



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, MAY 3, 2022

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Via Zoom Conference

## MINUTES

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

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:01 p.m.  
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  
Ali Shirvani, Student Trustee – Present (for public session)

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

### II. CLOSED SESSION

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

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

- PLEDGE OF ALLEGIANCE - Ali Shirvani, Student Trustee, 2021-2022
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: Recommendation No. 11-C, Facilities was pulled from the Consent Agenda.

### IV. SUPERINTENDENT'S REPORT

### 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

Link to Report [Age-Friendly University Initiative](#)

*This supports the Board's 2021-2022 Annual Goals: #2-The Future of the College, #3-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)

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

**Academic Affairs**

#3 New Courses and Degrees, Spring 2022

**Contracts and Consultants**

#4-A Approval of Contracts and Consultants

#4-B Ratification of Contracts and Consultants

**Human Resources**

#5 Equal Opportunity Fund Multiple Method Allocation Model Certification Form,  
Fiscal Year 2020-2021

#6 Resolution Fixing the Employer's Contribution Under the Public Employees  
Medical and Hospital Care Act

#7 Academic Personnel

#8 Classified Personnel – Regular

#9 Classified Personnel – Non Merit

#10 Classified Personnel – Limited Duration

**Facilities and Fiscal**

#11 Facilities

#12 Acceptance of Grants and Budget Augmentation

#13 Budget Transfers

#14 Commercial Warrant Register

#15 Payroll Warrant Register

#16 Reissue Payroll Warrants

#17 Auxiliary Payments and Purchase Orders

#18 Organizational Memberships

#19 Providers for Community and Contract Education

#20 Authorized Signature Resolution (Amendment)

#21 Purchasing

A Award of Purchase Orders

**X. CONSENT AGENDA – Pulled Recommendations**

**XI. MAJOR ITEMS OF BUSINESS**

#22 Classified School Employees Week

#23 Collective Bargaining Unit Initial Proposal for Negotiations by the  
SMC Faculty Association

#24 Naming of Upper and Lower Plazas at the SMC Performing Arts Center

#25 Annual Authorization of Privileges for Student Trustee

#26 Receipt of Personnel Commission 2021-2022 Proposed Budget

#27 2021-2022 Quarterly Budget Report and 311Q

#28 Adoption of Education Protection Account (EPA) Funding and Expenditures

#29 Process to Appoint Members of the Citizens' Bond Oversight Committee

**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.

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**III. SUPERINTENDENT'S REPORT**

COVID-19 Update

On overview and update of the LA County COVID-19 numbers as well as recent and upcoming events at SMC was presented.

LA County encourages businesses to use common sense strategies due to an increase in COVID\_19 cases. Masking (medical grade, (medical grade, N95 and KN95) indoors is recommended. SMC is currently continuing to follow those guidelines.

- Last week, the 7-day average was 2,054 cases per day while the week prior to that was at 1,657 cases per day, a difference of 397 per day. Hospitalizations and deaths are considered low based on prior surges.
- Santa Monica College continues to work to open activities on-ground. There is a robust approval process, and safety plans are required. The Associated Students hosted an on-ground movie for Earth Day; the Transfer Fair was held in the Quad on April 28<sup>th</sup> ; and SMC’s Open House will be held on May 14<sup>th</sup>; the Student Services Awards ceremony will be held on June 2<sup>nd</sup>, and Grad Walk (formerly diploma drive-thru ceremony) will be held June 11<sup>th</sup>.

The Emergency Operations Team continues to focus on campus safety as a top priority and repeatedly look to regulatory agency information to stay current on any new safety guidelines from Federal, State, and Local governments.

- Throughout the Spring Semester safety protocols campus-wide have been monitored, including classrooms, offices, and special events. Personal Protective Equipment is available and regularly replenished, sanitizer is available, and high touch points are being sanitized. Staff and students are following the safety protocols.
- Since the beginning of the pandemic, one of the most effective activities the District has undertaken to keep the campus community safe has been to engage all levels of the college in the safety planning process through safety walk-throughs and preparing safety plans. The EOT Leads have created “General Safety Plans” for specific activities that any department can use and takes the place of creating a new specific safety plan. In April two General Safety Plans were released - one for Face-to-Face Meetings and the other for Special Events.
- The college continues in a direction to open the campus in a safe, methodical, and calculated process, always being conscious of the public health requirements, and mindful of our safety as a campus community.

This month the Health Center will be working with MIS to enhance the data collection of positive cases in order to provide a little more detail such as number of cases on campus per week, per building, and other types of specific information. Additionally, the EOT is in the beginning stages of working to develop some metrics that will help guide the future, specifically around loosening the mask mandate in some settings. No decisions have been made yet on changing the mask mandate, but a more conservative approach is being discussed as this has helped to keep students, faculty and staff safe.

The vaccine mandate is still in place for students coming on-ground, however students were given a grace period until May 25<sup>th</sup> to submit their vaccine or exemption. Students who do have an approved vaccination on file may be dropped from on ground classes on June 8<sup>th</sup> . This decision to put in a grace period was made to reduce barriers to enrollment, and it is hoped to encourage more students to enroll in on ground courses and access services on-ground. The system for vaccine collection for students went through a major transformation and WebISIS is being used for most needs.

Maintenance and Operations continue to work to ensure safety protocols are in place in preparation for any increase of on-ground activities. Portable air filtration units are installed in all buildings, enhanced cleaning practices remain in place and classroom cleaning supplies are available for faculty and students at all campuses. The maintenance team will consistently monitor air ventilation so that there is continuous and adequate air flow in all buildings.

#### Summer/Fall 2022 Enrollment

- System-wide enrollment is down 25-30 percent on average since before pandemic. What SMC is experiencing is part of a larger statewide picture. Some colleges are experiencing enrollment losses closer to 45-50 percent.
- Summer and fall credit enrollment at SMC began on April 25<sup>th</sup>. It is very early in the enrollment cycle so numbers will change significantly. So far, resident enrollment is down around 17- 18 percent for summer and fall compared to the enrollment period last year. Nonresident enrollment is also down.
- A pattern indicates that there is an increase of new students and a decline of continuing and former students.
- International applications and admissions have increased with strong numbers from F1 visa students, but there are ongoing changes in federal regulations around whether they you can take online courses or not.
- Outreach and marketing efforts are being accelerating to entice students with a new approach of program-based marketing through social media and web search optimization. 15 programs have been identified with the capacity to grow enrollment.
- An open house on May 14<sup>th</sup> will include enrollment labs where counselors can support students with enrollment. The computer labs will be available for students to complete their matriculation tasks as well as financial aid workshops to support students with the financial aid process and to let them know about work-study opportunities. Admissions will be open to support new students, and there will be a resource fair. Academic departments will have tables to promote their programs and there will be tours based on areas of interest.

#### Celebration of Early Childhood Champions

On April 30, 2022, Connections for Children held a celebration of early childhood champions honoring Betsy Award recipients, which included the Santa Monica Early Childhood Lab School Project Team. It was an excellent showcase of the partnerships and highlighted not only the current partners, but past individuals who were catalysts for this effort in the early stages, including Betsy Hiteshew, former chair of SMC's Early Childhood Education Program, and Iao Karagiri who recently passed.

#### Recognition

Outgoing Student Trustee Ali Shirvani was acknowledged and thanked for his dedicated service on the Board of Trustees this past year.

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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 #1-#21.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #3, #4-A(1), #4-B(1), #7

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

**X. CONSENT AGENDA – Pulled Recommendations**

**Recommendation No. 3 – New Courses and Degrees, Spring 2022**

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**Recommendation No. 4-A (1) Approval of Contracts and Consultants**

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

**Recommendation No. 4-B (1) Ratification of Contracts and Consultants**

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**Recommendation No. 7 – Academic Personnel**

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**RECOMMENDATION NO. 1**      **APPROVAL OF MINUTES**

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

[April 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 IMMINENT 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 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>				

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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

	<b>Provider/Contract</b>	<b>Term/Amount</b>	<b>Service</b>	<b>Funding Source</b>
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 &amp; 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>				

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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

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%)

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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](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	ACTION
Santa Monica Community College District	May 3, 2022

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.

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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 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

Suzuki, 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

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 – This item was pulled from the agenda –  
No Action Taken

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:	<p>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.</p>	
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	\$ 576,768.63
	\$ 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	ACTION
Santa Monica Community College District	May 3, 2022

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  Santa Monica Community College District	ACTION  May 3, 2022
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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:            Margaret Quiñones-Perez  
 SECONDED BY:                Rob Rader  
 STUDENT ADVISORY:        Aye  
 AYES:                             7  
 NOES:                            0

MAJOR ITEMS OF BUSINESSRECOMMENDATION 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: Margaret Quiñones-Perez  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

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: Nancy Greenstein

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

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 15<sup>th</sup> for the succeeding year.

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

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

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: Susan Aminoff  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**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)	
<b>Total Salary &amp; Benefits</b>		\$ 1,614,502.00	\$ 1,667,761.00	\$ 53,259.00	<b>3.3%</b>
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -	
Mileage	5210	\$ 150.00	\$ 150.00	\$ -	
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -	
Meeting Reimbursements	5241	\$ -	\$ -	\$ -	
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -	
Dues & Memberships	5310	\$ 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	\$ -	\$ -	\$ -	
<b>Total Operating Expenses</b>		\$ 54,546.00	\$ 56,546.00	\$ 2,000.00	<b>3.7%</b>
<b>Total Budget</b>		\$ 1,669,048.00	\$ 1,724,307.00	\$ 55,259.00	<b>3.3%</b>



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

Link to: [2021-2022 Quarterly Budget Report](#)

**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:                Rob Rader

STUDENT ADVISORY:        Aye

AYES:                            7

NOES:                            0



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: Nancy Greenstein  
SECONDED BY: Rob Rader  
STUDENT ADVISORY: Aye  
AYES: 7  
NOES: 0

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

XIV. BOARD COMMENTS

XV. ADJOURNMENT – 9:28 p.m.

The meeting will be adjourned in memory of **Debra Marie Hall**, mother of Tre’Shawn Hall-Baker, Dean of Human Resources; **Iao Katagiri**, beloved community leader and longtime champion of Santa Monica College and its students; 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.