



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, AUGUST 3, 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>

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

## MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, August 3, 2021. The meeting was conducted via Zoom Webinar.

### I. ORGANIZATIONAL FUNCTIONS – 5:05 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 - Present  
 Dr. Sion Roy - Present  
 Barry A. Snell - Present  
 Ali Shirvani, 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 PENDING LITIGATION (Government Code Section 54956.9)  
 In the Matter of Whether Santa Monica Community College District Incorrectly Reported and Failed to Report Extra-Duty Earnings to CalSTRS, Office of Administrative Hearings No. 2019071257.

### III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS - 6:17 p.m.

- PLEDGE OF ALLEGIANCE – Dr. Bradley Lane, Vice-President of Academic Affairs

- CLOSED SESSION REPORT

The Board of Trustees, in closed session, voted to authorize the Superintendent/President to enter into a settlement agreement with the California State Teachers' Retirement System to resolve claims in the Matter of Whether Santa Monica Community College District Incorrectly Reported and Failed to Report Extra-Duty Earnings to CalSTRS, Office of Administrative Hearings Case No. 2019071257.

The roll call vote was as follows:

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

- REVISIONS/SUPPLEMENTAL STAFF REPORTS

The following amendment to Recommendation No. 6 – Classified Personnel, Regular was unanimously approved:

Deleted:

RESIGNATION

Davis, Derrick, Custodial Operations Supervisor, Operations

**IV. SUPERINTENDENT'S REPORT**

**V. PUBLIC COMMENTS**

Cindy Ordaz

**VI. ACADEMIC SENATE REPORT**

**VII. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**VIII. CONSENT AGENDA**

**Approval of Minutes**

#1 Approval of Minutes: July 6, 2021 (Regular Meeting)

**Academic Affairs**

#2 CCAP Dual Enrollment Partnership Agreements – Course Offerings for 2021-2022

**Contracts and Consultants**

#3-A Ratification of Contracts and Consultants

*(Less than the amount specified in Public Contract Code Section 20651)*

- *Amendments to Previously Approved Contracts*
- *Renewal of Contract*
- *New Contracts*

**Human Resources**

- #4 SMCCD 2022-2023 and 2023-2024 Calendars
- #5 Academic Personnel
- #6 Classified Personnel – Regular
- #7 Classified Personnel – Limited Duration
- #8 Classified Personnel – Non Merit

**Facilities and Fiscal**

- #9 Facilities
  - A Resolution Authorizing the SMCCD Superintendent/President to Enter Into A Right of Entry Agreement with the City of Santa Monica for a Portion of 1410 Pico Boulevard (Lot 6)
  - B Award of Bid for Drescher Hall Air Handler Replacement
  - C Award of Bid for Briarcrest Electrical Project - Re-Bid
- #10 Acceptance of Grants and Budget Augmentation
- #11 Budget Transfers
- #12 Commercial Warrant Register
- #13 Payroll Warrant Register
- #14 Auxiliary Payments and Purchase Orders
- #15 Organizational Memberships
- #16 Providers for Community and Contract Education
- #17 Purchasing
  - A Award of Purchase Orders
  - B Award of Bid for Life Science Distance Learning Kits

**IX. CONSENT AGENDA – Pulled Recommendations**

**X. MAJOR ITEMS OF BUSINESS**

- #18 Art Complex Update
- #19 COVID-19 Update
  - Resolution of the SMCCD Board of Trustees to Direct the Superintendent/President to Require Evidence of COVID-19 Vaccinations for All Students and Employees
- #20 Broad Stage/KCRW Update
- #21 Adoption of EPA Account Expenditure Plan

**XI. BOARD COMMENTS AND REQUESTS**

**XII. ADJOURNMENT**

There will be a special meeting/closed session held on August 17, 2021 to conduct the evaluation of the Superintendent/President.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday September 14, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

#### IV. SUPERINTENDENT'S REPORT

##### Updates

- COVID-19 Update: See Recommendation No. 19
- Enrollment
  - With less than a month away from the start of the fall 2021 semester Fall credit enrollment has remained stable with a decline of 10.41% compared to 10.7% last month. The good news is that there has been some improvement in non-resident enrollment which as of today is down 18.07% compared to 21.9% last month.
  - The international education staff has been working diligently to assist international students with admission and enrollment. As of last week, F1 visa student applications were up 6% and admits up 57%.
  - Outreach and Onboarding staff continue to assist students through the onboarding process and have begun a campaign to re-engage students who dropped out due to the pandemic. Student ambassadors and staff are calling students to help them complete the onboarding process and to reengage those who took a break from their studies. Black and Latinx students are prioritized for the phone campaign in an effort to reduce the equity gap.
  - The SMC Promise program has added a new benefit for first and second year SMC Promise students by offering a free Chromebook this fall to all eligible students.
  - Another recent development that will have a positive impact on enrollment is that the Department of Education suspended the random verification requirement of federal financial aid. While verification is still needed for certain cases, the vast majority of students will not require verification this year. This has resulted in a huge increase in early packaging and awarding. More students will have their awards in place and disbursed earlier than ever.
- Virtual VIP Welcome Event, August 17-18, 2021: The 17<sup>th</sup> annual VIP welcome event will be held virtually again this year to keep everyone safe. It will feature a collection of 26 workshops, some live, some pre-recorded, and they are all target to help onboard new students and their families. The workshops have been streamlined to 30 minutes with the goal of being able to offer maximum flexibility and create a sense of belonging. It is being held two weeks earlier than before to give students time to contact staff and resolve any outstanding issues or questions they may have before classes begin.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

**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-#17.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #3-A, #4

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Louise Jaffe  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**IX. CONSENT AGENDA – Pulled Recommendations**

**Recommendation No. 3-A- Ratification of Contracts and Consultants**

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**Recommendation No. 4 –SMCCD 2002-2023 and 2023-2024 Calendars**

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

**RECOMMENDATION NO. 1 APPROVAL OF MINUTES**

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

July 6, 2021 (Regular Meeting)

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

CONSENT AGENDA: ACADEMIC AFFAIRS

INFORMATION ITEM NO. 2 COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENTS – COURSE OFFERINGS FOR 2021-2022

The College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements were originally approved by the Board of Trustees in Fall 2016 and 2019. The CCAP agreement for 2019-2022 for the Beverly Hills School District and Palisades Charter High School is available at the following link:  
[CCAP Agreements](#)

Comment: The course offerings for 2021-2022 are provided every year for information.  
[\(Appendix A\).](#)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-A 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*

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACT

	Provider	Term/Amount	Service	Funding Source
1	Watermark Evaluations	2021-2022 (year two of contract)  The annual contract was previously approved in the amount of \$42,500. Year two of the contract includes an increase of \$1,275.  Increase of \$1,275 for a total not to exceed \$43,775	Student evaluation software	2021-2022 District Budget/ Human Resources
<i>Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resource</i>				

➤ RENEWAL OF CONTRACT

	Provider/Contract	Term/Amount	Service	Funding Source
2	Nestle Arrowhead	July 1, 2021 – June 30, 2022  Not to Exceed \$60,000	Renewal of agreement (year two of possible five) for bottled water delivery service districtwide.	Auxiliary Services
<i>Requested by: David Dever, Director of Auxiliary Services</i> <i>Approved by: Mitch Heskell, Dean of Education Enterprise</i>				



BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**3-A RATIFICATION OF CONTRACTS AND CONSULTANTS**

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
3	NeoGov	2021-2022  1.a. \$16,132.12 Subscription Fee for Insight  1.b. \$13,443.14 Subscription Fee for Onboard  2. \$11,979.97 Subscription Fee for Insight	1. Upgraded software of fully hosted basis to automate the acceptance and processing of academic employment applications; will allow tracking of faculty and academic administrator recruitment, facilitate real time reporting to assist in attaining EEO and diversity goals.  2. Renewal for annual Insight Enterprise Software licensing and related services for Personnel Commission classified online applicant tracking system	1. 2021-2022 District Budget/Human Resources  2. 2021-2022 District Budget/Personnel Commission
4	Equifax Workforce Solutions, aka Work Number	2021-2022  Annual Base Fee: \$5,871  Base fee includes 150 reports. Reports in excess of the 150 incur additional fees: \$39.14 per employment status \$19.95 per candidate degree verification	Income, employment, social service, and degree verification of applicant's degrees, academic achievements, and employment. The service will return, where available, the individual's name, highest level degree obtained, and other degree and employment information.	2021-2022 District/ Human Resources Funds
Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources Approved by: Sherri Lee-Lewis, Vice-President, Human Resource				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**3-A RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
5	Santa Monica/ Malibu Unified School District	August 9, 2021 – June 30, 2022  \$69,500	4th graders and 5th Graders World Dance Training Program  This contract, awarded to SMC, is a recurring agreement between the Santa Monica/Malibu Unified School District and Santa Monica College’s Dance Department, led by Judith Douglas. Dance Department will offer two training programs, one to the 4th graders and the second to the 5th graders in efforts leading to a culminating event.	Santa Monica/ Malibu Unified School District (SMMUSD)
<i>Requested by: Patricia Ramos, Dean, Academic Affairs</i> <i>Approved by: Bradley Lane, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**3-A RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
6	Rockreation, Inc.	July 1, 2021- June 30, 2022  Not to exceed \$51,000	For SMC indoor rock climbing wall classes, Rockreation, Inc. will provide trained professionals (in addition to SMC instructor) for all rock climbing classes at a recommended 6:1 student to instructor ratio; provide training professionals to set wall routes twice per semester; provide trained professionals to strip and wash all holds; provide trained professionals to provide monthly and quarterly inspections of rock wall and equipment.	District Kinesiology Budget
7	J. Marvin Campbell (Gym Mechanic)	September 1, 2021- June 30,2022  Not to exceed \$3,150	Inspection and maintenance services to Fitness Equipment as-needed CPC-201, CPC-207, Gym.	District Kinesiology Budget
<i>Requested by: Elaine Roque, Chair of Kinesiology</i> <i>Approved by: Bradley Lane, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION August 3, 2021
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 4 SMCCD 2022-2023 AND 2023-2024 CALENDARS**

*Requested Action: Approval/Ratification*

*Reviewed by: Tre'Shawn Hall-Baker, Dean, Human Resources*

*Approved by: Sherri Lee- Lewis, Vice-President, Human Resources*

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



**SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2022 - 2023**

JUNE 2022							JULY 2022							AUGUST 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	[15]	[16]	[17]	18	10	11	12	13	14	15	16	14	[15]	[16]	[17]	[18]	[19]	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	[22]	[23]	[24]	[25]	[26]	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
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SEPTEMBER 2022							OCTOBER 2022							NOVEMBER 2022						
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18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
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DECEMBER 2022							JANUARY 2023							FEBRUARY 2023						
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18	19	20	[21]	[22]	[23]	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
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MARCH 2023							APRIL 2023							MAY 2023						
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JUNE 2023							JULY 2023							AUGUST 2023						
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11	12	13	[14]	[15]	[16]	17	9	10	11	12	13	14	15	13	[14]	[15]	[16]	[17]	[18]	19
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**LEGEND**

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

**SEMESTER DATES 2022 - 2023**

Summer 2022	Special Dates
6-week Session: June 20-July 29, 2022	Graduation Day 2022: Jun. 14, 2022
8-week Session: June 20-Aug. 12, 2022	Winter Break 2022: Dec. 23-30, 2022
	Spring Break 2023: Apr. 10-14, 2023
	Graduation Day 2023: Jun. 13, 2023
<b>Fall 2022</b>	<b>Faculty Flex Days Fall 2022</b>
Regular Session: Aug. 29-Dec. 20, 2022	August 23, 2022 Individual
1st 8-week Session: Aug. 29-Oct. 23, 2022	August 24, 2022 Departmental
12-week Session: Sept. 19-Dec 11, 2022	August 25, 2022 Fall 2022 Opening Day
2nd 8-week Session: Oct. 24-Dec. 18, 2022	August 26, 2022 Departmental
<b>Winter 2023</b>	<b>Faculty Flex Days Spring 2023</b>
6-week Session: Jan. 3-Feb. 9, 2023	March 3, 2023 Departmental
Note: Winter classes start 01/03; first day of term is 01/02	March 16, 2023 Institutional
	April 12, 2023 Individual
<b>Spring 2023</b>	April 13, 2023 Individual
Regular Session: Feb. 13- Jun. 13, 2023	April 14, 2023 Individual
1st 8-week Session: Feb. 13- Apr. 9, 2023	
12-week Session: Mar. 6-June 4, 2023	<b>Faculty Flex Days Fall 2023</b>
2nd 8-week Session: Apr. 17-Jun. 11, 2023	August 22, 2023 Individual
	August 23, 2023 Departmental
<b>Summer 2023</b>	August 24, 2023 Fall 2023 Opening Day
6-week Session: Jun. 19-July 28, 2023	August 25, 2023 Departmental
8-week Session: Jun. 19-Aug. 11, 2023	

Note: Fall and Spring short sessions end on a Sunday; Winter and Summer sessions end on a Friday  
 March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Day=3rd week of March, alternate Tuesday & Thursday

**LEGAL & HOLIDAYS**

June - December 2022	January - August 2023
Independence Day: Monday, July 4, 2022	New Year's Day (observed): Monday, Jan.02, 2023
Labor Day: Monday, Sept. 5, 2022	Martin Luther King, Jr. Day: Monday, Jan. 16, 2023
Veterans' Day: Friday, Nov. 11, 2022	Lincoln's Day: Friday, Feb. 10, 2023
Thanksgiving Day: Thursday, Nov. 24, 2022	Washington's Day: Monday, Feb. 20, 2023
Native American Day:* Friday, Nov. 25, 2022	Memorial Day: Monday, May 29, 2023
Christmas Day (observed): Monday, Dec. 26, 2022	Independence Day: Tuesday, July 4, 2023
College Holiday (5 of 5 days):** Dec. 23, Dec. 27- 30, 2022	Cesar Chavez Day (12-Month Classified): Monday, April 10, 2023
	Cesar Chavez Day (11-Month Classified): ***

\* In lieu of the 4th Friday in September (per CA Ed Code 45206.5); aka Admissions' Day  
 \*\* Classified staff who work weekends must take their 5 days of College Holiday between 12/23 and 12/30

\*\*\*To be taken between Mar. 31 and Dec. 31 of each year per MOU dated 03.03.2010

Approved by the Board of Trustees:



**SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2023 - 2024**

JUNE 2023							JULY 2023							AUGUST 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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11	12	13	[14]	[15]	[16]	17	9	10	11	12	13	14	15	13	[14]	[15]	[16]	[17]	[18]	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	[21]	[22]	[23]	[24]	[25]	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
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SEPTEMBER 2023							OCTOBER 2023							NOVEMBER 2023						
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17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
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							29	30	31											

  

DECEMBER 2023							JANUARY 2024							FEBRUARY 2024						
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	[20]	[21]	[22]	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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MARCH 2024							APRIL 2024							MAY 2024						
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
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JUNE 2024							JULY 2024							AUGUST 2024						
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16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	[19]	[20]	[21]	[22]	[23]	24
23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30	31	
						30														

**LEGEND**

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

[If Friday is a legal holiday, there is no class on Saturday;  
If Monday is a legal holiday, there is no class on Sunday.]

**SEMESTER DATES 2023 - 2024**

Summer 2023		Special Dates	
6-week Session:	Jun. 19-Jul. 28, 2023	Graduation Day 2023:	Jun. 13, 2023
8-week Session:	Jun. 19-Aug. 11, 2023	Winter Break 2023:	Dec. 22, 26-29, 2023
		Spring Break 2024:	Apr. 08-12, 2024
		Graduation Day 2024:	Jun. 11, 2024
Fall 2023		Faculty Flex Days Fall 2023	
Regular Session:	Aug. 28-Dec. 19, 2023	August 22, 2023	Individual
1st 8-week Session:	Aug. 28-Oct. 22, 2023	August 23, 2023	Departmental
12-week Session:	Sept. 18-Dec. 10, 2023	August 24, 2023	Fall 2023 Opening Day
2nd 8-week Session:	Oct. 23-Dec. 17, 2023	August 25, 2023	Departmental
Winter 2024		Faculty Flex Days Spring 2024	
6-week Session:	Jan. 02-Feb. 08, 2024	March 01, 2024	Departmental
Note:	Winter classes start 1/02; first day of term is 1/01	March 12, 2024	Institutional
Spring 2024		April 10, 2024	Individual
Regular Session:	Feb. 12-Jun. 11, 2024	April 11, 2024	Individual
1st 8-week Session:	Feb. 12-Apr. 07, 2024	April 12, 2024	Individual
12-week Session:	Mar. 04-Jun. 02, 2024	Faculty Flex Days Fall 2024	
2nd 8-week Session:	Apr. 15-Jun. 09, 2024	August 20, 2024	Individual
Summer 2024		August 21, 2024	Departmental
6-week Session:	Jun. 17-Jul. 26, 2024	August 22, 2024	Fall 2024 Opening Day
8-week Session:	Jun. 17-Aug. 09, 2024	August 23, 2024	Departmental

Note: Fall and Spring short sessions end on a Sunday; Winter and Summer sessions end on a Friday  
March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Day=3rd week of March, alternate Tuesday & Thursday

**LEGAL & HOLIDAYS**

June - December 2023		January - August 2024	
Independence Day:	Tuesday, July 04, 2023	New Year's Day:	Monday, Jan. 01, 2024
Labor Day:	Monday, Sept. 04, 2023	Martin Luther King, Jr. Day:	Monday, Jan. 15, 2024
Veterans' Day:	Friday, Nov. 10, 2023	Lincoln's Day:	Friday, Feb. 09, 2024
Thanksgiving Day:	Thursday, Nov. 23, 2023	Washington's Day:	Monday, Feb. 19, 2024
Native American Day*:	Friday, Nov. 24, 2023	Memorial Day:	Monday, May 27, 2024
Christmas Day:	Monday, Dec. 25, 2023	Independence Day:	Thursday, July 04, 2024
College Holiday (5 of 5 days):**	Dec. 22, Dec. 26- 29, 2023	Cesar Chavez Day (12-Month Classified):	Monday, April 08, 2024
		Cesar Chavez Day (11-Month Classified):	***

\* In lieu of the 4th Friday in September (per CA Ed Code 45206.5); aka Admissions' Day  
\*\* Classified staff who work weekends must take their 5 days of College Holiday between 12/22 and 12/29/2023

\*\*\*To be taken between Mar. 31 and Dec. 31 of each year per MOU dated 03.03.2010

**Approved by the Board of Trustees:**

BOARD OF TRUSTEES Santa Monica Community College District	ACTION August 3, 2021
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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*

**ELECTIONS**

LONG-TERM SUBSTITUTE (correction)

Anderson, Steven (Dale), Instructor, Photography

08/30/2021 – 12/21/2021

**ADJUNCT FACULTY**

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 3, 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.

<u>ESTABLISH NEW CLASS DESCRIPTION</u>	<u>EFFECTIVE DATE</u>
Accompanist-Dance Performance	08/04/2021
Classified Regular Schedule- Range 34	

<u>CLASSIFICATION TITLE CHANGE</u>	<u>EFFECTIVE DATE</u>
From: Laboratory Technician-Broadcasting/Electronic Media	08/04/2021
To: Laboratory Technician-Broadcast Digital Media	

<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	<u>EFFECTIVE DATE</u>
From: Accompanist-Performance, Classified Regular Schedule- Range 33	08/04/2021
To: Accompanist-Music Performance, Classified Regular Schedule- Range 34	

From: Accompanist-Voice, Classified Regular Schedule- Range 30	08/04/2021
To: Accompanist-Music, Classified Regular Schedule- Range 31	

From: Director of Classified Personnel, Classified Administrator Schedule- Range A15	08/04/2021
To: Director of the Personnel Commission, Classified Administrator Schedule- Range A19	

<u>SALARY REALLOCATION</u>	<u>EFFECTIVE DATE</u>
Accompanist – Dance	08/04/2021
From: Classified Regular Schedule- Range 30	
To: Classified Regular Schedule- Range 31	

<u>RECLASSIFICATION</u>	<u>EFFECTIVE DATE</u>
Litver, Mark	08/04/2021
From: Accompanist-Performance, Classified Regular Schedule- Range 33	
To: Accompanist-Dance Performance, Classified Regular Schedule- Range 34	

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Vasquez, Victor, Accountant, Fiscal Services	08/16/2021

<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	<u>EFFECTIVE DATE</u>
Mendoza, Jack, Student Services Clerk, Financial Aid & Scholarships (Step C)	07/16/2021
Tatar, Greg, Director of Procurement, Contracts & Logistics (Step C)	08/16/2021*
*Effective date adjusted from the July 6, 2021 Board meeting	

<u>VOLUNTARY REDUCTION IN HOURS/TEMPORARY</u>	<u>EFFECTIVE DATE</u>
Benavides, Jennifer	08/30/2021 - 12/31/2021
From: Instructional Assistant- Learning Disabilities, DSC, 11 months, 40 hours	
To: Instructional Assistant- Learning Disabilities, DSC, 11 months, 30 hours	



WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Watson-Orenstein, Joy 07/01/2021 to 11/3/2021

From: Customer Service Assistant

To: Campus Store Operations Coordinator; more than 50%

Hernandez Solis, Edgar 11/04/2021 to 03/09/2022

From: Customer Service Assistant

To: Campus Store Operations Coordinator; more than 50%

Valadez, Jorge 03/10/2022 to 06/30/2022

From: Campus Store Operations Assistant

To: Campus Store Operations Coordinator; more than 50%

WORKING OUT OF CLASSIFICATION (rescinded)

Valle, Dahlia 07/01/2021 to 07/30/2021

From: Disabled Student Services Assistant, DSPS, Variable Shift

To: Disabled Student Services Specialist, DSPS, Regular Shift; more than 50%

WORKING OUT OF CLASSIFICATION (LIMITED-TERM SUBSTITUTE)

Gray, I. Darryl 11/01/2020 to 06/30/2021

From: Lead Custodian, Operations, NS-II 07/07/2021 to 12/31/2021\*

To: Custodial Operations Supervisor, Operations, NS-II; more than 50%

\*extension

Monzon, Karen 05/05/2021 to 06/15/2021

From: Personnel Analyst

To: Supervising Personnel Analyst; more than 50%

\*assignment and dates adjusted from June 1, 2021 Board meeting

WORKING OUT OF CLASSIFICATION (LIMITED-TERM ASSIGNMENT)

Monzon, Karen 06/16/2021 to 06/30/2021\*

From: Personnel Analyst

To: Supervising Personnel Analyst; more than 50%

\*assignment and dates adjusted from June 1, 2021 Board meeting

ANCILLARY DUTIES STIPEND

Patterson, Sonya, CC Police Officer, College Police +5% 07/01/2021 – 06/30/2022

Comment: Detective/Investigator

CSEA EDUCATIONAL PAY DIFFERENTIAL

Chambers, Nicholas, Academic Records Evaluator 1.5% 08/01/2021

Chambers, Nicholas, Academic Records Evaluator 1.5% 08/01/2021

Munoz, Andres, Student Services Assistant. 1.5% 08/01/2021

RESIGNATION

Hull, Chelsea, Instructional Assistant - English

LAST DAY OF PAID SERVICE

07/23/2021

RETIREMENT

Carter, Q. Vincent, Community College Police Captain (3 years)

01/06/2022

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 3, 2021

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.

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
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PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Belay, Johanna, Customer Service Assistant, Bookstore	07/21/2021-06/30/2021
Britt, Julia, Personnel Commission Specialist, Personnel Commission	07/01/2021-12/31/2021
Hart, Rome M., Student Services Clerk, Outreach & Onboarding	07/19/2021-06/30/2022
Lopez, Vanessa, Customer Service Assistant, Bookstore	07/21/2021-06/30/2021
Morrison, Tatiana, Administrative Assistant II, Personnel Commission	07/01/2021-12/31/2021

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.

Beck, Michael, Customer Service Assistant, Bookstore	07/12/2021-09/24/2021
Carter, Ashlie, Customer Service Assistant, Bookstore	07/12/2021-09/24/2021
Chang, Tony, Bookstore Clerk/ Cashier, Bookstore	07/12/2021-09/24/2021
Exum, Ellen, Customer Service Assistant, Bookstore	07/01/2021-12/31/2021
Garcia, Lucy, Bookstore Clerk/ Cashier, Bookstore	07/12/2021-09/24/2021
Lopez, Jose C., Bookstore Clerk/ Cashier, Bookstore	07/12/2021-09/24/2021
Miles, Erik, Bookstore Clerk/ Cashier, Bookstore	07/12/2021-09/24/2021
Pacheco, Wendy, Bookstore Clerk/ Cashier, Bookstore	07/12/2021-09/24/2021
Thielking, Alan, Bookstore Clerk/ Cashier, Bookstore	07/12/2021-09/24/2021
Walker, Christian X., Tutoring Coord., English & Humanities	07/15/2021-08/31/2021
Wilks, Susan, Enterprise Business Services Clerk, Cashier’s Office	07/01/2021-12/23/2021

**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)	98
College Work-Study Student Assistant, \$15.00/hour (FWS)	0
College CalWorks, \$15.00/hour	2

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 3, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 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*

**9-A RESOLUTION AUTHORIZING THE SMCCD SUPERINTENDENT/PRESIDENT TO ENTER INTO A RIGHT OF ENTRY AGREEMENT WITH THE CITY OF SANTA MONICA FOR A PORTION OF 1410 PICO BOULEVARD (LOT 6).**

It is recommended that the Board of Trustees approve the following resolution authorizing the Superintendent/President to enter into a Right of Entry Agreement with the City of Santa Monica for a portion of 1410 Pico Boulevard (Lot 6).

WHEREAS, the City of Santa Monica desires to use a portion of Lot 6 for storage of tools, equipment, and materials related to its Water Main Replacement Project; and

WHEREAS, Education Code Section 81310 provides that the governing board of a community college district may enter into a right of entry agreement with any municipal corporation,

NOW, THEREFORE, BE IT RESOLVED that the Superintendent/President is authorized to enter into a Right of Entry Agreement with the City of Santa Monica for 1410 Pico Boulevard, Santa Monica, California.

Summary: The City of Santa Monica approached the College requesting assistance with one of its public works projects. It was looking for vacant land to store construction equipment and supplies related to its Water Main Replacement Project. The College can make available a portion of Lot 6 through December 31, 2021. The College will receive \$4,000 per month for use of property.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 3, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9**      **FACILITIES** *(continued)*

9-B      AWARD OF BID FOR DRESCHER HALL AIR HANDLER REPLACEMENT

Award of bid to the lowest responsive bidder in the amount of \$108,000 to Bon Air Inc., for the replacement of Drescher Hall Air Handler Units.

<u>Bidders</u>	<u>Amount</u>
Bon Air, Inc.	\$108,000
AC Pros	\$128,000

Funding Source: Scheduled Maintenance

Comment: 6 contractors attended the mandatory job walk and 2 bids were received.

9-C      AWARD OF BID FOR BRIARCREST ELECTRICAL PROJECT – RE-BID

Award of bid to the lowest responsive bidder in the amount of \$147,000 to Aaron Han dba Polar Electrical Company, for electrical equipment replacement and upgrade for Briarcrest Radio Tower located at 2555 Briarcrest Road, Beverly Hills, California.

<u>Bidders</u>	<u>Amount</u>
Aaron Han dba Polar Electrical Company	\$147,000
Westside Electric	\$179,500
MLC Constructors	\$197,750
Minako America Corporation	\$573,300

Funding Source: KCRW Auxiliary Fund

Comment      The project is for the replacement of KCRW-FM’s 40+ year old electrical breaker panel equipment at the station’s main transmitter site near Mulholland Drive and between Coldwater Canyon Avenue and Laurel Canyon Boulevard. 8 bidders attended the mandatory job walk and 4 responsive bids were received.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 3, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requested by: 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*

Title of Grant: Innovation and Effectiveness Grant  
 Granting Agency: California Community College Chancellor's Office c/o Santa Clarita Community College District (SCCCCD) serving as the fiscal agent.  
 Augmentation Amount: \$200,000  
 Matching Funds: N/A  
 Performance Period: June 2, 2021 to June 1, 2022  
 Summary: The Institutional Effectiveness and Partnership Initiative was created to help California's community colleges improve their operational effectiveness in increasing student success by providing high-quality technical assistance, professional development and resource tools to achieve student success goals. Technical assistance teams, called Partnership Resource Teams (PRT), are made available to colleges requesting assistance.

Santa Monica College (SMC) requested assistance from a PRT to develop an Innovation and Effectiveness Plan. The PRT will assist in addressing the following areas of focus: design a professional development program for all members of the college community that will improve student success and close achievement gaps; create and implement an assessment and evaluation plan geared toward student success and equity; leverage modern and effective delivery methods that meet the needs of today's community college including ongoing training and continuous assessment and evaluation.

Budget Augmentation: Restricted Fund

Revenue		
8800 Other Local		\$200,000
Expenditures		
1000 Academic Salaries		42,000
2000 Non-Academic Salaries		0
3000 Employee Benefits		8,000
4000 Supplies & Materials		50,000
5000 Other Operating Expenditures		100,000
6000 Capital Outlay		0
7300 Other Outgo/Indirect		0
7600 Student Aid		0
Total		\$200,000

BOARD OF TRUSTEES Santa Monica Community College District	ACTION August 3, 2021
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**CONSENT AGENDA: FACILITIES AND FISCAL**

**RECOMMENDATION NO. 11 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

*Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration*

**11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED**

Period: June 24, 2021 through June 30, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	500,000
2000	Classified/Student Salaries	64,987
3000	Benefits	0
4000	Supplies	-489,410
5000	Contract Services/Operating Exp	-2,554,607
6000	Sites/Buildings/Equipment	-75,000
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	2,554,030
Net Total:		0

**11-B FUND 01.3 – GENERAL FUND - RESTRICTED**

Period: June 24, 2021 through June 30, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	148,841
2000	Classified/Student Salaries	-315,668
3000	Benefits	11,007
4000	Supplies	-481,180
5000	Contract Services/Operating Exp	277,930
6000	Sites/Buildings/Equipment	567,800
7100/7699	Other Outgo/Student Payments	191,270
7900	Contingency Reserve	-400,000
Net Total:		0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION August 3, 2021
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**CONSENT AGENDA: FACILITIES AND FISCAL**

**RECOMMENDATION NO. 11 BUDGET TRANSFERS (continued)**

11-C FUND 40.0 – CAPITAL PROJECTS FUND  
 Period: June 24, 2021 through June 30, 2021

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	37,414
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	-37,414
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 3, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO.12 COMMERCIAL WARRANT REGISTER**

*Approved by: Chris Bonvenuto, Vice-President Business and Administration*

*Requested Action: Approval/Ratification*

<u>Commercial Warrant Register</u>		
June 2021	9488 through 9530	\$9,307,381.32

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*

<u>Payroll Warrant Register</u>		
June 2021	C1K – C2L	\$12,995,302.53

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



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 3, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

*Requested Action: Approval/Ratification*  
*Requested by: Mitch Heskell, Dean, Educational Enterprise*  
*Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration*

Auxiliary Operations Payments and Purchase Orders

June 2021 Covered by check & voucher numbers: 027472-027556 & 02330-02656

Bookstore Fund Payments	\$ 118,029.25
Other Auxiliary Fund Payments	\$ 27,610.45
Trust and Fiduciary Fund Payments	<u>\$ 717,128.36</u>
	\$ 862,768.06

Purchase Orders issued

June 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.

Reissue Commercial Warrants

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Greenberg, Rachel I.	24825728	10/01/18	\$266

**RECOMMENDATION NO. 15 ORGANIZATIONAL MEMBERSHIPS**

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
August 2021	13	\$104,751.26

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
August 2021	2	\$3,000

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	August 3, 2021

CONSENT AGENDA: FACILITIES AND FISCAL

**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, 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 PURCHASING**

*Requested Action: Approval/Ratification*  
*Requested by: Kim Tran, Chief Director, Business Services*  
*Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration*

17-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.

June 2021 \$2,960,009.81

17-B AWARD OF BID FOR LIFE SCIENCE DISTANCE LEARNING KITS

Award of bid to the lowest responsive bidder in the amount of \$182,259 to Carolina Biological for the purchase of life science distance learning lab kits for student at home use.

Funding Source: Lottery

Comment: This includes 630 kits for Bio3 and 150 kits for General Botany. No other bids were received.

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 18**

**SUBJECT:**                    **ART COMPLEX UPDATE**

**SUBMITTED BY:**        Vice President, Business and Administration

**SUMMARY:**                In December 2019, the college contracted Little Diversified Architectural Consulting, Inc. in collaboration with Grimshaw Architects to design the new 31,877 square-foot Art Complex. The project includes a state-of-the-art building that will provide lecture, studio, laboratory, and collaborative spaces. The design team led by architects Little/Grimshaw has been collaborating with SMC Art Department faculty and staff, and administrators to determine the project goals and requirements.

The schematic design scheme was initially presented to the Board of Trustees on May 5, 2020 by the Architects. This update presentation includes additional design refinements, incorporating comments received from the Board of Trustees, the neighbor community, and user groups. The project is currently at 85% of construction documents stage, and the project is scheduled to be submitted to the Division of State Architects for review and approval by the end of August, 2021.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 19**

**SUBJECT:**                    **COVID-19 UPDATE**

**RESOLUTION OF THE SMCCD BOARD OF TRUSTEES TO DIRECT THE SUPERINTENDENT/  
PRESIDENT TO REQUIRE EVIDENCE OF COVID-19 VACCINATIONS FOR ALL STUDENTS  
AND EMPLOYEES**

**SUBMITTED BY:**            Superintendent/President

**UPDATE:**

- The number of COVID-19 cases has increased. Hospitalizations have nearly quadrupled in one month. In the two week period ending up to July 18th there were 338 cases under 18 and only 63 in the two weeks period a month earlier. Much of this has to do with the Delta variant.
- Los Angeles County has partnered with the City of Santa Monica and Santa Monica College to hold a county food drive at the SMC Bundy campus.
- Next week the testing site at the airport will move from its current location in the bungalows to two rooms on the eastside of the building to provide separation from students when they return to classes. Limited track hours are still in effect; the track is open in the evening and on weekends.
- California State Universities, University of California, Long Beach City College and Pasadena College have adopted mandated vaccination programs. The Federal government has announced that its employees will need to be vaccinated and/or tested. California State government and health care providers, both public and private in the state of California, the City of Los Angeles, the City of Long beach, the City of Francisco and the City of Pasadena have announced similar programs. Kaiser Permanente just announced they are going to enforce a mandatory vaccination policy for their employees, as well as the doctors associated with that hospital. In the private sector Google, Facebook, Microsoft and Tyson Foods have announced mandatory vaccinations for their employees. The L.A. County Board of Supervisors announced that it is putting forth a motion next week for vaccines and testing mandates for county workers.
- The Emergency Operations Team has been focused on safety bringing staff, students and faculty back to campus. Areas of focus include Risk Management, Maintenance/Operations, Procurement, Human Resources, Food Services, Marketing, and Academic Affairs. They will also be reviewing access protocols for the Student Services Center, library and bookstore. They are creating various types of safety messaging to educate those who come to SMC. Teams are setting up the classrooms and other occupied spaces, with all the necessary engineering controls and personal protective equipment needed to ensure these spaces are a safe environment.
- On May 7, 2021, the California Community College Chancellor's Office issued a legal opinion that community college districts have the legal authority to require vaccinations. The opinion provides a strong basis for districts to impose a vaccine mandate on their employees and students to protect public health and safety. In addition, federal and state occupational safety laws impose a general duty upon employers to keep the workplace free from recognized hazards likely to cause death or serious physical harm. Recent guidance from the Equal Employment Opportunity Commission indicates that a mandatory COVID-19 employee vaccination program would be lawful, but that employers must make reasonable accommodations for employees with medical conditions or sincerely held religious beliefs that prevent vaccination. There have been several court decisions upholding mandatory vaccination requirements. The Office of Legal Counsel of the Department of Justice issued an opinion on July 6 2021 that federal law granting emergency use authorization for COVID-19 vaccinations does not prohibit public or private entities from imposing a vaccination requirement.

SMC has developed a vaccination program modeled after the University of California and fully compliant with guidance from the Equal Employment Opportunity Commission. The program requires that all employees and students provide proof of vaccination to physically access college facilities. It will not apply, for example, to the students who are taking classes entirely online.

A major part of the program is to provide educational information to those not providing proof of vaccination. The program provides a process for exemptions for medical disability and religious reach reasons and the deferral for individuals who are pregnant. Written notice of the vaccination program was provided to SMC employee unions on July 21st with an offer to negotiate the effects. Based on the recommendations of federal state and county public health agencies that vaccinations are both necessary and important to battle, the COVID-19 pandemic, it is recommended that the Board of Trustees adopt the resolution.

REQUESTED ACTION It is recommended that the Board of Trustees approve the following resolution to direct the Superintendent/President to require evidence of COVID-19 vaccinations for all students and employees.

WHEREAS, according to the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health, and the Los Angeles County Public Health Officer, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated, and certain safety measures remain necessary to protect against COVID-19 cases and deaths; and

WHEREAS, COVID-19 vaccines have received Emergency Use Authorization from the U.S. Food and Drug Administration (FDA) and 160 million people have been fully vaccinated in the United States; and

WHEREAS, vaccination is the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths; and

WHEREAS, the Santa Monica Community College District (District) Board of Trustees and District leaders have regularly communicated with students and District employees to stress the importance of vaccinations and to get vaccinated for COVID-19 as soon as possible; and

WHEREAS, on June 17, 2021, Governor Newsom issued Executive Order No. N-09-21, which implements new State Division of Occupational Safety and Health (Cal/OSHA) rules, effective June 17, 2021. These rules require employers to take specific measures to protect employees from COVID-19, including enforcing masking and quarantine requirements, and offering COVID-19 testing and time off, for employees who are unvaccinated or for whom the employer does not have documentation verifying they are fully vaccinated. Unvaccinated employees are at greater risk of contracting and spreading COVID-19 within the workplace and to the college community; and

WHEREAS, Cal/OSHA's COVID-19 Temporary Emergency Standard, revised June 17, 2021 and effective June 17, 2021 by Governor Newsom's Executive Order No. N-09-21, requires employers to verify and document that an employee is fully vaccinated before allowing that employee to discontinue masking indoors (except at certain worksites where a face covering remains required even for fully-vaccinated employees). For unvaccinated employees or employees for whom the District does not have documentation verifying fully vaccinated status, the District must enforce masking, provide COVID-19 testing for employees following a close contact in the workplace or anytime they have COVID-19 symptoms, and exclude these employees from the workplace for at least 10 days after a close contact. Upon request, the District also must provide unvaccinated employees with respirators (N95 masks) and provide education about using that type of mask; and

WHEREAS, although 61% of eligible Los Angeles County residents have already been vaccinated, the pace of vaccination distribution has significantly slowed; and

WHEREAS, the Delta variant is currently increasing infection rates among those individuals who are unvaccinated; and

WHEREAS, the director of the CDC warned on July 16, 2021, that the COVID-19 pandemic “is becoming a pandemic of the unvaccinated”; and

WHEREAS, there is an ample supply of vaccines for Californians 12 years of age and older; and

WHEREAS, the District has and will continue working with state and local health officials to provide access to the COVID-19 vaccines for students, faculty, staff and their families; and

WHEREAS, the University of California and the California State University systems have implemented mandatory COVID-19 vaccination programs for their employees and students effective for the Fall 2021 semester; and

WHEREAS, the Board of Trustees finds that requiring employees and students who enter College buildings to be vaccinated is necessary to ensure the health and safety of the College community,

NOW, THEREFORE, IT IS RESOLVED that Board of Trustees directs the Superintendent/President to take the following actions:

1. Require evidence of vaccinations for all students taking on-ground classes beginning in the Fall 2021 semester.
2. Require that all employees: (1) report their vaccination status to the District and (2) if unvaccinated, be fully vaccinated and report that vaccination status to the District no later than 60 days after the adoption of this Resolution.
3. Provide a process for vaccination exception or deferral in the following situations: (a) medical excuse from receiving COVID-19 vaccine due to medical contraindication or precaution; (b) disability; (c) during the period of any pregnancy; or (d) religious objection based on a person’s sincerely held religious beliefs, practice or observance, Whenever an exception or deferral has been made, regular COVID-19 testing with evidence of negative test results will be required prior to any unvaccinated person accessing District campuses or facilities.
4. Deploy procedures to track of the vaccination status and test results of students and employees in a secure system designed to protect the privacy of students and employees in accordance with applicable laws.

Written comments read into the record

Lindsay Poland  
Colleen McShane  
Geri-Ann Galant

Public Comments

Leon Change  
Kennisha Green

MOTION MADE BY:	Sion Roy
SECONDED BY:	Barry Snell
STUDENT ADVISORY:	Abstain
AYES:	7
NOES:	0

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 20

SUBJECT:                    UPDATES: KCRW AND THE BROAD STAGE

SUBMITTED BY:            Senior Director, Government Relations/Institutional Communications

KCRW

The 2020-2021 year continued to challenge operations at KCRW. With a large projected deficit, we offered a voluntary separation package to KCRW Foundation employees. This, along with cost-cutting allowed KCRW to address the financial uncertainty while still providing essential services.

Our underwriting team pivoted to finding the businesses that were thriving in the new environment and our membership team was also able to raise significant dollars. KCRW’s budget performed better than planned. KCRW is in the process of hiring new staff to replace some of the jobs lost due to the voluntary separation.

During this past year, we have held 25 virtual events that ranged from offering help for rent assistance and unemployment assistance to music events that brought together hundreds of people.

In addition to daily COVID updates, political updates, and election information, KCRW created a series of audio vignettes featuring small businesses and how they were faring, plus how the pandemic affected health care, the environment, landlords, tenants, and Southern California’s Black and Latino communities.

Our operations continue to be primarily remote. We have a staff of approximately 20 people who come on site in staggered shifts to maintain operations. In June 2021 we returned ten people to working full time in the building on the CMD campus and are following extensive safety protocols.

Here are some initiative highlights:

Morning Becomes Eclectic: New Hosts. KCRW welcomes our first-ever duo as full-time hosts of our signature program Morning Becomes Eclectic. Anthony and Novena bring youthful joy to the airwaves and to our digital offerings and truly reflect Los Angeles. They have increased radio listening and digital streaming since they started in December 2020.

Community Partner Membership Drive. We took the month of May to highlight three community organizations during our fundraiser. The concentrations were on housing, public health, and education. Community partners included HOLA which provides underserved youth with free, exceptional programs in academics, arts, and athletics within a nurturing environment in MacArthur Park. We also highlighted Inner City Law Center who fights for housing and justice for low-income tenants, working-poor families, immigrants, people who are disabled or living with HIV/AIDS, and homeless veterans. HOLA is the only legal services provider located in Skid Row, advocating for equitable housing policies, and providing legal services to prevent and end homelessness. Our other highlighted partner is Kedren Health whose vision is to eliminate health disparities for children, youth, adults, and families in South Los Angeles by creating access to care irrespective of one’s ability to pay.

Samaritans. KCRW housing reporter, Anna Scott, updated her four-part documentary series following one neighborhood's attempt to house Christine, a woman living unhoused on their street corner. The original series had over 170,000 downloads and it has been featured on NPR's national broadcast of All Things Considered. The updated pieces followed Christine to her first real home. Listeners sent sheets, food, and housewarming gifts to her after hearing it.

Response to AAPI violence. Greater LA and other programs did special focus on [rising anti-Asian violence](#) including a special call-out to the audience. We also featured stories from this call-out on the air and on Instagram.

We also did a story on [how to report a hate crime](#).

Good Food Takeover. In response to the escalating violence against the Asian American and Pacific Islander (AAPI) community, [Karen Tongson](#) guest hosted our program Good Food, asking several women to share their stories. Tongson chairs the Department of Gender and Sexuality Studies at USC, where she teaches a Food Culture and Food Politics class.

Tongson led a roundtable discussion with Chef Minh Phan and food writer Esther Tseng on AAPI representation, authenticity, and stereotypes within the hospitality industry. Restaurateur Lien Ta reflected on her childhood in her mother's nail salons and the value of labor following the Atlanta shootings. Saehee Cho shared the story behind her grocery delivery initiative, Soon Mini, which blends her pursuits of food, the arts, and activism. Professor Dorinne Kay Kondo spotlighted the ignorance of representing the AAPI community in cooking competition shows, something she refers to as "discomfort TV."

KCRW Intern Program. We continue to expose students to KCRW and KCRW to excellent students. Each year KCRW has two classes of Santa Monica College students (20 students) who work in all areas of KCRW—from marketing to membership to sales to programming and studio engineering.

Fellowship. Last year, KCRW launched its newest educational opportunity, the Report LA Fellowship. The fellowship was created to address a lack of diverse voices and points of view in public media by employing and training new, diverse voices who can launch their media careers from KCRW. Diversifying public radio and KCRW's workforce is essential to building a system that embodies the diversity of the population that we serve through our reporting, ensuring that KCRW, and public radio, stays a relevant public service.

Weekly Coronavirus Features on-air during Morning Edition and online created a space to hear the latest news and trends in battling the pandemic and navigating the changes in county and state health requirements.

## **THE BROAD STAGE**

This was a year and a half like no other. Those who are still engaged and believing in a bright future for the performing arts, those who are still here and working hard, approaching each day with an open heart, have shown exceptional fortitude amidst the greatest public health crisis to hit the global population in a century. The performing arts have effectively been shut down and put in a state of planned non-operation with virtually no attention, until very recently, from county public health, state, or federal government as to how to return to work. Now that we have preliminary guidelines and can tentatively begin to return indoors this fall, the industry is acknowledging what can be described as a significant and yet unresolved degree of infrastructure collapse. Throughout, The Broad Stage, along with many organizations in LA and across the field at large, has done everything possible to deliver on our promise of providing a safe place and an inspiring set of reasons for our community to gather (even if virtually), offering experiences that drive us to our best and celebrate the shared human potential of our community.



Pandemic response. In March 2020, we closed our venues and offices, and began remote work via zoom. We scaled the size of the organization to a sustainable infrastructure in response to reduced activity and revenue, taking a hard line on not allowing rolling deficits, seeking to reserve a strong cash position for the return to live performance in 2021-22. We accessed the resources available through federal, state, and local relief funds (including two rounds of Paycheck Protection Program loans and a Shuttered Venues Operators Grant, totaling \$1.1 million, supporting our ability to sustain the core team of employees and alternative programming streams through an extended period.

Our work. We took this time to get “under the hood,” identifying five areas, in alignment with our current strategic plan, where we could continue working at an organizational level without a public audience or open venues:

- EDI / equity work – engaged ArtEquity consulting for a year-long training over multiple workshops for entire staff and established a core equity team on the staff to support ongoing evolution of the work in our practices both on and off the stage. We have just begun a similar process with our Board of Directors.
- Cultivating /expanding our donor base – Solicited a spirited response from annual donors through a new, digital fundraising campaign called Drive to Go Live that helped secure anticipated annual gifts, brought in new members, and saw a return of lapsed members as we requested support specifically for our return to live performance.
- Growing our Board – elected two new Directors, meeting newly established guidelines for the diversification of our Board of Directors.
- Deepening our value to SMC – new, year-long collaboration with the Art Department and “Birds in the Moon”; ongoing masterclasses in the Dance Department; and deepening collaborations with the Public Policy Institute, among many others.
- Establishing clear and focused artistic vision – Launched a successful digital platform to replace live performance when the theater venues closed for pandemic – some highlights include:
  - a. multi-week run of illusionist Scott Silven’s acclaimed livestream: The Journey
  - b. live concert from Arturo Sandoval and his band filmed live on The Broad Stage mid-pandemic in Nov 2020
  - c. annual Holiday Party which we did via zoom with Broad Stage favorites Hiromi, Storm Large, Lil Buck, Lucia Micarelli, and Impro Theater
  - d. multi-week run of a gem from our archives, Sandra Tsing Loh’s hilarious show The B@#\$ Is Back – filmed some years back live in The Edge.

We launched new commissioning initiative – the commissioned works will have world or Los Angeles Premieres at the Broad Stage – the artistic projects / partners include:

- Reconstruction (Still Working but the Devil Might Be Inside), a musical feast for the soul exploring intimacy between white and Black people amid lasting anti-Black racism by the TEAM, co-directed by Rachel Chavkin (Hadestown) and Zhailon Levingston (Tina: The Tina Turner Musical)
- Iphigenia, Greek myth and opera itself are re-imagined to raise up social justice for a modern time, by Wayne Shorter and Esperanza Spalding, and directed by Lilian Blaine Cruz with sets by architect Frank Gehry
- Universal Child Care, part concert, part play this multinational cast explores family and cultural norms of childcare, by Quote Unquote Collective’s co-artistic directors Amy Nostbakken and Norah Sadava
- Being Future Being, First Nation creation myths inspire a new path toward community stewardship of our lands, from award-winning choreographer and Catalyst Dance artistic director Emily Johnson
- Yemandja, the African Goddess of the Sea inspires this theatricalization about love, injustice and free will, from Beninose superstar Angélique Kidjo with visuals by artist Kerry James Marshall

In support of each project, The Broad Stage launches REVEAL, (mostly) digital artist residencies with public programming beginning May 6, 2021, which gets to the heart of the five commissions and charts the journey from idea to fully staged work. Audiences will be connected to this array of groundbreaking artists, their ideas and transformational practices through exclusive footage, demonstrations, discussions, performances and more. Following each broadcast, REVEAL programs will be available on demand for the foreseeable future at [thebroadstage.org/reveal](http://thebroadstage.org/reveal).

SMMUSD, Global Motion, and the Broad Stage Learning Hub. To continue its relationship with Santa Monica-Malibu Unified School District, The Broad Stage again partnered with Global Motion, the SMC student dance company, to create an online video and Learning Guide for students in grades 6-12. Launched in March 2020, the online Broad Stage Learning Hub features The Education & Community Programs YouTube Channel, which offers filmed workshops, performances, and lessons, as well as a robust library of learning guides. Learning Guides, initially developed for Student Matinees, are divided by grade level: Grades K-2, 3-5, 6-8, and 9-12, and incorporate California Common Core and Visual and Performing Arts (VAPA) content standards. Since its launch in March 2020, The Broad Stage Learning Hub has generated 13,574 page views and 3,913 unique page views.

Some new success. We were awarded a \$378K infrastructure grant from Ahmanson Foundation to re-brand and update all public facing assets of The Broad Stage including logo, website, all visual collateral, etc. With a committee made up of SMC leadership, Broad Stage Board, and Broad Stage Staff, we have selected a design team, branding firm, and website design company and will begin this month (with the committee's input and supervision) on a process to be completed by late spring – we anticipate launching the 2022-23 season in the new brand identity. Throughout the pandemic period, we have received extraordinary press coverage and strong critical acclaim for our digital events, commissioning efforts for future seasons, and other public offerings, including multiple articles in the LA Times, segments on Spectrum TV News, and national coverage in publications like Broadway World and San Francisco Classical Voice among others.

Gratitude. Throughout this period, SMC and The Broad Foundation, while facing significant losses of struggles of their own, have been incredible partners to The Broad Stage, doing everything they could to keep the organization stable and forward-looking while up against never-before-seen hardships. The Broad Foundation forgave \$500K of historical debt that had been sitting on our balance sheet for some years, making us nearly debt free at a time when many of our colleague organizations have taken on substantial debt on top of operating losses. Similarly, SMC has taken this closure to tend to the facility in profound measure – installing brand new seats in the auditorium, new carpeting, as well as a new state of the art sound system, speakers, and mixing board. These are the kind of improvements it is almost impossible to make while in normal operation – deepest gratitude! Our sincere thanks as well to Linda Sullivan, Rob Rudolph, and the entire technical staff at the venue, who have made all of this possible and also have supported our use of the venue for filming digital content, most notably our virtual gala. The collaboration has been essential and is deeply appreciated.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	August 3, 2021

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 21**

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

**SUBMITTED BY:**            Vice President, Business and Administration

**REQUESTED ACTION**        It is recommended that the Board of Trustees approve the plan to expend the 2020-2021 Education Protection Account (EPA) funds of \$32,674,818 on instructional salaries.

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

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

This recommendation is submitted to comply with Proposition 55 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA that our District will receive for 2020-2021, as of P2, is \$32,739,388. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2019-2020 decreased from the P2 amount of \$10,071,579 to \$10,007,009 or a decrease of \$64,570. The entire amount for 2020-2021 less the adjustment in 2019-2020 will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations and will be offset by a decrease in apportionment funding received by the State.

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Susan Aminoff  
 STUDENT ADVISORY: Abstain  
 AYES: 7  
 NOES: 0

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT August 3, 2021
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XII. BOARD COMMENTS

XIII. ADJOURNMENT – 10:08 p.m.

The meeting will be adjourned in memory of **Barbara Baird**, retired SMC Journalism professor, Communications Department Chair and Corsair Advisor; **Dennis Bice**, retired SMC Manager of Receiving; and **Harry Johnson**, adjunct Broadcasting instructor.

There will be a special meeting/closed session held on August 17, 2021 to conduct the evaluation of the Superintendent/President.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, September 14, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.