica College (SMC) received a revised allocation on October 13, 2021 from the Chancellor’s Office which provides additional funding in the amount of \$63,701 to the Deaf and Hard of Hearing program. SMC will use the funds to provide interpreter services for the hearing-impaired.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 63,701
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 63,701
6000	Capital Outlay	\$ 0
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 0
Total		\$ 63,701

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 2, 2021
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET TRANSFERS

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
 Period: July 1, 2021 through September 30, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	24,000
2000	Classified/Student Salaries	5,064
3000	Benefits	28,070
4000	Supplies	21,699
5000	Contract Services/Operating Exp	85,548
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-164,381
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER

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

Requested Action: Approval/Ratification

Commercial Warrant Register

September 2021 49369 through 82546

ACH Numbers

September 2021 34575 through 37397

Total \$17,726,645.74

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

RECOMMENDATION NO. 13 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

Payroll Warrant Register

September 2021 C1B – C2C \$11,339,502.20

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

RECOMMENDATION NO. 14 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

Auxiliary Operations Payments and Purchase Orders

September 2021 Covered by check & voucher numbers: 027721-027982 & 02685-02609

Bookstore Fund Payments \$ 328,638.39

Other Auxiliary Fund Payments \$ 52,502.63

Trust and Fiduciary Fund Payments \$ 381,815.58

\$ 762,956.60

Purchase Orders issued

September 2021 \$242,746.81

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	November 2, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 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>
November 2021	7	\$67,042

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
November 2021	1	\$2,500

Funding Sources: Restricted Fund, Fund 01.3

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

RECOMMENDATION NO. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested 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. 17 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
Nathalie Laille, Faculty Coordinator for DSPS
Lopez, Jeanette, Project Manager, Child Care Access Means Parents in School

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 November 2, 2021
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 PURCHASING

Requested Action: Approval/Ratification

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

18-A AWARD OF PURCHASE ORDERS

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

September 2021

\$59,534,716.64

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **RESOLUTION: VETERANS AWARENESS WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of Veterans Awareness Week, November 8-12, 2021.

WHEREAS, the United States Congress has declared the second week of November as National Veterans Awareness Week since 2000 to emphasize the need to develop educational programs regarding the contributions of veterans to the country; and

WHEREAS, the United States Department of Veterans Affairs, as well as many other education-focused organizations have produced educator’s guides, which advocate multiple ways to recognize veterans and teach youth about veterans; and

WHEREAS, many veterans continue to serve their country in public schools and colleges as teachers, classified professionals, and other school employees providing valuable instructional and support services to the schools and students of Santa Monica College; and

WHEREAS, the veterans on staff deserve recognition for their continued service to the future of our country and education and safety of the students of Santa Monica College; and

WHEREAS, the veterans on staff can best provide a meaningful personal connection between the students of the Santa Monica College, Armed Forces veterans and service to our country;

THEREFORE, BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees declares the week of November 8-12, 2021, as Veterans Awareness Week at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the continued contributions and sacrifices of the Armed Forces veterans in the community, especially students who are veterans, teachers, classified professionals, and employees at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District supports the program utilizing Armed Forces students who are veterans and veterans on staff to educate the students of Santa Monica College about the sacrifices and contributions of the Armed Forces veterans.

MOTION MADE BY: Barry Snell
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Roy)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 2, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **REAPPOINTMENT TO PERSONNEL COMMISSION**

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

REQUESTED ACTION: It is recommended that the Board of Trustees reappoint Dr. Joe Metoyer to the SMC Personnel Commission for a three-year term, December 1, 2021 through December 1, 2024.

SUMMARY: The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees of the District; and the fifth member is appointed by the four appointed commissioners.

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 2, 2021
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **2021-2022 QUARTERLY BUDGET REPORT AND 311Q**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: Acknowledge receipt of the 2021-2022 Quarterly Budget Report and 311 Quarterly State Financials, as of September 30, 2021 (Appendix A).

COMMENT: The Board of Trustees is presented on a quarterly basis with a set of financial statements for the general fund along with the quarterly 311Q report required by the Chancellor’s Office.
[2021-2022 First Quarter Budget Presentation](#)

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Roy)

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 2, 2021

XII. BOARD COMMENTS

XIII. ADJOURNMENT – 10:07 p.m.

The meeting was adjourned in memory of:

- **Mario Ayala**, father of Lydia Ayala, Assistant Director of Athletics
- **Dolores Broussard**, Grandmother of Tracie Hunter, Associate Dean of Financial Aid/ Scholarships
- **Donna Rader**, mother of Board Chair Rob Rader
- **Carol Perez Ollarsaba** and **Petra Perez**, aunt and grandmother respectively of Summer Samano, SMC Police Officer
- **The Honorable Colin Luther Powell**, an American statesman, diplomat, and four-star general who was the first African-American Secretary of State
- **Roger Thornton**, community leader.
- **Robert Whitaker**, father of Tammara Whitaker, Associate Dean of Online Services and Support

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, December 7, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.