



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, FEBRUARY 4, 2025

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

4:30 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 4:00 p.m. for the Closed Session beginning at 4:30 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 4:00 p.m. for the Closed Session starting at 4:30 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	February 4, 2025

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, February 4, 2025 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.

4:30 p.m.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
 Dr. Nancy Greenstein, Chair
 Dr. Sion Roy, Vice-Chair
 Anastasia Foster
 Dr. Margaret Quiñones-Perez
 Dr. Tom Peters
 Rob Rader

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=NIJlM0MzTU5RaWtjSnphakVJVTJOdz09>

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>

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

- Back to School, Spring 2025
- Enrollment Update
- Recap of Activities Related to Palisades Fire, Acknowledgement of Volunteers and Supporters
- CCLC Annual Legislative Conference and Lobby Day

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. REPORT ON STUDENT SUCCESS

Update: Equity-Minded Professional Innovation Center (EpiCenter)

Presenters: EpiCenter Leads: Jessica Krug, Lea Hald, Kiersten Elliott, Erin O’Neil

Summary: The EpiCenter is Santa Monica College's Equity-minded Professional Innovation Center and the Professional Development hub for all employees. It is named for its dynamic role as a force with transformative effects that radiate outward. By advancing professional skills, staff not only enrich themselves but also create a ripple effect that positively impacts the entire community.

This supports the Board’s 2024-2025 Annual Goal: Educational Advancement, Quality, and Equity.

IX.	CONSENT AGENDA	
	<i>Any recommendation pulled from the Consent Agenda will be held and discussed in Section IX, Consent Agenda – Pulled Recommendations</i>	
	#1 Approval of Minutes: January 21, 2025 (Regular Meeting)	7
	<u>Contracts and Consultants</u>	
	#2-A Ratification of Contracts and Consultants	8
	#2-B Approval of Contracts and Consultants	10
	<u>Human Resources</u>	
	#3 Academic Personnel	11
	#4 Classified Personnel – Regular	12
	#5 Classified Personnel – Limited Duration	14
	#6 Classified Personnel – Non Merit	15
	<u>Facilities and Fiscal</u>	
	#7 Budget Transfers	16
	#8 Payroll Warrant Register	18
	#9 Reissue Commercial Warrants	18
	#10 Auxiliary Payments and Purchase Orders	19
	#11 Organizational Memberships	19
	#12 Authorization of Signatures to Approve Invoices, 2024-2025	20
	#13 Providers for Community and Contract Education	20
	#14 Purchasing	20
X.	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>	
XI.	MAJOR ITEMS OF BUSINESS	
	#15-A Selection and Provisional Appointment of Trustee	21
	#15-B Installation of Newly-Appointed Trustee	22
	#16 2023-2024 Audit Reports	23
	#17 2025-2026 Nonresident Tuition Rate	24
	#18 2024-2025 Quarterly Budget and 311Q Report	25
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, March 4, 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	February 4, 2025

IX. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#14.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations:

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

X. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[January 21, 2025 \(Regular Meeting\)](#)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2025

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS**

2-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	Ruben Canedo	February 13, 2025 \$7,000	<p>Ruben Canedo is the Director, Strategic Equity Initiatives at University of California, Berkeley. He will conduct a full-day retreat for all SMC managers and administrators.</p> <p>This retreat will focus on creating an opportunity for healing and dialog within the SMC management community. The Management Association wants to help managers develop more tools to emotionally support themselves, students and staff. They will focus on continued trust-building, communication, and team-building.</p> <p>This retreat will be held in the PAC Campus East Wing and will be part of a series of communication and community building workshops that are being planned through a partnership with the Management Association, the EpiCenter and the PDC/Flex Day planning committee.</p> <p>Ruben Canedo was the keynote speaker and facilitated larger workshops for fall 2022 and spring 2023 flex days, and he conducted a series of workshops for the college community between those two larger speaking events. The PDC is asking him to be the keynote once again for Spring 2025.</p>	EEO Grant Funding
<p><i>Requested by: Kiersten Elliott, Dean, Community and Academic Relations</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i></p>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 4, 2025
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** *(continued)*

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

➤ **NEW CONTRACTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
2 Cedars-Sinai Medical Center	The employer/ internship agreement is effective June 23, 2025 to June 22, 2027 Compensation Amount: The rate of compensation for interns shall be the higher of Institution’s minimum hourly rate (\$17.27 per hour effective July 1, 2024) or the applicable minimum wage in the jurisdiction where the student is employed (currently \$23.00 per hour, increasing to \$24.00 per hour on July 1, 2025, and \$25.00 per hour on July 1, 2026)	The employer/internship agreement with Cedars-Sinai will provide laboratory and research internships to Biotechnology Program students while enrolled in an internship credit course, Biology 90B (2 units) to gain industry experience and earn college credit.	Restricted General Funds: W.M. Keck Foundation grant (00392), NSF ATE grant (00342) awarded to the Biotechnology Program

Requested by: Karol Lu, Project Manager, Aquaculture & Biotechnology

Approved by: Jason Beardsley, Vice-President, Academic Affairs

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 4, 2025
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

2-B APPROVAL OF CONTRACTS AND CONSULTANTS

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

➤ AMENDMENT TO EXISTING CONTRACT

Provider/Contract		Term/Amount	Service	Funding Source
1	Cengage/Ed to Go for the SJDV Program	2024-2025 The original purchase order/ annual contract in the amount of \$500,000 was approved at the Board of Trustees meeting in June 2024. This is an Increase of the existing purchase order of \$1,000,000 for a total amount not to exceed \$1,500,000.	The Supplemental Job Displacement Voucher (SJDV) program funds community members to enroll in CommEd programs to upskill or transition into a new career. Cengage/Ed to Go works with Vocational Resource Counselors to refer these individuals to SMC Community Education.	Each enrollment represents a revenue share to Community Education’s Contract operation. Approximately 10-15% of the enrollment fee for each Ed2Go course/program is retained by SMC Community Education.
<i>Requested by: Scott Silverman, Dean, Noncredit and External Programs</i> <i>Approved by: Jason Beardsley, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 4, 2025
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 3 **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

LONG-TERM SUBSTITUE

Schmidt, Einhard, Full-time Faculty, Physical Sciences

02/18/2025 – 06/17/2025

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.

SEPARATION

Johnson, Eartha, Project Manager, Guided Pathways/SEAP

01/27/2025

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2025

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 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>SALARY REALLOCATION</u>	<u>EFFECTIVE DATE</u>
Student Services Assistant From: Classified Employee Salary Schedule, Range 25 To: Classified Employee Salary Schedule, Range 27	02/01/2025
Student Services Clerk From: Classified Employee Salary Schedule, Range 21 To: Classified Employee Salary Schedule, Range 23	02/01/2025

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT
 Ismaily, Siamanto, (Step C) 01/22/2025
 From: Theater Technical Director, Campus Events
 To: Production Manager, Campus Events

Rodriguez, Demi (Step D) 02/03/2025
 From: Human Resources Specialist, Human Resources
 To: Human Resources Technician, Human Resources

PROMOTION
 DiGregorio, Anisha 02/03/2025
 From: Human Resources Specialist, Human Resources
 To: Human Resources Technician, Human Resources

Hernandez, Sandra 02/03/2025
 From: Administrative Assistant II, Financial Aid & Scholarships
 To: Financial Aid & Scholarships Specialist, Financial Aid & Scholarships

Willoughby, Debra 02/03/2025
 From: Human Resources Specialist, Human Resources
 To: Human Resources Technician, Human Resources

TRANSFER
 Fujita, Diana Lui 02/03/2025
 From: Student Services Assistant, Financial Aid & Scholarships
 To: Student Services Assistant, Admissions & Records

INTERNAL LIMITED TERM ASSIGNMENT

Noguera, Dawn 12/05/2024 to 12/23/2024*
From: Human Resources Specialist, Human Resources
To: Human Resources Technician, Human Resources
*Extended Assignment/Date Correction from 1/22/2025

Johnson, Adrienne 11/18/2024 to 01/09/2025
From: Student Services Assistant, Outreach & Onboarding
To: Student Services Specialist, Counseling
Date Correction from 12/12/2024

WORKING OUT OF CLASSIFICATION (LIMITED TEM)- SUBSTITUTE

Landa, Jennifer 09/01/2024 to 12/20/2024
From: Workforce and Economic Development Project Specialist 12/21/2024 to 01/04/2025*
To: Program Coordinator, Workforce and Economic Development 01/05/2025 to 06/30/2025*
*Extended Assignment

Samano, Mario 08/26/2024 to 10/21/2024
From: HVAC Mechanic, Maintenance 10/22/2024 to 06/30/2025*
To: Facilities Maintenance Supervisor, Maintenance
*Extended Assignment

Stevenson, James 08/06/2024 to 11/30/2024
From: Academic Records Evaluator, Admissions & Records 12/01/2024 to 12/23/2024*
To: EOPS Specialist, EOP&S 01/02/2025 to 01/08/2025*
Extended Assignment 010/9/2025 to 03/01/2025

WORKING OUT OF CLASS ASSIGNMENT- PROVISIONAL

Arenas, Leyla 08/05/2024 to 11/29/2024
From: Student Services Assistant, Center for Health & Wellbeing 11/30/2024 to 01/04/2025*
To: Student Judicial Affairs Specialist, Student Judicial Affairs
*Extended Assignment

Bruce-Johnson, Pier 11/01/2024 to 02/13/2025
From: Student Services Assistant, Center for Health & Wellbeing 02/14/2025 to 03/06/2025*
To: Student Judicial Affairs Specialist, Student Judicial Affairs
*Extended Assignment

Ismaily, Siamanto 09/16/2024 to 01/17/2025
From: Theater Technical Director, Campus Events 01/18/2025 to 01/22/2025*
To: Production Manager, Campus Events
*Extended Assignment

Chin, Vina 02/05/2025 to 05/14/2025
From: Human Resources Analyst, Employee and Labor Relations (Confidential)
TO: Director of Human Resources

SEPARATIONS

RETIREMENT

Pedersen, Evelyne, Administrative Assistant III, Enrollment Development (24 years) 04/30/2025
Peterson, Lee, Information Technology Support Specialist,
Instructional Computing (29 years) 01/31/2025

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2025

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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

Berney, Andrew, Laboratory Technician - Art	01/01/2025-06/30/2025
Frале, Darren, Laboratory Technician - Art	01/01/2025-06/30/2025
Freedman, Myles, Laboratory Technician - Art	01/01/2025-06/30/2025
Haskll, Susan, Laboratory Technician - Art	01/01/2025-06/30/2025
Kobashi, Todd, Laboratory Technician - Art	01/01/2025-06/30/2025
Schallert, Jennifer, Costume Designer, Theatre Arts	
From:	07/01/2024-12/31/2024
To:	07/01/2024-06/30/2025

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.

Gary, Jon O., Student Services Assistant, Outreach	01/13/2025-01/13/2025
Wilson, Lindsay J., Administrative Assistant II, Emeritus	
From:	07/01/2024-11/08/2024
To:	07/01/2024-03/12/2025

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2025

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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)	2
College Work-Study Student Assistant, \$17.27/hour (FWS)	12

SPECIAL SERVICE

Community Services Specialist II, \$50.00/hour	16
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2025

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

7-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: December 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	23,005
3000	Benefits	0
4000	Supplies	583
5000	Contract Services/Operating Exp	2,158
6000	Sites/Buildings/Equipment	2,000
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-27,746
Net Total:		0

7-B FUND 01.3 – Restricted Fund

Period: December 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	5,341
2000	Classified/Student Salaries	156
3000	Benefits	-5,507
4000	Supplies	10,161
5000	Contract Services/Operating Exp	-12,504
6000	Sites/Buildings/Equipment	2,353
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

7-C FUND 40.0 – Capital Projects Fund
 Period: December 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	5,317
5000	Contract Services/Operating Exp	21,283
6000	Sites/Buildings/Equipment	-26,600
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

7-D FUND 42.5 – Revenue Bond Construction Fund (Measure V)
 Period: December 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	9,146
5000	Contract Services/Operating Exp	9,198
6000	Sites/Buildings/Equipment	-18,344
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	February 4, 2025

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 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
 December 2024 C1E– C2F \$12,047,095.16

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

RECOMMENDATION NO. 9 REISSUE COMMERCIAL WARRANTS

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

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Cherry, Dennis R.	0859741638	05/19/2022	\$128.00
Hyman, Ariel M.	0849839435	03/18/2022	\$782.00
Joyce, Liam M.	20211149	07/16/2021	\$128.00
Patel, Jemin B.	20335834	11/15/2021	\$128.00
Tuli, Maani A.	26265676	03/19/2021	\$174.00

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 4, 2025
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 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
 December 2024 Covered by check & voucher numbers: 038710-038915 & 04028-04090

Bookstore Fund Payments	\$ 236,769.76
Other Auxiliary Fund Payments	\$ 156,834.50
Trust and Fiduciary Fund Payments	<u>\$ 812,292.50</u>
	\$ 1,205,896.76

<u>Purchase Orders issued</u>	
December 2024	\$10,484.86

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. Detailed list on file in the Auxiliary Office.

RECOMMENDATION NO. 11 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>
February 2025	1	\$550.00

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
February 2025	1	\$300.00

Funding Sources: Restricted Fund, Fund 01.3

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2025

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2024-2025

Requested Action: Approval/Ratification

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

Authorization of signatures for the following staff members to approve invoices for 2024-2025:

Name/Title
Siamanto Ismaily Production Manager, Campus Events

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

RECOMMENDATION NO. 13 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. 14 PURCHASING

Requested Action: Approval/Ratification

Requested by: Nyla Cotton, Director of Procurement, Contracts and Logistics

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

14-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.

December 2024

\$1,540,557.38

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2025

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 15-A

SUBJECT: **SELECTION AND PROVISIONAL APPOINTMENT OF TRUSTEE**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: Nominations will be considered by Board of Trustees to fill the vacancy on the Board. The successful candidate will serve until the next regularly scheduled election (November 2026). Seven applications were received.

The Board Ad Hoc Committee recommends consideration of the following four candidates:

- Dr. Luis Barrera Castañón
- Kera Blades
- Dr. Karen S. Gunn
- Patricia Nakao

MOTION TO OPEN NOMINATIONS

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

NOMINATIONS:

MOTION TO CLOSE NOMINATIONS

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

ROLL CALL VOTE FOR NOMINEES

Anastasia Foster
 Nancy Greenstein
 Tom Peters
 Margaret Quiñones-Perez
 Rob Rader
 Sion Roy

COMMENT: A majority vote (four votes not including the student trustee advisory vote) is required to approve an appointment. In the event no nominee receives sufficient votes, the process can begin again with a new round of nominations.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2025

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 15-B

SUBJECT: **INSTALLATION OF NEWLY-APPOINTED TRUSTEE**

SUBMITTED BY: Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Chair of the Board of Trustees administer the Oath of Allegiance for Public Officers and install the newly-appointed member of the Santa Monica Community College District Board of Trustees, to serve a term until the next regularly scheduled Board election in November 2026.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 4, 2025
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16

SUBJECT: **2023-2024 AUDIT REPORTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2023-2024 Audit Report of the Financial and Related Statements of the Santa Monica Community College District and the Proposition 39 Financial and Performance Audits prepared by the District’s contracted independent auditor EideBailly.

COMMENT: The Auditor’s opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2024. The Board’s Audit Subcommittee reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

Links to:

- [SMCCD Final Governance Letter](#)
- [SMCCD Final Financial Statements](#)
- [SMCCD Measure AA and V Final Financial Statement and Performance Report](#)
- [SMCCD Measure AA and V Final Governance Letter](#)

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 4, 2025

RECOMMENDATION NO. 17

SUBJECT: **2025-2026 NONRESIDENT TUITION RATE**

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the nonresident tuition rate of \$398 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2025-2026.

The options available for the 2025-2026 non-resident tuition include the statewide average of \$400; contiguous district of \$400; highest statewide average of \$414; district average of \$434; and the comparable states average of \$442.

SMC is proposing the use of the provision outlined in California Education code that increases should be “gradual, moderate, and predictable” to set the non-resident tuition rate at \$398 per unit for the 2025-2026 academic year. This keeps the total cost of tuition and fees to an increase of approximately 5%.

	Current	Proposed	Change
Nonresident Tuition	\$374	\$398	+ \$24
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$444	\$468	+ \$24

Below is a brief comparison of the 2024-2025 rates of other community colleges in the area and/or enrolling significant numbers of international students. They have not yet posted their 2025-2026 rates.

2024-2025 Comparison	NR Tuition	Capital Outlay	Enrollment Fee	Total Per Unit	Annual Total (24 semester units or 36 quarter units)	
SMC Proposed 2025-2026	\$ 398.00	\$ 24.00	\$ 46.00	\$ 468.00	\$ 11,232.00	
Irvine Valley College	\$ 376.00	\$ 70.00	\$ 46.00	\$ 492.00	\$ 11,808.00	
Orange Coast College	\$ 388.00	\$ 51.00	\$ 46.00	\$ 485.00	\$ 11,640.00	
Pasadena City College	\$ 406.00		\$ 46.00	\$ 452.00	\$ 10,848.00	
Glendale CC	\$ 406.00		\$ 46.00	\$ 452.00	\$ 10,848.00	
Santa Monica College	\$ 374.00	\$ 24.00	\$ 46.00	\$ 444.00	\$ 10,656.00	
Santa Barbara City College	\$ 361.00	\$ 22.00	\$ 46.00	\$ 429.00	\$ 10,296.00	
Mt. San Antonio	\$ 351.00	\$ 20.00	\$ 46.00	\$ 417.00	\$ 10,008.00	
Foothill-DeAnza	\$ 245.00		\$ 31.00	\$ 276.00	\$ 9,936.00	Quarter Units
East Los Angeles	\$ 359.00		\$ 46.00	\$ 405.00	\$ 9,720.00	
El Camino College	\$ 300.00	\$ 20.00	\$ 46.00	\$ 366.00	\$ 8,784.00	

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 4, 2025
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

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

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the 2024-2025 Quarterly Report and the 311Q report, as of December 31, 2024.

COMMENT: The Board of Trustees is presented a quarterly budget report with the 311Q report required by the Chancellor’s Office. This report summarizes the financial statements of the District’s Unrestricted General Fund for review by the Chancellor’s Office.
Link to: [2024-2025 Quarterly Budget Report](#)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 4, 2025

XII. BOARD COMMENTS

XIII. ADJOURNMENT

The meeting will be adjourned in memory of **Susan Ijames**, SMC Cosmetology instructor.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, March 4, 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.