



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, SEPTEMBER 14, 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	September 14, 2021

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, September 14, 2021. The meeting will be conducted via Zoom Webinar.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
 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
 Ali Shirvani, 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)

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE – Joshua Elizondo and Denny Zane
- CLOSED SESSION REPORT - None
- OATH OF ALLEGIANCE: Board Chair Rob Rader administered the Oath of Allegiance to Joshua Elizondo for the office of Member, Board of Governors of the California Community Colleges.
- REVISIONS/SUPPLEMENTAL STAFF REPORTS
 - Revision to Recommendation #5 – Regular Personnel, Regular was unanimously approved.

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS

Hari Vishwanadha
 Rachel Demski

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: August 3, 2021 (Regular Meeting)
August 17, 2021 (Special Meeting/Closed Session)

Contracts and Consultants

- #2-A Approval of Contracts and Consultants
(*Greater than the amount specified in Public Contract Code Section 20651*)
➤ *Amendments to Previously Approved Contracts*
- #2-B Ratification of Contracts and Consultants
(*Less than the amount specified in Public Contract Code Section 20651*)
➤ *Amendments to Previously Approved Contracts*
➤ *Renewal of Lease Agreement for KCRW*
➤ *New Contracts*

Donation

- #3 KCW Foundation Donations of Equipment to SMCCCD

Human Resources

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

Facilities and Fiscal

- #8 Facilities
- A Agreement for Engineering Services – Structure Evaluation, Students Services Center, Parking Structure 3, Corsair Stadium
 - B Contractor Substitution Request – SMC Malibu Enter and Sheriff Substation Project Phase 2
 - C Project Close Out – HVAC Replacement and Duct Insulation Project
 - D Change Order No. 1 – Cosmetology Flooring Project
 - E Project Close Out – Cosmetology Flooring Project
 - F Resolution Authorizing the Superintendent/President to Enter into a Right of Entry Agreement with the City of Santa Monica for a Portion of the Airport Arts Campus Parking Lot
- #9 Acceptance of Grants and Budget Augmentation
#10 Budget Transfers
#11 Commercial Warrant Register
#12 Payroll Warrant Register
#13 Auxiliary Payments and Purchase Orders
#14 Organizational Memberships
#15 Providers for Community and Contract Education
#16 Authorization of Signatures to Approve Invoices, 2021-2022
#17 Authorized Signature Resolution

- #18 Purchasing
 - A Award of Purchase Orders
 - B Award of Bid for Athletics Event Charter Transportation
 - C Award of Bid for Tree Trimming Services
 - D Award of Competitive Contracts 2021-2022

IX. CONSENT AGENDA – Pulled Recommendations

X. MAJOR ITEMS OF BUSINESS

- #19 Collective Bargaining Unit Initial Proposal for 2021 Successor Negotiations by the SMC Police Officers Association
- #20 SMCCD Initial Proposal for 2021 Successor Negotiations with the SMC POA
- #21 Information: Los Angeles County Metro Fareless System Initiative
- #22 Resolution Declaring that Ongoing Emergency Conditions Exists at SMC Finding that in Person Meetings Under the Brown Act Would Present Imminent Risks to the Health and Safety of Meeting Attendees
- #23A Public Hearing – 2021-2022 Budget
- #23-B Adoption of 2021-2022 Budget
- #24 Adoption of EPA Account Expenditure Plan
- #25 Appointments to Citizens’ Bond Oversight Committee
- #26 Information: Schedule of Board of Trustees Meetings, 2022

XI. ANNUAL BOARD SELF-ASSESSMENT

- Board Trustees Self-Assessment and Appraisal of College Performance
- Board of Trustees Goals and Priorities, 2020-2021

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday October 5, 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	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 14, 2021

IV. SUPERINTENDENT’S REPORT

- COVID-19/Return to Campus: The update included the following topics:

Preparation for Fall 2021

- Safety Plans for all Departments
- Safety Plans for Special Events and Athletics
- Classroom safety protocols and signs posted throughout the campus
- Library limited access as well as limited access for CMD computers
- Appointment only SSC
- Training videos for all audiences, students, staff and faculty

Safety Management

- Continue safety walk-throughs in each of our areas; looking, finding, and fixing safety hazards
- Conduct regular safety meetings with our staff to discuss safety issues, corrective actions, and to engage staff
- Continuous safety mindfulness: Safety is now a part of daily management, and we need everyone’s participation to ensure the campus is safe. Daily safety management provides us with a reminder of the importance of safety and keeps it top of mind.

Maintenance and Operations

- Upgrade mechanical systems to MERV-13 Filters
- Enhanced cleaning, sanitizing and disinfectant frequencies
- Outfitted all classrooms for the Fall semester with:
 - Plexiglass Barriers
 - Portable HEPA Air Purifiers
 - Disinfectant Supplies
 - Personal Protective Equipment (PPE)

Mandatory Vaccination Program - Students

- College implemented a vaccination program for all students who are taking on ground classes and/or accessing on-ground services
- We have processed 9197 vaccination records and 107 requests for exemptions and deferrals
- Students with approved exemptions and deferrals are required to submitted COVID-19 PCR testing within 72 hours prior to coming to campus
- Testing is available 5 days a week in lot 5 with Curative
- Students are notified of a missing test and told not to come to campus and instructors are made aware
- Student Services Clerks are checking the vaccination status of students at each entry point for on ground services at the main campus and CMD

Mandatory Vaccination Program – Employees

- Mandatory Vaccination Program
- Vaccinated Employees
- Unvaccinated Employees
- Exemption Requests
- Exemption Decisions

- Employee Testing

Academic Affairs

Fall 2021:

- 350 sections, 15% of total schedule, 4,000 students
- Training Meeting with 100 on-ground faculty on September 24.
- Smooth reopening with lessons learned
- Fall fill rates for Week 1 start classes:
 - Online: 87%
 - On Ground: 70%
 - Overall: 85%
- Week 4 and Week 8 starts to come

Winter 2022:

- 35% of sections on-ground
- Continuing to complete full approval for courses authorized for emergency distance education (about 400 of 1200 courses)
- Spring schedule trends will be available by end of this week.

Auxiliary Services

- Food service
- Water
- Bookstore
- The Cashier's office
- Parking
- Reprographics

Planning for Winter and Spring 2022

- Safety: Continue to monitor County and State guidelines
- Expand on-ground courses
- Adding on-ground services
- Setting up vaccination verification program

Continuous planning...

- Opening of Fall 2021 Semester
 - Acknowledgement of Professional Development Committee for Opening Day Activities. Superintendent/President Kathryn Jeffery thanked the Professional Development Committee and the Classified Professional Development Committee for planning and facilitating Professional Development Day. Dr. Leah Hald, Dr. Kiersten Elliott, Dennis Biddle, Cyrus Fernandez and all the other individuals who participated were commended for the success of the day.
 - New Faculty Orientation: Eight new faculty members were welcomed at the new faculty orientation held via Zoom on August 24, 2021. Numerous departments including student affairs, academic affairs, and enrollment development participated to prepare them for their role as faculty at SMC.
- SMC Voting Center: This is the fourth time the County has used Santa Monica College for a site for their vote centers. A classroom in the Art Building was used because the gymnasium was being used. The following departments were acknowledged: Campus Police for patrolling, Risk Management for preparing a safety plan, Maintenance and Operations for preparing a room which had not been used for over a year, and Information Technology for working with the County for telecommunications that were needed.

- Transfers to UCLA: SMC received the latest transfer report for Fall 2021 from UCLA. SMC produced 2,053 SMC student applications for fall 21 admissions to UCLA and 543 were admitted (26.5%). The Scholars students made up only 234 of those 2,053 applicants (8.7%). However, 201 of the 234 Scholars students were admitted. As a program, that makes the admit rate almost 86%. Institutionally, Scholars (TAP certified) students made up 37% of SMC's admitted applicants to UCLA for Fall 21.
- Employee Retirement Event: Many retired colleagues participated in the event. Also included were recognition of employees of the year for their constituent groups.
- The Accreditation kick-off event was held today. The ISER (Institutional Self-Study Report) is due in December 2022. The accreditation visit will be in October 2023.
- Early Childhood Lab School: The Growing Place received its license, staffing is in place, and the Early Childhood Lab School will be receiving children tomorrow, Wednesday, September 15th.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 14, 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-#18.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #2-B, 2 and 4

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 2-B: Ratification of Contracts and Consultants

#2

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

#4

MOTION MADE BY: Ali Shirvani
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

- [August 3, 2021 \(Regular Meeting\)](#)
- [August 17, 2021 \(Special Meeting/Closed Session\)](#)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 14, 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.

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
1 Collier Simon	This contract was previously approved on June 2, 2020. The request for extension of time to the contract was approved on April 6, 2021. This is an amendment to include the increase in contract amounts. \$78,950 increase to contract, total contract not to exceed \$1,328,950	Collier Simon will continue to build comprehensive social content strategy and communication plan with timing and rollout details for continuing advertising programs for CCLA; create on-demand dashboard for the LA19 teams; meet with client leadership and other agency partners to provide weekly reports; create brand kits for each college; and provide an influencer program to increase awareness in an effort to grow enrollment for CCLA career education programs.	Strong Workforce Program (SWP) Regional Funds
2 Blackboard	This contract was previously approved on June 2, 2020. The request for extension of time to the contract was approved on April 6, 2021. This is an amendment to the April 6, 2021, agenda to include the increase in contract amounts. \$78,950 increase to contract, total contract not to exceed \$1,328,950	Blackboard will continue to provide a comprehensive marketing and enrollment lead qualification and transfer services to support the 19 community colleges in LA County; manage marketing campaigns and social media spending; and provide specialized training on the colleges, program attributes, and transfer process to the enrollment associates who represent the college.	Strong Workforce Program (SWP) Regional Funds

1 and 2

Comment: SMC received a small participation agreement for the SWP Regional Marketing Project, using unspent regional funds from fiscal year 2017-2018. That participation agreement (from April 1, 2021) was approved by the Board in July. The funding from that agreement (less SMC indirect), was split equally to support ongoing social media campaign services from both of the primary vendors, Collier Simon (creative and social media buys) and Blackboard (central website maintenance and search engine optimization).

CONSENT AGENDA: CONTRACTS AND CONSULTANTSRECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS2-A APPROVAL OF CONTRACTS AND CONSULTANTS➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS (continued)

	Provider/Contract	Term/Amount	Service	Funding Source
3	Collier Simon	One-year extension of contract term September 2, 2021 – August 31, 2022 Not to exceed \$397,000	This contract is a continuation of services. In an effort to drive greater awareness of Career Education and increase enrollments in these programs at SMC, Collier Simon will architect a comprehensive social content strategy, execute, and produce content creation and manage all social media buys for SMC.	Strong Workforce Program (SWP) Local Funds
4	International Optimum Solutions dba Kirkpatrick Enterprise International	June 14, 2021 – June 30, 2022 \$85,000 increase to contract, total not to exceed \$175,000	Contractor to continue to develop and deliver a training course to address the immediate concerns and points of clarifications that business owners and their rehired (return to work) employees are facing and will continue to face in a COVID and post-COVID environment. ETP client trainees shall receive four (4) hours in any of the ETP specified COVID 19 training courses	ETP COVID-19 Rapid Re-employment and Retraining Pilot
<u>1, 2, 3 and 4</u> <i>Requested by: Sasha King, Interim Associate Dean Career Technical Education & Workforce</i> <i>Approved by: Bradley Lane, Vice President of Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 14, 2021

CONSENT AGENDA: 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

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
1 Santa Monica Daily Press	2021-2022 Not to exceed \$35,550 Increase of \$ 1,350 to run SMC legal notifications for three consecutive weeks. Previously approved in the amount of \$34,200 at the Board of Trustees meeting on June 1, 2021	2021-2022 print and digital advertising for college advancement; student recruitment, and community outreach	2021-2022 Marketing Budget
2 Google/Youtube, Spotify, Facebook/Instagram, Flickr, Snapchat, TikTok, NextDoor, Pinterest and related social media channels.	2021-2022 Not to exceed \$126,000 No change in amount approved at Board of Trustees meeting on June 1, 2021	2021-2022 web advertising (search) for student recruitment. To be split among social media channels. Added additional social media channels NextDoor, Pinterest, Youtube	2021-2022 Web & Social Media Budget
<p><u>1, and 2</u> These contracts for Marketing, Community Outreach, Recruitment and Web and Social Media, are amendments to previously approved existing contracts and services. <i>Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i></p>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 14, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

2-B RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

➤ RENEWAL OF LEASE AGREEMENT FOR KCRW

Provider/Contract	Term/Amount	Service	Funding Source
3 Snow Peak Communications	Fiscal Year 2021-2022 Contract term: September 1, 2021 – August 31, 2026 Renewal option: September 1, 2026 – August 31, 2031 \$595 per month 5% annual escalation	This is a renewal of an existing lease agreement for KCRW tower site in Banning, California	KCRW Donations and Corporation for Public Broadcasting Grant

Requested by: Jennifer Ferro, General Manager, KCRW
Approved by: Don Girard, Government Relations/Institutional Communications

➤ NEW CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
4 Radical Roots Collective	2021-2022 \$30,150	Provide equity training to Student Care Teams within the three Areas of Interest (Business, Health and Wellness, STEM)	Navigating Pathways to Success (Title V) Grant

Requested by: Deyadra Blye, Project Manager, Student Care Teams
Approved by: Michael Tuitasi, Vice President of Student Affairs

5 National Center for Inquiry and Improvement	September 2021- June 2024 A maximum of \$10,000 per year, not to exceed \$30,000	Phase Two of the California Guided Pathways Project Participation Agreement continues the college's implementation of the Guided Pathways Redesign model in a learning community with 42 other California Community Colleges. This agreement provides for the college's participation at a virtual institute in November 2021 and five in-person institutes (planned) for Spring and Fall 2022, Spring and Fall 2023, and Spring 2024, pandemic conditions and safety allowing. Each college team can include up to seven participants at each Institute.	California Community College Chancellor's Office- Guided Pathways
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Requested by: Maria Muñoz, Dean of Equity, Pathways, and Inclusion (Interim)
Approved by: Bradley Lane, Vice President of Academic Affairs

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 14, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

2-B RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

➤ NEW CONTRACTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
6	Quoc Nguyen	August 10, 2021 – June 30, 2022 Not to exceed \$24,000	External evaluation services for the National Science Foundation (NSF) grant by investigating the interventions that affect student success and the exploration of impact of strategies for increasing the number of students from historically marginalized communities, focused on Black and Latinx students.	National Science Foundation
<i>Requested by: Silvana Carrion-Palomares, Project Manager NSF Grant</i> <i>Approved by: Bradley Lane, Vice President of Academic Affairs</i>				
7	Modern Campus	2021-2022 Ongoing cost of \$2,500 a year for new module. One-time costs of \$6,000 for possible costs of 40-hour developer assistance plan to aid in customized web projects.	Add calendar module to redesigned college website.	2021-2022 Web & Social Media Budget
<i>Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 3 KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

The following are donations of equipment from the KCRW Foundation to the Santa Monica Community College District. In the normal course of business, the KCRW Foundation uses member donations and underwriting revenues to purchase equipment used in operating the Station. The ownership of the assets is transferred to the District and is inventoried and depreciated by the District. This Board action is primarily a recordkeeping action. The assets continue to be used in operating the Station.

Items	Amount
April 2021: Spare power supplies for the performance studio SSL board. Quantity: 5 Solid State Logic SSL Console Mixer C100. x1 at \$340.00 and x4 at \$400 each, net \$2144.62. Order 06-06913-59884. Dated 4/15/21 Paid 4/15/21, paid via Visa credit card on 4/15/21.	\$ 2,144.62
Replacement microphone arms used at HQ. Quantity: 4 Mika 42" Natural Alum Mic Arm at \$451.00 each unit, net \$2,008.01. Invoice 0453725. Dated 4/27/21 Paid 5/10/21, payment confirmation #P21050701-4131771.	\$ 2,008.01
Satellite dish part that powers the amplifier which is used to receive NPR programming. Quintech 8-Way Active L-Band SPLTR \$324, net \$398.98. Invoice 0453414 Dated 4/16/21 Paid 4/23/21, payment confirmation #P21042201-0046021	\$ 398.98
May 2021: Microphone kit for host. Shure MOTIV MV7 Dynamic Cardioid USB and XLR Podcast Microphone \$279, net \$308.15. Order SHU-7592597 Dated 5/3/21 Paid 5/3/21, paid via Visa credit card on 5/4/21.	\$ 308.15
Mobile device kit for Left, Right & Center contributors. USB SIP Codec 'Touch' Starter Kit \$449, net \$449. Order 13779 Dated 5/20/21 Paid via Visa credit card 5/20/21.	\$ 449.00
June 2021: DJ Controller for mixing. Pioneer DJ DDJ-SB3-N 2-deck Serato DJ Controller \$269, net \$294.56. Order 111-4266816-5680221 Dated 6/16/21 Paid via Visa credit card 6/18/21	\$ 294.56
Replacement laptops for staff. Quantity: 3 13 inch MacBook Pro \$1379 each, net \$4,542.02. Order W838113176 Dated 6/5/21 Paid via Visa Credit Card 6/10/21	\$ 4,542.02
Replacement fader module for audio boards. Axia Fusion 4-Fader Module \$2,219, net \$2,469.80 after \$271.21 credit was received on 7/30/21. Invoice 0455379 Dated 6/14/21 Paid 7/23/21, payment confirmation #P21072201-4086824	\$ 2,469.80
TOTAL DONATIONS: 2020-2021 4 th Quarter	<u>\$ 12,615.14</u>
TOTAL DONATIONS TO DATE: FISCAL YEAR 2021-2022	\$ 12,615.14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL

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

	<u>EFFECTIVE DATE</u>
<u>AMENDMENT TO SUPERINTENDENT/PRESIDENT'S CONTRACT</u>	07/01/2021
<u>Section 2: Term</u> The term of this Agreement is extended through June 30, 2024. All other provisions of the contract remain the same.	

<u>ESTABLISH</u> Project Manager, Guided Pathways Redesign and SEAP (Student Equity and Achievement Program)	09/15/2021
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<u>ELECTIONS</u> Massillon, Sharlyne, Project Manager, Basic Needs	09/15/2021
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<u>Long-Term Substitute</u> Sandoval, Audrey, Full-Time Counseling, CalWORKs	08/30/2021-06/14/2022
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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	September 14, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL - REGULAR

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

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Custodian (1 position Operations, 12 months, 40 hours, VH-I	09/15/2021

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Yen, Charlie From: Director of Facilities Planning, Range M34 To: Director of Facilities Planning and Construction, Range M39	09/15/2021
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(Vacant) From: Assistant Director of Facilities Planning, Range M25 To: Assistant Director of Facilities Planning and Construction, Range M27	09/15/2021
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Winter, Lisa From: Compliance Administrator/Title IX Coordinator, Range M29 To: Assistant Director of Human Resources, Compliance & Title IX, Range M31	09/15/2021
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PROBATIONARY/ADVANCE STEP PLACEMENT

Beidleman, Tracy, Director of Grants (Step E)	10/01/2021
Huizar, Loretta, Tutoring Coordinator- English & Humanities (Step C)	09/01/2021

PROBATIONARY

Vasquez, Victor, Accountant, Fiscal Services *Effective date adjusted from the August 3, 2021 Board meeting	09/01/2021*
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REINSTATEMENT

Gutierrez, Hector, Grounds Equipment Operator, Grounds, Weekend Shift	09/14/2021
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VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Jimenez, Jorge From: Grounds Equipment Operator, Grounds, Regular Shift To: Grounds Equipment Operator, Grounds, Weekend Shift	09/14/2021
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Montes, Melissa From: Custodian, Operations, NS-I To: Custodian, Operations, NS-II	09/01/2021
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CSEA EDUCATIONAL PAY DIFFERENTIAL

Luna, Gilbert, Skilled Maintenance Worker II	.75%	09/01/2021
Penate, Yesenia, Administrative Assistant I	1.5%	09/01/2021
Samano, Mario, Skilled Maintenance Worker II	1.5%	09/01/2021
Samano, Mario, Skilled Maintenance Worker II	.75%	09/01/2021

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Carter, Justin 08/04/2021 to 12/11/2021

From: Custodian, Operations, NS-II

To: Custodial Operations Supervisor, Operations, NS-II

Percentage: More than 50%

Henriquez, Fernando 08/23/2021 to 12/23/2021

From: Receiving, Stockroom, and Delivery Worker

To: Lead Receiving, Stockroom, and Delivery Worker

Percentage: More than 50%

Jimenez, Jorge 07/06/2021 to 08/30/2021

From: Grounds Equipment Operator

To: Irrigation Systems Specialist

Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (LIMITED TERM ASSIGNMENT)

Gallego, Luis 08/23/2021 to 12/20/2021

From: Mail Services Worker I

To: Receiving, Stockroom, and Delivery Worker

Percentage: More than 50%

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

Hernandez Solis, Edgar 03/10/2021 to 06/30/2021

From: Customer Service Assistant, Campus Bookstore 07/01/2021 to 08/14/2021*

To: Accounting Specialist, Campus Bookstore 08/15/2021 to 09/11/2021*

Percentage: More than 50%

*extension of working out of class assignment

LEAVE OF ABSENCE - UNPAID

Poole, Jaime, Instructional Assistant - English 09/07/2021 – 12/10/2021

RESIGNATION

LAST DAY OF PAID SERVICE

Carranza, Juliana, Case Management Coordinator 08/20/2021

Davis, Derrick, Custodial Operations Supervisor, Operations 08/17/2021

Ip, Regina, Web Content & Social Media Manager, Web & Social Media 09/30/2021

Jeong, Monica, Student Services Clerk, Admissions & Records 08/13/2021

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 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.

Abdulhafiz, Meymuna, Student Services Clerk, Health Services	08/24/2021-10/31/2021
Amerman, Thomas, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Arango, Maria R., Registered Nurse, Health Services	08/09/2021-08/30/2021
Austin, Harald, Student Services Clerk, Cashier’s Office	08/23/2021-09/10/2021
Belay, Johanna, Customer Service Assistant, Bookstore	
From:	07/21/2021-06/30/2022
To:	07/01/2021-06/30/2022
Braden, John J., Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Brown, Carla, Student Services Clerk, Health Services	08/24/2021-10/31/2021
Brummer, Alison, Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Brundage, Kirk D., Accompanist–Dance, Dance	08/04/2021-12/31/2021
Accompanist–Performance, Music	08/04/2021-12/31/2021
Carbone, John L., Accompanist–Dance, Dance	08/04/2021-12/31/2021
Accompanist–Performance, Music	08/04/2021-12/31/2021
Castaneda, Leticia, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Chanaiwa, Isom T., Assoc. Director-SMC Foundation, Inst. Advancement	08/01/2021-12/09/2021
Coleman, Dareyl D., Health Assistant, Health Services	08/24/2021-11/30/2021
Eichen, John, Student Services Clerk, Health Services	08/24/2021-10/31/2021
Espinoza III, Carlos, Health Assistant, Health Services	09/02/2021-11/30/2021
Fernandez, Daniel, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Fregoso, Nancy, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Gerhold, Thomas, Accompanist–Performance, Emeritus	08/04/2021-12/31/2021
Gibbons, Amelia, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Gunderson, Michael, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Guzman, Scott, Student Services Clerk, Cashier’s Office	08/23/2021-09/10/2021
Halacy, Dylan P., Accompanist–Dance, Dance	08/04/2021-12/31/2021
Accompanist–Performance, Music	08/04/2021-12/31/2021
Hernandez, Elizabeth, Health Assistant, Health Services	08/24/2021-11/30/2021
Heskin, Alyssa F., Case Management Coord., Care & Prevention	08/24/2021-11/23/2021
Hidalgo, Michael, Theatre Tech Specialist, Performing Art	07/14/2021-06/30/2022
Howard-Graham, Kimi, Student Services Clerk, Cashier’s Office	08/23/2021-09/10/2021
Jones, Samuel, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Klinkenberg, Frans, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Knowles, Simon J., Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Lopez, Vanessa, Customer Service Assistant, Bookstore	
From:	07/21/2021-06/30/2022
To:	07/01/2021-06/30/2022

Lopez, Vanessa, Student Services Clerk, Health Services	08/24/2021-10/31/2021
Munoz, Maria D. "Angela", Student Services Clerk, Health Service	08/30/2021-10/31/2021
Nesteruk, Gary, Accompanist–Performance, Emeritus	08/04/2021-12/31/2021
Osipova, Yelena, Accompanist–Dance, Dance	08/04/2021-12/31/2021
Accompanist–Performance, Music	08/04/2021-12/31/2021
Peyton, Timothy L., Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Pineda, Johnny Angel, Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Plotkin, Alla, Accompanist–Dance, Dance	08/04/2021-12/31/2021
Accompanist–Performance, Music	08/04/2021-12/31/2021
Postley, Colin, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Price, Jamieson K., Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Reyes-Flores, Jonathan, Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Richardson, Gary A., Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Robles, Jr., Jose, Student Services Clerk, Health Services	08/24/2021-10/31/2021
Shea, Teresa K., Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Snyder, John, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Soro, Gnenemon, Accompanist–Dance, Dance	08/04/2021-12/31/2021
Accompanist–Performance, Music	08/04/2021-12/31/2021
Sow, E. Malick, Accompanist–Dance, Dance	08/04/2021-12/31/2021
Accompanist–Performance, Music	08/04/2021-12/31/2021
Sperry, Adam, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Stuck, Jennifer, Student Services Clerk, Cashier's Office	08/23/2021-09/10/2021
Tejaratchi, Ryan, Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Ter-Avanesova, Nonna, Accompanist–Dance, Dance	08/04/2021-12/31/2021
Accompanist–Performance, Music	08/04/2021-12/31/2021
Tindell, Walter B., Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022
Tittle, Toby, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Vargas, Alexandra, Health Assistant, Health Services	08/09/2021-08/30/2021
Walker, Frederick G., Accompanist–Dance, Dance	08/04/2021-12/31/2021
Accompanist–Performance, Music	08/04/2021-12/31/2021
Watanabe, Atsushi, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Weber, Angelea, Theatre Tech Specialist, Performing Arts	07/14/2021-06/30/2022
Zeitman, Ethan, Theatre Tech Specialist, Performing Arts	07/22/2021-06/30/2022

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

Austin, Harald, Student Services Clerk, Health Services	08/24/2021-10/31/2021
Brinkley, Tanisha, Customer Service Assistant, Bookstore	08/16/2021-09/24/2021
Greenhalgh, Colleen, Enterprise Business Services Clerk, Cashier's Office	08/23/2021-09/10/2021
Kiss, Hannah, Program Specialist, SEAP and UCLA STEM IN	08/30/2021-11/30/2021
Nelli, Maria, Enterprise Business Services Clerk, Cashier's Office	08/23/2021-09/10/2021
Nwonwu, Vergie, Customer Service Assistant, Bookstore	08/16/2021-09/24/2021
Shine, Kevin, Enterprise Business Services Clerk, Cashier's Office	08/23/2021-09/10/2021
Van Hemelrijck, Erin G., Student Services Clerk, Health Services	08/24/2021-10/31/2021
Webber-Gregg, Bronwyn, Administrative Assistant II, Health Sciences	08/24/2021-11/30/2021

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$15.00/hour (STHP)	45
College Work-Study Student Assistant, \$15.00/hour (FWS)	3

SPECIAL SERVICE

Community Services Specialist I, \$35.00/hour	7
Community Services Specialist II, \$50.00/hour	2

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

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

8-A AGREEMENT FOR ENGINEERING SERVICES – STRUCTURE EVALUATION, STUDENT SERVICES CENTER, PARKING STRUCTURE 3, CORSAIR STADIUM

Enter into an agreement with KPFF for engineering services for structure evaluation of Student Services Center, Parking Structure 3, and Corsair Stadium in an amount not to exceed \$54,000 plus \$4,500 in reimbursable expenses.

Funding Source District Capital Funds

Comment: KPFF, a structural engineering firm, will review and evaluate areas where visible cracks are observed at various locations of the Student Services Center, Parking Structure 3, and Corsair Stadium. KPFF will provide recommendations if repairs are required to address these issues. KPFF has already evaluated the Student Services Center and found the cracks do not pose an immediate structural concern.

8-B CONTRACTOR SUBSTITUTION REQUEST – SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2

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

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
Digital Networks Group, Inc.	AVIDEX Industries, LLC.

Comment: Icon West, Inc., the General Contractor for the SMC Malibu Center and Sheriff Substation Project Phase II, has requested to substitute their listed subcontractor, Digital Networks Group, Inc. with AVIDEX Industries, LLC. to perform the Low Voltage portion of the project. Per the General Condition of the contract, the District’s consent to Contractor’s substitution of a listed subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

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

8-C PROJECT CLOSE OUT – HVAC REPLACEMENT AND DUCT INSULATION PROJECT

Subject to completion of punch list items by AC Pros, Inc., authorize the District Representative without further action of the Board of Trustees, to accept the project described as HVAC REPLACEMENT and DUCT INSULATION PROJECT as being complete. Upon completion of punch list items by AC Pros, Inc. the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

Comment: This project included completed work at the following four locations: 2714 Pico (HVAC replacement), 1510 Pico (HVAC replacement), the Emeritus Building (HVAC replacement), and Science Building (duct insulation).

8-D CHANGE ORDER NO. 1 – COSMETOLOGY FLOORING PROJECT

Change Order No. 1 – MCM Construction on the Cosmetology flooring project in the amount of \$9,700.15.

Original Contract Amount	\$119,980.00
Change Order No. 1	<u>\$ 9,700.15</u>
Revised Contract Amount	\$129,680.15
Total Change Orders represent 8% of the original contract.	

Funding Source: Facilities Fund 40

Comment: Change Order No. 1 Includes the following:

- Five additional days of floor prep in Classroom A and Shower Room \$10,617.54
- Credit for Classroom A restroom flooring (\$917.64)

8-E PROJECT CLOSE OUT – COSMETOLOGY FLOORING PROJECT

Subject to completion of punch list items by Modern Construction Management, Inc. (MCM Construction), authorize the District Representative without further action of the Board of Trustees, to accept the project described as COSMETOLOGY FLOORING PROJECT as being complete. Upon completion of punch list items by MCM Construction, the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

8-F RESOLUTION AUTHORIZING THE SUPERINTENDENT/PRESIDENT TO ENTER INTO A RIGHT OF ENTRY AGREEMENT WITH THE CITY OF SANTA MONICA FOR A PORTION OF THE AIRPORT ARTS CAMPUS PARKING LOT

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 for a portion of the Airport Arts Campus Parking Lot (Triangle Lot west of Airport Arts Campus)

WHEREAS, the City of Santa Monica desires to use a portion of the Airport Arts Campus west parking lot for storage of tools, equipment, and materials related to its Wastewater Improvement Project; and

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

NOW, THEREFORE, BE IT RESOLVED that the Superintendent/President is authorized to enter into a Right of Entry Agreement with the City of Santa Monica for a portion of the Airport Arts Campus west parking lot, Santa Monica, California.

Comment: The City of Santa Monica approached the College requesting further assistance with one of its public works projects. It was looking for vacant land to store construction equipment and supplies related to a public works project. The College can make available a portion of the Airport Arts west parking lot. The College will receive \$6,600 per month for use of property.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 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) III- Minority Serving Institutions

Granting Agency: United States Department of Education

Augmentation Amount: \$2,369,228 (Amended Award: \$4,571,417)

Matching Funds: Not Applicable

Performance Period: July 1, 2021- August 11, 2022

Summary: On March 11, 2021, the American Rescue Plan (ARP) was signed into law. This new law gives the U.S. Department of Education approximately \$39.6 billion to distribute to institutions of higher education to serve students and ensure learning continues during the COVID-19 pandemic, through the HEERF.

On August 5, 2021, Santa Monica College was advised of supplemental funding in the amount of \$2,369,228. The district must use a portion of the funds received under this supplemental award to implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines. Funds may also be used to defray expenses incurred by the district since the declaration of the national emergency due to COVID-19 on March 13, 2020. Allowable use of funds includes reimbursement of expenses, lost revenue, technology costs associated with the transition to distance education, as well as faculty and staff training and payroll.

Budget Augmentation:	Restrict Fund 01.3	
	Revenue	
	8100 Higher Education Act	\$2,369,228
	Expenditures	
	1000 Academic Salaries	0
	2000 Non-Academic Salaries	\$200,000
	3000 Employee Benefits	\$40,000
	4000 Supplies & Materials	\$1,000,000
	5000 Other Operating Expenditures	\$805,210
	6000 Capital Outlay	0
	7000 Other Outgo	\$324,018
	Total	\$2,369,228

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 14, 2021
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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

10-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 30, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	125,000
2000	Classified/Student Salaries	115,000
3000	Benefits	-200,000
4000	Supplies	-6,273
5000	Contract Services/Operating Exp	-933,727
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	900,000
Net Total:		0

10-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 30, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	164,814
2000	Classified/Student Salaries	-69,388
3000	Benefits	221,058
4000	Supplies	79,610
5000	Contract Services/Operating Exp	77,923
6000	Sites/Buildings/Equipment	-93,147
7100/7699	Other Outgo/Student Payments	-40,721
7900	Contingency Reserve	-340,149
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	September 14, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 COMMERCIAL WARRANT REGISTER

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

Requested Action: Approval/Ratification

<u>Commercial Warrant Register</u>	
July 2021	03576 through 21481
 <u>ACH Numbers</u>	
July 2021	20210713 through 20210727
Total	\$5,125,753.07

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

RECOMMENDATION NO. 12 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

<u>Payroll Warrant Register</u>	
July 2021	C1L – R02 \$14,601,197.46

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

RECOMMENDATION NO. 13 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

<u>Auxiliary Operations Payments and Purchase Orders</u>	
July 2021	Covered by check & voucher numbers: 027557-027645 & 02664-02675
Bookstore Fund Payments	\$ 309,606.34
Other Auxiliary Fund Payments	\$ 44,339.38
Trust and Fiduciary Fund Payments	<u>\$ 236,034.89</u>
	\$ 589,980.61
 <u>Purchase Orders issued</u>	
July 2021	\$ 27,372.75

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 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>
September 2021	5	\$4,530

Funding Sources: General Fund, Fund 01.0

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

RECOMMENDATION NO. 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: Bradley Lane, Vice-President of Academic Affairs

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 14, 2021
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2021-2022

Requested Action: Approval/Ratification

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

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

Name/Title
Tracy Beidleman, Director of Grants
Sharlyne Massillon, Project Manager, Basic Needs
Greg Tatar, Director, Procurement, Contracts and Logistics

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. 17 AUTHORIZED SIGNATURE RESOLUTION

It is recommended that the Board of Trustees authorize the following Santa Monica College administrator to sign District documents as indicated.

Name/Title	District Contracts	District Purchase Orders
Greg Tatar Director, Procurement, Contracts and Logistics	X	X

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of September 1 through December 15, 2021.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 14 2021
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 PURCHASING

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.

July 2021	\$14,185,014.15
August 2021	\$68,041,557.42

18-B AWARD OF BID FOR ATHLETICS EVENT CHARTER TRANSPORTATION

Recommend award of bid to the lowest responsive bidder in the amount of \$86,265 to Screamline Investment dba TourCoach Charter & Tours for athletic events on known dates between October 2021-February 2022.

Funding Source: HEERF Funds

Comment: The district received two responsive bids. Additional bid are as follows:
\$88,840 Transportation Charter Services

18-C AWARD OF BID FOR TREE TRIMMING SERVICES

Recommend award of bid to the lowest responsive bidder in the amount of \$30,500 to West Coast Arborist, Inc. for tree trimming services on trees over 20 feet tall.

Funding Source: General Fund

Comment: 322 vendors notified. The District received four responses. Additional bids are as follows:

\$38,613	SGD Enterprise
\$44,766	Mariposa Tree Management
\$105,925	Thrifty Tree Services

18-D AWARD OF COMPETITIVE CONTRACTS 2021-2022

Foundation for California Community Colleges (FCCC), Contract #00004526 with Office Depot, to June 30, 2024 for office supplies.

Comment: Public Contract Code 20118 gives the District the authority to purchase through another public agency bid. This is commonly referred to as piggybacking. The annual award of piggyback-allowed contracts bid through various state and local agencies allows the District to purchase without advertising for bids, if it is determined it to be in the best interests of the District. The District is recommending participation in the piggyback-allowed bids, as listed during the 2021-22 fiscal year. The bids are valid for the entire fiscal year with the exception of those notes with their respective expirations.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **COLLECTIVE BARGAINING UNIT INITIAL PROPOSAL FOR 2021 SUCCESSOR NEGOTIATIONS BY THE SANTA MONICA COLLEGE POLICE OFFICERS ASSOCIATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the Collective Bargaining Unit Initial Proposal for 2021 Successor Negotiations by the Santa Monica College Police Officers Association (SMCPOA).

SUMMARY: The following articles are the issue and interests presented by the District for negotiations with the SMCPOA:

1. Term
2. Section 3.3.2 – Compensatory Time Off
3. Section 3.4 – Overtime
4. Sections 3.5 and 3.6 – Minimum Payments for Call Back and Off Duty Appearances
5. Section 3.8 – Special Off Duty Assignments
6. Section 6.2 – Outside Employment Activity
7. Section 7.1.9 – Sick Leave Notifications
8. Section 11.1.1 – Cost of Living Increase
9. Section 11.1 – Police Officer Recruit Salary
10. Section 11.5 – Longevity
11. Section 11.10.3.4. – POST Certificate Pay
12. Section 11.10.1 – Education Incentive Pay
13. Section 11.8.4 – Campus Parking
14. Section 11.9.2 and 11.9.3 – Bilingual Pay
15. Section 11.9.1. – Special Skills Pay
16. Section 11.6 – Uniforms
17. Section 11.4.1 – Variable Hours Pay
18. Language Cleanup

Link to detailed proposal: [SMCPOA Initial Proposal](#)

The Educational Employment Relations Act requires that subjects of negotiations be presented publicly and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Sion Roy
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **SMCCD INITIAL PROPOSAL FOR 2021 SUCCESSOR NEGOTIATIONS WITH THE SANTA MONICA COLLEGE POLICE OFFICERS ASSOCIATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the District’s Initial Proposal for 2021 Successor Negotiations with the Santa Monica College Police Officers Association (SMCPOA).

SUMMARY: The following articles are the issue and interests presented by the District for negotiations with the Santa Monica College Police Officers Association.

- Article 8: Holidays
- Article 12: Health and Welfare Benefits

The Educational Employment Relations Act requires that subjects of negotiations be presented publicly and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

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

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION September 14, 2021
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INFORMATION ITEM NO. 21

SUBJECT: **LOS ANGELES COUNTY METRO FARELESS SYSTEM INITIATIVE**

SUBMITTED BY: Senior Director, Government Relations/Institutional Communications

Good news for SMC Corsairs who use mass transit! Los Angeles County Metro will launch its Fareless System Initiative (FSI) in October. The two-year pilot program allows SMC students to ride Metro Buses and Metro Light Rail lines for free. Many municipal bus operators will also participate in the county-wide program—among them, Big Blue Bus, Culver City Bus, Montebello Bus and Norwalk Transit.

The service is offered free to SMC thanks to the existing Any Line Any Time program with Big Blue Bus. SMC students will need to download Metro’s FSI pass onto their TAP cards to ride free.

Metro’s intent in offering this pilot program is to make it available to students at participating K-12 schools and community colleges. Metro is partnering with schools and districts across Los Angeles County to offer students unlimited rides on its buses and trains, at no cost to families.

Students attending participating schools can ride Metro and other participating systems wherever they need to go—to and from school, and for trips after school and on weekends, with no requirements on days or times for use.

Participation in the program requires a cost-sharing agreement between Metro and the school. Several options for the agreement are available. In SMC’s case, our agreement with Big Blue Bus meets the requirement. As a result, there is no additional cost to SMC or to SMC students to participate in this program. Metro is using federal ARPA allocations to fund the program.

Of note, Big Blue Bus required Santa Monica City Council approval to participate in the Metro program. Council provided that approval on August 24. It is anticipated that the Santa Monica-Malibu Unified School District will also participate in the Metro program (SMMUSD will need to pay \$3 per student per year in order to participate), and as a result, SMMUSD students will also be able to use Big Blue Bus for free. Big Blue Bus is using ARPA funds to cover its costs.

Free transit for SMC students on Metro Buses and Metro Light Rail has been a multiple-year goal for Santa Monica College. Mr. Denny Zane, Principal of Urban Dimension and Executive Director of Move LA, serves as SMC’s consultant on regional transportation solutions. Mr. Zane will present the item, including some historical background and an update on efforts to extend the program beyond its two-year timeline.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: **RESOLUTION DECLARING THAT ONGOING EMERGENCY CONDITIONS EXIST AT SANTA MONICA COLLEGE AND FINDING THAT IN-PERSON MEETINGS UNDER THE BROWN ACT WOULD PRESENT IMMINENT RISKS TO THE HEALTH AND SAFETY OF MEETING ATTENDEES**

SUBMITTED BY: Robert M. Myers, Campus Counsel

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution declaring that ongoing emergency conditions exist at Santa Monica College and finding that in-person meetings under the Brown Act would present imminent risks to the health and safety of attendees.

WHEREAS, on March 17, 2021, the Board of Trustees adopted a resolution declaring an emergency because of the COVID-19 global pandemic; and

WHEREAS, the emergency conditions still exist at Santa Monica College; and

WHEREAS, convening in-person public meetings present logistical, safety, and public health concerns because of the community spread of COVID-19 within Los Angeles County; and

WHEREAS, the Board of Trustee and other campus bodies subject to the Brown Act have safely met since March 2020 using the Zoom platform; and

WHEREAS, the Zoom procedures deployed by the College have resulted in robust public participation at meetings with audience attendance larger than what occurred at in-person meetings prior to transition to remote meetings; and

WHEREAS, Executive Order N-29-20 modifying procedural provisions of the Brown Act is scheduled to expire on September 30, 2021; and

WHEREAS, Assembly Bills 339 and 361 are currently pending in the California Legislature and provide circumstances under which the Zoom platform can be continued to be used for College public meetings; and

WHEREAS, the Brown Act in Government Code Section 54953.3 provides: “A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance”; and

WHEREAS, Section 54953.3 prohibits the College from imposing a vaccination or testing requirement for those attending public meetings, resulting in the potential participation by COVID-19 positive individuals and the impossibility of doing contact tracing,

NOW, THEREFORE, the Board of Trustees of the Santa Monica Community College District resolves as follows:

1. The Board finds and determines that the circumstances described in its March 17, 2021, Resolution continue to exist.
2. The Board finds that as a result of the emergency, meeting in person would present imminent risks to the health and safety of the attendees at public meetings.

SUMMARY:

Under the Brown Act, as set forth in Government Code Section 54953(b), members of a legislative body may elect to use teleconferencing subject to the following requirements:

- Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding.
- Each teleconference location shall be accessible to the public.
- Members of the public have the right to address the legislative body at each teleconference location.
- During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within District.

These provisions create many obstacles. First, most legislative body members participate in remote meetings from their homes. They may not want to disclose their home locations or open them up to the public. Second, many private residences do not meet accessibility requirements. Third, although the members of the Board of Trustees and Personnel Commission are required to reside within the District, this is not the case for the Academic Senate, Associated Students, and DPAC committees. This makes it difficult to ensure that a quorum of the body is participating from locations within the District.

Since the beginning of the COVID-19 global pandemic, all Santa Monica College meetings subject to the Brown Act have been conducted by Zoom in accordance with special rules set forth in Executive Order N-29-20. Pursuant to Executive Order N-08-21, these special provisions are set to expire on September 30, 2021.

Two bills (AB 339 and 361) are moving through the California Legislature that have identical provisions to allow the continued use of remote meetings without complying with the provisions of Government Code Section 54953(b). Anticipating the passage of these bills, it is recommended that the Board of Trustees adopt the proposed resolution making the findings necessary to continue to hold remote meetings until such time as the Board determine emergency conditions have ended. Under the proposed legislation, the only significant change to the Board's remote meeting procedures would be to eliminate the requirement of advance requests to make public comments.

It is important to note that the Brown Act in Section 54953.3 provides: "A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance." This provision prohibits the College from imposing a vaccination or testing requirement for those attending public meetings, resulting in the potential participation by COVID-19 positive individuals and the impossibility of doing contact tracing.

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 14, 2021
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23-A

SUBJECT: **PUBLIC HEARING - 2021-2022 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the 2021-2022 budget.

OPEN PUBLIC HEARING: 8:30 p.m.
MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

PUBLIC COMMENTS: None

CLOSE PUBLIC HEARING: 8:31 p.m.
MOTION MADE BY: Nancy Greenstein
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23-B

SUBJECT: **ADOPTION OF THE 2021-2022 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2021-2022 budget as detailed in the various funds of the District (see Appendix A, page 43).
Link to: [Detailed 2021-2022 Budget pages](#)

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2021-2022 is comprised of the following nine funds:

Unrestricted General Fund	\$230,924,656
Restricted General Fund	<u>\$ 87,178,181</u>
Total General Fund	\$318,102,837
Special Reserve Fund (Capital)	\$ 26,057,621
Bond Fund: Measure S	\$ 2,820,721
Bond Fund: Measure AA	\$ 4,859,034
Bond Fund: Measure V	\$ 99,341,932
Bond Interest & Redemption Fund	\$ 88,329,473
Student Financial Aid Fund	\$ 67,233,476
Scholarship Trust Fund	\$ 45,000
Auxiliary Operations	<u>\$ 3,162,743</u>
Total Other Restricted	\$291,850,000

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT: **ADOPTION OF EDUCATION PROTECTION ACCOUNT (EPA-PROP 55, AN EXTENSION OF PROP 30) EXPENDITURE PLAN**

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the plan to expend the 2020-2021 Education Protection Account (EPA) funds of \$32,754,340 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.

On August 3, 2021, the California Chancellor’s office of Community Colleges released a revised 2020-2021 P2 Apportionment Report. 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 SMCCD will receive for 2020-2021, as of P2, is \$32,818,910. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2019-2020 decreased from the P2 amount of \$10,071,579 to \$10,007,009 or a decrease of \$64,570. The entire amount for 2020-2021 less the adjustment in 2019-2020 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: Susan Aminoff
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 14, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

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

SUBMITTED BY: Board of Trustees Ad Hoc Committee

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of the following new members to the Citizens’ Bond Oversight Committee, for a two-year term, 2021-2023.

Anne Plechner, Local Community/Malibu
Katherine Reuter, Local Community/Senior Citizens’ Organization
Bruce Sultan, Local Community

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

Category

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

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

INFORMATION ITEM NO. 26**SUBJECT:** **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2022**

SUMMARY: A draft schedule of Board Trustees meetings for 2022 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 5, 2021.

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

January 18, 2022 (third Tuesday)

July 5

July 19 (hold)

February 1

February 15 (hold)

August 2

March 1

August 16

Closed Session/Superintendent's Evaluation

March 15

Winter Study Session

September 13 (second Tuesday)

Annual Board Self-Assessment

April 5

April 19 (hold)

September 20 (hold)

May 3

May 17 (hold)

October 4

October 18 (hold)

June 7

June 21 (hold)

November 1

November 15 (hold)

December 6 (*may be reschedule*) *pending certification of the 2022 election*)

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT September 14, 2021
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XI. ANNUAL BOARD SELF-ASSESSMENT

- Board Trustees Self-Assessment and Appraisal of College Performance
- Board of Trustees Goals and Priorities, 2020-2021. A draft of the Board of Trustees Goals and Priorities for 2021-2022 will be presented for consideration at the next meeting.

XII. BOARD COMMENTS

XIII. ADJOURNMENT – 10:15 p.m.

The meeting was adjourned in memory of **Clarence Ray Cooper**, retired educator and former SMC administrator and professor; and **Belinda Ramos**, retired Events Department Administrative Assistant; and **Mike Rose**, a highly regarded graduate studies professor at UCLA in the College of Education.

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

Board Goals and Priorities 2020-2021

Pandemic Crisis Management

As conditions permit, implement the SMC COVID-19 Roadmap to Recovery with the goal of resuming safe on-ground or hybrid operations by Spring 2021. Revise and update the plan as needed.

I. Educational Advancement, Quality, and Equity

1. Based on evidence, implement models of support and instruction that increase student success and decrease equity gaps.
 - Support the ongoing multi-racial equity and anti-racist work at Santa Monica College.
 - Prioritize addressing systemic barriers that racially minoritized students face in reaching their goals.
 - Engage in professional development including interpersonal work to further equity and our commitment to being an anti-racist institution.
2. Implement college initiatives to meet the Vision for Success (VFS) goals and provide the Board with annual progress reports that include data on:
 - Increase in course completion, transfer rates, and employment in student's field of study.
 - Progress in meeting Student Equity Plan and Redesign
 - ASPEN Institute priority metrics
3. Continue to support and hire a diverse and innovative faculty and staff, while seeking to increase the percentage of fulltime faculty over time.
4. Develop new programs and partnerships in the allied health sector.
5. Develop new programs and partnerships relevant to a post-COVID environment.

II. Student Life

6. Continue professional development embedding anti-racist, equity-minded academic and non-academic support in all student services and college operations.
7. Assess and fix system/structural issues that impede positive user experience in the application, enrollment, and financial aid process.
8. Continue implementing initiatives that focus on solving barriers related to students' financial resources.
 - Improve financial literacy.
 - Support faculty adoption of Open Educational Resources (OER) and other efforts to address the high cost of course materials.
 - Support student efforts in addressing food and housing insecurity.
 - Increase student participation in financial aid.
 - Place more students in jobs on and off campus.
 - Explore student housing possibilities.
9. Continue support for campus resources that assist students with personal circumstances that may negatively impact student success.

III. Fiscal and Facilities

10. Provide reports for the Board that align with Board Goals and funding formula metrics.
11. Develop a strategic vision for the future of the college that is responsive to the opportunities and risks inherent in the Student Centered Funding Formula as it evolves.
12. Work with state and federal allies and legislators to align funding with mission and fiscal health.
13. Continue efforts in revenue generation, cost control, re-organization, and enrollment management to achieve a sustainable budget that would include restoring salary freezes and reductions as soon as possible.
14. Build and maintain a reserve sufficient to protect against anticipated and unforeseen circumstances.
15. Safeguard post-retirement employee benefits, and implement a plan to address increases in PERS, STRS, and other benefit obligations.
16. Update the Facilities Master Plan. Maintain progress on all SMC security, technology infrastructure, and facilities construction projects.
17. Continue as a model of sustainability.

IV. Community and Government Relationships

18. Ensure a supportive, inclusion, and collegial environment for students and staff.
19. Maintain good partnerships across systems s(Cities/SMMUSD) in fulfillment of SMC's vision and mission.
20. Continue support for special programs that serve local students and increase college readiness and success. Examples:
 - Concurrent and dual enrollment
 - SMC Promise
 - Young Collegians
21. Continue strong support for Emeritus College.
22. As safety permits, resume serving the community with stellar facilities and programs, Examples:
 - Planetarium, Santa Monica Swim Center, Corsair Field,
 - Broad Stage, Barrett Art Gallery, Early Childhood Lab School, KCRW,
 - Celebrate America

Reviewed by the Board of Trustees: September 1, 2020, October 6, 2020

Approved by the Board of Trustees: November 10, 2020

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 14, 2021

APPENDIX A

SUBJECT: ADOPTION OF THE 2021-2022 BUDGET

SANTA MONICA COMMUNITY COLLEGE DISTRICT
2021-2022 PROPOSED ADOPTED BUDGET NARRATIVE

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2021-2022 is comprised of the following nine funds:

Unrestricted General Fund	\$230,924,656
Restricted General Fund	<u>\$ 87,178,181</u>
Total General Fund	\$318,102,837
Special Reserve Fund (Capital)	\$ 26,057,621
Bond Fund: Measure S	\$ 2,820,721
Bond Fund: Measure AA	\$ 4,859,034
Bond Fund: Measure V	\$ 99,341,932
Bond Interest & Redemption Fund	\$ 88,329,473
Student Financial Aid Fund	\$ 67,233,476
Scholarship Trust Fund	\$ 45,000
Auxiliary Operations	<u>\$ 3,162,743</u>
Total Other Restricted	\$291,850,000
 TOTAL PROPOSED ADOPTED BUDGET	 \$609,952,837

GENERAL FUND

General Fund Unrestricted (01.0)

These are the only funds available for the general operations of the District. All other funds are restricted in use.

Summary of 2020-2021

The District closed the 2020-2021 fiscal year with an Unrestricted General Fund operating surplus, including one-time items, of \$14,144,661 (Excluding one-time items, the structural deficit was <\$19,584,675>).

For 2020-2021, total revenues, including one-time items, increased by \$10,881,964 or 5.86% from the prior year. This increase is mainly attributed to the receipt of the Higher Education Emergency Relief Fund (HEERF), which backfilled lost revenues due to the COVID-19 pandemic in the amount of \$16,200,163, less a decrease in revenues of <\$4,397,327> as a result of lower non-resident student enrollment.

For 2020-2021, total expenditures, including one-time items, decreased over the prior year by <\$12,898,049> or <6.6%>. The primary actions that lead to the decrease in expenditures included: Planned budget reductions in supplies and contracts coupled with saving due to moving to an online modality for the academic year of <\$4,549,450>; Net savings on salary and benefits costs related to the implementation of Early Retirement Plan for faculty, classified employees, academic and classified administrators and managers of <\$4,790,402>; the full-year effect of hiring net of terminations coupled with a reduction of hourly employees of <\$2,755,088>; Savings from furlough and freeze in step and/or longevity increases imposed on academic administrators, managers and classified employees through March 31, 2021 of <\$2,426,631> netted by salary and related benefits increases for members of the Santa Monica Faculty Association(SMCFA) related to a negotiated 1.5% salary increase of \$1,266,610 and the step and/or longevity increases and related benefits for all eligible groups of \$908,382.

The combination of these and other items resulted in an unaudited Unrestricted General Fund ending balance, including designated reserves, of \$35,483,750 or 19.47% of total expenditures and transfers.

2021-2022 Proposed Adopted Budget

The proposed, adopted budget is based on the 2021-2022 State budget, updated with the latest information provided by the Chancellor's Office. Changes to projections are expected as the year progresses, and updated information is received.

Major Highlights

Student Centered Funding Formula – Hold Harmless

In FY 2018-2019, the State adopted a new funding formula to determine the Apportionment allocation for each District named the Student-Centered Funding Formula (SCFF). The SCFF calculates Apportionment to be distributed to three main factors: base allocation (enrollment) - 70%, supplemental allocation (number of students receiving financial aid) – 20%, and the student success allocation (number of student success outcome achieved) – 10%. The original SCFF legislation contained a hold harmless provision which stated that through the 2021-2022 fiscal year, Districts will be funded at either the amount calculated under SCFF or at an amount calculated at the 2017-2018 funding level, plus COLA, whichever is greater. To assist Districts in adjusting to the SCFF, the 2020-2021 Budget Act extended the hold harmless period through 2023-2024. The "Hold Harmless" guarantee was further extended through 2024-2025 in the 2021-2022 enacted budget by the State.

For 2021-2022, the District projects that it will be funded under the hold-harmless provision. Starting with the 2025-2026 fiscal year, when the hold-harmless period ends, the District is projected to receive ~\$18.8 million less funding than it would under the Hold Harmless calculation.

State Cash Deferrals

At the beginning of FY 2020-2021, the State of California faced a budget deficit in excess of \$54 billion as of the May Revise. As an alternative to reducing funding to K-14 education, the State implemented a process called "Deferrals". Under the deferral process, the State will defer payments for the 2020-2021 fiscal year to the 2021-2022 fiscal year. The 2020-2021 Budget Act deferred a total of \$1.45 billion of apportionment payments from fiscal year 2020-2021 to fiscal year 2021-2022 for the entire Community College System which equates to an apportionment deferral for the District of \$23.1M or 17% of the total computational revenue.

To alleviate the negative impact of the deferral on cash flow, the District issued a Tax and Revenues Anticipation Notes (TRAN), a form of short-term borrowing, in 2020-2021 through the California School Finance Authority. The TRAN was designed to be repaid as the State paid the District the deferred apportionment payments in July 2021 through November 2021. However, based on information included in the 2021 Budget Act, the deferral repayments will be made ahead of schedule in July and August.

For 2021-2022, the State will retire all cash deferrals.

Linking Budget and Planning

The District Planning and Advisory Council (DPAC) is the District's primary planning body and is responsible for developing the annual Master Plan for Education Update, overseeing long-term planning efforts, reviewing the Vision, Mission, Values and Goals, assessing the Colleges planning process and developing new Strategic Initiatives.

For 2021-2022, the following Action Plans were developed by DPAC and have been approved by the Superintendent/President to be included in the Proposed Adopted Budget:

Reduce Racial Equity Gaps and Increase Completion of Academic and Career Paths

Budget: \$44,707 (one-time) to be funded by Award and Innovation in Higher Education

Purpose/Goal of Action Plan: Close gaps in educational outcomes and provide educational and career opportunities and pathways through a critical review of practices for developing, approving and assessing Program Learning Outcomes (PLOs) and course level Student Learning outcomes (SLOs).

Reduce Racial Equity Gaps in Course Success for Largest Gateway Courses

Budget: \$1,402,535 (one-time) to be funded by Student Equity Achievement Program and Guided Pathways

Purpose/Goal of Action Plan: Reduce racial equity gaps in course success for the largest gateway courses by implementing professional development program in equity minded teaching practices and curricular development.

Reduce Racial Equity Gaps and Increase Success in AB705 Mathematics Courses

Budget: \$192,330 (on-going) to be funded by Unrestricted General Fund

Purpose/Goal of Action Plan: Reduce racial equity gaps in AB 705 Math courses by providing support services to help students be successful on their Mathematics paths at SMC and when they move on to a 4-year institution.

Reduce Racial Equity Gaps and Increase Success in AB705 English Courses

Budget: \$142,896 (on-going) to be funded by Unrestricted General Fund

Purpose/Goal of Action Plan: Reduce racial equity gaps in AB 705 English courses by providing support services to help students be successful on their English paths at SMC and when they move on to a 4-year institution.

Starfish GPS Early Alert System

Budget: \$93,034 (on-going) to be funded by Student Equity Achievement Program

Purpose/Goal of Action Plan: Increase persistence, retention and completion among racially minoritized students using SMC Gateway to Persistence and Success (GPS) technology tool.

SMC Online Education

Budget: \$65,000 (one-time) to be funded by the Unrestricted General Fund and \$61,415 (one-time) to be funded by Student Equity and Achievement Program

Purpose/Goal of Action Plan: Increase the number of online degree and certificate completions by African American and Latinx students.

Areas of Interest Counseling (at Scale) and Student Care Teams

Budget: \$492,998 (on-going) to be funded by Student Equity and Achievement Program and Title V Navigating Pathways to Success

Purpose/Goal of Action Plan: (a) Implement counseling and support staff clusters for all Areas of Interest (AOI) (at Scale) (b) Student Care Teams – reduce racial equity gaps in persistence, retention and completion through the implementation of a “case management approach” for racially minoritized students.

Human Resource Staffing Plan

Budget: \$125,000 (one-time) to be funded by Unrestricted General Fund

Purpose/Goal of Action Plan: Research and assess costs associated with developing a Human Resources staff plan which supports student success by achieving benchmark levels of full-time faculty, classified staff and administrators.

Additional information regarding the District Planning and Advisory Council and the Annual Action Plans for 2021-2022 can be found at:

<https://www.smc.edu/administration/governance/district-planning-policies/index.php>

2021-2022 Academic Year

The District’s number one concern is to protect the health and safety of our campus community. With the vaccine mandate, Santa Monica College will resume approximately 15% of class sections on-ground in Fall 2021 and plan to open more classes during Spring 2022, subject to public health protocols and conditions. Support services and activities will also gradually open during the academic year.

For more information please visit <https://www.smc.edu/news/presidents-messages/2021-03-15-fall-semester-online-in-person-course-offerings.php>

2021-2022 Major Assumptions

The major revenue assumptions include:

- The calculation of apportionment was made under the hold harmless clause of the SCFF which guarantees the District will receive the amount of apportionment collected in 2020-2021, plus Cost of Living Allowance (COLA) increase of 5.07% or \$6,985,928 less a deficit factor of <\$1,497,113> or <1.03%>;
- The non-repetition of prior year apportionment adjustment of <\$708,695>;
- A lower amount of HEERF backfill of lost revenues and indirect cost in FY 2021-2022 compared to FY 2020-2021 of <\$2,286,099>;
- A decrease in non-resident tuition and Intensive ESL revenue of <\$3,356,638> due to a projected enrollment decline of non-resident students, net of an increase of non-resident tuition fees from \$305 to \$307 per unit.

The net effect of all changes in revenues, including those discussed above, has resulted in a projected decrease in total revenues of <\$996,769> or <0.51%> from the prior-year unaudited actuals.

The major expenditure assumptions include:

- Increases in supplies, utilities, insurance and contracts of \$4,656,768 mainly caused by the gradual return to on-ground classes and non-repetition of savings achieved in 2020-2021 generated by being in a remote modality;
- Non-repetition of savings in 2020-2021 from furlough and salary freezes imposed on academic administrators/managers and classified employees through March 31, 2021 of \$2,426,631;
- Increases related to current employee and retiree health and welfare benefits totaling \$1,770,648;
- Increases in employment and retirement benefits of \$1,719,611;
- Salary increases of 1.5% and related benefits as negotiated with the Santa Monica College Faculty Association totaling \$1,301,457;
- Step and longevity increases of \$1,153,054;
- Inclusion of a vacancy list of 24 positions vital to ongoing operations and student success totaling to \$755,730. The projected cost of the vacancy list reflects a discount of 66% to indicate better the current year anticipated expenditures;
- Non-repetition of one-time vacation payout paid to employees who retired or resigned in 2020-2021 of <\$1,121,733>.

The net effect all changes in expenditures, including those discussed above, has resulted in a projected increase in total expenditures of \$11,834,935 or 6.5% compared with prior year unaudited actuals.

The breakdown of projected expenditures is as follows: 90.3% on salaries and benefits, 9.1% on contracts and services, 0.5% on supplies and 0.1% on transfers/financial.

Summary

The net effect of the projected changes in revenue and expenditures will result in a projected structural deficit of <\$30,196,095> and projected operating surplus, including one-time items, of \$1,312,957, resulting in a projected ending Unrestricted General Fund Balance of \$36,796,707 including designated reserves, or 18.95% of total expenditures and transfers.

2021-2022 Information, Data and Other Assumptions

Revenues

Federal Revenue

The federal revenue levels for 2021-2022 represent projected federal grant administrative allowances including Administrative Cost Allowance (ACA) for Financial Aid programs.

State Revenue – Principal Apportionment

In the form of Principal Apportionment, State funding under the new Student-Centered Funding Formula, net of the deficit factor constitutes 73.3% (\$143,278,322) of the District's operating revenue. The District receives Principal Apportionment through a combination of direct State funds known as General Apportionment, coupled with enrollment fees, property taxes (including Redevelopment Agency Funds) and the Education Protection Account (EPA), which was created as a result of the passage of Prop 30, and extended by the passage of Prop 55. These funds are combined to equal the Total Computational Revenues. If actual receipts of revenue from EPA, Redevelopment Agency (RDA), property taxes and/or enrollment fees differ from estimates, the general apportionment funding will be adjusted, subject to availability of state funding, to keep the total revenue constant.

Property Taxes

Based on preliminary projections, the District will receive \$40,583,612 in property taxes in 2021-2022. This is a combination of property tax shift, homeowner's exemption, secured taxes, unsecured taxes, supplemental taxes, RDA pass through and prior years' taxes. If the receipt of property tax does not meet these projections, the State may impose a deficit factor or constrain State funding to offset the resulting loss in funding.

Lottery

State Lottery revenues are paid each year according to the annual enrollment figures reported on the annual "320" Enrollment Report that is submitted to the California Community College Chancellor's Office by the District. The proposed adopted budget projects a reduction of lottery revenue of <\$451,072> from the prior year due to lower enrollment and a decrease in the projected non-Prop 20 lottery rate from prior year rate of \$169.72 per FTES to \$163.00 per FTES in 2021-2022. If lottery sales or enrollment fall below projections, lottery revenue will be adjusted accordingly.

Local Revenues

The Local Revenue section of the budget contains Non-resident Tuition, the District's largest revenue source outside of Principal Apportionment. The Non-resident Tuition line item includes both revenues generated from Non-resident Tuition and revenue from special Intensive ESL classes for international students. For 2021-2022, the District projects a decrease in non-resident FTES of <436.19> or <14.22%> which equates to a projected decline in revenue of ~<\$3.26> million in Non-resident Tuition in 2021-2022 from the prior year. Additionally, due to COVID-19 restrictions, the Intensive ESL program is projected to only serve a minimal number of students resulting in a decrease of ~<\$94,868> in revenue.

Since 2017-2018, Non-Resident Tuition/Intensive ESL is projected to have declined by ~<39.3%> or <\$13,343,203>.

The remaining local revenue categories include property taxes, enrollment fees, student fees, interest, rental of facilities, etc.

Full-time Equivalent Students Served (FTES)

The District is projecting a decrease in resident enrollment of <1,682.62> credit FTES or <8.9%> from the prior year reported. Under the Student-Centered Funding Formula, this will not result in a decrease in funding as the District is funded under the hold-harmless provision of the formula. The District is also projecting a decrease in non-resident enrollment of <436.19> FTES or <14.22%> from the prior year actual, which will result in a projected decline in revenue of ~<\$3.26> million in 2021-2022.

Since 2016-2017, total resident and non-resident FTES served is projected to have declined by ~<21.0%> or <5,446.21> FTES.

Expenditures

Salary and Benefits

Salary expenditure projections reflect applicable step, column and longevity increases for all qualified employees.

Benefit expenditure projections reflect increases caused by projected increases in benefits rates.

For the proposed adopted budget, changes in salary, benefit and vacancy line items result in an increase from the prior year actual by approximately \$7,181,894 or 4.27%. For 2021-2022, salaries and benefits represent 90.3% of total expenditures and transfers for the District's unrestricted general fund.

Supplies, Services, Capital and Transfers

Supplies, Services, Capital and Transfer expenditure projections reflect departmental requests based on operational needs. For the proposed adopted budget, changes in these line items account for an increase of approximately \$1,040,737 or 5.8% over prior year adopted budget allocations. The increase is mainly due to an increase in the cost of Big Blue Bus contract \$1,008,000. In addition, the District continues to be granted an exemption to required matches for Federal Work Study and SEOG resulting in projected savings of approximately <\$400,000>.

For 2021-2022, supplies, services, capital, and transfers represent 9.7% of total expenditures and transfers for the District's unrestricted general fund.

The largest line item of non-salary and benefit related expenditure is Contracts/Services. The Contracts/Services line item in the adopted budget includes: Advertising 16%, Bank Fees and Bad Debt 12%, Rents/Leases Big Blue Bus, etc) 11%, Repairs and Maintenance of Equipment 9%, Other Contract Services 9%, Software Licensing 7%, Consultants 7%, District Copiers 5%, LACOE Contracts (i.e. BEST, HRS) 4%, Legal Services (including Personnel Commission) 4%, Off-Campus Printing 3%, Postage and Delivery Services 3%, Conferences and Training 2%, Professional Growth 2%, Memberships and Dues 1%, Audit 1%, Recruiting-Students 1% and Other Services (i.e. Repair-Facility, Field Trips, Fingerprinting, etc.) 3%.

Designated Reserves

The Designated Reserves serve to allocate a portion of the projected ending unrestricted fund balance towards future anticipated expenditures and/or purposes. Designated Reserves help to maintain fiscal stability by recognizing the future expenditure and its possible effect on future fund balances. For 2021-2022, Designated Reserve includes a Reserve for Future STRS and PERS increases. The "Reserve for Future STRS and PERS Increases" line item has been established to partially offset projected increases in District STRS and PERS contributions through 2025-2026.

RESTRICTED FUNDS

General Fund Restricted (01.3)

This fund represents restricted funding that is received by the District from Federal, State, and Local sources. All grants that do not end by June 30, 2022, will be carried over to the 2022-2023 budget, if permissible.

The ending fund balance contains prior year balances from the following programs: Lottery, Parking, Community Services, Contract Education, Health and Psychological Services and the SMC Performing Arts Center. These balances represent revenue recognized and earned in prior years in excess of expenditures and are unavailable for transfer to other programs or funds.

When received, new grants will be presented to the Board of Trustees for approval, and the District's budget will be augmented to reflect the increase.

Special Reserve Fund (40.0) Capital

This fund is also known as the Capital Expenditures Fund. These funds are used for capital outlay related projects, and any expenditures for scheduled maintenance/physical plant, special repair projects, and architectural barrier removal. State funding for capital projects and donations are also accounted for in this fund. In addition, rents and leases for Madison site, the City of Santa Monica swimming pool and the Airport Campus are charged to Capital Outlay Fund.

All capital expenditures and revenue in the Special Reserve Fund, as well as 42.3, 42.4 and 42.5, reflect the total expenditure allocation and the total revenue for all projects and are not limited to the current year, thus resulting in a zero-ending balance. Money in these funds may not be transferred into the general fund.

Bond Fund Measure S (42.3)

This fund reflects the revenue from the sale of bonds approved through Measure S and the interest earned in the fund. The expenditures in this fund relate to the District's construction plan approved under Measure S.

Bond Fund Measure AA (42.4)

This fund reflects the revenue from the sale of bonds approved through Measure AA and the interest earned in the fund. The expenditures in this fund relate to the District's construction plan approved under Measure AA.

Bond Fund Measure V (42.5)

This fund reflects the revenue from the sale of bonds approved through Measure V and the interest earned in the fund. The expenditures in this fund relate to the District's construction plan approved under Measure V.

Bond Interest and Redemption Fund (48.0)

This fund is administered by the Los Angeles County Auditor-Controller's Office and reflects the receipt of property tax revenue due to voted indebtedness for bond issues and the payment of interest on those bonds plus the redemption of the bonds that mature within the 2021-2022 fiscal year. This information is provided by the Los Angeles County Treasurer's Office through the Los Angeles County Office of Education.

Student Financial Aid Fund (74.0)

This fund consists of all student financial aid programs (PELL, SEOG, Loans, Santa Monica College Promise, Student Success Completion, Early Action Emergency Student Aid, CARES – Higher Education Relief Fund and Cal Grants). The transfer line items reflect a transfer from the Unrestricted General Fund to meet the match requirements of the individual grant programs.

Scholarship Trust Fund (75.0)

This fund is to account for gifts, donations, bequests, and devises (subject to donor restrictions) which are to be used for scholarships or grants in aid to students.

Auxiliary Operations

This budget reflects the revenue and expenditures of the auxiliary operations of the District, the Bookstore, the food and vending concessions, and college expenditures in programs such as Athletics, Music, Theatre Arts, the Corsair student newspaper, and transportation.

Other Post-Employment Benefits Irrevocable Trust - Informational

To improve transparency and assist the reader, an informational section has been added to the proposed Adopted Budget which details the annual activity, including gains and losses, of the irrevocable trust established by the District in 2008-2009 to assist in the long-term funding of retiree medical benefits.

CONCLUSION

This is the recommended budget for adoption. While it reflects the best information currently available, it is expected that changes will occur during the year. Some changes will be the result of revised state revenue allocations based on changes in the state budget, and others will be internal adjustments resulting from new or updated information.