



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, MAY 5, 2020

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Via Zoom Conference

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

## MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, May 5, 2020. The meeting was conducted via Zoom Conference.

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER  
Dr. Nancy Greenstein, Chair - Present  
Dr. Susan Aminoff, Vice-Chair- Present  
Dr. Louise Jaffe - Present  
Dr. Margaret Quiñones-Perez - Present  
Rob Rader- Present  
Dr. Sion Roy- Present  
Barry A. Snell - Present  
Brooke Harrington, Student Trustee- Present (for public session)
  
- 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 Organization: SMC Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources  
Robert Myers, Campus Counsel  
Employee Organization: CSEA, Chapter 36

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

### III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: - None

**IV. SUPERINTENDENT'S REPORT**

**V. PUBLIC COMMENTS**

Jo Popadynetz  
Hari Vishwanadha  
Tafari Alan

**VI. ACADEMIC SENATE REPORT**

**VII. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**VIII. CONSENT AGENDA**

**Approval of Minutes**

#1 Approval of Minutes: April 7, 2020 (Regular Meeting)

**Contracts and Consultants**

#2-A Contracts and Consultants  
#2-B Ratification of Contracts and Consultants

**Human Resources**

#3 Equal Opportunity Fund Multiple Method Allocation Model Certification Form  
#4 Resolution Fixing the Employer's Contribution Under the Public Employees  
Medical and Hospital Care Act  
#5 Academic Personnel  
#6 Classified Personnel – Regular  
#7 Classified Personnel – Limited Duration  
#8 Classified Personnel – Non Merit

**Facilities and Fiscal**

#9 Facilities  
A Change Order No. 1 – Stem Shop Renovation  
B Change Order No. 2 – Early Childhood Lab School  
#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 Providers for Community and Contract Education  
#16 Organizational Memberships  
#17 Authorization of Signature for JP Morgan Chase Bank, 2019-2020  
#18 Procurement - Award of Purchase Orders  
A Award of Purchase Orders

**IX. CONSENT AGENDA – Pulled Recommendations**

**X. MAJOR ITEMS OF BUSINESS**

- #19 Classified School Employees Week
- #20 Receipt of Personnel Commission 2020-2021 Proposed Budget
- #21 Information: Art Complex Update
- #22 Resolution Designating Personnel to Act as the Agent for the District  
Seeking Financial Assistance After a Disaster
- #23 Resolution to Reaffirm SMCCCD's Commitment to Provide a Safe Environment  
For All Students and Personnel
- #24 2019-2020 Quarterly Budget Report and 311Q
- #25 Annual Adoption of Education Protection Account (EPA) Funding and Expenditures
- #26 Amendment to Agreement for Program and Construction Management
- #27 Award of Contract – Math and Science Building Phase 1 – Demolition
- #28 Process to Appoint Members of the Citizens' Bond Oversight Committee
- #29 Annual Authorization of Privileges for Student Trustee
- #30 First Reading, Board Policy 2350, Speakers

**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, June 2, 2020 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Conference.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

#### IV. SUPERINTENDENT'S REPORT

##### Updates: COVID-19 and Plans for Summer and Fall 2020

Superintendent President Kathryn Jeffery reported that Santa Monica College is continuing to follow national, state, and local guidance related to COVID-19. This means we are still practicing social distancing at Santa Monica College and in our local communities in the interest of public health and safety. As you are working to keep your home and families safe, keeping our SMC community safe and well is the highest priority at this moment in time, while also fulfilling the college's academic mission.

On Monday, April 27, students began to enroll for summer and fall classes. Also, on Monday, the college's leadership—including senior administrators, faculty, classified staff leaders and student leaders—met to discuss the Fall 2020 semester, and to finalize a decision. This was the final step of a discussion that had begun the prior week of April 20.

This is a critical time for SMC students who are in the process of deciding the next steps of their educational journey. The Santa Monica College Emergency Operations Team—that has been monitoring the COVID-19 public health crisis from the earliest days of its spread—made an important, timely decision on SMC classes, services, and operations for Fall 2020. This recommendation has been carefully vetted and supported by college leadership across all constituent groups. In a memo that was sent to the college community, details are outlined regarding Fall 2020 and it also contains other relevant updates:

After carefully considering the critical factors—first and foremost, the safety and health of SMC students and employees, and the current/projected scenario in Los Angeles and California related to COVID-19 and enforced preventive measures—it has been decided that all classes and student support services for the Fall 2020 semester will be delivered in an online & distance learning environment.

Here are the main factors that went into this decision:

**Safety, Health, and Wellbeing of the SMC Community:** While researchers and experts are working on a vaccine for COVID-19, it seems unlikely that one will become widely available until early 2021. In addition, Fall 2020 ushers in flu season, and it will be nearly impossible for the college to identify, monitor, and distinguish between typical flu cases and possible COVID-19 cases.

**Governor Newsom's six critical indicators:** Governor Newsom unveiled six critical indicators that the State of California will consider before modifying the stay-at-home and other COVID-19 related orders. Based on these indicators—most critically the ability to test, trace, isolate, prevent the spread of infection, and introduce guidelines to check employees/students/community members before they enter SMC campuses (which are open access, without a single point of entry)—we determined that Santa Monica College does not presently have the capacity or infrastructure to resume in-person classes, services, and on-ground, full-scale college operations.

SMC's Academic Affairs division is working with the Emergency Operations Team to determine whether a few of the courses that are most difficult to convert to fully online formats could be offered via a limited, hybrid option, but only if health and safety requirements change to permit this. In the meantime, SMC's Emergency Operations Team is also engaged in developing business continuity plans to prepare for transitioning classes, services, and college operations, back to taking place in a physical environment. Through the curriculum approval process and professional development, SMC's instructional faculty, the Academic Senate and its Curriculum Committee in collaboration with Academic Affairs will be seeking ways to maintain high standards of quality and equity for coursework, and to have non-traditional online courses—those that are generally not part of the official SMC Online program, but which had to move online due to the COVID-19 pandemic—meet standards set by the California Community Colleges Chancellor's Office.

In addition to the free Chromebook laptop distribution program, the weekly drive-thru pop-up pantry and the SMC Foundation's Meal Project, the Health Center's emotional support hotline for students), and a host of support services provided by counselors and other staff, the college is looking into ways to augment the online experience for both students and employees—through the use of new technologies, professional development, virtual community-building events, and more—to ensure that it is the most equitable and productive teaching and learning environment possible.

The unprecedented COVID-19 public health crisis resulted in an equally unprecedented situation: SMC instructors and Academic Affairs performed a minor miracle, putting almost the entire spring semester's array of on-ground courses into an online format within a matter of days. There are many who are experienced with the rich array of distance education tools, but many instructors had never taught online before. I am so proud of the way the entire college—including classified staff, managers, and administrators—has stepped up to provide training, technology and access to enable this to happen. I am proud also to note that SMC instructors have displayed a high degree of innovation and flexibility, so that our students might continue to receive the highest quality education possible, under the circumstances.

Brenda Benson, Senior Dean of Counseling, Retention & Student Wellness reports that an increasingly greater number of students are seeking out counseling services – in fact, the number of students making appointments with counselors at this time of the year exceeds that of the same time in the year prior.

As I continue to meet regularly with the Emergency Operations Team, you will be updated with the most reliable, concrete, and up-to-date information in the weeks ahead.

SMC Police Chief Johnnie Adams reported that as the College works through its business continuity planning, it continues to modify and adjust priorities based on the Governor's four phases of re-opening California.

- He announced that in each phase there will be guidelines from the Governor's office. However, there may be additional guidelines in place with regional options based on the severity of the outbreaks in each county. Currently, the College is in phase one. Phase two allows for the opening of retail with curbside pickup, manufacturing and logistical businesses. Schools are in late phase 2 and guidelines will be announced later. The second phase will mainly affect K-12; colleges and universities will be later.
- SMC classes and programs may necessitate some type of hybrid or on ground teaching, and Academic Affairs is looking into the safest way to do that.
- The college will need to determine the next level of access for faculty and staff, the necessary procedures, policies and equipment to enable staff to function safely. This would either be a limited or phased approach.
- Students are experiencing some wifi issues, so the college will try to determine if there is a feasible location on SMC property to provide a wifi space in a safe manner.

- One of the things that needs to be accomplished very soon on a limited basis is the process of checking in and checking out articles that come to the college. (College owned property on loan) A “dirty” room to store property for at least 72 hours and allow time to clean in a safe manner will need to be identified.
- Current initiatives include a possible testing site at the Airport campus, and working with the LA County Medical Association for distribution of N-95 masks. Approximately 600 Chromebooks have been given out.
- He is meetings other leaders and police chiefs at other colleges to discuss what they are doing at their campuses. This allows us make informed decisions at SMC by determining best practices and how best to proceed.
- The Governor will be announcing new guidelines on Thursday

Susan Fila, Director of Health and Well-being, provided a brief health update.

- SMC officials continue to monitor the COVID\_19 health crisis including contact-tracing and notification to students and staff so that those individuals who have had contact can quarantine. There has not been any confirmed spread of the virus through close contact at work, a result of all the hard work of the Emergency Operations Team, the health center nursing staff and various campus departments that are working together. All individuals who have been positive or presumed positive for COVID-9 have been actively monitored and are doing well and have either fully recovered or on their way to recovery.
- Many SMC students have lost their jobs and basic needs are critical at this time. The pop-up drive-through food pantry continues to serve hundreds of students each week providing a week’s worth of groceries.
- Thinking about the future and the Governor’s criteria moving into summer and fall, that means more people will be out and about on the campus. The college will need the ability to contact trace, test for COVID-19, be physically distant from each other, and the ability to monitor the use of cloth face coverings. With fall being the beginning of flu season, it is essential to take precautions necessary to keep students and staff safe by engaging in the Governor’s criteria. Staff will continue to work closely with public health to ensure proper contact tracing can be managed.
- The test sites provided by the County and those in healthcare facilities are updated daily. SMC has created its own commonly-used test sites, a guide that is supported in real time to support faster testing for students and staff. Increasingly many more sites are making results available in 24 hours.
- In regards to health orders like physical distancing and cloth face coverings, the team is discussing how to continue both of these requirements knowing that both vaccines and treatments most likely will not be available before 2021.
- The health and wellbeing of our community as we transition into a new normal is a priority and discussions include ways to be proactive in addressing the mental health of the college community by providing additional support and training around stress. With May being Mental Health Month, efforts are being coordinated now to ensure students and staff know about essential college and community resources available to them. A virtual mental health fair will be held this month.

In closing, Mike Tuitasi, Vice-President of Student Affairs, thanked the leadership, particularly the co-leads, who have been working diligently over the past several months. Senior staff is meeting with the EOT three days a week, and the EOT is meeting two days a week to stay on top of the needs of the college and planning as this crisis rolls out.

#### Recognition and Acknowledgement

- Brooke Harrington, Student Trustee, 2019-2020

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

**VIII. CONSENT AGENDA**

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

PULLED RECOMMENDATIONS

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #10

CORRECTIONS (in bold)

Recommendation No. 6 – Classified Personnel

PROBATIONARY

McCann, **Michael.**, Campus Safety Officer, Campus Police 05/18/2020

PROBATIONARY/ADVANCE STEP PLACEMENT

Lachgar, Hibatullah M., Campus Safety Officer, Campus Police (Step B) 05/18/2020

APPROVAL OF CONSENT AGENDA:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#16.

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

**IX. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. 10 Acceptance of Grants and Budget Augmentation  
Title of Grant: Higher Education Emergency Relief Fund

Public Comment: Hari Vishwanadha

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Barry Snell  
 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:

April 7, 2020 (Regular Board of Trustees Meeting)



BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 2- A CONTRACTS AND CONSULTANTS** *(continued)*

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

➤ NEW CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
A	Santa Monica College Foundation (SMCF)	April 1 – December 31, 2020  Not to exceed \$500,000	This is to support funding the Meal Project Program, providing meals, through Everytable, to students who have food insecurity during the COVID-19 crisis. While SMCF will incur the cost of the Project, SMC agrees to reimburse to SMCF expenses associated with the Meal Project up to \$500,000.  Initially, the Foundation worked with all special programs in the Student Services area to identify students who would benefit from the program. The program was later expanded to include students identified by the Care and Prevention Team and faculty. Every student who identified a need has been served.	Student Equity and Achievement (SEA) Program
Requested by: Lizzy Moore, Dean, Institutional Advancement				
Approved by: Teresita Rodriguez, Vice President, Enrollment Development				

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
B	Kirkpatrick Enterprises International (KEI)	This in an amendment to the contract previously approved on December 3, 2019  Amendments:  New contract term through June 30, 2021  Increase of \$84,400, total not to exceed \$281,400	Kirkpatrick Enterprises International (KEI) will provide additional training to ETP clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by KEI. This contract is based on the successful performance of the previous contract.	Employment Training Panel (ETP)
Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development				
Approved by: Jennifer Merlic, Vice-President, Academic Affairs				

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 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 CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
C	Spencer Grobe	April 6, 2020, not to exceed 30 days  \$5,319.72	Consultant Services for development of new interview assessment system of IxD Program. The new assessment will leverage behavioral interviewing best practices, and interviewer training which will prioritize fairness for IxD candidates, and accuracy of assessment by IxD faculty.	Strong Workforce Local 2.2
<i>Requested by: Patricia Ramos, Dean Workforce &amp; Economic Development</i>				
<i>Approved by: Jennifer Merlic, Vice President, Academic Affairs</i>				
D	Castlerock Environmental Inc	May 6-7, 2020  \$19,365	Lead paint remediation for Art Building restrooms, 4 days	General Fund
<i>Requested by: Terry Kamibayashi, Assistant Director, Facilities Maintenance</i>				
<i>Approved by: Chris Bonvenuto, Vice-President, Business and Administration</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2-B RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
E	Ellis Environmental	2019-2020  Amount of increase \$4,459  (Total Contract Amount \$13,458)	Increase to current environmental services contract to provide monitoring and clearance for art restrooms lead paint remediation	General Fund
<i>Requested by: Terry Kamibayashi, Assistant Director, Facilities Maintenance</i> <i>Approved by: Chris Bonvenuto, Vice-President, Business and Administration</i>				
F	Eric Arroyo	2019-2020  No additional cost	Extension of current background investigation services contract for pre-employment screening for Campus Police candidates	N/A
<i>Requested by: Carol Long, Director of Classified Personnel</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>				
G	Applied Polygraph LLC	2019-2020  Amount of increase not to exceed \$1,200  Originally approved in the amount not to exceed \$3,200  Total contract amount not to exceed \$4,400	Increase to contract amount and term for additional polygraph services as a part of the pre-employment screening for Campus Police candidates.	General Fund
<i>Requested by: Carol Long, Director of Classified Personnel</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 3 EQUAL OPPORTUNITY FUND MULTIPLE METHOD ALLOCATION MODEL  
CERTIFICATION FORM, FISCAL YEAR 2019-2020**

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

It is recommended that the Board of Trustees certify that the Santa Monica Community College District met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year; and meet at least of 8 out of 8 of the remaining Multiple Methods:

- SMC's EEO Advisory Committee has met in excess of the minimum required meetings during fiscal year 2019-2020.
- Santa Monica College's current EEO Plan can be found at [http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/EEO\\_Documents/EEO\\_Plan-BOT\\_Approved\\_FINAL\\_09.05.2017.pdf](http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/EEO_Documents/EEO_Plan-BOT_Approved_FINAL_09.05.2017.pdf); The EEO Plan is required to be updated every 3 years; it was approved in September 2017.
- The EEO Expenditure Report for FY 2018-2019 was submitted to the Chancellor's Office on 9/27/2019.
- SMC meets 9 out of 9 Multiple Methods.

Purpose

The purpose of implementing the Multiple Method model was to increase compliance with legal EEO requirements and provide our students with the educational benefits of a diverse workforce.

Background

Each year the California Community Colleges Chancellor's Office supports EEO and diversity training and education through a state-wide funding mechanism. The funding process requires completion of a certification form from each district requesting funding for EEO and diversity work. The funding can be used for training, publication of EEO/diversity materials, conference attendance, speakers, supplies, job fair exhibition fees, etc. As a result of the District's adherence to the EEO Multiple Methods program, the District was awarded \$50,000 for each of the fiscal years 2017-2018, 2018-2019 and 2019-2020. It is important to note that the Chancellor's Office has notified districts to expect the annual state funding allocation to continue to vary from year to year.

Regulatory Source and Impact

"Education Code section 87100 and title 5 require the community colleges to have a richly diverse workforce that addresses the needs of our diverse student populations. Attaining a diverse workforce requires focusing on equal employment opportunities to eliminate barriers in employment, such as lack of focused outreach, a non-welcoming culture, and implicit and explicit bias. Eliminating these barriers requires a proactive, intentional effort by colleges. It also requires various institutional disciplines, such as a review of job descriptions to avoid exclusionary effect, analysis of significant underrepresentation and adverse impact to ensure recruitment efforts and hiring processes are not unintentionally discriminatory, and effective training of committee members to self-regulate unconscious bias." 2016 EEO and Diversity Best Practices Handbook. <http://extranet.cccco.edu/Divisions/Legal/EEO.aspx>

The Chancellor's Office Equal Employment Opportunity and Diversity Advisory Committee and the Legal Affairs Division identified nine best-practice areas for success in promoting EEO. These serve as the multiple methods for reallocating the EEO Fund. In order to qualify for EEO funds, districts are required to demonstrate compliance with Multiple Method #1, and at least 6 of the remaining 8 Multiple Methods.

The certification form requires districts to report the various activities being implemented to promote Equal Employment Opportunity for each of the following 9 Multiple Methods.

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies and adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Summary.

Santa Monica College meets 9 out of 9 Multiple Methods, and therefore would qualify for EEO funding in the next fiscal year.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

CONSENT AGENDA:

**RECOMMENDATION NO. 4**      **RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

*Requested Action: Adoption*  
*Reviewed by: Tre'Shawn Hall-Baker, Interim Dean, Human Resources*  
*Approved by: Sherri Lee-Lewis, Interim Vice-President, Human Resources*

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, (2) SANTA MONICA COLLEGE, hereinafter referred to as Special District is a contracting agency under the Act for participation by members of the Board of Trustees now, therefore be it

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of \$1,095.04 per month, plus administrative fees and Contingency Reserve Fund Assessments.

Comment: The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA, the SMC Faculty Association, and the SMC Police Officers Association and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 5, 2020
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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*

ELECTIONS

ADJUNCT FACULTY

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

RESIGNATION

Schlatter, Stephanie, Director, Disabled Students Programs and Services

06/30/2020

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.

ELECTIONS

PROBATIONARY

McCann, Michael., Campus Safety Officer, Campus Police 05/18/2020

PROBATIONARY/ADVANCE STEP PLACEMENT

Lachgar, Hibatullah M., Campus Safety Officer, Campus Police (Step B) 05/18/2020

CSEA EDUCATIONAL PAY DIFFERENTIAL

Rapson, Sarah A., Instructional Assistant- English 1.5% 05/01/2020

WORKING OUT OF CLASSIFICATION (LIMITED TERM- SUBSTITUTE)

Bice, Jonathan 04/08/2020 - 06/30/2020  
 From: Mail Services Worker I  
 To: Receiving, Stockroom, and Delivery Worker  
 Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Kerce, Kathy 04/09/2020 - 06/30/2020  
 From: Community College Police Dispatcher, Campus Police  
 To: Senior Community College Police Dispatcher, Campus Police  
 Percentage: More than 50%

SEPARATION

RESIGNATION

Yahnian, Vanan, Program Specialist, SMC/UCLA STEM

LAST DAY OF PAID SERVICE

04/03/2020

39 MONTH REEMPLOYMENT

Edwards, Cael, Student Services Assistant, A & R

05/06/2020



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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.

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

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.

Carter, Ashlie M., Customer Service Assistant, Campus Store 04/20/2020-06/30/2020

English, Kara, Customer Service Assistant, Campus Store 04/20/2020-06/30/2020

Kiss, Hannah, Program Specialist, SEAP and UCLA STEM IN From: 12/08/2019-06/30/2020

To: 12/08/2019-04/08/2020

Larned, Gwen J., Recycling Program Specialist, Sustainability From: 09/10/2019-04/03/2020

To: 09/10/2019-04/10/2020

Lemon, Curly J. Customer Service Assistant, Campus Store 04/20/2020-06/30/2020

Ramirez, David, Customer Service Assistant, Campus Store 04/20/2020-06/30/2020

**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, \$14.25/hour (STHP)	16
College Work-Study Student Assistant, \$14.25/hour (FWS)	7

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 FACILITIES**

*Requested by: Charlie Yen, Director of Facilities Planning*  
*Approved by: Christopher Bonvenuto, Vice-President, Business/Administration*  
*Requested Action: Approval/Ratification*

9-A CHANGE ORDER NO. 1 – STEM SHOP RENOVATION

Change Order 1 – KG AXIS on the STEM SHOP RENOVATION project in the amount of-\$16,777.

Original Contract Amount	\$433,000
<u>Change Order No. 1</u>	<u>-16,777</u>
Revised Contract Amount	\$416,223

Total Change Orders represents -3.87% of the original contract.

Project Schedule: This change order also adds a total of 1 calendar day to the contract length.

Funding Source: Title III HIS STEM Grant, and District Capital Funds

Comment: Change Order 1 includes the following:

- Furnish and install additional dust collecting ducts to accommodate shop equipment;
- Provide additional data drops in the classroom;
- Provide plumbing cleanout and power outlet necessary for the installation of the relocated drawings fountains;
- Relocate existing low voltage conduits to make room for the new outdoor HVAC unit installation;
- Demolish existing drinking fountain in the classroom;
- Provide new door frame and hardware for the revised door swing;
- Furnish and install additional drain pans at the outdoor condensing units;
- Credit for omitting the new door opening between the shop and the adjacent storage room;
- Credit for omitting the painting work in the existing storage room;
- Credit for omitting the plumbing replacement in the men’s restroom.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9      FACILITIES**

**9-B      CHANGE ORDER NO. 2 – EARLY CHILDHOOD LAB SCHOOL**

Change Order No. 2 – THE NAZERIAN GROUP for Early Childhood Lab School project in the amount of \$774,179.09.

Original Contract Amount	\$21,777,123
Change Order No. 1	479,497
<u>Change Order No. 2</u>	<u>774,179</u>
Revised Contract Amount	\$23,030,799

Total Change Orders represents 5.8% of the original contract.

- Project Schedule: This change order also adds 48 calendar days to the contract length for total of 780 days. The estimated completion date is July 31, 2020.

Funding Source:              Measure V

Comment:                      Change Order 2 includes the following:

- Revise door hardware to conform to the latest SMC standard;
- Replace pendent type fire sprinklers heads with sidewall type heads due to existing framing condition;
- Replace thirteen ceiling mounted exterior light fixture with twelve wall sconces due to existing framing condition;
- Add mesh backing onto exterior ceramic panels to address DSA’s safety concerns over panels’ brittleness;
- Lower the perimeter CMU wall footing for utility routing and provide additional wall enforcing;
- Add rough-ins for Audio/Visual, Security, and Telecommunication systems to align with the latest SMC standard;
- Change Hydraulic Boiler type to allow for exterior installation;
- Change hardwired powered faucets to battery powered faucets to prevent future power outages;
- Revise the Audio/Visual and Security systems and add additional devices/components per District requirements.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

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

*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: \$11,311 (Amended Total Amount: \$2,208,724)  
 Matching Funds: \$173 (Amended Match of \$63,640 based on 25% of Amended DHH Allocation of \$254,557)

Performance Period: July 1, 2019 – June 30, 2020

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.

The District requested and received an additional allocation for FY19-20 of \$11,311. Services available through DSPS include test-taking facilitation, assessment for learning disabilities, specialized counseling, interpreter services for the hearing-impaired, note taker services, access to adaptive equipment and specialized instruction.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 11,311
	Expenditures	
	1000 Academic Salaries	\$ 10,620
	2000 Non-Academic Salaries	691
	3000 Employee Benefits	0
	4000 Supplies & Materials	0
	5000 Other Operating Expenditures	0
	6000 Capital Outlay	0
	7300 Other Outgo/Indirect	0
	7600 Student Aid	0
	Total	\$ 11,311

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

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

*Requested Action: Approval/Ratification*

*Requestor: Donald Girard, Senior Director, Government Relations & Institutional Communications*

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

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

Title of Grant: CARES Stabilization Grant  
 Granting Agency: The Corporation for Public Broadcasting (CPB) through funds provided under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)  
 Augmentation Amount: \$75,000  
 Matching Funds: Not Applicable  
 Performance Period: April 13, 2020 with no expenditure end date.  
 Summary: The Corporation for Public Broadcasting distributes community service grants (CSGs) to noncommercial public television and radio stations that provide significant public service programming to their communities. CSGs help stations expand the quality and scope of their work, whether in educational, news, public affairs or other programming. \$75 million of emergency stabilization funds for public media was included in the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which was signed into law on March 27, 2020. Stabilization funding is being provided to preserve the ability of small and rural public media stations to continue to provide essential information, educational content and services to the American people during the current COVID-19 pandemic. KCRW received \$75,000 based on current revenue to be spent on programming services. The stabilization grant funds are unrestricted and have no expenditure period.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Local	\$ 75,000
	Expenditures	
	1000 Academic Salaries	0
	2000 Non-Academic Salaries	0
	3000 Employee Benefits	0
	4000 Supplies & Materials	0
	5000 Other Operating Expenditures	\$ 75,000
	6000 Capital Outlay	0
	7300 Other Outgo	0
	7600 Student Aid	0
	Total	\$ 75,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

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

*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  
 Granting Agency: United States Department of Education  
 Augmentation Amount: \$6,096,757  
 Matching Funds: Not Applicable  
 Performance Period: March 27, 2020 - May 10, 2021  
 Summary: The CARES Act establishes the Higher Education Emergency Relief Fund (HEERF) which includes 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 CARES Act requires fifty percent of HEERF funds to be used to provide emergency financial aid grants to students. Santa Monica College will receive \$6,096,757 for emergency financial aid grants to students to address students' financial needs for expenses related to the Novel Coronavirus Disease (Covid-19) disruption such as food, housing, course materials, technology, health care, and child-care expenses.

The CARES Act requires fifty percent of HEERF funds to be used to provide emergency financial aid grants to students. Santa Monica College will receive \$6,096,757 for emergency financial aid grants to students to address students' financial needs for expenses related to the Novel Coronavirus Disease (Covid-19) disruption such as food, housing, course materials, technology, health care, and child-care expenses.

The Financial Aid Office is working to disburse the CARES Emergency Financial Aid Grants to students based on students financial needs. Some of the determining factors for distribution are if students are recipients of California Promise Grant Fee Waiver, unmet need amount, current number of enrolled units, if students is part of special population program and sudden changes in circumstances such as loss of income.

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	May 5, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

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

*Requested Action: Approval/Ratification*

*Requested by: Mike 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: School Communications Interoperability Grant Program (SCIGP)  
Granting Agency: California Governor’s Office of Emergency Services (Cal OES)  
Augmentation Amount: \$100,000  
Matching Funds: Not Applicable  
Performance Period: January 1, 2020 - December 31, 2021  
Summary: Cal OES is responsible for overseeing and coordinating emergency preparedness, response, recovery and homeland security activities within the state of California. Cal OES Grants Management established the SCIGP which will in FY 19-20 allot \$1,000,000 in competitive grants to California Community Colleges, and schools in the California State University system. The purpose of the SCIGP is to provide assistance to California Community Colleges, and schools in the California State University system to acquire interoperable technology in response to active shooter incidents. The Santa Monica College (SMC) Police Department responded to a request for proposal and was notified of a subaward in the amount of \$100,000. SCIGP funding will be utilized to enhance the school’s ability to enable systems of communications to be connected to, and coordinate with, first responders. Funds will be used to purchase additional hardware such as a dispatch control center, computers and software.

Restricted Fund 01.3

Revenue		
8600 State		\$ 100,000
Expenditures		
1000 Academic Salaries		0
2000 Non-Academic Salaries		0
3000 Employee Benefits		0
4000 Supplies & Materials		0
5000 Other Operating Expenditures		\$ 39,000
6000 Capital Outlay		\$ 61,000
7300 Other Outgo/Indirect		0
7600 Student Aid		0
Total		\$ 100,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

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

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

Period: March 26, 2020 through April 22, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	122,500
3000	Benefits	0
4000	Supplies	-31,294
5000	Contract Services/Operating Exp	20,533
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-111,739
Net Total:		0

**11-B FUND 01.3 – GENERAL FUND - RESTRICTED**

Period: March 26, 2020 through April 22, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	600
2000	Classified/Student Salaries	-32,000
3000	Benefits	57,340
4000	Supplies	0
5000	Contract Services/Operating Exp	-26,333
6000	Sites/Buildings/Equipment	393
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0



BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 5, 2020
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 BUDGET TRANSFERS (continued)**

11-C FUND 42.4– REVENUE BOND CONSTRUCTION FUND (MEASURE AA)

Period: March 26, 2020 through April 22, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	13,119
6000	Sites/Buildings/Equipment	-13,119
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

10-D FUND 42.5– REVENUE BOND CONSTRUCTION FUND (MEASURE V)

Period: March 26, 2020 through April 22, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	12,610
5000	Contract Services/Operating Exp	47,458
6000	Sites/Buildings/Equipment	-60,068
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

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

Commercial Warrant Register

March 2020 8868 through 8910 \$14,065,913.58

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

March 2020 C1H – C2I \$12,714,133.95

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 Heskel, Dean, Educational Enterprise*

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

Auxiliary Operations Payments and Purchase Orders

March 2020 Covered by check & voucher numbers: 025452-025834 & 02132-02183  
002932-2947 & 02150-51,57

Bookstore Fund Payments	\$ 411,766.27
Other Auxiliary Fund Payments	\$ 52,428.47
Trust and Fiduciary Fund Payments	<u>\$ 508,528.32</u>
	\$ 972,723.06

Purchase Orders issued

March 2020 \$23,238.85

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

*Requested Action: Approval/Ratification*  
*Requested by: Scott Silverman, Associate Dean, Emeritus*  
*Patricia Ramos, Dean, Workforce Development*  
*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.

**RECOMMENDATION NO. 16 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>
May 2020	3	\$819

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	ACTION
Santa Monica Community College District	May 5, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 AUTHORIZATION OF SIGNATURE FOR JP MORGAN CHASE BANK, 2019-2020**

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

*Requested Action: Approval*

Authorization of the following Santa Monica Community College District employee to be a designated signatory for the District on JP Morgan Chase Bank existing and new accounts for 2019-2020.

1. District Accounts

- District Clearing Account
- Community Services Account
- Bursar's Office Cash Account
- Parking Account
- Bursar's Office Credit Card Account
- Cal B and C Account
- Revolving Cash Account

Designated Signatory for District Accounts

Kim Tran

2. Auxiliary Services/Associated Students Accounts

- Associated Students Account
- Associated Students Money Market Account
- Associated Students Investment Account
- Auxiliary Services Accounts
- Auxiliary Services Money Market Account

Designated Signatory

Kim Tran

Authorization for the District to use one facsimile signature of a designated signatory when two signatures are required. Two signatures are required on all checks for more than \$500.

**RECOMMENDATION NO. 18 PROCUREMENT – AWARD OF PURCHASE ORDERS**

*Requested Action: Approval/Ratification*

*Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics*

*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.

March 2020

\$7,064,653.13

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 19**

**SUBJECT:** **CLASSIFIED SCHOOL EMPLOYEES WEEK**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified School Employees Week, May 17-23, 2020.

WHEREAS, classified employees provide valuable services to the College and students of the Santa Monica Community College District; and

WHEREAS, classified employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students; and

WHEREAS, classified employees employed by the Santa Monica Community College District strive for excellence in all areas relative to their workplace,

THEREFORE BE IT RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 17-23, 2020 as Classified School Employees Week in the Santa Monica Community College District.

**COMMENT:** Due to the COVID-19 Global Pandemic and the District's compliance with the Governor's Stay at Home Executive Order and Los Angeles County's Safer at Home order, the face-to-face activities typically scheduled for Classified School Employees Week will not be held during this week. However, there will be virtual activities planned.

MOTION MADE BY: Susan Aminoff

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 20**

**SUBJECT:**                    **RECEIPT OF PERSONNEL COMMISSION 2020-2021 PROPOSED BUDGET**

**SUBMITTED BY:**           Personnel Commission

**REQUESTED ACTION:**    It is recommended that the Board of Trustees acknowledge receipt of the 2020-2021 proposed budget for the Santa Monica Community College District Personnel Commission. The Personnel Commission Budget will be discussed as part of the District’s regular budget process.

**SUMMARY:**                    In accordance with Merit Rule 2.4, the Director of Classified Personnel shall prepare and submit to the Personnel Commission a proposed operating budget for the Commission for the next ensuing fiscal year. The budget shall be submitted for a first reading not later than the appropriate Commission meeting in April.

The Director of Classified Personnel presented an initial draft of the proposed operating budget for a first reading at the Personnel Commission meeting on April 15, 2020. The Personnel Commission will hold a public hearing on its proposed budget on May 20, 2020, at which time it will fully consider all comments and suggestions that may be offered by District administration, the Board, or other concerned persons or organizations.

The Personnel Commission budget for fiscal year 2020-2021 reflects the following adjustments against the prior year’s budget:

- 5.8% increase in total salary and benefits due to the following changes:
- Mandatory 10.2% increase in employee benefits
- Mandatory step and column increases in salary

There are no increases anticipated during the next fiscal year for Total Operating Expenses. Outside of the mandatory salary and benefits increases, the initial budget will remain flat. There are no discretionary increases being requested at this time. Overall, the Personnel Commission is requesting a 5.5% increase to our budget for Fiscal Year 2020-2021.

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

**PERSONNEL COMMISSION BUDGET 2020-2021**

Description	Object	2019/20	2020/21	Difference
Administrative & Management	2110	\$377,414.00	\$377,414.00	\$-
Clerical	2120	\$485,800.00	\$523,098.00	\$37,298.00
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$-
Clerical Overtime	2324	2,000.00	2,000.00	\$-
Personnel Commissioners	2380	7,725.00	7,725.00	\$-
Other Classified Hourly	2393	0.00	0.00	\$-
Benefits (Staff - 47%)	Various	\$411,191.00	\$453,228.00	\$42,037.00
Benefits (Commissioners)	Various	\$82,990.00	\$82,990.00	\$-
<b>Total Salary &amp; Benefits</b>		<b>\$1,378,120.00</b>	<b>\$1,457,455.00</b>	<b>\$79,335.00</b>
Supplies	4550	\$4,396.00	\$4,396.00	\$-
Mileage	5210	\$150.00	\$150.00	\$-
Conf./Training/Staff Development	5220	\$6,200.00	\$6,200.00	\$-
Meeting Reimbursements	5241	\$-	\$-	\$-
Meals/Catering for Raters	5242	\$2,000.00	\$2,000.00	\$-
Dues & Memberships	5310	\$3,500.00	\$3,500.00	\$-
Repairs & Equipment Maintenance	5650	\$400.00	\$400.00	\$-
Legal	5730	\$20,000.00	\$20,000.00	\$-
Off Campus Printing	5820	\$-	\$-	\$-
Advertising	5830	\$6,500.00	\$6,500.00	\$-
Software Licensing	5840	\$11,400.00	\$11,400.00	\$-
Postage	5850	\$-	\$-	\$-
Other Contract Services	5890	\$-	\$-	\$-
<b>Total Operating Expenses</b>		<b>\$54,546.00</b>	<b>\$54,546.00</b>	<b>\$0.00</b>
<b>Total Budget</b>		<b>\$1,432,666.00</b>	<b>\$1,512,001.00</b>	<b>\$79,335.00</b>

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION May 5, 2020
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 21

**SUBJECT:**                    **ART COMPLEX UPDATE**

**SUBMITTEDBY:**            Vice President, Business and Administration

**SUMMARY:**                In December 2019, the college contracted Little Diversified Architectural Consulting, Inc. in collaboration with Grimshaw Architects to design the new 31,877 square-foot Art Complex. The project includes multiple state-of-the-art buildings that will provide lecture, studio, laboratory, and collaborative spaces. Little/Grimshaw team has been collaborating with the Art Department faculty and staff, and SMC administrators to determine the project goals and requirements.

District collaboration meetings were held on the following dates:

- December 10, 2019
- December 19
- January 10, 2020
- January 30
- February 13
- March 25
- April 2
- April 6
- April 8
- April 21

The Architects presented the current schematic design which is based on collaboration with the Art Department and SMC administrators; additional design refinements will be incorporated after receiving comments from the Board of Trustees and the neighboring community.



BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 22**

**SUBJECT:**                    **RESOLUTION: DESIGNATING PERSONNEL TO ACT AS THE AGENT FOR THE DISTRICT SEEKING FINANCIAL ASSISTANCE AFTER A DISASTER**

SUBMITTED BY:            Vice-President, Business/Administration

REQUESTED ACTION:    It is recommended that the Board of Trustees adopt the following resolution to designate the District’s Applicant Agents when seeking financial assistance after a Governor or Presidential disaster proclamation.

WHEREAS, on March 22, 2020, the President approved the Major Disaster Declaration FEMA-4482-DR, California Disaster Declaration (DR-4482) for the California COVID-19 pandemic; and

WHEREAS, on March 17, 2020, the Board of Trustees approved a resolution declaring emergency conditions exist at Santa Monica College and authorized the Superintendent/President to take any and all necessary actions to prepare and respond to the Novel Coronavirus (COVID-19); and

WHEREAS, the approval of the DR-4482 authorizes the Federal Emergency Management Agency’s (FEMA) Public Assistance to process reimbursement for emergency protective measures related to COVID-19; and

WHEREAS, Santa Monica College responded quickly to mitigate the immediate impacts to students, faculty, and staff, while also supporting continuity of education; and

WHEREAS, Santa Monica College efforts have resulted in unanticipated expenditures to limited resources; and

WHEREAS, Santa Monica College, as an institution of higher education are authorized for financial assistance through FEMA; and

WHEREAS, the California Office of Emergency Services (CalOES) requires a designation of authorize positions listed to execute for and on behalf of Santa Monica College for the purpose of obtaining certain Federal financial assistance;

THEREFORE BE IT RESOLVED that the Santa Monica Community College District hereby authorize the positions of the Superintendent/President, Vice President of Business and Administration, and Chief Director of Business Services to execute an application and to file it with the California Governor’s Office of Emergency Services.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT:                    **RESOLUTION TO REAFFIRM SANTA MONICA COMMUNITY COLLEGE DISTRICT'S COMMITMENT TO PROVIDE A SAFE ENVIRONMENT FOR ALL STUDENTS AND PERSONNEL**

SUBMITTED BY:            Superintendent/President  
Chair, Board of Trustees

Whereas, the Santa Monica Community College District recognizes the rights of all students and their families, regardless of ethnicity, immigration status, family structure, sexual orientation, religious beliefs, gender identity, or marital status; and

Whereas, the Santa Monica Community College District Board of Trustees acknowledges that civil and human rights are deeply rooted in the fabric of democratic and principled societies; and

Whereas, prominent among Santa Monica College's institutional values are mutual respect, to treat one another with dignity, trust and fairness; to appreciate the diversity of our community, students and workforce in a collegial and cooperative manner; to positively engage the college community in developing a deep appreciation of, and collegiality among all cultures; and

Whereas, Santa Monica College is a leader and innovator in learning and achievement by fostering its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness, and sustainability; and

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

Whereas, Santa Monica College will continue to work with the college community, national and state wide education leaders and elected officials to ensure that our students are able to pursue their educational goals; and

WHEREAS, scientists have confirmed that the COVID-19 disease does not respect borders and is not caused by ethnicity, and the World Health Organization has cautioned against using geographic descriptors because they can fuel ethnic discrimination; and

WHEREAS, using geographic descriptors related to the COVID-19 disease is inaccurate and stigmatizing, tends to incite fear and xenophobia, and may put some students and personnel at risk of retaliation; and

WHEREAS, Asian American communities are suffering acts of discrimination, hate crimes, and microaggressions due to fears of COVID-19; and

WHEREAS, as the COVID-19 virus has spread, numerous Asian Americans and Pacific Islanders have reported experiencing microaggressions, racial profiling, hate incidents and, in some cases, hate violence; and

WHEREAS, the United Nations Special Rapporteur on freedom of religion and belief reported on April 22, 2020, an alarming upsurge in the scapegoating religious or belief communities, including Christians, Jews, and Muslims, for the spread of the virus; and

Whereas, Santa Monica College confirms its commitment to the well-being and safety of all students and personnel

Therefore Be It Resolved that the Santa Monica Community College District Board of Trustees stands united in continuing to provide a safe environment for all students who choose to better their lives through education and will maintain the following strategies to be consistent with the college's values:

- Santa Monica College will continue to advocate for educational opportunities for all students regardless of ethnicity or immigration status ethnicity, immigration status, family structure, sexual orientation, religious beliefs, gender identity, or marital status.
- The Santa Monica Community College District Board of Trustees denounces hate speech or actions and reaffirms the College's commitment to create a campus atmosphere of respect by denouncing hate speech directed at immigrant, ethnic minority, religious and LGBTQ students and personnel, and by informing the campus community of existing resources for reporting and responding to identity-based hate incidents; and
- The Santa Monica Community College District will partner with local agencies including the City of Santa Monica, City of Malibu, the Santa Monica-Malibu Unified School District, Santa Monica Police Department, County of Los Angeles, Los Angeles Sheriff's Department and non-profit agencies and legal services agencies to provide referrals to resources and support for families with deportation concerns; and

COMMENT: This resolution addresses sentiment arising due to fears of the COVID-19 pandemic. It reaffirms the SMC's commitment to the well-being and safety of its students and personnel.

MOTION MADE BY: Barry Snell  
SECONDED BY: Sion Roy  
STUDENT ADVISORY: Aye  
AYES: 7  
NOES: 0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 5, 2020
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MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 24**

**SUBJECT:** 2019-2020 QUARTERLY BUDGET REPORT AND 311Q

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: Acknowledge receipt of the 2019-2020 Quarterly Budget Report, as of March 31, 2020 (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.

MOTION MADE BY: Barry Snell  
SECONDED BY: Susan Aminoff  
STUDENT ADVISORY: Aye  
AYES: 6  
NOES: 1 (Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

**SUBJECT:** **ANNUAL ADOPTION OF EDUCATION PROTECTION ACCOUNT (EPA – PROP 30) FUNDING AND EXPENDITURES**

**SUBMITTED BY:** Vice-President, Business and Administration

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the plan to expend the 2019-2020 Education Protection Account (EPA) funds of \$19,716,622 on instructional salaries.

**SUMMARY:** Proposition 55, The California Children’s Education and Health Care Protection Act of 2016, which was an extension of Proposition 30, temporarily raises the income tax rate for upper-income-earners (over \$250,000 for single filers, over \$500,000 for joint filers, and over \$340,000 for heads of households) through 2030-2031 to fund the State’s Educational Protection Account which provides funding for local school districts and community colleges.

Under Proposition 55, Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided by the EPA have been properly disbursed and expended as required by law.

This recommendation is submitted to comply with Proposition 55 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA that our District will receive for 2019-2020, as of P1, is \$19,970,223. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2018-2019 decreased from the P2 amount of \$19,523,072 to \$19,269,471 or a decrease of <\$253,601>. The entire amount for 2019-2020 less the decrease in 2018-2019 funding will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations and will be offset by a decrease in apportionment funding received by the State.

MOTION MADE BY: Rob Rader  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 26**

**SUBJECT:** **AMENDMENT TO AGREEMENT FOR PROGRAM AND CONSTRUCTION MANAGEMENT FOR DISTRICT BOND CONSTRUCTION PROGRAM**

**SUBMITTEDBY:** Vice President, Business and Administration

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve an amendment to the Program and Construction Management agreement with Vanir Construction Management, Inc. for Bond funded construction projects. The amendment is to extend the agreement, as follows:

- Extend the agreement, which will expire on May 31, 2020, for a period of two years from June 1, 2020 through May 31, 2022 in the amount not to exceed \$4,400,000 plus \$100,000 reimbursable expenses effective June 1, 2020;
- Adjust the rates from \$80-\$200 to \$84-\$210 per hour.

**FUNDING SOURCE:** Measure S, AA, V, and District Capital Funds

**COMMENT:** This amendment extends both of the program and construction management services for the District’s bond construction program. The program management services include: assisting District staff with budgeting and scheduling bond projects, managing the design process, and maintaining effective communications internally and externally. The construction management services include: managing the bidding process, construction administration, and project closeout for bond projects.

Vanir Construction Management, Inc. is the program and construction management team currently working on several major projects under construction or in planning phase, including the Early Childhood Lab School, Malibu Campus, Math & Science Building, Pico Village, Pico Classroom Complex, HVAC Upgrades, Phase 2 of the Student Services Center, and the new Art Complex.

MOTION MADE BY: Margaret Quinones-Perez  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 5, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27

SUBJECT: **AWARD OF CONTRACT – MATH AND SCIENCE BUILDING PHASE 1 -DEMOLITION**

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees award the contract to ICON WEST INC, the lowest responsive bidder for the SMC Math & Science Building Phase I Demolition.

<u>Bidder</u>	<u>Amount</u>
Icon West, Inc.	\$7,337,000.00
The Nazerian Group	\$7,614,123.00
Pinner Construction	\$8,868,000.00
S.J. Amoroso	\$9,397,000.00

FUNDING SOURCE: Measure V, State Capital Funds

COMMENT: The Math Department is operating out of the temporary trailers constructed after the 1994 Northridge Earthquake with inadequate technology or lab spaces. Consolidating the Math and Science, and Earth Sciences programs into a new complex allows for interdisciplinary interaction. The project will also include a new Planetarium that will be available for school and community presentations. This project has been in planning since 2007 and waiting for state funding, which was approved through the passage of a statewide bond in November 2016. Approximately 40% of the total project cost will be covered by state funds.

The Phase 1 of the project includes demolition of the existing Letter and Science building, Liberal Arts building, and Counseling building. The project also includes the Abatement and associated geotechnical improvement work as needed in preparation for the construction of the new Math and Science building.

Bids for the Phase 1 project were received on March 23, 2020. It is recommended that the Board authorize staff to contract with ICON WEST INC., the lowest responsible and responsive bidder determined from the list above. The SMC District's Award shall be finalized upon the review and verification of the all the requirements as outlined in the Contract Documents and the successful execution of the Contract.

Award of the construction contract is contingent upon receipt of a State DF-14 Form for Authorization to Award Construction Contract and Release of Construction Funding.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 28**

**SUBJECT:** **PROCESS TO APPOINT MEMBERS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees commence the application process (1) to fill a vacancy on the Citizens' Bond Oversight Committee (CBOC) caused by the expiring terms of a current member, effective July 1, 2020, and (2) to possibly appoint additional members to serve on the Citizens' Bond Oversight Committee.

**SUMMARY:** The Government Code and Education Code require that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees, with at least:

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

Following is the status of Citizens' Bond Oversight Committee membership:

Members with continuing terms through June 30, 2021	Patrick Acosta, Local Community/Business Heather Anderson, Local Community (Malibu) Michael Dubin, Business Community, Taxpayers Organization Elizabeth Greenwood, Local Community/Business Donald Schort, Local Community/Business Sonya Sultan, Local Community/Business
Member with term expiring June 30, 2020 who is eligible to apply for reappointment	Alfred Barrett, Senior Citizens' Organization
Associated Students Representative term expires June 30, 2020. A new representative will be appointed for 2020-2021.	Christine Tai



The Committee meets quarterly (July, October, January and April) and reviews quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses; (c) bond proceeds are maximized. Members of the Citizens' Bond Oversight Committee shall serve for no more than three consecutive terms (Education Code Section 15282.)

MOTION MADE BY: Rob Rader  
SECONDED BY: Barry Snell  
STUDENT ADVISORY: Aye  
AYES: 7  
NOES: 0

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ACTION May 5, 2020
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MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 29**

**SUBJECT:** **ANNUAL AUTHORIZATION OF PRIVILEGES FOR STUDENT TRUSTEE**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy 2015 and Education Code Section 72023.5.

1. The student trustee may make and second motions.
2. The Student Trustee is entitled to an advisory vote which shall be cast before the rest of the Board of Trustees and be recorded as such in the official minutes. The vote shall not be included in determining the vote required to carry any measure before the Board.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy. The term of compensation for the student trustee shall run from June through May.

**SUMMARY:** Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15<sup>th</sup> for the succeeding year.

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy.

MOTION MADE BY: Loiuise Jaffe  
 SECONDED BY: Brooke Harrington  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ACTION May 5, 2020
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MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 30**

**SUBJECT:** **FIRST READING – BOARD POLICY 2350, SPEAKERS**

**SUBMITTED BY:** Chair, Board of Trustees

**REQUESTED ACTION:** It is recommended that the Board of Trustees conduct a first reading of revised Board Policy 2350, Speakers.

**SUMMARY:** BP 2350, Speakers, has been revised to allot three minutes instead of five minutes for members of the public who wish to address the Board of Trustees during regular and special meetings of the Board of Trustees.

MOTION MADE BY: Loiose Jaffe  
SECONDED BY: Susan Aminoff  
STUDENT ADVISORY:

Abstain  
AYES: 6  
NOES: 1 (Quinones-Perez)



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**Board Policy**  
Chapter 2 – Board of Trustees

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**BP 2350      SPEAKERS**

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Trustees or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

**Addressing the Board of Trustees**

**Regular Meetings of the Board of Trustees**

Members of the public may address the Board of Trustees by oral presentation concerning any subject that lies within the jurisdiction of the Board of Trustees provided the requirements and procedures herein set forth are observed.

## Special Meetings of the Board of Trustees

Members of the public may address the Board of Trustees by oral presentation on any item included on the agenda for consideration by the Board of Trustees, provided the requirements and procedures herein set forth are observed.

## Procedure for Addressing the Board of Trustees

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable), and the topic or agenda item on which comment is to be made.

No member of the public may speak without being recognized by the Chair of the Board.

Generally, each speaker may be allowed a maximum of **three** minutes per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. Each speaker is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters. A speaker's time may not be transferred to another speaker.

## General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting before the Board reaches the Public Comments section in the agenda.
- **Three** minutes may be allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

## Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting before the Board reaches that specific item in the Major Items of Business in the agenda.
- **Three** minutes may be allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: The time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent/President.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting. (See BP 2355 Decorum)
3. The Board of Trustees urges that charges and complaints against any District employee be submitted to the Board in writing. This allows the Board to more carefully examine the complaint and initiate an investigation when necessary. However, no one will be prevented from making a charge or complaint to the Board because they decline to do so in writing. If a complaint is made orally, the Board may request that the individual making the complaint provide additional information to facilitate an investigation. The Board may also afford the District employee, about whom a complaint is made, the opportunity to respond either orally or in writing at the same or subsequent meeting.

Also see BP 2345 Public Participation at Board Meetings and BP 2355 Decorum.

References:

Education Code Section 72121.5;  
Government Code Sections 54950 et seq.

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Adopted: May 1, 2000

Revised: December 1, 2003, June 6, 2017

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2020

**XII. BOARD COMMENTS**

**XIII. ADJOURNMENT -11:26 p.m.**

The meeting was adjourned in memory of **Jack Duganne**, former SMC adjunct instructor, and **Ellen Reich**, professor at Emeritus.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held via Zoom Conference on Tuesday, June 2, 2020 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Conference.

Major Items of Business

The agenda for the next meeting will include the following:

1. Tentative 2020-2021 Budget
2. Five-Year Construction Plan
3. Second Reading – Board Policy Section 2350, Speakers
4. Annual Recommendations, Consultants and Contracts