



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JANUARY 17, 2023

The complete agenda may be accessed on the
Santa Monica College website:

<https://www.smc.edu/administration/governance/board-of-trustees/meetings.php>

This meeting of the Board of Trustees will be held in-person in the Board Room (Business Building Room 117) and via Zoom Webinar to allow for remote participation.

In-person attendees will be seated in Business Building Room 111.

Masks are required for all in-person attendees.

The public may join the meeting via Zoom Webinar with the following link:

<https://cccconfer.zoom.us/j/96490163563?pwd=NIJJM0MzTU5RaWtjSnphakVJVTJ0dz09>

Passcode: 887636

5 p.m. Public Meeting Convenes

Board Adjourns to Closed Session

6 p.m. Public Meeting Reconvenes

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

PUBLIC PARTICIPATION DURING MEETINGS OF THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation concerning any subject that lies within the jurisdiction of the Board of Trustees provided the requirements and procedures herein set forth are observed. All public comments will be subject to the general rules set forth below.

- Generally, three minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda and in Major Items of Business The speaker must adhere to the topic.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
- Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

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

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

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

- The request card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting before the Board reaches the Public Comments section in the agenda.

Major Items of Business

- The request card to speak during Major Items of Business must be submitted to the recording secretary at the meeting before the Board reaches that specific item in the Major Items of Business in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar

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

Public participation can occur in one of two ways. Members of the public may speak during the public meeting or they can submit written comments to be read during the public meeting.

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

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

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

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

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

After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Instructions for Submitting Written Comments

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

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number)
- Comment to be read

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

6 p.m.

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS

- LAND ACKNOWLEDGEMENT
We respectfully recognize that the land on which Santa Monica College currently stands is the ancestral unceded territory of the Tongva or Gabrielino peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.
- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

IV. SUPERINTENDENT'S REPORT

- Winter-Spring Transition
- Enrollment Update
- State Budget Update
- Community Engagement
- S.M. Early Childhood Education Center LEED Platinum

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association
-

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

Update: Epicenter (formerly the Center for Teaching Excellence)
Presenter: IEPI (Institutional Effectiveness Partnership Initiative) Steering Committee

This supports the Board's 2022-2023 Annual Goal: Educational Advancement, Quality, and Equity.

IX. CONSENT AGENDA

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

- #4 Approval of Minutes: December 13, 2022 (Regular Meeting) 7
- #5 Resolution: Adopt Findings Pursuant to Government Code Section 54953 7

Academic and Student Affairs

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Facilities and Fiscal

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#15 Providers for Community and Contract Education 27
#16 Purchasing 27
 A Award of Purchase Orders

X. **CONSENT AGENDA** – Pulled Recommendations
Recommendations pulled from the Section IX. Consent Agenda to be discussed and voted separately. Depending on time constraints, these items might be carried over to another meeting.

XI. **MAJOR ITEMS OF BUSINESS**

#17 2021-2022 Audit Reports 28
#18 Resolution Confirming Acceptance of L.A. County Canvass Certificate,
November 8, 2022 Election 29
#19 Resolution Appointing a General Obligation Bond Citizens’ Oversight
Committee with Respect to Measure SMC 31
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#21 Classified Confidential Salary Schedule 33
#22 Nomination to CCCT Board of Directors 35
#23 Second Reading and Approval, Board Policy 3410 – Nondiscrimination 36

XIII. **BOARD COMMENTS AND REQUESTS**

XIV. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 7, 2023 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be held in Business Building Room 117 (Board Room), 1900 Pico Boulevard, Santa Monica. Members of the public attending in person will be seated in Business Building Room 111. The meeting will also be conducted via Zoom Webinar to allow for remote participation.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 17, 2023

IX. CONSENT AGENDA

Any recommendation pulled from the Consent Agenda will be held and discussed in Section X, 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:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

X. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[December 13, 2022 \(Regular Meeting\)](#)

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

Requested Action: Approval

Reviewed by: Robert M. Myers, Campus Counsel

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

1. On September 14, 2021, the Board of Trustees adopted a “RESOLUTION DECLARING THAT ONGOING EMERGENCY CONDITIONS EXIST AT SANTA MONICA COLLEGE AND FINDING THAT IN-PERSON MEETINGS UNDER THE BROWN ACT WOULD PRESENT IMMINENT RISKS TO THE HEALTH AND SAFETY OF ATTENDEES.”
2. In accordance with Government Code Section 54953(e)(3), the Board of Trustees has reconsidered the circumstances of the state of emergency and determined by majority vote that the state of emergency continues to directly impact the ability of members to meet safely in person.

X

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 17, 2023

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 NEW COURSES AND DEGREES, FALL 2022

Requested Action: Approval/Ratification
Requested by: Curriculum Committee
Approved by: Jason Beardsley, Interim Vice-President, Academic Affairs

New Courses

ART 80 Introduction to Exhibition & Display

This course will be an overview of the field of exhibitions and display including Fine Art Galleries, Museums, and Cultural Institutions. Focus will be on understanding the various roles of exhibitions & display in contemporary society as well as the many ways to create and implement them. Students will be given an overview of exhibition planning & implementation including the creation of didactic materials, learning guides, and workshops in conjunction with the exhibitions. This will be a hands-on course, directly connected to, and correlated with exhibition and display at the college.

ECE 904 Health and Safety for ECE Providers

Introduction and training on specific topics associated with cardiopulmonary resuscitation, emergency procedures, and first aid, with an emphasis on infants and young children.

ECE 930 Gender and Equity in Early Childhood

This course examines the topics of gender, power, and equity, focusing on how they relate to identity development and the life trajectory of young children in concert with the intersection of race, ability, family structure, and economic status. Issues examined include the development of gender identity, theoretical and practical implications of power and oppression, cultural and socializing agents, and application of theory to classroom environments and curriculum, including strategies to empower teachers to develop pedagogical skills to support all children. Students will self-examine and reflect on personal experiences related to gender identity and expression, gender stereotypes and bias, cultural implications, and media and societal impacts. Students will recognize and contrast perspectives through an intersectional lens that promotes understanding, knowledge, and skills for supporting all children. Topics and strategies will be explored emphasizing culturally and linguistically focused anti-bias approaches.

ETH ST 8 Introduction to Asian American Studies

This course introduces students to the interdisciplinary field of Asian American Studies. It examines the foundation, theories and methodologies informing the study of APIDA (Asian Pacific Islander Desi American) communities. This course explores the historical and contemporary Asian American political, social and cultural practices and experiences in the United States. Course topics include history, social movements, politics, community, art, spirituality, cultural production, transnational and transpacific considerations of race, ethnicity, im(migration), gender, sexuality, class, intersectional identity formation, gender, sexuality, class, family, social justice, and agency and self-affirmation. Moreover, the course critically analyzes race and ethnicity, equity, ethno-centrism, Eurocentrism, and white supremacy.

FILM 41 Advanced Cinematography

Advanced study of the principles of Cinematography, which includes the technical and aesthetic discussion of film and digital cameras and their corresponding workflows. Film genres, lighting (light and shadows), composition, camera movement, and lens selection (Spherical & Anamorphic) are also discussed. The analysis of Cinematic Film format aspect ratios, their history and most common uses today, and a brief study of art history and painting. The interpretation of the meaning of color-related

and applied to art direction, wardrobe, and production design, while carrying the process through color grading and color correction of the visual image (footage) to the ultimate presentation of the actual finished film.

PHOTO 70 Intro to Video for Photographers

This is a beginning video course that is designed to give students a basic understanding of camera operations towards HD DSLR or mirrorless video capturing techniques. Students will record videos using natural light for specific assignments emphasizing creative storytelling and expression. Beginning assignments will focus on cinematic composition, aspect ratio, camera movement, framing, lighting, camera angles, and introductory audio capture techniques. The assignments then progress into more creative, personal storytelling projects.

PHOTO 71 Intro to Video Editing for Photographers

Through a hands-on approach, this course is designed to give each student a gateway to the art of video editing and post-production techniques. This course explores the technical and conceptual styles of editing a story together through audio and motion footage. Topics include project approach, pacing, budget, file formats and exports, all while capturing the emotions of the viewer through storytelling.

PHOTO 72 Video for Commercial Photographers

This creative project-based course explores the basic principles of incorporating video content creation into a commercial photography career. Students will work with natural lighting, audio capture, video capture, editing, and export techniques to make their creative visions come to life. Assignments and lectures are informed by industry-specific client expectations and market demands, in order to prepare students for an exciting career that blends photography and video production.

Course Revisions

COSM 10A Related Science 1A
COSM 10B Related Science 1B
COSM 11A Hair Cutting 1
COSM 11B Hair Styling 1
COSM 11C Hair Coloring 1
COSM 11D Permanent Waving
COSM 16 Nail Care 1
COSM 18 Skin Care 1
COSM 20 Related Science 2
COSM 21A Hair Cutting 2
COSM 21B Hair Styling 2
COSM 21C Hair Coloring 2
COSM 21E Curly Hair Techniques 2
COSM 26 Nail Care 2
COSM 28A Skin Care 2A
COSM 28B Skin Care 2B
COSM 30 Related Science 3
COSM 31A Hair Cutting 3
COSM 31B Hair Styling 3
COSM 31C Hair Coloring 3
COSM 31E Multi Texture Styling
COSM 36 Nail Care 3
COSM 38 Skin Care 3
COSM 38B Mechanical Exfoliation
COSM 38C Chemical Exfoliation
COSM 41B Hair Styling 4
COSM 42 Short Hair Cutting
COSM 46 Nail Care 4

COSM 48 Skin Care 4
COSM 48B Advanced Make-Up
COSM 50A Written Preparation for Cosmetology State Board Exam
COSM 64 Salon Management
ECE 2 Principles and Practices of Teaching Young Children
ECE 17 Introduction to Curriculum
ECE 21 Observation and Assessment
ECE 22 Practicum in Early Childhood Education
ENGL 1 Reading and Composition 1
ENGL 41 Introduction to Asian American Literature
ETH ST 38 Introduction to Latina/o/x Communication Studies (cross-listing with COM ST 38)
MUSIC 73A Percussion Instrument Techniques

Emergency Distance Education to Fully Online

ARABIC 1 Elementary Arabic 1
ASL 2 American Sign Language 2
CHNESE 1 Elementary Chinese 1
ESL 15 Conversation and Culture in the U.S.
GERMAN 1 Elementary German I
PERSIN 2 Elementary Persian II
RUSS 2 Elementary Russian II

Distance Education

KOREAN 9 Korean Civilization
TH ART 56 Advanced Audition Workshop

Course Deactivations

ENGL 80 Reading Laboratory
ENGL 81A The Paragraph - Plus
ENGL 81B The Basic Essay - Plus
ENGL 83A Reading and Vocabulary I
ENGL 83B Reading and Vocabulary II
ENGL 84R Reading and Vocabulary III
ENGL 84W The Basic College Essay
ENGL 85 Reading and Writing 1

New Programs

Analog Photography Certificate of Achievement

This certificate program cultivates the skills learned in a variety of analog courses within the Photography Department. Coursework focuses on artisanal photographic techniques with emphasis on skills necessary for transferring to a 4- year programs of study in the arts, and qualifies students for employment in custom photography labs, running a wet darkroom, and to work for professional fine artists. Students will learn the characteristics of shooting/processing film, make custom prints in traditional color and B&W darkrooms, learn to use large format cameras, and experiment with non-silver alternative processes.

Community Mental Health Certificate of Achievement

The Community Mental Health Certificate of Achievement at Santa Monica College is a 12 unit program of study grounded in the science of psychology and the strengths-based recovery approach to mental health. The curriculum prepares students for entry-level positions in the community mental health and public health sectors. The curriculum is designed to train students to meet the surging need for culturally responsive mental health and recovery services. Students will learn fundamental information about human behavior, clinical disorders, family and social systems, and community based social and support services with an emphasis on early intervention and resilience. Not only will students learn foundational

information about community mental health, but they will also acquire skills necessary to compete in the community mental health job market. Students interested in careers outside of mental health such as positions in the public sector (e.g. police and probation officers, emergency personnel, educators, and allied health professionals) will also benefit from the training. As part of the training, students will gain field experience working with local community-based organizations.

Digital Technician Certificate of Achievement

This certificate prepares students for entry-level employment as a Digital Technician in photography. Coursework provides training in photo editing using industry standard software on macOS as well as tethered shooting in both a studio environment and on location. This includes retouching for beauty and commercial photography applications, image compositing, thorough color management, on-set asset management, and an overview of studio lighting. Students will also gain an understanding of industry trends, workplace demands, studio safety protocols, software troubleshooting, and expected professional etiquette.

Photographer's Assistant Certificate of Achievement

Upon completion of this certificate, students will have received hands-on instruction in the use of digital cameras, electronic strobe equipment and lighting techniques as applied to photography in a professional studio setting. Includes a foundation in image editing software, studio safety, on-set etiquette, lighting concepts and effective use of photography grip equipment. Students completing this certificate program will have the skills, knowledge, training and discipline necessary to apply for employment as a photo assistant in the fields of commercial photography, product photography, portrait photography, event and fashion photography, food photography, and entry-level positions in medical and forensic photography.

Photographic Retouching Certificate of Achievement

This 15 credit Photographic Retouching Certificate is designed to prepare students with the skills needed for a career in digital photographic retouching and artistry. Students who complete the program successfully will demonstrate technical proficiency using industry standard software that is common in the many different genres of the commercial photography industry. Santa Monica College instructors are experienced professionals who bring first-hand knowledge of industry practices to the classroom, collaborate with leaders in the industry, and teach the latest software in order to maintain industry relevant techniques and subject matter.

Video for Photographers Certificate of Achievement

This certificate will provide a foundation in video capture and editing techniques for students pursuing a career in photography. Through hands-on creative projects, students will practice visual communication in new ways while integrating photographs, video, and audio. This certificate is designed to provide photography students with the essential commercial video skills necessary to improve their marketability and earning potential. Coursework focuses on translating basic techniques in photography to an industry-standard video workflow applicable to commercial photography and videography, wedding/event photography and videography, lifestyle photography and videography, social media content creation, behind-the-scenes videos, and promotional videos for one's own photography business.

Program Revision

Commercial Dance Certificate of Achievement

Ethnic Studies AA/Certificate of Achievement

Fashion Design AS/Certificate of Achievement

Photography AS/Certificate of Achievement

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 17, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-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

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	Dr. Portia Jackson Preston, Empowered to Exhale, LLC.	March 16, 2023 Not to exceed \$3,500	Dr. Portia Jackson Preston, Empowered to Exhale, LLC. is being engaged to provide a professional development session for Spring Professional Development Day. This session will focus on wellness as a foundational practice for fulfilling your teaching organizational mission. An intersectional approach encourages participants to examine the need for an individualized approach to wellness, especially for members of marginalized communities or who have lived experiences that are stressful or otherwise negatively impact their well-being.	2022-23 District Funds
2	Dr. Bettina Love, Love Education Services, LLC.	March 16, 2023 Not to exceed \$5,500	Dr. Bettina Love, Love Education Services, LLC will provide a professional development session for Spring Professional Development Day on the topic of Abolitionist Teaching and Pursuit of Educational Freedom. Dr. Love’s talk will discuss the struggles and the possibilities of committing ourselves to an abolitionist goal of educational freedom, as opposed to reform, and moving beyond what she calls the educational survival complex and to advocate for abolitionist approaches in the field of education that seek new possibilities for educational justice.	2022-23 District Funds
<i>Requested by: New Faculty Committee Tre’Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

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

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
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<u>EXTENSION OF ADMINISTRATIVE ASSIGNMENT</u> Beardsley, Jason, Interim Vice-President, Academic Affairs	01/01/2023-06/30/2023
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<u>LONG-TERM SUBSTITUTE</u> Poy, Teresa, Full-time Faculty, Health Science	02/13/2023- 06/13/2023
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ADJUNCT FACULTY
Approval/ratification of the hiring of adjunct faculty (List on file in the Office of Human Resources).

<u>RESIGNATION</u> Campos, Yovanna, Project Manager, Grants	12/02/2022
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

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 POSITIONS</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant II (1 position) Operations, 12 months, 40 hours	01/17/2023
Basic Needs Project Assistant (1 position) Basic Needs, 12 months, 40 hours, Varied Hours	01/17/2023
Student Services Clerk (1 position) Outreach & Onboarding, 12 months, 20 hours	01/17/2023

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Brown, Carla, Media Resources Assistant, Malibu Campus (Step C)	01/17/2023
Cardenas, Sergio, Grounds Worker, Grounds (Step C)	01/17/2023
Gateward, Deja, Tutoring Coordinator- Business (Step C)	01/03/2023
Price, Steffaney, Instructional Computer Lab Technician - Digital Photo (Step B)	01/17/2023
Santin, Aura, Custodian, Operations (Step C)	01/03/2023
Tang, Theresa, Administrative Assistant I, Kinesiology/Athletics (Step C)	01/17/2023

PROBATIONARY

Bice, Angela, Administrative Assistant II, Malibu Campus	01/17/2023
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PROMOTION

Boullard, Lanzrea Q. From: Custodian, Operations To: Lead Custodian, Operations	01/03/2023
DiGregorio, Anisha From: Administrative Assistant I, Human Resources To: Human Resources Specialist, Human Resources	12/16/2022
Kleinman, Janet From: Administrative Assistant II, Outreach & Onboarding To: Student Services Specialist, Malibu Campus	01/17/2023
Penate, Yesenia F. From: Administrative Assistant I, Campus Events To: Human Resources Specialist, Human Resources	01/17/2023

Samano, Mario
From: Skilled Maintenance Worker II, Maintenance
To: HVAC Mechanic, Maintenance

12/16/2022

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Sandoval, Marisa
From: Program Specialist, Upward Bound, 11 months, 30 hours
To: Program Specialist, Upward Bound, 11 months, 20 hours
Comment: End date adjustment

09/05/2022 - 12/15/2022*

WORKING OUT OF CLASSIFICATION (LIMITED-TERM SUBSTITUTE)

DiGregorio, Anisha
From: Administrative Assistant I
To: Human Resources Specialist
Percentage: More than 50%
*Extension

11/02/2022 to 11/30/2022
12/01/2022 to 12/15/2022

Zetina, Marco
From: Custodian
To: Lead Custodian
Percentage: More than 50%
*Extension

10/15/2022 to 04/15/2023
04/16/2023 to 06/30/2023*

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Ng, Jonathan
From: Senior Graphics Designer, Marketing
To: Marketing Design Coordinator, Marketing
Percentage: More than 50%
*Extension

07/01/2022 to 11/05/2022
11/06/2022 to 12/16/2022*

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Johnson, Ben
From: Network Communications Technician I
To: Network Communications Technician II
Percentage: More than 50%

12/01/2022 to 02/28/2023

Rogers, George
From: Student Services Clerk
To: Receiving, Stockroom, and Delivery Worker
Percentage: More than 50%

12/01/2022 to 12/05/2022

Samano, Mario
From: Skilled Maintenance Worker II
To: HVAC Mechanic
Percentage: More than 50%
*Extension

07/01/2022 to 11/03/2022
11/04/2022 to 12/15/2022*

CSEA EDUCATIONAL PAY DIFFERENTIAL

Yan, Yongjian, Principal Programmer Analyst

.75%

01/01/2023

SPECIAL SKILLS DIFFERENTIAL

Hernandez, Sandra, Administrative Assistant II, Bilingual, Oral/Written \$45/mo.	01/01/2023
Gallego, Luis, Rec. Stockroom and Delivery Worker, Bilingual, Oral \$35/mo.	12/01/2022
Henriquez, Fernando, Rec Stockroom and Delivery Worker, Bilingual, Oral \$35/mo.	12/01/2022
Martin, Jose Luis, Rec Stockroom and Delivery Worker, Bilingual, Oral \$35/mo.	12/01/2022

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Calvento, Maria, Administrative Assistant II, CMD	01/18/2023
Gonzalez, Jocelyn, Student Services Clerk, Admissions & Records	01/06/2023
Sandoval, Marisa, Program Specialist, Upward Bound	12/30/2022
Taylor, William-Michael, Outreach & Recruitment Specialist, Outreach/Onboarding	01/02/2023

RETIREMENT

Salcedo, Ramon, Academic Computing Instructional Specialist, 32 years	12/31/2022
Young, Frederick V., Mail Services Worker II, PC &L, 24 years	07/07/2023

DECEASED

Mitchell, Ian, Stage Construction Technician, Theater Arts	12/21/2022
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

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>
<u>PROVISIONAL:</u> Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.	
Bass, Edward, Stage Construction Technician – Lighting, Theatre Arts	01/01/2023- 06/30/2023
Berney, Andrew, Laboratory Technician—Art, ART	01/01/2023--06/30/2023
Bice, Angela, Events Assistant, Performing Arts Center	
From:	10/24/2022-06/30/2023
To:	10/24/2022-01/16/2023
Brown, Thomas, Instructional Assistant – ESL, ESL	01/01/2023- 06/30/2023
Buentello, Jimmy, Customer Services Assistant, Campus Store	01/03/2023-06/30/2023
Chan, Oliver, Accompanist- Music, Music	01/03/2023-06/30/2023
Cooper ,Alexander, Costume Designer, Theatre Arts	01/01/2023-06/30/2023
Dugan, Murat C., Custodian, Operations	
From:	11/16/2022-12/19/2022
To:	11/16/2022-03/31/2023
Frale, Darren, Laboratory Technician—Art, Art	01/01/2023-06/30/2023
Freedman, Myles, Laboratory Technician—Art, Art	01/01/2023-06/30/2023
Haskell, Susan, Laboratory Technician—Art, Art	01/01/2023-06/30/2023
Hoch, Marilyn, Instructional Assistant – ESL, ESL	01/01/2023-06/30/2023
Kobashi, Todd, Laboratory Technician—Art, Art	01/01/2023-06/30/2023
Lopez, Anthony, Custodian, Operations	
From:	09/12/2022-12/19/2022
To:	09/12/2022-02/07/2023
McNaughton, Joellen, Accompanist- Music Performance, Music	01/03/2023-06/30/2023
McNaughton, Joellen, Accompanist- Music, Music	01/03/2023-06/30/2023
Moya, Briana, Custodian, Operations	
From:	09/19/2022-12/19/2022
To:	09/19/2022-02/09/2023
Nesteruk, Gary, Accompanist- Music, Music	01/03/2023- 06/30/2023
Roddie, Vanity, Custodian, Operations	
From:	10/11/2022- 12/19/2022
To:	10/11/2022- 03/08/2023
Russell, Regan, Accompanist- Music, Music Performance	01/03/2023-06/30/2023
Russell, Regan, Accompanist- Music, Music	01/03/2023-06/30/2023

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.

Abdulhafiz, Meymuna,, Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023
Abel, Teneka, Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023
Beck, Micheal, Customer Services Assistant, Campus Store	01/03/2023-06/30/2023
Berent, Richard, Accompanist - Performance, Music	01/03/2023-06/30/2023
Berent, Richard, Accompanist, Music	01/03/2023-06/30/2023
Carter, Ashlie, Customer Services Assistant, Campus Store	01/03/2023-06/30/2023
Chan, Oliver, Accompanist - Performance, Music	01/03/2023-06/30/2023
Chang, Tony, Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023
Garcia, Lucy, Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023
Gerhold, Thomas, Accompanist - Performance, Music	01/03/2023-06/30/2023
Gerhold, Thomas, Accompanist, Music	01/03/2023-06/30/2023
Grau, Donald, Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023
English, Kara, Customer Services Assistant, Campus Store	01/03/2023-06/30/2023
Locke, Ghared O., Custodian, Operations	01/03/2023-06/30/2023
Lopez, Jose C., Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023
Micas, Donna, Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023
Miles, Erik, Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023
Nesteruk, Gary, Accompanist - Performance, Music	01/03/2023-06/30/2023
Nesteruk, Gary, Accompanist - Performance, Emeritus	01/01/2023-06/30/2023
Nwonwu, Vergie, Customer Services Assistant, Campus Store	01/03/2023-06/30/2023
Pabst, Ester, Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023
Robles, Jr., Jose, Customer Services Assistant, Campus Store	01/03/2023-06/30/2023
Tan, Barry, Accompanist - Performance, Music	01/03/2023-06/30/2023
Thielking, Alan, Bookstore Clerk-Cashier, Campus Store	01/03/2023-06/30/2023

SUBSTITUTE - LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Morales Perez, Jazmin, Student Services Clerk, EOPS	12/08/2022- 03/27/2023
Bice, Angela, Administrative Asst. II, Academic & Community Relations	
From: 40 hours week;	07/01/2022- 08/31/2022
To: 20 hours week	09/01/2022- 01/13/2023
Marcial, Christina, Administrative Asst. II, Academic & Community Relations	
From: 40 hours week;	07/01/2022- 08/31/2022
To: 20 hours week	09/01/2022- 12/22/2022
Pacheco, Wendy, Enterprise Business Services Clerk, Cashier's Office	
From:	07/01/2022- 09/30/2022
To:	07/01/2022- 01/11/2023

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, \$15.96/hour (STHP)	23
College Work-Study Student Assistant, \$15.96/hour (FWS)	12
College CalWORKS, \$15.96/hour	2

SPECIAL SERVICE

Art Model, \$27.00/hour	23
Art Model w/ Costume, \$30.00/hour	32

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

Requested by: *John Greenlee, Director, Facilities Finance*
Terry Kamibayashi, Manager of Facilities Maintenance
:
Charlie Yen, Director of Facilities Planning
Kim Tran, Chief Director, Business Services
Approved by: *Christopher Bonvenuto, Vice-President, Business/Administration*
Requested Action: *Approval/Ratification*

9-A CONTRACTOR SUBSTITUTION REQUEST – SMC MATH AND SCIENCE REPLACEMENT PROJECT PHASE 2

Acceptance of Icon West, Inc, Subcontractor Substitution Request on the SMC Math and Science Replacement Project Phase 2.

Listed Subcontractor	Requested Substitution
Bristol Omega, Inc.	HeshHC Industries, Inc.

Comment: Icon West, Inc., the General Contractor for the SMC Math and Science Replacement Project Phase 2, has requested to substitute their listed subcontractor, Bristol Omega, Inc. with HeshHC Industries, Inc.. to perform the casework portion of the project. Per the General Condition of the contract, the District’s consent to Contractor’s substitution of a listed subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

9-B AMENDMENT NO. 5 TO AGREEMENT FOR ARCHITECTURAL SERVICES FOR THE SMC MATH AND SCIENCE EXTENSION PROJECT

Approval of Amendment No. 5 CANNON DESIGN for the MATH and SCIENCE EXTENSION BUILDING in the amount of not to exceed \$4,740.

Original Contract Amount	\$ 7,130,150
Amendment No. 1 (Name Correction)	\$ 0
Amendment No. 2	\$ 51,000
Amendment No. 3	\$ 725,000
Amendment No. 4	\$ 13,000
Amendment No. 5	\$ 4,740
Revised Contract Amount	\$ 7,924,490

Total Change Amendments represents 11% of the original contract.

Funding Source: Measure V

Comment: Amendment No. 5 includes revisions to electrical drawings and load calculations. This work has been completed by the design team as a response to the Request For Information submitted by the contractor in order to no delay the project. The additional design and engineering services to modify classrooms 101, 201, 202, 203, 206, 207, 208, 209, 210, 211, 212, 213, 310 and 311 of the Math & Science Building into HyFlex Classrooms.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 17, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

Requested by: Charlie Yen, Director of Facilities Planning
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

9-C ARCHITECTURAL SERVICES AGREEMENT – GENDER NEUTRAL RESTROOM BUILDING

Approval of contract with TSK Architects for planning, design and construction administration for the Gender Neutral Restroom Building in the amount of \$238,920 plus \$10,000 in reimbursable expenses.

Funding Source: Measure V

Comment: As part of the College’s Gender Equality mission, the District is committed to providing facilities in support of gender equities. This project is part of the College’s continuous facilities improvement plan in achieving equity goals. The Gender Neutral Restroom Building will be located on the main campus in the Quad area between Theater Arts building and the Humanities & Social Science building.

9-D AGREEMENT FOR ENVIRONMENTAL CONSULTING SERVICES – STUDENT HOUSING

Agreement with PARKER ENVIRONMENTAL CONSULTANTS for Environmental Consulting Services for the Student Housing project for an amount not to exceed \$180,000 plus \$10,000 in reimbursable expenses.

Funding Source: District Capital Funds, State Housing Grant, and Measure SMC

Comment: As one of the conditions to obtain the State Housing Grant for the new Student Housing project, the CEQA (California Environmental Quality Act) review process must be conducted. Shane Parker, the principal of Parker Environmental Consultants, has worked successfully with SMC on several environmental impact reports.

9-E AGREEMENT FOR TRAFFIC CONSULTING SERVICES – STUDENT HOUSING

Agreement with FEHR & PEERS for traffic engineering services for the Student Housing project not to exceed \$14,100 plus \$2,500 in reimbursable expenses.

Funding Source: District Capital Funds, State Housing Grant, and Measure SMC

Comment: The traffic impact analysis, including traffic counts, is necessary for the planning and environmental reviews of the Student Housing project.

9-F AGREEMENT FOR COST ESTIMATING SERVICES – STUDENT HOUSING

Agreement with CUMMING for cost estimating services for the Student Housing project not to exceed \$15,000 plus \$1,500 in reimbursable expenses.

Funding Source: District Capital Funds, State Housing Grant, and Measure SMC

Comment: The cost estimating is necessary for the planning, and the State Grant application of the Student Housing project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Jason Beardsley, Interim Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: Strong Workforce Program – Local Share Round 6: Fiscal Year 2022-2023
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: \$298,427 (Amended Allocation \$1,524,113)
 Matching Funds: Not applicable
 Performance Period: July 1, 2022 – June 30, 2024
 Summary:

The Local share of the Strong Workforce Program (SWP) funds require colleges to increase the quantity of career technical education (CTE) enrollments, courses, completions, job placements, and wage gains while working to improve the quality of CTE.

The final Fiscal year 2022-2023 allocation memo reflected an increase in funding of \$298,427. These funds will be used in program investments to target and support outcomes that increase the annual number of students who earn degrees, credentials, certificates or specified skill sets to prepare them for an in-demand job; increase the number of students transferring annually to a UC or CSU; decrease the average number of units accumulated by students earning associates degrees; increase the percentage of CTE students who report being employed in their field of study; and reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting student success gaps.

Budget Augmentation:

Restricted Fund 01.3		
Revenue		
8600	State	\$ 298,427
Expenditures		
1000	Academic Salaries	\$ 53,130
2000	Non-Academic Salaries	\$ 76,377
3000	Employee Benefits	\$ 62,375
4000	Supplies & Materials	\$ 2,727
5000	Other Operating Expenditures	\$ 89,933
6000	Capital Outlay	\$ 1,948
7300	Other Outgo/Indirect	\$ 11,937
Total		\$ 298,427

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requestor: Donald Girard, Senior Director, Government Relations & Institutional Communications

Reviewed by: Kim Tran, Chief Director, Business Services

Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: Radio Community Service Grant
Granting Agency: The Corporation for Public Broadcasting (CPB)
Augmentation Amount: (\$2,349); (Amended Award Amount \$1,235,651)
Matching Funds: Not Applicable
Performance Period: October 1, 2022 – September 30, 2024
Summary: CPB distributes community service grants to noncommercial public television and radio stations that provide significant public service programming to their communities. Community service grants help stations expand the quality and scope of their work, in education, news, public affairs or other programming. This amendment reduces budget by \$2,349 to align with the final Service Grant Agreement executed on November 29, 2022 in the amount of \$1,235,651.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8800	Local	(\$ 2,349)
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	(\$ 2,349)
6000	Capital Outlay	\$ 0
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 0
Total		(\$ 2,349)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: NextUp Program
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: \$942,225
 Matching Funds: Not Applicable
 Performance Period: January 1, 2023 to June 30, 2024
 Summary: In an effort to increase access to critical support services for current and former foster youth, the Budget Act of 2022-2023 increased ongoing funding for the NextUp Program (formally known as the Cooperating Agencies Foster Youth Educational Support Program) by \$30million. The annual appropriation for this program is now \$50 million. The Chancellor’s Office is leveraging this funding to increase to scale the NextUp Program to every college across the System under the umbrella of EOPS/CARE.

Santa Monica College will utilize the grant to establish a comprehensive NextUp Program that will provide academic, transfer, financial aid and career counseling, academic tutoring, mental wellness support, case management referrals to college and community programs, and provide direct financial aid to participants. The goal is to increase the number of current and former foster youth who enroll at the college, persist and complete their educational goal.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 942,225
	Expenditures	
	1000 Academic Salaries	\$ 316,019
	2000 Non-Academic Salaries	\$ 44,062
	3000 Employee Benefits	\$ 135,951
	4000 Supplies & Materials	\$ 22,000
	5000 Other Operating Expenditures	\$ 45,000
	6000 Capital Outlay	\$ 70,000
	7000 Student Aid	\$ 309,193
	Total	\$ 942,225

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

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: November 1-30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	24,931
3000	Benefits	0
4000	Supplies	-2,073
5000	Contract Services/Operating Exp	-17,260
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-5,598
Net Total:		0

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 1-30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	1,800
7100/7699	Other Outgo/Student Payments	-1,800
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 17, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET TRANSFERS (continued)

11-C FUND 40.0 – Capital Projects Fund
Period: November 1-30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	96,880
6000	Sites/Buildings/Equipment	-96,880
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

11-D FUND 42.5 – Revenue Bond Construction Fund (Measure V)
Period: November 1-30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	82,500
6000	Sites/Buildings/Equipment	-82,500
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	January 17, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER

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

<u>Commercial Warrant Register</u>	
November 2022	702046 through 743829
<u>ACH Numbers</u>	
November 2022	106439 through 115916
Total	\$19,089,044.65

<u>Commercial Warrant Register</u>	
December 2022	746120 through 785757
<u>ACH Numbers</u>	
December 2022	116685 through 124805
Total	\$17,501,218.93

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>	
November 2022	C1D – C2E \$14,255,378.56

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification

Requested by: Mitch Heskel, Dean, Educational Enterprise

Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

November 2022 Covered by check & voucher numbers: 031185-031480 & 03012-03042

Bookstore Fund Payments	\$ 289,737.24
Other Auxiliary Fund Payments	\$ 122,931.07
Trust and Fiduciary Fund Payments	<u>\$ 667,309.55</u>
	\$ 1,079,977.86

Purchase Orders issued

November 2022	\$ 36,538.12
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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. 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: Jason Beardsley, Vice-President of Academic Affairs

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

RECOMMENDATION NO. 16 PURCHASING

Requested Action: Approval/Ratification

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.

November 2022	\$49,848,318.38
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BOARD OF TRUSTEES Santa Monica Community College District	ACTION January 17, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

SUBJECT: **2021-2022 AUDIT REPORTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2021-2022 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, 2022. The Board’s Audit Subcommittee comprising Trustees Rob Rader and Barry Snell reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

Links to:
[SMCCD 2022 Final Financial Statements](#)
[SMCCD Measures S, AA and V Final Financial Statements and Performance Report](#)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 17, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: **RESOLUTION CONFIRMING ACCEPTANCE OF LOS ANGELES COUNTY CANVASS CERTIFICATE, NOVEMBER 8, 2022 ELECTION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution confirming acceptance of the official Canvass Certificate and the official Statement of Votes Cast by precinct for the Santa Monica Community College District Special Election conducted with the General Election held on November 8, 2022.

WHEREAS, California Elections Code Section 15400 requires the governing board of a community college district to declare the results of each election under its jurisdiction; and

WHEREAS, California Education Code Section 15274 requires an equivalent declaration or certification regarding Proposition 39 general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED that the Santa Monica Community College District Board of Trustees (the “Board”) certifies and declares as follows regarding the November 8, 2022 General Election:

1. Pursuant to the Los Angeles County Registrar of Voters and the official Canvass Certificate and the Official Statement of Votes Cast (“Canvass Certificate”) submitted to the Board of the Santa Monica Community College District (the “District”), and in compliance with California Elections Code Section 15400, Bond Measure SMC (the “Bond Measure”) was approved by more than 55% of the registered voters of the District who voted at the General Election.
2. Pursuant to the Los Angeles County Registrar of Voters and the official Canvass Certificate submitted to the Board of the District, and in compliance with California Education Code Section 15274, the Board certifies to the Board of Supervisors of the County of Los Angeles, and so incorporates into its minutes this resolution, that the Bond Measure was duly passed, as set forth in section 1 above, in compliance with Section 18(b) of Article XVI of the California Constitution and that all proceedings relating to the election and approval of the Bond Measure was duly had and conducted.
3. In compliance with California Education Code 15274, a copy of the resolution shall be sent to the Board of Supervisors of the County of Los Angeles.
4. This resolution shall take effect immediately upon adoption.

Appendix A: Certificate of Canvass and the Statement of Votes Cast for Measure SMC (page 39)

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

**CERTIFICATE OF THE CLERK OF THE
BOARD OF TRUSTEES AS TO RESULTS OF THE
CANVASS OF ELECTION RETURNS**

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES)

I, Kathryn E. Jeffery, Clerk of the Board of Trustees (the "Board") of the Santa Monica Community College District, do hereby certify that I have examined the results of the Election conducted within the District on November 8, 2022, reported to me by the Los Angeles County Registrar of Voters. At the Board's request, the election was conducted at the regular polling places of the County on November 8, 2022, between the hours of 7:00 a.m. and 8:00 p.m., prior to which time, the Los Angeles County Registrar of Voters delivered ballot pamphlets and absentee ballots to qualified voters.

The results of the election, as provided to the Board by the Los Angeles County Registrar of Voters are attached to this Certificate and incorporated herein by this reference. I hereby certify that the results of said election and the number of votes cast for and against Measure SMC are as follows:

BONDS YES:	23,790 votes (57.73%)
BONDS NO:	17,422 votes (42.27%)

These results are officially entered into the minutes of the meeting of the Board of Trustees of the Santa Monica Community College District held on January 17, 2023.

Secretary, Board of Trustees
Santa Monica Community College District

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 17, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **RESOLUTION APPOINTING A GENERAL OBLIGATION BOND CITIZENS' OVERSIGHT COMMITTEE WITH RESPECT TO MEASURE SMC**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution:

WHEREAS, the issuance of not to exceed \$375,000,000 aggregate principal amount of general obligation bonds (the "Authorization") of the Santa Monica Community College District (the "District"), County of Los Angeles (the "County"), State of California, was authorized at an election (the "Election") held in said District on November 8, 2022, the proceeds of which are to be used for the acquisition, construction, improvement, equipping and furnishing of various capital facilities of the District; and

WHEREAS, the Registrar-Recorder/County Clerk of the County has certified to the effect that the official canvass of returns for the Election reflected that more than 55% of the votes cast on the District's bond measure submitted to the voters at the Election (the "Measure") were cast in favor of the Measure, and such result has been entered in the minutes of this Board of Trustees of the District (the "District Board"); and

WHEREAS, the District Board has previously appointed a Citizens' Oversight Committee with respect to the District's Election of 2002 (Measure U), 2004 (Measure S), 2008 (Measure AA) and 2016 (Measure V) General Obligation Bonds (the "Committee") in accordance with Section 15278 et seq. of the Education Code;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Santa Monica Community College District, as follows:

1. The foregoing recitals are true and correct.
2. The District Board hereby further appoints this Committee to serve as the Citizens' Bond Oversight Committee for the Election of 2022 (Measure SMC) General Obligation Bonds to serve in accordance with the provisions of Section 15278 et. seq. of the Education Code.
3. This resolution shall take effect immediately upon its adoption.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 17, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **COLLECTIVE BARGAINING AGREEMENT WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 36**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees ratify the collective bargaining contract with the California School Employees Association (CSEA) Chapter 36 for a term beginning on July 1, 2021, and ending on June 30, 2024.

SUMMARY: On July 6, 2021 the District and CSEA’s initial collective bargaining agreement proposals were presented to the Board in accordance with the public disclosure requirements of Government Code Section 3547. On July 6, 2021 the Board invited the public to make comments on the proposals and thereafter adopted the District’s initial proposal.

The District’s negotiation team and the CSEA representatives concluded negotiations on December 1, 2022. On January 12, 2023, CSEA notified the District that its membership ratified the collective bargaining contract with 98.3 percent voting in favor of ratification.

PROJECTED COST IMPACT OF CSEA CONTRACT			
For Fiscal Years 2021-22 (7.5%), FY 2022-23 (2.5% Plus \$3,000 One-Time Pay) & FY 2023-24 (75% of Projected COLA)			
	2021-2022 Retro	2022-2023	2023-2024
Salary	2,377,222	914,469	2,372,236
Stipend - Education and Longevity	65,181	-	-
One-time Pay - \$3,000	-	<u>1,308,000</u>	=
Total Salary and One-Time Pay	2,442,403	2,222,469	2,372,236
Benefits	<u>867,266</u>	<u>457,331</u>	<u>831,205</u>
Total Salary and Benefits	3,309,669	2,679,800	3,203,441

The agreement is on the District’s website at:

https://www.smc.edu/administration/human-resources/documents/csea-agreement-mous/CSEA_Agreement_2018-2021/SMC-RSA-TA-21-24-1.pdf

A copy of the agreement is provided as a supplement to the agenda.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 17, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **CLASSIFIED CONFIDENTIAL SALARY SCHEDULE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the attached Classified Confidential Classifications and Salary Ranges to be realigned with the Classified Employee Classifications and Salary Ranges covered by the CSEA Collective Bargaining Agreement. The classifications on the Classified Confidential Classifications and Salary Ranges schedule are placed one range above those on the Classified Employee Classifications and Salary Ranges schedule.

Effective July 1, 2021, Classified Confidential employees shall be paid on the CSEA Salary schedule at the appropriate range for the applicable year.

PROJECTED COST IMPACT OF SALARY INCREASE - CLASSIFIED CONFIDENTIALS For Fiscal Years 2021-22 (7.5%), FY 2022-23 (2.5% Plus \$3,000 One-Time Pay) & FY 2023-24 (75% of Projected COLA)			
	2021-2022 Retro	2022-2023	2023-2024
Salary	59,644	21,516	55,814
Stipend - Longevity	7,082	-	-
One-time Pay - \$3,000	-	<u>24,000</u>	-
Total Salary and One-Time Pay	66,726	45,516	55,814
Benefits	<u>23,694</u>	<u>10,074</u>	<u>19,556</u>
Total Salary and Benefits	90,420	55,590	75,370

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

CLASSIFIED CONFIDENTIAL CLASSIFICATIONS

Effective July 1, 2018 Classified Confidential Classifications shall be paid on the applicable CSEA salary schedule with the one range differential.

Approved September 3, 2019

CLASSIFICATION	RANGE
ADMINISTRATIVE ASSISTANT III, ACADEMIC AFFAIRS	C35*
ADMINISTRATIVE ASSISTANT III, BUSINESS AND ADMINISTRATION	C35*
ADMINISTRATIVE ASSISTANT III, BUSINESS SERVICES	C35*
ADMINISTRATIVE ASSISTANT III, HUMAN RESOURCES	C35*
ADMINISTRATIVE ASSISTANT III, STUDENT AFFAIRS	C35*
ADMINISTRATIVE ASSISTANT III, SUPERINTENDENT AND PRESIDENT	C35*
ADMINISTRATIVE ASSISTANT IV, SUPERINTENDENT AND PRESIDENT	C37*
DEPARTMENT SECRETARY II, SUPERINTENDENT AND PRESIDENT	C24*
EXECUTIVE COORDINATOR-DISTRICT & BOARD OF TRUSTEES	C41*
HUMAN RESOURCES ANALYST – EMPLOYEE AND LABOR RELATIONS	C46*

*Shorthand Differential - Two ranges (approximately 5%) is granted in positions which require shorthand.

Confidential Salary Schedule includes a one range differential above the regular salary schedule.

Confidential Employees receive 24 days of vacation per year and an additional two range (approximately 5%) increase after 5, 10, 15, 20, 25, 30 and 35 years of service.

Differentials for shorthand, bilingual or multilingual proficiency are granted in positions which require the skill. Differentials for education are granted if the employee meets the requirements.

Special Assignments with odd days, including Saturday and Sunday and/or unusual working hours shall receive a difference in pay of two ranges on the salary schedule (approximately 5%).

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 17, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: **NOMINATION TO CCCT BOARD OF DIRECTORS**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees nominate Trustee Barry Snell for election to the California Community College Trustees (CCCT) Board of Directors.

SUMMARY: Nominations for membership on the CCCT Board of Directors will be accepted in the CCLC office from January 1 through February 15, 2023. Each district may nominate members of its board, but only one trustee per district may serve on the board.

The election of members of the CCCT Board of Directors will take place between March 10 and April 25, 2023. Seven persons will be elected to the board this year. For 2023, nine seats are up for election: seven incumbents are eligible for re-election and two have reached their three-term limit. Election results will be announced at the Annual Trustees Conference in the spring. The newly elected members of the board will assume their responsibilities on June 1, 2023 and the President of the CCCT Board will administer the Oath of Office at their first meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: **SECOND READING AND APPROVAL, BOARD POLICY CHAPTER 3, GENERAL INSTITUTION - BP 3410, NONDISCRIMINATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approval of Board Policy Chapter 3, General Institution, BP 3410, Nondiscrimination.

COMMENT: Revised Board Policy 3410 Nondiscrimination, reflects the League's content and is in line with other community colleges' BP 3410. It was reviewed and approved by Senior Staff, the Superintendent/President and the Board's Subcommittee. A first reading was held on December 13, 2022.

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



Board Policy
Chapter 3 – General
Institution

BP 3410 NONDISCRIMINATION

The Santa Monica Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, immigration status, religion, age, sex, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because ~~he~~she/they is are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative regulations that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, sex, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because an individual is perceived to have one or more of those characteristics, or because of an individual's association with a person or group with one or more of these actual or perceived characteristics.

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.;

Title 2 Sections 10500 et seq.;

Labor Code Section 1197.5;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements

(Replaces former BP 2410)

Adopted: November 15, 2004

Revised: June 5, 2018

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 17, 2023

XIII. BOARD COMMENTS

XIV. ADJOURNMENT

The meeting will be adjourned in memory of **William Lippman**, Member of the SMC Foundation Board of Directors; and **Ian Mitchell**, Stage Construction Technician, SMC Theatre Arts Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, February 7, 2023 at 6 p.m. (5 p.m. if there is a closed session) in the SMC Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. The meeting will also be conducted via Zoom Webinar for members of the public to participate remotely.