



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JUNE 1, 2021

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Via Zoom Conference

The complete minutes may be accessed on the
Santa Monica College website:
<https://www.smc.edu/administration/governance/board-of-trustees/meetings.php>

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, June 1, 2021. The meeting was conducted via Zoom Webinar.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER -5:30 p.m.
Rob Rader, Chair - Present
Dr. Louise Jaffe, Vice-Chair- Present
Dr. Susan Aminoff- Present
Dr. Nancy Greenstein- Present
Dr. Margaret Quiñones-Perez - Present
Dr. Sion Roy- Present
Barry A. Snell - Present
Ali Shirvani, Incoming Student Trustee- Present
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organizations: SMC Faculty Association
CSEA Chapter 36
SMC Police Officers Association
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)
- CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8):
Property: 1825 Pearl Street, Santa Monica, California 90405
Agency Negotiator: Christopher Bonvenuto, Vice-President, Business/Administration
Under Negotiation: Price

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS – 6:30 p.m.

- PLEDGE OF ALLEGIANCE – Jennifer Merlic, Vice-President, Academic Affairs
- CLOSED SESSION REPORT - None
- INSTALLATION OF STUDENT TRUSTEE
Board Chair Rob Rader administered the Oath of Allegiance to Ali Shirvani and installed him as Student Trustee for 2021-2022.

- REVISIONS/SUPPLEMENTAL STAFF REPORTS:

- Revisions to Consent Agenda

- Recommendation No 7 - Annual Authorization of Signatures, 2021-2022

- PROJECT MANAGERS

- Delete: Balfus, Mental Health Grant

- Recommendation No. 14 - Academic Personnel

- NEWLY TENURED FULL-TIME FACULTY

- Rodriguez, Katya, FT/Tenure Track Instructor, ~~Art~~ Business

- Dowd, Tyffany, FT/Tenure Track Instructor, ~~Modern Languages~~ Counseling

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

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS

Darryl Keith-Ogata
Kamiko Greenwood

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. CONSENT AGENDA

Approval of Minutes

#1 Approval of Minutes: May 4, 2021 (Regular Meeting)

Annual Recommendations

- #2 Destruction of Class 3 Records
- #3 Year-End Appropriations Transfers
- #4 Disposal of Surplus Property
- #5 Authorization of Signatures for JP Morgan Chase Bank, 2021-2022
- #6 Annual Resolution – Cash Borrowing from the County Treasury
- #7 Annual Authorization of Signatures, 2021-2022
- #8 Authorization of Signatures for Nonfinancial Academic Agreements, 2021-2022
- #9 2021-2022 Annual Contracts and Consultants

Academic Affairs

- #10 College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements
Course Offerings for 2021-2022
- #11 New Courses and Degrees, Spring 2021

Acceptance of Donations

#12 KCRW Foundation Donations of Equipment to SMCCD

Contracts and Consultants

- #13-A Approval Contracts and Consultants
(Greater than the amount specified in Public Contract Code Section 20651)
 - Amendments to Previously Approved Contracts
- #13-B Ratification of Contracts and Consultants
(Less than the amount specified in Public Contract Code Section 20651)
 - Amendments to Previously Approved Contracts
 - New Contracts

Human Resources

- #14 Academic Personnel
- #15 Classified Personnel – Regular
- #16 Classified Personnel – Limited Duration
- #17 Classified Personnel – Non Merit

Facilities and Fiscal

- #18 Facilities
 - A Agreement for Engineering Services – Connection to Central Plant Drescher Hall
 - B Amendment No. 3 to Agreement for Architect Services – Math and Science Extension Building
 - C Amendment No 5 to Agreement for Architect Services, Malibu Campus
 - D Contractor Substitution Request, SMC Math and Science Addition Project Phase 2
 - E Change Order No. 3, SMC Early Childhood Lab School
 - F Project Close Out – SMC Early Childhood Lab School
 - G Architect and Engineering Services Emeritus Elevator Modernization and Student Services Shade Structure
 - H Award of Bid – Cosmetology Cabinet and Built-In Project
 - I Renewal of Districtwide Fire Alarm Testing and Monthly Preventative Maintenance
 - J Reject All Bids – KCRW Briarcrest Electrical Project
 - K Resolution Regarding Sole Source Contract Award
- #19 Acceptance of Grants and Budget Augmentation
- #20 Budget Transfers
- #21 Commercial Warrant Register
- #22 Payroll Warrant Register
- #23 Auxiliary Payments and Purchase Orders
- #24 Organizational Memberships
- #25 Providers for Community and Contract Education
- #26 Purchasing
 - A Award of Purchase Orders
 - B Award of Competitive Contracts, 2020-2021

IX. **CONSENT AGENDA** – Pulled Recommendations

X. **MAJOR ITEMS OF BUSINESS**

- #27 Renewal of Contract with Proctorio, Inc., for Online Proctoring Services
- #28 2021-2022 Tentative Budget and Narrative
- #29 Temporary Interfund Cash Borrowing
- #30 Resolution Declaring Real Property Located at 1825 Pearl Street as Surplus Property
- #31 First Reading - Board Policy Chapter 1, the District, and Chapter 2, Board of Trustees

XI. INFORMATION

#32 Meeting of the Citizens' Bond Oversight Committee, April 21, 2021

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 1, 2021

IV. SUPERINTENDENT'S REPORT

- COVID-19
Los Angeles County's adjusted COVID-19 case rate dropped from .9 per 100,000 to .7 per 100,000. The overall test positivity rates have dropped from .5% to .4% from last week. Los Angeles County has many locations where 12 and older can get vaccinated and they encourage everyone get vaccinated as it is slowing the spread of COVID. The Governor has launched a new program to get people vaccinated and it is called, "Vax for the Win" On June 15th 15 million will be given to 10 recipients in a lottery of vaccinated people.

Since the beginning of this pandemic, the Emergency Operations Team has focused on finding and interpreting information from many different sources regarding COVID science, safety, and how to best apply this information to SMC. The main guidance comes from Cal OSHA, the California Department of Public Health, and the LA County Department of Public Health, who provides rules and guidelines for COVID safety. There has been an evolution to these guidelines, which continues to this day. Within the next couple of weeks, there will be additional changes that will impact the campus.

A draft revision has been received from the Cal OSHA COVID-19 Prevention Standard, which dictates COVID employee safety response. Following are the major changes which specifically apply to SMC:

1. Face coverings: Normally, a face covering must be worn while on campus. Now, face coverings are not necessary when everyone in a particular room is vaccinated and do not have COVID-19 symptoms.
2. Social distancing: Normally, social distancing is always required. Now, social distancing is not required if you are fully vaccinated.

The Emergency Operations Team (EOT) is working with the Associated Students to fund a vaccination campaign targeting all SMC students. The marketing subgroup is preparing videos promoting vaccines to the students. Student health is holding zoom vaccination information sessions weekly throughout the month of June. Part of what they are doing is dispelling some of the myths associated with vaccines, as well as helping to connect students to local vaccine clinics near them. Vaccine clinics are scheduled throughout the year and into the summer and fall. SMC has signed on to a federal pharmacy partnership program and has pledged to become a vaccine champion college by educating the campus community on the importance of getting vaccinated, providing resources and support to get vaccinated and partnering with our community starting August 31st. The College has partnered with Rite-Aid and will host several vaccine clinics on campus right in the SMC Student Health Center.

The Walk-Through Project objective assists department managers with completing the Department COVID-19 Safety Plan with a deadline of June 21st. The meetings, led by Chief Adams and Director Dan Phillips, are with the groups consisting of a department manager, the administrative assistant, a faculty representative, a CSEA representative, "train the trainers," and other persons identified pertinent to developing the safety plan. The meetings range in size from 10 to 20 persons usually last 1 hour to 1 ½ hour. The "train the trainers" were identified as persons who would assist the managers in drafting the written safety plan. Currently, 54 walk-throughs have been completed with 42 additional departments being scheduled in June

The Maintenance and Operations Department is working intently to safely prepare the campuses for the return of faculty, staff, and students. The Maintenance and Operations team has implemented several administrative and engineering safety controls in response to COVID-19, which include:

1. Enhanced cleaning frequencies on all high touch points and surfaces, and countertops.
2. The deployment of portable cleaning caddies to all departments. These portable caddies will have disinfectant wipes and spray, hand sanitizer, and paper towels. The custodial staff will check the contents daily and will replenish as necessary.
3. Maintenance has increased air flow in the mechanical ventilation systems in all buildings
4. By July 1st all HVAC systems will be updated to MERV-13 Filters for greater filtration
5. Each classroom, lab and open work space will receive portable air purifiers, plexiglass (where needed) as well as disinfecting and sanitizing supplies.

They are prepared to pivot as necessary to ensure that the work environment remains safe and that college facilities and grounds are clean and well maintained.

- Graduation and Related Activities
 - 20th Annual Student Services Awards Celebration, June 3, 2021 at 11:15 a.m. -12:35 p.m.
 - IxD Program's Virtual Live Graduation Show Celebration on Friday, June 11, 2021
 - Nursing Pinning Ceremony, June 17, 2021 at 2 p.m., Main Stage
 - Diploma Drive-through Graduation Event, June 19, 2021
 - Second Virtual Commencement Ceremony, June 25, 2021 at 4 p.m.
- SMC Women's Tennis Team Completed a Perfect 6-0 Season with 6-3 Win over Visiting Mt. San Antonio College. This was only the second time in school history that the Corsairs finished a season undefeated. In 2011, the Corsairs went 17-0 and captured the triple crown of California Community College tennis winning the state team, singles, doubles titles.
- Enrollment: Approximately three weeks out from the start of the summer session and little under three months out from the start of fall, so a lot can still change, but there is some modest improvement in the enrollment numbers. In May, the summer credit enrollment was down 12.73 percent. It is still down in June but down 8.41 percent which is an improvement of over four percentage points. Nonresident was down 32.28 percent in May and is now down 21.04 percent, which is over an 11 percent increase. Many students have indicated that they are waiting until closer to the start of the terms to decide on their enrollment plans. Nonresident enrollment for fall in May was down 35.85 percent; it is now down 24.38 percent.

The bigger challenge with the international student population is the ability of students to get a visa. Students are being encouraged to start taking their classes from abroad, with the hope of being able to enter for later term. Many students are doing that so those numbers continue to improve. The deadline to clear the rosters of students who have not paid or postponed their fees for summer is June 9th. The college continues to send messages to those students who are at risk of being dropped to make sure that they aren't dropped if they are intending to stay.

At its last meeting, the Board approved \$1.9 in HEERF funds. Over \$1 million of that was distributed to over 3,500 qualified students. There was some about students whose immigration status might preclude them from receiving these resources. However, no students were eliminated or disqualified based on their immigration status. All students who met all of the criteria were awarded resources.

Recognition and Acknowledgement

- Nate Donahue, Outgoing Academic Senate President
- Jamar London, Incoming Academic Senate President
- Jennifer Merlic, retiring Vice-President, Academic Affairs
- Tafari Alan, Outgoing Associated Students President
- Chris Bonvenuto, Vice-President, Business/Administration who chaired the search committee for the Vice-President of Academic Affairs, and the members of the search committee

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 1, 2021

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#26.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #10, #14, #18-C, #18-F

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 10 – CCAP Dual Enrollment Partnership Agreements – Course Offering for 2021-2022

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

Recommendation No. 14 – Academic Personnel

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No 18 – Facilities: (C) Amendment to Agreement for Architect Services, Malibu Campus

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No 18 – Facilities: (F) Project Closeout – SMC Childhood Lab School

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

RECOMMENDATION NO. 1 **APPROVAL OF MINUTES**

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

May 4, 2021 (Regular Meeting)

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)**RECOMMENDATION NO. 2 DESTRUCTION OF CLASS 3 RECORDS***Requested Action: Approval*

*Approved by: Kathryn E. Jeffery, Superintendent/President
Chris Bonvenuto, Vice-President, Business and Administration
Teresita Rodriguez, Vice-President, Enrollment Development
Sherri Lee-Lewis, Vice-President, Human Resources*

Approve the destruction of class 3 records (older than three years) stored for Admissions and Records, Financial Aid, Outreach, Assessment, EOP&S, Business Services, Human Resources and Personnel Commission.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. This also includes such items for the Human Resources and the Personnel Commission as recruitment and examination records for classified personnel. All data from these source documents has been recorded on a higher classification record that is stored.

RECOMMENDATION NO. 3 YEAR-END APPROPRIATIONS TRANSFERS*Requested by: Kim Tran, Chief Director, Business Services**Approved by: Chris Bonvenuto, Vice-President, Business and Administration**Requested Action: Approval*

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2020-2021 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)**RECOMMENDATION NO. 4 DISPOSAL OF SURPLUS PROPERTY***Requested Action: Approval**Approved by: Chris Bonvenuto, Vice-President, Business and Administration*

Authorize the disposal of surplus equipment through means deemed appropriate as required during fiscal year 2021-2022.

Comment: Education Code Section 81450 defines surplus equipment as equipment no longer required or suitable for college use or equipment that should be disposed of for the purpose of replacement. Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed by:

- Transfer to other Institutions;
- Transfer to State agencies;
- Sale to other eligible political sub-divisions of the state and other governmental agencies;
- Donation to a public school or public school system;
- Sale by Public or Internet auction

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 5 AUTHORIZATION OF SIGNATURES FOR JP MORGAN CHASE BANK, 2021-2022

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on JP Morgan Chase Bank existing and new accounts for 2021-2022.

1. District Accounts

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

Designated Signatories for District Accounts

- Kathryn E. Jeffery
- Christopher Bonvenuto
- Kim Tran

2. Auxiliary Services/Associated Students Accounts

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

Designated Signatories

- Kathryn E. Jeffery
- Christopher Bonvenuto
- Kim Tran
- Mitch Heskell
- David Dever

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 1, 2022

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 6 ANNUAL RESOLUTION – CASH BORROWING FROM THE COUNTY TREASURY

Requested by: Kim Tran, Chief Director, Business Services
Approved by: Chris Bonvenuto, Vice-President, Business and Administration
Requested Action: Approval

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer, and;

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$30,000,000
- 2) For Fiscal Year 2021-2022
- 3) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
- 4) Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the 2021-2022 fiscal year.
- 5) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds, if so deemed appropriate during the 2021-2022 fiscal year by the Superintendent/President, to ensure that the District can meet its financial obligations.

Comment: Given the instability inherent in the Apportionment payment process Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2021-2022 fiscal year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 7 ANNUAL AUTHORIZATION OF SIGNATURES, 2021-2022

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval/Ratification

Authorization of signatures of all academic and classified managers, classified confidential employees, and department chairs (see following lists) to approve invoices and payments on contracts for the Santa Monica Community College District for 2021-2022.

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 and payments on contracts. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board of Trustees.

Education Code Section 85233 states: "No order on the funds of any district shall be approved by the county superintendent of schools unless the signatures are on file in the Superintendent's Office and he/she is satisfied that the signatures on the order are those of persons authorized to sign the order."

SENIOR ADMINISTRATIVE STAFF

Kathryn E. Jeffery, Superintendent/President
Christopher Bonvenuto, Vice-President, Business and Administration
Don Girard, Senior Director, Government Relations/Institutional Communications
Bradley Lane, Vice-President, Academic Affairs (*pending Board approval- Recommendation No 14*)
Sherri Lee-Lewis, Vice-President, Human Resources
Teresita Rodriguez, Vice-President, Enrollment Development
Michael Tuitasi, Vice-President, Student Affairs

DEANS

Rob Bailis, Artistic Director, The Broad Stage/PAC
Jason Beardsley, Academic Affairs (Interim)
Dione Carter, Academic Affairs
Kiersten Elliott, Community and Academic Relations
Tre'Shawn Hall-Baker, Human Resources
Mitchell Heskel, Education Enterprise
Hannah Lawler, Institutional Research
Nick Mata, Special Programs (Interim)
Lizzy Moore, SMC Foundation/Institutional Advancement
Maria Muñoz, Equity, Pathways, and Inclusion (Interim)
Pressian Nicolov, International Education
Patricia Ramos, Academic Affairs
Janet Robinson, Counseling (Interim)
Scott Silverman, Noncredit and External Programs (Interim)
Esau Tovar, Enrollment Services

ASSOCIATE DEANS

Wendi DeMorst, Student Instructional Support (Interim)
Susan Fila, Health and Well-Being (Interim)
Jose Hernandez, Outreach, Onboarding/Student Engagement (Interim)
Tracie Hunter, Financial Aid/Scholarships
Denise Kinsella, International Education
Sasha King, Career/Technical Education (Interim)
Isaac Rodriguez, Student Life
Linda Sullivan, Facilities Programming
Tammara Whitaker, Online Services and Support (Interim)
Eric Williams, Health Sciences (Interim)

DIRECTORS (Academic)

Reggie Ellis, Athletics
Steve Hunt, Library and Information Services (Interim)
Maral Hyeler, Instructional Services/External Programs
Lina Ladyzhenskaya, Student Judicial Affairs
Deirdre Weaver, Outreach and Onboarding Initiatives
Catherine Weir, International Development

ASSISTANT DIRECTOR

Lydia Ayala, Athletics

PROJECT MANAGERS

Deyadra Blye, Student Care Teams
Nancy Cardenas, LA HI Tech Student Support (50%)
Bonita Cooper, Upward Bound
Shari Davis, Special Assignments (nte 75%)
Jeffrey Gordon, IxD (50%)
Ferris Kawar, Sustainability
Aimee Lem, Pico Partnership (50%)
Maria Leon-Vasquez, Workforce Development
Ashley Mejia, Non-Credit (Adult Education) Programs
Silvana Carrion-Palomares, NSF Grant
Daniella Washington, Veterans Resources Center Grant (50%)
Vanan Yahnian, STEM
Irena Zugic, Pathways

CLASSIFIED ADMINISTRATORS

Johnnie Adams, Chief of Police
Marc Drescher, Chief Director of Information Technology
Jennifer Ferro, Director, Radio Station KCRW
Matthew Kiaman, Director, Network Services
Carol Long, Director of Classified Personnel
Kim Tran, Chief Director, Business Services

CLASSIFIED MANAGERS/CONFIDENTIALS

Cherry Aquino, Accounts Payable Supervisor
Anthony Barlow, Custodial Operations Supervisor
Dennis Biddle, Assistant Director, Facilities Operations
Chiquita Brown, Campus Police Sergeant
Q. Vincent Carter, Campus Police Captain
Nyla Cotton, Asset Manager, Purchasing
Derrick Davis, Custodial Operations Supervisor
Lisa Davis, Warehouse and Mail Services Manager
David Dever, Director of Auxiliary Services
Veronica Diaz, Director, Budget
Mark Engfer, Network Communications Manager
Ian Fraser, Payroll Manager
Jaime Gonzalez, Accounting Supervisor (Auxiliary)
Darryl Gray, Custodial Operations Supervisor
John Greenlee, Director of Facilities Finance
Amy Gurjian, Classification and Compensation Manager
Cherry Aquino, Accounts Payable Supervisor
Irma Haro, Accounting Manager
Denise Henninger, Deaf and Hard of Hearing Supervisor
Jose G. Hernandez, Admissions and Records Supervisor
Felicia Hudson, Custodial Operations Supervisor
Michael Hudson, Assistant Director, Human Resources (Temp)
Regina Ip, Web/Social Media Manager
Joshi John, Instructional Technology Services Manager
Stacey Jones, Assessment Center Supervisor
Elease Juarez, Campus Store Assistant Manager
Terry Kamibayashi, Asst. Director, Facilities Maintenance
John Linke, Supervising Personnel Analyst
Wendy Liu, Manager, Management Information Services
Debra Locke, EOPS/CARE Supervisor
Brant Looney, Instructional Technology Services Manager
Stacy Neal, Director, Financial Aid and Scholarships
Mike Newport, KCRW Radio Station Operations Manager
Daniel Phillips, Director, Safety and Risk Management
Omar Plascencia, Facilities Maintenance Supervisor
Jaime Recinos, Campus Store Assistant Manager
Dan Rojas, Information System Security Officer
Jere Romano, Campus Police Sergeant
Robert Rudolph, Production Manager, Facilities Programming
Grace Smith, Public Information Officer
Devin Starnes, Director, Facilities Management
Jose Tostado, Construction Maintenance Supervisor
Robert Villanueva, Custodial Operations Supervisor
Bryan Wilson, CC Police Sergeant
Lisa Winter, Compliance Administrator/Title IX Coordinator
Charlie Yen, Director, Facilities Planning

Classified Confidentials

Diana Askew, AA III, V.P. Student Affairs
Laurie Heyman, AA III, V.P., Human Resources
Leticia Kilian AA IV, Superintendent/President
Olinka Rodriguez, AA III, Business/Administration, Supt/Pres
Alan Kuykendall, HR Analyst, Employee/Labor Relations
Lisa Rose, Coordinator, District/Board of Trustees Office
Linda Subias, HR Analyst-Employee/Labor Relations
Rebecca Weiland, AA III, V.P., Academic Affairs

DEPARTMENT AND FACULTY CHAIRS

Walter Meyer, Art
 Sal Veas, Business
 Nancy Grass, Communications
 Howard Stahl , Computer Science & Information Systems
 Debbie Perret, Cosmetology
 Laurie Guglielmo, Counseling
 Judith Douglas, Dance
 Josephine Hao, Design Technology
 Eric Minzenberg, Earth Sciences
 Gary Huff, Early Childhood Education
 Judith Marasco, ESL
 Elisa Meyer, English
 Eric Williams, Health Sciences
 Salvador Santana, Faculty Chair, Health Sciences
 Sang Chi, History
 Lydia Strong, Faculty Leader, Athletics
 Elaine Roque, Kinesiology/Athletics
 Brenda Antrim, Library
 Alexandra Tower, Life Sciences
 Colleen McGraw, Mathematics
 Lourdes Arevalo, Modern Languages & Cultures
 Brian Driscoll, Music
 Josh Sanseri, Photography and Fashion
 Sehat Nauli, Physical Sciences
 Alex Schwartz, Psychology
 Christine Schultz, Philosophy and Social Sciences
 Perviz Sawoski, Theatre Arts

RECOMMENDATION NO. 17 **AUTHORIZATION OF SIGNATURES FOR NONFINANCIAL ACADEMIC AGREEMENTS, 2021-2022**

Requested Action: Approval/Ratification

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

Authorization of signatures for the following staff members to approve nonfinancial academic agreements on behalf of the Santa Monica Community College District for 2021-2022.

Name/Title
Kathryn E. Jeffery, Superintendent/President
Christopher Bonvenuto, Vice-President, Business/Administration
Bradley Lane, Vice-President, Academic Affairs

Comment: This action authorizes the designated personnel to sign academic agreements that have no financial component.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 9 2021-2022 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2021 through June 30, 2022, unless otherwise indicated.

Contracts for 2021-2022 have been thoroughly reviewed and evaluated by the end-users and approved by the vice-presidents as necessary to meet the Vision, Mission and Goals of the District. Additionally, before being presented to the Board for approval, these contracts have been carefully reviewed by the respective Vice-Presidents to ensure they are financially responsible. The following contracts are primarily renewals of existing contracts.

- A Academic Affairs/Contract Education/Community Education/Institutional Research
- B Construction/Facilities Services
- C Enrollment Development/International Education
- D Fiscal/Advocacy/ Government Relations and Institutional Communications
- E Human Resources/Personnel Commission
- F Information Technology
- G Institutional Research
- H Legal Services
- I Marketing, Community Outreach, Recruitment and Web/Social Media
- J Public Information Office
- K Purchasing
- L Risk Management
- M Student Affairs

The full list of Annual Contracts and Consultants is included in [Appendix A](#)

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 1, 2021

CONSENT AGENDA: ACADEMIC AFFAIRS

INFORMATION ITEM NO. 10 COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENTS – COURSE OFFERINGS FOR 2021-2022

The College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements were originally approved by the Board of Trustees in Fall 2016 and 2019. The CCAP agreement for 2019-2022 for the Santa Monica/Malibu Unified School District, is available at the following link:

http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2019/CCAP%20Partnership%20Agreement.pdf

Comment: The course offerings for 2021-2022 are provided every year for information. ([Appendix B](#)).

CONSENT AGENDA: ACADEMIC AFFAIRSRECOMMENDATION NO. 11 NEW COURSES AND DEGREES, SPRING 2021*Requested Action: Approval/Ratification**Requested by: Curriculum Committee**Approved by: Jennifer Merlic, Vice-President, Academic Affairs*New Courses

BUS 57 Introduction to Lean Six Sigma

This course introduces the basic concepts of performance improvement methods. Students will learn about Lean Six-Sigma and Human Centered Design (HCD) methodologies. Lean Six-Sigma is a method that relies on a collaborative team effort to improve performance by systematically removing waste, quality management and reducing variation. This course will cover these concepts as they apply to different industries. Students will have the option to earn a Lean Six-Sigma Yellow Belt Certification upon completing the course and passing the exam, if they choose to.

BUS 86 Earned Value Management Systems

This course introduces students to Earned Value Management Systems (EVMS). Earned Value Management Systems is a technique that combines measures of scope, cost and schedule for evaluating project progress. EVMS utilizes defined metrics and visual analytics to help track cost and schedule performance. This course will introduce how EVMS measures accomplished efforts against the plan for management to effectively make risk assessments. EVMS are utilized on a sundry of projects in the manufacturing, pharmaceutical, and high-tech industries.

COM ST 38 Introduction to Latina/o/x Communication Studies

This course explores critical and intercultural theories and research related to Latina/o/x communication patterns, processes, media, and performance in different historical, contemporary, and political contexts. Additionally, the course explores how Latina/o/x communication is influenced by different processes, including, but not limited to, race, ethnicity, class, gender, sexuality, religion, spirituality, national origin, immigration status, ability, tribal citizenship, sovereignty, language, and/or age in different Latina/o/x communities. Lastly, the course looks at the historical and contemporary intersections between Latina/o/x communication, cultural identity, and other relevant themes, including technology and media.

FRENCH 20 Francophone Cultures through Films

The course examines the different cultures of the French-speaking world through the analysis of films. Students will not only learn some vocabulary pertinent to the analysis of films but they will also practice advanced conversation and study advanced grammar through written and spoken tasks. The films chosen for the course focus on the important issues that characterize the French-speaking world such as colonialism, diversity, immigration, and women's issues, among others. This course will be taught in French except in cases of linguistic difficulty as determined by the professor.

JOURN 7 Engaging Audiences for Journalism and Social Media

Student media practicum and lab where students produce engaging social media journalism content for the campus community. Students learn how to plan, pitch, innovate and execute news content pieces across the social and digital landscape. Students collaborate with student newsroom writers, photojournalists, designers and editors to develop audience engagement strategies following media industry best practices. Students use analytics and metrics to analyze how audiences engage with created content.

FRENCH 20 Francophone Cultures through Films

Distance Education

BUS 57 Introduction to Lean Six Sigma

BUS 86 Earned Value Management Systems

COM ST 38 Introduction to Latina/o/x Communication Studies

FRENCH 20 Francophone Cultures through Films

JOURN 7 Engaging Audiences for Journalism and Social Media

NURSNG 60/HEALTH 60 Multicultural Health and Healing Practices

New Programs

Criminal Justice Certificate of Achievement

This program is designed for students who are interested in pursuing an entry level job in the criminal justice field and need a working knowledge of the fundamental concepts in this area. This certificate comprises courses in the introduction to the administration of Justice, criminal law, evidence, criminal investigation and community and the justice system.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 12 KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

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

Items	Amount
January 2021: Redundant Axia Switches for KCRW HQ operations. 2 ea of (1) Cisco Catalyst 3850 stackable 48 10/100/1000 Ethernet POE+ Ports, (2) 1100W AC Power Supply and (3) Cisco Catalyst 3850 4x10GE Network Module. Curvature Quote 851946 Dated 1/7/2021 Paid 2/1/21, payment confirmation #P21012901-8621549.	\$16,372.13
February 2021: Replacement power amplifier required for maintenance of KCRY transmitter. Refurbished Module Dual PA IBOC \$1,863, net of \$713.94 credit from module exchange. Invoice US0343806 Dated 2/23/2021 Paid 5/3/21, payment confirmation #P21050301-2551547.	\$ 1,362.10
TOTAL DONATIONS: 2020-2021 1 st Quarter – approved at Dec 1, 2020 BOT	\$ 1,555.38
TOTAL DONATIONS: 2020-2021 2 nd Quarter – approved at Apr 6, 2021 BOT	\$ 2,079.38
TOTAL DONATIONS: 2020-2021 3 rd Quarter	<u>\$ 17,734.23</u>
TOTAL DONATIONS TO DATE: FISCAL YEAR 2020-2021	\$ 21,368.99

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 1, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 13 CONTRACTS AND CONSULTANTS

13-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
1 Pro Sound CA, Inc.	Time extension of project completion originally estimated October 30, 2020 extended to May 18, 2021 No change to contract amount approved on September 1, 2020 in the amount of \$305,270.52	Extension of Broad Stage Audio System Replacement project due to pandemic related delays for equipment and installation. Project has been substantially completed; final tuning and adjustments scheduled for May 18, 2021 to close out project.	Restricted General Fund SMC PAC

Requested by: Rob Rudolph, Production Manager

Approved by: Don Girard, Senior Director of Government Relations and Institutional Communications

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 1, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 13 CONTRACTS AND CONSULTANTS

13-B RATIFICATION OF CONTRACTS AND CONSULTANTS

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

	Provider	Term/Amount	Service	Funding Source
1	R.Lawrence Kirkegaard & Associates Inc. (Kirkegaard & Associates)	Time extension of consulting services originally estimated October 30, 2020 extended to May 18, 2021 No change to contract amount approved on February 4, 2020 in the amount of \$73,270, plus reimbursables not to exceed \$7,800.	Extension of consulting and design services for Broad Stage audio system replacement project due to pandemic related delays. Services have been substantially completed pending final tuning and adjustments scheduled for May 18, 2021 and system report due by May 28, 2021.	Restricted General Fund SMC PAC
<i>Requested by: Rob Rudolph, Production Manager</i> <i>Approved by: Don Girard, Senior Director of Government Relations and Institutional Communications</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 1, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

13-B RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
2	(1) Ms. Isra Yaghoubi (2) Ms. Marissa Davis	September 2021 through July 2022 40 hours per week Not to exceed \$37,500 each	Ms. Isra Yaghoubi and Ms. Marissa Davis will both serve as full-time Post Graduate Interns to assist the Center for Wellness & Wellbeing staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff. Ms. Yaghoubi and Ms. Davis have graduated with doctoral degrees in clinical psychology from the University of Hartford, and Alliant International University in Los Angeles, respectively. Both have previous experience providing mental health services to college students.	District Funds/ Student Health Fees (100%)
<i>Requested by: Susan Fila, Associate Dean, Health and Wellbeing (interim)</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
3	Cordell Haynes	June 22 – August 31, 2021 \$60 per hour/not to exceed \$3,000	The consultant will develop and deliver workshops for high school mathematics at the Upward Bound Summer Program, as required by the U.S. Dept. of Education grant (CFR, sub-part B, §645.11).	TRIO/Upward Bound
4	Kikanza Nuri-Robbins	June 21 – July 30, 2021 4 workshops at \$2,500 per workshop, total \$10,000	These are workshops in Personal Development (soft skills) that can be reinforced and built on throughout the Upward Bound Summer Program academic course offerings. U.S. Dept. of Education grant (CFR, sub-part B, §645.11) and the plan of operation prescribe these motivational sessions.	TRIO/Upward Bound
<i>Requested by: Bonita Cooper, Project Manager, Upward Bound</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 ACADEMIC PERSONNEL

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

NEWLY TENURED FULL-TIME FACULTY

Baccus, Carl, FT/Tenure Track Instructor, Counseling	08/31/2021
Bergman, James, FT/Tenure Track Instructor, Music	08/31/2021
Bonilla, Vanessa, FT/Tenure Track Instructor, Counseling	08/31/2021
Chan, Nicole, FT/Tenure Track Instructor, Design Technology	08/31/2021
Cheesman, James, FT/Tenure Track Instructor, Music	08/31/2021
Chevant-Aksoy, Auriele, FT/Tenure Track Instructor, Modern Languages	08/31/2021
Dowd, Tyffany, FT/Tenure Track Instructor, Counseling	08/31/2021
Everett, Keith, FT/Tenure Track Instructor, Business	08/31/2021
Faridian, Forouzan, FT/Tenure Track Instructor, Physical Science	08/31/2021
Hancock Matthew, FT/Tenure Track Instructor, Mathematics	08/31/2021
Montoya, Leticia, FT/Tenure Track Instructor, Counseling	08/31/2021
Jimenez, Paul, FT/Tenure Track Instructor, Counseling	08/31/2021
Paccioretti, Thomas, FT/Tenure Track Instructor, Business	08/31/2021
Reed, Alaisen, FT/Tenure Track Instructor, CSIS	08/31/2021
Robinson, Bridgette, FT/Tenure Track Instructor, English	08/31/2021
Rodriguez, Katya, FT/Tenure Track Instructor, Business	08/31/2021
Selvey, Jeremiah, FT/Tenure Track Instructor, Music	08/31/2021
Simo, Aaron, FT/Tenure Track Instructor, Mathematics	08/31/2021
Simmons, Briana, FT/Tenure Track Instructor, Art	08/31/2021
Soleymani, Saman, FT/Tenure Track Instructor, Mathematics	08/31/2021
Steinberger, Erin, FT/Tenure Track Instructor, Business	08/31/2021
Tsuboi, Yukiko, FT/Tenure Track Instructor, Modern Languages	08/31/2021
Vallejo, Olivia, FT/Tenure Track Instructor, Counseling	08/31/2021
Westerband, Yamisette, FT/Tenure Track Instructor, Philosophy/Social Sciences	08/31/2021

ELECTIONS

ACADEMIC ADMINISTRATOR

Lane, Bradley, Vice-President, Academic Affairs, Step Placement 4	07/01/2021
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NEW FULL-TIME FACULTY

Cruz, Maria Roxana, FT/Tenure Track, Librarian: Instruction and Reference	08/31/2021
Flores, Bonnie, FT/Tenure Track Instructor - Nursing - Medical-Surgical	08/31/2021
Haynes, Corinne, FT/Tenure Track Instructor - DSPS (HTTC Faculty Specialist)	08/31/2021
Louis, La Tanya, FT/Tenure Track Instructor – Fashion Design	08/31/2021
Moosa, Laila, FT/Tenure Track Instructor - Nursing - Medical-Surgical	08/31/2021
Odeozor, Valerie, FT/Tenure Track Instructor - Nursing - Medical-Surgical	08/31/2021
Park, Sariah, FT/Tenure Track Instructor – Fashion Design	08/31/2021
Silver, Emily, FT/Tenure Track Instructor, Studio Art	08/31/2021
Throckmorton, Elena, FT/Tenure Track Instructor - DSPS (HTTC Faculty Specialist)	08/31/2021

PROJECT MANAGERS (continuation of contracts)

Carrion-Palomares, Silvana, Project Manager, NSF	07/01/2021-06/30/2022
Cardenas, Nancy, LA HI Tech Student Support (50%)	07/01/2021-06/30/2022
Cooper, Bonita, Upward Bound	07/01/2021-06/30/2022
Davis, Shari, Special Assignments (60%)	07/01/2021-06/30/2022
Gordon, Jeffrey, Project Manager, Interaction Design (IxD) (50%)	07/01/2021-06/30/2022
Kawar, Ferris, Sustainability	07/01/2021-06/30/2022
Lem, Aimee, Pico Partnership (50%)	07/01/2021-06/30/2022
Leon-Vasquez, Maria, Workforce Development	07/01/2021-06/30/2022
Lopez, Jeanette, ECE CCAMPIS Grant (25%)	07/01/2021-09/30/2021
Mejia, Ashley, Non-Credit (Adult Education) Programs	07/01/2021-06/30/2022
Washington, Daniella, Veterans Resources Center Grant (50%)	07/01/2021-12/31/2021
Yahnian, Vanan, STEM	07/01/2021-09/30/2021
Zugic, Irena, Pathways	07/01/2021-12/31/2021

INTERIM ACADEMIC ADMINISTRATOR

Beardsley, Jason, Dean, Instructional Services, Academic Affairs	07/01/2021-06/30/2022
DeMorst, Wendi, Associate Dean, Student Instructional Support, Academic Affairs	07/01/2021-06/30/2022
Fila, Susan, Associate Dean, Health and Wellbeing, Student Affairs	07/01/2021-06/30/2022
Hernandez, Jose, Associate Dean, Outreach, Onboarding and Student Engagement	07/01/2021-06/30/2022
Hunt, Steve, Director, Library and Information Services, Academic Affairs	07/01/2021-06/30/2022
King, Sasha, Associate Dean, Career, Technical Education, Academic Affairs	07/01/2021-06/30/2022
Mata, Nicholas, Dean, Special Programs, Student Affairs	07/01/2021-06/30/2022
Muñoz, Maria, Dean, Equity, Pathways, and Inclusion, Academic Affairs	07/01/2021-06/30/2022
Robinson, Janet, Dean, Counseling, Student Affairs	07/01/2021-06/30/2022
Silverman, Scott, Dean, Noncredit and External Programs, Academic Affairs	07/01/2021-06/30/2022
Williams, Eric, Associate Dean, Health Sciences, Academic Affairs	07/01/2021-06/30/2022
Whitaker, Tammara, Associate Dean, Online Service, Academic Affairs	07/01/2021-06/30/2022

ADJUNCT FACULTY

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

SABBATICALS, SPRING 2022

Lea Hald, Psychology
Marisol Moreno, History
Matthew Hank, Kinesiology, Physical Education

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 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.

ESTABLISH NEW POSITION

EFFECTIVE DATE

Grounds Supervisor (1 position)

06/02/2021

Grounds Department, 12 months, 40 hours, Variable Hours Shift

Student Services Specialist (2 positions)

06/02/2021

Navigating Pathways To Success, 12 months, 40 hours

Custodial Operations Supervisor (1 position)

06/01/2021

Operations Department, 12 months, 40 hours, Variable Hours Shift

ABOLISH POSITION

Grounds Supervisor (1 position)

06/02/2021

Grounds Department, 12 months, 40 hours, Regular Shift

Custodial Operations Supervisor (1 position)

06/01/2021

Operations Department, 12 months, 40 hours, Regular Shift

SHIFT CHANGE

Hudson, Felicia

06/01/2021

From: Custodial Operations Supervisor, Regular Shift

To: Custodial Operations Supervisor Variable Hours Shift

PROMOTION

Gutierrez, Hector

06/02/2021

From: Grounds and Equipment Operator, Weekend Shift

To: Grounds Supervisor, Variable Hours Shift

Comment: Effective date and shift adjusted from May agenda

SALARY REALLOCATION

Director of the SMC Foundation

From: Range M26 (\$8,535 to \$10,374/mo)

To: Range M30 (\$9,410 to \$11,438/mo)

Director of Human Resources

FROM: Range M34 (\$10,374 to \$12,610/mo)

TO: Range M39 (\$11,715-\$14,240/mo)

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Gutierrez, Hector 01/11/2021 to 03/11/2021
From: Grounds and Equipment Operator, Weekend Shift 03/12/2021 to 04/16/2021*
To: Grounds Supervisor, Regular Shift 04/17/2021 to 05/14/2021*
Percentage: More than 50% 05/15/2021 to 06/01/2021*
*revised and corrected end date for the extension of working out of class assignment

Hull, Chelsea 02/22/2021 to 04/30/2021
From: IA – English, English Dept., 20 hrs, Variable Shift 05/01/2021 to 05/31/2021*
To: Tutoring Coord. – English and Humanities, 40 hours, Reg. Shift 06/01/2021 to 06/30/2021*
Percentage: More than 50%
*extension of working out of class assignment

Valle, Dahlia 07/01/2021 to 07/30/2021
From: Disabled Student Services Assistant, DSPS, Variable Shift
To: Disabled Student Services Specialist, DSPS, Regular Shift
Percentage: More than 50%

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

Hernandez Solis, Edgar 03/10/2021 to 06/30/2021
From: Customer Service Assistant, Campus Bookstore 07/1/2021 to 08/14/2021*
To: Accounting Specialist, Campus Bookstore
Percentage: More than 50%
*extension of working out of class assignment

Monzon, Karen 05/05/2021 to 06/30/2021
From: Personnel Analyst
To: Supervising Personnel Analyst
Percentage: More than 50%

Valle, Dahlia 06/01/2021 to 06/30/2021
From: Disabled Student Services Assistant, DSPS, Variable Shift
To: Disabled Student Services Specialist, DSPS, Regular Shift
Percentage: More than 50%

CSEA EDUCATIONAL PAY DIFFERENTIAL

Warren, Clarence, Academic Records Evaluator, A & R 1.5% 06/01/2021

SEPARATIONS

LAST DAY OF PAID SERVICE

RESIGNATION

Green, Kennisha, DSPS Specialist, Disabled Student Center 07/30/2021

RETIREMENT

Walter, Craig, 05/14/2021

Community College Parking Enforcement Officer, Campus Police (33 years)

Vigil, Nani 06/30/2021

Sign Language Interpreter III, DSPS (13 years)

Request for Approval of Salary Reallocation

The chart below includes classifications the Personnel Commission has reviewed that past year that are now recommended for salary reallocation, following the end of salary and longevity freezes.

Classification Title	Current Range	Current Monthly Salary	Current %Rank	Proposed Range	Proposed Monthly Salary	Proposed %Rank	Rationale
Accountant	41	\$5,873 to \$7,139	37%	42	\$6,016 to \$7,313	71%	Market Percentile Ranking
Electrician	39	\$5,593 to \$6,799	99%	41	\$5,873 to \$7,139	100% ¹	Internal Alignment/ Recruitment Outcomes
HVAC Mechanic	39	\$5,593 to \$6,799	100%	41	\$5,873 to \$7,139	100% ¹	Internal Alignment/ Recruitment Outcomes
Plumber	39	\$5,593 to \$6,799	87%	41	\$5,873 to \$7,139	97% ¹	Internal Alignment/ Recruitment Outcomes
Lead Library Assistant-Circulation	26	\$4,072 to \$4,950	41%	31	\$4,490 to \$5,457	71%	Market Percentile Ranking/ Internal Alignment
Lead Library Assistant-Technical Services	26	\$4,072 to \$4,950	41%	31	\$4,490 to \$5,457	71%	Market Percentile Ranking/ Internal Alignment
Library Assistant	22	\$3,693 to \$4,490	42%	26	\$3,974 to \$4,831	80%	Market Percentile Ranking/ Internal Alignment
Senior Research Analyst	48	\$6,965 to \$8,466	52%	49	\$7,139 to \$8,678	77%	Market Percentile Ranking
Research & Planning Analyst	43	\$6,167 to \$7,496	63%	44	\$6,317 to \$7,679	76%	Market Percentile Ranking
Human Resources Analyst - Employee & Labor Relations - Confidential	C46	\$6,633 to \$8,063	24%	C52	\$7,679 to \$9,333	83%	Market Percentile Ranking
Human Resources Analyst - Leaves & Benefits	45	\$6,475 to \$7,871	N/A ²	51	\$7,496 to \$9,112	N/A ²	Internal Alignment
Personnel Analyst	45	\$6,475 to \$7,871	N/A ²	51	\$7,496 to \$9,112	N/A ²	Internal Alignment/ Recruitment Outcomes
Supervising Personnel Analyst	M19	\$7,192 to \$8,742	N/A ²	M24	\$8,129 to \$9,880	N/A ²	Internal Alignment
Classification and Compensation Manager	M18	\$7,022 to \$8,535	N/A ²	M24	\$8,129 to \$9,880	N/A ²	Internal Alignment

¹Recommendation above 90th percentile due to significant recruitment challenges and internal alignment concerns

²Sufficient market data was not available due to scope and level of responsibility assigned

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 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.

Britt, Julie J., Personnel Commission Specialist, Personnel Commission	05/18/2021-06/30/2021
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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.

Nesteruk, Gary, Accompanist-Performance, Emeritus	02/08/2021-06/30/2021
Hudson Sr., Michael, Asst. Director–Human Resources	07/01/2021-06/30/2022

RECOMMENDATION NO. 17 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)	11
College Work-Study Student Assistant, \$15.00/hour (FWS)	2
College CalWorks, \$15.00/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES

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

18-A AGREEMENT FOR ENGINEERING SERVICES – CONNECTION TO CENTRAL PLANT, DRESCHER HALL

Enter into an agreement with P2S Inc. for engineering services for the Connection to Central Plant Drescher Hall project in an amount not to exceed \$67,500, plus \$2,500 in reimbursable expenses.

Funding Source: Measure V and District Capital Outlay Funds

Comment: The rooftop chillers for Drescher Hall are no longer functional and need to be replaced. The cost estimate to replace these units in kind is over \$1,000,000. It is more economical to tie the existing HVAC system to the campus wide central plant loop, eliminating the need of new chiller units. The estimated construction cost for the tie-in is estimated at around \$700,000.

18-B AMENDMENT NO. 3 TO AGREEMENT FOR ARCHITECT SERVICES - MATH AND SCIENCE EXTENSION BUILDING

Amendment No. 3 - CANNON DESIGN for the MATH and SCIENCE EXTENSION BUILDING in the amount of not to exceed \$725,000 and extension of contract length.

Original Contract Amount	\$ 7,130,750
Amendment No. 1 (Name Correction)	\$ 0
Amendment No. 2	\$ 51,000
Amendment No. 3	<u>\$ 725,000</u>
Total to Date	\$ 7,906,750

Total Change Amendments represents 10.88% of the original contract.

Funding Source: Measure V

Comment: Amendment No 3 adds 24 additional months of Construction Administration services to the agreement between the District and the Architect to align with the actual construction schedule submitted by the General Contractor. The original contract between the District and the Architect, dated October 2017, only included 23 months of Construction Administration services. The design of the building had since been evolved dramatically from the original concept (developed by another architect back in 2007) into a more architecturally complex building. This Amendment also includes additional design services for equipping automatic door hardware at public restrooms to enhance the accessibility for disabled students and staff.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION June 1, 2021
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES (continued)

18-C AMENDMENT NO. 5 TO AGREEMENT FOR ARCHITECT SERVICES, MALIBU CAMPUS

Amendment No. 5 – QDG Architecture for the Malibu Campus Project in the amount of \$395,477.

Original Contract Amount	\$ 1,350,000
Amendment No. 1	\$ 123,000
Amendment No. 2	\$ 174,700
Amendment No. 3 (name change)	0
Amendment No. 4	\$ 332,588
Amendment No. 5	\$ 290,000
Amendment No. 6	\$ <u>395,477</u>
Revised Contract Amount	\$ 2,665,765

Total Amendments represent 97.5% of the original contract.

Funding Source: Measure V

Comment: Amendment No. 6 adds 20 additional months of Construction Administration services to the agreement between the District and the Architect. This additional time is needed to adjust to unforeseen conditions, respond to requests from community partners, and align the Architect’s Construction Administration services with the contractor’s construction schedule.

18-D CONTRACTOR SUBSTITUTION REQUEST – SMC MATH AND SCIENCE ADDITION PROJECT PHASE 2

Acceptance of Icon West, Inc., Subcontractor Substitution Request on the SMC Math and Science Addition Project Phase 2.

Listed Subcontractor	Requested Substitution
Axis Fire Protection, Inc.	Cal Tech Fire Protection

COMMENT: Icon West, Inc., the General Contractor for the SMC Math and Science Addition Project Phase 2 project, has requested to substitute their listed subcontractor, Axis Fire Protection, Inc. with Cal Tech Fire Protection, Inc. to perform the fire suppression portion of the work. Icon West, Inc. stated that Axis Fire Protection, Inc. issued a letter withdrawing their bid citing inability to hold their prices for the duration of the project, as grounds for the proposed Substitution. Per the General Condition of the contract, the District’s consent to Contractor’s substitution of a listed subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES (continued)

18-E CHANGE ORDER NO. 3 – SMC EARLY CHILDHOOD LAB SCHOOL

Change Order No. 3 – THE NAZERIAN GROUP, INC., on the SMC EARLY CHILDHOOD LAB SCHOOL project in the amount of \$114,000.

Original Contract Amount	\$ 21,777,123
Change Order No. 1	\$ 479,497
Change Order No. 2	\$ 774,179
Change Order No. 3	\$ <u>114,000</u>
Revised Contract Amount	\$ 23,144,799

Total Change Orders represent 6.28% of the Original Contract.

FUNDING SOURCE: Measure V

COMMENT: Change Order No.3 includes the installation of the following:

- Installation of dual-vortex system to tie into City storm drain system as required by City of Santa Monica
- Additional testing of ceramic panel system as required by DSA
- Additional A/V and security requirement per SMC Standard

18 -F PROJECT CLOSEOUT – SMC EARLY CHILDHOOD LAB SCHOOL

Subject to completion of punch list items by THE NAZERIAN GROUP, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as SMC EARLY CHILDHOOD LAB SCHOOL as being complete upon completion of punch list items by THE NAZERIAN GROUP, 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.

18-G ARCHITECT AND ENGINEERING SERVICES - EMERITUS ELEVATOR MODERNIZATION AND STUDENT SERVICES SHADE STRUCTURE

Architectural and Engineering Services with SVA Architects for plans and specifications for Emeritus Elevator Modernization (state scheduled maintenance) and Main Campus Student Services Building Shade Structure (bond fund). Includes \$2,000 for reimbursables.

Contract Amount: \$ 68,000.00

Funding Source: State Scheduled Maintenance and Bond Fund Measure V

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 **FACILITIES (continued)**

18-H **AWARD OF BID - COSMETOLOGY CABINET AND BUILT-IN PROJECT**

Recommend award of bid to the second lowest bidder in the amount of \$174,435.00 to AG Construction for Cosmetology Casework project for installation of new cabinet/built-in and shampoo stations.

Funding Source: Strong Workforce and State Scheduled Maintenance

Comment: Four bidders attended the mandatory job walk and 3 bids were received. The additional bidders were as follows:

- \$110,900.00 Avsar Construction Development, Inc. BID WITHDRAWN BY BIDDER due to clerical error
- \$183,411.00 D2L Construction, Inc.

18-I **RENEWAL OF DISTRICTWIDE FIRE ALARM TESTING AND MONTHLY PREVENTATIVE MAINTENANCE**

Renewal of agreement with TRL Systems for required fire alarm testing, monthly preventative maintenance services and fixed rates for on-call emergency services. Fiscal Year 2021-2022 renewal is year four of possible five.

Contract Amount: \$101,699.22

Funding Source: General Fund Maintenance

18-J **REJECT ALL BIDS - KCRW BRIARCREST ELECTRICAL PROJECT**

Reject all bids for the KCRW Briarcrest Electrical Project (RFP No. 041321SH) and authorize the project to be re-bid.

Comment: The District received five bids but the two lowest bidders withdrew their bids due to clerical errors with their suppliers.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 **FACILITIES (continued)**

18-K RESOLUTION REGARDING SOLE-SOURCE CONTRACT AWARD

It is recommended that the Board of Trustees approved the following resolution to authorize the district to enter into an agreement with Zaretsky Engineering Solutions dba Zaretsky Building Solutions, as a sole source, for the repair and upgrade of the existing Phoenix Controls analog system to Celeris2 digital laboratory airflow control system for ventilation and safety control.

Summary: The Science Building East currently uses Phoenix Controls Pneumatic Analog System to integrate fume hood exhaust, heating, cooling and normal HVAC functions to the building. The current system over time has become non-repairable with failed dampers actuators and multiple leaks in the Pneumatic tubing that controls function to dampers and actuators. The proposed work would upgrade the existing Phoenix Controls Analog Pneumatic System to Phoenix Controls Celeris 2 Digital Laboratory Airflow Control System for ventilation and comfort control. The Pneumatic system would be replaced with the electronic digital system to provide fume hood containment, room pressurization, ventilation and temperature control.

Sole source is a sourcing method used to procure a product or service without competition. Sole source arises when only one person or company can provide the contractual services needed because of the uniqueness of the product or service. Any attempt to go out to bid will result in that person or company being the only one to respond and as such no need to bid out such contract.

Phoenix Controls representative have exclusive territories to be able to purchase, sell and install Phoenix Controls equipment. Zaretsky Engineering is Phoenix Controls exclusive representative for the Southern California territory including Santa Monica. This project will be paid from Schedule Maintenance Fund or Fund 40.0.

In addition, the Los Angeles County Office of Education (LACOE) requires that the District submit a Resolution of the Board of Trustees Regarding Sole Source Contract Award in order to process payment on this contract.

Funding Source: Schedule Maintenance Fund and/or Capital Outlay Fund 40.0.

RESOLUTION OF THE BOARD OF TRUSTEES
REGARDING SOLE-SOURCE CONTRACT AWARD

WHEREAS, the Board of Trustees recognizes that California Public Contract Code Section 20651 for Community Colleges, requires competitive bidding in designated circumstances before awarding a contract; and,

WHEREAS, the Board of Trustees finds it needs a unique service and only one source will meet the needs of the college district; and,

WHEREAS, that the Board of Trustees has cautiously exercised due diligence in determining that the services, same or equal, is not available from any other source; and,

WHEREAS, the Board of Trustees understands that awarding a contract without competitive bidding as otherwise required may result in legal and financial risk should there be a source, same or equal, for the service;

THEREFORE BE IT RESOLVED, that a contract is approved by action of the Board of Trustees as follows:

Contractor Name:

Zaretsky Engineering Solutions dba Zaretsky Building Solutions

Description of the Service:

To repair and upgrade of the existing Phoenix Controls analog system to Celeris2 digital laboratory airflow control system for ventilation and safety control

Amount:

Not to exceed \$763,686.00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Jennifer Merlic, 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: DPSS Customer Service Training-Attitude in the Workplace
 Granting Agency: Los Angeles County Department of Public Social Services
 Award Amount: \$50,000
 Matching Funds: Not applicable
 Performance Period: March 1, 2021 to June 30, 2021
 Summary:

The Los Angeles County Department of Public Social Services (DPSS) is contracting with Santa Monica College Workforce Office to deliver a course from our Customer Service Training Catalog called Attitude in the Workplace.

The class will be eight hours in length and delivered remotely due to the COVID learning environment. Approximately 480 students will receive instruction through a series of 20 sessions, which limits student occupancy to 24 to ensure a quality learning experience.

The Santa Monica College Workforce Office delivered one of these courses to DPSS in the Fall of 2019 and 2020. This additional service contract reflects the success of that pilot program.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$50,000
Expenditures		
1000	Academic Salaries	0
2000	Non-Academic Salaries	\$44,400
3000	Employee Benefit	\$ 5,000
4000	Supplies & Materials	\$ 600
5000	Other Operating Expenditures	0
6000	Capital Outlay	0
7300	Other Outgo/Indirect	0
7600	Student Aid	0
Total		\$50,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Immediate Action Budget Package – Student Retention and Enrollment Outreach

Granting Agency: California Community College Chancellor’s Office

Augmentation Amount: \$246,708

Matching Funds: Not Applicable

Performance Period: March 24, 2021 to no specified end date, encourage rapid disbursement

Summary: Senate Bill 85 amends the Budget Act of 2020 allowing one-time local assistance funds that provide funding for immediate COVID-19 response and relief efforts where California community college and students need it most.

Since the beginning of the pandemic, enrollment statewide has declined significantly. The District would use funds toward its efforts to re-engage former students and retain current students that may have withdrawn from college due to the impacts of COVID-19, focusing primarily on the populations with the steepest declines. Efforts will also pair students with supports that address their specific needs. High touch, personalized contacts with target populations through the use of phone banks, student ambassador programs and other strategies should be the center of outreach efforts. Outreach activities would be coordinated and aligned with the statewide enrollment campaign efforts led by the Chancellor’s Office and connected to the Immediate Action budget Package.

Budget Augmentation:	Fund Restricted 01.3	
	Revenue	
	8600 State	\$ 246,708
	Expenditures	
	1000 Academic Salaries	0
	2000 Non-Academic Salaries	\$ 150,000
	3000 Employee Benefits	\$ 45,708
	4000 Supplies & Materials	\$ 5,000
	5000 Other Operating Expenditures	\$ 46,000
	6000 Capital Outlay	0
	7000 Other Outlay – Direct Aid to Students	0
	Total	\$ 246,708

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19-C ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Higher Education Emergency Relief Fund (HEERF) III – Student Aid Portion
 Granting Agency: United States Department of Education
 Augmentation Amount: \$21,954,965 (Amended Award: \$34,148,479)
 Matching Funds: Not Applicable
 Performance Period: April 20, 2020 to May 19, 2022
 Summary:

The American Rescue Plan (ARP) of 2021 provides Santa Monica College an additional \$21,954,965 for emergency financial aid grants to students to address students’ financial needs for expenses related to the coronavirus disruption such as food, housing, course materials, technology, health care, and child-care expenses. ARP funds must prioritize grants to students with exceptional need, such as Pell Grant recipients.

The Financial Aid Office is working to disburse the ARP Emergency Financial Aid Grants to students based on students’ financial need. Some of the determining factors for distribution are unmet financial need, current enrollment, and sudden changes in circumstances such as loss of income, housing and/or food insecurity, technology needs or health care.

Budget Augmentation: Financial Aid Fund 74.0

Revenue		
8100	Higher Education Act	\$21,954,9965
Expenditure		
1000	Academic Salaries	0
2000	Non-Academic Salaries	0
3000	Employee Benefits	0
4000	Supplies & Materials	0
5000	Other Operating Expenditures	0
6000	Capital Outlay	0
7000	Other Outlay – Direct Aid to Students	\$21,954,965
Total		\$21,954,965

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19-D ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Higher Education Emergency Relief Fund (HEERF) III– Institutional Portion
 Granting Agency: United States Department of Education
 Augmentation Amount: \$21,191,433 (Amended Award: \$45,834,618)
 Matching Funds: Not Applicable
 Performance Period: May 11, 2020 – May 19, 2022
 Summary:

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

On May 20, 2021, Santa Monica College received the grant award notification advising of the supplemental funds in the amount of \$21,191,433. Under the ARP, similar to the CRRSAA, funds may be use to defray expenses associated with coronavirus including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff training and payroll.

Budget Augmentation:

Restrict Fund 01.3		
Revenue		
8100	Higher Education Act	\$21,191,433
Expenditure		
1000	Academic Salaries	0
2000	Non-Academic Salaries	0
3000	Employee Benefits	0
4000	Supplies & Materials	\$ 1,500,000
5000	Other Operating Expenditures	\$ 849,806
6000	Capital Outlay	0
7000	Other Outgo	\$18,841,627
Total		\$21,191,433

BOARD OF TRUSTEES Santa Monica Community College District	ACTION June 1, 2021
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

20-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: April 22 through May 19, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	74,251
3000	Benefits	0
4000	Supplies	-20,365
5000	Contract Services/Operating Exp	243,717
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-297,603

20-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: April 22 through May 19, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	224,141
2000	Classified/Student Salaries	100,066
3000	Benefits	-81,521
4000	Supplies	-661,331
5000	Contract Services/Operating Exp	108,314
6000	Sites/Buildings/Equipment	310,331
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION June 1, 2021
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 BUDGET TRANSFERS (continued)

20-C FUND 40.0 – CAPITAL PROJECTS FUND
 Period: April 22 through May 19, 2021

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	-3,071
6000	Sites/Buildings/Equipment	3,071
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	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

April 2021 9404 through 9446 \$14,642,997.72

Reissue Expired Warrant

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 warrant:

<u>Student Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Sarvian, Sarve-naz	#1251725	10/01/18	\$105.50

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

RECOMMENDATION NO. 22 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

April 2021 C1I – C2J \$11,866,572.75

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

RECOMMENDATION NO. 23 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification

Requested by: Mitch Heskell, Dean, Educational Enterprise

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

Auxiliary Operations Payments and Purchase Orders

April 2021 Covered by check & voucher numbers: 027253-027326 & 02304-02314

Bookstore Fund Payments	\$131,244.76
Other Auxiliary Fund Payments	\$ 11,136.33
Trust and Fiduciary Fund Payments	<u>\$426,798.59</u>
	\$569,179.68

Purchase Orders issued

April 2021 \$2,110.90

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 24 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>
June 2021	1	\$2,950

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

RECOMMENDATION NO. 25 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: Jennifer Merlic, Vice-President, Academic Affairs

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

RECOMMENDATION NO. 26 PURCHASING

Requested Action: Approval/Ratification
Requested by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

26-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.

April 2021 \$2,299,071.22

26-B AWARD OF COMPETITIVE CONTRACTS 2020-2021

The annual award of competitive contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and service as well as reduce administrative cost. These indirect (MRO) contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent.

- California State University Cooperative Purchasing Contract, Contract C-CSUCO-00001053, with Visitdays Corp, to 04/01/24 for Virtual Fair Event Platform Software.

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 27

SUBJECT: **RENEWAL OF CONTRACT WITH PROCTORIO, INC. FOR ONLINE PROCTORING SERVICES**

SUBMITTED BY: Vice President, Academic Affairs
Vice President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the Superintendent/President to renew its contract with Proctorio, Inc. for online proctoring services through June 30, 2022, for a total amount not to exceed \$140,000 to be used only in those STEM class sections for which the schedule of classes advised students of the use of such proctoring prior to any student enrolling in the section.

FUNDING SOURCE: 2021-2022 HEERF/MSI/Academic Affairs
District Budget (Lottery)

SUMMARY: Proctorio is an online exam proctoring system currently in use by some STEM class sections at SMC. The college licensed the software prior to the pandemic to enable secure online assessment of student knowledge of objective content (for example, mathematics and some of the laboratory sciences). These disciplines face unique challenges in migrating their courses to the online environment while also maintaining the integrity of their assessments. Proctorio offers a solution that has enabled SMC to create its first online offerings in these disciplines, thereby also enabling SMC to offer its first fully-online degrees. A full report on Proctorio is available at: [Report on Proctorio](#).

Written Public Comments Received

Matthew Hancock
Collin Ellis
Colleen McGraw (comments read at the meeting)

Public Comments at Meeting

Bahiyah Majeed
Jennifer Hernandez
Chris Grant
Jenna Klaskin
Jonnae Serrano
Katherine Nilsen
Yasamin Hatefi
Alexis Gosselin

Presenters:

Professor Alexander Tower
Professor Sue Lee
Tafari Alan, Associated Students President, 2020-2021
Joshua Elizondo, Associated Students President, 2021-2022

Motion was made to approve the renewal of the contract with Proctorio, Inc. with the understanding that the District:

- will establish a center for in-person proctoring to allow students to opt out of online proctoring
- consider alternatives for online proctoring
- provide adequate resources for online proctoring and in-person option
- provide the Board of Trustees with a follow-up report after the fall 2021 semester

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 28

SUBJECT: **2021-2022 TENTATIVE BUDGET**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2021-2022 Tentative Budgets ([Appendix C](#)).

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

General Fund Unrestricted	\$226,043,938
General Fund Restricted	<u>\$ 79,349,975</u>
Total General Fund	\$305,393,913
Special Reserve Fund (Capital)	\$ 19,194,476
Bond Fund: Measure S	\$ 4,183,041
Bond Fund: Measure AA	\$ 4,698,785
Bond Fund: Measure V	\$ 71,713,620
Bond Interest & Redemption Fund	\$ 84,498,021
Student Financial Aid Fund	\$ 65,517,312
Scholarship Trust Fund	\$ 45,000
Auxiliary Operations	<u>\$ 3,953,000</u>
Total Other Restricted	\$253,803,255
 TOTAL PROPOSED TENTATIVE BUDGET	 \$559,197,168

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Snell)

SANTA MONICA COMMUNITY COLLEGE DISTRICT
2021-2022 TENTATIVE BUDGET NARRATIVE

GENERAL FUND

The 2020-2021 fiscal year is projected to close with an Unrestricted General Fund ending balance, including Designated Reserves, of \$31,498,430.

For the 2021-2022 tentative budget, the District is projecting a increase in revenue of 0.11% or \$206,883 and an increase in expenditures of 6.5% or \$11,955,279. The increase in revenue is primarily due to the increase in Cost of Living Allowance (COLA) and the one-time apportionment deficit factor for FY 2020-2021 which will not repeat in FY 2021-2022, net of the projected decrease in non-resident tuition resulting from an expected decline in non-resident enrollment, the decrease in Higher Education Emergency Relief Fund (HEERF) backfill of lost revenues, and the one-time FY 2019-2020 apportionment adjustments which will not repeat in FY 2021-2022. The expected gradual return to campus of students and employees is projected to result in increased expenditures in supplies and contracts, utilities and insurance. Additionally, step, column and longevity increases, estimated across-the-board salary increases of 1.5%, the end of furlough and salary freezes that were put in place in 2020-2021 for academic managers, classified managers, confidential employees and CSEA members and the increase in benefits will result in a large increase in expenditures. These changes are projected to result in a structural deficit of <\$31,194,070> and, with the inclusion of one-time items, an overall operating deficit of <\$1,589,055> resulting in an ending Unrestricted Fund Balance is \$29,909,375 or 15.25% of total expenditures and transfers.

It is important to note that the revenue projections contained in the tentative budget are based on District projections of the proposals contained within the May Revision and are extremely preliminary. It is expected that variances, possibly significant in nature, will occur between the tentative and adopted budgets.

General Fund Unrestricted Revenues (01.0)

These are the only funds available for the general operations of the College. All other funds are restricted except some parts of the Auxiliary fund.

The tentative budget reflects the Governor's FY 2021-2022 May Revision proposals including a COLA increase of 4.05% or \$5,580,475. The tentative budget also reflects a projected decrease in enrollment for resident FTES of <989.72> FTES or <5.0%> and a decline of enrollment for non-resident FTES of <638.99> FTES or <20.0%> from FY 2020-2021 levels which is projected to result in a decline of revenue related to non-resident tuition of ~<\$4.7M>.

The largest source of revenue for the District is Apportionment from the State. The revenue sources for Apportionment are a combination of property taxes, enrollment fees, funding from the Education Protection Account and general apportionment funds. In FY 2018-2019, the State adopted a new funding formula to determine the Apportionment allocation for each district named the Student Centered Funding Formula (SCFF). The SCFF calculates Apportionment based on three main factors: base allocation (enrollment), supplemental allocation (number of students receiving financial aid), and the student success allocation (number of student success outcome achieved). The new formula stipulates that for the fiscal years of 2018-19 through 2023-2024, the District will be funded at the greater of the amount calculated under the SCFF or at a "Hold Harmless" amount which is equal to the 2017-2018 funding level adjusted for COLA. The District forecasts that for FY 2021-2022, the District will be funded at the "Hold Harmless" amount which is projected to be ~\$9.4M greater than the funding calculated under the SCFF.

Local revenues are a combination of property taxes and revenue generated at the college level through the charging of fees and fines, through interest earned on cash and non-resident tuition revenue.

General Fund Unrestricted Expenditures (01.0)

The District's largest expenditures (90.3% of the total budget) are related to salary and benefits. The salary and benefit related expenditure projections reflect appropriate step, column and longevity increases for all qualified employees and an estimated across-the-board salary increase of 1.5%.

The discretionary section of the expenditure budget (Supplies and Services) reflects an increase of 16.8% or \$1,979,709 from FY 2020-2021 projected expenditures mainly as a result of the expected gradual return to campus (specifically utilities) coupled with the shifting of expenditure of the Big Blue Bus "Any Time Any Line" program to the District.

The amount of \$12,708,591 for the Contracts/Services line item in the tentative budget includes: Advertising 17%; Bank Fees and Bad Debt 12%; Rent/Lease (including Big Blue Bus) 11%; Repairs of Equipment/Maintenance 9%; Other Contract Services 9%; Software Licensing 7%; Consultants 7%; Managed Print Services 5%; LACOE Contracts (i.e. PeopleSoft, HRS, BEST) 4%; Legal Services (including those for the Personnel Commission) 3%; Off-Campus Printing 3%; Postage and Delivery Services 3%; Conferences and Training 2%; Professional Growth 2%; Memberships and Dues 1%; Audit 1%; Recruiting-Students 1% and Other Services – all under 1% of budget per category (e.g. Repairs-Facility, Mileage, Commencement, Fingerprinting, Board Meetings, etc.) 3%.

Linking Budget and Planning

The District Planning and Advisory Council (DPAC) is the District's primary planning body and is responsible for developing the annual Master Plan for Education Update, overseeing long-term planning efforts, reviewing the Vision, Mission, Values and Goals, assessing the Colleges planning process and developing new Strategic Initiatives. Over the last two years, DPAC has made major revisions to the planning process to ensure that Annual Action Plans are presented to Budget Committee for review and are recommended to the Superintendent/President for approval within a timeframe that ensures that approved Annual Action Plans are included in the Adopted Budget. For fiscal year 2021-2022, the following action plans have been approved by the Superintendent/President and are included in the Tentative Budget:

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

Budget: \$44,707 to be funded by Award and Innovation in Higher Education

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

Reduce Racial Equity Gaps in Course Success for Largest Gateway Courses

Budget: \$1,402,535 to be funded by Student Equity Achievement Program and Guided Pathways

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

Reduce Racial Equity Gaps and Increase Success in AB705 Mathematics Courses

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

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

Reduce Racial Equity Gaps and Increase Success in AB705 English Courses

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

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

Starfish GPS Early Alert System

Budget: \$93,034 to be funded by Student Equity Achievement Program

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

SMC Online Education

Budget: \$60,000 (on-going) to be funded by the Unrestricted General Fund and \$51,180 to be funded by Student Equity and Achievement Program

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

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

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

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

Human Resource Staffing Plan

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

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

RESTRICTED FUNDS

General Fund Restricted (01.3)

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

The projected ending fund balance is generated from six restricted programs as required by Generally Accepted Accounting Principles: Proposition 20 Lottery, Contract Education, Parking Fees, Community Services, Health and Psychological Services and the SMC Performing Arts Center. These funds are restricted and can not be used for any other purpose then specified by law or action of the Board of Trustees.

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

Special Reserve Fund (40.0) Capital

This fund is also known as the Capital Outlay Fund. The major source of revenue for this fund is the reimbursement from State Capital Outlay, RDA pass-thru property tax, donation from City of Santa Monica for Child Care Center, and non-resident capital surcharge. These funds are used for capital outlay related projects, District equipment purchases and any required expenditure matches to State capital outlay funding. State funding for capital projects are also accounted for in this fund.

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

Bond Fund Measure S (42.3)

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

Bond Fund Measure AA (42.4)

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

Bond Fund Measure V (42.5)

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

Bond Interest and Redemption Fund (48.0)

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

Student Financial Aid Fund (74.0)

This fund consists of all student financial aid programs (PELL, SEOG, Loans, Cal Grants, Santa Monica College Promise, Student Success Completion Grant, Early Action Emergency Student Aid, Disaster Relief Emergency Student Aid, CARES-Higher Education Relief Fund (HEERF I and II) and American Rescue Plan (HEERF III). The transfer line items reflect a transfer from the Unrestricted General Fund to meet the match requirements of the individual grant programs. For FY 2021-2022 award year, the District has been granted a waiver of the institutional share requirement under the Federal Work Study (FWS) Program and the Federal Supplemental Educational Opportunity Grant (FSEOG) Program.

Scholarship Trust Fund (75.0)

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

Auxiliary Operations

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

CONCLUSION

This is the tentative budget recommended for acceptance. It is expected that changes will occur between now and the Adopted Budget. Some changes will be the result of the passage of the State budget, and others will be internal adjustments resulting from new or updated revenue information and expenditure reduction efforts.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29-A PUBLIC HEARING – TEMPORARY INTERFUND CASH BORROWING

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the Temporary Interfund Cash Borrowing.

OPEN PUBLIC HEARING: 11:29 p.m.
MOTION MADE BY: Louise jaffe
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Quiñones-Perez, Snell)

PUBLIC COMMENTS: None

CLOSE PUBLIC HEARING: 11:30 p.m.
MOTION MADE BY: Nancy Greenstein
SECONDED BY: Sion Roy
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Quiñones-Perez, Snell)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29-B ANNUAL RESOLUTION – TEMPORARY INTER-FUND CASH BORROWING

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following annual resolution for temporary inter-fund cash borrowing.

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, temporary transfer of cash between District funds is permitted by Education Code Section 42603, and;

WHEREAS, the following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$12,000,000
- 2) For Fiscal Year 2021-2022.
- 3) Shall not exceed 75 percent of any moneys held in any fund.
- 4) Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
- 5) Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amount borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be \$12,000,000.

COMMENT: Given the instability inherent in the Apportionment payment process, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2021-2022 fiscal year.

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Sion Roy
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Snell)

RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA
COMMUNITY COLLEGE DISTRICT DECLARING REAL PROPERTY SURPLUS

(1825 Pearl Street Property in Santa, California, Los Angeles
County Assessor's Parcel Number 4273-002-900)

WHEREAS, the Santa Monica Community College District (District) is the owner of four-unit apartment building located within the District more particularly described as 1825 Pearl Street, Santa Monica, California (Pearl Street Property) and identified as Los Angeles County Assessor's Parcel Number 4273-002-900; and

WHEREAS, the Pearl Street Property is not and will not be needed by the District for classroom or other operations; and

WHEREAS, the District desires to sell its interest in the Pearl Street Property; and

WHEREAS, prior to any sale, the Pearl Street Property must be offered to specified entities pursuant to Education Code Section 81363.5 and Government Code Section 54222; and

WHEREAS, once the appropriate time periods described in Education Code Section and Government Code Section 54222 have lapsed, and no other offers have been made on the Pearl Street Property by the entities described in said sections, the District desires to sell the Pearl Street Property pursuant to Education Code Section 81360; and

WHEREAS, the Board of Trustees at its May 2, 2021, meeting in closed session, gave direction to the Superintendent/President or designee concerning the minimum sales price and terms of sale;

NOW THEREFORE, BE IT RESOLVED, that we, the Santa Monica Community College District Board of Trustees, hereby find, determine, declare and resolve as follows:

1. That all the recitals above are true and correct;
2. That the Board of Trustees hereby declares the Pearl Street Property as surplus because it is not now, nor will it be, needed by the District for classroom purposes;
3. That the Board hereby declares its intention to sell the Pearl Street Property "as is" at the minimum bid price of \$1.3 million based on its fair market value for cash with no financing terms or contingencies;
4. That the Board of Trustees directs the Superintendent/President to send written offers to sell the Pearl Street Property and to post and publish public offers as required by Education Code Section 81363.5 and Government Code Section 54222;
5. In the event public agencies listed in Education Code Section 81363.5 and Government Code Section 54222 express an interest in the Pearl Street Property, the Board of Trustees directs the Superintendent/President, or designee, to engage in good faith negotiations to attempt to arrive at a mutually satisfactory price and terms for the sale of the Pearl Street Property;

6. In the event no public agencies listed in Education Code Section 81363.5 and Government Code Section 54222 express an interest, or any entity that does express an interest is not able to come to mutually satisfactory price and terms with the District, the Board of Trustees authorizes the Superintendent/President, or designee, to commence the next steps of the public process for the sale of the Pearl Street Property under Education Code Section 81360 and following, including authorizing and directing the Superintendent/President, or designee, post and publish the notice required by Government Code Section 81368 prior to conducting a public bid and to conduct the public bid at a date and time to be specified in a subsequent resolution of the Board of Trustees;
7. To assist in the sale of the property, the Board of Trustees has engaged Halton Pardee & Partners, a licensed real estate broker. In the event such broker is instrumental in obtaining any proposal, the commission shall be 4.5% of the sales price. No commission shall be paid unless there is contained in or with the sealed proposal that is finally accepted the name of the licensed real estate broker to whom it is to be paid, and the amount or rate thereof. Any commission shall be paid only out of money received by the District from the sale or rental of the real property.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 1, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 31

SUBJECT: **FIRST READING- BOARD POLICY CHAPTER 1, THE DISTRICT, AND CHAPTER 2, BOARD OF TRUSTEES**

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

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of the following Board Policies:

BP 1200 District Mission – The revision adds optional language to highlight diversity, equity, and inclusion issues.

BP 2200 Board Duties and Responsibilities – The revision adds optional language to highlight diversity, equity, and inclusion issues.

BP 2435 Evaluation of the Superintendent/President – The revision adds optional language to highlight diversity, equity, and inclusion issues.

BP 2720 Communications Among Board Members – Additional suggested language is included in paragraphs 2 and 3. Paragraph 4 reflects new Brown Act requirements allowing members of the Governing Board to engage in conversations on social media platforms that are open and accessible to the public so long as the purpose of the communication is to answer questions, provide information to the public, or solicit information from the public; and as long as the majority of the members of the Board do not discuss District business among themselves.

BP 2745 Board Self-Evaluation – The revision adds optional language to highlight diversity, equity, and inclusion issues.

Comment: As part of the ongoing updates, the CCLC Board Policy and Procedure Subscription Service biannually updates the templates for diversity, equity, and inclusion-related issues. That process is continuing, and the League is redoubling that effort and commits to integrating diversity, equity, inclusion, and accessibility issues into these reviews of the policy/procedure templates.

MOTION MADE BY: Louise Jaffe
SECONDED BY: Sion Roy
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Quiñones-Perez, Snell)



Board Policy
Chapter 1 – The District

BP 1200 DISTRICT MISSION

The mission of the Santa Monica Community College District is:

Santa Monica College provides a safe and inclusive learning environment that encourages personal and intellectual exploration, and challenges and supports students in achieving their education goals. Students learn to contribute to the global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes the critical importance of each individual's contribution to the achievement of this mission.

Santa Monica College provides open and affordable access to high-quality undergraduate degrees and certificates, and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.

Santa Monica College believes a commitment to diversity, equity, and inclusion enriches the District's mission and supports students in achieving their educational goals.

The District's mission is evaluated and revised on a regular basis.

Reference:

ACCJC Accreditation Standard I.A



Board Policy
Chapter 2 – Board of Trustees

BP 2435 EVALUATION OF THE SUPERINTENDENT/PRESIDENT

The Board of Trustees shall conduct an evaluation of the Superintendent/President at least annually at a special meeting scheduled on a mutually agreed upon date. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President. Each member of the Board will individually rate the Superintendent/President's performance.

Annual Performance Criteria

The performance criteria will be drawn each year from goals and priorities identified by the Board of Trustees.

The criteria for evaluation shall be based on board policy, the Superintendent/ President's job description, and performance goals and objectives developed in accordance with BP 2430 Delegation of Authority to the Superintendent/President. **The criteria for evaluation of the Superintendent/President shall also include performance goals and objectives related to the District's commitment to diversity, equity and inclusion.**

Reference:

ACCJC Accreditation Standard IV.C.3



Board Policy
Chapter 2 – Board of Trustees

BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Trustees.

A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board.

This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

This policy shall also not be construed as preventing a member of the Governing Board from engaging in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the Board. In doing so, a majority of the members of the Board may not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board. However, a member of the Board shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the Board that another member of the Board has made, posted, or shared.

Reference:

Government Code Section 54952.2

Adopted: June 6, 2017



BP 2745 BOARD SELF-EVALUATION

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

The Board of Trustees shall hold an annual self-evaluation on a mutually agreed upon date.

Purpose

No less than once a year, the Board shall evaluate the functioning, strengths, and weaknesses of the Board and identify specific functions working well and those needing improvement.

Methodology

The methodology will be determined by the Board of Trustees each year based on the priorities of the institution. The process for evaluation shall be recommended to and approved by the Board. If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Recording Secretary.

Elements of Consideration

- To assess the strengths and weaknesses of the Board as a whole.
- To determine the effectiveness of the performance of the trustees in achieving the District's goals.
- To determine the effectiveness of the policies established by the Board.
- To assess accomplishments relative to the Vision, Mission, and Goals of the District.
- To evaluate the District's and Board's commitment to anti-racism, diversity, equity and inclusion

A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results of the discussion will be used to identify accomplishments in the past year and provide the basis for the Board to develop its goals and priorities to address the needs of the college for the next year.

Reference:

ACCJC Accreditation Standard IV.C.10

Adopted: May 1, 2000

Revised: December 1, 2003 and May 6, 2014

Revised: June 6, 2017

(Replaces former SMC BP 1270)

INFORMATION ITEM NO. 32 MEETING OF THE CITIZENS' BOND OVERSIGHT COMMITTEE, APRIL 21 2021

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee (CBOC) was held on Wednesday, April 21, 2021. The meeting was conducted via Zoom Conference.

I. CALL TO ORDER – 12:02 p.m.**2. ROLL CALL – Members of the Citizens' Bond Oversight Committee**

Heather Anderson, Chair – Present

Elizabeth Greenwood, Vice-Chair – Present

Patrick Acosta - Absent

Alfred Barrett - Present

Michael Dubin - Present

Donald Schort - Present

Sonya Sultan - Present

CBOC Support Staff Present

Chris Bonvenuto, Vice-President, Business/Administration

Don Girard, Senior Director, Government Relations/Institutional Communications

John Greenlee, Director of Facilities Finance

Olinka Rodriguez, Citizens' Bond Oversight Committee Coordinator

Charlie Yen, Director of Facilities Planning

3. APPROVAL OF MINUTES OF CBOC MEETING, January 20, 2021

Motion was made by Heather Anderson and seconded by Alfred Barrett to approve the minutes of the Citizens' Bond Oversight Committee meeting held on January 20, 2021. *Unanimously approved.*

4. INFORMATION – EXPIRING TERMS OF MEMBERS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

The terms of the following members of the Citizens' Bond Oversight Committee are expiring effective **June 30, 2021**. They are eligible for reappointment:

- Patrick Acosta
- Heather Anderson
- Elizabeth Greenwood
- Don Schort

The terms of the following members of the Citizens' Bond Oversight Committee are expiring effective **June 30, 2021**. They are not eligible for reappointment:

- Michael Dubin
- Sonya Sultan

The Board of Trustees will follow a recruitment and application process.

5. REPORTS and DISCUSSION

Bond Projects Website

<https://www.smc.edu/administration/governance/citizens-bond-oversight-committee/index.php>

A. Bond Construction Projects

- Malibu Campus: Construction continues with steel work being completed and currently working on walls and interior of the 2-story instructional curved building with a Sheriff Substation. The project is continuing as planned with estimated completion date of October 2022.
- HVAC Project: HVAC lines going on the roof and side of the Science Building to chill the water system. Also, there is a duct in the gym, new units installed near Sky Box and a new HVAC system on the Madison Campus. The estimated completion date for this project is July 2021.
- The Math/Science Project: The project will include classrooms, labs and the observatory/planetarium and will be the largest building on campus once completed. Underground sewer line and drywall is currently being installed. The estimated completion date for this project is July 2024.
- Art Complex on Pico Boulevard and 14th Street, the renderings showed views of the interior courtyard and lobby. The design development is completed, currently in the construction drawing phase. Construction will begin in 2022. The estimated completion date for this project is August 2024.

B. Measure S, AA and V Budget Summaries and Bond Sales Expense Reports

The SMC Bond Capital Construction Budget Summary as of March 31, 2021 reports the following:

Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Measure V Budget:	\$345,000,000
Interest:	\$29,858,053
Other Funding Received:	\$39,898,103
Other Funding Pending:	\$62,809,440
Total Budget:	\$1,076,065,596
Estimate at Completion:	\$1,076,565,596
Bond Funds Remaining:	\$ 272,632,271

- Measure S: Total Measure S Expenditures as of March 31, 2021 were \$136,090,433; total remaining funds are \$7,409,567. All bonds issued.
- Measure AA: Total Measure AA Expenditures as of March 31, 2021 were \$291,760,414; total remaining funds are \$3,239,586. All bonds issued.
- Measure V: Total Measure V Expenditures as of March 31, 2021 were \$83,010,568; total remaining funds are \$261,989,432. \$165,000,000 bonds to be issued.
- The Bond Sales/Expense Report
Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of March 31, 2021.

Total Bond Program:	\$783,500,000
Total Bonds Issued:	\$618,493,686
Total Expenses:	\$510,861,415
Total Available Remaining:	\$107,632,271
Total Unsold Bond:	\$165,006,314

C. SMC Bond Program – Contractor List as of March 31, 2021

D. Contractors List as of March 31, 2021

6. **SCHEDULE OF MEETINGS, 2020-2021**

Wednesdays at 12:00 p.m.

July 21, 2021

October 20, 2021

7. **ADJOURNMENT** – 12:50 p.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on

Wednesday, July 21, 2021 (location to be determined).

Current information on all bond construction projects is available at:

<http://smcbondprojects.com> and at <http://www.smc.edu/CBOC>

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT June 1, 2021
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XII. BOARD COMMENTS

XIII. ADJOURNMENT – 11:46 p.m.

The meeting will be adjourned in memory of **Nicolas Horne**, son of Barbara Greenstein, member of the SMC Personnel Commission; **Dr. William Josephs**, brother of Linda Sullivan, Associate Dean, Facilities Programming; **Joseph Franklin Smith**, retired Santa Monica College Campus Store Receiving, Stockroom and Delivery Worker; and **Bruce Vancil**, Emeritus Assistant Director of Transfer and Adult Reentry Services at CSULB and longtime friend and supporter of SMC.

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