MINUTES
SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, MARCH 2, 2021

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Via Zoom Conference

The complete minutes may be accessed on the
Santa Monica College website:
https://www.smc.edu/administration/governance/board-of-trustees/meetings.php
A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, March 2, 2021. The meeting will be conducted via Zoom Webinar.

I. ORGANIZATIONAL FUNCTIONS - 5:02 p.m.

- CALL TO ORDER
  Rob Rader, Chair - Present
  Dr. Louise Jaffe, Vice-Chair - Present
  Dr. Susan Aminoff - Present
  Dr. Nancy Greenstein - Present
  Dr. Margaret Quiñones-Perez – Excused Absence
  Dr. Sion Roy - Present
  Barry A. Snell - Present
  Joshua Elizondo, Student Trustee – Present (for public session)

- 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-ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(4)): Initiation of litigation: 2 potential cases.

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(2)):
Garth Trinidad v. Santa Monica Community College District

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9)
Santa Monica Community College District v. Clive Wilkinson Architects, Inc., Los Angeles Superior Court, Case No. 20SMCV01637.

III. PUBLIC SESSION – ORGANIZATIONAL FUNCTIONS – 6:40 p.m.

- PLEDGE OF ALLEGIANCE – Lisa Rose
1. In accordance with Education Code Section 87608.5, the Board of Trustees voted not to enter into a contract for the following academic year for a contract employee working on a second year contract.

Prior to making this determination, and in accordance with Education Code Section 87607, the Board of Trustees determined:

1. The employee has been evaluated in accordance with the evaluation standards and procedures established in accordance with the provisions of Education Code Section 87660-87683.

2. The Board of Trustees has received statements of the most recent evaluations.

3. The Board of Trustees has received recommendations of the Superintendent/President.

4. The Board of Trustees considered the statement of evaluation and the recommendations at its lawful meeting on March 2, 2021.

5. The Board of Trustees directed that, in accordance with Education Code Section 87610, written notice of its decision and the reasons therefore shall be given to the employee on or before March 15, 2021.

The roll call vote was as follows:

Dr. Susan Aminoff Aye
Dr. Nancy Greenstein Aye
Dr. Louise Jaffe Aye
Dr. Margaret Quinones-Perez Absent
Rob Rader Aye
Dr. Sion Roy Aye
Barry Snell Aye

2. In accordance with Education Code Section 87608.5, the Board of Trustees voted not to enter into a contract for the following academic year for a contract employee working on a second year contract.

Prior to making this determination, and in accordance with Education Code Section 87607, the Board of Trustees determined:

1. The employee has been evaluated in accordance with the evaluation standards and procedures established in accordance with the provisions of Education Code Section 87660-87683.

2. The Board of Trustees has received statements of the most recent evaluations.

3. The Board of Trustees has received recommendations of the Superintendent/President.

4. The Board of Trustees considered the statement of evaluation and the recommendations at its lawful meeting on March 2, 2021.
5. The Board of Trustees directed that, in accordance with Education Code Section 87610, written notice of its decision and the reasons therefore shall be given to the employee on or before March 15, 2021.

The roll call vote was as follows:

Dr. Susan Aminoff Aye
Dr. Nancy Greenstein Aye
Dr. Louise Jaffe Aye
Dr. Margaret Quinones-Perez Absent
Rob Rader Aye
Dr. Sion Roy Aye
Barry Snell Aye

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: None

IV. SUPERINTENDENT’S REPORT

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES
- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. CONSENT AGENDA

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

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XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

There will be a special meeting/Board Study Session held on Tuesday, March 16, 2021 at 5 p.m. The meeting will be conducted via Zoom Webinar.

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

• COVID-19 Update
  • The Emergency Operations Team (EOT) is feeling very optimistic with the stabilization of COVID-19 cases, the reduction in hospitalizations and the rollout of the vaccination.
  • L.A. County guidelines related to protocols for higher education serve as a planning tool for the EOT to establish some priorities. Two recent changes provide for the following: (1) any student who comes on campus for any type of permitted activity will be required to get immunization for influenza unless they have a personal medical condition; and (2) opening of art design and theater arts studios, music practice rooms for individuals or groups of four or less, activities that fulfill academic requirements, access to film equipment and other post production facilities for individual students or small groups, outdoor study and support sessions for students who need additional academic or social support with a limit of 10 people per group. Libraries for in-person services limited to 25 percent capacity, and the use of outdoor recreational sports facilities for permitted activities such as conditioning, and low contact competition sports. All safety protocols must still be followed. The College will consider the County guidelines in its planning to move forward.
  • The EOT is preparing departments by providing COVID-19 safety training and help them create and implement a safety plan specific to their activities.
  • In February, there were four COVID-19 cases at SMC – three staff and one student (three were off campus, one was on campus). Currently, positive cases at SMC total 65 (59 were off campus, six were on campus).
  • The facility managers and operations department and the safety and risk management department recently completed a campus safety survey for all district buildings to identify the administrative and engineering controls needed to safely open the district. Administrative controls include interior and exterior signage, enhanced cleaning and disinfecting sanitizing schedule, social distancing guidelines. Engineering controls include plexiglass barriers and building system upgrades for improved indoor air quality.
  • The next step in addressing the impact of COVID-19 will be to send out surveys to college staff and students. Vice-President Mike Tuitasi is chairing the Presidential Task Force which will review the results of the surveys, conduct an analysis and make recommendations to the Superintendent/President on all aspects of the college moving forward. Meetings will continue to be held with the college community to discuss plans for Fall 2021.

Jack Kent Cooke Foundation Scholarship: Out of 1,500 applicants attending 398 community colleges in 44 states and the District of Columbia, the following five SMC students have been selected as semifinalists for the Jack Kent Cooke Undergraduate Transfer Scholarship:
  Tara Aiache Reynaud
  Alexis Gosselin Escamilla
  Miria Bowers
  Semra Estifanos
  Joshua Elizondo

Budget: Vice-President of Business and Administration Christopher Bonvenuto presented a budget update which included the following:
  • SB 85 – Early Action Package
  • Cash Deferrals
  • 2019-2020 Recalculation
  • 2020-2021 P1
  • 2019-2020 Recal and P1

Link to: Budget Update presentation
• Spring 2021 Enrollment
A couple of weeks into the Spring 2021 semester and there is significant attrition of enrollment since opening day – from being about 2.66 percent behind two weeks ago to 5.21 percent behind today. There is a similar pattern for nonresident enrollment. Enrollment Development is beginning to analyze how to address the issue of losing students and how to re-engage with the population of students lost due to COVID and visa issues. Late start classes will be scheduled, and the international Students Office staff is working closely with international students who may want to enroll in those classes.

The college will start awarding CARES/HEERF (Emergency Relief) funds to qualified students which will help them with difficulties they are having due to the COVID disruption and stay enrolled.

A group comprising faculty, staff and managers will be engaged in developing a five-year enrollment management plan through the spring semester, with the goal of having a published document by fall 2021.

• Institutional Flex and Professional Development Days, March 18 and 19, 2021
The Academic Senate Professional Development Committee and the Classified Professional Development Committee have been actively engaged in planning Institutional Flex and Professional Development Days, March 18 and 19, 2021. A majority of the sessions will be live, but they will be recorded and placed on the HR Professional Development website as a professional development library of opportunities. The Flex day sessions will be centered on theme of equity as an imperative using four areas of the equity framework – authentic communication, humility change management, high impact practices and anti-racist practices. Workshops leaders include Dr. Frank Harris, Dr. Laura Rendon, Dr. Karen Gunn.
VIII. CONSENT AGENDA

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

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

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

MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

IX. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

February 2, 2021 (Regular Meeting)
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 2    NEW COURSES AND DEGREES, FALL 2020

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

New Courses

BUS 34B Digital Marketing Applications (cross-listed with CIS 70)
Digital marketing enables an individual or business to promote an organization, brand, product or service using a variety of online marketing strategies: content marketing, social media marketing, search engine marketing and e-marketing. Numerous tools and applications are utilized to deliver these strategies, such as a content management system; blogging; content creators and editors for images, posts and videos; crowdsourcing; podcasting; RSS feed and directories; social media business accounts and ad managers, like Facebook Ad Manager; search engine advertising, like Google Ads; SEO techniques and tools; third party tracking and analytics tools, such as Google Analytics; email and direct message marketing; and event promotion. This course provides the skills to use these tools and applications for a successful digital marketing campaign.

Approved for Online in an Emergency Context Only

HEBREW 2 Elementary Hebrew II
NURSNG 1 Fundamentals of Nursing Concepts 1
NURSNG 1L Fundamentals of Nursing Concepts 1 Lab
NURSNG 2 Fundamentals of Nursing Concepts 2
NURSNG 2L Fundamentals of Nursing Concepts 2 Lab
TH ART 14 Beginning Stage Combat
VAR PE 9V Varsity Basketball for Men
VAR PE 14V Varsity Cross Country for Men
VAR PE 14W Varsity Cross Country for Women
VAR PE 21V Varsity Football for Men
VAR PE 43V Varsity Soccer for Men
VAR PE 43W Varsity Soccer for Women
VAR PE 45W Varsity Softball for Women
VAR PE 48V Varsity Swimming and Diving for Men
VAR PE 48W Varsity Swimming and Diving for Women
VAR PE 50V Varsity Water Polo for Men
VAR PE 50W Varsity Water Polo for Women
VAR PE 54W Varsity Tennis for Women
VAR PE 56V Varsity Track and Field for Men
VAR PE 56W Varsity Track and Field for Women
VAR PE 57V Varsity Volleyball for Men
VAR PE 57W Varsity Volleyball for Women
VAR PE 59W Varsity Beach Volleyball for Women
Distance Education

ACCTG 16 Taxation of Corporations, Partnerships, Estates and Trusts
BUS 51 Intercultural Business Communication
BUS 54 International Management
BUS 56 Understanding the Business of Entertainment
BUS 62 Human Relations and Ethical Issues in Business
BUS 72 Organizational Management and Leadership
ENGL 18 Children’s Literature
ENGL 57 Latin-American Literature
HEALTH 905 Providing Care to Older Adults
HEALTH 906 Communication with Older Adults
HEALTH 907 Wellness in Older Adults
PSYCH 6 Marriage, Family, and Human Intimacy
PSYCH 19 Social Psychology
PSYCH 40 Environmental Psychology (cross-listed with ENVRN 40)

Course Deactivations

WGS 80 Women’s, Gender, and Sexuality Studies Leadership Practicum
Comment: This course is no longer needed because the SMC Associate in Arts (AA) degree in Women’s and Gender Studies was converted to an Associate in Arts for Transfer (AA-T) in Gender Studies. The transfer degree curriculum does not include this leadership practicum course.

New Programs

Advanced English as a Second Language Certificate of Competency
This Noncredit Certificate of Competency in Advanced ESL assists advanced ESL learners in developing listening, speaking, reading, and writing skills to communicate effectively in situations they encounter at work, school, and in the community. The Noncredit Certificate of Competency in Advanced ESL prepares students to progress on a career path of their choice and/or to undertake degree-applicable or non degree-applicable credit courses.

Beginning English as a Second Language Certificate of Competency
This Noncredit Certificate of Competency in Beginning ESL assists beginning ESL learners in developing basic listening, speaking, reading, and writing skills to communicate in familiar situations they encounter at work, school, and in the community. The Noncredit Certificate of Competency in Beginning ESL prepares students to progress on a career path of their choice and/or to undertake degree-applicable or non degree-applicable credit courses.

ESL for College and Career Pathways Certificate of Competency
This Noncredit Certificate of Competency in ESL for College and Career Pathways assists non-native English speakers in developing English language speaking, writing, listening, reading, vocabulary, and study skills related to specific academic and career contexts. Students who complete this program are introduced to critical thinking, teamwork, cultural awareness and autonomous learning strategies that are transferable to college and career.

Intermediate English as a Second Language Certificate of Competency
This Noncredit Certificate of Competency in Intermediate ESL assists intermediate ESL learners in developing basic listening, speaking, reading, and writing skills to communicate in familiar situations they encounter at work, school, and in the community. The Noncredit Certificate of Competency in Intermediate ESL prepares students to progress on a career path of their choice and/or to undertake degree-applicable or non degree-applicable credit courses.

Low Advanced ESL Certificate of Competency
This Noncredit Certificate of Competency in Low Advanced ESL assists low advanced ESL learners in developing effective listening, speaking, reading, and writing skills to communicate in situations they encounter at work, school, and in the community. The Noncredit Certificate of Competency in Low Advanced ESL prepares students to progress on a career path of their choice and/or to undertake degree-applicable or non degree-applicable credit courses.

Low Intermediate ESL Certificate of Competency
This Noncredit Certificate of Competency in Low Intermediate ESL assists Low Intermediate ESL learners in developing basic listening, speaking, reading, and writing skills to communicate in familiar situations they encounter at work, school, and in the community. The Noncredit Certificate of Competency in Low Intermediate ESL prepares students to progress on a career path of their choice and/or to undertake degree-applicable or non degree-applicable credit courses.

Nature-based Pedagogy Certificate of Achievement
This certificate provides a foundation in child development, highlighting nature, environmental education, and stewardship. It includes an exploration of a nature-based pedagogy continuum; from nature-focused activities through forest Kindergarten principles and practices, as well as strategies and resources to support children in developing and fostering a curiosity of the world around them. Cultural diversity and placed-based influences will be a focus. Outdoor learning environments (OLEs) stimulate the diversity of children’s play experience and contribute to their healthy development. Through observation and assessment opportunities, candidates will experience first-hand the outdoor learning environment; discovering skills and understanding required to create, manage, promote, and organize a quality outdoor learning environment for children.
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS

3-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.

> AMENDMENT TO PREVIOUSLY APPROVED CONTRACT

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirkpatrick Enterprises International (KEI)</td>
<td>This is an amendment #4 to the contract approved on August 6, 2019 for a total of $122,200</td>
<td>Kirkpatrick Enterprises International (KEI) will provide additional training to ETP clients who request customized training contextualized for their industry and employee needs. Courses include (but not limited to) Manufacturing Skills (LEAN and Six Sigma), Continuous Improvement &amp; Quality Control, Commercial &amp; Management Skills, Computer and Software Skills which are all approved categories of training for ETP contractors. The scope of work and class learning outcomes are outlined by the Santa Monica College ETP Program and adhered to by KEI. This contract is based on the successful performance of the previous contract. A remote training platform is being utilized during the COVID pandemic, as needed.</td>
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<td></td>
<td>Amendment #1 approved on December 3, 2019: Increase of $75,000, total not to exceed $197,200.</td>
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<td>Amendment #2 approved on May 5, 2020: Increase of $84,200, total not to exceed $281,400.</td>
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<td>Amendment #3 approved on December 8, 2020: Increase of $84,000, total not to exceed $365,400. Contract term extended through December 31, 2021</td>
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<td>Amendment #4: Increase of $90,000, total not to exceed $455,400</td>
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Employment Training Panel (ETP)

Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development

Approved by: Jennifer Merlic, Vice-President, Academic Affairs
CONSENT AGENDA:  CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS

3-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 CONTRACT SUBMITTED FOR RATIFICATION

<table>
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<tr>
<td>Dr. Frank Harris III of CORA Learning</td>
<td>Term shall begin on March 18, 2021 and end after delivery of presentation. Not to exceed $4,000, including expenses. No travel reimbursement is provided.</td>
<td>Dr. Frank Harris III is a nationally recognized leader and equity practitioner in higher education. He will conduct a one ninety-minute presentation as a keynote speaker for Spring 2021 Institutional Flex and Professional Development Days and focused on equity context at SMC and a workshop on actionable steps to create spaces where Black students feel welcomed and invited both in and out of the classroom. All services and materials related to the workshop shall be included and provided by the consultant.</td>
<td>2020-2021 District/Human Resources Funds</td>
</tr>
<tr>
<td>Dr. Laura Rendon</td>
<td>Term shall begin on March 19, 2021 and end after delivery of presentation. Not to exceed $3,750. No travel reimbursement is provided.</td>
<td>Dr. Laura Rendon is Emeritus Faculty at The University of Texas at San Antonio and a leading researcher on access, equity and graduation low income, first-generation students. She will conduct a one sixty-minute workshop/presentation as a keynote speaker for Spring 2021 Institutional Flex and Professional Development Days. Dr. Rendon will discuss her theory Sentipensante (sensing/thinking - pedagogy)</td>
<td>2020-2021 District Funds</td>
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-B RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

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<td>3 Nadia Jaffer of Nadia Jaffer Fitness</td>
<td>March 1 through 31, 2021 Not to exceed $250, including expenses No travel reimbursement is provided</td>
<td>Nadia Jaffer is a fitness practitioner who centers the importance of emotional and spiritual wellness alongside physical fitness. She will conduct one one-hour workshop between March 1-30, 2021 for Spring 2021 Institutional Flex and Professional Development Days. Focus of the workshop shall include physical fitness and movement training for employee health and wellness.</td>
<td>2020-2021 District Funds</td>
</tr>
<tr>
<td>4 Vanessa Alvarado, City of Santa Monica Librarian</td>
<td>March 1 through 31, 2021 Not to exceed $250 for all three sessions No travel reimbursement is provided</td>
<td>Vanessa Alvarado is a dedicated librarian with 18+ years of experience as a public librarian and community engagement. She will conduct three 30-minute sessions for Spring 2021 Institutional Flex and Professional Development Day. The focus of all three sessions is to promote mental health by incorporating activities with children and reconnecting employees to work/life/school balance while working from home.</td>
<td>2020-2021 District Funds</td>
</tr>
<tr>
<td>5 Forrest Story of Public Sector Excellence, LLC.</td>
<td>March 1 through 31, 2021 Not to exceed $1,000 No travel reimbursement is provided</td>
<td>Forrest Story is a leading organizational development and training consultant with over 23 years of experience working in the public sector. He will conduct two ninety-minute workshops for Spring 2021 Institutional Flex and Professional Development Day. The focus of workshops shall focus on authentic communication and building a workplace of mutual respect, building good will and a welcoming spirit for everyone at Santa Monica College</td>
<td>2020-2021 District Funds</td>
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CONSENT AGENDA:  CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS

3-B  RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

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<tr>
<td>Dr. Veronica Keiffer-Lewis of Allied Path Consulting, LLC.</td>
<td>March 1 through 31, 2021 Not to exceed $5,500 No travel reimbursement is provided.</td>
<td>Allied Path Consulting, LLC. is a visionary consulting group on delivering student-centered, equity training with a proven track record of working with the California Community Colleges. Allied Path, LLC will conduct two ninety-minute workshops for Spring 2021 Institutional Flex and Professional Development Day. The focus of workshops shall focus on authentic communication and cultural humility with applications for day-to-day job duties for classified professionals, students and faculty.</td>
<td>2020-2021 District Funds</td>
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<tr>
<td>Michael Jackson of Peace Pros LA.</td>
<td>March 1 through 31, 2021 Not to exceed $450 No travel reimbursement is provided</td>
<td>Michael Jackson of Peace Pros LA is an industry leader who bridges dialogues and challenges notions of gender and masculinity. He will provide one ninety-minute session for Spring 2021 Institutional Flex and Professional Development Days. He will engage staff and faculty in looking at their own thoughts, feelings, behavior and position of power when interacting with their colleagues and how might these interactions be improved.</td>
<td>2020-2021 District Funds</td>
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-B RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

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<tr>
<td>Dr. Karen Gunn of Gunn Consulting Group, LLC.</td>
<td>March 1 through 31, 2021</td>
<td>Dr. Karen Gunn is an expert in organizational and management development with over 35 years of service in the public sector and higher education. She will provide a two-part series for classified professionals which will introduce the equity plan to classified professionals. This session will incorporate aspects of the Hustle &amp; Flow series, building skills to make interactions more productive and introduce concepts of emotional intelligence into classified professional’s practice.</td>
<td>2020-2021 District Funds</td>
</tr>
<tr>
<td>Forrest Story of Public Sector Excellence, LLC.</td>
<td>March 25 and April 8, 2021</td>
<td>Provide two webinar trainings for the Office of Human Resources’ Pre-Supervisory Academy 2021. Attendees shall be approximately 30 classified staff selected by area vice-presidents and supervisors. Webinar #1: “From Employee to Supervisor”, on March 25, and Webinar #2: “Communication: The Key to Your Success” on April 8, 2021.</td>
<td>2020-2021 District/Human Resources Funds</td>
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#1-#9
Requested by: Tre’Shawn Hall-Baker, Dean, Human Resources
Approved by: Sherri Lee-Lewis, Vice-President, Human Resources
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-B RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

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<td>Strata Information Group (SIG)</td>
<td>Spring 2021</td>
<td>$21,250 Strata Information Group (SIG) will provide a series of Banner Financial Aid Back-to-Basics (B2B) training workshops for financial aid staff and related consulting driven by the B2B goals and objectives, utilizing baseline Banner best practices for streamlined and automated processes. The purpose of these training workshops will be to use fit/gap analysis to better align the College's business policies and procedures within the Banner configurations with industry best-practices using SIG developed proprietary process maps.</td>
<td>BFAP (Board Financial Assistance Program) 2020-2021</td>
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</tbody>
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Requested by: Tracie Hunter, Associate Dean, Financial Aid
Approved by: Teresita Rodriguez, VP, Enrollment Development
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 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

LONG TERM SUBSTITUTES
Lan, Qua, Instructor Mathematics - 80% 2/16/2021 - 6/30/2021
Rasiej, Richard, Instructor, Mathematics - 80% 2/16/2021 - 6/30/2021
Comment: Substituting for an instructor on an emergency medical leave of absence.

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

RECOMMENDATION NO. 5 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 CLASSIFICATION
Director of Grants
Proposed Salary Range: Classified Management Schedule- Range M24

ESTABLISH NEW POSITION
Disabled Student Programs and Services (DSPS) Manager (1 position)
DSPS, 12 months, 40 hours

PROMOTION
Glaves, Paige
From: Administrative Assistant I, Center for Teaching Excellence, 11 months, 40 hours
To: Administrative Assistant II, Equity, Pathways & Inclusion, 12 months, 40 hours

Henninger, Denise
From: Deaf and Hard of Hearing Supervisor
To: Disabled Student Programs and Services (DSPS) Manager

McLeod, Damon
From: Financial Aid and Scholarships Specialist, Financial Aid
To: Financial Aid Systems Specialist, Financial Aid

WORKING OUT OF CLASSIFICATION (PROVISIONAL)
Gutierrez, Hector
From: Grounds and Equipment Operator, Weekend Shift
To: Grounds Supervisor, Regular Shift
Percentage: More than 50%
*extension of working out of class assignment

Guzman, Jose
From: Personnel Technician, Personnel Commission
To: Personnel Analyst, Personnel Commission
Percentage: More than 50%

McLeod, Damon
From: Financial Aid and Scholarships Specialist, Financial Aid
To: Financial Aid Systems Specialist, Financial Aid
Comment: end date for WOC adjusted from Board meeting on 1/19/2021

Poole, Jamie
From: Instructional Assistant – English, English Dept., 20 hrs, Variable Shift
To: Tutoring Coordinator – English and Humanities, 40 hours, Reg Shift

Percentage: More than 50%
*extension of working out of class assignment 02/08/2021 - 02/11/2021*

**WORKING OUT OF CLASSIFICATION (LIMITED-TERM SUBSTITUTE)**
Gray, I. Darryl 11/01/2020 - 06/30/2021
From: Lead Custodian, Operations, NS-II
To: Custodial Operations Supervisor, Operations, NS-II
Percentage: More than 50%

**CSEA EDUCATIONAL PAY DIFFERENTIAL**
Jauregui, Luis, Program Specialist, Non Credit Education 1.5% 03/01/2021

**RECOMMENDATION NO. 6  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.

Mmbuka, Tamara B., Student Services Clerk, Financial Aid 02/16/2021-06/30/2021
Zarkades, Zoe, Tutoring Coordinator – Modern Languages, LRC 02/01/2021-04/01/2021

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

**RECOMMENDATION NO. 7  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) 14
College Work-Study Student Assistant, $15.00/hour (FWS) 13
College CalWorks, $15.00/hour 3

**SPECIAL SERVICE**
Peter Abode, Jr.
From: Community Services Specialist I, $35.00/hour 01/01/2019 – 12/31/2020
To: Community Services Specialist II, $50.00/hour 01/01/2019 – 12/31/2020
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES
Requested by: John Greenlee, Director, Facilities Finance
              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

8-A AMENDMENT NO. 20 TO CONTRACT FOR ARCHITECTURAL SERVICES (CLIVE WILKINSON ARCHITECTS)
Amendment No. 20 will provide an extension of the term of the CWA contract from June 30, 2019 to December 31, 2021. Other than extending the term, there will be no additional financial impact. All costs incurred under this extension are covered under the existing contract. CWA’s services provided are in connection to the AET Complex.

Funding Source: Measure AA

Comment: This extension is needed to complete the AET Complex closeout and provide final Department of State Architect (DSA) related matters.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 BUDGET TRANSFERS
Requested Action: Approval/Ratification
Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

9-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
Period: January 21 through February 17, 2021

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
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<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
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<td>4000</td>
<td>Supplies</td>
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<td>Contract Services/Operating Exp</td>
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<td>6000</td>
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<tr>
<td>7100-7699</td>
<td>Other Outgo/Student Payments</td>
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<tr>
<td>7900</td>
<td>Contingency Reserve</td>
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-B FUND 01.3 – GENERAL FUND - RESTRICTED
Period: January 21 through February 17, 2021

<table>
<thead>
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<th>Object Code</th>
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<tbody>
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<td>1000</td>
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<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
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<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
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<tr>
<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
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<td>7900</td>
<td>Contingency Reserve</td>
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<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
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</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9  BUDGET TRANSFERS (continued)

-C  FUND 40.0 – CAPITAL PROJECTS FUND
   Period: January 21 through February 17, 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>
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<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
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<tr>
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<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>
</tbody>
</table>

Net Total: 0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 10  COMMERCIAL WARRANT REGISTER
Requested Action:  Approval/Ratification
Reviewed and approved by:  Christopher M. Bonvenuto, Vice President, Business and Administration

Commercial Warrant Register
January 2021  9286 through 9320  $14,787,868.26

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

RECOMMENDATION NO. 11  PAYROLL WARRANT REGISTER
Requested Action:  Approval/Ratification
Requested by:  Ian Fraser, Payroll Manager
Approved by:  Christopher M. Bonvenuto, Vice-President, Business/Administration

Payroll Warrant Register
January 2021  C1F – C2G  $11,127,097.10

Comment:  The detailed payroll register documents are on file in the Accounting Department.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 AUXILIARY PAYMENTS AND PURCHASE ORDERS
Requested Action: Approval/Ratification
Requested by: Mitch Heskel, Dean, Educational Enterprise
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

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

Auxiliary Operations Payments and Purchase Orders
January 2021 Covered by check & voucher numbers: 026951-027009 & 02284-02289

- Bookstore Fund Payments $ 126,754.53
- Other Auxiliary Fund Payments $ 13,958.33
- Trust and Fiduciary Fund Payments $ 408,122.65
  $ 548,835.51

Purchase Orders issued
January 2021 $ 0

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

Organizational Memberships

<table>
<thead>
<tr>
<th>March 2021</th>
<th>Number of Memberships</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$265.00</td>
<td></td>
</tr>
</tbody>
</table>

Funding Sources: Unrestricted General Fund

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

RECOMMENDATION NO. 14 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2020-2021
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 2020-2021:

<table>
<thead>
<tr>
<th>Name/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Grass, Department Chair, Communications</td>
</tr>
<tr>
<td>Salvador Santana, Faculty Chair, Health Sciences</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. 15 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: Jennifer Merlic, Vice-President, Academic Affairs

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

RECOMMENDATION NO. 16 PURCHASING
Requested Action: Approval/Ratification
Requested by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

16-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.

January 2021 $26,953,703.08

16-B AWARD OF BID FOR HAZARDOUS MATERIAL ABATEMENT
Recommend award of bid in the amount of $25,586 to Westcor Environmental Inc. for abatement services in the P1 Trailer.

Funding Source: Fund 40.0

Comment: 83 vendors were notified, 5 attended the mandatory job walk, and one bid was received. After abatement is complete, SMC Facilities Maintenance will make repairs to provide temporary office space for Campus Police Department.
# MAJOR ITEMS OF BUSINESS

## RECOMMENDATION NO. 17

**SUBJECT:** 2019-2020 AUDIT REPORTS

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees acknowledge receipt of the 2019-2020 Audit Report of the Financial and Related Statements of the Santa Monica Community College District and the Proposition 39 Financial and Performance Audits prepared by the District’s contracted independent auditor EideBailly.

**COMMENT:** The Auditor’s opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2020. The Board’s Audit Subcommittee representatives Trustees Louise Jaffe and Rob Rader reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

**MOTION MADE BY:** Barry Snell

**SECONDED BY:** Sion Roy

**STUDENT ADVISORY:** Aye

**AYES:** 6

**NOES:** 0

**ABSENT:** 1 (Quiñones-Perez)
MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 18

SUBJECT: LEGISLATIVE UPDATE

SUBMITTED BY: Superintendent/President

SUMMARY: Mr. Dale Shimasaki, CEO of Strategic Education Services provided updates on the recent state 2021 Early Action Budget Package; legislative activities related to SMC’s key state budget priorities; and other legislation under consideration of interest to the college. Mr. Shimasaki will also discuss state efforts in integrating Federal relief funding provided under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) enacted in December 2020, and any state planning efforts for additional Federal relief funding under the American Rescue Plan set for potential adoption in March 2021.

The report included the following:

- State Budget Priorities
  - 2 year COLA
  - Paydown of Deferrals
  - PERS/STRS payments
  - Streamline ADT Acceptance at UC
  - Local Course Repeatability
  - Deferred Maintenance
  - Federal funds as supplement not duplicative of state efforts

- CCC Legislation
  - AB 75-O’Donnell: Kindergarten-CCC Facilities Bond Act of 2022
  - AB 102-Holden: Dual enrollment sunset date
  - AB 469-Reyes: FAFSA High School Requirement
  - AB 927-Medina: Statewide baccalaureate degree pilot program
  - AB 1456-Medina/McCarty: Cal Grant Reform Act
  - SB 22-Glazer: Public Preschool, K12 and College Bond Act of 2022

- Update on Governor’s Recall
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: AWARD OF CONTRACT—SMC MATH & SCIENCE BUILDING PHASE II

SUBMITTED BY: Vice-President, Business Administration

REQUESTED ACTION: It is recommended that the Board of Trustees award the contract to ICON WEST INC., the second lowest responsible and responsive bidder for the SMC Math & Science Building Phase II.

Funding Source: Measure V, State Capital Funds

COMMENT: On July 7, 2020, the Board of Trustees authorized the award of contract to the apparent lowest responsible and responsive bidder, The Nazerian Group for the construction of the Math and Science Building Phase II. Due to a delay by the State approving the District to commence construction, the District was delayed in presenting a construction contract to The Nazarian Group.

The Nazerian Group has declined to execute the construction contract and informed the District it can no longer honor the bid price by issuing a Notice of Withdrawal. Therefore, it is recommended that the Board of Trustees award the contract to ICON WEST INC., the next lowest responsible and responsive bidder determined from the list above. Icon West, Inc. indicated that its construction bid remains valid. The District’s Award shall be finalized upon the receipt and verification of all the requirements as outlined in the contract documents.

Icon West, Inc. is currently working on the SMC Malibu Campus and the Math & Science Phase 1 demolition projects.

MOTION MADE BY: Barry Snell
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)
INFORMATION ITEM NO. 20

SUBJECT: CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING, JANUARY 20, 2021

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee (CBOC) was held on Wednesday, January 20, 2021. The meeting was conducted via Zoom Conference.

1. CALL TO ORDER – 8:00 a.m.

2. ROLL CALL – Members of the Citizens’ Bond Oversight Committee
   Heather Anderson, Chair – Present
   Elizabeth Greenwood, Vice-Chair – Present
   Patrick Acosta - Present
   Alfred Barrett - Present
   Michael Dubin- Present
   Donald Schort - Absent
   Sonya Sultan - Present

   CBOC Support Staff Present
   Chris Bonvenuto, Chief Director, Business Services
   Don Girard, Senior Director, Government Relations/Institutional Communications
   John Greenlee, Director of Facilities Finance
   Olinka Rodriguez, Citizens’ Bond Oversight Committee Coordinator
   Charlie Yen, Director of Facilities Planning

3. APPROVAL OF MINUTES OF CBOC MEETING, October 21, 2020
   Motion was made by Sonya Sultan and seconded by Alfred Barrett to approve the minutes of the Citizens’ Bond Oversight Committee meeting held on October 21, 2020. Unanimously approved.

4. CONFLICT OF INTEREST FORM
   The Committee Members completed and returned their forms to Olinka Rodriguez.

5. FINANCIAL AND PERFORMANCE AUDIT REPORTS 2019-2020
   Alicia Herrera, Auditor with Eide Bailly, gave summary of financials and assets for each bond. No findings of non-compliance. The bonds were used to finance major capital outlay projects as voted and approved by the residents of Santa Monica.

6. REPORTS and DISCUSSION
   Bond Projects Website
   https://www.smc.edu/administration/governance/citizens-bond-oversight-committee/index.php

   A. Bond Construction Projects
   - Santa Monica College Early Childhood Lab School: Furniture and toys for the classrooms will be delivered January 20, 2021. The project is completed.
   - Malibu Campus: Construction continues with pouring of the footing and installation of the steel beams. The project is continuing as planned with estimated completion date of August 2022.
   - HVAC Project: HVAC lines going into Science Building corridor. Installation of chill water lines for Science building and AC for Madison Project. The estimated completion date for this project is June 2021.
   - The Math/Science Project: A dust and sound wall was installed before demolition phase began. The Liberal Arts, Letters & Science and Counseling buildings were demolished in November 2020. The estimated completion date for this project is January 2024.
New Art Building on Pico Boulevard and 14th will have renderings of what the project will look like when completed. The pictures are under commission. The estimated completion date for this project is July 2024.

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

The SMC Bond Capital Construction Budget Summary as of December 31, 2020 reports the following:

- Measure S Budget: $143,500,000
- Measure AA Budget: $295,000,000
- Measure V Budget: $345,000,000
- Interest: $29,858,053
- Other Funding Received: $39,898,103
- Other Funding Pending: $62,809,440
- Total Budget: $1,076,065,596
- Estimate at Completion: $1,076,065,596
- Bond Funds Remaining: $296,702,755

- Measure S: Total Measure S Expenditures as of December 31, 2020 were $136,090,433; total remaining funds are $7,409,567.
- Measure AA: Total Measure AA Expenditures as of December 31, 2020 were $291,748,512; total remaining funds are $3,251,488.
- Measure V: Total Measure V Expenditures as of December 31, 2020 were $58,951,984; total remaining funds are $286,048,016.
  - Total Bond Program: $783,500,000
  - Total Bonds Issued: $618,493,686
  - Total Expenses: $486,790,929
  - Total Available Remaining: $131,702,757
  - Total Unsold Bond: $165,006,314

C. SMC Bond Program – Contractor List as of December 31, 2020

D. Contractors List as of December 31, 2020

5. SCHEDULE OF MEETINGS, 2020-2021
   Wednesdays at 12:30 p.m.
   - April 21, 2021
   - July 21, 2021
   - October 20, 2021

6. ADJOURNMENT – 9:27 a.m.
   The next meeting of the Citizens’ Bond Oversight Committee will be held on Wednesday, April 21, 2021 (location to be determined).

Current information on all bond construction projects is available at:
http://smcbondprojects.com and at http://www.smc.edu/CBOC
XII. BOARD COMMENTS

XIII. ADJOURNMENT

The meeting was adjourned in memory of former Emeritus faculty Wallace Umber and in remembrance of the 500,000 Americans lost to COVID-19.

There will be a special meeting/Board Study Session held on Tuesday, March 16, 2021 at 5 p.m. The meeting will be conducted via Zoom Webinar.

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