



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, SEPTEMBER 1, 2020

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Via Zoom Conference

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

<https://www.smc.edu/administration/governance/board-of-trustees/meetings.php>

## MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, September 1, 2020. The meeting was conducted via Zoom Webinar.

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:09 p.m.  
 Dr. Nancy Greenstein, Chair- Present  
 Dr. Susan Aminoff, Vice-Chair - Present  
 Dr. Louise Jaffe - Present  
 Dr. Margaret Quiñones-Perez - Present  
 Rob Rader - Present  
 Dr. Sion Roy - Present  
 Barry A. Snell - Present  
 Joshua Elizondo, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

### II. CLOSED SESSION- 5:10 p.m.

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

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

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

### III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE – Student Trustee Joshua Elizondo
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: - None

### IV. SUPERINTENDENT'S REPORT

### V. PUBLIC COMMENTS - None

### VI. ACADEMIC SENATE REPORT

## VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

## VIII. CONSENT AGENDA

### Approval of Minutes

- #1 Approval of Minutes: August 4, 2020 (Regular Meeting)  
August 18, 2020 (Special Meeting)

### Contracts and Consultants

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

### Academic Affairs

- #3 College and Career Access Pathways (CCAP), A Dual Enrollment Partnership Agreement
- #4 New Courses and Degrees, Fall 2020

### Human Resources

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

### Facilities and Fiscal

- #9 Facilities
- A Amendment to Agreement for Architectural Services – Science Building Air Handling Project
- #10 Acceptance of Grants and Budget Augmentation
- #11 Authorized Signature Resolution
- #12 Gann Limit, 2020-2021
- #12 Budget Transfers
- #14 Commercial Warrant Register
- #15 Payroll Warrant Register
- #16 Reissue Payroll Warrants
- #17 Auxiliary Payments and Purchase Orders
- #18 Organizational Memberships
- #19 Providers for Community and Contract Education
- #20 Purchasing
- A Award of Purchase Orders
- B Award of Competitive Contracts, 2020-2021

## IX. CONSENT AGENDA – Pulled Recommendations

**X. MAJOR ITEMS OF BUSINESS**

- #21 Resolutions: Supplemental Retirement Incentive Program – Other District Employees
- #22 Adoption of Education Protection Account (EPA-Prop 55, an Extension of Prop 30)  
Expenditure Plan
- #23 Ratification of Emergency Aid to Allan Hancock Community College District
- #24 Acceptance of State Supplied Donation of Personal Protective Equipment (PPE)
- #25 Voting Delegate for ACCT Leadership Congress
- #26 Information: Schedule of Board of Trustees Meetings, 2021

**XI. ANNUAL BOARD SELF-ASSESSMENT**

- Board Trustees Self-Assessment and Appraisal of College Performance
- Board of Trustees Goals and Priorities

**XII. BOARD COMMENTS AND REQUESTS**

**XIII. ADJOURNMENT**

There will be a special meeting/Board Study Session on Tuesday, September 15, 2020 at 5 p.m. The meeting will be conducted via Zoom Webinar.

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

#### IV. SUPERINTENDENT'S REPORT

##### Updates

- Opening of Fall 2020 Semester
  - Flex activities took place over a three-week period and offered many opportunities for the college community to participate in over 50 individual professional development workshops. The Professional Development Committee and Classified Professional Development Committee were commended for the outstanding job of organizing and providing the activities in a remote environment.
  - New Faculty Orientation: Seven new full-time tenure track faculty members attended the new faculty orientation which was successfully conducted virtually.

- COVID-19

An overview of the [Roadmap to Recovery Plan](#) was presented. The SMC Emergency Operations Team has produced protocols and safety measures to enhance the wellbeing of personnel who are coming to their college workplaces to ensure continuity of classes, operations, and services. The Emergency Operations team is monitoring current events in the county and state to determine which steps to take next and when the college can safely move to the next phase of recovery. The health and safety of students and staff is the top priority.

SMC is currently in Phase 2 of recovery, where telework is the preferred mode for as many employees as possible, the use of buildings is limited, and instruction is mostly remote with very limited on-ground programs and services. In compliance with the Los Angeles County Department of Public Health's protocols for higher education institutions, the college has made available limited lab and/or practicum tools for interaction design, respiratory therapy and nursing (the latter two deemed essential by the California Governor's Office). These steps will help students in these disciplines graduate on time, and in the case of respiratory therapy and nursing, become fully trained essential workers to serve the community.

As allowed by LA County public health guidelines, the college also makes possible limited teaching opportunities for faculty who cannot replicate instruction remotely (for example: filming classes for certain science courses, music, photography, fashion and dance).

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**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-#20.

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

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

**RECOMMENDATION NO. 1 APPROVAL OF MINUTES**

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

- August 4, 2020 (Regular Board of Trustees Meeting)
- August 18, 2020 (Special Board of Trustees Meeting/Closed Session)

CONSENT AGENDA: CONTRACTS AND CONSULTANTSRECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS2-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

➤ NEW CONTRACTS

	Provider	Service	Amount	Funding Source
1	Samy's Camera	\$164,932.72	<p>This photography equipment will be used for instructional purposes. It will provide lighting kits for students to practice techniques demonstrated in class. The equipment is designed to be used both on and off campus to expand student access.</p> <p>Comment: 120 vendors were notified. Received five (5) responsive bids.</p> <p>Adorama \$181,810.87 Focus Camera \$196,661.00 Aviate Enterprises \$203,159.03 W. B. Hunt Co., Inc. \$205,662.05</p>	Carl C. Perkins Grant/ Lottery Funds
<p><i>Requested by: Photography and Fashion Department</i> <i>Approved by: Erica LeBlanc, Dean, Academic Affairs</i></p>				
2	Pro Sound CA, Inc.	September 14 – October 31, 2020  \$305,270.52	<p>Award of Bid 030920SF for Broad Stage Audio System Replacement to replace out-of-date sound equipment in heavy use over 12 years that includes equipment built in 2002.</p> <p>14 contractors attended the mandatory job walk. 3 additional bids were received: EIDIM Group (non-responsive) \$263,376.64 Spinitar \$462,354.59 Digital Networks Group \$510,381.08</p>	Restricted General Fund SMC Performing Arts Center
<p><i>Requested by: Rob Rudolph, Production Manager</i> <i>Approved by: Don Girard, Senior Director of Government Relations and Institutional Communications</i></p>				

CONSENT AGENDA: CONTRACTS AND CONSULTANTSRECOMMENDATION NO. 2      CONTRACTS AND CONSULTANTS (continued)2-A      APPROVAL OF CONTRACTS AND CONSULTANTS➤      NEW CONTRACTS

	Provider	Service	Amount	Funding Source
3	Blue Star Media	September 1,2020- June 30, 2021 (with two (2) optional one (1) year extensions.  Not to exceed \$55,000/Year  \$165,000 for three years	Videography Services to produce 70 assorted length videos (typically 30 second to two minutes in length) to focus on concepts such as: <ul style="list-style-type: none"> <li>• Learning Modality</li> <li>• GPS student explanation</li> <li>• GPS faculty promotion</li> <li>• What can I do with a career in XYZ?</li> <li>• Campus communication pieces related to COVID-19 and returning to campus</li> <li>• Out of State recruitment videos</li> <li>• Area of Interest/Academic Program Description</li> <li>• Admissions and Enrollment related Pain Points</li> <li>• Distance Education Communication Messages</li> </ul> <p>Comment: 84 notified vendors; 13 responses</p> <p>Other bidders:</p> <ul style="list-style-type: none"> <li>• FilmCrafter</li> <li>• MVMNT PRODUCTIONS, LLC</li> <li>• Global Imports Express, LLC</li> <li>• Visionaries Image Company</li> <li>• Brandefy, LLC</li> <li>• Clockwork Media, LLC</li> <li>• ALAS Media</li> <li>• Midnight Hour Studios, Inc.</li> <li>• Video Approach</li> <li>• Green Media Creations, Inc.</li> <li>• VIMBY</li> <li>• Mudturtle Media LLC</li> </ul>	General Fund
<p><i>Requested by: Kiersten Elliott, Dean of Community and Academic Relations</i>  <i>Approved by: Don Girard, Senior Director of Government Relations</i></p>				



CONSENT AGENDA: CONTRACTS AND CONSULTANTSRECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS2-B RATIFICATION OF CONTRACTS AND CONSULTANTS

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

*Authorization: Board Policy Section 6340, Bids and Contracts*

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

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

➤ REVISED CONTRACT SUBMITTED FOR RATIFICATION

	Provider	Service	Amount	Funding Source
1	NEOGOV	<p>1. This is the annual renewal for the Human Resources Neogov software to automate the acceptance and processing of academic employment applications; allow tracking of faculty and academic administrator recruitment, facilitate real time reporting to assist in attaining EEO and diversity goals.</p> <p>2. This is the annual renewal for the Personnel Commission Neogov Insight Enterprise software licensing and related services for classified online applicant tracking system.</p>	<p>1. \$27,920.70 Annual Maintenance Fee (Revised)  (previously approved amount \$25,853)</p> <p>2. \$11,310.52 Annual Maintenance Fee (Revised)  (previously approved amount \$10,473)</p>	<p>1. 2020-2021 District Budget/ Human Resources</p> <p>2. 2020-2021 District Budget/ Personnel Commission</p>
<p><i>Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources</i></p> <p><i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i></p>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 2**      **CONTRACTS AND CONSULTANTS (continued)**

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

➤      **NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION**

	Provider/Contract	Term/Amount	Service	Funding Source
2	Allied Path Consulting LLC.  (Veronica Kieffer-Lewis, formerly Veronica Neal)	2020-2021  Not to exceed \$21,200	Allied Path Consulting LLC is being engaged to provide coaching, technical assistance, and consultation on the Equity Strong Speaker series to classified professionals.	2020-2021 District Budget/ Human Resources
3	Nadia Jaffer, Nadia Jaffer Fitness	August 10-31, 2020  Not to exceed \$250 including expenses  No travel reimbursement is provided	Nadia Jaffer Fitness conducted a one-hour CDPD workshop for Fall 2020 Opening Day. Focus of the workshop included physical fitness and movement training for employee health and wellness.  All services and materials related to the workshop were included and provided by the consultant.	2020-2021 District Funds
<u>2 and 3</u> <i>Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>				
4	Ellis Environmental	August 19-26, 2020  \$4,312.40	Bulk Sampling for hazardous material in preparation for HVAC Replacement and Science Duct Replacement Project	Scheduled Maintenance \$3,234.30 and Prop 39 \$1,078.10
<i>Requested by: Charlie Yen, Director of Facilities Planning</i> <i>Approved by: Christopher M. Bonvenuto, Vice President, Business/Administration</i>				

CONSENT AGENDA: CONTRACTS AND CONSULTANTS**RECOMMENDATION NO. 2** **CONTRACTS AND CONSULTANTS (continued)****2-B** **RATIFICATION OF CONTRACTS AND CONSULTANTS**➤ **NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION**

	Provider/Contract	Term/Amount	Service	Funding Source
5	Kivu Consulting, Inc. And Cipriani and Werner	July 29, 2020 – December 31, 2020  Not to exceed \$75,000  Any costs exceeding \$75,000 will be covered by the Districts Cyber Insurance policy.	Threat monitoring, threat detection, forensic investigation and reporting related to a suspected cyber attack event.	Unrestricted General Fund (01.0).
<i>Requested by: Marc Drescher, Chief Director, Information Technology</i>				
<i>Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration</i>				

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CONSENT AGENDA: ACADEMIC AFFAIRS

**INFORMATION ITEM NO. 3 COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENTS – COURSE OFFERINGS FOR 2020-2021**

*Requested Action: Approval/Ratification*  
*Requested by: Maral Hyeler, Director, Instructional Services/External Programs*  
*Approved by: Jennifer Merlic, Vice-President, Academic Affairs*

The College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements were originally approved by the Board of Trustees in Fall 2016 and 2019. The CCAP agreements for 2019-2022 for the Beverly Hills School District and Palisades Charter High School are available at the following link: <https://www.smc.edu/administration/governance/board-of-trustees/CCAP-Pathways-Partnership-Agreements.pdf>

Comment: This is pending approval by the Los Angeles Community College District. The course offerings for 2020-2021 are provided every year for information. (see page 1.

CONSENT AGENDA: ACADEMIC AFFAIRSRECOMMENDATION NO. 4 NEW COURSES AND DEGREES, FALL 2020*Requested Action: Approval/Ratification**Requested by: Curriculum Committee**Approved by: Jennifer Merlic, Vice-President, Academic Affairs*New Courses

## COUNS 11B Practical Training and Transfer Seminar for F-1 Visa

This course introduces F-1 visa students to Practical Training and transfer options. Course will include details of the requirements for Curricular and Optional Practical Training and the transfer process to four-year institutions for F-1 students. Career and job search strategies are also included.

## VAR PE 61 Skills Training for Intercollegiate Sport

This athletic skills training course provides a consistent laboratory for sport specific techniques, skills and necessary conditioning to improve student-athletes for intercollegiate participation. Emphasis is on individual and team skills development when intercollegiate competition is not possible.

Approved for Online in an Emergency Context Only

COSM 11A Hair Cutting 1  
 COSM 11B Hair Styling 1  
 COSM 11C Hair Coloring 1  
 COSM 11D Permanent Wave 1  
 COSM 11E Curly Hair Techniques 1  
 COSM 16 Nail Care 1  
 COSM 18 Skin Care 1  
 COSM 21A Hair Cutting 2  
 COSM 21B Hair Styling 2  
 COSM 21C Hair Coloring 2  
 COSM 21D Permanent Waving 2  
 COSM 21E Curly Hair Techniques 2  
 COSM 26 Nail Care 2  
 COSM 28A Skin Care 2A  
 COSM 28B Skin Care 2B  
 COSM 31A Hair Cutting 3  
 COSM 31B Hair Styling 3  
 COSM 31C Hair Coloring 3  
 COSM 31E Curly Hair Techniques 3  
 COSM 36 Nail Care 3  
 COSM 38 Skin Care 3  
 COSM 38B Mechanical Exfoliation  
 COSM 38C Chemical Exfoliation  
 COSM 41B Hair Styling 4  
 COSM 42 Men's Hair Styling  
 COSM 46 Nail Care 4  
 COSM 48 Skin Care 4  
 COSM 48B Advanced Make-Up  
 COSM 95A Salon Experience  
 COSM 95B Salon Experience  
 COSM 95C Salon Experience

COSM 95D Salon Experience  
COUNS 11B Practical Training and Transfer Seminar for F-1 Visa Students  
COUNS 21H Adapted Computer Technology  
COUNS 22H Adapted Computer Technology, Internet Skills for Academic Success  
COUNS 26 Technology Literacy for Academic Success  
COUNS 59 Textbook Strategies Using Technology  
ESL 10G Multiple Skills Preparation: Listening, Speaking, and Grammar  
ESL 10W Multiple Skills Preparation: Reading and Writing  
ESL 11A Basic English 1  
ESL 15 Conversation and Culture in the U.S.  
ESL 19A English Fundamentals 1  
ESL 19B English Fundamentals 2

#### Distance Education

ART 10C Digital Media  
ART 74 Introduction to Programming in the Arts  
CIS NC 902 Basic Computer Skills  
CIS NC 903 Fundamentals of Microsoft Office  
COSM 10A Related Science 1A  
COSM 10B Related Science 1B  
COSM 20 Related Science 2  
COSM 30 Related Science 3  
COSM 40 Related Science 4  
COSM 64 Salon Management  
COUNS 15 Job Search Techniques  
CS 3 Introduction To Computer Systems  
CS 20A Data Structures with C++  
CS 20B Data Structures with Java  
CS 40 Operating Systems  
CS 41 Linux Workstation Administration  
CS 42 Digital Logic  
CS 51 Visual C++ Programming  
CS 52 C++ Programming  
CS 54 Object-Oriented Analysis and Design  
CS 56 Advanced Java Programming  
CS 60 Database Concepts and Applications  
CS 61 Microsoft Sql Server Database  
CS 65 Oracle Programming  
CS 70 Network Fundamentals and Architecture  
CS 75 Network Protocols and Analysis  
ECON 4 Environmental Economics  
ECON 5 International Political Economy: Introduction to Global Studies  
ECON 6 Contemporary Economic Problems  
ECON 15 Economic History of the U.S.  
ENGL 14 Contemporary American Literature  
ESL 10G Multiple Skills Preparation: Listening, Speaking, and Grammar  
ESL 10W Multiple Skills Preparation: Reading and Writing  
ESL 11A Basic English 1  
ESL 15 Conversation and Culture in the U.S.  
ESL 19A English Fundamentals 1  
ESL 19B English Fundamentals 2  
FASHN 6B Pattern Drafting and Design Intermediate  
  
FASHN 8 History of Fashion Design  
FASHN 16 Pattern Grading  
FASHN 18 Computer Aided Fashion Design and Merchandising

FASHN 20 Fashion Styling and Visual Presentation  
FASHN 21 Digital Fashion Portfolio  
GEOL 4 Physical Geology with Lab  
HIST 4 British Civilization II  
HIST 5 History of Latin America 1  
HIST 6 History of Latin America II  
HIST 19 History of Mexico  
HIST 24 History of East Asia to 1600  
HIST 25 History of East Asia Since 1600  
HIST 26 South Asian Civilization I  
HIST 27 History of Southeast Asia  
HIST 28 Modern Europe: 1914 to the Present  
HIST 32 Global Environmental History  
HIST 38 African History I  
HIST 39 African History II  
HIST 41 Native-American History  
HIST 52 The History of Women in American Culture  
HIST 55 History of Science  
HIST 62 Asian-American History  
MEDIA 2 Reading Media: Acquiring Media Literacy Skills  
OFTECH 1A Keyboarding 1A  
OFTECH 1B Keyboarding 1B  
OFTECH 1C Keyboarding 1C  
OFTECH 9 Keyboarding Improvement  
PHILOS 2 Ethics  
PHILOS 3 Early Philosophers  
PHILOS 4 Modern Philosophers  
PHILOS 5 Contemporary Moral Conflicts  
PHILOS 9 Symbolic Logic  
PHILOS 20 Environmental Ethics  
PHILOS 22 Asian Philosophy  
POL SC 24 Philosophy of Literature  
POL SC 52 Contemporary Political Thought  
RRM 3 Resource Management and Zero Waste for Communities  
SOCIOL 2 Social Problems  
SOCIOL 30 African Americans in Contemporary Society  
SOCIOL 33 Sociology of Sex and Gender  
SOCIOL 34 Racial and Ethnic Relations in American Society  
SPAN 2 Elementary Spanish II  
TH ART 2 Introduction to the Theatre  
TH ART 5 History of World Theatre  
TH ART 41 Acting I  
VAR PE 61 Skills Training for Intercollegiate Sport  
WGS 10 Introduction to Women's, Gender, and Sexuality Studies  
WGS 30 Women, Gender, and Sexuality in Popular Culture  
WGS 40 Introduction to LGBTQ Studies

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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*

AMENDMENT TO SUPERINTENDENT/PRESIDENT'S CONTRACT

Section 2) Term:    The term of this Agreement is extended through June 30, 2023.  
All other provisions in Section 2) Term remain the same.

ELECTIONS

ADJUNCT FACULTY

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



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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL - REGULAR**

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

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

<u>ESTABLISH NEW CLASS CLASSIFICATION</u>		<u>EFFECTIVE DATE</u>
Student Judicial Affairs Specialist		09/02/2020
Classified Salary Range: 34		
 <u>CLASSIFICATION RE-TITLE</u>		
From: Lead Events Technician, Classified Salary Range: 39		09/02/2020
To: Lead Theater Technician, Classified Salary Range: 39		
From: Events Technician, Classified Salary Range: 33		09/02/2020
To: Theater Technician, Classified Salary Range: 33		
 <u>PROMOTION</u>		
Leahy, Ann Marie		09/01/2020
From: Career Services Advisor, Career Services Center		
To: Senior Career Services Advisor, Career Services Center		
 <u>CSEA EDUCATIONAL PAY DIFFERENTIAL</u>		
Johnson, Trena, Administrative Assistant II, Inst. Research	1.5%	09/01/2020
Johnson, Trena, Administrative Assistant II, Inst. Research	.75%	09/01/2020
 <u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>		
Esquivias, Madalene, Student Services Clerk, Fin. Aid & Schol (Step C)		09/01/2019
 <u>CLASSIFICATION RE-TITLE</u>		
Bice, Joy		09/02/2020
From: Lead Events Technician, Classified Salary Range: 39		
To: Lead Theater Technician, Classified Salary Range: 39		
Carter, Thomas		09/02/2020
From: Lead Events Technician, Classified Salary Range: 39		
To: Lead Theater Technician, Classified Salary Range: 39		
Evans, Carol		09/02/2020
From: Lead Events Technician, Classified Salary Range: 39		
To: Lead Theater Technician, Classified Salary Range: 39		
Lucio, Carlos		09/02/2020
From: Lead Events Technician, Classified Salary Range: 39		
To: Lead Theater Technician, Classified Salary Range: 39		
Smith, Kyle		09/02/2020
From: Events Technician, Classified Salary Range: 33		
To: Theater Technician, Classified Salary Range: 33		
 <u>RESIGNATION</u>		
Lowell, Maya M., Academic Computing Instructional Specialist, Inst. Computing		<u>LAST DAY OF PAID SERVICE</u> 08/03/2020

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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.

Betts, John C., Theater Technical Specialist, SMC Performing Arts	07/01/2020-06/30/2021
Brown, Carla, Student Services Clerk, Cashier’s Office	08/24/2020-09/11/2020
Hofland, Keri, Student Services Clerk, Cashier’s Office	08/24/2020-09/11/2020
Ramirez, Anthony, Student Services Clerk, Cashier’s Office	08/24/2020-09/11/2020
Santhiago, Nicholas, Student Services Clerk, Cashier’s Office	08/24/2020-09/11/2020

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.

Austin, Harald, Student Services Clerk, Cashier’s Office	08/24/2020-09/11/2020
Gerhold, Richard, Accompanist-Performance, Emeritus	07/01/2020-12/31/2020
Graham-Howard, Kimi, Student Services Clerk, Cashier’s Office	08/24/2020-09/11/2020
Guzman, Scott, Student Services Clerk, Cashier’s Office	08/24/2020-09/11/2020
Nelli, Maria, Enterprise Business Services Clerk, Cashier’s Office	07/27/2020-08/07/2020
Nesteruk, Gary, Accompanist-Performance, Emeritus	07/01/2020-12/31/2020
Shine, Kevin, Enterprise Business Services Clerk, Cashier’s Office	07/27/2020-08/07/2020
Stuck, Jennifer J., Student Services Clerk, Cashier’s Office	08/24/2020-09/11/2020
Wilks, Susan C., Enterprise Business Services Clerk, Cashier’s Office	07/27/2020-08/07/2020
Van Hemelrijck, Erin G., Student Services Clerk, Cashier’s Office	08/24/2020-09/11/2020

**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, \$15.00/hour (STHP)	49
College Work-Study Student Assistant, \$15.00/hour (FWS)	21

SPECIAL SERVICE

Community Services Specialist I, \$35.00/hour	8
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 FACILITIES**

*Requested by: Charlie Yen, Director of Facilities Planning  
Devin Starnes, Director of Facilities Management*

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

*Requested Action: Approval/Ratification*

9-A AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – SCIENCE BUILDING AIR HANDLING EQUIPMENT PROJECT

Amend the Agreement with Anderson Barker Architects for a time extension of two months to the contract length. The new contract termination date will be October 31, 2020.

Funding Source: Prop 39 Energy Savings Program

Comment: Due to delays related to the COVID-19 pandemic this extension is needed to complete the project. There is no financial impact to the District

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Santa Monica Community College District	September 1, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Reviewed by: Kim Tran, Chief Director, Business Services*

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

Title of Grant:	COVID-19 Response Block Grant		
Granting Agency:	State of California and Department of the Treasury		
Augmentation Amount:	\$2,204,579		
Matching Funds:	Not Applicable		
Performance Period:	March 1, 2020 – December 30, 2020	\$989,704	
	March 1, 2020 – June 30, 2022	\$1,214,875	

Summary: The 2020-21 Budget Act provides California Community College districts with federal and state relief funds in the form of COVID-19 Block Grant. The block grant is comprised of \$989,704 from the federal Coronavirus Relief Fund (CRF), a component of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and \$1,214,875 from one-time Proposition 98 funds.

The funds should be used on activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19. The block grant funds are allocated to districts based on the pro-rata share of final 2018-19 FTES. Expenditures of the federal portion the block grant must be incurred by December 30, 2020. The state portion of the block grant funds must be expended or encumbered by June 30, 2022.

Budget Augmentation:	Restrict Fund 01.3		
	Revenue		
	81xx	Other Federal Revenue	\$ 989,704
	86xx	Other State Revenue	\$ 1,214,875
	Expenditures		
	1000	Academic Salaries	\$ 824,753
	2000	Non-Academic Salaries	\$ 0
	3000	Employee Benefits	\$ 164,951
	4000	Supplies & Materials	\$ 0
	5000	Other Operating Expenditures	\$ 600,000
	6000	Capital Outlay	\$ 614,875
	7000	Other Outgo	\$ 0
	Total		\$ 2,204,579

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 1, 2020
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I. ORGANIZATIONAL FUNCTIONS

**RECOMMENDATION NO. 11**

**SUBJECT:**                    **AUTHORIZED SIGNATURE RESOLUTION**

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

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

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of September 1, 2020 through December 15, 2020.

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 GANN LIMIT, 2020-2021**

*Requested Action: Approval/Ratification*

*Requested by: Christopher Bonvenuto, Vice President, Business and Administration*

*Approved by: Kathryn E. Jeffery, Superintendent/President*

Adopt the 2020-2021 Gann Appropriations Limit for the Santa Monica Community College District as \$162,667,400 and the 2020-2021 Appropriation Subject to Limit as \$124,254,039.

Comment: Proposition 4 (November 1979, Special Election) added Article XIII B to the State Constitution to place limitations of the expenditures of State and local governments. The calculation of the Gann Limit was completed using the method and worksheets prescribed by the Chancellor’s Office and approved by the Department of Finance.

The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on the Tentative Budget for 2020-2021, adjusted by additional assumptions received to date. A revised Gann Limit will be submitted with the 2020-2021 Adopted Budget.

The idea of the Gann is to limit the growth of government by only allowing expenditures that are tax driven to grow by a certain amount each year (Fund 01.0 only). There are two parts in the calculation: The Appropriations Limit and the Appropriations Subject to Limit. The Appropriations Limit is the maximum amount that the District can budget from tax driven revenue. (Essentially the Gann Limit). This is calculated based on previous years Gann Limit, growth/decline in FTES and an inflation factor determined by the Department of Finance. For 2020-2021, the Appropriations Limit is \$162,667,400.

The second factor, the Appropriations Subject to Limit, is how much the District has budgeted that is from tax driven revenues. This essentially is the tax driven revenue (General Apportionment, Taxes, etc.) less the budget of any unreimbursed state, court or federal mandates. For 2020-2021, the Appropriations Subject to Limit is \$124,254,039.

As long as the Appropriations Limit is more than the Appropriations Subject to Limit, the District is in compliance. For 2020-2021, there is \$38,413,361 left in the Gann Limit. This “extra” can be transferred to other Districts in the state that are over their limit. The transfer will be handled by the Chancellor’s Office.

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

**CONSENT AGENDA: FACILITIES AND FISCAL**

**RECOMMENDATION NO. 13 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

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

**13-A FUND 01.3 – GENERAL FUND - RESTRICTED**

Period: June 30, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-43,951
2000	Classified/Student Salaries	-39,068
3000	Benefits	8,505
4000	Supplies	-27,200
5000	Contract Services/Operating Exp	-49,046
6000	Sites/Buildings/Equipment	150,740
7100-7699	Other Outgo/Student Payments	20
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 Santa Monica Community College District	ACTION September 1, 2020
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

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

Commercial Warrant Register

July 2020 9040 through 9082 \$33,349,162.13

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

**RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

*Requested by: Ian Fraser, Payroll Manager*

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

Payroll Warrant Register

July 2020 C1L – Supp. 209 \$13,842,562.69

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

**RECOMMENDATION NO. 16 REISSUE PAYROLL WARRANTS**

*Requested Action: Approval/Ratification*

*Requested by: Ian Fraser, Payroll Manager*

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

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Chop, Regina M.	5909667	10/31/2018	\$ 3,000.55



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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

*Requested Action: Approval/Ratification*

*Requested by: Mitch Heskel, Dean, Educational Enterprise*

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

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

Auxiliary Operations Payments and Purchase Orders

July 2020 Covered by check & voucher numbers: 026278-026368 & 02227-02235

Bookstore Fund Payments	\$ 321,495.90
Other Auxiliary Fund Payments	\$ 20,037.66
Trust and Fiduciary Fund Payments	\$ <u>364,684.92</u>
	\$ 706,218.48

Purchase Orders issued

July 2020 \$ 144,900.00

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, Trust and Auxiliary Funds.

**RECOMMENDATION NO. 18 ORGANIZATIONAL MEMBERSHIPS**

*Requested Action: Approval/Ratification*

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
September 2020	6	\$27,057.00
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. 19 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.

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 20 PURCHASING**

*Requested Action: Approval/Ratification*

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

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

**20-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.

July 2020

\$11,379,029.88

**20-B AWARD OF COMPETITIVE CONTRACTS 2020-2021**

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

- Foundation for California Community Colleges (FCCC), Contract CB-242-18, with CED/All Phase Electric to 01/30/2023, for Lighting and Lighting Retrofit Kits
- Foundation for California Community Colleges (FCCC), Contract CB-259-18, with CED/All Phase Electric to 07/31/2023, for Lighting and Electrical Supplies

BOARD OF TRUSTEES  Santa Monica Community College District	ACTION  September 1, 2020
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

**SUBJECT:**                    **RESOLUTIONS: SUPPLEMENTAL RETIREMENT INCENTIVE PROGRAM – OTHER DISTRICT EMPLOYEES**

**SUBMITTED BY:**            Superintendent/President

**ACTION REQUESTED:**      It is recommended that the Board of Trustees adopt Resolution No. 1 concerning the Supplemental Retirement Program adopted at its meeting on June 2, 2020.

RESOLUTION NO. 1

WHEREAS, on June 2, 2020, the Board of Trustees approved a resolution indicating its intention to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to retire from District Service; and

WHEREAS, the Public Agency Retirement Services (PARS) has made available to the District a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code; and

WHEREAS, the adopted Supplemental Retirement Plans for classified employees (including confidential employees), classified management, and academic administrators (not including senior administrators) and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider,

WHEREAS, the Board of Trustees, based on the enrollments received and the cost-benefit analysis associated with them, finds that the District will achieve significant monetary savings by implementing the Supplemental Retirement Plans.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees elects to implement the Supplemental Retirement Plans.
2. The resignations/retirements of the employees set forth in Attachment 1 hereto are hereby accepted.
3. The Board of Trustees appoints the Superintendent/President or her designee to serve as the District’s Plan Administrator. The District’s Plan Administrator is authorized to execute contracts, custodial agreement facilitating the payment of contributions to the 403(b) arrangement, and other legal documents related to a trust or the plan on behalf of the District and to take whatever additional actions are necessary to maintain the District’s participation in the plan and to maintain compliance of any relevant regulations issued.

4. Phase II Systems, doing business as Public Agency Retirement Services (“PARS”) is designated as the contracted administrator of the Supplemental Retirement Plans. The Superintendent/President is authorized to execute with PARS an Agreement for Administrative Services.

Financial Analysis Summary: Post analysis reveals that the District received 33 total enrollees with a minimum net five-year savings of <\$2,331,391>, assuming all positions are replaced, and a maximum net five-year savings of 16,368,193, assuming none of the positions are replaced. To ensure continuing operations, the District projects that-16 positions will need to be restored, resulting in a projected five-year budgetary savings of approximately \$7.56 million.

MOTION MADE BY: Margaret Quiñones-Perez

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

ATTACHMENT 1  
ENROLLMENT LIST  
Santa Monica Community College District

Classified Employees

1 Arneson, Lauri  
2 Cheney, Joyce  
3 Dammer, Carolyn  
4 Daza-Whitfield, Martha  
5 Evans, Carol  
6 Fierro, Damon  
7 Fierro, Yolanda  
8 Gallegos, Antonio  
9 Gee, Cheryl  
10 Islas, Manuel  
11 Jimerson, Michael  
12 Johnson, Trena  
13 Kerce, Kathryn  
14 Lemonds, Bradley  
15 Lewis, Marcia  
16 Mark-Walker, Charles  
17 Rodriguez, Rogelio  
18 Sasaki, Karen  
19 Serikawa, James  
20 Smith, Adriene  
21 Smith, Kyle  
22 Taylor, Frank  
23 Valdez, Roland  
24 Webber-Gregg, Bronwyn

Classified Managers/Administrators

1 Hamblet, Cristina  
2 John, Joshi  
3 Moore, Cynthia

Academic Administrators

1 Adler, Eve  
2 Akins Raveling, Delores  
3 Burson, Patricia  
4 Dawson, Francis  
5 Johnson, Brenda  
6 Leblanc, Erica

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

**SUBJECT:** ADOPTION OF EDUCATION PROTECTION ACCOUNT (EPA-PROP 55, AN EXTENSION OF PROP 30) EXPENDITURE PLAN

**SUBMITTED BY:** Vice President, Business and Administration

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the plan to expend the 2019-2020 Education Protection Account (EPA) funds of \$9,818,322 on instructional salaries.

**SUMMARY:** The EPA Expenditure Plan was previously approved at the Board of Trustees meeting August 4, 2020. On August 14, 2020, the California Chancellor’s office of Community Colleges released a revised 2019-2020 P2 Apportionment Report, therefore, the expenditure plan has been revised.

Proposition 55, The California Children’s Education and Health Care Protection Act of 2016, which was an extension of Proposition 30, temporarily raises the income tax rate for upper-income-earners (over \$250,000 for single filers, over \$500,000 for joint filers, and over \$340,000 for heads of households) through 2030-2031 to fund the State’s Educational Protection Account which provides funding for local school districts and community colleges.

Under Proposition 55, Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided by the EPA have been properly disbursed and expended as required by law.

This recommendation is submitted to comply with Proposition 55 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA that our District will receive for 2019-2020, as of P2, is \$10,071,579. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2018-2019 decreased from the P2 amount of \$19,523,072 to \$19,269,815 or a decrease of \$253,257. The entire amount for 2019-2020 less the adjustment in 2018-2019 will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations and will be offset by a decrease in apportionment funding received by the State.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

**SUBJECT:** RATIFICATION OF EMERGENCY AID TO ALLAN HANCOCK COMMUNITY COLLEGE DISTRICT

**SUBMITTED BY:** Vice President, Business and Administration

**REQUESTED ACTION:** It is recommended that the Board of Trustees ratify the transfer of 100 additional Chromebooks to Allan Hancock Community College District.

**SUMMARY:** SMCCD’s proactive procurement of Chromebooks at the beginning of the pandemic places the District in a unique position as the current worldwide supply of this type of technology continues to face shortages. Because of this shortage Allan Hancock Community College reached out to the District in July to request if it could buy 225 Chromebooks for its students, faculty and staff who are facing a digital/technology divide. In August, the Board ratified the transfer of the Chromebooks and Allan Hancock Community College District reimbursed the District for the cost of the Chromebooks.

Allan Hancock quickly distributed all 225 Chromebooks and discovered that it had more students, faculty and staff who were facing a digital/technology divide than originally planned for. In mid-August. Allan Hancock contacted the District to ask for additional emergency aid in the form of 100 more Chromebooks to provide services to all of its campus community who are facing a digital divide. The Allan Hancock Community College District will reimburse Santa Monica Community College District for the cost of the Chromebooks.

MOTION MADE BY: Rob Rader

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

**SUBJECT:**                    **ACCEPTANCE OF STATE-SUPPLIED DONATION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**SUBMITTED BY:**            Vice President, Business and Administration

**REQUESTED ACTION:**    It is recommended that the Board of Trustees acknowledges receipt of the State provided donation of Personal Protective Equipment to be used for the purposes of saving lives and protecting public health and safety during the COVID-19 pandemic in accordance with the terms and conditions of the State.

**SUMMARY:**                    The State of California, through the California Governor’s Office of Emergency Services (Cal OES), has donated the following Personal Protective Equipment to the District:

PPE Item	Quantities in Single Units
Hand Sanitizer (16.9 oz)	14,400
Respirator Masks	950
Face Shields	800
Single Use Masks	1,440,000
Thermometers	50
Reusable Cloth Masks	84,000

Pursuant to the conditions identified by the State for accepting the Personal Protective Equipment the District warehouse will maintain an inventory of all donated PPE and any unused items will be remitted back to the State at the end of the pandemic.

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



BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2020

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 25**

**SUBJECT:**                    **VOTING DELEGATE FOR ACCT LEADERSHIP CONGRESS**

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

**REQUESTED ACTION:**        It is recommended that the Board of Trustees elect its voting delegates for the Annual Association of Community College Trustees (ACCT) Virtual Leadership Congress, October 5-8, 2020.

Voting Delegates:     Trustees Louise Jaffe and Barry Snell

**COMMENT:**                    Santa Monica College is entitled to two votes during the ACCT Leadership Congress. Trustees Louise Jaffe and Barry Snell are attending so he will be the voting delegate.

AMENDMENT

Motion was made by Susan Aminoff and seconded by Barry Snell to amend the original recommendation to add Trustee Louise Jaffe as a voting delegate.

STUDENT ADVISORY:    Aye

AYES:                         7

NOES:                         0

VOTE ON AMENDED RECOMMENDATION

STUDENT ADVISORY:    Aye

AYES:                         7

NOES:                         0

**INFORMATION ITEM NO. 26****SUBJECT: SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2021**

**SUMMARY:** A draft schedule of Board Trustees meetings for 2021 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 6, 2020.

Regular meetings (in bold) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally, the third Tuesday of the month is held for special meetings or workshops.

**January 19, 2021** (third Tuesday)

**July 6**

July 20 (hold)

**February 2**

February 16 (hold)

**August 3**

**March 2**

August 17

Closed Session/Superintendent's Evaluation

March 16

Winter Study Session

**September 14** (second Tuesday)

Annual Board Self-Assessment

**April 6**

April 20 (hold)

September 21 (hold)

**May 4**

May 18 (hold)

**October 5**

October 19 (hold)

**June 1**

June 15 (hold)

**November 2**

November 16 (hold)

**December 7**

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT September 1, 2020
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**XI. ANNUAL BOARD SELF-ASSESSMENT**

- Board Trustees Self-Assessment and Appraisal of College Performance
- Board of Trustees Goals and Priorities: The Board Goals and Priorities with proposed revisions for 2020-2021 were presented for review. They will be discussed at the Board Study Session on September 15, 2020 and will be submitted for approval at the regular meeting on October 6, 2020.

**XII. BOARD COMMENTS**

**XIII. ADJOURNMENT – 8:50 p.m.**

The meeting will be adjourned in memory of **Daniel Apodaca**, SMC Film Production student; **William Hugh Elliott**, a longtime instructor of SMC Emeritus; SMC Student **Ryan Wade Moore**; and **Ashton Price**, former SMC student athlete.

There will be a special meeting/Board Study Session on Tuesday, September 15, 2020 at 5 p.m. The meeting will be conducted via Zoom Webinar.

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

Board Goals and Priorities  
2019-2020

I. Educational Advancement, Quality, and Equity

1. Based on evidence, continue to implement models of support and instruction that increase student success and decrease equity gaps.
2. Continue implementation of initiatives the college has begun to meet the Visions for Success (VFS) goals that propose:
  - An increase in course completion, transfer rates, and employment in student's field of study.
  - A decrease in the number of units taken at SMC on the way to transfer.
3. Continue to support and hire a diverse and innovative faculty and staff, while seeking to increase the percentage of fulltime faculty over time.
4. Develop new programs and partnerships in the allied health sector.

II. Student Life

5. Assess and fix system/structure issues that impede positive user experience in the application, enrollment, and financial aid process.
6. Continue implementing initiatives that focus on solving barriers related to students' financial resources.
  - Improve financial literacy.
  - Support faculty adoption of Open Educational Resources (OER) and other efforts to address the high cost of course materials.
  - Support student efforts in addressing food and housing insecurity.
  - Increase financial aid.
  - Place more students in jobs on and off campus.
7. Continue support for campus resources that assist students with personal circumstances that may negatively impact student success.

III. Fiscal and Facilities

8. Provide reports for the Board that align with Board Goals, funding formula metrics, and the Vision For Success.
9. Develop a strategic vision for the future of the college that is responsive to the opportunities and risks inherent in the new funding formula as it evolves.
10. Work with allies and legislators to align funding with mission and fiscal health.

11. Continue efforts in revenue generation, cost control, and enrollment management.
12. Build and maintain a reserve sufficient to protect against anticipated and unforeseen circumstances.
13. Continue the plan to safeguard post-retirement employee benefits, and implement a plan to address increases in PERS, STRS, and other benefit obligations.
14. Update the Facilities Master Plan. Secure funding to maintain progress on all SMC security, technology infrastructure, and facilities construction projects.
15. Continue as a model of sustainability for all areas of the college.

IV. Community and Government Relationships

16. Ensure a supportive, inclusion, and collegial environment for students and staff.
17. Maintain good partnerships across systems (Cities/SMMUSD) in fulfillment of SMC's vision and mission.
18. Continue support for special programs that serve local students and increase college readiness and success. Examples:
  - Concurrent and dual enrollment
  - SMC Promise
  - Young Collegians
19. Continue strong support for Emeritus College.
20. Continue to serve the community with stellar facilities and programs, Examples:
  - Planetarium, Santa Monica Swim Center, Corsair Field,
  - Broad Stage, Barrett Art Gallery, Early Childhood Lab School, KCRW,
  - Celebrate America

*Approved by the Board of Trustees: November 5, 2019*

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

APPENDIX

PALISADES CHARTER HIGH SCHOOL 2020-2021

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as "Agreement" between Santa Monica College District (SMC) hereinafter known as "COLLEGE" and Palisades Charter High School hereinafter known as "SCHOOL DISTRICT".

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Dr. Chris Lee, Assistant Principal	310-230-7224	clee@palihigh.org

CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

CCAP AGREEMENT PROGRAM YEAR FALL 2019-SPRING 2022 - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2020-2021 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Palisades Charter High School

EDUCATIONAL PROGRAM: Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 50 per semester	TOTAL PROJECTED FTES: 5.48
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Photography	Photo 1	Fall	TBD	TBD	Steil, Rick	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Basic Photography Lab Techniques	Photo 2	Spring	TBD	TBD	Steil, Rick	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS

EDUCATIONAL PROGRAM: Computer Science

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester	TOTAL PROJECTED FTES: 5.48
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Cloud Computing	CS 79A	Fall	TBD	TBD	Staff	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS
Database Essentials in Amazon Web Services	CS 79B	Spring	TBD	TBD	Staff	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS

EDUCATIONAL PROGRAM: IGETC/Transfer Preparation

TOTAL NUMBER OF STUDENTS TO BE SERVED: 60 per semester	TOTAL PROJECTED FTES: 5.48
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Jazz Band	Music 78	Fall/Spring	TBD	TBD	Stoyanovich, Elizabeth	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Orchestra	Music 74	Fall/Spring	TBD	TBD	Stoyanovich, Elizabeth	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Fundamental of Music	Music 1	Fall	TBD	TBD	Stoyanovich, Elizabeth	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Fundamentals of Musicianship	Music 5	Spring	TBD	TBD	Stoyanovich, Elizabeth	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students; educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Photo 1	Short Course in Photography: Digital 4 <sup>th</sup> Edition	\$67.75	N/A	
Photo 2	Film Processing Handbook	\$1.25	N/A	
CS 79A	No Book Required		N/A	
CS 79B	No Book Required		N/A	
Music 1	Music Fundamentals 3 <sup>rd</sup> Edition	\$114.00	N/A	
Music 5	No Text Required		N/A	
Music 74	No Text Required		N/A	
Music 78	No Text Required		N/A	

#### FACILITIES USE

COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.



BUILDING	CLASSROOM	DAYS	HOURS
Palisades Charter HS	TBD	See days above	See hours above

2020-2021 Appendix Executed on September 1, 2020.

Santa Monica College District Board Meeting

- September 1, 2020

School District Board Meetings:

- August 25, 2020

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

APPENDIX

BEVERLY HILLS SCHOOL DISTRICT 2020-2021

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Beverly Hills School District hereinafter known as “SCHOOL DISTRICT”.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

2. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Dustin Seeman, Assistant Superintendent	(310)551-5100	dseeman@bhusd.org

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. CCAP AGREEMENT PROGRAM YEAR FALL 2019-SPRING 2022 - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2020-2021 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Beverly Hills Unified School District

EDUCATIONAL PROGRAM: Business

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester	TOTAL PROJECTED FTES: 4.14
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Principals of Marketing	Bus 20	Fall	TBD	TBD	Staff	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Understanding Money for Lifelong Success	Bus 47	Fall/Spring	TBD	TBD	Staff	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Principles of Entrepreneurship	Bus 63	Spring	TBD	TBD	Staff	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS

EDUCATIONAL PROGRAM: Media Studies- Broadcasting

TOTAL NUMBER OF STUDENTS TO BE SERVED: 70 per semester	TOTAL PROJECTED FTES: 7.25
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Broadcasting Announcing and Production	Media 13	Fall	TBD	TBD	Carey, Romeo	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Television Production	Media 46	Spring	TBD	TBD	Carey, Romeo	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS

EDUCATIONAL PROGRAM: Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester	TOTAL PROJECTED FTES: 4.14
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Photography	Photo 1	Fall	TBD	TBD	Briggs, Timothy	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Basic Photography Lab Techniques	Photo 2	Spring	TBD	TBD	Briggs, Timothy	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students; educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

5. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Business 45	Focus on Personal Finance W/Access	\$108.25		
Business 20	Marketing	\$108.25		
Business 47	Personal Finance W/Connect (Lslf)	\$108.25		
Business 63	\$100 Start Up	\$26.00		
Media 13	Broadcasting Announcing Worktext	\$95.50		
Media 20 and 21	Video Production Handbook	\$61.75		
Media 46	Video Production	\$86.75		
Photo 1	Short Course In Photography:	\$75.25		
Photo 2	No Required Textbook		N/A	

6. FACILITIES USE

a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

BUILDING	CLASSROOM	DAYS	HOURS
Beverly Hills HS	TBD	See days above	See hours above

2020-2021 Appendix Executed on September 8, 2020.

Santa Monica College District Board Meeting

- September 1, 2020

School District Board Meetings:

- September 8, 2020