



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, NOVEMBER 12, 2024

SMC Board Room
1900 Pico Boulevard
Santa Monica, California

- INSTALLATION OF STUDENT TRUSTEE
Board Chair Margaret Quiñones-Perez administered the Oath of Allegiance to Daniel Martinez Garcia and installed him as Student Trustee for 2024-2025.
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: - None

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS

Christina Marcial
Kennisha Green
Cindy Ordaz on behalf of Joan Kang

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. CONSENT AGENDA

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

- #1 Approval of Minutes: October 1, 2024 (Regular Meeting)
October 17, 2024 (Special Meeting/Closed Session)

Academic Affairs

- #2 New Courses and Degrees, Fall 2024

Acceptance of Donations

- #3 KCRW Foundation Donations of Equipment to SMCCD

Contracts and Consultants

- #4-A Ratification of Contracts and Consultants
#4-B Approval of Contracts and Consultants

Human Resources

- #5 Revision to SMCCD 2025-2026 Calendar
#6 Academic Personnel
#7 Memorandum of Understanding Between SMCCD and CSEA Chapter 36
#8 Classified Personnel – Regular
#9 Classified Personnel – Limited Duration
#10 Classified Personnel – Non Merit

Facilities and Fiscal

- #11 Facilities
- #12 Acceptance of Grants and Budget Augmentation
- #13 Budget Transfers
- #14 Payroll Warrant Register
- #15 Reissue Payroll Warrants
- #16 Commercial Warrant Register
- #17 Auxiliary Payments and Purchase Orders
- #18 Organizational Memberships
- #19 Providers for Community and Contract Education
- #20 Purchasing

IX. CONSENT AGENDA – Pulled Recommendations

X. MAJOR ITEMS OF BUSINESS

- #21 Resolution: Veterans Awareness Week
- #22 Resolution Approving Military Equipment Policy
- #23 Reappointments to Personnel Commission
- #24 2024-2025 Quarterly Budget Report and 311Q
- #25 Second Reading and Approval: Board Policy 6620, Naming of Facilities

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Thursday, December 12, 2024 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	November 12, 2024

IV. SUPERINTENDENT'S REPORT

- Giving Thanks(giving) will be held November 25-27, 2024 will provide holiday groceries to 3,000 SMC students in need. This flagship three-day event is dedicated to addressing the growing issue of food insecurity among college students by providing them with fresh grains, produce, shelf-stable items, and the means to pick a protein of their choice for a delicious holiday meal. Many students, particularly those from low-income households, find themselves unable to afford regular, nutritious meals.

Link to: [Giving Thanks\(giving\) Presentation](#)

- Enrollment Update
Fall enrollment as of November 12, 2024: Total headcount is up 2.68 percent from last fall; Credit FTES are up 1.60 percent from last fall; Non-resident FTES are down 2.26 percent from last fall.

Winter and Spring 2025 enrollment as of the 12th day of priority enrollment: Total winter headcount is up 13.34 percent from last winter; credit FTES are up 22.36 percent from last winter; Non-resident FTEs are up 1.29 percent from last winter. Total spring headcount is up 7.76 percent from last spring; credit FTES are up 10.64 percent from last spring; Non-resident FTES are down 1.95 percent from last spring.

Link to: [Enrollment Update](#)

- Safety Training: SMC Police Chief Johnnie Adams reported on activities related to safety training that can be enacted quickly and some that can be planned for the future to improve both school safety and student success.

Immediately Actions:

- Active Assailant Awareness and Recognition – Keenan Emergency Management
- Active Shooter – Run, Hide, Fight Keenan Emergency Management 14 min.
- LiveSafe Advertisement and Education
- Workplace Violence Program - [Workplace Violence Prevention Program - Santa Monica College](#)

Immediate Scheduling Actions

- In person Active Shooter/Emergency Preparedness Training
- Interactive LiveSafe Training
- Care and Prevention Team Presentations
-

Future Schedule – (to be determined)

- Threat Assessment/Active Shooter Presentation – Special Agent Ret. Jeff Cugno
- Targeted Active Shooter Drill
- Scheduled Workplace location Walkthroughs
- FBINAA School Shooting Prevention Seminar
- Professional Development Training
- Building Monitor Training

- State Initiatives:

Two state measures that the Board of Trustees endorsed passed:

- Measure 2, \$10 billion state Bond measure for public schools and college facilities passed with 58 percent. The bond will provide \$1.5 billion for the community college system.
- Measure 4, \$10 billion state Bond measure for water, wildfire and climate risks passed with 59 percent.

The Board of Trustees endorsed two local bond measures that passed:

- Santa Monica-Malibu Unified School District Measure QS and Measure MM, Schools Repair and Improvement for Santa Monica Schools and Malibu, respectively.

Of the 15 community colleges that had bond measures on the ballot, 12 passed.

- Local Election Results:

- Santa Monica Community College District Board of Trustees: Three trustees – Anastasia Foster, Margaret Quiñones-Perez and Rob Rader – will be officially seated at the Board of Trustees meeting on December 12, 2024.
- Santa Monica City Council: Dan Hall, Ellis Raskin, Barry Snell and Natalya Zernitskaya were elected.
- Santa Monica-Malibu Unified School District Board of Education: Incumbents Jennifer Smith, Jon Kean, Maria Leon-Vasquez were elected.
- Malibu City Council: Bruce Lee Silverstein, Steven Uhring and Haylynn Conrad were elected.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 12, 2024

VIII. CONSENT AGENDA

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#20.

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #4 -A (14),#4-B (1), #12-A

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendations pulled from the Section VII, Consent Agenda were voted on separately.

Recommendation No 4-A (14): Ratification of Contracts and Consultants

MOTION MADE BY: Barry Snell
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 1 (Margaret Quiñones-Perez)
 RECUSE: 1 (Rob Rader)
 ABSENT: 1 (Susan Aminoff)

Recommendation #4-B (1); Approval of Contracts and Consultants

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

Recommendation #12-Acceptance of Grants and Budget Augmentation

MOTION MADE BY: Barry Snell
 SECONDED BY: Tom Peters
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 0
 ABSTAIN: 1 (Rob Rader)
 ABSENT: 2 (Susan Aminoff, Margaret Quiñones-Perez))

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

- [October 1, 2024 \(Regular Meeting\)](#)
- [October 17, 2024 \(Special Meeting/Closed Session\)](#)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, FALL 2024

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

New Courses

BUS 12, Success Skills for First-Time Manager

This course is a survey of entry-level, first-time management concepts, theories, and principles with a focus on a manager's job responsibilities and the role that managers play in planning, organizing, leading and motivating teams, and controlling organizations. Career and educational pathways include organizational development as applied to retail management across a variety of industries.

Distance Education

BUS 12, Success Skills for First-Time Manager

Course Revisions: Common Course Numbering

- COMM C1000 Introduction to Public Speaking (formerly COM ST 11)
- ENGL C1000 Academic Reading and Writing (formerly ENGL 1)
- ENGL C1001 Critical Thinking and Writing (formerly ENGL 2)
- POLS C1000 American Government and Politics (formerly POL SC 1)
- PSYC C1000 General Psychology (formerly PSYCH 1)
- STAT C1000 Introduction to Statistics (formerly MATH 54)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 3 KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

The following are donations of equipment from the KCRW Foundation to the Santa Monica Community College District. In the normal course of business, the KCRW Foundation uses member donations and underwriting revenues to purchase equipment used in operating the Station. The ownership of the assets is transferred to the District and is inventoried and depreciated by the District. This Board action is primarily a recordkeeping action. The assets continue to be used in operating the Station.

Items	Amount
<u>April 2024:</u>	
Wireless in-ear (1)	\$351.91
Sony 4K camera (1)	\$4,944.43
POS Go Devices (4)	\$1,406.79
AV Converters (1)	\$1,702.69
<u>May 2024:</u>	
55" LED display tv (1)	\$1,972.36
Power distribution units for server racks (9)	\$6,911.75
19" LCD screen (1)	\$490.19
Sony 4K camera (1)	\$4,525.76
Pelican case (1)	\$297.62
Headphone units (5)	\$2,199.49
Podcast mic (1)	\$333.41
Podcast mic (1)	\$329.65
<u>June 2024:</u>	
UPS unit, CPNT Tower, Network card controller (3) for x3 sites	\$17,449.21
KVM System	\$5,224.54
HD radio receiver (1)	\$487.99
Studio Monitor (2)	\$637.40
Network routers (2)	\$4,014.90
Network routers (6)	\$4,598.94
Network routers (4)	\$5,411.22
Network routers (4)	\$2,965.28
<u>July 2024:</u>	
Power backups (8)	\$ 4813.56
C-band 5G (1)	\$ 870.98
<u>August 2024:</u>	
Power supply (1)	\$ 918.71
Power supply (1)	\$ 766.49
Power supply (1)	\$ 677.81
Camera lens (3)	\$ 7370.79
<u>September 2024:</u>	
Monitor system (1)	\$ 4,454.08
Touch screen monitor (2)	\$ 707.00
Switcher (1)	\$ 876.49
<u>TOTAL DONATIONS: April 2024 through September 2024</u>	<u>\$87,711.44</u>

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 12, 2024
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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 The Emmada Institute of Behavioral Health & Wellness	October 23, 2024 \$2,000	Speaker Wellbeing at Work: Transforming Compassion Fatigue & Burnout Impact	Restricted General Fund, Mental Health Support
<i>Requested by: Susan Fila, Dean, Health Services (Interim)</i> <i>Approved by: Michael V. Tuitasi, Vice President, Student Affairs</i>			
2 Eileen Jimenez	November 7, 2024 \$3,000	Consultant to help create artwork that reflects our experiences and relationships with land, to joy, to resilience, to ourselves, and to our communities.	Restricted General Fund, Student Equity Achievement Program
3 Ivan Coyote	October 22, 2024 \$6,500	Speaking engagement on "How to Circumnavigate the Gender Binary in Seven Thousand Easy Steps"	Restricted General Fund, LGBTQ+ Funding
<u>#1-#3</u> <i>Requested by: Thomas Bui, Dean, Student Life (Interim)</i> <i>Approved by: Michael V. Tuitasi, Vice President, Student Affairs</i>			
4 Out to Protect	September 12, 2024- June 10, 2025 \$1,080	Consultant will provide LGBTQ+ awareness Training to Campus Police.	Unrestricted General Fund
<i>Requested by: Johnnie M. Adams, Chief of Police</i> <i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>			
5 Nadia Calmet	October 1, 2024 \$500	Consultant will provide a session about exploring Afro-Latin art, heritage and cultural resiliency.	Restricted General Fund, Student Equity Achievement Program
<i>Requested by: Valeria Garcia, Project Manager, Student Life</i> <i>Approved by: Michael V. Tuitasi, Vice President, Student Affairs</i>			

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 12, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ NEW CONTRACTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
6	Frank Harris III	October 4-25, 2024 \$7,000	STEM Equity Focused Professional Development Workshops. Dr. Harris is continuing STEM Equity focused workshops, from Spring 2024, in order for participants in NSF Cohort 4 to create a coherent learning experience that deepens understanding for equity tools and practices to in implemented in the classroom.	Restricted General Fund, NSF: Fostering an Equity-minded Student Success Culture in STEM Through Faculty
7	Quoc Tim Nguyen	October 8, 2024- June 30, 2025 \$24,000	External evaluator services National Science Foundation (NSF) grant to include the exploration of the impact of strategies for increasing the number of students from historically marginalized communities, focused on Black and Latinx students.	Restricted General Fund, NSF: Fostering an Equity-minded Student Success Culture in STEM Through Faculty
<p><u>#6-#7</u> <i>Requested by: Silvana Carrion-Palomares, Project Manager NSF</i> <i>Approved by: Jason Beardsley, Vice President, Academic Affairs</i></p>				
8	Core Skills Institute	October 22, 2024- June 30, 2025 \$9,720	Practical skills assessments and industry-relevant microcredentials for Biology 30 and 31 students.	Restricted General Fund, Perkins Title 1-C
<p><i>Requested by: Karol Lu, Project Manager, Aquaculture and BioTechnology</i> <i>Approved by: Jason Beardsley, Vice President, Academic Affairs</i></p>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 12, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ NEW CONTRACTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
9	Team Dynamix Solutions, LLC.	December 15, 2024- December 14, 2027 \$78,158.14	Team Dynamix customer support software renewal for IT Help Desk and Maintenance and Operations work orders.	Unrestricted General Fund
<i>Requested by: Matthew Kiaman, Director, Network Services</i> <i>Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration</i>				
10	Penn Corporate Relocation Services	December 26, 2024- June 22, 2025 \$22,628	Moving services for the new Math & Science Building.	Measure V Bond, Construction Fund Math & Science Addition
<i>Requested by: Charlie Yen, Director, Facilities Planning and Construction</i> <i>Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration</i>				
11	YLC Ballet dba Westside Ballet of Santa Monica	November 11 – December 8, 2024 \$20,000	To provide student access to Nutcracker Performances at the Broad Stage.	Unrestricted General Fund; Public Policy Institute
12	Social and Environmental Entrepreneurs	October 15-31, 2024 \$2,500	Environmental Entrepreneurs will provide a round table discussion, multiple training sessions for Santa Monica College public policy students, and develop an online record of students work to be housed on the SMC PPI website.	Unrestricted General Fund
<u>#11, #12</u> <i>Requested by: Robert Rudolph, Director, Facilities Programming & Rebecca Agonafir, Director, Marketing</i> <i>Approved by: Donald Girard, Senior Director, Government Relations and Institutional Communications</i>				
13	Michael Massenburg	November 12, 2024 \$300	Consultant will provide a round table discussion and exhibit at the “Converge Vertex” exhibit in SMC’s Pete and Susan Barrett Art Gallery.	Unrestricted General Fund
<i>Requested by: Pressian Nicolov, Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 12, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A RATIFICATION OF CONTRACTS AND CONSULTANTS

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
14	Atkinson, Andelson, Loya, Ruud & Romo	September 24, 2024- June 10, 2025 \$3,000 per session, five sessions, for a total of \$15,000	Consultant will provide five, management training sessions focusing on EEO, conflict management, team building and leadership development.	Restricted General Fund, Annual EEO Best Practices
15	Forrest L Story	November 19, 2024 \$350	Consultant will provide a presentation and consultation to SMC employees about interviewing tips.	Restricted General Fund, Annual EEO Best Practices
16	Essential Career Counseling	November 19, 2024 \$975	Consultant will provide a presentation and consultation titled AI as Your Career Catalyst: Unlocking Personalized Pathways to Exploration, Planning, Execution, and Success.	Restricted General Fund, Annual EEO Best Practices
17	Boundless Tenacity Consulting	November 19, 2024 \$1,500	Consultant will provide a presentation and consultation titled Leveraging Your Strengths to Grow in Your Career.	Restricted General Fund, Annual EEO Best Practices

#14-#17

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

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 12, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B APPROVAL OF CONTRACTS AND CONSULTANTS

The following contracts are greater than the amount specified in Public Contract Code Section 20651 and are presented to the Board of Trustees for approval.

Provider/Contract	Term/Amount	Service	Funding Source
1 MN8 Creative, Inc "CollegeApp"	Site license for 18 months: December 1, 2024 – June 1, 2026 Not to exceed \$150,000	Agreement for SMC to purchase access to Marketing Data from MN8 Creative, the "CollegeApp" system. This access will enable SMC to more effectively reach adult learners seeking educational opportunities. The dataset will show adults with a high propensity to enroll, and MN8 Creative will produce customized, targeted advertising campaigns on behalf of Emeritus and other noncredit as well as credit programs. Other programs, including Emeritus and Outreach, will have access to the dataset and can use it for their own Marketing campaigns. Emeritus would be using their Foundation funds and Outreach would use other resources.	Noncredit Initiatives will be using CAEP Carryover to cover the license purchase and Marketing budget.
<p><i>Requested by: Scott Silverman, Dean, Noncredit and External Programs</i> <i>Approved by: Jason Beardsley, Vice-President, Academic Affairs</i></p>			

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 12, 2024
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 REVISION TO SMCCD 2025-2026 CALENDAR

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

The revised Santa Monica Community College District 2025-2026 Calendar is presented for approval (see following page).

Comment: The primary change to the 2025-2026 calendar is the Cesar Chavez Holiday moved from the first day of Spring break to March 31st. The calendar committee recommended that the holiday be moved to as close as possible to the national holiday starting March 31, 2026 which happens to fall on Cesar Chavez’ actual birthday in 2026. The Faculty Association and CSEA both agreed with the recommendation.



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2025 - 2026

JUNE 2025							JULY 2025							AUGUST 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31					29	30	31				

SEPTEMBER 2025							OCTOBER 2025							NOVEMBER 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31					29	30	31				

DECEMBER 2025							JANUARY 2026							FEBRUARY 2026						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31				

MARCH 2026							APRIL 2026							MAY 2026						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31				

JUNE 2026							JULY 2026							AUGUST 2026						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31					29	30	31				

LEGEND

 First day of semester or session	 College Holiday/Break: 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
 Graduation	 Opening Day/PD Day
 Legal Holiday (Broken box, date is bold & red):	 Note: Most offices are closed on Opening Day/PD Day
 Classes not in session/campus & offices closed	 Note: Most offices are closed on Opening Day/PD Day
<small>Note: If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday.</small>	 Classes NOT in Session, BUT campus and offices are open

SEMESTER DATES 2025 - 2026	
Summer 2025	Special Dates
6-week Session: June 23-Aug. 01, 2025	Graduation Day 2025: Jun. 17, 2025
8-week Session: June 23-Aug. 15, 2025	Winter Break 2025: Dec. 24-31, 2025
Fall 2025	Spring Break 2026: Apr. 13-17, 2026
Regular Session: Sept. 02-Dec. 23, 2025	Graduation Day 2026: Jun. 16, 2026
1st 8-week Session: Sept. 02-Oct. 26, 2025	Faculty Flex Days Fall 2025
12-week Session: Sept. 22-Dec. 14, 2025	August 26, 2025 Individual
2nd 8-week Session: Oct. 27-Dec. 21, 2025	August 27, 2025 Departmental
Finals Week: Dec. 16-Dec. 23, 2025	August 28, 2025 Fall 2025 Opening Day
Winter 2026	August 29, 2025 Departmental
6-week Session: Jan. 5-Feb. 12, 2026	Faculty Flex Days Spring 2026
<small>Note: Winter classes start 01/05; first day of term is 01/05</small>	March 6, 2026 Departmental
Spring 2026	March 17, 2026 Spring 2026 PD Day
Regular Session: Feb. 17- Jun. 16, 2026	April 15, 2026 Individual
1st 8-week Session: Feb. 17- Apr. 12, 2026	April 16, 2026 Individual
12-week Session: Mar. 9-Jun. 7, 2026	April 17, 2026 Individual
2nd 8-week Session: Apr. 20-Jun. 14, 2026	Faculty Flex Days Fall 2026
Finals Week: Jun. 9-Jun. 16, 2026	August 25, 2026 Individual
Summer 2026	August 26, 2026 Departmental
6-week Session: Jun. 22-July 31, 2026	August 27, 2026 Fall 2026 Opening Day
8-week Session: Jun. 22-Aug. 14, 2026	August 28, 2026 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 2025	January - August 2026
Juneteenth: Thursday, June 19, 2025	New Year's Day: Thursday, Jan. 01, 2026
Independence Day: Friday, July 4, 2025	Martin Luther King, Jr. Day: Monday, Jan. 19, 2026
Labor Day: Monday, Sept. 1, 2025	Lincoln's Day: Friday, Feb. 13, 2026
Veterans' Day: Tuesday, Nov. 11, 2025	Presidents' Day: Monday, Feb. 16, 2026
Thanksgiving Day: Thursday, Nov. 27, 2025	Cesar Chavez Day:* Tuesday, March 31, 2026
Native American Day:* Friday, Nov. 28, 2025	Memorial Day: Monday, May 25, 2026
Christmas Day: Thursday, Dec. 25, 2025	Juneteenth: Friday, June 19, 2026
College Holiday (5 of 5 days): Dec. 24 & Dec. 26, 2025	Independence Day (observed): Friday, July 3, 2026
	Independence Day: Saturday, July 4, 2026
<small>Note: Cisl professional staff must take their 5 days bwtm 12/23 and 12/30 *In lieu of the 4th Friday in Sept. (per CA Ed Code 45206.5) aka Admissions Day **District offices shall be closed and employees shall not be required to work during the last five weekdays in Dec. which are not otherwise holidays ***College Holiday for weekend schedules</small>	<small>*11th-month Classified to be taken bwtm 03/31 and 12/31 each year per MOU dated 03.03.2012</small>

Approved by the Board of Trustees:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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

EFFECTIVE DATE

ADJUNCT FACULTY

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

SEPARATIONS

RETIREMENT

Sullivan, Linda, Associate Dean, Facilities Programming (15 years of service)

01/02/2025

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 **MEMORADUM OF UNDERSTANDING BETWEEN SMCCD AND CSEA CHAPTER 36**

Requested Action: Approval/Ratification
Approved by: Sherri Lee-Lewis, Vice President, Human Resources

It is recommended that the Board of Trustees approve a Memorandum of Understanding between the Santa Monica Community College District and the California School Employees Association Chapter 36 who have agreed on amendments to Article 4 of the Collective Bargaining Agreement-Performance Evaluation.

Comment: The District and CSEA created a joint Evaluation Committee in accordance with Article 4.11 of the Collective Bargaining Agreement. The parties considered the recommendation of the Joint Evaluation Committee and agreed on amendments as follows:

- Article 4 of the Collective Bargaining Agreement is amended as set forth in Attachment 1 of the MOU.
- Appendix D, Evaluation, is amended as set forth in Attachment 2.

The amendments were ratified by CSEA membership on June 27, 2024 with a 91.66% approval

Link to: [MOU Between SMCCD and CSEA Chapter 36](#)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - REGULAR

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

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

	<u>EFFECTIVE DATE</u>
<u>ABOLISH CLASSIFICATION AND POSITION</u>	
Programmer Analyst III (3 positions) MIS, 12 months, 40 hours	11/12/2024
<u>ABOLISH POSITION</u>	
Custodian (2 position) Operations, 12 months, 40 hours, Varied Hours	11/12/2024
<u>ESTABLISH POSITION</u>	
Administrative Assistant II (1 position) Counseling, 12 months, 40 hours	11/13/2024
Custodian (6 positions) Operations, 12 months, 40 hours, NS II	11/13/2024
Custodian (1 position) Operations, 12 months, 40 hours, Varied Hours	11/13/2024
Lead Custodian (1 position) Operations, 12 months, 40 hours, NS II	11/13/2024
<u>CLASSIFICATION RE-TITLE & SALARY RE-ALLOCATION</u>	
From: Audio/Visual Equipment Technician Classified Employee Salary Schedule, Range 34 To: Audio/Visual Equipment Specialist Classified Employee Salary Schedule, Range 38	11/13/2024
<u>NEW CLASSIFICATION</u>	
Administrative Assistant – BroadStage Classified Employee Salary Schedule, Range 36	11/13/2024
<u>POSITION RE-CLASSIFICATION</u>	
Johnson, Gail From: Administrative Assistant II, Classified Employee Salary Schedule, Range 32 To: Administrative Assistant – BroadStage, Classified Employee Salary Schedule, Range 36	11/13/2024

ELECTIONS

PROBATIONARY/ADVANCED STEP PLACEMENT

Michelle, Mackey, Health Sciences Learning Lab Specialist, Health Science (Step E) 10/17/2024
Muntanga, Suzette, Campus Safety Officer, Campus Police (Step B) 10/16/2024
Partida, Gilberto, Sign Language Interpreter III, DSPS (Step C) 10/16/2024

PROMOTION

Penate, Yesenia 11/01/2024
From: Human Resources Specialist, Human Resources
To: Personnel Technician, Personnel Commission

POSITION TRANSFER

Devine, Robert 10/16/2024
From: Receiving Stockroom and Delivery Worker, Bookstore
To: Receiving Stockroom and Delivery Worker, PCAL

Gonzalez, Domingo 10/16/2024
From: Custodian, Operations, Day
To: Custodian, Operations, NS-1

Harris, Charles 10/16/2024
From: Custodian, Operations, NS-2
To: Custodian, Operations, NS-1, Malibu Campus

SUBSTITUTE LIMITED TERM ASSIGNMENT

Samano, Mario 08/26/2024 to 10/21/2024
From: HVAC Mechanic, Maintenance *10/22/2024 to 03/10/2025
To: Facilities Maintenance Supervisor, Maintenance
Percentage: More than 50%
*Extension

WORKING OUT OF CLASS (PROVISIONAL ASSIGNMENT)

Alfaro, Nancy 10/31/2024 to 12/11/2024
From: Administrative Assistant I, Academic Affairs
To: Administrative Assistant III-Confidential, Academic Affairs
Percentage: More than 50%

Iles, Dwayne 10/21/2024 to 12/31/2024
From: Lead Custodian, Operations
To: Custodial Operations Manager, Operations
Percentage: More than 50%

De La Torre, Aaron 07/01/2024 to 10/31/2024
From: EOPS Specialist, EOPS *11/01/2024 to 12/12/2024
To: EOPS Supervisor, EOPS
Percentage: More than 50%
*Extension

Rosas, Jonathan 08/05/2024 to 10/10/2024
From: Campus Safety Officer, Campus Police *10/16/2024 to 12/18/2024
To: Senior Campus Safety Officer, Campus Police
Percentage: More than 50%
*Extension

Virgen, Manuel
From: Campus Safety Officer, Campus Police
To: Senior Campus Safety Officer, Campus Police
Percentage: More than 50%
*Extension

08/05/2024 to 10/10/2024
*10/16/2024 to 10/23/2024

Johnson-Bruce, Pier
From: Mail Service Worker II, PCAL
To: Shuttle Driver, Transportation
Percentage: More than 50%
*Revised Assignment Dates

09/01/2024 to 12/20/2024
*11/01/2024 to 02/13/2025

SEPARATION

LAST DAY OF PAID SERVICE

DECEASED

Dean, Davon D., Custodian, Operations
Hudson, Felicia R., Custodial Operations Manager, Operations

10/15/2024
10/16/2024

RESIGNATION

Gomez, Paulette, Program Specialist, SMC/UCLA STEM
Recinos, Jaime, Campus Store Assistant Manager, Bookstore
Schaap, Sandra, Student Services Assistant, Admissions & Records

11/01/2024
11/11/2024
10/09/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

ELECTIONS

EFFECTIVE DATE

PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Buzzell, Kevin, Lab Technician - Photography, Photo/ Fashion	
From:	07/01/2024- 12/31/2024
To:	07/01/2024- 09/27/2024

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$17.27/hour (STHP)	47
College Work-Study Student Assistant, \$17.27/hour (FWS)	58

SPECIAL SERVICE

Art Model, \$27.00/hour	2
Community Services Specialist I, \$35.00/hour	6
Community Services Specialist II, \$50.00/hour	5

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 12, 2024
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 FACILITIES

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

11-A ARCHITECTURAL SERVICES AGREEMENT – TRACK AND FIELD AND SCOREBOARD REPLACEMENT

Approval of contract with dsk LLP dba dsk architects for planning, design, and construction administration for the Track and Field and Scoreboard Replacement project in the amount of \$349,815 plus \$25,000 in reimbursable expenses.

Funding Source: Measures V and AA Bond Fund 42.4.

Comment: The project is to replace the existing track and field at the Corsair Field. The scope of the project also includes the installation of a new digital score board on the existing south wall of Parking Structure 3.

11-B ARCHITECT AND ENGINEERING SERVICES FOR CLASSROOM RENOVATION

Approval of architect and engineering services with SVA Architects in the amount of \$62,300 for a classroom renovation at the Bundy Campus.

Funding Source: Restricted General Fund, Strong Workforce

Comment: Architectural, engineering, design services for conversion of one classroom to a respiratory classroom on the fourth floor at the Bundy Campus.

11-C PROJECT CLOSEOUT – EARLY CHILDHOOD LAB SCHOOL (ECLS) FENCING PROJECT

Subject to completion of punch list items by HARRIS STEEL FENCE CO, INC. , authorize the District Representative without further action of the Board of Trustees, to accept the project described as EARLY CHILDHOOD LAB SCHOOL (ECLS) FENCING PROJECT as being complete. Upon completion of punch list items by HARRIS STEEL FENCE CO, INC., the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Jason Beardsley, Vice President, Academic Affairs

Grant Manager: Patricia Ramos, Dean, 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 Fiscal year 2024-2025
Granting Agency: California Community Colleges Chancellor’s Office
Augmentation Amount: \$337,152 (Amended Award: \$1,138,838)
Matching Funds: Not Applicable
Performance Period: July 1, 2024 – June 30, 2025
Summary: The Local share of the Strong Workforce Program (SWP) funds requires colleges to increase the number of students in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes and increase the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes.
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, industry certification, or specified skill sets to prepare them for an in-demand job; increase the number of students transferring annually to a UC or CSU; increase the 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 to reduce student success gaps. The additional funding of \$337,152 for fiscal year 2024-2025 (total amended award increased from \$801,686 to \$1,138,838) is based on the advance apportionment schedule released in October 2024.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 377,152
	Expenditures	
	1000 Academic Salaries	\$ 89,116
	2000 Non-Academic Salaries	\$ 36,207
	3000 Employee Benefits	\$ 37,597
	4000 Supplies & Materials	\$ 10,000
	5000 Other Operating Expenditures	\$ 89,146
	6000 Capital Outlay	\$ 100,000
	7300 Other Outgo/Indirect	\$ 15,086
	7600 Student Aid	\$ 0
	Total	\$ 377,152

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification
Requestor: Teresita Rodriguez, Vice President, Enrollment Development
Program Manager: Tracie Hunter, Associate Dean, Financial Aid and Scholarships
Reviewed by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: California College Promise
Granting Agency: California Community College Chancellors Office (CCCCO)
Augmentation Amount: \$177,025 (Amended Amount \$1,973,796)
Matching Funds: Not applicable
Performance Period: July 1, 2024 to June 30, 2025
Summary: Formerly known as the Board of Governors Fee Waiver, the California College Promise Grant program provides additional financial aid to qualified students to offset the non-tuition costs that create barriers to college attendance for students with financial need. The goal of the California College Promise program grant is to place high school graduates directly into transfer-level math and English, increase the number of students who earn associate degrees and CTE certification, increase the number of students who transfer to UC and CSU, and reduce or eliminate achievement gaps for underrepresented students.

Santa Monica College may use the funds to waive tuition fees for full-time students up to two years. The college may also use the funding allocation for other forms of direct or indirect aid to students. The amended award amount from \$1,796,771 to \$1,973,796 for fiscal year 2024-2025 is based on the advance apportionment schedule released October 2024.

Budget Augmentation: Restricted Fund 74.0

Revenue		
8600	State	\$177,025
Expenditures		
1000	Academic Salary	0
2000	Non-Academic Salary	0
3000	Employee Benefit	0
4000	Supplies & Materials	0
5000	Other Operational Expenses	0
6000	Capital Outlay	0
7300	Other Outgo	0
7500	Financial Aid	\$ 177,025
Total		\$ 177,025

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-C ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Affairs

Program Manager: Sherri Bradford, Program Leader and Counseling Faculty

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant:	UMOJA Campus Program
Granting Agency:	California Community Colleges Chancellor's Office
Augmentation Amounts:	\$42,106 (Fiscal year 2023-2024) (Amended Award for Fiscal year 2023-2024 \$259,054; Total amended Award for three years: \$650,002)
Matching Funds:	Not Applicable
Performance Period:	June 1, 2023 to January 31, 2026
Summary:	The Umoja program actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African and African American Diasporas. Umoja plays a significant role in the equity work in the community college system to close the achievement gap, especially for historically under-resourced students. There was a delay in the awarding of grants by the CCC Chancellor's Office to UMOJA Campus Program. The additional \$42,106.00 is for the fiscal year 2023-2024 allocation year. Santa Monica College will use the funds to increase the number of Umoja students, provide activities that focus on creating a culture of support and sense of belonging for our Umoja first-year students, assist and provide resources for student success such as counseling and mental health therapy. Funding may be used for professional development, student help, program needs, technology resources and various student activities.
Budget Augmentation:	Restricted Fund 01.3
	Revenue
	8600 State \$ 42,106
	Expenditures
	1000 Academic Salaries \$ 0
	2000 Non-Academic Salaries \$ 0
	3000 Employee Benefits \$ 0
	4000 Supplies & Materials \$ 0
	5000 Other Operating Expenditures \$42,106
	6000 Capital Outlay \$ 0
	7300 Other Outgo/Indirect \$ 0
	7500 Student Aid \$ 0
	Total \$ 42,106

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

13-A FUND 40.0 – Capital Projects Fund

Period: July 1, 2024 to September 30, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	15,000
2000	Classified/Student Salaries	92,895
3000	Benefits	0
4000	Supplies	22,390
5000	Contract Services/Operating Exp	295,468
6000	Sites/Buildings/Equipment	9,905
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-435,658
Net Total:		0

13-B FUND 01.3 – Restricted Fund

Period: July 1, 2024 to September 30, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	40,886
2000	Classified/Student Salaries	129,954
3000	Benefits	20,712
4000	Supplies	-7,977
5000	Contract Services/Operating Exp	-169,081
6000	Sites/Buildings/Equipment	-14,494
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS *(continued)*

13-C FUND 40.0 – Capital Projects Fund

Period: July 1, 2024 to September 30, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-51,302
5000	Contract Services/Operating Exp	637,553
6000	Sites/Buildings/Equipment	-586,251
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

13-D FUND 42.5 – Revenue Bond Construction Fund (Measure V)

Period of: July 1, 2024 to September 30, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-51,151
5000	Contract Services/Operating Exp	204,353
6000	Sites/Buildings/Equipment	-153,202
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	November 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification
Requested by: Ian Fraser, Payroll Manager
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

Payroll Warrant Register
 September 2024 C1B – C2C \$14,346,212.76

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

RECOMMENDATION NO. 15 REISSUE PAYROLL WARRANTS

Requested Action: Approval/Ratification
Requested by: Ian Fraser, Payroll Manager
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Keshavarz, Ali	W6766356	10/23/2020	\$326.34

RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register
 September 2024 782523 through 824456

ACH Numbers
 September 2024 346105 through 355557

Total \$22,456,487.36

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 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

September 2024 Covered by check & voucher numbers: 037677-038128 & 03879-03940

Bookstore Fund Payments	\$ 340,658.28
Other Auxiliary Fund Payments	\$ 60,123.10
Trust and Fiduciary Fund Payments	<u>\$ 6,725,290.12</u>
	\$ 7,126,071.50

Purchase Orders issued

September 2024 \$51,083.60

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Auxiliary Funds.

RECOMMENDATION NO. 18 ORGANIZATIONAL MEMBERSHIPS

Requested Action: Approval/Ratification

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
November 2024	2	\$350

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
November 2024	1	\$750

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

RECOMMENDATION NO. 19 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification

Requested by: Scott Silverman, 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 PURCHASING

Requested by: Nyla Cotton, Director, Procurement, Contract and Logistics
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

20-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. The amount includes payments related to bond construction projects. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department.

September 2024 \$1,238,094.09

20-B COOPERATIVE PURCHASING AGREEMENTS

Public Contract Code 20118 gives the district the authority to purchase through another public agency but must follow all terms and condition set forth by the bid of such agency. This is commonly referred to as piggybacking. The annual award of piggyback-allowed contracts bid through various state and local agencies allows SMC to purchase without advertising for bids, if it is determined it to be in the best interests of the district. The district is recommending participation in the following piggyback-allowed bids, as listed below during the 2024-25 fiscal year. The agreements are valid for the entire fiscal year with the exception of those notes with their respective expirations.

- Foundation for California Community Colleges (FCCC), Contract 00006224, with Unisource, to 10/26/2025, for Arcadia, Leland, and OFS furniture and fixture applications. (For Library furniture)
- Omnia Partners, Contract R220601, with Dakronics, to 04/30/2027, for Scoreboards, Electronic Signs, Installation, Related Products and Services.
- Educational & Institutional Cooperative Purchasing, Contract CNR-01459, with VWR, to 06/30/2028, for science & health laboratory supplies/equipment
- California Multiple Award Schedule CMAS, Contract 4-21-07-1013, with Accugov, to 05/31/2026, for science & health laboratory supplies/equipment
- California Multiple Award Schedule CMAS, Contract 4-23-11-1034, with Maintex, to 11/05/2028, for janitorial supplies/equipment

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 PURCHASING (continued)

20-C AWARD OF BID - REFUSE HAULING AND RECYCLING SERVICES

Recommend award of bid for \$459,801.72 to the lowest responsive bidder to Arakelian Enterprises, Inc., dba Athens Services for Refuse Hauling & Recycling Services.

Funding Source: Unrestricted General Fund

Comment: 94 vendors were notified, 3 vendors attended the job walk, and we received 1 responsive bid. The Refuse Hauling & Recycling services will be for three (3) years with two optional 1-year extensions. The cost for each year of service is \$153,267.24.

20-D AWARD OF BID - SMC CORSAIR STADIUM CONCRETE RESTORATION

Recommend award of bid for \$317,675.00 to the lowest responsive bidder, Golden Sun Firm & Co, for Corsair Stadium Concrete Restoration.

Funding Source: Scheduled Maintenance Fund 40.0

Comment: 79 contractors were notified, 8 contractors attended the job walk, and 5 bids were received. The additional bidders were:

Zuma Construction Group Inc	\$348,411
Harbor Coating & Restoration	\$417,730
MLC Constructors Inc	\$480,844
Pro-Ex Construction, Inc	\$545,000

20-E REJECTION OF BID – BUNDY UNDERGROUND REMEDIATION

Recommend rejection of bid for the Bundy Underground Remediation project as the bid cost exceeded the budget for this project.

Funding Source: Facility Fund (40.0), Measure SMC

Comment: Eight bidders attended the job walk but only one bid was received.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **RESOLUTION: VETERANS AWARENESS WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of Veterans Awareness Week, November 4-8, 2024.

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

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

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

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

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

THEREFORE, BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees declares the week of November 6-10, 2023, as Veterans Awareness Week at Santa Monica College; and

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: RESOLUTION APPROVING MILITARY EQUIPMENT POLICY

SUBMITTED BY: Johnnie Adams, SMC Chief of Police
Kevin S. Kilgore, SMC Police Captain

REQUESTED ACTION: It is recommended that the Board hold a public hearing on the proposed military equipment use policy and following the hearing, approve the Resolution

OPEN PUBLIC HEARING: 7:39 p.m.
PUBLIC COMMENTS: None
CLOSE PUBLIC HEARING: 7:40 p.m.

BACKGROUND:

Assembly Bill 481 (AB 481), codified at Government Code sections 7070 through 7075 requires each law enforcement agency (LEA) to obtain approval from the applicable governing body, via adoption of a military equipment use policy by ordinance/resolution, prior to that LEA funding, acquiring, or using military equipment. AB 481 went into effect January 1, 2022, and set a deadline of May 1, 2022 for each law enforcement agency to begin the process of obtaining such approval, otherwise, the LEA can no longer use existing equipment. Additionally, all military equipment use policies must be reviewed annually after adoption and re-adopted following a community engagement process and annual reporting. Once a policy is adopted, a LEA cannot procure military equipment that is not in the authorized policy, without first revising the policy, which is done by ordinance following a public meeting.

The term “military equipment”, as used in AB 481, in fact does not necessarily indicate equipment that has been used by the military. Pursuant to AB 481, items deemed to be “military equipment” include, but are not limited to, unmanned aerial or ground vehicles, armored vehicles, command and control vehicles, pepper balls, less lethal shotguns, less lethal 40mm projectile launchers, long range acoustic devices, and flashbangs.

Items deemed to be “military equipment” by AB 481 are used as part of overall best practices for LEAs throughout the country. These tools have been tested in the field and are used by LEAs to enhance community safety and officer safety. Loss of these items would jeopardize the welfare of communities and peace officers within the SMCPD.

The Santa Monica College Police Department (SMCPD) now seeks the Santa Monica Community College District Board of Trustees’ adoption of the attached Military Equipment Use Policy 706, in order to allow SMCPD to continue to use the current inventory, previously purchased prior the enactment of AB 481, of enhanced patrol rifles, kinetic energy weapons, and their respective ammunition. SMCPD is committed to using the necessary and most up-to-date tools and equipment to safeguard our college communities.

The items deemed to be “military equipment” by AB 481 are employed by SMCPD, and other LEAs across the country, in order to specifically reduce risk to community members. By equipping campus police with the noted equipment, colleges can ensure a rapid, appropriate, and measured response to an emergency, safeguarding the campus community while minimizing unnecessary harm.

ANALYSIS:

SMCPD seeks approval of a military equipment use policy so that it can continue to make use of the following equipment:

Category Number and Description	SMCPD
Category 9 – Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30514 of the Penal Code	
Colt Enhanced Patrol Rifle EPR (16")	10
Winchester Law Enforcement Ammunition (Remington .223) – Duty Ammunition Rounds	1600
Winchester Law Enforcement Ammunition (Remington .223 Frangible Lead Free) – Practice Ammunition Rounds	11,000
Category 12 – Munitions containing tear gas or O.C., excluding standard, service-issued hand-held pepper spray	
FN Herstal 303 PAVA/OC Powder Projectile Rounds	150
Category 14 - Kinetic energy weapons and munitions	
FN Herstal 303 Launcher	2

There is significant interest in ensuring that law enforcement continues to have access to equipment that will provide peace officers as many options as possible to safeguard lives, ensure safety, and protect civil liberties. The use of the tools identified below are vital to the SMCPD mission and will continue to be strictly regulated through internal processes and oversight.

The proposed resolution would approve SMPCD Policy 706, "Military Equipment." Policy 706 outlines each piece of the above military equipment that is currently owned by SMCPD. The policy also includes the current authorized uses of each item. These particular items, and their stated authorized uses, have been in place prior to the enactment of AB 481. As outlined in the Department's AB481 equipment report, the Department seeks approval of Policy 706 and its current inventory noted in the report.

The proposed Policy 706, "Military Equipment," safeguards the public's welfare, safety, civil rights and civil liberties. Policy 706 ensures that there are safeguards, including transparency, oversight, and accountability measures in place. SMCPD will conduct an annual audit of military equipment. Violations of Policy 706 will be corrected when discovered, in accordance with existing Department policy. Members of the public are provided direction per the policy on how to register complaints for violations. All items which result in a use of force will be investigated, as is already required by existing SMCPD policy.

There are no reasonable alternatives to the adoption of a military equipment use policy. SMCPD has not discovered alternative items that can achieve the same objectives of officer and civilian safety.

In order to adopt the proposed resolution, the Board of Trustees has to review the Department's equipment and future annual reports, and make the following findings required by Government Code 7071:

- A. The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
- B. The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- C. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
- D. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy non-conforming uses and ensure future compliance.

Link to: [SMCPD Military Equipment Report](#)

Link to: [SMCPD Policy 706 – Military Equipment](#)

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY
COLLEGE DISTRICT APPROVING "MILITARY EQUIPMENT POLICY" IN COMPLIANCE
WITH GOVERNMENT CODE SECTIONS 7070 - 7074**

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed a series of eight (8) policing reform legislation including AB 481 which created Government Code Section 7070, et seq., use of military equipment by California law enforcement agencies; and

WHEREAS, AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used; and

WHEREAS, the Santa Monica College Police Department is in possession of certain items that qualify as "military equipment" under AB 481; and

WHEREAS, AB 481 requires that a law enforcement agency possessing, and using such qualifying equipment prepare a publicly released, written, military equipment use policy covering the inventory, description, purpose, use, acquisition, maintenance, fiscal impacts, procedures, training, oversight, and complaint process, applicable to the department's use of such equipment; and

WHEREAS, the Santa Monica College Police Department's Policy and supporting information must be approved by the governing body by resolution, and reviewed annually; and

WHEREAS, the Board, having received the information required under AB 481 regarding the Santa Monica College Police Department's use of military equipment as defined in said law, deems it to be in the best interest of the district to approve the Military Equipment Policy as set forth herein; and

WHEREAS, the Board also recognizes that other California law enforcement agencies may be requested or required to act in the performance of their duties within the territorial jurisdiction of this governing body; and

WHEREAS, the Board authorizes those law enforcement agencies who have complied with the requirements of AB 481, to use all military equipment that has been authorized for their use by their governing body.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees has made the following determinations:

1. The military equipment inventoried, requested, and presented by the Santa Monica College Police Department to the Board, is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
2. The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
3. The equipment is reasonably cost effective compared to the alternatives that can achieve the same objective of officer and civilian safety (if any).
4. Prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior use did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

5. The Santa Monica College Police Department has submitted a proposed Policy to the Board and has made those documents available on the Police Department's website for at least 30 days prior to the public hearing concerning the military equipment at issue.

6. The Policy was considered by the Board as an agency item in an open session of a regular meeting, noticed in accordance with Ralph M. Brown Act, at which public comment was permitted.

7. The Policy shall be made publicly available on the Santa Monica College Police Department's website for as long as the military equipment is available for use.

8. The Santa Monica College Police Department shall submit an annual military equipment report to the Board, containing the information required in Government Code Section 7072, and the Board shall determine whether each type of military equipment identified in the report has complied with the standards for approval set forth above.

9. The Board shall review this resolution, and vote on whether to renew it, on an annual basis at a regular meeting, in accordance with Government Code Section 7071(e)(2).

10. The Board approves the use of the Policy and finds that it satisfies the requirements of Government Code Section 7070(d).

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: **REAPPOINTMENTS TO PERSONNEL COMMISSION**

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

REQUESTED ACTION: It is recommended that the Board of Trustees reappoint Dr. Joseph Metoyer to the SMC Personnel Commission for a three-year term, December 1, 2024 through December 1, 2027.

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

Personnel Commissioner Dr. Joseph Metoyer is one of the two Board of Trustees appointees, and he has indicated his willingness to continue serving on the Personnel Commission for another three year term.

REQUESTED ACTION: It is recommended that the Board of Trustees confirm the reappointment of Deborah Jansen to the SMC Personnel Commission for a three-year term, December 1, 2024 through December 1, 2027.

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

Personnel Commissioner Deborah Jansen is one of the two CSEA appointees, and she has indicated her willingness to continue serving on the Personnel Commission. CSEA Chapter 36 has notified the Personnel Commission Office that they voted to re-appoint Deborah Jansen to serve as a Commissioner for another three-year term, beginning December 1, 2024. The Personnel Commission will officially confirm CSEA’s reappointment of Deborah Jansen at its meeting on November 20, 2024.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT: **2024-2025 QUARTERLY BUDGET REPORT AND 311Q**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: Acknowledge receipt of the 2024-2025 Quarterly Budget Report and 311 Quarterly State Financials, as of September 30, 2024:
 Link to: [2024-2025 Quarterly Budget Report](#)
 Link to: [2024-2025 Quarterly Budget Presentation](#)

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

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Susan Aminoff)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 12, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

SUBJECT: **SECOND READING AND APPROVAL: BOARD POLICY 6620, NAMING OF FACILITIES**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy 6620, Naming of Facilities.

SUMMARY: Proposed Board Policy 6620, Naming of Facilities, updates the language to reflect the District’s current practice in the consideration of naming of District buildings, definable portions of building and District grounds. An ad hoc committee of the Board worked with the Superintendent/President and the Vice-President of Business/Administration to develop the policy. The policy and corresponding administrative regulation have been reviewed by Campus Counsel. A first reading was conducted by the Board of Trustees at its meeting on October 1, 2024.

MOTION MADE BY: Tom Peters
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Susan Aminoff)



BP 6620

Board Policy

Chapter 6 – Business & Fiscal Affairs

BP 6620 NAMING OF FACILITIES

The District may name District buildings, definable portions of buildings and District grounds including but not limited to foyers, wings, classrooms, conference rooms, labs, offices, studios, auditoria, theaters, dining commons, campuses, plazas, courtyards, quads, gardens, fountains, bell or clock towers, gates, artwork, athletic fields and facilities, campus entries, trees and other plantings, benches, plaques, bricks or tiles in honor of persons or entities. The naming must be consistent with the District's role as a public institution and shall reflect the District's and community's values. Due to their unique ability to generate a significant contribution, the naming of a campus or building may only be considered if accompanied by a significant contribution to the District or in cases where an individual's service to the District was without equal. The Board of Trustees shall have the final responsibility for the naming of facilities.

Each proposal for naming a District facility shall be considered on its own merits. A financial gift does not automatically result in the naming of a building and no commitment to naming shall be made prior to Board approval of the proposed naming.

All proposals for naming a District facility shall comply with the following criteria:

- Proposals may honor people or organizations who have supported the college through a gift of funds.
- Proposals may honor people who have supported the college through exemplary service.
- Persons currently in publicly elected office or currently employed by the District cannot be considered.

All proposals for naming shall be submitted to the Board of Trustees by the Superintendent/President, following an appropriate nomination and review process as outlined in Administrative Regulation 6620.

Adopted: August 7, 2000

Revised: February 22, 2008; December 4, 2018

(Replaces former SMC BP 6350)

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 12, 2024

XI. BOARD COMMENTS

XII. ADJOURNMENT - 8:23 pm.

The meeting was adjourned in memory of **Dr. Angela Courtney**, Life Science instructor, and **Felicia Hudson**, Custodial Operations Manager.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Thursday, December 12, 2024 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.