



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, DECEMBER 7, 2021

Via Zoom Webinar

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

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

5 p.m. Public Meeting Convenes

Board Adjourns to Closed Session

6 p.m. Public Meeting Reconvenes

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 WEBINAR

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings.

The Zoom webinar format used by the Board of Trustees Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

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.

PUBLIC COMMENTS

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Board of Trustees meeting are requested to send an email to Recording Secretary (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 Webinar

Individuals wishing to speak directly to the Board can do so in one of several ways:

It is recommended that Individuals wishing to speak at a Board of Trustees meeting to send an email to Recording Secretary (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 Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments, Consent Agenda (indicate number/subject) or Major Items of Business (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

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 the name used to request to speak 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

- Generally, each speaker may be allowed a maximum of three minutes 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

- Generally, each speaker may be allowed a maximum of three minutes per topic for general public comments or per item in the Consent Agenda. A general public comment may concern any matter of interest to the public within the jurisdiction of the District. 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

- Generally, each speaker may be allowed a maximum of three minutes per topic 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	December 7, 2021

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, December 7, 2021. The meeting will be conducted via Zoom Webinar.

5 p.m.

I. ORGANIZATIONAL FUNCTIONS

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

The public may join the meeting via Zoom Webinar with the following information:

Please click the link below to join the webinar:

<https://cccconfer.zoom.us/j/96490163563?pwd=NIJlM0MzTU5RaWtjSnphakVJVtJOdz09>

Passcode: 887636

Or iPhone one-tap :

US: +16699006833,,96490163563#,,,,*887636# or +13462487799,,96490163563#,,,,*887636#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or

+1 301 715 8592 or +1 312 626 6799

Webinar ID: 964 9016 3563

Passcode: 887636

In the event participation in the Board of Trustees meeting reaches Zoom Webinar capacity, the meeting will be streamed live on the SMC Youtube channel

at: <https://www.youtube.com/user/4SantaMonicaCollege/videos>

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organizations: SMC Faculty Association
 CSEA Chapter 36
 SMC Police Officers Association
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)
- CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(4)). (One case)

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:

IV. SUPERINTENDENT'S REPORT

- Giving Thanks(giving)
- SMC Film Awards
- SMC Once Again Leads in Transfers to University of California

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

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

Update: Equitizing Gateway Courses

Presenters: Dr. Chanté DeLoach, Department Chair and professor of Psychology and
Dr. Tyffany Dowd, full-time counselor in Black Collegians.

IX. CONSENT AGENDA

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

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

Academic Affairs

- | | | |
|----|------------------------------------|---|
| #3 | New Courses and Degrees, Fall 2021 | 8 |
|----|------------------------------------|---|

Contracts and Consultants

- | | | |
|------|---|----|
| #4-A | Approval of Contracts and Consultants | |
| | ➤ Amendments to Previously Approved Contracts | 12 |
| #4-B | Ratification of Contracts and Consultants | |
| | <i>(Less than the amount specified in Public Contract Code Section 20651)</i> | |
| | ➤ Previously Approved Contracts | 13 |
| | ➤ New Contracts | 14 |

Human Resources

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#18	Authorization of Signatures to Approve Invoices, 2021-2022	29
#19	Award of Purchase Orders	30

- X. CONSENT AGENDA** – Pulled Recommendations
*Recommendations pulled from the Section VIII. Consent Agenda to be discussed and voted separately.
Depending on time constraints, these items might be carried over to another meeting.*

XI. MAJOR ITEMS OF BUSINESS

#20	Resolution in Recognition of Laurel Rosen, Santa Monica Chamber of Commerce President and Chief Executive Officer	31
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XII. INFORMATION

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XIV. BOARD COMMENTS AND REQUESTS

XV. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 18, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 7, 2021

IX. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#19.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

X. 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. 1 APPROVAL OF MINUTES

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

[November 2, 2021 \(Regular Meeting\)](#)

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

Requested Action: Approval

Reviewed by: Robert M. Myers, Campus Counsel

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 7, 2021

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 3 NEW COURSES AND DEGREES, FALL 2021

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

Approved by: Bradley Lane, Vice-President, Academic Affairs

New Courses

CS 76A Cryptocurrency and Cryptoassets

This course will cover the basic properties of cryptocurrencies and the underlying blockchain technology. Students will learn the origins of cryptocurrencies, how cryptocurrencies work as well as real world practical applications of cryptocurrencies. This course provides a broad overview of technologies required to purchase, store, and mine cryptocurrencies. Students will learn how blockchain is being used to support cryptocurrencies and the advantages blockchain provides. Students will also gain an understanding of the various cryptoassets such as the various coin, tokens and crypto collectibles.

CS 76B Fundamentals of Blockchain

This course covers Blockchain fundamentals including such topics as advantages and disadvantages of Blockchain, decentralized application design, different types of Blockchains and use cases for Blockchain adoption. In this course, we will study basic algorithms and data structures used to build Blockchains. Including such topics as how to store a transaction in a block, nodes used to maintain consensus, and mining.

CS 84A Google IT Support Fundamentals I

This course is the first of a three course series that aims to prepare students for a role as an entry-level IT Support Specialist. In this course, students will be introduced to different facets of Information Technology. Topics covered include computer hardware and software, the Internet, computer networking, modern networking technologies, protocols, and troubleshooting. Students will learn the Five Layer Network Model consisting of Physical, Data Link, Network, Transport, and Application and how network devices communicate.

CS 84B Google IT Support Fundamentals II

This course is the second in a three course series that aims to prepare students for a role as an entry-level IT Support Specialist. In this course, students will learn the main components of an operating system via hands-on labs in Linux and Windows that practice critical administrative tasks to manage software, organize user accounts and configure hardware devices. Students will learn about the infrastructure services that keep all organizations, big and small, up and running. Students will be introduced to the typical cloud infrastructure that manages cloud resources and learn various tools and techniques that can help to recover an organization's IT infrastructure in the event of a failure or disaster.

CS 84C Google IT Support Fundamentals III

This course is the third course in a three course series that aims to prepare students for a role as an entry-level IT Support Specialist. In this course, students learn a wide variety of IT security concepts, tools, and best practices. Common threats and attacks are described along with methods for reducing potential vulnerabilities. Encryption algorithms are discussed along with how they can be used to safeguard data. Students also learn network security solutions, ranging from firewalls to Wi-Fi encryption options and how to integrate a culture of security into an organization.

ECE 922 Reflective Parenting with Exceptional Children

In this experiential learning course, parents will consider child development and reflective parenting principles and apply them to parenting children with exceptional abilities and needs. Parents will learn about reflective practices and mindfulness and consider how they support positive parent-child interactions. Parents will examine parent and child rights, the IFSP and IEP process, decision-making, therapy options, accessing community supports and services, and advocacy, through a reflective lens. The course offers parents a forum to discuss the emotional aspects of parenting a child with exceptionalities and share resources. The skills learned in this class promote positive parenting attitudes and healthy parent-child relationships.

ETH ST 1 Introduction to Ethnic Studies

Ethnic Studies is the critical and interdisciplinary study of race, ethnicity, and indigeneity with a focus on the experiences and perspectives of Native Americans, African Americans, Asian Americans, Latina/o/x Americans, and other people of color within and beyond the United States. This course explores key theories, scholarly works, and ideas that have formed the basis of the broad multidisciplinary field of Ethnic Studies. Various perspectives are examined to discover the ways in which race and racism have been, and continue to be, powerful social, cultural and political forces, and their connections to other axes of stratification including gender, class, sexuality and legal status. This course examines the effects of institutional racism, coloniality, marginalization, socio-economic and political discrimination, and ethnocentrism on American ethnic and racial groups.

HUMDEV E55 BrainFlex

This course helps older adults who have sustained an acquired brain injury maintain or improve their functional cognition through individualized feedback offered in a group setting. Emphasis will be placed on maintenance of skills such as memory, verbal reasoning, and attention span. Participation in this class allows adults to develop compensatory techniques so that they can maintain their independence and safely participate in home and community tasks that promote self-reliance and active decision making.

KIN PE 29B Intermediate Pilates

This course is an intermediate level Pilates class, building on the Basic/Essential Pilates level and applying the principles to an intermediate Matwork class. Students will be introduced to more challenging variations of the 30 Basic Exercises and new intermediate exercises

KIN PE 29C Advanced Pilates

This course is an advanced level Pilates class. Students will build on the intermediate level exercises and move into the full Pilates Advanced Repertoire.

TH ART E20 Improvisation

This course encourages older adults to awaken their childhood by introducing them to the fundamentals of theatre improvisation. Students will joyfully explore essential improvisation performance techniques like spontaneity, creating an environment, character development, and structuring a scene. Build community with classmates through exercises, games, and group activities while having fun developing transferable life skills like quick-thinking, playfulness, imagination, and self-discovery. No improv experience necessary.

Substantial Course Changes

DESIGN 24 Web Design 1 (Formerly GR DES 65)

DESIGN 34 Web Design 2 (Formerly GR DES 66)

DESIGN 44 Web Design 3 (Formerly GR DES 67)

Distance Education

CS 76A Cryptocurrency and Cryptoassets
CS 76B Fundamentals of Blockchain
CS 84A Google IT Support Fundamentals I
CS 84B Google IT Support Fundamentals II
CS 84C Google IT Support Fundamentals III
ECE 922 Reflective Parenting with Exceptional Children
ETH ST 1 Introduction to Ethnic Studies
GEOL 9/GEOG 9 Climate Change
HUMDEV E55 BrainFlex
KIN PE 29B Intermediate Pilates
KIN PE 29C Advanced Pilates
SOCIO 32 Asian Americans In Contemporary Society
TH ART E20 Improvisation
WGS 20 Gender, Feminisms, and Social Movements: A Global Approach

Emergency Distance Education to Fully Online

DANCE 77 Navigating Careers in Dance
FRENCH 1 Elementary French I
FRENCH 2 Elementary French II
FRENCH 3 Intermediate French I
FRENCH 4 Intermediate French II
KOREAN 1 Elementary Korean I
KOREAN 2 Elementary Korean II
KOREAN 3 Intermediate Korean I
KOREAN 4 Intermediate Korean 2
MATH 2 Precalculus
MATH 3 Trigonometry with Applications
MATH 4 College Algebra for STEM Majors
SPAN 11 Spanish for Heritage Speakers I

Global Citizenship

ASL 1 American Sign Language 1
ASL 2 American Sign Language 2
GEOL 9/GEOG 9 Climate Change

New Programs

Blockchain Developer Certificate of Achievement

In this certificate, students study the world of blockchain technology and the promise it holds. Blockchain has always been synonymous with cryptocurrency, but its applications go far beyond financial transactions. Companies in every industry are finding value in understanding how to apply blockchain-based solutions to solve problems. Students will learn how cryptocurrencies, like Bitcoin, make use of the blockchain to facilitate peer-to-peer digital transactions. Students will identify the problems blockchain technologies aim to solve as well as learn its underlying ability to facilitate a marketplace without traditional intermediaries, promoting widespread, transformational change. Students will design and code decentralized blockchain applications.

Elementary Teacher Education Associate in Arts for Transfer (AA-T)

The Associate in Arts in Elementary Teacher Education for Transfer is intended for students who plan to transfer and complete a Liberal Studies degree and / or a Multiple Subject Teaching Credential to prepare them for elementary school teaching. Successful completion of the AA-T in Elementary Teacher Education satisfies lower-division preparation for a degree in Liberal Studies. The Associate in Arts in Elementary Teacher Education is geared towards students who plan to transfer to a bachelor's degree in Integrated Teacher Education, Liberal Studies or a similar major. Students who seek to become teachers in primary, secondary, bilingual, or special education will find this as one possible pathway. This pathway focuses on building the knowledge, skills, and hopefully the disposition that prepare professionals to work with children grades TK to twelve. In this program, students will learn how to promote healthy development and learning in individually, culturally, and linguistically responsive ways.

Elementary Teacher Education Certificate of Achievement

The cross-disciplinary courses that are part of this certificate serve as an introduction to the field of teaching. Courses seek to inspire and prepare future educators to teach in urban classrooms, to learn essential professional knowledge including professional teaching standards and ethics, to conduct fieldwork in order to learn how to meet the diverse needs of students and roles of the teacher, and to gain a foundation of knowledge across some of the disciplines that will be necessary for teaching elementary students. Students also develop critical reading, writing, and thinking skills that are pertinent to working in the era of standards-based classroom instruction.

Home Health Aide Pre-Certification Program Noncredit Certificate of Competency

The Home Health Aide Pre-Certification Program is consistent with SMC's Mission to assist students in the development of skills needed to succeed in college and prepare for a career as a certified home health aide. The 54-hour curriculum prepares students to build upon the knowledge, skills and abilities of a nurse assistant to work as entry level home health aides caring for patients in home health and hospice settings. The courses consist of 5 lecture and 5 lab modules as required by the California Department of Public Health which focus on essential aspects of patient care, such as medical and social needs of people being served in the home setting.

Nurse Assistant Pre-Certification Training Program Noncredit Certificate of Competency

The Nurse Assistant Pre-Certification Program is consistent with SMC's Mission to assist students in the development of skills needed to succeed in college and prepare for a career as a certified nurse assistant and home health aide. The 180-hour curriculum prepares students to achieve the knowledge, skills and abilities essential to work as entry level nurse assistants caring for patients in hospitals, assisted living, and long-term care settings. The courses consist of 17 lecture and 17 lab modules as required by the California Department of Public Health which focus on essential aspects of patient care, such as patients' rights, body mechanics, taking vital signs, rehabilitative nursing, and more.

QuickBooks Virtual Enterprise Certificate of Achievement

The QuickBooks Virtual Enterprise certificate prepares students with specific skills to become QuickBooks ProAdvisor. This program provides students with the skill set to support small businesses with the setup and customization of their QuickBooks to meet the company's needs, train company employees on how to use the QuickBooks features, and provide assistance with small routine bookkeeping tasks.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	iHeartMedia KIIS 102.7 FM Radio	2021-2022 Not to exceed \$263,000 Increase of \$106,000 toward enrollment recovery efforts: event participation and add two DJ influencers	Radio, digital and event advertising and internet/text messaging for student recruitment	2021-2022 \$30,000 from Marketing Budget \$76,000 from Retention and Enrollment Outreach funds
2	Univision	2021-2022 Not to exceed \$216,000 Increase of \$10,000 toward enrollment recovery efforts: add one influencer	Radio and digital advertising and internet/text messaging for student recruitment.	2021-2022 Marketing Budget \$10,000 from Retention and Enrollment Outreach funds
3	Google/Youtube, Spotify, Facebook/ Instagram, Flickr, Snapchat, TikTok, NextDoor, Pinterest and related social media channels.	2021-2022 Not to exceed \$250,000 Increase of \$124,000 toward enrollment recovery efforts: increase targeted ads, for local and international outreach	Web advertising (search) for student recruitment. To be split among social media channels	2021-2022 \$24,000 Web & Social Media Budget \$100,000 from Retention and Enrollment Outreach funds
4	Loma Media	2021-2022 Year 2 contract not to exceed \$67,146 Increase of \$30,000 for year 2 only, for the creation of additional, 1- to 2-minute videos that feature students for recruitment and marketing efforts	Loma is in year 2 of a 3-year contract for Commencement Live Streaming & Filming graduation commencement speaker video recordings, live webcast services, and seven student profile videos, for marketing and campus promotion purposes.	2021-2022 Community & Academic Relations \$30,000 from Retention and Enrollment Outreach funds
<p><i>Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i> Comment: The Board of Trustees is accepting a grant from the Chancellor's Office in the amount of \$1,197,632 (see Recommendation No. 10-B) in restricted funds for purposes of retention and enrollment outreach. The above contract amendments designate the use of \$216,000 of these restricted funds and additionally designate the use of \$54,000 of funds previously approved in the adopted budget at the September 14, 2021 meeting.</p>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 7, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ PREVIOUSLY APPROVED CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
1 Susan L. Wampler Communications	2021-2022 Increase by \$3,000 Originally approved June 1, 2021 for an amount not to exceed \$9,000, amended total: \$12,000	Consultant will provide copyediting and writing support for features, profiles, and brochures to be used across a number of communication channels for enrollment, brand management and marketing of college programs.	Public Affairs, District Budget (100%)
2 Diane Krieger Communications LLC	2021-2022 Increase by \$3,000 Originally approved June 1, 2021 for an amount not to exceed \$17,950, amended total: \$20,950 Note: Consultant's annual PO for 2021-2022 was split into two separate portions: \$10,000 specifically to assist SMC and Emergency Operations Team with Covid-related education and reopening communications; and \$7,950 for regular feature writing assistance. This increase is requested as an addition to the <i>non-Covid related</i> \$7,950.	Consultant with vast PR and feature writing experience will provide support in developing PR and marketing communications collateral including feature articles and brochures for a student, donor and community audience.	Public Affairs, District Budget (100%)
<i>Requested by: Grace Smith, Public Information Officer</i> <i>Approved by: Dr. Kathryn E. Jeffery, Superintendent/President</i>			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 7, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
3	Forensic Analytical Consulting Services, Inc.	November 15, 2021 – January 15, 2022 Not to exceed \$7,500	To ensure the safety of the campus community, the District will procure the services of Forensic Analytical Consulting Services, Inc to assess the ventilation of District facilities. This project consists of two parts: 1) A Survey and preliminary assessment of ventilation systems in college facilities and 2) Based on this assessment, a plan will be developed to physically test some or all HVAC systems to ensure the District meets or exceeds current COVID-19 safety recommendations. This recommendation is to accomplish part one of the project.	Restricted General Fund – HEERF

Requested by: Daniel Phillips, Director, Safety and Risk Management

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

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

EFFECTIVE DATE

ELECTION

ADJUNCT FACULTY

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

SEPARATIONS

RESIGNATION

Curtis, Deborah, Health Sciences

12/21/2021

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

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 POSITION</u>	<u>EFFECTIVE DATE</u>
Associate Programmer Analyst (1 position) Information Technology, 12 months, 40 Hours	12/08/2021
Grounds Worker (1 position) Grounds, 12 months, 40 hours, Varied Hours	12/08/2021
Outreach & Recruitment Specialist-Bilingual (1 position) Outreach & Onboarding, 12 months, 40 hours, Varied Hours	12/08/2021
Outreach & Recruitment Specialist (2 positions) Outreach & Onboarding, 12 months, 40 hours, Varied Hours	12/08/2021
Personnel Analyst (1 position) Personnel Commission, 12 months, 40 hours	12/08/2021
<u>ABOLISH POSITION</u>	
Grounds Worker (1 position) Grounds, 12 months, 40 hours	12/08/2021
Program Specialist- Bilingual (1 position) Outreach & Onboarding, 12 months, 40 hours, Varied Hours	12/08/2021
<u>NEW CLASSIFICATION</u>	
Human Resources Analyst - Operations Classified Employee Salary Schedule, Range 51	
<u>Position Reclassification</u>	
Delia Padilla From: Human Resources Technician, Classified Employee Salary Schedule Range 38 To: Human Resources Analyst - Operations, Classified Employee Salary Schedule, Range 51	12/08/2021
<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	
Augustine, Dominique, Custodian, Operations (Step C)	12/01/2021
Bautista Carrasco, Jorge, Custodian, Operations (Step B)	12/01/2021
Biggers, Leisa, Director of Human Resources (Step D)	01/10/2022
Covarrubias, Elise, Financial Aid Systems Specialist (Step C)	01/04/2022

PROMOTION

Haro, Irma 12/08/2021
 From: Accounting Manager, Fiscal Services
 To: Controller, Fiscal Services

Robinson, Rhonda 11/16/2021
 From: Enterprise Business Services Specialist, Bursar's Office
 To: Payroll Specialist, Payroll Department

REINSTATEMENT

Plascencia, Omar, Electrician, Maintenance 11/16/2021

RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENT

LaToya Hightower 11/29/202 -/31/2022
 From: Student Services Clerk
 To: International Student Services Specialist
 Percentage: More than 50%

TEMPORARY ASSIGNMENT- LIMITED TERM/SUBSTITUTE

Valentine, Angela 11/01/2021 to 01/31/2022
 From: Disabled Student Services Assistant, DSC
 To: Administrative Assistant I, Career Services
 Percentage: More than 50%

Thomas, Sharon 09/20/2021 to 10/29/2021
 From: Administrative Assistant II 10/30/2021 to 12/31/2021*
 To: Class Scheduling Specialist
 Percentage: More than 50%
 *extension of working out of class assignment

CSEA EDUCATIONAL PAY DIFFERENTIAL

Gutierrez, Gustavo, Grounds Worker	.75%	12/01/2021
Ly, Philoon, Audio/Visual Equipment Technician	.75%	12/01/2021
Ly, Philoon, Audio/Visual Equipment Technician	.75%	12/01/2021

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Benavides, Jennifer 01/01/2022 - 04/30/2022
 From: Instructional Assistant- Learning Disabilities, DSC, 11 months, 40 hours
 To: Instructional Assistant- Learning Disabilities, DSC, 11 months, 30 hours

SEPARATIONLAST DAY OF PAID SERVICERETIREMENT

Morris, Teresa, International Student Services Specialist (23 years) 11/15/2021

RESIGNATION

Morley, Sheldon, Administrative Assistant II, Campus Events 12/31/2021

DECEASED

Young, Chris, Academic Records Evaluator, Admissions & Records 12/14/2021

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

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.

ELECTIONS

EFFECTIVE DATE

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

Coleman, Dareyl, Health Assistant, Health Services

From: 08/24/2021-11/30/2021

To: 08/24/2021-02/28/2022

Freeman, Alexes M., Athletics Trainer, Athletics 11/06/2021-12/19/2021

Hernandez, Ileana, Web Services Coordinator, Web & Social Media 11/09/2021-06/30/2022

Hamblet, Cristina, Student Services Assistant, Health Services

From: 09/16/2021-11/30/2021

To: 09/16/2021-01/31/2022

Heskin, Alyssa, Case Management Coordinator, Care & Prevention Team

From: 08/27/2021-11/23/2021

To: 08/27/2021-02/28/2022

Jovel, Natalie, Student Services Assistant, Student Success & Support

From: 10/11/2021-02/28/2022

To: 10/11/2021-11/08/2021

Mark-Walker, Charles, Graphics Designer, Marketing 11/04/2021-06/30/2022

Salgueiro, Jorge, Health Assistant, Health Services

From: 10/11/2021-11/30/2021

To: 10/11/2021-02/28/2022

Tuller, Susan F., Events Assistant, SMC Performing Arts 12/03/2021-06/30/2022

Van Hemelrijck, Erin, Health Assistant, Health Services

From: 10/22/2021-11/30/2021

To: 10/22/2021-02/28/2022

Velasquez, Ana, Health Assistant, Health Services

From: 09/24/2021-11/30/2021

To: 09/24/2021-02/28/2022

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

Webber-Gregg, Bronwyn, Administrative Assistant II, Health Sciences

From: 08/24/2021-11/30/2021

To: 08/24/2021-02/28/2022

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)	13
College Work-Study Student Assistant, \$15.00/hour (FWS)	5

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

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

9-A AWARD OF BID – SMC DRESCHER HALL CENTRAL PLANT CONNECTION

It is recommended that the Board of Trustees award the contract to A&B Construction, Inc., the lowest responsible and responsive bidder for the SMC Drescher Hall Central Plant Connection project.

<u>Bidder</u>	<u>Amount</u>
A&B Construction, Inc.	\$ 792,000
Waisman Construction	\$1,197,000

Finding Source: Measure V

Comment: The SMC Drescher Hall Central Plant Connection project consists of connecting Drescher Hall to the campus wide chilled water loop. The project also includes the removal of the existing chillers on the roof that are not functional.

Three bidders attended the mandatory job walk and two bids were received.

9-B AMENDMENT TO AGREEMENT FOR ARCHITECT SERVICES – SSB SHADE STRUCTURE

Amendment No. 1 – SVA Architects for the Student Services Building's new SHADE STRUCTURE in the amount of not to exceed \$5,280.

Original Contract Amount	\$ 68,000
Amendment No. 1	<u>\$ 5,280</u>
Total	\$ 73,280

Total Amendment No. 1 represents 7.76% of the original contract.

Funding Source Bond Funds (Measure V)

Comment: Amendment No. 1 provides for architectural/electrical engineering with the addition of exterior lighting for the Shade Structure.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 **FACILITIES** *(continued)*

9-C BULK SAMPLING FOR ASBESTOS AND LEAD

- (1) Environmental Services with Ellis Environmental in the amount of \$1,272.40 for bulk sampling of asbestos and lead at exterior of ESL trailer in preparation for painting.
- (2) Environmental Services with Ellis Environmental in the amount of \$2,132.40 for bulk sampling of asbestos and lead in Cayton Center Basement in preparation for renovation.

Funding Source: General Fund/Auxiliary

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Bradley Lane, Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: HSI STEM and Articulation Program: Engage, Succeed, Advance in Science, Technology, Engineering and Math (ESA STEM)

Granting Agency: U.S. Department of Education

Augmentation Amount: \$974,483 Year 1 (Total Estimated Award for 5 years: \$4,944,951)

Matching Funds: Not applicable

Performance Period: October 1, 2021 – September 30, 2026 (5 Years)

Summary: Santa Monica College (SMC) received a five-year grant from the U.S. Department of Education totaling nearly \$5 million (\$4,944,951) to expand its efforts to provide high quality STEM-based instructional and student support services to students interested in STEM degrees and careers. The purpose of ESA-STEM is to increase the number of Hispanic and other low-income community college students who pursue, graduate, and transfer to a baccalaureate program in a STEM discipline. The program will work to increase enrollment, improve student success, and strengthen articulation and transfer in STEM through activities including the following: outreach events, STEM Makerspace Programming, URM speakers for STEM-focused events, expansion of supplemental Instruction to critical STEM Courses, establish application-based STEM Program, “Maximizing Achievement in STEM” (i.e. MAS) targeting underrepresented STEM students. Funds will also be used to increase work-based learning experiences related to STEM and by increasing articulation agreements for STEM courses in new and emerging STEM majors at SMC.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8100	Federal	\$ 974,483
Expenditures		
1000	Academic Salaries	\$ 431,823
2000	Non-Academic Salaries	\$ 319,948
3000	Employee Benefits	\$ 136,863
4000	Supplies & Materials	\$ 6,750
5000	Other Operating Expenditures	\$ 79,099
6000	Capital Outlay	0
7300	Other Outgo/Indirect	0
7600	Student Aid	0
Total		\$ 974,483

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant:	Student Retention and Enrollment Outreach
Granting Agency:	California Community College Chancellor's Office
Augmentation Amount:	\$1,197,632
Matching Funds:	Not Applicable
Performance Period:	October 1, 2021 with no specified end date, encourage rapid disbursement
Summary:	<p>To support districts with their student retention and enrollment outreach efforts, the 2021-22 budget provides additional funding as an extension of Senate Bill 85.</p> <p>Since the beginning of the pandemic, enrollment statewide has declined significantly. The District's efforts would be focusing on the populations with the steepest declines and pair them with student supports that look to address their specific needs. Funds would be used to retain current students and re-engage former community college students that may have withdrawn from college due to the impacts of COVID-19. High touch, personalized contacts with target populations through the use of phone banks, student ambassador programs and other strategies would be at the center of outreach efforts. District outreach and marketing activities would be coordinated and aligned with statewide enrollment campaign efforts led by the Chancellors Office.</p>

Budget Augmentation:

Revenue		
8600	State	\$1,197,632
Expenditures		
1000	Academic Salaries	\$42,840
2000	Non-Academic Salaries	\$372,900
3000	Employee Benefits	\$45,310
4000	Supplies & Materials	0
5000	Other Operating Expenditures	\$696,582
6000	Capital Outlay	\$40,000
7000	Direct Aid to Students	0
Total		\$1,197,632

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-C ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Mental Health Services Support Allocations
Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
Augmentation Amount: \$478,660
Matching Funds: N/A
Performance Period: November 9, 2021 – June 30, 2022
Summary: Senate Bill 129 (Budget Act of 2021) includes \$30M in ongoing local assistance funds to support expanding mental health services available to California community college students. These funds will provide students access to mental health services and allow colleges to develop long-term plans to continue services post-pandemic.
Santa Monica College was awarded \$478,660 in funding. The Center for Wellness and Wellbeing will use these funds to expand clinical services in the form of intervention, outreach and awareness. The Center plans to bring on board additional part-time licensed and unlicensed clinicians for satellite campuses and provide special programs in addition to building our Active Minds student chapter.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$478,660
	Expenditures	
	1000 Academic Salaries	\$307,782
	2000 Non-Academic Salaries	0
	3000 Employee Benefits	\$104,624
	4000 Supplies & Materials	\$ 10,000
	5000 Other Operating Expenditures	\$ 56,254
	6000 Capital Outlay	0
	7600 Student Aid	0
	Total	\$478,660

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-D ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Basic Needs Centers and Staffing Support Allocations
Granting Agency: California Community Colleges Chancellor's Office
Augmentation Amount: \$399,466
Matching Funds: Not Applicable
Performance Period: November 9, 2021 to June 30, 2022
Summary: Senate Bill 129 (Budget Act of 2021) requires each California community college campus to establish and/or expand a Basic Needs Center and designate at least one staff person as the Basic Needs Coordinator to provide holistic, comprehensive basic needs services and resources to students to support their successful matriculation through the California community colleges system and beyond.
The Basic Needs Center is intended to be a one-stop, single location and point of contact for students to access and gain awareness of basic needs services and resources more easily. Funds will be used to build on Santa Monica College's current Basic Needs Center infrastructure by hiring basic needs staff to provide wraparound support to students. Support services which include outreach, workshops, and advocacy in addition to food and other essential basic needs items.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$399,466
	Expenditures	
	1000 Academic Salaries	\$228,027
	2000 Non-Academic Salaries	\$76,800
	3000 Employee Benefits	\$85,261
	4000 Supplies & Materials	\$8,378
	5000 Other Operating Expenditures	\$1,000
	6000 Capital Outlay	0
	7300 Other Outgo/Indirect	0
	7600 Student Aid	0
	Total	\$ 399,466

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET TRANSFERS

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: October 1 through 31, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	12,000
2000	Classified/Student Salaries	113,285
3000	Benefits	0
4000	Supplies	13,552
5000	Contract Services/Operating Exp	483,004
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-621,841
Net Total:		0

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: October 1 through 31, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	159,195
2000	Classified/Student Salaries	132,586
3000	Benefits	-94,044
4000	Supplies	-1,431
5000	Contract Services/Operating Exp	-232,814
6000	Sites/Buildings/Equipment	36,508
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 **BUDGET TRANSFERS** *(continued)*

11-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: October 1 through 31, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	1,850,000
6000	Sites/Buildings/Equipment	-1,850,000
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	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER

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

Requested Action: Approval/Ratification

Commercial Warrant Register

October 2021 283720 through 314278

ACH Numbers

October 2021 37688 through 40850

Total \$16,677,634.32

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

RECOMMENDATION NO. 13 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

Payroll Warrant Register

October 2021 C1C – C2D \$12,676,289.40

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 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

Auxiliary Operations Payments and Purchase Orders

October 2021 Covered by check & voucher numbers: 027983-028145 & 02710-02719

Bookstore Fund Payments	\$ 442,332.42
Other Auxiliary Fund Payments	\$ 26,169.62
Trust and Fiduciary Fund Payments	<u>\$ 432,298.31</u>
	\$ 900,800.35

Purchase Orders issued

October 2021 \$ 34,075.89

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

RECOMMENDATION NO.15 REISSUE COMMERCIAL WARRANTS

Requested by: Mitchell Heskel, Dean Education Enterprise

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

Requested Action: Approval/Ratification

Warrants not presented to the Los Angeles 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>
Kantar, Yusuf	24933221	11/15/18	\$ 19.00
Zainali, Parvane Bayawa	24933470	11/15/18	\$414.00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 ORGANIZATIONAL MEMBERSHIPS

Requested Action: Approval/Ratification

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
December 2021	2	\$450

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
December 2021	1	\$100

Funding Sources: Restricted Fund, Fund 01.3

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. 17 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification

*Requested by: Scott Silverman, Interim Dean, Noncredit and External Programs
Patricia Ramos, Dean, Academic Affairs*

Approved by: Bradley Lane, Vice-President of Academic Affairs

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

RECOMMENDATION NO. 18 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2021-2022

Requested Action: Approval/Ratification

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

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

Name/Title
Leisa Biggers, Director of Human Resources

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	December 7, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PURCHASING

Requested Action: Approval/Ratification

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

19-A AWARD OF PURCHASE ORDERS

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

October 2021

\$31,782,881.59

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **RESOLUTION IN RECOGNITION OF LAUREL ROSEN, SANTA MONICA CHAMBER OF COMMERCE PRESIDENT AND CHIEF EXECUTIVE OFFICER**

SUBMITTED BY: Superintendent/President

Whereas, Laurel Rosen has served as the Santa Monica Chamber of Commerce Board of Directors for 23 years and served as the Chamber's President and Chief Executive Officer for 14 years.

Whereas, Laurel Rosen has been committed to Santa Monica's economic vitality and community wellbeing.

Whereas, Laurel Rosen has been passionate about the role the Chamber plays in serving the beautiful Santa Monica community and is praised for being among the most active leaders in the community.

Whereas, Laurel Rosen achievements include: Collaborating with the City of Santa Monica to create the Santa Monica Alliance whose mission is to attract, retain and grow business in Santa Monica; Creating the Organization of Women Leaders (OWL) focused on supporting women in leadership; Working with the city's Commission on the Status of Women to produce the International Women's Day event; and developing a slate of annual city-wide events, including the State of the City, Sustainable Quality Awards, New Heroes Celebration, Buy Local Health and Fitness Expo, among many others.

Whereas, Laurel Rosen established the Santa Monica Chamber Foundation in 2010 to promote economic development through education. The foundation supports the annual Career Day at Santa Monica High School. In partnership with SMC, it supports the NextGen Leadership Program for students of color.

Whereas, Laurel Rosen has announced that she will be retiring as the Chamber's President and CEO within the next several months.

Therefore, be it resolved that the Santa Monica Community College District Board of Trustees acknowledge, commend and honor Laurel Rosen for her dedicated commitment and service to the Chamber of Commerce and the Santa Monica Community.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 7, 2021

INFORMATION ITEM NO. 21

SUBJECT: **MARKETING AND ENROLLMENT STRATEGIES**

SUBMITTED BY: Vice-President, Enrollment Development
Senior Director, Government Relations/Institutional Communications

SUMMARY: The enrollment landscape has been challenging for several years with the decline in high school graduates, as well as declines in international student enrollment in the United States. The strong economy prior to the onset of the pandemic also negatively impacted college going rates nationwide. Since the beginning of the pandemic, enrollment statewide has declined significantly, especially among Native American/Alaskan Native, Black/African American and Latinx students. At Santa Monica College the steepest declines have been seen in African American and Latinx students (especially AB 540 students) and international students.

Senate Bill 85 amended the Budget Act of 2020 by adding \$121.1 million in one-time local assistance funds that provide funding for immediate COVID-19 response and relief efforts where California community college and students need it most, while making investments for an equitable, inclusive and broad-based economic recovery. This included funds to support efforts to bolster CCC student retention rates and enrollment, which is submitted to the Board of Trustees for approval (Consent Agenda Item No. 10-B) in this agenda. These funds are focused on efforts to re-engage former students and retain current students and are focused on the populations with the steepest declines.

As provided in the guidance from the Chancellor's Office, high touch, personalized contacts with target populations through the use of phone banks, student ambassador programs and other strategies should be at the center of outreach efforts. All college outreach and marketing activities should be coordinated and aligned with statewide enrollment campaign efforts led by the Chancellor's Office and connected to the Immediate Action Budget Package. The Chancellor's Office will develop marketing assets that can be customized by colleges, conduct research on messaging that will be shared with colleges and will keep colleges informed on the scope of statewide advertising and outreach activities, including media buying plans.

SMC has been engaged in aggressive outreach and marketing campaigns for many years and throughout the pandemic has pivoted to address the changing landscape. These additional resources will enable the college to implement enhanced marketing and outreach strategies. Additionally, the Strategic Enrollment Management Team, which includes representatives from throughout the college, has been working on a five-year strategic enrollment plan for over a year and the final plan is scheduled to be completed this spring.

Teresita Rodriguez, Vice President of Enrollment Development, Don Girard, Senior Director of Government Relations/Institutional Communication, Pressian Nicolov, Dean of International Education and Jose Hernandez, Interim Associate Dean of Outreach, Onboarding and Student Engagement will provide highlights of outreach and marketing efforts designed to address enrollment challenges.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: **RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT TO ACCEPT AND ASSUME ALL RIGHT, TITLE, AND INTEREST TO THE REAL PROPERTY DESCRIBED HEREIN**

SUBMITTED BY: Superintendent/President

WHEREAS, on July 31, 2020, the Santa Monica College Community College District (“District” or “SMC”) notified the Santa Monica-Malibu Unified School District (“SMMUSD”) that SMMUSD was still the recorded fee simple owner of SMC’s Parking Lot 5; and

WHEREAS, SMC requested conveyance of the real property of Parking Lot 5 to SMC based on facts that the property was conveyed in 1962 at the time that SMMUSD and SMC were a single entity and that the property should have been conveyed to SMC at the time of legal separation of SMMUSD and SMC in 1970; and

WHEREAS, SMMUSD and SMC cooperated to retrieve and analyze documents relevant to the history of the property and the plan for separation of SMMUSD and SMC; and

WHEREAS, on August 12, 2021, by unanimous vote, the Board of Education of SMMUSD adopted Resolution No. 21-03, determining that, based on the total record, including SMC’s continuous use of the property since its original conveyance in 1962, the property should have been conveyed to SMC at the time of separation and that not doing so was an oversight; and

WHEREAS, SMMUSD consulted with the Los Angeles County Committee on School District Organization (“County Committee”) who indicated their belief that the property should have been transferred to SMC and that the County Committee did not object to the proposed conveyance; and

WHEREAS, the California Department of Education confirmed that it did not object to the proposed transfer of the property to SMC; and

WHEREAS, SMMUSD has provided SMC with a signed and notarized Quitclaim Deed for Lot 5; and

WHEREAS, Government Code Section 27281 requires that deeds conveying an interest in real property to a governmental agency for public purposes may be accepted for recordation only with the consent of the agency evidenced by a resolution; and

WHEREAS, in order to accept title to any real property interest, the Santa Monica Community College District must authorize acceptance and recordation of title with the Los Angeles County Registrar-Recorder; and

WHEREAS, the Santa Monica Community College District consents to and accepts all rights, title and interest to the real property described herein and authorizes recordation of title with the Los Angeles County Registrar-Recorder.

NOW, THEREFORE, THE SANTA MONICA COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The above recitations are true and correct.

SECTION 2. In accordance with California Government Code Section 27281, the Santa Monica Community College District hereby accepts and assumes all right, title and interest to that certain real property commonly known as Parking Lot 5 and described as follows:

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SANTA MONICA, IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

PARCEL 1:

THAT PORTION OF LOT 16 IN BLOCK 46, EAST SANTA MONICA TRACT, IN THE CITY OF SANTA MONICA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 17, PAGES 95 TO 98 INCLUSIVE OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF SAID LOT 16 BEING ON THE SOUTHEASTERLY LINE OF PEARL STREET, 70 FEET WIDE; THENCE NORTHEASTERLY ALONG THE NORTHWESTERLY LINE OF SAID LOT 16 AND SAID LINE OF PEARL STREET 240.85 FEET, MORE OR LESS, TO A POINT, SAID POINT BEING SOUTHWESTERLY 10 FEET, MEASURED AT RIGHT ANGLES, FROM THE SOUTHWESTERLY LINE OF TRACT NO. 6330, AS PER MAP RECORDED IN BOOK 69, PAGES 33 TO 37 INCLUSIVE OF MAPS, IN THE OFFICE OF SAID RECORDER; THENCE SOUTHEASTERLY PARALLEL WITH SAID SOUTHWESTERLY LINE 199.47 FEET, MORE OR LESS, TO THE SOUTHEASTERLY LINE OF SAID LOT 16; THENCE SOUTHWESTERLY ALONG SAID SOUTHEASTERLY LINE OF LOT 16 A DISTANCE OF 222.20 FEET MORE OR LESS, TO THE SOUTHERLY CORNER OF SAID LOT 16; THENCE NORTHWESTERLY ALONG THE SOUTHWESTERLY LINE OF SAID LOT 16 A DISTANCE OF 200.30 FEET MORE OR LESS, TO THE POINT OF BEGINNING.

PARCEL 2:

THAT PORTION OF EIGHTEENTH STREET (VACATED) AS SHOWN ON MAP OF TRACT NO. 12401, IN THE CITY OF SANTA MONICA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, RECORDED IN BOOK 241, PAGES 13 AND 14 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

THE NORTHEASTERLY 40 FEET OF SAID EIGHTEENTH STREET LYING BETWEEN THE SOUTHWESTERLY PROLONGATION OF THE SOUTHEASTERLY LINE OF LOT 16 IN BLOCK 46 OF EAST SANTA MONICA, AS PER MAP RECORDED IN BOOK 17, PAGES 95 TO 98 INCLUSIVE OF MISCELLANEOUS RECORDS OF SAID COUNTY, AND THE NORTHEASTERLY PROLONGATION OF THE NORTHWESTERLY LINE OF LOT 8 IN BLOCK "A" OF SAID TRACT NO. 12401.

EXCEPT THEREFROM THAT PORTION INCLUDED IN PARCEL 1 ABOVE.

SECTION 3. The Santa Monica Community College District hereby authorizes the Superintendent/ President, or designee, to prepare, revise and execute all documents necessary to effectuate such transfer and acceptance of said real property interest by the Santa Monica Community College District and consents to the recordation of the Quitclaim Deed with the Los Angeles County Registrar-Recorder.

Comment: The Santa Monica-Malibu Unified School District has provided SMC with a signed and notarized Quitclaim Deed for SMC's Lot 5, dated October 25, 2021. The next step is for SMC to record the deed with the County Recorder. Government Code requires that the deed may be accepted for recordation only with the consent of the Board of Trustees evidenced by a resolution. It is recommended that the Board of Trustees approve the Resolution of Acceptance to accept and assume all right, title, and interest to the real property known as Lot 5.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: **REAPPOINTMENT TO PERSONNEL COMMISSION**

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

REQUESTED ACTION: It is recommended that the Board of Trustees confirm CSEA's reappointment of Deborah Jansen to the SMC Personnel Commission for a three-year term, December 1, 2021 through December 1, 2024.

SUMMARY: The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees of the District; and the fifth member is appointed by the four appointed commissioners.

MOTION MADE BY:

SECONDED BY:

ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	December 7, 2021

INFORMATION ITEM NO. 24

SUBJECT: **CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, OCTOBER 20, 2021**

SUBMITTED BY: Vice-President, Business and Administration

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee (CBOC) was held on Wednesday, October 20, 2021. The meeting was conducted via Zoom Conference.

- I. CALL TO ORDER – 12:01 p.m.
2. ROLL CALL – Members of the Citizens' Bond Oversight Committee
 Heather Anderson, Chair – Present
 Elizabeth Greenwood, Vice-Chair – Present
 Patrick Acosta – Absent
 Alfred Barrett – Present
 Anne Plechner – Present
 Elaine Polachek – Present
 Katherine Reuter – Absent
 Donald Schort – Present
 Bruce Sultan – Present
 Emily Lu – Present

CBOC Support Staff Present
 Chris Bonvenuto, Vice President, Business and Administration
 Don Girard, Senior Director, Government Relations/Institutional Communications
 John Greenlee, Director of Facilities Finance
 Olinka Rodriguez, Citizens' Bond Oversight Committee Coordinator
 Charlie Yen, Director of Facilities Planning
3. APPROVAL OF MINUTES OF CBOC MEETING, April 21, 2021
 Motion was made by Alfred Barrett and seconded by Donald Schort to approve the minutes of the Citizens' Bond Oversight Committee meeting held on April 21, 2021. Minutes were approved.
 New members abstained from voting on the minutes.
4. INTRODUCTION OF REAPPOINTED MEMBERS AND NEW MEMBERS TO THE CBOC
 At its meeting on July 6, 2021, the SMCCD Board of Trustees approved reappointments to the Citizens' Bond Oversight Committee for a two-year term, 2021-2023 as follows:
 - Reappointment of Current Members, 2021-2023:
 - Patrick Acosta
 - Heather Anderson
 - Elizabeth Greenwood
 - Donald Schort

At its meeting on July 6, 2021 and September 14, 2021, the SMCCD Board of Trustees approved the appointment to the Citizens' Bond Oversight Committee for a two-year term, 2021-2023 as follows:

- Appointment of New Members, 2021-2023:
 - Anne Plechner
 - Elaine Polachek
 - Katherine Reuter
 - Bruce Sultan

At its meeting on October 5, 2021, the SMCCD Board of Trustees approved appointments to the Citizens' Bond Oversight Committee for a one-year term, 2021-2022 as follows:

- Appointment of New Member, 2021-2022:
 - Emily Lu

5. ELECTION OF CHAIR AND VICE CHAIR, 2022-2023

Elizabeth Greenwood and Bruce Sultan were unanimously elected Chair and Vice Chair, respectively for 2022-2023.

6. CITIZENS' BOND OVERSIGHT COMMITTEE ANNUAL REPORT, 2020-2021

The members approved the CBOC annual report, 2020-2021.
New members abstained from voting on the CBOC annual report 2020-2021.

7. REPORTS and DISCUSSION

Bond Projects Website

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

A. Bond Construction Projects

- Malibu Campus: Installation of the walls, the roof, and glass windows continues. New landscaping on the tiered grass area for students to gather outdoors. The walls of the holding cells in the Sheriff's Substation jail have been built. The communication tower's footing was begun. The project is continuing as planned with estimated completion date of October 2022.
- The Math/Science Project: Renderings were shared of what completed project would resemble. The footing of the project is currently being installed. The project will include classrooms, labs and the observatory/planetarium and will be the largest building on campus once completed. The estimated completion date for this project is July 2024.
- HVAC Project: HVAC lines on the roof and side of the Science Building to chill the water system were installed. Also, a duct in the gym, new units were put in near Sky Box and a new HVAC system were installed on the Madison Campus. The project was completed on July 2021. Phase 3 was approved to begin connecting Drescher Hall to the Central Plant.
- John Adams Auditorium Project: Planning is underway for the grand opening of the 750-seat auditorium with state-of-the-art sound system. The estimated completion date for this project is November 2021.
- Art Complex Project: Location of the project is on Pico Boulevard, 14th Street and Bay Street, the renderings showed views of the interior classrooms, courtyard, lobby and exterior views. One of the design elements will be an exterior revolving art piece on the corner of the building to share art with the community. The estimated completion date for this project is August 2024.

- Early Childhood Lab School Project: Photographs of the furnished interior and exterior of the completed project were shared. The project was completed March 2021.

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

The SMC Bond Capital Construction Budget Summary as of September 30, 2021 reports the following:

Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Measure V Budget:	\$345,000,000
Income:	\$29,858,053
Other Funding Received:	\$39,898,103
Other Funding Pending:	<u>\$62,809,440</u>
Total Budget:	\$1,076,065,596
Estimate at Completion:	\$1,076,565,596
Bond Funds Remaining:	\$ 257,651,681

- Measure S: Total Measure S Expenditures as of September 30, 2021 were \$142,969,768; total remaining funds are \$530,232. All bonds issued.
- Measure AA: Total Measure AA Expenditures as of September 30, 2021 were \$291,873,746; total remaining funds are \$3,126,254. All bonds issued.
- Measure V: Total Measure V Expenditures as of September 30, 2021 were \$90,998,470; total remaining funds are \$254,001,530. \$165,000,000 bonds to be issued.
- The Bond Sales/Expense Report
Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of September 30, 2021.

Total Bond Program:	\$783,500,000
Total Bonds Issued:	\$618,493,686
Total Expenses:	\$525,841,984
Total Available Remaining:	\$ 92,651,702
Total Unsold Bond:	\$165,006,314

C. SMC Bond Program – Contractor List as of September 30, 2021

D. Contractors List as of September 30, 2021

8. SCHEDULE OF MEETINGS, 2021-2022

Wednesdays at 12:00 p.m.

January 26, 2022
April 20, 2022
July 20, 2022
October 19, 2022

9. ADJOURNMENT – 1:15 p.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, January 26, 2022 (location to be determined).

Current information on all bond construction projects is available at:
<http://smcbondprojects.com> and at <http://www.smc.edu/CBOC>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

XIII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 25

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2022

25-A REQUESTED ACTION: It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District for 2022.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

25-B REQUESTED ACTION: It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District for 2022.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

25-C REQUESTED ACTION: It is recommended that Superintendent/President Kathryn E. Jeffery be elected Secretary to the Board of Trustees; Vice-President of Business/Administration Christopher Bonvenuto be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees for 2022.

COMMENT:

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

XIII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 26

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

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

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

XIII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 27

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 Heskell Dean, Education Enterprise						X	X	X
David Dever Director of Auxiliary Services						X	X	X
Ngan Kim Tran Chief Director, Business Services			X	X	X			
Veronica Diaz Director, Budget			X	X	X			
Greg Tatar, Director Procurement, Contracts and Logistics				X	X			
Irma Haro Controller			X					
Cherry Aquino Accounts Payable Supervisor			X					

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 7, 2021 through December 15, 2022

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 7, 2021

XIII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 28 AUTHORIZATION OF SIGNATURE FOR JP MORGAN CHASE BANK, 2021-2022

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval

Authorization to add Irma Haro, Controller, to the list of Santa Monica Community College District designated signatories on JP Morgan Chase Bank existing and new accounts for 2021-2022.

1. District Accounts

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

Designated Signatory for District Accounts

Irma Haro

2. Auxiliary Services/Associated Students Accounts

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

Designated Signatory

Irma Haro

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 7, 2021

XIV. BOARD COMMENTS

XV. ADJOURNMENT

The meeting will be adjourned in memory of **Jacquie Avant**, wife of music icon Clarence Avant; **Joseph “Joe” Owens**, husband of SMC neighbor and generous donor Nancy Owens; **Devin Page**, a former SMC student; and **Chris Steven Young**, Academic Records Evaluator in Admissions and Records.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 18, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.