



# AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

**TUESDAY, APRIL 7, 2020**

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

5:00 p.m.          Closed Session  
6:00 p.m.          Public Meeting

This agenda is posted at 2714 Pico Boulevard, Santa Monica, California 90405,  
which is accessible to the public.

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

<http://www.smc.edu/admin/trustees/meetings/>

Written requests for disability-related modifications or accommodations,  
including for auxiliary aids or services that are needed in order to participate in  
the Board meeting are to be directed to the Office of the  
Superintendent/President as soon in advance of the meeting as possible.

## PUBLIC PARTICIPATION

### ADDRESSING THE BOARD OF TRUSTEES DURING A ZOOM MEETING

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees will be conducting virtual meeting using Zoom.

Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting. All public comments will be subject to the general rules set forth below.

#### Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Board of Trustees meeting shall send an email to Recording Secretary ([Rose\\_Lisa@smc.edu](mailto:Rose_Lisa@smc.edu)) by 4:30 p.m. for the Closed Session starting at 5 p.m. or by 5:30 p.m. for the regular session starting at 6 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII)); for other items indicate the topic or specific item number
- Comment to be read

#### Instructions for Participating in Public Meetings by Zoom

Individuals wishing to speak at a Board of Trustees meeting shall send an email to Recording Secretary ([Rose\\_Lisa@smc.edu](mailto:Rose_Lisa@smc.edu)) by 4:30 p.m. for the Closed Session beginning at 5 p.m. or by 5:30 p.m. for the regular session starting at 6 p.m. The email should contain the subject line “Board Meeting Written Comments” and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII)); for other items indicate the topic or specific item number

When it is time for the speakers to address the board, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process.

After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

#### General Public Comment Rules

- A maximum of five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
- Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

- Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

#### General Public Comments and Consent Agenda

- A maximum of five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

#### Major Items of Business

- A maximum of five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: Time limits do not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

No action may be taken on items of business not appearing on the agenda

Reference: Board Policy Section 2350  
Education Code Section 72121.5  
Government Code Sections 54950 et seq

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2020

## A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, April 7, 2020. The meeting will be conducted via Zoom Conference.

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER  
 Dr. Nancy Greenstein, Chair  
 Dr. Susan Aminoff, Vice-Chair  
 Dr. Louise Jaffe  
 Dr. Margaret Quiñones-Perez  
 Rob Rader  
 Dr. Sion Roy  
 Barry A. Snell  
 Brooke Harrington, Student Trustee

The public may participate in the Zoom Conference with the following information:

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/144596400>

Or iPhone one-tap (US Toll): +16699006833,144596400# or  
 +13462487799,144596400#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 144 596 400

International numbers available: <https://cccconfer.zoom.us/u/adRZBIXUFV>

Or Skype for Business (Lync):

SIP:144596400@lync.zoom.us

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

**II. CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: SMC Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: CSEA, Chapter 36

LIABILITY CLAIMS (Government Code Section 54956.95)

Claimant: Unspecified

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

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)  
MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:

**RECOMMENDATION NO. 1 CHANGE TIME OF MEETINGS OF THE BOARD OF TRUSTEES**

It is recommended that during the time of the Governor's Stay at Home Executive Order N-25-20, the Board of Trustees amend the time of its regular meetings as follows:

Convene meeting/Closed Session: 5 p.m.  
Public Meeting: 6 p.m.

Comment: During Stay at Home period, the Board will be conducting its meetings via Zoom conference. Trustees, relevant staff and members of the public will be participating from remote locations. Meetings of the Board of Trustees will resume their regular format and time once the Stay at Home Order is lifted.

IV. SUPERINTENDENT'S REPORT

Update

- Enrollment
- National Council for Marketing and Public Relations (NCMPR) Awards

V. PUBLIC COMMENTS

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*

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	March 17, 2020 (Special Meeting)	

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	<i>(Less than the amount specified in Public Contract Code Section 20651)</i>	
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	➤ <i>Renewal of Contracts and Consultants</i>	

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**XI. BOARD COMMENTS AND REQUESTS**

**XII. ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, May 5, 2020 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Conference.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 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:

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**IX. CONSENT AGENDA – Pulled Recommendations**

*Recommendations pulled from the Section VII, Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.*

**RECOMMENDATION NO. 2 APPROVAL OF MINUTES**

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

March 3, 2020 (Regular Board of Trustees Meeting)

March 17, 2020 (Special Meeting)



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 3 NEW COURSES AND DEGREES, SPRING 2020**

*Requested Action: Approval/Ratification*  
*Requested by: Curriculum Committee*  
*Approved by: Jennifer Merlic, Vice-President, Academic Affairs*

The Interior Architectural Design faculty are working with their industry advisory board and the SMC curriculum committee to broaden the program to include an Architecture track. This project will involve creation of some new courses as well as the revision/renaming of some of our existing interior design courses from INTARC to ARC. The four ARC courses listed under New Courses below and the larger list under Distance Education are the first of several more that will be forthcoming. The degree/certificate program itself will be presented after the courses are approved per CCCC procedures.

The Architecture program will culminate in either an Associate of Science degree or a Certificate of Achievement in Architecture. This is a collaborative effort to integrate Interior Architectural Design and Architecture with common first year core courses in design and technical skills followed by a specialized second year that branches Interior Architecture and Architecture onto separate tracks. Architecture track students will acquire the technical skills to enter the workforce as an intern or entry level designer in architecture, interior design, or environmental design firms. Technical skills include visual communications skills such as drafting and presentation work, oral communication skills, project collaboration and management, site and environmental design, and building systems and code compliance. Architecture and Interior Design have a similar base of students which cross over and will complement each program. The current Interior Design program enrolls students every semester whose goal is to transfer to an architecture program at a university, but interior design courses are not accepted as program requirements at university architecture programs while architecture courses are accepted at interior design programs. Broadening the umbrella to architecture, while keeping the specialization in interior design, will strengthen our student base and enriches the program by providing an environment of professional collaboration.

New Courses

ARC 30 Studio 3: Architecture

An architectural studio course which focuses on an understanding of how environment and building systems informs architectural concepts. This course explores questions of concept, sustainability, culture, and social responsibility within the context of buildings which are responsive to the environment and people utilizing them. Students will also give visual and oral presentations which are used in the development of a course portfolio.

ARC 32 Construction Materials and Methods

A comprehensive look at how a building is put together, the systems it contains, and the methods of construction for different building types and construction materials in context with code requirements and sustainability.

ARC 40 Studio 4: Architecture

An architectural studio course which provides a creative framework to explore the development of commercial and mixed-use buildings within an urban setting. Urban sites are analyzed in terms of community, culture, economics, and sustainability. Projects balance structural, environmental, social, and programmatic strategies. Visual and oral presentations are used in the development of a course portfolio.

#### ARC 70 Portfolio

A look at the importance of portfolios in the design field, the different types of portfolios, and how to create visually cohesive project pages. Students design and build a digital portfolio which can be used for transfer to a university, to apply for employment, or to showcase professional work.

#### DANCE 24B Intermediate Flamenco Dance

This course offers an intermediate level of Flamenco dance with emphasis on aesthetic concepts and principles of traditional and contemporary Flamenco dance movement along with an understanding of Flamenco rhythms, accents, and nuances. Course content will include in-depth study of Gypsy dance movement and culture, “cante” (singing), the Andalusian aesthetic, Bulerias, Tangos, Sevillanas, and several other “Palos” (Flamenco genres defined by their melody, rhythm, and point of origin). Correct body alignment and placement will be stressed with the goal of mastering intermediate level steps, footwork, and rhythmic patterns. Students will critically analyze this global dance form in relation to current and historical contexts.

#### GEOL 7 Climate Change

This course explores the geologic causes of climate change and explores how climate has varied in the geologic past. The course will investigate how the oceans and atmosphere regulate both climate and weather today. Moreover, it will examine human contributions to current warming, and how policy decisions shape future emission scenarios. The course will also highlight societal impacts of future emission scenarios, as well as how policy shapes climate.

#### GEOL 32 Introduction to Physical Oceanography with Lab

This course describes the physical and geological aspects of oceanography. Lecture topics include the origin of the oceans, plate tectonics, seafloor topography, waves, beaches, estuaries, lagoons, and lakes. Lab content will reinforce lecture topics giving students an opportunity to apply their knowledge with hands-on experience along with a greater degree of understanding the physical and chemical properties of the oceans and atmosphere.

#### Distance Education

ARC 10 Studio 1

ARC 11 Design Communication 1

ARC 30 Studio 3: Architecture

ARC 32 Construction Materials and Methods

ARC 40 Studio 4: Architecture

ARC 51 Design Communication 5

ARC 70 Portfolio

GEOG 1 Physical Geography

#### Course Deactivations

GLOBAL 95 Global Los Angeles-- Experiential Learning

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 4 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
A Strata Information Group	April 13 – June 30, 2020  \$27,200 (160 hours at \$170/hour)	Consulting services in support of assessing the current state of the Banner Financial Aid System, ensuring automation and efficiencies are maximized. The hours estimate includes project management, preparation time, travel time, on site and remote labor and the development of trip reports.	Board Financial Assistance Program (BFAP) 2019-2020
<i>Requested by: Tracie Hunter, Associate Dean, Financial Aid</i>			
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>			
Provider/Contract	Term/Amount	Service	Funding Source
B Precision Campus	May 1 through July 31, 2020  Not to exceed \$10,000	Precision Campus is a software that provides online query and data reporting tools. The software will replace a similar tool, Tableau, a data visualization software for internal, non-public data dashboards. The switch will result in a cost savings of \$8,000 annually and provide relief to the workload for Institutional Research. The requested contract is a one-time prorated fee for services and support to build a suite of new data tools before the internal (intranet-version of) Tableau is taken offline when the annual contract ends on August 1, 2020.	Student Equity and Achievement Program (SEAP)
<i>Requested by: Hannah Lawler, Dean, Institutional Research</i>			
<i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>			

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

➤ NEW CONTRACTS (continued)

C	TNSE Mission Works: Station Institutional Student Fellowship Sponsorship	April 8 – December 31, 2020  Not to exceed \$13,600	Sponsor a fellowship for (1) SMC student enrolled at the institution to participate in a 10-week paid internship program (~\$13,600 per student). Costs Include: Travel, Lodging, Living wage, and industry internship placement in Boston, Massachusetts.	Title III HSI STEM Grant
Requested by: Vanan Yahnian, Project Manager of STEM Approved by: Jennifer Merlic, Vice-President, Academic Affairs				
D	Robin Harrington	March 2 through May 29, 2020  Not to Exceed \$11,500	Consultation and needs assessment for application to the Carl D Perkins V grant. The consultant will train the required advisory committee, compile data, and review core indicators to produce a comprehensive needs assessment of all SMC Career Education programs as required for the reauthorized grant.	Perkins
Requested by: Patricia Ramos, Dean Workforce & Economic Development Approved by: Jennifer Merlic, Vice President, Academic Affairs				
E	Nestle Arrowhead	April 1, 2020 through March 31, 2021  One-year agreement with up to four additional one year renewals  Not to exceed \$60,000	Drinking Water Services  Comment: Nestle Arrowhead was the only company to respond to the Request for Proposal.	Auxiliary Services
Requested by: David Dever, Director of Auxiliary Services Approved by: Mitch Heskell, Dean of Education Enterprise				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

➤ NEW CONTRACTS *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
F	Foundation for California Community Colleges	2020-2021  No cost to the District.  Contract shall be renewable annually for up to a total 5 years.	The contract will provide services for Offices of Human Resources and Personnel Commission. The integration and utilization of Cornerstone, a professional development Learning Management System (“LMS”), with the existing Vision Resource Center Project (“VRCProject”). Cornerstone will provide to the District features including online training resources, reporting, training assignments and tracking, customized and automated communications, collaborative online communities, file sharing, and a flexible calendar system.	No cost to the District
Requested by: <i>Tre’Shawn Hall-Baker, Dean, Human Resources</i>				
Approved by: <i>Sherri Lee-Lewis, Vice-President, Human Resources</i>				

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
G	Applied Polygraph LLC	January 2019 through March 2020  Amount of previously approved contract: \$825  Increase of \$2,375  Total amount of \$3,200	Increase to contract amount for additional polygraph services as a part of the pre-employment screening for Campus Safety Officer and Community College Police Dispatcher candidates	General Fund
Requested by: <i>Carol Long, Director of Classified Personnel</i>				
Approved by: <i>Sherri Lee-Lewis, Vice-President, Human Resources</i>				

BOARD OF TRUSTEES	ACTION
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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*

ELECTIONS

NEW FULL-TIME FACULTY

Garcia, Amanda K, Full-Time/Tenure Track Counselor, Center for Media and Design (CMD) 08/31/2020  
Vruwink, Nicola, Full-Time/Tenure Track Instructor, Graphic Design 08/31/2020

ADJUNCT FACULTY

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

RESIGNATION

Bocanegra, Melanie, Associate Dean, Student Equity and STEM Programs 03/27/2020

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 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>CLASSIFICATION RE-TITLE</u>	<u>EFFECTIVE DATE</u>
From: Usher, Classified Regular Schedule Range - 8	04/07/2020
To: Events Assistant, Classified Regular Schedule Range - 8	

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Custodian (1 position)	03/01/2020
Operations, 12 months, 40 hours, Day Shift	

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Custodian (1 position)	03/01/2020
Operations, 12 months, 40 hours, Variable Hours Shift	

ELECTIONS

<u>RECLASSIFICATION</u>	<u>EFFECTIVE DATE</u>
Yan, Yongjian	04/01/2020
From: Senior Programmer Analyst	
Classified Regular Schedule Range -54	
To: Principal Programmer Analyst	
Classified Regular Schedule Range -58	

<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	<u>EFFECTIVE DATE</u>
Adams, Raymond, Custodian, Operations (Step B)	04/01/2020
Pennington, Diana G. Administrative Assistant II, Counseling (Step C)	04/01/2020
Torregano, Erik, Custodian, Operations (Step B)	03/17/2020
Tovar, Janice, CC Police Dispatcher, Campus Police (Step D)	04/16/2020

<u>ADMINISTRATIVE TRANSFER (CSEA/DISTRICT AGREEMENT) – SHIFT CHANGE</u>	<u>EFFECTIVE DATE</u>
Taylor, Tyrone	03/01/2020
From: Custodian, Operations, 12 mos, 40 hrs/Day Shift	
To: Custodian, Operations, 12 mos, 40 hrs/ Variable Hours Shift	

<u>WORKING OUT OF CLASSIFICATION (PROVISIONAL)</u>	<u>EFFECTIVE DATE</u>
Prieto, Fabio	03/16/2020 – 06/30/2020
From: Student Services Assistant, Office of Recruitment and Outreach	
To: Administrative Assistant II, Office of Recruitment and Outreach	
Percentage: More than 50%	

Rosales Vasquez, David

12/16/2019 - 12/23/2019

From: Custodian, Operations, NS-I

01/02/2020 – 03/06/2020\*

To: Receiving, Stockroom & Delivery Worker, PCAL, Day Shift, more than 50%

\*revised end date

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Chambers, Nicholas

12/14/2019 – 04/01/2020

From: Student Services Clerk

04/02/2020 - 06/30/2020\*

To: Administrative Assistant II

Percentage: More than 50%

\*extension of working out of class assignment



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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 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.

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

Alexander, Natasha, Cosmetology Assistant, Cosmetology	03/09/2020-03/18/2020
From:	03/09/2020-04/30/2020
To:	03/09/2020-03/18/2020
Gordon, Kevin J., Academic Computing Laboratory Specialist	03/17/2020-06/30/2020
Khachmanyar, Arshak, Stage Construction Technician, SMC Performing Arts	03/09/2020-06/30/2020
Morrison, Tatiana, Personnel Specialist, Personnel Commission	
From:	07/24/2019-05/29/2020
To:	07/24/2019-02/04/2020
Morrison, Tatiana, Administrative Assistant II, Personnel Commission	02/05/2020-06/30/2020
Ulin, Noah, Theatre Technical Specialist, SMC Performing Arts	03/16/2020-06/30/2020
Zeitman, Ethan, Theatre Technical Specialist, SMC Performing Arts	05/11/2020-06/30/2020

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.

Abid (Hooper), Michelle., Administrative Assistant II, Counseling	
From:	01/02/2020-03/20/2020
To:	01/02/2020-04/10/2020
Adams, Raymond D., Custodian, Operations	
From:	09/23/2019-03/16/2020
To:	09/23/2019-03/31/2020
Ramos, Eugene S., Administrative Assistant II, Health Sciences	03/16/2020-06/30/2020

Delete/Remove

English, Kara, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Murray, Jake, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Ramirez, David, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 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, \$14.25/hour (STHP)	58
College Work-Study Student Assistant, \$14.25/hour (FWS)	58
College CalWorks, \$14.25/hour	2

SPECIAL SERVICES

Art Model [no costume; Nude], \$27.00/hour	25
Community Services Specialist I, \$35.00/hour	6

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requestor: Christopher M. Bonvenuto, Vice President, Business and Administration*

*Reviewed by: Irma Haro, Accounting Manager*

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

**#9-A**

Title of Grant: Proposition 39 Clean Energy Job Creation Act  
Granting Agency: California Community College Chancellor's Office (CCCCO)  
Augmentation Amount: (\$97,035) (Amended amount: \$697,689)  
Matching Funds: Not Applicable  
Performance Period: July 1, 2017 to October 2, 2020  
Summary: As part of the Chancellor's Office continued effort to assist districts with achieving the Board of Governors Climate and Sustainability goals provided by Prop 39 program funds, the Chancellor's Office has made available the option to extend the performance period from June 30, 2019 to October 2, 2020 to allow districts to expend available funds and complete projects. If a district elects to opt-in, an administration fee will be deduction from the original award. Santa Monica College elected to accept the extension. The award is being reduced by \$97,035 due the administration fee.  
Prop 39, also known as the California Clean Energy Jobs Act, is an initiative approved by the voters on November 6, 2012. This Proposition increased corporate income taxes from 2013-2014 through 2019-2020 and used the proceeds to create a "Clean Energy Job Creation Fund" at the State level. This funding is designated to be used to fund energy efficiency projects that result in the creation of green jobs in California. The funding had an original performance period of July 1, 2017, through June 30, 2019. After the end date of the performance period, the State found that many Districts were not able to develop, bid, and complete construction of energy-saving projects by the deadline. In response, the State has extended the performance period through October 2, 2020, giving Districts the time to complete unfinished projects. SMC's outstanding project is the upgrading of the air handlers in the Science Building, which will save energy and improve the efficiency of the fume hoods.

Budget Augmentation:	Restricted Fund 40.0	
	Revenue	
	8600 State	(\$ 97,035)
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	(\$ 97,035)
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	(\$ 97,035)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9**      **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Christopher M. Bonvenuto, Vice President, Business and Administration*

*Reviewed by: Irma Haro, Accounting Manager*

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

**#9-B**

Title of Grant: Proposition 39 Clean Energy Job Creation Act  
Granting Agency: California Community College Chancellor’s Office (CCCCO)  
Augmentation Amount: (\$51,685) (Amended amount: \$685,382)  
Matching Funds: Not Applicable  
Performance Period: July 1, 2018 to October 2, 2020  
Summary: As part of the Chancellor’s Office continued effort to assist districts with achieving the Board of Governors Climate and Sustainability goals provided by the Prop 39 program funds, the Chancellor’s Office has made available the option to extend the performance period for the program from June 30, 2019 to October 2, 2020 which would allow districts to expend remaining funds and complete projects. If a district elects to opt-in, an administration fee will be deduction from the original award. Santa Monica College elected to accept the extension. The award amount is being reduced by \$51,685 due to the administration fee.

Budget Augmentation:	Restricted Fund 40.0	
	Revenue	
	8600 State	(\$ 51,685)
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	(\$ 51,685)
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	(\$ 51,685)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Jennifer Merlic, Vice President, Academic Affairs*

*Reviewed by: Irma Haro, Accounting Manager*

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

**#9-C**

Title of Grant: Employment Training Panel (ETP) - Workforce Training Program  
Granting Agency: State of California, Employment Training Panel  
Award Amount: \$749,906  
Matching Funds: Not applicable  
Performance Period: December 23, 2019 – December 22, 2021  
Summary: ETP training is an economic development program that is administered by the Employment Training Panel (ETP), a component of the Employment Development Department (EDD). It is financed by a segment of the California State unemployment insurance revenue pool. The ETP program assists employers in strengthening their competitive edge by providing funds to off-set the costs of job skills training necessary to maintain high-performance workplaces. Santa Monica College has contracted with the State to administer various training programs as called for by the marketplace and will be reimbursed up to \$ 749,906 for training costs per terms of the contract.

Budget:	Restricted Fund 01.3		
	Revenue		
	8600 State	\$	749,906
	Expenditures		
	1000 Academic Salaries	\$	69,500
	2000 Non-Academic Salaries	\$	99,084
	3000 Employee Benefit	\$	50,604
	4000 Supplies & Materials	\$	5,000
	5000 Other Operating Expenditures	\$	520,718
	6000 Capital Outlay	\$	5,000
	7300 Other Outgo/Indirect	\$	
	7600 Student Aid	\$	
	Total	\$	749,906

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Jennifer Merlic, Vice President, Academic Affairs*

*Reviewed by: Irma Haro, Accounting Manager*

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

**#9-D**

Title of Grant: Strong Workforce Program – Local Share Round 3: FY 2019-20  
Granting Agency: California Community Colleges Chancellor’s Office  
Augmentation Amount: \$325,594 (Amended Allocation \$1,217,315)  
Matching Funds: Not applicable  
Performance Period: July 1, 2019 – December 31, 2020  
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 working to improve the quality of CTE. The California Community College Chancellor’s Office released the First Principal Apportionment Schedule dated March 02, 2020. Which reflected an increase in funding of \$325,594 for the Strong Workforce Program. 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 to prepare them for an in-demand job; 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	\$ 325,594
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 312,570
	6000 Capital Outlay	\$ 0
	7300 Other Outgo/Indirect	\$ 13,024
	7600 Student Aid	\$ 0
	Total	\$ 325,594

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Jennifer Merlic, Vice President, Academic Affairs*

*Reviewed by: Irma Haro, Accounting Manager*

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

**#9-E**

Title of Grant: Strong Workforce Program – Regional Share Round 3: Fiscal Year 2019-2020  
 Granting Agency: California Community Colleges Chancellor’s Office  
 Award Amount: \$4,980,712  
 Matching Funds: Not applicable  
 Performance Period: July 1, 2019 – December 31, 2021  
 Summary: The Strong Workforce Program regional funds require colleges to collectively increase specific metrics that include the quantity of career technical education (CTE) enrollments, courses, programs, job placement, and wage gains while also improving the quality of Career Education (CE).

Santa Monica College (SMC) was approved to participate in and lead eight Regional projects totaling \$4,980,712. SMC will continue to lead the LA Regional Strategy, Innovation and Marketing Project, which includes funding for AWS Cloud Computing, the Center for a Competitive Workforce, and regional marketing for the LA 19 colleges.

Budget:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 4,980,712
	Expenditures	
	1000 Academic Salaries	\$ 469,555
	2000 Non-Academic Salaries	\$ 172,236
	3000 Employee Benefits	\$ 174,980
	4000 Supplies & Materials	\$ 17,180
	5000 Other Operating Expenditures	\$ 4,111,471
	6000 Capital Outlay	\$ 35,290
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 4,980,712

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Michael Tuitasi, Vice President, Student Affairs*

*Reviewed by: Irma Haro, Accounting Manager*

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

**#9-F**

Title of Grant: California Work Opportunity and Responsibility to Kids (CalWorks)  
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)  
 Augmentation Amount: \$869; (Amended Total Amount: \$350,254)  
 Matching Funds: Not Applicable  
 Performance Period: July 1, 2019 – June 30, 2020  
 Summary: CalWorks funds are used within the California Community College system as part of a larger effort to help students receiving public assistance or those in transition off of welfare to achieve long-term self-sufficiency. CalWorks funding helps students obtain access to vital services including work study, job placement, curriculum development and skills training. Per the release of the Chancellor's Office FY 2019-2020 First Period Apportionment (P1) schedule posted on 3/2/20, the award amount increased by \$869. Santa Monica College will use these additional funds to purchase supplies to support the CalWorks program.

Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8600 State	\$	869
	Expenditures		
	1000 Academic Salaries	\$	0
	2000 Non-Academic Salaries	\$	0
	3000 Employee Benefits	\$	0
	4000 Supplies & Materials	\$	869
	5000 Other Operating Expenditures	\$	0
	6000 Capital Outlay	\$	0
	7300 Other Outgo	\$	0
	7600 Student Aid	\$	0
	Total	\$	869



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Michael Tuitasi, Vice President, Student Affairs*

*Reviewed by: Irma Haro, Accounting Manager*

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

**#9-G**

Title of Grant: Hunger Free Campus Support Allocations  
 Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)  
 Augmentation Amount: \$83,579  
 Matching Funds: Not applicable  
 Performance Period: July 1, 2019 – June 30, 2021  
 Summary: The 2019-2020 State Budget allocated \$3.9 million to California Community Colleges to continue services that address the food security of students. Santa Monica College was awarded \$83,579 and will use the funds to help students enroll in the CalFresh program and host food pantries on campus. The campus may partner with local food banks or food pantries to support this activity.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 83,579
	Expenditures	
	1000 Academic Salaries	\$ 48,000
	2000 Non-Academic Salaries	\$ 17,372
	3000 Employee Benefits	\$ 18,207
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 83,579

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Michael Tuitasi, Vice President, Student Affairs*

*Reviewed by: Irma Haro, Accounting Manager*

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

**#9-H**

Title of Grant: Veterans Resource Center Ongoing Funding  
Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)  
Augmentation Amount: \$88,350 (Amended Allocation \$106,049)  
Matching Funds: \$0  
Performance Period: July 1, 2019 – June 30, 2022  
Summary: The CCCCCO released an updated allocation memo for the Veterans Resource Center Ongoing Funding program. SMC is receiving an increase in ongoing funding for 2019-2020 in the amount of \$88,350. This funding will be primarily used to expand the capacity of its existing center to provide student veterans and their families with the support and services they need to achieve success.  
The mission of the Santa Monica College Veterans Resource Center (VRC) is to assist our student veterans and their families in making a successful transition from the military to civilian life. The goal of the VRC is to provide a “one stop shop” approach with specialized integrated services, such as academic and mental health counseling, tutoring, peer to peer support, information on Veterans Affairs Benefits, and Veterans Affairs Certification so that they may receive their benefits.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8000 State	\$ 88,350
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 8,350
	5000 Other Operating Expenditures	\$ 80,000
	6000 Capital Outlay	\$ 0
	7000 Other Outgo/Indirect	\$ 0
	Total	\$ 88,350

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 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: February 19, 2020 through March 25, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	99,449
3000	Benefits	0
4000	Supplies	3,300
5000	Contract Services/Operating Exp	129,655
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-232,404
Net Total:		0

**10-B FUND 01.3 – GENERAL FUND - RESTRICTED**

Period: February 19, 2020 through March 25, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	377,670
2000	Classified/Student Salaries	-182,092
3000	Benefits	371,259
4000	Supplies	-52,413
5000	Contract Services/Operating Exp	-372,261
6000	Sites/Buildings/Equipment	-106,431
7100/7699	Other Outgo/Student Payments	-35,732
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 BUDGET TRANSFERS (continued)**

10-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: February 19, 2020 through March 25, 2020

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	57,264
6000	Sites/Buildings/Equipment	-57,264
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

10-D FUND 42.4 – REVENUE BOND CONSTRUCTION FUND (MEASURE AA)

Period: February 19, 2020 through March 25, 2020

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	53,208
6000	Sites/Buildings/Equipment	-53,208
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	April 7, 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

February 2020 8832 through 8866 \$14,295,973.56

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

February 2020 C1G – C2H \$12,994,545.49

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*

Auxiliary Operations Payments and Purchase Orders

February 2020 Covered by check & voucher numbers: 024975-025451 & 02106-02130  
002921-002931 & 02131

Bookstore fund Payments \$ 455,361.54

Other Auxiliary Fund Payments \$ 54,413.55

Trust and Fiduciary Fund Payments \$ 441,255.25

\$ 951,030.34

Purchase Orders issued

February 2020 \$140,074.20

Comment: It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore,

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

*Requested Action: Approval/Ratification*  
*Requested by: Scott Silverman, Associate Dean, Emeritus*  
*Patricia Ramos, Dean, Workforce Development*  
*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. 15 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>
April 2020	3	\$14,725

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. 16 AUTHORIZATION OF SIGNATURE TO APPROVE INVOICES, 2019-2020**

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

Authorization of signature for the following staff member to approve invoices for 2019-2020:

Name/Title
Kim Tran, Chief Director, Business Services

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 PROCUREMENT – AWARD OF PURCHASE ORDERS**

*Requested Action: Approval/Ratification*

*Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics*

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

**17-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.

February 2020

\$92,111,188.24

**17-B 2019-2020 ANNUAL AWARD OF COMPETITIVE CONTRACTS**

The following are additions to the annual award of competitive contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieve 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 00002232, with Proctorio Inc. to 07/31/2024, for online proctoring and authentication, online authentication technology services
- OMNIA Partners Cooperative Purchasing, Contract City of Charlotte, Contract 2020000606, with Hayworth to 12/31/2026, for furniture, installation, and related products and services.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 7, 2020

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 18

**SUBJECT:** **COVID-19 UPDATE**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:** The following COVID-19 Response Team updates will be presented:

- Safety: Chief Johnnie Adams, Daniel Phillips
- Health and Wellbeing: Susan Fila
- Student Affairs- Michael Tuitasi
  - Basic Needs, Food Campaign- Lizzy Moore
- Technology Support
  - Chromebooks: Chris Bonvenuto, Marc Drescher
  - Information Technology (Remote support): Marc Drescher
- Academic Affairs: Jenny Merlic
- Enrollment Development: Teresita Rodriguez
- Human Resources: Sherri Lee-Lewis
- Legal Issues (MOUs): Bob Meyers
- Social Media: Don Girard, Regina Ip
- College Communications: Grace Smith
- Business Services/Maintenance/Operations: Chris Bonvenuto



BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

**SUBJECT:**                               **RESOLUTION: COMMUNITY COLLEGE MONTH**

**SUBMITTED BY:**                       Superintendent/President

**REQUESTED ACTION:**               It is recommended that the Board of Trustees adopt the following resolution in recognition of Community College month.

WHEREAS, the month of April has been proclaimed National Community College Month in recognition of the vital role the nation's community colleges play in providing broad access to higher education, serving nearly half of the nation's college students; and

WHEREAS, Santa Monica College serves students with a broad array of educational services including transfer education, two-year degree programs, a bachelor of science degree in Interaction Design, career preparation, basic skills education, continuing education and lifelong learning in a variety of delivery methods including on-line education; and

WHEREAS, Santa Monica College, as an institution of higher education, provides for the understanding and learning needed to foster a livable and sustainable world; and

WHEREAS, Santa Monica College provides for the formation of global citizenship through knowledge of people, customs, and cultures in regions of the world beyond one's own; and

WHEREAS, Santa Monica College supports the diversity of its students, faculty and staff; and

WHEREAS, Santa Monica College is and will continue to be a safe environment for all students and personnel; and

WHEREAS, Santa Monica College enjoys a special partnership with business, industry and government that benefits the regional economy by providing educational opportunities for new and current employees; and

WHEREAS, Santa Monica College is devoted to positive community relations and is a rich resource for the community including cultural programming, educational and career counseling and special events; and

WHEREAS, Santa Monica College has demonstrated that daily it fulfills its vision based upon "Changing Lives in the Global Community through Excellence in Education;" and

WHEREAS, Santa Monica College realizes its success in providing educational and cultural opportunities to the college community because of the excellence of its faculty and staff, and

WHEREAS, Santa Monica College has been a proud part of this tradition since 1929, being recognized locally and internationally as an outstanding institution of higher education; and

WHEREAS, Santa Monica College and the California Community Colleges have proven their resilience and steadfast commitment to students, faculty, staff and their communities by quickly responding to the COVID-19 global pandemic;

THEREFORE BE IT RESOLVED that the Santa Monica Community College District observe and celebrate National Community College Month during the month of April 2020.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

**SUBJECT:**                                **RESOLUTION: SEXUAL ASSAULT AWARENESS AND PREVENTION MONTH**

**SUBMITTED BY:**                        Superintendent/President

**REQUESTED ACTION:**                It is recommended that the Board of Trustees adopt the following resolution in support of the goals and ideals of Sexual Assault Awareness and Prevention Month and, declaring April as “Sexual Assault Awareness Month” and April 29, 2020 as “Denim Day” at Santa Monica College.

WHEREAS, the United States Government has declared the month of April as “Sexual Assault Awareness Month” and Peace Over Violence has declared April 29, 2020 as “Denim Day” in Los Angeles County; and

WHEREAS, both events are intended to draw attention to the fact that rape and sexual assault remains a serious issue in our society; and

WHEREAS, harmful attitudes about rape and sexual assault allow these crimes to persist and allow victim/survivors to be re-victimized; and

WHEREAS, sexual assault affects women, men, and children of all racial, social, and religious, age, ethnic, ability, sexual orientation, and economic groups in the United States; and

WHEREAS, every 73 seconds, someone in America, is sexually assaulted, approximately 1-in-6 women are raped during their lifetime and youths under 18 account for about 44% of all reported; and

WHEREAS, according to the United States Department of Justice, all 18- to 24-year olds are at significant risk of sexual assault, whether they are in college or not; and

WHEREAS, female college students in that age range are about 5 times more likely to be sexually assault than the population at large, while non-students are about 6 times more likely; and

WHEREAS, for males between the ages of 18-24, the risk is higher (5 times) among college students than non-students: men make up 17 percent of all college student victims, and about 4 percent of non-student victims; and,

WHEREAS, while 80% of rapes are reported by white women, sexual violence disproportionately impacts women of color, LGBTQ+ women and disabled women and routinely goes unreported and thus under-addressed; and,

WHEREAS, CDC’s National Intimate Partner and Sexual Violence Survey found within the LGBTQ+ community, transgender people and bisexual women face the most alarming rates of sexual violence. Association of American Universities (AAU), Report on the AAU Campus Climate Survey on Sexual Assault and Sexual Misconduct found 21% of TGQN (transgender, genderqueer, nonconforming) college students have been sexually assaulted, compared to 18% of non-TGQN women, and 4% of non-TGQN men. The assaults are higher for LGBTQ+ people of color.

WHEREAS, in addition to the immediate physical and emotional costs, sexual assault has associated consequences that may include post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders, and suicide. According to the Department of Justice, 38% of victims of sexual violence also experience increased work or school problems.

Whereas, all forms of sexual violence are unacceptable, whether committed by a stranger, family member, or acquaintance of the victim; and,

WHEREAS, “Sexual Assault Awareness Month” and “Denim Day” were also instituted to call attention to misconceptions and misinformation about rape and sexual assault, and the problem that many in society remain disturbingly uninformed with respect to issues of assault and, forcible rape; and

WHEREAS, “Sexual Assault Awareness Month” and “Denim Day” provides a special opportunity to educate the people of the United States about sexual violence and to encourage the prevention of sexual assault, the improved treatment of its victims, and the prosecution of its perpetrators; and,

Whereas, free, confidential help is available to all victims and survivors of sexual assault through such organizations as the Santa Monica Rape Treatment Center, Peace Over Violence, Sojourn, Center for Pacific Asian Family, Sexual Assault Online Hotline (RAINN), and more than 1,000 sexual assault service providers across the Nation;

WHEREAS, with proper education on the matter, there is compelling evidence that we can be successful in reducing incidents of this alarming and psychologically damaging crime; and

WHEREAS, during this time of sheltering in place, increased isolation, and living in quarantine in a mass effort to save lives to stop the spread of coronavirus, individuals experiencing violence in their relationships – particularly women and children – have no escape from their abusers creating the potential for an increase in sexual violence including domestic violence and abuse in the home,

NOW, THEREFORE BE IT RESOLVED that Santa Monica Community College District does support the goals and ideals of “Sexual Assault Awareness Month,” and hereby proclaims the month of April 2019 as “Sexual Assault Awareness Month,” and designates April 29, 2020 as “Denim Day,” the District also:

- Recognizes that “Sexual Assault Awareness Month,” provides a special opportunity to educate the people of the United States about sexual violence, encourages the prevention of sexual assault, the improved treatment of its victims, and the prosecution of its perpetrators; and
- Recognizes national and community organizations and private-sector supporters and applauds their work in promoting awareness about sexual assault, providing information and treatment to its survivors, and increasing the number of successful prosecutions of its perpetrators; and educate persons in our community about the true impact of rape and sexual assault in Southern California; and
- Recognizes public safety, law enforcement, and health professionals and applauds their hard work and innovative strategies to increase the percentage of sexual assault cases that result in the prosecution and incarceration of its perpetrators, and
- Urges everyone to wear jeans on April 29, 2020 to help communicate the message that there is “no excuse and never an invitation to rape.”

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	April 7, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

**SUBJECT:** **BALLOT FOR CCCT BOARD OF DIRECTORS**

**SUBMITTED BY:** Chair, Board of Trustees

**REQUESTED ACTION:** It is recommended that the Board of Trustees prepare its ballot for the California Community College Trustees (CCCT) Board of Directors. The following candidates are presented for Board consideration. The ballot will be discussed and prepared at the meeting.

1. Adrienne Grey, West Valley-Mission CCD\*
2. Andra Hoffman, Los Angeles CCD\*
3. Pam Haynes, Los Rios CCD\*
4. Barbara Dunsheath, North Orange County CCD
5. Suzanne Lee Chan, Ohlone CCD
6. Barbara Jean Calhoun, Compton CCD
7. Cindi Reiss, Peralta CCD
8. Thomas J. Prendergast, III, South Orange County CCD
9. Marisa Perez, Cerritos CCD\*
10. Larry Kennedy, Ventura County CCD\*
11. Barry Snell, Santa Monica CCD
12. Loren Steck, Monterey Peninsula CCD\*

\* Incumbent

**COMMENT:** There are nine seats up for re-election on the CCCT Board of Directors with six incumbents running, three vacancies due to the three-term limit. Each member community college has one vote for each of the vacancies.

MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY:  
 AYES:  
 NOES:

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	April 7, 2020

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 22

**SUBJECT:** **REPORT: NONCREDIT AND EXTERNAL PROGRAMS**

**SUBMITTED BY:** Vice-President, Academic Affairs

**SUMMARY:** This report provides an overview of significant achievements since fall 2018 and highlights upcoming activities in alignment with program objectives for the Noncredit Initiatives Team; Emeritus, a noncredit Older Adult program; and, Community Education, a fee-based, self-sustaining program. Electronic copies of the Noncredit Initiatives Team’s marketing materials in addition to electronic copies of Emeritus and Community Education class schedules are included with this report.

NONCREDIT INITIATIVES, GRANTS, AND PATHWAYS

Noncredit grants fund a project manager; essential classified staff; adjunct counselors; lead faculty assigned to oversee noncredit ESL and noncredit counseling curriculum and program development; faculty development of career and adult secondary education curriculum and programs; professional development of administrators, faculty, and classified staff; research; and marketing and outreach to promote noncredit programs leading to a Certificate of Completion or Competency as well as student support services.

Career Development and College Preparation Programs. The Noncredit Initiatives Team collaborates with SMC faculty to develop and implement noncredit Career Development and College Preparation (CDCP) courses and programs in addition to student support services. Since spring 2018, 11 new CDCP Certificates of Completion were developed by faculty and approved by the California Community Colleges Chancellor’s Office in the following disciplines: Business, Computer Science and Information Systems, Counseling, Early Childhood Education, Earth Sciences, and Health Sciences. Noncredit ESL courses have been updated and a new noncredit ESL CDCP program will be offered in the near future with a focus on effective communication of English language learners in the workplace.

Noncredit CDCP Program Title/Hrs	Courses
Bicycle Maintenance (72 hrs)	BCYCLE 901 Bicycle Maintenance Level 1 (36 hours) BCYCLE 902 Bicycle Maintenance Level 2 (36 hours)
Business Essentials Level 1 (36 hrs)	BUS 901 Introduction to Business Basic (18 hours) BUS 902 Introduction to Business Mindset (18 hours)
Customer Service (36 hrs)	BUS 911 Customer Service Level 1 (18 hours) BUS 912 Customer Service Level 2 (18 hours)
Introduction to Early Care and Education (40.5 hrs)	ECE 901 Introduction to Early Care & Education (13.5 hours) ECE 902 Culturally Relevant Curriculum (13.5 hours) ECE 903 Early Care Licensing & Workforce Readiness (13.5 hours)
Introduction to Working with Older Adults (54 hrs)	HEALTH 905, Providing Care to Older Adults (18 hours) HEALTH 906, Communication with Older Adults (18 hours) HEALTH 907, Wellness in Older Adults (18 hours)

Receptionist (72 hrs)	BUS 911 Customer Service Level 1 (18 hours) CIS 902 Basic Computer Skills (27 hours) CIS 903 Fundamentals of Microsoft Office (27 hours)
Rehabilitation Therapy Aide (81 hrs)	HEALTH 900 Introduction to the Career of a Rehabilitation Therapy Aide (27 hours) HEALTH 902 Clinical Practice for a Rehabilitation Therapy Aide (27 hours) HEALTH 904 Kinesiology for a Rehabilitation Therapy Aide (27 hours)
Sustainability Assistant (108 hrs)	SST 901 Fundamentals of Sustainability (36 hours) SST 902 Sustainability Outreach (36 hours) SST 908 Impacts of Policy on Sustainability (36 hours)
Sustainability in Organics Aide (108 hrs)	SST 901 Fundamentals of Sustainability (36 hours) SST 905 Organics Recycling (36 hours) SST 909 Sustainable Food Systems (36 hours)
Sustainability Services Technician (108 hrs)	SST 901 Fundamentals of Sustainability (36 hours) SST 904 Sustainability Assessment (36 hours) SST 906 Introduction to Clean Technologies (36 hours)
Transition to College and Career (54 hrs)	COUNS 901 Transition to College (36 hours) COUNS 902 Career and Workforce Readiness (18 hours)
ESL for College and Career Pathways (Forthcoming, 54 hrs)	ESL 994 ESL for College and Career Pathways-Introduction (27 hours) ESL 995 ESL for College and Career Pathways-Effective Communication (27 hours)
Beginning English as a Second Language (Forthcoming, 378 hrs)	ESL 901 English as a Second Language Level 1 (108 hours) ESL 902 English as a Second Language Level 2 (108 hours) ESL 911 Beginning Listening and Speaking (54 hours) ESL 961 Beginning Reading and Writing (54 hours) ESL 971 Beginning ESL Vocabulary (54 hours)
Intermediate English as a Second Language (Forthcoming, 378 hrs)	ESL 903 English as a Second Language Level 3 (108 hours) ESL 904 English as a Second Language Level 4 (108 hours) ESL 913 Intermediate Listening and Speaking (54 hours) ESL 963 Intermediate Reading and Writing (54 hours) ESL 973 Intermediate ESL Vocabulary (54 hours)
Advanced English as a Second Language (Forthcoming)	ESL 905 English as a Second Language Level 5 (108 hours) ESL 906 English as a Second Language Level 6 (108 hours) ESL 915 Advanced Listening and Speaking (54 hours) ESL 965 Advanced Reading and Writing (54 hours) ESL 975 Advanced ESL Vocabulary (54 hours)
Low Advanced ESL (Forthcoming, 270 hrs)	ESL 905 English as a Second Language Level 5 (108 hours) ESL 915 Advanced Listening and Speaking (54 hours) ESL 965 Advanced Reading and Writing (54 hours) ESL 975 Advanced ESL Vocabulary (54 hours)
Low-Intermediate ESL (Forthcoming, 270 hrs)	ESL 903 English as a Second Language Level 3 (108 hours) ESL 913 Intermediate Listening and Speaking (54 hours) ESL 963 Intermediate Reading and Writing (54 hours) ESL 973 Intermediate ESL Vocabulary (54 hours)

Opportunities for Other Noncredit Pathways and Distance Education. The previously stated Certificates of Completion are comprised of two to four courses in each program and coded as noncredit Short-term Vocational or Workforce Preparation with the goal of teaching students the basic skills required to be successful in an entry-level or higher job. Future noncredit courses and programs are being considered by English and math faculty, and initial conversations will soon take place to plan for the potential development of supervised tutoring labs and apprenticeship, including pre-apprenticeship, which is a noncredit category. Distance Education is also being considered by faculty as noncredit courses and programs continue to be explored and developed. The Dean of Noncredit and External Programs has initiated conversations with the Dean of Enrollment Services, IT/MIS programmers, and the Director of Distance Education to plan for the future rollout of noncredit online classes.

Program Completion. The Dean of Noncredit and External Programs will provide preliminary program enrollment and completion data to the Board of Trustees on April 7, 2020. Currently, SMC does not have an automated workflow for flagging program (certificate) completers. Department Chairs or their designee provide a list of completers to Admissions for certificates to be printed. The future workflow will allow department chairs to flag completers which will then create a report in WebISIS. It is important to recognize that noncredit CDCP courses and programs (certificates) are now printed on the SMC transcript— a big win for SMC students completing noncredit programs.

Collaborative Partnerships. In addition to the development and implementation of noncredit programs, the Noncredit Initiatives Team actively participates in meetings, workgroups, and committees including but not limited to: Career Education, Curriculum, Enrollment Development, Information Technology, Institutional Effectiveness (Research), Marketing, Professional Development, and Redesign. The Noncredit Initiatives Team also leads and is a member of the Santa Monica Regional Consortium for Adult Education in partnership with the Santa Monica Malibu Unified School District-Adult Education Center, a collaborative funded by the California Adult Education Program. Other noncredit grants and initiatives include: Strong Workforce Program for noncredit vocational curriculum and program development, marketing, and outreach; Student Equity and Achievement for noncredit counseling, marketing, outreach, and research; and, Workforce Innovation Opportunity Act, Title II, for noncredit ESL and Immigrant Education (Citizenship) curriculum and program development.

Noncredit administrators, classified staff, adjunct counselors, and full-time faculty leaders participate in planning conversations with partners such as the: America's Job Center of California/Jewish Vocational Services in Culver City, CA; Chrysalis; City of Santa Monica Education Collaborative, a Cradle to Career workgroup; Los Angeles County Workforce Development Board MOU for Adult Education; Santa Monica Public Library; and SMMUSD Adult Education Center. These partnerships focus on marketing and outreach, transition support, job readiness, and ultimately, job placement.

The Dean of Noncredit and External Programs is also an executive board member serving as the lead Council Leader for the Association of Community and Continuing Education (ACCE), an advocacy workgroup which advises the CCCCCO on noncredit and community education best practices and needs.

Marketing and Outreach. A major priority of the Noncredit Initiatives Team is to ensure that the SMC community is aware of new short-term vocational and workforce preparation opportunities, as well as noncredit ESL courses, program offerings, and student support services. By developing new program material and engaging in intentional marketing and community outreach, the Noncredit Initiatives Team meets students where they are in order to provide students with accessible and equitable college and career pathways.



In collaboration with SMC students, faculty, classified staff, administrators, and marketing, the Noncredit Initiatives Team developed a comprehensive noncredit brochure, program specific rack cards, and redesigned their Noncredit Initiatives webpage. The brochure is available in both English and Spanish and the noncredit ESL promotional materials are available in Spanish, Farsi, and Mandarin, which are the three largest linguistic backgrounds of noncredit ESL students enrolled at SMC. Informational materials are distributed to the SMC community through the academic departments, counseling, and the Welcome Center. Community and industry partners also receive copies of the materials to share freely with their constituencies.

In addition to the creation of new marketing materials, the Noncredit Initiatives Team engage in new modes of outreach. Internally, the team has increased their participation in campus-wide initiatives. In the summer of 2019, the team participated in SMC's VIP Day new student resource fair and presented directly to the Spanish speaking parent group of SMC students. In the fall of 2019, the team received an "Opt-In" channel on the SMC Go App and now promote noncredit classes, programs, and student support services to current noncredit students that have chosen to opt-in. The Noncredit Initiatives Team has been fortunate to consult with the Marketing Department by participating in monthly meetings to seek guidance and support for all noncredit marketing needs. The Noncredit Initiatives Team also collaborates with Workforce and Economic Development project managers to identify parent and community groups who would benefit from noncredit programs and support services.

The Noncredit Initiatives Team is supported by local, statewide, and federal partners, including the California Adult Education Program, Strong Workforce Program, Student Equity and Achievement, and Workforce Innovation and Opportunity Act, Title II (WIOA II), in addition to the Los Angeles County Workforce Development Board's MOU for Adult Education. Collaborative partnerships allow the team to reach potential students who would benefit from SMC's noncredit classes, programs, and student support services. Through the team's partnership with the SMMUSD-Adult Education Center (AEC), noncredit counselors make it a priority to conduct presentations to AEC students and assists students with enrollment in noncredit career development classes. Another notable example is the team's collaboration with America's Job Center of California/Jewish Vocational Services (AJCC/JVS) located in Culver City, CA. Noncredit classified staff make weekly presentations to jobseekers during the AJCC's weekly Workforce for Innovation and Opportunity Act, Title I, orientation sessions. In addition to in-person efforts, the Noncredit Initiatives Team plans to expand marketing and outreach to social media platforms within the next two years.

#### NONCREDIT ESL AND CITIZENSHIP

Noncredit ESL appears to be holding steady with 665 students enrolled in noncredit ESL from July 2019 to January 2020 compared to 652 students enrolled in the same period last year. The intermediate and advanced level classes continue to be well attended, while attendance in the beginning level classes has slightly declined most likely due to a nationwide trend in lower immigration rates overall.

Noncredit ESL classes are generally offered Monday through Saturday during the morning and afternoon hours. There is one noncredit ESL/Citizenship class offered Monday and Wednesday evenings. The schedule is designed so that students can take classes mornings, afternoons, Saturdays, and evenings and allows students the flexibility to mix and match classes to build a schedule that works for their individual needs. In order to accommodate students who enroll later in the semester/term, noncredit ESL has begun offering late-start classes that begin in Week 9. In addition to flexible scheduling, noncredit ESL offers free tutoring on Tuesdays and Wednesdays during the mid-day lunch hour to help students meet their learning goals.

Class offerings include five levels of ESL integrated skills courses (High Beginning to Advanced) and beginning, intermediate and advanced support courses in listening/speaking, reading/writing, and vocabulary. In the past two years, all sixteen noncredit ESL course outlines were revised to incorporate workforce readiness, digital literacy, and academic language that is conducive to advancement at work and school. The noncredit ESL program created six different CDCP Certificates of Competency for five levels of ESL. The certificates will be submitted to the SMC Curriculum Committee for approval in spring 2020. Students completing the certificates will demonstrate “achievement in a set of competencies that prepares students to progress on in a career path or to undertake degree-applicable or non-degree-applicable credit courses” (CCR, Title 5, §55151(i)). Students will be awarded certificates by successfully completing a prescribed combination of ESL courses. These certificates may pave the way for students to transition to the credit ESL program at SMC and/or other post-secondary opportunities.

In February 2020, noncredit ESL courses specially designed for the Integrated Education and Training (IET) model were approved by the SMC Curriculum Committee. The new ESL IET program consists of two courses: ESL 984, ESL for College and Career Pathways: Introduction; and ESL 985, ESL for College and Career Pathways: Effective Communication. These noncredit courses are designed to be paired with any career education course or program and offer contextualized English language support for career training. In fall 2020, these new noncredit ESL courses will be offered in cooperation with the noncredit Introduction to Early Childhood Education Certificate of Completion. Students will gain literacy training and workforce preparation in their ESL 984 and 985 classes while receiving career training in their ECE certificate program.

#### EMERITUS, A NONCREDIT OLDER ADULT PROGRAM

Emeritus is one of the State’s largest most vibrant and active noncredit Older Adult programs that consistently enrolls 3000 or more older adult students. The Emeritus Team includes an associate dean, over 100 adjunct faculty, three classified staff, temporary classified accompanists and models, student workers, and student volunteers. The associate dean is dedicated to establishing transparent and accessible leadership, streamlining processes, enhancing the teaching and learning experience through internal meetings and professional development, incorporating technology in classrooms, improving facilities, and establishing a more intentional and productive Emeritus student advisory group. Noncredit administrators continue to foster a positive, safe, healthy, and collaborative teaching and learning environment for the Emeritus community.

In spring 2020, Emeritus became the first satellite campus and noncredit program to transition completely to remote teaching and learning. This transition involved more than 100 adjunct faculty and nearly 3000 students. During this two week process, there were many questions, ideas, training opportunities, and one on one as well as small group discussions. Not once did an Emeritus faculty, student, or student member make a formal complaint; Emeritus and Community Education (SMC’s fee-based, self-sustaining program) instructors, students, and administrative staff all made the transition to remote instruction a success.

Emeritus Transformed. This past year, Emeritus has undergone significant transformation. In fall 2018, a fire wreaked havoc in an art and sewing classroom. There were a number of interpersonal conflicts that required creative and empathetic responses from the associate dean and when needed, support from Student Judicial Affairs, Title IX, and the Care and Prevention Team. Simultaneously, the Emeritus Team has partnered with colleagues across campus to identify and develop basic needs support for Emeritus students.

Overall, Emeritus students are pleased with classes and operations. There are suggestion boxes throughout the Emeritus Campus and students are welcome to visit the associate dean to share feedback. The associate dean in collaboration with faculty, classified staff, and students facilitates open student forums, distributes an electronic SMC Emeritus Newsletter in partnership with the SMC Foundation, and works closely with Facilities and Maintenance to ensure a clean and safe campus. Emeritus hosts special activities and events to celebrate faculty and students, such as Desserts with the Deans, during the festive months of the fall semesters. The associate dean makes himself available to the external student group (Emeritus Student Union) while guiding and partnering with the internal and official student group, the Emeritus Student Advisory Council.

The City of Santa Monica's time limit and cost of public parking has always been a challenge for Emeritus faculty and students. Almost two years ago, the associate dean initiated conversations with the City of Santa Monica to extend parking validation by one additional hour, which resulted in a three hour validation for Emeritus faculty and students.

Facility and Maintenance. The associate dean partners with Facilities and Maintenance on several high priority projects, including the refurbishment of the Emeritus elevator and the installation of an openable window in one art classroom, in addition to changing the foyer entrance leading to the Lecture Hall, Room 107, to a sliding door for improved pedestrian flow and accessibility. Accessible automatic door openers will also be installed on the first floor restroom entrance walls. Other upgrades to functionality in one of the health and conditioning classrooms include floor length mirrors along one wall. Since fall 2019, a major audio and visual equipment upgrade was made to the majority of Emeritus classrooms. Maintenance is addressing the heat, ventilation, and air conditioning concerns at the Emeritus Campus.

Fundraising and Club 250. The SMC Foundation, in partnership with Emeritus, hosts the annual Club 250 event in September to recognize donors who gave at least \$250 in the past year. The event was well attended and very much enjoyed by donors and honored guests. The 2019 calendar year fundraising total was \$148,156. The fundraising partnership with California Pizza Kitchen is an ongoing success, and the restaurant chain as well as students are eager to continue the partnership. The car donation program through the SMC Foundation, and the Emeritus program's overall partnership with the Foundation have helped Emeritus cultivate multiple viable streams of funds raised. Emeritus students and the SMC Emeritus Student Advisory Council, in particular, are very involved in the fundraising process, which supports instruction and events for Emeritus students.

StoryCorps. Approximately 140 audio recordings were made during the first five weeks of year 2020 when StoryCorps visited Santa Monica. At the Listening Event on February 6, 2020, StoryCorps, along with KCRW, presented a montage of sound bites from many of the recordings made during this visit, plus several fully edited clips. For those who chose to participate and agreed to have their recording be made public, those recordings are available at the StoryCorps online archive: <https://archive.storycorps.org/>. If interested, search by Santa Monica, or select from specific locations, and there are various permutations of Santa Monica, SMC, etc. based on how individual recordings were tagged. StoryCorps presence in Santa Monica was the result of a collaboration between Santa Monica College and SMC Emeritus; the Corporation for Public Broadcasting; KCRW (89.9 FM); and Downtown Santa Monica, Inc. Sponsorship was also provided by The Fairmont Miramar Hotel and Bungalows Santa Monica. The catering for the Listening Event was funded by Emeritus, and the event was coordinated by the amazing staff in the SMC Foundation.

New Ideas for Growth. In spring 2019, the associate dean met with Emeritus faculty on Departmental Flex Day. Adjunct faculty identified opportunities for curriculum revisions and updates that will be addressed within the next two years. Emeritus will partner with credit faculty and students in an effort to build a bridge of shared learning and collaboration across SMC programs. One example is hosting a lunch and learn activity for Emeritus French and Spanish literature noncredit students and Modern Languages credit students. The associate dean is revisiting potential partnerships with resources relevant to the Emeritus population so that students are more informed and understand how and where to access community resources. This includes active participation in the Older Adult Task Force and developing a positive rapport with the City of Santa Monica Human Services staff, as well as a collaborating with the United States Securities and Exchange Commission on Senior Consumer and Financial Fraud. This past year, guest speakers from a variety of agencies, including the Federal Chair of the Securities and Exchange Commission, presented at Emeritus.

Emeritus student attendance hours has increased since 2018. Even so, Emeritus has an opportunity to increase the attendance yield, which is good, but far from perfect given difficult life circumstances caused by COVID-19, which affects all SMC students, credit, noncredit, and fee-based. The associate dean is committed to identifying new approaches to increasing Emeritus enrollment and attendance. This includes scheduling classes in existing and new spaces to accommodate more students, and leveraging the success of remote instruction for broadcasting future classes at off-site locations or via a form of distance education to accommodate a larger number of students.

#### COMMUNITY EDUCATION

In fall 2019, noncredit administrators and classified staff prepared for the transition of Community Education classified staff and operations to move from the Bundy Campus to the Emeritus Campus. This transition occurred in October and November 2019 and allowed for the centralization of the Noncredit Initiatives Team on the first floor of the Bundy Campus. Community Education was also reassigned to the Associate Dean of Emeritus in fall 2019.

Community Education is a not-for-credit, fee-based, self-sustaining program that serves members of the SMC community by offering personal enrichment and professional development classes. Classes might meet for one or more sessions, and are proposed and developed by Community Education instructors with the approval of the administrator or designated classified staff. The Community Education administrator consults with the SMC Curriculum Committee at least once a year when updating or creating new classes.

In the nearly six months that Community Education has been under the portfolio of the Associate Dean of Emeritus, the focus has been to learn all of the facets of the program, learn which programs are most successful and scalable (including the consideration of new or revived programs), and ultimately, identify how to make Community Education a successful revenue generating, self-sustaining program. To that end, the associate dean has attended the professional conference for the Learning Resources Network (LERN), the professional association supporting community education and similar programs.

Community Education staff will explore programmatic areas to enhance, increase, or develop new personal enrichment classes. There are a number of successful classes that can eventually be replicated, given instructor availability and staff bandwidth to create more sections. Other existing classes, such as the Drone Pilot Certification, present great opportunities to stimulate enrollment, and carve out a viable niche program, as the field of drone piloting (and the need for trained pilots) is expected to grow.

The top five Community Education classes by registration in spring 2020 are:

- Music 55
- Early 20<sup>th</sup> Century Women Designers
- The Western Works of Frank Lloyd Wright
- Basic Organic Gardening 101
- Beginning Digital Photography

The top five Community Education classes by revenue in spring 2020 are:

- Phlebotomy Certification
- The Art of Glass Fusing
- Beginning Italian, Levels 1 and 2
- Basic Organic Gardening 101
- Beginning Digital Photography

### COVID-19

Noncredit Student Enrollment and Attendance. Noncredit student enrollment and attendance hours might decrease or fluctuate during the COVID-19 pandemic. Enrollment and attendance concerns are being addressed by the the Dean of Noncredit and External Programs in collaboration with the Association for Community and Continuing Education (ACCE) and the California Community Colleges Chancellor's Office to reduce the negative impact on noncredit programs statewide.

Noncredit ESL. Over the past two years, there has been a focused effort in noncredit ESL to help students develop digital literacy skills and to get instructors and students on to the Canvas Online Learning Management System in order to supplement their face-to-face learning. Because of this prior effort, all 18 sections of noncredit ESL and ESL/Citizenship have made the transition to asynchronous remote teaching and learning using Canvas. Nine of the thirteen instructors are also using Zoom. Faculty email lessons and converse by telephone with students who are unable to access Canvas. While many students are accessing remote instruction, many are not. This is likely due to a lack of technology or connectivity at home, lack of interest in remote learning, lack of technical skills, and/or the fact that many households are prioritizing their technology resources for children's schoolwork or their own work. While all noncredit ESL faculty are able to use Canvas, two instructors rely on Chromebooks provided by SMC for online instruction, and one instructor is trying to identify and install WiFi in her home.

Noncredit Student Services. In response to the COVID-19 pandemic, noncredit classified staff and counselors, in collaboration with administrators and lead faculty, are offering remote and online noncredit counseling in addition to online noncredit orientations for new noncredit ESL students. Classified staff assist students with registration and enrollment in noncredit classes remotely and online. However, at this time, the CASAS pre and post assessments mandated by the Workforce Innovation Opportunity Act, Title II, cannot be administered due to the need to assess students on-ground, face-to-face. Because the CASAS assessments cannot be administered remotely or online, the Noncredit Initiatives Team, similar to other WIOA II agencies across the State, might receive a decrease in WIOA II grant funds in fiscal year 2020-2021 or 2021-2022.

Emeritus. At the start of the Spring 2020 Semester, Emeritus had 146 class sections scheduled, with a little under 3000 active enrollments (and counting) at the beginning of March 2020. As an open-access, open-exit program, enrollment and attendance constantly varies. As the COVID-19 pandemic spread in addition to Centers for Disease Control warnings for older adults, administration grew concerned about how the pandemic and warning would affect Emeritus faculty and students, so decided to cease in-person, face-to-face classes and activities effective March 11, 2020, and convert the majority of classes to remote instructional delivery, by the week of March 23, 2020. One might imagine the sheer challenge in transitioning Emeritus students and faculty who often are not regular users of streamed, connected services such as Zoom or Canvas or even their SMC email. Many Emeritus faculty required ongoing assistance in switching modalities of instruction, but to their credit, not one was resistant. As of March 23, 2020, 96% of Emeritus classes successfully converted to temporary remote instruction. There were only a few classes that did not transition to remote instruction due to special circumstances. For example, two writing sections were cancelled due to the instructor taking a medical leave of absence; one sculpture section will resume through remote delivery the week of April 6, 2020; and a few class sections where faculty are attempting to determine how best to transition to remote teaching have been delayed. Principles of Acting and Sculpture are two examples of classes where the instructor needs more time to consider how remote instruction might work, and several music classes are being modified to account for rehearsals via Zoom. After a few weeks of temporary remote instruction, the Emeritus associate dean will have a more informed sense of the program's ability to engage students through the remote teaching modalities. Anecdotally, Emeritus classified staff have seen increased interest in students accessing their classes remotely, as well as adding classes to their [students] schedule. Though the transition to remote learning was sudden, students have embraced the new normal. During the COVID-19 "safer at home" statewide initiative, Emeritus staff contacted current students to identify food insecurity needs. Given that older adults were one of the first known at-risk populations, and that grocery stores have been packed or the shelves have been empty, identifying food insecurity needs was a prudent course of action. In partnership with the SMC Foundation, and supported by the Emeritus fund, the College is providing a weekly delivery of meals from Everytable -- 2780 students received the Emeritus robocall phone survey, 861 students responded, and 115 indicated that they were interested in the meal deliveries. Forty-nine students received the first delivery, with more students from the initial response group, and referrals from them to other Emeritus students opting in as the program moves forward. Emeritus students are thrilled by this program, and other Emeritus students were happy to find out about this opportunity.

Community Education. In Spring 2020, Community Education had 74 classes scheduled. As COVID-19 plans unfolded at SMC, the Community Education program was able to reschedule several classes, and transition others to remote learning. There were very few classes that required outright cancellation. However, some Community Education students did opt to drop their classes and requested refunds. These requests were honored.

Link to: [Additional Noncredit Documents](#)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	April 7, 2020

XII. BOARD COMMENTS

XIII. ADJOURNMENT

The meeting will be adjourned in memory of SMC student **Christopher D. Scorza**.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held via Zoom Conference on Tuesday, May 5, 2020 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Conference.