



# AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

**TUESDAY, FEBRUARY 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://cccconfer.zoom.us/j/96490163563?pwd=NIJJM0MzTU5RaWtjSnphakVJVTJOdz09>

Passcode: 887636

4 p.m.          Public Meeting Convenes

Board Adjourns to Closed Session

6 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 p.m. or by 5:30 p.m. for the regular session starting at 6 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](mailto:Rose_Lisa@smc.edu)) by 4:30 p.m. for the Closed Session starting at 5 p.m. or by 5:30 p.m. for the regular session starting at 6 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*



6 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 or Gabrielino peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.
  
- PLEDGE OF ALLEGIANCE
  
- CLOSED SESSION REPORT (if any)
  
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)  
MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:

**IV. SUPERINTENDENT'S REPORT**

- Back to School, Spring 2023
- Black History Month
- CCLC Annual Legislative Conference and Lobby Day
- Malibu Campus

**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: Equity Audit  
Presenter: Hotep Consultants

*This supports the Board's 2022-2023 Annual Goal: Educational Advancement, Quality, and Equity.*

**IX. CONSENT AGENDA**

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

- |    |  |   |
|----|--|---|
| #4 | Approval of Minutes: January 17, 2023 (Regular Meeting)              | 7 |
| #5 | Resolution: Adopt Findings Pursuant to Government Code Section 54953 | 7 |

**Contracts and Consultants**

#3-A Ratification of Contracts and Consultants 8

**Human Resources**

#4 Academic Personnel 9  
#5 Classified Personnel – Regular 10  
#6 Classified Personnel – Limited Duration 13  
#7 Classified Personnel – Non Merit 14

**Facilities and Fiscal**

#8 Facilities 15  
#9 Acceptance of Grants and Budget Augmentation 16  
#10 Budget Transfers 18  
#11 Payroll Warrant Register 20  
#12 Reissue Commercial Warrants 20  
#13 Auxiliary Payments and Purchase Orders 20  
#14 Organizational Memberships 21  
#15 Providers for Community and Contract Education 21  
#16 Authorization of Signature to Approve Invoices, 2022-2023 21  
#17 Purchasing 22

- 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**

#18 2022-2023 Quarterly Budget and 311Q Report 23  
#19 2023-2024 Nonresident Tuition 24  
#20 Resolution in Connection with the Financing of Certain Facilities and Declaring  
Its Intent to Reimburse Certain Expenditures from Tax-Exempt Obligations 25  
#21 Consultant for Student Housing Feasibility Planning Study 28

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, March 7, 2023 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be held 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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 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-#17.

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 17, 2023](#) (Regular Meeting)

**RECOMMENDATION NO. 2 RESOLUTION: ADOPT FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953**

*Requested Action: Approval*

*Reviewed by: Robert M. Myers, Campus Counsel*

It is recommended that the Board of Trustees adopt the following findings:

1. On September 14, 2021, the Board of Trustees adopted a “RESOLUTION DECLARING THAT ONGOING EMERGENCY CONDITIONS EXIST AT SANTA MONICA COLLEGE AND FINDING THAT IN-PERSON MEETINGS UNDER THE BROWN ACT WOULD PRESENT IMMINENT RISKS TO THE HEALTH AND SAFETY OF ATTENDEES.”
2. In accordance with Government Code Section 54953(e)(3), the Board of Trustees has reconsidered the circumstances of the state of emergency and determined by majority vote that the state of emergency continues to directly impact the ability of members to meet safely in person.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 2023

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	GeckoEngage	January 18, 2023 – January 17, 2024  Not to exceed \$10,000	Licensing of the GeckoEngage “Visit” module to support the creation and management of in-person, online, and hybrid events. The “Visit” module will allow inter-departmental collaboration to facilitate student and guest registration for events such as Open House, Enrollment Labs, Onboarding Seminars, Campus Tours, VIP Welcome Days, Commencement, etc.  “Visit” provides features, including, event and session management, capacity management with waitlisting, event registration (including auto-registration), personalized itineraries for multi-session events, ticketing/check-in via QR code and Apple Wallet, real-time attendance tracking, post event surveys, customizable workflows pre, post, & during events, landing pages, event communications (email and text messages), and event tracking.	Student Retention and Enrollment Outreach Grant
<i>Requested by: Esau Tovar, Dean, Enrollment Services</i> <i>Jose Hernandez, Associate Dean, Outreach, Recruitment, &amp; Onboarding</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

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

**RECOMMENDATION NO. 4 ACADEMIC PERSONNEL**

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

ELECTIONS

EFFECTIVE DATE

Long-Term Substitute (Correction)  
 Poy, Teresa, Full-time Faculty, Health Sciences

02/20/2023- 06/13/2023

ADJUNCT FACULTY

Approval/ratification of the hiring of adjunct faculty (List on file in the Office of Human Resources).

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

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL - REGULAR**

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

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

ESTABLISH NEW CLASSIFICATION

Laboratory Technician Fashion 02/08/2023  
Classified Employee Salary Schedule, Range 32

CLASSIFICATION RETITLE AND SALARY REALLOCATION

From: Assistant Director of Human Resources  
Classified Management Salary Schedule, Range M29  
To: Assistant Director of Human Resources – Employee and Labor Relations 02/08/2023  
Classified Management Salary Schedule, Range M31

CLASSIFICATION SALARY REALLOCATION

Laboratory Technician – Broadcast Digital Media 02/08/2023  
From: Classified Employee Salary Schedule, Range 29  
To: Classified Employee Salary Schedule, Range 32

ESTABLISH POSITION

Laboratory Technician-Art (1 position) 02/08/2023  
Art Department, 12 months, 40 hours

ABOLISHED POSITION

Laboratory Technician-Art (1 position) 02/08/2023  
Art Department, 12 months, 40 hours, NS-I, Weekend

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

DeBrito, Andrea, Administrative Assistant I, The Center (Step C) 02/01/2023  
Derieg, Kenneth, Recycling Program Specialist, Sustainability (Step C) 02/01/2023  
Miller, Valerie, Costume Designer, Theatre Arts, (Step C) 02/16/2023  
Morales, Calixto, Grounds Worker, Grounds (Step C) 02/01/2023  
Morrison, Tatiana, Personnel Technician, Personnel Commission (Step B) 02/16/2023  
Nario, Laura, Outreach & Recruitment Specialist, Outreach & Onboarding (Step C) 02/01/2023  
Pacheco, Wendy, Enterprise Business Services Clerk, Auxiliary Services (Step C) 02/01/2023  
Ramos, DeAnna, Academic Records Evaluator (Step B) 02/16/2023

PROBATIONARY

Davis, Shawn, Custodian, Operations 02/01/2023  
Madsen, Kaitlin, Enterprise Business Services Clerk, Auxiliary Services 03/01/2023

PROMOTION

Hightower, LaToya 02/01/2023

From: Student Services Clerk, International Education Center  
To: Student Services Assistant, International Education Center

Reid, Maisha 02/16/2023

From: Student Services Clerk, Admissions and Records  
To: Academic Records Evaluator, Admissions and Records

Mendoza, Jack 02/01/2023

From: Student Services Clerk, Financial Aid & Scholarships  
To: Student Services Assistant, Financial Aid & Scholarships

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Van Hemelrijck, Erin 03/01/2023

From: Health Assistant, Health Services (range 26)  
To: Student Services Assistant, International Education Center (range 25)

WORKING OUT OF CLASSIFICATION (LIMITED-TERM SUBSTITUTE)

Reid, Maisha 07/18/2022 - 12/20/2022  
From: Student Services Clerk, A & R 01/03/2023 to 02/15/2023\*  
To: Administrative Assistant II, A & R  
Percentage: More than 50%  
\*Extension

Reyes, Miguel 2/18/2023 to 6/30/2023

From: Information Systems Administrator  
To: Instructional Technology Services Manager – Entertainment Technology  
Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Bruce, Jerome 09/01/2022 to 12/31/2022  
From: Shuttle Driver 01/01/2023 to 02/15/2023\*  
To: Transportation Operations Coordinator  
Percentage: More than 50%  
\*Extension

Ibrahim, John 09/15/2022 to 01/18/2023  
From: Property Clerk 01/19/2023 to 02/02/2023\*  
To: Buyer II  
Percentage: More than 50%  
\*Extension

Gountoumas, Kasiani 10/15/2022 to 02/03/2023  
From: Nurse Practitioner 02/04/2023 to 03/15/2023  
To: Health Center Supervisor  
Percentage: More than 50%  
\*Extension

Kuykendall, Alan 10/01/2022 to 02/20/2023  
From: HR Analyst – Employee and Labor Relations (Confidential) 01/21/2023 to 02/15/2023\*  
To: Assistant Director of Human Resources  
Percentage: More than 50%:  
\*Extension

Reyes, Miguel  
From: Information Systems Administrator  
To: Instructional Technology Services Manager  
Percentage: More than 50%  
\*Extension

10/18/2022 to 1/16/2023  
01/17/2023 to 02/17/2023\*

CSEA EDUCATIONAL PAY DIFFERENTIAL

ASSOCIATE/ BACHELOR/MASTER DEGREE

Reid, Maisha, Student Services Clerk	2.5%	02/01/2023
Murray, Peter, Administrative Assistant I	2.5%	02/01/2023
Grant, Travis, Administrative Assistant I	2.5%	02/01/2023

LEAVE OF ABSENCE - UNPAID

Poy, Teresa, Health Sciences Learning Lab Specialist	02/20/2023 – 06/13/2023
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SEPARATION

LAST DAY OF PAID SERVICE

39 MONTH REEMPLOYMENT

Bohman, Alice Malin E., Administrative Assistant II, Enrollment Development	02/13/2023
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RESIGNATION

Gibson, Christopher, Senior Research Analyst, Institutional Research	03/01/2023
Navarro, Laura, CC Police Dispatch, Campus Police	01/25/2023

RETIREMENT

Barlow, Anthony, Custodial Operations Supervisor, Operations (11 years)	02/28/2023
Landau, Marilyn, Admin. Assistant II, Community & Academic Relations (8 years)	02/10/2023

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

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.

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.

Buchinsky, Boyko, Events Assistant, SMC Performing Arts	01/18/2023- 06/30/2023
Humphrey, Mamie D., Custodian, Operations	01/18/2023- 06/30/2023
Lee-Lewis, Richele, Buyer II, Procurement, Contracts & Logistics	
From:	08/15/2022- 09/06/2022
To:	08/15/2022- 02/17/2023
Martin, Matthew J., Stage Construction Technician	01/25/2023-06/30/2023

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.

Fujita, Kurtis, Student Services Clerk, Admission & Records	
From:	07/01/2022- 11/04/2022
To:	07/01/2022- 12/22/2022
To:	07/01/2022- 03/23/2023
Nario, Laura, Outreach & recruitment Specialist, Outreach, Recruitment & Student Engagement	
From:	08/15/2022--12/30/2022
To:	08/15/2022--01/31/2023

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.

Bates, Daisha, Student Services Assistant, Success & Engagement Center	
From:	08/05/2022- 01/17/2023
To:	08/05/2022- 03/31/2023
Pacheco, Wendy, Enterprise Business Services Clerk, Cashier’s Office	
From:	07/01/2022- 08/15/2022
To:	08/16/2022- 02/12/2023

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

CONSENT AGENDA: HUMAN RESOURCES

**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, \$15.96/hour (STHP)	28
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SPECIAL SERVICE

Recreation Director II, \$15.96/ hour	2
Art Model, \$27.00/hour	1
Art Model w/ Costume, \$30.00/hour	1
Community Services Specialist I, \$35.00/hour	15
Community Services Specialist II, \$50.00/hour	5

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8 FACILITIES**

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

**8-A AMENDMENT NO. 1 TO AGREEMENT FOR ARCHITECT & ENGINEERING SERVICES WITH RACHLIN PARTNERS FOR SCHEDULED MAINTENANCE PROJECTS**

Amendment No. 1 to increase current contract with RACHLIN PARTNERS for architectural services in the amount of \$247,204.

Contract amount:	Original Contract Amount	\$383,130
	Amendment No. 1	<u>\$247,204</u>
	Revised Contract Amount	\$630,334

Total amendment represents 65% of the original contract.

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: Amendment No. 1 includes revised fee schedule for roofing repairs increased by \$171,184. HVAC repairs revised fee schedule increased by \$50,050 and Emergency Lighting repair increased by \$25,970. The increase in fee is due to the increase in project cost over the initial estimate and increased scope of projects.

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9-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: Expanding the Training Capacity of the Equity-Centered Biotechnology Workforce Program

Granting Agency: Santa Monica College Foundation passthrough from the W. M. Keck Foundation

Augmentation Amount: \$1,000,0000

Matching Funds: \$137,171

Performance Period: January 1, 2023 to December 30, 2026

Summary: Santa Monica College Foundation on behalf of Santa Monica College (SMC) requested \$1,000,000 over three years from the W. M. Keck Foundation for a Special Project Grant to support the development and expansion of an equity-centered Advanced Biotechnology Education Program in Cell Therapies and Immunological Testing.

The grant will help SMC foster the development of students from varied backgrounds to become the next generation of diverse and talented scientists to enter the Biotechnology and the Life Science sector. This program will train students in cutting-edge cell science and immunoassay technologies so that they can fill the growing industry demand for cancer-fighting scientists in Santa Monica and the Greater Los Angeles area. Additionally, students will be taught nanobiotechnology concepts and their proper applications in the cell/gene therapy and immunological testing industries. This distinct training will set SMC students apart from traditional entry-level technicians, maximizing their opportunities for employment. The grant will be used to fund salary for the project manager, release time for lead faculty and compensation for part-time lab technician as well as student stipends. Equipment will be acquired with these funds essential for expansion of the program as well as contracted services for lab space renovations.

Budget Augmentation:

Restricted Fund 01.3	
Revenue	
8800 Other Local	\$1,000,000
Expenditures	
1000 Academic Salaries	\$ 237,478
2000 Non-Academic Salaries	\$ 176,783
3000 Employee Benefits	\$ 86,452
4000 Supplies & Materials	\$ 48,000
5000 Other Operating Expenditures	\$ 235,000
6000 Capital Outlay	\$ 216,287
7300 Other Outgo/Indirect	\$ 0
7600 Student Aid	\$ 0
Total	\$1,000,000

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9-B 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: Strong Workforce Program – Regional Share Round 7: FY 2022-23  
 Granting Agency: California Community Colleges Chancellor’s Office  
 Award Amount: \$565,000  
 Matching Funds: Not applicable  
 Performance Period: July 1, 2022 – June 30, 2024  
 Summary:

Strong Workforce Program regional funds require colleges to collectively increase specific metrics that include the quantity of career technical education (CTE) enrollments, courses, programs, job placement, and wage gains while also improving the quality of Career Education (CE).

Santa Monica College (SMC) was approved to receive funding in the amount of \$565,000. SMC will participate in the following projects: Career Pathway Partnership, Game Design/Gaming Technology/Esports, LA Regional Job Placement & Employment Success and Noncredit Career Pathways.

Funds will be used for Project Manager and clerical support salaries, curriculum development stipends and professional development. The grant will provide funds for supplies and transportation costs for student activities related to career pathways. Equipment needed to implement the gaming technology program will be purchased.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 565,000
Expenditures		
1000	Academic Salaries	\$ 190,163
2000	Non-Academic Salaries	\$ 185,770
3000	Employee Benefits	\$ 99,829
4000	Supplies & Materials	\$ 1,238
5000	Other Operating Expenditures	\$ 19,250
6000	Capital Outlay	\$ 68,750
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 565,000

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

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

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

Period: December 1-31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	125,376
3000	Benefits	0
4000	Supplies	27,633
5000	Contract Services/Operating Exp	29,637
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-182,646
Net Total:		0

**10-B FUND 01.3 – GENERAL FUND - RESTRICTED**

Period: December 1-31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	106,792
5000	Contract Services/Operating Exp	-106,792
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10    BUDGET TRANSFERS (continued)**

10-C    FUND 40.0 – Capital Projects Fund

Period: December 1-31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	8,948
5000	Contract Services/Operating Exp	5,214
6000	Sites/Buildings/Equipment	-14,162
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

Period: December 1-31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	95
5000	Contract Services/Operating Exp	50,000
6000	Sites/Buildings/Equipment	-50,095
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 7, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 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 2022 C1E – C2F \$13,813,758.13

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

**RECOMMENDATION NO. 12 REISSUE COMMERCIAL WARRANTS**

*Requested by: Mitchell Heskell, Dean Education Enterprise*  
*Approved by: Chris Bonvenuto, Vice-President Business and Administration*  
*Requested Action: Approval/Ratification*

Warrants not presented to the Los Angeles County Treasurer within six months are void. Therefore, it is requested that LACOE draw a new warrant to replace the following expired warrants:

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Dunn, Reginald Tryyell	26055002	10/05/20	\$333.00
Dunn, Reginald Tryyell	25862645	05/04/20	\$138.00
Dunn, Reginald Tryyell	25802061	03/23/20	\$ 36.00
Lee, Jeewoo	25863518	05/04/20	\$370.00
Lee, Jeewoo	25802931	03/23/20	\$1,100.00

**RECOMMENDATION NO. 13 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

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

Auxiliary Operations Payments and Purchase Orders  
 December 2022 Covered by check & voucher numbers: 031481-031700 & 03044-03081

Bookstore Fund Payments	\$ 269,125.46
Other Auxiliary Fund Payments	\$ 74,075.43
Trust and Fiduciary Fund Payments	<u>\$ 407,328.91</u>
	\$ 750,529.80

Purchase Orders issued  
 December 2022 \$171,857.41

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.

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

**RECOMMENDATION NO. 14 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 2023	2	\$440.00

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
February 2023	1	\$439.00

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. 15 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

*Requested Action: Approval/Ratification*

*Requested by: Scott Silverman, Interim Dean, Noncredit and External Programs  
Patricia Ramos, Dean, Academic Affairs*

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

Authorization of payment for delivery of seminars and courses for SMC Community and Contract Education. The list of providers is on file in the office of Community and Contract Education. Payment per class is authorized as stated on the list on file.

**RECOMMENDATION NO. 16 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2022-2023**

*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 2022-2023:

Name/Title
Roger Acevedo, Grounds Supervisor

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	ACTION
Santa Monica Community College District	February 7, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 PURCHASING**

*Requested Action: Approval/Ratification*

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

17-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 2022 \$678,479.57

17-B COOPERATIVE CONTRACT

The annual award of competitive and piggyback contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and services as well as reduce administrative cost. These Maintenance Repair Operations (MRO), contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent.

- Foundation for California Community Colleges (FCCC), Agreement 00003321, with EAB, to 03/31/27, for Starfish Enterprise Success Platform.

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

**RECOMMENDATION NO. 18**

**SUBJECT:**                    **2022-2023 QUARTERLY BUDGET REPORT AND 311Q REPORT**

**SUBMITTED BY:**            Superintendent/President

**RECOMMENDATION:**    It is recommended that the Board of Trustees acknowledge receipt of the 2022-2023 Quarterly Report and the 311Q report, as of December 31, 2022.

**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: [2022-2023 Quarterly Budget Report](#)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 7, 2023
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**RECOMMENDATION NO. 19**

**SUBJECT:**                    **2023-2024 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 \$316 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2023-2024. This represents no increase from the 2022-2023 nonresident tuition rate. There is no increase proposed for the capital outlay fee as well.

	Current	Proposed	Change
Nonresident Tuition	\$316	\$316	-0-
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$386	\$386	-0-

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

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

**RECOMMENDATION NO. 20**

**SUBJECT:**                    **RESOLUTION IN CONNECTION WITH THE FINANCING OF CERTAIN FACILITIES AND DECLARING ITS INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM TAX-EXEMPT OBLIGATIONS**

**SUBMITTED BY:**            Vice-President, Business/Administration

**RECOMMENDATION:**    It is recommended that the Board of Trustees approve the following resolution in connection with the financing of certain facilities and declaring its intent to reimburse itself from Tax Exempt Obligations for certain project expenditures. The resolution contains general project information and includes mention of tax-exempt Obligations in the amount of \$375 million (the total SMC authorization amount).

**BACKGROUND:**            Prior to the issuance of bonds from the new Measure SMC, the District may need to fund certain expenses associated with the implementation of the Measure SMC projects. These up-front expenses will be funded from the District general fund since no bonds have yet to be issued. The Reimbursement Resolution will allow the District to be reimbursed out of future bond proceeds for any expenses incurred prior to the issuance of future bonds. It does not obligate the District to issue any Measure SMC Bonds.

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

Santa Monica Community College District  
County of Los Angeles, State of California

RESOLUTION NO. 20

RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT IN CONNECTION WITH THE FINANCING OF CERTAIN FACILITIES AND DECLARING ITS INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM TAX-EXEMPT OBLIGATIONS

WHEREAS, this Board of Trustees (the "Board") of the Santa Monica Community College District, County of Los Angeles (the "District"), has determined the need to acquire, construct, improve and equip certain real property and improvements of the District required for its public education purposes (collectively, the "Projects"), using the proceeds of tax-exempt obligations (the "Obligations") to be issued by or on behalf of the District; and

WHEREAS, it now appears that the District will need to expend some of its moneys on the Projects ("Reimbursable Expenditures") prior to the date of delivery of any Obligations; and

WHEREAS, the District intends to cause to be issued certain general obligation bonds for purposes of the design, construction and implementation of the Projects, including reimbursing the District for the Reimbursable Expenditures; and

WHEREAS, Section 1.150-2 of the Internal Revenue Service Regulations for the Department of the Treasury (26 CFR) requires the Board to declare its official intent to reimburse such Reimbursable Expenditures with proceeds of the Obligations in order to finance the costs of the Projects incurred prior to the date of issuance of the Obligations;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Santa Monica Community College District as follows:

Recitals. The foregoing recitals are true and correct.

Intention to Reimburse. The Board hereby declares its official intention to use proceeds of the Obligations to reimburse itself for the Reimbursable Expenditures.

Board Intention to Issue Obligations. The Board presently intends and reasonably expects to issue tax-exempt Obligations and to allocate a portion of the proceeds thereof to the Reimbursable Expenditures. Such issuance and allocation will occur within 18 months of the later of the date of the expenditure of moneys on a Project or the date upon which the Project is placed in service or abandoned (but in no event more than 3 years after the date of the original expenditure of such moneys), except with respect to certain Reimbursable Expenditures described in Section 6 below. All of the Reimbursable Expenditures were made not earlier than 60 days prior to the date of this Resolution, except for certain expenditures described in Section 6 below.

Reimbursement of Qualified Project Expenditures. The reimbursement of the Reimbursable Expenses is consistent with the District's budgetary and financial circumstances. There are no funds or other sources of money of the District or any related person or controlled entity that have been, or are reasonably expected to be reserved, allocated on a long-term basis or otherwise set aside to pay the costs of the Projects to be paid or reimbursed out of the proceeds of the Obligations. The District reasonably expects to reimburse capital expenditures with respect to the Projects with proceeds of Obligations that may hereafter be executed and delivered by or on behalf of the District, and this resolution shall constitute a declaration of official intent under the IRS Treasury Regulations (26 CFR 1.150-2). The District recognizes that reimbursement allocations to which section 1.150-2 applies by reason of this Resolution generally include only reimbursements of payments originally for capital expenditures made no earlier than 60 days prior to the date of adoption of this Resolution. The maximum principal amount of general obligation bonds and/or other obligations expected to be issued for the Projects is \$375,000,000.

Compliance with Treasury Regulations. This Resolution is adopted for purposes of establishing compliance with the requirements of section 1.150-2 of the IRS Treasury Regulations. This Resolution does not bind the Board to make any expenditure, incur any indebtedness, or proceed with the financing, acquisition, equipping or construction of the Projects.

Certain Exceptions. The limitations described in Section 3 and Section 4 do not apply to (a) costs of issuance of the Obligations, (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations, or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finance the Projects for which the preliminary expenditures were incurred.

Official Actions. All actions heretofore taken by the officers, or their respective designees, employees and agents of the Board and the District in connection with the financing of certain capital facilities and any facilities appearing on a District Project List are hereby ratified and confirmed. The officers and their designees, the employees and agents of the Board and the District are hereby authorized to take any and all actions in connection with the financing of such facilities and as may be necessary and consistent with the purposes of this Resolution.

The Superintendent/President of the District, Vice President of Business & Administration of the District or any designee of either thereof are hereby authorized and directed to take all actions and do all things necessary or desirable hereunder in connection with the financing of the Project, including but not limited to the execution and delivery of any and all related agreements, filings, instruments and other documents which they, or any of them, may deem necessary or desirable and not inconsistent with the purposes of this Resolution.

Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

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

**RECOMMENDATION NO. 21**

**SUBJECT:**                    **CONSULTANT FOR STUDENT HOUSING FEASIBILITY PLANNING STUDY**

**SUBMITTED BY:**            Superintendent/President

**RECOMMENDATION:**    It is recommended that the Board of Trustees ratify a contract with Volz Company LLC to conduct a feasibility planning study for on-campus student housing. The contract amount is \$58,000 plus reimbursable expenses not to exceed \$3,500. The term of the contract is November 7, 2022 to June 30, 2023.

**FUNDING SOURCE:**        2022-2023 Housing Feasibility Grant

**COMMENT:**                The 2021-22 State budget committed \$1 billion in funding to community colleges for the purpose of student housing and student housing planning grants. SMC applied for and has received a student housing planning grant. The Board of Trustees accepted the grant at its April 2022 meeting.

SMC has retained the Volz Company to assist in articulating SMC’s aspirations and needs regarding student housing. If warranted based on this feasibility study, the intent is to submit to the State a follow-up application for construction financing by late spring.

The scope of work includes market and demand analysis, financial analysis, financial models to test assumptions, site evaluation, an implementation plan if appropriate, addressing the student experience, grant submission, and evaluation of potential additional funding sources.

The consultant is working with an advisory committee representing District constituencies. A student survey has been completed, and panel interviews with campus constituencies are underway. A workshop session with the Board of Trustees is scheduled for the April meeting. The application must be approved by the Board of Trustees no later than the July meeting.

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

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2023

XIII. BOARD COMMENTS

XIV. ADJOURNMENT

The meeting will be adjourned in memory of **Safe Soliman**, brother of Samya Gobrial, Auxiliary Services Accountant.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, March 7, 2023 at 6 p.m. (5 p.m. if there is a closed session) in the SMC Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. The meeting will also be conducted via Zoom Webinar for members of the public to participate remotely.