



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JANUARY 18, 2022

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Via Zoom Conference

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

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, January 18, 2022. The meeting will be conducted via Zoom Webinar.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:03 p.m.
Dr. Louise Jaffe, Chair - Present
Barry Snell, Vice-Chair - Present
Dr. Susan Aminoff - Present
Dr. Nancy Greenstein - Present
Dr. Margaret Quiñones-Perez – Excused Absence
Rob Rader - Present
Dr. Sion Roy - Present
Ali Shirvani, Student Trustee - Present

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organizations: SMC Faculty Association
CSEA Chapter 36
SMC Police Officers Association

- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9)
Name of Case: Appeal of Title 5 Complaint Determination (1 Case)

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS - 6:02 p.m.

- PLEDGE OF ALLEGIANCE - Silvana Carrion-Polamares, Project Manager, National Science Foundation Grant

- CLOSED SESSION REPORT:
The Board of Trustees, in closed session, considered the appeal from a former employee concerning an administrative determination rendered in accordance with the Chancellor’s Title 5 regulations on handling complaints of unlawful discrimination. The Board of Trustees affirmed the administrative determination and authorized the Superintendent/President to communicate this decision to the appellant.
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: None

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS

Christine Miller
Lee Peterson

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

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

Update: National Science Foundation Grant

Presenters: Silvana Carrion, Project Manager, National Science Foundation Grant
Ciarán Brewster, Ph.D., Principal Investigator, National Science Foundation Grant and Professor of Anthropology

Link to: [NSF Update](#)

This supports the Board's 2021-2022 Annual Goal for Educational Advancement, Quality, and Equity.

IX. CONSENT AGENDA

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

- #1 Approval of Minutes: December 7, 2021 (Regular Meeting)
- #2 Resolution: Adopt Findings Pursuant to Government Code Section 54953

Academic Affairs

- #3 New Courses and Degrees, Fall 2021

Contracts and Consultants

- #4-A Approval of Contracts and Consultants
 - New Contracts
- #4-B Ratification of Contracts and Consultants
(Less than the amount specified in Public Contract Code Section 20651)
 - New Contracts

Acceptance of Donations

- #5 KCRW Foundation Donations of Equipment to SMCCD

Human Resources

- #6 SMCCD 2021-2022, 2022-2023 and 2023-2024 Calendars
- #7 Academic Personnel
- #8 Classified Personnel – Regular
- #9 Classified Personnel – Limited Duration
- #10 Classified Personnel – Non Merit

Facilities and Fiscal

- #11 Facilities
- #12 Acceptance of Grants and Budget Augmentation
- #13 Budget Transfers
- #14 Commercial Warrant Register
- #15 Payroll Warrant Register
- #16 Reissue Payroll Warrants
- #17 Auxiliary Payments and Purchase Orders
- #18 Organizational Memberships
- #19 Providers for Community and Contract Education
- #20 Authorization of Signatures to Approve Invoices, 2021-2022
- #21 Award of Purchase Orders

X. **CONSENT AGENDA** – Pulled Recommendations

XI. **MAJOR ITEMS OF BUSINESS**

- #22 Collective Bargaining Agreement with SMC Police Officers Association
- #23 Information: SMC 2021 Faculty and Staff Diversity Report

XIV. **BOARD COMMENTS AND REQUESTS**

XV. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 1, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 18, 2022

III. SUPERINTENDENT'S REPORT

COVID-19 Update: An overview was provided of the data used to make decisions moving forward and its impact on college policies and procedures. [EOT Update](#)

- A. Emergency Operations Team (EOT):
 - Updating Roadmap to Recovery Plan with new County guidelines
 - Planning for Spring 2022
 - Implementing new testing guidelines mask guidelines, tracking requirements.
- B. Academic Affairs
 - Planning for spring 2022: We will not offer the projected number of on-ground courses as anticipated.
 - Working with faculty on how to report positive cases or outbreaks on-campus.
- C. Human Resources
 - Testing
 - Tracking System
 - Booster
- D. Marketing
 - Updating [COVID-19 webpage](#)
 - Information Session: Thursday, January 20, “What you need to know about variants: Omicron and Beyond” w/Dr. Tara Kerin
- E. Procurement
 - Ordering masks (surgical, KN95’s, N95’s)
 - Available funding: \$1,900,000 (HEERF)
 - Concern: sustaining the on-going cost for COVID-19 guidelines and requirements
- F. Student Services
 - Some on-ground services have been paused until spring 2022.
 - Planning for return to on-ground by creating safety plans and retrofitting offices
 - Services on-ground for winter 2022 include: Auxiliary Services, Bookstore, Campus Police, Cashiers, DSPS accommodations, The Library

- Enrollment Update: Currently resident enrollment is down about 12 percent, and nonresident enrollment is down about 14 percent. This tracks closely with what the California Community college system in general is experiencing, with declines between 10 to 15 percent per year. More than a million students are staying out of college during the pandemic, so there is a need to re-engage students. Admissions of international students are starting to increase, doubling from last year. A conservative projected growth is about 10 percent a year, but it will take several years for the program to get back to where it was.

Governor’s Budget

18 months ago, the state passed a budget that was close to a \$54 billion deficit, with some of the largest declines in prop 98 and other areas that had ever been seen the state. On January 10, 2022, the governor released a budget that has a projected surplus of \$45.7 billion; 20.6 billion of it in the general fund for discretionary uses; \$16.1 billion for prop 98; and \$9 billion in reserves and supplemental payments. In the tradition of his last two budgets, the governor continues to be conservative, and this budget allocates almost 86% of the surplus towards one-time investments so that he maintains a balanced budget through 2025 2026, which is the end of the forecast period. The governor's budget was based on an economic forecast that was completed in November, prior

to the true effects of the omicron variant, so there could be some change in this budget proposal in May. If the omicron variant does result in some economic downturn, it would not have been built into this budget.

Governor's State Budget

- The budget stabilization account (or what's called the rainy day fund) has now reached \$20.9 billion.
- \$9.7 billion in the public school system stabilization account for K through 14 to help buffer any economic downturns in the future
- \$4 billion in State operating reserves and safety net reserves.
- Capital gains, which is the most volatile of all revenue streams for the state, has reached peak levels.

For Community Colleges

- Total amount of 27 changes; 16 of them would be ongoing changes; 11 one-time changes
- 5.33 % COLA, which would result in about \$7.6 million ongoing funds to the District because it is hold harmless
- \$200 million to augment the part time faculty health insurance program.
- \$100 million augmentation to the student success completion grants
- \$380.6 million towards deferred maintenance and scheduled maintenance
- \$150 million to support retention and enrollment strategies
- \$130 million for a healthcare focused vocational pathway for adult ed that would be over a three-year period of funding
- \$150 million to implement a common course numbering system
- A form of permanent hold harmless for districts like SMC that are in the hold harmless situation due to the implementation of the student centered funding formula (SCFF)

SMC Legislative Priorities and Meetings

The big news is that the governor recommends that hold harmless become a permanent feature of community college funding. The Board of Trustees and the leadership of the SMC collective bargaining units have been part of the long effort that started three years ago. Santa Monica College supports the governor's budget proposals, especially with regards to COLA, hold harmless and the other items that were presented in the budget summary. Items not included in the budget that can be pursued are contributions to SMC's PERS and STRS payments and an increase in funding availability to the student housing component. Another issue that will happen through legislation, not necessarily through the budget, is the possibility of a statewide bond measure for higher education capital projects.

Other SMC priorities include:

- Amendments to the ADT process. This will require participation by SMC Counseling staff on statewide committees.
- An amendment to the election code that changes the label that defines what the bond measure is for
- Dual enrollment participation and structure. This will likely be at least a two-year effort.
- SMC has been asked to identify a small capital project in the \$4 or \$5 million range to be championed by our state senator.

Because of a variety of circumstances, the opportunities for in-person meetings with legislators are not probable. SMC is in the process of scheduling a set of meetings with local representatives to discuss some of these priorities. The CCLC Legislative Conference is being held in Sacramento but visits with legislators will be scheduled via zoom at a later date because of their legislative agendas, the spread of the omicron variant and the renovation of the State Capitol.

Los Angeles County Metro Fareless System Initiative

Santa Monica College has launched its [Metro GoPass Program](#). It is a 20-month pilot program, October 1, 2021 – June 20, 2023, which allows K-12 and community college students to ride Metro fare-free (staff are not eligible) Participating schools can either pay \$7 per student, per term, or continue to contract with a local transit operator. SMC's contract with the BBB allows the college to participate without paying extra. There has been considerable outreach to students - via emails, social media, SMC Go and the SMC Transportation website - to let them know about the program. It started last week, and so far, 236 SMC students have participated.

Grant from S. Mark Taper Foundation

A \$75,000 grant has been awarded to the SMC Foundation by the S. Mark Taper Founds designated for a meal project for providing meals for students. The grant application was submitted last January and news of receipt of the grant was announced in November.

Other Announcements:

- The NAACP Image Award for Outstanding Writing in a Television Movie or Special was awarded to SMC adjunct faculty member Monique Matthew for Hallmark movie *Holiday in Harlem*.
- The. Annual MLK Celebration hosted by the MLK Coalition via zoom again this year featured keynote speaker LZ Granderson. A speaker in a class taught by Nat Trives featured speaker Reverend Dr. Benjamin F. Chavis, Jr.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 18, 2022

IX. CONSENT AGENDA

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

RECOMMENDATION:

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

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

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

X. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 4-A – Approval of Contracts and Consultants

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

Recommendation No. 4-B – Ratification of Contracts and Consultants

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

Recommendation No. 7 – Academic Personnel

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

Recommendation #11 – Facilities: A and -C

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[December 7, 2021 \(Regular Meeting\)](#)

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

Requested Action: Approval

Reviewed by: Robert M. Myers, Campus Counsel

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

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

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 3 NEW COURSES AND DEGREES, FALL 2021

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

New Courses

GEOL 12 Earth Science with Lab

This course introduces students to the fundamental concepts of Earth Science with a laboratory. Topics covered include the solar system, atmosphere, hydrosphere, and geosphere. This course focuses on the interactions between physical and chemical systems of the Earth including the tectonic cycle, rock cycle, hydrologic cycle, weather and climate.

HIST 51 LGBTQ U.S. History

This course surveys LGBTQ US history from the pre-contact era to the present. It examines gender and sexuality, especially the emergence of gender ideologies and sexual identities, as they intersect with race, ethnicity, class, and citizenship. Definitions and transformations of these ideologies and identities will be examined through colonization, industrialization, westward expansion, immigration, urbanization, modernization of science and medicine, war, and civil rights and liberation movements. The course will pay particular attention to LGBTQ Americans' influence on the social, economic, political, and cultural development of the United States.

Distance Education

- ENGL 1D Reading and Writing Composition I – Diversity
- ENGL 45 Asian Film, Literature, and Society
- GEOL 12 Earth Science with Lab
- HIST 51 LGBTQ U.S. History
- SST 902 Sustainability Outreach

Emergency Distance Education to Fully Online

- CHEM 9 Everyday Chemistry
- KIN PE 58A Beginning Yoga
- ITAL 1 Elementary Italian I
- ITAL 2 Elementary Italian II
- PHYSICS 12 Introductory Physics Non-Lab
- PHYSICS 20 Preparation for Calculus-Based Physics

New Programs

Business Information Specialist Certificate of Achievement

The Business Information Specialist program builds on the BIW I and BIW II foundation. The program provides students with additional skills in marketing communication support, project management, and Salesforce (CRM). Graduates of this third stage BIW pathway program will be prepared to meet the workforce demands of today's business environment, such as various levels of administrative support, office supervision/coordination, and customer service. Students completing the BIW pathway will be equipped to take multiple Microsoft Office Specialist certifications, Salesforce certifications and become QuickBooks certified users.

Geospatial Technology Certificate of Achievement

Geospatial technologies, including Geographic Information Systems (GIS), Remote Sensing (RS), Global Positioning System (GPS) and Digital Cartography, are used to capture, store, manage, analyze and visualize geospatial information related to locations on Earth's surface. These technologies are used to combine various types of geospatial information in a digital environment and are widely used in our daily life, government agencies, in almost every industry. Through this program students will develop an understanding of the theoretical underpinnings of geospatial technologies and gain the skills needed to construct high-quality applications.

User Experience Design Essentials Certificate of Achievement

User Experience (UX) Design prioritizes the needs and wants of the user. The UX designer's goal is to create useful, meaningful, and ethical/sustainable interactions with a product, service, or design. This certificate of achievement will provide an overview of the design process and tools used within the UX field with a specific focus on mobile or web-based solutions. Students will collaborate to research, critique, and design a real-world project or projects to present to stakeholders. Project outcomes may also be equally diverse with projects ranging from interactive campaigns to speculative prototypes.

Web Design Essentials Certificate of Achievement

A web designer works to shape the visual and interactive aspects of a user's experience of a website, web application, or mobile app. They work closely with web developers and content creators. In this certificate, students will learn necessary web design skills including application of color theory, typography, layouts, images and graphics, and other elements of design systems. Students will outline user behaviors and interactions and create portfolio-ready websites for various purposes.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 18, 2022
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

➤ NEW CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
1	The Drala Project, Inc. DBA [RE] Design Group	Expected completion date - October 31, 2022 \$1,200,516.42	To plan, install, configure, test and migrate network to a new hyper-converged infrastructure (HCI) solution. Four proposals were received and were evaluated based on several factors including cost, financial health of the manufacturer of the solution proposed, training and knowledge transfer for district staff, process used to accurately size and proposed solution, experience integrating a HCI solution for customers with more than 250 employees, and capabilities of management tools of the proposed HCI.	State Scheduled Maintenance (Fund 40.0)
<i>Requested by: Matthew Kiaman, Director, Network Services</i> <i>Approved by: Marc Drescher, Chief Director of Information Technology</i>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ NEW CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
1 Salesforce	Anticipated start date: February 1, 2022 Year 1: Not to exceed \$30,000	Pardot Plus Edition with Premier Support. Pardot is a marketing automation solution provided by leading CRM provider, Salesforce. Its "Engagement Studio" is a lead-nurturing tool that allows for the creation of highly personalized digital marketing campaigns that can run automatically as new people are added to a campaign. This personalization is achieved by combining prospective and current student contact information, demographics, interests, etc., with how they interact with marketing materials and other assets. This powerful combination allows institutions to create unique student journeys that have the potential to increase enrollment yield, and other calls to action promoted by campaigns. Assets available through Pardot include the ability to send dynamic emails, use landing pages, forms, track website visitors, etc. Data collected may then be used to "score" interactions and drive further personalization. A separate contract will be submitted for integration consulting services.	2021-2022 Student Retention and Enrollment Outreach funds

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS**

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

➤ NEW CONTRACTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
2	Kennedy & Co.	Anticipated start date: February 1, 2022 Not to exceed \$25,000 Implementation cost: \$16,560 Additional Technical and Professional Support Services: Billable at \$225 per hour. Will only use as needed.	Consultant, Kennedy & Co., will assist with the implementation of the Pardot platform add-on to SMC's existing Salesforce and TargetX's Recruitment Suite. The Pardot implementation will help the College complement its use of TargetX communications by creating highly dynamic prospective and current student journey using features such as Engagement Studio to build comprehensive, automated campaigns to reach enrollment and retention goals.	2021-2022 Student Retention and Enrollment Outreach funds
<u>1 and 2</u> Requested by: <i>Esau Tovar, Dean, Enrollment Services</i> Approved by: <i>Teresita Rodriguez, Vice-President, Enrollment Development</i>				

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ NEW CONTRACTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
3 Jennifer Merlic	January – June 2022 Not to exceed \$48,428 (plus reimbursements not to exceed \$1,500)	Consulting Services for Facilities Master Planning (Main Campus) The District is working to complete its update to the Master Facilities Plan for the main campus. The draft plan includes several building demolitions and relocations. The SMC Facilities Planning Steering Committee has identified various issues related to future use considerations by instructional and student support departments. Dr. Jennifer Merlic is available to assist the District with investigations and proposals regarding these issues. Dr. Merlic has served in multiple capacities at SMC and recently retired as the Vice-President of Academic Affairs on June 30, 2021.	Measure V Capital Funds
Requested by: SMC Facilities Planning Steering Committee Approved by: Kathryn E. Jeffery, Superintendent/President			

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 5 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
<u>July 2021:</u>	
IP Network Grand Master Clock & System Quantity: 1 Evertz 5601 MSC Combo master sync pulse generator. x1 at \$7,421.25, net \$8,291.92. Invoice No. 320869 Dated 6/29/21 Posted 7/1/21. Paid via Visa credit card on 7/1/21.	\$ 8,291.92
Microsoft Surface 4 Laptop for Business for various staff at HQ. Quantity: 9 laptops. (4) \$1,599.99 each unit,(5) \$1299.99 per unit. Net \$14,161.41. Order No. 4854209492. Dated 7/8/21 Paid via Visa credit card on 9/8/21.	\$ 14,161.41
<u>August 2021:</u>	
Transmitter RC Interface for Briarcrest transmitter site. Videoquip EIF/UIF-32 Universal Interface System \$300.11, net \$300.11 Order No. 13-07433-07830 Dated 8/5/21 Paid via Visa credit card 8/6/21	\$ 300.11
Replacement part for transmitter remote control network. It connects equipment to the remote control system for the transmitter site. Sealevel TE09-GPX Punch down Panel with cable kit \$432 each, net \$488.04. Invoice No. 2021083001 Dated 8/30/21 Paid 9/1/21, paid via Visa credit card on 9/1/21.	\$ 488.04
<u>Sept 2021:</u>	
Replacement part for main antenna. SCALA PDM2-55/50 Power Divider \$653, net \$736.55. Invoice No. 0458740 Dated 9/17/21 Paid 9/27/21, payment confirmation #P21092401-0832650	\$ 736.55
Internal hard drives. Quantity: 14 hard drives. Seagate Exos X16 16TB Enterprise HDD 12Gb/s SAS 512e/4Kn 7200RPM 256MB Cache 3.5" Internal Hard Drive \$389.99 each, net \$5,978.55. Order 324162089 Dated 9/29/21 Paid via Visa Credit Card 9/29/21. Posted 9/30/21.	\$ 5,978.55
<u>TOTAL DONATIONS: 2021-2022 1st Quarter</u>	<u>\$ 29,956.58</u>
<u>TOTAL DONATIONS TO DATE: FISCAL YEAR 2021-2022</u>	<u>\$ 29,956.58</u>

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 18, 2022
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 SMCCD 2021-2022, 2022-2023 AND 2023-2024 CALENDARS

Requested Action: Approval/Ratification

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

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

The Santa Monica Community College District 2021-2022, 2022-2023 and 2023-2024 Calendars are presented for approval (see following pages).

Comment: The committee discussed the placement of the Juneteenth holiday. The consensus of the committee was that the District should observe the holiday on June 19th whenever possible. The committee acknowledged the possible ramifications of moving the start date of the 2022 summer session to accommodate the Juneteenth holiday if it was observed on the Monday, June 20, 2022. The committee therefore approved the holiday for Friday, June 17, 2022. The holiday will be observed on its actual date of June 19th in June 2023 and 2024.



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2021 - 2022

JUNE 2021							JULY 2021							AUGUST 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7
6	7	8	9	10	11	12	11	12	13	14	15	16	17	8	9	10	11	12	13	14
13	14	15	[16]	[17]	[18]	19	18	19	20	21	22	23	24	15	[16]	[17]	[18]	[19]	[20]	21
20	21	22	23	24	25	26	25	26	27	28	29	30	31	22	[23]	[24]	[25]	[26]	[27]	28
27	28	29	30											29	30	31				

SEPTEMBER 2021							OCTOBER 2021							NOVEMBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	3	4	5	6	7	8	9	1	2	3	4	5	6	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	7	8	9	10	[11]	12	13
19	20	21	22	23	24	25	17	18	19	20	21	22	23	14	15	16	17	18	19	20
26	27	28	29	30			24	25	26	27	28	29	30	21	22	23	24	[25]	[26]	27
							31							28	29	30				

DECEMBER 2021							JANUARY 2022							FEBRUARY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	[11]	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	[22]	[23]	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28					
							30	31												

MARCH 2022							APRIL 2022							MAY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
13	14	[15]	16	17	18	19	10	[11]	[12]	[13]	[14]	[15]	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
														29	30	31				

JUNE 2022							JULY 2022							AUGUST 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	3	4	5	6	7	8	9	1	2	3	4	5	6	7
12	13	14	[15]	[16]	17	18	10	11	12	13	14	15	16	14	[15]	[16]	[17]	[18]	[19]	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	[22]	[23]	[24]	[25]	[26]	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			

LEGEND	
 	First day of semester or session
 	Finals Schedule
 	Legal Holiday (Broken box, date is bold & red): Classes not in session/campus & offices closed
[]	[If Friday is a legal holiday, there is no class on Saturday; If Monday is a legal holiday, there is no class on Sunday.]
 	College Holiday: Campus closed-classes not in session/campus & offices closed
 	Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
[]	[] Classes NOT in Session, BUT campus and offices are open

SEMESTER DATES 2021-2022	
Summer 2021	Special Dates
6-week Session: June 21-July 30, 2021	Graduation Day 2021: Jun. 15, 2021
8-week Session: June 21-Aug. 13, 2021	Winter Break 2021: Dec. 24-31, 2021
	Spring Break 2022: Apr. 11-15, 2022
	Graduation Day 2022: Jun. 14, 2022
Fall 2021	Faculty Flex Days Fall 2021
Regular Session: Aug. 30-Dec. 21, 2021	August 24, 2021 Individual
1st 8-week Session: Aug. 30-Oct. 24, 2021	August 25, 2021 Departmental
12-week Session: Sept. 20-Dec 12, 2021	August 26, 2021 Fall 2020 Opening Day
2nd 8-week Session: Oct. 25-Dec. 19, 2021	August 27, 2021 Departmental
Winter 2022	March 4, 2022 Departmental
6-week Session: Jan. 4-Feb. 10, 2022	March 15, 2022 Institutional
Spring 2022	April 13, 2022 Individual
Regular Session: Feb. 14- Jun. 14, 2022	April 14, 2022 Individual
1st 8-week Session: Feb. 14- Apr. 10, 2022	April 15, 2022 Individual
12-week Session: Mar. 7-June 5, 2022	
2nd 8-week Session: Apr. 18-Jun. 12, 2022	Faculty Flex Days Fall 2022
Summer 2022	August 23, 2022 Individual
6-week Session: Jun. 20-July 29, 2022	August 24, 2022 Departmental
8-week Session: Jun. 20-Aug. 12, 2022	August 25, 2022 Fall 2022 Opening Day
	August 26, 2022 Departmental

Note: Fall and Spring sessions end on a Sunday; Winter and Summer sessions end on a Friday
 March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Day=3rd week of March, alternate Tuesday & Thursday

LEGAL & COLLEGE HOLIDAYS	
June - December 2021	January - August 2022
Independence Day: (observed) Monday, July 5, 2021	New Year's Day (observed): Monday, Jan. 3, 2022
Labor Day: Monday, Sept. 6, 2021	Martin Luther King, Jr. Day: Monday, Jan. 17, 2022
Veterans' Day: Thursday, Nov. 11, 2021	Lincoln's Day: Friday, Feb. 11, 2022
Thanksgiving Day: Thursday, Nov. 25, 2021	Presidents' Day: Monday, Feb. 21, 2022
Native American Day:* Friday, Nov. 26, 2021	Memorial Day: Monday, May 30, 2022
Christmas Day (observed): Friday, Dec. 24, 2021	Juneteenth Day: Friday, June 17, 2022
College Holiday (5 of 5 days): Mon., Dec. 27-Fri., Dec. 31, 2021	Independence Day: Monday, July 4, 2022
	Cesar Chavez Day (12-Month Classified): Monday, April 11, 2022
	Cesar Chavez Day (11-Month Classified): Float*
	***To be taken between Mar. 31 and Dec. 31 of each year per MOU dated 03.03.2010

* In lieu of the 4th Friday in September (per CA Ed Code 45206.5); aka Admissions' Day
 **Classified staff who work weekends must take their 5 days of College Holiday between 12/27 and 12/31/2021
 Approved by the Board of Trustees: 2/5/2019
 Revised and approved by the Board of Trustees:



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2022 - 2023

JUNE 2022							JULY 2022							AUGUST 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	3	4	5	6	7	8	9	1	2	3	4	5	6	
5	6	7	8	9	10	11	10	11	12	13	14	15	16	7	8	9	10	11	12	13
12	13	14	[15]	[16]	[17]	18	17	18	19	20	21	22	23	14	[15]	[16]	[17]	[18]	[19]	20
19	20	21	22	23	24	25	24	25	26	27	28	29	30	21	[22]	[23]	[24]	[25]	[26]	27
26	27	28	29	30			31							28	29	30	31			

SEPTEMBER 2022							OCTOBER 2022							NOVEMBER 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1				1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			

DECEMBER 2022							JANUARY 2023							FEBRUARY 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	[21]	[22]	[23]	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28				

MARCH 2023							APRIL 2023							MAY 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					[3]	4						1				1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
12	13	14	15	[16]	17	18	9	[10]	[11]	[12]	[13]	[14]	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				

JUNE 2023							JULY 2023							AUGUST 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1				1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	[14]	[15]	[16]	17	9	10	11	12	13	14	15	13	[14]	[15]	[16]	[17]	[18]	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	[21]	[22]	[23]	[24]	[25]	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		

LEGEND

 First day of semester or session	 College Holiday: Campus closed-classes not in session/campus & offices closed
 Finals Schedule	 Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
[] Legal Holiday (Broken box, date is bold & red): Classes not in session/campus & offices closed	[] Classes NOT in Session, BUT campus and offices are open
[If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday.]	

SEMESTER DATES 2022 - 2023

Summer 2022	
6-week Session:	June 20-July 29, 2022
8-week Session:	June 20-Aug. 12, 2022
Fall 2022	
Regular Session:	Aug. 29-Dec. 20, 2022
1st 8-week Session:	Aug. 29-Oct. 23, 2022
12-week Session:	Sept. 19-Dec 11, 2022
2nd 8-week Session:	Oct. 24-Dec. 18, 2022
Winter 2023	
6-week Session:	Jan. 3-Feb. 9, 2023
Spring 2023	
Regular Session:	Feb. 13- Jun. 13, 2023
1st 8-week Session:	Feb. 13- Apr. 9, 2023
12-week Session:	Mar. 6-June 4, 2023
2nd 8-week Session:	Apr. 17-June 11, 2023
Summer 2023	
6-week Session:	Jun. 20-July 28, 2023
8-week Session:	Jun. 20-Aug. 11, 2023

Special Dates	
Graduation Day 2022:	Jun. 14, 2022
Winter Break 2022:	Dec. 23-30, 2022
Spring Break 2023:	Apr. 10-14, 2023
Graduation Day 2023:	Jun. 13, 2023
Faculty Flex Days Fall 2022	
August 23, 2022	Individual
August 24, 2022	Departmental
August 25, 2022	Fall 2022 Opening Day
August 26, 2022	Departmental
Faculty Flex Days Spring 2023	
March 3, 2023	Departmental
March 16, 2023	Institutional
April 12, 2023	Individual
April 13, 2023	Individual
April 14, 2023	Individual
Faculty Flex Days Fall 2023	
August 22, 2023	Individual
August 23, 2023	Departmental
August 24, 2023	Fall 2023 Opening Day
August 25, 2023	Departmental

Note: Fall and Spring short sessions end on a Sunday; Winter and Summer sessions end on a Friday
 March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Day=3rd week of March, alternate Tuesday & Thursday

LEGAL & HOLIDAYS

June - December 2022	
Independence Day:	Monday, July 4, 2022
Labor Day:	Monday, Sept. 5, 2022
Veterans' Day:	Friday, Nov. 11, 2022
Thanksgiving Day:	Thursday, Nov. 24, 2022
Native American Day:*	Friday, Nov. 25, 2022
Christmas Day (observed):	Monday, Dec. 26, 2022
College Holiday (5 of 5 days):**	Dec. 23, Dec. 27- 30, 2022

January - August 2023	
New Year's Day (observed):	Monday, Jan. 02, 2023
Martin Luther King, Jr. Day:	Monday, Jan. 16, 2023
Lincoln's Day:	Friday, Feb. 10, 2023
Washington's Day:	Monday, Feb. 20, 2023
Memorial Day:	Monday, May 29, 2023
Juneteenth Day:	Monday, June 19, 2023
Independence Day:	Tuesday, July 4, 2023
Cesar Chavez Day (12-Month Classified):	Monday, April 10, 2023
Cesar Chavez Day (11-Month Classified):	***

* In lieu of the 4th Friday in September (per CA Ed Code 45206.5); aka Admissions' Day
 ** Classified staff who work weekends must take their 5 days of College Holiday between 12/23 and 12/30
 Approved by the Board of Trustees: 2/5/2019
 Revised & approved by the Board of Trustees:

***To be taken between Mar. 31 and Dec. 31 of each year per MOU dated 03.03.2010



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2023 - 2024

JUNE 2023							JULY 2023							AUGUST 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			4	5	6	7	8			1	2	3	4	5
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12
11	12	13	[14]	[15]	[16]	17	16	17	18	19	20	21	22	13	[14]	[15]	[16]	[17]	[18]	19
18	[19]	20	21	22	23	24	23	24	25	26	27	28	29	20	[21]	[22]	[23]	[24]	[25]	26
25	26	27	28	29	30		30	31						27	[28]	29	30	31		

LEGEND

- First day of semester or session
- Finals Schedule
- Legal Holiday (Broken box, date is bold & red): Classes not in session/campus & offices closed
- College Holiday: Campus closed-classes not in session/campus & offices closed
- Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
- [] Classes NOT in Session, BUT campus and offices are open
- [If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday.]

SEMESTER DATES 2023 - 2024		Special Dates	
Summer 2023		Graduation Day 2023: Jun. 13, 2023	
6-week Session:	Jun. 19-Jul. 28, 2023	Winter Break 2023:	Dec. 22, 26-29, 2023
8-week Session:	Jun. 19-Aug. 11, 2023	Spring Break 2024:	Apr. 08-12, 2024
Fall 2023		Graduation Day 2024:	Jun. 11, 2024
Regular Session:	Aug. 28-Dec. 19, 2023	Faculty Flex Days Fall 2023	
1st 8-week Session:	Aug. 28-Oct. 22, 2023	August 22, 2023	Individual
12-week Session:	Sept. 18-Dec. 10, 2023	August 23, 2023	Departmental
2nd 8-week Session:	Oct. 23-Dec. 17, 2023	August 24, 2023	Fall 2023 Opening Day
Winter 2024		August 25, 2023	Departmental
6-week Session:	Jan. 02-Feb. 08, 2024	Faculty Flex Days Spring 2024	
Note: Winter classes start 1/02; first day of term is 1/01		March 01, 2024	Departmental
Spring 2024		March 12, 2024	Institutional
Regular Session:	Feb. 12-Jun. 11, 2024	April 10, 2024	Individual
1st 8-week Session:	Feb. 12-Apr. 07, 2024	April 11, 2024	Individual
12-week Session:	Mar. 04-Jun. 02, 2024	April 12, 2024	Individual
2nd 8-week Session:	Apr. 15-Jun. 09, 2024	Faculty Flex Days Fall 2024	
Summer 2024		August 20, 2024	Individual
6-week Session:	Jun. 17-Jul. 26, 2024	August 21, 2024	Departmental
8-week Session:	Jun. 17-Aug. 09, 2024	August 22, 2024	Fall 2024 Opening Day
Note: Fall and Spring short sessions end on a Sunday; Winter and Summer sessions end on a Friday		August 23, 2024	Departmental
March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Day=3rd week of March, alternate Tuesday & Thursday			

LEGAL & HOLIDAYS	
June - December 2023	
Independence Day:	Tuesday, July 04, 2023
Labor Day:	Monday, Sept. 04, 2023
Veterans' Day:	Friday, Nov. 10, 2023
Thanksgiving Day:	Thursday, Nov. 23, 2023
Native American Day:*	Friday, Nov. 24, 2023
Christmas Day:	Monday, Dec. 25, 2023
College Holiday (5 of 5 days):**	Dec. 22, Dec. 26- 29, 2023
January - August 2024	
New Year's Day:	Monday, Jan. 01, 2024
Martin Luther King, Jr. Day:	Monday, Jan. 15, 2024
Lincoln's Day:	Friday, Feb. 09, 2024
Washington's Day:	Monday, Feb. 19, 2024
Memorial Day:	Monday, May 27, 2024
Juneteenth Day:	Wednesday, June 19, 2024
Independence Day:	Thursday, July 04, 2024
Cesar Chavez Day (12-Month Classified):	Monday, April 08, 2024
Cesar Chavez Day (11-Month Classified):	***
***To be taken between Mar. 31 and Dec. 31 of each year per MOU dated 03.03.2010	

* In lieu of the 4th Friday in September (per CA Ed Code 45206.5), aka Admissions' Day
 **Classified staff who work weekends must take their 5 days of College Holiday between 12/22 and 12/29/2023
 Approved by the Board of Trustees: 2/5/2019
 Revised & approved by the Board of Trustees:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 18, 2022

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

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

SABBATICALS 2022-2023

Fall 2022

- Poliana Raymer, Life Science
- Salvador Carrasco, Film and Media Studies
- Ashanti Blaize-Hopkins, Communications and Media
- Walker Griffy, English
- Kristin Lui-Martinez, Math
- Jim Keeshen, Design Technology
- Alejandro Lee, Modern Languages
- Deborah Schwyter, Physical Sciences

Spring 2023

- Nate Brown, Media Studies
- Brandon Reilly, History
- Sharyn Obsatz, Journalism and Media Studies
- Nate Donahue, Art History
- Lisa Collins, Earth Science

EFFECTIVE DATE

ESTABLISH

Project Manager Title III- Hispanic Serving Institutions – STEM Grant (50%) 01/19/2022

ELECTIONS

PROJECT MANAGERS

Bui, Thomas, Project Manager - Student Equity Center 01/19/2022

ADJUNCT FACULTY

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

SEPARATION

RETIREMENT

Livingston, Gail, Social Science, 30 years 2/13/2022

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 18, 2022

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - REGULAR

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

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

<u>ESTABLISH POSITION</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant I (1 position) Human Resources, 12 months, 40 Hours	01/19/2022
Lead Theater Technician (1 position) Campus Events, 12 months, 40 hours, Varied hours	01/19/2022
<u>ABOLISH POSITION</u>	
Administrative Clerk (1 position) Human Resources, 12 months, 40 Hours	01/19/2022
Theater Technician (1 position) Campus Events, 12 months, 40 hours, Varied hours	01/19/2022
<u>CLASSIFICATION SALARY REALLOCATION</u>	
Career Services Advisor From: Classified Employee Salary Schedule, Range 39 To: Classified Employee Salary Schedule, Range 36	01/01/2022
Enterprise Business Services Specialist From: Classified Employee Salary Schedule, Range 27 To: Classified Employee Salary Schedule, Range 30	01/01/2022
<u>ELECTIONS</u>	
<u>VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)</u>	
Soliman, Febe From: International Student Services Specialist, ISC (range 34) To: Academic Records Evaluator, Admissions & Records (range 33)	01/18/2022
<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	
Barocio Jr., Armando, Campus Safety Officer, Campus Police (Step B)	02/16/2022
Lo, Yu-Ngok, Assistant Director of Facilities Planning & Construction (Step E)	03/01/2022
Lopez, Vanessa, Student Services Clerk, A & R, (Step C)	01/04/2022
Woolridge, Natasha, Student Services Clerk, Fin Aid & Schol (Step B)	01/18/2022
<u>PROBATIONARY</u>	
Gutierrez, Rico A., Custodian, Operations	01/04/2022

PROMOTION

Carter, Justin 01/19/2022

From: Custodian, Operations

To: Custodial Operations Supervisor, Operations

Gobrial, Samya 01/18/2022

From: Accounting Technician, Auxiliary Services

To: Accountant, Auxiliary Services

Guzman, Jose A. 01/04/2022

From: Personnel Technician, Personnel Commission

To: Personnel Analyst, Personnel Commission

Kalinec, Gustavo 01/19/2022

From: Enterprise Business Services Clerk, Bursar's Office

To: Enterprise Business Supervisor, Bursar's Office

Trautwein, Paul 01/19/2022

From: Web Services Coordinator, Marketing

To: Director of Web and Social Media Strategy, Marketing

WORKING OUT OF CLASSIFICATION (LIMITED TERM ASSIGNMENT)

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

From: Custodian, Operations, NS-II 12/12/2021 to 01/18/2022*

To: Custodial Operations Supervisor, Operations, NS-II

Percentage: More than 50%

*extension of working out of class assignment

Monzon, Karen 01/04/2022 to 04/01/2022

From: Personnel Analyst

To: Supervising Personnel Analyst

Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Kalinec, Gustavo 11/16/2021 to 01/18/2022

From: Enterprise Business Clerk

To: Enterprise Business Specialist

Percentage: More than 50%

*end date extension

Monzon, Karen 04/04/2022 to 06/30/2022

From: Personnel Analyst

To: Classification and Compensation Manager

Percentage: More than 50%

Vasquez, Olga 02/14/2022 to 04/01/2022

From: Personnel Analyst

To: Classification and Compensation Manager

WORKING OUT OF CLASSIFICATION (LIMITED TERM) SUBSTITUTE

Thomas, Lori, 01/18/2022 to 06/30/2022

From: Human Resources Specialist

To: Employee Benefits Coordinator

Percentage: More than 50%

Valadez, Jorge 01/04/2022 to 02/06/2022
 From: Campus Store Operations Assistant
 To: Course Materials Buyer
 Percentage: More than 50%

Vasquez, Olga 12/20/2021 to 12/24/2021;
 From: Personnel Analyst 01/04/2022 to 02/11/2022
 To: Classification and Compensation Manager
 Percentage: More than 50%

Weidenbenner, Nathan, 12/16/2021 to 12/24/2021;
 From: Instructional Assistant – English 01/04/2022 to 01/05/2022
 To: Tutoring Coordinator – Business
 Percentage: More than 50%

LEAVE OF ABSENCE - UNPAID

Poole, Jaime, Instructional Assistant – English 09/07/2021 – 12/22/2021*
 *Revised end date 12/23/2021 – 02/13/2022**
 ** New leave

CSEA EDUCATIONAL PAY DIFFERENTIAL

Barboza, Star, Custodian, Operations	1.5%	01/01/2022
Connor, Patrick, Lab Technician- Photography	1.5%	01/01/2022
Plascencia, Omar, Electrician, Maintenance	.75%	01/01/2022
Raby, Emily, Custodian, Operations	1.5%	01/01/2019
Raby, Emily, Custodian, Operations	1.5%	01/01/2019

SEPARATIONS

LAST DAY OF PAID SERVICE

RESIGNATIONS

Brooke, Alanna, Administrative Assistant II, Counseling	12/23/2021
Gurjian, Armineh, Classification & Compensation Manager, Personnel Commission	02/11/2022
Limon, Augustin, Campus Safety Officer, Campus Police	01/06/2022
Samano, Summer, Community College Police Officer, Campus Police	01/17/2022
Tatar, Greg, Director, Procurement, Logistics & Contracts	12/03/2021
Yancey, Robin, Student Services Assistant, Welcome Center	01/03/2022
Zamora, Alexander, Campus Safety Officer, Campus Police	01/06/2022

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 18, 2022

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION

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

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

ELECTIONS EFFECTIVE DATE

PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Atmodjo, Francissca, Graphic Designer, Marketing	12/14/2021-12/23/2021
Britt, Julia, Personnel Commission Specialist, Personnel Commission	
From:	07/01/2021-12/31/2021
To:	07/01/2021-03/18/2022
Buentello, Jimmy B., Customer Services Assistant, Campus Store	12/14/2021-12/23/2021
	01/03/2022-01/14/2022
Buentello, Jimmy B., Enterprise Business Services Clerk, Campus Store	01/18/2022-06/30/2022
Colcord, Adam D., Theatre Technical Specialist, SMC Performing Arts	12/09/2021-06/30/2022
Dionne, Chris, Theatre Technical Specialist, SMC Performing Arts	12/20/2021-06/30/2022
Chanaiwa, Isom T., Director of the SMC Foundation, Institutional Advancement	
From:	08/01/2021-12/09/2021
To:	08/01/2021-02/28/2022
Hamblet, Cristina, Student Services Assistant, Health Services	
From:	09/16/2021-01/31/2022
To:	09/16/2021-06/30/2022
Morena Ortega, Porfirio A., Graphics Designer, Marketing	12/20/2021-06/30/2022
Morrison, Tatiana, Administrative Asst II, Personnel Commission	
From:	07/01/2021-12/31/2021
To:	07/01/2021-02/11/2022
Nesteruk, Gary, Accompanist - Performance, Emeritus	01/04/2022-06/30/2022
Pacheco, Wendy, Enterprise Business Services Clerk, Campus Store	01/18/2022-06/30/2022
Ramirez, David, Student Services Clerk, Outreach & Onboarding	12/10/2021-06/30/2022
Schade, Richard, Theatre Technical Specialist, SMC Performing Arts	12/16/2021-06/30/2022
White, Michael B., Events Assistant, Campus Store	12/09/2021-06/30/2022

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

Ashby, DeAnna, Student Services Clerk, Financial Aid & Scholarships	
From:	07/06/2021-12/23/2021
To:	07/06/2021-06/30/2022
Austin, Harald, Student Services Clerk/Cashier, Financial Aid	01/03/2022-01/11/2022
Beck, Michael, Customer Service Assistant, Campus Store	01/03/2022-01/14/2022
Buentello, Jimmy, Customer Service Assistant, Campus Store	12/14/2021-12/23/2021
	01/03/2022-01/14/2022

Carter, Ashlie, Customer Service Assistant, Campus Store	01/03/2022-01/14/2022
Chang, Tony, Bookstore Clerk/Cashier, Campus Store	01/03/2022-01/11/2022
English, Kara, Customer Service Assistant, Campus Store	01/03/2022-01/14/2022
Exum, Ellen, Customer Service Assistant, Cashier's Office	01/01/2022-06/30/2022
Garcia, Lucy, Bookstore Clerk/Cashier, Campus Store	01/03/2022-01/11/2022
Grau, Donald, Bookstore Clerk/Cashier, Campus Store	01/03/2022-01/11/2022
Kiss, Hannah, Program Specialist, SMC, UCLA Stem Initiative	
From:	08/30/2021-11/30/2021
To:	08/30/2021-06/30/2022
Lopez, Jose C., Bookstore Clerk/Cashier, Campus Store	01/03/2022-01/11/2022
Micas, Donna, Bookstore Clerk/Cashier, Campus Store	01/03/2022-01/11/2022
Miles, Eric, Bookstore Clerk/Cashier, Campus Store	01/03/2022-01/11/2022
Nwonwu, Vergie, Customer Service Assistant, Campus Store	01/03/2022-01/14/2022
Pabst, Ester, Bookstore Clerk/Cashier, Campus Store	01/03/2022-01/11/2022
Pacheco, Wendy, Bookstore Clerk/Cashier, Campus Store	01/03/2022-01/11/2022
Thielking, Alan, Bookstore Clerk/Cashier, Campus Store	01/03/2022-01/11/2022

RECOMMENDATION NO. 10 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)	20
College Work-Study Student Assistant, \$15.00/hour (FWS)	5
College CalWorks, \$15.00/hour	1

SPECIAL SERVICE

Art Model, \$27.00/hour	52
Art Model w/ Costume, \$30.00/hour	26
Community Services Specialist I, \$35.00/hour	12
Community Services Specialist II, \$50.00/hour	12

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 18, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES

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

11-A CHANGE ORDER NO. 1 – SMC MATH AND SCIENCE PHASE I PROJECT (Demolition)

Change Order No. 1 – ICON WEST, INC., on the SMC MATH AND SCIENCE PHASE I project in the amount of -\$2,445,994.

Original Contract Amount	<u>\$ 7,337,000</u>
Change Order No. 1	<u>-\$ 2,445,994</u>
Revised Contract Amount	\$ 4,891,006

Total Change Orders represent -33.3% of the Original Contract.

Funding Source: Measure V

Comment Change Order No.1 includes:

- Credit for unused allowances allocated for soil remediation, unforeseen underground utilities, and additional building abatement.

11-B PROJECT CLOSEOUT – SMC MATH AND SCIENCE PHASE 1 PROJECT (Demolition)

Subject to completion of punch list items by ICON WEST, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as SMC MATH AND SCIENCE PHASE I as being complete upon completion of punch list items by ICON WEST, INC., The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 18, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 **FACILITIES** *(continued)*

11-C CHANGE ORDER NO. 1 – SMC HVAC UPGRADES PROJECT

Change No. Order 1 – A&B CONSTRUCTION, INC., on the SMC HVAC UPGRADES project in the amount of -\$881,510.

Original Contract Amount	\$ 8,446,000
Change Order No. 1	<u>-\$ 881,510</u>
Revised Contract Amount	\$ 7,564,490

Total Change Orders represent -10.44% of the original contract.

Funding Source: Measure V

- Comment: Change Order No.1 includes the furnish and installation of the following:
- Credit for unused night and weekend overtime labor allowance.
 - Credit for scope reduction due to redundancy.

11-D PROJECT CLOSEOUT – SMC HVAC UPGRADES PROJECT

Subject to completion of punch list items by A&B CONSTRUCTION, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as SMC HVAC UPGRADES as being complete upon completion of punch list items by A&B CONSTRUCTION, 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.

11-E PROJECT CLOSE OUT – COSMETOLOGY CABINETRY MILLWORK PROJECT

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 18, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 **FACILITIES** *(continued)*

11-F AGREEMENT WITH SVA ARCHITECTS INC FOR ARCHITECT SERVICES – IN CONNECTION WITH 2021-2022 SCHEDULED MAINTENANCE PROJECTS

Enter into an agreement with SVA Architects, Inc for architectural services for the following 2021-2022 scheduled maintenance projects including:

1. Upgrade ATS switches for campus generators at various locations	\$13,440
2. Exterior Plumbing/Fountain Repairs at HSS, CPC Quad	\$ 6,720
3. Exterior Door Replace/Repair at Drescher Hall	\$ 2,688
4. Upgrade Electrical at Maintenance Shops	\$20,160
5. Upgrade Electrical at Madison Campus	\$26,880
6. Upgrade Electrical at 2714 Pico	\$26,880
7. Upgrade Electrical at Library	\$26,880
8. Replace Sewer Lines at Student Activities	\$10,080
9. Replace Storm Drain at Theater Art/Bookstore	\$10,752
10. Paint Interior Walls at Drescher Hall, Business Building, Broad Stage	<u>\$57,792</u>
	TOTAL \$202,272

Funding Source: State Scheduled Maintenance (Fund 40.0)

Comment: Architectural services including preparation of bid scope of work, specifications, and drawings.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 18, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Bradley Lane, Vice President, Academic

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Introducing Research Deconstruction Pedagogy into Gateway Courses to Improve Student Engagement with STEM

Granting Agency: Regents of the University of California on behalf of UCLA Molecular Cell & Development io, a California corporation (UCLA) with UCLA, Santa Monica College (SMC)

Augmentation Amount: (\$17,399) Amended Total: \$212,109

Matching Funds: Not Applicable

Performance Period: July 1, 2020 to June 30, 2023

Summary: The award amount was amended due to an agreement between program participants to contribute to the hiring of a Project Manager to be paid by UCLA. In this project we are adapting the research deconstruction pedagogy and incorporating it into established gateway courses for STEM majors and general biology and chemistry courses for non-stem majors. We will determine the impact on student learning and engagement in STEM. In addition to monitoring course performance and equity gaps, pre/post course surveys will be used to measure students interest and confidence in science, science identity and impact on career aspirations. We will also measure students perceived learning gains in the areas relevant to the process of scientific inquiry, such as how knowledge is built from experimental evidence.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Other Local	(\$ 17,399)
	Expenditures	
	1000 Academic Salaries	(\$ 9,221)
	2000 Non-Academic Salaries	(\$ 1,822)
	3000 Employee Benefits	(\$ 3,606)
	4000 Supplies & Materials	(\$ 2,750)
	5000 Other Operating Expenditures	0
	6000 Capital Outlay	0
	7300 Other Outgo/Indirect	0
	7600 Student Aid	0
	Total	(\$ 17,399)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 18, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 1 through November 30, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	89,948
2000	Classified/Student Salaries	46,667
3000	Benefits	-4,822
4000	Supplies	2,037
5000	Contract Services/Operating Exp	-31,097
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	5,960
7900	Contingency Reserve	-108,693
Net Total:		0

13-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 1 through November 30, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-199
2000	Classified/Student Salaries	316
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	-117
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 18, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS *(continued)*

13-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: November 1 through November 30, 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	442,924
6000	Sites/Buildings/Equipment	-442,924
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

13-D FUND 42.4 – Revenue Bond Construction Fund (Measure AA)

Period: November 1 through November 30, 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	25,000
6000	Sites/Buildings/Equipment	-25,000
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 18, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS *(continued)*

13-E FUND 42.5 – Revenue Bond Construction Fund (Measure V)

Period: November 1 through November 30, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	11,963
5000	Contract Services/Operating Exp	5,678
6000	Sites/Buildings/Equipment	-17,641
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	January 18, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER

Approved by: Christopher M. Bonvenuto, Vice-President Business and Administration
Requested Action: Approval/Ratification

Commercial Warrant Register
 November 2021 315230 through 345373

ACH Numbers
 November 2021 41147 through 44207

Total \$13,579,043.30

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

RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register
 November 2021 C1D – C2E \$15,879,737.09

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

RECOMMENDATION NO. 16 REISSUE PAYROLL WARRANTS

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

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
McNamara, Catherine V.	W7577206	08/05/2013	\$ 179.48

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 18, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 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
 November 2021 Covered by check & voucher numbers: 028146-028457 & 02720-02737

Bookstore Fund Payments	\$ 45,619.22
Other Auxiliary Fund Payments	\$ 99,174.31
Trust and Fiduciary Fund Payments	<u>\$ 327,774.09</u>
	\$ 472,567.62

Purchase Orders issued
 November 2021 \$4,601.53

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

RECOMMENDATION NO. 18 ORGANIZATIONAL MEMBERSHIPS

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
January 2022	3	\$1,798

Funding Sources: General Fund, Fund 01.0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 18, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification
Requested by: Scott Silverman, Interim Dean, Noncredit and External Programs
Patricia Ramos, Dean, Academic Affairs
Approved by: Bradley Lane, Vice-President of Academic Affairs

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

RECOMMENDATION NO. 20 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2021-2022

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

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

Name/Title
Thomas Bui, Project Manager, Student Equity Center
Yu-Ngok Lo, Assistant Director of Facilities Planning & Construction

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

RECOMMENDATION NO. 21 PURCHASING

Requested Action: Approval/Ratification
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

21-A AWARD OF PURCHASE ORDERS

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

November 2021	\$2,114,829.99
December 2021	\$2,475,140.46

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 18, 2022
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: **COLLECTIVE BARGAINING AGREEMENT WITH SMC POLICE OFFICERS ASSOCIATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees ratify the collective bargaining contract with the Police Officers Association (POA) for a term beginning on July 1, 2021 and ending on June 30, 2024.

SUMMARY: On September 14, 2021, the POA’s initial collective bargaining agreement proposals were presented to the Board in accordance with the public disclosure requirements of Government Code Section 3547. On September 14, 2021, the Board invited the public to make comments on the proposals.

The District’s negotiation team and the POA representatives concluded negotiations on November 22, 2021. The POA has ratified the agreement.

PROJECTED COST IMPACT OF SMCPOA SALARY INCREASE				
For Fiscal Years 2020-21 (Me Too 1.5% plus \$3,000 One- time Pay)				
2021-22 (1.5%); 2022-23 (40% of Adopted COLA); 2023-24 (40% of Adopted COLA)				
	<u>2020-21 Retro</u>			
	<u>Pay</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Projected Increase	\$ 20,845	\$ 58,799	\$ 27,036	\$ 16,112
Projected One-time Off Schedule Pay	36,000	-	-	-
Total Projected Increase and One-time Pay	56,845	58,799	27,036	16,112
Projected Benefits	5,971	13,036	5,953	3,500
Total Projected Salary and Benefits	\$ 62,816	\$ 71,835	\$ 32,989	\$ 19,612

Link to: [Collective Bargaining Agreement with the SMC Police Officers Association](#)

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

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION January 18, 2022
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 23

SUBJECT: **SMC 2021 FACULTY AND STAFF DIVERSITY REPORT**

SUBMITTED BY: Vice-President, Human Resources

SUMMARY: Santa Monica Community College District is one of the largest employers within the City of Santa Monica, CA. The District has a rich, inclusive, global, higher education learning environment known for its commitment to excellence and dedication to student success. It is also known for its high transfer rate of students to the University of California, California State Universities, private colleges and universities, and for its successful career technology education certificate programs. SMC attracts and retains an outstanding workforce of faculty, staff, and management team members.

This report will assist in monitoring Santa Monica College’s progress towards achieving a workforce representative of the diverse populations within the County of Los Angeles, and which mirrors the students at Santa Monica College. To allow for comparisons, ethnicity, gender, and age data is displayed covering the most recent ten-year window (highlighting every two years - 2011, 2013, 2015, 2017, 2019 and 2021) from information collected on the first business day after the Labor Day holiday.

Link to: [2021 Faculty and Staff Diversity Report](#)

Link to Webpage for SMC’s Faculty/Staff Diversity Reports for alternate years between 2009 and 2021: [Faculty/Staff Diversity Reports - Santa Monica College \(smc.edu\)](#).

This aligns with the Board’s Ongoing Priority to support and hire a diverse and innovative faculty and staff.

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT January 18, 2022
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XIV. BOARD COMMENTS

XV. ADJOURNMENT - 9:

The meeting was adjourned in memory of **Kenneth S. Carter, Sr.** father of Dione Carter, Dean, Academic Affairs; **Nancy Cattell**, retired SMC faculty member/counselor and former member of the Board of Trustees; **Paul David Leal**, former SMC student; **Gabriel Rissman**, a current SMC student; **Patricia Wilson**, sister of Sharon Thomas, Administrative Assistant II, Department of Academic Affairs; and **Bruce Young**, retired SMC Earth Science faculty member and department chair.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 1, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.