



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, NOVEMBER 1, 2022

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	November 1, 2022

# MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, November 1, 2022. The meeting will be conducted via Zoom Webinar.

**I. ORGANIZATIONAL FUNCTIONS- 5:02 p.m.**

- CALL TO ORDER  
 Dr. Louise Jaffe, Chair - Present  
 Barry Snell, Vice-Chair - Present  
 Dr. Susan Aminoff - Present  
 Dr. Nancy Greenstein - Present  
 Dr. Margaret Quiñones-Perez - Present  
 Rob Rader - Present  
 Dr. Sion Roy - Present  
 Catalina Fuentes Aguirre, Student Trustee - Excused Absence
  
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS -None

**II. CLOSED SESSION**

- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
 Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources  
 Robert Myers, Campus Counsel  
 Employee Organizations: SMC Faculty Association  
 CSEA Chapter 36  
 SMC Police Officers Association
  
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)
  
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9)  
 Name of Case: Santa Monica Community College District v. Clive Wilkinson Architects, Inc., Los Angeles Superior Court, Case No. 20SMCV01637.

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

- LAND ACKNOWLEDGEMENT  
 We respectfully recognize that the land on which Santa Monica College currently stands is the ancestral unceded territory of the Tongva or Gabrieliño peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.
  
  - PLEDGE OF ALLEGIANCE – Dr. Dione Carter, Dean of Academic Affairs
  
  - CLOSED SESSION REPORT  
 The Board of Trustees authorized the Superintendent/President to enter into a Settlement Agreement and General Mutual Release between the Santa Monica Community College District and Clive Wilkinson Architects, Inc. to resolve claims raised in Santa Monica Community College District v. Clive Wilkinson Architects, Inc., Los Angeles Superior Court, Case No. 20SMCV01637.
- ROLL CALL VOTE  
 AYES: 7 (Aminoff, Greenstein, Jaffe, Quiñones-Perez, Rader, Roy, Snell)  
 NOES: 0

- 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)

STUDENT ADVISORY: Absent

AYES: 7

NOES: 0

#### IV. SUPERINTENDENT'S REPORT

##### Updates

- COVID-19
- Giving Thanks(giving)

##### Recognition

- Dr. Louise Jaffe, retiring member of the Board of Trustees

#### V. PUBLIC COMMENTS

Julie Taren

Jeremy Lange

##### Public Comments Read by Vice-Chair Barry Snell

Vinnesa Cook

Connie Chen

Edna Flores

Joe Banks

Judith Mosher

Gail Johnson

Saul Ramirez

Rebecca Yilma

Kristina Fukuda

Maisha Reid

Rajesh Khandelwal

Sean Blocklin

Hannah Olivia Nelson

Giovanni Aquila

#### 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: SMC's Performance on Institutional Effectiveness, Vision for Success, Student Equity Plan Metrics and Board Goals

Institutional Effectiveness (IE) is the systematic and continuous process of measuring the extent to which a college achieves its mission as expressed through its mission, goals, and strategic objectives. The ultimate purpose of the IE process is to advance educational quality and drive institutional improvement. The IE process at Santa Monica College (SMC) involves the compilation and analyses of key metrics and discussion of the College's performance on the metrics against minimum standards (called "institution-set standards" by ACCJC) and improvement target goals.

Dr. Vicenta Arrizon, Chair, Academic Senate Joint Institutional Effectiveness Committee (IEC), and Dr. Hannah Lawler, Vice-Chair, IEC, provided a high-level summary of SMC's performance on metrics included in the IE framework, including the Chancellors' Office Vision for Success and Student Equity and Achievement, and discuss the College's progress towards the 2022-2025 goals.

[SMC's Performance on Institutional Effectiveness, Vision for Success, Student Equity Plan Metrics and Board Goals](#)

*This supports the Board's 2022-2023 Annual Goal: Educational Advancement, Quality, and Equity.*

5. Decrease equity gaps and increase
  - Successful enrollment for first time applicants
  - Persistence from first term of enrollment to subsequent term
  - Course success in equitized gateway courses
  - Transfer level English and transfer level Math successful course completion in year one
  - Units successfully completed in year 1.
  
6. Decrease equity gaps and increase Vision For Success and Student Centered Funding Formula (SCFF) completion metrics for all populations – Bachelor Degrees, Transfers, AAs, ADTs, Chancellor's Office approved Certificates.

## IX. MAJOR ITEMS OF BUSINESS

#1 Acceptance of Final Draft of the SMCCD 2022 Accreditation Institutional Self-Evaluation Report

## X. CONSENT AGENDA

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

#2 Approval of Minutes: October 11, 2022 (Regular Meeting)

#3 Resolution: Adopt Findings Pursuant to Government Code Section 54953

### Academic and Student Affairs

#4 New Courses and Degrees, Fall 2022

### Contracts and Consultants

#5-A Ratification of Contracts and Consultants

### Human Resources

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

### Facilities and Fiscal

- #10 Facilities
- #11 Acceptance of Grants and Budget Augmentation
- #12 Budget Transfers
- #13 Commercial Warrant Register
- #14 Payroll Warrant Register
- #15 Auxiliary Payments and Purchase Orders
- #16 Organizational Memberships
- #17 Authorization of Signatures to Approve Invoices, 2022-2023
- #18 Providers for Community and Contract Education
- #19 Purchasing
  - A Award of Purchase Orders

XI. **CONSENT AGENDA** – Pulled Recommendations

XII. **MAJOR ITEMS OF BUSINESS** (*continued*)

- #20 Resolution: Veterans Awareness Week
- #21 Reappointment to Personnel Commission
- #22 2022-2023 Quarterly Budget Report and 311Q

XIII. **BOARD COMMENTS AND REQUESTS**

XIV. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, December 13, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar to allow for remote participation.

BOARD OF TRUSTEES	REGULAR MEETING
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#### IV. SUPERINTENDENT'S REPORT

Updates:

##### **COVID-19**

A draft of the masking matrix is being circulated to SMC constituency groups for feedback due November 7<sup>th</sup>. Following review of the feedback, the EOT will distribute the masking matrix to the campus community and a FAQ will be developed.

According to the CDC, every county in California had a low community level, not to be confused with community transmission as Los Angeles' community transmission is considered substantial. Today, the Los Angeles Department of Public Health reported 868 new cases with 7 deaths. Hospitalizations continue to be low at 388. Last week's seven-day average with this week, there is a slight increase from 938.4 to 963.3 cases per day.

The Emergency Operations Team (EOT) continues to monitor L.A. County's Protocols for Institutions of Higher Education which have not been updated since August 22<sup>nd</sup> but they list the protocols as under revision.

The EOT continues to focus on campus safety as a priority. It looks at current COVID trends and agency information to help guide decisions and to stay current on any new guidelines from Federal, State and local governments. Staff and faculty continue to submit safety plans for on-ground activities. The procurement team continues to evaluate quantities of PPE and sanitizer.

There was a total of 30 confirmed positive cases on and off campus within the last 21 days, 26 students and four staff members. During the last seven days, there were five students and one staff member. The college continues to hold weekly COVID-19 clinics, and offering vaccines, including flu vaccines.

LACDPH is concerned of a possible winter surge due to emerging variants BQ1 and BQ.1.1 However they are optimistic that the new bivalent vaccine and therapeutics will help to keep people out of the hospital.

##### **Giving Thanks(giving)**

Giving Thanks(giving) will be held over a three-day period. Monday will be preparation day, Tuesday will be food distribution day and Wednesday will be hot meal giveaway for students who do not have access to a kitchen. 1,047 students are confirmed to be part of Giving Thanks(giving) this year, representing about 145 zip codes throughout Santa Monica and Los Angeles County.

Link to presentation: [Giving Thanks\(giving\)](#)

##### **SMC Film Program**

SMC students involved in the film program are garnering accolades as they enter films into various forums and competitions. Santa Monica College student film "Leaving the Factory" has won the top distinction, selected by the Russo Brothers out of three finalists screened during the National Italian American Foundation's (NIAF) [47th Anniversary Gala Weekend](#) at the NIAF Forum held October 29th in Washington, D.C.

Written and directed by SMC Film Production student Alessia Crucitelli and produced by Andrew James Levay & Catharine Dada, "Leaving the Factory" focuses on the story of the mistreatment of Italian immigrant women factory workers, and their struggle to overcome oppression. The film stars Italian actress Roberta Sparta and co-stars Anne Bedian and Roberta De Santis. Professor Salvador Carrasco and Professor Bartesaghi were acknowledged for the guidance of students through these projects.

### **Corsair Awards**

The Santa Monica College student-run media outlet [The Corsair](#) has brought home a slew of awards, including several [Pinnacle Awards](#) in a nationwide contest organized by the College Media Association, Pacemaker awards from the [Associated Collegiate Press](#), and statewide JACC (Journalism Association of Community Colleges) SoCal Publication Awards.

In addition, SMC student Guadalupe Perez was one of two student journalists recognized by the [Society of Professional Journalists Los Angeles \(SPJ/LA\)](#) as a student journalist honoree for 2022, at the society's Distinguished Journalists Awards Banquet on October 19<sup>th</sup> at the Omni Hotel in downtown Los Angeles.

### **Cool Career Speakers Forum**

This event for SMC business students to be held November 3-9, 2022 is a series of very informative panel discussions held by talented SMC faculty and industry professionals from a variety of business career fields. Students will learn invaluable information on new business trends, skills, knowledge, technology, educational requirements, special training and qualifications that are now required in the ever-evolving business world.

### Recognition of Dr. Louise Jaffe, retiring member of the Board of Trustees

Dr. Louise Jaffe, who is concluding her time as a member of the Board of Trustees, was acknowledged for serving on the Board of Trustees for 16 years as well as for her leadership in statewide trustee organizations. An in-person reception for Trustee Jaffe will be held on Thursday, November 10<sup>th</sup> in the Student Services Center Third Floor Patio, 5-7 p.m. All are welcome.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 1, 2022

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:**                    **ACCEPTANCE OF FINAL DRAFT OF THE SMCCD 2022 ACCREDITATION INSTITUTIONAL SELF-EVALUATION REPORT**

SUBMITTED BY                Accreditation Liaison Officer, Vice President/Academic Affairs

REQUESTED ACTION:        It is recommended that the Board of Trustees accept the final draft of the Santa Monica Community College District 2023 Accreditation Institutional Self-Evaluation Report due to the ACCJC by December 15, 2022.

SUMMARY:                    The Institutional Self-Evaluation Report is presented to the Board of Trustees in preparation for its submission to the Accrediting Commission. It is believed to be an accurate depiction of Santa Monica College at this time. The body of the report is substantially complete, but the College's Accreditation Co-Editors, with support from the Accreditation Liaison Officer and Accreditation Co-Chairs, continue to refine the self-study, organize the supplementary sections, and address formatting and publication details. The self-study process has been inclusive, collaborative, transparent, reflective and rewarding, and the discussions that have occurred throughout the College, led by Standard Co-Chairs, during the development of the report have resulted in an opportunity to reflect on the College's accomplishments, challenges, and evolution over the past six years, acknowledge areas in need of improvement, and create a focused action plan, recommended by the College's Accreditation Steering Committee, that is centered on institutional planning with the goal of creating a new Master Plan for Education. This will ensure that Santa Monica College continues to assess and improve its student learning programs and services contributing to student success.

Link to: [2022 Accreditation Institutional Self-Evaluation Report](#)

Link to: [Institutional Self-Evaluation Report presentation](#)

MOTION MADE BY:            Nancy Greenstein  
 SECONDED BY:                Barry Snell  
 STUDENT ADVISORY:        Absent  
 AYES:                            6  
 NOES:                            0  
 ABSENT:                        1 (Quiñones-Perez)



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**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 #2-#19.

Recommendations pulled for separate action and discussed in  
Section VIII, Consent Agenda – Pulled Recommendations: #11

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Absent  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

**X. CONSENT AGENDA – Pulled Recommendations**

Recommendation Nol. 11 – Acceptance of Grants and Budget Augmentation

MOTION MADE BY: Rob Rader  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Absent  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

**RECOMMENDATION NO. 2 APPROVAL OF MINUTES**

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

[October 11, 2022 \(Regular Meeting\)](#)

**RECOMMENDATION NO. 3 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.

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**RECOMMENDATION NO. 4**      **NEW COURSES AND DEGREES, FALL 2022**

*Requested Action: Approval/Ratification*

*Requested by: Curriculum Committee*

*Approved by: Jason Beardsley, Interim Vice-President, Academic Affairs*

New Courses

ESL 922 Conversation and Culture in the U.S.

This speaking/listening course for group "A", "B", and "C" level non-native speakers of English examines the cross-cultural differences that affect communication. It prepares students to understand and speak English more clearly and fluently in pairs, groups, class discussions, interviews, panels, and speeches. Conversation techniques, vocabulary acquisition, and reading, critical thinking, and problem-solving skills are employed.

ESL 926 Advanced Grammar Workshop

This noncredit ESL course is mirrored to the credit course ESL 20A-Advanced Grammar Workshop and is designed for noncredit students who wish to transition to credit coursework. This course is designed to increase a student's grammar and sentence-writing skills. Students will recognize and employ the sophisticated language necessary for successful completion of ESL 19A and ESL 19B. Concurrent enrollment in this course is highly recommended for success in ESL 19A and ESL 19B.

ESL 927 Advanced Grammar and Editing

This noncredit ESL course is mirrored to the credit course ESL 20B-Advanced Grammar and Editing and is designed for noncredit students who wish to transition to credit coursework. This is an advanced grammar course designed to improve a student's syntax and editing proficiency. Concurrent enrollment in this course is highly recommended for success in ESL 19A and ESL 19B. The newly mirrored Credit/Noncredit ESL courses represent an expanded on-ramp to college credit for our noncredit students. Mirrored CR/NC courses share a course outline of record and allow students to explore collegiate academic work for free, with less pressure, and no impact on financial aid. The mirrored arrangement allows students more time to prepare for transfer-level work in the era of AB1705.

ESL 976 Academic Vocabulary Skills

This noncredit ESL course is mirrored to the credit course ESL 28-Academic Vocabulary Skills. This course is designed for noncredit students who wish to transition to credit coursework and develop their techniques for understanding academic vocabulary and using English words idiomatically. It emphasizes context and usage of vocabulary from the Academic Word List (Coxhead 2000) or a similar corpus. Students will learn to comprehend and use approximately 200 words from the AWL to improve their reading comprehension, speaking, listening, and writing skills for academic success.

Course Revisions

PSYCH 11 Child Growth and Development

Distance Education

ASL 1 American Sign Language 1

ESL 926 Advanced Grammar Workshop

ESL 927 Advanced Grammar and Editing

ESL 976 Academic Vocabulary Skills

JAPAN 8 Conversational Japanese

BOARD OF TRUSTEES  Santa Monica Community College District	ACTION  November 1, 2022
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 5**      **CONTRACTS AND CONSULTANTS**

**5-A**      **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

	<b>Provider/Contract</b>	<b>Term/Amount</b>	<b>Service</b>	<b>Funding Source</b>
1	Denea Joseph	October 1-21, 2022  Not to exceed \$3,500	The provider will prepare and present a 30-45 minute keynote presentation in support of Undocumented Student week of action.	Restricted General Fund-Dream Resource
2	Santa Monica Chamber of Commerce (SMCCC)	October 1, 2022 – June 30, 2023  Not to exceed \$10,000	The SMC-SMCC Mentorship Program is a collaboration between the Santa Monica Chamber Foundation and the Santa Monica College Black Collegians Umoja Community and Adelante Program. It is designed to match SMC students in those programs with mentors in the Chamber. The goal is to expose student participants to mentors in their career area of interest, provide network opportunities, and promote major and career exploration.	General Fund
<p><u>1 and 2</u>  <i>Requested by: Nick Mata, Dean of Special Programs (Interim)</i>  <i>Approved by: Michael Tuitasi, Vice President Student Affairs</i></p>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 1, 2022
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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*

<u>ELECTION</u>	<u>EFFECTIVE DATE</u>
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<u>ACADEMIC ADMINISTRATOR</u> Hernandez, Jose, Associate Dean, Outreach, Onboarding and Student Engagement	11/2/2022
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<u>PROJECT MANAGER</u> Campos, Yovanna, Project Manager, Grants	11/7/2022
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ADJUNCT FACULTY  
Approval/ratification of the hiring of adjunct faculty (List on file in the Office of Human Resources).

SEPARATION

<u>RETIREMENT</u> Hunt, Steve, Full-time Faculty, Library (24 years of service)	12/20/2022
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<u>RESIGNATION</u> Lewis, Stephanie, Full-time Faculty, DSPS	(Amended date) 02/09/2023
Mejia, Ashley, Project Manager, Noncredit Initiatives	11/11/2022

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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 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>EFFECTIVE DATE</u>
<u>ESTABLISH NEW CLASSIFICATION</u>	
Basic Needs Project Assistant Classified Employee Salary Schedule, Range 28	11/02/2022
<u>CLASSIFICATION RETITLE AND SALARY REALLOCATION</u>	
From: Skilled Maintenance Worker Classified Employee Salary Schedule, Range 28	11/02/2022
To: Skilled Maintenance Worker I Classified Employee Salary Schedule, Range 31	
<u>CLASSIFICATION SALARY REALLOCATION</u>	
Skilled Maintenance Worker II	11/01/2022
From: Classified Employee Salary Schedule, Range 31	
To: Classified Employee Salary Schedule, Range 36	
Laboratory Technician – Photography	11/01/2022
From: Classified Employee Salary Schedule, Range 29	
To: Classified Employee Salary Schedule, Range 32	
Community College Police Dispatcher	11/01/2022
From: Classified Employee Salary Schedule, Range 28	
To: Classified Employee Salary Schedule, Range 29	
Campus Store Assistant Manager	11/01/2022
From: Classified Management Salary Schedule, Range M5	
To: Classified Management Salary Schedule, Range M7	
<u>ESTABLISH POSITION</u>	
DSPS Specialist (1 position) Disabled Student Center, 12 months, 40 hours	11/02/2022
<u>ESTABLISH POSITIONS – MALIBU CAMPUS</u>	
Administrative Assistant- II (1 position) Malibu Campus, 12 months, 40 hours	11/02/2022
Campus Safety Officer, (3 positions) Campus Police, Malibu Campus, 12 months, 40 hours, Varied Hours	11/02/2022
Custodian (3 positions) Operations, Malibu Campus, 12 months, 40 hours, Varied Hours	11/02/2022

Grounds Equipment Operator (1 position) 11/02/2022  
Grounds, Malibu Campus, 12 months, 40 hours

Grounds Worker, (1 position) 11/02/2022  
Grounds, Malibu Campus, 12 months, 40 hours

Media Resources Assistant (1 position) 11/02/2022  
Malibu Campus, 12 months, 40 hours

Student Service Specialist (1 position) 11/02/2022  
Malibu Campus, 12 months, 40 hours

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

De La Torre, Amanda 11/01/2022  
From: International Student Services Specialist, International Education Center (range 34)  
To: Student Services Specialist, Pathways (range 30)

PROMOTION ADVANCE STEP PLACEMENT

Acevedo, Roger 11/02/2022  
From: Grounds Worker, Grounds  
To: Grounds Supervisor, Grounds (Step C)

Gipson, Erin 10/17/2022  
From: Student Services Clerk, Admissions and Records  
To: Enrollment Services Specialist, Admissions and Records (Step C)

Gray, I. Darryl 11/02/2022  
From: Lead Custodian, Operations  
To: Custodial Operations Supervisor, Operations (Step C)

PROBATIONARY

Bustos, Jessica, Accountant, Fiscal Services 11/01/2022

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

DiGregorio, Anisha 07/01/2022 to 09/30/2022  
From: Administrative Assistant I 10/01/2022 to 11/01/2022\*  
To: Human Resources Specialist  
\*Extended Dates  
Percentage: More than 50%

Melichar, Jeffrey 10/17/2022 to 02/21/2023  
From: Student Services Clerk  
To: Student Services Assistant  
Percentage: More than 50%

Ouwersloot, Meredith 11/01/2022 to 02/28/2023  
From: Programmer Analyst  
To: Senior Programmer Analyst  
Percentage: More than 50%

Reyes, Miguel  
From: Information Systems Administrator  
To: Instructional Technology Services Manager  
Percentage: More than 50%

10/18/2022 to 01/16/2023

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Hightower, LaToya  
From: Student Services Clerk  
To: Student Services Assistant  
Percentage: More than 50%

10/17/2022 to 02/21/2023

CSEA EDUCATIONAL PAY DIFFERENTIAL

Leahy, Ann Marie, Laura, Senior Career Services Advisor 1.5%

11/01/2022

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Lanz, Mattie, Enrollment Services Specialist, Admissions and Records

10/29/2022

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 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.

Aninyei, Paul, Customer Service Assistant, Campus Store	09/26/2022- 12/22/2022
Bice, Angela, Events Assistant, SMC Performing Arts	10/24/2022- 06/30/2023
De Silva, Shana, Events Assistant, SMC Performing Arts	10/14/2022- 06/30/2023
Gradilla, Giselle, Personnel Specialist, Personnel Commission	
From:	07/01/2022- 11/04/2022
To:	07/01/2022- 12/23/2022
Kristanto, Amanda J., Web Content Developer, Web & Social Media	10/12/2022- 06/30/2023
Linde, Adam G., Theatre Tech Specialist, Performing Arts Ctr	10/17/2022- 06/30/2023
McCarthy, David W., Theatre Tech Specialist, Performing Arts Ctr	10/17/2022-06/30/2023
Miles, Erik, Student Services Clerk, Health Services	
From:	07/01/2022- 06/30/2023
To:	07/01/2022- 10/14/2022
Miles, Erik, Receiving, Stockroom & Delivery Worker, Basic Needs	10/17/2022- 06/30/2023
Ogle, Cynthia N., Events Assistant, SMC Performing Arts	10/07/2022- 06/30/2023
Palomina, Eden R., Theatre Tech Specialist, Performing Arts Ctr	09/30/2022- 06/30/2023
Rahman, Syed S., Student Services Clerk, Health Services	10/17/2022- 06/30/2023
Roddie, Vanity N., Custodian, Operations	10/11/2022- 12/19/2022
Tuller, Susan F., Student Services Clerk, Health Services	10/03/2022- 06/30/2023

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.

Campos, Alonzo, Student Services Assistant, Basic Needs	09/27/2022- 06/30/2023
Morrison,, Tatiana, Administrative Assistant II, Personnel Commission	07/01/2022- 12/31/2022

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

Britt, Julia, Personnel Technician, Personnel Commission	
From:	07/01/2022- 09/30/2022
To:	07/01/2022- 11/04/2022



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CONSENT AGENDA: HUMAN RESOURCES

**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, \$15.96/hour (STHP)	51
College Work-Study Student Assistant, \$15.96/hour (FWS)	52

SPECIAL SERVICE

Art Model, \$27.00/hour	2
Art Model with costume, \$30.00/hour	9

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 1, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 FACILITIES**

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

**10-A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT TO SCHEDULE A PUBLIC HEARING OF ITS INTENTION TO DEDICATE BY LEASE AGREEMENT TO DISH WIRELESS, L.L.C. PERMISSION TO INSTALL, OWN, OPERATE, AND MAINTAIN A CELL SITE ON THE ROOFTOP AND WITHIN THE DRESCHER HALL BUILDING**

It is recommended that the Board of Trustees approve the following resolution to schedule a public hearing of its intention to dedicate property to DISH Wireless, L.L.C. to install, own, operate and maintain a cell site on the rooftop and within the Drescher Hall Building; and sets December 13, 2022 at 7:00 p.m. as the date and time for a public hearing on the matter.

Summary: This resolution provides the Board of Trustees ability to enter into long-term lease of District’s property.

Education Code Section 81310 et seq. authorizes the Governing Board of the District to make such dedication after a properly noticed public hearing, if approved by a two-thirds vote of all its members.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA  
MONICA COMMUNITY COLLEGE DISTRICT TO SCHEDULE A PUBLIC  
HEARING OF ITS INTENTION TO DEDICATE BY LEASE AGREEMENT TO  
DISH WIRELESS, L.L.C. PERMISSION TO INSTALL, OWN, OPERATE, AND  
MAINTAIN A CELL SITE ON THE ROOFTOP AND WITHIN THE DRESCHER  
HALL BUILDING**

WHEREAS, DISH Wireless, L.L.C., a provider for cellular services, has requested that the Santa Monica Community College District dedicate a portion of real property over certain District-owned property to install, own, operate, and maintain a cell site on the rooftop and within the Drescher Hall Building, more specifically described in Exhibit A; and,

WHEREAS, such dedication is in the best interest of the District; and,

WHEREAS, Education Code section 81310 et seq. authorizes the Governing Board of the District to make such dedication after a properly noticed public hearing, if approved by a two-thirds vote of all its members; and,

WHEREAS, a public hearing on the question of such dedication will be held at the regularly scheduled Board of Trustees meeting on December 13, 2022, at 7:00 p.m.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Santa Monica Community College District adopts this resolution to schedule a public hearing of its intention to dedicate the property as described in Exhibit A to DISH Wireless, L.L.C. to install, own, operate and maintain a cell site on the rooftop and within the Drescher Hall Building; and sets December 13, 2022, at 7:00 p.m., as the date and time for a public hearing on the matter.

BE IT FURTHER RESOLVED, that the Superintendent/President or his/her designee is hereby authorized and requested to take all steps necessary to provide for proper notice of the hearing.

Exhibit A

Premises: (i) approximately one hundred (100) square feet of space for the installation, use, operation, modification, repair, replacement, monitoring and maintenance of antennas, radios and/ or nodes (the "Antenna Space"); (ii) approximately fifty (50) square feet of space for the installation, use, operation, modification, repair, replacement, monitoring and maintenance of communications equipment (the "Equipment Space"); and (iii) additional space for the installation, use, operation, modification, repair, replacement, monitoring and maintenance of wires, cables, fiber/T-1, conduits, pipes running between and among the Equipment Space, Antenna Space and/or public right of way, and to all necessary electrical, fiber and telephone utility (the "Cable Space"). The Antenna Space, the Equipment Space and the Cable Space are collectively referred to as the "Premises" and will be located exclusively on the rooftop and within the Drescher Hall Building at 1900 Pico Boulevard, Santa Monica, Los Angeles County, California.

Term: The term shall be for five (5) years and shall automatically be extended for two (2) additional five (5) year terms.

Rent: Annual rental of Thirty-six Thousand and No/100 Dollars (\$36,000.00) to be paid in equal monthly installments. Commencing on the first (1<sup>st</sup>) annual anniversary of the Commencement Date, and on each annual anniversary of the Commencement Date thereafter, the annual rental shall be increased by three percent (3%).

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requested by: Jason Beardsley, Interim 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: Aquaculture Certificate Program  
 Granting Agency: The Builders Initiative Foundation  
 Augmentation Amount: \$525,000 (\$175,000 per year for 3 years)  
 Matching Funds: Not Applicable  
 Performance Period: September 6, 2022 to May 30, 2025  
 Summary: The purpose of this grant is to support the development and launch of an Aquaculture certificate Program to help to train the emerging aquaculture workforce in Southern California. The certificate program is a comprehensive, 18-unit program that serves needs of the growing aquaculture industry. Three of the required courses will be new and three will be from SMC's existing course offerings. Funding from this grant will support compensation for faculty to develop the curriculum and participate in grant activities. The Builders Initiative Foundation invests and collaborates with non-profits, governments, businesses and others working towards sustainable solutions to societal and environmental challenges.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600 State		\$ 525,000
Expenditures		
1000 Academic Salaries		\$ 367,500
2000 Non-Academic Salaries		\$ 0
3000 Employee Benefits		\$ 157,500
4000 Supplies & Materials		\$ 0
5000 Other Operating Expenditures		\$ 0
6000 Capital Outlay		\$ 0
7300 Other Outgo/Indirect		\$ 0
7600 Student Aid		\$ 0
Total		\$ 525,000

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 1, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

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

12-A FUND 01.0 – General Fund - Unrestricted

Period: July 1, 2022 through September 30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	24,000
2000	Classified/Student Salaries	52,298
3000	Benefits	0
4000	Supplies	12,230
5000	Contract Services/Operating Exp	-33,750
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-54,778
Net Total:		0

12-B FUND 40.0 – Capital Projects Fund

Period: July 1, 2022 through September 30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	340
5000	Contract Services/Operating Exp	153,210
6000	Sites/Buildings/Equipment	-153,550
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

12-C FUND 42.4 – Revenue Bond Construction Fund (Measure AA)

Period: July 1, 2022 through September 30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	25,000
6000	Sites/Buildings/Equipment	-25,000
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER**

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

Commercial Warrant Register  
 September 2022 609016 through 649892

ACH Numbers  
 September 2022 87647 through 96514

Total \$18,234,821.37

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

**RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER**

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

Payroll Warrant Register  
 September 1 through 30, 2022 C1B-C2C \$11,709,432.37

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 1, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15 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

September 2022 Covered by check & voucher numbers: 030413-030850 & 02933-02978

Bookstore Fund Payments	\$ 135,203.00
Other Auxiliary Fund Payments	\$ 75,951.34
Trust and Fiduciary Fund Payments	<u>\$ 580,489.03</u>
	\$ 791,643.37

Purchase Orders issued

September 2022 \$ 64,101.37

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. 16 ORGANIZATIONAL MEMBERSHIPS**

*Requested Action: Approval/Ratification*

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
November 2022	7	\$11,162

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.



BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 1, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2022-2023**

*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 2022-2023:

Name/Title
Yovanna Campos, Project Manager, Grants

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. 18 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: Jason Beardsley, 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  November 1, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 PURCHASING**

*Requested Action: Approval/Ratification*

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

19-A AWARD OF PURCHASE ORDERS

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

September 2022

\$3,181,100.18

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2022

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 20**

**SUBJECT:**                    **RESOLUTION: VETERANS AWARENESS WEEK**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**    It is recommended that the Board of Trustees approve the following resolution in support of Veterans Awareness Week, November 7-12, 2022.

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

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

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

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

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

THEREFORE, BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees declares the week of November 7-12 2022, as Veterans Awareness Week at Santa Monica College; and

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

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

MOTION MADE BY:        Susan Aminoff  
 SECONDED BY:            Rob Rader  
 STUDENT ADVISORY:    Absent  
 AYES:                        6  
 NOES:                        0  
 ABSENT:                    1 (Quiñones-Perez)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 1, 2022
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MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 21**

**SUBJECT:**                    **REAPPOINTMENT TO PERSONNEL COMMISSION**

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

**REQUESTED ACTION:**    It is recommended that the Board of Trustees reappoint Joy Abbott to the SMC Personnel Commission for a three-year term, December 1, 2022 through December 1, 2025.

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

MOTION MADE BY:    Susan Aminoff  
SECONDED BY:        Sion Roy  
STUDENT ADVISORY:   Absent  
AYES:                    6  
NOES:                    0  
ABSENT:                1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 1, 2022

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 22**

**SUBJECT:** **2022-2023 QUARTERLY BUDGET REPORT AND 311Q**

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

**REQUESTED ACTION:** Acknowledge receipt of the 2022-2023 Quarterly Budget Report and 311 Quarterly State Financials, as of September 30, 2022:

Link to: [2022-2023 Quarterly Budget Report](#)

Link to: [Budget Presentation](#)

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

MOTION MADE BY: Barry Snell

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Absent

AYES: 6

NOES: 0

ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT November 1, 2022
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**XIII. BOARD COMMENTS**

**IX. ADJOURNMENT – 9:46 p.m.**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, December 13, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar to allow for remote participation.