



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

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

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

## MINUTES

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

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:01 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 - Present  
 Barry A. Snell - Present  
 Joshua Elizondo, Student Trustee - Present
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

### 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)

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(4)):  
 Trinidad v. Santa Monica Community College District

### III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS – 6:01 p.m.

- PLEDGE OF ALLEGIANCE- Donald Girard
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS - None

### 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. CONSENT AGENDA**

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

**Approval of Minutes**

#1 Approval of Minutes: January 19, 2021 (Regular Meeting)

**Contracts and Consultants**

- #2-A Approval Contracts and Consultants  
*(Greater than the amount specified in Public Contract Code Section 20651)*  
➤ *Amendment to Previously Approved Contract*
- #2-B Ratification of Contracts and Consultants  
*(Less than the amount specified in Public Contract Code Section 20651)*  
➤ *New Contract Submitted for Ratification*
- #2-C Resolution Authorizing the Superintendent/President to Enter Into a Right of Entry Agreement with the City of Santa Monica

**Human Resources**

- #3 Academic Personnel
- #4 Classified Personnel – Regular
- #5 Classified Personnel – Non Merit
- #6 Classified Personnel – Limited Duration

**Facilities and Fiscal**

- #7 Acceptance of Grants and Budget Augmentation
- #8 Budget Transfers
- #9 Commercial Warrant Register
- #10 Payroll Warrant Register
- #11 Reissue Payroll Warrant
- #12 Auxiliary Payments and Purchase Orders
- #13 Organizational Memberships
- #14 Authorization of Signatures to Approve Invoices
- #15 Providers for Community and Contract Education

**IX. CONSENT AGENDA – Pulled Recommendations**

**X. MAJOR ITEMS OF BUSINESS**

- #16 2020-2021 Quarterly Budget Report and 311 Q
- #17 2021-2022 Nonresident Tuition Rate

**XI. BOARD COMMENTS AND REQUESTS**

**XII. ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday March 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	February 2, 2021

**VIII. 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-#15.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #2-A- (1), #2-C

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**IX. CONSENT AGENDA – Pulled Recommendations**

**Recommendation #2 – Contracts and Consultants**

**#2-1 (1) –Amendment to Previously Approved Contract, LAEDC**

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**#2-C – Resolution Authorizing the Superintendent/President to Enter Into a Right of Entry Agreement with the City of Santa Monica**

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**RECOMMENDATION NO. 1 APPROVAL OF MINUTES**

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

January 19, 2021 (Regular Meeting)

SUPERINTENDENT'S REPORT

- COVID-19 Update
  - COVID-19 cases are declining, but there is concern about the Super Bowl this weekend and Valentine's Day coming up which might result in gathering opportunities that might further the spread of the virus. The Emergency Operations Team (EOT) will develop and present two recommendations to the Superintendent/President based on phases 2 and 3 that will allow flexibility depending on the trend increasing or decreasing.
  - L.A. County has indicated that if there are 1,000 or less cases per day for two weeks, the college could allow other classes as long as safety protocols are in place. Those would include conditioning classes for athletics, music practice rooms, some music ensemble classes, theater, photography, dance, cosmetology. It would also allow the opening of the library to 25 percent capacity. This will require more planning and specific guidance from the County.
  - The education sector continues to be next in line in the County's tiered vaccination plan. The EOT will be promoting the importance of getting vaccinated to all SMC employees.
  - Possible vaccinations centers being discussed are the SMC Bundy campus in cooperation with the UCLA healthcare network, and the Performing Arts Center. Both are on hold at this time until more vaccines are available for distribution.
  - The EOT continues to work closely with staff working on campus to ensure safety plans have been submitted for review. It is important that each work site consider safety as part of the daily management activities. Everyone must be involved in looking, finding and fixing hazards, which will elevate the safety culture
  - The Maintenance/Operations Department has increased its footprint on campus to two days a week to enhance the cleaning, disinfecting and sanitizing all work spaces. Environmental mechanical controls in all building systems are being implemented to ensure indoor air quality is sufficient.

Legislative Update: Several members of senior staff and the Board of Trustees joined the recent CCLC (Community College League of California) Legislative Conference for a variety of sessions Legislators were present for some of the sessions. Individual visits for SMC representatives to meet with legislators will be planned for February.

Topics included the following:

- Legislative issues at the State Chancellor's Office
  - Governor's proposed budget
  - Payment of deferrals to community colleges
  - Hold harmless and COLA
  - Student Centered Funding Formula
  - Deceased enrollment in community colleges
  - Lifelong learning and repeatability
  - Interest in expanding the baccalaureate degree program
  - An analysis of some of the legislation that could impact community college finance
- Enrollment Update: Two weeks out from the spring 2021 semester starting, credit enrollment is 1.67 percent behind last spring. Noncredit enrollment for winter is 20.88 percent behind and for spring is 22.68 percent behind. There was concern about the President's proclamation on COVID travel requiring a 14-day restriction in 25 European countries. News was received on January 26<sup>th</sup> that NAFSA put into place a national interest exception for certain travelers, among them are F1 Visa students. Many students have gained entry in the last few weeks which is very promising.

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

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

2-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.

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACT

Provider/Contract	Term/Amount	Service	Funding Source
1 Los Angeles Economic Development Corporation (LAEDC)	January 1, 2020- December 31, 2021  Original contract amount approved June 2, 2020: for the term July 1, 2020 – December 31, 2021: \$877,000  Increase by: \$175,000.  New total amount \$1,052,000	The Center for a Competitive Workforce (CCW) is a Strong Workforce Program (SWP) regional project. These funds will be used to expand the current LAEDC CCW contract to include additional activities supported by the regional council which include: <ul style="list-style-type: none"> <li>• Regional program advisory meetings, including one focused on the ocean economy, to connect colleges with representative firms from target industries for input and review of CTE programs offered by multiple colleges in the region.</li> <li>• Work-based learning related to regional program advisories</li> <li>• Design and print of annual reports</li> <li>• Ongoing portal technical assistance and management. The CCW Portal is a primary repository for firm-level feedback, data, work-based learning and employment opportunities, faculty engagement, company tours, student referrals, etc.</li> </ul>	Strong Workforce Program (SWP)

*Requested by: Sasha King, Interim Associate Dean, Career Education*

*Approved by: Jennifer Merlic, Vice-President, Academic Affairs*

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

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

2-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*

➤ NEW CONTRACT SUBMITTED FOR RATIFICATION

	Provider	Term/Amount	Service	Funding Source
1	Hung the Moon/Miki Shelton	September 3-8, 2020 and October 1-31, 2020  Not to exceed \$2,100	September 3-8, 2020: HSI-STEM Supplemental Funding Proposal; \$1,800.  October 1-31,2020: Research, communication, and follow-up on STEM grant; \$300.	General Fund
<i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				

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

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2      CONTRACTS AND CONSULTANTS

2-C      RESOLUTION AUTHORIZING THE SUPERINTENDENT/PRESIDENT TO ENTER INTO A RIGHT OF ENTRY AGREEMENT WITH THE CITY OF SANTA MONICA

*Requested Action: Approval*

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

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

It is recommended that the Board of Trustees approve the following resolution authorizing the Superintendent/President to enter into a Right of Entry Agreement with the City of Santa Monica at the corner of 17<sup>th</sup> and Pico related to the Pico Boulevard Pedestrian Safety Improvement Project.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA  
COMMUNITY COLLEGE DISTRICT AUTHORIZING THE SUPERINTENDENT TO  
ENTER INTO A RIGHT OF ENTRY AGREEMENT WITH THE CITY OF SANTA  
MONICA AT THE CORNER OF 17<sup>TH</sup> AND PICO RELATED TO THE PICO  
BOULEVARD PEDESTRIAN SAFETY IMPROVEMENT PROJECT

WHEREAS, the City of Santa Monica has desires to extend the 17<sup>th</sup> Street bike path to south of Pico; and

WHEREAS, the project requires the City to reconfigure the intersection at 17<sup>th</sup> and Pico and make physical changes to the sidewalk; and

WHEREAS, a portion of the project requires entry onto property owned the Santa Monica Community College District; and

WHEREAS, the project will improve pedestrian and bicycle access to the Santa Monica College,

WHEREAS, Education Code Section 81310 provides that the governing board of a community college district may enter into a right of entry agreement wih any municipal corporation,

NOW, THEREFORE, BE IT RESOLVED that the President/Superintendent to enter into a Right of Entry Agreement with the City of Santa Monica at the corner of 17<sup>th</sup> and Pico related to the Pico Boulevard Pedestrian Safety Improvement Project.

SUMMARY: The City of Santa Monica has received funding from CalTrans to extend the 17<sup>th</sup> Street bike path to south of Pico. This project requires the City to reconfigure the intersection at 17<sup>th</sup> and Pico which will require the City to make physical changes to the sidewalk on the south side of Pico Boulevard at 17<sup>th</sup> which will affect a small portion of District property.



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

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 3**      **ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

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

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

SABBATICALS, FALL 2021

Delphine Broccard, Communications

Tram Dang, Physical Science

Eleni Hioureas, English

Kim James, English

Maribel Lopez, Mathematics

Craig Mohr, Photography

ELECTION

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	February 2, 2021

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 4 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.

PROMOTION

Aquino, Cherry 02/03/2021  
 From: Accountant, Fiscal Services  
 To: Accounts Payable Supervisor, Fiscal Services

Phillips, Daniel 02/03/2021  
 From: Assistant Director of Safety and Risk Management  
 To: Director of Safety and Risk Management

PROMOTION/ADVANCE STEP PLACEMENT

Ariass, Glaurys (Step C) 01/27/2021  
 From: Administrative Assistant II, P, and C & L  
 To: Insurance Program Specialist, Risk Management

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Aquino, Cherry 10/01/2020 – 12/31/2020  
 From: Accountant, Fiscal Services 01/01/2021 - 01/20/2021\*  
 To: Accounts Payable Supervisor, Fiscal Services 01/21/2021 – 02/02/2021\*  
 Percentage: More than 50%  
 \*extension of working out of class assignment

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Phillips, Daniel 08/03/2020 - 01/29/2021  
 From: Assistant Director of Safety and Risk Management 01/30/2021 – 02/02/2021\*  
 To: Director of Safety and Risk  
 Percentage: More than 50%  
 \*extension of working out of class assignment

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Ariass, Glaurys 09/23/2020 – 11/30/2020  
 From: Administrative Assistant II, P, and C & L 01/01/2021 - 01/20/2021\*  
 To: Insurance Program Specialist, Risk Management 01/21/2021 – 01/26/2021\*  
 Percentage: More than 50%  
 \*extension of working out of class assignment

Gutierrez, Hector 01/11/2021 - 03/11/2021  
 From: Grounds and Equipment Operator  
 To: Grounds Supervisor  
 Percentage: More than 50%  
 \*extension of working out of class assignment

Henninger, Denise 07/16/2020 - 11/20/2020  
 From: Deaf and Hard of Hearing Supervisor 11/21/2020 – 12/31/2020\*  
 To: DSPS Manager 01/01/2021 – 01/22/2021\*  
 Percentage: More than 50% 01/23/2021 – 02/02/2021\*  
 \*extension of working out of class assignment

Reyes, Miguel 11/20/2020 - 03/25/2021  
 From: Network Services Support Analyst  
 To: Information Systems Administrator  
 Percentage: More than 50%  
 \*extension of working out of class assignment

WORKING OUT OF CLASSIFICATION (LIMITED-TERM ASSIGNMENT) -RESCINDED

Recinos, Jaime 01/018/2021 – 06/30/2021  
 From: Campus Store Assistant Manager, Campus Bookstore  
 To: Campus Store Manager, Campus Bookstore  
 Percentage: More than 50%  
 Comment: The above WOC was approved at the October 6, 2020 meeting. Since the approval date it has been determined that the WOC assignment will no longer be performed.

CSEA EDUCATIONAL PAY DIFFERENTIAL

Delton, Tanysha E., Administrative Assistant II, Academic Affairs 1.5% 02/01/2021

**RECOMMENDATION NO. 5 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)	16
College Work-Study Student Assistant, \$15.00/hour (FWS)	4

SPECIAL SERVICE

Community Services Specialist II, \$50.00/hour	5
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 2, 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.

Morrison, Tatiana, Administrative Assistant II, Personnel Commission  
 From: 07/01/2020-12/31/2020  
 To: 07/01/2021-06/30/2021

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

Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	02/08/2021-03/04/2021
Arsene, Cristina, Instructional Assistant-ESL, ESL	01/04/2021-06/30/2021
Beck, Michael, Customer Service Assistant, Bookstore	02/08/2021-03/04/2021
Berent, Richard, Accompanist – Voice, Music	02/08/2021-06/30/2021
Berent, Richard, Accompanist – Performance, Music	
Brinkley, Tanisha, Customer Service Assistant, Bookstore	02/08/2021-03/04/2021
Brown, Thomas M., Instructional Assistant-ESL, ESL	01/04/2021-06/30/2021
Carter, Ashley, Customer Service Assistant, Bookstore	02/08/2021-03/04/2021
Chan, Oliver, Accompanist – Performance, Music	02/08/2021-06/30/2021
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	02/08/2021-03/04/2021
English, Kara, Customer Service Assistant, Bookstore	02/08/2021-03/04/2021
Exum, Ellen, Customer Service Assistant, Bookstore	01/04/2021-06/17/2021
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	02/08/2021-03/04/2021
Gerhold, Thomas, Accompanist – Voice, Music	02/08/2021-06/30/2021
Gerhold, Thomas, Accompanist – Performance, Music	
Hoch, Marilyn, Instructional Assistant-ESL, ESL	01/04/2021-06/30/2021
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	02/08/2021-03/04/2021
Miles, Eric, Bookstore Clerk/Cashier, Bookstore	02/08/2021-03/04/2021
Nesturek, Gary, Accompanist – Performance, Music	02/08/2021-06/30/2021
Nwonwu, Vergie, Customer Service Assistant, Bookstore	02/08/2021-03/04/2021
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	02/08/2021-03/04/2021
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	02/08/2021-03/04/2021
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	02/08/2021-03/04/2021

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 7 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*  
*Reviewed by: Kim Tran, Chief Director, Business Services*  
*Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration*

Title of Grant: Higher Education Emergency Relief Fund (HEERF) II– Institutional Portion  
Granting Agency: United States Department of Education  
Augmentation Amount: \$18,546,429 (Amended Award: \$24,643,185)  
Matching Funds: Not Applicable  
Performance Period: January 17, 2021 - January 16, 2022  
Summary:

On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) was signed into law. This new law gives the U.S. Department of Education approximately \$22.7 billion to distribute to institutions of higher education in order to prevent, prepare for, and respond to coronavirus through the HEERF. On January 17, 2021, Santa Monica College received the grant award notification advising of the supplemental funds in the amount of \$18,546,429. The CRRSAA funds may be use to defray expenses associated with coronavirus including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff training and payroll.

Budget Augmentation:	Restrict Fund 01.3	
	Revenue	
	8100 Higher Education Act	\$18,546,429
	Expenditure	
	1000 Academic Salaries	0
	2000 Non-Academic Salaries	0
	3000 Employee Benefits	0
	4000 Supplies & Materials	\$9,273,215
	5000 Other Operating Expenditures	\$4,636,607
	6000 Capital Outlay	\$4,636,607
	7000 Other Outgo	0
	Total	\$18,546,429

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 7 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*  
*Requested by: 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: Higher Education Emergency Relief Fund (HEERF) II – Student Aid Portion  
Granting Agency: United States Department of Education  
Augmentation Amount: \$6,096,757 (Amended Award: \$12,193,514)  
Matching Funds: Not Applicable  
Performance Period: January 16, 2021 to January 15, 2022  
Summary:

The CARES Act established the Higher Education Emergency Relief Fund (HEERF) which included flexible funding to institutions of higher education to help with immediate needs related to coronavirus, including to defray expenses such as lost revenue, technology costs associated with a transition to distance education, and grants to students. The Coronavirus Response and Relief Supplemental Appropriations Act, (CRRSAA), 2021 provides Santa Monica College an additional \$6,096,757 for emergency financial aid grants to students to address students’ financial needs for expenses related to the coronavirus disruption such as food, housing, course materials, technology, health care, and child-care expenses. CRRSAA funds must prioritize grants to students with exceptional need, such as Pell Grant recipients. The Financial Aid Office is working to disburse the CARES and the CRRSAA Emergency Financial Aid Grants to students based on students’ financial need. Some of the determining factors for distribution are unmet financial need, current enrollment, and sudden changes in circumstances such as loss of income, housing and/or food insecurity, technology needs or health care.

Budget Augmentation:	Financial Aid Fund 74.0	
	Revenue	
	8100 Higher Education Act	\$6,096,757
	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
	7000 Other Outlay – Direct Aid to Students	\$6,096,757
	Total	\$6,096,757

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

*Requested Action: Approval/Ratification*

*Requested by: Michael Tuitasi, Vice President, Student Affairs/EOT*

*Reviewed by: Kim Tran, Chief Director, Business Services*

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

Title of Grant: Higher Education Emergency Relief Fund – Minority Serving Institutions  
 Granting Agency: United States Department of Education  
 Augmentation Amount: \$7,791 (Amended Award: \$810,844)  
 Matching Funds: Not Applicable  
 Performance Period: June 1, 2020 - May 31, 2021  
 Summary:

The CARES Act established the Higher Education Emergency Relief Fund (HEERF) which included funding to institutions of higher education to help cover any costs associated with the coronavirus.

Section 18004(a)(2) of the CARES Act authorized the Secretary of Education to make additional awards, to address needs directly related to the coronavirus. An amended Grant Award Notification dated December 20, 2020 was received advising of an increase in the original allocation in the amount of \$7,791. This award may be used to defray expenses incurred by the District, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff training and payroll. Additional funds will be used by the Emergency Operations Team (EOT) to prepare for a physical return to campus from an on-line modality. Uses can include plexiglass barriers, PPE, cleaning/disinfecting equipment and signage.

Budget Augmentation:

Restrict Fund 01.3		
Revenue		
8100	Higher Education Act	\$ 7,791
Expenditure		
1000	Academic Salaries	0
2000	Non-Academic Salaries	0
3000	Employee Benefits	0
4000	Supplies & Materials	\$ 7,791
5000	Other Operating Expenditures	0
6000	Capital Outlay	0
7000	Other Outgo	0
Total		\$ 7,791

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

**CONSENT AGENDA: FACILITIES AND FISCAL**

**RECOMMENDATION NO. 8 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

*Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration*

**8-A FUND 01.0 – GENERAL FUND - UNRESTRICTED**

Period: January 7 through January 20, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-5,241
5000	Contract Services/Operating Exp	-13,124
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	18,365
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 Santa Monica Community College District	ACTION February 2, 2021
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 COMMERCIAL WARRANT REGISTER**

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

Commercial Warrant Register  
December 2020                      9224 through 9278                      \$12,702,076.98

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

**RECOMMENDATION NO. 10 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  
December 2020    C1E – C2F                      \$13,138,397.15

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

**RECOMMENDATION NO. 11 REISSUE PAYROLL WARRANT**

*Requested Action: Approval/Ratification  
Requested by: Ian Fraser, Payroll Manager  
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration*

Warrants not presented to the County Treasurer within six months are void; therefore, it is requested that LACOE draw a new warrant to replace the following expired warrants.

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Gallegos, Antonio	W6835287	03/23/2012	\$1,246.83

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

**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*

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified.

<u>Auxiliary Operations Payments and Purchase Orders</u>	
December 2020	Covered by check & voucher numbers: 026872-026950 & 02268-02283
Bookstore Fund Payments	\$ 135,292.15
Other Auxiliary Fund Payments	\$ 18,118.54
Trust and Fiduciary Fund Payments	<u>\$ 496,290.88</u>
	\$ 649,701.57

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.

**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>
February 2021	2	\$11,543

Funding Sources: Unrestricted General Fund

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.

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

**RECOMMENDATION NO. 14 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2020-2021**

*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 2020-2021:

Name/Title
Cherry Aquino, Accounts Payable Supervisor
Steve Hunt, Director, Library and Information Services (Interim)
Omar Plascencia, Facilities Maintenance Supervisor
Eric Williams, Associate Dean, Health Science (Interim)

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.

**RECOMMENDATION NO. 15 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: Jennifer Merlic, Vice-President, 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.

BOARD OF TRUSTEES

ACTION

Santa Monica Community College District

February 2, 2021

**MAJOR ITEMS OF BUSINESS**

**RECOMMENDATION NO. 16**

**SUBJECT:**                    **2020-2021 QUARTERLY BUDGET REPORT AND 311Q REPORT**

**SUBMITTED BY:**            Superintendent/President

**RECOMMENDATION:**    It is recommended that the Board of Trustees acknowledge receipt of the 2020-2021 Quarterly Report and the 311Q report, as of December 31, 2020 (see Appendix A).

**COMMENT:**                    The Board of Trustees is presented a quarterly budget report with the 311Q report required by the Chancellor's Office. This report summarizes the financial statements of the District's Unrestricted General Fund for review by the Chancellor's Office.

MOTION MADE BY:        Barry Snell

SECONDED BY:            Louise Jaffe

STUDENT ADVISORY:     Aye

AYES:                        7

NOES:                        0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 2, 2021
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**RECOMMENDATION NO. 17**

**SUBJECT:** 2021-2022 NONRESIDENT TUITION RATE

**SUBMITTED BY:** Vice-President, Enrollment Development

**REQUESTED ACTION:** It is recommended that the Board of Trustees adopt the nonresident tuition rate of \$307 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2021-2022. This represents a 0.66 percent increase from the 2020-2021 nonresident tuition rate, or 0.53 percent increase in the total per unit cost.

For 2021-2022, the lowest possible nonresident tuition rate for SMC is Option B – the Statewide Average Cost, which increased from \$290 in 2020-2021 to \$307 per semester unit for 2021-2022; and the highest possible nonresident tuition rate is Option E – the Average Nonresident Tuition fee of public community colleges in a minimum of 12 states comparable to California, which decreased from \$433 in 2019-2020 to \$365 per semester unit for 2021-2022.

	Current	Proposed	Change
Nonresident Tuition	\$305	\$307	+ \$2
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$375	\$377	+ \$2

This \$2.00 increase brings nonresident tuition to the minimum allowable by the State of California for the 2021-2022 academic year.

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Abstain  
 AYES: 6  
 NOES: 1 (Quiñones-Perez)

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

XI. BOARD COMMENTS

XII. ADJOURNMENT – 8:03 p.m.

The meeting was adjourned in memory of **Thomas J. Donner**, former SMC Chief Business Officer, Executive Vice-President and Interim Superintendent/President who retired in July 2006; **Janie Jones**, long-time (retired) SMC Theater Arts Professor; **Jasmine Lieb**, Emeritus Professor; **Natalie Newman**, Emeritus student and recently a member of the Emeritus Student Advisory Council; and **Joan Stern**, Emeritus student and wife of Emeritus faculty member Bob Stern.

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