



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

THURSDAY, DECEMBER 12, 2024

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.

Additional seating will be available in Business Building Room 111.

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

<https://smc-edu.zoom.us/j/96490163563?pwd=NIJJM0MzTU5RaWtjSnphakVJVTJ0dz09>

Passcode: 887636

5:00 p.m. Public Meeting Convenes

Board Adjourns to Closed Session

6:00 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 5:00 p.m. or by 5:30 p.m. for the regular session starting at 6:00 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 5:00 p.m. or by 5:30 p.m. for the regular session starting at 6:00 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*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 12, 2024

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Thursday, December 12, 2024 in Business Building Room 117 (Board Room), 1900 Pico Boulevard, Santa Monica. Additional seating will be available in Business Building Room 111. The meeting will also be conducted via Zoom Webinar to allow for remote participation.

5:00 p.m.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
 Dr. Margaret Quiñones-Perez, Chair
 Dr. Nancy Greenstein, Vice-Chair
 Anastasia Foster, Incoming Trustee
 Dr. Tom Peters
 Rob Rader
 Dr. Sion Roy
 Daniel Martinez Garcia, Student Trustee

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

Please click the link below to join the webinar:

<https://smc-edu.zoom.us/j/96490163563?pwd=NIJJM0MzTU5RaWtjSnphakVJTJOdz09>

Passcode: 887636

Or iPhone one-tap :

US: +16699006833,,96490163563#,,,,*887636# or +13462487799,,96490163563#,,,,*887636#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 964 9016 3563

Passcode: 887636

In the event participation in the Board of Trustees meeting reaches Zoom Webinar capacity, the meeting will be streamed live on the SMC Youtube channel

at: <https://www.youtube.com/user/4SantaMonicaCollege/videos>

- SEATING MEMBERS OF THE BOARD OF TRUSTEES (see Recommendation No. 1)

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

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 1

SUBJECT: **RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT SEATING BOARD MEMBERS IN ACCORDANCE WITH EDUCATION CODE SECTIONS 5326 AND 5328**

SUBMITTED BY: Superintendent/President

RESOLUTION: WHEREAS , in accordance with California Education Code Section 5326, when the number of candidates for governing board member at large does not exceed the number of offices to be filled at the election, no election need be held and the qualified persons nominated shall be seated at the organizational meeting of the Board of Trustees; and

WHEREAS, three offices were scheduled to be filled at the November 5, 2024, election; and

WHEREAS, the following individuals and no others were nominated for the three offices: Anastasia Foster, Margaret Quiñones-Perez, and Rob Rader, and

WHEREAS, in accordance with California Education Code Sections 5328, Anastasia Foster, Margaret Quiñones-Perez, and Rob Rader assume office by Operation of Law to the Santa Monica Community College District Board of Trustees for full term of four years each.

Now, therefore, the Board of Trustees of the Santa Monica Community College District does determine:

1. In accordance with California Education Code Sections 5326 and 5328, Anastasia Foster, Margaret Quiñones-Perez, and Rob Rader are to be seated as members of the Board of Trustees for the full term of four (4) years each at the organizational meeting held on December 12, 2024.
2. A qualified person shall administer the Oath of Office prescribed in the Constitution of the State of California to Anastasia Foster, Margaret Quiñones-Perez, and Rob Rader and shall have them subscribe to it and file it in the office of the Secretary to the Board of Trustees.

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

II. CLOSED SESSION

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS
- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code Section 54957.6): Two Cases
- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organizations: SMC Faculty Association
CSEA Chapter 36
SMC Police Officers Association
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

6:00 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, Chumash 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

- Title IX Student Leadership Program
- Enrollment Update
- Giving Thanks(giving)
- Transfer Alliance Program (TAP) Scholarships
- Equity Update

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII.	CONSENT AGENDA	
	<i>Any recommendation pulled from the Consent Agenda will be held and discussed in Section IX, Consent Agenda – Pulled Recommendations</i>	
	#2 Approval of Minutes: November 12, 2024 (Regular Meeting)	8
	<u>Contracts and Consultants</u>	
	#3-A Ratification of Contracts and Consultants	9
	<u>Human Resources</u>	
	#4 SMCCCD 2026-2027 and 2027-2028 Calendars	13
	#5 Academic Personnel	16
	#6 Classified Personnel – Regular	17
	#7 Classified Personnel – Limited Duration	19
	#8 Classified Personnel – Non Merit	19
	<u>Facilities and Fiscal</u>	
	#9 Facilities	20
	#10 Acceptance of Grants and Budget Augmentation	23
	#11 Budget Transfers	27
	#12 Payroll Warrant Register	25
	#13 Commercial Warrant Register	25
	#14 Auxiliary Payments and Purchase Orders	26
	#15 Organizational Memberships	26
	#16 Providers for Community and Contract Education	27
	#17 Purchasing	27
IX.	CONSENT AGENDA – Pulled Recommendations	
	<i>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.</i>	
X.	MAJOR ITEMS OF BUSINESS	
	#18 Professional Services Agreement for Critical Incident Analysis of October 14, 2024 Shooting	28
	#19 Sabbaticals, 2025-2026	30
	#20 Filling the Vacancy on the Board of Trustees	31
XI.	ANNUAL ORGANIZATIONAL FUNCTIONS	
	#21 Election of Officers of the Board of Trustees, 2025	35
	#22 Designation of Board Representative to LACSTA	36
	#23 Authorized Signatures Resolution	37
XII.	BOARD COMMENTS AND REQUESTS	
XIII.	ADJOURNMENT	
	The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 21, 2025 at 6 p.m. (5 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. This meeting will be held in-person and via Zoom Webinar to allow for remote participation.	

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

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 #2-#17.

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. 2 APPROVAL OF MINUTES

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

[November 12, 2024 \(Regular Meeting\)](#)

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

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

The following contracts are less than the amount specified in Public Contract Code Section 20651, have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6340, Bids and Contracts

Approved by Board of Trustees: 9/8/2008; revised 12/4/2018

Reference Education Code Sections 71028, 81641 et seq, 81655, 81656; Public Contract Code Sections 201650 et seq, and 10115

➤ **NEW CONTRACTS**

Provider/Contract		Term/Amount	Service	Funding Source
1	Blue Star Media	October 25, 2024 – June 30, 2025 \$15,000	The contractor will provide video production and filming services for the Community and Academic Relations and Marketing Departments to include pre-production meetings, assisting with storyboards prior to filming, video filming at various college locations and post production. Videos will include: <ul style="list-style-type: none"> • A Day in the Life videos (Peer Navigator/Ambassadors) • Career Changer Marketing video • Alumni Stories • Special Program Promotional Videos • High School Concurrent marketing video • Editing current videos for social media posts 	Unrestricted General Fund
<i>Requested by: Kiersten Elliott, Dean, Community and Academic Relations</i>				
<i>Approved by: Donald Girard, Senior Director, Government Relations & Institutional Communications</i>				
2	Andrea Letamendi	March 6, 2025 – May 15, 2025 \$1,500	The consultant will provide two workshops for students and staff on fostering a culture of inclusion, belonging, and well-being for all through media engagement.	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>				
3	Shadi Javadi	November 7, 2024 \$500	The consultant provided a presentation titled: Bridging Cultures: Exploring Middle Eastern Perspectives in Art, Cuisine, and Global Issues.	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 December 12, 2024
--	-----------------------------

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-A RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

➤ NEW CONTRACTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
4	Liam Fennell	November 19, 2024 \$1,000	The consultant provided mock interviews, resume reviews, and LinkedIn Profile Optimization for the Professional Development Fair.	Restricted General Fund - Annual EEO Best Practices
5	Boundless Tenacity Consulting	November 19, 2024 \$1,500	The consultant provided a presentation titled Leveraging your Strengths to Grow in Your Career for the Professional Development Fair.	Restricted General Fund - Annual EEO Best Practices
6	Regents of University of CA, UC Irvine	November 13, 2024 \$2,240	The consultant provided a Professional Development workshop for District employees titled Open Expression in Higher Education. The workshop covered essential First Amendment principles including protest rights, responses to offensive speech, and the balance between academic freedom and free expression. The workshop was vital for anyone interested in fostering a respectful and inclusive campus environment while upholding free speech.	Unrestricted General Fund
<i>Requested by: Diana Pennington, Administrative Assistant III-(Confidential)</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i>				

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

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

➤ **NEW CONTRACTS** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
7	UCLA Department of David Geffen School of Medicine	January 2025 – January 2027	Authorize the Superintendent/ President to enter into a Memorandum of Understanding between UCLA and Santa Monica College for a Summer Health Professions Education Program to build awareness of the program for students who have demonstrated an interest in serving under-represented communities by pursuing health professions including medicine, nursing and dentistry.	No cost to the District
<i>Requested by: Tracy Beidleman, Director of Grants, Institutional Advancement</i> <i>Approved by: Jason Beardsley, Vice President, Academic Affairs</i>				

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

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-A RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

➤ NEW CONTRACTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
8	Dr. Jennifer Merlic	January 2– June 30, 2025 Not to exceed \$56,270	Consulting Services for Education Master Plan The District is working to complete its new Education Master Plan, the first since 1997. The plan is to include many written sections, data tables, charts, and appendices in need of collation, captioning, editing, and layout. Dr. Jennifer Merlic has offered to assist the District with the completion of those outstanding master plan items. Dr. Merlic has served in multiple capacities at SMC and recently retired as the Academic Vice-President on June 30, 2021.	Unrestricted General Fund
9	Stacy Jones	January 2 – June 30, 2025 Not to exceed \$42,000	Consultant to update student placement rules and guidelines for AB1705 compliance, work with Information Technology to test the rules for accuracy and advise staff on how to communicate with students impacted by the update.	Restricted General Fund, AB 1705

#8 and #9

Requested by: Jason Beardsley, Vice President, Academic Affairs

Approved by: Kathryn E. Jeffery, Superintendent/President

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 SMCCD 2026-2027 and 2027-2028 CALENDARS

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

The Santa Monica Community College District 2026-2027 and 2027-2028 Calendars are presented for approval (see following pages).



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2026 - 2027

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				1	2	3	4							
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

SEPTEMBER 2026							OCTOBER 2026							NOVEMBER 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	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30					

DECEMBER 2026							JANUARY 2027							FEBRUARY 2027						
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						1	2							
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28						
							31													

MARCH 2027							APRIL 2027							MAY 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					5	6														
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

JUNE 2027							JULY 2027							AUGUST 2027						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30	31				

LEGEND

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

SEMESTER DATES 2026 - 2027

Summer 2026	
6-week Session:	Jun. 22-July 31, 2026
8-week Session:	Jun. 22-Aug. 14, 2026
Fall 2026	
Regular Session:	Aug. 31-Dec. 22, 2026
1st 8-week Session:	Aug 31-Oct. 25, 2026
12-week Session:	Sept. 21-Dec. 13, 2026
2nd 8-week Session:	Oct. 26-Dec. 20, 2026
Finals Week:	Dec. 15-Dec. 22, 2026
Winter 2027	
6-week Session:	Jan. 4-Feb. 11, 2027
Spring 2027	
Regular Session:	Feb. 15- Jun. 16, 2027
1st 8-week Session:	Feb. 15- Apr. 11, 2027
12-week Session:	Mar. 8-Jun. 6, 2027
2nd 8-week Session:	Apr. 19-Jun. 13, 2027
Finals Week:	Jun. 8-Jun. 16, 2027
<i>Note: Spring classes start 02/16; first day of term is 02/15</i>	
Summer 2027	
6-week Session:	Jun. 21-July 30, 2027
8-week Session:	Jun. 21-Aug. 13, 2027

Special Dates	
Graduation Day 2026:	Jun. 16, 2026
Winter Break 2026:	Dec. 24-31, 2026
Spring Break 2027:	Apr. 12-16, 2026
Graduation Day 2027:	Jun. 15, 2027
Faculty Flex Days Fall 2026	
August 25, 2026	Individual
August 26, 2026	Departmental
August 27, 2026	Fall 2026 Opening Day
August 28, 2026	Departmental
Faculty Flex Days Spring 2027	
March 5, 2027	Departmental
March 18, 2027	Spring 2027 PD Day
April 14, 2027	Individual
April 15, 2027	Individual
April 16, 2027	Individual
Faculty Flex Days Fall 2027	
August 24, 2027	Individual
August 25, 2027	Departmental
August 26, 2027	Fall 2027 Opening Day
August 27, 2027	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 Days=3rd week of March, alternate Tuesday & Thursday

LEGAL & HOLIDAYS

June - December 2026	
Juneteenth:	Friday, June 19, 2026
Independence Day (observed):	Friday, July 3, 2026
Independence Day:	Saturday, July 4, 2026
Labor Day:	Monday, Sept. 7, 2026
Veterans' Day:	Wednesday, Nov. 11, 2026
Thanksgiving Day:	Thursday, Nov. 26, 2026
Native American Day:*	Friday, Nov. 27, 2026
Christmas Day:	Friday, Dec. 25, 2026
College Holiday (5 of 5 days):	Dec. 24, 2026
	Dec. 28-Dec. 31, 2026**
	Dec. 26-Dec. 27, 2026***
<i>Note: Cls professional staff must take their 5 days bwn 12/23 and 12/30</i>	
<i>*In lieu of the 4th Friday in Sept. (per CA Ed Code 45206.5) aka Admissions Day</i>	
<i>**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</i>	
<i>***College Holiday for weekend schedules</i>	

Approved by the Board of Trustees:

January - August 2027	
New Year's Day:	Friday, Jan. 01, 2027
Martin Luther King, Jr. Day:	Monday, Jan. 18, 2027
Lincoln's Day:	Friday, Feb. 12, 2027
Presidents' Day:	Monday, Feb. 15, 2027
Cesar Chavez Day:*	Wednesday, March 31, 2027
Memorial Day:	Monday, May 31, 2027
Juneteenth (observed):	Friday, June 18, 2027
Juneteenth:	Saturday, June 19, 2027
Independence Day:	Sunday, July 4, 2027
Independence Day (observed):	Monday, July 5, 2027



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2027 - 2028

JUNE 2027							JULY 2027							AUGUST 2027						
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	8	9	10	11	12	13	14	15	16	17	18	19
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
20	21	22	23	24	25	26	27	28	29	30	31									
27	28	29	30																	

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	[] Classes NOT in Session, BUT campus and offices are open

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.

SEMESTER DATES 2027 - 2028		Special Dates	
Summer 2027	6-week Session: Jun. 21-July 30, 2027	Graduation Day 2027: Jun. 15, 2027	
	8-week Session: Jun. 21-Aug. 13, 2027	Winter Break 2027: Dec. 23-31, 2027	
Fall 2027	Regular Session: Aug. 30-Dec. 21, 2027	Spring Break 2028: Apr. 10-14, 2028	
	1st 8-week Session: Aug 30-Oct. 24, 2027	Graduation Day 2028: Jun. 13, 2028	
	12-week Session: Sept. 20-Dec. 12, 2027	Faculty Flex Days Fall 2027	August 24, 2027 Individual
	2nd 8-week Session: Oct. 25-Dec. 19, 2027	August 25, 2027 Departmental	August 26, 2027 Fall 2027 Opening Day
	Finals Week: Dec. 14-Dec. 21, 2027	August 27, 2027 Departmental	Faculty Flex Days Spring 2028
Winter 2028	6-week Session: Jan. 4-Feb. 10, 2028	March 3, 2028 Departmental	March 14, 2028 Spring 2028 PD Day
	Note: Winter classes start 01/04; first day of term is 01/03	April 12, 2028 Individual	April 13, 2028 Individual
Spring 2028	Regular Session: Feb. 14-Jun. 13, 2028	April 14, 2028 Individual	Faculty Flex Days Fall 2028
	1st 8-week Session: Feb. 14-Apr. 09, 2028	August 22, 2028 Individual	August 23, 2028 Departmental
	12-week Session: Mar. 6-Jun. 4, 2028	August 24, 2028 Fall 2028 Opening Day	August 25, 2028 Departmental
	2nd 8-week Session: Apr. 17-Jun. 11, 2028		
	Finals Week: Jun. 6-Jun. 13, 2028		
Summer 2028	6-week Session: Jun. 20-July 28, 2028		
	8-week Session: Jun. 20-Aug. 11, 2028		

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

June - December 2027	January - August 2028
Juneteenth (observed): Friday, June 18, 2027	New Year's Day: Saturday, Jan. 01, 2028
Juneteenth: Saturday, June 19, 2027	New Year's Day (observed): Monday, Jan. 03, 2028
Independence Day: Sunday, July 4, 2027	Martin Luther King, Jr. Day: Monday, Jan. 17, 2028
Independence Day (observed): Monday, July 5, 2027	Lincoln's Day: Friday, Feb. 11, 2028
Labor Day: Monday, Sept. 06, 2027	Presidents' Day: Monday, Feb. 21, 2028
Veterans' Day: Thursday, Nov. 11, 2027	Cesar Chavez Day:* Friday, March 31, 2028
Thanksgiving Day: Thursday, Nov. 25, 2027	Memorial Day: Monday, May 29, 2028
Native American Day:* Friday, Nov. 26, 2027	Juneteenth: Monday, June 19, 2028
Christmas Day (observed): Friday, Dec. 24, 2027	Independence Day: Tuesday, July 4, 2028
Christmas Day: Saturday, Dec. 25, 2027	
College Holiday (5 of 5 days): Dec. 27-Dec. 31, 2027**	
	Dec. 25-Dec. 26, 2027****

Note: Clif professional staff must take their 5 days b/w 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

Approved by the Board of Trustees:

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

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

ELECTIONS

EFFECTIVE DATE

INTERIM ACADEMIC ADMINISTRATOR EXTENSION

Dowd, Tyffany, Dean, Counseling, Student Affairs	12/31/2024-06/30/2025
Fila, Susan, Dean, Health and Well-Being, Student Affairs	12/31/2024-06/30/2025
Locke, Debra, Dean, Special Programs, Student Affairs	12/31/2024-06/30/2025

ADJUNCT FACULTY

Approval/ratification of the hiring of adjunct faculty (List on file in the Office of Human Resources). Adjunct/Part-time faculty are hired as temporary employees and do not have reasonable assurance of employment.

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

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>REESTABLISH CLASSIFICATION</u>	<u>EFFECTIVE DATE</u>
Director of Facilities Maintenance and Operations	11/21/2024
Range M34, Classified Management Employees Salary Schedule	

<u>ABOLISH POSITION</u>	
Custodian (1 position)	12/12/2024
Operations, 12 months, 40 hours, Varied Hours	

<u>ESTABLISH POSITION</u>	
Custodian (1 position)	12/13/2024
Operations, 12 months, 40 hours, Day Shift	

ELECTIONS

<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	
Marshall, Tiana, Student Judicial Affairs Specialist, Student Judicial Affairs (Step C)	11/18/2024

<u>INTERNAL LIMITED TERM ASSIGNMENT</u>	
Johnson, Adrienne	11/18/2024 to 03/05/2025
From: Student Services Assistant	
To: Student Services Specialist	
Percentage: More than 50%	

Kamibayashi, Terry	11/21/2024 to 03/31/2025
From: Director of Facilities Maintenance	
To: Director of Facilities Maintenance and Operations	
Percentage: More than 50%:	

Ramirez, Saul	07/01/2024 to 11/05/2024
From: Skilled Maintenance Worker II	11/06/2024 to 12/13/2024*
To: Locksmith	
Percentage: More than 50%:	
*Extension:	

<u>WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)</u>	
McCann, Michael	11/18/2024 to 12/13/2024
From: Campus Safety Officer	
To: Senior Campus Safety Officer	
Percentage: More than 50%	

WORKING OUT OF CLASSIFICATION (LIMITED TERM –SUBSTITUTE)

Luna, Gilbert 08/29/2024 to 11/01/2024
From: Skilled Maintenance Worker II 11/2/2024 to 12/12/2024*
To: Plumber
Percentage: More than 50%:
*Extension

Rodriguez, Demi 07/16/2024 to 11/19/2024
From: Human Resources Specialist 11/20/2024 to 01/03/2025*
To: Employee Benefits Coordinator
Percentage: More than 50%:
*Extension

CSEA EDUCATIONAL PAY DIFFERENTIAL

Go, Christine, Tutoring Coordinator- Learning Disabilities 2.5% 12/01/2024
Associate/Bachelor/Master

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Derieg, Kenneth, Recycling Program Specialist, Sustainability 11/29/2024

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

ELECTIONS 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.

Avichouser, Julie, Personnel Analyst, Personnel Commission	
From:	07/01/2024 - 11/30/2024
To:	07/01/2024 - 02/14/2025
Wimley Jr., Robert S., Mail Services Worker II, Procurement, Logistics & Contracts	
	11/12/2024 - 04/10/2025

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.

Kiss, Hannah K., Program Specialist, SMC/UCLA Stem	11/15/2024 - 04/30/2025
--	-------------------------

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, \$17.27/hour (STHP)	24
College Work-Study Student Assistant, \$17.27/hour (FWS)	12
College CalWorks, \$17.27/hour	1

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

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
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification*

9-A LIBRARY FLOORING RENOVATION PROJECT - CHANGE ORDER NO. 1

Change Order No. 1 – ROD-WEST FLOOR COVERING LLC, in the amount of \$4,200.00 for increase in the Library Floor Renovation Project:

Original Contract Amount	\$ 118,274.24
Change Order No. 1	<u>\$ 4,200.00</u>
Revised Contract Amount	\$ 122,474.24

Change Orders represent 3.5% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance and Facilities Fund 40.0

Comment: The project involves the installation of new flooring throughout the entire library. The original bid contract was approved by the Board of Trustees on October 1, 2024. Change Order No. 1 proposes modifying the cove base size from 4 inches to 4 ½ inches. This adjustment is necessary because the new flooring is thinner, and the larger cove base will cover the gap to ensure the paint line remains concealed.

9-B HVAC REPLACEMENT PROJECT - CHANGE ORDER NO. 2

Change Order No. 2 – AC PROS INC, in the amount of \$21,621.72 increase in the current campus-wide HVAC project:

Original Contract Amount	\$ 2,380,000.00
Change Order No. 1	\$ 174,855.56
Change Order No. 2	<u>\$ 21,621.72</u>
Revised Contract Amount	\$ 2,576,477.28

Change Orders represent 8.26% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance and Facilities Fund 40.0

Comment: The project consists of repair/replace HVAC units throughout the District. The bid contract was originally BOT approved in June 2023. Change Order No. 1 was approved in February 2024. The purpose of Change Order No. 2 is for a replacement HVAC unit at PAC Madison Building. The unit needs replacement as it has recently failed since execution of original contract.

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

CONSENT AGENDA: FACILITIES AND FISCAL

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

9-C ARCHITECT AND ENGINEERING SERVICES CONTRACT WITH SVA ARCHITECTS

Increase of \$5,390 to contract for Architect and Engineering services for the Bodega conversion in SMC Cafeteria:

Original Contract Amount	\$ 75,000.00
Change Order No. 1	\$ 5,900.00
Change Order No. 2	<u>\$ 5,390.00</u>
Revised Contract Amount	\$ 86,290.00

Change Orders represent 15.05% of the Original Contract.

Funding Source: Restricted General Fund, Basic Needs One Time Funding

Comment: This contract is for architect and engineering services to convert an existing kitchen and serving area in the cafeteria building to a Basic Needs Center entitled Bodega Marketplace that incorporates a “Life Skills” demonstration area. The purpose of Change Order #2 is to design additional voice/data infrastructure and cabling to meet the needs of the Center.

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

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Jason Beardsley, Vice President, Academic Affairs

Program Lead: Alexandra Tower

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant:	Introducing Research Deconstruction Pedagogy into gateway Courses to Improve Student Engagement with STEM	
Granting Agency:	Regents of the University of California on behalf of UCLA Molecular Cell & Development io, a California corporation (UCLA) with UCLA, Santa Monica College (SMC)	
Augmentation Amount:	\$28,029 authorized carryover (Original Award: \$207,627)	
Matching Funds:	Not Applicable	
Performance Period:	February 1, 2024 to December 31, 2024	
Summary:	In fiscal year 2021-2022 UCLA awarded Santa Monica College grant funding to improve student engagement in STEM. The original performance period of the grant was extended through January 31, 2024. UCLA is granting an additional extension through December 31, 2024 to allow for a carryover amount equal to \$28,029 to be spent down to support grant objectives. The funds will be used primarily for faculty stipends.	
Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Other Local	\$ 28,029
	Expenditures	
	1000 Academic Salaries	\$ 20,000
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 5,581
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 372
	6000 Capital Outlay	\$ 0
	7300 Other Outgo/Indirect	\$ 2,076
	7600 Student Aid	\$ 0
	Total	\$ 28,029

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

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: October 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	84,763
3000	Benefits	3
4000	Supplies	-8,356
5000	Contract Services/Operating Exp	11,807
6000	Sites/Buildings/Equipment	4,260
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-92,477
Net Total:		0

11-B FUND 01.3 – Restricted Fund

Period: October 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-27,094
2000	Classified/Student Salaries	2,667
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	24,427
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

11-C FUND 40.0 – Capital Projects Fund

Period: October 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	368
5000	Contract Services/Operating Exp	15,577
6000	Sites/Buildings/Equipment	-15,945
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	December 12, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 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
 October 2024 C1C – C2D \$16,078,078.75

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

RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register
 October 2024 827866 through 827881

ACH Numbers
 October 2024 356737 through 368024

Total \$19,975,756.09

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

October 2024 Covered by check & voucher numbers: 038129-038440 & 03941-04002

Bookstore Fund Payments	\$ 355,551.60
Other Auxiliary Fund Payments	\$ 93,659.96
Trust and Fiduciary Fund Payments	<u>\$ 638,529.28</u>
	\$ 1,087,740.84

Purchase Orders issued

October 2024 \$81,127.44

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 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>
December 2024	2	\$26,592

Funding Sources: General Fund, Fund 01.0
 Comment: The list of organizational memberships is on file in the Offices of the Superintendent/President and Fiscal Services. The Los Angeles County Office of Education requires monthly approval of the list on file.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 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, Interim Vice-President, Academic Affairs

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

RECOMMENDATION NO. 17 PURCHASING

Requested Action: Approval/Ratification
Requested by: Nyla Cotton, Director of Procurement, Contracts and Logistics
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

17-A AWARD OF PURCHASE ORDERS

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

October 2024 \$2,535,872.14

17-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.

- State of California (CMAS) Contract 4-24-09-1049 with Shaw Integrated and Turf Solutions, to 08/09/2027, for Floor Coverings and Carpet

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: **PROFESSIONAL SERVICES AGREEMENT FOR CRITICAL INCIDENT ANALYSIS OF OCTOBER 14, 2024 SHOOTING**

SUBMITTED BY: Christopher M. Bonvenuto, Vice President, Business and Administration
Daniel Phillips, Director of Safety and Risk Management

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the Superintendent/President to enter into a professional services agreement with the OIR Group to conduct a critical incident review for an amount not to exceed \$57,000.

BACKGROUND:

Following the shooting incident on October 14, 2024 and at the request of Santa Monica College Superintendent/President Dr. Kathryn Jeffery, the District initiated the process of identifying and engaging a consultant/consulting firm who specializes in critical incident analysis. This decision reflects the College’s commitment to conducting a thorough review of its response protocols and identifying any potential systemic or other issues that may have contributed to the incident.

REASON FOR EVALUATION AND SELECTION:

Following the recent critical incident, the SMC Administration recognized the urgent need to bring in an experienced professional to provide a comprehensive analysis of SMC’s response protocols, evaluate broad systemic or any other factors that could have played a role, identify key lessons, and recommend actionable steps for improving protocols. This comprehensive analysis is essential to ensure that SMC is better prepared for similar challenges in the future and can uphold public safety and trust.

EVALUATION PROCESS:

1. Proposal Review: The District requested proposals from consultants with expertise in critical incident analysis, emergency management, and organizational response reviews. Submissions from multiple qualified candidates were received. The firms submitting proposals were:

Healy Group (<https://www.healyplus.com/>)
OIR Group (<https://www.oirgroup.com/>)
Pax Group, LLC (<https://www.paxgroupllc.com/>)
Strategic Initiatives Global Partners, LLC (<https://siglobalpartners.com/>) (withdrew proposal)
21CP Solutions, LLC (<https://www.21cpsolutions.com/>)

2. Evaluation Criteria: Proposals were evaluated based on key criteria, including the consultant's experience with similar incidents, their methodology, anticipated length of time to conduct the assessment, and cost-effectiveness.
3. Candidate Interviews: Based on the evaluation criteria, the pool was narrowed to two candidates and conducted interviews to assess their approach to collaboration, their understanding of the college’s organizational needs, and their ability to deliver clear, actionable insights.

After a thorough review, it is recommended that the College enter into a professional services agreement with the OIR Group. The OIR Group demonstrated a deep understanding of critical incident analysis, a tailored and collaborative approach, and a strong track record of working with organizations in similar situations. They recently conducted a critical incident analysis for the City of Santa Monica following civil disruptions that occurred following the murder of George Floyd. This report can be found at <https://www.santamonica.gov/Media/CMO/Attachment-11153.pdf>. The OIR Group is locally based and was the most cost-effective of the proposals received. Moreover, their team brings a strong commitment to diversity, which creates a greater potential to foster effective collaboration with the College community.

SCOPE OF WORK

The OIR Group's scope of work will include:

- Conducting an in-depth review of SMC response protocols during the incident.
- Identifying any systemic or other issues or contributing factors that may have played a role in the incident.
- Analyzing decision-making processes, resource allocation, and communication strategies.
- Engaging with relevant stakeholders to gather insights and perspectives.
- Providing actionable recommendations to improve protocols and address systemic or other weaknesses.

The consultant's findings and recommendations will be shared with the College community upon completion of the analysis.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **SABBATICALS, 2025-2026**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees request that the Academic Senate Joint Sabbaticals Committee prioritize the applications and select eight semesters of sabbaticals to forward to the Board for approval.

BACKGROUND: The Academic Senate Joint Sabbaticals Committee has recommended the following sabbaticals for 2025-2026.

Fall 2025

- Aurélie Chevant, French
- Andrew Nestler, Math
- Vicki Rothman, Counseling
- Dorothy Chin, Psychology
- Kevin Menton, English

Spring 2026

- Carlson Hatton, Art
- Alex Ibaracki, ESL
- Robert Armstrong, Fashion
- Maxim Safioulline, Interaction Design
- Steph Anderson, Psychology
- George Davison, English
- Erica Onugha, English

Article 17.13 of the SMC Faculty Association contract states that the District fund a minimum of eight semesters of sabbatical leaves. Given the current budget situation, it is recommended that the Board of Trustees request that the Academic Senate Joint Sabbaticals Committee prioritize the applications and select eight semesters of sabbaticals to forward to the Board for approval.

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

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

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **FILLING THE VACANCY ON THE BOARD OF TRUSTEES**

SUBMITTED BY: Chair, Board of Trustees

BACKGROUND: Barry Snell submitted his resignation from the Board of Trustees, effective December 11, 2024. The Los Angeles County Office of Education provides options for filling the vacancy, which includes a provisional appointment within 60 days of filing of the resignation.

REQUESTED ACTION #1: It is recommended that the Board of Trustees fill the vacancy on the Board of Trustees by appointing a person to serve as trustee until the next regularly scheduled election (November 2026).

REQUESTED ACTION #2 It is recommended that the Board of Trustees proceed with filling the vacancy in accordance with the following schedule:

- December 13, 2024 Publicize the position and recruit candidates
Post announcement (see page 31) and application* on website
- December 13, 2024- Online Applications accepted
January 10, 2025 Click [here](#) to view application
- January 13-17, 2025 Applications screened by an ad hoc committee of Board of Trustees
- February 4, 2025 Appoint Trustee at regular Board of Trustees meeting and administer the Oath of Office**
- February 5, 2025 Public notice of appointment

* The application will require name, address, contact information, education, and employment history and include the following suggested questions:

1. Please state why you are seeking appointment to the Santa Monica Community College District Board of Trustees and the skills, abilities, and experiences you bring to the work of the Board of Trustees.
2. Describe the public service and community involvement you have had in Santa Monica and Malibu that would inform your work on the Board of Trustees.
3. What is your understanding of the mission and purpose of the California community colleges system?

4. What is the role of the Board of Trustees in relation to its constituencies - (1) the communities of Santa Monica and Malibu, and (2) the students, administrators, faculty, and staff of the college?
5. Given SMC's budget for 2024-2025, what would be your priorities for the upcoming Santa Monica College budget?
6. What do you see as the major issues currently facing Santa Monica College?

**Within 10 days of making the appointment, the Board of Trustees must cause a notice of the vacancy, or filling of a deferred resignation and the provisional appointment, to be posted in three public places in the district. The Board must also cause the notice to be published once in a newspaper of general circulation published in the District if one exists. In addition, the notice must also be posted on the District's website.

In addition to notifying the public of the vacancy and the identity of the provisional appointee, the notice must include a statement that unless a petition calling for a special election containing a sufficient number of signatures is timely filed with the County Superintendent, the provisional appointment shall become an effective appointment. The petition must be filed within 30 days of the date of the provisional appointment.

REQUESTED ACTION #3 It is recommended that the Board of Trustees appoint Trustees Margaret Quiñones-Perez, Nancy Greenstein and Sion Roy to serve on the ad hoc committee to screen applications and select finalists for further consideration or interview.

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



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES SEEKING APPLICANTS FOR VACANT TRUSTEE POSITION

The Santa Monica Community College District is seeking applications from District residents interested in being appointed to a vacant seat on the Board of Trustees until the next regularly scheduled Board election in November 2026 when a new four-year term will be filled.

The seven-member Board of Trustees, elected by voters in the Santa Monica Community College District, is the governing body for Santa Monica College, which serves approximately 28,000 students and provides vital educational services to communities in the region. The Santa Monica Community College District encompasses Santa Monica and Malibu.

Eligibility

To be eligible, an individual must be at least 18 years old, must be a resident of the Santa Monica Community College District; must be a registered voter, and must not be disqualified from holding civil office by the Constitution or any law of the state.

Responsibilities

The Board is seeking candidates who have the ability and time to fulfill the responsibilities of being a trustee, which includes:

- Participating fully in the work of the Board, including attending all meetings and some college events, studying issues and agenda items, and participating in trustee education programs.
- Being knowledgeable about the communities served by the college and be willing to act on behalf of and for the benefit of those communities.
- Being committed to community colleges and their missions, as well as understanding educational, social and economic policy issues.
- Engaging in balancing the needs of a variety of diverse groups and being able to build consensus.
- Hiring the Superintendent/President.
- Ensuring the fiscal health and sustainability of the college.
- Participating as one member of the Board and supporting the Board's authority as a whole.

Meetings

Regular meetings of the Board of Trustees are scheduled on the first Tuesday of each month and are held in the Board Room (Business Building Room 117) at 6:00 p.m. (5:00 p.m. if there is a closed session scheduled).

Criteria

Following are possible criteria that the Board of Trustees will use to select an appointee:

- Interest in and commitment to service to the community;
- Interest in and commitment to public education and student learning;
- Knowledge about and commitment to the role and mission of community colleges in the communities they serve and in the context of all higher education;
- Willingness and ability to represent those who live in the service area; mindful of the perspectives of diverse constituencies;

- Willingness to advocate for the District and its interests to the community and state;
- Knowledge and background related to the issues considered by the Board (e.g. community needs, funding, education, district operations);
- Ability to work as a member of a public governing Board; understands that the Board, not the individual trustees, has authority;
- Ability to articulately express perspectives and respect the perspectives of others;
- Willingness to work cooperatively with others and in partnership with the Superintendent/President;
- Time and energy necessary to fulfill the responsibilities of being a trustee;
- Willingness and time to engage in ongoing professional development;
- Commitment to fulfill the ethical and legal responsibilities of trusteeship, unencumbered by private agendas;
- Qualities, background, and stature that will enhance the standing of the District in the community.

Application

Click [here](#) to complete and submit application. Applications must be received by January 10, 2025 at 5 p.m.

Appointment to Fill Vacancy

The Board of Trustees will make the appointment at its regular meeting on February 4, 2025.

Links to SMC websites, click [here](#).

For further information, please contact the
SMC District Office at (310) 434-4200.

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

XII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 21

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2025

21-A REQUESTED ACTION: It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District for 2025.

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

21-B REQUESTED ACTION: It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District for 2025.

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

21-C REQUESTED ACTION: It is recommended that Superintendent/President Kathryn E. Jeffery be elected Secretary to the Board of Trustees; Vice-President of Business/Administration Christopher Bonvenuto be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees for 2025.

COMMENT: In accordance with Board Policy 2210, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

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

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

XII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 22

SUBJECT: **DESIGNATION OF SMCCD BOARD OF TRUSTEES REPRESENTATIVE TO THE LOS ANGELES COUNTY SCHOOL TRUSTEES ORGANIZATION (LACSTA)**

REQUESTED ACTION: It is recommended that the Board of Trustees designate a representative to the Los Angeles County School Trustees Organization (LACSTA).

COMMENT: The role of the representative is to vote on all LACSTA matters and communicate between the LACSTA Executive Board, LACSTA and the local Board.

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

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

XII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 23

SUBJECT: AUTHORIZED SIGNATURES RESOLUTION

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the following Santa Monica College administrators to sign District documents as indicated.

Name/Title	Orders for Salary Payment	Notices of Employment	District Warrants	District Contracts	District Purchase Orders	Auxiliary Warrants	Auxiliary Contracts	Auxiliary Purchase Orders
Kathryn E. Jeffery Superintendent/President	X	X	X	X	X	X	X	X
Sherri Lee-Lewis Vice-President, Human Resources		X		X				
Christopher Bonvenuto Vice-President, Business/Administration	X		X	X	X	X	X	X
Mitchell Heskell Dean, Education Enterprise						X	X	X
David Dever Director of Auxiliary Services						X	X	X
Ngan Kim Tran Chief Director, Business Services			X	X	X			
Veronica Diaz Director, Budget			X	X	X			
Nyla Cotton, Director Procurement, Contracts and Logistics				X	X			
Irma Haro Controller			X					
Cherry Aquino Accounts Payable Supervisor			X					

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 13, 2024 through December 31, 2025.

COMMENT: The County Superintendent of Schools requires that the Certification of Signatures be approved at the annual organizational meeting of the Board of Trustees which is held within a 15-day period that commences with the date upon which a governing board member elected takes office.

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

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

XII. BOARD COMMENTS

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 21, 2025 at 6 p.m. (5 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. This meeting will be held in-person and via Zoom Webinar to allow for remote participation.