MINUTES
SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JANUARY 18, 2022

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Via Zoom Conference

The complete minutes may be accessed on the Santa Monica College website:
A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, January 18, 2022. The meeting will be conducted via Zoom Webinar.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:03 p.m.
  Dr. Louise Jaffe, Chair - Present
  Barry Snell, Vice-Chair - Present
  Dr. Susan Aminoff - Present
  Dr. Nancy Greenstein - Present
  Dr. Margaret Quiñones-Perez – Excused Absence
  Rob Rader - Present
  Dr. Sion Roy - Present
  Ali Shirvani, Student Trustee - Present

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

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 - 6:02 p.m.

- PLEDGE OF ALLEGIANCE - Silvana Carrion-Polameres, Project Manager, National Science Foundation Grant

- CLOSED SESSION REPORT:
  The Board of Trustees, in closed session, considered the appeal from a former employee concerning an administrative determination rendered in accordance with the Chancellor’s Title 5 regulations on handling complaints of unlawful discrimination. The Board of Trustees affirmed the administrative determination and authorized the Superintendent/President to communicate this decision to the appellant.
  AYES: 6
  NOES: 0
  ABSENT: 1 (Quiñones-Perez)

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: None
IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS
   Christine Miller
   Lee Peterson

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
   Link to: NSF Update

   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)
   #2 Resolution: Adopt Findings Pursuant to Government Code Section 54953

   Academic Affairs
   #3 New Courses and Degrees, Fall 2021

   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

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.
III. SUPERINTENDENT’S REPORT

COVID-19 Update: An overview was provided of the data used to make decisions moving forward and its impact on college policies and procedures. EOT Update

A. Emergency Operations Team (EOT):
   • Updating Roadmap to Recovery Plan with new County guidelines
   • Planning for Spring 2022
   • Implementing new testing guidelines and mask guidelines, tracking requirements.

B. Academic Affairs
   • Planning for spring 2022: We will not offer the projected number of on-ground courses as anticipated.
   • Working with faculty on how to report positive cases or outbreaks on-campus.

C. Human Resources
   • Testing
   • Tracking System
   • Booster

D. Marketing
   • Updating COVID-19 webpage
   • Information Session: Thursday, January 20, “What you need to know about variants: Omicron and Beyond” w/Dr. Tara Kerin

E. Procurement
   • Ordering masks (surgical, KN95’s, N95’s)
   • Available funding: $1,900,000 (HEERF)
   • Concern: sustaining the on-going cost for COVID-19 guidelines and requirements

F. Student Services
   • Some on-ground services have been paused until spring 2022.
   • Planning for return to on-ground by creating safety plans and retrofitting offices
   • Services on-ground for winter 2022 include: Auxiliary Services, Bookstore, Campus Police, Cashiers, DSPS accommodations, The Library

• Enrollment Update: Currently resident enrollment is down about 12 percent, and nonresident enrollment is down about 14 percent. This tracks closely with what the California Community college system in general is experiencing, with declines between 10 to 15 percent per year. More than a million students are staying out of college during the pandemic, so there is a need to re-engage students. Admissions of international students are starting to increase, doubling from last year. A conservative projected growth is about 10 percent a year, but it will take several years for the program to get back to where it was.

Governor’s Budget
18 months ago, the state passed a budget that was close to a $54 billion deficit, with some of the largest declines in prop 98 and other areas that had ever been seen the state. On January 10, 2022, the governor released a budget that has a projected surplus of $45.7 billion; 20.6 billion of it in the general fund for discretionary uses; $16.1 billion for prop 98; and $9 billion in reserves and supplemental payments. In the tradition of his last two budgets, the governor continues to be conservative, and this budget allocates almost 86% of the surplus towards one-time investments so that he maintains a balanced budget through 2025-2026, which is the end of the forecast period. The governor’s budget was based on an economic forecast that was completed in November, prior
to the true effects of the omicron variant, so there could be some change in this budget proposal in May. If the omicron variant does result in some economic downturn, it would not have been built into this budget.

Governor’s State Budget
• The budget stabilization account (or what’s called the rainy day fund) has now reached $20.9 billion.
• $9.7 billion in the public school system stabilization account for K through 14 to help buffer any economic downturns in the future
• $4 billion in State operating reserves and safety net reserves.
• Capital gains, which is the most volatile of all revenue streams for the state, has reached peak levels.

For Community Colleges
• Total amount of 27 changes; 16 of them would be ongoing changes; 11 one-time changes
• 5.33 % COLA, which would result in about $7.6 million ongoing funds to the District because it is hold harmless
• $200 million to augment the part time faculty health insurance program.
• $100 million augmentation to the student success completion grants
• $380.6 million towards deferred maintenance and scheduled maintenance
• $150 million to support retention and enrollment strategies
• $130 million for a healthcare focused vocational pathway for adult ed that would be over a three-year period of funding
• $150 million to implement a common course numbering system
• A form of permanent hold harmless for districts like SMC that are in the hold harmless situation due to the implementation of the student centered funding formula (SCFF)

**SMC Legislative Priorities and Meetings**
The big news is that the governor recommends that hold harmless become a permanent feature of community college funding. The Board of Trustees and the leadership of the SMC collective bargaining units have been part of the long effort that started three years ago. Santa Monica College supports the governor’s budget proposals, especially with regards to COLA, hold harmless and the other items that were presented in the budget summary. Items not included in the budget that can be pursued are contributions to SMC’s PERS and STRS payments and an increase in funding availability to the student housing component. Another issue that will happen through legislation, not necessarily through the budget, is the possibility of a statewide bond measure for higher education capital projects.

Other SMC priorities include:
• Amendments to the ADT process. This will require participation by SMC Counseling staff on statewide committees.
• An amendment to the election code that changes the label that defines what the bond measure is for Dual enrollment participation and structure. This will likely be at least a two-year effort.
• SMC has been asked to identify a small capital project in the $4 or $5 million range to be championed by our state senator.

Because of a variety of circumstances, the opportunities for in-person meetings with legislators are not probable. SMC is in the process of scheduling a set of meetings with local representatives to discuss some of these priorities. The CCLC Legislative Conference is being held in Sacramento but visits with legislators will be scheduled via zoom at a later date because of their legislative agendas, the spread of the omicron variant and the renovation of the State Capitol.
Los Angeles County Metro Fareless System Initiative
Santa Monica College has launched its Metro GoPass Program. It is a 20-month pilot program, October 1, 2021 – June 20, 2023, which allows K-12 and community college students to ride Metro fare-free (staff are not eligible) Participating schools can either pay $7 per student, per term, or continue to contract with a local transit operator. SMC’s contract with the BBB allows the college to participate without paying extra. There has been considerable outreach to students - via emails, social media, SMC Go and the SMC Transportation website - to let them know about the program. It started last week, and so far, 236 SMC students have participated.

Grant from S. Mark Taper Foundation
A $75,000 grant has been awarded to the SMC Foundation by the S. Mark Taper Founds designated for a meal project for providing meals for students. The grant application was submitted last January and news of receipt of the grant was announced in November.

Other Announcements:

- The NAACP Image Award for Outstanding Writing in a Television Movie or Special was awarded to SMC adjunct faculty member Monique Matthew for Hallmark movie *Holiday in Harlem*.

- The Annual MLK Celebration hosted by the MLK Coalition via zoom again this year featured keynote speaker LZ Granderson. A speaker in a class taught by Nat Trives featured speaker Reverend Dr. Benjamin F. Chavis, Jr.
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-#21.

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

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

X. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 4-A – Approval of Contracts and Consultants
MOTION MADE BY: Barry Snell
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

Recommendation No. 4-B – Ratification of Contracts and Consultants
MOTION MADE BY: Susan Aminoff
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

Recommendation No. 7 – Academic Personnel
MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

Recommendation #11 – Facilities: A and -C
MOTION MADE BY: Rob Rader
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)
RECOMMENDATION NO. 1  APPOVAL 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
PHYSICS 12 Introductory Physics Non-Lab
PHYSICS 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>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 The Drala Project, Inc. DBA [RE]</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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</tbody>
</table>

Requested by: Matthew Kiaman, Director, Network Services
Approved by: Marc Drescher, Chief Director of Information Technology
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

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

<table>
<thead>
<tr>
<th>Provider/Contract</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 Salesforce</td>
<td>Anticipated start date: February 1, 2022; Year 1: Not to exceed $30,000</td>
<td>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.</td>
<td>2021-2022 Student Retention and Enrollment Outreach funds</td>
</tr>
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</table>
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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<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
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</table>
| 2  Kennedy & Co.  | Anticipated start date: February 1, 2022  
Not to exceed $25,000  
Implementation cost: $16,560  
Additional Technical and Professional Support Services: Billable at $225 per hour. Will only use as needed. | Consultant, Kennedy & 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. | 2021-2022 Student Retention and Enrollment Outreach funds |

1 and 2  
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)

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
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<tbody>
<tr>
<td>3 Jennifer Merlic</td>
<td>January – June 2022 Not to exceed $48,428 (plus reimbursements not to exceed $1,500)</td>
<td>Consulting Services for Facilities Master Planning (Main Campus) 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.</td>
<td>Measure V Capital Funds</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Items</th>
<th>Amount</th>
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<tr>
<td>July 2021:</td>
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<td>August 2021:</td>
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<tr>
<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>Sept 2021:</td>
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<td>TOTAL DONATIONS: 2021-2022 1st Quarter</td>
<td>$ 29,956.58</td>
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<td>TOTAL DONATIONS TO DATE: FISCAL YEAR 2021-2022</td>
<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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<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>28 29 30</td>
<td>28 29 30</td>
<td>28 29 30</td>
</tr>
</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
- **[ ]** Fri or the 3rd Friday is a legal holiday, there is no class on Saturday; **[ ]** Monday is a legal holiday, there is no class on Sunday.
- **Semester Dates 2021-2022**
- **Special Dates**
- **Graduation Day 2021**: June 15, 2021
- **Summer 2021**
  - 6-week Session: June 21-July 30, 2021
  - 8-week Session: June 21-Aug. 13, 2021
- **Fall 2021**
  - Regular Session: Aug. 30-Dec. 21, 2021
  - 1st 8-week Session: Aug. 30-Oct. 24, 2021
  - 12-week Session: Sept. 23-Dec. 19, 2021
  - 2nd 8-week Session: Oct. 25-Dec. 19, 2021
  - 6-week Session: Jan. 4-Feb. 10, 2022
- **Winter 2022**
  - 1st 8-week Session: Feb. 14-Apr. 19, 2022
  - 12-week Session: Mar. 27-Jun. 2, 2022
  - 2nd 8-week Session: Apr. 16-Jun. 2, 2022
  - 6-week Session: June 20-Aug. 12, 2022
- **Summer 2022**
  - 6-week Session: June 20-Aug. 12, 2022
- **Field Trips**
  - Spring Break: March 28-April 1, 2022
  - Spring Break: April 15-16, 2022
  - Winter Break: July 25-Aug. 6, 2022
  - Winter Break: Dec. 24-31, 2022
- **Special Dates**
  - **Graduation Day 2021**: June 15, 2021
- **Faculty Holiday Fall 2021**
  - Nov. 24, 2021
- **Faculty Holiday Winter 2022**
  - Dec. 25, 2021
- **Faculty Holiday Spring 2022**
  - Jan. 1, 2022
- **Faculty Holiday Summer 2022**
  - July 4, 2022
- **Legal Holiday**
  - Thanksgiving Day: Nov. 25, 2021
- **Native American Day**
  - Nov. 26, 2021
- **Veterans’ Day**
  - Nov. 11, 2021
- **Martin Luther King, Jr. Day**
  - Jan. 17, 2022
- **Presidents’ Day**
  - Feb. 21, 2022
- **Memorial Day**
  - May 30, 2022
- **Independence Day**
  - July 4, 2022
- **Cesar Chavez Day**
  - April 11, 2022
- **Cesar Chavez Day (Non-Traditional)**
  - April 11, 2022

Approved by the Board of Trustees:
2/5/2019
Revised and approved by the Board of Trustees:
11/4/2020
<table>
<thead>
<tr>
<th>Month</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY 2024</td>
<td>First day of semester or session</td>
</tr>
<tr>
<td>FEBRUARY 2024</td>
<td>College Holiday: Campus closed; classes not in session/campus &amp; offices closed</td>
</tr>
<tr>
<td>MARCH 2024</td>
<td>Faculty Flex Days: Date in red double box - see below for more information on Faculty Flex Days</td>
</tr>
<tr>
<td>APRIL 2024</td>
<td>First day of semester or session</td>
</tr>
<tr>
<td>MAY 2024</td>
<td>College Holiday: Campus closed; classes not in session/campus &amp; offices closed</td>
</tr>
</tbody>
</table>

### SEMESTER DATES 2023-2024

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Jun. 19-Jul. 26, 2023</td>
</tr>
<tr>
<td>Fall</td>
<td>Aug. 28-Dec. 19, 2023</td>
</tr>
<tr>
<td>Winter</td>
<td>Jan. 2-February 6, 2024</td>
</tr>
<tr>
<td>Spring</td>
<td>March 13-May 23, 2024</td>
</tr>
</tbody>
</table>

### LEGAL & HOLIDAYS

<table>
<thead>
<tr>
<th>Legal Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>Tuesday, July 4, 2023</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, Sep. 3, 2023</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Friday, Nov. 11, 2022</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, Nov. 25, 2022</td>
</tr>
<tr>
<td>Native American Day</td>
<td>Monday, Nov. 21, 2022</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Friday, Dec. 23, 2022</td>
</tr>
<tr>
<td>College Holiday (5 of 5 days)**</td>
<td>Dec. 26, 2022</td>
</tr>
</tbody>
</table>

**In lieu of the 4th Friday in September per CA Ed Code 4530(c)(5): aka Admissions Day.

**Classified staff who work weekends must take their 5 days of College Holidays between 12/22 and 12/29/2022.

### Special Dates

<table>
<thead>
<tr>
<th>Special Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Break</td>
<td>Dec. 22, 2023</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Apr. 15-16, 2024</td>
</tr>
<tr>
<td>Graduation Day</td>
<td>Jun. 11, 2024</td>
</tr>
</tbody>
</table>
|\] Classes NOT in Session, BUT campus and offices are open.

### Faculty Flex Days Fall 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 22</td>
<td>Individual</td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Departmental</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>Fall 2023 Opening Day</td>
</tr>
<tr>
<td>Aug. 25</td>
<td>Departmental</td>
</tr>
</tbody>
</table>

### Faculty Flex Days Spring 2024

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 16</td>
<td>Departmental</td>
</tr>
<tr>
<td>Mar. 22</td>
<td>Institutional</td>
</tr>
<tr>
<td>Apr. 15</td>
<td>Individual</td>
</tr>
<tr>
<td>Apr. 16</td>
<td>Individual</td>
</tr>
<tr>
<td>April 22</td>
<td>Individual</td>
</tr>
</tbody>
</table>

### Faculty Flex Days Fall 2024

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 20</td>
<td>Individual</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Departmental</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Fall 2024 Opening Day</td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Departmental</td>
</tr>
</tbody>
</table>

### Legal & Institutional Flex Days

- **Fall 2023**: First Flex Day for Faculty of March, alternative Tuesday & Thursday
- **Spring 2024**: First Flex Day for Faculty of March, alternative Tuesday & Thursday
- **Fall 2024**: First Flex Day for Faculty of March, alternative Tuesday & Thursday

Approved by the Board of Trustees: 7/5/2019

Revised & approved by the Board of Trustees:
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 Schwyter, 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

EFFECTIVE DATE

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
01/19/2022

Gobrial, Samya
From: Accounting Technician, Auxiliary Services
To: Accountant, Auxiliary Services
01/18/2022

Guzman, Jose A.
From: Personnel Technician, Personnel Commission
To: Personnel Analyst, Personnel Commission
01/04/2022

Kalinec, Gustavo
From: Enterprise Business Services Clerk, Bursar’s Office
To: Enterprise Business Supervisor, Bursar’s Office
01/19/2022

Trautwein, Paul
From: Web Services Coordinator, Marketing
To: Director of Web and Social Media Strategy, Marketing
01/19/2022

WORKING OUT OF CLASSIFICATION (LIMITED TERM ASSIGNMENT)
Carter, Justin
From: Custodian, Operations, NS-II
To: Custodial Operations Supervisor, Operations, NS-II
08/04/2021 to 12/11/2021
12/12/2021 to 01/18/2022*
Percentage: More than 50%
*extension of working out of class assignment

Monzon, Karen
From: Personnel Analyst
To: Supervising Personnel Analyst
01/04/2022 to 04/01/2022
Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)
Kalinec, Gustavo
From: Enterprise Business Clerk
To: Enterprise Business Specialist
11/16/2021 to 01/18/2022
Percentage: More than 50%
*end date extension

Monzon, Karen
From: Personnel Analyst
To: Classification and Compensation Manager
04/04/2022 to 06/30/2022
Percentage: More than 50%

Vasquez, Olga
From: Personnel Analyst
To: Classification and Compensation Manager
02/14/2022 to 04/01/2022

WORKING OUT OF CLASSIFICATION (LIMITED TERM) SUBSTITUTE
Thomas, Lori,
From: Human Resources Specialist
To: Employee Benefits Coordinator
01/18/2022 to 06/30/2022
Percentage: More than 50%
Valadez, Jorge  
From: Campus Store Operations Assistant  
To: Course Materials Buyer  
Percentage: More than 50%

Vasquez, Olga  
From: Personnel Analyst  
To: Classification and Compensation Manager  
Percentage: More than 50%

Weidenbenner, Nathan,  
From: Instructional Assistant – English  
To: Tutoring Coordinator – Business  
Percentage: More than 50%

LEAVE OF ABSENCE - UNPAID  
Poole, Jaime, Instructional Assistant – English  
*Revised end date  
** New leave

CSEA EDUCATIONAL PAY DIFFERENTIAL
Barboza, Star, Custodian, Operations 1.5%  
Connor, Patrick, Lab Technician- Photography 1.5%  
Plascencia, Omar, Electrician, Maintenance .75%  
Raby, Emily, Custodian, Operations 1.5%  
Raby, Emily, Custodian, Operations 1.5%

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

LAST DAY OF PAID SERVICE
12/23/2021
02/11/2022
01/06/2022
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.

Atmodjo, Francissca, Graphic Designer, Marketing 12/14/2021-12/23/2021
Britt, Julia, Personnel Commission Specialist, Personnel Commission 07/01/2021-12/31/2021
To: 07/01/2021-03/18/2022
Buentello, Jimmy B., Customer Services Assistant, Campus Store 12/14/2021-12/23/2021
To: 01/03/2022-01/14/2022
Buentello, Jimmy B., Enterprise Business Services Clerk, Campus Store 01/18/2022-01/23/2022
Colcord, Adam D., Theatre Technical Specialist, SMC Performing Arts 12/09/2021-06/30/2022
Dionne, Chris, Theatre Technical Specialist, SMC Performing Arts 12/20/2021-06/30/2022
Chanaia, Isom T., Director of the SMC Foundation, Institutional Advancement 08/01/2021-12/09/2021
From: 08/01/2021-06/30/2022
To: 08/01/2021-02/28/2022
Hamblet, Cristina, Student Services Assistant, Health Services 09/16/2021-01/31/2022
To: 09/16/2021-06/30/2022
Morena Ortega, Porfirio A., Graphics Designer, Marketing 12/20/2021-06/30/2022
Morrison, Tatiana, Administrative Asst II, Personnel Commission 07/01/2021-12/31/2021
From: 07/01/2021-02/11/2022
To: 07/01/2021-02/11/2022
Nesteruk, Gary, Accompanist - Performance, Emeritus 01/04/2022-06/30/2022
Pacheco, Wendy, Enterprise Business Services Clerk, Campus Store 01/18/2022-06/30/2022
Ramirez, David, Student Services Clerk, Outreach & Onboarding 12/10/2021-06/30/2022
Schade, Richard, Theatre Technical Specialist, SMC Performing Arts 12/16/2021-06/30/2022
White, Michael B., Events Assistant, Campus Store 12/09/2021-06/30/2022

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.

Ashby, DeAnna, Student Services Clerk, Financial Aid & Scholarships 07/06/2021-12/23/2021
To: 07/06/2021-06/30/2022
Austin, Harald, Student Services Clerk/Cashier, Financial Aid 01/03/2022-01/11/2022
Beck, Michael, Customer Service Assistant, Campus Store 01/03/2022-01/14/2022
Buentello, Jimmy, Customer Service Assistant, Campus Store 12/14/2021-12/23/2021
To: 01/03/2022-01/14/2022
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 08/30/2021-11/30/2021
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.

Original Contract Amount $ 7,337,000
Change Order No. 1 -$ 2,445,994
Revised Contract Amount $ 4,891,006

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.
CONSENT AGENDA: FACILITIES AND FISCAL

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:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrade ATS switches for campus generators at various locations</td>
<td>$13,440</td>
</tr>
<tr>
<td>Exterior Plumbing/Fountain Repairs at HSS, CPC Quad</td>
<td>$ 6,720</td>
</tr>
<tr>
<td>Exterior Door Replace/Repair at Drescher Hall</td>
<td>$ 2,688</td>
</tr>
<tr>
<td>Upgrade Electrical at Maintenance Shops</td>
<td>$20,160</td>
</tr>
<tr>
<td>Upgrade Electrical at Madison Campus</td>
<td>$26,880</td>
</tr>
<tr>
<td>Upgrade Electrical at 2714 Pico</td>
<td>$26,880</td>
</tr>
<tr>
<td>Upgrade Electrical at Library</td>
<td>$26,880</td>
</tr>
<tr>
<td>Replace Sewer Lines at Student Activities</td>
<td>$10,080</td>
</tr>
<tr>
<td>Replace Storm Drain at Theater Art/Bookstore</td>
<td>$10,752</td>
</tr>
<tr>
<td>Paint Interior Walls at Drescher Hall, Business Building, Broad Stage</td>
<td>$57,792</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$202,272</strong></td>
</tr>
</tbody>
</table>

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 ACCETPANCE 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

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>8800 Other Local</td>
<td>1000 Academic Salaries</td>
</tr>
<tr>
<td>($ 17,399)</td>
<td>$( 9,221)</td>
</tr>
<tr>
<td></td>
<td>2000 Non-Academic Salaries</td>
</tr>
<tr>
<td></td>
<td>$( 1,822)</td>
</tr>
<tr>
<td></td>
<td>3000 Employee Benefits</td>
</tr>
<tr>
<td></td>
<td>$( 3,606)</td>
</tr>
<tr>
<td></td>
<td>4000 Supplies &amp; Materials</td>
</tr>
<tr>
<td></td>
<td>$( 2,750)</td>
</tr>
<tr>
<td></td>
<td>5000 Other Operating Expenditures</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>6000 Capital Outlay</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>7300 Other Outgo/Indirect</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>7600 Student Aid</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>$( 17,399)</td>
</tr>
</tbody>
</table>
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>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
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>Total</td>
<td>$472,567.62</td>
</tr>
</tbody>
</table>

Purchase Orders issued
November 2021 $4,601.53

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>56,845</td>
<td>58,799</td>
<td>27,036</td>
<td>16,112</td>
</tr>
<tr>
<td>Projected Benefits</td>
<td>5,971</td>
<td>13,036</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: Susan Aminoff
SECONDED BY: Sion Roy
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)
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.
XIV. BOARD COMMENTS

XV. ADJOURNMENT - 9:

The meeting was 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.