AGENDA
SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JANUARY 18, 2022

Via Zoom Webinar

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

5 p.m. Public Meeting Convenes
       Board Adjourns to Closed Session

6 p.m. Public Meeting Reconvenes

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

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

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

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

Public Comments

Instructions for Submitting Written Comments

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

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

Instructions for Participating in Public Meetings by Zoom Webinar

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

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

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

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

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

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

- Generally, each speaker may be allowed a maximum of three minutes per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.

- Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

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

General Public Comments and Consent Agenda

- Generally, each speaker may be allowed a maximum of three minutes per topic for general public comments or per item in the Consent Agenda. A general public comment may concern any matter of interest to the public within the jurisdiction of the District. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

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

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

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

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

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, January 18, 2022. The meeting will be conducted via Zoom Webinar.

5 p.m.

I. ORGANIZATIONAL FUNCTIONS

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

The public may join the meeting via Zoom Webinar with the following information:
Please click the link below to join the webinar:
https://cccconfer.zoom.us/j/96490163563?pwd=NIJJM0MzTU5RaWtjSnphakVJVTJ0dz09
Passcode: 887636
Or iPhone one-tap :
US: +16699006833,,96490163563#,,,,*887636# or +13462487799,,96490163563#,,,,*887636#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799
Webinar ID: 964 9016 3563
Passcode: 887636
In the event participation in the Board of Trustees meeting reaches Zoom Webinar capacity, the meeting will be streamed live on the SMC Youtube channel at: https://www.youtube.com/user/4SantaMonicaCollege/videos

• PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

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

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

• CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9)
  Name of Case: Appeal of Title 5 Complaint Determination (1 Case)
III. PUBLIC SESSION – ORGANIZATIONAL FUNCTIONS

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)

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

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

IV. SUPERINTENDENT’S REPORT

- COVID-19 Update
- Enrollment Update
- Governor’s Budget
- SMC Legislative Priorities and Meetings
- Los Angeles County Metro Fareless System Initiative
- Grant from S. Mark Taper Foundation

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

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

Update: National Science Foundation Grant

  Presenters: Silvana Carrion, Project Manager, National Science Foundation Grant
  Ciarán Brewster, Ph.D., Principal Investigator, National Science Foundation Grant and Professor of Anthropology

This supports the Board’s 2021-2022 Annual Goal for Educational Advancement, Quality, and Equity.

IX. CONSENT AGENDA

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

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

Academic Affairs

#3 New Courses and Degrees, Fall 2021 8
Contracts and Consultants
#4-A Approval of Contracts and Consultants
  ➤ New Contracts
#4-B Ratification of Contracts and Consultants
  *(Less than the amount specified in Public Contract Code Section 20651)*
  ➤ New Contracts

Acceptance of Donations
#5 KCRW Foundation Donations of Equipment to SMCCD

Human Resources
#6 SMCCD 2021-2022, 2022-2023 and 2023-2024 Calendars
#7 Academic Personnel
#8 Classified Personnel – Regular
#9 Classified Personnel – Limited Duration
#10 Classified Personnel – Non Merit

Facilities and Fiscal
#11 Facilities
#12 Acceptance of Grants and Budget Augmentation
#13 Budget Transfers
#14 Commercial Warrant Register
#15 Payroll Warrant Register
#16 Reissue Payroll Warrants
#17 Auxiliary Payments and Purchase Orders
#18 Organizational Memberships
#19 Providers for Community and Contract Education
#20 Authorization of Signatures to Approve Invoices, 2021-2022
#21 Award of Purchase Orders

X. CONSENT AGENDA – Pulled Recommendations

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

XI. MAJOR ITEMS OF BUSINESS
#22 Collective Bargaining Agreement with SMC Police Officers Association
#23 Information: SMC 2021 Faculty and Staff Diversity Report

XIV. BOARD COMMENTS AND REQUESTS

XV. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 1, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.
IX. CONSENT AGENDA

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

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

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

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

X. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

December 7, 2021 (Regular Meeting)

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

Requested Action: Approval
Reviewed by: Robert M. Myers, Campus Counsel

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

1. On September 14, 2021, the Board of Trustees adopted a “RESOLUTION DECLARING THAT ONGOING EMERGENCY CONDITIONS EXIST AT SANTA MONICA COLLEGE AND FINDING THAT IN-PERSON MEETINGS UNDER THE BROWN ACT WOULD PRESENT IMMINENT RISKS TO THE HEALTH AND SAFETY OF ATTENDEES.”

2. In accordance with Government Code Section 54953(e)(3), the Board of Trustees has reconsidered the circumstances of the state of emergency and determined by majority vote that the state of emergency continues to directly impact the ability of members to meet safely in person.
CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 3 NEW COURSES AND DEGREES, FALL 2021

Requested Action: Approval/Ratification
Requested by: Curriculum Committee
Approved by: Bradley Lane, Vice-President, Academic Affairs

New Courses
  GEOL 12 Earth Science with Lab
  This course introduces students to the fundamental concepts of Earth Science with a laboratory. Topics covered include the solar system, atmosphere, hydrosphere, and geosphere. This course focuses on the interactions between physical and chemical systems of the Earth including the tectonic cycle, rock cycle, hydrologic cycle, weather and climate.
  
  HIST 51 LGBTQ U.S. History
  This course surveys LGBTQ US history from the pre-contact era to the present. It examines gender and sexuality, especially the emergence of gender ideologies and sexual identities, as they intersect with race, ethnicity, class, and citizenship. Definitions and transformations of these ideologies and identities will be examined through colonization, industrialization, westward expansion, immigration, urbanization, modernization of science and medicine, war, and civil rights and liberation movements. The course will pay particular attention to LGBTQ Americans’ influence on the social, economic, political, and cultural development of the United States.

Distance Education
  ENGL 1D Reading and Writing Composition I – Diversity
  ENGL 45 Asian Film, Literature, and Society
  GEOL 12 Earth Science with Lab
  HIST 51 LGBTQ U.S. History
  SST 902 Sustainability Outreach

Emergency Distance Education to Fully Online
  CHEM 9 Everyday Chemistry
  KIN PE 58A Beginning Yoga
  ITAL 1 Elementary Italian I
  ITAL 2 Elementary Italian II
  PHYSCS 12 Introductory Physics Non-Lab
  PHYSCS 20 Preparation for Calculus-Based Physics

New Programs
  Business Information Specialist Certificate of Achievement
  The Business Information Specialist program builds on the BIW I and BIW II foundation. The program provides students with additional skills in marketing communication support, project management, and Salesforce (CRM). Graduates of this third stage BIW pathway program will be prepared to meet the workforce demands of today’s business environment, such as various levels of administrative support, office supervision/coordination, and customer service. Students completing the BIW pathway will be equipped to take multiple Microsoft Office Specialist certifications, Salesforce certifications and become QuickBooks certified users.
Geospatial Technology Certificate of Achievement
Geospatial technologies, including Geographic Information Systems (GIS), Remote Sensing (RS), Global Positioning System (GPS) and Digital Cartography, are used to capture, store, manage, analyze and visualize geospatial information related to locations on Earth's surface. These technologies are used to combine various types of geospatial information in a digital environment and are widely used in our daily life, government agencies, in almost every industry. Through this program students will develop an understanding of the theoretical underpinnings of geospatial technologies and gain the skills needed to construct high-quality applications.

User Experience Design Essentials Certificate of Achievement
User Experience (UX) Design prioritizes the needs and wants of the user. The UX designer's goal is to create useful, meaningful, and ethical/sustainable interactions with a product, service, or design. This certificate of achievement will provide an overview of the design process and tools used within the UX field with a specific focus on mobile or web-based solutions. Students will collaborate to research, critique, and design a real-world project or projects to present to stakeholders. Project outcomes may also be equally diverse with projects ranging from interactive campaigns to speculative prototypes.

Web Design Essentials Certificate of Achievement
A web designer works to shape the visual and interactive aspects of a user’s experience of a website, web application, or mobile app. They work closely with web developers and content creators. In this certificate, students will learn necessary web design skills including application of color theory, typography, layouts, images and graphics, and other elements of design systems. Students will outline user behaviors and interactions and create portfolio-ready websites for various purposes.
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4    CONTRACTS AND CONSULTANTS

4-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

> NEW CONTRACTS

<table>
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<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
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<tr>
<td>The Drala Project, Inc. DBA [RE] Design Group</td>
<td>Expected completion date - October 31, 2022 $1,200,516.42</td>
<td>To plan, install, configure, test and migrate network to a new hyper-converged infrastructure (HCI) solution. Four proposals were received and were evaluated based on several factors including cost, financial health of the manufacturer of the solution proposed, training and knowledge transfer for district staff, process used to accurately size and proposed solution, experience integrating a HCI solution for customers with more than 250 employees, and capabilities of management tools of the proposed HCI.</td>
<td>State Scheduled Maintenance (Fund 40.0)</td>
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Requested by: Matthew Kiaman, Director, Network Services
Approved by: Marc Drescher, Chief Director of Information Technology
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

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

Authorization: Board Policy Section 6340, Bids and Contracts
Approved by Board of Trustees: 9/8/2008; revised 12/4/2018
Reference Education Code Sections 71028, 81641 et seq, 81655, 81656; Public Contract Code Sections 201650 et seq, and 10115

NEW CONTRACTS

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<th>Provider/Contract</th>
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</table>
| 1 Salesforce      | Anticipated start date: February 1, 2022  
Year 1: Not to exceed $30,000 | Pardot Plus Edition with Premier Support. Pardot is a marketing automation solution provided by leading CRM provider, Salesforce. Its “Engagement Studio” is a lead-nurturing tool that allows for the creation of highly personalized digital marketing campaigns that can run automatically as new people are added to a campaign. This personalization is achieved by combining prospective and current student contact information, demographics, interests, etc., with how they interact with marketing materials and other assets. This powerful combination allows institutions to create unique student journeys that have the potential to increase enrollment yield, and other calls to action promoted by campaigns. Assets available through Pardot include the ability to send dynamic emails, use landing pages, forms, track website visitors, etc. Data collected may then be used to “score” interactions and drive further personalization.  
A separate contract will be submitted for integration consulting services. | 2021-2022 Student Retention and Enrollment Outreach funds |
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

> NEW CONTRACTS (continued)

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<td>2 Kennedy &amp; Co.</td>
<td>Anticipated start date: February 1, 2022</td>
<td>Consultant, Kennedy &amp; Co., will assist with the implementation of the Pardot platform add-on to SMC’s existing Salesforce and TargetX’s Recruitment Suite. The Pardot implementation will help the College complement its use of TargetX communications by creating highly dynamic prospective and current student journey using features such as Engagement Studio to build comprehensive, automated campaigns to reach enrollment and retention goals.</td>
<td>2021-2022 Student Retention and Enrollment Outreach funds</td>
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<td>Not to exceed $25,000</td>
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<td>Implementation cost: $16,560</td>
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<td>Additional Technical and Professional Support Services: Billable at $225 per hour. Will only use as needed.</td>
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Requested by: Esau Tovar, Dean, Enrollment Services

Approved by: Teresita Rodriguez, Vice-President, Enrollment Development
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

- NEW CONTRACTS (continued)

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| 3 Jennifer Merlic | January – June 2022  
Not to exceed $48,428 (plus reimbursements not to exceed $1,500) | Consulting Services for Facilities Master Planning (Main Campus) | Measure V Capital Funds |

The District is working to complete its update to the Master Facilities Plan for the main campus. The draft plan includes several building demolitions and relocations. The SMC Facilities Planning Steering Committee has identified various issues related to future use considerations by instructional and student support departments. Dr. Jennifer Merlic is available to assist the District with investigations and proposals regarding these issues. Dr. Merlic has served in multiple capacities at SMC and recently retired as the Vice-President of Academic Affairs on June 30, 2021.

Requested by: SMC Facilities Planning Steering Committee
Approved by: Kathryn E. Jeffery, Superintendent/President
CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 5   KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD
Requested by:  Jennifer Ferro, General Manager, KCRW
Approved by:  Don Girard, Government Relations/Institutional Communications

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

<table>
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<th>Items</th>
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<td><strong>July 2021:</strong></td>
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<td><strong>August 2021:</strong></td>
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<td>Transmitter RC Interface for Briarcrest transmitter site. Videoquip EIF/UIF-32 Universal Interface System $300.11, net $300.11 Order No. 13-07433-07830 Dated 8/5/21 Paid via Visa credit card 8/6/21</td>
<td>$ 300.11</td>
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<tr>
<td>Replacement part for transmitter remote control network. It connects equipment to the remote control system for the transmitter site. Sealevel TE09-GPX Punch down Panel with cable kit $432 each, net $488.04. Invoice No. 2021083001 Dated 8/30/21 Paid 9/1/21, paid via Visa credit card on 9/1/21.</td>
<td>$ 488.04</td>
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<td><strong>Sept 2021:</strong></td>
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<td><strong>TOTAL DONATIONS: 2021-2022 1st Quarter</strong></td>
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<td>$ 29,956.58</td>
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<td><strong>TOTAL DONATIONS TO DATE: FISCAL YEAR 2021-2022</strong></td>
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<td>$ 29,956.58</td>
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CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 6  SMCCD 2021-2022, 2022-2023 AND 2023-2024 CALENDARS

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

The Santa Monica Community College District 2021-2022, 2022-2023 and 2023-2024 Calendars are presented for approval (see following pages).

Comment: The committee discussed the placement of the Juneteenth holiday. The consensus of the committee was that the District should observe the holiday on June 19th whenever possible. The committee acknowledged the possible ramifications of moving the start date of the 2022 summer session to accommodate the Juneteenth holiday if it was observed on the Monday, June 20, 2022. The committee therefore approved the holiday for Friday, June 17, 2022. The holiday will be observed on its actual date of June 19th in June 2023 and 2024.
### SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2021 - 2022

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</tbody>
</table>

### LEGEND
- First day of semester or session
- Finals Schedule
- Legal Holiday (Broken box, date is bold & red):
  - Classes not in session/campus & offices closed
  - [If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday.]
- Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days

### SEMESTER DATES 2021 - 2022

#### Summer 2021
- 6-week Session: June 21-July 30, 2021
- 8-week Session: June 21-August 13, 2021

#### Fall 2021
- Regular Session: Aug. 30-Dec. 21, 2021
- 1st 8-week Session: Aug. 30-Oct. 21, 2021
- 2nd 8-week Session: Oct. 20-Dec. 19, 2021
- 9-week Session: Jan. 4-Feb. 10, 2022

#### Winter 2022
- 1st 8-week Session: Feb. 14-Apr. 14, 2022
- 2nd 8-week Session: Mar. 4-Jun. 23, 2022
- 9-week Session: Jan. 20-Aug. 12, 2022

### Special Dates
- Graduation Day: June 15, 2021
- Winter Break: Dec. 24-31, 2021
- Spring Break: Apr. 11-15, 2022
- Graduation Day: June 14, 2022
- Faculty Flex Days Fall 2021
  - Aug. 24, 2021
  - Aug. 25, 2021
  - Aug. 26, 2021
  - Aug. 27, 2021
  - Mar. 4, 2022
  - Mar. 5, 2022
  - Apr. 15, 2022
  - Apr. 16, 2022

### LEGAL & COLLEGE HOLIDAYS

- **Independence Day (observed):** Monday, July 5, 2021
- **Labor Day:** Monday, Sept. 6, 2021
- **Veteran’s Day:** Thursday, Nov. 11, 2021
- **Thanksgiving Day:** Thursday, Nov. 25, 2021
- **Native American Day:** Monday, Nov. 29, 2021
- **Christmas Day (observed):** Friday, Dec. 24, 2021
- **College Holiday (15 of 5 days):** Mon., Dec. 27-Dec. 31, 2021

*In lieu of the 4th Friday in September (per CA Ed Code 4526.5), aka Admissions’ Day*

**Classified staff who work weekends must take their 5 days of College Holiday between 12/27 and 12/31/2021.

Approved by the Board of Trustees: 2/5/2019

Revised and approved by the Board of Trustees: 
<table>
<thead>
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**LEGEND**

- First day of semester/session: [ ]
- Finals Schedule: [ ]
- Legal holiday (broken box, date is bold & red): [ ]
- Classes not in session/campus offices closed: [ ]
- College Holiday: Campus closed—classes not in session/campus offices closed: [ ]
- Faculty Flex Day: Date in red double box = see below for more information on Faculty Flex Days: [ ]
- Faculty Flex Days: Date in red double box = see below for more information: [ ]
- Classes NOT in Session, BUT campus and offices are open: [ ]

**STUDENT DATES 2022 - 2023**

- **Summer 2022**
  - 6-week Session: June 20-July 29, 2022
  - 8-week Session: June 29-Aug. 12, 2022

- **Fall 2022**
  - Regular Session: Aug 29-Dec. 20, 2022
  - 1st 8-week Session: Aug 29-Oct. 23, 2022
  - 12-week Session: Sept 19-Dec. 11, 2022
  - 2nd 8-week Session: Oct 24-Dec. 18, 2022

- **Winter 2023**
  - 6-week Winter Session: Jan 3-Feb. 9, 2023

- **Spring 2023**
  - Regular Session: Feb. 27-May 13, 2023
  - 1st 8-week Session: Feb 27-Apr. 9, 2023
  - 12-week Session: Mar. 6-June 4, 2023
  - 2nd 8-week Session: Apr. 17-June 11, 2023

- **Summer 2023**
  - 6-week Session: June 20-July 28, 2023
  - 8-week Session: June 28-Aug. 11, 2023

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**2022-2023 SPECIAL DATES**

- Graduation Day 2022: June 14, 2022
- Winter Break 2022: Dec. 23-30, 2022
- Spring Break 2023: Apr. 10-14, 2023
- Graduation Day 2023: June 13, 2023
- **Faculty Flex Days Fall 2022**
  - August 23, 2022
  - August 24, 2022
  - August 25, 2022
  - August 26, 2022
- **Faculty Flex Days Winter Spring 2023**
  - March 5, 2023
  - Mar. 16, 2023
  - April 12, 2023
  - April 13, 2023
- **Faculty Flex Days Fall 2023**
  - August 22, 2023
  - August 23, 2023
  - August 24, 2023
- **Faculty Flex Days Fall 2024**
  - August 22, 2024
  - August 23, 2024

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**HOLIDAYS 2022-2023**

- **June - December 2022**
  - Independence Day: Monday, July 4, 2022
  - Labor Day: Monday, Sept. 5, 2022
  - Veteran’s Day: Friday, Nov. 11, 2022
  - Thanksgiving Day: Thursday, Nov. 24, 2022
  - Native American Day*: Friday, Nov. 25, 2022
  - Christmas Day (observed): Monday, Dec. 26, 2022
  - College Holiday (5 of 5 days): Dec. 24, Dec. 26, 2022

- **July - August 2023**
  - New Year’s Day (observed): Monday, Jan. 2, 2023
  - Martin Luther King, Jr. Day: Monday, Jan. 16, 2023
  - Lincoln’s Day: Friday, Feb. 10, 2023
  - Washington’s Day: Monday, Feb. 20, 2023
  - Memorial Day: Monday, May 29, 2023
  - June 20, 2023
  - Independence Day: Tuesday, July 4, 2023
  - Cesar Chavez Day: Monday, April 10, 2023
  - Cesar Chavez Day: March 30, 2023

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* In lieu of the 4th of July in September (per CA Ed Code 45206.5), aka Admissions’ Day
** Classified staff who work weekends must take their 5 days of College Holiday between 12/23 and 12/29

Approved by the Board of Trustees: 2/5/2019

*Revised & approved by the Board of Trustees.*
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<thead>
<tr>
<th>JUNE 2023</th>
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**LEGAL & HOLIDAYS**

- Independence Day: Tuesday, July 4, 2023
- Veteran’s Day: Monday, Nov. 11, 2023
- Thanksgiving Day: Thursday, Nov. 23, 2023
- Native American Day*: Friday, Nov. 24, 2023
- Christmas Day: Monday, Dec. 25, 2023
- College Holiday (5 of 5 days)**: Dec. 22, Dec. 23, 2023

*In lieu of the 4th Friday in September (per CA Ed Code 42006.5), aka Admissions Day.
**Classified staff who work weekends must take their 5 days of College Holidays between 12/22 and 12/29/2023.

**FACULTY FLEX DAYS FALL 2023**

- Aug. 22, 2023 - Individual
- Aug. 22, 2023 - Departmental
- Aug. 24, 2023 - Fall 2023 Opening Day
- Aug. 25, 2023 - Departmental

**FACULTY FLEX DAYS SPRING 2024**

- Mar. 1, 2024 - Departmental
- Mar. 12, 2024 - Institutional
- Apr. 15, 2024 - Individual
- Apr. 1, 2024 - Individual
- Apr. 1, 2024 - Individual
- Mar. 14, 2024 - Institutional

**FACULTY FLEX DAYS FALL 2024**

- Aug. 20, 2024 - Individual
- Aug. 21, 2024 - Departmental
- Aug. 22, 2024 - Fall 2024 Opening Day
- Aug. 23, 2024 - Departmental

**LEGEND**

- ☑: College Holiday: Campus closed - classes not in session/campus is closed.
- ☑: Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days.
- ☑: Classes NOT in session, BUT campus and offices are open.
- ☑: Finals Schedule
- ☑: Legal Holiday (broken box, date is bold & red)

Note: All and Spring short sessions and the 3rd Sunday, Winter and Summer sessions and 3rd Saturday.

**NOTE:** Faculty Flex Days are for Friday of March. Institutional Flex Days 3rd week of March. Alternate Tuesday & Thursday.

**LEGAL & HOLIDAYS**

- Independence Day: Tuesday, July 4, 2023
- Veteran’s Day: Monday, Nov. 11, 2023
- Thanksgiving Day: Thursday, Nov. 23, 2023
- Native American Day*: Friday, Nov. 24, 2023
- Christmas Day: Monday, Dec. 25, 2023
- College Holiday (5 of 5 days)**: Dec. 22, Dec. 23, 2023

*In lieu of the 4th Friday in September (per CA Ed Code 42006.5), aka Admissions Day.
**Classified staff who work weekends must take their 5 days of College Holidays between 12/22 and 12/29/2023.

**FACULTY FLEX DAYS FALL 2023**

- Aug. 22, 2023 - Individual
- Aug. 22, 2023 - Departmental
- Aug. 24, 2023 - Fall 2023 Opening Day
- Aug. 25, 2023 - Departmental

**FACULTY FLEX DAYS SPRING 2024**

- Mar. 1, 2024 - Departmental
- Mar. 12, 2024 - Institutional
- Apr. 15, 2024 - Individual
- Apr. 1, 2024 - Individual
- Apr. 1, 2024 - Individual
- Mar. 14, 2024 - Institutional

**FACULTY FLEX DAYS FALL 2024**

- Aug. 20, 2024 - Individual
- Aug. 21, 2024 - Departmental
- Aug. 22, 2024 - Fall 2024 Opening Day
- Aug. 23, 2024 - Departmental

**LEGEND**

- ☑: College Holiday: Campus closed - classes not in session/campus is closed.
- ☑: Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days.
- ☑: Classes NOT in session, BUT campus and offices are open.
- ☑: Finals Schedule
- ☑: Legal Holiday (broken box, date is bold & red)

Note: All and Spring short sessions and the 3rd Sunday, Winter and Summer sessions and 3rd Saturday.

**NOTE:** Faculty Flex Days are for Friday of March. Institutional Flex Days 3rd week of March. Alternate Tuesday & Thursday.

Approved by the Board of Trustees: 2/5/2019

Revised & approved by the Board of Trustees: 3/24/2024
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7  ACADEMIC PERSONNEL
Requested Action: Approval/Ratification
Reviewed by: Tre’Shawn Hall-Baker, Dean, Human Resources
Approved by: Sherri Lee- Lewis, Vice President, Human Resources

SABBATICALS 2022-2023
Fall 2022
Poliana Raymer, Life Science
Salvador Carrasco, Film and Media Studies
Ashanti Blaize-Hopkins, Communications and Media
Walker Griffy, English
Kristin Lui-Martinez, Math
Jim Keeshen, Design Technology
Alejandro Lee, Modern Languages
Deborah Schwytzer, Physical Sciences

Spring 2023
Nate Brown, Media Studies
Brandon Reilly, History
Sharyn Obsatz, Journalism and Media Studies
Nate Donahue, Art History
Lisa Collins, Earth Science

ESTABLISH
Project Manager Title III- Hispanic Serving Institutions – STEM Grant (50%) 01/19/2022

ELECTIONS

PROJECT MANAGERS
Bui, Thomas, Project Manager - Student Equity Center 01/19/2022

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

SEPARATION

RETIREMENT
Livings, Gail, Social Science, 30 years 2/13/2022
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - REGULAR
Requested Action: Approval/Ratification
Reviewed by: Tre’Shawn Hall-Baker, Dean, Human Resources
Approved by: Sherri Lee-Lewis, Vice President, Human Resources

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

ESTABLISH POSITION
Administrative Assistant I (1 position) Human Resources, 12 months, 40 Hours

Lead Theater Technician (1 position) Campus Events, 12 months, 40 hours, Varied hours

ABOLISH POSITION
Administrative Clerk (1 position) Human Resources, 12 months, 40 Hours

Theater Technician (1 position) Campus Events, 12 months, 40 hours, Varied hours

CLASSIFICATION SALARY REALLOCATION
Career Services Advisor:
From: Classified Employee Salary Schedule, Range 39
To: Classified Employee Salary Schedule, Range 36

Enterprise Business Services Specialist
From: Classified Employee Salary Schedule, Range 27
To: Classified Employee Salary Schedule, Range 30

ELECTIONS

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)
Soliman, Febe
From: International Student Services Specialist, ISC (range 34)
To: Academic Records Evaluator, Admissions & Records (range 33)

PROBATIONARY/ADVANCE STEP PLACEMENT
Barocio Jr., Armando, Campus Safety Officer, Campus Police (Step B)
Lo, Yu-Ngok, Assistant Director of Facilities Planning & Construction (Step E)
Lopez, Vanessa, Student Services Clerk, A & R, (Step C)
Woolridge, Natasha, Student Services Clerk, Fin Aid & Schol (Step B)

PROBATIONARY
Gutierrez, Rico A., Custodian, Operations
PROMOTION
Carter, Justin
From: Custodian, Operations
To: Custodial Operations Supervisor, Operations

Gobrial, Samya
From: Accounting Technician, Auxiliary Services
To: Accountant, Auxiliary Services

Guzman, Jose A.
From: Personnel Technician, Personnel Commission
To: Personnel Analyst, Personnel Commission

Kalinec, Gustavo
From: Enterprise Business Services Clerk, Bursar’s Office
To: Enterprise Business Supervisor, Bursar’s Office

Trautwein, Paul
From: Web Services Coordinator, Marketing
To: Director of Web and Social Media Strategy, Marketing

WORKING OUT OF CLASSIFICATION (LIMITED TERM ASSIGNMENT)
Carter, Justin
From: Custodian, Operations, NS-II
To: Custodial Operations Supervisor, Operations, NS-II
Percentage: More than 50%
*extension of working out of class assignment

Monzon, Karen
From: Personnel Analyst
To: Supervising Personnel Analyst
Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)
Kalinec, Gustavo
From: Enterprise Business Clerk
To: Enterprise Business Specialist
Percentage: More than 50%
*end date extension

Monzon, Karen
From: Personnel Analyst
To: Classification and Compensation Manager
Percentage: More than 50%

Vasquez, Olga
From: Personnel Analyst
To: Classification and Compensation Manager

WORKING OUT OF CLASSIFICATION (LIMITED TERM) SUBSTITUTE
Thomas, Lori
From: Human Resources Specialist
To: Employee Benefits Coordinator
Percentage: More than 50%
Valadez, Jorge  
From: Campus Store Operations Assistant  
To: Course Materials Buyer  
Percentage: More than 50%  
01/04/2022 to 02/06/2022

Vasquez, Olga  
From: Personnel Analyst  
To: Classification and Compensation Manager  
Percentage: More than 50%  
12/20/2021 to 12/24/2021;  
01/04/2022 to 02/11/2022

Weidenbenner, Nathan,  
From: Instructional Assistant – English  
To: Tutoring Coordinator – Business  
Percentage: More than 50%  
12/16/2021 to 12/24/2021;  
01/04/2022 to 01/05/2022

LEAVE OF ABSENCE - UNPAID  
Poole, Jaime, Instructional Assistant – English  
*Revised end date  
12/23/2021 – 02/13/2022**

CSEA EDUCATIONAL PAY DIFFERENTIAL  
Barboza, Star, Custodian, Operations  
Connor, Patrick, Lab Technician- Photography  
Plascencia, Omar, Electrician, Maintenance  
Raby, Emily, Custodian, Operations  
1.5%  
01/01/2022  
01/01/2022  
01/01/2022  
01/01/2019

SEPARATIONS  
RESIGNATIONS  
Brooke, Alanna, Administrative Assistant II, Counseling  
Gurjian, Armineh, Classification & Compensation Manager, Personnel Commission  
Limon, Augustin, Campus Safety Officer, Campus Police  
Samano, Summer, Community College Police Officer, Campus Police  
Tatar, Greg, Director, Procurement, Logistics & Contracts  
Yancey, Robin, Student Services Assistant, Welcome Center  
Zamora, Alexander, Campus Safety Officer, Campus Police  
12/23/2021  
02/11/2022  
01/06/2022  
01/17/2022  
12/03/2021  
01/03/2022  
01/06/2022
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 9  CLASSIFIED PERSONNEL – LIMITED DURATION
Requested Action:  Approval/Ratification
Reviewed by:  Tre’Shawn Hall-Baker, Dean, Human Resources
Approved by:  Sherri Lee- Lewis, Vice President, Human Resources

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

ELECTIONS

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

<table>
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<th>Position</th>
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<tbody>
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<td>Atmodjo, Francissca</td>
<td>Graphic Designer, Marketing</td>
<td>07/01/2021-12/31/2021</td>
<td>07/01/2021-03/18/2022</td>
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<tr>
<td>Britt, Julia</td>
<td>Personnel Commission Specialist, Personnel Commission</td>
<td>12/14/2021-12/23/2021</td>
<td>01/03/2022-01/14/2022</td>
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<tr>
<td>Buentello, Jimmy B.</td>
<td>Customer Services Assistant, Campus Store</td>
<td>12/14/2021-12/23/2021</td>
<td>01/03/2022-01/14/2022</td>
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<tr>
<td>Buentello, Jimmy B.</td>
<td>Enterprise Business Services Clerk, Campus Store</td>
<td>01/18/2022-06/30/2022</td>
<td>12/09/2021-06/30/2022</td>
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<td>Colcord, Adam D.</td>
<td>Theatre Technical Specialist, SMC Performing Arts</td>
<td>12/09/2021-06/30/2022</td>
<td>12/20/2021-06/30/2022</td>
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<tr>
<td>Dionne, Chris</td>
<td>Theatre Technical Specialist, SMC Performing Arts</td>
<td>12/20/2021-06/30/2022</td>
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<td>Chanaiwa, Isom T.</td>
<td>Director of the SMC Foundation, Institutional Advancement</td>
<td>08/01/2021-12/09/2021</td>
<td>08/01/2021-06/30/2022</td>
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</table>

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.

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<th>Name</th>
<th>Position</th>
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<td>Ashby, DeAnna</td>
<td>Student Services Clerk, Financial Aid &amp; Scholarships</td>
<td>07/06/2021-12/23/2021</td>
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<tr>
<td>Austin, Harald</td>
<td>Student Services Clerk/Cashier, Financial Aid</td>
<td>01/03/2022-01/11/2022</td>
<td>01/03/2022-01/14/2022</td>
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<tr>
<td>Beck, Michael</td>
<td>Customer Service Assistant, Campus Store</td>
<td>01/03/2022-01/14/2022</td>
<td>12/14/2021-12/23/2021</td>
</tr>
<tr>
<td>Buentello, Jimmy</td>
<td>Customer Service Assistant, Campus Store</td>
<td>01/03/2022-01/14/2022</td>
<td>01/03/2022-01/14/2022</td>
</tr>
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</table>
Carter, Ashlie, Customer Service Assistant, Campus Store 01/03/2022-01/14/2022
Chang, Tony, Bookstore Clerk/Cashier, Campus Store 01/03/2022-01/11/2022
English, Kara, Customer Service Assistant, Campus Store 01/03/2022-01/14/2022
Exum, Ellen, Customer Service Assistant, Cashier’s Office 01/01/2022-06/30/2022
Garcia, Lucy, Bookstore Clerk/Cashier, Campus Store 01/03/2022-01/11/2022
Grau, Donald, Bookstore Clerk/Cashier, Campus Store 01/03/2022-01/11/2022
Kiss, Hannah, Program Specialist, SMC, UCLA Stem Initiative 01/03/2022-01/14/2022
From: 08/30/2021-11/30/2021
To: 08/30/2021-06/30/2022
Lopez, Jose C., Bookstore Clerk/Cashier, Campus Store 01/03/2022-01/11/2022
Micas, Donna, Bookstore Clerk/Cashier, Campus Store 01/03/2022-01/11/2022
Miles, Eric, Bookstore Clerk/Cashier, Campus Store 01/03/2022-01/11/2022
Nwonwu, Vergie, Customer Service Assistant, Campus Store 01/03/2022-01/14/2022
Pabst, Ester, Bookstore Clerk/Cashier, Campus Store 01/03/2022-01/11/2022
Pacheco, Wendy, Bookstore Clerk/Cashier, Campus Store 01/03/2022-01/11/2022
Thielking, Alan, Bookstore Clerk/Cashier, Campus Store 01/03/2022-01/11/2022

RECOMMENDATION NO. 10  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) 20
  College Work-Study Student Assistant, $15.00/hour (FWS) 5
  College CalWorks, $15.00/hour 1

SPECIAL SERVICE
  Art Model, $27.00/hour 52
  Art Model w/ Costume, $30.00/hour 26
  Community Services Specialist I, $35.00/hour 12
  Community Services Specialist II, $50.00/hour 12
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11  FACILITIES
Requested by: John Greenlee, Director, Facilities Finance
              Terry Kamibayashi, Manager of Facilities Maintenance
              Devin Starnes, Director of Facilities Management
              Charlie Yen, Director of Facilities Planning
              Kim Tran, Chief Director, Business Services
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

11-A  CHANGE ORDER NO. 1 – SMC MATH AND SCIENCE PHASE I PROJECT (Demolition)
Change Order No. 1 – ICON WEST, INC., on the SMC MATH AND SCIENCE PHASE I project in the amount of -$2,445,994.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$7,337,000</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>-$2,445,994</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$4,891,006</td>
</tr>
</tbody>
</table>

Total Change Orders represent -33.3% of the Original Contract.

Funding Source: Measure V

Comment  Change Order No.1 includes:
- Credit for unused allowances allocated for soil remediation, unforeseen underground utilities, and additional building abatement.

11-B  PROJECT CLOSEOUT – SMC MATH AND SCIENCE PHASE 1 PROJECT (Demolition)
Subject to completion of punch list items by ICON WEST, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as SMC MATH AND SCIENCE PHASE I as being complete upon completion of punch list items by ICON WEST, INC., The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.
RECOMMENDATION NO. 11   FACILITIES (continued)

11-C  CHANGE ORDER NO. 1 – SMC HVAC UPGRADES PROJECT
Change No. Order 1 – A&B CONSTRUCTION, INC., on the SMC HVAC UPGRADES project in the amount of -$881,510.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$8,446,000</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>-$881,510</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$7,564,490</td>
</tr>
</tbody>
</table>

Total Change Orders represent -10.44% of the original contract.

Funding Source: Measure V

Comment: Change Order No.1 includes the furnish and installation of the following:
- Credit for unused night and weekend overtime labor allowance.
- Credit for scope reduction due to redundancy.

11-D  PROJECT CLOSEOUT – SMC HVAC UPGRADES PROJECT
Subject to completion of punch list items by A&B CONSTRUCTION, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as SMC HVAC UPGRADES as being complete upon completion of punch list items by A&B CONSTRUCTION, INC., The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

11-E  PROJECT CLOSE OUT – COSMETOLOGY CABINETRY MILLWORK PROJECT
Subject to completion of punch list items by AG Construction (Alon Gamliel, owner) authorize the District Representative without further action of the Board of Trustees, to accept the project described as COSMETOLOGY CABINETRY MILLWORK PROJECT as being complete. Upon completion of punch list items by AG Construction, 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.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES (continued)

11-F AGREEMENT WITH SVA ARCHITECTS INC FOR ARCHITECT SERVICES – IN CONNECTION WITH 2021-2022 SCHEDULED MAINTENANCE PROJECTS

Enter into an agreement with SVA Architects, Inc for architectural services for the following 2021-2022 scheduled maintenance projects including:

1. Upgrade ATS switches for campus generators at various locations $13,440
2. Exterior Plumbing/Fountain Repairs at HSS, CPC Quad $ 6,720
3. Exterior Door Replace/Repair at Drescher Hall $ 2,688
4. Upgrade Electrical at Maintenance Shops $20,160
5. Upgrade Electrical at Madison Campus $26,880
6. Upgrade Electrical at 2714 Pico $26,880
7. Upgrade Electrical at Library $26,880
8. Replace Sewer Lines at Student Activities $10,080
9. Replace Storm Drain at Theater Art/Bookstore $10,752
10. Paint Interior Walls at Drescher Hall, Business Building, Broad Stage $57,792

TOTAL $202,272

Funding Source: State Scheduled Maintenance (Fund 40.0)

Comment: Architectural services including preparation of bid scope of work, specifications, and drawings.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 12-A  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action:  Approval/Ratification
Requested by:  Bradley Lane, Vice President, Academic
Reviewed by:  Kim Tran, Chief Director, Business Services
Approved by:  Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant:  Introducing Research Deconstruction Pedagogy into Gateway Courses to Improve Student Engagement with STEM
Granting Agency:  Regents of the University of California on behalf of UCLA Molecular Cell & Development io, a California corporation (UCLA) with UCLA, Santa Monica College (SMC)
Augmentation Amount:  ($17,399) Amended Total: $212,109
Matching Funds:  Not Applicable
Performance Period:  July 1, 2020 to June 30, 2023
Summary:  The award amount was amended due to an agreement between program participants to contribute to the hiring of a Project Manager to be paid by UCLA. In this project we are adapting the research deconstruction pedagogy and incorporating it into established gateway courses for STEM majors and general biology and chemistry courses for non-stem majors. We will determine the impact on student learning and engagement in STEM. In addition to monitoring course performance and equity gaps, pre/post course surveys will be used to measure students interest and confidence in science, science identity and impact on career aspirations. We will also measure students perceived learning gains in the areas relevant to the process of scientific inquiry, such as how knowledge is built from experimental evidence.

Budget Augmentation:  Restricted Fund 01.3
Revenue
8800 Other Local  ($ 17,399)
Expenditures
1000  Academic Salaries  ($ 9,221)
2000  Non-Academic Salaries  ($ 1,822)
3000  Employee Benefits  ($ 3,606)
4000  Supplies & Materials  ($ 2,750)
5000  Other Operating Expenditures  0
6000  Capital Outlay  0
7300  Other Outgo/Indirect  0
7600  Student Aid  0
Total  ($ 17,399)
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13    BUDGET TRANSFERS

13-A  FUND 01.0 – GENERAL FUND - UNRESTRICTED
      Period: November 1 through November 30, 2021

<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>89,948</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>46,667</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>-4,822</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>2,037</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>-31,097</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>0</td>
</tr>
<tr>
<td>7100-7699</td>
<td>Other Outgo/Student Payments</td>
<td>5,960</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>-108,693</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

13-B  FUND 01.3 – GENERAL FUND - RESTRICTED
      Period: November 1 through November 30, 2021

<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>-199</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>316</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>0</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>-117</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>0</td>
</tr>
<tr>
<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</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>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13  BUDGET TRANSFERS (continued)

13-C  FUND 40.0 – CAPITAL PROJECTS FUND
Period: November 1 through November 30, 2021

<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>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>0</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>0</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>442,924</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>-442,924</td>
</tr>
<tr>
<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

13-D  FUND 42.4 – Revenue Bond Construction Fund (Measure AA)
Period: November 1 through November 30, 2021

<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>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>0</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>0</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>25,000</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>-25,000</td>
</tr>
<tr>
<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13  BUDGET TRANSFERS (continued)

13-E  FUND 42.5 – Revenue Bond Construction Fund (Measure V)
Period: November 1 through November 30, 2021

<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>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>0</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>11,963</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>5,678</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>-17,641</td>
</tr>
<tr>
<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></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
Approved by:  Christopher M. Bonvenuto, Vice-President Business and Administration
Requested Action:  Approval/Ratification

Commercial Warrant Register
November 2021  315230 through 345373

ACH Numbers
November 2021  41147 through 44207

Total  $13,579,043.30

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
November 2021  C1D – C2E  $15,879,737.09

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>McNamara, Catherine V.</td>
<td>W7577206</td>
<td>08/05/2013</td>
<td>$ 179.48</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

Auxiliary Operations Payments and Purchase Orders
November 2021 Covered by check & voucher numbers: 028146-028457 & 02720-02737

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Fund Payments</td>
<td>$45,619.22</td>
</tr>
<tr>
<td>Other Auxiliary Fund Payments</td>
<td>$99,174.31</td>
</tr>
<tr>
<td>Trust and Fiduciary Fund Payments</td>
<td>$327,774.09</td>
</tr>
<tr>
<td>Purchase Orders issued</td>
<td>$472,567.62</td>
</tr>
<tr>
<td></td>
<td>$4,601.53</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 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>January 2022</td>
<td>3</td>
<td>$1,798</td>
</tr>
</tbody>
</table>

Funding Sources: General Fund, Fund 01.0

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.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification  
Requested by: Scott Silverman, Interim Dean, Noncredit and External Programs  
              Patricia Ramos, Dean, Academic Affairs  
Approved by: Bradley Lane, Vice-President of Academic Affairs

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

RECOMMENDATION NO. 20 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2021-2022

Requested Action: Approval/Ratification  
Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

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

<table>
<thead>
<tr>
<th>Name/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Bui, Project Manager, Student Equity Center</td>
</tr>
<tr>
<td>Yu-Ngok Lo, Assistant Director of Facilities Planning &amp; Construction</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 21 PURCHASING

Requested Action: Approval/Ratification  
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

21-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.

- November 2021: $2,114,829.99
- December 2021: $2,475,140.46
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: COLLECTIVE BARGAINING AGREEMENT WITH SMC POLICE OFFICERS ASSOCIATION

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees ratify the collective bargaining contract with the Police Officers Association (POA) for a term beginning on July 1, 2021 and ending on June 30, 2024.

SUMMARY: On September 14, 2021, the POA’s initial collective bargaining agreement proposals were presented to the Board in accordance with the public disclosure requirements of Government Code Section 3547. On September 14, 2021, the Board invited the public to make comments on the proposals.

The District’s negotiation team and the POA representatives concluded negotiations on November 22, 2021. The POA has ratified the agreement.

<table>
<thead>
<tr>
<th>PROJECTED COST IMPACT OF SMCPOA SALARY INCREASE</th>
<th>2020-21 Retro Pay</th>
<th>2021-22</th>
<th>2022-23</th>
<th>2023-24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Increase</td>
<td>$ 20,845</td>
<td>$ 58,799</td>
<td>$ 27,036</td>
<td>$ 16,112</td>
</tr>
<tr>
<td>Projected One-time Off Schedule Pay</td>
<td>36,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Projected Increase and One-time Pay</td>
<td>55,845</td>
<td>58,799</td>
<td>27,036</td>
<td>16,112</td>
</tr>
<tr>
<td>Projected Benefits</td>
<td>5,971</td>
<td>10,036</td>
<td>5,953</td>
<td>3,500</td>
</tr>
<tr>
<td>Total Projected Salary and Benefits</td>
<td>$ 62,816</td>
<td>$ 71,835</td>
<td>$ 32,989</td>
<td>$ 19,612</td>
</tr>
</tbody>
</table>

Link to: Collective Bargaining Agreement with the SMC Police Officers Association

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

INFORMATION ITEM 23

SUBJECT: SMC 2021 FACULTY AND STAFF DIVERSITY REPORT

SUBMITTED BY: Vice-President, Human Resources

SUMMARY: Santa Monica Community College District is one of the largest employers within the City of Santa Monica, CA. The District has a rich, inclusive, global, higher education learning environment known for its commitment to excellence and dedication to student success. It is also known for its high transfer rate of students to the University of California, California State Universities, private colleges and universities, and for its successful career technology education certificate programs. SMC attracts and retains an outstanding workforce of faculty, staff, and management team members.

This report will assist in monitoring Santa Monica College’s progress towards achieving a workforce representative of the diverse populations within the County of Los Angeles, and which mirrors the students at Santa Monica College. To allow for comparisons, ethnicity, gender, and age data is displayed covering the most recent ten-year window (highlighting every two years - 2011, 2013, 2015, 2017, 2019 and 2021) from information collected on the first business day after the Labor Day holiday.

Link to: 2021 Faculty and Staff Diversity Report

Link to Webpage for SMC’s Faculty/Staff Diversity Reports for alternate years between 2009 and 2021: Faculty/Staff Diversity Reports - Santa Monica College (smc.edu).

This aligns with the Board’s Ongoing Priority to support and hire a diverse and innovative faculty and staff.
The meeting will be adjourned in memory of Kenneth S. Carter, Sr., father of Dione Carter, Dean, Academic Affairs; Nancy Cattell, retired SMC faculty member/counselor and former member of the Board of Trustees; Paul David Leal, former SMC student; Gabriel Rissman, a current SMC student; Patricia Wilson, sister of Sharon Thomas, Administrative Assistant II, Department of Academic Affairs; and Bruce Young, retired SMC Earth Science faculty member and department chair.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 1, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.