



# AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

**TUESDAY, MARCH 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

5:00 p.m. Public Meeting Convenes

Board Adjourns to Closed Session

6:00 p.m. Public Meeting Reconvenes

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

## PUBLIC PARTICIPATION DURING MEETINGS OF THE BOARD OF TRUSTEES

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

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

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

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

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

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

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

#### General Public Comments and Consent Agenda

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

#### Major Items of Business

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

### **Instructions for Submitting a Request to Speak at Zoom Webinar**

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

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

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

It is recommended that Individuals wishing to speak at a Board of Trustees webinar send an email to Recording Secretary ([Rose\\_Lisa@smc.edu](mailto:Rose_Lisa@smc.edu)) by 4:30 p.m. for the Closed Session beginning at 5:00 p.m. or by 5:30 p.m. for the regular session starting at 6:00 p.m. The email should contain the subject line "Board Meeting Comments" and include the following information in the body of the email:

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

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

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

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

### **Instructions for Submitting Written Comments**

Individuals wishing to submit written comments to be shared with the Board of Trustees are requested to send an email to Recording Secretary ([Rose\\_Lisa@smc.edu](mailto:Rose_Lisa@smc.edu)) by 4:30 p.m. for the Closed Session starting at 5:00 p.m. or by 5:30 p.m. for the regular session starting at 6:00 p.m. The email should contain the following information:

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

*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	March 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, March 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.

5:00 p.m.

## I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER  
 Dr. Nancy Greenstein, Chair  
 Dr. Sion Roy, Vice-Chair  
 Dr. Luis Barrera Castañón  
 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=NIJjM0MzTU5RaWtjSnphakVJTjOdz09>

Passcode: 887636

Or iPhone one-tap :

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

Or Telephone:

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

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

Webinar ID: 964 9016 3563

Passcode: 887636

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

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

## 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)

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

- Professional Development Day, March 20, 2025
- Enrollment Update
- Budget Update
- Student Housing Update

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VIII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIX. CONSENT AGENDA

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

#1 Approval of Minutes: February 4, 2025 (Regular Meeting) 7  
February 18, 2025 (Special Meeting)

Contracts and Consultants

#2-A Ratification of Contracts and Consultants 8

Acceptance of Donations

#3 KCRW Foundation Donations of Equipment to SMCCD 9

Human Resources

#4 Academic Personnel 10

#5 Classified Personnel – Regular 11

#6 Classified Personnel – Non Merit 12

#7 Classified Personnel – Limited Duration 13

**Facilities and Fiscal**

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#12	Auxiliary Payments and Purchase Orders	18
#13	Providers for Community and Contract Education	18
#14	Purchasing	18

**X. CONSENT AGENDA – Pulled Recommendations**

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

**XI. MAJOR ITEMS OF BUSINESS**

#15	Information: SMC Marketing Focus Group Study	19
#16	Equal Employment Opportunity Plan	20

**XII. INFORMATION**

#17	Citizens’ Bond Oversight Committee Meeting, January 22, 2025	21
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**XIII. BOARD COMMENTS AND REQUESTS**

**XIV. ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, April 1, 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	March 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:

[February 4, 2025 \(Regular Meeting\)](#)

[February 18, 2025 \(Special Meeting\)](#)

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

➤ RENEWAL OF CONTRACT

Provider/Contract		Term/Amount	Service	Funding Source
1	ChargePoint, Inc.	January 26, 2025 – March 31, 2026  \$8,030	Renewal of Commercial Cloud Plan for electric vehicle charging stations. Includes Network Connection, Software updates, 24x7 Driver and Host Support, Session Data and Analytics, Power Management (Circuit, Panel, Site Sharing), Pricing and Automatic Funds Collection.	Auxiliary Services. The source of the funds comes from revenue generated by EV charging stations.
<i>Requested by: Ferris Kavar, Director of Sustainability</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				

➤ INCREASE TO PREVIOUSLY APPROVED CONTRACT

Provider/Contract		Term/Amount	Service	Funding Source
2	25th Hour Communications	2024-2025  Additional amount: Not to exceed \$5,175  Previously approved amount: Not to exceed \$9,000  Total amount: Not to exceed \$14,715	This is an increase to the existing consultant contract for crisis communications support provided to the Public Information Office during the regional fire disaster in January 2025.	Public Affairs, District Budget (100%)
<i>Requested by: Grace Smith, Director, Public Relations</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				



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

**CONSENT AGENDA: ACCEPTANCE OF DONATIONS**

**RECOMMENDATION NO. 3 KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD**

*Requested by: Jennifer Ferro, General Manager, KCRW*

*Approved by: Don Girard, Government Relations/Institutional Communications*

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

Items	Amount
<u>October 2024</u>	
DJ Mixer (2)	\$4,347.16
Rackmount enclosure (2)	\$3,124.73
Stage snake cable (1)	\$416.73
MAC Studio computers (2)	\$8,817.80
<u>November 2024</u>	
Amplifier (1)	\$785.66
4K Webcam (2)	\$659.30
Audio Interface (1)	\$551.24
GoPro camera (1)	\$661.49
Wireless transmission system (1)	\$1,101.40
Gaff tape gun (1)	\$395.80
<u>TOTAL DONATIONS: October 2024 through December 2024</u>	\$20,861.31

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

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 4      ACADEMIC PERSONNEL**

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

ELECTIONS

EFFECTIVE DATE

ADJUNCT FACULTY

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

SEPARATION

RETIREMENT

Antrim, Bren, Department Chair, Library (26 years of service)	06/20/2025
Gonzalez, Cynthia, Full-time Faculty, Life Science (34 years of service)	06/30/2025

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

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5 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>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	
Payne, Ariel (Step B) Laboratory Technician-Photography, Photography/Fashion	02/18/2025
Romo, Brenda (Step C) Administrative Assistant-I, Emeritus	02/21/2025
<u>PROMOTION</u>	
Tang, Theresa From: Administrative Assistant-I, Athletics To: Administrative Assistant-II, Counseling & Transfer Services	03/03/2025
<u>CSEA EDUCATIONAL PAY DIFFERENTIAL</u>	
Davis-Ludlow, Eloisa, Student Services Assistant Educational Certificate .75	03/01/2025
Ma, Felix, Laboratory Technician-Life Science Associate/Bachelor/Master 2.5	03/01/2025
Yan, Yongjian, Principal Programmer Analyst Associate/Bachelor/Master 2.5	03/01/2025
<u>WORKING OUT OF CLASSIFICATION ASSIGNMENT- PROVISIONAL</u>	
Alex Beckett From: Administrative Assistant II To: Administrative Assistant III – Confidential (Substitute Assignment)	2/16/2024 to 5/31/2025
Sergio Cardenas From: Grounds Worker To: Grounds Equipment Operator	10/1/2024 to 2/3/2025
Johnson-Bruce, Pier From: Mail Services Worker II, PCAL To: Shuttle Driver, Transportation *Title and name correction from 2/4/2025	11/01/2024 to 02/13/2025 02/14/2025 to 03/06/2025
McNeal, Charles From: Campus Safety Officer To: Senior Campus Safety Officer	12/16/2024 to 01/04/2025

Novella, Heriberto  
From: Lead Custodian  
To: Custodial Operations Manager

02/10/2025 to 06/18/2025

Salomon Morales Martinez  
From: Grounds Worker  
To: Grounds Equipment Operator

10/1/2024 to 2/3/2025

POSITION RECLASSIFICATION

George Rogers  
From: Student Services Clerk, Range 23  
To: Student Services Assistant, Range 27

03/01/2025

Jeremy Newman  
From: Student Services Clerk, Range 23  
To: Student Services Assistant, Range 27

03/01/2025

Jessica Riojas  
From: Student Services Clerk, Range 23  
To: Student Services Assistant, Range 27

03/01/2025

TRANSFER

Lefler, Lindsay  
From: Theater Arts Operations Assistant  
To: Theater Arts Operations Assistant-Variable Hours  
Comment: Shift Change

03/03/2025

SEPARATION

RESIGNATION

Roya Sanz, Maria del Pilar, Instructional Tutor-Math, Math Department  
Thomas, Sharon, Administrative Assistant II, Academic Affairs

02/17/2025  
02/28/2025

**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)	81
College Work-Study Student Assistant, \$17.27/hour (FWS)	5
College CalWorks, \$17.27/hour (CalW)	1

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

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.

Adams, Erica Jones, Administrative Assistant I, Photo/Fashion/Dual Enrollment	02/07/2025-06/01/2025
Avichouser, Julia, Personnel Analyst, Personnel Commission	
From:	07/01/2024-02/14/2025
To:	07/01/2024-03/20/2025
Carbone, John, Accompanist -Dance	01/01/2025-06/30/2025
Carey-Zuniga, Andres, Theater Technical Specialist, PAC	02/26/2025-06/30/2025
Jimenez-Oporto,,Gabriela, Student Services Clerk, IEC	
From:	07/02/2024-02/28/2025
To:	07/02/2024-02/03/2025
Mallinger, Matthew, Accompanist -Dance	01/01/2025-06/30/2025
Martin, Matthew, Stage Technician - Scenery	
From:	07/01/2024-12/31/2024
To:	07/01/2024-06/30/2025
Pang, Mabel, Laboratory Technician – Life Science,	
From:	07/01/2024-12/31/2024
To:	07/01/2024-06/30/2025
Plotkin, Alla, Accompanist -Dance	01/01/2025-06/30/2025
Soro, Gnenemon, Accompanist -Dance	01/01/2025-06/30/2025
Sow,E. Malik Accompanist -Dance	01/01/2025-06/30/2025
Ter-Avanesova, Nonna, Accompanist -Dance	01/01/2025-06/30/2025

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.

Avila Galeana, Denise, Student Services Clerk, IEC	
From:	07/01/2024-06/30/2025
To:	07/01/2024-02/07/2025
Olivares, Mario, Student Services Clerk, Student Retention	
From:	07/01/2024-06/30/2025
To:	07/01/2024-01/25/2025

Correction:

Nesteruk, Gary, Accompanist -Music Performance, Music	
From:	01/01/2025-06/30/2025
Nesteruk, Gary, Accompanist -Music Performance, Emeritus	
To:	01/01/2025-06/30/2025

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8 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*

**8-A CORSAIR STADIUM CONCRETE RESTORATION - CHANGE ORDER NO. 1**

Change Order No. 1 Golden Sun Firm & Co., for an increase in the Corsair Stadium Concrete Restoration Project:

Original Contract Amount	\$ 317,675
Change Order No. 1	<u>\$ 16,823</u>
Revised Contract Amount	\$ 334,498

Change Order represents 5.3% of the Original Contract.

Funding Source: Bond Funds - Measure AA

Comment: After the project started, additional concrete areas were exposed not shown previously in the original bid package. Specifically, once the contractor was able to pressure wash, areas of needed concrete work became visible not seen during the job walk.

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

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

**9-A FUND 01.0 – GENERAL FUND - UNRESTRICTED**

Period: January 1-31, 2025

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	14,457
3000	Benefits	0
4000	Supplies	2,707
5000	Contract Services/Operating Exp	22,398
6000	Sites/Buildings/Equipment	10,686
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-50,248
Net Total:		0

**9-B FUND 40.0 – Capital Projects Fund**

Period: January 1-31, 2025

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	23,346
5000	Contract Services/Operating Exp	87,084
6000	Sites/Buildings/Equipment	-110,430
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

9-C FUND 42.5 – Revenue Bond Construction Fund (Measure V)

Period: January 1-31, 2025

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	6,282
5000	Contract Services/Operating Exp	-2,876
6000	Sites/Buildings/Equipment	-3,406
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	March 4, 2025

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 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  
 January 2025 C1F- C2G \$13,980,219.07

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

**RECOMMENDATION NO. 11 COMMERCIAL WARRANT REGISTER**

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

Commercial Warrant Register  
 January 2025 969446 through 012019

ACH Numbers  
 January 2025 390308 through 401129

Total \$9,351,585.08

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

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

Auxiliary Operations Payments and Purchase Orders  
 January 2025 Covered by check & voucher numbers: 038911-039128 & 04091-04131

Bookstore Fund Payments	\$ 349,770.37
Other Auxiliary Fund Payments	\$ 82,648.61
Trust and Fiduciary Fund Payments	<u>\$ 878,240.13</u>
	\$ 1,310,659.11

Purchase Orders issued  
 January 2025 \$3,195.66

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. 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, 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.

January 2025	\$1,934,213.42
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BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION March 4, 2025
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 15

**SUBJECT:** SMC MARKETING FOCUS GROUP STUDY

**SUBMITTED BY:** Senior Director, Government Relations and Institutional Communications

**SUMMARY:** The external research firm partner Goodwin Simon Strategic Research (GSSR) will be presenting the findings of the SMC marketing focus group study. These focus groups were conducted during the Fall 2024 semester, to help assess the effectiveness of SMC branding and messaging in marketing materials geared towards prospective students and the community.

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

**RECOMMENDATION NO. 16**

**SUBJECT:** **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

**SUBMITTED BY:** Vice-President, Human Resources

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the revised Equal Employment Opportunity Plan that reflects suggestions from the State Chancellor’s Office.

**SUMMARY:** The commitment of the Santa Monica Community College District to equal employment opportunity and diversity is articulated in Board Policy 3420, Equal Employment Opportunity.

The Santa Monica Community College District is committed to building an inclusive and diverse environment and maintains a comprehensive program to ensure that practice reflects these principles. Diversity within the college environment provides opportunity to foster mutual awareness, knowledge, and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect. The District is committed to a work and learning environment conducive to open discussion and the free exchange of ideas. Global awareness and exploration of the diversity of the local communities served by the College are both important components of the commitment of the college to diversity. Embodying, promoting and celebrating diversity inspires innovative ideas, practical solutions, and team-building in the District’s goal of achieving professional and educational excellence.

The commitment of the District to equal employment opportunity and diversity, and to the protections against unlawful discrimination and harassment as defined by federal and state law, is at the core of the SMC mission; the processes and procedures to support this commitment are set out in this Equal Employment Opportunity (EEO) Plan.

Each district shall review its EEO Plan at least once every three years and revise as necessary (California Code of Regulations, Title 5, Section 53003 (b)). This revised Equal Employment Opportunity Plan was reviewed by the District Planning and Advisory Council on February 26, 2025.

Link to: [Equal Employment Opportunity Plan](#)

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

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**INFORMATION ITEM NO. 17      CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING, JANUARY 22, 2025**

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee (CBOC) was held on Wednesday, January 22, 2025 at 12 p.m. in the Student Services Center (SSC 396) at Santa Monica College, 1900 Pico Blvd, Santa Monica, California.

I.        **CALL TO ORDER** – 12:02 p.m.

2.        **ROLL CALL – Members of the Citizens’ Bond Oversight Committee**

- Bruce Sultan, Chair – Absent
- Anne Plechner, Vice-Chair – Present
- Suleman Adeyemi – Present
- Heather Anderson – Present
- Luis Barrera Castañón – Present
- Elizabeth Greenwood – Absent
- Patricia Nakao – Present
- Maury Pearl – Present
- Elaine Polachek – Present
- Katherine Reuter – Present
- Donald Schort – Present
- Aria Biavar – Absent

**CBOC Support Staff Present**

- Chris Bonvenuto, Vice President, Business and Administration
- Don Girard, Senior Director, Government Relations/Institutional Communications
- John Greenlee, Director, Facilities Finance
- Yu-Ngok Lo, Assistant Director, Facilities Planning
- Olinka Rodriguez, Citizens’ Bond Oversight Committee Coordinator
- Charlie Yen, Director, Facilities Planning and Construction

3.        **APPROVAL OF MINUTES OF CBOC MEETING, JULY 17, 2024**

Motion was made by Anne Plechner and seconded by Elaine Polachek to approve the minutes of the Citizens’ Bond Oversight Committee meeting held on July 17, 2024. *Minutes were approved.*

4.        **INTRODUCTION OF NEW MEMBERS TO THE CBOC**

At its meeting on October 1, 2024, the SMCCD Board of Trustees approved the appointment to the Citizens’ Bond Oversight Committee for a two-year term, 2024-2026 as follows:

Appointment of New Members, 2024-2026:

- Patricia Nakao
- Maury Pearl

At its meeting on October 1, 2024, the SMCCD Board of Trustees approved the appointment to the Citizens’ Bond Oversight Committee for a one-year term, 2024-2025 as follows:

Appointment of New Member, 2024-2025:

- Aria Biavar, SMC Student Representative

5.        **ELECTION OF CHAIR AND VICE CHAIR, 2025-2026**

Anne Plechner and Elaine Polachek were unanimously elected Chair and Vice Chair respectively for 2025-2026.

6. **CITIZENS' BOND OVERSIGHT COMMITTEE ANNUAL REPORT, 2023-2024**

The CBOC Annual Report, 2023-2024 was unanimously approved.

<https://admin.smc.edu/administration/governance/citizens-bond-oversight-committee/documents/CBOC-AnnualReport-2023-2024>

7. **CONFLICT OF INTEREST FORM**

The Committee Members completed and endorsed forms. The forms are on file.

8. **FINANCIAL AND PERFORMANCE AUDIT REPORTS 2023-2024**

Ana Krdilyan, Auditor with Eide Bailly, gave summary of financials and assets for each bond.

The audit reports are unmodified, which is the highest opinion the auditors can give.

The audit reports contain no audit findings and did not identify any deficiencies in internal control.

The District expended General Obligation Bond Funds (Measure AA and Measure V) only for specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(c) of the California Constitution.

9. **REPORTS and DISCUSSION**

Bond Projects Website

<https://www.smc.edu/administration/governance/citizens-bond-oversight-committee/index.php>

A. Bond Construction Projects

- Art Complex – 14<sup>th</sup> Street/Pico Blvd.  
The concrete floors were poured on the first level.  
The grand staircase and seating/gathering area was completed.  
The estimated completion date for this project is November 2025.
- Gender Neutral Restroom Building – The project was approved by the Board of Trustees on January 21, 2025 and will be built in the Quad. The restrooms will include fully enclosed individual restroom stalls. The estimated completion date for this project is October 2025.
- Bundy Campus Tennis/Pickleball Courts – The project is in DSA review and Back Check. The estimated completion date for this project is May 2026.

B. AA and V Budget Summaries and Bond Sales Expense Reports

The SMC Bond Capital Construction Budget Summary as of December 31, 2024 reports the following:

Measure U Budget:	\$160,000,000
Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Measure V Budget:	\$345,000,000
Interest:	\$49,119,000
Other Funding Received:	\$75,588,716
Other Funding Pending:	<u>\$27,118,827</u>
Total Budget:	\$1,095,326,543
Estimate at Completion:	\$1,095,326,543
Bond Funds Remaining:	\$ 157,765,572

- Measure AA: Total Measure AA Expenditures as of December 31, 2024 were \$291,219,499; total remaining funds are \$3,776,330.
- Measure V: Total Measure V Expenditures as of December 31, 2024 were \$191,010,758; total remaining funds are \$153,989,242.
- The Bond Sales/Expense Report  
Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of December 31, 2024.

Total Bond Program:	\$640,000,000
Total Bonds Issued:	\$639,995,829
Total Expenses:	\$482,230,257
Total Available Remaining:	\$157,765,572
Total Unsold Bond:	\$ 4,171

C. SMC Bond Program – Contractor List as of December 31, 2024

D. Contractors List as of December 31, 2024

E. 6 Month Period Ending December 31, 2024

- Measure AA: Total Measure AA Expenditures for the 6-month period ending December 31, 2024 were \$5,819.
- Measure V: Total Measure V Expenditures for the 6-month period ending December 31, 2024 were \$11,099,574.

10. **TOUR – MATH AND SCIENCE BUILDING**

Charlie Yen, Director, Facilities Planning and Construction gave the members a tour of the science labs, faculty/staff offices and lounge, classrooms, the planetarium, the telescope, and the observation deck in the completed building.

11. **SCHEDULE OF MEETINGS, 2025-2026**

Wednesdays at 12:00 p.m.

January 22, 2025

April 16, 2025

July 16, 2025

October 15, 2025

12. **ADJOURNMENT** – 1:05 p.m.

The next meeting of the Citizens’ Bond Oversight Committee will be held on Wednesday, April 16, 2025 (Student Services Center Building - 396).

Current information on all bond construction projects is available at: <http://smcbondprojects.com>  
and at <http://www.smc.edu/CBOC>

BOARD OF TRUSTEES	ADJOURNMENT
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XII. BOARD COMMENTS

XIII. ADJOURNMENT

The meeting will be adjourned in memory of **Warren C. Jaycox**, local bookseller; and **Barbara Schwartz**, Trustee Rob Rader’s aunt.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, April 1, 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.