



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, MARCH 4, 2025

SMC Board Room  
1900 Pico Boulevard  
Santa Monica, California



BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2025

# MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, March 4, 2025 in Business Building Room 117 (Board Room), 1900 Pico Boulevard, Santa Monica. The meeting was also be conducted via Zoom Webinar to allow for remote participation.

## I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:05 p.m.  
 Dr. Nancy Greenstein, Chair - Present  
 Dr. Sion Roy, Vice-Chair - Present  
 Dr. Luis Barrera Castañón - Present  
 Anastasia Foster - Absent  
 Dr. Margaret Quiñones-Perez - Present  
 Dr. Tom Peters - Present  
 Rob Rader - Present

## 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 – 6:55 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 – Don Girard, Senior Director, Government Relations/  
 Institutional Communications
- CLOSED SESSION REPORT: The Board of Trustees voted in closed session on a recommendation by the Superintendent/President to suspend the employment of one classified employee for 15 calendar days beginning March 5, 2025.  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Foster)

- 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: Rob Rader  
 SECONDED BY: Sion Roy  
 STUDENT ADVISORY: Vacant  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Foster)

**IV. SUPERINTENDENT'S REPORT**

**V. PUBLIC COMMENTS**

**VI. ACADEMIC SENATE REPORT**

**VIII. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**VIX. CONSENT AGENDA**

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

**Contracts and Consultants**

- #2-A Ratification of Contracts and Consultants

**Acceptance of Donations**

- #3 KCRW Foundation Donations of Equipment to SMCCD

**Human Resources**

- #4 Academic Personnel  
 #5 Classified Personnel – Regular  
 #6 Classified Personnel – Non Merit  
 #7 Classified Personnel – Limited Duration

**Facilities and Fiscal**

- #8 Facilities  
 #9 Budget Transfers  
 #10 Payroll Warrant Register  
 #11 Commercial Warrant Register  
 #12 Auxiliary Payments and Purchase Orders  
 #13 Providers for Community and Contract Education  
 #14 Purchasing

**X. CONSENT AGENDA – Pulled Recommendations**

**XI. MAJOR ITEMS OF BUSINESS**

#15 Information: SMC Marketing Focus Group Study

#16 Equal Employment Opportunity Plan

**XII. INFORMATION**

#17 Citizens' Bond Oversight Committee Meeting, January 22, 2025

**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.

#### IV. SUPERINTENDENT'S REPORT

##### Professional Development Day, March 20, 2025 in the Pavilion

On behalf of the Epicenter leadership team, the Classified Professional Development Committee and the Professional Development Committee, Kiersten Elliot invited the trustees to join professional development day on March 20, 2025. The theme for spring professional development day is Strengthening Student Success and Centering Relationships. It's a day designed to create a space for reflection and growth and explore meaningful ways to enhance connections with the college community. It will be back in the Pavilion and it will not be live streamed this year but will be recorded.

The keynote speaker, Ruben Canedo will be facilitating discussions and activities designed to foster mutual understanding, empathy, and trust among colleagues contributing to a more supportive and inclusive work environment which then benefits students. He will also be facilitating smaller workshops where participants can build out their ideas that they've learned from his morning session and apply the key concepts into their roles, teams, and the larger SMC community.

Link to: [Professional Day Spring 2025 Website](#)

##### Enrollment Update

- Spring 2025 enrollment as of March 4, 2025: Total spring headcount is up 2.56 percent from last spring; credit FTES are up 3.97 percent from last spring; Non-resident FTEs are down 6.13 percent from last spring.
- Spring Outreach and Recruitment activities include SMC events; NACAC Fairs in the United States; and international recruitments in Columbia, Indonesia, Malaysia, Brazil, Taiwan, Hong Kong, China, United Arab Emirates, and India.

Link to: [Enrollment Update](#)

##### Budget Update

- State Update
  - State cash receipts for January were 1.5% below the last Governor's Budget forecast. However strong cash receipts in the first half of the year means that even with the January cash receipts below forecast, year to date State cash receipts are 2% above forecast.
  - California unemployment rate rose by 0.1% in December and the 2024 annual employment rate was 5.3%, up from 4.3% in 2023 and 4.7% in 2022. The U.S. unemployment rate is at 4.0%
  - Construction is a leading economic indicator for California. 2024 building permits are down 10.6% from 2023 indicating softening in the California economy.
- California Community College System Update
  - P1, the first update of the year from the Chancellors Office on the system budget, was released and showed a 7.12% deficit factor
    - Governors' administration believes that Education Protection Account (EPA) revenue will increase before the end of the year by \$342 million more than currently projected.
    - Governors' administration believes that Property Tax revenue will increase before the end of the year by \$200 million more than currently projected.
    - CCCCO projects the deficit factor is estimated to be 1.5% and 2% which is equal to a one time reduction of funding of \$2,531,104.

- District Update
  - The administration is continuing to work on budget balancing measures.
  - The Budget committee is working on developing Guiding Principles to inform budgetary balancing strategies and decisions for 2025-2026.

#### Student Housing Update

UCLA is no longer able to continue with the proposed joint affordable student housing project at SMC's Bundy Campus. UCLA's considerations leading to this decision were multiple, including substantially increased costs of construction (as experienced by housing projects currently underway), reduced operational support from the State leading to UCLA increasing the overhead it now charges to its housing program, great uncertainty regarding the status of Federal support across the institution, and shifts in leadership.

Assemblymember Rick Chavez Zbur introduced AB 648, a bill sponsored by Santa Monica College "to combat housing insecurity and homelessness among community college students while also addressing California's broader housing crisis by increasing the supply of affordable housing in local communities." The bill, if enacted, resolves the zoning issue regarding student housing. The bill affirms that staff and student housing on property owned or leased by a community college district serves educational purpose and is a state priority. Proposed legislation is an addition to Education Code to characterize staff and student housing as exempt from local zoning and will assist SMC as it proceeds with its effort to provide student housing.

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ACTION March 4, 2025
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**IX. CONSENT AGENDA**

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:           None

MOTION MADE BY:     Rob Rader  
SECONDED BY:         Sion Roy  
STUDENT ADVISORY:    Vacant  
AYES:                   6  
NOES:                   0  
ABSENT:                 1 (Foster)

**X. CONSENT AGENDA – Pulled Recommendations** - None

**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 Kawar, 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 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 (continued)**

➤ NEW CONTRACTS

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Provider/Contract		Term/Amount	Service	Funding Source
3	Ruben Canedo	March 20, 2025  \$10,000	Consultant will provide Keynote Speaker and Workshop for the Spring Professional Development Day focusing on building ideas and experiments.	Restricted General Fund - EEO Grant Funding
4	Bettina Love	March 20, 2025  \$10,000	Dr. Bettina L. Love holds the esteemed William F. Russell Professorship at Teachers College, Columbia University, and is an acclaimed author. She was awarded the prestigious Stowe Prize for Literary Activism and being named a finalist for the LA Times Book Prize. Recognized as one of the Next 50 Leaders by the Kennedy Center in 2022 for her dedication to fostering inspiration, inclusivity, and compassion, Dr. Love’s impact extends far beyond academia. In 2024, she was honored with the Truth Award for Excellence in Education from Better Brothers Los Angeles and The Diva Foundation.  Dr. Love will provide a Zoom workshop for the Spring Professional Development Day exploring biases and experiences as a foundation for personal growth and healing.	Restricted General Fund - EEO Grant Funding
<p><i>Requested by: Lea Hald, Chair, Psychology Department</i>  <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i></p>				

BOARD OF TRUSTEES	ACTION
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**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

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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

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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, Life Sciences	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
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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
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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
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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.

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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.

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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

MAJOR ITEMS OF BUSINESSINFORMATION 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) presented 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.  
Link to presentation: [SMC Marketing Focus Group Study](#)

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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: Sion Roy  
 SECONDED BY: Luis Barrera Castañón  
 STUDENT ADVISORY: Vacant  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Foster)

**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
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2025

XII. BOARD COMMENTS

XIII. ADJOURNMENT – 9:05 p.m.

The meeting was 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.