



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, JULY 6, 2021

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Via Zoom Conference

The complete minutes may be accessed on the  
Santa Monica College website:  
<https://www.smc.edu/administration/governance/board-of-trustees/meetings.php>

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 6, 2021

## MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, July 6, 2021. The meeting was conducted via Zoom Webinar.

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER - 5:02 p.m.  
Rob Rader, Chair - Present  
Dr. Louise Jaffe, Vice-Chair - Present  
Dr. Susan Aminoff - Present  
Dr. Nancy Greenstein - Present  
Dr. Margaret Quiñones-Perez - Present  
Dr. Sion Roy - Present  
Barry A. Snell - Present  
Ali Shirvani, Student Trustee - Present
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

### II. CLOSED SESSION – 5:03 p.m.

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

### III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS – 6:21 p.m.

- PLEDGE OF ALLEGIANCE – Academic Senate President Jamar London
- CLOSED SESSION REPORT  
The Board of Trustees, in closed session, voted to accept a recommendation from the Superintendent/ President to terminate and dismiss from District employment one classified employee effective July 7, 2021.

The roll call vote was as follows:

Rob Rader, Chair	Aye
Dr. Louise Jaffe, Vice-Chair	Aye
Dr. Susan Aminoff	Aye
Dr. Nancy Greenstein	Aye
Dr. Margaret Quiñones-Perez	Aye
Dr. Sion Roy	Aye
Barry A. Snell	Aye

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: - None

- IV. SUPERINTENDENT'S REPORT
- V. PUBLIC COMMENTS - None
- VI. ACADEMIC SENATE REPORT
- VII. REPORTS FROM DPAC CONSTITUENCIES
  - Associated Students
  - CSEA
  - Faculty Association
  - Management Association
- VIII. CONSENT AGENDA

**Approval of Minutes**

#1 Approval of Minutes: June 1, 2021 (Regular Meeting)

**Academic Affairs**

#2 New Courses and Degrees, Spring 2021

**Contracts and Consultants**

#3-A Ratification of Contracts and Consultants  
*(Less than the amount specified in Public Contract Code Section 20651)*

- Amendments to Previously Approved Contracts
- New Contracts

**Human Resources**

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

**Facilities and Fiscal**

#8 Facilities

- A Commissioning Professional Services Contract for the Art Complex Replacement Project
- B Award of Bid for Elevator Services

#9 Acceptance of Grants and Budget Augmentation  
#10 Budget Transfers  
#11 Commercial Warrant Register  
#12 Payroll Warrant Register  
#13 Auxiliary Payments and Purchase Orders  
#14 Authorization of Signatures to Approve Invoices, 2021-2022  
#15 Organizational Memberships  
#16 Providers for Community and Contract Education  
#17 Purchasing

- A Award of Purchase Orders
- B Award of Competitive Contracts, 2020-2021

- IX. CONSENT AGENDA – Pulled Recommendations

**X. MAJOR ITEMS OF BUSINESS**

- #18 Collective Bargaining Unit Initial Proposal for 2021 Successor3 Negotiations by CSEA Chapter #36 to SMC
- #19 SMCCD Initial Proposal for 2021 Successor Negotiations with CSEA Chapter #36
- #20 Five-Year Construction Plan, 2021—2022 through 2026-2027
- #21 Appointments to Citizens' Bond Oversight Committee
- #22 Second Reading and Approval – Board Policy Chapter 1, the District, and Chapter 2, Board of Trustees

**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 August 3, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

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#### IV. SUPERINTENDENT'S REPORT

##### Updates

##### COVID-19

- Corsair field and track will be open to the public 7:15-10 p.m., Monday through Friday, and 8 a.m. to 10 p.m. Saturday and Sunday. The college will be using the field every weekday until 7 p.m. for conditioning and various sports teams.
- The weekly food drive will continue. A food bank will be held in partnership with L.A. County and Sheila Kuehl's office at the Bundy Campus on August 4<sup>th</sup>, 9 a.m. to 1 p.m.
- Staff members are transitioning back to campus
- The Delta variant is concerning and is now the predominant strain. Data show that vaccines are still effective against the strain.
- Safety measures by the District are above and beyond the current protocols. The District is continuing with safety training and safety plans for all areas and activities and daily safety management. The District mandates that all individuals on ground must wear a face covering while indoors unless in a closed door office by themselves.
- Safety controls are aligned with recommendations from the CDC, LA. County Public Health and Cal OSHA. They include enhanced cleaning, sanitizing and disinfecting frequencies, the dissemination of portable cleaning caddies for all departments, upgrading the filters and ventilation systems in all buildings.
- The District is not mandating vaccinations for employees or students, but continues to encourage it and offer regular vaccine clinics.
- A snapshot of offerings for the fall 2021 semester: 14 percent on ground with a total of 383 sections; 86 percent are offered online. Fill rates for on-ground classes are lagging compared to this time last year.
- Student services will continue to be provided remotely; with some services where students can make an appointment to come to campus (the Health Center, Campus Store). A kiosk will be set up at the Student Services Center to assist students coming to campus. Students will be encouraged to use the SMC go APP in which they have access to all services.
- Planning for Winter and Spring 2022 will begin in the fall.

##### Graduation Events

- The virtual ceremony featured key campus speakers and the Honorable Fiona Ma, California State Treasurer. It was pre-recorded and then streamed on the SMC web page, Facebook and YouTube. There were approximately 3,500 viewers.
- The new event this year was the diploma drive-thru. 750+ students participated, along with their families and friends. Over 150 faculty, staff, administrators and trustees came out to support the event. It was a heartfelt, joyous event for the students.

Photo Show Awards: The awards be presented at the next meeting.

## State Budget

- The Governor and legislature reached an agreement on the 2021-22 state budget on June 25<sup>th</sup>. The District will need to wait about a month and a half to receive the information from the Chancellor's Office on how they are going to operationalize the state budget. Key points include:
  - COLA for community colleges will equal K-12
  - Hold harmless has been extended by one year to 2024-2025
  - The State will be accelerating the ending of deferrals. A full payment of deferrals is expected in July and August, and there are no deferrals in the state budget moving forward.
  - \$100 million of ongoing funds to hire full-time faculty throughout all 72 districts in the state.
  - \$250 million for emergency aid for students.
  - \$511 million one-time funds for deferred maintenance and instructional equipment.
  - \$100 million one-time funds to support districts in student recruitment and retention strategies.
  - About \$4 billion for community colleges, state universities and UCs to develop student housing. The funds will be competitive and probably given out through the State Controller's Office.
  - Language declaring the belief that in-person instruction is educationally beneficial to students and would result in increased enrollment. Reports will need to be submitted to the State indicating plans for resuming in-person instruction, and any measures to support online instruction.

## Enrollment

- Enrollment continues to decline. There was greater attrition this summer than last summer. Summer session enrollment is currently down 14.48 percent from last year; nonresident enrollment for summer is down 23.99 percent. Fall enrollment is down 10.67 percent; nonresident enrollment is down 21.91 percent.
- Enrollment of international students is down for a number of reasons. Even though there has been a change in federal administration, the perception abroad is that the United States isn't friendly to international students. There was a decline in international students even pre-pandemic because of declining birth rates in most parts of the world, including the US, and that escalated exponentially with the pandemic, and students were not able to enter the United States. Consulates are starting to reopen and students are more successful in getting appointments. International partners indicate student interest, but the vast majority of the students want a guarantee of more in-person instruction. There has been a slight increase of international student applications.
- It is anticipated that the decline of resident, nonresident and international students will increase because there will be less of an incoming class to replace students who have been successful and moved on. The college continues efforts to reach out to students with a variety of onboarding activities to increase enrollment and assist students through the process.

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# **VIII. CONSENT AGENDA**

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

## **RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#17.

Recommendations pulled for separate action and discussed in  
Section VIII, Consent Agenda – Pulled Recommendations: #2, #3-B (2,3), #4, #9-B

MOTION MADE BY: Louise Jaffe  
SECONDED BY: Barry Snell  
STUDENT ADVISORY: Aye  
AYES: 7  
NOES: 0

# **IX. CONSENT AGENDA – Pulled Recommendations**

## **Recommendation No. 2 – New Courses and Degrees, Spring 2021**

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

## **Recommendation No. 3-B (2,3) – New Courses and Degrees, Spring 2021**

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

## **Recommendation No. 4 – Academic Personnel**

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

## **Recommendation No. 9-B– New Courses and Degrees, Spring 2021**

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

## **RECOMMENDATION NO. 1 APPROVAL OF MINUTES**

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

June 1, 2021 (Regular Meeting)

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CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, SPRING 2021

*Requested Action: Approval/Ratification*

*Requested by: Curriculum Committee*

*Approved by: Vice-President, Academic Affairs*

New Courses

ACCTG 40A Data Analytics for Accounting

This course introduces students to data analytics for an accounting professional. This course will teach students how to answer accounting questions by accessing accounting data, extracting accounting data, visualizing the data and how to communicate the results with others. Students will learn the IMPACT model for structuring data analysis. The primary methods for extracting data will center on data requests using system reports, SQL and XBRL. The primary tools for analyzing the data will be Excel and Tableau.

ACCTG 40B Auditing Analytics

This course introduces students to the basis of the modern audit and audit data analytics. Students will learn the impact of automation on the audit planning process. In addition, students will learn to assess different types of audit analytical procedures and determine what procedures should be used in the audit. Students will learn to execute their audit testing procedures and interpret the audit data results. Students will learn to identify key performance indicators, and they will create a dashboard to monitor business results. The primary methods for extracting data will center on data requests using system reports, SQL and XBRL. The primary tools for analyzing the data will be Excel and Tableau.

AUTO 41 Automotive Manual Transmissions and Drive Train Systems

This course examines the fundamental operations and repairs of the automatic manual transmissions and drive train systems. Students will also learn about shop safety and environmental concerns regarding proper oil disposal, related tools and special equipment, and relevant automotive repair industry terms and practices.

AUTO 42 Automatic Transmissions and Transaxles

This is a course which covers the principles, operation, diagnosis, service and repair of automotive transmissions and transaxles. Additional topics include shop safety, environmental concerns and a review of the automotive industry terms and conventions.

AUTO 43 Automotive Heating, Ventilation and Air Conditioning

This is a course which covers the theory, diagnosis, service and repair of automotive, heating, ventilation and air conditioning systems. Other topics include related environmental concerns as well as an overview of relevant regulations and consumer protections.

AUTO 44 Introduction to Hybrid and Electric Vehicle Technology

This is an introductory course which examines the use of hybrid and electric battery power for automobiles. This course also examines the safety procedures for working with high voltage and the overall design and operation of hybrid and electric vehicles. This is a practical hands-on course where students will participate in lab activities relating to shop safety procedures and the diagnosis, maintenance and service of electric powered vehicles.

Note: The four new Automotive courses above will provide a pathway for SMC students to apply to the Bachelor of Science in Automotive Technology program offered at Rio Hondo College.

BUS 7D Business Strategies and Social Sustainability



This course provides an introduction to the varied elements of social sustainability and examines what role business should play. Socially responsible leadership, Corporate Social Responsibility (CSR), the advancement of diversity, equity, inclusion, innovation, activism and changing policies, social impacts on communities, the world's food systems, global fair trade and impact entrepreneurs will be used to highlight the increasing attention on the need to align of business practices with essential societal needs.

#### BUS 14A Women in Business

This course will explore the role women play in business management and leadership. It is geared for those interested in building a career in business. Key topics include women in leadership positions and how that relates to communication styles, teamwork, and corporate performance. Students also explore the challenges women face such as the pay gap, difficult people, and "derailment." Finally, students will explore possible career paths of interest focusing on empowering themselves to harness their strengths and to find a mentor in their field as they begin to envision and to build successful careers for themselves.

#### BUS 40A Introduction to Business Analytics

This course is an introduction to business analytics, and it is ideal for students who do not have a background in data analytics and would like to know how to apply data driven analytics to make business decisions. A student will learn data analysis skills and tools that will help in any business area such as sales, marketing, operations, and management. This course will emphasize manipulating, analyzing, and visualizing data with the end goal of making better business decisions.

#### DANCE 26B Intermediate Salsa Dance

This Intermediate Salsa Dance course immerses students in the movement and music of Latin American social dance and its cultural, historic, and geographic origins. Intermediate levels of dance techniques, musical structure, and terminology are studied along with elements of body placement, style, and characteristics of the form including turning techniques, solo work and partnering. Additionally, intermediate levels of Bachata and Cha-cha-cha dance forms will also be studied in this course.

#### DANCE 77 Navigating Careers in Dance

This course provides students with a comprehensive understanding of dance-related industries and necessary tools for success in dance-related fields. Students will examine past, current and projected industry trends and will be exposed to numerous dance-related career paths through lectures, discussion, research, case studies, and industry guest speakers. Students will learn how to create artist materials such as resumes, bios, cover letters, video reels, and online profiles, as well as learn audition and interview techniques for various dance career contexts. Students will be familiarized with contracts, wages, agencies, and freelance strategies while learning how to locate internships and job opportunities that align with skill sets and goals.

#### ENGL 64 Graphic Literature

Graphic literature, also referred to as sequential art or graphic fiction, is one of the world's great storytelling media. Students will explore its rich history, and consider its evolution from its comic book origins into a multi-faceted international genre. Graphic literature is -- in the words of author and artist Eddie Campbell -- "an emerging new literature of our times in which word, picture, and typography interact meaningfully and which is in tune with the complexity of modern life." Students will learn how to read graphic literature, talk about what makes it powerful or effective, and explore a variety of critical approaches to visual storytelling as both a medium of communication and a unique form of literary art.

#### HEALTH 985 Nurse Assistant Pre-Certification Foundational Training

This course is designed for students who have expressed an interest in a healthcare career. This course consists of 72 hours of classroom instruction as required by the California Department of Public Health. The content meets Title 22 Health and Safety Code regulations for nursing assistants taking care of the geriatric population in a long-term care setting. Emphasis is placed on the role of nurse assistant, communication/interpersonal skills, prevention and management of catastrophe and unusual occurrences, body mechanics, medical and surgical asepsis, weights and measures, patient care skill, patient care procedures and emergency procedures vital signs, nutrition, emergency procedures, long term care, rehabilitative nursing, observation and charting, death and dying, and patient/resident abuse.

#### HEALTH 986 Nurse Assistant Pre-Certification Foundational Clinical Training Lab

This course is designed for students who have expressed an interest in a healthcare career. This course consists of 108 hours of supervised practice in a simulated patient care setting and direct patient care in a long-term facility and/ or home care setting as required by the California Department of Public Health. The content meets Title 22 Health and Safety Code regulations for nursing assistants taking care of the geriatric population in a long-term care setting. Emphasis is placed on patient care skills related to prevention and management of catastrophe and unusual occurrences, body mechanics, medical and surgical asepsis, weights and measures, patient care skill, patient care procedures, emergency procedures, vital signs, nutrition, long term care, rehabilitative nursing, and observation and charting.

#### HEALTH 987 Home Health Aide Pre-Certification Foundational Training

This course is designed for students who have completed Health 985 and 986 or are a Certified Nurse Assistant who have expressed an interest in caring for individuals in the home setting. The training consists of 27 hours of classroom instruction as required by the California Department of Public Health. The content meets Title 22 Health and Safety Code regulations for certified nurse assistants caring for individuals in a home health and/or assisted living healthcare setting. Emphasis is placed on the home health aide and agency role, interpretation of medical and social needs of people being served, personal care services, nutrition and cleaning and care tasks in the home.

#### HEALTH 988 Home Health Aide Pre-Certification Training Clinical Lab

This course is designed for students who are Certified Nurse Assistants who have expressed an interest in caring for individuals in the home setting. The training consists of 27 hours of supervised patient care experiences in a long term care or home health setting as required by the California Department of Public Health. The content meets Title 22 Health and Safety Code regulations for certified nurse assistants caring for individuals in home health and assisted living healthcare settings. Emphasis is placed on patient care skills as it relates to the home health aide and agency role, interpretation of medical and social needs of people being served, personal care services, nutrition and cleaning and care tasks in the home.

Note: The four new Health courses above will comprise a new noncredit program to train Certified Nurse Assistants, pending state board approval.

#### VAR PE 10V Varsity Basketball for Off-Season Skill Training

This basketball course is intended for high-level skill development for the intercollegiate basketball team in the off-season. The course stresses advanced basketball skill development tailored for the upcoming intercollegiate basketball competition season. This class is recommended for those students that plan on participating on the intercollegiate varsity team. Previous experience on a club, high school, or a college team is preferred.

#### Distance Education

ACCTG 40A Data Analytics for Accounting

ACCTG 40B Auditing Analytics

BUS 7D Business Strategies and Social Sustainability

BUS 14A Women in Business

BUS 40A Introduction to Business Analytics

ENGL 64 Graphic Literature

JAPAN 3 Intermediate Japanese I

JAPAN 4 Intermediate Japanese II

SST 901 Fundamentals of Sustainability

SST 909 Sustainable Food Systems

JAPAN 1 Elementary Japanese I

JAPAN 2 Elementary Japanese

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS**

**3-A**      **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*

➤ **AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS**

	Provider	Term/Amount	Service	Funding Source
1	Brentview Medical Clinic	2021-2022  X-rays to be charged at \$60 per employee. (Previously approved in the amount of \$50 per employee)  Not to exceed \$3,500	Provide Chest X-rays to current District employees who evidence positive TB test result as required by law.	2021-2022 District Budget/ Human Resources
<i>Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resource</i>				

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## CONSENT AGENDA: CONTRACTS AND CONSULTANTS

### 3-B RATIFICATION OF CONTRACTS AND CONSULTANTS

#### ➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
2	Dr. Valyncia Raphael-Woodward	June 10 – 23, 2021  \$1,650	SMC Pre-Supervisory Academy Cohort training on micro aggressions, bias mitigation, and leadership development tools for trust building and active intervention strategies plus preparatory meeting time.	2020-2021 District/HR Equal Opportunity Employment (EEO) Grant
<i>Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resource</i>				
3	International Optimum Solutions dba Kirkpatrick Enterprise Solutions	June 14, 2021 – June 30, 2022  \$90,000	Contractor to develop and deliver a training course to address the immediate concerns and points of clarifications that business owners and their rehired (return to work) employees are facing and will continue to face in a COVID and post-COVID environment. ETP client trainees shall receive four (4) hours in any of the ETP specified COVID 19 training courses	ETP (Employment Training Panel) COVID-19 Rapid Reemployment and Retraining Pilot
<i>Requested by: Sasha King, Interim Associate Dean, Career Technical Education &amp; Workforce</i> <i>Approved by: Vice President of Academic Affairs</i>				
4	Tracy Hume	May 28 – June 14, 2021  \$19,500	Consultant assisted SMC Project Manager with developing and writing a Department of Education Title III STEM and Articulation Program Grant for Santa Monica College. This is to compete for a third cycle and continuation of the two previous Title III STEM grants in place at SMC.	General Fund
<i>Requested by: Dionne Carter, Dean of Academic Affairs</i> <i>Approved by: Vice President of Academic Affairs</i>				

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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 4 ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

*Reviewed by: Tre'Shawn Hall-Baker, Dean, Human Resources*

*Approved by: Sherri Lee- Lewis, Vice President, Human Resources*

ESTABLISH

Project Manager, Basic Needs

EFFECTIVE DATE

07/07/2021

ELECTIONS

NEW FULL-TIME FACULTY

Park, Sariah, Full-Time Tenure Track Instructor – Fashion Design (correction)

02/14/2022

PROJECT MANAGERS (continuation of contract)

Blye, Deyadra, Project Manager, Student Care Teams

07/01/2021-06/30/2022

ADJUNCT FACULTY

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

LONG-TERM SUBSTITUTE

Anderson, Steven (Dale), Instructor, Photography

08/30/21

SEPARATIONS

RESIGNATION

Gartner, Gabriel, Life Sciences

06/30/2021

Zugic, Irena, Project Manager, Pathways

06/30/2021

RETIREMENTS

Parise, Marina, Librarian (30 years of service)

08/01/2021

Ramsdell, Robin, Counseling (36 years of service)

09/17/2021

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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5 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.

ESTABLISH NEW POSITION

EFFECTIVE DATE

Administrative Assistant I (1 position

07/07/2021

Health & Wellbeing, 12 months, 40 hours

Campus Safety Officer (2 positions)

07/07/2021

Campus Police, 12 months, 40 hours, Variable Hours Shift

PROBATIONARY

Santin, Ricardo, Custodian, Operations

07/16/2021

PROBATIONARY/ADVANCE STEP PLACEMENT

Larned, Gwen, Recycling Program Specialist, Sustainability Center (Step C)

06/16/2021

Shi, Mengyi, Tutoring Coordinator – Modern Languages (Step C)

07/16/2021

Tatar, Greg, Director of Procurement, Contracts & Logistics (Step C)

08/02/2021

PROMOTION

Dawson, Kerry

07/01/2021

From: Athletic Activities Assistant

To: Athletic and Kinesiology Equipment Specialist

Esquivias, Madalene,

06/16/2021

From: Student Services Clerk, Financial Aid & Scholarships Department

To: Financial Aid & Scholarships Specialist, Financial Aid & Scholarships Department

Villa, Claudia

07/01/2021

From: Athletic Activities Assistant

To: Athletic and Kinesiology Equipment Specialist

Williams, Torrance

06/16/2021

From: Student Services Clerk, Financial Aid & Scholarships Department

To: Financial Aid & Scholarships Specialist, Financial Aid & Scholarships Department

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Alfaro, Nancy

03/01/2021 – 07/06/2021

From: Health Assistant, Health Services

To: Administrative Assistant I, Health Services

Percentage: Less than 50%

Kalinec, Gustavo 06/16/2021 – 10/22/2021  
From: Enterprise Business Clerk, Auxiliary Services  
To: Enterprise Business Specialist, Auxiliary Services  
Percentage: More than 50%

Robinson, Rhonda 06/16/2021 – 10/22/2021  
From: Enterprise Business Specialist, Auxiliary Services  
To: Payroll Specialist, Fiscal Services  
Percentage: More than 50%

CHANGE IN WORK SHIFT/TEMPORARY

Hudson, Felicia 07/01/2020 – 05/31/2021  
From: Custodial Operations Supervisor, Operations, 12 mos, 40 hrs/Day  
To: Custodial Operations Supervisor, Operations, 12 mos, 40 hrs/Day Variable Hours Shift

ANCILLARY DUTIES STIPEND

Cadena, Ruben, CC Police Officer, College Police +5% 07/01/2021 – 06/30/2022  
Comment: Access Control/CCTV

Cadena, Ruben, CC Police Officer, College Police +2.5% 07/01/2021 – 06/30/2022  
Comment: Range Master

Echeverria, Alberto, CC Police Officer, Campus Police +5% 07/01/2021 – 06/30/2022  
Comment: Range Master

Lopez, David, CC Police Officer, Campus Police +5% 07/01/2021 – 06/30/2022  
Comment: Access Control/CCTV

Samano, Summer, CC Police Officer, College Police +5% 07/01/2021 – 06/30/2022  
Comment: Access Control/CCTV

Comment: The above listed Community College Police Officer's will be receiving the noted additional pay. In accordance with the collective bargaining agreement, if an employee has more than one special assignment, the maximum stipend shall be 7.5%.

CSEA EDUCATIONAL PAY DIFFERENTIAL

Alvarado, Carla, DSPS Specialist, Disabled Student Center 1.5% 07/01/2021  
Dammer, Michael, Senior Enrollment Services Specialist 1.5% 07/01/2021  
Kadomsky, Danny, Custodian, Operations 1.5% 07/01/2021

RESIGNATION RESCINDED

Green, Kennisha, DSPS Specialist, Disabled Student Center 07/30/2021  
Comment: This action was approved by the Board of Trustees on June 1, 2021 and is being rescinded.

RESIGNATION

LAST DAY OF PAID SERVICE

Basra, Balraj S., Student Services Clerk, ISC 07/30/2021  
Ortega, Giovanni, Program Specialist, SMC/UCLA STEM 06/04/2021  
Russell, Jamina, Administrative Assistant II, Center for Media and Design 06/30/2021  
Wade, Tiffany J., Custodian, Operations 07/14/2021

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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

ELECTIONS

EFFECTIVE DATE

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

Ashby, DeAnna, Student Services Clerk, Financial Aid	07/01/2021-12/31/2021
Bass, Edward, Stage Construction Tech. - Lighting, Theatre Arts	07/01/2021-12/31/2021
Berent, Richard, Accompanist - Performance, Music	07/01/2021-12/31/2021
Berent, Richard, Accompanist - Voice, Music	07/01/2021-12/31/2021
Brundage, Kirk, Accompanist - Dance, Dance	07/01/2021-12/31/2021
Carbone, John, Accompanist - Dance, Dance	07/01/2021-12/31/2021
Chan, Oliver, Accompanist - Performance, Music	07/01/2021-12/31/2021
Chan, Oliver, Accompanist - Voice, Music	07/01/2021-12/31/2021
Cooper, Alexander, Costume Designer, Theatre Arts	07/01/2021-12/31/2021
Gerhold, Thomas, Accompanist - Performance, Emeritus	07/01/2021-12/31/2021
Gerhold, Thomas, Accompanist - Performance, Music	07/01/2021-12/31/2021
Gerhold, Thomas, Accompanist - Voice, Music	07/01/2021-12/31/2021
Halacy, Dylan, Accompanist - Dance, Dance	07/01/2021-12/31/2021
Khachma, Arshak, Stage Construction Tech., Theatre Arts	07/01/2021-12/31/2021
McNaughton, Joellen, Accompanist - Performance, Music	07/01/2021-12/31/2021
McNaughton, Joellen, Accompanist - Voice, Music	07/01/2021-12/31/2021
Nesteruk, Gary, Accompanist - Performance, Emeritus	07/01/2021-12/31/2021
Nesteruk, Gary, Accompanist - Performance, Music	07/01/2021-12/31/2021
Nesteruk, Gary, Accompanist - Voice, Music	07/01/2021-12/31/2021
Newsome, Mary, Sign Language Interpreter III, DSC	02/01/2021-06/30/2021
Osipova, Yelena, Accompanist - Dance, Dance	07/01/2021-12/31/2021
Plotkin, Alla, Accompanist - Dance, Dance	07/01/2021-12/31/2021
Soro, Gnenemon, Accompanist - Dance, Dance	07/01/2021-12/31/2021
Sow, E. Malick, Accompanist - Dance, Dance	07/01/2021-12/31/2021
Ter-Avanesova, Nonna, Accompanist - Dance, Dance	07/01/2021-12/31/2021
Zarkades, Zoe, Tutoring Coordinator-Modern Languages, LRC	02/01/2021-06/30/2021

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.

Arsene, Cristena, Instructional Asst. - ESL, ESL	07/01/2021-12/31/2021
Brown, Thomas, Instructional Asst. - ESL, ESL	07/01/2021-12/31/2021
Hoch, Marilyn, Instructional Asst. - ESL, ESL	07/01/2021-12/31/2021



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – NON MERIT**

*Requested Action: Approval/Ratification*

*Reviewed by: Tre'Shawn Hall-Baker, Dean, Human Resources*

*Approved by: Sherri Lee- Lewis, Vice President, Human Resources*

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

STUDENT EMPLOYEES

College Student Assistant, \$15.00/hour (STHP)	10
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SPECIAL SERVICE

Art Model, \$27.00/hour	36
Art Model w/ Costume, \$30.00/hour	26
Community Services Specialist I, \$35.00/hour	7
Community Services Specialist II, \$50.00/hour	12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8 FACILITIES**

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

**8-A COMMISSIONING PROFESSIONAL SERVICES CONTRACT FOR THE ART COMPLEX REPLACEMENT PROJECT**

Agreement with TK1SC Inc., to provide "Fundamental Enhanced Commissioning" services for the Art Complex Replacement Project in accordance with LEED v4.1 2018 NC in the amount of \$172,450.

Funding Source: Measure V

Comment: Commissioning, which ensures building elements and systems are designed, installed, and calibrated to operate as intended, it is a prerequisite to achieve LEED certification. TK1SC, Inc. 's scope of services includes:

- Development of the Owner's Project Requirements (OPR),
- Review of Basis of Design (BOD),
- Review of technical specification,
- Commissioning the mechanical, electrical, plumbing, and renewable energy systems to satisfy LEED® V4.1 2018 certification requirement,
- Review building operations 10 months after substantial completion, and
- Develop an on-going commissioning plan

**8-B AWARD OF BID FOR ELEVATOR SERVICES**

Recommend award of bid to the lowest responsive bidder to Excelsior Elevator for monthly preventative maintenance service, trouble-call service, testing and repairs. The award amount is based on the total for monthly maintenance, trouble-calls, testing. The bid included repair rates (amount and type of repairs unknown) and repair rates were factored into a calculation to determine overall low bidder.

	<u>Maintenance</u>	<u>Repair Rate Calculation</u>	<u>Total Bid Amount</u>
Excelsior Elevator	\$71,676	\$48,933	\$120,609
Elevators Etc	\$64,260	\$60,122	\$124,382
SmartRise Elevator	\$71,880	\$84,080	\$155,960

Funding Source: General Fund

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

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

*Requested Action: Approval/Ratification*

*Requested by: Vice President, Academic Affairs*

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

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

Title of Grant: Strong Workforce Program – Regional Share FY 2017-2018 Reallocated Funds

Granting Agency: California Community Colleges Chancellor's Office

Award Amount: \$453,712 (Original award: \$4,607,063, Amended Award: \$5,060,775)

Matching Funds: Not applicable

Performance Period: April 1, 2021 – April 1, 2022

Summary: The Strong Workforce Program regional funding requires colleges to collectively increase specific metrics that include the quantity of career technical education (CTE) enrollments, courses, programs, job placement, and wage gains while also improving the quality of Career Education (CE).  
Santa Monica College (SMC) was awarded additional funding for fiscal year 2017-2018 projects to continue leading the Center for a Competitive Workforce and CCLA Marketing projects. The additional funding includes our participation in the Faculty Innovation Hub project.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$453,712
Expenditures		
1000	Academic Salaries	38,988
2000	Non-Academic Salaries	26,544
3000	Employee Benefits	12,718
4000	Supplies & Materials	0
5000	Other Operating Expenditures	371,462
6000	Capital Outlay	4,000
7300	Other Outgo/Indirect	0
7600	Student Aid	0
Total		\$453,712

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

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

*Requested Action: Approval/Ratification*

*Requested by: 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:	California Trustee Fellowship Intersession Project Grant		
Granting Agency:	Aspen Institute, California Community Colleges, Foundation for California Community Colleges (Fiscal Agent: Chabot Las-Positas Community College District)		
Augmentation Amount:	\$65,750		
Matching Funds:	Not Applicable		
Performance Period:	July 1, 2021 to June 30, 2022		
Summary:	<p>The California Trustee Fellowship Intersession Project aims to provide district boards with tools and counsel to advance targeted reform to improve student outcomes.</p> <p>By the end of Spring 2022, the project goal is to decrease the racial equity gaps experienced by Black and Latinx students and increase success rate of all students enrolled in Math 54 +54c (Elementary Statistics). The Math department will review and examine the current data and trends in Math 54 + 54C for pre and post AB705 implementation, research best practices that improve learning and successful course completion in math, and implement proven best practices to reach project goal. Funding will be used to provide intensive professional development for all faculty teaching Math 54 + 54C (highest enrolled AB705 math gateway course). The Board of Trustees will provide ongoing support, review data, ensure ongoing progress, evaluate outcomes and provide feedback.</p>		
Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8800 Local		\$ 65,750
	Expenditures		
	1000 Academic Salaries		24,000
	2000 Non-Academic Salaries		0
	3000 Employee Benefits		4,698
	4000 Supplies & Materials		0
	5000 Other Operating Expenditures		34,525
	6000 Capital Outlay		0
	7300 Other Outgo/Indirect		2,527
	7600 Student Aid		0
	Total		\$ 65,750

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

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

*Requested Action: Approval/Ratification*

*Requested by: Teresita Rodriguez, Vice President, Enrollment Development*

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

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

Title of Grant:	Student Success Completion Grant (SSCG)		
Granting Agency:	California Community Colleges Chancellor's Office		
Augmentation Amount:	\$263,035 (Total allocation \$2,568,494)		
Matching Funds:	N/A		
Performance Period:	July 1, 2020 – June 30, 2021		
Summary:	<p>The Chancellor's Office approved an additional \$263,035 of Student Success Completion Grant (SSCG) funding based on a request from Santa Monica College Financial Aid Office for additional funds on the SSCG mid-year report. The SSCG grant aims to support persistence, retention and success by providing additional financial assistance to students to enable them to attend full-time and complete their program of choice.</p> <p>The SSCG provides additional financial aid for Cal Grant B or C recipients enrolled in at least 12 units. The minimum award for students enrolled in 12 units to 14 units per term is \$1,298 and a maximum of \$4,000 for students enrolled in 15 units or more per term.</p>		
Budget Augmentation:	Restricted Fund 74.0		
	Revenue		
	8600 State		\$263,035
	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
	7500 Financial Aid		263,035
	Total		\$263,035

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

**CONSENT AGENDA: FACILITIES AND FISCAL**

**RECOMMENDATION NO. 10 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

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

**10-A FUND 01.0 – GENERAL FUND - UNRESTRICTED**

Period: May 20, 2021 through June 23, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	34,677
3000	Benefits	0
4000	Supplies	25,490
5000	Contract Services/Operating Exp	36,953
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-97,120
Net Total:		0

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

Period: May 20, 2021 through June 23, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	16,071
2000	Classified/Student Salaries	0
3000	Benefits	775
4000	Supplies	-1,410
5000	Contract Services/Operating Exp	-590
6000	Sites/Buildings/Equipment	-19,346
7100/7699	Other Outgo/Student Payments	4,500
7900	Contingency Reserve	0
Net Total:		0

10-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: May 20, 2021 through June 23, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	6,762
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	-6,762
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	July 6, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO.11**      **COMMERCIAL WARRANT REGISTER**

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

*Requested Action: Approval/Ratification*

Commercial Warrant Register

May 2021      9448 through 9486      \$12,564,861.96

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

**RECOMMENDATION NO. 12**      **PAYROLL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

*Requested by: Ian Fraser, Payroll Manager*

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

Payroll Warrant Register

May 2021      C1J – C2K      \$12,916,759.70

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



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

*Requested Action: Approval/Ratification*

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

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

Auxiliary Operations Payments and Purchase Orders

May 2021 Covered by check & voucher numbers: 0273273-027471 & 02315-02319 & 02321-02328

Bookstore Fund Payments	\$ 244,168.10
Other Auxiliary Fund Payments	\$ 16,365.15
Trust and Fiduciary Fund Payments	<u>\$ 435,272.40</u>
	\$ 695,805.65

Purchase Orders issued

May 2021 \$ 0

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

Reissue Commercial Warrants

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Landes, Preston	24826533	10/01/18	\$1,100.00
Sarve-Naz, Sarvian	24828227	10/01/18	\$ 105.50

**RECOMMENDATION NO. 14 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2021-2022**

*Requested Action: Approval/Ratification*

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

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

Name/Title
Steve Herbert, Chief Broadcast Engineer, KCRW

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15 ORGANIZATIONAL MEMBERSHIPS**

*Requested Action: Approval/Ratification*

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
July 2021	9	\$58,281

Comment: The list of organizational memberships is on file in the Offices of the Superintendent/President and Fiscal Services. The Los Angeles County Office of Education requires monthly approval of the list on file.

**RECOMMENDATION NO. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

*Requested Action: Approval/Ratification*

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

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

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

**RECOMMENDATION NO. 17 PURCHASING**

*Requested Action: Approval/Ratification*

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

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

**17-A AWARD OF PURCHASE ORDERS**

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

May 2021	\$5,142,444.90
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**17-B AWARD OF COMPETITIVE CONTRACTS 2021-2022**

Public Contract Code 20118 gives the district the authority to purchase through another public agency bid. This is commonly referred to as piggybacking. The annual award of piggyback-allowed contracts bid through various state and local agencies allows SMC to purchase without advertising for bids, if it is determined it to be in the best interests of the district. The district is recommending participation in the following piggyback-allowed bids, as listed below during the 2021-22 fiscal year. The bids are valid for the entire fiscal year with the exception of those notes with their respective expirations

Foundation for California Community Colleges (FCCC), Contract CB 15-016 with Office Depot, to 09/30/21 for office supplies

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

# MAJOR ITEMS OF BUSINESS

## RECOMMENDATION NO. 18

SUBJECT: COLLECTIVE BARGAINING UNIT INITIAL PROPOSAL FOR 2021 SUCCESSOR NEGOTIATIONS BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER #36 TO SANTA MONICA COLLEGE

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the Collective Bargaining Unit Initial Proposal for 2021 Successor Negotiations by the California School Employees Association Chapter #36 to Santa Monica College.

SUMMARY: The following articles are the issue and interests presented by the California School Employees Association (CSEA) for negotiations with the Santa Monica Community College District:

Article 1: Agreement, Designation of Parties, Length of Agreement  
Article 3: Hours of Employment  
Article 4: Evaluation  
Article 5: Safety Conditions of Employment  
Article 6: Transfers  
Article 7: Leaves of Absence  
Article 8: Holidays – add Juneteenth  
Article 9: Vacation  
Article 11: Wages  
Article 13: Disciplinary Action  
Article 15: Layoff and Reemployment  
Article 16: Association Rights  
Article 17: Contracting Out

The Educational Employment Relations Act requires that subjects of negotiations be presented publicly and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

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

**Initial Proposal For 2021 Successor Negotiations  
From California School Employees Association  
and its Santa Monica College Chapter #36 (CSEA)  
To Santa Monica Community College District (District)**

**Article 1 - Agreement, Designation of Parties, and Length of Agreement**

- CSEA is interested in updating the term of the agreement to reflect a new three-year term.

**Article 3 – Hours of Employment**

- In light of the COVID-19 pandemic, CSEA is interested in adding language regarding remote work assignments to create flexibility for employees.
- CSEA is interested in adding language regarding redistribution of workload when there are employee reductions.
- CSEA is interested in adding language regarding workload assignments when there is an increase of volume in daily job duties.

**Article 4 – Evaluation**

- CSEA is interested in changing the rating standards on the evaluation forms.
- CSEA is interested in adding language to include completion of onboarding activities on the evaluation forms.
- CSEA is interested in adding language to include professional development opportunities on the evaluation forms.
- CSEA is interested in adding language to include completed trainings on the evaluation forms.

**Article 5 – Safety Conditions of Employment**

- In light of the COVID-19 pandemic, CSEA is interested in adding language regarding following all Public Health and Workplace Safety entity guidelines.

**Article 6 – Transfers**

- CSEA is interested in increasing the days of notification for administrative transfers.
- CSEA is interested in adding language to distinguish part time administrative transfers and temporary administrative transfers.
- CSEA is interested in adding language regarding workload assignments for part time administrative transfers.
- CSEA is interested in adding language regarding the administrative transfer process to include assessments.

#### Article 7 – Leaves of Absence

- CSEA is interested in adding language regarding light duty assignments for temporary work limitations.
- In light of the COVID-19 pandemic, CSEA is interested in adding language regarding quarantine leaves.

#### Article 8 – Holidays

- CSEA is interested in adding language regarding employees with alternative/permanent work weeks holiday observances.
- CSEA is interested in adding language on additional holidays.

#### Article 9 – Vacation

- CSEA is interested in adding language regarding accelerated accrual.

#### Article 11 – Wages

- CSEA is interested in negotiating a fair and equitable salary increase.
- CSEA is interested in negotiating a fair and equitable parity clause.
- CSEA is interested in expanding hours for shift differentials.
- CSEA is interested in adding language for additional longevity steps.
- CSEA is interested in adding language regarding the working out of classification process.
- CSEA is interested in adding language for step increase when receiving additional degrees, certificates, or licenses.
- CSEA is interested in adding additional language for District provided materials.
- CSEA is interested in adding language regarding release time to be provided for employees in the Professional Development Committee.
- CSEA is interested in adding language regarding notifications for error in pay.
- CSEA is interested in adding language regarding a stipend for increased workload.
- CSEA is interested in adding language regarding a stipend for additional work assignments.
- CSEA is interested in adding language regarding hazard pay.

#### Article 13 – Disciplinary Action

- CSEA is interested in adding language regarding Skelly Review Officer training and selection.

#### Article 15 – Layoff and Reemployment

- CSEA is interested in adding language regarding developing a process for changes in assignment(s).

Article 16 – Association Rights

- CSEA is interested in updating language regarding dues authorization to reflect current law and best practices.

Article 17 – Contracting Out

- CSEA is interested in adding language regarding the grievance timeline for contracting out.
- CSEA is interested in adding language regarding the notification timeline for contracting out.

CSEA reserves the right to augment this proposal by opening additional articles, Memoranda of Understanding, or appendices upon notice to the District.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

## MAJOR ITEMS OF BUSINESS

### RECOMMENDATION NO. 19

SUBJECT: SMCCD INITIAL PROPOSAL FOR 2021 SUCCESSOR NEGOTIATIONS WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER #36

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the District's Initial Proposal for 2021 Successor Negotiations with the California School Employees Association Chapter #36.

SUMMARY: The following articles are the issue and interests presented by the District for negotiations with the California School Employees Association (CSEA) Chapter #36.

Article 3: Provide greater flexibility in work scheduling to better serve students  
Article 7: Discuss approaches to address excessive absences by some employees  
Article 8: Holidays – add Juneteenth holiday  
Article 12: Address impact of change in PERS health care plans

The Educational Employment Relations Act requires that subjects of negotiations be presented publicly and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

## MAJOR ITEMS OF BUSINESS

### RECOMMENDATION NO. 20

SUBJECT: FIVE YEAR CONSTRUCTION PLAN FISCAL YEAR 2021-2022 THROUGH FISCAL YEAR 2026-2027

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the filing of the Five-Year Construction Plan, fiscal year 2021-2022, through fiscal year 2026-2027 with the State Chancellor's Office.

Five Year Plan Project Listing: See list included in the agenda  
Final Project Proposal (FPP): Business Building Replacement  
Initial Project Proposal (IPP): Drescher Hall Replacement Building

FUNDING SOURCE Local Bonds; State Capital Funds; District Capital Funds

COMMENT: State law requires Districts to prepare annually and submit to the California Community College Chancellor's Office (CCCCO) a Five-Year Capital Construction Plan which summarizes current and proposed capital outlay projects. The purpose of the Five-Year Plan is to inform the CCCCCO of the District's capital needs and allow for the District to apply for State funding for specific projects. The District submits projects for potential State funding through an "Initial Project Proposal" (IPP). If the state approves the IPP, then the District will develop a "Final Project Proposal" (FPP) for funding consideration.

The following projects have an approved FPP, an approved IPP, or are pending the submission of an IPP. The District only recommends projects for IPP submission that meet the States strict guidelines and are likely candidates to receive funding. These projects were included in the 1998 Facilities Master Plan, the Career and Educational Facilities Master Plan 2010 Update, and/or the draft 2020 Facilities Master Plan.

Math/Science Addition (Approved FPP – State Funding \$39,615,000 – Under Construction): This project will consolidate and increase laboratory capacity for the Mathematics and Science programs by constructing a new building that connects to the existing Science building. The Mathematics department is one of the most extensive academic programs at Santa Monica College and is growing beyond what can be reasonably accommodated for students within existing facilities. Math and Science programs are currently forced to offer classes in classrooms and laboratories located at several different buildings on campus, many of which are located across campus from each other. The proposed project includes a 69,565 ASF addition to the existing Science building that will provide 15,815 ASF classroom lecture spaces, 41,387 ASF laboratory spaces, 8,069 ASF office spaces, 2,320 ASF library spaces, and 1,974 ASF of other support spaces. The new facility would consolidate the Mathematics, Earth Science, Life Science, and Physical Science programs into a single building. The project includes demolishing the existing Letters & Science building, Liberal Arts building, and Library Village / Math Complex Portables as a secondary effect.



Art Complex Replacement (Approved FPP – State Funding \$10,901,000 – Under Design): The Art Complex at Santa Monica College was initially constructed in 1952 and is experiencing infrastructure issues. Although the building had a minor renovation in 2002, the Art program is currently split between the main campus and Airport Arts campus due to space needs. This project will create a functionally efficient building for the Art program, enabling the program to function in a single location with dedicated space. The existing Art Complex will be demolished and the fine arts space at the Airport Campus will be inactivated as a secondary effect of the proposed project.

Business Replacement (Pending FPP): The Business Building at Santa Monica College was originally constructed in 1980 and received a minor renovation in 1997. The building currently houses multiple departments, including Business, Accounting, Computer Science/Information Systems, Fashion, Cosmetology, and Photography. The existing building no longer meets the various departments' instructional needs and requires significant infrastructure work. This project constructs a new Business Building, modernizing the instructional spaces and creating a design that achieves optimal classroom efficiency.

Drescher Hall Replacement Building (Pending IPP): This project constructs a replacement building for Drescher Hall which was built in the 1960s as a vocational/trades building. The new building will be located on the site where the existing Business building is currently located, which will be offline following occupancy of the Business Replacement project. The existing Drescher Hall does not adequately serve students due to facility deterioration and technological infrastructure shortages. Replacing Drescher Hall with a new building provides instructional benefits to diverse programs such as Astronomy, English, Photography, Modern Languages, STEM, Maker Space, and Bicycle Repair. Any major reconstruction effort within the existing building would require structural/seismic upgrades, deeming the complete building replacement a more cost-effective solution. Secondary effects of the proposed project will include demolition of the Drescher Hall following occupancy of the replacement building.

The chart indicates the following phases: (P) Planning, (W) Working Drawings, (C) Construction, (E) Equipment and (O) Occupancy.

MOTION MADE BY:	Barry snell
SECONDED BY:	Louise Jaffe
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

FIVE YEAR CONSTRUCTION PLAN FISCAL YEAR 2021-2022 THROUGH FISCAL YEAR 2026-2027

Priority	Project Name	Funding Status	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Occupancy Date	State Funding	District Funding	Total Cost
1	Malibu Campus	Locally Funded	C/E	O					2022/2023	\$0	\$61,582,273	\$61,582,273
2	Math/Science Addition	State Funded	C	C/E	O				2023/2024	\$39,615,000	\$72,110,835	\$111,725,835
3	Art Complex Replacement	State Funded	W	C	C/E	O			2024/2025	\$10,901,000	\$10,625,000	\$21,526,000
4	Modular Classroom Replacement Building	Locally Funded	P	W	W	C	C	E/O	2026/2027	\$0	\$70,620,000	\$70,620,000
5	M&O/Facilities/Modular Classroom Replacement	Locally Funded		P	W	C	C	C	2027/2028	\$0	\$78,000,000	\$78,000,000
6	Business Replacement	FPP Preparing			P/W	C	C	C/E	2027/2028	\$24,196,011	\$24,197,582	\$48,393,593
7	Drescher Hall Replacement	IPP Preparing				P/W	C	C	2028/2029	\$24,361,027	\$24,365,471	\$48,726,498
8	Instructional Space/ Campus Police on Pearl	Future Project					P	W	2029/2030	\$0	\$37,400,000	\$37,400,000
9	Instruction/Administration on Pico	Future Project					P	W	2029/2030	\$0	\$47,300,000	\$47,300,000
10	Athletics Support	Future Project					P	W	2029/2030	\$0	\$8,800,000	\$8,800,000
11	Amphitheater	Future Project						P	2029/2030	\$0	\$16,000,000	\$16,000,000
12	Classroom Replacement Building/East Quad	Future Project						P	2031/2032	\$0	\$64,900,000	\$64,900,000

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 6, 2021

## MAJOR ITEMS OF BUSINESS

### RECOMMENDATION NO. 21

**SUBJECT:** **APPOINTMENTS 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 members to the Citizens' Bond Oversight Committee, for a two-year term, 2021-2023.

Patrick Acosta, Local Business/Community  
Heather Anderson, Local Community (Malibu)  
Elizabeth Greenwood, Local Business  
Donald Schort, Local Business

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

It is further recommended that the Board of Trustees approve the appointment of the following new member to the Citizens' Bond Oversight Committee, for a two-year term, 2021-2023.

Elaine Polachek, Local Business/Person Active in Support of the District

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

**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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 6, 2021

## MAJOR ITEMS OF BUSINESS

### RECOMMENDATION NO. 22

**SUBJECT:** **SECOND READING AND APPROVAL - BOARD POLICY CHAPTER 1, THE DISTRICT, AND CHAPTER 2, BOARD OF TRUSTEES**

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

**REQUESTED ACTION:** It is recommended that the Board of Trustees conduct a second reading and approve the following Board Policies in Chapter 1, The District, and Chapter 2, Board of Trustees.

**BP 1200 District Mission** – The revision adds optional language to highlight diversity, equity, and inclusion issues.

**BP 2200 Board Duties and Responsibilities** – The revision adds optional language to highlight diversity, equity, and inclusion issues.

**BP 2435 Evaluation of the Superintendent/President** – The revision adds optional language to highlight diversity, equity, and inclusion issues.

**BP 2720 Communications Among Board Members** – Additional suggested language is included in paragraphs 2 and 3. Paragraph 4 reflects new Brown Act requirements allowing members of the Governing Board to engage in conversations on social media platforms that are open and accessible to the public so long as the purpose of the communication is to answer questions, provide information to the public, or solicit information from the public; and as long as the majority of the members of the Board do not discuss District business among themselves.

**BP 2745 Board Self-Evaluation** – The revision adds optional language to highlight diversity, equity, and inclusion issues.,

**Comment:** This is part of the ongoing updates provided by the CCLC Board Policy and Procedure Subscription Service. The League is redoubling its efforts to integrate diversity, equity, inclusion, and accessibility issues into the reviews of the policy/procedure templates.

**MOTION MADE BY:** Nancy Greenstein

**SECONDED BY:** Barry Snell

**STUDENT ADVISORY:** Aye

**AYES:** 7

**NOES:** 0



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**Board Policy**  
**Chapter 1 – The District**

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**BP 1200      DISTRICT MISSION**

The mission of the Santa Monica Community College District is:

Santa Monica College provides a safe and inclusive learning environment that encourages personal and intellectual exploration, and challenges and supports students in achieving their education goals. Students learn to contribute to the global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes the critical importance of each individual's contribution to the achievement of this mission.

Santa Monica College provides open and affordable access to high-quality undergraduate degrees and certificates, and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.

**Santa Monica College is committed to diversity, equity, and inclusion that enriches the District's mission and supports students in achieving their educational goals.**

The District's mission is evaluated and revised on a regular basis.

**Reference:**

ACCJC Accreditation Standard I.A

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Adopted: June 6, 2017



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Board Policy  
Chapter 2 – Board of Trustees

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## **BP 2200 BOARD DUTIES AND RESPONSIBILITIES**

The Board of Trustees of the Santa Monica Community College District derives its powers from the Constitution of the State of California (Article IX; Section 14), and laws enacted by the Legislature of the State of California (Education Code).

The Board of Trustees has the Power(s) and Responsibility to:

1. determine the educational program of the Santa Monica Community College District and to ensure the quality, integrity, improvement of student learning programs and services and the resources necessary to support them.
2. hire, evaluate and terminate the Superintendent/President.
3. make rules and regulations for the operation of the District; generally it delegates that authority to the Superintendent/President, retaining the right to review rules and regulations for harmony with Board of Trustees policies.
4. call or cause to call the elections for certain purposes among the voters of the District.
5. hold and convey property for the use and benefit of the District.
6. impose the authorization of eminent domain.
7. contract for goods and services necessary for the operation of the District.
8. be fiscally independent from the County Department of Education for the purpose of processing payroll, retirement and payment of expenditures, or of causing special assessments to be levied on property within the District.
9. fix and prescribe duties to be performed by employees of the District.
10. establish its own procedures.
11. sue and be sued.

12. appraise and review its actions and policies.

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest;
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- **Assure the Board operate in an open, accessible, welcoming spirit, and maintains an inclusive and anti-racist culture;**
- **Establish policies that ensure the District operates in an inclusive and anti-racist manner;**
- Hire and evaluate the Superintendent/President;
- Delegate power and authority to the chief executive to effectively lead the District;
- Assure fiscal health and stability;
- Monitor institutional performance and educational quality; and
- Advocate and protect the District.

Also see BP 2715 Code of Ethics/Standards of Practice.

References:

Education Code Sections 5304, 70902, 72000, and 72400;  
ACCJC Accreditation Standard IV

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Adopted: May 1, 2000

Revised: July 5, 2016; June 6, 2017

(Replaces former SMC BP 1210)



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**Board Policy**  
Chapter 2 – Board of Trustees

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**BP 2435      EVALUATION OF THE SUPERINTENDENT/PRESIDENT**

The Board of Trustees shall conduct an evaluation of the Superintendent/President at least annually at a special meeting scheduled on a mutually agreed upon date. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President. Each member of the Board will individually rate the Superintendent/President's performance.

**Annual Performance Criteria**

The performance criteria will be drawn each year from goals and priorities identified by the Board of Trustees.

The criteria for evaluation shall be based on board policy, the Superintendent/ President's job description, and performance goals and objectives developed in accordance with BP 2430 Delegation of Authority to the Superintendent/President. **The criteria for evaluation of the Superintendent/President shall also include performance goals and objectives related to the District's commitment to diversity, equity and inclusion.**

**Reference:**

ACCJC Accreditation Standard IV.C.3





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**Board Policy**  
**Chapter 2 – Board of Trustees**

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**BP 2720      COMMUNICATIONS AMONG BOARD MEMBERS**

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Trustees.

A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board.

This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

This policy shall also not be construed as preventing a member of the Governing Board from engaging in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the Board. In doing so, a majority of the members of the Board may not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board. However, a member of the Board shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the Board that another member of the Board has made, posted, or shared.

**Reference:**

Government Code Section 54952.2

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Adopted: June 6, 2017



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Board Policy  
Chapter 2 – Board of Trustees

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## **BP 2745 BOARD SELF-EVALUATION**

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

The Board of Trustees shall hold an annual self-evaluation on a mutually agreed upon date.

### **Purpose**

No less than once a year, the Board shall evaluate the functioning, strengths, and weaknesses of the Board and identify specific functions working well and those needing improvement.

### **Methodology**

The methodology will be determined by the Board of Trustees each year based on the priorities of the institution. The process for evaluation shall be recommended to and approved by the Board. If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Recording Secretary.

### **Elements of Consideration**

- To assess the strengths and weaknesses of the Board as a whole.
- To determine the effectiveness of the performance of the trustees in achieving the District's goals.
- To determine the effectiveness of the policies established by the Board.
- To assess accomplishments relative to the Vision, Mission, and Goals of the District.
- To evaluate the District's and Board's commitment to anti-racism, diversity, equity and inclusion.

A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results of the discussion will be used to identify accomplishments in the past year and provide the basis for the Board to develop its goals and priorities to address the needs of the college for the next year.

### **Reference:**

ACCJC Accreditation Standard IV.C.10

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Adopted: May 1, 2000

Revised: December 1, 2003 and May 6, 2014

Revised: June 6, 2017

(Replaces former SMC BP 1270)

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 6, 2021

**XII. BOARD COMMENTS**

**XIII. ADJOURNMENT – 9:30 a.m.**

The meeting was adjourned in memory of SMC student **Steven Dawayne Ates**.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, August 3, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.