



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, NOVEMBER 7, 2023

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.

In-person attendees will be seated 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=NIJJMOMzTU5RaWtjSnphakVJVtJODz09>

Passcode: 887636

4:30 p.m. Public Meeting Convenes

Board Adjourns to Closed Session

5:30 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 5:00 p.m. for the regular session starting at 5:30 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 5:00 p.m. for the regular session starting at 5:30 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	November 7, 2023

AGENDA

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, November 7, 2023 in Business Building Room 117 (Board Room), 1900 Pico Boulevard, Santa Monica. Members of the public attending in person will be seated 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
 Barry Snell, Chair
 Dr. Margaret Quiñones-Perez, Vice-Chair
 Dr. Susan Aminoff
 Dr. Nancy Greenstein
 Dr. Tom Peters
 Rob Rader
 Dr. Sion Roy
 Alyssa Arreola, Student Trustee

The public may join the meeting via Zoom Webinar with the following information:
 Please click the link below to join the webinar:
<https://smc-edu.zoom.us/j/96490163563?pwd=NlJlM0MzTU5RaWtjSnphakVJTjOdz09>
 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>

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(d)(1)) EEOC Charge No. 480-2023-06215
- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code Section 54956.9(b)) (two cases)

II. CLOSED SESSION *(continued)*

- 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
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

5:30 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

- NextGen of Business Leaders Update
- Giving Thanks(giving)
- SMC at Taste of Soul
- Veterans Day Celebration at the Santa Monica Pier
- EpiCenter Strategic Plan Update
- Enrollment Update

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. REPORT ON STUDENT SUCCESS - EQUITY, GUIDED PATHWAYS, INCLUSION, AND DIVERSITY

Update: Law Pathway Program
Presenters: Maria Muñoz, Interim Dean, Equity, Pathways, and Inclusion
Vicenta Arrizon, Ed.D. Lead Counselor, Law Pathway Program
Nathan Khalil, J.D., Co-Advisor - Pre-Law Society & Law Pathways
Christina Gabler, Ph.D., Law Pathway Faculty Champion
Summary: The update will include the origin, mission, and implementation of SMC’s Law Pathway program.

This supports the Board’s 2023-2024 Annual Goal: Educational Advancement, Quality, and Equity.

IX. CONSENT AGENDA

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

#1 Approval of Minutes: September 28 2023 (Special Meeting/Closed Session) 8
October 3, 2023 (Regular Meeting)

Academic Affairs

#2 New Courses and Degrees, Fall 2023 9

Contracts and Consultants

#3-A Ratification of Contracts and Consultants 10

Human Resources

#4 MOU between SMCCD and SMC Faculty Association 15

#5 Academic Personnel 17

#6 Classified Personnel – Regular 18

#7 Classified Personnel – Non Merit 20

#8 Classified Personnel – Limited Duration 21

Facilities and Fiscal

#9 Facilities 22

#10 Acceptance of Grants and Budget Augmentation 25

#11 Budget Transfers 27

#12 Payroll Warrant Register 29

#13 Commercial Warrant Register 29

#14 Auxiliary Payments and Purchase Orders 30

#15 Authorization of Signatures to Approve Invoices, 2023-2024 30

#16 Organizational Memberships 31

#17 Providers for Community and Contract Education 31

#18 Purchasing 32

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	
	#19 Resolution: Veterans Awareness Week	33
	#20 Resolution: Recognition of United Against Hate Week	34
	#21 Approval to Select a Public-Private Partnership Development Partner for Affordable Student Housing Through a RFQ and RFP Process, for Recommendation to the Board of Trustees for Approval of the Selection	35
	#22 Sabbaticals, 2024-2025	37
	#23 Confirmation of Reappointment to Personnel Commission	38
	#24 2023-2024 Quarterly Budget Report and 311Q	39

XII.	<u>INFORMATION</u>	
	#25 Citizens’ Bond Oversight Committee Meeting, October 18, 2023	40

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, December 5, 2023 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	November 7, 2023

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-#18.

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:

[September 28, 2023](#) (Special Meeting/Closed Session)

[October 3, 2023](#) (Regular Meeting)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, FALL 2023

Requested Action: Approval/Ratification
Requested by: Curriculum Committee
Approved by: Jason Beardsley, Interim Vice-President, Academic Affairs

Course Changes

- COM ST 37 Intercultural Communication (Communication Studies)

- COSM 38 Skin Care 3
- COSM 48B Make-Up
- COSM 77 Barbering
- COSM 78 Barbering 2

New Programs

Barbering AS/Certificate of Achievement

The Cosmetology Department is an exciting place to learn about the barbering industry. We welcome you to join our program where you can obtain the practical and technical skills necessary for optimal success. The classrooms are similar to a salon/barbershop atmosphere, with the latest technology creating a positive learning environment for students. Students will have the opportunity to provide services for members of the community, students, faculty and staff of Santa Monica College, including family and friends. This well-established department will prepare you for a barbering license from the California State Board of Barbering and Cosmetology. After successful completion of the program and passing the state board exam, a career in barbering offers multiple employment and entrepreneurial opportunities, such as: platform artist, educator, barber, colorist, salon owner, sales representative, cruise ships, television and film industries. Information regarding the barbering program is available at the Cosmetology Department, (310) 434-4294, and through the SMC website (www.smc.edu).

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	Slayzhon (Tre'vell Anderson)	November 16, 2023 \$3,000	A lecture discussing the contents of Tre'vell book We See Each Other: A Black, Trans Journey Through TV and Film such as discussing trans representation in media.	Restricted Fund, LGBTQ+ Funding
2	River Gallo	October 12, 2023 \$5,000	A lecture with River Gallo on defining what intersex means and discussing "corrective" surgeries/medical interventions and the activism occurring to stop them.	Restricted Fund, LGBTQ+ Funding
<p><u>#1 and #2</u> <i>Requested by: Thomas Bui, Associate Dean, Student Life</i> <i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i></p>				
3	YLC dba Westside Ballet of Santa Monica	November 25 – December 3, 2023 \$20,000	To provide student access to Nutcracker Performances at the Broad Stage.	Unrestricted General Fund, Public Policy Institute
<p><i>Requested by: Kiersten Elliott, Dean, Community Relations</i> <i>Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications</i></p>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

Provider/Contract		Term/Amount	Service	Funding Source
4	Allied Path Consulting	October 1, 2023 – January 31, 2024 \$35,000	Prepare and present professional development workshops for the Classified Professionals Equity Educator (1.0) certificate program and facilitate the Diversity, Equity, Inclusion, Cultural Humility Leadership (DEICH) Certificate program Part 1 for managers/academic administrators.	Restricted General Fund, Innovative Effectiveness Grant
<i>Requested by: Diana Pennington, Administrative Assistant III-(Confidential)</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i>				
5	25 th Hour Communication Services	2023-2024 Not to exceed \$6,750	Consultant will provide rapid internal and public-facing crisis communications to support and transmit the integrity of Santa Monica College’s reputation while informing college constituents of issues and the processes involved in mitigating or solving them. 25th Hour Communications Services has long-term existing relationships with media in the area and will leverage those to deploy communication to enhance accurate, informative, and positive media coverage.	Unrestricted General Fund Public Affairs
<i>Requested by: Grace Smith, Public Information Officer</i> <i>Approved by: Dr. Kathryn E. Jeffery, Superintendent/President</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

Provider/Contract		Term/Amount	Service	Funding Source
6	Armineh Noravian	September 26- December 31, 2023 \$12,825	Consultant to provide grant evaluator services for National Science Foundation Advanced Technological Education Grant, to include survey optimization and distribution; interviews and focus groups; and data analysis, which is related to the development of the curriculum and internship model for the biotech program; the recruitment and persistence of students into the first and second certificate tracks; and successful job placement upon completion of a certificate.	Restricted General Fund, NSF ATE Grant
7	Santa Monica Chamber of Commerce Foundation	September 1 2023 – June 30, 2024 \$98,000	Building relationships with local business and industry to better align Career Education (CE) student journey in entering the workforce. Previously surveyed businesses are not aware of the student talent or who to approach at the college when looking for interns/ employees. The SM Chamber will help bridge the gap with Business Engagement, Internship Pathway Development, Industry Strategic Development, Partner and Community Engagement, Planning and Executing meetings, and creating strategies for best practices in the Biotech Blue/climate Tech, Cloud Computing, and Homelessness program areas.	Restricted Fund, Strong Workforce Program (SWP)
<p><u>#6 and #7</u> <i>Requested by: Patricia Ramos, Dean, Academic Affairs</i> <i>Approved by: Jason Beardsley, Interim Vice President, Academic Affairs</i></p>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
8	Gecko Labs (formerly known as GeckoEngage)	January 18, 2024 - January 17, 2025 \$55,000	One year renewal of Gecko Chat+Bot and Visit module. Gecko Chat+Bot (aka “Pearl Chatbot”) is an artificial intelligence-driven chat and bot system that helps answer queries from current and prospective students across multiple channels, including live chat on the web, text messaging, Facebook, and Twitter. New for 2024-2025 contract is the addition of a ChatGPT feature that will allow the bot to scrape the SMC website for content to questions not in the bot’s knowledge base, allowing responses to be composed on demand.	Restricted General Fund – SEAP, Enrollment and Retention
<i>Requested by: Esau Tovar, Dean, Enrollment Services</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				
9	New Leaf California LLC	March 16 – December 31, 2023 Extension of completion date from September 30, 2023 to December 31, 2023. Not to Exceed \$47,930	This is a three month extension to the previous amendment with the consultant to assist with revamping the existing employee onboarding program(s), including but not limited to completing a management needs analysis, gathering and sharing information, amending/ creating curriculum as necessary.	Restricted General Fund Equal Employment Opportunity Funds (EEO)
<i>Requested by: Diana Pennington, Administrative Assistant III (Confidential)</i> <i>Approved by: Sherri Lee-Lewis, Vice-President Human Resources</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
10	Volz Company LLC	Extension of completion date from February 2024 to June 30, 2024. No change in contract amount. Originally approved by the Board of Trustees on May 2, 2023	Integrated SB169 and Non SB169 Student Housing Analysis, concept, and implementation plan in coordination with state grant and developer selection services	2022-2023 and 2023-2024 District Funds
<i>Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President.</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 MEMORANDUM OF UNDERSTANDING BETWEEN SMCCD AND SMC FACULTY ASSOCIATION

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

It is recommended that the Board of Trustees approve the Memorandum of Understanding (MOU) entered into between the Santa Monica Community College District and the Santa Monica College Faculty Association concerning the extended health care coverage for part-time faculty.

The complete Memorandum of Understanding is included on the following page.

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into by and between the Santa Monica Community College District (“District”) and Santa Monica College Faculty Association (“FA”) as of October 18, 2023.

WHEREAS, budget cuts have resulted in less class offering, negatively impacting some part-time faculty members; and

WHEREAS, the Parties wish to ameliorate the impact of these cuts by providing extended health care benefits for the Spring 2024 Semester as set forth in this MOU over and above those provided in Article 10.5 of the collective bargaining agreement between the parties,

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the parties agree as follows:

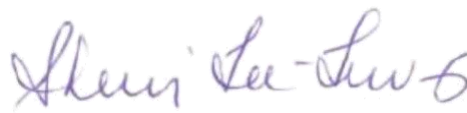
1. The following part-time faculty shall be eligible for the extended health care coverage:
 - Part-time faculty members who had an assignment in the Fall 2023 Semester and were receiving District-paid health insurance in the Fall 2023 Semester in accordance with Article 10.5.
 - Were available for a Spring 2024 assignment and were not offered one.
2. All part-time faculty eligible under paragraph 1 above will continue to receive District-paid health insurance for the Spring 2024 Semester.
3. This MOU is subject to ratification by the Board of Trustees at its November, 2023 meeting.

IN WITNESS WHEREOF, the parties have hereunto set their hand by their respective representatives as of the date first set forth above.



PETER MORSE

For the FA



SHERRI LEE-LEWIS

Vice President for Human Resources For the District

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

PROJECT MANAGER

Jauregui, Luis, Project Manager, Noncredit Initiatives 11/08/2023-06/30/2024

INTERIM ACADEMIC ADMINISTRATOR

Huizar, Loretta, Project Manager, Grants 11/13/2023-06/30/2024

Blaze-Hopkins, Ashanti, Associate Dean, Center for Media and Design 11/08/2023-06/30/2024

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.

SEPARATIONS

RETIREMENT

Vishwanadha, Hari, Full-time Faculty, English (36 years of service) 12/20/2023

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL - REGULAR

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

All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.

	<u>EFFECTIVE DATE</u>
<u>CLASSIFICATION RETITLE</u>	
From: Community College Parking Enforcement Officer	11/08/2023
To: Parking Enforcement Officer	
<u>CLASSIFICATION RETITLE AND SALARY REALLOCATION</u>	
From: Network Services Support Analyst	11/08/2023
Classified Employee Salary Schedule Range 47	
To: IT User Systems Administrator	
Classified Employee Salary Schedule Range 49	
<u>CLASSIFICATION SALARY REALLOCATION</u>	
Community College Police Dispatcher	11/08/2023
From: Classified Employee Salary Schedule, Range 29	
To: Classified Employee Salary Schedule, Range 31	
Senior Community College Police Dispatcher	11/08/2023
From: Classified Employee Salary Schedule, Range 30	
To: Classified Employee Salary Schedule, Range 34	
Community College Police Sergeant	11/08/2023
From: Classified Management Salary Schedule Range M20	
To: Classified Management Salary Schedule, Range M22	
<u>NEW CLASSIFICATION</u>	
Theatre Arts Operations Assistant	11/08/2023
Classified Employee Salary Schedule, Range 29	
Information Technology Support Specialist	11/08/2023
Classified Employee Salary Schedule, Range 37	
Senior Information Technology Support Specialist	11/08/2023
Classified Employee Salary Schedule, Range 41	
<u>CLASSIFICATION CONSOLIDATION/ABOLISHMENT</u>	
Abolish:	11/08/2023
<ul style="list-style-type: none"> • Academic Computing Instructional Specialist • Multimedia Technician 	
Consolidate both of these classifications into Information Technology Support Specialist	

ABOLISH POSITION

Lead Custodian (1 position) 11/08/2023
Operations, 12 months, 40 hours, NS-II

ESTABLISH POSITION

Lead Custodian (1 position) 11/08/2023
Operations, 12 months, 40 hours, NS-I

Academic Records Evaluator
Admissions/Records, 12 months, 40 hours 10/25/2023

ELECTIONS

PROBATIONARY

Hernandez, Melissa, Instructional Assistant-Learning Disabilities, DSPS 10/16/2023

PROBATIONARY/ADVANCE STEP PLACEMENT

Chavez, Emily, Student Services, Assistant, Financial Aid (Step C) 10/16/2023
Herrera, Kristine, Administrative Assistant II, Human Resources (Step C) 11/01/2023
Hocson, Analynn, Accounting Specialist, Fiscal Services (Step C) 11/01/2023
Robles Jr., Jose, Campus Safety Officer, Campus Police (Step B) 10/16/2023
Vannoy, Steve, Community College Police Officer, Campus Police (Step C) 11/16/2023

TRANSFER

Stevenson, James 10/25/2023
From: Outreach and Recruitment Specialist
To: Academic Records Evaluator

PROMOTION/ADVANCED STEP PLACEMENT

Gino, Ana 11/01/2023
From: Student Services Clerk, International Education Center
To: Student Services Assistant, International Education Center (Step C)

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Kuykendall, Alan 07/06/2023 to 09/15/2023
From: Assistant Director of Human Resources – Employee and Labor Relations
To: Director of Human Resources
Percentage: Less than 50%

Revels, Jasmine 10/02/2023 to 02/08/2024
From: Instructional Assistant - English
To: Supplemental Instruction Coordinator
Percentage: More than 50%

Rosas, Jonathan 10/16/2023 to 11/30/2023
From: Campus Safety Officer
To: Senior Campus Safety Officer
Percentage: More than 50%

Virgen, Manuel 10/16/2023 to 11/30/2023
From: Campus Safety Officer
To: Senior Campus Safety Officer
Percentage: More than 50%

Monzon, Karen 11/1/2023 to 03/05/2024
From: Personnel Analyst
To: Human Resources Analyst – Employee and Labor Relations (Confidential)

Orosz, Abigail 12/01/2023 to 04/04/2024
From: International Student Services Specialist
To: Professional Development Coordinator

Zamora, Alexander 10/16/2023 to 11/30/2023
From: Campus Safety Officer
To: Senior Campus Safety Officer
Percentage: More than 50%

LEAVE OF ABSENCE - UNPAID

Huizar, Loretta, Tutoring Coordinator - English and Humanities, English 11/13/2023 – 06/30/2024

RECOMMENDATION NO. 7 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, \$16.90/hour (STHP)	18
College Work-Study Student Assistant, \$16.90/hour (FWS)	33
College CalWorks, \$16.90/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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.

Gasparich, Christina, Theatre Tech Specialist, Performing Arts Ctr	09/29/2023-06/30/2024
Heximer, Baylee, Events Assistant, SMC Performing Arts Center	10/06/2023-06/30/2024
Inge, Sonja, Events Assistant, SMC Performing Arts Center	10/06/2023-06/30/2024
Marcial, Anthony, Events Assistant, SMC Performing Arts Center	10/13/2023--06/30/2024
Nwonwu, Vergie, Events Assistant, SMC Performing Arts Center	11/06/2023-06/30/2024
Ramos, Blanca, Graphic Designer, Marketing	10/16/2023-06/28/2024
Rodriguez, Andrea, Events Assistant, SMC Performing Arts Center	10/06/2023-06/30/2024
Smith, Kyle D., Events Assistant, Performing Arts Center	10/16/2023-06/30/2024
Zaveri, Zahra, Events Assistant, SMC Performing Arts Center	10/10/2023-06/30/2024

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.

Arnold, Elijah, Custodian, Operations	10/04/2023- 04/06/2024
Humphrey, Mamie, Custodian, Operations	10/01/2023- 04/06/2024
Minor, Earl, Custodian, Operations	10/01/2023- 04/06/2024
Munnee, Aamna, Student Services Clerk, Outreach, Recruitment & Student Engagement	10/02/2023-06/30/2024
Nandawula, Joan, Student Services Clerk, International Student Center	
From:	07/10/2023-11/19/2023
To:	07/10/2023-09/19/2023
Nesteruk, Gary, Accompanist- Music Performance, Music	
From:	07/01/2023-11/15/2023
To:	07/01/2023-09/28/2023

SUBSTITUTE - LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Ponce, Daniel, Administrative Assistant I, ESL	10/16/2023--06/30/2024
Ponce, Daniel, Administrative Assistant I, Dance	10/16/2023--06/30/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

*Requested by: John Greenlee, Director, Facilities Finance
Terry Kamibayashi, Manager of Facilities Maintenance
: Charlie Yen, Director of Facilities Planning
Kim Tran, Chief Director, Business Services
Yu-Ngok Lo, Assistant Director of Facilities Planning and Construction
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification*

9-A RELEASE OF PARTIAL RETENTION – MALIBU CAMPUS/SHERIFF’S SUBSTATION

Reduce the retention amount held from Icon West, Inc. for the Malibu Campus/Sheriff’s Substation project from 5% to 2.5%.

Comment: The project is currently in the punch list phase.

9-B PROJECT CLOSEOUT – DRESCHER EXTERIOR DOOR REPLACEMENT PROJECT

Subject to completion of punch list items by GOLDEN SUN FIRM & CO, authorize the District Representative without further action of the Board of Trustees, to accept the project described as DRESCHER EXTERIOR DOOR REPLACEMENT PROJECT as being complete. Upon completion of punch list items by GOLDEN SUN FIRM & CO, the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

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

9-C AMENDMENT NO. 1 TO AGREEMENT FOR COMMISSIONING SERVICES FOR MATH & SCIENCE PROJECT

Amendment No. 1 with Arup North America, LTD to extend its services in connection with the Math & Science Project from July 1, 2023 to June 30, 2025. There will be no change to fees or scope of work.

Funding Source: Measure V (Fund 42.5)

Comment: The original contract for Arup was approved by the Board of Trustees on February 6, 2018 and had a maturity date of June 30, 2023. This amendment adds 24 months to the existing contract length to complete all services required. There is no financial impact.

9-D CONTRACTOR SUBSTITUTION REQUEST – SMC ART COMPLEX REPLACEMENT PROJECT

Acceptance of PCN3’S Subcontractor Substitution Request on the SMC ART COMPLEX REPLACEMENT Project.

Listed Subcontractor
KONE, Inc.

Requested Substitution
Schindler Elevator Corporation

Comment: PCN3, the General Contractor for the SMC Art Complex Replacement Project, has requested to substitute their listed subcontractor, KONE, Inc. with Schindler Elevator Corporation. Kone, Inc. cannot perform the work as specified in the contract document since they do not provide and install hydraulic elevators anymore. Per the General Condition of the contract, the District’s consent to Contractor’s substitution of a listed subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

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

9-E RESOLUTION FOR EMERGENCY REPAIRS – SLAB LEAK

The Board of Trustees hereby unanimously resolves the following:

WHEREAS, the plumbing system is integral to the operation of the college facilities and a water supply leak under the concrete walkway has been discovered near the HSS building; and

WHEREAS, failure to repair the leak immediately will increase damage to the facilities and may cause suspension of classes; and

WHEREAS, Public Contract Code Section 20654 provides that public agencies may, with the unanimous approval of the governing board and approval of the county superintendent of schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life and property;

THEREFORE, BE IT HEREBY RESOLVED, that the Santa Monica Community College District Board of Trustees has determined that these circumstances constitute an emergency condition and request approval from the County Superintendent of Schools to enter into contracts for repair of the water main slab leak which includes demo to expose leaking pipe, repair, re-energize system.

9-F AWARD OF CONTRACT FOR EMERGENCY REPAIRS-SLAB LEAK

Award of contract to Suttles Plumbing Inc. in the amount of \$30,600 to expose and repair the water main leak, re-energize system, and return to working condition.

This contract awarded pursuant to Emergency Contracting Procedures (PCC 20654).

Funding Source - State Scheduled Maintenance

Comment: The scope of work includes the cost for labor hours, as well as all materials and equipment for repairs.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Jason Beardsley, Interim Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Zero Textbook Cost (ZTC) Acceleration Grant (One time)
Granting Agency: California Community College Chancellor’s Office
Augmentation Amount: \$600,000
Matching Funds: NA
Performance Period: September 25, 2023 to June 30, 2026.
Summary:

The Legislature appropriated \$115 million to California Community Colleges in the 2021 Budget Act of one-time funding for the Zero Text Cost Degree Grant program (ZTC). ZTC programs eliminate conventional textbook costs and increase college affordability. Funds are being released in phases. In September 2022, Santa Monica College received \$20,000 for phase one; in March 2023, \$180,000 in funding for phase three. Phase two ZTC Acceleration Grants are now being awarded.

Santa Monica College was awarded additional funding for \$600,000 to support three Zero Textbook Cost Acceleration programs (each program was awarded \$200,000). Funding will implement ZTC practices within the Associate in Science degree for recycling and resource management. The Interactive Design (IxD) Bachelor’s degree program will also be converted to ZTC. Lastly, the European Studies Certificate of Achievement and Spanish AA-T, will establish the groundwork to create additional OER/ZTC paths in our other Modern Language certificate and degree programs.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 600,000
Expenditures		
1000	Academic Salaries	\$ 300,000
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 90,000
4000	Supplies & Materials	\$ 105,000
5000	Other Operating Expenditures	\$ 105,000
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 600,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

RECOMMENDATION NO.10-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: LGBTQ+ One-Time Funding 2023-2024
Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)
Augmentation Amount: \$162,502
Matching Funds: Not Applicable
Performance Period: September 1, 2023 to June 30, 2028
Summary:

The 2023 Budget Act appropriates \$10 million in one-time funding for community college districts to support LGBTQ+ students. The purpose of the funds is to continue the momentum that participating community college districts established to provide support for LGBTQ+ students. Districts are encouraged to focus on the sustainability of LGBTQ + student support efforts by ensuring student centered redesign with LGBTQ+ students in mind, prioritizing the build-out of critical service delivery infrastructure that addresses the unique needs of LGBTQ+ students, and identifying additional funding sources to sustain the momentum of LGBTQ+ student support in the long term.

Santa Monica College will use this funding to provide services and resources to LGBTQ+ students through our Student Equity Center via the Pride Center. This may include professional development and training on serving LGBTQ+ students, LGBTQ+ learning communities, LGBTQ+ curriculum development, lavender graduation, workshops, speakers’ series, and supplies to support the Pride Center.

Budget Augmentation:

Restricted Fund 01.3	
Revenue	
8600 State	\$ 162,502
Expenditures	
1000 Academic Salaries	\$ 0
2000 Non-Academic Salaries	\$ 0
3000 Employee Benefits	\$ 0
4000 Supplies & Materials	\$ 50,000
5000 Other Operating Expenditures	\$ 112,502
6000 Capital Outlay	\$ 0
7300 Other Outgo/Indirect	\$ 0
7600 Student Aid	\$ 0
Total	\$ 162,502

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: July 1 – September 30, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	340,750
3000	Benefits	0
4000	Supplies	2,430
5000	Contract Services/Operating Exp	280,560
6000	Sites/Buildings/Equipment	10,755
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-634,495
Net Total:		0

11-B FUND 01.3 – Restricted Fund

Period: July 1 – September 30, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-10,105
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	19,990
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	-9,885
7900	Contingency Reserve	0
Net Total:		0

RECOMMENDATION NO. 11 BUDGET TRANSFERS *(continued)*

11-C FUND 40.0 – Capital Projects Fund

Period: July 1 – September 30, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	16,238
5000	Contract Services/Operating Exp	359,980
6000	Sites/Buildings/Equipment	-376,218
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

11-D FUND 42.5 – Revenue Bond Construction Fund (Measure V)

Period: July 1 – September 30, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	1,678
5000	Contract Services/Operating Exp	21,573
6000	Sites/Buildings/Equipment	-23,251
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 Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

Payroll Warrant Register

September 2023 C1B – C2C \$10,418,523.70

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

RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

September 2023 194930 through 238197

ACH Numbers

September 2023 215967 through 225491

Total \$10,285,408.69

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders
 September 2023 Covered by check & voucher numbers: 033730-034131 & 03352-03400

Bookstore Fund Payments	\$ 252,212.44
Other Auxiliary Fund Payments	\$ 72,564.98
Trust and Fiduciary Fund Payments	<u>\$ 469,035.51</u>
	\$ 793,812.93

Purchase Orders issued
 August 2023 \$73,702.35

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Auxiliary Funds.

RECOMMENDATION NO. 15 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2023-2024

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 2023-2024:

Name/Title
Ashanti Blaze-Hopkins, Interim Associate Dean, Center for Media and Design
Loretta Huizar, Interim Project Manager, Grants
Luis Jauregui, Project Manager, Noncredit Initiatives

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.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 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>
November 2023	5	\$18,058.42

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
November 2023	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.

RECOMMENDATION NO. 17 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.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 PURCHASING

Requested Action: Approval/Ratification

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

18-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.

September 2023

\$3,026,173.41

18-B COOPERATIVE AGREEMENTS

Public Contract Code 20118 gives the district the authority to purchase through another public agency but must follow all terms and condition set forth by the bid of such agency. This is commonly referred to as piggybacking. The annual award of piggyback-allowed contracts bid through various state and local agencies allows SMC to purchase without advertising for bids, if it is determined it to be in the best interests of the district. The district is recommending participation in the following piggyback-allowed bids, as listed below during the 2023-2024 fiscal year. The agreements are valid for the entire fiscal year with the exception of those notes with their respective expirations.

- Omnia Partners/U.S. Communities, Contract R211402 with Global Equipment Company Inc. (“Global Industrial”) Company, to 11/30/26, for M & O equipment and supplies.
- NASPO Value Point, Contract 7-15-70-34-004 with Re-Design (Drala Project), to 1/31/24, for Computer Equipment, Peripherals & Related Services.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **RESOLUTION: VETERANS AWARENESS WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of Veterans Awareness Week, November 6-10, 2023.

WHEREAS, the United States Congress has declared the second week of November as National Veterans Awareness Week since 2000 to emphasize the need to develop educational programs regarding the contributions of veterans to the country; and

WHEREAS, the United States Department of Veterans Affairs, as well as many other education-focused organizations have produced educator’s guides, which advocate multiple ways to recognize veterans and teach youth about veterans; and

WHEREAS, many veterans continue to serve their country in public schools and colleges as teachers, classified professionals, and other school employees providing valuable instructional and support services to the schools and students of Santa Monica College; and

WHEREAS, the veterans on staff deserve recognition for their continued service to the future of our country and education and safety of the students of Santa Monica College; and

WHEREAS, the veterans on staff can best provide a meaningful personal connection between the students of the Santa Monica College, Armed Forces veterans and service to our country;

THEREFORE, BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees declares the week of November 6-10, 2023, as Veterans Awareness Week at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the continued contributions and sacrifices of the Armed Forces veterans in the community, especially students who are veterans, teachers, classified professionals, and employees at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District supports the program utilizing Armed Forces students who are veterans and veterans on staff to educate the students of Santa Monica College about the sacrifices and contributions of the Armed Forces veterans.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **RESOLUTION: RECOGNITION OF UNITED AGAINST HATE WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of United Against Hate Week, November 12-18, 2023.

WHEREAS, ongoing acts and expressions of hate crimes, discrimination, and aggression against marginalized groups are occurring throughout the country; and

WHEREAS, in the Santa Monica Community College District (SMCCD) there has been an increase in reported antisemitic crimes and other hate incidents over the last 12 months; and

WHEREAS, nationally, United Against Hate was created by civic leaders to empower local residents to take action in their local communities, raise awareness, and alter the course of the growing intolerance to create more inclusive communities; and

WHEREAS, in response to the numerous incidents, SMCCD will participate in United Against Hate Week, a call for seven days of local civic action by people to stop hate crimes that pose a dangerous threat to the safety and civility of our neighborhoods, towns and cities; and

WHEREAS, SMCCD seeks to join other communities across the country in bridging divisions and strengthening our communities during this week; and

WHEREAS, SMCCD encourages the community to participate in the United Against Hate Week events to unite and declare our commitment to inclusivity together; and

WHEREAS, the Santa Monica College Board of Trustees reaffirms SMCCD’s commitment to stand against all forms of prejudice and implicit biases, and work to build bridges to foster inclusion and have a community where everyone feels welcome;

THEREFORE, BE IT RESOLVED that the Santa Monica College Board of Trustees declares its support of "United Against Hate Week" in our communities November 12-18, 2023 through encouraging participation in educational and community events.

COMMENT: United Against Hate Week is endorsed by the County of Los Angeles, the City of Los Angeles, the City of Santa Monica and communities throughout California.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **APPROVAL TO SELECT A PUBLIC-PRIVATE PARTNERSHIP DEVELOPMENT PARTNER FOR AFFORDABLE STUDENT HOUSING THROUGH A REQUEST FOR QUALIFICATIONS (RFQ) & REQUEST FOR PROPOSAL (RFP) PROCESS, FOR RECOMMENDATION TO THE BOARD OF TRUSTEES FOR APPROVAL OF THE SELECTION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION It is recommended that the Board of Trustees approve the selection of a Public-Private Partnership (PPP) Development Partner by means of a RFQ/RFP process, for recommendation to the Board of Trustees for their approval of the selection.

DISCUSSION: **Selection of a Development Partner.** At its May 2, 2023, meeting, the Board of Trustees approved a contract with Volz Company LLC to conduct analysis to assist District decision-making regarding non-SB 169 on-campus student housing. Analysis of the Bundy Campus site has revealed opportunities for additional student housing at the property beyond what could be funded by the SB 169 program. Volz has conducted additional SMC student and SMC advisory committee surveys, site capacity studies, financial analysis, and a site visitation to a neighboring college’s student housing facility. In coordination with District administration, Volz has determined the viability of soliciting proposals from the private sector for financing student housing at the Bundy campus. The process of selection of a private partner begins with an RFQ (Request for Qualification); a selection of candidate firms; an RFP (Request for Proposal) from the candidate firms; and final selection.

Selection Committee: The Selection Committee consists of the members of the Affordable Student Housing Advisory Committee and several others. The Advisory Committee has assisted with both the SB 169 grant application and the current analysis of non-SB 169 student housing opportunities. Members include Dr. Kathryn Jeffery, Jason Beardsley, Chris Bonvenuto, Susan Fila, Don Girard, Lizzy Moore, Bob Myers, Pressian Nicolov, Teresita Rodriguez, Mike Tuitasi, and Charlie Yen. The Selection Committee also includes Maria Muñoz and Shari Davis.

Evaluation Criteria. Evaluation will be based on written response to the following factors: Firm Organization and Background, Relevant Experience, Developer Financial Capacity, Development Team, Housing Approach, and Local Business and Student Engagement. The RFP was developed in coordination with SMC’s Purchasing, Contracts, and Logistics department and reviewed by College Counsel.

Selection Approval by Board of Trustees. The selection of a Developer Partner will conclude with a recommendation to the Board of Trustees for approval, tentatively scheduled for the April 2024 meeting. The Board will be presented with the “why” of the selection relative to the evaluation criteria. It is expected that the Development Partner will be at the meeting to present and introduce themselves.

Volz Presentation. Tonight's presentation and discussion will be led by Ann Volz, President of Volz Company and her team. The presentation includes (1) Background, including SB 169 updates; (2) Site, Program, Financial Sensitives, and Student Services, including scale and use of the existing building; (3) Public-Private Partnership Overview, including characteristics, structure, and risk and control; and (4) Developer Procurement Process, with a schedule of activity.

Link to: [Student Housing Update – November 2023](#)

Subsequent Steps: Should the Board approve the selection of a Development Partner next Spring, the Board will also be asked at that time to authorize the negotiation of a Pre-Development Agreement with the Development Partner. A recommended Pre-Development Agreement would then be brought to the Board for consideration one or two months later.

Board approval of the Pre-Development Agreement would then begin the work of accomplishing the project. This is also the point of risk sharing, which extends until the completion of construction documents, guaranteed maximum price, and financial close.

For reference to prior Board actions related to this recommendation, the May 2, 2023 Board item is [here](#), beginning on page 29 and ending on page 31.

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: **SABBATICALS, 2024-2025**

SUBMITTED BY: Superintendent/President

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

BACKGROUND: The Academic Senate Joint Sabbaticals Committee has recommended the following sabbaticals for 2024-2025.

Fall 2024

- Dorothy Chin, Psychology
- Cynthia Gonzalez, Life Science
- Nancy Grass, Communication and Media Studies
- Christyanne Melendez, Earth Science
- Kevin Menton, English
- Andrew Nestler, Mathematics
- Jean Paik-Schoenberg, English
- Jeremiah Selvey, Music
- Yukiko Tsubol, Modern Languages
- Vanessa Van Wormer, Dance

Spring 2025

- George Davison, English
- Matt Musselman, Mathematics
- Bridgette Robinson, English
- Vicki Rothman, Counseling

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

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: **CONFIRMATION OF REAPPOINTMENT TO PERSONNEL COMMISSION**

SUBMITTED BY: Chair and Vice-Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees confirm the reappointment of Barbara Greenstein to the SMC Personnel Commission for a three-year term, December 1, 2023 through December 1, 2026.

SUMMARY: The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees (CSEA) of the District; and the fifth member is appointed by the four appointed commissioners. The Personnel Commission approved CSEA’s reappointment of Barbara Greenstein at its meeting on October 18, 2023.

Personnel Commissioner Barbara Greenstein is one of the two CSEA appointees, and she has indicated her willingness to continue serving on the Personnel Commission. CSEA Chapter 36 has notified the Personnel Commission Office that they voted to re-appoint Barbara Greenstein to serve as a Commissioner for another three-year term, beginning December 1, 2023.

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 7, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT: **2023-2024 QUARTERLY BUDGET REPORT AND 311Q**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: Acknowledge receipt of the 2023-2024 Quarterly Budget Report and 311
Quarterly State Financials, as of September 30, 2023:
Link to: [2023-2024 Quarterly Budget Report](#)

COMMENT: The Board of Trustees is presented on a quarterly basis with a set of
financial statements for the general fund along with the quarterly 311Q
report required by the Chancellor’s Office.

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

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION November 7, 2023
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XII. INFORMATION ITEM NO. 25

SUBJECT: CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, OCTOBER 18, 2023

SUBMITTED BY: Vice-President, Business and Administration

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee (CBOC) was held on Wednesday, October 18, 2023 at 12 p.m. in the Student Services Center (SSC 396) at Santa Monica College, 1900 Pico Blvd, Santa Monica, California.

1. **CALL TO ORDER** – 12:01 p.m.

2. **ROLL CALL – Members of the Citizens' Bond Oversight Committee**
Elizabeth Greenwood, Chair – Present
Bruce Sultan, Vice-Chair – Present
Heather Anderson – Absent
Alfred Barrett – Present
Anne Plechner – Present
Elaine Polachek – Present
Katherine Reuter – Present
Donald Schort – Present
Katherine Nilsen – Present

CBOC Support Staff Present
Chris Bonvenuto, Vice President, Business and Administration
Don Girard, Senior Director, Government Relations/Institutional Communications
Charlie Yen, Director of Facilities Planning and Construction
Yu-Ngok Lo, Assistant Director of Facilities Planning
Olinka Rodriguez, Citizens' Bond Oversight Committee Coordinator

3. **APPROVAL OF MINUTES OF CBOC MEETING, JULY 19, 2023**
Motion was made by Elaine Polachek and seconded by Anne Plechner to approve the minutes of the Citizens' Bond Oversight Committee meeting held on July 19, 2023. *Minutes were approved.*

4. **ELECTION OF CHAIR AND VICE-CHAIR, 2024-2025**
Bruce Sultan and Anne Plechner were unanimously elected Chair and Vice-Chair respectively for 2024-2025.

5. **CITIZENS' BOND OVERSIGHT COMMITTEE ANNUAL REPORT, 2022-2023**
The CBOC Annual Report, 2022-2023 was unanimously approved.
<https://www.smc.edu/administration/governance/citizens-bond-oversight-committee/documents/CBOC-AnnualReport-2022-2023>.

6. **REPORTS and DISCUSSION**
Bond Projects Website
<https://www.smc.edu/administration/governance/citizens-bond-oversight-committee/index.php>

A. Bond Construction Projects

- The Math/Science Project: The contractor is finishing the interior courtyard and the grand staircase. Video and photographs were shared showing the building’s progress. Student Labs include: Anatomy, Archaeology, Astronomy, Geography, Geology, Geospatial, Genetics/Molecular, Organic Chemistry, Physical Anthropology, Physics, and Mathematics (computer).
The estimated completion date for this project is August 2024.
- Art Complex on Pico Boulevard and 14th Street has fencing surrounding the perimeter. The 16-foot Sound Wall for use during construction is being installed.
The estimated completion date for this project is November 2025.
- Gender Neutral Restroom Building:
The architectural renderings showing the 6 fully enclosed stalls were shared.
The estimated completion date for this project is October 2025.

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

- Measure AA: Total Measure AA Expenditures as of September 30, 2023 were \$291,175,024; total remaining funds are \$3,820,805.
- Measure V: Total Measure V Expenditures as of September 30, 2023 were \$156,816,121; total remaining funds are \$188,183,879.
- The Bond Sales/Expense Report
Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of September 30, 2023.

Total Bond Program:	\$640,000,000
Total Bonds Issued:	\$639,995,829
Total Expenses:	\$447,991,145
Total Available Remaining:	\$192,004,684
Total Unsold Bond:	\$ 4,171

The SMC Bond Capital Construction Budget Summary (All Bond Measures) as of September 30, 2023 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:	\$40,631,087
Other Funding Received:	\$71,755,419
Other Funding Pending:	<u>\$30,952,124</u>
Total Budget:	\$1,086,838,630
Estimate at Completion:	\$1,086,838,630
Bond Funds Remaining:	\$192,004,682

*Measure U and Measure S are closed out. Measure AA and Measure V are the active bond measures.

C. SMC Bond Program – Contractor List as of September 30, 2023

D. Contractors List as of September 30, 2023

7. **SCHEDULE OF MEETINGS, 2023-2024**

Wednesdays at 12:00 p.m.

October 18, 2023

January 24, 2024

April 17, 2024

July 17, 2024

8. **ADJOURNMENT** – 1:02 p.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on

Wednesday, January 24, 2024 (location to be determined).

Current information on all bond construction projects is available at:

<http://smcbondprojects.com> and at <http://www.smc.edu/CBOC>

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT November 7, 2023
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XIII. BOARD COMMENTS

XIV. ADJOURNMENT

The meeting was adjourned in memory of **Gabriela Buelna**, daughter of Gabriel Buelna, Trustee at Los Angeles Community College District; **Margarita Reynoso**, mother of Ofelia Meza, Administrative Assistant II, Auxiliary Services.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, December 5, 2023 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.