



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, MARCH 3, 2020

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. Closed Session (Business Building Room 111)

7:00 p.m. Public Meeting (Board Room)

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

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

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

PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES

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:

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 item on which comment is to be made.

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

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

Major Items of Business

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

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

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.

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2020

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, March 3, 2020.

5:30 p.m. Closed Session (Business Building Room 111)
7:00 p.m. Public Meeting (Board Room)

I. ORGANIZATIONAL FUNCTIONS

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

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organization: SMC Faculty Association

CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION (Government Code Section 54956.9)
Bridges v. SMCCD, Los Angeles Superior Court Case No. BC60767

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(4))
(Two cases)

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

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE

- CLOSED SESSION REPORT (if any)

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IV. SUPERINTENDENT'S REPORT

- Recognition – Celebration of Black Professionals in Santa Monica
 - Muriel Walker-Waugh, Chemistry faculty member
 - Karen Gunn, SMC retired Psychology faculty member
- Updates:
 - Budget
 - Spring 2020 Enrollment
 - SMC Vote Center
 - Flex Day, March 10, 2020

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. CONSENT AGENDA

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

Approval of Minutes

#1 Approval of Minutes: February 4, 2020 (Regular Meeting) 6

Contracts and Consultants

#2-A Approval of Contracts and Consultants 7
(Greater than the amount specified in Public Contract Code Section 20651)
 ➤ *Amendments to Previously Approved Contracts*
 ➤ *New Contracts*

#2-B Ratification of Contracts and Consultants 7
(Less than the amount specified in Public Contract Code Section 20651)
 ➤ *Amendments to Previously Ratified Contracts and Consultants*
 ➤ *Renewal of Contracts and Consultants*
 ➤ *New Contracts Submitted for Ratification*

Human Resources

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IX. CONSENT AGENDA – Pulled Recommendations

X. MAJOR ITEMS OF BUSINESS

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XI. INFORMATION

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XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

There will be a special Board of Trustees Meeting/Study Session on Tuesday, March 17, 2020 at 5:30 p.m. in Business Building Room 111 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, April 7, 2020 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2020

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#16.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IX. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

February 4, 2020 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2-A CONTRACTS AND CONSULTANTS

The following contracts are greater than the amount specified in Public Contract Code Section 20651.

➤ AMENDMENT TO PREVIOUSLY APPROVED ANNUAL CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
A	Vector Media Holding Corp (Big Blue Bus) All terms previously approved by the Board of Trustees on June 4, 2019 remain the same.	2019-2020 Not to exceed \$165,000	2019-2020 outdoor advertising for student recruitment	2019-2020 Marketing Budget
<i>Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i>				
<i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				

RECOMMENDATION NO. 2-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

	Provider/Contract	Term/Amount	Service	Funding Source
B	Goodwin Simon Strategic Research, Inc.	March – June 2020 Not to exceed \$16,500 plus reimbursable expenses, not to exceed \$500	GSSR will conduct a follow-up survey of public opinion to provide additional snapshots of public support and engagement to inform master planning efforts.	2019-2020 District Funds Government Relations
C	Jared Boigon - TBWB Strategies: Terris Barnes Walters Boigon Heath Inc.	March - June 2020 Not to exceed \$7,500 a month, plus reimbursable and travel expenses	TBWB will assist the District in preparing for a potential public finance measure – strengthening the case statement, identifying appropriate strategies, suggestions on information-only messaging, building consensus, and devising an overall communications plan.	2019-2020 District Funds Government Relations
<i>Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i>				
<i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2-B RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

➤ NEW CONTRACTS *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
D	Kimberly Papillon, Esq.	March 10, 2020 Presentation services not to exceed \$8,000 Travel reimbursement not to exceed \$500 Total, not to exceed \$8,500 including expenses.	The consultant will conduct three one-hour workshops on March 10, 2020 for Spring 2020 Professional Development Day. The focus of workshops shall be on equity, inclusivity, anti-bias goals and impact, and tools to use in the classroom.	2019-2020 EEO Restricted Funds/ Human Resources
E	Forest Story	March 10, 2020 Total not to exceed \$850 including expenses.	The consultant will conduct two one-hour workshops on March 10, 2020 for Spring 2020 Professional Development Day. The focus of workshops shall be leadership, effective communication, and communicating for results.	2019-2020 District/ Human Resources/CPDC Funds
F	Elizabeth Sloane	March 10, 2020 Total, not to exceed \$275 including expenses.	The consultant will conduct one one-hour workshop on March 10, 2020 for Spring 2020 Professional Development Day. The focus of workshops shall be on intuitive and mindful eating habits for personal development.	2019-2020 District/ Human Resources/CPDC Funds
<p><u>D, E, F</u> <i>Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i></p>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2-B RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
G	Modo Labs	Year 1: \$43,245 (April 15, 2020 to April 14, 2021) Year 2: \$44,543 (April 15, 2021 to April 14, 2022) Year 3: \$46,234 (April 15, 2022 to April 14, 2023) Total 3-year contract: \$129,735	Renewal of a three-year contract for Modo Labs platform, which hosts the SMC GO app. SMC GO currently has over 22,000 active users. It is expected more students will be on-boarded to the app given that a “marketplace” module available through login authentication will be available to SMC students and staff. Marketplace will launch in the coming weeks. The cost is for hosting and development.	Student Equity and Achievement Program
<i>Requested by: Esau Tovar, Dean, Enrollment Services</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

➤ AMENDMENTS TO PREVIOUSLY APPROVED ANNUAL CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
H	Strickbine Publishing, Inc./ Argonaut (formerly Southland Publishing/ Argonaut) All terms previously approved by the Board of Trustees on June 4, 2019 remain the same.	2019-2020 Not to exceed \$15,000	2019-2020 print advertising for student recruitment	2019-2020 Marketing Budget

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2-B RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

➤ AMENDMENTS TO PREVIOUSLY APPROVED ANNUAL CONTRACTS (continued)

	Provider/Contract	Term/Amount	Service	Funding Source
I	Susan L. Wampler Previously approved by the Board of Trustees on June 4, 2019 \$9,000 for Public Affairs, August 6, 2019 \$4,500 for Community and Academic Relations	2019-2020 Increase of \$6,000, New total not to exceed \$19,500	Consultant will provide copyediting and writing support for marketing and brochures to be used across a number of communication channels for enrollment, brand management and marketing of college programs	2019-2020 Marketing Budget
J	Chavez Shimasaki Strategic Education Services (SES) Previously approved by the Board of Trustees on June 4, 2019; total not to exceed \$65,000	2019-2020 Increase of \$6,000 per month, plus additional travel expenses, for the period March – June 2020. New total not to exceed \$89,000 plus reimbursable and travel expenses	Lobbying, advocacy and analytical services on the Student Centered Funding Formula (SCFF). This is an increase in scope of work, in order to assist the District with forestalling the adverse effects of the SCFF, and the funding reductions forecast for fiscal year 2021-2022. The new work will include building a coalition of community college districts and working with other statewide stakeholders that would support amendments to SCFF, including a permanent hold harmless; and providing necessary support for legislative and/or budget amendments related to SCFF.	2019-2020 District/Board of Trustees Budget
<p><u>H, I, J</u> Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications Approved by: Kathryn E. Jeffery, Superintendent/President</p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 3 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>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Dean, Pathways, Equity and Inclusion	03/04/2020

ELECTIONS

NEW FULL-TIME FACULTY

Avila, Raul Armando, Full-Time/Tenure Track Instructor, Health Services (Respiratory Care)	08/31/2020
Cambron, Javier A, Full-Time /Tenure Track Instructor, Design Technology (Interior Architecture)	08/31/2020
In Lee, Sue, Full-Time/Tenure Track Instructor, Life Sciences (Cell and Evolution Biology)	08/31/2020
Pham, Duc, Full-Time /Tenure Track Instructor, Life Sciences (Anatomy & Physiology)	08/31/2020
Rodriguez, Kaelyn, Full-Time/Tenure Track Instructor, Art History	08/31/2020

LONG TERM SUBSTITUTE

Islas, Veronica, Health Sciences	02/18/2020 – 06/16/2020
Hall, Jenney, Earth Sciences	02/18/2020 – 06/16/2020

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 CLASSIFIED PERSONNEL - REGULAR

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

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

<u>CLASSIFICATION RE-TITLE</u>	<u>EFFECTIVE DATE</u>
From: Athletic Equipment Specialist Classified Regular Schedule Range -26	03/04/2020
To: Athletic and Kinesiology Equipment Specialist Classified Regular Schedule Range -26	

<u>SALARY RE-ALLOCATION</u>	<u>EFFECTIVE DATE</u>
From: Recycling Program Specialist Classified Regular Schedule Range -33	03/04/2020
To: Recycling Program Specialist Classified Regular Schedule Range -34	

ELECTIONS

<u>PROMOTION</u>	<u>EFFECTIVE DATE</u>
Barton, Cleve From: Academic Records Evaluator, Admissions and Records To: Student Communications Coordinator, Admissions and Records	02/18/2020

Taylor, William-Michael From: Administrative Assistant II, Office of Recruitment and Outreach To: Outreach and Recruitment Specialist, Office of Recruitment and Outreach	03/02/2020
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<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	<u>EFFECTIVE DATE</u>
Eutsey, Ashley Y., Senior Online Learning Specialist, Distance Ed (B)	02/13/2020
Hall, David, Career Education Specialist, CMD (C)	03/02/2020
Rosales, Mauricio R., Grounds Worker, Grounds (B)	02/18/2020
Ruff, Ranon, Custodian, Operations (C)	03/02/2020
Tran, Kim, Chief Director of Business Services (E)	04/01/2020
Zetina, Marco, Custodian, Operations (C)	03/02/2020

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Grant, Travis S., Administrative Assistant I, Earth Sci/ML&C	02/18/2020

<u>VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT) – INCREASE IN MONTHS/SHIFT CHANGE</u>	<u>EFFECTIVE DATE</u>
Walter, Craig From: CC Parking Enforcement Officer, Campus Police, 11 months, 40 hours, NS-I To: CC Parking Enforcement Officer, Campus Police, 12 months, 40 hours, VH-I	02/03/2020

WORKING OUT OF CLASSIFICATION (LIMITED TERM- SUBSTITUTE)

Chambers, Nicholas 07/01/2019 - 12/20/2019
From: Student Services Clerk 12/21/2019 – 12/23/2019*
To: Administrative Assistant II 01/02/2020 – 01/31/2020*
Percentage: More than 50% 02/01/2020 - 04/01/2020*
*extension of working out of class assignment

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Engfer, Mark 01/16/2019 - 05/25/2019
From: Network Communications Manager 07/01/2019 – 11/06/2019*
To: Media and Reprographic Services Manager
Percentage: Less than 50%
*extension of working out of class assignment

Neal, Stacy 02/18/2020 - 06/23/2020
From: Financial Aid Supervisor
To: Director of Financial Aid and Scholarships
Percentage: More than 50%

CSEA EDUCATIONAL PAY DIFFERENTIAL

Ibrahim, John, Property Clerk .75% 11/01/2019
03/01/2020

LEAVE OF ABSENCE – UNPAID

Lowell, Maya, Academic Computing Instructional Specialist 02/03/2020 – 07/31/2020

SEPARATION

LAST DAY OF PAID SERVICE

RELEASED

Feagin, Nehheh, Custodian, Operations 01/31/2020
Lewis, Royce, Custodian, Operations 01/31/2020

RESIGNATION

Greig, Michael, Events Technician, Campus Events 02/17/2020

RETIREMENT

Webber-Gregg, Bronwyn, Administrative Assistant II, Health Science (17 years) 06/30/2020

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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

Baldwin, Juliana, Library Assistant, Library	
From:	10/17/2020-02/28/2020
To:	10/17/2020-04/17/2020
Brown, Carla, Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020
Hofland, Keri, Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020
Lazoff, Alyssa, Administrative Clerk, Library	
From:	12/02/2019-03/31/2020
To:	12/02/2019-04/24/2020
Lopez, Vanessa, Student Services Clerk, Cashier’s Office	02/18/2020-02/28/2020
Ramirez, Anthony M., Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020
Santhiago, Nicholas, Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020

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

Abdulhafizd, Meymuna, Bookstore Clerk/Cashier, Campus Store	02/10/2020-03/13/2020
Abel, Teneka, Bookstore Clerk/Cashier, Campus Store	02/10/2020-03/13/2020
Austin, Harald, Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020
Beck, Michael, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Berent, Richard, Accompanist-Performance, Music	02/18/2020-06/30/2020
Bonilla, Jonathan, Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020
Brinkley, Tanisha, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Carter, Ashlie, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Chang, Tony, Bookstore Clerk/ Cashier, Campus Store	02/10/2020-03/13/2020
Edwards IV, Andrew, Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020
Eichen, John, Bookstore Clerk/Cashier, Campus Store	02/10/2020-03/13/2020
English, Kara, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Garcia-Zermeno, Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020
Gerhold, Thomas, Accompanist-Performance, Music	02/18/2020-06/30/2020
Gerhold, Thomas, Accompanist-Voice, Music	02/18/2020-06/30/2020
Graham-Howard, Kimi, Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020
Grau, Donald, Bookstore Clerk/Cashier, Campus Store	02/10/2020-03/13/2020
Guzman, Scott, Student Services Clerk, Cashier’s Office	02/10/2020-02/28/2020

Larned, Gwen J., Recycling Program Specialist, Sustainability	09/10/2019-12/20/2019
From:	09/10/2019-04/03/2020
To:	02/10/2020-03/13/2020
Lemon, Curly, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Lopez, Veronica, Bookstore Clerk/Cashier, Campus Store	02/10/2020-03/13/2020
Mehary, Mehret, Bookstore Clerk/ Cashier, Campus Store	02/10/2020-03/13/2020
Micas, Donna, Bookstore Clerk/Cashier, Campus Store	02/10/2020-03/13/2020
Miller, Samuel L., Student Services Assistant, Matriculation	02/04/2020-06/30/2020
Murray, Jake, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Nelli, Maria, Enterprise Business Services Clerk, Cashier's Office	02/18/2020-02/28/2020
Nwonwu, Vergie, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Pardo, Guillermo, Student Services Clerk, Cashier's Office	02/10/2020-02/28/2020
Ramirez, David, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Robles Jr., Jose, Customer Service Assistant, Campus Store	02/10/2020-03/13/2020
Shine, Kevin, Enterprise Business Services Clerk, Cashier's Office	02/18/2020-02/28/2020
Stuck, Jennifer, Student Services Clerk, Cashier's Office	02/10/2020-02/28/2020

RECOMMENDATION NO. 6 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)	56
College Work-Study Student Assistant, \$14.25/hour (FWS)	28
College CalWorks, \$14.25/hour	2

SPECIAL SERVICES

Art Model [no costume; Nude], \$27.00/hour	1
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 FACILITIES

Requested by: Charlie Yen, Director of Facilities Planning

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

Requested Action: Approval/Ratification

7-A PROJECT CLOSE OUT – PARKING LOT RESEAL AND RESTRIPE OF MAIN CAMPUS PARKING LOTS 1, 5 AND PERFORMING ARTS CAMPUS

Subject to completion of punch list items by Superior Paving Company dba United Paving Co., authorize the District Representative without further action of the Board of Trustees, to accept the project described as PARKING LOT RESEAL AND RESTRIPE OF MAIN CAMPUS PARKING LOT 1, 5 AND PERFORMING ARTS CAMPUS as being complete. Upon completion of punch list items by SUPERIOR PAVING COMPANY DBA UNITED PAVING CO. 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.

7-B POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$74,322.87
For the Period: October 1, 2019 – December 31, 2019 (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 \$99,589.36 for the same period last year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 FACILITIES

7-C CONTRACTOR SUBSTITUTION REQUEST – STEM SHOP RENOVATION

Acceptance of KG Axis’s Subcontractor Substitution Request on the STEM Shop Renovation project.

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
First Fire Systems, Inc.	Century Fire, Inc.

Comment: KG Axis, the General Contractor for the STEM Shop Renovation project, has requested to substitute their listed subcontractor, First Fire Systems, Inc. with Century Fire, Inc. to perform the fire sprinkler portion of the project. Per the General Condition of the contract, the District’s consent to Contractor’s substitution of a listed subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

7-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – ART COMPLEX REPLACEMENT PROJECT

Amend the Agreement with Little Architects for Architectural Services for the Art Complex Replacement Project at Santa Monica College:

- (1) Substitute the name “Little Architects” for “Little Diversified Architectural Consulting, Inc.” wherever it appears in the contract; and
- (2) Little Diversified Architectural Consulting, Inc. hereby unconditionally assumes, and agrees to be bound by, all obligations and liabilities of Little Architects under or relating to the contract.

Funding Source: Measure V

Comment: There is no financial impact associated with this action.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification
Requestor: Sherri Lee-Lewis, Vice President, Human Resources
Reviewed by: Irma Haro, Accounting Manager
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: Equal Employment Opportunity (EEO) Fund Allocation
 Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)
 Augmentation Amount: \$5,000; (Amended Award Amount \$50,000)
 Matching Funds: Not Applicable
 Performance Period: Started July 1, 2019 and does not have expiration date.

Summary: The purpose of Equal Employment Opportunity (EEO) Fund Allocation is to support robust educational and training programs to ensure that barriers to equal employment opportunities are eliminated, and all persons receive equal opportunity to compete for employment and promotion within the community college district.

On September 27, 2019, the Governor signed Senate Bill 109, granting additional funds for the Chancellor’s Office to apportion an additional \$5,000 per district. Santa Monica College will use funds to support outreach and recruitment for all employment groups, including the development of publications and trainings focused on equal employment opportunities.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 5,000
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 5,000
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 5,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Jennifer Merlic, Vice President, Academic Affairs

Reviewed by: Irma Haro, Accounting Manager

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

Title of Grant: Minority College Curriculum Improvement (NASA)
 Granting Agency: NASA/ Shared Services Center (NSSC)
 Augmentation Amount: (\$799) (Amended Amount: \$ 749,201 over 3 years)
 Matching Funds: Not Applicable
 Performance Period: October 1, 2015 – December 2, 2019

Summary: The purpose of NASA grant is to support SMC students in building interdisciplinary career skills in STEM. The three-year preliminary award was approved for \$ 750,000 anticipating three installments of \$ 250,000. The final amended award was \$ 749,201 requiring a budget reduction of \$799 to match the final award letter for grant close-out.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8190	Federal	\$ (799)
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/Indirect	\$ 0
7500	Student Stipend	\$ (799)
Total		\$ (799)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Affairs

Reviewed by: Irma Haro, Accounting Manager

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

Title of Grant: Umoja Program – African American Collegiate
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: \$20,000 (Total allocation \$36,000)
 Matching Funds: Not Applicable
 Performance Period: January 1, 2019 – June 30, 2020

Summary: The Umoja Program approved a supplemental funding request from Santa Monica College resulting in an additional \$20,000 to the original allocation. This program aims to increase postsecondary educational success rate for Umoja program students with an emphasis on African American students.

The SMC Umoja program through the direction of the African American Collegiate intends to use these additional funds to increase student employment and communication platforms through marketing, staffing and outreach. Funding will provide students with essential academic resources and personal supplies. The Program goals include promoting student participation, academic success, engagement and community building; academic excellence, transfer success and degree completion; and providing Umoja students with transportation and lodging to events that promote leadership, community building, professional and career development.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$20,000
	Expenditure	
	1000 Academic Salaries	0
	2000 Non-Academic Salaries	0
	3000 Employee Benefits	0
	4000 Supplies & Materials	\$10,000
	5000 Other Operating Expenditures	\$10,000
	6000 Capital Outlay	0
	7000 Other Outlay – Direct Aid to Students	0
	Total	\$20,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

9-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: January 22 through February 18, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	184,322
3000	Benefits	0
4000	Supplies	-2,035
5000	Contract Services/Operating Exp	51,924
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-234,211
Net Total:		0

9-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: January 22 through February 18, 2020

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	1,034,156
2000	Classified/Student Salaries	261,329
3000	Benefits	24,539
4000	Supplies	-1,000
5000	Contract Services/Operating Exp	-18,515
6000	Sites/Buildings/Equipment	-300,509
7100/7699	Other Outgo/Student Payments	-1,000,000
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	March 3, 2020

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

January 2020 8792 through 8830 \$ 9,961,504.47

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

RECOMMENDATION NO. 11 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

January 2020 C1F – C2G \$11,225,245.62

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

RECOMMENDATION NO.12 REISSUE PAYROLL WARRANTS

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Barboza, Star Sotero	9442681	11/10/16	\$1,516.56
Barboza, Star Sotero	9316249	08/10/16	\$1,563.32
Barboza, Star Sotero	9278617	07/08/16	\$2,012.09
Barboza, Star Sotero	9067537	03/10/16	\$1,476.58
Barboza, Star Sotero	8816974	10/09/15	\$1,627.72
Barboza, Star Sotero	8769360	09/10/15	\$1,735.35
Barboza, Star Sotero	8734941	08/10/15	\$1,775.18
Barboza, Star Sotero	8700258	07/10/15	\$1,672.07
Barboza, Star Sotero	8396820	01/09/15	\$2,397.41

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

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

January 2020 Covered by check & voucher numbers: 024569-024974 & 02089-02105

Bookstore fund Payments	\$ 664,466.36
Other Auxiliary Fund Payments	\$ 70,106.54
Trust and Fiduciary Fund Payments	<u>\$ 801,605.49</u>
	\$ 1,536,178.39

Purchase Orders issued

January 2020 \$32,306.92

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

RECOMMENDATION NO. 14 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

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>
March 2020	3	\$3,356.30

Funding Sources: Unrestricted General Fund

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

RECOMMENDATION NO. 16 PROCUREMENT – AWARD OF PURCHASE ORDERS

Requested Action: Approval/Ratification

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

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

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.

January 2020 \$3,814,098.24

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 3, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

SUBJECT: **RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT BETWEEN SMCCD AND THE SMC FACULTY ASSOCIATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees ratify the collective bargaining agreement with the Santa Monica College Faculty Association for the August 20, 2019 through August 22, 2022.

The major provisions of the agreement include:

Across-the-Board Increases

For the academic year 2019-2020, all salary schedules shall be increased by 2.5%.

For the academic year 2020-2021, all salary schedules shall be increased by 1.5%. Either party may reopen this Article by giving written notice on or before December 31, 2020. In the event the District elects to reopen prior to August 31, 2020, the 1.5% shall not be implemented.

For the academic year 2021-2022, all salary schedules shall be increased by 1.5%. Either party may reopen this Article by giving written notice on or before December 31, 2021. In the event the District elects to reopen prior to August 31, 2021, the 1.5% shall not be implemented.

The District and FA agree to continue discussions about whether a formula can be arrived at to determine future salary increases.

Department Chair Salary Schedule

A new salary schedule for department chairs was developed to incorporate stipends. The net cost is approximately \$17,000 per year.

Part-time Faculty Salary Schedule

The parties have agreed all part-time faculty pay should be based on LHE (Lecture Hour Equivalent). This will eliminate a number of different pay schedules. Currently, credit for prior experience is not accorded part-time faculty and the revised article will provide credit as determined by Human Resources. This will simplify part-time pay, eliminate inequities, and is projected to result in ongoing savings of \$150,000 to \$360,000 per year.

Estimated Cost Impact of SMCFA Contract for Fiscal Years 2019-20 (2.5%), 2020-21 (1.5%), 2021-22 (1.5%)* Salary and Stipend			
	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Salaries	\$2,069,898	\$1,288,899	\$1,324,586
Retirement	\$353,953	\$237,158	\$239,750
Medicare	\$30,014	\$18,689	\$19,206
SUI	\$1,035	\$644	\$662
Workers Comp	\$33,771	\$21,028	\$21,611
Total Projected Cost:	\$2,488,671	\$1,566,418	\$1,605,815
<i>*Does not include possible savings from changes in the part-time faculty salary schedule structure</i>			

The agreement is on the District's website at:
[http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2020/Final_Tentative_Agreement\[1\].pdf](http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2020/Final_Tentative_Agreement[1].pdf)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: **EARLY RETIREMENT INCENTIVE PROGRAM**

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 and part-time faculty employees 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:

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 June 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 June 30, 2020.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

2019-2020 Supplementary Retirement Plan

Santa Monica Community College District
Faculty Employees

1.0 Eligibility

1.1 To be eligible for the SRP, Faculty Members shall:

- a) Be employed by the District in paid status as of March 3, 2020, as a full-time or part-time Faculty Member as defined in Article 6 of the Agreement between the District and SMC Faculty Association;
- b) Be at least 55 years of age with five (5) or more years of continuous District service as of May 1, 2020;
- c) Resign or Retire from District employment on or before June 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 May 1, 2020.

2.0 Participation Requirements

- 2.1 The final date for an employee to revoke retirement and SRP enrollment is May 10, 2020. Revocations must be received in writing into the PARS office by 5:00 pm on that date. As of May 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 June 2, 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 June 3, 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 June 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. 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
July 10, 2020	15%
July 10, 2021	15%
July 10, 2022	15%
July 10, 2023	15%
July 10, 2024	15%
Total Contributions	75%

- b) Annual Salary shall be defined as follows: (i) For full-time faculty, their annual salary as determined by their placement on the applicable 2019-20 salary schedule in effect on June 30, 2020; (ii) For part-time faculty, 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 May 1, 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 August 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 Faculty Association 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 | March 3, 2020 |
| 2. | Enrollment Window Opens | March 4, 2020 |
| 3. | Enrollment Packets Mailed to Eligible Employees | By March 4, 2020 |
| 4. | Employee Orientation Meetings | Week of March 16, 2020 (TBD) |
| 5. | Individual Employee Meetings | Week of April 27, 2020 (TBD) |
| 6. | Enrollment Window Closes | May 1, 2020 |
| 7. | Final Date for Employee Revocation of Enrollment | May 10, 2020 |
| 8. | Board Approves/ Cancels SRP Based on Analysis | June 2, 2020 |
| 9. | District Announces Whether SRP Goes Forward | June 3, 2020 |
| 10. | Employees Retire/Resign from District Employment | By June 30, 2020 |
| 11. | Benefits Commence | August 1, 2020 |

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ACTION March 3, 2020
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **AWARD OF CONTRACT – SMC MALIBU CAMPUS/SHERIFF’S SUBSTATION**

SUBMITTED BY: Vice President of Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees award the contract to ICON WEST, INC, the lowest responsive bidder for the SMC Malibu Campus/Sheriff’s Substation.

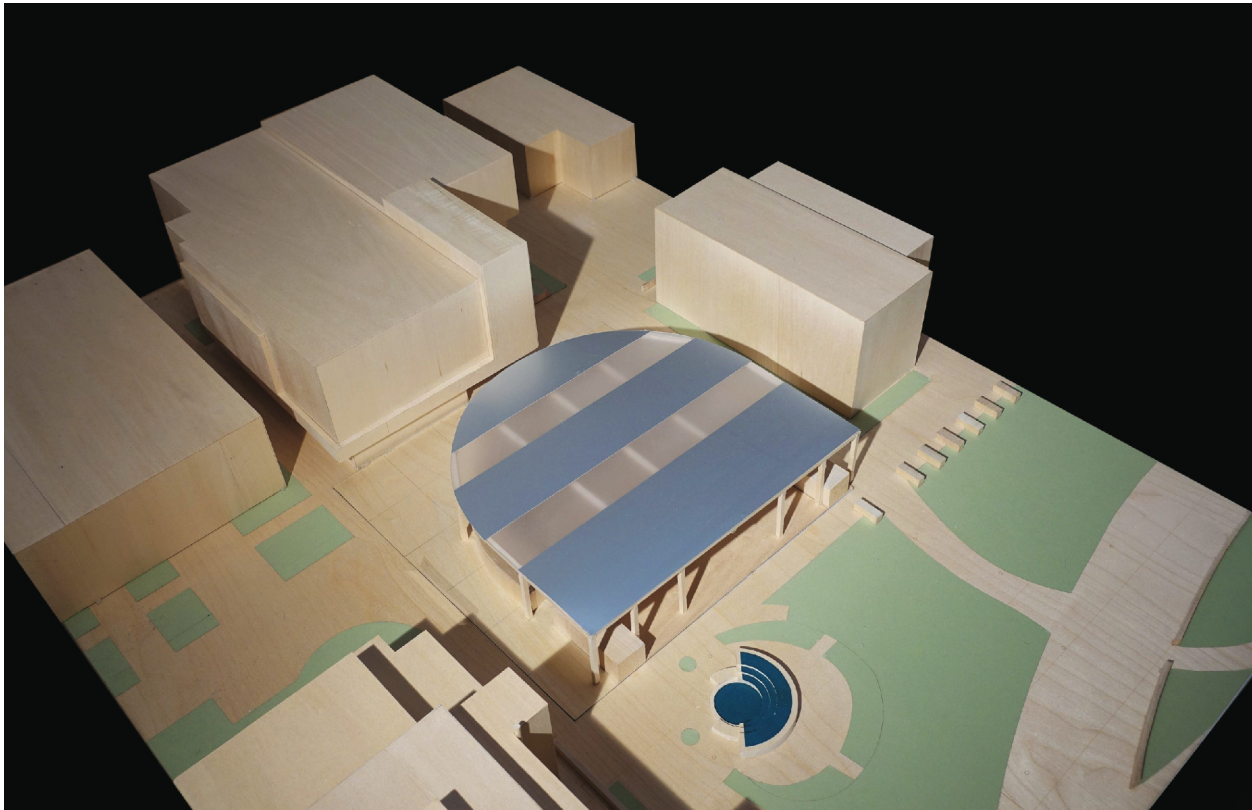
<u>Bidder</u>	<u>Amount</u>
Icon West, Inc.	\$33,933,420
The Nazerian Group	\$36,444,123
Pinner Construction	\$38,747,000

FUNDING SOURCE: Measure S and V

COMMENT: This project will encompass the New Satellite Malibu Campus and the Sheriff’s Substation in the City of Malibu. The Satellite Campus will be a two-story building that includes classrooms, science and computer labs., lecture hall, arts studio, study lounge, interpretive center, multipurpose room, conference room, offices and 179 parking spaces. The Los Angeles County Sheriff’s department will occupy the one-story building connected to the SMC satellite campus. The multipurpose room, which will also be open to the Malibu community, will be shared by both the Los Angeles County Sheriff’s Department and SMC. The project employs various sustainability strategies such as low water consumption fixtures, the use of reclaimed water for Irrigation, green building materials, and equipment commissioning. The project is anticipated to receive the LEED Gold Certification. The estimated completion date for this project is October 2022.

Bids for this project were received on January 24, 2020. It is recommended that the Board of Trustees authorize staff to contract with ICON WEST, 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 the all the requirements as outlined in the contract documents and the successful execution of the contract.

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

MAJOR ITEMS OF BUSINESS**INFORMATION ITEM 20****SUBJECT: SMC OUTDOOR AMPHITHEATER ARCHITECTURAL CONCEPT DESIGN PRESENTATION****SUBMITTED BY:** Superintendent/President
Senior Director, Government Relations & Institutional Communications

This presentation documents the design concepts developed by Gehry Partners for a new outdoor amphitheater on the main campus of Santa Monica College. The Concept Design Phase began in May 2018.

SMC AMPHITHEATER HISTORY. In 1967, Santa Monica College constructed a 1,500-seat outdoor amphitheater for Associated Students (A.S.) events. The beloved amphitheater was home to over two thousand concerts, staged performances, lectures, films, graduations, and assemblies. In 2008, the venue was displaced by the now completed Student Services Center building located on Pico Boulevard. The notion of a replacement amphitheater was identified as a potential campus project in SMC's 2016 bond measure. In July 2017, the Board of Trustees approved entering into a contract with Gehry Partners for the design of the project. In preparation for Gehry Partners design work, SMC teamed with TheatreDNA to solicit campus and potential other users' input as to the desired facility characteristics and venue design requirements. In June 2018, the Board of Trustees received an update on the project, and the contract with Gehry Partners was signed and executed by SMC.

PERFORMANCE SPACE PROGRAM. In May 2018, Gehry Partners was asked by SMC to prepare a concept design for a new 600-seat outdoor performance space located on a quarter-acre site between the Core Performance Center building and the SMC Quad. The proposed amphitheater project will be located directly adjacent to the Library in the heart of the Main Campus.

The new amphitheater will be a multi-use outdoor venue intended to service both Santa Monica College student and teaching functions as well as the Santa Monica and greater Los Angeles performance communities—notably, the venue will be available for use by the Shakespeare Center of Los Angeles and SMC’s own nonprofit cultural arts organizations. The addition of an outdoor performance venue to the SMC Main Campus will expand SMC’s educational resources and offer performance programming to the public in an informal setting.

ACADEMIC SPACE FOR STUDENTS. One of the project goals is to develop informal, flexible space for students—a safe campus environment that is fun and accessible to all. The creation of a covered, outdoor amphitheater in the heart of SMC’s Main Campus provides opportunity for casual social interaction between students and faculty. The concrete seating risers and stage platform will serve as a shaded hangout spot for students between classes. This area will create informal teaching space for faculty and serve as a focal gathering space for student groups.

ARCHITECTURAL DESIGN. The design includes an outdoor space for performance with a permanent concrete stage area and seating risers. Permanent cedar wood stage decking is also being considered for the thrust performance stage. The seating risers are intended to provide informal seating during daily use of the area as a gathering space for students and faculty. The riser height is designed to maximize audience sightlines to the stage and allows enough depth for the use of loose theater seats. These seats are intended to be provided during theatrical performances only, and will be temporarily fastened to the concrete.

A large painted steel structure with wood purlin beams will support a corrugated stainless-steel roof. The roof canopy will create a high-volume, shaded outdoor space with adequate volume to maintain the feeling of openness. Large areas of corrugated translucent polycarbonate will allow controlled natural light into the space below, creating a pleasant, day-lit environment. The overall height and configuration of the structure also takes consideration of performance sightlines and the need to locate audio, theatrical equipment, and lighting to support high-caliber performances and help maintain pedestrian safety at night.

Support spaces including off-stage performance restrooms, storage, and electrical rooms will be provided in stucco clad ‘buildings’ located below the roof canopy as well as beneath the concrete seating rake. Materials such as corrugated stainless steel, high-performance painted steel, concrete, wood, and stucco have been selected for their functionality, raw beauty, and overall durability. The team is also looking at options that may include locations for changeable, colored banners, painted murals, and site landscaping to enhance the outdoor campus environment and help anchor the project as an extension of the existing SMC Quad.

NEXT STEPS. Following Board of Trustees discussion and direction, the next step would be the selection of an executive architect to prepare the needed construction drawings. As this project’s timeline is now concurrent with the process for the SMC Main Campus Facilities Master Plan, based on Board of Trustees’ guidance, SMC Administration intends to incorporate the SMC Outdoor Amphitheater project into the Master Plan, and prepare a comprehensive cost and sequencing schedule for the components of the Master Plan. Such planning will take into consideration currently available resources, as well as potential future state and local resources.

DOCUMENT AVAILABILITY. A comprehensive Concept Design booklet containing Gehry Partners' site illustrations, facility drawings, iterative designs, and 3D visualizations, as well as the facility brief prepared by TheaterDNA, has been provided to members of the Board of Trustees and is available on SMC's website at www2.smc.edu/planning/outdoor-amphiteater. A model of the project will be on view during the presentation.

SPECIAL THANKS. SMC wishes to express its deep gratitude to Mr. Frank Gehry for his personal dedication and contribution of time and wisdom to this project. Mr. Gehry has, over the years, assisted SMC in multiple ways, including, most memorably, as a founding member of the Board of the Santa Monica College of Design, Art and Architecture, a program that inspired many SMC students in the creative arts and continues today, in a slightly different form, as the SMC Arts Mentorship Program.

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION March 3, 2020
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 21

SUBJECT: **REPORT: STARFISH GPS**
SUBMITTED BY: Vice-President, Student Affairs

SUMMARY: Starfish by Hobsons is a retention technology tool that will assist with the implementation of Guided Pathways at scale. Rebranded as SMC GPS (Gateway to Persistence and Success), this tool will support student success by building a success network for students and facilitating connections and communication among students, faculty and student support services.

- Key features of SMC GPS include:
- Kudos, Flags, Referrals
 - Progress Surveys
 - Role and Relationship-based Access
 - Communication Workflow
 - Case Management
 - Predictive Analytics

A faculty SMC GPS work flow presentation will be provided at the meeting.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 3, 2020

INFORMATION ITEM NO. 22

SUBJECT: CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, JANUARY 29, 2020

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee (CBOC) was held on Wednesday, January 29, 2020 in the Academic Affairs Conference Room (SSC 396) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

Public Comments - None

I. **CALL TO ORDER** – 8:02 a.m.

2. **ROLL CALL – Members of the Citizens' Bond Oversight Committee**

Patrick Acosta - Absent
 Heather Anderson - Present
 Alfred Barrett- Present
 Michael Dubin- Present
 Elizabeth Greenwood - Present
 Donald Schort - Present
 Sonya Sultan – Present
 Christine Tai - Present

Others Present

Chris Bonvenuto, Chief Director, Business Services
 Don Girard, Senior Director, Government Relations/Institutional Communications
 Lisa Rose, Citizens' Bond Oversight Committee Coordinator
 Charlie Yen, Director of Facilities Planning
 Alicia Herrera of EideBailly (auditor)

3. **ELECTION OF CHAIR AND VICE-CHAIR, 2020-2021**

Heather Anderson and Elizabeth Greenwood were unanimously elected Chair and Vice-Chair respectively for 2020-2021.

4. **APPROVAL OF MINUTES OF CBOC MEETING, OCTOBER 16, 2019**

Motion was made by Alfred Barrett and seconded by Michael Dubin to approve the minutes of the Citizens' Bond Oversight Committee meeting held on October 6, 2019. It was unanimously approved.

5. **CONFLICT OF INTEREST FORM**

Conflict of Interest forms were submitted.

6. **REPORTS and DISCUSSION**

A. 2018-2019 Financial Audit and Performance Audit Reports

http://www.smc.edu/ACG/Documents/Audit_Information/Santa%20Monica%20Community%20College%20District%20Measure%20S,%20Measure%20AA%20and%20Measure%20V%20Final%20Audit%20Report.pdf

Alicia Herrera, Auditor for EideBailly presented the 2018-2019 Financial and Performance Audit Reports.

She reviewed the Opinion of the findings which state:

“In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Measure S, Measure AA, Measure V, General Obligation Bond Funds (Measure U, Measure S, and Measure AA) of the District as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.” EideBailly LLP

She reiterated the “unmodified opinion,” which is the highest mark that can be received for a financial and performance audit. She further reviewed the Statement of Revenues, Expenditures, and Changes in Fund Balance and discussed the “none reported” on the Financial Statement Findings pages.

Motion was made by Michael Dubin and seconded by Sonya Sultan to accept the report. It was unanimously approved.

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

The SMC Bond Capital Construction Budget Summary as of December 31, 2019 reports the following:

Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Measure V Budget:	\$345,000,000
Interest	\$29,858,053
Other Funding Received:	\$37,391,478
Other Funding Pending:	\$65,316,065
Total Budget:	\$1,076,065,596
Estimate at Completion:	\$1,076,065,596
Bond Funds Remaining:	\$ 327,339,005

- Measure S: Total Measure S Expenditures as of December 31, 2019 were \$134,292,516; total remaining funds are \$9,207,484.
- Measure AA: Total Measure AA Expenditures as of December 31, 2019 were \$291,028,664; total remaining funds are \$3,971,336.
- Measure V: Total Measure V Expenditures as of December 31, 2019 were - \$30,833,501; total remaining funds are \$314,166,499..
- The Bond Sales/Expense Report
Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of December 31, 2019.

Total Bond:	\$783,500,000
Total Available:	\$618,493,686
Total Expenses:	\$456,154,681
Total Available Remaining:	\$162,339,005
Total Unsold Bond:	\$165,006,314

C. SMC Bond Program – Contractor List as of December 31, 2019

D. Bond Construction Projects

- Santa Monica College Early Childhood Lab School: Project is continued as planned with completion date of June 2020.
- Malibu Campus: Project is continuing as planned with completion date of Spring 2022. The contract for construction will be presented to the Board of Trustees in March.
- The Math/Science Extension: Demolition of the Liberal Arts Building will start in June after graduation. Construction will start in 2020, estimated completion in May 2023.
- Temporary classroom village will serve as “swing” space (23 classrooms) during construction projects.
- Facilities Master Plan: This process for looking at facilities for the next 20 years will engage the entire college community. An update will be included on the agenda for the CBOC meeting in April.
- The college is studying the means to finance implementation of the Facilities Master Plan. A survey of a sample of local voters indicated that 65 percent would support a bond measure. A discussion on the topic by the Board of Trustees in May 2020 might lead to the possibility of a bond measure in time for the November 2020 ballot.

7. SCHEDULE OF MEETINGS, 2019-2020

Wednesdays at 8 a.m.
April 22, 2020

8. ADJOURNMENT - 9:01 a.m.

The next meeting of the Citizens’ Bond Oversight Committee will be held on Wednesday, April 22, 2020 at 8 a.m. in the Academic Affairs Conference Room, Room (SSC 396), Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 3, 2020

XII. BOARD COMMENTS

XIII. ADJOURNMENT

The meeting will be adjourned in memory of **Georgina Lazaro Mendoza**, mother of Administrative Assistant Jazmin Guzman, Office of Workforce and Economic Development; and **Alex Vital**, an Emeritus student since Winter 2002 and an Emeritus volunteer since 2008.

There will be a special Board of Trustees Meeting/Study Session on Tuesday, March 17, 2020 at 5:30 p.m. in Business Building Room 111 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, April 7, 2020 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.