



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, DECEMBER 8, 2020

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, December 8, 2020. The meeting was conducted via Zoom Webinar.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 6:27 p.m.
Dr. Nancy Greenstein, Chair - Present
Dr. Susan Aminoff, Vice-Chair - Present
Dr. Louise Jaffe - Present
Dr. Margaret Quiñones-Perez - Present
Rob Rader - Present
Dr. Sion Roy - Present
Barry A. Snell – Excused Absence
Joshua Elizondo, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
Robert Myers, Campus Counsel

Employee Organizations: SMC Faculty Association
CSEA Chapter 36
SMC Police Officers Association

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

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS – 7:00 p.m.

- PLEDGE OF ALLEGIANCE – Barry Snell
- CLOSED SESSION REPORT – None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: - None

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS

Shannon Herbert

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. CONSENT AGENDA

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

Approval of Minutes

- #1 Approval of Minutes: November 10, 2020 (Regular Meeting)
November 23 2020 (Board Study Session)

Academic Affairs

- #2 New Courses and Degrees, Fall 2020

Acceptance of Donations

- #3 KCRW Foundation Donations of Equipment to SMCCD

Contracts and Consultants

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

Human Resources

- #5 Academic Personnel
#6 Classified Personnel – Regular
#7 Classified Personnel – Non Merit

Facilities and Fiscal

- #8 Facilities
- A Architect and Engineering Services – Cosmetology Renovation
 - B Environmental Monitoring Services for Relocatable Trailer Abatement
 - C Commissioning Services for HVAC Replacement Project
 - D Change Order No 1 – HVAC Replacement Project
 - E Change Order No. 2 – HVAC Replacement Project
 - F `Change Order No. 2 – Temporary Classroom Village Modular Classroom Units and Existing Building Remodel Project
 - G Project Close Out - Temporary Classroom Village Modular Classroom Units and Existing Building Remodel Project
 - H Change Order No. 1 – Student Services Center Post Construction Improvements Project
 - I Project Close Out - Student Services Center Post Construction Improvements Project
 - J Project Close Out – Student Services Building
 - K Amendment to Agreement for Architect Services – Early Childhood Lab School
- #9 Acceptance of Grants and Budget Augmentation
- #10 Budget Transfers
- #11 Commercial Warrant Register
- #12 Payroll Warrant Register
- #13 Auxiliary Payments and Purchase Orders
- #14 Organizational Memberships
- #15 Providers for Community and Contract Education
- #16 Purchasing
- A Award of Purchase Orders
 - B Award of Competitive Contracts 2020-2021

IX. CONSENT AGENDA – Pulled Recommendations

X. MAJOR ITEMS OF BUSINESS

- #17 Resolution Authorizing District Participation in the California School Finance Authority State Aid Intercept Notes Through the Issuance and Sale of One or More Series of Fiscal Year 2020-2021 Tax and Revenue Anticipation Notes and Requesting the Board of Supervisors of the County to Waive/Decline Such Issuance by the County or to Issue and Sell Said Series of Notes
- #18 Contract with Proctorio, Inc. for Online Proctoring Services
- #19 Institutional Effectiveness Committee’s Observations of SMC’s Performance on Vision for Success/Student Equity Metrics and Recommendations
- #20 Second Reading and Approval, Board Policy Section 4235 – Credit for Prior Learning

XII. ANNUAL ORGANIZATIONAL FUNCTIONS

- #21 Election of Officers of the Board of Trustees, 2021
- #22 Designation of Board Representative to LACSTA
- #23 Authorized Signature Resolution

XIII. BOARD COMMENTS AND REQUESTS

XIV. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday January 19, 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	December 8, 2020

IV. SUPERINTENDENT'S REPORT

- COVID-19 Update: Since the last update, there has been a surge of COVID-19 cases in Los Angeles County and throughout the country. Over the past five days, daily cases are averaging close to 9,000 per day. There has been a huge increase in hospitalizations rates, including intensive care units reaching capacity. A stay-at-home order was issued Sunday night for L.A. County which will continue for three weeks. The order restricts private gatherings of any size, and all residents are encouraged to stay home unless they need to go out for essential activities. Playgrounds, museums, personal care businesses have closed and restaurants are limited to take out only. To help slow the spread of COVID-19, L.A. County has launched two new initiatives: (1) An exposure notification platform through California Notify where resident can opt in to be notified if they have been exposed to COVID-19; and (2) A nasal swab home test pilot where residents who were exposed or who are symptomatic can take a test at home, send it via FedEx with results in two days.

There is no evidence of the spread of COVID-19 on the campus because of the strict measures the college has taken to increase PPE, reduce the campus footprint and enforce strict social distancing guidelines and safety protocols. SMC reverted back to Phase 1 in the Road to Recovery Plan. College activities are winding down, except for the equipment return process and the pop up food pantry that will continue for the next three weeks. Staff who can work as home are being encouraged to do so, and personnel who are essential to come on campus can report to their workplace. There will be enhanced cleaning, and continued safety protocols will be followed. Construction projects will continue.

- Enrollment Update: Data was released by the Education Advisory Board on the impact on college enrollment comparing Fall 2019 to Fall 2020. Overall, undergraduate enrollment decreased by 4.4 percent, but the hardest hit were public two-year colleges where the average nationwide was 9.5 percent. 31 percent of the decline can be attributed to previously enrolled undergraduates who dropped out post COVID. In addition, there is a decreased population of traditional age students coming directly from high school. At this time, SMC's full credit enrollment decreased by about 6 percent. SMC is 27 days out before the winter term which is showing a slight increase, and 70 days out before the spring which is showing a slight decrease. The decrease of nonresident enrollment has a significant impact. F-1 visa applications are down about 50 percent and enrollment of new nonresidents is down about 70 percent.
- SMC Foundation Update: The SMC Foundation applied for a grant with the California Community Foundation and was notified of the award of \$600,000 for the food security program. A \$75,000 grant was received in October which was subsequently increased by \$25,000.
- Giving Thanks(giving) Drive-Thru Food Pantry, November 24, 2020: This event was held two days before Thanksgiving. There were over 200 volunteers working over a three-day period to support the event. Over 1,400 families were provided with a Thanksgiving feast.

- Santa Monica College and Santa Monica Chamber of Commerce Launch New Mentorship Program. Santa Monica College and the Santa Monica Chamber of Commerce have teamed up to start the Santa Monica NextGen Leadership Mentor Program. The SMC Workforce Development Program, SMC Office of Special Programs, and SMC Career Services Center are collaborating with the Chamber to partner minority/racially minoritized students with Chamber members who have experience related to the student's field of study and cultural background. The program connects SMC students through the virtual Zoom platform to mentors - Santa Monica-based business owners, entrepreneurs, and industry professionals - who can offer guidance and learning opportunities beyond the classroom.

Mentors are Santa Monica Chamber members representing a variety of fields, including banking, real estate, marketing and public relations, entrepreneurship, and hospitality. "To find the 30 students for the program, a survey was sent to more than 1,200 Black Collegians and Adelante students, with over 100 responses of interest to participate in the program," said SMC Career Services Center Advisor Ann Marie Leahy, who worked on developing special training sessions to bring expertise to the table and help mentors, mentees, and others involved in the program communicate and connect.

- Virtual Holiday Party, December 9, 2020: This year's virtual holiday event will replicate some elements of the annual appreciation lunch typically held in December. Employees will receive a virtual tool box, and there will be games, sharing of recipes and an ugly sweater contest.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 8, 2020

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-#16.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #2, #9, #16-B

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 2 – New Courses and Degrees Fall 2020

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

Recommendation No. 9 – Acceptance of Grants and Budget Augmentation

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

Recommendation No. 16-B – Purchasing: Award of Competitive Contracts, 2020-2021

- MOTION MADE BY: Louise Jaffe
- 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 meetings of the Santa Monica Community College District Board of Trustees:

November 10, 2020 (Regular Board of Trustees Meeting)

November 23, 2020 (Board Study Session)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, FALL 2020

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

Approved by: Jennifer Merlic, Vice-President, Academic Affairs

Following is the Curriculum Committee's successful completion of mandatory retroactive distance education approval for 700 courses offered online at SMC in summer and fall 2020. When the pandemic forced all SMC courses online last spring, the college was granted a waiver of the requirement that any course offered online be approved for that delivery method via a documented process that complies with federal, state, and ACCJC requirements for, among other things, regular and effective interactivity. However, that waiver was not extended into the summer and fall sessions. Thus, California Community Colleges were asked to retroactively approve all courses not previously approved for online delivery by the end of this calendar year.

New Courses

- BUS 7B Sustainability Reporting in Business
- ETH ST 2 Dance in American Culture (cross-listed with DANCE 2)
- ETH ST 7 American Cinema: Crossing Cultures (cross-listed with FILM 7)
- ETH ST 8 Food and Culture in America (cross-listed with NUTR 7)
- ETH ST 9 Literature of California (cross-listed with ENGL 9)
- ETH ST 10 Ethnicity and American Culture (cross-listed with HIST 10)
- ETH ST 11 Race and Ethnicity in Literature of the U.S. (cross-listed with ENGL 10)
- ETH ST 12 Media, Gender, and Race (cross-listed with MEDIA 10)
- ETH ST 16 African-American History (cross-listed with HIST 16)
- ETH ST 20 Agitational and Protest Communication (cross-listed with COM ST 20)
- ETH ST 21 Race, Ethnicity, and the Politics of Difference (cross-listed with POL SC 21)
- ETH ST 30 African Americans in Contemporary Society (cross-listed with SOCIO 30)
- ETH ST 31 Latinas/os in Contemporary Society (cross-listed with SOCIO 31)
- ETH ST 32 Asian Americans In Contemporary Society (cross-listed with SOCIO 32)
- ETH ST 34 Afro-American Literature (cross-listed with ENGL 34)
- ETH ST 35 Jazz in American Culture (cross-listed with MUSIC 33)
- ETH ST 36 History of Rock Music (cross-listed with MUSIC 36)
- ETH ST 37 Intercultural Communication (cross-listed with COM ST 37)
- ETH ST 38 Music in American Culture (cross-listed with MUSIC 37)
- ETH ST 39 Racial and Ethnic Relations in American Society (cross-listed with SOCIO 34)
- ETH ST 41 Native-American History (cross-listed with HIST 41)
- ETH ST 42 The Latina/o Experience in the United States (cross-listed with HIST 42)
- ETH ST 43 Mexican-American History (cross-listed with HIST 43)
- ETH ST 44 Introduction To Asian American Literature (cross-listed with ENGL 41)
- ETH ST 51 Intercultural Business Communication (cross-listed with BUS 51)
- ETH ST 53 Latino Literature in the United States (cross-listed with ENGL 53)
- ETH ST 54 Native American Literature (cross-listed with ENGL 54)
- ETH ST 62 Asian-American History (cross-listed with HIST 62)
- ETH ST 71 African American Art History (cross-listed with AHIS 71)
- ETH ST 72 American Art History (cross-listed with AHIS 72)

Approved for Online in an Emergency Context Only

ARABIC 1 Elementary Arabic 1
ASL 1 American Sign Language 1
ASL 2 American Sign Language 2
AUTO 40 Automotive Maintenance and Operation
AUTO 45 Automotive Braking Systems
AUTO 46 Automotive Electrical Systems
AUTO 47 Suspension and Steering
BIOL 22 Genetics and Molecular Biology
BIOL 23 Organismal and Environmental Biology
CHEM 9 Everyday Chemistry
CHEM 21 Organic Chemistry I
CHNESE 1 Elementary Chinese 1
CHNESE 2 Elementary Chinese 2
COM ST 22 Introduction to Competitive Speech and Debate
COUNS 12H Career Planning
COUNS 13H Personal and Social Awareness
COUNS 15H Job Search Techniques
COUNS 51 Test Taking/Memory Strategies
COUNS 53 Phonics, Spelling and Vocabulary Development
COUNS 54 Organizing for College Success
COUNS 56 Written Language Strategies
COUNS 57 Listening, Note Taking, and Memory
COUNS 901 Transition to College
COUNS 902 Career and Workforce Readiness
COUNS 906 American Sign Language Level 1 (Beginner)
COUNS 910 ABI Connections
DANCE 10 Fundamentals of Dance Technique
DANCE 11 Beginning Hip Hop Dance
DANCE 12 Intermediate Hip Hop Dance
DANCE 14 Beginning Jazz
DANCE 15 Intermediate Jazz
DANCE 16 Advanced Jazz
DANCE 17 Beginning Tap
DANCE 18 Intermediate Tap
DANCE 20 World Dance Survey
DANCE 21A Beginning Asian Pacific Dance
DANCE 21B Intermediate Asian Pacific Dance
DANCE 22 Mexican Dance
DANCE 23 Intermediate Mexican Dance
DANCE 24 Flamenco Dance 1
DANCE 25 African Dance
DANCE 25B Intermediate African Dance
DANCE 26A Beginning Salsa Dance
DANCE 27 Brazilian Dance
DANCE 27B Intermediate Brazilian Dance
DANCE 31 Ballet I
DANCE 32 Ballet 2
DANCE 33A Intermediate Ballet 3A
DANCE 33B Intermediate Ballet 3B
DANCE 34A Advanced Ballet 4A
DANCE 34B Advanced Ballet 4B
DANCE 41 Contemporary Modern Dance I
DANCE 42 Contemporary Modern Dance 2
DANCE 43A Intermediate Contemporary Modern Dance 3A
DANCE 43B Intermediate Contemporary Modern Dance 3B
DANCE 44A Advanced Contemporary Modern Dance 4A

DANCE 44B Advanced Contemporary Modern Dance 4B
DANCE 55A Dance Performance Modern
DANCE 55B Dance Repertory Modern
DANCE 57A World Dance Performance
DANCE 57B Repertory World Dance
DANCE 60 Fundamentals of Choreography: Dance Improvisation
DANCE 61 Fundamentals of Choreography: Composition 1
DANCE 62 Fundamentals of Choreography 3
DANCE 63 Fundamentals of Choreography 4
DANCE 70 Dance Staging Technique
DANCE 75/ECE 75 Dance for Children: Creative Dance in the Pre-K and Elementary Classroom
ECE 900 Early Childhood Education Communication Skills
EMERITUS ART E00 Survey of Art
EMERITUS ART E06 Artistic Expression through Gardening
EMERITUS ART E15 Drawing
EMERITUS ART E16 Life Drawing Studio
EMERITUS ART E19 Painting
EMERITUS ART E20 Drawing and Painting
EMERITUS ART E21 Painting/Drawing, Oil and Acrylic
EMERITUS ART E22 Watercolor
EMERITUS ART E24 Calligraphy II
EMERITUS ART E30 Watercolor Studio
EMERITUS ART E55 Sculpture
EMERITUS ART E80 Jewelry Making
EMERITUS BILING E01 Literature in Spanish
EMERITUS BILING E02 French Literature
EMERITUS BILING E03 Literature from Around the World
EMERITUS CT E00 The Fix-It Class - Repair Almost Anything
EMERITUS ENGL E20 Literature: The Novel
EMERITUS ENGL E22 Short Story
EMERITUS ENGL E23 Shakespeare
EMERITUS ENGL E24 Bible as Literature
EMERITUS ENGL E25 Literature: The American Novel
EMERITUS ENGL E27 Poetry and Fiction
EMERITUS ENGL E29 Greek Literature
EMERITUS ENGL E30 Creative Writing
EMERITUS ENGL E33 Autobiography
EMERITUS ENGL E34 Writing for Publication
EMERITUS ENGL E37 Writing Seminar
EMERITUS HEALTH E21 Yoga Health and Safety Principles and Practices for Older Adults
EMERITUS HEALTH E22 Chi Gong Principles and Practices for Older Adults
EMERITUS HEALTH E23 T'ai Chi Principles and Practices for Older Adults
EMERITUS HEALTH E24 Physical Fitness Principles and Practices for Older Adults
EMERITUS HEALTH E25 Strength and Stamina Training Principles and Practices for Older Adults
EMERITUS HEALTH E30 Personal Safety - Fall Prevention
EMERITUS HEALTH E34 Stress Reduction for Older Adults
EMERITUS HEALTH E38 Joint Health and Mobility For Older Adults
EMERITUS HEALTH E63 Body Conditioning After a Stroke
EMERITUS HEALTH E80 Introduction to SMC Fitness Center
EMERITUS HME EC E01 Sewing Lab
EMERITUS HME EC E52 Restaurant Critic - Dining Wisely: Healthy Eating Choices for Older Adults
EMERITUS HME EC E71 Needlecrafts II
EMERITUS HUMDEV E06 Enjoy Life - Understanding Our Mind, Body, and Brain for Senior Adults
EMERITUS HUMDEV E15 Theater - History of Comedy
EMERITUS HUMDEV E17 Senior Seminar - Luisa R.G. Kot Concert Series
EMERITUS HUMDEV E22 Senior Seminar: Through a Jewish Lens - Art, Culture & Entertainment
EMERITUS HUMDEV E24 Bereavement Support
EMERITUS HUMDEV E25 Dealing with Hearing Impairment

EMERITUS HUMDEV E27 Exercising the Brain
EMERITUS HUMDEV E28 Communication After a Stroke (Computer Based)
EMERITUS HUMDEV E50 Communication After a Stroke
EMERITUS MUSIC E00 Concert Band
EMERITUS MUSIC E02 Guitar for Older Adults
EMERITUS MUSIC E03 "The Merits" - Vocal Ensemble
EMERITUS MUSIC E04 Voice Training
EMERITUS MUSIC E06 Gospel Community Chorus
EMERITUS MUSIC E10 Spanish Folk Singing
EMERITUS MUSIC E30 Opera Appreciation
EMERITUS MUSIC E32 Music Appreciation
EMERITUS MUSIC E34 Lyric Chorus
EMERITUS MUSIC E51 Piano and Music Theory for Older Adults
EMERITUS OCC E00 Basic Computer Training
EMERITUS OCC E01 Word Processing
EMERITUS OCC E10 Using Data Files
EMERITUS OCC E20 Using the Internet Safely
EMERITUS PHOTO E00 Digital Photography I
EMERITUS PHOTO E10 Digital Photography II
EMERITUS POL SC E00 Current Events
EMERITUS PSYCH E33 Living as a Single Person
EMERITUS TH ART E01 Principles of Acting
EMERITUS TH ART E02 Theater Arts Appreciation
EMERITUS TH ART E05 Reader's Theater
EMERITUS TH ART E30 Dramatic Interpretation Through Movies
ENGR 16 Dynamics
ENGR 21 Circuit Analysis
ENGR 22 Circuit Analysis Lab
FILM 31 Introduction To Digital Filmmaking
FILM 32 Intermediate Digital Filmmaking
FILM 33 Making the Short Film
FILM 34 Advanced Digital Filmmaking
FILM 40 Cinematography
FILM 50 Production Sound
FRENCH 1 Elementary French I
FRENCH 2 Elementary French II
FRENCH 3 Intermediate French I
FRENCH 4 Intermediate French II
GERMAN 2 Elementary German II
GERMAN 3 Intermediate German I
GERMAN 4 Intermediate German II
HEALTH 900 Introduction to the Career of a Rehabilitation Therapy Aide
HEALTH 902 Clinical Practice for a Rehabilitation Therapy Aide
HEALTH 904 Kinesiology for a Rehabilitation Therapy Aide
HEBREW 1 Elementary Hebrew I
ITAL 1 Elementary Italian I
ITAL 2 Elementary Italian II
JAPAN 1 Elementary Japanese I
JAPAN 2 Elementary Japanese II
JAPAN 3 Intermediate Japanese I
JAPAN 8 Conversational Japanese
KIN PE 9B Intermediate Basketball
KIN PE 9C Advanced Basketball
KIN PE 10C Advanced Fitness Lab
KIN PE 11N Individual Weight Training
KIN PE 14A Beginning Cross Country
KIN PE 14B Intermediate Distance Running/Cross Country
KIN PE 14C Advanced Distance Running/Cross Country

KIN PE 41W Self Defense Women
KIN PE 43B Intermediate Soccer
KIN PE 43C Advanced Soccer
KIN PE 43D Competitive Soccer
KIN PE 50A Beginning Water Polo
KIN PE 50C Advanced Water Polo
KIN PE 57B Intermediate Volleyball
KIN PE 57C Advanced Volleyball
KIN PE 58A Beginning Yoga
KOREAN 1 Elementary Korean I
KOREAN 2 Elementary Korean II
KOREAN 3 Intermediate Korean I
KOREAN 4 Intermediate Korean 2
MATH 1B Bridge to College Mathematics 2
MATH 1C Bridge to College Mathematics 3
MATH 2 Precalculus
MATH 8 Calculus 2
MATH 11 Multivariable Calculus
MATH 21 Finite Mathematics
MATH 3C Concurrent Support for Trigonometry with Applications
MUSIC 1 Fundamentals of Music
MUSIC 2 Musicianship
MUSIC 3 Musicianship
MUSIC 5 Fundamentals of Musicianship
MUSIC 6 Diatonic Harmony
MUSIC 7 Chromatic Harmony
MUSIC 8 Modulation and Analysis
MUSIC 10 Popular Harmony and Arranging
MUSIC 29 A World of Music
MUSIC 30 Music History I
MUSIC 31 Music History II
MUSIC 33 Jazz in American Culture
MUSIC 36 History of Rock Music
MUSIC 37 Music in American Culture
MUSIC 4 Musicianship
MUSIC 40 Opera Workshop
MUSIC 42 Advanced Opera Production
MUSIC 45/TH ART 45 Musical Theatre Workshop
MUSIC 50A Elementary Voice
MUSIC 50B Intermediate Voice
MUSIC 53 Jazz Vocal Ensemble
MUSIC 55 Concert Chorale
MUSIC 57 Advanced Vocal Performance Techniques
MUSIC 59 Chamber Choir
MUSIC 60A Elementary Piano, First Level
MUSIC 60B Elementary Piano, Second Level
MUSIC 60C Elementary Piano, Third Level
MUSIC 60D Elementary Piano, Fourth Level
MUSIC 61A Intermediate Piano, Fifth Level
MUSIC 61B Intermediate Piano, Sixth Level
MUSIC 63 Sight Reading At Keyboard
MUSIC 64 Piano Ensemble
MUSIC 65A Keyboard Improvisation I
MUSIC 65B Keyboard Improvisation II
MUSIC 66 Fundamentals of Music and Elementary Piano
MUSIC 70A String Instrument Techniques
MUSIC 70B Intermediate Strings Techniques
MUSIC 73A Percussion Ensemble Instrument Techniques

MUSIC 73B Intermediate Percussion Ensemble
MUSIC 74 Orchestra
MUSIC 76 Intermediate Brass, Woodwinds, and Percussion
MUSIC 77 Wind Ensemble
MUSIC 78 Jazz Ensemble
MUSIC 79A Jazz Improvisation
MUSIC 84A Popular Guitar, First Level
MUSIC 84B Popular Guitar, Second Level
MUSIC 84C Popular Guitar, Third Level
MUSIC 87A Classical and Flamenco Guitar, First Level
MUSIC 87B Classical and Flamenco Guitar, Second Level
MUSIC 92 Applied Music Instruction
MUSIC 94 Concert Music Class
NURSNG 3 Adult Health Nursing Concepts 1
NURSNG 3L Adult Health Nursing Concepts 1 Lab
NURSNG 4L Mental Health Concepts Lab
NURSNG 5 Physical Fitness and Foods
NURSING 5L Adult Health Nursing Concepts 2 Lab
NURSNG 7 Pediatric Nursing Concepts
NURSNG 7L Pediatric Nursing Concepts Lab
NURSNG 8L Adult Health Nursing Concepts 3 Lab
NURSING 9 Nursing Leadership Concepts
NURSNG 9L Nursing Leadership Concepts Lab
NURSNG 36 Calculations in Drugs and Solutions
NURSNG 900 Supervised Tutoring
NUTR 8 Principles of Food with Lab
PERSIN 1 Elementary Persian I
PERSIN 2 Elementary Persian II
PHOTO 2 Basic Black and White Darkroom Techniques
PHYSCS 20 Preparation for Calculus-Based Physics
POL SC 95 Experiential Learning
RUSS 1 Elementary Russian I
RUSS 2 Elementary Russian II
SCI 10 Principles and Practice of Scientific Research
SPAN 3 Intermediate Spanish I
SPAN 11 Spanish for Heritage Speakers I
SPAN 12 Spanish for Native Speakers 2
SPAN 31A Practical Spanish
TH ART 10A Voice Development for the Stage
TH ART 10B Advanced Voice Development for the Stage
TH ART 15 Stage Movement for the Actor
TH ART 18A Technical Theatre Production Workshop
TH ART 18B Technical Theatre Production Workshop
TH ART 18C Technical Theatre Production Workshop
TH ART 20 Stagecraft
TH ART 21 Scenic Painting Techniques
TH ART 22 Stage Lighting
TH ART 23 Projection and Lighting Design
TH ART 25 Introduction to Theatrical Sound
TH ART 26 Introduction To Stage Costuming
TH ART 28A Beginning Stage Make-Up
TH ART 31 Introduction to Stage Management
TH ART 32 Scenic Design
TH ART 46 Comedy Acting Workshop
TH ART 50 Advanced Production Full Play
TH ART 51 Stage Make-Up Workshop
TH ART 55 Advanced Production Small Theatre Venue
VAR PE 20V Advanced Football for Men

VAR PE 60 Conditioning for Intercollegiate Sport
All Disciplines 88A Independent Studies
All Disciplines 88B Independent Studies
All Disciplines 88C Independent Studies
All Disciplines 90A Internship
All Disciplines 90B Internship
All Disciplines 90C Internship

Distance Education

ANIM 20 Intermediate 2D Animation
ANIM 30 Intermediate 3D Animation
ANIM 36 3D Texturing & Rendering
ANIM 40 Character Design
ANIM 80 Visual Development Studio
ANIM 85 Animation Studio
ANTHRO 3 World Archaeology
ANTHRO 4 Methods of Archaeology
ANTHRO 7 Introduction To Linguistic Anthropology
ANTHRO 14 Sex, Gender, and Culture
ANTHRO 22 Magic, Religion, and Witchcraft
ART 17A 3D Jewelry Design I
ART 30B Watercolor Painting II
ART 40B Sculpture II
ART 40C Sculpture III
ART 41B Figure Modeling Sculpture II
ART 52A Ceramics I
ART 60 Introduction To Printmaking
ART 75 Form and Information
ASTRON 4 Planetary Astronomy with Laboratory
ASTRON 5 Life in the Universe
BIOL 15 Marine Biology with Laboratory
BUS 7B Sustainability Reporting
BUS 21 Merchandising Principles
BUS 76 Human Resources Management
BUS 901 Introduction to Business - Basic
BUS 902 Introduction to Business Mindset
BUS 911 Customer Service Level 1
BUS 912 Customer Service Level 2
COM ST 9 Introduction to Communication Studies
COM ST 12 Persuasion
COM ST 16 Fundamentals of Small Group Discussion
COM ST 30 Introduction to Communication Theory
COM ST 31 Research Methods for Communication Studies
COSM 50A Related Science 5
COUNS 11 Orientation To Higher Education
DANCE 6 20th and 21st Century Dance History
DMPOST 20 Digital Audio Editing
DMPOST 21 Digital Audio for Games
DMPOST 60 Post-Production Studio
ECE 23 Practicum In Early Intervention/Special Education
ECE 901 Introduction to Early Care and Education
ECE 902 Culturally Relevant Curriculum
ECE 903 Early Care Licensing and Workforce Readiness
ECON 8/WGS 8 Women in the Economy
ENGL 300 Advanced Writing and Critical Thinking in the Disciplines
ENGL 34 Afro-American Literature
ENGL 41 Introduction To Asian American Literature
ENGL 59 Lesbian and Gay Literature

FASHN 1 Introduction to the Fashion Industry
FASHN 5 Fashion Buying
FASHN 6A Pattern Drafting and Design
FASH 7 Fashion Textiles
FASHN 9A Introduction to Fashion Illustration
FASHN 9B Advanced Fashion Illustration
FASHN 10 Advanced Design and Construction
FASHN 12 Fashion Show Production
FASHN 13 Draping I
FASHN 15 Ethnic Fashion
FASHN 17 Apparel Collection Design and Production
FASHN 19 Fashion Marketing
FILM 5 Film and Society
FILM 6 Women in Film
FILM 7 American Cinema: Crossing Cultures
FILM 8 The Popular Film Genres
FILM 9 The Great Film Makers
FILM 11 Literature Into Film
FILM 20 Beginning Scriptwriting
FILM 21 Advanced Scriptwriting
FILM 30 Production Planning for Film and Video
FILM 40 Cinematography
GAME 10 Game Design Studio 1
GEOG 2 Introduction To Human Geography
GEOG 7/ENVRN 7 Introduction To Environmental Studies
GEOG 11/GLOBAL 11 World Geography: Introduction to Global Studies
GR DES 44 Publication and Page Design 2
HEALTH 11 First Aid and Cardio-Pulmonary Resuscitation
HEALTH 61 Medical Terminology
HIST 3 British Civilization I
HIST 22 History of the Middle East
HIST 29 Jewish History
HIST 42 The Latina/o Experience in the United States
HIST 43 Mexican-American History
IXD 330 Interaction Design Studio 2
IXD 360 Product Design
IXD 430 Interaction Design Studio 3
IXD 470 Interaction Design Senior Studio
IXD 480 Design for the Future
JOURN 2 Intermediate Newswriting and Reporting
JOURN 16 Producing the Campus Newspaper
JOURN 17 Editing the Campus Newspaper
JOURN 21/PHOTO 13 News Photography
JOURN 22/PHOTO 14 Photography for Publication
JOURN 43/BUS 29 Public Relations and Publicity
KIN PE 2 Achieving Lifetime Fitness
KIN PE 3 Introduction To Exercise Physiology I
KIN PE 17 Boxing for Fitness
KIN PE 18 Beginning Fitness Walking
KIN PE 19C Fitness Body Level Exercises
KIN PE 19E Pilates Mat Exercise
KIN PE 34A Karate
KIN PE 34B Intermediate Karate
KIN PE 34C Advanced Intermediate Karate
KIN PE 34D Advanced Karate
KIN PE 58B Intermediate Yoga
KIN PE 58C Advanced Yoga
MEDIA 11 Introduction To Broadcasting

MEDIA 12 Broadcasting Programming and Management
MEDIA 13 Broadcasting Announcing and Production
MEDIA 16 Sportscasting Fall Sports
MEDIA 17 Sportscasting Spring Sports
MEDIA 18/BUS 33 Broadcast Advertising
MEDIA 19 Beginning Radio/Podcasting Production Workshop
MEDIA 21 Short-Form Visual Media Production
MEDIA 46 Television Production
MEDIA 48 Television Field Production Workshop
NURSING 6 Maternal Newborn Nursing Concepts
NURSNG 4 Mental Health Nursing Concepts
NURSNG 6L Maternal Newborn Nursing Concepts Lab
NURSNG 8 Adult Health Nursing Concepts 3
PHOTO 30 Techniques of Lighting: Introduction
PHOTO 32 Lighting for People 2
PHOTO 33 Lighting for Products
PHOTO 34 Capture to Composite
PHOTO 42 Advanced Photoshop
PHOTO 43 Portfolio Development
PRO CR 6A Coaching of Football
PRO CR 7 Coaching of Soccer
PRO CR 11 Introduction To Sports Injuries
PRO CR 12 Emergency Care And Water Safety
PRO CR 19 Field Experience
PRO CR 25 Personal Trainer Preparation
PSYCH 2 Physiological Psychology
PSYCH 5 The Psychology of Communication
PSYCH 13 Social Psychology
PSYCH 14 Abnormal Psychology
PSYCH 25 Human Sexuality
RES TH 1 Introduction to Respiratory Therapy
RES TH 29 Neonatal and Pediatric Respiratory Therapy
RES TH 30 Adult Critical Care Monitoring and Diagnostics
RES TH 60 Respiratory Physiology
RES TH 70 Respiratory Pathophysiology
RRM 4 Resource Management and Zero Waste in Business
SOCIO 31 Latinas/os in Contemporary Society
SST 904 Sustainability Assessment
SST 906 Introduction to Clean Technologies
SST 908 Impacts of Policy on Sustainability

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 1, 2020

CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 3 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
JULY 2020: Power module swap: KCRY refurbished Module dual PA IBOC power module swap Invoice US0338449/Order No.BH20003724 DATED 7/6/20	\$1,350.72
Ubiquiti Networks Unifi Security Gateway Pro-4: KDRW replacement Firewall product number USG-PRO-4, invoice reference # 14-8974820-4944236 and date of payment July 14,2020	\$ 331.16
Shielded PA Module ASSY, 600W: KERW replacement module. Transmitter repair Product # 9710054138, Invoice# US0338878/Order No: ML10021627 DATED 7/20/20.	\$1,177.24
TOTAL DONATIONS: 2020-2021 1 st Quarter	2020-2021 First Quarter \$ 2,859.12

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 8, 2020

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.

➤ REVISED CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
1 International Optimum Solutions, dba Kirkpatrick Enterprises International (KEI)	This is amendment two to the contract previously approved on December 3, 2019 Amendment: Contract term extended through December 31, 2021 Increase of \$84,000 Total not to exceed \$365,400	Kirkpatrick Enterprises International (KEI) will provide additional training to ETP clients who request customized training contextualized for their industry and employee needs. Courses include (but not limited to) Manufacturing Skills (LEAN and Six Sigma), Continuous Improvement & Quality Control, Commercial & Management Skills, Computer and Software Skills which are all approved categories of training for ETP contractors. The scope of work and class learning outcomes are outlined by the Santa Monica College ETP Program, and adhered to by KEI. This contract is based on the successful performance of the previous contract. A remote training platform is being utilized during the COVID pandemic, as needed.	Employment Training Panel (ETP)

Requested by: Sasha King, Associate Dean (Interim), Career Technical Education & Workforce
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

2 Total Recall	Increase Contract Amounts: Total Recall – Increase \$60,000 Original amount: \$48,000 New amount: \$108,000	Provides closed and remote captioning services. Due to the remote learning, usage of services has been increased.	2020-2021 DSPS DHH Allocation and District Budget
----------------	--	---	---

Requested by: Denise Henninger, Deaf & Hard of Hearing Services Supervisor
Approved by: Michael Tuitasi, Vice President

BOARD OF TRUSTEES

ACTION

SANTA MONICA COMMUNITY COLLEGE DISTRICT

December 8, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS *(continued)*

4-A APPROVAL OF CONTRACTS AND CONSULTANTS *(continued)*

➤ NEW CONTRACT

	Provider/Contract	Term/Amount	Service	Funding Source
3	Eide Bailly, LLP	Fiscal year 2020-2021 \$130,500 Fiscal year 2021-2022 \$135,000 Fiscal year 2022-2023 \$135,500 Total not to exceed \$400,500	Required audit services for Santa Monica College, Auxiliary Services, Associated Students Trust Funds and other services specified.	General Unrestricted Fund

Requested by: Kim Tran, Chief Director Business Services

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

CONSENT AGENDA: CONTRACTS AND CONSULTANTSRECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS4-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

➤ REVISED CONTRACT SUBMITTED FOR RATIFICATION

	Provider	Term/Amount	Service	Funding Source
1	Ellucian Company L.P.	2020-2021 Increases to previously approved contracts (June 6 2020) Part 1 of a three- year contract Increase from \$43,332 to \$47,770 Increase from \$18,316 to \$20,384 Increase from \$6,800 to \$7,209	Financial Aid Department and International Education Department Financial Aid - Banner Annual Maintenance/software license fee Financial Aid UC4 application manager for automatic – Annual license fee International Education module ISSM – Document Management/Services Integration	BFAP 2020-21 BFAP 2020-21 2020-2021 District Budget International Education
<p><i>Requested by: Financial Aid and International Education</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 **ACADEMIC PERSONNEL**

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

SALARY PLACEMENT

EFFECTIVE DATE

INTERIM ACADEMIC ADMINISTRATOR

Munoz, Maria, Dean, Equity, Pathways, and Inclusion, Step 6

11/12/2020

ELECTION

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant II (1 position) Equity, Pathways and Inclusion, 12 months, 40 hours	12/11/2020

<u>CSEA EDUCATIONAL PAY DIFFERENTIAL</u>		<u>EFFECTIVE DATE</u>
Reza, Jennifer, Financial Aid & Scholarship Specialist	1.5% ^s	12/01/2020

<u>RECLASSIFICATION</u>	<u>EFFECTIVE DATE</u>
Brooke, Alanna From: Administrative Assistant I Classified Salary Schedule - Range 26 To: Administrative Assistant II Classified Salary Schedule - Range 29	12/01/2020

<u>WORKING OUT OF CLASSIFICATION (LIMITED TERM)</u>	<u>EFFECTIVE DATE</u>
Brooke, Alanna From: Administrative Assistant I, Counseling To: Administrative Assistant II, Counseling Percentage: More than 50%	11/06/2020 – 11/30/2020

<u>WORKING OUT OF CLASSIFICATION (PROVISIONAL)</u>	<u>EFFECTIVE DATE</u>
Henninger, Denise From: Deaf and Hard of Hearing Supervisor To: DSPS Manager *extension of working out of class assignment	07/16/2020 - 11/20/2020 11/21/2020 – 12/31/2020*

<u>RESIGNATION</u>	<u>LAST DAY OF PAID SERVICE</u>
Carrion-Palomares, Silvana, Supplemental Instruction Coordinator	11/15/2020

BOARD OF TRUSTEES	Action
Santa Monica Community College District	December 8, 2020

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 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)	9
College Work-Study Student Assistant, \$15.00/hour (FWS)	4
College CalWorks, \$15.00/hour	1

SPECIAL SERVICE

Community Services Specialist II, \$50.00/hour	1
--	---

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

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

8-A ARCHITECT AND ENGINEERING SERVICES - COSMETOLOGY RENOVATION

Architectural and Engineering Services with Rachlin Partners for Cosmetology Flooring Project. Includes \$1,000 for reimbursables.

Original Contract Amount \$ 19,508

Funding Source: State Scheduled Maintenance

8-B ENVIRONMENTAL MONITORING SERVICES FOR RELOCATABLE TRAILER ABATEMENT

Environmental Services with Ellis Environmental for sampling and monitoring related to P1 Relocatable Trailer Abatement Project scheduled for competitive bid. The trailer is located in parking lot 1 and will be used by the SMCPOA.

Original Contract Amount \$ 3,303.08

Funding Source: State Scheduled Maintenance

8-C COMMISSIONING SERVICES FOR HVAC REPLACEMENT PROJECT

Commissioning services with K2 Development Group for HVAC Replacement Project new air conditioning units at Emeritus, 2714 Pico, and 1510 Pico.

Original Contract Amount \$ 30,000

Funding Source: State Scheduled Maintenance

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES (continued)

8-D CHANGE ORDER NO. 1 - HVAC REPLACEMENT PROJECT

Change Order No. 1 - AC Pros Inc. contract for HVAC Replacement Project.

Original Contract Amount	\$1,045,850.00
Change Order No.1_	<u>\$ 21,952.69</u>
Revised Contract Amount	\$1,067,802.69

Total Change Orders represent 2% of the original contract.

Funding Source: . State Scheduled Maintenance

Comment: Change Order No. 1 includes installation of ionization on HVAC units at the following locations:

- 1227 2nd Street - Emeritus Building
- 2714 Pico Blvd. - District Office
- 1510 Pico Blvd. – Facilities Planning

8-E CHANGE ORDER NO. 2 - HVAC REPLACEMENT PROJECT

Change Order No. 2 - AC Pros Inc. contract for HVAC Replacement Project. Change Order No. 2 to purchase and install additional third HVAC unit at 2714 Pico and extend contract end date from November 30, 2020 through March 1, 2021.

Original Contract Amount	\$1,045,850.00
Change Order No.1	\$ 21,952.69
Change Order No.2_	<u>\$ 50,835.85</u>
Revised Contract Amount	\$ 1,118,638.54

Total Change Orders represent 7% of the original contract.

Funding Source: State Scheduled Maintenance

Comment: Change Order No. 2 includes furnish and installation of the following:

- A third HVAC unit at 2714 Pico Blvd. District Office

BOARD OF TRUSTEES Santa Monica Community College District	ACTION December 8, 2020
--	----------------------------

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES (continued)

8-F CHANGE ORDER NO. 2 – TEMPORARY CLASSROOM VILLAGE MODULAR CLASSROOM UNITS AND EXISTING BUILDING REMODEL PROJECT

Change Order 2 – The Nazerian Group on the Temporary Classroom Village Modular Classroom Units and Existing Building Remodel Project in the amount of -\$73,850.

Original Contract Amount	\$ 5,994,123
Change Order No. 1	\$ 176,000
Change Order No 2	<u>-\$ -73,850</u>
Revised Contract Amount	\$ 6,096,273

Total Change Orders represent 1.7% of the original contract.

FUNDING SOURCE: Measure V

COMMENT: Change Order No.2 includes the furnish and installation of the following:

- Credit for adjusting the installation of truncated domes at various locations;
- Credit for omitting the installation of redundant signs;
- Credit for omitting the removal of existing trees at two locations.
- Credit for omitting redundant UPSs in IDF rooms.

8-G PROJECT CLOSE OUT – TEMPORARY CLASSROOM VILLAGE MODULAR CLASSROOM UNITS AND EXISTING BUILDING REMODEL PROJECT

Subject to completion of punch list items by The Nazerian Group, authorize the District Representative without further action of the Board of Trustees, to accept the project described as TEMPORARY CLASSROOM VILLAGE MODULAR CLASSROOM UNITS AND EXISTING BUILDING REMODEL PROJECT as being complete. Upon completion of punch list items by The Nazerian Group, 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	December 8, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES (continued)

8-H CHANGE ORDER NO. 1 – STUDENT SERVICES CENTER POST CONSTRUCTION IMPROVEMENTS PROJECT

Change Order 1 – The Nazerian Group on the Student Services Center Post Construction Improvements Project in the amount of -\$800,599.

Original Contract Amount	\$ 2,237,123
Change Order No. 1	<u>-\$ -800,599</u>
Revised Contract Amount	\$ 1,436,524

Total Change Orders represent -36% of the original contract.

FUNDING SOURCE: Measure V

COMMENT: Change Order No. 1 includes the furnish and installation of the following:

- Credit for night and weekend overtime labor cost
- Credit for scope reduction due to redundancy

8-I PROJECT CLOSE OUT – STUDENT SERVICES CENTER POST CONSTRUCTION IMPROVEMENTS PROJECT

Subject to completion of punch list items by The Nazerian Group, authorize the District Representative without further action of the Board of Trustees, to accept the project described as STUDENT SERVICES CENTER POST CONSTRUCTION IMPROVEMENTS PROJECT as being complete. Upon completion of punch list items by The Nazerian Group, 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.

8-J PROJECT CLOSE OUT – STUDENT SERVICES BUILDING

Subject to completion of punch list items by Bernards Bros., authorize the District Representative without further action of the Board of Trustees, to accept the project described as Student Services Building as being complete. Upon completion of punch list items by Bernards Bros., 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	December 8, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES (continued)

8-K AMENDMENT TO AGREEMENT FOR ARCHITECT SERVICES – EARLY CHILDHOOD LAB SCHOOL
 Amendment No. 4 – Card Ten Architects for the Early Childhood Lab School Project in the amount of \$177,101.

Original Contract Amount	\$1,079,000
Amendment No.1	\$ 16,000
Amendment No.2	\$ 7,700
Amendment No.3	\$ 419,658
Amendment No.4	<u>\$ 177,010</u>
Revised Contract Amount	\$ 1,699,368

Funding Source: Measure V

Total Amendments represents 58% of the original contract.

Comment: Amendment No. 4 accounts for architectural and engineering services for Extended Construction Administration Services for the Early Childhood Lab School project for 6 additional months, from July, 2020 through December, 2020. The construction delay was a result of a variety of factors such as supplies and concrete shortages during the COVID-19 Pandemic and various California wild fires, additional DSA required structural tests, operational space utilization scope changes, and security system revision for centralized operations.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9-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: Strong Workforce Program – Local Share Round 4: Fiscal Year 2020-2021
Granting Agency: California Community Colleges Chancellor’s Office
Augmentation Amount: \$346,598 (Amended Allocation \$1,431,096)
Matching Funds: Not applicable
Performance Period: July 1, 2020 – June 30, 2022

Summary: The Local share of the Strong Workforce Program funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, completions, job placements, and wage gains while improving the quality of CTE.

Santa Monica College qualified for incentive funding in the amount of \$346,598. These funds will be used in program investments to target and support outcomes that increase the annual number of students who earn degrees, credentials, certificates or specified skill sets. This will prepare them for in-demand jobs; increase the number of students transferring annually to a UC or CSU; decrease the average number of units accumulated by students earning associates degrees; increase the percentage of CTE students who report being employed in their field of study; and reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 346,598
	Expenditures	
	1000 Academic Salaries	\$ 155,949
	2000 Non-Academic Salaries	\$ 100,000
	3000 Employee Benefits	\$ 76,785
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 0
	7300 Other Outgo/Indirect	\$ 13,864
	7600 Student Aid	\$ 0
	Total	\$ 346,598

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Donald Girard, Senior Director, Government Relations & Institutional Communications

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Radio Community Service Grant
Granting Agency: The Corporation for Public Broadcasting (CPB)
Augmentation Amount: \$30,203; (Amended Award Amount \$1,195,413)
Matching Funds: Not Applicable
Performance Period: October 1, 2020 – September 30, 2022
Summary: CPB distributes community service grants (CSGs) to noncommercial public television and radio stations that provide significant public service programming to their communities. CSGs help stations expand the quality and scope of their work, whether in educational, news, public affairs or other programming.
Funding was increased by \$30,203, per the Service Grant Agreement from CPB dated October 1, 2020. Funding is allocated based on station revenue reported by KCRW on fiscal year 2019 audited financial statements and the amount of funds available to be distributed by CPB based on appropriation from the United States Congress. This funding is allocated for the following uses: programming charges and interconnect fees to access satellites to upload KCRW programs, studio usage/ISDN lines/engineering time, access to source databases used in production of radio programs, and for professional memberships.

Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8800 Local	\$	30,203
	Expenditures		
	1000 Academic Salaries	\$	0
	2000 Non-Academic Salaries	\$	0
	3000 Employee Benefits	\$	0
	4000 Supplies & Materials	\$	0
	5000 Other Operating Expenditures	\$	30,203
	6000 Capital Outlay	\$	0
	7300 Other Outgo	\$	0
	7600 Student Aid	\$	0
	Total	\$	30,203

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

10-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 29, 2020 through November 24, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	121,604
2000	Classified/Student Salaries	255,979
3000	Benefits	0
4000	Supplies	-3,475
5000	Contract Services/Operating Exp	47,856
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-421,964
Net Total:		0

10-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 29, 2020 through November 24, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	4,447
3000	Benefits	-5,114
4000	Supplies	0
5000	Contract Services/Operating Exp	667
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	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 Santa Monica Community College District	ACTION December 8, 2020
--	----------------------------

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

October 2020 9168 through 9208 \$15,501,229.11

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

RECOMMENDATION NO. 12 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

October 2020 C1C – C2D \$12,966,285.01

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

RECOMMENDATION NO. 13 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

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified.

Auxiliary Operations Payments and Purchase Orders

October 2020 Covered by check & voucher numbers: 026747-026816 & 02254-02260

Bookstore Fund Payments	\$ 217,244.02
Other Auxiliary Fund Payments	\$ 6,155.55
Trust and Fiduciary Fund Payments	<u>\$ 409,232.81</u>
	\$ 632,632.38

Purchase Orders issued

October 2020 \$ 0.00

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	December 8, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 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>
December 2020	3	\$1,520

Funding Sources: Unrestricted General Fund

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. 15 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. 16 PURCHASING

Requested Action: Approval/Ratification

Requested by: Kim Tran, Chief Director, Business Services

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

16-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.

October 2020 \$2,726,111.67

16-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.

- Foundation for California Community Colleges (FCCC), Contract CB#00003962, with Shaw Contract Flooring to October 31, 2023, for flooring and materials
- Foundation for California Community Colleges (FCCC), Contract #0000-2232, with Proctorio Inc. to August 31, 2022 for software

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

SUBJECT: RESOLUTION OF THE BOARD OF TRUSTEES AUTHORIZING DISTRICT PARTICIPATION IN THE CALIFORNIA SCHOOL FINANCE AUTHORITY STATE AID INTERCEPT NOTES (FISCAL YEAR 2020-2021 SCHOOL AND COMMUNITY COLLEGE DISTRICT DEFERRALS) THROUGH THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF FISCAL YEAR 2020-2021 TAX AND REVENUE ANTICIPATION NOTES AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY TO WAIVE/DECLINE SUCH ISSUANCE BY THE COUNTY OR TO ISSUE AND SELL SAID SERIES OF NOTES

SUBMITTED BY: Vice President of Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution to authorize the issuance of up to \$25,000,000 of tax and revenue anticipation notes (TRANS), the form of the Note Purchase Agreement and Indenture (see Appendix A).

SUMMARY: In order to offset the fiscal impact of COVID-19, the State’s 2020-2021 Adopted Budget deferred \$12.9 billion in aid to school districts, community colleges and offices of education (“LEAs”) expected to be paid in 2020-2021 to 2021-2022. In response to this, California State Treasurer Fiona Ma has created a new Statewide working capital financing program to help LEAs manage the financial impacts of the deferrals. The California School Finance Authority (“CSFA” or the “Authority”) was created in 1985 to aid LEAs by providing access to financing for working capital and capital improvements. The goal of the CSFA State Aid Intercept Notes is to provide LEA’s with a streamlined and secure process that minimizes the impact of the deferrals on their operations.

Based on previously released payment schedules from the California Community Colleges Chancellor’s Office, the District may experience a cash flow shortage in Spring 2021 created by timing differences between its anticipated expenditures and estimated receipt of revenues. The Resolution being presented to the Board of Trustees authorizes a short-term borrowing by the District to address this cash flow shortfall through the issuance of tax and revenue anticipation notes (“TRANS” or “Notes”) through the CSFA State Aid Intercept Notes Program.

Pursuant to the Resolution, the District will pledge a portion of the revenues expected to be received by the District during, or attributed to the District for fiscal year 2020-2021 to the repayment of the TRANS in an amount equal to the principal and interest due on the TRANS. However, the TRANS will be a general obligation of the District payable from its General Fund, and to the extent pledged revenues are not available, the TRANS will be paid from other legally available moneys of the District attributable to fiscal year 2020-2021.

MOTION MADE BY: Barry Snell

SECONDED BY: Louise Jaffe

ROLL CALL VOTE:	Yes	No	Absent
Joshua Elizondo, Student Advisory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Aminoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Greenstein	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Jaffe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margaret Quiñones-Perez	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rob Rader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sion Roy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barry Snell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: 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 approve a contract with Proctorio, Inc. for online proctoring services for Spring 2021, for a total amount not to exceed \$75,717.50.

FUNDING SOURCE: General Restricted Fund

SUMMARY: Comment: Proctorio is an online exam proctoring system currently in use by some class sections at SMC. Prior to the pandemic, SMC purchased a license for the software to pilot in some of the online class sections. Disciplines that need to assess student knowledge of objective content (for example, mathematics and some of the laboratory sciences) face unique challenges in migrating their courses online while also maintaining the integrity of their assessments. Proctorio offers a solution that has enabled SMC to create online offerings in these disciplines, thereby also enabling SMC to offer the first fully-online degrees.

All sections using the system were so noted in the schedule of classes to ensure that students were advised of the requirement prior to enrolling. Such advanced notification will continue to be the case for the winter and spring 2021 classes at SMC. However, some classes in the summer and fall 2020 offering have used Proctorio without this advanced notification. These classes were scheduled and students had enrolled before the pandemic struck, so advance notice was not possible. Recognizing the gravity of the concerns that many in the SMC community share regarding issues of equity and student privacy related to the use of Proctorio and other web-camera based proctoring systems, a number of guidelines for its use have been shared with SMC faculty who are using the system without the advanced notification. These guidelines include the requirement that faculty make other arrangements for students who indicate that the use of Proctorio is not feasible for them.

Meanwhile, there has been very productive conversation around the topic among SMC faculty, academic administration, and students which has resulted in expanded efforts to communicate effective practices in online exam proctoring to both faculty and students, as well as to ensure that students are well-informed regarding the advanced notification of Proctorio use available to them in the SMC Schedule of Classes.

Motion to amend recommendation to not approve a contract with Proctorio, Inc. for Online Proctoring Services.

MOTION MADE BY: Barry Snell
 SECONDED BY: Joshua Elizondo
 STUDENT ADVISORY: Aye
 AYES: 4 (Aminoff, Greenstein, Jaffe, Snell)
 NOES: 2 (Greenstein, Rader)
 ABSENT: 1 (Quiñones-Perez)

MAJOR ITEMS OF BUSINESS**INFORMATION ITEM NO. 19**

SUBJECT: INSTITUTIONAL EFFECTIVENESS COMMITTEE’S OBSERVATIONS OF SMC’S PERFORMANCE ON VISION FOR SUCCESS/STUDENT EQUITY METRICS AND RECOMMENDATIONS

SUBMITTED BY: Vice-President, Academic Affairs

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

Elisa Meyer (Chair of the Academic Senate Joint Institutional Effectiveness Committee) and Hannah Lawler (Vice-Chair of the Academic Senate Joint Institutional Effectiveness Committee) will provide a high-level summary of SMC’s performance on six student and racial equity metrics related to the College’s strategic initiatives (redesign and equity) and analyses of the College’s progress towards the 2021-2022 goals set in the local Vision for Success Goals and Student Equity Plan reports adopted by the Board of Trustees in 2019.

The presentation will conclude with a report on a few key findings from SMC’s administration of the National Assessment of Campus Collegiate Climate (NACCC).

IE Report: https://www.smc.edu/administration/institutional-research/documents/2020-2021_IE_Report_VS_SEA.pdf

NACCC Raw Data: <https://www.smc.edu/administration/institutional-research/documents/SMC-NACCC-Fall-2019-Results-by-Race.pdf>

Summary Report of NACCC

Findings: https://www.smc.edu/administration/institutional-research/documents/SMC-NACCC-SummaryReport_v2.pdf

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: SECOND READING AND APPROVAL, BOARD POLICY SECTION 4236 – CREDIT FOR PRIOR LEARNING

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Section 4236, Credit for Prior Learning.

COMMENT: California Code of Regulations (CCR) Title 5, Section 55050(n) requires community college districts to certify in writing to the California Community Colleges Chancellor’s Office that Credit for Prior Learning policies have been adopted and implemented by December 31, 2020. The policy was revised following the first reading to provide clarification.

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

Board Policy
Chapter 4 – Academic Affairs

BP 4236 CREDIT FOR PRIOR LEARNING

Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. Students’ knowledge and skills might be gained through experiences such as:

- Military training
- Industry training
- State/federal government training
- Volunteer and civic activities (e.g. Peace Corps)
- Apprenticeships, internships, work-experience

Credit for prior learning may be earned for eligible courses approved by the District for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Transcripts, student-created portfolios, and credit by examination. The Superintendent/President shall consult with the Academic Senate and rely primarily on the recommendations of the Academic Senate to establish administrative regulations to implement this Board Policy.

Reference: Title 5 Section 55050

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 8, 2020

XII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 21

SUBJECT: **ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2021**

21-A REQUESTED ACTION: It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District for 2021.

Motion to Elect Trustee Rob Rader as Chair, 2021

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

21-B REQUESTED ACTION: It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District for 2021.

Motion to Elect Trustee Louise Jaffe as Vice-Chair, 2021

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

21-C REQUESTED ACTION: It is recommended that Superintendent/President Kathryn E. Jeffery be elected Secretary to the Board of Trustees; Vice-President of Business/Administration Christopher Bonvenuto be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees for 2021.

COMMENT: In accordance with Board Policy 2210, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION December 8, 2020
--	----------------------------

XII ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 22

SUBJECT: **DESIGNATION OF SMCCD BOARD OF TRUSTEES REPRESENTATIVE TO THE LOS ANGELES COUNTY SCHOOL TRUSTEES ORGANIZATION (LACSTA)**

REQUESTED ACTION: It is recommended that the Board of Trustees designate Trustee Barry Snell as the SMCCD Board of Trustees representative to the Los Angeles County School Trustees Organization (LACSTA).

COMMENT: The role of the representative is to vote on all LACSTA matters and communicate between the LACSTA Executive Board, LACSTA and the local Board.

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION December 8, 2020
--	----------------------------

XII ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 23

SUBJECT: **AUTHORIZED SIGNATURE RESOLUTION**

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the following Santa Monica College administrators to sign District documents as indicated.

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

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 8, 2020 through December 15, 2021.

COMMENT: The County Superintendent of Schools requires that the Certification of Signatures be approved at the annual organizational meeting of the Board of Trustees which is held within a 15-day period that commences with the date upon which a governing board member elected takes office.

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

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT December 8, 2020
--	---------------------------------

XIII. BOARD COMMENTS

XIV. ADJOURNMENT – 11:41 p.m.

The meeting was adjourned in memory of **Eddie Hernandez** of the SMC Grounds Department; retired SMC music professor **Alvin Lyles**; SMC Life Science Instructor **Diane “Sharani” McLaughlin**; **Beverly Metoyer**, wife of Joe Metoyer, Chair of the SMC Personnel Commission; and **Clyde Smith**, retired SMC professor of the Film Program/Communications and Media Studies.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 19, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.