



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JUNE 2, 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:

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2020

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, June 2, 2020. The meeting was conducted via Zoom Webinar.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:06 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, Incoming, Student Trustee- Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS
Peter Morse

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

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

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

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE – Joshua Elizondo, Student Trustee, 2020-2021
- CLOSED SESSION REPORT – None
- INSTALLATION OF STUDENT TRUSTEE
Board Chair Nancy Greenstein administered the Oath of Allegiance to Joshua Elizondo and installed him as Student Trustee for 2020-2021.
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: - None

IV. SUPERINTENDENT'S REPORT

Updates

- COVID-19
- Graduation and Related Activities
- Enrollment
- Budget

Recognition

- Eve Adler, Management Association President, 2018-2020

V. PUBLIC COMMENTS

Jo Popadynetz

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: May 5, 2020 (Regular Meeting)
May 19, 2020 (Special Meeting/Closed Session)

Annual Recommendations

- #2 Destruction of Class 3 Records
- #3 Year-End Appropriations Transfers
- #4 Disposal of Surplus Property
- #5 Authorization of Signatures for JP Morgan Chase Bank, 2020-2021
- #6 Annual Resolution – Temporary Inter-Fund Cash Borrowing
- #7 Annual Resolution – Cash Borrowing from the County Treasury
- #8 Annual Authorization of Signatures, 2020-2021
- #9 2020-2021 Annual Contracts and Consultants

Acceptance of Donations

- #10 KCRW Foundation Donations of Equipment to SMCCD

Academic and Student Affairs

- #11 New Courses and Degrees, Spring 2020
- #12 College and Career Access Pathways Dual Enrollment Partnership Agreements,
Course Offerings for 2020-2021

Contracts and Consultants

- #13-A Contracts and Consultants
(*Greater than the amount specified in Public Contract Code Section 20651*)
 - Extension of Existing Contracts
 - New Contracts
- #13-B Ratification of Contracts and Consultants
(*Less than the amount specified in Public Contract Code Section 20651*)
 - New Contracts

Human Resources

- #14 Academic Personnel
- #15 Classified Personnel – Regular
- #16 Classified Personnel – Limited Duration
- #17 Classified Personnel – Non Merit

Facilities and Fiscal

- #18 Facilities
 - A Project Close-Out – STEM Shop Renovation
 - B Pool Payment Under Joint Use Facilities Agreement
- #19 Acceptance of Grants and Budget Augmentation
- #20 Budget Transfers
- #21 Commercial Warrant Register
- #22 Payroll Warrant Register
- #23 Auxiliary Payments and Purchase Orders
- #24 Providers for Community and Contract Education
- #25 Organizational Memberships
- #26 Purchasing
 - A Award of Purchase Orders

IX. CONSENT AGENDA – Pulled Recommendations

X. MAJOR ITEMS OF BUSINESS

- #27 Resolution of the SMCCCD Board of Trustees Adopting the SMC Art Complex Replacement Project Mitigation Monitoring and Reporting Program, Adopting the Initial Study and Proposed Mitigated Negative Declaration, Approving an Amendment to the SMC Career and Educational Facilities Master Plan (2010) Update, and Approving the SMC Art Complex Replacement Project
- #28 Resolution for Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority
- #29 Resolution Designating Personnel to Act as the Agent for the District Seeking Finance Assistance Provided by the State of California
- #30 Resolution: Continuing Budgetary Authority
- #31 Award of Contract – SMC HVAC Upgrade Project
- #32 Authorization to Commence the Process to Sell Real Property Located at 1825 Pearl Street
- #33 Resolution Approving the Prepayment and Defeasance of Certificates of Participation, Series 2020B and Series 2013A, and 2016 Lease with Option to Purchase, Authorizing the Execution and Delivery of Escrow Agreements and Termination Agreements Related Thereto, and Ordering Certain Actions
- #34 Resolutions: Supplemental Retirement Incentive Program
- #35 Early Retirement Incentive Program – Other District Employees
- #36 Resolution Declaring a Fiscal Emergency as a Result of the Novel Coronavirus (COVID-19) Global Pandemic, Freezing Salaries and Imposing Furloughs for All Management and Confidential Personnel
- #37 Appointment to Citizens' Bond Oversight Committee
- #38 Second Reading – Board Policy 2350, Speakers

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, July 7, 2020 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2020

IV. SUPERINTENDENT'S REPORT

Introductory Comments

Superintendent/President Kathryn E. Jeffery and members of the Board shared their feelings and reflections related George Floyd, an African American man who lost his life to police brutality, and the protests and unrest that followed in its wake. The Board of Trustees will adjourn the meeting in memory of George Floyd.

Vice-President Mike Tuitasi reported that there are numerous activities being planned by faculty and staff for students to provide spaces where they feel safe to talk about their feelings during this difficult time. A special Men of Color mentoring group will hold an expression session this week; the Black Collegians and the Veterans program are holding discussion groups; students are having reflection sessions; and the Associated Students will be hosting an event and a vigil on Thursday.

Updates:

- COVID-19: Santa Monica College is currently in stage 2 of the recovery plan and planning is underway to transition to stage 3. Subcommittees have been created for the following areas: Marketing and Information, Public Information, Health and Safety, Human Resources/Staffing, Training, Facilities, Student Access to Wifi, Phase in On-Ground Nursing Courses, Athletics, Information Technology, Bookstore, Technology Distribution, Equipment Return, Food Distribution and Budget/Procurement/Supplies. Planning leads include Mike Tuitasi, Johnnie Adams, Susan Fila, Captain Carter, and Daniel Phillips in collaboration with Senior Staff.
- Since the last Board meeting, the total number of new COVID-19 cases and the daily death toll have been relatively stable. Hospitalization rates are relatively low and steadily dropping. Testing has increased in L.A. County and the number of people testing positive has decreased. Student Health Services is preparing to provide contact tracing on a larger scale, if needed, in collaboration with the L.A. County Department of Public Health. Nurses continue to track existing students with confirmed or presumed COVID-19 as well as checking with those who have recovered. There is a small number of SMC students who have reported positive, and no staff have tested positive or presumed. The Emergency Operations Team is continuing to plan for what a new normal will look like as restrictions are loosened. The drive-through pop up food pantry continues to serve hundreds of students each week. The Foundation secured a relationship with Sunrise Produce which provides delivered boxed produce. The distribution has been expanded to staff which occurs right after the student drive.
- Enrollment: The summer session starts in 21 days and the fall session starts in 90 days. As of this morning, there is strong enrollment of resident students, up 13.7 percent for summer and 4.57 percent for fall. Given the budget situation in the state of California, the college cannot generate additional revenue based on resident enrollment since the state does not have the resources to fund growth, and the college is in a hold harmless situation.

There is a strong showing of nonresident enrollment for summer and a growing decline for fall. Summer is currently up 2.57 percent and fall is down 8.66 percent, the projected decline of nonresident of 15 percent. Applications for new international students is down 40 percent for fall. So the projections are based on the applications received. In addition, 840 international students are graduating, and it will be difficult to fill all of those seats, considering all the challenges this year for students-- COVID-19, the current crisis, the economy, travel restrictions and the loss of employment.

- Budget: The effect of COVID-19 on the world-wide, the national and state economies has been tremendous and fully not realized yet. In February, the unemployment rate in California was 3.9 percent. In March, right at the beginning of the COVID-19 crisis, it jumped to 5.3 percent. The April report released just a week ago shows 15.5 percent unemployment. In one month, 2.4 million jobs were lost in the state of California. These numbers are expected to grow in the next month.

The state of California depends on three major sources of revenue to fund itself. By far, the largest source of revenue is from personal income taxes, over 60 percent of the state revenue. The Governor released his May revise which is an update to his January proposal for the 2020-2021 budget. He forecasts that the state is going to lose between 22 and 27 percent of its tax revenue. This would result in over \$41.2 billion reduction in revenue to the state next year. Coupled with the increased COVID-19 expenses that the state has not budgeted for, the Governor projects about \$7.1 billion for health and human services to deal with the increase.

In the Governor's May revise for 2020-2021 is a projected \$54.3 billion deficit, a quarter of the entire budget for the state of California which will have a devastating effect on all sectors of government, including education. The Prop 98 guarantee, the minimum guarantee of funding for K-14, will drop from \$81.6 billion to \$63.3 billion, or 22.4 percent. The Governor has proposed to extend the hold harmless period for the Student Centered Funding Formula for two years, to June 30, 2024, SMC will still receive the hold harmless amount of funding for that time period. That amount is \$9-\$10 million more than what the college would get under the SCFF. He pulled back on many proposals presented in January because of the economy. He does propose to continue the California Promise Program, funding for immigrant legal services, and allocation for the building of the SMC Arts Complex and Science/Math complex. Proposed massive cuts included eliminating COLA and growth, reducing the strong workforce funding by 57.5 percent, reducing SEAP funding by 15 percent (\$1.3 million for SMC), reducing additional support for part-time faculty.

The biggest reduction is a 10 percent reduction in apportionment (\$11 million for SMC). Coupled with a projected decline in nonresident students of 15 percent next year, the college is looking to have its revenue go from current year of \$186.5 million to \$169.6 million in 2021. The projected decline is \$16.9 million from this year. If the Federal government provides substantial money to the state, the Governor can eliminate some of the reductions for next year. The next stage goes to the legislature, conference committees and negotiations before the state budget is passed June 15th.

- Graduation and Related Activities:

87 students receiving certificates of completion in noncredit short-term vocational and workforce preparation areas for the first time this year, 24 of whom will be participating in the virtual graduation.

IXD – Cohort 3 Bachelor's Degree in Interaction Design: A virtual celebration on June 11th at 7 p.m. is being led by students and advised by faculty. Teams have been organized to tackle different aspects of planning and orchestrating the event. Members of the Board are invited to attend.

SMC Graduating class of 2020: The virtual graduation ceremony will be held on June 26th at 5 p.m. The ceremony will stream on the college's website. Information to join will be sent on June 20th. Production of the event is still being finalized. 912 students are participating in the ceremony, the second largest participation rate at SMC, with last year's being the largest. Over 8,100 degrees and certificates will be conferred to over 5,500 students.

Recognition

- Eve Adler, Management Association President, 2018-2020

BOARD OF TRUSTEES	ACTION
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VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#26.

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #13-A, #14

MOTION MADE BY: Louise Jaffe
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No 13-A – Approval of Contracts and Consultants, Extension of Existing Contracts

MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 14 – Academic Personnel

MOTION MADE BY: Louise Jaffe
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:

May 5, 2020 (Regular Board of Trustees Meeting)
May 19, 2020 (Special Meeting/Closed Session)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2020

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 2 DESTRUCTION OF CLASS 3 RECORDS

Requested Action: Approval

*Approved by: Kathryn E. Jeffery, Superintendent/President
Chris Bonvenuto, Vice-President, Business and Administration
Teresita Rodriguez, Vice-President, Enrollment Development
Sherri Lee-Lewis, Vice-President, Human Resources*

Approve the destruction of class 3 records (older than three years) stored for Admissions and Records, Financial Aid, Outreach, Assessment, EOP&S, Business Services, Human Resources and Personnel Commission.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. This also includes such items for the Human Resources and the Personnel Commission as recruitment and examination records for classified personnel. All data from these source documents has been recorded on a higher classification record that is stored.

RECOMMENDATION NO. 3 YEAR-END APPROPRIATIONS TRANSFERS

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2018-2019 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 4 DISPOSAL OF SURPLUS PROPERTY

Requested Action: Approval

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

Authorize the disposal of surplus equipment through means deemed appropriate as required during fiscal year 2020-2021.

Comment: Education Code Section 81450 defines surplus equipment as equipment no longer required or suitable for college use or equipment that should be disposed of for the purpose of replacement. Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed by:

- Transfer to other Institutions;
- Transfer to State agencies;
- Sale to other eligible political sub-divisions of the state and other governmental agencies;
- Donation to a public school or public school system;
- Sale by Public or Internet auction

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 5 AUTHORIZATION OF SIGNATURES FOR JP MORGAN CHASE BANK, 2020-2021

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on JP Morgan Chase Bank existing and new accounts for 2020-2021.

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 Signatories for District Accounts

Kathryn E. Jeffery
Christopher Bonvenuto
Kim Tran

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 Signatories

Kathryn E. Jeffery
Christopher Bonvenuto
Kim Tran
Mitch Heskell
David Dever

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.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 6 ANNUAL RESOLUTION – TEMPORARY INTER-FUND CASH BORROWING

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval

Requested Action: Approval

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Temporary transfer of cash between District funds is permitted by Education Code Section 42603, and;

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$13,500,000
- 2) For Fiscal Year 2020-2021.
- 3) Shall not exceed 75 percent of any moneys held in any fund.
- 4) Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
- 5) Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amount borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be \$13,500,000.

Comment: Given the instability inherent in the Apportionment payment process, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2020-2021 fiscal year.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2020

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 7 ANNUAL RESOLUTION – CASH BORROWING FROM THE COUNTY TREASURY

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer, and;

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$30,000,000
- 2) For Fiscal Year 2020-2021
- 3) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
- 4) Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the 2020-2021 fiscal year.
- 5) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds, if so deemed appropriate during the 2020-2021 fiscal year by the Superintendent/President, to ensure that the District can meet its financial obligations.

Comment: Given the instability inherent in the Apportionment payment process Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2020-2021 fiscal year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 8 ANNUAL AUTHORIZATION OF SIGNATURES, 2020-2021

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval/Ratification

Authorization of signatures of all academic and classified managers, classified confidential employees, and department chairs (see following lists) to approve invoices and payments on contracts for the Santa Monica Community College District for 2020-2021.

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 and payments on contracts. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board of Trustees.

Education Code Section 85233 states: "No order on the funds of any district shall be approved by the county superintendent of schools unless the signatures are on file in the Superintendent's Office and he/she is satisfied that the signatures on the order are those of persons authorized to sign the order."

SENIOR ADMINISTRATIVE STAFF

Kathryn E. Jeffery, Superintendent/President

Christopher Bonvenuto, Vice-President, Business and Administration

Don Girard, Senior Director, Government Relations/Institutional Communications

Sherri Lee-Lewis, Vice-President, Human Resources

Jennifer Merlic, Vice-President, Academic Affairs

Teresita Rodriguez, Vice-President, Enrollment Development

Michael Tuitasi, Vice-President, Student Affairs

SENIOR ADMINISTRATIVE DEAN

Brenda Benson, Counseling, Retention and Student Wellness

DEANS

Delores Akins Raveling, First Year Programs

Rob Bailis, Artistic Director, The Board Stage, Performing Arts Center

Jason Beardsley, Instructional Services (Interim)

Dione Carter, Noncredit/External Programs

Frank Dawson, Career Education (Interim)

Kiersten Elliott, Community and Academic Relations

Tre'Shawn Hall-Baker, Human Resources

Mitchell Hesel, Education Enterprise

Hannah Lawler, Institutional Research

Erica LeBlanc, Academic Affairs

Lizzy Moore, SMC Foundation/Institutional Advancement

Pressian Nicolov, International Education

Patricia Ramos, Workforce Development

Esau Tovar, Enrollment Services

ASSOCIATE DEANS

Eve Adler, Health Sciences
Patricia Burson, Learning Resources (Interim)
Tracie Hunter, Financial Aid
Denise Kinsella, International Education
Nick Mata, Special Programs
Isaac Rodriguez-Lupercio, Student Life
Scott Silverman, Emeritus
Linda Sullivan, Facilities Programming

DIRECTORS (Academic)

Edna Chavarry, Academic Affairs Initiatives
Wendi DeMorst, Supplemental Instruction/Tutoring
Reggie Ellis, Athletics
Susan Fila, Health and Well-Being
Maral Hyeler, Instructional Services/External Programs
Sasha King, Small Business Development Center
Lina Ladyzhenskaya, Student Judicial Affairs
Nick Mata, Special Programs
Deirdre Weaver, Student and Alumni Development
Catherine Weir, International Development
Tammara Whitaker, Online Services

ASSISTANT DIRECTOR

Lydia Ayala, Athletics

PROJECT MANAGERS

Balfus, Lisa, Mental Health Grant (50%)
Cardenas, Nancy, LA HI Tech Student Support (50%)
Clark, Gerald, Distance Education (50%)
Cooper, Bonita, Upward Bound
Davis, Shari, Special Assignments (60%)
Garcia, Amanda, Interaction Design (50%)
Kawar, Ferris, Sustainability
Lem, Aimee, Pico Promise (50%)
Leon-Vasquez, Maria, Workforce Development
Lopez, Jeanette, ECE CCAMPIS Grant (25%)
Mejia, Ashley, Non-Credit (Adult Education) Programs
Washington, Daniella, Veterans Resources Center Grant (50%)
Yahnian, Vanan, STEM
Zugic, Irena, Pathways

CLASSIFIED ADMINISTRATORS

Johnnie Adams, Chief of Police
Kim Tran, Chief Director, Business Services
Marc Drescher, Chief Director of Information Technology
Jennifer Ferro, Director, Radio Station KCRW
Matthew Kiaman, Director of Network Services
Carol Long, Director of Classified Personnel

CLASSIFIED MANAGERS/CONFIDENTIALS

Anthony Barlow, Custodial Services Supervisor
Dennis Biddle, Assistant Director, Facilities Operations
Chiquita Brown, Campus Police Sergeant
Q. Vincent Carter, Campus Police Captain
Nyla Cotton, Asset Manager, Purchasing
Derrick Davis, Jr., Custodial Services Supervisor
Lisa Davis, Warehouse and Mail Services Manager
David Dever, Director of Auxiliary Services
Veronica Diaz, Director of Budget
Mark Engfer, Network Communications Manager
Ian Fraser, Payroll Manager
Wayne Gainey, Facilities Maintenance Supervisor
Jamie Gonzalez, Accounting Supervisor (Auxiliary)
John Greenlee, Director of Facilities Finance
Gustavo Gutierrez, Grounds and Landscape Supervisor
Amy Gurjian, Classification and Compensation Manager
Cristina Hamblet, Accounts Payable Supervisor
Irma Haro, Accounting Manager
Denise Henninger, Deaf and Hard of Hearing Supervisor
Jose Hernandez, Admissions and Records Supervisor
Laurie Heyman, Administrative Assistant III, Human Resources
Michael Hudson, Director, Human Resources (Temp)
Regina Ip, Web/Social Media Manager
Joshi John, Instructional Technology Services Manager
Stacey Jones, Assessment Center Supervisor
Elease Juarez, Campus Store Assistant Manager
Terry Kamibayashi, Assistant Director, Facilities Maintenance
Letty Kilian, Administrative Assistant IV, Superintendent's Office
Alan Kuykendall, Human Resources Analyst, Employee and Labor Relations
John Linke, Supervising Personnel Analyst
Wendy Liu, Director, Management Information Services
Debra Locke, EOPS/CARE Supervisor
Brant Looney, Instructional Technology Services Manager
Cynthia Moore, Director of Procurement, Contracts and Logistics
Stacy Neal, Financial Aid Supervisor
Mike Newport, KCRW Radio Station Operations Manager
Daniel Phillips, Assistant Director, Safety and Risk Management
Jaime Recinos, Campus Store Assistant Manager
Dan Rojas, Information System Security Officer
Jere Romano, Campus Police Sergeant
Lisa Rose, Coordinator, District/Board of Trustees Office
Robert Rudolph, Production Manager, Facilities Programming
Grace Smith, Public Information Officer
Devin Starnes, Director, Facilities Management/Operations
Linda Subias, Human Resources Analyst, Employee and Labor Relations
Dan Sy, Associate Director, SMC Foundation
Jose Tostado, Construction Maintenance Supervisor
Robert Villanueva, Custodial Operations Supervisor
Rebecca Weiland, Administrative Assistant III, Academic Affairs
Bryan Wilson, CC Police Sergeant
Lisa Winter, Compliance Administrator/Title IX Coordinator
Charlie Yen, Director, Facilities Planning

DEPARTMENT AND FACULTY CHAIRS

Walter Meyer, Art
Sal Veas, Business
Maria Munoz, Communications
Howard Stahl , Computer Science & Information Systems
Debbie Perret, Cosmetology
Laurie Guglielmo, Counseling
Judith Douglas, Dance
Josephine Hao, Design Technology
Gary Huff, Early Childhood Education
Judith Marasco, ESL
Elisa Meyer, English
Eric Minzenberg, Earth Sciences
Eric Williams, Health Sciences
Sang Chi, History
Elaine Roque, Kinesiology/Athletics
Brenda Antrim, Library
Alexandra Tower, Life Sciences
Colleen McGraw, Mathematics
Toni Trives, Modern Languages & Cultures
Brian Driscoll, Music
Josh Sanseri, Photography and Fashion
Sehat Nauli, Physical Sciences
Alex Schwartz, Psychology
Christine Schultz, Philosophy and Social Sciences
Perviz Sawoski, Theatre Arts

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 9 2020-2021 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2020 through June 30, 2021, unless otherwise indicated.

Contracts for 2020-2021 have been thoroughly reviewed and evaluated by the end-users and approved by the vice-presidents as necessary to meet the Vision, Mission and Goals of the District. Additionally, before being presented to the Board for approval, these contracts have been carefully reviewed by the respective Vice-Presidents to ensure they are financially responsible. The following contracts are primarily renewals of existing contracts.

- A Academic Affairs/Contract Education/Community Education/Institutional Research
- B Construction/Facilities Services
- C Enrollment Development/International Education
- D Fiscal/Advocacy/ Government Relations and Institutional Communications
- E Human Resources/Personnel Commission
- F Information Technology
- G Legal Services
- H Marketing, Community Outreach, Recruitment and Web/Social Media
- I Public Information Office
- J Purchasing
- K Risk Management
- L Student Affairs

The full list of Annual Contracts and Consultants is included in Appendix A

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 10 KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

The following are donations of equipment from the KCRW Foundation to the Santa Monica Community College District. In the normal course of business, the KCRW Foundation uses member donations and underwriting revenues to purchase equipment used in operating the Station. The ownership of the assets is transferred to the District and is inventoried and depreciated by the District. This Board action is primarily a recordkeeping action. The assets continue to be used in operating the Station.

Items	Amount
JULY 2018: Remote keyboard mouse control for transmitter sites; computer network switches; KCRW transmitter parts; Apple MacBook Pro for MBE production	\$7,812.58
AUGUST 2018: KVM switch system used at transmitter site; electrical break out box used in CMD courtyard for events; Digital IP AES 67 Encoder Blade; card; gallery prints/mounted/framed and installed on KCRW interior walls.	\$18,835.27
SEPTEMBER 2018: Ubiquiti UniFi switches with 24 managed ports; Ubiquiti US-16-150W UniFi switch; software for 1660 services-Center Server Standard to manage our vSphere software; scissor lift vehicle for Stewart Building	\$12,851.25
OCTOBER 2018: Replacement standby antenna installed at Snow Peak translator; data switches for 1660; Ethernet switch for CMD (Ubiquiti UAP-AC-M-PRO-US) UniFi Access Point; Lightboxes for KCRW signage; Gallery prints/mounted/framed and installed on KCRW interior walls	\$28,020.22
NOVEMBER 2018: Harris Intraplex STL system loaded with cards; VGA switch; replacement UPS for KCRW, Indio transmitter site; transmitter site audio routing device; design/fabrication of lightbox for 1660; cabinets/lock sets/keys for 1660	\$15,088.64
DECEMBER 2018: Configuration change in 1660 studios; Axia 4 channel IP-Audio driver LIVEW; Pioneer CD players for DJs in on-air #1; intercom stations for new studios-Axia 20 station filmcap desktop	\$29,438.31
JANUARY 2019: Ethernet Switches; converters for KCRW satellite Dish report; XDS Pro Satellite Receiver for Joshua Tree translator site; configuration change in 1660; portable AC unit for technical spaces-central plant back-up; Core Pro's Pathfinder software license; Mac Mini computer	\$15,991.77
FEBRUARY 2019: KVM Switch; IT equipment; Sony HD receiver; satellite dish parts; RDS generator for Briarcrest site; bracing poles for satellite dish mount; 5 track audio recorder with USB; iMac memory extension ; Ubiquiti Networks 16 port managed aggregation switch; Mac Minis + AppleCare (4).	\$19,276.45

Items	Amount
MARCH 2019: Broadcast Tools web-enabled 2 channel stereo silence monitor with switcher; APC Rack Automatic transfer switch (Power Bus Routing devices- to compensate for a power A/B; alerting lights for control room; cabinets/lock sets/key for 1660 building (Balance Due)	\$47,893.14
APRIL 2019: Transmitter remote control; silence triggered audio switch; web enabled 3 channel stereo; refurbished Module PA 850W; transtector surge protector; 4 channel web + voice control remote; refurbished Module DUAL PA iBOC; Audio production equipment-Sennheiser microphone and booms; studio PA Direct Box with 20dB Pad; Moto Bulk microphone cables for performance studio; streaming device used with new video production set-up.	14,242.97
MAY 2019: Shelving installation for 1660 Music Library's vinyl collection; graphics install; photo gallery /plaques + privacy film for various glass windows; KCRI KVM switch; remote KVM access	\$18,526.35
JUNE 2019: Custom Gobos (sound absorbing panels; interface care/Yamaha board for Studio 208A; refurbished module Duel PA iBOC for KCRY transmitter; graphics install for KCRW offices; mic cabinet	\$12,432.72
JULY 2019: Shelving install for Music Library's vinyl collection; N8 Nuvo Series Ribbon microphones (2)	\$9,112.04
AUGUST 2019: Wireless mics; upgrade for satellite uplink to provide backup to NPR; Black Magic Design DeckLink Duo 2/4 channel SDI playback + capture card BMD-BDLKDUO2; Shure Beta microphone; Marantz hand held recorder	\$15,678.23
SEPTEMBER 2019: Hard drives for Pro Tools HD rigs, to be used in 3 studios; shelving installation for Music Library's vinyl collection; Shively Bandpass Filter for KCRI; moveable sound batting panels for performance studio (50% deposit)	\$16,753.49
OCTOBER 2019: Sweetwater USB recorder; KCRY transmitter amplifiers modules; audio network computer switch; Axia Analog Xnode used to distribute audio through 1660; shelving install + additional services for Music Library's vinyl collection; Meyer CP-105 equalizer, SN #7355701	\$31,424.29
NOVEMBER 2019: Kessler Crane stealth slider standard; equipment stand for on-air CD players at 1660; EAS unit update/upgrade; Sage ENDEC firmware upgrade; EAS System updates for FCC requirements; moveable sound batting panels for performance studio (final 50% balance due)	\$7,036.26
DECEMBER 2019: Ubiquiti Edge router; shelving install for Music Library's vinyl collection; Barix streaming boxes, used with backup locations + remote to feed transmitters; updated/option kits that allow us to use existing satellite uplink modulators with newer uplink system.	\$17,373.35

Items	Amount
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JANUARY 2020: RFS APD 10 automatic dehydrator; shelving install for Music Library vinyl collection; Norsat satellite dish parts; Panasonic custom projector mount; computer monitor	\$13,416.17
FEBRUARY 2020: Universal rack/tower mount/rail kit; Ubiquiti airfiber radios for microwave radio project (one at 1660, one at Briarcrest)	\$4,589.72
MARCH 2020: Equipment purchased in agreement with NPR Satellite services to share uplink resources; Adderlink replacement (server that supports our studio to PC connectivity infrastructure; IP Audio code/4 channel stereo mixer + remote comrex + mixer for outside location)	\$38,186.30
APRIL 2020: Telos Zephyr IPort Plus Multi codec gateway rackmount. Use to provide audio content between 1660 and Santa Barbara studios	\$8,416.78
TOTAL DONATIONS	2017-2018 \$11,342.36 2018-2019 \$221,574.40 2019-2020 (partial year) \$161,986.63

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2020

VIII. CONSENT AGENDA

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 11 NEW COURSES AND DEGREES: SPRING 2020

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

ANTHRO 11 Introduction to Primatology

This course will survey living nonhuman primates. We will explore the diversity of primates through the examination of their morphology, taxonomy, behavior and social organization within an evolutionary and ecological framework. The course will examine the history of the field, its development and modern theoretical studies. The course will also delve into primate conservation and the possible future directions of primatology research.

CS 73L Cybersecurity Literacy

Technology, through the use of cellphones, tablets, desktops and embedded systems, surrounds us everywhere and is a part of our daily life. With the ubiquity of device use, and global-scale data transfers, users are vulnerable to the temptations of cyber-criminals. In this course, students learn how to use technology safely. The course also introduces basic concepts of cybersecurity and explores careers in this field. This course is intended for any non-major student who wants to be a savvy user in the world today.

CS 87B Advanced Python Programming

This course builds on a first level course in Python exposing students to more advanced topics and applications to industry. Topics cover object-oriented programming, creating classes and using objects, web applications, and some common libraries and their functions used for data manipulation. Students may use either a PC (Windows) or a Mac (Linux) to complete their programming assignments.

GAME 10 Game Design Studio 1

This is a faculty-supervised studio course that will enable students to produce game prototypes for portfolio inclusion. Working in teams, students will develop original game design documents, turning them into physical prototypes for common tabletop game formats such as board games, card games, or dice games. Instruction will focus on iterative design, playtesting, and successful communication. Each team will develop multiple prototypes, and team members will assume different roles for each design.

IARC 20 Studio 2: Interior Architecture

A studio course which focuses on the development of context and precedent while designing interior architectural spaces and forms. Simple built environments are developed using design principles in context with spatial relationships, human interaction, and materiality. Emphasis is placed on the design process, human experience, and space planning. Visual and oral presentations are used in the development of a course portfolio.

IXD 480 Design for the Future

This course introduces the students to a set of emerging technologies, new interfaces and developing mediums which will shape the design landscape 5 to 10 years from now - focusing on machine learning, computer-mediated realities and immersive environments. The goal of the course is to help the students prepare for the jobs that might not even exist yet and to equip them with the tools and methodologies that will help them to quickly learn and adapt to the rapidly changing nature of digital design.

IXD 481 Independent Studies in Interaction Design

This course is for upper division students interested in doing an independent research project in the field of Interaction Design. NOTE: The student must receive approval from the Department Chair prior to enrolling in this course.

IXD 482 Independent Studies in Interaction Design

This course is for upper division students interested in doing an independent research project in the field of Interaction Design. NOTE: The student must receive approval from the Department Chair prior to enrolling in this course.

IXD 483 Independent Studies in Interaction Design

This course is for upper division students interested in doing an independent research project in the field of Interaction Design. NOTE: The student must receive approval from the Department Chair prior to enrolling in this course.

Distance Education

ARC 20 Studio 2: Architecture

DMPOST 4 Digital Image Fundamentals

ECE 5 Math and Science for the Young Child

ECE 8 Creative Experiences - Art, Music, and Movement

GIS 23/GEOG 23 Intermediate Geographic Information Systems

IARC 35 Fundamentals of Lighting

IARC 45 Building Systems and Codes

IARC 55 Sustainable Design

IARC 56 Contemporary Spatial Design Studies

Global Citizenship

IARC 56 Contemporary Spatial Design Studies

Deactivated Courses

INTARC 30 Principles of Interior Architectural Design

INTARC 33 Interior Architectural Design Career and Portfolio

INTARC 41 History of Interior Architecture and Furnishings I

INTARC 42 History of Interior Architecture and Furnishings II

INTARC 47 Business and Professional Practice

INTARC 51 Rapid Visualization

INTARC 54 Universal Design for Interiors

INTARC 57 3D Digital Drafting 2

INTARC 62 3D Visual Studies

INTARC 69 Custom Residential Design

New Programs

Architecture (AS/Certificate of Achievement)

This program explores architecture through cultural, environmental, and social relevance while understanding and addressing critical issues facing the built environment. Innovative design, critical analysis, and communication skills are developed in drawing, writing, modeling, and collaboration. Students completing the AS degree may apply for transfer to a University program in Architecture, Interior Architecture, or Environmental Design or obtain an entry level position in the same fields. Note: in addition to meeting academic requirements for admittance into a university, Architecture Programs also require prospective students to submit a portfolio to review for admittance into the program. It is recommended that students make an appointment with counselors at the institution of their choice to inquire about requirements. After completion of this Architecture program, California students have the option to pursue a license in architecture through the NCARB internship process.

Architecture and Interior Design Digital Production (Certificate of Achievement)

This program provides students with practical knowledge using industry standard tools and techniques. Focus is on the skill necessary for communicating ideas and projects using a variety of technical skills including digital drafting, modeling, rendering, image enhancement, fabrication and the use of VR in the design industry. Students will be prepared to work in a wide range of design disciplines including, architecture, interior design, fixture and furnishing design, and 3D rendering firms.

Entry Level Business Information Assistant (Certificate of Achievement)

Companies in various industries require employees who have basic business information systems and bookkeeping skills and can effectively communicate and interact with customers at an entry level position.

Interior Architectural Design Fundamentals (Certificate of Achievement)

This program provides a series of foundation courses in Architecture and Interior Architectural Design. Students will gain a broad overview and acquire fundamental skills needed in the design profession. This would be the first of two tier stackable certificate program specializing in Interiors or Architectural Design.

Cultural Resource Management (Certificate of Achievement)

This certificate provides specific knowledge and practical experience to students who may pursue careers in Cultural Resource Management (CRM), Archaeology, Anthropology, Museum Studies, or Historic Preservation. CRM integrates the fields of Archaeology, Anthropology, and Historic Preservation to address the myriad of Federal, State, and local legislation aimed at protecting cultural resources. CRM is the fastest growing sub-discipline within archaeology and ensures that critical archaeological concerns are represented throughout project planning and construction.

Deactivated Programs

Cultural Resource Management Department Certificate

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: ACADEMIC AFFAIRS

INFORMATION ITEM NO. 12 **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENTS – COURSE OFFERINGS FOR 2020-2021**

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 Santa Monica/Malibu Unified School District, Beverly Hills School District and Palisades Charter High School are available at the following link:

http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2019/CCAP%20Partnership%20Agreement.pdf

Comment: The course offerings for 2020-2021 are provided every year for information. (Appendix B).

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 13 CONTRACTS AND CONSULTANTS

13-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

➤ EXTENSION OF EXISTING CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
A	BrandIQ	June 1, 2020 – June 30, 2021 Not to exceed \$200,000	This is an extension to the existing contract. This next phase of the project involves: • Plan and coordinate ideation sessions with faculty and administrators to design and Implement ideas for faculty led innovation, objectives and processes. • Synthesize, report and present retreat output. • Develop planning framework and communication plan for all LA19 colleges. • Support faculty in engaging, planning, scheduling and coordinating presentations to key stakeholder groups • Facilitate the creation of criteria for evaluation of curriculum innovation examples at LA19 colleges for potential selection and roll-out at regional level • Execute a mix of in person and video conference sessions. • Assist the LA-19 to refine goals and leverage existing resources for the greatest collective impact.	Strong Workforce Program (SWP), Regional Funds

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 13 CONTRACTS AND CONSULTANTS *(continued)*

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

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

➤ EXTENSION OF EXISTING CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
B	Collier Simon	June 1 – December 31, 2020 Not to exceed \$400,000	This contract is a continuation of services. In an effort to drive greater awareness of Career Education and increase enrollments in these programs at Santa Monica College, Collier Simon (CoSi) will architect a comprehensive social content strategy, execute, and produce content creation and manage all paid social media.	Strong Workforce Program (SWP) Local Funds
C	Collier Simon	June 1, 2020 – June 30, 2021 Not to exceed \$1,250,000	This is an extension to the existing contract. In an effort to drive greater awareness of Career Education and increase enrollments in those programs at the 19 Community Colleges of Los Angeles (CCLA), Collier Simon (CoSi) will build comprehensive social content strategy and communication plan with timing and rollout details for continuing advertising programs for CCLA, create on-demand dashboard for the LA19 teams, meet with client leadership and other agency partners to provide weekly reports, create brand kits for each college, and provide an influencer program to increase awareness in an effort to grow enrollment for CCLA career education programs.	Strong Workforce Program (SWP), Regional

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 13 CONTRACTS AND CONSULTANTS *(continued)*

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

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

➤ EXTENSION OF EXISTING CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
D	The Los Angeles County Economic Development Corporation (LAEDC)	July 1, 2020 - December 31, 2021 Not to exceed \$877,000 per year	This is an extension to the existing contract. The Los Angeles County Economic Development Corporation (LAEDC) will undertake critical regional employer engagement, coordination and communications. The objective is to institutionalize the regional relational infrastructure that is essential to create, sustain and strengthen partnerships between education/workforce development and industry and, in so doing, increase partnerships between the 19 colleges in the LA region and key companies in targeted industries, support better equilibrium between labor market demand and supply, and identify work-based learning and employment opportunities for community college students in the highest growth industries and occupations in the LA region.	Strong Workforce Program (SWP), Regional

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 13 CONTRACTS AND CONSULTANTS *(continued)*

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

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

➤ EXTENSION OF EXISTING CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
E	Blackboard Inc.	July 1, 2020- June 30, 2021 Not to exceed \$1,250,000	This is an extension to the existing contract. Blackboard will provide a comprehensive marketing and enrollment lead qualification and transfer services to support the 19 community colleges in LA County. Blackboard will manage marketing campaigns and social media spending and provide specialized training on the colleges, program attributes, and transfer process to the enrollment associates who represent the college.	Strong Workforce Program (SWP), Regional
<i>A, B, C, D and E</i> <i>Requested by: Patricia Ramos, Dean Workforce & Economic Development</i> <i>Approved by: Jennifer Merlic, Vice President, Academic Affairs</i>				

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
F	Network Integration Company Partners, Inc.	\$130,522.11	Cisco Equipment for Early Childhood Education Center and Pico Village and Pico Classroom Complex.	Bond Funds
<i>Requested by: Matthew Kiaman</i> <i>Approved by: Marc Drescher, Chief Director of Information Technology</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 13 CONTRACTS AND CONSULTANTS

13-B RATIFICATION OF CONTRACTS AND CONSULTANTS

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION (A, B, C)

Provider/Contract		Term/Amount	Service	Funding Source
A	(1) James Altuner	June 22 – August 31, 2020 10 hours per week, not to exceed \$4,000	For Upward Bound Remote Summer Program (1) The consultant will teach English and Theatrical Arts remotely during the Upward Bound six-week Summer 2020 Program.	2019-2020 Upward Bound Carryover Funds
	(2) Study Smart Tutors	5 hours per week, \$300 per student, amount not to exceed \$4,000	(2) The consultant will provide an online program to explore all angles of the sneaker business through a unique Science Technology Engineering Art and Mathematics (STEAM) experience for the 2020 Update Bound Summer Program.	
Requested by: Bonita Cooper, Project Manager, Upward Bound Approved by: Teresita Rodriguez, Vice-President, Enrollment Development				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2019

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 13 CONTRACTS AND CONSULTANTS

13-B RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
B	Innovative Pest Products, LLC	\$33,680 per year for three (3) years. Contract price firm for all three years.	Pest Control Services for all SMC Campuses.	General Fund
<i>Requested by Devin Starnes, Director, Facilities Management/Operations</i> <i>Approved by: Christopher Bonvenuto, Vice President, Business/Administration</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 ACADEMIC PERSONNEL

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

<u>NEWLY TENURED FULL-TIME FACULTY</u>	<u>EFFECTIVE DATE</u>
Allen, Leigh, FT/Tenure Track Instructor, Theatre Arts	08/31/2020
Arevalo, Lourdes FT/Tenure Track Instructor, Modern Languages	08/31/2020
Armstrong, Robert W., FT/Tenure Track Instructor, Photo/Fashion Design	08/31/2020
Battista, Clare, FT/Tenure Track Instructor, Philosophy/Social Sciences	08/31/2020
Bene, Alex, FT/Tenure Track Instructor, Mathematics	08/31/2020
Blaize-Hopkins, Ashanti, FT/Tenure Track Instructor, Communications	08/31/2020
Collins, Lisa, FT/Tenure Track Instructor, Earth Sciences	08/31/2020
Cordova, Sheila, FT/Tenure Track Instructor, Design Technology	08/31/2020
Griffy, Walker, FT/Tenure Track Instructor, English	08/31/2020
Klumpe, Paul, FT/Tenure Track Instructor, Philosophy/Social Sciences	08/31/2020
Krug, Jessica, FT/Tenure Track Instructor, English	08/31/2020
Lee Chan, Alejandro, FT/Tenure Track Instructor, Modern Languages	08/31/2020
Lewis, Stephanie, FT/Tenure Track Counselor, Disabled Students Center	08/31/2020
Lui-Martinez, Kristin, FT/Tenure Track Instructor, Mathematics	08/31/2020
Melendez, Christyanne, FT/Tenure Track Instructor, Graphic Design	08/31/2020
Metzler, Karen, FT/Tenure Track Instructor, Kinesiology	08/31/2020
Miano, Iris, FT/Tenure Track Instructor, Mathematics	08/31/2020
Misaghi, Angelina, FT/Tenure Track Instructor, English	08/31/2020
Mohsen, Ali, FT/Tenure Track Instructor, Philosophy/Social Sciences	08/31/2020
Musselman, Matthew, FT/Tenure Track Instructor, Mathematics	08/31/2020
Obsatz, Sharyn, FT/Tenure Track Instructor, Communications	08/31/2020
Raymer, Poliana, FT/Tenure Track Instructor, Life Sciences	08/31/2020
Reilly, Brandon, FT/Tenure Track Instructor, History	08/31/2020
Ross, Kristin, FT/Tenure Track Instructor, Mathematics	08/31/2020
Urrutia, Amber Q., FT/Tenure Track Instructor, Philosophy/Social Sciences	08/31/2020
Van Wormer, Vanessa, FT/Tenure Track Instructor, Dance	08/31/2020

ELECTIONS

PROJECT MANAGERS (continuation of contracts)

Balfus, Lisa, Mental Health Grant (50%)	7/1/2020 - 06/30/2021
Cardenas, Nancy, LA HI Tech Student Support (50%)	7/1/2020 - 06/30/2021
Clark, Gerald, Distance Education (50%)	7/1/2020 - 12/31/2020
Cooper, Bonita, Upward Bound	7/1/2020 - 06/30/2021
Davis, Shari, Special Assignments (60%)	7/1/2020 - 06/30/2021
Garcia, Amanda, Interaction Design (50%)	7/1/2020 - 08/30/2020
Kawar, Ferris, Sustainability	7/1/2020 - 06/30/2021
Lem, Aimee, Pico Promise (50%)	7/1/2020 - 06/30/2021
Leon-Vasquez, Maria, Workforce Development	7/1/2020 - 06/30/2021

Lopez, Jeanette, ECE CCAMPIS Grant (25%)	7/1/2020 - 06/30/2021
Mejia, Ashley, Non-Credit (Adult Education) Programs	7/1/2020 - 06/30/2021
Washington, Daniella, Veterans Resources Center Grant (50%)	7/1/2020 - 06/30/2021
Yahnian, Vanan, STEM	7/1/2020 - 06/30/2021
Zugic, Irena, Pathways	7/1/2020 - 06/30/2021

INTERIM ACADEMIC ADMINISTRATORS

Beardsley, Jason, Dean, Instructional Services	7/1/2020 - 06/30/2021
Burson, Patricia, Associate Dean, Learning Resources	7/1/2020 - 06/30/2021

ADJUNCT FACULTY

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

RECOMMENDATION NO. 15 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.

WORKING OUT OF CLASSIFICATION (POVISIONAL)

Chambers, Nicholas	04/27/2020 – 06/30/2020
From: Student Services Clerk	
To: Academic Records Evaluator	
More than 50 percent	

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Chambers, Nicholas	12/14/2019 – 04/01/2020
From: Student Services Clerk	04/02/2020 - 04/26/2020*
To: Administrative Assistant II	
More than 50 percent	
*revised end date previously approved on 4/7/2020	

Kerce, Kathy	07/01/2020 - 09/03/2020
From: Community College Police Dispatcher, Campus Police	
To: Senior Community College Police Dispatcher, Campus Police	
More than 50 percent	

SEPARATION

LAST DAY OF PAID SERVICE

39 MONTH REEMPLOYMENT

Taheri, Sina, Info Systems Administrator, Network Services	06/01/2020
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 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.

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.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Abel, Teneka, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Ashby, DeAnna, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Beck, Mihael M., Customer Service Assistant, Campus Store	05/26/2020-06/30/2020
Brinkley, Tanisha, Customer Service Assistant, Campus Store	05/26/2020-06/30/2020
Chang, Tony, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Eichen, John, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Garcia, Lucy, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Grau, Donald, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Lopez, Jose C., Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Lopez, Veronica, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Mehary, Mehret, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Micas, Donna, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Miles, Erik, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Nwonwu, Vergie, Customer Service Assistant, Campus Store	05/26/2020-06/30/2020
Pabst, Ester, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Pacheco, Wendy, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020
Robles Jr., Jose, Customer Service Assistant, Campus Store	05/26/2020-06/30/2020
Thielking, Alan, Bookstore Clerk/Cashier, Campus Store	05/26/2020-06/30/2020

RECOMMENDATION NO. 17 CLASSIFIED PERSONNEL – NON MERIT

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

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

College Student Assistant, \$14.25/hour (STHP)	86
College CalWorks, \$14.25/hour	2

SPECIAL SERVICE

Art Model w/ Costume, \$30.00/hour	13
Community Services Specialist I, \$35.00/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES

Requested by: Charlie Yen, Director of Facilities Planning

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

Requested Action: Approval/Ratification

18-A PROJECT CLOSE OUT – STEM SHOP RENOVATION

Subject to completion of punch list items by KG AXIS, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as STEM SHOP RENOVATION as being complete. Upon completion of punch list items by KG AXIS, INC. the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

18-B POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica

Amount: \$50,964.62

For the Period: January 1, 2020 – March 31, 2020 (3 months)

Funding Source: 2019-2020 District General Fund

Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the District uses the pool compared to the total hours of pool use by all parties. District paid the City of Santa Monica 81,339.33 for the same period last year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 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: Higher Education Emergency Relief Fund – Institutional Portion
Granting Agency: United States Department of Education
Augmentation Amount: \$6,096,756
Matching Funds: Not Applicable
Performance Period: May 10, 2020 - May 10, 2021
Summary: The CARES Act establishes the Higher Education Emergency Relief Fund (HEERF) which includes funding to institutions of higher education to help cover any costs associated with significant changes to the delivery of instruction due to coronavirus, so long as such costs do not include payments to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.
The CARES Act requires HEERF-Institutional Portion funds to be used on institutional costs incurred on or after March 13, 2020 for which the district has a reasoned basis for concluding that such costs have a clear nexus to significant changes to the delivery of instruction due to the coronavirus. Santa Monica College will receive \$6,096,756 and may use the funds to reimburse itself for costs related to refunds made to students for housing, food, or other services that the district could no longer provide, or for hardware, software, or internet connectivity that the district purchased on behalf of the students or provided to them.

Budget Augmentation: Restrict Fund 01.3

Revenue		
8100	Higher Education Act	\$6,096,756
Expenditure		
1000	Academic Salaries	0
2000	Non-Academic Salaries	0
3000	Employee Benefits	0
4000	Supplies & Materials	0
5000	Other Operating Expenditures	0
6000	Capital Outlay	0
7000	Other Outgo	\$6,096,756
Total		\$6,096,756

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Requested Action: Approval/Ratification

Requestor: Jennifer Merlic, Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Child Development Training Consortium (CDTC)
Granting Agency: Yosemite Community College District
Augmentation Amount: \$1,456 (amended total amount: \$9,256)
Matching Funds: Not Applicable
Performance Period: September 1, 2019 – June 20, 2020
Summary: The Child Development Training Consortium (CDTC) is a statewide program funded by the California Department of Education, Child Development Division (CDE/CDD) with Federal Block Grant Child Care and Development Quality Improvement Funds. The Yosemite Community College District administers the program. The program support students enrolled in obtaining a Child Development Permit.
Based on the Education/Early Childhood Department's ability to provide services to additional students, funding to Santa Monica College is being increased by \$1,456. Funds will be used to reimburse students' enrollment fees, tuition and/or textbooks.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 1,456
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 1,456
Total		\$ 1,456

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Requested Action: Approval/Ratification

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

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Public Housekeeping Training Organization (PHTO) Program
Granting Agency: The City of Santa Monica
Award Amount: \$539,100 (not to exceed reimbursement amount)
Matching Funds: Not applicable
Performance Period: February 27, 2020 – February 27, 2023
Summary: The Santa Monica City Council adopted ordinance No. 2614 (CSS) in September 2019 to enhance the protection of hotel workers in the local hospitality industry. As part of the ordinance, the City of Santa Monica sought a Public Housekeeping Training Organization (PHTO) to develop and deliver a curriculum that effectively conveys the fundamentals of the new regulations to approximately 2,100 housekeepers affected. Santa Monica College's Workforce Office submitted a proposal and was selected as the most qualified organization to perform on the scope of work required. SMC will work independently with the City's 41 hotels to train, administer an examination, and issue a Public Housekeeping Certificate to each hotel housekeeper who has successfully completed the program. Reimbursement to SMC will be based on a fee per housekeeper using a sliding scale tied to the number of participants in the classroom. It is expected that the program will generate between \$188,720 to \$539,100 in fees to the college.

Budget:	Restricted Fund 01.3	
	Revenue	
	8800 Local	\$539,100
	Expenditures (based on billable revenues)	
	1000 Academic Salaries	200,000
	2000 Non-Academic Salaries	0
	3000 Employee Benefit	60,000
	4000 Supplies & Materials	2,500
	5000 Other Operating Expenditures	276,600
	6000 Capital Outlay	0
	7300 Other Outgo/Indirect	0
	7600 Student Aid	0
	Total	\$539,100

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 BUDGET TRANSFERS

20-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: April 23, 2020 through May 20, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	21,382
3000	Benefits	0
4000	Supplies	-17,102
5000	Contract Services/Operating Exp	197,479
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-201,759
Net Total:		0

20-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: April 23, 2020 through May 20, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	14,916
2000	Classified/Student Salaries	-10,160
3000	Benefits	-4,616
4000	Supplies	-12,063
5000	Contract Services/Operating Exp	80,018
6000	Sites/Buildings/Equipment	-1,125
7100/7699	Other Outgo/Student Payments	-66,970
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 BUDGET TRANSFERS (continued)

20-C FUND 42.4 – REVENUE BOND CONSTRUCTION FUND (MEASURE AA)

Period: April 23, 2020 through May 20, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	525
6000	Sites/Buildings/Equipment	-525
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

20-D FUND 42.5 – REVENUE BOND CONSTRUCTION FUND (MEASURE V)

Period: April 23, 2020 through May 20, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	25,578
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	-25,578
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	June 2, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

April 2020 8912 through 8954 \$ 17,733,366.29

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

RECOMMENDATION NO. 22 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

April 2020 C1I – C2J \$13,021,246.02

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

RECOMMENDATION NO. 23 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification

Requested by: Mitch Hesel, Dean, Educational Enterprise

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

Auxiliary Operations Payments and Purchase Orders

April 2020 Covered by check & voucher numbers: 025835-025933 & 02186-02195

Bookstore Fund Payments \$ 276,741.72

Other Auxiliary Fund Payments \$ 36,067.39

Trust and Fiduciary Fund Payments \$ 841,335.99

\$ 1,154,145.10

Purchase Orders issued

April 2020 \$0

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 24 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification
Requested by: Scott Silverman, Associate Dean, Emeritus
Patricia Ramos, Dean, Workforce Development
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

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

RECOMMENDATION NO. 25 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>
June 2020	2	\$10,003

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. 26 PURCHASING

Requested Action: Approval/Ratification
Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

26-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.

April 2020

\$35,400,481.03

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27

SUBJECT: RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT ADOPTING THE SANTA MONICA COLLEGE ART COMPLEX REPLACEMENT PROJECT MITIGATION MONITORING AND REPORTING PROGRAM, ADOPTING THE INITIAL STUDY AND PROPOSED MITIGATED NEGATIVE DECLARATION, APPROVING AN AMENDMENT TO THE SMC CAREER AND EDUCATIONAL FACILITIES MASTER PLAN (2010) UPDATE, AND APPROVING THE SANTA MONICA COLLEGE ART COMPLEX REPLACEMENT PROJECT

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a resolution adopting the Santa Monica College Art Complex Replacement Project Mitigation Monitoring and Reporting Program; adopting the Initial Study and proposed Mitigated Negative Declaration; approving the June 2020 Amendment to the Santa Monica College Career and Educational Facilities 2010 Master Plan; and approving the Santa Monica College Art Complex Replacement Project resolution.

WHEREAS, on January 17, 2017, the Board of Trustees approved the acquisition of the property at 2019 and 2023 14th Street (APN 4284-034-014 and APN 4284-034-004) in the City of Santa Monica with a total lot area of 43,400 square feet (approximately 1 acre) immediately south of SMC's Parking Lot 6, 1410 Pico Boulevard (APN 4284-034-900); and

WHEREAS, the Santa Monica College Art Complex Replacement Project ("Project") replaces the existing Art Complex on SMC's Main Campus and the existing Ceramics art facility on SMC's satellite Airport Arts Campus with a new 20,720 ASF (31,877 GSF) two-story facility on an approximately 1.65-acre site that consists of Parking Lot 6 and the two recently acquired parcels; and

WHEREAS, a community meeting concerning the proposed Project was hosted by representatives of Santa Monica College on May 10, 2018, with a community notification mailed to residential and commercial neighbors of the project, to Sunset Park and Pico Neighborhood organizations, and to the City of Santa Monica; and additional electronic notifications provided to the Pico Neighborhood Association and Friends of Sunset Park concerning the May 10th community meeting; and

WHEREAS, a Notice of Intent to Adopt the Initial Study and proposed Mitigated Negative Declaration for the Santa Monica College Art Complex Replacement Project ("Project") was published in the Santa Monica Daily Press on April 30, 2020 in compliance with the California Environmental Quality Act ("CEQA") and the Santa Monica College CEQA Guidelines, and was published as a courtesy notice in the Malibu Times on May 7, 2020; and

WHEREAS, the Notice of Intent and the Initial Study and proposed Mitigated Negative Declaration (SCH No. 2020040434) were filed with the State Clearinghouse on April 30, 2020; and

WHEREAS, the Initial Study and proposed Mitigated Negative Declaration were posted on the internet at www2.smc.edu/planning; and

WHEREAS, the Initial Study and proposed Mitigated Negative Declaration were made available for public comment for 30 days, beginning on April 30 and ending on May 29, 2020; and

WHEREAS, the Notice of Intent and Availability of the Initial Study and proposed Mitigated Negative Declaration were recorded for posting by the Los Angeles County Clerk on May 6, 2020; and

WHEREAS, a community meeting concerning the Initial Study and proposed Mitigated Negative Declaration was hosted by representatives of Santa Monica College on May 20, 2020, with a community notification mailed to residential and commercial neighbors of the project, to Sunset Park and Pico Neighborhood organizations, and to the City of Santa Monica; and additional electronic notifications provided to the Pico Neighborhood Association and Friends of Sunset Park concerning the May 20th community meeting; and

WHEREAS, the Final Initial Study and Mitigated Negative Declaration (Final IS/MND) incorporates revisions in response to public and agency comments on the Draft MND, and to address community input provided in response to the proposed Project; and

WHEREAS, on June 2, 2020, the Project was considered by the Board of Trustees for adoption, and the proposed Final Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program must be adopted prior to the contemplated approval of the Project; and

WHEREAS, members of the public were permitted to provide comments to the Board of Trustees prior to any action being taken on the Initial Study and proposed Mitigated Negative Declaration, proposed Facilities Master Plan Amendment, and proposed Project; and

WHEREAS, the Board of Trustees, acting in its capacity as the Lead Agency pursuant to State CEQA Guidelines Section 15051(a), has reviewed the Initial Study and proposed Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program and considered public and agency comments submitted in response to the Initial Study and Mitigated Negative Declaration;

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

SECTION 1. The Board of Trustees finds that the Initial Study identified certain potentially significant impacts with respect to Cultural Resources (Archaeological), Geology and Soils (Paleontology), Hazardous Materials (Soil Management Plan), Noise (Construction), Transportation (Construction Management Plan), Tribal Cultural Resources, Utilities and Service Systems (Water, Sewer), and Mandatory Findings of Significance, and that these impacts would be reduced to less than significant levels with the incorporation of mitigation measures imposed on the Project.

SECTION 2. Consistent with Public Resources Code Section 21081.6(a)(1), the Board of Trustees adopts the Santa Monica College Arts Complex Replacement Project Mitigation Monitoring and Reporting Program, which is included as Attachment A, to mitigate or avoid significant effects of the Project on the environment and ensure compliance during Project implementation.

SECTION 3. The Board of Trustees has reviewed and considered the Initial Study and proposed Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program, together with all comments received during the public review process, prior to acting on the amendment to the SMC Career and Educational Facilities 2010 Master Plan, and on the Project.

SECTION 4. The Board of Trustees finds, based on the whole record before it, including the Initial Study and proposed Mitigated Negative Declaration, and all written and oral comments received pertaining thereto, that with incorporation of the proposed mitigation measures there is no substantial evidence that the Project will have a significant effect on the environment, and that the Initial Study and proposed Mitigated Negative Declaration reflect the Santa Monica Community College District's independent judgment and analysis. Therefore, the Board of Trustees hereby adopts the Mitigated Negative Declaration.

SECTION 5. An Amendment to the SMC Career and Educational Facilities Master Plan (2010 Update) to incorporate two parcels (APN 4284-034-014 and APN 4284-034-004) with a total lot area of approximately 43,400 square feet (approximately 1 acre) for the proposed construction and operation of the Santa Monica College Art Complex Replacement Project consisting of approximately 31,877 gross square feet (GSF) of floor area, which is included as Attachment B, is approved.

SECTION 6. The Santa Monica College Art Complex Replacement Project is approved. Based on the record of the proceedings, the Board of Trustees finds that the Project advances the mission of Santa Monica College by "[providing] a safe, inclusive, and dynamic learning environment that encourages personal and intellectual exploration—one that challenges and supports students in achieving their educational goals." Further, the Project advances the College's goals, including the following: "Continuously develop curricular programs, learning strategies, and services to meet the evolving needs of students and the community; ...Provide access to comprehensive student learning resources; [and] ... Apply sustainable practices to maintain and enhance the College's facilities and infrastructure."

SECTION 7. Consistent with Public Resources Code Section 21081.6(a)(2), the documents which constitute the record of proceedings for approving the amendment to the SMC Career and Educational Facilities 2010 Master Plan and this Project are located in the Business & Administration Offices at 1900 Pico Boulevard, Santa Monica, California. The custodian of these records is Mr. Christopher Bonvenuto, Vice President, Business & Administration for Santa Monica College.

Attachment A – Mitigation Monitoring and Reporting Program

Attachment B – June 2020 Amendment to the Santa Monica College Career and Educational Facilities
2010 Master Plan

Description

SMC is proposing to construct and operate a new Arts Complex replacing the existing 70-year old art studios and classrooms on the main campus and the ceramic kilns at the Airport Arts campus. The main campus facility has neared the end of its useful life and the existing building systems, infrastructure, and space distribution no longer meet the needs of the program and limit instructional delivery. Additionally, integrating the Ceramics division with the other Art laboratory courses would improve collaboration, sharing of resources, and community access.

The new Arts Complex would support studio and workshop classes in Drawing, Design, Digital 2-D and 3-D Design and Printing, Watercolor, Acrylic Painting, Oil Painting, Sculpture, Glass Sculpture, Ceramics, and Printmaking. The complex would also include a large classroom supporting Art History, and additional informal teaching spaces and offices. The complex will be located on a 1.65-acre site, bounded by Pico Boulevard to the north, 14th Street to the west, and Bay Street to the south.

The replacement project would be 20,720 ASF (Assignable Square Feet), including 1,825 ASF of classroom space, 17,203 ASF of laboratory space, and 1,692 ASF of office space. The building is two stories, with a maximum height of 30 feet. The total size for the building, including corridors, restrooms, and storage, is 31,877 GSF (Gross Square Feet).

Parking at the facility is staff only, with approximately 20 parking spaces on site. Cars will both enter and exit from Pico Boulevard. A service and emergency gate will be available on 14th Street. Student and community parking will be in the parking structures half-a-block east, on the main SMC campus.

Drawings, illustrations, and photographs of a 3-D model of the proposed Project are available at www2.smc.edu/planning.

Public and Agency Comments

One State Agency, Caltrans, submitted a comment letter on the Proposed Project. Caltrans' comment letter, dated May 25, 2020, acknowledges receipt of the Draft IS/MND and notes that Caltrans does not anticipate any significant adverse impacts to the State Highway System. Caltrans's comment letter noted that the transportation of heavy construction equipment and/or materials which requires use of oversized-transport vehicles on State highways will need a Caltrans transportation permit and recommends that large size truck trips be limited to off-peak commute periods. The request to have large size trucks be limited to off-peak commute periods is incorporated as part of mitigation measure TR-1 (Construction Impact Mitigation Plan).

Public Outreach

On May 20, 2020, SMC organized and hosted a public outreach presentation and community meeting via a video-conference group meeting with members of the SMC project team and interested persons who reside in the neighborhood surrounding the Project Site. A summary of comments and issues raised pertaining to the Proposed Project's environmental impact upon the surrounding community, along with District responses, is as follows:

Architectural Treatment of the South Facing Building Façade. Concerns were raised regarding the selection of architectural materials, building height, and thematic up-lighting of the proposed Art Complex's south facing façade. Several comments requested public input on the design elements and suggested whether an art installation and/or living wall could be considered during the architectural planning process. Additional information pertaining to the architectural materials and design has been incorporated into Section 3.3 Project Description and Section 4.1, Aesthetics. Mitigation Measure AES-2 has been added in the Final IS/MND as follows:

Mitigation Measure AES-2: The District shall form a task force that includes Bay Street neighbors to determine architectural and site design solutions that address neighborhood concerns and consider suggestions to incorporate design elements such as a living wall, a stepped roof line, and transitional landscaping along the southerly fence line along Bay Street.

Nighttime lighting and illumination. Concerns were raised regarding the potential for light pollution and timing of lighting and illumination on the south façade of the proposed Art Complex structure and within the parking lot. For responses to these issues, additional clarifying information has been incorporated into Section 3.3 Project Description and Section 4.1, Aesthetics. Outdoor lighting within the exterior spaces including courtyards, pedestrian walkways, and parking lots will include low-level, directional lighting fixtures that shall be designed and installed to minimize light spillover onto adjacent properties. Specifically, the Proposed Project would comply with Section 1205.7 of the California Building Code, Campus Lighting for Parking Facilities and Primary Walkways at California State Universities, Colleges and Community Colleges. Section 1205.7 provides that lighting levels for open and covered parking facilities and primary campus walkways should be lit in accordance with their activity levels.

Notwithstanding the less than significant lighting impacts, the District has voluntarily agreed to engage a professional lighting consultant to prepare a lighting plan and engage with the neighbors to the south (along 14th Street and Bay Street) to develop a lighting plan that would address community concerns with respect to low-level lighting fixtures, reflectivity of light off of architectural façades, pole heights, and landscape elements. This is incorporated in the Final IS/MND as Mitigation Measure AES-1.

Hours of Operation. Concerns were raised regarding the hours of operation and level of activity that would occur during the evening hours. Responses to clarify the hours of operation are provided in Section 3.3 Project Description. The Proposed Project would be accessible to students and faculty during SMC's regular operating hours of 6:00 a.m. to 11:00 p.m. Monday through Saturday on a year-round basis in accordance with program scheduling for the Fall, Winter, Spring and Summer quarters. After hours activities would be limited to janitorial maintenance activities, and site patrols by security and the Santa Monica College Police Department. Limited special events would be held on the Project Site on an intermittent and occasional basis.

Operational Noise. Concerns were raised regarding operational noise levels, including outdoor events, the use of public address systems, frequency of evening or after hour events, and noise from stationary mechanical heating and air conditioning and ventilation (HVAC) systems. For responses to these issues, additional clarifying information has been provided in Section 4.13, Noise. Based on the size of the courtyard and outdoor spaces provided within the Arts Complex site, it is conservatively anticipated that this area could accommodate up to 100 people in the outdoor plaza for casual outdoor gatherings based on occupiable space. For purposes of estimating noise from people congregating in these areas, reference noise levels of 65 dBA and 62 dBA for a male and a female speaking in a raised voice, respectively, were used to analyze noise from the use of these courtyard areas. The central courtyard area is designed to be north facing, towards Pico Boulevard, such that the building walls would attenuate and block sound from being directed into the residential neighborhood to the south. The building structure would block the line of sight between the outdoor gathering space and the residences and would provide a minimum sound attenuation of 20 dBA. Based on the ambient noise levels recorded in the surrounding area (See Table 4.11 Existing Ambient Daytime Noise Levels), the Proposed Project would not increase ambient noise levels by more than 5 dBA from the open space with full capacities. As such, noise from the outdoor common open space would be less than significant.

Operational Air Quality Emissions. Concerns were raised regarding operational air quality emissions and potential for odors associated with paints, fumes, solvents, and ceramic kilns. Additional information pertaining to operational air quality emissions has been provided in Section 4.3, Air Quality. Operational activities would involve the storage and use of certain art products and materials (such as paints and solvents) in small quantities. The storage and use of art supplies, such as paint, adhesives, and ceramic kilns would be similar to what is currently used on the Main Campus and at the Airport Arts Complex. Based on an SCAQMD records search, neither the Main Campus nor the Airport Arts Campus store or use materials in large enough quantity to be regulated by the SCAQMD. Materials with volatile organic compounds (VOCs) are generally regulated at the source (i.e., manufacturer), and point of sale in accordance with SCAQMD Rule 1113 (Architectural Coatings). The storage and use of art supplies and limited use of kilns is covered under Rule 219 – Equipment Not Requiring a Written Permit Pursuant to Regulation II. In addition, SCAQMD Rule 402 (Nuisance), and SCAQMD Best Available Control Technology Guidelines would limit potential objectionable odor impacts during the Proposed Project's long-term operations phase. SCAQMD Rule 402 provides that a person shall not discharge from any source whatsoever such quantities of air contaminants or other material which cause injury, detriment, nuisance, or annoyance to any considerable number of persons or to the public, or which endanger the comfort, repose, health or safety of any such persons or the public, or which cause, or have a natural tendency to cause, injury or damage to business or property. With compliance with SCAQMD Rules 402, described above, potential objectionable odor impacts would be less than significant.

Staging of Construction Equipment. Concerns were raised regarding contractor parking and the staging of equipment and supplies during the construction process. Additional clarifying information regarding this issue has been provided in Section 3.3 Project Description, subsection G, Anticipated Construction Schedule. During construction, all contractors will be required to park on-site or in parking structure 4 located on the Main Campus. Construction equipment and staging areas will be provided on-site and in a designated off-site lot at the surface parking lot at the southwest corner of Pico Boulevard and 16th Street. No contractors or equipment will be allowed to park or be staged on the surrounding roadways including 14th Street, Bay Street or 16th Street.

Litter and Smoking. Concerns were raised regarding the potential for an increase in litter and off-campus smoking nuisances occurring within the residential neighborhood surrounding the proposed Art Complex Replacement Building. In a general response, SMC administrators acknowledged this potential impact and ensured that the SMC policy for the Main Campus would apply to the proposed Art Complex Replacement Building site. Additionally, SMC agreed to proactively work with residents and provide a method for communicating such issues if and when they occur so that SMCPD can respond accordingly. (See additional information provided in Section 15, Public Services (Police Services). SMCPD would increase patrols on the Project Site in accordance with the levels of programming and increased activity at the Arts Complex Replacement Building. Consistent with current SMC Policies and standard practice, SMCPD will also patrol the areas immediately surrounding the Arts Complex site to monitor and enforce nuisance activities, such as students parking within the preferential parking areas, and loitering in the neighborhood. Therefore, the Proposed Project impacts on police services would be less than significant.

In addition to the above issues, a response letter was received from the South Central Coastal Information Center (SCCIC) on May 5, 2020 after the Draft MND was published. The records search request confirmed that no historic or archaeological resources have been recorded within the Project Site and that no known archaeological resources occur within a ¼ mile radius of the Project Site. This information reaffirms the conclusions in the Draft MND and has been incorporated into Section 5, Cultural Resources, and Appendix I, Cultural Resources.

Attachment A – Mitigation Monitoring and Reporting Program

Attachment B – June 2020 Amendment to the Santa Monica College Career and Educational Facilities 2010 Master Plan

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 28

SUBJECT: **RESOLUTION FOR ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution to authorize the assignment of delinquent tax receivables to the California Statewide Delinquent Finance Authority for years 2020, 2021 and 2022, and authorize the execution and delivery of related documents and actions.

SUMMARY: The California Statewide Delinquent Tax Finance Authority consists of 93 K-14 Districts, including 12 Community College Districts, that have joined together to assign and sell delinquent taxes and assessments, as allowed under Government Code Section 6516.6, at an 10.0% premium. Since 2002 the District has received \$608,254 in unrestricted revenue by participating in the California Statewide Delinquent Tax Finance Authority JPA.

**RESOLUTION OF THE GOVERNING BOARD OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT
APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE
DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS ENDING JUNE 30, 2020, 2021 AND 2022, AND
AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS**

WHEREAS, under Section 6516.6(b) of the Government Code of the State of California (the "Law"), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent ad valorem property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

WHEREAS, the Authority has financed the purchase of tax receivables from the Santa Monica Community College District (the "District") in prior fiscal years; and

WHEREAS, the Authority has requested the District to consider selling its certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2020, 2021 and 2022 (collectively, the "Tax Receivables"), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

WHEREAS, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

WHEREAS, the Governing Board of the District (the "Board") wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Santa Monica Community College District as follows:

Section 1. Sale of Tax Receivables to Authority. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables.

Section 2. Approval of Purchase and Sale Agreements. The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof approved by the Superintendent/President or the Vice President of Business and Administrative Services of the District (each, an "Authorized Officer"). The Authorized Officers are individually authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by an Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of each of the Purchase and Sale Agreements.

Section 3. Official Actions. The Authorized Officers and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29

SUBJECT: **RESOLUTION: DESIGNATING PERSONNEL TO ACT AS THE AGENT FOR THE DISTRICT SEEKING FINANCIAL ASSISTANCE PROVIDED BY THE STATE OF CALIFORNIA**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution to designate the District's Applicant Agents when seeking financial assistance from the State of California for certain grants.

WHEREAS, on March 11, 2020, the California Governor's Office of Emergency Services (Cal OES), Homeland Security and Grants Processing Branch solicited proposals for the School Communications Interoperability Grant Program (SCIGP); and

WHEREAS, on April 28, 2020, Santa Monica College received an award letter for the FY 2019 School Communications Interoperability Grant Program; and

WHEREAS, any liability arising out of the performance of the School Communications Interoperability Grant program shall be the responsibility of the Santa Monica College; and

WHEREAS, Santa Monica College shall not use grant funds to supplant expenditures controlled by the district; and

WHEREAS, Santa Monica College is committed to pay the non-State share of project cost, if any, to ensure proper planning, management and completion of the project described in the grant application; and

WHEREAS, the California Office of Emergency Services (CalOES) requires a designation of authorize positions listed to execute for and on behalf of Santa Monica College for the purpose of obtaining certain financial assistance; and

THEREFORE BE IT RESOLVED that the Santa Monica Community College District hereby authorize the positions of the Superintendent/President, Vice President of Business and Administration, and Chief Director of Business Services to execute any actions necessary for the purpose of obtaining state financial assistance provided by the State of California for the "Schools Communication Interoperability Grant" program.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 30

SUBJECT: **RESOLUTION: CONTINUING BUDGETARY AUTHORITY**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution to give the District spending authority after July 1, 2020 through the date of the tentative budget.

WHEREAS, State Chancellor's Executive Order 2020-06, which was issued pursuant to California Community Colleges Board of Governors Resolution No. 2020-01 and Section 52020 of Title 5 of the California Code of Regulations, extended the deadline for community college districts to issue the 2020-2021 Tentative Budget from July 1, 2020 to August 1, 2020, and extended the deadline to issue the 2020-2021 Final Budget from September 15, 2020 to October 31, 2020, in addition to extending other related deadlines.

THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees will comply with the extended deadlines set forth in Executive Order 2020-06, and Board Policy/Administrative Procedure 6200 ("Budget Preparation) and Board Policy/Administrative Procedure 6250 ("Budget Management") are hereby modified temporarily to the extent necessary to be consistent with Executive Order 2020-06;
2. The Board of Trustees authorizes spending by the District between July 1, 2020, and the date of the Board's adoption of the District's 2020-2021 Tentative Budget not to exceed the spending parameters set forth in the District's 2019-2020 Final Budget which was adopted by the Board of Trustees on September 3, 2019; and
3. The Board of Trustees also authorizes spending by the District between the date of the Board's adoption of the District's 2020-2021 Tentative Budget and the date of the Board's adoption of the District's 2020-2021 Final Budget not to exceed the spending parameters set forth in the District's 2020-2021 Tentative Budget.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 31

SUBJECT: AWARD OF CONTRACT – SMC HVAC UPGRADE PROJECT

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: 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 HVAC UPGRADE PROJECT.

<u>Bidder</u>	<u>Amount</u>
*Masters Contracting Corp.	\$8,100,000
A&B Construction, Inc.	\$8,446,000
Bon Air	\$8,600,000
AP Construction	\$8,922,000
Scorpio DBA Air Masters	\$9,150,400
The Nazerian Group	\$9,894,123

FUNDING SOURCE: Measure V

COMMENT: The project includes the installation of new HVAC at Cayton Center, Science West and Gym & PE offices. The new systems will be connected to the campus wide chilled water loop to maximum energy saving.

The project also includes the installation of a new stand-alone HVAC system to the Madison Building at the Performing Arts Center.

Bids for the HVAC Upgrade project were received on May 21, 2020. It is recommended that the Board of Trustees authorize staff to contract with A&B CONSTRUCTION, INC., the lowest responsible and responsive bidder determined from the list above. The SMC District's Award shall be finalized upon the review and verification of all the requirements as outlined in the contract documents and the successful execution of the contract.

*A written Notice of Withdrawal was received from the apparent low bidder, Masters Contracting Corp., within 24 hrs. after the Bid opening date, acknowledging that the bid price contains an unintentional and substantial clerical error. Therefore, it is recommended that the contract be awarded to A&B Construction, Inc. as the lowest responsive bidder.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 32

SUBJECT: AUTHORIZATION TO COMMENCE THE PROCESS TO SELL REAL PROPERTY LOCATED AT 1825 PEARL STREET

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the Superintendent/President to commence the process to sell real property located at 1825 Pearl Street, Santa Monica.

COMMENT: In February 1998, the District purchased 1825 Pearl Street, Santa Monica, California, a 2,376 square foot 4 units apartment complex setting on a 6,158 square foot lot for \$395,000 using Simon's Trust fund. The complex was built in 1939 and consists of two buildings, with three one-story units in the front building and one unit in the rear building over the garages. There are three one-bedroom units and one two-bedroom unit. Each apartment has one bathroom. The complex currently has two tenant occupied units subject to the city's rent control ordinance and two vacant units. The complex is in fair to poor condition and two of the units would require major repairs to be rented. It is estimated that necessary repairs would exceed \$200,000.00.

In March of 2019, the District conducted an appraisal of the property. With the "as-is" condition, the value is one million three hundred thousand dollars (\$1,300,000).

In the event the Board of Trustees authorizes proceeding with the sale of the property, a resolution will be presented for adoption in accordance with Education Code Section 81365 at its July meeting.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 33

SUBJECT: **RESOLUTION APPROVING THE PREPAYMENT AND DEFEASANCE OF CERTIFICATES OF PARTICIPATION, SERIES 2010B AND SERIES 2013A, AND 2016 LEASE WITH OPTION TO PURCHASE, AUTHORIZING THE EXECUTION AND DELIVERY OF ESCROW AGREEMENTS AND TERMINATION AGREEMENTS RELATED THERETO, AND ORDERING CERTAIN ACTIONS**

SUBMITTED BY: Vice President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve this resolution to allow for the prepayment of the District's three (3) outstanding lease obligations. This resolution will allow staff to execute the required documentation for the prepayment at the targeted closing date of August 5, 2020.

FUNDING SOURCE: RDA Facilities Funds and other available District Funds

SUMMARY: The District currently has 3 separate lease-backed debt financings (Leases). The annual cost of these Leases is \$2.65 million and is paid from the District's capital outlay fund and parking revenues. By paying these Leases off early, the District will be able to reallocate the \$2.65 million of annual Lease payments to the budget shortfall. The total amount required for repayment of the Leases is \$12.6 million.

Primary source of the \$12.6 million will come from \$12.1 million of unencumbered funds in the District's RDA Facilities Fund. The RDA Facilities Fund is funded with pass-through payments from the Santa Monica Redevelopment Agency (RDA) and its successor agency. Pass-through payments flow to all affected taxing agencies, including community college districts. Pass-through payments may be used as an offset (maximum 47.5%) or for facilities. The facilities portion of the pass-throughs make up the RDA Facilities Fund. Moneys in this fund may be used for land acquisition, facility construction, reconstruction, remodeling or deferred maintenance, including district or campus buildings or infrastructure (including parking, utilities, furniture, equipment, portables, operating and capital leases) and may also be used to pay or prepay lease payments for such uses.

The original purpose of the Leases was to provide funding for the following:

<u>LEASE</u>	<u>PURPOSE</u>
2010 COP Lease	Pico Parking Facility and District offices
2013 COP Lease	AET Building
2016 Lease	Equipment for Energy Efficiency Upgrades

Therefore, the RDA law allows for the prepayment of these 3 Leases.

The full amount of the \$12.1 million in the RDA Facilities Fund will be applied to the \$12.6 million required to pay off the Leases. This will require the District to only budget \$500,000 for Leases in 2020-21.

Santa Monica Community College District
County of Los Angeles, State of California
RESOLUTION NO. 33

RESOLUTION APPROVING THE PREPAYMENT AND DEFEASANCE OF CERTIFICATES OF PARTICIPATION, SERIES 2010B AND SERIES 2013A, AND 2016 LEASE WITH OPTION TO PURCHASE, AUTHORIZING THE EXECUTION AND DELIVERY OF ESCROW AGREEMENTS AND TERMINATION AGREEMENTS RELATED THERETO, AND ORDERING CERTAIN ACTIONS IN CONNECTION THEREWITH

WHEREAS, the Board of Trustees (the “Board”) of the Santa Monica Community College District (the “District”) is authorized pursuant to the Education Code of the State of California to provide for the execution and delivery of certificates of participation, which will evidence proportionate interests of the owners thereof in certain lease payments to be made by the District; and

WHEREAS, the District has previously caused the execution and delivery of \$13,945,000 aggregate principal amount of its Refunding Certificates of Participation, 2010 Series B (the “2010 Certificates”); and

WHEREAS, the District has previously caused the execution and delivery of \$7,410,000 aggregate principal amount of its Refunding Certificates of Participation, 2013 Series A (the “2013 Certificates”); and

WHEREAS, the District has previously caused the execution and delivery of \$5,207,000 Lease With Option to Purchase (Energy Conservation and Alternative Energy Measures Project) (the “2016 Lease”); and

WHEREAS, it now appears advisable to the District to prepay and defease the 2010 Certificates, the 2013 Certificates and the 2016 Lease from primarily the RDA Facilities Fund (“RDA Fund”) and other available funds of the District; and

WHEREAS, the Board has determined that the law firm of Norton Rose Fulbright US LLP should serve as special counsel (“Special Counsel”) to the District in connection with the prepayment and defeasance of the 2010 Certificates, the 2013 Certificates and the 2016 Lease; and

WHEREAS, pursuant to Section 33607.5(a)(5) of the California Health and Safety Code, the District has determined that the use of proceeds of the debt instruments that were prepaid or refunded by the 2010 Certificates and the 2013 Certificates, and the use of the proceeds from the 2016 Lease were spent at the District campuses, sites or facilities that are: (a) within any of the former Downtown Redevelopment Project Area, the Earthquake Recovery Redevelopment Area, Ocean Park Redevelopment Project Area 1A, or Ocean Park Redevelopment Project Area 1B (each, a “Project Area”) of the former Santa Monica Redevelopment Agency (the “Redevelopment Agency”); (b) attended by students from any of the Project Areas; (c) attended by students generated by projects that are assisted directly by the Redevelopment Agency, or (d) determined by the Board to be of benefit to any of the Project Areas; and

WHEREAS, there have been presented to this meeting of the Board the following documents:

Proposed form of 2010 Escrow Agreement (the “2010 Escrow Agreement”), by and between the District and The Bank of New York Mellon Trust Company, N.A., as 2010 Trustee and Escrow Bank (the “2010 Trustee”);

Proposed form of 2013 Escrow Agreement (the “2013 Escrow Agreement,” and together with the 2010 Escrow Agreement, the “Escrow Agreements”), by and between the District and The Bank of New York Mellon Trust Company, N.A., as 2013 Trustee and Escrow Bank (the “2013 Trustee” and together with the 2010 Trustee, the “Trustee”);

Proposed form of 2010 Termination Agreement (the “2010 Termination Agreement”) by and among the District, the Los Angeles County Schools Regionalized Business Services Corporation (the “LACOE Corporation”) and the Trustee; and

Proposed form of 2013 Termination Agreement (the "2013 Termination Agreement," and together with the 2010 Termination Agreement, the "Termination Agreements") by and among the District, the LACOE Corporation and the Trustee.

NOW, THEREFORE, the Board of Trustees of Santa Monica Community College District, Los Angeles County, resolves as follows:

The Board hereby determines that the use of proceeds of the debt instruments that were prepaid or refunded by the 2010 Certificates and the 2013 Certificates, and the use of the proceeds from the 2016 Lease were spent at District campuses, sites or facilities that are: (a) within one or more of the Project Areas; (b) attended by students from any of the Project Areas; (c) attended by students generated by projects that are assisted directly by the Redevelopment Agency, or (d) were of benefit to one or more of the Project Area.

The Board hereby approves the early prepayment of the 2010 Certificates, the 2013 Certificates and the 2016 Lease from primarily the RDA Facilities Fund and other available funds of the District.

The form, terms and provisions of the Escrow Agreements are hereby approved and Superintendent/President of the District (the "Superintendent"), the Vice President of Business and Administration, or any designee thereof (each, an "Authorized Officer") is hereby authorized and directed on behalf of the District and in its name to execute and deliver the Escrow Agreements in substantially the form presented to and considered at this meeting of the Board, with such changes therein, however, as may be approved by the Authorized Officer, such approval to be conclusively evidenced by his or her execution thereof.

The form, terms and provisions of the Termination Agreements are hereby approved and an Authorized Officer is hereby authorized and directed on behalf of the District and in its name to execute and deliver the Termination Agreements in substantially the form presented to and heretofore considered by the Board, with such changes therein, however, as may be approved by the Authorized Officer, such approval to be conclusively evidenced by his or her execution thereof.

The Secretary of the Board or any member of the Board of the District is hereby authorized and directed to attest to the signature of any Authorized Officer whenever required or advisable for the transactions contemplated by this Resolution.

The Superintendent, the Vice President of Business and Administration, and each of their respective designees, are each hereby authorized and directed to execute and attest to such further documents, instruments, grant deeds, deeds of trust, continuing disclosure certificate and certificates as may be deemed necessary or advisable by Special Counsel in order to accomplish the purposes of this Resolution.

Whenever in this Resolution it shall be provided that a document be executed or attested by the Superintendent or the Vice President of Business and Administration, and if, at the time for execution or attestation of such document, such officer is not available for signature, it shall be sufficient for the purposes of this Resolution if (a) the Vice President of Business and Administration shall execute such document in the place of the Superintendent and (b) any other official designated by the Superintendent shall attest such document in place of the Vice President of Business and Administration, with the same effect.

The Board hereby confirms the appointment of Norton Rose Fulbright US LLP, as Special Counsel, based on a letter agreement with such firm.

Members of the District Board, District officials, administrators and staff, and their authorized deputies and designees, are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to proceed with the prepayment and defeasance of the 2010 Certificates, the 2013 Certificates and the 2016 Lease and otherwise carry out, give effect to and comply with the terms and intent of this Resolution. Such actions as may have heretofore been taken by such officers, officials and staff are hereby ratified, confirmed and approved.

The District has notified the Los Angeles County Office of Education and the County Auditor-Controller of the intention of the District and this Board to proceed with the execution and delivery of the above-referenced documents.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye

ROLL CALL VOTE:

Susan Aminoff	Aye
Nancy Greenstein	Aye
Louise Jaffe	Aye
Margaret Quinones-Perez	Aye
Rob Rader	Absent
Sion Roy	Aye
Barry Snell	Aye

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 34

SUBJECT: RESOLUTIONS: SUPPLEMENTAL RETIREMENT INCENTIVE PROGRAM

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 March 3, 2020. This resolution determines that the District proceed with the Supplemental Retirement Program.

RESOLUTION NO. 1

WHEREAS, on March 3, 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 faculty 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:

Full-time Faculty: At the March Board of Trustees meeting the Board approved a resolution to provide an early retirement incentive to full-time faculty based on a pre-analysis of savings prepared by the Public Agency Retirement Services (PARS) which assumed 23 eligible employees with a minimum net five year savings of \$384,225 and a maximum net five year savings of \$5,501,136 . Post analysis reveals that the District received 28 total enrollees with a minimum net five year savings of \$1,036,005 and a maximum net five year savings of \$12,431,311; materially exceeding the enrollee assumptions and minimum net five year savings assumptions.

Adjunct Faculty: At the March Board of Trustees meeting the Board approved a resolution to provide an early retirement incentive to adjunct faculty based on a pre-analysis of savings prepared by the Public Agency Retirement Services (PARS) which assumed 43 eligible employees with a minimum net five year savings of \$385,305 and a maximum net five year savings of \$3,928,025. Post analysis reveals that the District received 36 total enrollees with a minimum net five year savings of \$207,809 and a maximum net five year savings of \$4,350,891 resulting in material savings.

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

ATTACHMENT 1
ENROLLMENT LIST
Santa Monica Community College District

Full-time Faculty

- 1 Angel, Vini
- 2 Aparicio, Miguel
- 3 Bolivar Owen, Esperanza
- 4 Brigstocke, Jeremy
- 5 Buchanan, Alfred
- 6 Cooley, Stuart
- 7 Dossett, Gordon
- 8 Drake, Vicki
- 9 Ellis, Tracey
- 10 Hartman, Donald
- 11 Jaffe, Sharon
- 12 Kawaguchi, Lesley
- 13 Kline, Margaret
- 14 Krusoe, James
- 15 LeDonne, Helen
- 16 Markarian, Edward
- 17 Mazorow, Moya
- 18 Moassessi, Mitra
- 19 Nannini, Daniel
- 20 Pacchioli, James Joseph
- 21 Peters, Thomas
- 22 Phillips, Franklyn
- 23 Powers, Anne
- 24 Rabach, Eileen
- 25 Short, Anntippia
- 26 Todd, Gary
- 27 Trives, Toni
- 28 Winsryg, Marian

Part-time Faculty

- 1 Aghabegian, Diana
- 2 Ashleigh, Sarah
- 3 Babcock, Linda
- 4 Burak, Carl David
- 5 Cassano, Vicente
- 6 Chaban, Monica
- 7 Charles, Henrietta
- 8 Fier, Blue
- 9 Frech, Hanne
- 10 Friedman, Marvin
- 11 Fuchs, Carol
- 12 Gerl, Anneliese
- 13 Gustin, Michael
- 14 Halaka, Elean
- 15 Harandian, Reza
- 16 Hecht, Stanley
- 17 Kaviani, Kian
- 18 Leon, Linda
- 19 Lerner, Nettie
- 20 Levitt, Debra
- 21 Lewis, Myrna
- 22 McNamara, Catherine
- 23 Mejia, Elizabeth
- 24 Moss, John
- 25 Motoike, Kathleen
- 26 Nault, William
- 27 Patillo, Cassandra Fay Bolden
- 28 Posner, Ludmila
- 29 Price, William
- 30 Quinones, Hernan
- 31 Rowe, Sandra
- 32 Sandoval, Herb
- 33 Tracey, Michael
- 34 Trentham, Bruce
- 35 Trombetta, Giovanni
- 36 Vaillancourt, Arlene

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 35

SUBJECT: **EARLY RETIREMENT INCENTIVE PROGRAM – OTHER DISTRICT EMPLOYEES**

SUBMITTED BY: Superintendent/President

ACTION REQUESTED: It is recommended that the Board of Trustees adopt the following resolution to provide an early retirement incentive to District employees:

WHEREAS, is determined to be in the best fiscal interest of the Santa Monica Community College District ("District") and its employees to provide a retirement incentive offer to eligible full-time or part-time classified employees (including confidential classified employees), classified managers/administrators, and academic administrators with the exception of senior administrative staff who wish to voluntarily exercise their option to resign/retire from District service; and

WHEREAS, there is no cash option available to employees in lieu of this retirement incentive offer; and

WHEREAS, the Public Agency Retirement Services (PARS) has made available to the District a Supplementary Retirement Plan, 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 District, pursuant to applicable policy and/or a collective bargaining agreement, desires to adopt each Supplemental Retirement Plan and to fund the incentive through nonelective employer, contributions to the PARS designated 403(b) provider,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the District hereby adopts Supplemental Retirement Plans to be administered by the Public Agency Retirement System as follows:
 - Attachment 1 – for classified employees (including confidential classified employees), classified management, and academic administrators (not including senior administrators)
2. Based on enrollments received and the cost-benefit analysis associated with them, the Board shall decide whether to go forward with the Supplemental Retirement Plans in September 2020. The District must show significant monetary savings for the Supplemental Retirement Plans to be implemented. Based on the cost- benefit analysis, the Board may withdraw the retirement incentive and cancel the Supplemental Retirement Plans. If the District withdraws the retirement incentive, submitted resignations/retirements may be rescinded by the employee on or before September 30, 2020.

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

Attachment 1

2020 Supplementary Retirement Plan Santa Monica Community College District Classified Employees, Classified Management, Academic Administrators (not including Senior Administrators)

1.0 Eligibility

1.1 To be eligible for the SRP, the employee shall:

- a) Be employed by the District in paid status as of June 2, 2020, as a full-time or part-time permanent classified employee (including confidential classified employees), classified managers/administrators, and academic administrators with the exception of senior administrative staff.
- b) Be at least 55 years of age with five (5) or more years of continuous District service as of August 3, 2020;
- c) Resign or Retire from District employment on or before September 30, 2020; and
- d) Submit all required SRP enrollment materials and District Letter of Retirement to the Public Agency Retirement Services ("PARS") office by 5:00 p.m. on August 3, 2020.

2.0 Participation Requirements

2.1 The final date for an employee to revoke retirement and SRP enrollment is August 10, 2020. Revocations must be received in writing into the PARS office by 5:00 pm on that date. As of August 10, 2020, at 5:00 p.m. retirements of participants are irrevocable and may not be rescinded unless the District withdraws the SRP pursuant to Paragraph 2.2 below.

2.2 Based on the enrollments received and the analysis associated with them, the Board of Trustees shall decide whether to go forward with the SRP on or before September 1, 2020. The District must show significant monetary savings for the SRP to be implemented. Following action by the Board of Trustees, letters will be mailed regarding the Board's decision by September 2, 2020 to all employees who have submitted SRP enrollments. If the District withdraws the SRP, submitted resignations/retirements may be rescinded by an employee on or before September 30, 2020.

2.3 All participating employees shall resign irrevocably and have no right to return to their positions or any other permanent positions in the District. In accepting the SRP, the employee shall commit to not apply for any permanent positions in the District.

3.0 Incentive Payments

3.1 Regarding the basic incentive under this plan:

- a) The District shall make non-elective employer contributions to the participant's 403(b) annuity contract held at Pacific Life Insurance Company.
- b) The sum of the contributions shall equal 75% of Annual Salary as defined below, according to the following schedule:

Contribution Date	Percent of Final Pay
October 10, 2020	15%
October 10, 2021	15%
October 10, 2022	15%
October 10, 2023	15%
October 10, 2024	15%
Total Contributions	75%

c) Annual Salary shall be defined as follows: their calendar year 2019 SMC earnings.

3.2 Alternative monthly forms of payment of equivalent present value to the basic benefit, which shall be paid in the form of a monthly life annuity, shall be offered. They shall include:

- a) Monthly 100% joint-and-survivor payments;
- b) Monthly lifetime payments with a ten (10) year guarantee;
- c) Annual payments paid for five (5) years. These payments are guaranteed to the participant for the full term selected; and
- d) Fixed term monthly payments from five (5) to fifteen (15) years. These payments are guaranteed to the participant for the full term selected.

3.3 The amount of monthly or annual cash payment shall be fixed upon annuity purchase date and shall not be subject to increase thereafter.

3.4 The choice of form of payment (and the choice of payment beneficiary if choosing a joint and survivor form of payment) shall become final upon August 3, 2020, and shall not be subject to change thereafter.

3.5.1 Participants shall not have a cash option to the employer 403(b) contributions.

3.6 All contributions into the participant's 403(b) account must be made in accordance with applicable IRS Rules and Regulations.

3.7 SRP benefits are scheduled to commence November 1, 2020.

4.0 Contract Administrator

4.1 The Contract Administrator for the SRP shall be PARS.

4.2 PARS shall provide a cumulative enrollment list to the District each Friday during the enrollment period, or as requested by the District.

4.3 The District shall provide cumulative enrollment totals to the California School Employees Association Chapter 36 each Monday during the enrollment window based on totals received by PARS after 5 p.m. each Friday.

Projected Timeline:

1.	Board of Trustees Approves Window	June 2, 2020
2.	Enrollment Window Opens	June 3, 2020
3.	Enrollment Packets Mailed to Eligible Employees	By June 3, 2020
4.	Employee Web-based Orientation	Week of June 15, 2020 (tbd)
5.	Individual Employee Meetings	Week of June 29, 2020 (tbd)
6.	Enrollment Window Closes	August 3, 2020
7.	Final Date for Employee Revocation of Enrollment	August 10, 2020
8.	Board Approves/Cancel SRP Based on Analysis	September 1, 2020
9.	District Announces Whether SRP Goes Forward	September 2, 2020
10.	Employees Retire/Resign from District Employment	By September 30, 2020
11.	Benefits Commence	November 1, 2020

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 36

SUBJECT: RESOLUTION DECLARING A FISCAL EMERGENCY AS A RESULT OF THE NOVEL CORONAVIRUS (COVID-19) GLOBAL PANDEMIC, FREEZING SALARIES AND IMPOSING FURLONGHS FOR ALL MANAGEMENT AND CONFIDENTIAL PERSONNEL

SUBMITTED BY: Superintendent/President

ACTION REQUESTED: It is recommended that the Board of Trustees adopt the following resolution to declare a fiscal emergency as a result of the Novel Coronavirus (COVID-19) global pandemic, freezing salaries and imposing furloughs for all management and confidential personnel.

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, on March 4, 2020, the Board of Supervisors of the County of Los Angeles and the Department of Public Health declared a local and public health emergency in response to the increased spread of COVID-19 in the county; and

WHEREAS, on March 13, 2020, the City of Santa Monica issued a local emergency proclamation in response to the novel coronavirus (COVID-19) public health emergency, to enhance the City's ability to access federal and state dollars for response; and

WHEREAS, on March 17, 2020, the Board of Trustees of the Santa Monica Community College District determined that emergency conditions existed within the District; and

WHEREAS, the COVID-19 global pandemic has reduced tax revenue of state and local governments through the United States; and

WHEREAS, on May 14, 2020, Governor Gavin Newsom released his revised budget for fiscal year 2020-2021; and

WHEREAS, the May revise proposes a substantial reduction in College funding, leading to an overall revenue gap of \$21 million from earlier District projections; and"

WHEREAS, anticipating reducing funding, the District has identified over \$6 million dollars in cost reductions; and

WHEREAS, after taking into the account these reductions, the District faces an operating deficit of over \$24 million dollars, resulting in a negative fund balance; and

WHEREAS, because salary and benefit related costs represent over 90% of the District's expenditures, closing the budget gap will require reducing its employment-related expenditures; and

WHEREAS, the Board of Trustees is committed to pursuing all cost saving strategies that avoid the layoff of District employees,

NOW, THEREFORE, the Board of Trustees of the Santa Monica Community College District resolves as follows:

1. Determines that the circumstances described in this Resolution constitute a fiscal emergency.
2. For purposes of this Resolution, Management and Confidential Personnel are defined as all unrepresented employees who are Classified Confidential Employees (BP 7240), Academic Administrators (BP 7250), and Classified Managers and Administrators (BP 7260).
3. In order to respond to the fiscal emergency, and in accordance with Education Code Sections 72400, 87801, and 88162, the Board of Trustees takes the following actions:
 - a. Fixes the annual salaries for Management and Confidential Personnel as the annual salary in effect on June 30, 2020. No Management and Confidential Personnel shall receive a pay increase in any form, whether by step, column, or longevity increment, during the 2020-2021 fiscal year.
 - b. Effective August 1, 2020, reduces the work hours and monthly pay of all Management and Confidential Personnel by imposing a two day per month furlough (which will be pro-rated for any such person working part-time) for the 2020-2021 fiscal year.

Public Comment

Sean Alexander Blocklin

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 37

SUBJECT: APPOINTMENT TO CITIZENS' BOND OVERSIGHT COMMITTEE

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

REQUESTED ACTION: It is recommended that the Board of Trustees approve the reappointment of the following member to the Citizens' Bond Oversight Committee, for a two-year term, 2020-2022.

Alfred Barrett, Senior Citizens' Organization

SUMMARY: The bylaws state that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

Category

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

<u>Name</u>	<u>Term</u>	<u>Constituency</u>
Patrick Acosta	2019-21	Local Business/Community
Heather Anderson	2019-21	Local Community (Malibu)
Alfred Barrett	2020-22	Senior Citizens' Organization
Michael Dubin	2019-21	Business Community/Taxpayers' Organization
Elizabeth Greenwood	2019-21	Local Business
Don Schort	2019-21	Business Community
Sonya Sultan	2019-21	Local/Business Community
Christine Tai	2019-20	SMC Student*

*A new Associated Students representative will be appointed in August.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 38

SUBJECT: **SECOND READING AND APPROVAL – BOARD POLICY 2350, SPEAKERS**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve revised Board Policy 2350, Speakers.

SUMMARY: BP 2350, Speakers, has been revised to allot three minutes instead of five minutes for members of the public who wish to address the Board of Trustees during regular and special meetings of the Board of Trustees. A first reading was held on May 5, 2020.

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



Board Policy

Chapter 2 – Board of Trustees

BP 2350 SPEAKERS

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Trustees or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Addressing the Board of Trustees

Regular Meetings of the Board of Trustees

Members of the public may address the Board of Trustees by oral presentation concerning any subject that lies within the jurisdiction of the Board of Trustees provided the requirements and procedures herein set forth are observed.

Special Meetings of the Board of Trustees

Members of the public may address the Board of Trustees by oral presentation on any item included on the agenda for consideration by the Board of Trustees, provided the requirements and procedures herein set forth are observed.

Procedure for Addressing the Board of Trustees

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable), and the topic or agenda item on which comment is to be made.

No member of the public may speak without being recognized by the Chair of the Board.

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. Each speaker is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters. A speaker's time may not be transferred to another speaker.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting before the Board reaches the Public Comments section in the agenda.
- **Three** minutes may be allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting before the Board reaches that specific item in the Major Items of Business in the agenda.
- **Three** minutes may be allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: The time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent/President.

2. 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. (See BP 2355 Decorum)

3. The Board of Trustees urges that charges and complaints against any District employee be submitted to the Board in writing. This allows the Board to more carefully examine the complaint and initiate an investigation when necessary. However, no one will be prevented from making a charge or complaint to the Board because they decline to do so in writing. If a complaint is made orally, the Board may request that the individual making the complaint provide additional information to facilitate an investigation. The Board may also afford the District employee, about whom a complaint is made, the opportunity to respond either orally or in writing at the same or subsequent meeting.

Also see BP 2345 Public Participation at Board Meetings and BP 2355 Decorum.

References:

Education Code Section 72121.5;
Government Code Sections 54950 et seq.

Adopted: May 1, 2000

Revised: December 1, 2003, June 6, 2017

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2020

XI. BOARD COMMENTS

XII. ADJOURNMENT – 10:09 p.m.

The meeting was adjourned in memory of **Daniel Dickey**, husband of retired SMC faculty member Merle Arnold; **George Floyd**, an African American man who lost his life to police brutality; and **Alice Silverman**, mother of Scott Silverman, Associate Dean, Emeritus.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held via Zoom Webinar on Tuesday, July 7, 2020 at 6 p.m. (5 p.m. if there is a closed session).