AGENDA
SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, SEPTEMBER 1, 2020

Via Zoom Webinar

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

5 p.m. Public Meeting Convenes

Board Adjourns to Closed Session

6:30 p.m. Public Meeting Reconvenes

Written requests for disability-related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of the Superintendent/President as soon in advance of the meeting as possible.
During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees will be conducting virtual meetings using Zoom Webinar.

Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting. All public comments will be subject to the general rules set forth below.

PUBLIC COMMENTS

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Board of Trustees meeting shall send an email to Recording Secretary (Rose_Lisa@smc.edu) by 4:30 p.m. for the Closed Session starting at 5 p.m. or by 6 p.m. for the regular session starting at 6:30 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number
- Comment to be read

Instructions for Participating in Public Meetings by Zoom Webinar

Individuals wishing to speak at a Board of Trustees meeting shall send an email to Recording Secretary (Rose_Lisa@smc.edu) by 4:30 p.m. for the Closed Session beginning at 5 p.m. or by 6 p.m. for the regular session starting at 6:30 p.m. The email should contain the subject line “Board Meeting Comments” and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number

When it is time for the speakers to address the board, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process.

After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

General Public Comment Rules

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

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

General Public Comments and Consent Agenda

Generally, each speaker may be allowed a maximum of three minutes per topic for general public comments or per item in the Consent Agenda. 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

Generally, each speaker may be allowed a maximum of three minutes per topic in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: Time limits do not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

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

Reference: Board Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq
A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, September 1, 2020. The meeting will be conducted via Zoom Webinar.

5 p.m.

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
  Joshua Elizondo, Student Trustee

The public may participate in the Zoom Webinar with the following information:
Please click the link below to join the webinar:
https://cccconfer.zoom.us/j/92799817256?pwd=cEpCSEiHOXNza3FDaUNvQ1RrY21OUT09
Passcode: 601156

Or iPhone one-tap:
US: +16699006833,.92799817256# or +12532158782,.92799817256#

Or Telephone:
Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592
Webinar ID: 927 9981 7256

In the event participation in the Board of Trustees meeting reaches Zoom Webinar capacity, the meeting will be streamed live on the SMC Youtube channel at: https://www.youtube.com/user/4SantaMonicaCollege/videos

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

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

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

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

Updates
- Opening of Fall 2020 Semester
  - Flex Week
  - Acknowledgement of Professional Development Committee for Opening Day Activities
  - New Faculty Orientation
- COVID-19

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: August 4, 2020 (Regular Meeting) 7
August 18, 2020 (Special Meeting)

**Contracts and Consultants**

#2-A Approval of Contracts and Consultants
(Greater than the amount specified in Public Contract Code Section 20651)
  - New Contracts

#2-B Ratification of Contracts and Consultants
(Less than the amount specified in Public Contract Code Section 20651)
  - Revised Contract Submitted for Ratification
  - New Contracts and Consultants Submitted for Ratification
IX. CONSENT AGENDA — Pulled Recommendations

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

X. MAJOR ITEMS OF BUSINESS

#21 Resolutions: Supplemental Retirement Incentive Program – Other District Employees 28
#22 Adoption of Education Protection Account (EPA-Prop 55, an Extension of Prop 30) Expenditure Plan 32
#23 Ratification of Emergency Aid to Allan Hancock Community College District 33
#24 Acceptance of State Supplied Donation of Personal Protective Equipment (PPE) 34
#25 Voting Delegate for ACCT Leadership Congress 35
#26 Information: Schedule of Board of Trustees Meetings, 2021 36

XI. ANNUAL BOARD SELF-ASSESSMENT

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

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

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

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday October 6, 2020 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.
VIII. CONSENT AGENDA
Any recommendation pulled from the Consent Agenda will be held and discussed in Section IX, Consent Agenda – Pulled Recommendations

RECOMMENDATION:
The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#20.

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

MOTION MADE BY:
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 meetings of the Santa Monica Community College District Board of Trustees:

   August 4, 2020 (Regular Board of Trustees Meeting)
   August 18, 2020 (Special Board of Trustees Meeting/Closed Session)
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2  CONTRACTS AND CONSULTANTS

2-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

NEW CONTRACTS

<table>
<thead>
<tr>
<th>Provider</th>
<th>Service</th>
<th>Amount</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Samy’s Camera</td>
<td>$164,932.72</td>
<td>This photography equipment will be used for instructional purposes. It will provide lighting kits for students to practice techniques demonstrated in class. The equipment is designed to be used both on and off campus to expand student access. Comment: 120 vendors were notified. Received five (5) responsive bids. Adorama $181,810.87 Focus Camera $196,661.00 Aviate Enterprises $203,159.03 W. B. Hunt Co., Inc. $205,662.05 Carl C. Perkins Grant/Lottery Funds</td>
<td></td>
</tr>
</tbody>
</table>

Requested by: Photography and Fashion Department
Approved by: Erica LeBlanc, Dean, Academic Affairs

<table>
<thead>
<tr>
<th>Provider</th>
<th>Service</th>
<th>Amount</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Pro Sound CA, Inc.</td>
<td>September 14 – October 31, 2020 $305,270.52</td>
<td>Award of Bid 030920SF for Broad Stage Audio System Replacement to replace out-of-date sound equipment in heavy use over 12 years that includes equipment built in 2002. 14 contractors attended the mandatory job walk. 3 additional bids were received: EIDIM Group (non-responsive) $263,376.64 Spinitar $462,354.59 Digital Networks Group $510,381.08</td>
<td>Restricted General Fund SMC Performing Arts Center</td>
</tr>
</tbody>
</table>

Requested by: Rob Rudolph, Production Manager
Approved by: Don Girard, Senior Director of Government Relations and Institutional Communications
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2  CONTRACTS AND CONSULTANTS (continued)

2-A  APPROVAL OF CONTRACTS AND CONSULTANTS

NEW CONTRACTS

<table>
<thead>
<tr>
<th>Provider</th>
<th>Service</th>
<th>Amount</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Star Media</td>
<td>Videography Services to produce 70 assorted length videos (typically 30 second to two minutes in length) to focus on concepts such as:</td>
<td></td>
<td>General Fund</td>
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<tr>
<td></td>
<td>• Learning Modality</td>
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<td></td>
<td>• GPS student explanation</td>
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<td>• GPS faculty promotion</td>
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<td>• What can I do with a career in XYZ?</td>
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<td>• Campus communication pieces related to COVID-19 and returning to campus</td>
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<td></td>
<td>• Out of State recruitment videos</td>
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<td></td>
<td>• Area of Interest/Academic Program Description</td>
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<td></td>
<td>• Admissions and Enrollment related Pain Points</td>
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<td></td>
<td>• Distance Education Communication Messages</td>
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<td></td>
<td>Comment: 84 notified vendors; 13 responses</td>
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<td>Other bidders:</td>
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<td></td>
<td>• FilmCrafter</td>
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<td></td>
<td>• MVMNT PRODUCTIONS, LLC</td>
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<td>• Global Imports Express, LLC</td>
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<td></td>
<td>• Visionaries Image Company</td>
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<td></td>
<td>• Brandefy, LLC</td>
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<td></td>
<td>• Clockwork Media, LLC</td>
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<td></td>
<td>• ALAS Media</td>
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<td></td>
<td>• Midnight Hour Studios, Inc.</td>
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<td>• Video Approach</td>
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<td></td>
<td>• Green Media Creations, Inc.</td>
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<td>• VIMBY</td>
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<td></td>
<td>• Mudturtle Media LLC</td>
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Requested by: Kiersten Elliott, Dean of Community and Academic Relations
Approved by: Don Girard, Senior Director of Government Relations
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

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

REVISED CONTRACT SUBMITTED FOR RATIFICATION

<table>
<thead>
<tr>
<th>Provider</th>
<th>Service</th>
<th>Amount</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 NEOGOV</td>
<td>1. This is the annual renewal for the Human Resources Neogov software to automate the acceptance and processing of academic employment applications; allow tracking of faculty and academic administrator recruitment, facilitate real time reporting to assist in attaining EEO and diversity goals.</td>
<td>1. $27,920.70 Annual Maintenance Fee (Revised) (previously approved amount $25,853)</td>
<td>1. 2020-2021 District Budget/ Human Resources</td>
</tr>
<tr>
<td></td>
<td>2. This is the annual renewal for the Personnel Commission Neogov Insight Enterprise software licensing and related services for classified online applicant tracking system.</td>
<td>2. $11,310.52 Annual Maintenance Fee (Revised) (previously approved amount $10,473)</td>
<td>2. 2020-2021 District Budget/ Personnel Commission</td>
</tr>
</tbody>
</table>

Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources
Approved by: Sherri Lee-Lewis, Vice-President, Human Resources
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS (continued)

2-B RATIFICATION OF CONTRACTS AND CONSULTANTS

NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Allied Path Consulting LLC.</td>
<td>2020-2021</td>
<td>Allied Path Consulting LLC is being engaged to provide coaching, technical assistance, and consultation on the Equity Strong Speaker series to classified professionals.</td>
<td>2020-2021 District Budget/Human Resources</td>
</tr>
<tr>
<td>3 Nadia Jaffer, Nadia Jaffer Fitness</td>
<td>August 10-31, 2020</td>
<td>Nadia Jaffer Fitness conducted a one-hour CDPD workshop for Fall 2020 Opening Day. Focus of the workshop included physical fitness and movement training for employee health and wellness. All services and materials related to the workshop were included and provided by the consultant.</td>
<td>2020-2021 District Funds</td>
</tr>
</tbody>
</table>

2 and 3
Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources
Approved by: Sherri Lee-Lewis, Vice-President, Human Resources

4 Ellis Environmental                 | August 19-26, 2020           | Bulk Sampling for hazardous material in preparation for HVAC Replacement and Science Duct Replacement Project | Scheduled Maintenance $3,234.30 and Prop 39 $1,078.10 |

Requested by: Charlie Yen, Director of Facilities Planning
Approved by: Christopher M. Bonvenuto, Vice President, Business/Administration
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2  CONTRACTS AND CONSULTANTS (continued)

2-B  RATIFICATION OF CONTRACTS AND CONSULTANTS

NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kivu Consulting, Inc. And Cipriani and Werner</td>
<td>July 29, 2020 – December 31, 2020 Not to exceed $75,000 Any costs exceeding $75,000 will be covered by the Districts Cyber Insurance policy.</td>
<td>Threat monitoring, threat detection, forensic investigation and reporting related to a suspected cyber attack event.</td>
<td>Unrestricted General Fund (01.0).</td>
</tr>
</tbody>
</table>

Requested by: Marc Drescher, Chief Director, Information Technology
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration
CONSENT AGENDA: ACADEMIC AFFAIRS

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

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

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

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

RECOMMENDATION NO. 4  NEW COURSES AND DEGREES, FALL 2020
Requested Action: Approval/Ratification
Requested by: Curriculum Committee
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

New Courses
COUNS 11B Practical Training and Transfer Seminar for F-1 Visa
This course introduces F-1 visa students to Practical Training and transfer options. Course will include details of the requirements for Curricular and Optional Practical Training and the transfer process to four-year institutions for F-1 students. Career and job search strategies are also included.

VAR PE 61 Skills Training for Intercollegiate Sport
This athletic skills training course provides a consistent laboratory for sport specific techniques, skills and necessary conditioning to improve student-athletes for intercollegiate participation. Emphasis is on individual and team skills development when intercollegiate competition is not possible.

Approved for Online in an Emergency Context Only
COSM 11A Hair Cutting 1
COSM 11B Hair Styling 1
COSM 11C Hair Coloring 1
COSM 11D Permanent Wave 1
COSM 11E Curly Hair Techniques 1
COSM 16 Nail Care 1
COSM 18 Skin Care 1
COSM 21A Hair Cutting 2
COSM 21B Hair Styling 2
COSM 21C Hair Coloring 2
COSM 21D Permanent Waving 2
COSM 21E Curly Hair Techniques 2
COSM 26 Nail Care 2
COSM 28A Skin Care 2A
COSM 28B Skin Care 2B
COSM 31A Hair Cutting 3
COSM 31B Hair Styling 3
COSM 31C Hair Coloring 3
COSM 31E Curly Hair Techniques 3
COSM 36 Nail Care 3
COSM 38 Skin Care 3
COSM 38B Mechanical Exfoliation
COSM 38C Chemical Exfoliation
COSM 41B Hair Styling 4
COSM 42 Men’s Hair Styling
COSM 46 Nail Care 4
COSM 48 Skin Care 4
COSM 48B Advanced Make-Up
COSM 95A Salon Experience
COSM 95B Salon Experience
COSM 95C Salon Experience
COSM 95D Salon Experience
COUNS 11B Practical Training and Transfer Seminar for F-1 Visa Students
COUNS 21H Adapted Computer Technology
COUNS 22H Adapted Computer Technology, Internet Skills for Academic Success
COUNS 26 Technology Literacy for Academic Success
COUNS 59 Textbook Strategies Using Technology
ESL 10G Multiple Skills Preparation: Listening, Speaking, and Grammar
ESL 10W Multiple Skills Preparation: Reading and Writing
ESL 11A Basic English 1
ESL 15 Conversation and Culture in the U.S.
ESL 19A English Fundamentals 1
ESL 19B English Fundamentals 2

Distance Education
ART 10C Digital Media
ART 74 Introduction to Programming in the Arts
CIS NC 902 Basic Computer Skills
CIS NC 903 Fundamentals of Microsoft Office
COSM 10A Related Science 1A
COSM 10B Related Science 1B
COSM 20 Related Science 2
COSM 30 Related Science 3
COSM 40 Related Science 4
COSM 64 Salon Management
COUNS 15 Job Search Techniques
CS 3 Introduction To Computer Systems
CS 20A Data Structures with C++
CS 20B Data Structures with Java
CS 40 Operating Systems
CS 41 Linux Workstation Administration
CS 42 Digital Logic
CS 51 Visual C++ Programming
CS 52 C++ Programming
CS 54 Object-Oriented Analysis and Design
CS 56 Advanced Java Programming
CS 60 Database Concepts and Applications
CS 61 Microsoft Sql Server Database
CS 65 Oracle Programming
CS 70 Network Fundamentals and Architecture
CS 75 Network Protocols and Analysis
ECON 4 Environmental Economics
ECON 5 International Political Economy: Introduction to Global Studies
ECON 6 Contemporary Economic Problems
ECON 15 Economic History of the U.S.
ENGL 14 Contemporary American Literature
ESL 10G Multiple Skills Preparation: Listening, Speaking, and Grammar
ESL 10W Multiple Skills Preparation: Reading and Writing
ESL 11A Basic English 1
ESL 15 Conversation and Culture in the U.S.
ESL 19A English Fundamentals 1
ESL 19B English Fundamentals 2
FASHN 6B Pattern Drafting and Design Intermediate
FASHN 8 History of Fashion Design
FASHN 16 Pattern Grading
FASHN 18 Computer Aided Fashion Design and Merchandising
FASHN 20 Fashion Styling and Visual Presentation
FASHN 21 Digital Fashion Portfolio
GEOL 4 Physical Geology with Lab
HIST 4 British Civilization II
HIST 5 History of Latin America I
HIST 6 History of Latin America II
HIST 19 History of Mexico
HIST 24 History of East Asia to 1600
HIST 25 History of East Asia Since 1600
HIST 26 South Asian Civilization I
HIST 27 History of Southeast Asia
HIST 28 Modern Europe: 1914 to the Present
HIST 32 Global Environmental History
HIST 38 African History I
HIST 39 African History II
HIST 41 Native-American History
HIST 52 The History of Women in American Culture
HIST 55 History of Science
HIST 62 Asian-American History
MEDIA 2 Reading Media: Acquiring Media Literacy Skills
OFTECH 1A Keyboarding 1A
OFTECH 1B Keyboarding 1B
OFTECH 1C Keyboarding 1C
OFTECH 9 Keyboarding Improvement
PHILOS 2 Ethics
PHILOS 3 Early Philosophers
PHILOS 4 Modern Philosophers
PHILOS 5 Contemporary Moral Conflicts
PHILOS 9 Symbolic Logic
PHILOS 20 Environmental Ethics
PHILOS 22 Asian Philosophy
POL SC 24 Philosophy of Literature
POL SC 52 Contemporary Political Thought
RRM 3 Resource Management and Zero Waste for Communities
SOCIOL 2 Social Problems
SOCIOL 30 African Americans in Contemporary Society
SOCIOL 33 Sociology of Sex and Gender
SOCIOL 34 Racial and Ethnic Relations in American Society
SPAN 2 Elementary Spanish II
TH ART 2 Introduction to the Theatre
TH ART 5 History of World Theatre
TH ART 41 Acting I
VAR PE 61 Skills Training for Intercollegiate Sport
WGS 10 Introduction to Women's, Gender, and Sexuality Studies
WGS 30 Women, Gender, and Sexuality in Popular Culture
WGS 40 Introduction to LGBTQ Studies
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 5  ACADEMIC PERSONNEL
Requested Action:  Approval/Ratification
Reviewed by:  Tre’Shawn Hall-Baker, Dean, Human Resources
Approved by:  Sherri Lee- Lewis, Vice President, Human Resources

AMENDMENT TO SUPERINTENDENT/PRESIDENT’S CONTRACT
Section 2) Term:  The term of this Agreement is extended through June 30, 2023.
All other provisions in Section 2) Term remain the same.

ELECTIONS

ADJUNCT FACULTY
Approval/ratification of the hiring of adjunct faculty (List on file in the Office of Human Resources).
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 6  CLASSIFIED PERSONNEL - REGULAR
Request 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.

<table>
<thead>
<tr>
<th>ESTABLISH NEW CLASS CLASSIFICATION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Judicial Affairs Specialist</td>
<td>09/02/2020</td>
</tr>
<tr>
<td>Classified Salary Range: 34</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSIFICATION RE-TITLE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Lead Events Technician, Classified Salary Range: 39</td>
<td>09/02/2020</td>
</tr>
<tr>
<td>To: Lead Theater Technician, Classified Salary Range: 39</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSIFICATION RE-TITLE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Events Technician, Classified Salary Range: 33</td>
<td>09/02/2020</td>
</tr>
<tr>
<td>To: Theater Technician, Classified Salary Range: 33</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROMOTION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leahy, Ann Marie</td>
<td>09/01/2020</td>
</tr>
<tr>
<td>From: Career Services Advisor, Career Services Center</td>
<td></td>
</tr>
<tr>
<td>To: Senior Career Services Advisor, Career Services Center</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CSEA EDUCATIONAL PAY DIFFERENTIAL</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Trena, Administrative Assistant II, Inst. Research</td>
<td>1.5% 09/01/2020</td>
</tr>
<tr>
<td>Johnson, Trena, Administrative Assistant II, Inst. Research</td>
<td>.75% 09/01/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROBATIONARY/ADVANCE STEP PLACEMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esquivias, Madalene, Student Services Clerk, Fin. Aid &amp; Schol (Step C)</td>
<td>09/01/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSIFICATION RE-TITLE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bice, Joy</td>
<td>09/02/2020</td>
</tr>
<tr>
<td>From: Lead Events Technician, Classified Salary Range: 39</td>
<td></td>
</tr>
<tr>
<td>To: Lead Theater Technician, Classified Salary Range: 39</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSIFICATION RE-TITLE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carter, Thomas</td>
<td>09/02/2020</td>
</tr>
<tr>
<td>From: Lead Events Technician, Classified Salary Range: 39</td>
<td></td>
</tr>
<tr>
<td>To: Lead Theater Technician, Classified Salary Range: 39</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSIFICATION RE-TITLE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evans, Carol</td>
<td>09/02/2020</td>
</tr>
<tr>
<td>From: Lead Events Technician, Classified Salary Range: 39</td>
<td></td>
</tr>
<tr>
<td>To: Lead Theater Technician, Classified Salary Range: 39</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSIFICATION RE-TITLE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucio, Carlos</td>
<td>09/02/2020</td>
</tr>
<tr>
<td>From: Lead Events Technician, Classified Salary Range: 39</td>
<td></td>
</tr>
<tr>
<td>To: Lead Theater Technician, Classified Salary Range: 39</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSIFICATION RE-TITLE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Kyle</td>
<td>09/02/2020</td>
</tr>
<tr>
<td>From: Events Technician, Classified Salary Range: 33</td>
<td></td>
</tr>
<tr>
<td>To: Theater Technician, Classified Salary Range: 33</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESIGNATION</th>
<th>LAST DAY OF PAID SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### CONSENT AGENDA: HUMAN RESOURCES

#### RECOMMENDATION NO. 7  CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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

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

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

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

#### RECOMMENDATION NO. 8  CLASSIFIED PERSONNEL – NON MERIT

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

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

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

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

RECOMMENDATION NO. 9 FACILITIES
Requested by: Charlie Yen, Director of Facilities Planning
             Devin Starnes, Director of Facilities Management
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

9-A AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – SCIENCE BUILDING AIR HANDLING EQUIPMENT PROJECT
Amend the Agreement with Anderson Barker Architects for a time extension of two months to the contract length. The new contract termination date will be October 31, 2020.

Funding Source: Prop 39 Energy Savings Program

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

RECOMMENDATION NO. 10-A  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION
Requested Action: Approval/Ratification
Reviewed by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

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

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

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

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

RECOMMENDATION NO. 11

SUBJECT: AUTHORIZED SIGNATURE RESOLUTION

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

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

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 4, 2019 through December 15, 2020.

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

RECOMMENDATION NO. 12  GANN LIMIT, 2020-2021

Requested Action: Approval/Ratification
Requested by: Christopher Bonvenuto, Vice President, Business and Administration
Approved by: Kathryn E. Jeffery, Superintendent/President

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

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

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

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

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

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

RECOMMENDATION NO. 13 BUDGET TRANSFERS
Requested Action: Approval/Ratification
Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

13-A FUND 01.3 – GENERAL FUND - RESTRICTED
Period: June 30, 2020

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>-43,951</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>-39,068</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>8,505</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>-27,200</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>-49,046</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>150,740</td>
</tr>
<tr>
<td>7100-7699</td>
<td>Other Outgo/Student Payments</td>
<td>20</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>0</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

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.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 14   COMMERCIAL WARRANT REGISTER
Requested Action:  Approval/Ratification
Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

| Commercial Warrant Register | July 2020 | 9040 through 9082 | $33,349,162.13 |

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

RECOMMENDATION NO. 15   PAYROLL WARRANT REGISTER
Requested Action:  Approval/Ratification
Requested by: Ian Fraser, Payroll Manager
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

| Payroll Warrant Register | July 2020 | C1L – Supp. 209 | $13,842,562.69 |

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

RECOMMENDATION NO. 16   REISSUE PAYROLL WARRANTS
Requested Action:  Approval/Ratification
Requested by: Ian Fraser, Payroll Manager
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Warrant #</th>
<th>Issue Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chop, Regina M.</td>
<td>5909667</td>
<td>10/31/2018</td>
<td>$3,000.55</td>
</tr>
</tbody>
</table>
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 17  AUXILIARY PAYMENTS AND PURCHASE ORDERS
Requested Action: Approval/Ratification
Requested by: Mitch Heskel, Dean, Educational Enterprise
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

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

Auxiliary Operations Payments and Purchase Orders
July 2020 Covered by check & voucher numbers: 026278-026368 & 02227-02235

- Bookstore Fund Payments $321,495.90
- Other Auxiliary Fund Payments $20,037.66
- Trust and Fiduciary Fund Payments $364,684.92
  $706,218.48

Purchase Orders issued
July 2020 $144,900.00

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

RECOMMENDATION NO. 18  ORGANIZATIONAL MEMBERSHIPS
Requested Action: Approval/Ratification
Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

<table>
<thead>
<tr>
<th>Organizational Memberships</th>
<th>Number of Memberships</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2020</td>
<td>6</td>
<td>$27,057.00</td>
</tr>
<tr>
<td>Funding Sources:</td>
<td>Unrestricted General Fund</td>
<td></td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 19  PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION
Requested Action: Approval/Ratification
Requested by Scott Silverman, Associate Dean, Emeritus
Patricia Ramos, Dean, Workforce Development
Approved by: Jennifer Merlic, Vice-President, Academic Affairs

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

RECOMMENDATION NO. 20 PURCHASING

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

20-A AWARD OF PURCHASE ORDERS

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

July 2020 $11,379,029.88

20-B AWARD OF COMPETITIVE CONTRACTS 2020-2021

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

- Foundation for California Community Colleges (FCCC), Contract CB-242-18, with CED/All Phase Electric to 01/30/2023, for Lighting and Lighting Retrofit Kits
- Foundation for California Community Colleges (FCCC), Contract CB-259-18, with CED/All Phase Electric to 07/31/2023, for Lighting and Electrical Supplies
RECOMMENDATION NO. 21

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

SUBMITTED BY: Superintendent/President

ACTION REQUESTED: It is recommended that the Board of Trustees adopt one of two resolutions concerning the Supplemental Retirement Program adopted at its meeting on June 2, 2020.

Resolution No. 1: This resolution should be adopted if the Board of Trustees determines to proceed with the Supplemental Retirement Program.

Resolution No. 2: This resolution should be adopted if the Board of Trustees determines to withdraw the Supplemental Retirement Program.

RESOLUTION NO. 1

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees elects to implement the Supplemental Retirement Plans.

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

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

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

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
RESOLUTION NO. 2

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

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

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

WHEREAS, the Resolution provided that the Board of Trustees could withdraw the Supplemental Retirement Programs based on the enrollments received and the cost-benefit analysis associated with them,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Based on enrollments received and the cost-benefit analysis, the Board withdraws the retirement incentive and cancels the Supplemental Retirement Plans.

2. Any resignations/retirements submitted in response to the Supplemental Retirement Plans may rescinded by the employee on or before September 30, 2020

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
### Classified Employees
- Arneson, Lauri
- Cheney, Joyce
- Dammer, Carolyn
- Daza-Whitfield, Martha
- Evans, Carol
- Fierro, Damon
- Fierro, Yolanda
- Gallegos, Antonio
- Gee, Cheryl
- Islas, Manuel
- Jimerson, Michael
- Johnson, Trena
- Kerce, Kathryn
- Lemonds, Bradley
- Lewis, Marcia
- Mark-Walker, Charles
- Rodriguez, Rogelio
- Sasaki, Karen
- Serikawa, James
- Smith, Adriene
- Smith, Kyle
- Taylor, Frank
- Valdez, Roland
- Webber-Gregg, Bronwyn

### Classified Managers/Administrators
- Hamblet, Cristina
- John, Joshi
- Moore, Cynthia

### Academic Administrators
- Adler, Eve
- Akins Raveling, Delores
- Burson, Patricia
- Dawson, Francis
- Johnson, Brenda
- Leblanc, Erica
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

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

SUBMITTED BY: Vice President, Business and Administration

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

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

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

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

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

MOTION MADE BY: 
SECONDED BY: 
STUDENT TRUSTEE: 
AYES: 
NOES:
RECOMMENDATION NO. 23

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

SUBMITTED BY: Vice President, Business and Administration

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

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

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

MOTION MADE BY:
SECONDED BY:
STUDENT TRUSTEE:
AYES:
NOES:
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

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

SUBMITTED BY: Vice President, Business and Administration

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

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

<table>
<thead>
<tr>
<th>PPE Item</th>
<th>Quantities in Single Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Sanitizer (16.9 oz)</td>
<td>14,400</td>
</tr>
<tr>
<td>Respirator Masks</td>
<td>950</td>
</tr>
<tr>
<td>Face Shields</td>
<td>800</td>
</tr>
<tr>
<td>Single Use Masks</td>
<td>1,440,000</td>
</tr>
<tr>
<td>Thermometers</td>
<td>50</td>
</tr>
<tr>
<td>Reusable Cloth Masks</td>
<td>84,000</td>
</tr>
</tbody>
</table>

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

MOTION MADE BY:  
SECONDED BY:  
STUDENT TRUSTEE:  
AYES:  
NOES:
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

SUBJECT: VOTING DELEGATE FOR ACCT LEADERSHIP CONGRESS

SUBMITTED BY: Chair, Board of Trustees

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

Voting Delegate: Barry Snell

COMMENT: Santa Monica College is entitled to two votes during the ACCT Leadership Congress. However, only Trustee Barry Snell is attending so he will be the voting delegate.

MOTION MADE BY: 
SECONDED BY: 
STUDENT TRUSTEE: 
AYES: 
NOES:
**INFORMATION ITEM NO. 26**

**SUBJECT:** SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2021

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

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

<table>
<thead>
<tr>
<th>January 19, 2021 (third Tuesday)</th>
<th>July 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>August 3</td>
</tr>
<tr>
<td>February 16 (hold)</td>
<td>August 17</td>
</tr>
<tr>
<td>March 2</td>
<td>September 14 (second Tuesday)</td>
</tr>
<tr>
<td>March 16 Winter Study Session</td>
<td>Annual Board Self-Assessment</td>
</tr>
<tr>
<td>April 6</td>
<td>September 21 (hold)</td>
</tr>
<tr>
<td>April 20 (hold)</td>
<td>October 5</td>
</tr>
<tr>
<td>May 4</td>
<td>October 19 (hold)</td>
</tr>
<tr>
<td>May 18 (hold)</td>
<td>November 2</td>
</tr>
<tr>
<td>June 1</td>
<td>November 16 (hold)</td>
</tr>
<tr>
<td>June 15 (hold)</td>
<td>December 7</td>
</tr>
</tbody>
</table>
XI. ANNUAL BOARD SELF-ASSESSMENT

- Board Trustees Self-Assessment and Appraisal of College Performance
- Board of Trustees Goals and Priorities (see page 38)

XII. BOARD COMMENTS

XIII. ADJOURNMENT

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

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

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

1. Based on evidence, continue to implement models of support and instruction that increase student success and decrease equity gaps.

2. Continue implementation of initiatives the college has begun to meet the Visions for Success (VFS) goals that propose:
   - An increase in course completion, transfer rates, and employment in student’s field of study.
   - A decrease in the number of units taken at SMC on the way to transfer.

3. Continue to support and hire a diverse and innovative faculty and staff, while seeking to increase the percentage of fulltime faculty over time.

4. Develop new programs and partnerships in the allied health sector.

II. Student Life

5. Assess and fix system/structure issues that impede positive user experience in the application, enrollment, and financial aid process.

6. Continue implementing initiatives that focus on solving barriers related to students’ financial resources.
   - Improve financial literacy.
   - Support faculty adoption of Open Educational Resources (OER) and other efforts to address the high cost of course materials.
   - Support student efforts in addressing food and housing insecurity.
   - Increase financial aid.
   - Place more students in jobs on and off campus.

7. Continue support for campus resources that assist students with personal circumstances that may negatively impact student success.

III. Fiscal and Facilities

8. Provide reports for the Board that align with Board Goals, funding formula metrics, and the Vision For Success.

9. Develop a strategic vision for the future of the college that is responsive to the opportunities and risks inherent in the new funding formula as it evolves.

10. Work with allies and legislators to align funding with mission and fiscal health.
11. Continue efforts in revenue generation, cost control, and enrollment management.

12. Build and maintain a reserve sufficient to protect against anticipated and unforeseen circumstances.

13. Continue the plan to safeguard post-retirement employee benefits, and implement a plan to address increases in PERS, STRS, and other benefit obligations.

14. Update the Facilities Master Plan. Secure funding to maintain progress on all SMC security, technology infrastructure, and facilities construction projects.

15. Continue as a model of sustainability for all areas of the college.

IV. Community and Government Relationships

16. Ensure a supportive, inclusion, and collegial environment for students and staff.

17. Maintain good partnerships across systems (Cities/SMMUSD) in fulfillment of SMC’s vision and mission.

18. Continue support for special programs that serve local students and increase college readiness and success. Examples:
   • Concurrent and dual enrollment
   • SMC Promise
   • Young Collegians

19. Continue strong support for Emeritus College.

20. Continue to serve the community with stellar facilities and programs, Examples:
   • Planetarium, Santa Monica Swim Center, Corsair Field,
   • Broad Stage, Barrett Art Gallery, Early Childhood Lab School, KCRW,
   • Celebrate America

Approved by the Board of Trustees: November 5, 2019
This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Palisades Charter High School hereinafter known as “SCHOOL DISTRICT”.

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

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

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>NAME AND TITLE</th>
<th>TELEPHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td>Maral Hyeler, Director Instructional Services</td>
<td>310-434-3551</td>
<td><a href="mailto:hyeler_maral@smc.edu">hyeler_maral@smc.edu</a></td>
</tr>
<tr>
<td>School District:</td>
<td>Dr. Chris Lee, Assistant Principal</td>
<td>310-230-7224</td>
<td><a href="mailto:clee@palihigh.org">clee@palihigh.org</a></td>
</tr>
</tbody>
</table>

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

a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.
CCAP AGREEMENT PROGRAM YEAR FALL 2019-SPRING 2022 - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

**PROGRAM YEAR:** 2020-2021  
**COLLEGE:** Santa Monica College

**SCHOOL DISTRICT:** Palisades Charter High School

**EDUCATIONAL PROGRAM:** Photography

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>TERM</th>
<th>TIME</th>
<th>DAYS/HOURS</th>
<th>INSTRUCTOR</th>
<th>EMPLOYER OF RECORD</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Photography</td>
<td>Photo 1</td>
<td>Fall</td>
<td>TBD</td>
<td>TBD</td>
<td>Steil, Rick</td>
<td>☐ CC ☑ HS</td>
<td>☐ CC ☑ HS</td>
</tr>
<tr>
<td>Basic Photography Lab</td>
<td>Photo 2</td>
<td>Spring</td>
<td>TBD</td>
<td>TBD</td>
<td>Steil, Rick</td>
<td>☐ CC ☑ HS</td>
<td>☐ CC ☑ HS</td>
</tr>
</tbody>
</table>

**EDUCATIONAL PROGRAM:** Computer Science

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>TERM</th>
<th>TIME</th>
<th>DAYS/HOURS</th>
<th>INSTRUCTOR</th>
<th>EMPLOYER OF RECORD</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Cloud Computing</td>
<td>CS 79A</td>
<td>Fall</td>
<td>TBD</td>
<td>TBD</td>
<td>Staff</td>
<td>☐ CC ☑ HS</td>
<td>☐ CC ☑ HS</td>
</tr>
<tr>
<td>Database Essentials in Amazon Web Services</td>
<td>CS 79B</td>
<td>Spring</td>
<td>TBD</td>
<td>TBD</td>
<td>Staff</td>
<td>☐ CC ☑ HS</td>
<td>☐ CC ☑ HS</td>
</tr>
</tbody>
</table>

**EDUCATIONAL PROGRAM:** IGETC/Transfer Preparation

<table>
<thead>
<tr>
<th>TOTAL NUMBER OF STUDENTS TO BE SERVED: 50 per semester</th>
<th>TOTAL PROJECTED FTES: 5.48</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester</td>
<td>TOTAL PROJECTED FTES: 5.48</td>
</tr>
<tr>
<td>TOTAL NUMBER OF STUDENTS TO BE SERVED: 60 per semester</td>
<td>TOTAL PROJECTED FTES: 5.48</td>
</tr>
<tr>
<td>COURSE NAME</td>
<td>COURSE NUMBER</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Jazz Band</td>
<td>Music 78</td>
</tr>
<tr>
<td>Orchestra</td>
<td>Music 74</td>
</tr>
<tr>
<td>Fundamental of Music</td>
<td>Music 1</td>
</tr>
<tr>
<td>Fundamentals of Musicianship</td>
<td>Music 5</td>
</tr>
</tbody>
</table>

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

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

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

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

FACILITIES USE

COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
<table>
<thead>
<tr>
<th>BUILDING</th>
<th>CLASSROOM</th>
<th>DAYS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palisades Charter HS</td>
<td>TBD</td>
<td>See days above</td>
<td>See hours above</td>
</tr>
</tbody>
</table>

2020-2021 Appendix Executed on September 1, 2020.

Santa Monica College District Board Meeting
- September 1, 2020

School District Board Meetings:
- August 25, 2020
COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

APPENDIX

BEVERLY HILLS SCHOOL DISTRICT 2020-2021

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

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

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

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

2. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>NAME AND TITLE</th>
<th>TELEPHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td>Maral Hyeler, Director Instructional Services</td>
<td>310-434-3551</td>
<td><a href="mailto:hyeler_maral@smc.edu">hyeler_maral@smc.edu</a></td>
</tr>
<tr>
<td>School District:</td>
<td>Dustin Seeman, Assistant Superintendent</td>
<td>(310)551-5100</td>
<td><a href="mailto:dseeman@bhusd.org">dseeman@bhusd.org</a></td>
</tr>
</tbody>
</table>

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

a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.
CCAP AGREEMENT PROGRAM YEAR FALL 2019-SMSPRING 2022 - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

**PROGRAM YEAR:** 2020-2021  
**COLLEGE:** Santa Monica College  
**SCHOOL DISTRICT:** Beverly Hills Unified School District

**EDUCATIONAL PROGRAM:** Business

<table>
<thead>
<tr>
<th>TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester</th>
<th>TOTAL PROJECTED FTES: 4.14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COURSE NAME</strong></td>
<td><strong>COURSE NUMBER</strong></td>
</tr>
<tr>
<td>Principals of Marketing</td>
<td>Bus 20</td>
</tr>
<tr>
<td>Understanding Money for Lifelong Success</td>
<td>Bus 47</td>
</tr>
<tr>
<td>Principles of Entrepreneurship</td>
<td>Bus 63</td>
</tr>
</tbody>
</table>

**EDUCATIONAL PROGRAM:** Media Studies- Broadcasting

<table>
<thead>
<tr>
<th>TOTAL NUMBER OF STUDENTS TO BE SERVED: 70 per semester</th>
<th>TOTAL PROJECTED FTES: 7.25</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COURSE NAME</strong></td>
<td><strong>COURSE NUMBER</strong></td>
</tr>
<tr>
<td>Broadcasting Announcing and Production</td>
<td>Media 13</td>
</tr>
<tr>
<td>Television Production</td>
<td>Media 46</td>
</tr>
</tbody>
</table>
EDUCATIONAL PROGRAM: Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester  TOTAL PROJECTED FTES: 4.14

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>TERM</th>
<th>TIME</th>
<th>DAYS/HOURS</th>
<th>INSTRUCTOR</th>
<th>EMPLOYER OF RECORD</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Photography</td>
<td>Photo 1</td>
<td>Fall</td>
<td>TBD</td>
<td>TBD</td>
<td>Briggs, Timothy</td>
<td>☐ CC X HS</td>
<td>☐ CC X HS</td>
</tr>
<tr>
<td>Basic Photography Lab Techniques</td>
<td>Photo 2</td>
<td>Spring</td>
<td>TBD</td>
<td>TBD</td>
<td>Briggs, Timothy</td>
<td>☐ CC X HS</td>
<td>☐ CC X HS</td>
</tr>
</tbody>
</table>

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

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

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

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

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

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>CLASSROOM</th>
<th>DAYS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beverly Hills HS</td>
<td>TBD</td>
<td>See days above</td>
<td>See hours above</td>
</tr>
</tbody>
</table>

2020-2021 Appendix Executed on September 8, 2020.

   Santa Monica College District Board Meeting
   • September 1, 2020

   School District Board Meetings:
   • September 8, 2020