AGENDA
SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, NOVEMBER 2, 2021

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

Indiviuals 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 (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number
- Comment to be read

Instructions for Participating in Public Meetings by Zoom Webinar

Individuals wishing to speak 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
A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, November 2, 2021. The meeting will be conducted via Zoom Webinar.

5 p.m.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
  Rob Rader, Chair
  Dr. Louise Jaffe, Vice-Chair
  Dr. Susan Aminoff
  Dr. Nancy Greenstein
  Dr. Margaret Quiñones-Perez
  Dr. Sion Roy
  Barry A. Snell
  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=NlJJM0MzTU5RaWtjSnphakVJVTJ0dz09
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)
III. PUBLIC SESSION – ORGANIZATIONAL FUNCTIONS

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

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

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

IV. SUPERINTENDENT'S REPORT

  Updates
  - Plans for 2022 Winter/Spring Enrollment
  - Title IX Student Leadership Program
  - Giving Thanks(giving)
  - Re-opening of the Broad Stage

  Acknowledgements
  - Ann Wang
  - Captain Q. Vincent Carter
  - Santa Monica Chamber of Commerce Inspirational Education Hero
  - Lizzy Moore, Dean, SMC Foundation/Institutional Advancement
  - Former Corsair Photographer Zane Myer Thornton Wins Gold at College Photographer of the Year Competition

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

- Guided Pathways: Update on Program Maps

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: October 5, 2021 (Regular Meeting)
#2 Resolution: Adopt Findings Pursuant to Government Code Section 54953
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
#19 Resolution: Veterans Awareness Week
#20 Reappointment to Personnel Commission
#21 2021-2022 Quarterly Budget Report and 311Q

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT
The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, December 7, 2021 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-#18.

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:

October 5, 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

ART 53A Introduction to Wheel Throwing
Students learn various forming techniques, with an emphasis on wheel throwing and the production of functional pottery forms. This course covers beginning problems of centering, throwing and shaping various functional and non-functional pottery. Students will be introduced to the process of glazing and basic firing techniques. Surface design techniques, such as stamping, carving, slip and oxide decoration, wax resist and glaze application methods are covered.

The Graphic Design faculty are working with their industry advisory board and the SMC Curriculum Committee to update the program to a more modern curriculum – to better reflect the current requirements for the employment in the design industry, and with a more intentional bridge to the IxD program. The new program proposal is forthcoming while the new and substantially changed courses have been approved and are described or listed below.

DESIGN 21, Design Methods
This course supplies students with a toolbox of techniques to build visual problem-solving and communication skills. Students will explore different methodologies used to kick-start the creative process: how to formulate design problems, establish constraints, ideate, and prototype solutions. A variety of different techniques are explored that designers use to conceptualize and visualize their ideas and present them in different mediums. Concepts covered include sketching, brainstorming, visual research, interviewing, field research, moodboards, brand books, co-designing, mind mapping, and concept presentations.

DESIGN 31, Interactive Advertising
In this project-based course, students will apply graphic design skills to interactive advertising and social media platforms. Using appropriate tools, frameworks, and technologies, students will create interactive campaigns to promote, engage, and drive user behaviors as well as identify and apply various methods for measuring a project’s success. Students will use a hands-on approach to campaign creation through social media advertising, marketing strategies, and performance indicators to tell the story of a business or user—and the goals they want to achieve.

DESIGN 32, Communication Design
The class prepares students to participate in a visual communication campaign delivered across various media. The coursework focuses on the application of a consistent visual language to different platforms preserving branding and messaging cohesion. Supplied with a design brief for a single large campaign students will practice conceptualization, prototyping, pre-production and content delivery within the constraints of working towards a set goal and target audience.
DESIGN 41, Industry Project
This course focuses on an industry-sponsored project driven by a real-world brief. As a capstone class, students will build on the knowledge and skills they acquired in earlier course work. Students in this course will work independently or in small teams to research, prototype, and present design concepts in collaboration with the industry partner.

DESIGN 42, Information Design
Design and presentation of information is integral to all human cultures - from pictographs to alphabet to complex data visualizations. This course presents students with the opportunity to explore visual expressions of data and information, wayfinding systems and information-based narratives. Students will learn to create visual systems, data visualizations in print and on the Web, and effective and engaging presentations.

Substantial Course Changes
DESIGN 11, Design Foundations (formerly GR DES 31)
DESIGN 12, Typography 1 (formerly GR DES 33)
DESIGN 13, Digital Design Tools (formerly GR DES 18)
DESIGN 22, Typography 2 (formerly GR DES 43)
DESIGN 23, User Experience Design 1 (formerly GR DES 61)
DESIGN 33, User Experience Design 2 (formerly GR DES 62)
DESIGN 43, Design Portfolio (formerly GR DES 50)

Distance Education
ART 53A Introduction to Wheel Throwing
DESIGN 11, Design Foundations
DESIGN 12, Typography 1
DESIGN 13, Digital Design Tools
DESIGN 21, Design Methods
DESIGN 22, Typography 2
DESIGN 23, User Experience Design 1
DESIGN 31, Interactive Advertising
DESIGN 32, Communication Design
DESIGN 33, User Experience Design 2
DESIGN 41, Industry Project
DESIGN 42, Information Design
DESIGN 43, Design Portfolio

Emergency Distance Education to Fully Online
ESL 10G Multiple Skills Preparation: Listening, Speaking, and Grammar
ESL 10W Multiple Skills Preparation: Reading and Writing
ESL 11A Basic English 1
ESL 19A English Fundamentals 1
ESL 19B English Fundamentals 2
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.

- **AMENDMENTS TO PREVIOUSLY APPROVED 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 Collier Simon</td>
<td>December 31, 2019 – June 30, 2022</td>
<td>Continue to build social content strategy and communication plan with timing and rollout details for continuing advertising programs for CCLA; create on-demand dashboard for the LA19 teams; meet with client leadership and other agency partners to provide weekly reports; create brand kits for each college; provide an influencer program to increase awareness and enrollment in career education programs. Added scope to create and execute campaign to support enrollment.</td>
<td>Strong Workforce Program (SWP) Regional Funds</td>
</tr>
<tr>
<td></td>
<td>Six-month extension of contract term. Originally to expire December 2021.</td>
<td>$99,576 increase, total contract not to exceed $2,678,526</td>
<td></td>
</tr>
<tr>
<td>2 Blackboard</td>
<td>March 31, 2019 – June 30, 2022</td>
<td>Continue to provide a comprehensive marketing and enrollment lead qualification and transfer services to support the 19 community colleges in LA County; manage marketing campaigns and social media spending; and provide specialized training on the colleges, program attributes, and transfer process to the enrollment associates who represent the college.</td>
<td>Strong Workforce Program (SWP) Regional Funds</td>
</tr>
<tr>
<td></td>
<td>Six-month extension of contract term. Originally to expire December 2021</td>
<td>$59,430 increase, total contract not to exceed $2,888,380</td>
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</tbody>
</table>
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4   CONTRACTS AND CONSULTANTS

4-A   APPROVAL OF CONTRACTS AND CONSULTANTS

¬ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS (continued)

<table>
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<tbody>
<tr>
<td>3 International Optimum Solutions, dba Kirkpatrick Enterprises International (KEI)</td>
<td>July 1, 2018 – December 31, 2021</td>
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<td></td>
<td>$85,000 increase, total contract not to exceed $540,400</td>
<td>Increase for additional classes to train ETP clients who request customized training for their industry and employee needs. Courses include Manufacturing Skills (LEAN and Six Sigma), Continuous Improvement &amp; Quality Control, Commercial &amp; Management Skills, Computer and Software Skills - all approved categories of training for ETP contractors. Scope of work and class learning outcomes are outlined by the Santa Monica College ETP Program and adhered to by KEI. Contract is based on successful performance of previous contract. Remote training platform is being used during the COVID pandemic.</td>
<td>Employment Training Panel (ETP)</td>
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<td>4 Los Angeles Economic Development Corporation (LAEDC)</td>
<td>June 7, 2018 – April 30, 2022</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>$251,000 increase, total contract not to exceed $1,303,000</td>
<td>Increase is to expand the current LAEDC Center for Competitive Workforce contract to include ten additional work-based learning opportunities for all 19 Los Angeles community colleges plus the associated administrative costs. Four-month extension of contract term. Originally to expire December 2021.</td>
<td>Strong Workforce Program (SWP) Regional Funds</td>
</tr>
</tbody>
</table>

1, 2, 3, and 4

Requested by: Sasha King, Interim Associate Dean Career Technical Education & Workforce
Approved by: Bradley Lane Ph.D., Vice President Academic Affairs
CONSENT AGENDA: 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

RENEWAL OF CONTRACT

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>GeckoEngage</td>
<td>Year 1: January 13, 2022 - January 12, 2023</td>
<td>Renewal of two-year contract for Gecko Chat+Bot.</td>
<td>2021-2022 Student Equity &amp; Achievement Program</td>
</tr>
<tr>
<td></td>
<td>Year 2: January 13, 2023 - January 12, 2024</td>
<td>Gecko Chat+Bot (aka “Pearl”) is an artificial intelligence-driven chat and bot system that helps answer queries from current and prospective students across the multiple channels they prefer, including live chat on the web, text messaging, Facebook, Twitter, WeChat, and Whatsapp. GeckoChat unifies all of these communication channels into a single cloud-based platform from which college staff/student workers answer questions as they come in. Queries are initially handled directly by Gecko Bot (Pearl), and intelligently connect them to a live agent if the answer sought is not available in the Q&amp;A knowledgebase that SMC Enrollment Services staff maintain.</td>
<td></td>
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<td></td>
<td>$40,000 per year</td>
<td>No increased cost over previous contract.</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

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

NEW CONTRACTS

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>2 Foundation for California Community Colleges</td>
<td>November 3, 2021 – June 30, 2022</td>
<td>The integration and utilization of Cornerstone, a professional development Learning Management System (“LMS”), with the existing Vision Resource Center Project (“VRCProject”). Cornerstone will provide to the District features including online training resources, reporting, training assignments and tracking, customized and automated communications, collaborative online communities, file sharing, and a flexible calendar system. Minor edits in the current MOU have been identified by the Vision Resource Center. A corrected MOU has been acknowledged and submitted back to the VRC Project for ongoing use of the platform.</td>
<td>No Cost to the District</td>
</tr>
</tbody>
</table>

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

4-B  RATIFICATION OF CONTRACTS AND CONSULTANTS

NEW CONTRACTS (continued)

<table>
<thead>
<tr>
<th>Provider/Contract</th>
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<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Rooted in Love</td>
<td>October 1, 2021 – October 15, 2021 Not to exceed $6,000</td>
<td>A consultant to develop and present a virtual workshop intended to function as an example of critical praxis (putting theory into practice), with post-presentation follow up. Workshop will be hosted for STEM Faculty in the professional learning communities under the NSF Grant (1928737) to evaluate effectiveness of equity practices designed for student success in STEM through equity-minded approaches.</td>
<td>NSF (National Science Foundation) Grant</td>
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<tr>
<td>4 Robin Harrington</td>
<td>October 10, 2021 – June 30, 2022 Not to exceed $19,000</td>
<td>A consultant to review local needs assessment and training for the Perkins V grant. The consultant will train the required advisory committee, compile data, and review core indicators to produce a comprehensive local needs assessment of all SMC Career Ed programs as required for the reauthorized grant.</td>
<td>Perkins V Grant</td>
</tr>
</tbody>
</table>

Requested by: Silvana Carrion-Palomares, Project Manager NSF Grant
Approved by: Bradley Lane Ph.D., Vice President Academic Affairs

Requested by: Sasha King, Interim Associate Dean Career Technical Education & Workforce
Approved by: Bradley Lane Ph.D., Vice President Academic Affairs
### 4-B  RATIFICATION OF CONTRACTS AND CONSULTANTS

#### NEW CONTRACTS (continued)

<table>
<thead>
<tr>
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<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terris Barnes Walters Boigon Heath Lester, Inc. (&quot;TBWBH&quot;) Jared Boigon, principal consultant</td>
<td>November 2021 – June 2022 Not to exceed $7,500 per month, plus reimbursables and travel expenses</td>
<td>TBWBH will assist the District in preparing for a potential public finance measure – strengthening the case statement, identifying appropriate strategies, suggestions on information-only messaging, building consensus, and devising an overall communications plan.</td>
<td>2021-2022 District/Auxiliary Funds</td>
</tr>
<tr>
<td>Goodwin Simon Strategic Services</td>
<td>November 3, 2021 – April 30, 2022 Not to exceed $51,070</td>
<td>Public opinion survey providing a snapshot of public support and engagement to inform master planning efforts and to inform recommendations regarding public financing of facility improvements. Activities includes focus group interviews and a survey of District voters, conducted in English and Spanish, both online via text invitation and by land and wireless telephone.</td>
<td>2021-2022 District/Auxiliary Funds</td>
</tr>
</tbody>
</table>

Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Kathryn E. Jeffery, Superintendent/President
CONSENT AGENDA:  HUMAN RESOURCES

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

ELECTION
Lopez, Jeanette, Project Manager,  Child Care Access Means Parents in School (25%)
   11/3/2021-06/30/2022

PROJECT MANAGERS (continuation of contracts)
Washington, Daniella, Veterans Resources Center Grant (50%)
   1/01/2021-06/30/2022
Yahnian, Vanan, STEM
   10/01/2021-12/31/2021

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

RETIREMENT
Douglas, Judith, Dance (46 years of service)
   12/23/2021
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6  CLASSIFIED PERSONNEL - REGULAR

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

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

ESTABLISH NEW CLASS DESCRIPTION

Associate Personnel Analyst
Classified Employee Salary Schedule, Range 42

Director of Marketing and Communications
Classified Management Employee Salary Schedule, Range M30

ESTABLISH NEW POSITION

Health Assistant (2 positions)
Health Services, 12 months, 40 hours

Program Specialist- Bilingual (1 position)
Outreach & Onboarding, 12 months, 40 hours, Varied Hours

SALARY RE-ALLOCATION

Case Management Coordinator
From: Classified Employee Salary Schedule, Range 41
To: Classified Employee Salary Schedule, Range 51

Health Assistant
From: Classified Employee Salary Schedule, Range 24
To: Classified Employee Salary Schedule, Range 26

RECLASSIFICATION

Dawson, Kerry
From: Athletic Activities Assistant, Classified Employee Salary Schedule Range 21
To: Athletic and Kinesiology Equipment Specialist, Classified Employee Salary Schedule, Range 26

Villa, Claudia
From: Athletic Activities Assistant, Classified Employee Salary Schedule Range 21
To: Athletic and Kinesiology Equipment Specialist, Classified Employee Salary Schedule, Range 26

ELECTIONS

PROMOTION

Alfaro, Nancy
From: Health Assistant, Health & Wellbeing, 11 months, 40 hours
To: Administrative Assistant I, Health & Wellbeing, 12 months, 40 hours

Rosales, Mauricio
From: Grounds Worker, Grounds
To: Grounds Equipment Operator, Grounds
PROBATIONARY/ADVANCE STEP PLACEMENT
Spence, Jingjing, Instructional Assistant - Math (Step B) 11/01/2021

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)
Raby, Emily 10/01/2021
From: Custodian, Operations, Day Shift
To: Custodian, Operations, Variable Hours Shift

CSEA EDUCATIONAL PAY DIFFERENTIAL
Wheeler, D. Brennan, Laboratory Technician - Art 1.5% 11/01/2021

POA EDUCATIONAL PAY DIFFERENTIAL
Zamora, Diana, CC Police Officer
Intermediate POST Cert. 2% 11/01/2021

SPECIAL SKILLS DIFFERENTIAL - CORRECTION
Prieto, Fabio, Student Services Assistant, Bilingual, Oral $25/mo. 12/01/18

SPECIAL SKILLS DIFFERENTIAL
Sandoval, Marisa, Program Specialist, Bilingual, Oral $25/mo. 10/01/2021
Davis-Ludlow, Eloisa, Student Services, Bilingual, Oral/Written - $35/mo. 10/01/2021

TEMPORARY ASSIGNMENT/CHANGE STATUS FROM PROVISIONAL TO SUBSTITUTE LIMITED TERM
Kalinec, Gustavo 06/16/2021 – 10/22/2021
From: Enterprise Business Clerk, Auxiliary Services 10/23/2021 – 11/15/2021*
To: Enterprise Business Specialist, Auxiliary Services
Percentage: More than 50%
*extension of working out of class assignment

Thomas, Sharon 09/20/2021 to 10/29/2021
From: Administrative Assistant II
To: Class Scheduling Specialist
Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)
Ng, Jonathan 10/01/2021 to 12/17/2021*
From: Senior Graphic Designer 01/03/2022 to 02/22/2022
To: Marketing Design Coordinator
Percentage: More than 50%
*assignment and dates adjusted from October 5, 2021 Board meeting

Padilla, Delia 5/12/2021 to 9/14/2021
FROM: Human Resources Technician
TO: Human Resources Analyst – Employee and Labor Relations (Confidential)
Percentage: More than 50%

Robinson, Rhonda 06/16/2021 – 10/22/2021
From: Enterprise Business Specialist, Auxiliary Services 10/23/2021 – 11/15/2021*
To: Payroll Specialist, Fiscal Services
Percentage: More than 50%
*extension of working out of class assignment
Singha, Samanta
FROM: Student Services Clerk
TO: Enrollment Services Specialist
Percentage: More than 50%

Trautwein, Paul
From: Web Services Coordinator
To: Web Content and Social Media Manager
Percentage: More than 50%
*assignment and dates adjusted from October 5, 2021 Board meeting

Trautwein, Paul
From: Web Services Coordinator
To: Director of Web and Social Media Strategy
Percentage: More than 50%

**LEAVE OF ABSENCE – UNPAID**
Eazell, Sara, Class Scheduling Specialist, Academic Affairs
Solis, Kathleen, Sign Language Interpreter III, DSC

**SEPARATION**
Victorin, Anthony J.
Enterprise Business Clerk, Auxiliary Services (21 years)

**RESIGNATION**
Goodlow, James N. Administrative Clerk, Human Resources
*end date adjusted from October 5, 2021 Board meeting
**CONSENT AGENDA: HUMAN RESOURCES**

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

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

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

**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>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdulhafiz, Meymuna</td>
<td>Student Services Clerk, Health Services</td>
<td>08/30/2021-10/29/2021</td>
<td>08/30/2021-02/28/2022</td>
</tr>
<tr>
<td>Alexander, Natasha</td>
<td>Cosmetologist Assistant, Health Services</td>
<td>10/11/2021-02/01/2022</td>
<td></td>
</tr>
<tr>
<td>Braden, John J.</td>
<td>Theatre Technical Specialist, Facilities</td>
<td>08/02/2021-06/30/2022</td>
<td>08/02/2021-10/04/2021</td>
</tr>
<tr>
<td>Brown, Carla</td>
<td>Student Services Clerk, Health Services</td>
<td>08/30/2021-10/29/2021</td>
<td></td>
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<tr>
<td>Campos, Alonzo</td>
<td>Student Services Clerk, Health Services</td>
<td>09/14/2021-10/29/2021</td>
<td>09/14/2021-02/28/2022</td>
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<tr>
<td>Eichen, John</td>
<td>Student Services Clerk, Health Services</td>
<td>08/30/2021-10/29/2021</td>
<td>08/30/2021-02/28/2022</td>
</tr>
<tr>
<td>Espinoza III, Carlos</td>
<td>Health Assistant, Health Services</td>
<td>08/31/2021-11/30/2021</td>
<td>08/31/2021-10/18/2021</td>
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<tr>
<td>Jovel, Natalie</td>
<td>Student Services Assistant, Student Success &amp; Support</td>
<td>10/11/2021-02/28/2022</td>
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<tr>
<td>Khachmanyan, Arshak</td>
<td>Stage Construction Tech, Theatre Arts</td>
<td>07/01/2021-12/31/2021</td>
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<tr>
<td>Lopez, Vanessa</td>
<td>Student Services Clerk, Health Services</td>
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<td>08/30/2021-02/28/2022</td>
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<td>Munoz, Maria (Angela) D.</td>
<td>Student Services Clerk, Health Services</td>
<td>08/31/2021-10/29/2021</td>
<td>08/31/2021-02/28/2022</td>
</tr>
<tr>
<td>Padilla Jr., Joel</td>
<td>Student Services Clerk, Health Services</td>
<td>09/28/2021-10/29/2021</td>
<td>09/28/2021-02/28/2022</td>
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<tr>
<td>Salgueiro, Jorge H.</td>
<td>Health Assistant, Health Services</td>
<td>10/11/2021-11/30/2021</td>
<td></td>
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<tr>
<td>Van Hemelrijck, Erin</td>
<td>Health Assistant, Health Services</td>
<td>10/22/2021-11/30/2021</td>
<td></td>
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<tr>
<td>Zakarian, Alexander</td>
<td>Student Services Assistant, Student Success &amp; Support</td>
<td>10/26/2021-02/28/2022</td>
<td></td>
</tr>
</tbody>
</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.

Austin, Harald, Student Services Clerk, Health Services
From: 08/30/2021-10/29/2021
To: 08/30/2021-02/28/2022

Robles, Jr., Jose, Student Services Clerk, Health Services
From: 08/30/2021-10/29/2021
To: 08/30/2021-02/28/2022

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

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

STUDENT EMPLOYEES
College Student Assistant, $15.00/hour (STHP) 19
College Work-Study Student Assistant, $15.00/hour (FWS) 8

SPECIAL SERVICE
Art Model with Costume, $30.00/hour 9
Community Services Specialist I, $35.00/hour 3
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 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

9-A CONTRACTOR SUBSTITUTION REQUEST – SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2
Acceptance of Icon West, Inc. Subcontractor Substitution Request on the SMC Malibu Center and Sheriff Substation Project Phase 2.

Listed Subcontractor
D&M Painting, Inc.

Requested Substitution
Borbon, Inc.

Comment: Icon West, Inc., the General Contractor for the SMC Malibu Center and Sheriff Substation Project Phase 2, has requested to substitute their listed subcontractor, D&M Painting, Inc. with Borbon, Inc. to perform the painting portion of the project. Per the general condition of the contract, the District’s consent to contractor’s substitution of a listed subcontractor shall not relieve contractor from its obligation to complete the work within the contract time and for the contract price.

9-B CHANGE ORDER NO. 1 – SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2
Change Order No. 1 – Icon West, Inc., for the SMC Malibu Center and Sheriff Substation Project Phase 2 in the amount of $56,013.

| Original Contract Amount | $ 33,933,420 |
| Change Order No. 1 | $ 56,013 |
| Revised Contract Amount | $ 33,989,433 |

Total Change Orders represents 0.002% of the original contract.

Funding Source: Measure V

Comment: Change Order No. 1 accounts for construction services per Los Angeles County/Los Angeles Sheriff request for the SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2 in order to add a remote fire alarm annunciator panel at the Staff Control Room inside the jail and power and data for the Live Scan area inside Sheriff Substation for the lighting and camera equipment that will be furnished by Sheriff Department. The amendment also includes the specification of the revised paint system Vitrocem Polyester Surface Coating Resin in six rooms inside Sheriff Substation.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES (continued)

9-C AMENDMENT NO. 7 TO AGREEMENT FOR ARCHITECT SERVICES – SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2
Amendment No. 7 - QDG Architect for the Malibu Center and Sheriff Substation Project Phase 2 in the amount of $18,400.

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Original Contract Amount</th>
<th>Revised Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,285,300</td>
<td>$1,285,300</td>
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<tr>
<td>2</td>
<td>$123,000</td>
<td>$1,408,300</td>
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<tr>
<td>2</td>
<td>$174,700</td>
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<td>3</td>
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<td>5</td>
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<td>6</td>
<td>$395,477</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>$18,400</td>
<td></td>
</tr>
</tbody>
</table>

Funding Source: Measure V

Comment: Amendment No. 7 accounts for architectural and engineering services per Los Angeles County/Los Angeles Sheriff Department’s request for the SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2 to add a remote fire alarm annunciator panel at the Staff Control Room inside the jail and power and data for the Live Scan area inside Sheriff Substation for the lighting and camera equipment that will be furnished by Sheriff Department. The amendment also includes the specification of the revised paint system Vitrocem Polyester Surface Coating Resin in six rooms inside Sheriff Substation.

9-D CHANGE ORDER NO. 1 and 2 – DRESCHER HALL AIRHANDLER UNIT REPAIR
Change Order No. 1 and 2 – BON AIR, INC., in connection with the DRESCHER HALL AIRHANDLER UNIT REPAIR project in the amount of $8,476.

<table>
<thead>
<tr>
<th>Change Order No.</th>
<th>Original Contract Amount</th>
<th>Revised Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$108,000</td>
<td>$116,476</td>
</tr>
<tr>
<td>2</td>
<td>$4,732</td>
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</tr>
<tr>
<td>2</td>
<td>$3,744</td>
<td></td>
</tr>
</tbody>
</table>

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: Change Order No.1: Additional 4 actuators
Change Order No.2: Remove/Relocate Inlet Vanes
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES (continued)

9-E AGREEMENT FOR ARCHITECT SERVICES – IN CONNECTION WITH 2021-22 SCHEDULED MAINTENANCE PROJECTS

Enter into an agreement with RACHLIN PARTNERS for architectural services for the following 2021-2022 scheduled maintenance projects:

1. Roof Repair and Replacement $179,291
2. HVAC Repair and Ionization Upgrade $163,115
3. Water Pump/Backflow Repair $ 20,362
4. Emergency Lighting Repair/Replace $ 20,362

TOTAL $383,130

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: Roofing repairs include Student Health, Broad Stage, Gym/Pavilion, Drescher Hall, Science, Library and Emeritus. HVAC repairs include Business, Library, Broad Stage, Central Plants, and Bundy.

9-F CHANGE ORDER NO. 1 and 2 – 2714 PICO ROOFING PROJECT

Change Order No. 1 and 2 – BEST CONTRACTING SERVICES, INC., in connection to the 2714 Pico Roofing Project in the amount of $27,293.94.

Original Contract Amount $ 496,700.00
Change Order No. 1 $ 440.54
Change Order No. 2 $ 26,853.40
Revised Contract Amount $ 523,993.94

Total Change Orders represent 5.50% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: Change Order No. 1 – Permit Fees
Change Order No. 2 – Repair Dry Rot Rafters
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES (continued)

9-G (1) RESOLUTION FOR EMERGENCY REPAIRS – CENTRAL PLANT CHILLED WATER LOOP

The Board of Trustees hereby resolves the following:

WHEREAS, the HVAC system is integral to the operation of the college facilities and a leak has been discovered; and

WHEREAS, failure to repair the leak immediately will increase damage to the facilities and may cause suspension of classes; and

WHEREAS, Public Contract Code Section 20654 provides that public agencies may, with the unanimous approval of the governing board and approval of the county superintendent of schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life and property;

THEREFORE, BE IT HEREBY RESOLVED, that the Santa Monica Community College District Board of Trustees has determined that these circumstances constitute an emergency condition and requests approval from the County Superintendent of Schools to enter into contracts for Repair of the Central Plant Chilled Water Loop which includes cutting into the wall, removal and replacement of the leaking flange and return of the surroundings to their previous condition.

9-G (2) AWARD OF CONTRACT FOR EMERGENCY REPAIRS

Award of contract to Suttles Plumbing Inc. in the amount of $23,900 Repair of the Central Plant Chilled Water Loop which includes cutting into the wall, removal and replacement of the leaking flange and return of the surroundings to their previous condition.

This contract awarded pursuant to Emergency Contracting Procedures (PCC 20654).

Funding Source - District Capital Funds

Comment: The scope of work included the cost for technician labor hours, as well as materials and equipment related to the repair of the Central Plant Chilled Water Loop.
RECOMMENDATION NO. 10-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

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

Title of Grant: 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 and Development Bio, a California corporation (UCLA)
Augmentation Amount: $229,508
Matching Funds: Not Applicable
Performance Period: July 1, 2020 to June 30, 2023
Summary: This project is a partnership between UCLA and Santa Monica College. In this project we are adapting the research deconstruction pedagogy and incorporating it into established gateway courses for STEM majors, general biology and chemistry courses for non-stem majors. Funding will help determine the impact on student learning and engagement in STEM. In addition to monitoring course performance and equity gaps, we will use pre/post course surveys 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>$229,508</th>
</tr>
</thead>
<tbody>
<tr>
<td>8800 Other Local</td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td>1000 Academic Salaries</td>
<td>$131,631</td>
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<tr>
<td>2000 Non-Academic Salaries</td>
<td>$25,975</td>
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<tr>
<td>3000 Employee Benefits</td>
<td>$51,452</td>
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<tr>
<td>4000 Supplies &amp; Materials</td>
<td>$8,250</td>
</tr>
<tr>
<td>5000 Other Operating Expenditures</td>
<td>$0</td>
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<tr>
<td>6000 Capital Outlay</td>
<td>$12,200</td>
</tr>
<tr>
<td>7300 Other Outgo/Indirect</td>
<td>$0</td>
</tr>
<tr>
<td>7600 Student Aid</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$229,508</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

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

| Title of Grant: | Strong Workforce Program – Regional Share Round 3: Fiscal Year 2019-2020 |
| Granting Agency: | California Community Colleges Chancellor’s Office |
| Award Amount: | ($40,000) (Amended Allocation $4,840,712) |
| Matching Funds: | Not applicable |
| Performance Period: | July 1, 2019 – December 31, 2021 |
| Summary: | The Strong Workforce Program regional funds require colleges to collectively increase specific metrics that include the quantity of career technical education (CTE) enrollments, courses, programs, job placement, and wage gains while also improving the quality of Career Education (CE). Due to budget reallocation between program participants, the allocation to Santa Monica College was reduced by $40,000. |

| Budget: | Restricted Fund 01.3 |
| Revenue | State ($40,000) |
| Expenditures | |
| 1000 | Academic Salaries $0 |
| 2000 | Non-Academic Salaries $0 |
| 3000 | Employee Benefits $0 |
| 4000 | Supplies & Materials $0 |
| 5000 | Other Operating Expenditures ($40,000) |
| 6000 | Capital Outlay $0 |
| 7300 | Other Outgo/Indirect $0 |
| 7600 | Student Aid $0 |
| Total | ($40,000) |
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 10-C  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

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

Title of Grant:  Strong Workforce Program – Local Share Round 5: Fiscal year 2021-2022
Granting Agency:  California Community Colleges Chancellor’s Office
Augmentation Amount:  $122,569 (Amended Allocation $1,225,686)
Matching Funds:  Not applicable
Performance Period:  July 1, 2021 – June 30, 2023
Summary:  The Local share of the Strong Workforce Program funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, completions, job placements, and wage gains while working to improve the quality of CTE.

In consideration of the economic conditions that resulted from the Covid-19 Pandemic which directly impacted the SWP formula factors – unemployment rate, CTE FTES, and job openings - the Chancellor’s Office has elected to calculate both the 2021-22 Base Allocation and 17% Incentive Funding using the same data factors as fiscal year 2020-21. These funds will be used in program investments to target and support outcomes that increase the annual number of students who earn degrees, credentials, certificates or specified skill sets to prepare them for an in-demand job; increase the number of students transferring annually to a UC or CSU; increase the average number of units accumulated by students earning associates degrees; increase the percentage of CTE students who report being employed in their field of study; and reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of narrowing achievement gaps.

Budget Augmentation:

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>8600</td>
<td>1000 Academic Salaries $ 44,000</td>
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<tr>
<td>2000</td>
<td>2000 Non-Academic Salaries $ 46,366</td>
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<tr>
<td>3000</td>
<td>3000 Employee Benefits $ 27,300</td>
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<tr>
<td>4000</td>
<td>4000 Supplies &amp; Materials $ 0</td>
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<tr>
<td>5000</td>
<td>5000 Other Operating Expenditures $ 0</td>
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<tr>
<td>6000</td>
<td>6000 Capital Outlay $ 0</td>
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<tr>
<td>7300</td>
<td>7300 Other Outgo/Indirect $ 4,903</td>
</tr>
<tr>
<td>Total</td>
<td>Total $122,569</td>
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</tbody>
</table>
RECOMMENDATION NO. 10-D  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Requested Action: Approval/Ratification
Requestor: Sherri Lee-Lewis, Vice President, Human Resources
Reviewed by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

<table>
<thead>
<tr>
<th>Title of Grant:</th>
<th>Equal Employment Opportunity (EEO) Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granting Agency:</td>
<td>California Community Colleges Chancellor’s Office (CCCCO)</td>
</tr>
<tr>
<td>Augmentation Amount:</td>
<td>$50,000</td>
</tr>
<tr>
<td>Matching Funds:</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>July 1, 2021 with no expiration date.</td>
</tr>
<tr>
<td>Summary:</td>
<td>The purpose of Equal Employment Opportunity (EEO) Fund Allocation is to support robust educational and training programs to ensure that barriers to equal employment opportunity are eliminated and all persons receive an equal opportunity to compete for employment and promotion within the community college district. Santa Monica College was awarded $50,000 in EEO funds for fiscal year 2021-2022. The funds will support outreach and recruitment for all employment groups, development of publications and trainings focused on equal employment opportunity and EEO related issues (discrimination, anti-bias, etc.) as well as ongoing EEO training for screening committees, EEO representatives, and professional development for staff.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Augmentation:</th>
<th>Restricted Fund 01.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
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<tr>
<td>8600</td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Expenditures</td>
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</tr>
<tr>
<td>1000 Academic Salaries</td>
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</tr>
<tr>
<td>2000 Non-Academic Salaries</td>
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</tr>
<tr>
<td>3000 Employee Benefits</td>
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<tr>
<td>4000 Supplies &amp; Materials</td>
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<tr>
<td>6000 Capital Outlay</td>
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<tr>
<td>7300 Other Outgo</td>
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<tr>
<td>7600 Student Aid</td>
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<td>Total</td>
<td>$ 50,000</td>
</tr>
</tbody>
</table>
RECOMMENDATION NO. 10-E  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Requested Action: Approval/Ratification
Requestor: Teresita Rodriguez, Vice President, Enrollment Development
Reviewed by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: Santa Monica College Promise (SMCP)
Granting Agency: California Community Colleges Chancellor’s Office
Augmentation Amount: $740,818 (Original Award: $1,691,570)
Matching Funds: N/A
Performance Period: July 1, 2020 to June 30, 2022
Summary: Santa Monica College Promise is funded under AB 19 (Santiago) California College Promise which focuses on improving college readiness, increasing completion rate and closing achievement gaps.
On July 28, 2021, the Chancellor’s Office issued a memorandum removing the requirement to spend down proposition 98 funds within the same year of allocation. The California Promise fiscal year 2020-2021 balance of $740,818 is being submitted for approval to be spent down for fiscal year 2021-2022. Santa Monica College will meet the AB 19 goals by providing first time, full-time students waivers for health fees, ASB fees, student ID fees and enrollment fees.

Budget Augmentation: Restricted Fund 74.0
Revenue
8600  State  $ 740,818
Expenditure
1000  Academic Salaries  $ 0
2000  Non-Academic Salaries  $ 0
3000  Employee Benefits  $ 0
4000  Supplies & Materials  $ 0
5000  Other Operating Expenditures  $ 0
6000  Capital Outlay  $ 0
7500  Financial Aid  $ 740,818
Total  $ 740,818
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-F  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Requested Action: Approval/Ratification
Requestor: Teresita Rodriguez, Vice President, Enrollment Development
Reviewed by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: TRIO – Upward Bound
Granting Agency: US Department of Education
Augmentation Amount: ($40,000) (Amended Award $1,421,832)
Matching Funds: Not Applicable
Performance Period: September 1, 2017 – August 31, 2022
Summary: The TRIO/Upward Bound grant is a pre-college program funded by the U.S. Department of Education under Title IV of the Higher Education Act of 1965. It is designed to encourage high school students from low-income families and from a home where neither parent graduated from college, to develop the skills and motivation necessary for success in post-secondary education and beyond. Since the beginning of the pandemic, the TRIO Upward Bound program has been unable to conduct field trips and other in-person activities included in the budget at the time of award. As a result of not being able to conduct in-person activities, the US Department of Education has decreased the overall budget in the amount of $40,000.

Budget Augmentation: Restricted Fund 01.3
Revenue
8800 Other Local ($ 40,000)
Expenditures
1000 Academic Salaries ($ 9,600)
2000 Non-Academic Salaries ($ 1,200)
3000 Employee Benefits ($ 5,000)
4000 Supplies & Materials ($ 2,600)
5000 Other Operating Expenditures ($ 16,600)
6000 Capital Outlay ($ 5,000)
7300 Other Outgo/Indirect $ 0
7600 Student Aid $ 0
Total ($ 40,000)
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-G  ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)

Requested Action: Approval/Ratification
Requestor: Michael Tuitasi, Vice President, Student Affairs
Reviewed by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: Disabled Students Programs and Services (DSPS)
Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)
Augmentation Amount: $63,701 (Amended Amount: $2,463,342)
Matching Funds: $15,925 (Amended Amount: $86,934)
Performance Period: July 1, 2021 – June 30, 2022
Summary: The DSPS program provides support services, specialized instruction, and education accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers.
Santa Monica College (SMC) received a revised allocation on October 13, 2021 from the Chancellor’s Office which provides additional funding in the amount of $63,701 to the Deaf and Hard of Hearing program. SMC will use the funds to provide interpreter services for the hearing-impaired.

Budget Augmentation: Restricted Fund 01.3
Revenue
8600  State $ 63,701
Expenditures
1000  Academic Salaries $ 0
2000  Non-Academic Salaries $ 0
3000  Employee Benefits $ 0
4000  Supplies & Materials $ 0
5000  Other Operating Expenditures $ 63,701
6000  Capital Outlay $ 0
7300  Other Outgo $ 0
7600  Student Aid $ 0
Total $ 63,701
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 11     BUDGET TRANSFERS

11-A     FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period: July 1, 2021 through September 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>24,000</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>5,064</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>28,070</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>21,699</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>85,548</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>-164,381</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. 12 COMMERCIAL WARRANT REGISTER
Approved by: Christopher M. Bonvenuto, Vice-President Business and Administration
Requested Action: Approval/Ratification

Commercial Warrant Register
September 2021 49369 through 82546

ACH Numbers
September 2021 34575 through 37397

Total $17,726,645.74

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

RECOMMENDATION NO. 13 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
September 2021 C1B – C2C $11,339,502.20

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

RECOMMENDATION NO. 14 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
September 2021 Covered by check & voucher numbers: 027721-027982 & 02685-02609

- Bookstore Fund Payments $328,638.39
- Other Auxiliary Fund Payments $52,502.63
- Trust and Fiduciary Fund Payments $381,815.58
  $762,956.60

Purchase Orders issued
September 2021 $242,746.81

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.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ORGANIZATIONAL MEMBERSHIPS
Requested Action: Approval/Ratification
Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

<table>
<thead>
<tr>
<th>Organizational Memberships</th>
<th>Number of Memberships</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2021</td>
<td>7</td>
<td>$67,042</td>
</tr>
</tbody>
</table>

Funding Sources: General Fund, Fund 01.0

<table>
<thead>
<tr>
<th>Organizational Memberships</th>
<th>Number of Memberships</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2021</td>
<td>1</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

Funding Sources: Restricted Fund, Fund 01.3

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

RECOMMENDATION NO. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION
Requested Action: Approval/Ratification
Requested by: Scott Silverman, Interim Dean, Noncredit and External Programs
Patricia Ramos, Dean, Academic Affairs
Approved by: 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. 17 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>Nathalie Laille, Faculty Coordinator for DSPS</td>
</tr>
<tr>
<td>Lopez, Jeanette, Project Manager, Child Care Access Means Parents in School</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.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 PURCHASING
Requested Action: Approval/Ratification
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

18-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.

September 2021 $59,534,716.64
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: RESOLUTION: VETERANS AWARENESS WEEK

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of Veterans Awareness Week, November 8-12, 2021.

WHEREAS, the United States Congress has declared the second week of November as National Veterans Awareness Week since 2000 to emphasize the need to develop educational programs regarding the contributions of veterans to the country; and

WHEREAS, the United States Department of Veterans Affairs, as well as many other education-focused organizations have produced educator’s guides, which advocate multiple ways to recognize veterans and teach youth about veterans; and

WHEREAS, many veterans continue to serve their country in public schools and colleges as teachers, classified professionals, and other school employees providing valuable instructional and support services to the schools and students of Santa Monica College; and

WHEREAS, the veterans on staff deserve recognition for their continued service to the future of our country and education and safety of the students of Santa Monica College; and

WHEREAS, the veterans on staff can best provide a meaningful personal connection between the students of the Santa Monica College, Armed Forces veterans and service to our country;

THEREFORE, BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees declares the week of November 8-12, 2021, as Veterans Awareness Week at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the continued contributions and sacrifices of the Armed Forces veterans in the community, especially students who are veterans, teachers, classified professionals, and employees at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District supports the program utilizing Armed Forces students who are veterans and veterans on staff to educate the students of Santa Monica College about the sacrifices and contributions of the Armed Forces veterans.

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

#### RECOMMENDATION NO. 20

**SUBJECT:** REAPPOINTMENT TO PERSONNEL COMMISSION

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

**REQUESTED ACTION:** It is recommended that the Board of Trustees reappoint Dr. Joe Metoyer to the SMC Personnel Commission for a three-year term, December 1, 2021 through December 1, 2024.

**SUMMARY:** The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees of the District; and the fifth member is appointed by the four appointed commissioners.

**MOTION MADE BY:**

**SECONDED BY:**

**ADVISORY:**

**AYES:**

**NOES:**
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: 2021-2022 QUARTERLY BUDGET REPORT AND 311Q

SUBMITTED BY: Vice-President, Business and Administration


COMMENT: The Board of Trustees is presented on a quarterly basis with a set of financial statements for the general fund along with the quarterly 311Q report required by the Chancellor’s Office.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
XII. BOARD COMMENTS

XIII. ADJOURNMENT

The meeting will be adjourned in memory of:

- Mario Ayala, father of Lydia Ayala, Assistant Director of Athletics
- Donna Rader, mother of Board Chair Rob Rader
- Carol Perez Ollarsaba and Petra Perez, aunt and grandmother respectively of Summer Samano, SMC Police Officer
- The Honorable Colin Luther Powell, an American statesman, diplomat, and four-star general who was the first African-American Secretary of State
- Roger Thornton, community leader.
- Robert Whitaker, father of Tammara Whitaker, Associate Dean of Online Services and Support

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, December 7, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.