



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

THURSDAY, DECEMBER 12, 2024

SMC Board Room  
1900 Pico Boulevard  
Santa Monica, California

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

## MINUTES

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

### I. ORGANIZATIONAL FUNCTIONS – 5:00 p.m.

- CALL TO ORDER  
Dr. Margaret Quiñones-Perez, Chair -Present  
Dr. Nancy Greenstein, Vice-Chair - Present  
Anastasia Foster, Incoming Trustee - Present  
Dr. Tom Peters - Present  
Rob Rader - Present  
Dr. Sion Roy - Present  
Daniel Martinez Garcia, Student Trustee – Present (*for public session*)
- SEATING MEMBERS OF THE BOARD OF TRUSTEES (*see Recommendation No. 1*)  
Superintendent/President Kathryn E Jeffery administered the Oath of Office prescribed in the Constitution of the State of California to Anastasia Foster, Margaret Quiñones-Perez, and Rob Rader and had them subscribe to it and file it in the office of the Secretary to the Board of Trustees.

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.

**PUBLIC COMMENTS**  
Peter Morse

MOTION MADE BY:            Tom Peters  
 SECONDED BY:                Rob Rader  
 STUDENT ADVISORY:         Absent  
 AYES:                            5  
 NOES:                            0  
 ABSENT:                        1 (Sion Roy)

**II. CLOSED SESSION - 5:05 p.m.**

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None
- 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)

**III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS – 6:00 p.m.**

- 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 – Trustee Anastasia Foster
- CLOSED SESSION REPORT - None
- REVISIONS TO AGENDA: Recommendation No. 3-A – Ratification of Contracts and Consultants Delete #7 – UCLA Department of David Geffen School of Medicine

**IV. SUPERINTENDENT'S REPORT**

**V. PUBLIC COMMENTS**

**VI. ACADEMIC SENATE REPORT**

**VII. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**VIII. CONSENT AGENDA**

#2 Approval of Minutes: November 12, 2024 (Regular Meeting)

**Contracts and Consultants**

#3-A Ratification of Contracts and Consultants

**Human Resources**

- #4 SMCCD 2026-2027 and 2027-2028 Calendars
- #5 Academic Personnel
- #6 Classified Personnel – Regular
- #7 Classified Personnel – Limited Duration
- #8 Classified Personnel – Non Merit

## **Facilities and Fiscal**

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

### **IX. CONSENT AGENDA – Pulled Recommendations**

### **X. MAJOR ITEMS OF BUSINESS**

- #18 Professional Services Agreement for Critical Incident Analysis of October 14, 2024 Shooting
- #19 Sabbaticals, 2025-2026
- #20 Filling the Vacancy on the Board of Trustees

### **XI. ANNUAL ORGANIZATIONAL FUNCTIONS**

- #21 Election of Officers of the Board of Trustees, 2025
- #22 Designation of Board Representative to LACSTA
- #23 Authorized Signatures Resolution

### **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

#### IV. SUPERINTENDENT'S REPORT

##### Title IX Student Leadership Program 2024

The Office of Human Resources reported that 2024 marks the fifth anniversary of the Title IX Student Leadership Program being offered to SMC students. Launched during the COVID-19 pandemic, the program was initially held virtually, making this year particularly meaningful, as it marks the second time since the pandemic that students and speakers have been able to interact and engage in person.

- 111 students attended the orientation which provided the student with insight on the program along with the mandatory requirements for completion.
- 39 students successfully completed the Title IX Leadership program. The 2024 cohort of students represents the diversity of the SMC student population. It includes international students, undocumented students, students of color, students with disabilities, and LGBTQ+ students. Some are survivors of sexual assault, child abuse, domestic violence, sexual stalking, dating violence, and sexual exploitation.

The purpose of this Program is to:

- Educate students on issues related to Title IX and intersecting issues related to race, culture, health, gender, intersectionality, sexual orientation, and other factors.
- Provide information on resources and support.
- Empower students with the knowledge and confidence to be leaders and to act and to encourage them to give back.

Link to: [Title IX Student Leadership Program Report](#)

##### Enrollment Update

Fall enrollment as of December 12, 2024: Total headcount is up 2.71 percent from last fall; Credit FTES are up 1.54 percent from last fall; Non-resident FTES are down 2.37 percent from last fall.

Winter and Spring 2025 enrollment as of December 11, 2024: Total winter headcount is up 5.28 percent from last winter; credit FTES are up 8.35 percent from last winter; Non-resident FTES are down 2.43 percent from last winter. Total spring headcount is up 17.54 percent from last spring; credit FTES are up 23.85 percent from last spring; Non-resident FTES are up 2.84 percent from last spring.

Spring Outreach and Recruitment activities include SMC events; NACAC Fairs in the United States; and international recruitments in Mexico, Columbia, Indonesia, Malaysia, Brazil, Taiwan, Hong Kong, China, United Arab Emirates, and India.

Link to: [Enrollment Update](#)

##### Giving Thanks(giving):

The three-day Giving Thanks(giving) event served 2,307 students. The event was made possible by the 179 volunteers who participated and generous donations from SMC supporters.

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

### Transfer Alliance Program (TAP) Scholarships

Federico Bos and Valery Klepova received a Transfer Alliance Program (TAP) scholarship for 2024-2025. Through a number of generous donors, the UCLA College is able to provide annual scholarships for transfer students entering UCLA. Recipients must be certified as having completed the Scholars Program at their community college. The students are officially recognized as participants in the UCLA College TAP Scholars Program. Selection as a TAP Scholar entitles transfer students to an academic scholarship of \$5,000 per year.

### SMC Equity and Redesign Journey Map

Progress on the SMC Equity and Redesign Journey Map was initiated in October 2024 from within EPI. The EPI Team utilized their October quarterly retreat to do a "Gallery Walk" activity to identify and refine map content. A draft of the Journey Map was designed and converted to an interactive file and sent for feedback from the Superintendent/President and the Vice-President of Academic Affairs in late November. The newly assembled EPI Working Group viewed and gave feedback, and the map was further revised in early December.

Link to: [SMC Equity and Redesign Journey Map](#)

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: #3-A (#8)

MOTION MADE BY: Sion Roy  
 SECONDED BY: Anastasia Foster  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 1 (Rob Rader)

**X. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. 3-A, Ratification of Contracts and Consultants (#8, Dr. Jennifer Merlic)

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Tom Peters  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 1 (Rob Rader)

**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	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**

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"> <li>• A Day in the Life videos (Peer Navigator/Ambassadors)</li> <li>• Career Changer Marketing video</li> <li>• Alumni Stories</li> <li>• Special Program Promotional Videos</li> <li>• High School Concurrent marketing video</li> <li>• Editing current videos for social media posts</li> </ul>	Unrestricted General Fund
<i>Requested by: Kiersten Elliott, Dean, Community and Academic Relations</i>				
<i>Approved by: Donald Girard, Senior Director, Government Relations &amp; 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
<p><i>Requested by: Diana Pennington, Administrative Assistant III-(Confidential)</i>  <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i></p>				

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
7	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
8	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

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

  

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

  

DECEMBER 2027							JANUARY 2028							FEBRUARY 2028						
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			1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	2	3	4	5	6	7	8	6	7	8	9	10	11	12
13	14	15	16	17	18	19	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29				

  

MARCH 2028							APRIL 2028							MAY 2028						
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			1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	2	3	4	5	6	7	8	7	8	9	10	11	12	13
13	14	15	16	17	18	19	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			

  

JUNE 2028							JULY 2028							AUGUST 2028						
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			1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	2	3	4	5	6	7	8	6	7	8	9	10	11	12
13	14	15	16	17	18	19	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30			23	24	25	26	27	28	29	27	28	29	30	31		

**LEGEND**

<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> First day of semester or session	<span style="background-color: white; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> College Holiday/Break: Campus closed-classes not in session/campus & offices closed
<span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Finals Schedule	<span style="border: 2px solid red; display: inline-block; width: 15px; height: 10px;"></span> Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Graduation	<span style="background-color: #c0c0c0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Opening Day/PD Day
<span style="border: 1px dashed black; display: inline-block; width: 15px; height: 10px;"></span> Legal Holiday (Broken box, date is bold & red):	<span style="border: 1px solid black; padding: 2px;">[ ]</span> Classes NOT in Session, BUT campus and offices are open
<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Classes not in session/campus & offices closed	

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.

Note: Most offices are closed on Opening Day/PD Day

SEMESTER DATES 2027 - 2028		Special Dates	
<b>Summer 2027</b>	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	
<b>Fall 2027</b>	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	<b>Faculty Flex Days Fall 2027</b>	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	<b>Faculty Flex Days Spring 2028</b>
<b>Winter 2028</b>	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
<b>Spring 2028</b>	Regular Session: Feb. 14-Jun. 13, 2028	April 14, 2028 Individual	<b>Faculty Flex Days Fall 2028</b>
	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		
<b>Summer 2028</b>	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	ACTION
Santa Monica Community College District	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

**MAJOR ITEMS OF BUSINESS****RECOMMENDATION NO. 18**

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

**SUBMITTED BY:** Kathryn E. Jeffery, Superintendent/President  
Christopher M. Bonvenuto, Vice President, Business and Administration  
Daniel Phillips, Director of Safety and Risk Management  
Johnnie Adams, Chief, SMC Police Department

**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:	Sion Roy
SECONDED BY:	Tom Peters
STUDENT ADVISORY:	Aye
AYES:	5
NOES:	0
ABSENT:	1 (Rob Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	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 nine 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 Safiouline, 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 nine semesters of sabbaticals to forward to the Board for approval.

MOTION MADE BY: Tom Peters  
 SECONDED BY: Nancy Greenstein  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 1 (Rob Rader)

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: Sion Roy  
SECONDED BY: Anastasia Foster  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 1 (Rob Rader)



## 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 was recommended that the Board of Trustees elect Dr. Nancy Greenstein as Chair for 20245

MOTION MADE BY: Tom Peters  
 SECONDED BY: Anastasia Foster  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 1 (Rob Rader)

21-B REQUESTED ACTION: It was recommended that Board of Trustees elect Dr. Sion Roy as Vice-Chair for 2025.

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Anastasia Foster  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 1 (Rob Rader)

21-C REQUESTED ACTION: It was 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: Sion Roy  
 SECONDED BY: Nancy Greenstein  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 1 (Rader)

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 Trustee Tom Peters as the 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: Sion Roy  
 SECONDED BY: Nancy Greenstein  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 1 (Rader)

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
Sherrri Lee-Lewis Vice-President, Human Resources		X		X				
Christopher Bonvenuto Vice-President, Business/Administration	X		X	X	X	X	X	X
Mitchell Heskel 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: Nancy Greenstein  
 SECONDED BY: Tom Peters  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 1 (Rob Rader)

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

**XII. BOARD COMMENTS**

**XIII. ADJOURNMENT** – 7:54 p.m.

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.