



# AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

**TUESDAY, FEBRUARY 6, 2024**

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=NIJjM0MzTU5RaWtjSnphakVjVTJ0dz09>

Passcode: 887636

5:00 p.m. Public Meeting Convenes

Board Adjourns to Closed Session

6:00 p.m. Public Meeting Reconvenes

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

## PUBLIC PARTICIPATION DURING MEETINGS OF THE BOARD OF TRUSTEES

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

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

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

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

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

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

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

#### General Public Comments and Consent Agenda

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

#### Major Items of Business

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

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

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

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

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

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

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

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

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

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

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

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

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

*Reference: Board Policy Section 2350  
Education Code Section 72121.5  
Government Code Sections 54950 et seq*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 6, 2023

## A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, February 6, 2024 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.

5 p.m.

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER  
 Dr. Margaret Quiñones-Perez, Chair  
 Dr. Nancy Greenstein, Vice-Chair  
 Dr. Susan Aminoff  
 Dr. Tom Peters  
 Rob Rader  
 Dr. Sion Roy  
 Barry Snell  
 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=NIJJM0MzTU5RaWtjSnphakVJVTJOdz09>

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 – ANTICIPATED LITIGATION (Government Code Section 54957.6): Claim for Damages by Eric Andrist
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

6:00 p.m.

**III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS**

• LAND ACKNOWLEDGEMENT

We respectfully recognize that the land on which Santa Monica College currently stands is the ancestral unceded territory of the Tongva, Chumash and Gabrielino peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.

• PLEDGE OF ALLEGIANCE

• CLOSED SESSION REPORT (if any)

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**IV. SUPERINTENDENT'S REPORT**

- Back to School, Spring 2024
- Black History Month
- Enrollment Update
- CCLC Annual Legislative Conference and Lobby Day

**V. PUBLIC COMMENTS**

**VI. ACADEMIC SENATE REPORT**

**VII. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

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

Update: Student Equity Center

Presenters: Maria Muñoz, Interim Dean, Equity, Pathways, and Inclusion  
Thomas Bui, Associate Dean, Student Life  
Valeria Garcia, Project Manager, Student Equity Center

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

<b>IX.</b>	<b>CONSENT AGENDA</b>	
	<i>Any recommendation pulled from the Consent Agenda will be held and discussed in Section XI, Consent Agenda – Pulled Recommendations</i>	
	#1 Approval of Minutes: January 16, 2024 (Regular Meeting)	7
	<b><u>Contracts and Consultants</u></b>	
	#2-A Approval of Contracts and Consultants	8
	#2-B Ratification of Contracts and Consultants	9
	<b><u>Human Resources</u></b>	
	#3 Academic Personnel	11
	#4 Classified Personnel – Regular	12
	#5 Classified Personnel – Non Merit	13
	#6 Classified Personnel – Limited Duration	14
	<b><u>Facilities and Fiscal</u></b>	
	#7 Facilities	15
	#8 Acceptance of Grants and Budget Augmentation	16
	#9 Budget Transfers	17
	#10 Payroll Warrant Register	19
	#11 Commercial Warrant Register	19
	#12 Auxiliary Payments and Purchase Orders	20
	#13 Organizational Memberships	20
	#14 Providers for Community and Contract Education	20
	#15 Purchasing	21
<b>X.</b>	<b>CONSENT AGENDA – Pulled Recommendations</b>	
	<i>Recommendations pulled from the Section IX. Consent Agenda to be discussed and voted separately. Depending on time constraints, these items might be carried over to another meeting.</i>	
<b>XI.</b>	<b>MAJOR ITEMS OF BUSINESS</b>	
	#16 2022-2023 Audit Reports	22
	#17-A Information: Update on Student Housing on Bundy Campus	23
	#17-B Contract with Mithun Architects	24
	#18 2024-2025 Nonresident Tuition	25
	#19 2023-2024 Quarterly Budget and 311Q Report	26
<b>XII.</b>	<b>BOARD COMMENTS AND REQUESTS</b>	
<b>XIII.</b>	<b>ADJOURNMENT</b>	
	The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, March 5, 2024 at 6 p.m. (5 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. This meeting will be held in-person and via Zoom Webinar to allow for remote participation.	

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 6, 2024

**IX. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#15.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**X. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 1 APPROVAL OF MINUTES**

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

[January 16, 2024](#) (Regular Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2024

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 2**      **CONTRACTS AND CONSULTANTS**

**2-A**      **APPROVAL OF CONTRACTS AND CONSULTANTS**

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

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	Schools Excess Liability Fund (SELF)	Fiscal year 2023-2024  Total not to exceed \$150,000	To fund the AB 218 Revived Liability Fund. This is the second invoice the district received since AB 218 signed into law effective January 1, 2020.	General Unrestricted Fund
<i>Requested by: Kim Tran, Chief Director Business Services</i> <i>Approved by: Christopher Bonvenuto, Vice President, Business and Administration</i>				
2	AltaSea at the Port of Los Angeles	February 1, 2024 – June 30, 2025  \$150,000	Blue Economy Climate Action Pathways (BECAP) project support. This Project is to develop new programs and adapt existing curriculum to address market needs and combat concerns in climate change. SMC is leading this project. The budget augmentation was approved at the Board of Trustees meeting on January 16, 2024.	Restricted General Fund, Strong Workforce Program (SWP)
<i>Requested by: Jason Beardsley, Vice President, Academic Affairs</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				



BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

**2-B**      **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 Heal the Bay (HTB)	March 1, 2024 – June 30, 2034  This Agreement shall remain in force for ten (10) years or so long as the Aquarium remains under the HTB’s ownership and control, whichever comes first.	SMC will have permission to use the Aquarium facilities and Lab systems owned by HTB during the academic school year for Aquaculture-related college programs. The college will hire and provide staff, including a Laboratory technician, to manage the wet lab and materials used by the students. The College will provide lab and instructional materials to aid in the instruction of the program. The college may terminate the agreement upon 120 days’ notice.	Restricted General Fund, Strong Workforce Program (SWP) and NOAA/Padilla Grant
<i>Requested by: Patricia Ramos, Dean, Academic Affairs</i>			
<i>Approved by: Jason Beardsley, Vice-President, Academic Affairs</i>			
2 Accessible Information Management, LLC	January 1, 2024 – December 31, 2027 3-years  \$52,223.40	Disability Services Department Comprehensive Accommodation, Appointment, And Case Management Software	Restricted General Fund, Student Equity Achievement Program
<i>Requested by: Denise L. Henninger, DSPS Manager</i>			
<i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>			

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

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

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
3	Sunny Rothstein	November 1, 2023 – June 30, 2024  \$13,500	Consultant to provide external grant evaluator services for Title V grant Navigating Pathways to Success	Restricted General Fund, Title V Navigating Pathways to Success
<i>Requested by: Deyadra Blye, Project Manager, Student Care Teams &amp; Peer Navigator Program</i>				
<i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>				
4	The Emmada Institute of Behavioral Health and Wellness	January 22 – February 28, 2024  \$5,200	The Emmada Institute provides culturally affirming, behavioral health and wellness support to communities. They provide mental health support to individuals, couples, families and groups and are committed to providing culturally affirming engagements with these communities and individuals. Dr. Rick Williamson, Ph.D. from the Emmada Institute will provide direct training and support to SMC’s Center for Wellness and Wellbeing, members of the Care and Prevention Team and the Basic Needs Department to support the work they do with SMC students.	Restricted General Fund, Mental Health Support
<i>Requested by: Susan Fila, Dean, Health and Well-Being (Interim)</i>				
<i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>				

BOARD OF TRUSTEES  Santa Monica Community College District	ACTION  February 6, 2024
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 3      ACADEMIC PERSONNEL**

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

ELECTIONS

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

Buckley, Alan, Full-time Faculty, Philosophy and Social Sciences (35 years of service)	06/28/2024
Javelosa, David, Full-time Faculty, Design Technology (23 years of service)	06/13/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2024

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 4 CLASSIFIED PERSONNEL - REGULAR**

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

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

	<u>EFFECTIVE DATE</u>
<u>ABOLISH POSITION</u>	
Custodial Operations Manager (1 position)	07/12/2023*
Operations, 12 months, 40 hours, Day Shift	
*Correction from July 11, 2023 Board approval	

<u>ESTABLISH POSITION</u>	
Grounds Manager (1 position)	07/12/2023*
Grounds, 12 months, 40 hours	
*Shift correction from July 11, 2023 Board approval	

SALARY REALLOCATION

*The following salary reallocations are the result of the Personnel Commission conducting a classification and compensation review for the Administrative Assistant series during this current fiscal year as part of its ongoing cyclical review process. They were approved by the Personnel Commission on January 29, 2024.*

Administrative Assistant III	02/02/2024
From: Classified Employee Salary Schedule, Range 34	
To: Classified Employee Salary Schedule, Range 39	

Administrative Assistant III-Confidential	02/02/2024
From: Classified Confidential Employee Salary Schedule, Range C35	
TO: Classified Confidential Employee Salary Schedule, Range C40	

Administrative Assistant IV-Confidential	02/02/2024
From: Classified Confidential Employee Salary Schedule, Range C37	
TO: Classified Confidential Employee Salary Schedule, Range C42	

Executive Coordinator-District & Board of Trustees-Confidential	02/02/2024
From: Classified Confidential Employee Salary Schedule, Range C41	
To: Classified Confidential Employee Salary Schedule, Range C46	

CLASSIFICATION RETITLE AND SALARY REALLOCATION

From: Network Communications Manager, Range M20, Classified Management Salary Schedule	
To: IT Infrastructure Manager, Range M29, Classified Management Salary Schedule	02/07/2024

Engfer, Mark	02/07/2024
From: Network Communications Manager, Range M20, Classified Management Salary Schedule	
To: IT Infrastructure Manager, Range M29, Classified Management Salary Schedule	

ELECTIONS

POSITION RECLASSIFICATION

Brunell, Gina 02/01/2024  
From: Administrative Assistant I, Classified Employee Salary Schedule Range 28  
To: Administrative Assistant II, Classified Employee Salary Schedule, Range 32

Jimenez, Jorge 02/01/2024  
From: Grounds Equipment Operator, Weekend Shift, Classified Employee Salary Schedule Range 27  
To: Irrigation Systems Specialist, Variable Hour Shift, Classified Employee Salary Schedule, Range 33

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Jimenez, Jorge 08/01/2023 to 11/30/2023  
From: Grounds Equipment Operator 12/01/2023 to 12/21/2023\*  
To: Irrigation Systems Specialist 01/02/2024 to 01/24/2024\*  
Percentage: More than 50%  
\*Extentions

LEAVE OF ABSENCE – UNPAID

Mehrazar, Saman, Admin Assistant II, Non-Credit Education 01/16/2024 to 02/12/2024

**RECOMMENDATION NO. 5 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) 9  
College Work-Study Student Assistant, \$16.90/hour (FWS) 1

SPECIAL SERVICE

Art Model, w/Costume \$30.00/hour 1  
Community Services Specialist I, \$37.00/hour 8  
Community Services Specialist II, \$50.00/hour 3

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

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

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROVISIONAL:</u> Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.	
Anzai, Taylor F., Cosmetology Assistant, Cosmetology	01/31/2024-06/30/2024
Artola, Sebastian, Tutoring Coordinator – English & Humanities, Supplemental Instruction	
From:	12/04/2023-06/30/2024
To:	12/04/2023-01/19/2024
Britt, Julia, Personnel Analyst, Personnel Commission	
<b>From:</b>	07/01/2023-02/02/2024
<b>To:</b>	07/01/2023-04/17/2024
Chan, Oliver, Accompanist-Music	01/02/2024-06/30/2024
Govea, Jose, Theatre Tech Specialist, Performing Arts Ctr	01/10/2024-06/30/2024
McNaughton, Joellen, Accompanist-Music Performance	01/02/2024-06/30/2024
McNaughton, Joellen, Accompanist-Music	01/02/2024-06/30/2024
Martinez, Paul G., Theatre Arts Operations Assistant, Theatre Arts	01/23/2024-02/29/2024
Nesteruk, Gary, Accompanist-Music	01/02/2024-06/30/2024
Profitt, Steven N., Events Assistant, Performing Arts Ctr	02/02/2024-06/30/2024
Russell, Regan, Accompanist-Music Performance	01/02/2024-06/30/2024
Russell, Regan, Accompanist-Music	01/02/2024-06/30/2024
Tan, Barry, Accompanist-Music	01/02/2024-06/30/2024
Correction:	
Ward, Emma, Administrative Assistant I, Theatre Arts	
From:	07/01/2023-12/21/2023
To:	07/01/2023-11/30/2023
Ward, Emma, Administrative Assistant I, Theatre Arts	12/01/2023-01/04/2024

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.

Avila Galeana, Denise J., Student Services Clerk, Welcome Ctr	01/29/2024-06/30/2024
Chan, Oliver, Accompanist-Music Performance	01/02/2024-06/30/2024
Giammarco, David S., Student Services Clerk, Welcome Ctr	01/22/2024-06/30/2024
Leon, Timothy, Accompanist-Music Performance - Music	01/02/2024-06/30/2024
Nesteruk, Gary, Accompanist-Music Performance – Emeritus	01/02/2024-06/30/2024
Olivares, Mario., Student Services Clerk, Welcome Ctr	02/01/2024-06/30/2024
Miles, Erik, Mail Service Worker I, PCAL	12/01/2023-06/28/2024
Nesteruk, Gary, Accompanist-Music Performance	01/02/2024-06/30/2024
Tan, Barry, Accompanist-Music Performance	01/02/2024-06/30/2024

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, Dance & ESL	
From:	10/13/2023-12/08/2023
To:	10/13/2023-12/21/2023

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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 7 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*

**7-A HVAC REPLACEMENT PROJECT - CHANGE ORDER NO. 1**

Change Order No. 1 – AC PROS INC, in the amount of \$174,855.56 for the current campus-wide HVAC project:

Original Contract Amount	\$ 2,380,000.00
Change Order No. 1	<u>\$ 174,855.56</u>
Revised Contract Amount	\$ 2,554,855.56

Change Orders represent 7.3% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance and Facilities Fund 40.0

Comment: This bid contract was originally approved by the Board of Trustees in June 2023. The project consists of repair/replace HVAC units throughout the District. The purpose of Change Order No. 1 is for additional items found necessary to replace on the District’s HVAC systems and failures of systems or equipment that occurred since execution of original contract.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

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

*Reviewed by: Kim Tran, Chief Director, Business Services*

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

Title of Contract: DPSS Customer Service Training – Attitude in the Workplace  
 Contractee Agency: The Los Angeles County Department of Public Social Services  
 Contract Amount: \$70,000  
 Matching Funds: NA  
 Performance Period: November 1, 2023 to June 30, 2024.  
 Summary: Santa Monica Community College entered into a service agreement with The Los Angeles County Department of Public Social Services (DPSS) to provide instructors for Customer Service Training. The customer services training courses will be delivered remotely to employees of LA County DPSS. Santa Monica College will host twenty-eight sessions for approximately seven hundred students. Santa Monica College will be responsible for providing digital handouts and supplementary learning materials. Los Angeles County DPSS will pay Santa Monica Community College \$2,500 for each section, totaling \$70,000 for 28 sections. The net estimated program income for this contract is \$46,000.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Local Revenue	\$ 70,000
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 19,000
	3000 Employee Benefits	\$ 2,000
	4000 Supplies & Materials	\$ 3,000
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 0
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 24,000
	Net Program Income Estimates	\$46,000



BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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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: December 1-31, 2023 -

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	31,588
3000	Benefits	0
4000	Supplies	3,020
5000	Contract Services/Operating Exp	63,065
6000	Sites/Buildings/Equipment	2,635
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-100,308
Net Total:		0

9-B FUND 01.3 – Restricted Fund

Period: December 1-31, 2023 -

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-6,521
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	6,521
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	83,104
5000	Contract Services/Operating Exp	-31,573
6000	Sites/Buildings/Equipment	-51,531
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2024

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  
December 2023 C1E – C2F \$16,342,872.44

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  
December 2023 346497 through 386249

ACH Numbers  
December 2023 248393 through 256329

Total \$11,899,034.25

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2024

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  
 December 2023 Covered by check & voucher numbers: 034689-034917 & 03491-03552

Bookstore Fund Payments	\$ 219,726.17
Other Auxiliary Fund Payments	\$ 155,164.43
Trust and Fiduciary Fund Payments	<u>\$ 730,726.27</u>
	\$ 1,105,616.87

Purchase Orders issued  
 December 2023 \$5,247.08

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. 13 ORGANIZATIONAL MEMBERSHIPS**

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
February 2024	1	\$400.00

Funding Sources: General Fund, Fund 01.0

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

**RECOMMENDATION NO. 14 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.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15 PURCHASING**

*Requested Action: Approval/Ratification*

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

15-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. The amount includes payments related to bond construction projects. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department.

December 2023

\$44,766,224.70

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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**MAJOR ITEMS OF BUSINESS**

**RECOMMENDATION NO. 16**

**SUBJECT:**                   **2022-2023 AUDIT REPORTS**

**SUBMITTED BY:**           Superintendent/President

**REQUESTED ACTION:**   It is recommended that the Board of Trustees acknowledge receipt of the 2022-2023 Audit Report of the Financial and Related Statements of the Santa Monica Community College District and the Proposition 39 Financial and Performance Audits prepared by the District’s contracted independent auditor EideBailly.

**COMMENT:**                   The Auditor’s opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2023. The Board’s Audit Subcommittee reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

Links to:  
[SMCCD 2023 Final Financial Statements](#)  
[SMCCD 2023 Final Governance Letter](#)  
[SMCCD Measure AA and Measure V 2023 Financial and Performance Report](#)  
[SMCCD Measure AA and Measure V 2023 Final Governance Letter](#)

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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**MAJOR ITEMS OF BUSINESS**

**INFORMATION ITEM NO. 17-A**

**SUBJECT:** **UPDATE: STUDENT HOUSING ON BUNDY CAMPUS**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:** Student Housing on Bundy Campus

- SMC’s SB 169 state grant application has been scored. State award of funds yet to be published.
- SMC has completed a Request for Qualifications process for a private housing developer partnership. A Request for Proposal from three finalists has been paused as the college considers a potential partnership with UCLA Housing
- The joint use student housing potential partnership is to be informed by the study recommended below.

**RECOMMENDATION NO. 17-B**

**SUBJECT:** **CONTRACT WITH MITHUN ARCHITECTS**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve a contract with Mithun Architects for a total amount not to exceed \$30,000 plus expenses to provide a capacity study for potential SMC/UCLA student housing project at the Bundy Campus.

**COMMENT:** SMC and UCLA are in discussion regarding a joint student housing partnership on the City of Los Angeles portion of SMC’s Bundy Campus. SMC has identified a number of benefits for a UCLA housing partnership, including UCLA’s experienced development and operational management capabilities, significant reduction of vacancy risk to SMC, potential reduced cost to SMC for project financing, and community with UCLA students. The proposed conceptual study will enable SMC and UCLA to fully understand the Bundy Campus site potential and inform appropriate development. Mithun Architects has significant experience in student housing and massing studies. Funding for this study is from general obligation bonds and the Capital Outlay Fund, to provide for related planning requirements in the anticipated development of a facilities master plan for the campus.

**FUNDING SOURCE:** General Obligation and Capital Outlay Funds

**MOTION MADE BY:**

**SECONDED BY:**

**STUDENT ADVISORY:**

**AYES:**

**NOES:**

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2024

**RECOMMENDATION NO. 18**

**SUBJECT:** 2024-2025 NONRESIDENT TUITION RATE

**SUBMITTED BY:** Vice-President, Enrollment Development

**REQUESTED ACTION:** It is recommended that the Board of Trustees adopt the nonresident tuition rate of \$406 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2024-2025.

For 2024-2025, the lowest possible nonresident tuition rate for SMC is the Statewide Average Cost, which is set at \$406 per unit; and the highest possible nonresident tuition rate is the Comparable States Average, set at \$432 per unit.

This represents a 28.48 percent increase from the 2023-2024 nonresident tuition rate. While it is a large increase, this is the lowest rate allowable and mandated by the state.

	Current	Proposed	Change
Nonresident Tuition	\$316	\$406	+ \$90
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
<b>Total</b>	<b>\$386</b>	<b>\$476</b>	<b>+ \$90</b>

Below is a brief comparison of the 2023-2024 rates of other community colleges in the area and/or enrolling significant numbers of international students. They have not posted their 2024-2025 rates but will face similar increases.

2023-24 Comparison	NR Tuition	Capital Outlay	Enrollment Fee	Total Per Unit	Annual Total (24 semester units or 36 quarter units)	
Pasadena City College	\$ 414.00	\$ 31.00	\$ 46.00	\$ 491.00	\$ 11,784.00	
Irvine Valley College	\$ 365.00	\$ 45.00	\$ 46.00	\$ 465.00	\$ 10,944.00	
Orange Coast College	\$ 381.00	\$ 31.00	\$ 46.00	\$ 427.00	\$ 10,248.00	
Santa Barbara City College	\$ 351.00	\$ 22.00	\$ 46.00	\$ 419.00	\$ 10,056.00	
Mt. San Antonio	\$ 342.00	\$ 20.00	\$ 46.00	\$ 408.00	\$ 9,792.00	
Foothill-DeAnza	\$ 239.00		\$ 31.00	\$ 270.00	\$ 9,720.00	Quarter Units
East Los Angeles	\$ 342.00		\$ 46.00	\$ 388.00	\$ 9,312.00	
Santa Monica College	\$ 316.00	\$ 24.00	\$ 46.00	\$ 386.00	\$ 9,264.00	
Glendale CC	\$ 260.00	\$ 40.00	\$ 46.00	\$ 346.00	\$ 8,304.00	
El Camino College	\$ 276.00	\$ 20.00	\$ 46.00	\$ 342.00	\$ 8,208.00	

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

BOARD OF TRUSTEES	ACTION
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**MAJOR ITEMS OF BUSINESS**

**RECOMMENDATION NO. 19**

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

**SUBMITTED BY:**            Superintendent/President

**RECOMMENDATION:**    It is recommended that the Board of Trustees acknowledge receipt of the 2023-2024 Quarterly Report and the 311Q report, as of December 31, 2023.

**COMMENT:**                    The Board of Trustees is presented a quarterly budget report with the 311Q report required by the Chancellor’s Office. This report summarizes the financial statements of the District’s Unrestricted General Fund for review by the Chancellor’s Office.

Link to: [2023-2024 Quarterly Budget Report](#)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 6, 2024

**XII. BOARD COMMENTS**

**XIII. ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, March 5, 2024 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.