



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, MAY 2, 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

5:30 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) 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) 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*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 2, 2023

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, May 2, 2023 in Business Building Room 117 (Board Room), 1900 Pico Boulevard, Santa Monica. Members of the public attending in person will be seated in Business Building Room 111. The meeting will also be conducted via Zoom Webinar to allow for remote participation.

5:30 p.m.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
 Barry Snell, Chair
 Dr. Margaret Quiñones-Perez, Vice-Chair
 Dr. Susan Aminoff
 Dr. Nancy Greenstein
 Dr. Tom Peters
 Rob Rader
 Dr. Sion Roy
 Catalina Fuentes Aguirre, Student Trustee

The public may join the meeting via Zoom Webinar with the following information:

Please click the link below to join the webinar:

<https://cccconfer.zoom.us/j/96490163563?pwd=NIJjM0MzTU5RaWtjSnphakVJTjOdz09>

Passcode: 887636

Or iPhone one-tap :

US: +16699006833,,96490163563#,,,,*887636# or +13462487799,,96490163563#,,,,*887636#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or

+1 301 715 8592 or +1 312 626 6799

Webinar ID: 964 9016 3563

Passcode: 887636

In the event participation in the Board of Trustees meeting reaches Zoom Webinar capacity, the meeting will be streamed live on the SMC Youtube channel

at: <https://www.youtube.com/user/4SantaMonicaCollege/videos>

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organizations: SMC Faculty Association
 CSEA Chapter 36
 SMC Police Officers Association
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)
- CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION (Government Code Section 54956.9)
 Johnson v. Santa Monica Community College District, Los Angeles Superior Court, Case No. 19STCV29112

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

- Enrollment Update
- National Council of Marketing & Public Relations (NCMPR), The Paragon Awards
- SMC Malibu Campus Ribbon-Cutting Ceremony

Recognition and Acknowledgement

Catalina Fuentes Aguirre, Student Trustee, 2022-2023

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: Outreach, Onboarding and Student Engagement Activities and Impact

Presenters: Jose Hernandez, Associate Dean, Outreach, Onboarding and Student Engagement
Dr. Kiersten Elliot, Dean, Community and Academic Relations

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

#1 Approval of Minutes: April 4, 2023 (Regular Meeting) 7

#2 Resolution: Adopt Findings Pursuant to Government Code Section 54953 7

Academic Affairs

#3	New Courses and Degrees, Spring 2023	8
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Contracts and Consultants

#4-A	Approval of Contracts and Consultants	9
#4-B	Ratification of Contracts and Consultants	10

Human Resources

#5	Resolution Fixing the Employer's Contribution Under the Public Employees Medical and Hospital Care Act	13
#6	Academic Personnel	14
#7	Classified Personnel – Regular	15
#8	Classified Personnel – Limited Duration	17
#9	Classified Personnel – Non Merit	18

Facilities and Fiscal

#10	Facilities	19
#11	Acceptance of Grants and Budget Augmentation	22
#12	Budget Transfers	25
#13	Payroll Warrant Register	27
#14	Commercial Warrant Register	27
#15	Auxiliary Payments and Purchase Orders	27
#16	Providers for Community and Contract Education	28
#17	Purchasing	28

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	Classified School Employees Week	29
#19	Information: Student Housing Grant Study Session and Discussion	30
#20	Contract with Volz Company LLC for Integrated SB269 and Non-SB169 Student Housing Analysis' Concept and Implementation Plan in Coordination with State Grant; and Developer Selection Services	31
#21	Receipt of Personnel Commission 2023-2024 Proposed Budget	33
#22	2022-2023 Quarterly Budget Report and 311Q	35
#23	Adoption of Education Protection Account (EPA) Funding and Expenditures	36
#24	Salary Schedule Adjustments for Academic Administrators and Classified Managers, and Additional Holiday for Administrators, Classified Managers and Confidential Employees	37
#25	Annual Authorization of Privileges for Student Trustee	39
#26	Process to Appoint Members of the Citizens' Bond Oversight Committee	40

XIII. BOARD COMMENTS AND REQUESTS

XIV. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, June 6, 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	May 2, 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:

[April 4, 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	May 2 2023

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 3 NEW COURSES AND DEGREES, SPRING 2023

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

Approved by: Jason Beardsley, Interim Vice-President, Academic Affairs

New Courses

ART 906 Print Shop Tools

This course will be an introduction to the use of Digital Tools commonly found in a print shop that are used for art and industry including: Vinyl Printer, Large format printing and mounting, and heat transfer printing. Students will utilize existing files and format them to print on a variety of materials including vinyl, paper and fabric. This course is for those who have designs and ideas and want to learn how to use print shop tools to implement them and those who want to work in this growing area of custom consumer products.

ART 910 Introduction to Digital Fabric Tools

This course will be an introduction to the use of fabric printing and embroidery for art and industry. Students will utilize existing files and format them to print and/embroider on a variety of materials including fabric and canvas. This course is for those who have designs and ideas and want to learn how to use a fabric printer and embroidery machine to implement them and those who want to work in this growing area of custom consumer products.

BIOL 30 Fundamentals of Biotechnology 1

This course will introduce students to the broad spectrum of the biotechnology field and workforce, with content that will be accessible and appropriate to students and professionals from diverse disciplines. This course is designed to prepare students to enter the growing biotechnology workforce or to transfer. Students that complete this course will be eligible to take the Los Angeles Regional Bioscience/Biotechnology Industry-Valued Credential. Topics explored in this course include basic molecular and cellular biology, introductory genetics, biomanufacturing, microbiology, agriculture & bioremediation, chemistry, environmental health & safety, quality assurance & regulation, business, ethics, and biotechnology company structure. These concepts are explored by means of class discussions and projects, reading assignments, and lab activities. The course is intended as preparation for the intermediate and advanced biotechnology skills and methods courses as well as internships. By the end of the course, students should be able to describe the general structure and operating practices for a biotechnology company, demonstrate knowledge of fundamental biotechnology concepts in a molecular biology context, and express understanding of biotechnology applications and ethical practices.

Distance Education

ART 906 Print Shop Tools

ART 910 Introduction to Digital Fabric Tools

BIOL 30 Fundamentals of Biotechnology 1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2 2023

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

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

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	Kennedy & Co.	2023-2024 \$145,000	The consultant will provide the District with education master plan preparation services. The intent of the educational master plan is to assess the external and internal environment at SMC and provide recommendations on instructional and support programs that will meet the changing needs of the community. The educational master planning process will commence in Fall 2023 and the final Educational Master Plan is expected to be issued prior to the start of the 2024-2025 academic year.	Unrestricted General Fund
<p><i>Submitted by: Jason Beardsley, Vice-President, Academic Affairs</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i></p>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 2, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ NEW CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
1	Terra Dotta LLC	June 1, 2023 – May 30, 2024 Year 1: One- time implementation fee \$25,000 Year 2: June 1, 2024 – May 30, 2025 \$20,000 Year 3: June 1, 2025 – May 30, 2026 \$20,954.39 Year 4: June 1, 2026 – May 30, 2027 \$22,097.36 Total: \$88,051.75	Cloud-based solutions for Travel Registry, AlertTraveler, Study Abroad, Agreements Management and International Student and Scholars Software	Unrestricted General Fund
<i>Requested by: Denise Kinsella, Associate Dean, and Pressian Nicolov, Dean, International. Education</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				
2	Roya Hakakian	April 25, 2023 \$3,000	Speaker for Women's Movement in Iran event.	Unrestricted General Fund
<i>Requested by: Denise Kinsella, Associate Dean, International. Education</i> <i>Approved by: Chris Bonvenuto, Vice President, Business and Administration</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-B RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
3 Lavin Agency	May 18, 2023 – May 19, 2023 \$45,000	Consultant to provide keynote address about <i>The Sum of Us</i> and follow-up engagement and discussion with invited community members.	Unrestricted General Fund
<i>Requested by: Richard Tahvildaran, Co-Director, Public Policy Institute</i>			
<i>Approved by: Chris Bonvenuto, Vice President, Business and Administration</i>			

Provider/Contract	Term/Amount	Service	Funding Source
4 Blue Star Media	April 12, 2023 – June 3, 2023 \$10,756	Videography Services for Equal Employment Opportunity (EEO) and Diversity Equity Inclusion and Accessibility (DEIA)	Restricted General Fund-One-Time EEO Best Practices Grant
5 Total Recall Captioning, Inc.	March 28, 2023 - June 30, 2023 Not to exceed \$3,000	Captioning Services for the HR Department for Deaf and Hard of Hearing Faculty and Staff as-needed	Unrestricted General Fund
6 Dr. Paul Lane	March 28, 2023 - June 30, 2023 Not to exceed \$3,500	Dr. Paul Lane, Psychological Fitness for Duty Exams as-needed	Unrestricted General Fund
7 Karen Gunn	March 20, 2023 – May 31, 2023 \$6,500	Consultant to prepare, create, and conduct professional development workshops on Emotional Intelligence for the Management 101 series.	Restricted General Fund-Classified Professional Development Grant
<u>#4, #5, #6, and #7</u>			
<i>Requested by: Diana Pennington, Administrative Assistant III-Confidential</i>			
<i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS**

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

	Provider/Contract	Term/Amount	Service	Funding Source
8	Instructure, Inc.	Year 1: July 1, 2023 – June 30, 2024 \$19,161.62 Year 2: July 1, 2024 – June 30, 2025 \$19,663.24 Year 3: July 1, 2025 – June 30, 2026 \$ 20,402.26 Total \$59,227.12	Canvas Phone Support Software Renewal OEI Individual School Phone 24x7 Support for Students and Faculty	Unrestricted General Fund
<i>Requested by: Tammara Whitaker, Associate Dean, Online Services and Support</i> <i>Approved by: Jason Beardsley, Vice President, Academic Affairs</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 2, 2023
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES MEDICAL AND HOSPITAL CARE ACT

Requested Action: Adoption

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

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

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, (2) SANTA MONICA COLLEGE, hereinafter referred to as Special District is a contracting agency under the Act for participation by members of the Board of Trustees now, therefore be it

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of \$1,300.44 per month, plus administrative fees and Contingency Reserve Fund Assessments.

Comment: This is recommendation is presented annually to the Board for approval. The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA and the SMC Faculty Association, the SMC Police Officers Association and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 ACADEMIC PERSONNEL

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

SABBATICALS, FALL 2023 AND SPRING 2024

Fall 2023

Luis Andrade, Communication Studies
Stephanie Amerian, History
Catherine Miller, Early Childhood Education
Lee Pritchard, English
Brian Rajski, English

Spring 2024

Timothy Dong, Physical Science
Josh Kanin, Film Studies
Angie Misaghi, English

ABOLISH

Project Manager, Veterans Success Center - 50%

EFFECTIVE DATE

05/03/2023

ESTABLISH

Project Manager, Nextup
Project Manager, Veterans Success Center – 100%

05/03/2023
05/03/2023

ELECTIONS

NEW FULL-TIME FACULTY

Johnson, Destiny, Full-time Tenure Track Counselor, Career Services	08/28/2023
Martinez, Esmerelda, Full-time Tenure Track Counselor, Career Services	08/28/2023
Lai, I-Shen, Full-time Tenure Track Instructor, Mathematics	08/28/2023

LONG-TERM SUBSTITUTE

Poy, Teresa, Full-time Faculty, Health Sciences	08/28/2023- 12/17/2023
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ADJUNCT FACULTY

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

SEPARATIONS

RESIGNATION

Thomas, Jamie, FT/Tenure Track Instructor, Modern Languages	06/30/2023
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RETIREMENT

Throckmorton, Elena, Full-time Faculty, DSPS (17 years of service)	06/29/2023
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 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>ESTABLISH NEW CLASSIFICATION</u>	<u>EFFECTIVE DATE</u>
Events Scheduling Specialist Classified Employee Salary Schedule, Range 31	05/02/2023

<u>CLASSIFICATION RETITLE</u>	<u>EFFECTIVE DATE</u>
From: Instructional Designer To: Instructional and Universal Designer	05/02/2023

<u>ABOLISH POSITION</u>	<u>EFFECTIVE DATE</u>
Student Services Clerk (3 positions) Admissions & Records, 12 months, 40 hours	05/02/2023
Transportation Operations Coordinator (1 position) Transportation, 12 months, 40 hours	05/02/2023

<u>ESTABLISH POSITION</u>	<u>EFFECTIVE DATE</u>
Library Assistant (1 position) Library, 12 months, 40 hours, Variable Hours	05/02/2023
Veterans Resource Specialist (1 position) Veterans Success Center, 12 months, 40 hours	05/02/2023
Student Services Assistant (3 positions) Admissions & Records, 12 months, 40 hours	05/02/2023
Transportation Operations Coordinator (1 position) Transportation, 12 months, 40 hours, Varied Hours	05/02/2023

ELECTIONS

<u>PROMOTION</u>	<u>EFFECTIVE DATE</u>
Davis-Ludlow, Eloisa From: Student Services Clerk, Outreach & Recruitment, 12 months, 20 hours To: Student Services Assistant, Admissions & Records, 12 months, 40 hours	05/16/2023

<u>PROBATIONARY</u>	<u>EFFECTIVE DATE</u>
Morrow, Kristi, Academic Records Evaluator, Adm & Records	05/16/2023

PROBATIONARY/ADVANCE STEP PLACEMENT

Belay, Johanna, Student Services Assistant, Adm & Records (Step C)	05/16/2023
De Los Santos, Marco, Skilled Maintenance Worker II, Maintenance (Step C)	05/16/2023
Edwards VI, Andrew Jackson, Administrative Assistant II, Enrollment Dev. (Step C)	05/01/2023
Ellis, Deja, Mail Services Worker I, Mail Services, (Step C)	05/01/2023
Martinez, Sandra, Student Services Assistant, Adm & Records (Step C)	05/01/2023
Shibata, Georganne, Enrollment Services Specialist, Adm & Records (Step C)	04/17/2023
Villalobos-Delgado, Jaime F., Basic Needs Project Assist (Step C)	04/17/2023
Wise, Dana, Administrative Assistant I, Art (Step C)	05/01/2023
Mock, Hannah, Administrative Assistant II, Community & Academic Rel (Step B)	04/17/2023*

*Correction to advance step placement approved on April 4, 2023

VOLUNTARY TRANSFER

Vargas, Alexandra	03/16/2023
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From: Health Assistant*, Health Services, 50%
From: Student Services Clerk, Scholars, 50%
To: Student Services Clerk, Scholars, 100%
*Y-rated position

POA EDUCATIONAL PAY DIFFERENTIAL

Gordon, Sean, CC Police Officer	Advanced POST Cert.	5.00%	05/01/2023
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WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Gallego, Luis	04/16/2023 to 06/30/2023
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From: Receiving, Stockroom and Delivery Worker
To: Mail Services Worker II (no change in salary)
Percentage: More than 50%

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

Kennard, Melvin	05/01/2023 to 06/30/2023
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From: Student Services Assistant
To: Veterans Resource Specialist (50%)
Percentage: Less than 50%

Rudolph, Robert	05/03/2023 to 06/30/2023
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From: Production Manager
To: Director of Facilities Programming
Percentage: Less than 50%

SEPARATION

LAST DAY OF PAID SERVICE

RETIREMENT

Louff, Judy K., Administrative Assistant I, Theatre Arts (41 years)	04/30/2023
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
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PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Barondeau, Shannon, Theatre Technical Specialist, SMC Performing Arts	05/08/2023-06/30/2023
Gasparich, Christina, Theatre Technical Specialist, SMC Performing Arts	04/11/2023-06/30/2023
Gulinelli, Jeni Chang, Instructional Assistant, DSPS	04/04/2023-06/30/2023
Inge, Sonja, Student Services Clerk, Risk Management	04/20/2023-06/30/2023
Ju, Vincent, Theatre Technical Specialist, SMC Performing Arts	04/18/2023-06/30/2023
Lainez, Rafael A., Student Services Clerk, Outreach, Recruitment & Student Engagement	05/01/2023-06/30/2023
Locke, Ghared, Custodia, Operations	
From:	01/03/2023-06/30/2023
To:	01/03/2023-03/31/2022
Mallinger, Matthew D., Accompanist-Dance, Dance	04/24/2023-06/30/2023
Marcopulos, Zoi, Student Services Clerk, Risk Management	
From:	04/18/2023-06/30/2023
To:	04/03/2023-04/28/2023
Marcopulos, Zoi, Student Services Assistant, DSPS	05/01/2023-06/30/2023
Miles, Erik, Records, Stockroom & Delivery Worker, Basic Needs Center	
From:	10/17/2022-06/30/2023
To:	10/17/2022-03/31/2023
Mori, Marika, Theatre Technical Specialist, SMC Performing Arts	04/01/2023-06/30/2023
Sellers, Summer M., Student Services Clerk, Risk Management	05/01/2023-06/30/2023
Vancura, Andrea, Theatre Technical Specialist, SMC Performing Arts	04/05/2023-06/30/2023

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.

Milano, David, Student Services Clerk, Admissions & Records	04/17/2023-06/30/2023
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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:	08/05/2022-02/09/2023
Austin, Harald, Student Services Clerk, Health Services	
From:	08/22/2022-06/30/2023
To:	08/22/2022-03/31/2023

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 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)	23
College Work-Study Student Assistant, \$15.96/hour (FWS)	21
College CalWorks, \$15.96/hour	2

SPECIAL SERVICE

Art Model, \$27.00/hour	1
Community Services Specialist I, \$35.00/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 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*

10-A AMENDMENT TO THE AGREEMENT WITH THE CITY OF SANTA MONICA FOR PROPERTY MANAGEMENT SERVICES AT 3400 AIRPORT AVENUE

Amend the agreement with the City of Santa Monica for property management services related to leasing, operations, and management of commercial space at 3400 Airport Avenue to include language that guarantees a minimum annual payment to the City of Santa Monica of \$65,000 for property management services.

Comment: The current property management agreement entered into in September 2022 provides the City with a “Leasing/Re-leasing Fee equal to the greater of one-month rent or 3% of the gross lease.” In March 2023, the District informed the City of Santa Monica to cease entering into additional leases pending a District decision on the construction of the tennis and pickleball court project, resulting in reduced revenue to the City under the contract. To maintain the current level of service, the City has requested this amendment to guarantee a minimum level of payment.

10-B CONTRACTOR SUBSTITUTION REQUEST – SMC STUDENT SERVICES CENTER (SSC) SHADE STRUCTURE PROJECT

Acceptance of The Nazerian Group, Subcontractor Substitution Request on the SMC SSC Shade Structure Project.

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
CABD Construction, Inc.	C A Buchen Corp.

Comment: The Nazerian Group, the General Contractor for the SMC SSC Shade Structure Project, has requested to substitute their listed subcontractor, CABD Construction, Inc. with C A Buchen Corp. to perform the structural steel portion of the project. Per the General Condition of the contract, the District’s consent to Contractor’s substitution of a listed subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 FACILITIES (continued)

10-C CONSULTANT SERVICES FOR SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 3 CONSTRUCTION AND FINAL PROJECT CLOSE-OUT

Enter into agreement with M6 Consulting, Inc. to provide construction oversight services for the SMC Malibu Center and Sheriff Substation Phase 3 project, and final project close-out with the County of Los Angeles and the City of Malibu for the amount not to exceed \$94,680 plus \$2,500 in reimbursable fee.

Funding Source: Measure V

Comment: M6 Consulting, Inc. will assist the District with overseeing the construction of the Malibu Center and Sheriff Substation Phase 3 project, which includes obtaining permits from various governmental agencies, connecting the reclaimed water service to the City of Malibu, providing utilities connections to the City of Malibu Labor Exchange permanent location, reworking the accessible parking spaces, re-slurring and re-striping the parking lot, installing additional barrier at top of terrace wall for the Sheriff, and installing additional safety guardrails at second floor lecture room. M6 Consulting, Inc. will also be responsible for the final project close-out with the County of Los Angeles and the City of Malibu.

10-D CHANGE ORDER NO. 2 – SMC MATH AND SCIENCE REPLACEMENT PROJECT PHASE 2

Change Order No. 2 – Icon West, Inc., on the SMC Math and Science Replacement Project in the amount of \$429,109.

Original Contract Amount	\$ 85,997,000
Change Order No. 1	\$ 286,902
Change Order No. 2	<u>\$ 429,109</u>
Revised Contract Amount	\$ 86,713,011

Total Change Orders represents 0.8% of the original contract.

Funding Source: Measure V

Comment: Change Order No. 2 includes adding HyFlex equipment to 14 classrooms, video conferencing cameras in two conference rooms, and four digital signage monitors at the new Math and Science Building per SMC request.

10-E AMENDMENT TO THE LEASE AGREEMENT FOR PROPERTY LOCATED AT 2800 AIRPORT AVENUE, SANTA MONICA

Amendment to the 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 lab activities (Ceramics) to include an additional 75 square feet of space for use as a network/server room at a cost of \$319 per month.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 **FACILITIES** *(continued)*

10-F PROJECT CLOSE OUT – IT DATA CENTER UPGRADE PROJECT

Subject to completion of punch list items by THE DRALA PROJECT, INC (dba Re-Design Group), authorize the District Representative without further action of the Board of Trustees, to accept the project described as IT DATA CENTER UPGRADE PROJECT as being complete. Upon completion of punch list items by THE DRALA PROJECT, INC., the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

Comment: This \$1.2 million project included the upgrade and refresh of numerous data servers throughout the campus. This was jointly funded from Facilities Fund 40.0 and State Scheduled Maintenance 2021-22.

10-G POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$151,476
For the Period: July 1, 2022 – December 31, 2022 (6 months)
Funding Source: Facilities Fund 40.0
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the District uses the pool compared to the total hours of pool use by all parties. Compared to the same 6-month period in 2021, the charges increased from \$115,053 to \$151,476. Estimated total annual payment for 2022-23 will be approximately \$300,000 as opposed to the 2021-22 final total annual cost of \$262,321.

10-H AGREEMENT FOR ARCHITECT & ENGINEERING SERVICES WITH SVA ARCHITECTS

Architect and engineering services with SVA Architects for plans and specifications for the Bodega conversion in SMC Cafeteria.
Contract amount: \$75,000
Funding Source: Restricted General Fund, Basic Needs One Time Funding
Comment: Architect and engineering services to convert existing kitchen and serving area in the cafeteria building to a Basic Needs Center entitled Bodega Marketplace that incorporates a “Life Skills” demonstration area.

-I INDOOR AIR QUALITY INVESTIGATION WITH CITADEL ENVIRONMENTAL SERVICES

Contract with Citadel Environmental Services to provide indoor air quality investigation in the ESL Building at Main Campus.
Contract Amount: \$11,140
Funding Source: Unrestricted General Fund
Comment: Indoor air quality investigation in the ESL Building

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11-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: Childcare Access Means Parents in School (CCAMPIS)

Granting Agency: United States Department of Education

Augmentation Amount: \$84,001 (Amended Total: \$364,000)

Matching Funds: Not Applicable

Performance Period: October 1, 2022 to September 30, 2025

Summary: The Child Care Access Means Parents in School (CCAMPIS) program is a federal grant funded by the U.S. Department of Education to support student-parents. This program supports the participation of low-income student-parents in postsecondary education through the provision of campus-based child care services.

The Consolidated Appropriations Act of 2022 encouraged the Department of Education to provide supplemental grants from the CCAMPIS appropriation. To meet this directive, each CCAMPIS grantee received an across-the-board increase of 30% for FY22-23. The funding will support low-income families, traditionally single mothers from racial and ethnic groups who are underrepresented in postsecondary education, struggling to overcome the challenges of parenting, academic study, and maintaining the financial well-being of their family. The CCAMPIS program will work closely with Santa Monica College’s Early Childhood Education Department, which will offer professional development workshops to childcare staff as they pursue accreditation and address the needs of low-income student-parents.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8100	Federal	\$ 84,001
Expenditures		
1000	Academic Salaries	\$ 38,400
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 11,520
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7600	Student Aid	\$ 34,081
Total		\$ 84,001

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

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

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant:	COVID-19 Recovery Block Grant		
Granting Agency:	California Community College Chancellor’s Office		
Augmentation Amount:	\$14,190,775		
Matching Funds:	Not Applicable		
Performance Period:	September 1, 2022 with no end date for use of funds		
Summary:	<p>The 2022-2023 state budget provides for a one-time \$650 million block grant for districts to address issues related to the COVID-19 pandemic. The funds are intended to be used on activities that directly support community college students and mitigate learning losses related to the impacts of the COVID-19 pandemic.</p> <p>The District will prioritize the use of these one-time funds for purposes, including, but not limited to, professional development, technology infrastructure, developing open education resources and zero-textbook-cost degrees, and supporting the mental health and wellness needs of students and staff.</p>		
Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8600 State		\$14,190,775
	Expenditures		
	1000 Academic Salaries	\$	0
	2000 Non-Academic Salaries	\$	0
	3000 Employee Benefits	\$	0
	4000 Supplies & Materials	\$	0
	5000 Other Operating Expenditures	\$	14,190,775
	6000 Capital Outlay	\$	0
	7300 Other Outgo/Indirect	\$	0
	7900 Contingency Reserve	\$	0
	Total		\$14,190,775

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11-C ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Retention and Enrollment Outreach
 Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)
 Augmentation Amount: (\$27,363) (Amended Total: \$1,763,393)
 Matching Funds: Not Applicable
 Performance Period: July 1, 2022 to June 30, 2024
 Summary: The Retention and Enrollment fund is primarily used to engage former community college students that may have dropped off from college due to the pandemic, current students that may be hesitant to complete their education, and prospective students that may be hesitant to enroll in a community college due to the impacts of COVID-19.
 The award for Student Retention and Enrollment Outreach was decreased by \$27,363 due to a revision by the Chancellor’s Office.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	(\$ 27,363)
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	(\$ 27,363)
	6000 Capital Outlay	\$ 0
	7300 Other Outgo/Indirect (ACA)	\$ 0
	7600 Student Aid	\$ 0
	Total	(\$ 27,363)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: March 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	38,123
3000	Benefits	0
4000	Supplies	3,579
5000	Contract Services/Operating Exp	50,349
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-92,051
Net Total:		0

12-B FUND 01.3 – Restricted Fund

Period: March 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	3,926
2000	Classified/Student Salaries	44,982
3000	Benefits	17,996
4000	Supplies	-83,010
5000	Contract Services/Operating Exp	-4,431
6000	Sites/Buildings/Equipment	20,537
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 2, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 **BUDGET TRANSFERS** *vncdxsaZ*

12-C FUND 40.0 – Capital Projects Fund

Period: March 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	6,000
5000	Contract Services/Operating Exp	5,505
6000	Sites/Buildings/Equipment	-11,505
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

Period: March 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	142,696
6000	Sites/Buildings/Equipment	-142,696
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	May 2, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 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

March 2023 C1H – C2I \$13,757,214.33

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

RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

March 2023 880461 through 937107

ACH Numbers

March 2023 147503 through 158667

Total \$18,546.084.17

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

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

RECOMMENDATION NO. 15 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification

Requested by: Mitch Heskel, Dean, Educational Enterprise

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

Auxiliary Operations Payments and Purchase Orders

March 2023 Covered by check & voucher numbers: 032207-032548 & 03128-03163

Bookstore Fund Payments \$ 339,894.86

Other Auxiliary Fund Payments \$ 84,803.59

Trust and Fiduciary Fund Payments \$ 512,848.48

\$ 937,546.93

Purchase Orders issued

March 2023 \$31,456.53

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	ACTION
Santa Monica Community College District	May 2, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 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. 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.

March 2023 \$6,337,437.12

17-B REJECT ALL BIDS - CMD TV STUDIO ROSS VIDEO UPGRADE PROJECT

Reject of all bids to allow the Communications Department to update the specifications of the project.

Funding Source: Perkins

Comment: Three contractors attended the mandatory job walk and two bids were received. The bids were:

\$286,405.55	TV Pro Gear, Inc
\$292,886.97	KeyCode Media

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 2, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: **CLASSIFIED SCHOOL EMPLOYEES WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified School Employees Week, May 22-26, 2023.

WHEREAS, classified employees provide valuable services to the College and students of the Santa Monica Community College District; and

WHEREAS, classified employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students particularly during the current public health emergency; and

WHEREAS, classified employees employed by the Santa Monica Community College District strive for excellence in all areas relative to their workplace,

THEREFORE BE IT RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 22-26 2023 as Classified School Employees Week in the Santa Monica Community College District.

COMMENT: Events for Classified School Employees Week are being planned.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION May 2, 2023
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 19

SUBJECT: **STUDENT HOUSING GRANT STUDY SESSION AND DISCUSSION**

SUBMITTED BY: Superintendent/President

PRESENTATION: This third presentation and discussion will again be led by Ann Volz, President of Volz Company; Peter Mitsakos, Principal Architect, West Edge Architects; and Bobby Khushal, Director, ALMA Strategies. Volz Company is conducting the feasibility study for Santa Monica College on-campus student housing; West Edge Architects is providing the project level drawings to accompany the state student housing grant application; and ALMA Strategies is compiling and submitting the state student housing grant application on behalf of SMC.

Link to: [Student Housing Grant Updates – May 2, 2023](#)

1. Overview
2. Construction Cost Estimate
3. Next Steps

The discussion held at the Board Study Session on March 21, 2023 provided an overview (strategic objectives, planning process, student and stakeholder feedback, and the grant scoring rubric); an analysis of demand based on a student survey and the market; and concept development for both grant-funded student housing and additional capacity for future housing.

Link to: [Student Housing Grant Updates – March 21, 2023](#)

The discussion held at the Board meeting on April 4, 2023 provided detail regarding the total cost of ownership of a project of 280 beds consistent with SB 169 funding. Material covered included operating expenses, cash flow, and pre-opening expenses and offsets.

Link to: [Student Housing Grant Updates – April 4, 2023](#)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 2, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **CONTRACT WITH VOLZ COMPANY LLC FOR INTEGRATED SB169 AND NON-SB169 STUDENT HOUSING ANALYSIS; CONCEPT AND IMPLEMENTATION PLAN IN COORDINATION WITH STATE GRANT; AND DEVELOPER SELECTION SERVICES**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION It is recommended that the Board of Trustees authorize the Superintendent/President to enter into a contract with Volz Company LLC to conduct analysis to assist District decision-making with regard to non-SB169 on-campus student housing. Fees for phase one are \$30,000 for direct services from Volz and \$78,225 for pass-through services through Volz for West Edge Architects for a term of May through August 2023. Fees for phase two are \$97,000 for a term of September 2023 through February 2024. Total fees are \$205,225. Reimbursables are at cost and incurred at SMC approval.

DISCUSSION: At its February 7, 2023 meeting, the Board of Trustees ratified a contract with Volz Company LLC to conduct a feasibility study for affordable, low-cost on-campus student housing and to assist in submitting a construction grant application for state funding through the SB 169 program. The term of the \$58,000 contract is November 7, 2022 to June 30, 2023. This work produced an initial study.

Analysis of the Bundy Campus site revealed opportunities for additional student housing at the property beyond what could be funded by the SB 169 program. Also, student surveys and interviews show a demand for student housing greater than what is proposed to be funded by the SB 169 program.

Determining the parameters of the additional housing proposed for the site provides the District with greater financial security, integrated entitlement planning, integrated site planning, and a robust project to implement.

Phase one of the proposed study builds on the initial study. It will include a strategic objective identification session; stakeholder interviews and focus group sessions; a financial and cash flow assessment; risk assessment; project models, including self-funding, alternative funding including 501c arrangements or other subsidy situations, and private debt and equity; and project development analysis. Informed by the financial analysis, West Edge Architects will provide and conduct site development studies and presentations. The work products thus developed will be integrated into an implementation plan. Throughout the process, Volz will engage with the District and its Trustees, its shared governance bodies, DSA, CEQA, and outreach communities.

Phase two will focus on the important decision of selecting the most appropriate development partner should SMC proceed with a form of a public/private partnership delivery. Volz will work with the college to identify and evaluate the interest of potential partners; will design an RFQ; will evaluate RFQ responses and advise on short-listed firms to participate in an RFP; will develop an RFP; will evaluate and analyze RFP responses and provide recommendations on developer selection.

FUNDING SOURCE: 2022-2023 and 2023-2024 District Funds

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 2, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **RECEIPT OF PERSONNEL COMMISSION 2023-2024 PROPOSED BUDGET**

SUBMITTED BY: Santa Monica Community College District Personnel Commission

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2023-2024 proposed budget for the Santa Monica Community College District Personnel Commission. The Personnel Commission Budget will be discussed as part of the District’s regular budget process.

SUMMARY: In accordance with Merit Rule 2.4, the Director of the Personnel Commission shall prepare and submit to the Personnel Commission a proposed operating budget for the Commission for the next ensuing fiscal year. The budget shall be submitted for a first reading no later than the appropriate Commission meeting in April.

The Director of the Personnel Commission presented an initial draft of the proposed budget for a first reading at the Personnel Commission meeting on April 18, 2023. The Personnel Commission will hold a public hearing on its proposed budget on May 17, 2023, at which time it will fully consider all comments and suggestions that may be offered by District administration, the Board of Trustees, or other concerned persons or organizations.

The Personnel Commission’s budget for fiscal year 2023-2024 reflects the following adjustments against the prior year’s budget:

- 19% increase in total salary and benefits due to the following changes:
 - Negotiated and Board approved salary increases for CSEA represented staff
 - Mandatory increase in employee benefits
 - Increases in medical benefits for Personnel Commissioners as mandated by CalPERS
 - Mandatory step and column increases in salary
- 3.5% increase in Total Operating Expenses due to anticipated increases in software licensing:

Overall, the Personnel Commission is requesting an 18.5% increase to its budget for fiscal year 2023-2024.

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

PERSONNEL COMMISSION BUDGET 2023-24

Description	Object	2022-23	2023-24	Difference	% Change	Remarks
Administrative & Management	2110	\$ 464,868.00	\$ 449,061.00	\$ (15,807.00)	-3.4%	Step and Column/Change in FTE
Clerical	2120	\$ 570,899.00	\$ 747,510.00	\$ 176,611.00	30.9%	Negotiated Increases/Step and Column
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -		
Clerical Overtime	2324	2,000.00	2,000.00	\$ -		
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -		
Other Classified Hourly	2393	0.00	0.00	\$ -		
Benefits (Staff)	Various	\$ 526,981.00	\$ 668,498.00	\$ 141,517.00	26.9%	CalPERS-Mandated
Benefits (Commissioners)	Various	\$ 84,288.00	\$ 98,805.00	\$ 14,517.00	17%	CalPERS-Mandated
Total Salary & Benefits		\$ 1,667,761.00	\$ 1,984,599.00	\$ 316,838.00	19.0%	
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -		
Mileage	5210	150.00	150.00	\$ -		
Conf./Training/Staff Development	5220	6,200.00	6,200.00	\$ -		
Meeting Reimbursements	5241	-	-	\$ -		
Meals/Catering for Raters	5242	2,000.00	2,000.00	\$ -		
Dues & Memberships	5310	5,500.00	5,500.00	\$ -		
Repairs & Equipment Maintenance	5650	400.00	400.00	\$ -		
Legal	5730	15,000.00	15,000.00	\$ -		
Off Campus Printing	5820	-	-	\$ -		
Advertising	5830	6,500.00	6,500.00	\$ -		
Software Licensing	5840	16,400.00	18,400.00	\$ 2,000.00		Increase NeoGov software license
Postage	5850	-	-	\$ -		
Other Contract Services	5890	-	-	\$ -		
Total Operating Expenses		\$ 56,546.00	\$ 58,546.00	\$ 2,000.00	3.5%	
Total Budget		\$ 1,724,307.00	\$ 2,043,145.00	\$ 318,838.00	18.5%	

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 2, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

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

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: Acknowledge receipt of the 2022-2023 Quarterly Budget Report, as of March 31, 2023.
Link to: [2022-2023 Quarterly Budget Report](#)

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: ADOPTION OF EDUCATION PROTECTION ACCOUNT (EPA - PROP 55, AN EXTENSION OF PROP 30) EXPENDITURE PLAN

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the plan to expend the 2022-2023 Education Protection Account (EPA) funds of \$29,729,102 on instructional salaries.

SUMMARY: Proposition 55, The California Children’s Education and Health Care Protection Act of 2016, which was an extension of Proposition 30, temporarily raises the income tax rate for upper-income-earners (over \$250,000 for single filers, over \$500,000 for joint filers, and over \$340,000 for heads of households) through 2030-2031 to fund the State’s Educational Protection Account which provides funding for local school districts and community colleges.

Under Proposition 55, Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in an open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided by the EPA have been properly disbursed and expended as required by law.

This recommendation is submitted to comply with Proposition 55 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA that SMCCD will receive for 2022-2023 as of P1, is \$30,015,298. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2021-2022 decreased from the P2 amount of \$40,927,381 to \$40,641,185 or a decrease of <\$286,196>. The entire amount for 2022-2023 less the decrease in 2021-2022 funding will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations and will be offset by a decrease in apportionment funding received by the State.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 2, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT: **SALARY SCHEDULE ADJUSTMENTS FOR ACADEMIC ADMINISTRATORS AND CLASSIFIED MANAGERS, AND ADDITIONAL HOLIDAY FOR ADMINISTRATORS, CLASSIFIED MANAGERS AND CONFIDENTIAL EMPLOYEES**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following salary adjustments for academic administrators and classified managers:

- For academic year 2022-2023, all salary schedules shall be increased 7.0%.
- For academic year 2023-2024, all salary schedules shall be increased by 75% of COLA.
- For academic year 2024-2025, all salary schedules shall be increased by 75% of COLA.

Academic Administrators shall receive the same longevity provided to the faculty (categorized as “special compensation” for CalSTRS retirement reporting purposes) upon attaining 16 years, 21 years, and 26 years of service to Santa Monica College.

Academic Administrators and Classified Managers will receive a one-time payment/bonus of \$3,000.

In addition, it is the recommended that Cesar Chavez Day be observed as a holiday for academic administrators, classified managers and classified confidential employees, effective 2023-2024 fiscal year.

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

**Estimated Cost Impact of Academic Administrators, Classified Administrators and Classified Managers
2022-23 (7.0%), 2023-24 (75% of COLA), 2024-25 (75% of COLA) Plus Longevity Increase and \$3,000 One-time
Pay**

	2022-23	2023-24	2024-25
Salary Increase	1,125,822	1,061,898	497,249
Longevity Increase - Academic Managers	34,443	66,836	87,820
One-time Pay - \$3,000	309,000	-	-
Total Salary Increase	1,469,265	1,128,734	585,069
Retirement	271,064	275,533	145,912
OASDI	64,110	47,045	23,534
Medicare	21,305	16,366	8,485
SUI	7,347	2,257	1,170
Workers' Compensation	29,220	22,448	11,636
Total Projected Cost	1,862,311	1,492,383	775,806
2022-2023	1,862,311	1,525,931	1,525,931
2023-2024	-	1,492,383	1,492,383
2024-2025	-	-	775,806
Total Three Year Cost	1,862,311	3,018,314	3,794,120
			8,674,745

**Projected increase: 23-24 = 6.098%; 24-25 = 2.655%*

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 2, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

SUBJECT: **ANNUAL AUTHORIZATION OF PRIVILEGES FOR THE STUDENT TRUSTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy 2015 and Education Code Section 72023.5.

1. The student trustee may make and second motions.
2. The Student Trustee is entitled to an advisory vote which shall be cast before the rest of the Board of Trustees and be recorded as such in the official minutes. The vote shall not be included in determining the vote required to carry any measure before the Board.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy. The term of compensation for the student trustee shall run from June through May.

SUMMARY: Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15th for the succeeding year.

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy 2015.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 2, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26

SUBJECT: **PROCESS TO APPOINT MEMBERS OF THE CITIZENS’ BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees commence the application process to possibly appoint additional members to serve on the Citizens’ Bond Oversight Committee.

SUMMARY: The Government Code and Education Code require that the Citizens’ Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees, with at least:

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

Following is the status of Citizens’ Bond Oversight Committee membership:

Member with continuing term through June 30, 2024	Alfred Barrett, Senior Citizens’ Organization
Members with term expiring June 30, 2023 who are eligible to apply for reappointment	Patrick Acosta, Local Business/Community Heather Anderson, Local Community/Malibu Elizabeth Greenwood, Local Business Anne Plechner, Local Community/Malibu Elaine Polachek, Business Community, District Support Katherine Reuter, Local Community/Senior Citizens’ Organization Donald Schort, Local Business/Community Bruce Sultan, Local Business/Community
Members with terms expiring June 30, 2022 who are not eligible for reappointment (served three terms)	None
Associated Students Representative term expires June 30, 2022	A new representative will be appointed for 2023-2024.

The Committee meets quarterly (July, October, January and April) and reviews quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses; (c) bond proceeds are maximized. Members of the Citizens' Bond Oversight Committee shall serve for no more than three consecutive terms (Education Code Section 15282.)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES

NOES:

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT May 2, 2023
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XIII. BOARD COMMENTS

XIV. ADJOURNMENT

The meeting will be adjourned in memory of **Roger E. Goodman**, husband of Monika White, retired President and Chief Executive Officer of the Center for Healthy Aging in Santa Monica, and long-time member of the Santa Monica College Associates Board of Directors; and **Stan Thomas**, father of Adrian Thomas, Lead Theatre Technician.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, June 6, 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.