



# AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

**TUESDAY, MARCH 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

5 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**

- Spring 2023
- 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: Caring Campus Initiative  
Presenters: Classified Professionals

Since this past Fall 2022, Santa Monica College has been a participant of the Caring Campus Initiative of the Institute for Evidence-Based Change (IEBC) funded by the California Community Colleges Chancellor's Office.

Caring Campus engages and supports classified professionals, who are typically missing from student success efforts, in developing behavioral commitments to ensure that students feel welcome and connected to our college. Research has shown that students who feel welcomed and connected to their college are more likely to persist and, in turn, complete. This one-year program guides classified professionals in developing strategies that can easily be implemented by all staff members to influence cultural change throughout the college.

*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: February 7, 2023 (Regular Meeting) 7
- #5 Resolution: Adopt Findings Pursuant to Government Code Section 54953 7

**Contracts and Consultants**

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- #3-B Approval of Contracts and Consultants 10

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- #5 Classified Personnel – Regular 12
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- #7 Classified Personnel – Limited Duration 15

**Facilities and Fiscal**

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- #18 Authorization of Signature to Approve Invoices, 2022-2023 24
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**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**

- #20 Architectural Services for Construction of SMC Tennis and Pickleball Courts on the Airport Side of the Bundy Campus; and Acquisition of “Parcel B” per Airport Land Lease Agreement By and Between City of Santa Monica and the Santa Monica Community College District 26

**XII. INFORMATION**

- #22 Citizens’ Bond Oversight Committee Meeting, January 25, 2023 29

**XIII. BOARD COMMENTS AND REQUESTS**

**XIV. ADJOURNMENT**

A Special Meeting/Board of Trustees Study Session will be held on Tuesday, March 21, 2023 in the SMC Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica at 5 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, April 4, 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	March 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-#19.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**X. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 1 APPROVAL OF MINUTES**

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

[February 7, 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 IMMEDIATE 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 Santa Monica Community College District	ACTION March 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	Dr. Joe Robinson	March 16, 2023  Not to exceed \$1,500	Dr. Joe Robinson is being engaged to provide three professional development sessions for Spring Professional Development Day. Each session will be offered to all employee groups which include classified professionals, faculty and supervisors. Dr. Robinson will speak to newer faculty for Spring Professional Development Day on Thursday, March 16, 2023. These sessions will focus on wellness as a foundational practice on how to rise above challenging times with tools to manage demands and build attention, mental health, and resilience. He will also cover how to adjust how one thinks, reacts, and works; how to manage pressure, multiple demands, and other people; and how to refuel the chief productivity tool: attention. He will close us out with tangible ways to focus attention on life outside work to find life balance, improve wellness, increase optimism in one's outlook, and build the keys to sustainable happiness.	2022-2023 District Funds
<i>Requested by: Professional Development Committees</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>				



BOARD OF TRUSTEES Santa Monica Community College District	ACTION March 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)**

➤ NEW CONTRACTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
2	Denise Hamilton JDH Group L  March 20 – June 30, 2023  Not to exceed \$28,000	Consultant services for coordination of Race Relays programming. RACE RELAY® is an interactive, theatrical, multimedia program that explores race relations in our communities.	Restricted Fund Student Equity Achievement Program
<i>Requested by: Kiersten Elliot, Dean Community Relations</i> <i>Approved by: Don Girard, Senior Director of Government Relations and Institutional Communications</i>			
3	MTFX USA  March 2023 – March 2024  No cost to the District	This is an agreement for the product Pay My Tuition which makes it easier for international students to pay tuition and fees.	No cost to the District
<i>Submitted by: Mitch Heskell, Dean, Educational Enterprise</i> <i>Approved by: Christopher Bonvenuto, Vice-President, Business/Administration</i>			

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACT

Provider/Contract	Term/Amount	Service	Funding Source
4	Stan McKnight & Associates Inc.  August 15, 2022 - June 30, 2023  Revised contract amount, total not to exceed \$77,700  Original contract amount was \$44,100.	This is a contract amendment for a comprehensive salary survey approved in July 2022. Additional services include salary market study and peer evaluation for Academic Administrator Classification and Compensation Study.	Unrestricted General Fund
<i>Requested by: Sherri Lee-Lewis, Vice-President, Human Resources</i> <i>Approved by: Dr. Kathryn Jeffery, Superintendent/President</i>			

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

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS**

**3-B**      **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.

Provider/Contract		Term/Amount	Service	Funding Source
1	Modo Labs	Renewal of 3-year contract.  Year 1: \$47,621 (April 15, 2023 to April 14, 2024)  Year 2: \$49,050 (April 15, 2024 to April 14, 2025)  Year 3: \$50,521 (April 15, 2025 to April 14, 2026)  Total 3-year contract: \$147,192	Santa Monica College licenses the Modos Labs platform to host and manage the SMC GO app.	Student Equity and Achievement Program
<i>Submitted by: Esau Tovar, Dean of Enrollment Services</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

BOARD OF TRUSTEES	ACTION
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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*

EFFECTIVE DATE

ELECTIONS

Academic Administrator  
Mata, Nicholas, Dean, Special Programs 03/08/2023

Long-Term Substitute  
Vagin, Olga, Full-time Faculty, Life Science 02/13/2023- 06/13/2023

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

SEPARATION

RETIREMENT  
Gallogly, Ethan, Instructor, Physical Sciences (23 years) 06/30/2023

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 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.

<u>CLASSIFICATION SALARY REALLOCATION</u>	<u>EFFECTIVE DATE</u>
Events Assistant From: Classified Employee Salary Schedule, Range 10 To: Classified Employee Salary Schedule, Range 14	03/08/2023
Laboratory Technician – Chemistry From: Classified Employee Salary Schedule, Range 29 To: Classified Employee Salary Schedule, Range 32	03/08/2023
Laboratory Technician – Physics From: Classified Employee Salary Schedule, Range 29 To: Classified Employee Salary Schedule, Range 32	03/08/2023
Lead Laboratory Technician – Chemistry From: Classified Employee Salary Schedule, Range 32 To: Classified Employee Salary Schedule, Range 35	03/08/2023
<u>ABOLISH POSITION</u>	
Student Services Clerk (1 position) TRIO, 12 months, 20 hours	03/08/2023
Student Services Clerk (1 position) Financial Aid & Scholarship's, 12 months, 40 hours	03/08/2023
Skilled Maintenance Worker I (1 position) Maintenance, 12 months, 40 hours	03/08/2023
<u>ESTABLISH POSITION</u>	
Student Services Assistant (1 position) Financial Aid & Scholarship's, 12 months, 40 hours	03/08/2023
Skilled Maintenance Worker II (1 position) Maintenance, 12 months, 40 hours	03/08/2023
Student Services Clerk (1 position) Scholar's Office, 12 months, 40 hours	03/08/2023

ADJUSTMENT TO SALARY SCHEDULE FOR SMC POLICE OFFICERS ASSOCIATION

It is recommended that the Board of Trustees adopt the Santa Monica College Police Association [Salary Schedules effective July 1, 2021 and July 1, 2022](#).

Comment: Because of the settlement agreement with CSEA, the “me too” provision causes an adjustment to the Santa Monica Police Association salary schedules.

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Chanaiwa, Isom Taziwa, Accounting Manager-Foundation, (Step B)	03/08/2023
Johnson-Bruce, Pier, Mail Services Worker II, PCAL, (Step C)	03/01/2023
Granados, Sandra, Enterprise Business Services Clerk, (Step C)	03/01/2023
Morrison, Tatiana, Personnel Technician, Personnel Commission, (Step B)	02/16/2023

PROBATIONARY

Gradilla, Giselle, Administrative Assistant II, Outreach & Onboarding	02/16/2023
Lee, Angela, Administrative Assistant I, Human Resources	03/16/2023

PROBATIONARY RESCINDED

Madsen, Kaitlin, Enterprise Business Services Clerk, Auxiliary Services	03/01/2023
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Comment: This action that was approved by the Board of Trustees on February 7, 2023 and is being rescinded.

PROMOTION/ADVANCE STEP PLACEMENT

Melichar, Jeffrey	02/16/2023
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From: Student Services Clerk, IEC  
To: International Students Services Specialist, IEC (Step B)

PROMOTION

Johnson, Anthony	02/16/2023
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From: Skilled Maintenance Worker I, Maintenance  
To: Skilled Maintenance Worker II, Maintenance

TRANSFER

Davis-Ludlow, Eloisa, Student Services Clerk, Outreach & Onboarding	02/16/2023
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WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Ibrahim, John	09/15/2022 to 01/18/2023
From: Property Clerk	01/19/2023 to 02/02/2023*
To: Buyer II	02/03/2023 to 03/01/2023*
Percentage: More than 50%	
*Extension	

Kuykendall, Alan	10/01/2022-02/07/2023
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From: HR Analyst – Employee and Labor Relations (Confidential)  
To: Assistant Director of Human Resources  
Percentage: More than 50%:  
\*Extension and date correction

Kuykendall, Alan	02/08/2023-02/20/2023
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From: HR Analyst – Employee and Labor Relations (Confidential) 02/21/2023-03/17/2023  
To: Assistant Director of Human Resources – Employee and Labor Relations  
Percentage: More than 50%:  
\*assignment and date correction

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Jones, Stacey, Assessment Supervisor

03/17/2023

RETIREMENT

Negron, Robert, C. C. Parking Enforcement Officer, (18 years)

02/28/2023

**RECOMMENDATION NO. 6      CLASSIFIED PERSONNEL – NON MERIT**

*Requested Action:      Approval/Ratification*

*Reviewed by:            Tre'Shawn Hall-Baker, Dean, Human Resources*

*Approved by:            Sherri Lee- Lewis, Vice President, Human Resources*

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

College Student Assistant, \$15.96/hour (STHP)	61
College Work-Study Student Assistant, \$15.96/hour (FWS)	25
College CalWorks, \$15.96/hour	1

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

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

ELECTIONS EFFECTIVE DATE

PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Alvarado, Edwin, Student Services Clerk, Risk Management	
From:	07/01/2022-02/28/2023
To:	07/01/2022-12/22/2022
Brown, Carla, Student Services Clerk, Risk Management	
From:	07/01/2022-02/28/2023
To:	07/01/2022-01/15/2023
Bruner Jr., Randy D., Custodian, Operations	02/08/2023-05/25/2023
Carbone, John L., Accompanist-Dance, Dance	01/01/2023-06/30/2023
Colcord, Adam, Theatre Technical Specialist, Performing Arts Center	
From:	07/01/2022-06/30/2023
To:	07/01/2022-02/15/2023
Cortes, Marla B., Student Services Clerk, Risk Management	
From:	07/01/2022-02/28/2023
To:	07/01/2022- 12/16/2022
Lee-Lewis, Richele, Buyer II, Procurement, Contracts & Logistics	
From:	08/15/2022-09/06/2022
To:	08/15/2022-02/17/2023
To:	08/15/2022-06/30/2023
Lopez, Valerie, Health Assistant, Student Health Center	
From:	07/01/2022-06/30/2023
To:	07/01/2022-08/31/2022
Marcial, Anthony, Student Services Clerk, Risk Management	02/13/2023-06/30/2023
Orozco, Natalie, Student Services Clerk, Outreach, Recruitment & Student Engagement	
From:	08/03/2022-06/30/2023
To:	08/03/2022-01/19/2023
Plotkin, Alla , Accompanist-Dance, Dance	01/01/2023-06/30/2023
Preston, Christian, Health Assistant, Student Health Center	
From:	07/01/2022-06/30/2023
To:	07/01/2022-08/31/2022
Ramos, Blanca N., Graphic Designer, Marketing	02/21/2023-06/30/2023
Rodriguez, Andrea, Student Services Clerk, Risk Management	
From:	07/01/2022-02/28/2023
To:	07/01/2022-01/26/2023

Ruiz, Freddy, Student Services Clerk, Outreach, Recruitment & Student Engagement

From: 07/01/2022-02/28/2023

To: 07/01/2022-12/22/2022

Soro, Gnenemon, Accompanist-Dance, Dance 01/01/2023-06/30/2023

Sow, E. Malick, Accompanist-Dance, Dance 01/01/2023-06/30/2023

Ter-Avanesova, Nonna, Accompanist-Dance, Dance 01/01/2023-06/30/2023

Strakhov, Kirill, Health Assistant, Risk Management

From: 07/01/2022-02/28/2023

To: 07/01/2022-06/30/2023

Velasquez, Ana, Student Services Clerk, Risk Management 02/01/2023-06/30/2023

Zeitman, Ethan, Theatre Technical Specialist, Performing Arts Center

From: 07/01/2022-06/30/2023

To: 07/01/2022-02/15/2023

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.

Hudelson, Susan, Student Services Clerk, Outreach, Recruitment & Student Engagement

From: 07/01/2022-06/30/2023

To: 07/01/2022-01/13/2023

Mock, Hannah E., Administrative Assistant II, Community & Academic Relations 02/16/2023-06/30/2023



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 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 AWARD OF CONTRACT – SMC STUDENT SERVICES CENTER SHADE STRUCTURE PROJECT**

It is recommended that the Board of Trustees award the contract to THE NAZERIAN GROUP., the lowest responsible and responsive bidder for the SMC Student Services Center SHADE STRUCTURE PROJECT.

<u>Bidder(s)</u>	<u>Total Bid Amount</u>
*JT CONSTRUCTION GROUP INC	\$437,091
THE NAZERIAN GROUP	\$544,123
NEEK LLC	\$918,925
AVSAR CONSTRUCTION DEVELOPMENT INC.	\$967,900

Funding Source: Measure V

Comment: Project consists of construction of a shade structure west of the cashier office at the Student Services Center.

The SMC District’s Award shall be finalized upon the review and verification of all the requirements as outlined in the contract documents and the successful execution of the contract.

\*A written Notice of Withdrawal was received from the apparent low bidder, JT Construction Group, Inc. acknowledging that the bid price was submitted in good faith; however due to an unintentional and substantial mathematical error, they requested that SMC accept its Bid Proposal Withdrawal. Accordingly, it is recommended that the contract be awarded to The Nazerian Group, as the lowest responsive bidder.

**8-B AGREEMENT FOR FIRE WATCH SERVICES – MALIBU CAMPUS**

Agreement with ADAPTIVE BUILDING GROUP for Fire Watch Services for the Malibu Campus for an amount not to exceed \$136,800.

Funding Source: Measure V

Comment: The installation of the fire sprinkler system at the Malibu Campus deviates from the contract document approved by the Division of the State Architects (DSA) and the changes must be approved by DSA. In order to safely occupy the building, 24/7 Fire Watch Services in accordance with the State Fire Marshall requirements are required before the DSA approved is obtained. The cost of the Fire Watch Services will be reimbursed by the Contractor prior to the closeout of this project.

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 8**      **FACILITIES** *(continued)*

**8-C**      **AWARD OF BID - ROOF REPAIR**

Recommend award of bid to the lowest responsive bidder in the amount of \$3,855,800 to Best Contracting Services, Inc., to repair and reroof Gym, Library, Bookstore – Cafeteria-Cayton Center, Science, Drescher Hall, Emeritus, and Broad Stage buildings.

Funding Source:                      State Scheduled Maintenance and Capital Outlay Funds 40.0

Comment:                              11 bidders attended the mandatory job walk and 4 bids were received.

Best Contracting Services, Inc.	\$3,855,800
Danny Letner	\$4,100,000
Commercial Roofing System	\$4,296,510
ERC Roofing	\$4,317,850

**8-D**      **LEASE AGREEMENT FOR PROPERTY LOCATED AT 2800 AIRPORT AVENUE, SANTA MONICA**

Lease agreement with the City of Santa Monica for approximately 3,800 square feet of space at 2800 Airport Avenue in Santa Monica, CA, for use as Art classrooms and Art lab activities (Ceramics). Terms include:

Property Type:                      Stand-alone building consisting of classroom and lab space with 16 unassigned parking spaces

Square Footage:                      Approximately 3,800 square feet

Lease Period:                          April 1, 2023, through March 31, 2025

Renewal Options:                      Three one-year options at the City’s discretion

Base Monthly Rent:                      \$8,000 per month (Triple net), 4% annual increase

Security Deposit:                          \$8,000 - Transferred from the current security deposit held by the City from the previous lease

Rental Credit:                              \$42,434.28 - Transferred from the current security deposit held by the City from the previous lease

Prior lease Improvement Credit:                      \$27,556 for portables installed by the District

Funding Sources:                          District Unrestricted General Fund (01.0) and Capital Outlay Fund (40.0)

Comment: Santa Monica College began leasing the entire 2800 Airport Avenue property (Airport Arts Campus) from the City of Santa Monica in July 1988. The current lease ends on March 31, 2023, and the monthly payment is \$43,803.99. After consultation with Academic Affairs, it was determined that the facility could be returned to the City of Santa Monica without undue burden on the Academic Program, except for the stand-alone ceramics facility, which houses the District’s kilns. The District is currently in design to construct a new Arts Complex, which will include kilns for the ceramics program, but the current completion date of that project is December 2025. By not renewing the existing lease and entering into a new lease for only the ceramics facility, the District will continue to meet its educational goals while saving approximately \$413,211 annually. Additionally, the District owes an end-of-lease term amount on the expiring lease of \$227,556. This agreement provides a \$27,556 credit towards that amount in exchange for existing portable trailers installed by the District in 2013-2014.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 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: Learning Aligned Employment Program (LAEP)  
Granting Agency: California Student Aid Commission  
Augmentation Amount: \$2,097,640 fiscal year 2021-2022  
\$3,146,460 fiscal year 2022-2023  
Matching Funds: Not Applicable  
Performance Period: August 31, 2022 to June 30, 2031  
Summary: The 2021-2022 State budget appropriated \$200 million with an additional \$300 million in the 2022-2023 Governor’s budget for the Learning-Aligned Employment Program (LAEP). This program will allow colleges to offer eligible students the opportunity to earn money to help defray their educational costs while gaining education-aligned, career-related employment. Participating students are employed in an educationally beneficial position that relates to the student’s area of study, career objective, or the exploration of career objectives. Funds will be used to pay eligible student salaries and benefits comparable to employment positions in the field of work involving comparable duties and responsibilities. The positions will be compared on the basis of the nature of the work performed, background, and skills required for the position.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 5,244,100
	Expenditures	
	1000 Academic Salaries	0
	2000 Non-academic Salaries	\$ 4,624,427
	3000 Employee Benefits	\$ 369,954
	4000 Supplies & Materials	0
	5000 Other Operating Expenditures	0
	6000 Capital Outlay	0
	7300 Other Outgo/Indirect (ACA)	\$ 249,719
	7600 Student Aid	0
	Total	\$ 5,244,100

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 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: January 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-5,200
2000	Classified/Student Salaries	28,935
3000	Benefits	0
4000	Supplies	-8,600
5000	Contract Services/Operating Exp	119,688
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-134,823
Net Total:		0

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

Period: January 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	22,330
2000	Classified/Student Salaries	-9,580
3000	Benefits	-8,600
4000	Supplies	-76,949
5000	Contract Services/Operating Exp	-7,184
6000	Sites/Buildings/Equipment	79,983
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

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

10-C FUND 40.0 – Capital Projects Fund  
Period: January 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	27,729
5000	Contract Services/Operating Exp	194,000
6000	Sites/Buildings/Equipment	-221,729
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 March 7, 2023
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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  
 January 2023 C1F – C2G \$11,598,338.39

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

**RECOMMENDATION NO. 12 REISSUE PAYROLL WARRANTS**

*Requested Action: Approval/Ratification*  
*Requested by: Ian Fraser, Payroll Manager*  
*Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration*

Warrants not presented to the 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>
Kanak, Joshi	W6544148	02/28/2020	\$2,259.21
Kanak, Joshi	W6586500	03/31/2020	\$1,329.42
Kanak, Joshi	W6472341	12/30/2019	\$1,016.43
Kanak, Joshi	W6506364	01/31/2020	\$1,188.79

**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  
 January 2023 787939 through 787958

ACH Numbers  
 January 2023 127154 through 136737

Total \$11,159,096.53

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

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

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO.14 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>
Hlatshwayo, Cebelihle S.	26118338	11/16/20	\$2,210.00
Gross, Elizabeth Mary	25862978	05/04/20	\$238.50
Gross, Elizabeth Mary	25970222	07/21/20	\$138.00
Lotz, Adam Bartlett	25165298	03/19/19	\$36.00
Lotz, Adam Bartlett	25539330	10/09/19	\$55.00
Lotz, Adam Bartlett	25803071	03/23/20	\$149.00
Ushidoa, Haruto	25804274	03/23/20	\$1,100.00

**RECOMMENDATION NO. 15 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

January 2023 Covered by check & voucher numbers: 031701-031974 & 03083-03108

Bookstore Fund Payments	\$ 368,327.13
Other Auxiliary Fund Payments	\$ 33,591.57
Trust and Fiduciary Fund Payments	<u>\$ 1,008,636.42</u>
	\$ 1,410,555.12

Purchase Orders issued

January 2023 \$17,450.89

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 March 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>
March 2023	4	\$974

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
March 2023	1	\$300

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, Interim Dean, Noncredit and External Programs*  
*Patricia Ramos, Dean, Academic Affairs*  
*Approved by: Jason Beardsley, Vice-President, Academic Affairs*

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

**RECOMMENDATION NO. 18 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 member to approve invoices for 2022-2023:

Name/Title
Isom Taziwa Chanaiwa Accounting Manager, SMC Foundation

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 March 7, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 PURCHASING**

*Requested Action: Approval/Ratification*

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

19-A AWARD OF PURCHASE ORDERS

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

January 2023 \$666,339.24

19-B AWARD OF CONTRACT FOR SMCCD ACCESS CONTROL UPGRADE PROJECT

Award of contract to the best qualified and responsive consultant in the amount of \$1,098,762.53 to Enterprise Security Inc. for the SMCCD Access Control Upgrade Project.

Funding Source: State Scheduled Maintenance Fund 40.0

Comment: 83 vendors were notified, 6 companies attended the mandatory job walk. The district received three responsive proposals for evaluation. Proposals were evaluated by a committee to determine which proposal offered the best value to the District.

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

**RECOMMENDATION NO. 20**

**SUBJECT:** **ARCHITECTURAL SERVICES FOR CONSTRUCTION OF SMC TENNIS AND PICKLEBALL COURTS ON THE AIRPORT SIDE OF THE BUNDY CAMPUS; AND ACQUISITION OF "PARCEL B" PER AIRPORT LAND LEASE AGREEMENT BY AND BETWEEN CITY OF SANTA MONICA AND SMCCD**

**SUBMITTED BY:** Vice-President, Business/Administration  
Senior Director, Government Relations/Institutional Communications  
Campus Counsel

**REQUESTED ACTION:** It is recommended that the Board of Trustees authorize the Superintendent/President to contract with a qualified architect to prepare the design and construction documents necessary to provide a minimum of four regulation tennis courts on the Santa Monica Airport side of SMC's Bundy Campus. These courts will also accommodate pickleball.

It is further recommended that the Board of Trustees authorize the Superintendent/President to provide the City of Santa Monica with a written Notice of Election Re Parcel B and to pay the City of Santa Monica the sum of \$130 per square foot for each square foot of Parcel B. Parcel B is approximately 0.387 acres on the west end of the Airport side of the Bundy Campus.

**BACKGROUND:** SMC'S Main Campus opened for instructional use in the early 1950s. The campus included a variety of outdoor recreational facilities, including eight regulation tennis courts. The courts were used for tennis classes and varsity tennis. The courts were also made available for community use.

**SMC Tennis and Pickleball at Memorial Park.** The SMC courts were repurposed in spring 1994 to accommodate the various temporary classroom complexes needed to rebuild the campus following the Northridge earthquake. The Humanities and Social Sciences building complex and the SMC Quad now occupy the site. The tennis classes were moved to the City of Santa Monica's Memorial Park in spring 1994. Varsity tennis was moved to the Marina Tennis Center until spring 2005, and then moved to Memorial Park. There are four regulation tennis courts at Memorial Park. SMC began offering pickleball at Memorial Park in fall 2020.

SMC has previously committed \$20 million of its 2016 Measure V funds in support of a phased set of improvements for Memorial Park, including an improved playing field for SMC's varsity women's softball team. The Santa Monica City Council approved the Memorial Park Master Plan in 2019, which included improvements to the sports fields and placed the four tennis courts on the deck of a one-story covered parking structure. SMC and the City had agreed on terms of SMC's financial support and use agreement by February 2020; however, the pandemic has changed the economic picture for the City and the project has been postponed. Current conversation between SMC and City of Santa Monica officials indicates that a reduced first phase of the project is possible, utilizing only the SMC funding.

In the meantime, the popularity of pickleball has exploded. This activity uses the tennis courts at Memorial Park, and SMC is experiencing scheduling conflicts regarding the availability of courts at the times that meet student schedules. For the first time, SMC has canceled its individual tennis classes due to scheduling conflicts with City usage. In addition, should the renovation of Memorial Park proceed, there will be a two-year gap of tennis court availability due to construction.

**2013 Expansion of Bundy Campus.** In 2013, to assist the Expo Metro Line Construction Authority with the construction of a maintenance facility at a property previously owned by Verizon near Exposition Boulevard and Stewart Street, SMC, Expo, and the City of Santa Monica entered into a series of land exchanges. SMC exchanged its 2.35 acres adjacent to the Expo-owned property for a different configuration of 2.35 acres that would serve as a buffer property along Exposition. SMC and the City of Santa Monica exchanged mutual rentals of SMC's 2.35 acres along Exposition Boulevard with 2.7 acres of City-owned Airport land adjacent to the Bundy Campus along Airport Avenue. The difference in area was due to difference in assessed valuations.

The City is using SMC's property along Exposition Boulevard as a park, and SMC is using the City's property along Airport Avenue as an overflow parking lot tied to the Bundy Campus and for commercial office space. The address of the commercial offices is 3400 Airport Avenue.

The City and SMC may convert their existing mutual lease arrangement to fee simple title starting in 2026. In the meantime, SMC at its sole discretion may remove existing structures and construct new ones. The City has granted SMC the right to acquire up to approximately 0.387 acres of land to the west in order to give SMC control over all parts of the 3400 Airport Avenue commercial building. This land is referenced as Parcel B in the Airport Land Lease Agreement.

**3400 Airport Avenue.** The building complex was originally military barracks. The square footage is slightly over 18,000 square feet with 48 office units. SMC owns 81 percent of the building complex (40 offices) and the City of Santa Monica owns 19 percent (eight offices). SMC contracts with the City to manage the operations and act as SMC's leasing agent. The historical net rental income has averaged approximately \$225,000 per year, however, due to COVID-19 and increased maintenance costs, net revenue over the last two years has averaged \$114,000. The net rental income is expected to remain low for the next five years as budgeted scheduled maintenance on this building continues to be high.

SMC staff and City M&O staff recently identified approximately \$1.297 million for essential improvements to bring the building to a desirable condition. SMC's share would be approximately \$962,000.

All tenants are month to month, apart from two leases, one that ends at the end of 2023 and a second one that ends at the end of February 2025.

DISCUSSION:

Studies have consistently demonstrated that physically active people are not only healthier but also perform better on tests of cerebral or intellectual ability. Most studies show that the more exercise students get, the more proficient their mental faculties and cerebral performance can become.

SMC offers a robust selection of UC- and CSU-transferable Kinesiology/Physical Education courses in aquatics, combatives, fitness, individual sports, and team sports. Approved individual sports include beginning and intermediate pickleball and beginning, intermediate, and advanced tennis. One or more levels of pickleball and tennis are offered in both fall and spring.

SMC also offers a UC- and CSU-transferable course in varsity tennis for women, designed to develop and enhance the skills needed to participate in intercollegiate tennis. SMC boasts a strong reputation in women's tennis; for example, the 2021 SMC women's tennis team finished with an undefeated record and the 2022 SMC women's tennis team included the number one seed in singles from Southern California in the state championship tourney, as well as the number one seed in doubles.

The cancellation of the beginning tennis and intermediate tennis courses scheduled for this spring at Memorial Park is evidence of the need for additional courts. The deteriorating condition of the 3400 Airport Avenue building complex and the need to invest nearly one million dollars in repairs at the current time is the opportune moment to repurpose the property to an educational use rather than continuing its commercial use. The site is adjacent to Airport Park, which is owned and operated by the City of Santa Monica and which features an all-weather soccer field. SMC's courts would be a compatible use. The proposed use of 3400 Airport Avenue for tennis and pickleball is also complementary to SMC's intent to build student housing at the Bundy Campus.

Upon approval by the Board of Trustees, the Superintendent/President will conduct a process to contract with a qualified architect to prepare the design and construction documents. The design and entitlement processes will include input from SMC's Kinesiology/Physical Education and Athletic departments, City of Santa Monica officials, community sports organizations, and residential neighbors. The design is intended to provide for day and evening use. The design will accommodate the conversion of the tennis courts to pickleball courts. SMC will work with the City of Santa Monica to determine how best to operate the courts to provide community access.

SMC's intent is to commence demolition and construction by spring 2025. This will provide month-to-month tenants with a 24-month window of advance notice and allows the two leases to expire in their normal course. SMC will present plans for the improvements to the Board of Trustees for approval prior to demolition or construction activity.

Additionally, SMC will continue to work with City of Santa Monica officials to enter a financing and use agreement for improvements at Memorial Park. SMC's goal is to provide a first-class venue for its women's varsity softball team and is committing \$20 million of Measure V funds for that purpose.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	March 7, 2023

**INFORMATION ITEM NO. 21      CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING, JANUARY 25, 2023**

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee (CBOC) was held on Wednesday, January 25, 2023. The meeting was conducted via Zoom Conference.

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

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

- Elizabeth Greenwood, Chair – Present
- Bruce Sultan, Vice-Chair – Present
- Patrick Acosta – Absent
- Heather Anderson – Absent
- Alfred Barrett – Absent
- Anne Plechner – Present
- Elaine Polachek – Present
- Katherine Reuter – Present
- Donald Schort – Present
- Joshua Elizondo – Present

**CBOC Support Staff Present**

- Kathryn E. Jeffery, Superintendent/President
- Chris Bonvenuto, Chief Director, Business Services
- Don Girard, Senior Director, Government Relations/Institutional Communications
- John Greenlee, Director of Facilities Finance
- Olinka Rodriguez, Citizens’ Bond Oversight Committee Coordinator
- Charlie Yen, Director of Facilities Planning

3.        **APPROVAL OF MINUTES OF CBOC MEETING, OCTOBER 19, 2022**

Motion was made by Katherine Reuter and seconded by Anne Plechner to approve the minutes of the Citizens’ Bond Oversight Committee meeting held on October 19, 2022. *Minutes were approved.*

4.        **CONFLICT OF INTEREST FORM**

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

5.        **INFORMATION – PASSAGE OF A NEW BOND ELECTION – MEASURE SMC**

Ann La Morena Rohlin, Partner at Norton Rose Fulbright, gave a presentation on the duties/roles of the District, Superintendent/President, and members of the CBOC. Information was presented regarding General Obligation Bond Election, Proposition 39, Bond Issuance Limitations, and the Next Steps for the District regarding Measure SMC \$375 million Bond.

6.        **FINANCIAL AND PERFORMANCE AUDIT REPORTS 2021-2022**

Alicia Herrera, Auditor with Eide Bailly, gave summary of financials and assets for each bond. The audit reports are unmodified, which is the highest opinion the auditors can give. The audit reports contain no audit findings and did not identify any deficiencies in internal control. The District expended General Obligation Bond Funds (Measure S, Measure AA and Measure V) only for specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(c) of the California Constitution.

7. **REPORTS and DISCUSSION**

Bond Projects Website

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

**A. Bond Construction Projects**

- Malibu Campus: The project is close to completion, and the Ribbon Cutting Ceremony will take place in April 2023. The estimated completion date is February 13, 2023.
- The Math/Science Project: A video was shown of the bird’s eye view of the progress on the building. Photographs were shown of the cement going into the staircase, glass panels installed, connecting bridge and mechanical equipment on the roof. The estimated completion date for this project is July 2024.
- Art Complex has completed State Review and the District is preparing for the bidding process. Project commenced December 2019. The estimated completion date for this project is January 2025.

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

The SMC Bond Capital Construction Budget Summary as of December 31, 2022 reports the following:

Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Measure V Budget:	\$345,000,000
Interest:	\$30,128,991
Other Funding Received:	\$54,694,164
Other Funding Pending:	<u>\$48,013,379</u>
Total Budget:	\$1,076,336,534
Estimate at Completion:	\$1,077,153,966
Bond Funds Remaining:	\$ 200,817,510

- Measure AA: Total Measure AA Expenditures as of December 31, 2022 were \$291,134,183; total remaining funds are \$3,861,646.
- Measure V: Total Measure V Expenditures as of December 31, 2022 were \$148,044,134; total remaining funds are \$196,955,866.
- The Bond Sales/Expense Report  
Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of December 31, 2022.

Total Bond Program:	\$640,000,000
Total Bonds Issued:	\$639,995,829
Total Expenses:	\$439,178,317
Total Available Remaining:	\$200,817,512
Total Unsold Bond:	\$ 4,171

**C. SMC Bond Program – Contractor List as of December 31, 2022**

**D. Contractors List as of December 31, 2022**

8. **SCHEDULE OF MEETINGS, 2022-2023**

Wednesdays at 12:00 p.m.

January 25, 2023

April 19, 2023

July 19, 2023

October 18, 2023

9. **ADJOURNMENT** – 1:03 p.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, April 19, 2023 (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	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 7, 2023

**XIII. BOARD COMMENTS**

**XIV. ADJOURNMENT**

The meeting will be adjourned in memory of **Larry Rosenzweig**, the longtime attorney for the Santa Monica College Faculty Association.

A Special Meeting/Board of Trustees Study Session will be held on Tuesday, March 21, 2023 in the SMC Board Room (Business Building Room), 1900 Pico Boulevard, Santa Monica at 5 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, April 4, 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.