



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, MAY 3, 2022

Via Zoom Webinar

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

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

5 p.m. Public Meeting Convenes

Board Adjourns to Closed Session

6 p.m. Public Meeting Reconvenes

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

PUBLIC PARTICIPATION

ADDRESSING THE BOARD OF TRUSTEES DURING A ZOOM WEBINAR

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

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

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

PUBLIC COMMENTS

Instructions for Submitting Written Comments

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

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

Instructions for Participating in Public Meetings by Zoom Webinar

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

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

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

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

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

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

General Public Comment Rules

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2022

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, May 3, 2022. The meeting will be conducted via Zoom Webinar.

5 p.m.

I. ORGANIZATIONAL FUNCTIONS

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

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

Please click the link below to join the webinar:

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

Passcode: 887636

Or iPhone one-tap :

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

Or Telephone:

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

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

+1 301 715 8592 or +1 312 626 6799

Webinar ID: 964 9016 3563

Passcode: 887636

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

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

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organizations: SMC Faculty Association
 CSEA Chapter 36
 SMC Police Officers Association
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9)
 Name of Case: Arenas v. Santa Monica Community College District, Los Angeles Superior Court,
 Case No. 20STCV00449.

6 p.m.

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

IV. SUPERINTENDENT'S REPORT

- COVID-19 Update
- Summer/Fall 2022 Enrollment

Recognition and Acknowledgement

- Ali Shirvani, Student Trustee, 2020-2021

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

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

Update: Age-Friendly University Initiative
Presenters: Scott Silverman, Ed.D., Dean, Noncredit & External Programs (Interim)
Ashley Mejia, Project Manager of Noncredit Initiatives

This supports the Board's 2021-2022 Annual Goals: #1-The Future of the College, #2-Educational Advancement, Quality, and Equity, and #9-Community Relations

IX. CONSENT AGENDA

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

- | | | |
|----|--|---|
| #1 | Approval of Minutes: April 5, 2022 (Regular Meeting) | 7 |
| #2 | Resolution: Adopt Findings Pursuant to Government Code Section 54953 | 7 |

Academic Affairs

- | | | |
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X. CONSENT AGENDA – Pulled Recommendations
Recommendations pulled from the Section VIII. Consent Agenda to be discussed and voted separately. Depending on time constraints, these items might be carried over to another meeting.

XI. MAJOR ITEMS OF BUSINESS

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#23	Collective Bargaining Unit Initial Proposal for Negotiations by the SMC Faculty Association	34
#24	Naming of Upper and Lower Plazas at the SMC Performing Arts Center	36
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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, June 7, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2022

IX. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#21.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

X. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[April 5, 2022 \(Regular Meeting\)](#)

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

Requested Action: Approval

Reviewed by: Robert M. Myers, Campus Counsel

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 3 NEW COURSES AND DEGREES, SPRING 2022

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

New Courses

ENGL 63 Science Fiction: Worlds Within Worlds

Science fiction raises the central existential question of what it means to be human in an evolving and incomprehensible world and cosmos. Works in this genre are compelling critiques of the status quo that inspire us to work towards a more humane world. The course will examine Post World War II works in short story, novel, poetry, drama, and film from around the world and how these tales provide an astonishing diversity of thought to the enduring themes of social justice, environmentalism, gender identity, and dreams and nightmares of utopia.

Emergency Distance Education to Fully Online

- ENGL 63 Science Fiction: Worlds Within Worlds
- HEBREW 1 Elementary Hebrew I
- HEBREW 2 Elementary Hebrew II
- MATH 1 Bridge to College Mathematics
- MATH 1B Bridge to College Mathematics 2
- MATH 1C Bridge to College Mathematics 3
- MATH 2C Concurrent Support for Precalculus
- MATH 3C Concurrent Support for Trigonometry with Applications
- MATH 4C Concurrent Support for College Algebra for STEM Majors
- MATH 7 Calculus 1
- MATH 8 Calculus 2
- MATH 10 Discrete Structures
- MATH 11 Multivariable Calculus
- MATH 13 Linear Algebra
- MATH 15 Ordinary Differential Equations
- MATH 18 Intermediate Algebra for Statistics and Finite Mathematics
- MATH 20 Intermediate Algebra
- MATH 21 Finite Mathematics
- MATH 21C Concurrent Support for Finite Mathematics
- MATH 26 Functions and Modeling for Business and Social Science
- MATH 26C Concurrent Support for Functions and Modeling for Business and Social Science
- MATH 28 Calculus 1 for Business and Social Science
- MATH 29 Calculus 2 for Business and Social Science
- MATH 31 Elementary Algebra
- MATH 32 Plane Geometry
- MATH 41 Mathematics for Elementary School Teachers
- MATH 50 Pre-Statistics
- MATH 54C Concurrent Support for Elementary Statistics

New Programs

Data Analyst Certificate of Achievement

Data science is an applied field that uses scientific methods, processes, algorithms and systems to extract knowledge and insights from both structured and unstructured data sources. Data Analysts incorporate data mining, machine learning and big data to make predictions and identify actions that organizations can take to be more effective. Data Analysts are responsible for breaking down big data into usable information and creating software and algorithms that help companies and organizations determine optimal operations. This certificate will prepare students for jobs in this field by providing students with skills in different technologies and techniques that are used for data science and machine learning. Students may also choose to transfer to four-year universities with established undergraduate programs in Data Science.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 3, 2022
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

Provider/Contract		Term/Amount	Service	Funding Source
1	Lasana O. Hotep	May-October 2022 \$200,000	SMC Equity Audit Consultant will conduct an equity audit to assess current equity-centered practices, policies & procedures and provide recommendations for continued, long-term improvements to ensure that equity is embedded in all areas of SMC and reflected in policies, practices and procedures. They will also provide a series of professional learning opportunities to support the ongoing implementation of the equity audit recommendations. Three additional proposals were received from: Tribesy Consultants Insight Education Group 1st Class Educator	Restricted General Funds, SEAP
<p><i>Requested by: Maria Muñoz, Interim Dean of Equity, Pathways and Inclusion</i> <i>Approved by: Dr. Kathryn Jeffery, Superintendent/President</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3 2022

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS**

4-B **RATIFICATION OF CONTRACTS AND CONSULTANTS**

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	Shasta College Redding, CA	April 2022 - December 31, 2022. 70% of each student registration will go to the college that provided the shared courses.	This is a new partnership with Shasta College Community Education Program to share Remote Live classes to expand the offering and potentially increase revenue for programs at both colleges.	Tuition collected
<i>Requested by: Scott Silverman, Interim Dean, Noncredit & External Programs</i> <i>Approved by: Bradley Lane, Vice-President, Academic Affairs</i>				
2	Spectrum Enterprises (Division of Charter Communications)	July 1, 2022 – June 30, 2025 (36 months) Total cost not to exceed \$67,500 for three-year period.	Provide Internet and communication services between new Malibu Campus and the SMC network. Three possible providers were reviewed and Spectrum was selected as providing best balance of cost and performance.	Year 1: Measure V (Fund 42.5) Thereafter: District Fund (Fund 01.0)
<i>Requested by: John B Greenlee, Director, Facilities Finance</i> <i>Matthew Kiaman, Director, Network Services</i> <i>Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3 2022

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS**

4-B **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

➤ AMENDED CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
3	Amy Williams Photography	2021-2022 Increase not to exceed \$2,800 Originally approved in the amount of \$2,500, new total not to exceed \$5,300	Consultant will provide photography services to support news releases, newsletters and other digital/print marketing content for Public Information Office. Includes pre- and post-production and art direction.	Public Affairs, District Budget (100%)
4	Susan L. Wampler Communications	2021-2022 Increase of \$500 Originally approved in the amount of \$12,000, new total not to exceed \$12,500	This increase will specifically provide funds for end-of-year student success stories to be disseminated via graduation program, SMC in Focus, press releases, and more. Consultant will provide copyediting and writing support for news, features, profiles, and brochures to be used across a number of communication channels for enrollment, brand management and marketing of college programs.	Public Affairs, District Budget (100%)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 3 2022
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

➤ AMENDED CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
5	Diane Krieger Communications LLC	2021-2022 Increase of \$500 Originally approved in the amount of \$20,950, New total not to exceed \$21,450	This increase will specifically provide funds for end-of- year student success stories to be disseminated via graduation program, SMC in Focus, press releases, and more. Consultant provides support in developing PR and marketing communications collateral including articles and brochures for a student and community audience. Consultant will also assist PIO and SMC Emergency Operations Team with content creation and editing of various marketing/PR materials related to COVID education/reopening communications. (Note: Consultant’s annual purchase order for 2021- 2022 is split into two distinct portions: \$10,000 earmarked to assist SMC and Emergency Operations Team with copywriting for COVID- specific communications projects. This increase is requested as an addition to the <i>non-Covid related</i> line of the relevant PO.)	Public Affairs, District Budget (100%)
<p><u>#3, #4 and #5</u> Requested by: Grace Smith, Public Information Officer Approved by: Dr. Kathryn E. Jeffery, Superintendent/President</p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 **EQUAL OPPORTUNITY FUND MULTIPLE METHOD ALLOCATION MODEL CERTIFICATION FORM, FISCAL YEAR 2020-2021**

Requested Action: Approval/Ratification

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

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

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

- SMC’s EEO Advisory Committee has met in excess of the minimum required meetings during fiscal year 2021-2022.
- Santa Monica College’s current EEO Plan can be found at https://www.smc.edu/administration/human-resources/documents/EEO_Documents/EEO-Plan.pdf ; The EEO Plan is required to be updated every 3 years; it was approved on August 4, 2020 by the Board of Trustees.
- The EEO Expenditure Report for FY 2020-2021 was submitted to the Chancellor’s Office on 06/26/2021.
- SMC meets 9 out of 9 Multiple Methods.

Purpose

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

Background

Each year the California Community Colleges Chancellor’s Office supports EEO and diversity training and education through a state-wide funding mechanism. The funding process requires completion of a certification form from each district requesting funding for EEO and diversity work. The funding can be used for training, publication of EEO/diversity materials, conference attendance, speakers, supplies, job fair exhibition fees, etc. As a result of the District’s adherence to the EEO Multiple Methods program, the District was awarded \$50,000 for each of the fiscal years 2017-2018, 2018-2019, 2019-2020, and 2020-2021. It is important to note that in the past, the Chancellor’s Office has notified districts to expect the annual state funding allocation to continue to vary from year to year, and due to the impact of the Covid-19 on the state budget, we expect this year’s allocation to be less than \$50,000.

Regulatory Source and Impact

“Education Code section 87100 and title 5 require the community colleges to have a richly diverse workforce that addresses the needs of our diverse student populations. Attaining a diverse workforce requires focusing on equal employment opportunities to eliminate barriers in employment, such as lack of focused outreach, a non-welcoming culture, and implicit and explicit bias. Eliminating these barriers requires a proactive, intentional effort by colleges. It also requires various institutional disciplines, such as a review of job descriptions to avoid exclusionary effect, analysis of significant underrepresentation and adverse impact to ensure recruitment efforts and hiring processes are not unintentionally discriminatory,

and effective training of committee members to self-regulate unconscious bias.” 2016 EEO and Diversity Best Practices Handbook. <https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Office-of-the-General-Counsel/Programs/EEO-Equal-Employment-Opportunity/2016-EEO-and-Diversity-Handbook-ADA.pdf?la=en&hash=ABD9C5013015B9A80C29CEECEBE8D410CE545DDE3>

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

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

Mandatory for Funding

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

Pre-Hiring

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

Hiring

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

Post-Hiring

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

Summary

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

This supports the Board’s 2021-2022 Ongoing Priorities

#3 Continue to support and hire a diverse and innovative faculty and staff, while seeking to increase the percentage of full-time faculty over time.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 3, 2022
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES MEDICAL AND HOSPITAL CARE ACT

Requested Action: Adoption

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

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

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

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

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of \$1,228.46 per month, plus administrative fees and Contingency Reserve Fund Assessments.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 ACADEMIC PERSONNEL

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

ELECTION

<u>NEW FULL-TIME TENURE TRACK FACULTY</u>	<u>EFFECTIVE DATE</u>
Gonzalez, Manuel, Instructor, English	08/29/2022
Kim, Soojin, Counselor, International Education Center	08/29/2022
Kurtoic, Sarah, Instructor, Chemistry	08/29/2022
Murray, Marybeth, Instructor, Early Childhood Education	08/29/2022
Olvey, Kathy, Instructor, English	08/29/2022
Sanker, Cardinal, Counselor, International Education Center	08/29/2022
Simmons, Robert, Instructor, Film Studies	08/29/2022
Vaugh, Ariel, Instructor, Chemistry	08/29/2022

ADJUNCT FACULTY

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

LIMITED RETIREMENT

Gallogly, Ethan, Instructor, Physical Sciences
 Comment: Reducing percentage of work assignment to 50% commencing Fall 2022 – Spring 2023

RETIREMENTS

Erickson, Mary, Full-time Faculty, Modern Languages (36 years)	06/30/2022
Del Valle, Patricia, Full-Time Faculty, Counseling (29 years)	06/14/2022
Goodman, David, Full-time Faculty, Music (25 years)	06/30/2022
Manson, Laura, Full-time Faculty, Early Childhood Education (23 years)	06/14/2022
Wu, Xiaozhou (Joe), Full-time Faculty, Modern Languages (30 years)	06/30/2022

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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>POSITION INCREASE IN WORK CALENDAR /PERMANENT</u>	<u>EFFECTIVE DATE</u>
From: Registered Nurse-Health Services, 11 mos, 40 hours (1 position)	07/01/2022
To: Registered Nurse-Health Services, 12 mos, 40 hours (1 position)	

ELECTIONS

<u>INCREASE IN WORK CALENDAR /PERMANENT</u>	<u>EFFECTIVE DATE</u>
Hassan, Fauzia	07/01/2022
From: Registered Nurse-Health Services, 11 mos, 40 hours	
To: Registered Nurse-Health Services, 12 mos, 40 hours	

<u>PROMOTION</u>	<u>EFFECTIVE DATE</u>
Albano, Rosa A.	04/18/2022
From: Accounting Specialist, Campus Bookstore	
To: Accounting Technician, Auxiliary Services	

Jauregui, Carlos C.	05/02/2022
From: Student Services Assistant, IEC	
To: International Student Services Specialist, IEC	

Le, Ann K.	05/04/2022
Fr: Accountant, Fiscal Services	
To: Accounting Manager, Fiscal Services	

Monroe, Nichelle	04/18/2022
From: Administrative Clerk, 11 months, 20 hours, weekend shift, LRC	
To: Administrative Assistant I, 12 months, 40 hours, Athletics/Kinesiology	

Velazquez, Jose	05/02/2022
From: Media Resources Assistant, 11 months, 40 hours, LRC	
To: Associate Programmer Analyst, 12 months, 40 hours, MIS	

<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	<u>EFFECTIVE DATE</u>
Gino, Ana, Disabled Student Services Assistant, DSPS (Step B)	04/18/2022
Gomez, Paulette N., Program Specialist, STEM (Step B)	04/18/2022

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Avella, Jocelyn, Administrative Assistant II, Counseling	05/02/2022

REINSTATEMENT

Sazuki, Marcus, Instructional Asst. – Math, 11 months, 40 hours Varied Schedule 06/16/2022

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Bautista, Yomira 05/02/2022

From: Student Services Clerk, Pico Partnership/EOPS, 12 months, 40 hours

To: Student Services Clerk, Pico Partnership, 12 months, 20 hours

Sprigg, Rebecca S. 05/16/2022

From: Buyer II, PC&L (range 41)

To: Administrative Assistant II, President’s Office/Public Information Office (range 29)

CSEA EDUCATIONAL PAY DIFFERENTIAL

Burns, Lisa, Student Judicial Affairs Specialist 1.5% 04/01/2022

Monroe, Nichelle, Administrative Assistant I 1.5% 04/01/2022

TEMPORARY ASSIGNMENT- LIMITED TERM

Acevedo, Roger 04/25/2022 to 06/24/2022

From: Grounds Worker

To: Grounds Supervisor

Percentage: More than 50%

Hightower, LaToya 04/01/2022 to 04/29/2022

From: Student Services Clerk

To: International Student Services Specialist

Percentage: More than 50%

Williams, Anthony 02/22/2022 to 04/22/2022

From: Lead Custodian, NS-II

To: Grounds Supervisor, Day Shift

Percentage: More than 50%

Comment: Date Correction

LIMITED TERM- SUBSTITUTE

Gonzalez, Nataly 02/22/2022 to 04/15/2022

From: Student Services Clerk

To: Program Specialist

Percentage: More than 50%

Comment: Status Correction

Singha, Samantha 03/17/2022 to 06/30/2022

From: Student Services Clerk

07/01/2022 to 10/29/2022*

To: Enrollment Services Specialist

Percentage: More than 50%

Comment: Date Correction and Extension*

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Colimitras, Kathleen 04/01/2022 to 06/30/2022

From: Human Resources Specialist

To: Human Resources Technician

Percentage: More than 50%:

Hernandez Solis, Edgar 04/18/2022 to 06/30/2022
 From: Customer Services Assistant
 To: Accounting Specialist
 Percentage: More than 50%

Munoz, Andres 04/04/2022 to 05/20/2022
 From: Student Services Assistant
 To: Outreach and Recruitment Specialist
 Percentage: More than 50%

Russell, Lorin 03/28/2022 to 04/15/2022
 From: Instructional Assistant – Learning Disabilities, 20 hours
 To: Student Services Clerk, 40 hours
 Percentage: More than 50%

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Casale, Danielle, International Student Services Specialist, IEC 04/15/2022

RETIREMENT

Wolf, Janet, Administrative Assistant II, IEC (6 years) 06/30/2022

RECOMMENDATION NO. 9 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)	12
College Work-Study Student Assistant, \$15.00/hour (FWS)	13

SPECIAL SERVICE

Art Model, \$27.00/hour	1
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3 2022

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
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PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Campos, Yovanna, Health Assistant, Health Services	04/18/2022-06/30/2022
Gradilla, Giselle, Personnel Specialist, Personnel Commission	04/25/2022-06/30/2022
Marcial, Christina, Student Services Clerk, Outreach, Recruitment & Student Engagement	
From:	04/06/2022-06/30/2022
To:	04/06/2022-04/06/2022
Preston, Christian, Health Assistant, Health Services 0	04/11/2022-06/30/2022
Pacheco, Wendy, Enterprise Business Services Clerk	
From:	01/18/2022-06/30/2022
Ramirez, Anthony M., Student Services Clerk, Cashier’s Office	
From:	03/01/2022-06/30/2022
To:	03/01/2022-04/01/2022
Ramirez, Anthony M., Receiving, Stockroom & Delivery Worker, Warehouse	04/04/2022-06/30/2022
Tuttle, Daniel W., Theatre Technical Specialist, Facilities	05/09/2022-06/30/2022

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.

DePablo, Diana, Student Services Clerk, Outreach, Recruitment & Student Engagement	05/02/2022 06/30/2022
Murphy, Diane M., Student Services Clerk, Outreach, Recruitment & Student Engagement	
From:	03/28/2022-06/30/2022
To: :	03/28/2022-04/07/2022
Zaveri, Zahra, Student Services Clerk, Outreach, Recruitment & Student Engagement	04/28/2022-06/30/2022
Salazar, Edward, Custodian, Operations	03/30/2022-06/30/2022

SUBSTITUTE - LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Marcial, Christina, Administrative Assistant II, Community & Academic Relations	04/19/2022- 06/30/2022
Pacheco, Wendy, Enterprise Business Services Clerk	01/18/2022-06/30/2022

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES

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

11-A CHANGE ORDERS NO. 3 AND 4 – DRESCHER HALL AIRHANDLER UNIT REPAIR

Change Orders No. 3 and 4 – BON AIR, INC., in connection with the DRESCHER HALL AIRHANDLER UNIT REPAIR project in the amount of \$2,322.

Original Contract Amount	\$ 108,000
Change Order No. 1	\$ 4,732
Change Order No. 2	\$ 3,744
Change Orders No.3 and4	\$ 2,322
Revised Contract Amount	\$ 118,798

Total Change Orders represent 9.99% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: Change Order No.1: Additional 4 actuators (approved November 2021)
Change Order No.2: Relocate Inlet Vanes (approved November 2021)
Change Orders No. 3 and 4: Additional 2 Bearing Beds

11-B PROJECT CLOSEOUT – DRESCHER HALL AIRHANDLER UNIT REPAIR

Subject to completion of punch list items by BON AIR, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as DRESCHER HALL AIRHANDLER UNIT REPAIR as being complete upon completion of punch list items by BON AIR, 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-C AWARD OF BID FOR SUMP PUMP REPLACEMENT

Recommend award of bid to lowest responsive bidder in the amount of \$80,000.00 to Suttles Plumbing and Mechanical Corporation for the removal and replacement of four sump pumps.

Funding Source State Scheduled Maintenance Fund 40.0

Comment Sewage pumps serve the Business Building and are located in the driveway to Parking Lot 3; storm drain pumps are located inside Parking Lot 3 and serve storm drains on and in Parking lot 3 and adjacent outside areas.

Five bidders attended the mandatory job walk and three bids were received. The additional bidders were as follows:

\$84,495.00	Murray Plumbing Heating
\$99,000.00	At Your Service Consulting Energy Inc.

11-D CHANGE ORDER NO. 3 – 2714 PICO ROOFING PROJECT

Change Order No. 3 – Best Contracting Services, Inc., in connection to the 2714 Pico Roofing Project in the amount of \$ 18,035.87.

Original Contract Amount	\$496,700.00
Change Order No. 1	\$ 440.54
Change Order No. 2	\$ 26,853.40
Change Order No. 3	<u>\$ 18,035.87</u>
Revised Contract Amount	\$542,029.81

Total of the three change orders is 9.1% of the original contract.

Funding Source State Funded Scheduled Maintenance Fund 40.0

Comment: Change order No.3 covers drains and spouts on the exterior of the building that was not part of the original scope.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Bradley Lane, Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Amazon Web Services Cloud Skills Pilot Program
Granting Agency: California Community Colleges Chancellor’s Office on behalf of the Community Colleges Board of Governors
Augmentation Amount: \$150,000.00 (\$75,000 Year 1, \$75,000 Year 2)
Matching Funds: Not Applicable
Performance Period: April 1, 2022 to June 30, 2024
Summary:

The purpose of the grant is to support Information Technology (IT) full and part-time faculty to design, build, market, and deliver a new cloud computing competency-based certification/Associate’s Degree program. Through a competitive process, Santa Monica College was selected to participate in a statewide project with Amazon Web Services Cloud Skills Pilot Program. The pilot program includes an intensive six-month program where existing IT courses will be adapted to incorporate cloud technologies. Funding from this grant will support compensation for faculty to participate in grant activities, review curriculum to incorporate industry practices and provide work-based learning opportunities for students such as certification boot camps that align with the cloud computing program. Funding will also be used to update any technology needed to support the program.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 150,000
Expenditures		
1000	Academic Salaries	\$ 58,625
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 16,988
4000	Supplies & Materials	\$ 1,500
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 72,887
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 150,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Bradley Lane, Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Library Services Platform Allocation for Operational Services (LSP)
 Granting Agency: California Community Colleges Chancellors Office
 Augmentation Amount: \$21,469
 Matching Funds: Not Applicable
 Performance Period: March 18, 2022 to June 30, 2025
 Summary: The LSP program is a systemwide technology platform designed to expand implementation of the library services and technology platform, better manage and deliver digital information and support teaching and learning regardless of a students' chosen modality. Funds will be used to purchase e-books which will be made available to Santa Monica College students using the LSP software.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 21,469
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay/Books Library	\$ 21,469
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 21,469

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: March 1 through 31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	52,481
3000	Benefits	0
4000	Supplies	-4,429
5000	Contract Services/Operating Exp	27,999
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-76,051
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: March 1 through 31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-143,014
5000	Contract Services/Operating Exp	-107,707
6000	Sites/Buildings/Equipment	-21,795
7100/7699	Other Outgo/Student Payments	272,516
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 3, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 **BUDGET TRANSFERS** *(continued)*

13-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: March 1 through 31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	8,997
5000	Contract Services/Operating Exp	52,226
6000	Sites/Buildings/Equipment	-61,223
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER

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

Requested Action: Approval/Ratification

Commercial Warrant Register

March 2022 31636 through 59273

ACH Numbers

March 2022 54889 through 58707

Total \$13,013,788.25

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

RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

Payroll Warrant Register

March 2022 C1H – C2I \$12,281,863.56

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

RECOMMENDATION NO. 16 REISSUE PAYROLL WARRANTS

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Rankin, Beth L.	W6455833	12/13/2019	\$301.82
Flowers, Jenilee	W6115990	03/25/2019	\$290.11

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification

Requested by: Mitch Heskel, Dean, Educational Enterprise

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

Auxiliary Operations Payments and Purchase Orders

March 2022 Covered by check & voucher numbers: 028893-029107 & 02781-02798

Bookstore Fund Payments	\$ 300,771.06
Other Auxiliary Fund Payments	\$ 78,178.13
Trust and Fiduciary Fund Payments	<u>\$ 576,768.63</u>
	\$ 955,717.82

Purchase Orders issued

March 2022 \$ 64,520.95

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

RECOMMENDATION NO. 18 ORGANIZATIONAL MEMBERSHIPS

Requested Action: Approval/Ratification

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
May 2022	1	\$390.00

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
May 2022	1	\$900.00

Funding Sources: Restricted Fund, Fund 01.3

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 3, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 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 May 3, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 AUTHORIZED SIGNATURE RESOLUTION (AMENDMENT)

It is recommended that the Board of Trustees authorize the following Santa Monica College administrators to sign District documents as indicated. The list previously approved by the Board of Trustees on December 7, 2021 has been amended with the addition of Nyla Cotton, Director of Procurement, Contracts and Logistics.

Name/Title	Orders for Salary Payment	Notices of Employment	District Warrants	District Contracts	District Purchase Orders	Auxiliary Warrants	Auxiliary Contracts	Auxiliary Purchase Orders
Kathryn E. Jeffery Superintendent/President	X	X	X	X	X	X	X	X
Sherri Lee-Lewis Vice-President, Human Resources		X						
Christopher Bonvenuto Vice-President, Business/Administration	X		X	X	X	X	X	X
Mitchell Heskel Dean, Education Enterprise						X	X	X
David Dever Director of Auxiliary Services						X	X	X
Ngan Kim Tran Chief Director, Business Services	X		X	X	X			
Nyla Cotton Director, Procurement, Contracts and Logistics				X	X			
Irma Haro Controller			X					
Cherry Aquino Accounts Payable Supervisor			X					

The Certification of Signatures" shall be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid through December 2022.

COMMENT: As required by the County Superintendent of Schools, the Certification of Signatures was approved at the annual organizational meeting of the Board of Trustees on December 7, 2021. When changes in signature authorizations occur before the expiration of the annual Resolution, the District must submit a new Resolution. The new Resolution rescinds all previous signature Resolutions.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 PURCHASING

Requested Action: Approval/Ratification

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

21-A AWARD OF PURCHASE ORDERS

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

March 2022 \$2,727,338.54

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: **CLASSIFIED SCHOOL EMPLOYEES WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified School Employees Week, May 15-21, 2022.

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

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

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

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

THEREFORE BE IT RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 15-21, 2022 as Classified School Employees Week in the Santa Monica Community College District.

COMMENT: Events for Classified School Employees Week are being discussed.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: **COLLECTIVE BARGAINING UNIT INITIAL PROPOSAL FOR NEGOTIATIONS BY THE SANTA MONICA COLLEGE FACULTY 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 Negotiations by the Santa Monica College Faculty Association for the contract period beginning August 23, 2022.

SUMMARY: Following are the negotiable items presented by the SMC Faculty Association:

1. Reorganization of contract form and correction of language for clarity; incorporation of all language settled upon since the prior contract, including but not limited to all Memoranda of Understanding.
2. Compensation
 - a. Adjustment and modification of all existing salary schedules for all faculty to incorporate across-the-board salary increases and equal pay for equal work provisions
 - b. Increased reassigned time and compensation for all faculty performing leadership positions, department chair and/or additional tasks and duties, and incorporation of CalSTRS guidelines
 - c. Adjustment and clarification of step and group advancement policies for all faculty
 - d. Transition the frequency of pay for part-time faculty members from four times per semester to five times per semester
 - e. Address overload
 - f. Address salary steps
 - g. Address sick leave
 - h. Student loan forgiveness language
 - i. Adjustments to A6
 - j. Address Article 25.4.4
 - k. Adjunct reassigned time
 - l. Adjunct health insurance
 - m. Compensation for coaches
 - n. Disability services for faculty members

3. Assignment and Load
 - a. Calendar
 - b. Inclusion of all reassigned time and stipends in the contract
 - c. Class size including, but not limited to, the definition and/or reduction in stated sizes
 - d. Strengthen provisions for Associate Faculty protections
 - e. Enhanced consideration of in-house applicants for full-time faculty positions
 - f. Library Faculty Chair and Health Sciences Faculty Chair
 - g. Scheduling
 - h. Address 6.5.3
 - i. Remote assignments
 - j. Faculty load
 - k. Address Emeritus issues
 - l. Address office hours
 - m. Address 25.4.1
 - n. Address Article 6.1
 - o. Nursing loads
4. Working Conditions
 - a. Campus health and safety conditions
5. Leave
 - a. Clarification, expansion and improvement of language and policies governing all leaves
6. Association Rights
7. Grievance Procedure
8. Replacement and new faculty positions
9. Any additional subjects within the scope of EERA.
10. BA degree article
11. Permanent DE mentor

COMMENT:

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:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT: **NAMING OF UPPER AND LOWER PLAZAS AT THE SMC PERFORMING ARTS CENTER**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the SMC Superintendent/President to pursue naming the upper and lower plazas at the Santa Monica College Performing Arts Center in recognition of the major and long-standing contributions of a donor to The Broad Stage and of benefit to Santa Monica College, and to return to the Board of Trustees for approval of the specific naming agreed upon with the donor.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

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

SUBMITTED BY: Superintendent/President

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

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

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

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy 2015.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26

SUBJECT: **RECEIPT OF PERSONNEL COMMISSION 2022-2023 PROPOSED BUDGET**

SUBMITTED BY: Santa Monica Community College District Personnel Commission

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2022-2023 proposed budget for the Santa Monica Community College District Personnel Commission. The Personnel Commission Budget will be discussed as part of the District’s regular budget process.

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

The Director of the Personnel Commission presented an initial draft of the proposed budget for a first reading at the Personnel Commission meeting on April 20, 2022. The Personnel Commission will hold a public hearing on its proposed budget on May 18, 2022, at which time it will fully consider all comments and suggestions that may be offered by District administration, the Board, or other concerned persons or organizations.

The Personnel Commission’s budget for Fiscal Year 2022-2023 reflects the following adjustments against the prior year’s budget:

- 3.3% increase in total salary and benefits due to the following changes:
 - Mandatory increase in employee benefits
 - Mandatory step and column increases in salary
 - 1.5% negotiated salary increase for represented staff; 1.5% salary increase for non-represented staff, as approved by the District
 - Management salary reallocations approved from cyclical classification studies
- 3.7% increase in Total Operating Expenses due to anticipated increases in software licensing:

In February 2022, the permanent Classification and Compensation Manager resigned. The Personnel Commission is currently in the process of back-filling this position through a promotional recruitment. Additional vacated positions will then be back-filled with promotional or new hires who possess less seniority than the previous incumbents. Projected savings from these staffing changes are expected to offset some of the mandatory increases in salary and benefits.

Overall, the Personnel Commission is requesting a 3.3% increase to its budget for Fiscal Year 2022-2023.

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

PERSONNEL COMMISSION BUDGET 2022-2023

Description	Object	2021-22	2022-23	Difference	% Change
Administrative & Management	2110	\$ 413,433.00	\$ 464,868.00	\$ 51,435.00	12.4%
Clerical	2120	\$ 590,754.00	\$ 570,899.00	\$ (19,855.00)	-3.4%
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -	
Clerical Overtime	2324	2,000.00	2,000.00	\$ -	
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -	
Other Classified Hourly	2393	0.00	0.00	\$ -	4.9% -
Benefits (Staff)	Various	\$ 502,427.00	\$ 526,981.00	\$ 24,554.00	3%
Benefits (Commissioners)	Various	\$ 87,163.00	\$ 84,288.00	\$ (2,875.00)	
Total Salary & Benefits		\$ 1,614,502.00	\$ 1,667,761.00	\$ 53,259.00	3.3%
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -	
Mileage	5210	\$ 150.00	\$ 150.00	\$ -	
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -	
Meeting Reimbursements	5241	\$ -	\$ -	\$ -	
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -	
Dues & Memberships	5310	\$ 5,500.00	\$ 5,500.00	\$ -	
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -	
Legal	5730	\$ 15,000.00	\$ 15,000.00	\$ -	
Off Campus Printing	5820	\$ -	\$ -	\$ -	
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -	
Software Licensing	5840	\$ 14,400.00	\$ 16,400.00	\$ 2,000.00	
Postage	5850	\$ -	\$ -	\$ -	
Other Contract Services	5890	\$ -	\$ -	\$ -	
Total Operating Expenses		\$ 54,546.00	\$ 56,546.00	\$ 2,000.00	3.7%
Total Budget		\$ 1,669,048.00	\$ 1,724,307.00	\$ 55,259.00	3.3%

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27

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

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: Acknowledge receipt of the 2021-2022 Quarterly Budget Report, as of March 31, 2022 (Appendix A).

COMMENT: The Board of Trustees is presented on a quarterly basis with a set of financial statements for the general fund along with the quarterly 311Q report required by the Chancellor’s Office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 28

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 2021-2022 Education Protection Account (EPA) funds of \$25,687,232 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 an open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided by the EPA have been properly disbursed and expended as required by law.

This recommendation is submitted to comply with Proposition 55 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA that SMCCD will receive for 2021-2022, as of P1, is \$26,064,563. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2020-2021 decreased from the P2 amount of \$32,818,910 to \$32,441,579 or a decrease of <\$377,331>. The entire amount for 2021-2022 less the decrease in 2020-2021 funding will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations and will be offset by a decrease in apportionment funding received by the State.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29

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

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees commence the application process (1) to fill vacancies on the Citizens’ Bond Oversight Committee (CBOC) caused by the expiring term of a current members (Alfred Barrett) effective July 1, 2022, and (2) to possibly appoint additional members to serve on the Citizens’ Bond Oversight Committee.

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

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

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

Members with continuing terms through June 30, 2023	Patrick Acosta, Local Business/Community Heather Anderson, Local Community/Malibu Elizabeth Greenwood, Local Business Anne Plechner, Local Community/Malibu Elaine Polachek, Business Community, District Support Katherine Reuter, Local Community/Senior Citizens’ Organization Donald Schort, Local Business/Community Bruce Sultan, Local Business/Community
Member with term expiring June 30, 2022 who is eligible to apply for reappointment	Alfred Barrett, Senior Citizens’ Organization
Members with terms expiring June 30, 2022 who are not eligible for reappointment (served three terms)	None
Associated Students Representative term expires June 30, 2022	A new representative will be appointed for 2022-2023.

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

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

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT May 3, 2022
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XIV. BOARD COMMENTS

XV. ADJOURNMENT

The meeting will be adjourned in memory of **Debra Marie Hall**, mother of Tre’Shawn Hall-Baker, Dean of Human Resources; and **Bruce Tomkinson**, retired full-time Faculty member in the Art Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, June 7, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.