



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JULY 11, 2023

The complete agenda may be accessed on the
Santa Monica College website:

<https://www.smc.edu/administration/governance/board-of-trustees/meetings.php>

This meeting of the Board of Trustees will be held in-person in the Board Room (Business Building Room 117) and via Zoom Webinar to allow for remote participation.

In-person attendees will be seated in Business Building Room 111.

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

<https://smc-edu.zoom.us/j/96490163563?pwd=NIJlM0MzTU5RaWtjSnphakVJVtJlOdz09>

Passcode: 887636

5 p.m. Public Meeting Convenes

Board Adjourns to Closed Session

5:15 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 4:45 p.m. for the regular session starting at 5:15 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 4:45 p.m. for the regular session starting at 5:15 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	July 11, 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, July 11, 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 p.m.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
 Barry Snell, Chair
 Dr. Margaret Quiñones-Perez, Vice-Chair
 Dr. Susan Aminoff
 Dr. Nancy Greenstein
 Dr. Tom Peters
 Rob Rader
 Dr. Sion Roy
 Alyssa Arreola, 2023-2024 Student Trustee

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

Please click the link below to join the webinar:

<https://smc-edu.zoom.us/j/96490163563?pwd=NIJjM0MzTU5RaWtjSnphakVjVTJOdz09>

Passcode: 887636

Or iPhone one-tap :

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

Or Telephone:

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

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

+1 301 715 8592 or +1 312 626 6799

Webinar ID: 964 9016 3563

Passcode: 887636

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

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

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

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

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

- Budget Update
- Enrollment Report
- Graduation and Celebrate America

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: Basic Needs

Presenters: Dr. Susan Fila, Interim Dean of Health and Wellness
Sharlyne Massillon, Project Manager for Basic Needs
Matthew Williamson, Case Management Coordinator
Jaime Villalobos, Basic Needs Project Assistant
Thaddeus Phillips, Basic Needs Counselor
Cecilia Jeong, Incoming Associated Students President

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: June 6, 2023 (Regular Meeting) 7

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

Contracts and Consultants

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Academic Affairs

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#9 Classified Personnel – Non Merit 23
#10 Adjustment to Minimum Wage 24

Facilities and Fiscal

#11 Facilities 24
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#14 Payroll Warrant Register 32
#15 Reissue Payroll Warrants 32
#16 Commercial Warrant Register 32
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#20 Organizational Memberships 34
#21 Providers for Community and Contract Education 34
#22 Purchasing 35

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**

#23 Resolution of the Governing Board Approving Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority for Fiscal Years Ending June 30 in Each of the Years 2023, 2024 and 2025, and Authorizing Execution and Delivery of Related Documents and Actions 36
#24 Second Reading and Approval, Board Policies 3410 and 3540 38
#25 First Reading, Board Policy Chapter 6, Business & Fiscal – BP 6340, Bids and Contracts 41

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, August 1, 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	July 11, 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-#22.

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:

[June 6, 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	July 11, 2023

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	CCC TechConnect	2023-2024 Year one of a five-year commitment Not to exceed \$3,100 per year with an expected 5 percent increase each year during the five-year period.	This contract is the renewal of SMC’s Zoom Webinar license to allow the college to conduct hybrid meetings of the Board of Trustees and other college-wide forums.	District Auxiliary Fund
<i>Requested by: Chris Bonvenuto, Vice-President, Business and Administration</i>				
<i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				
2	Scott Andrews	May 17 – August 30, 2023 Not to exceed \$1,500	Consultant for Native American Studies	Restricted General Fund, Student Equity Achievement Program (2022-2023)
<i>Requested by: Sasha King, Interim Dean, Academic Affairs</i>				
<i>Approved by: Jason Beardsley, Interim Vice President, Academic Affairs</i>				
3	African Soul International	June 9, 2023 Not to exceed \$3,000	African Drumming for the first Black Graduation Celebration	Restricted General Fund, Student Equity Achievement Program
<i>Requested by: Jermaine Junius, President of Pan African Alliance Board</i>				
<i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION July 11, 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
4 New Leaf California LLC	March 16 – September 30, 2023 Not to Exceed \$47,930	Three-month extension and increase for additional services with consultant to assist with revamping the existing employee onboarding program(s), including but not limited to completing a needs analysis, gathering and sharing information, amending/creating curriculum as necessary. Contract originally approved April 2023 for \$41,420.	Restricted Fund – EEO Best Practices
Requested by: <i>Cyrus Fernandez, HR Professional Development Coordinator</i> Approved by: <i>Sherri Lee-Lewis, Vice President, Human Resources</i>			

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract	Term/Amount	Service	Funding Source
5 NeoGov	2023-2024 Previously approved in the amount of \$30,000. Additional amount: \$5,000, for a new total amount not to exceed \$35,000	Upgraded software of fully hosted basis to automate the acceptance and processing of academic employment applications; will allow tracking of faculty and academic administrator recruitment, facilitate real time reporting to assist in attaining EEO and diversity goals.	2023-2024 District Funds/Human Resources
6 Watermark	2023-2024 Previously approved in the amount of \$45,000. Additional amount: \$6,000 for a new total amount not to exceed \$51,000	Student evaluation software	2023-2024 District Funds/Human Resources
Requested by: <i>Tre'Shawn Hall-Baker, Dean, Human Resources</i> Approved by: <i>Sherri Lee-Lewis, Vice-President, Human Resources</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 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

BIOL 31 Fundamentals of Biotechnology 2: From Genes to Proteins

This course will introduce students to fundamental molecular and protein chemistry techniques that are essential to the biotechnology field and workforce. This course is designed to prepare students to enter the growing biotechnology workforce or to transfer. Students that complete this course will be prepared for the biotechnology internship course and to take the Los Angeles Regional Bioscience/Biotechnology Industry-Valued Credential or equivalent exams. Topics explored in this course include maintaining an industry standard notebook, following and writing SOPs, and utilizing a digital quality management software; lab safety regulations, aseptic technique, and quality control protocols; preparing and sterilizing solutions, reagents, and experimental materials; usage and maintenance of state-of-the-art laboratory equipment; bioinformatics; and amplifying, extracting, purifying, and analyzing polynucleotides and proteins. These concepts are explored by means of class discussions and projects, reading assignments, and lab activities. The course is intended as preparation for the advanced biotechnology skills and methods courses as well as internships. By the end of the course, students should be able to demonstrate competency in following and editing SOPs, explain fundamental molecular and protein chemistry methods, and apply their training to use and maintain laboratory equipment.

BIOL 32 Cell Culture Methods & Techniques

This course will build upon students' knowledge of cell and molecular biology by introducing students to techniques and methods that are critical for culturing, studying, and genetically manipulating eukaryotic cells. 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 exam. Topics explored in this course include eukaryotic gene expression patterns and signal transduction pathways; biomanufacturing principles for eukaryotic cells; proper culturing and handling of eukaryotic cells; application of cell biology tools to manipulate and edit genes in eukaryotic cells; 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 internships or transfer into biomanufacturing bachelor programs. By the end of the course, students should be able to describe and demonstrate aseptic technique; culture, maintain, and prepare eukaryotic cells for long-term storage; describe and perform cell specific assays; explain the layout and use required equipment to culture cells; and demonstrate knowledge of biotechnology applications and ethical practices.

BIOL 33 Immunoassay Methods

This techniques-focused course will provide knowledge and skills in the use of antibody-related reagents and antibody-based assays as a tool in biotechnology, biomedical research, or clinical laboratories. It focuses on the specific properties of antibody reagents for the identification and quantification of various biological or environmental molecules. Students learn basic immunology, the theoretical basis of antigen-antibody reactions, micropipetting techniques, and how to design, perform, analyze, and troubleshoot modern immunoassay-related techniques. The course will prepare students for work-ready skills in a bioscience research and biotechnology industry career.

BIOL 34A Scientific Communication for Regulated Environments

This course will provide students with an opportunity to build upon the technical communication and experimental design skills ascertained in prerequisite courses as well as provide students with interview preparation techniques. This course is designed to prepare students to enter the growing biotechnology/bioscience workforce or to transfer. Topics explored in this course include technical writing and record keeping for regulatory environments; the structure and formatting of scientific papers, oral presentations, and poster presentations; and advanced tools used in word processing, presentation, and spreadsheet programs. These essential workforce skills will be taught with a strong emphasis on the ways in which scientists in regulated environments discuss their investigations of the world around us and the ways in which they communicate their discoveries, questions, and understandings of this world with their colleagues and the rest of society. Students will analyze and understand the techniques scientists routinely deploy to inform and persuade their audience, the scientific community as well as the society at large. Through careful practice of some of these forms of scientific communication, students will improve their skills in engaging with their audience and develop a deep appreciation of the ethical and social obligations of being a citizen scientist.

BIOL 35 Nanobiotechnology

This survey course will introduce students to the broad field of nanobiotechnology by highlighting principles of nanoscience and nanotechnology and their applications in biomolecular, biomedical, medical, and environmental nanoscience. These concepts will be reinforced through research presentations from industry professionals that utilize the techniques and methodologies discussed during lectures. This course is designed to prepare students to enter the growing biotechnology workforce or to transfer. Topics explored in this course include the history of nanoscience and its impact on society; synthesis and characterization of nanomaterials; chemical properties and potential interactions in biological systems; and the industry and workforce applications of nanomaterials. The course is intended to supplement the advanced biotechnology skills and methods courses and to assist students in networking with industry professionals. By the end of the course, students should be able to demonstrate competency in the methods for fabricating and characterizing nanomaterials used in biological contexts; describe the impact that nanobiotechnology has on society; apply their knowledge of biotechnology and nanoscience to design a novel experiment; engage and communicate with industry professionals.

DANCE 31B Ballet 1B

This course develops beginning level concepts and principles of classical ballet technique with an emphasis on body alignment/placement. The class focuses on building consistency in the fundamental concepts of ballet technique and musicality, progressing from barre to center work at the beginning level. Movement vocabulary and phrases further develop strength, coordination, and flexibility. This course is a continuation of Dance 31A, preparing for Dance 32B.

DANCE 32B Ballet 2B

This course offers a low-intermediate level of classical ballet technique with an emphasis on refining aesthetic concepts and principles of classical ballet form. The class focuses on maintaining alignment/placement through barre and center combinations, with the goal of performing more intricate steps and movement vocabulary. Course progresses through low-intermediate level ballet steps and phrases designed to enhance strength, flexibility, endurance, and musicality. This course is a continuation of 32A.

Distance Education

BIOL 34A Scientific Communication for Regulated Environments (Hybrid Only)

DANCE 31B Ballet 1B

DANCE 32B Ballet 2B

Course Changes

ECON 15 Economic History of the U.S. (*same as HIST 15*)

ENGL 1 Reading and Composition 1

ENGL 3 World Literature 1

ENGL 4 World Literature 2

ENGL 5 British Literature 1

ENGL 6 British Literature 2

ENGL 59 Lesbian and Gay Literature

RUSS 8 Conversational Russian

Course Deactivations

COSM 71 Cosmetology Instructional Techniques: Theory

COSM 72 Applied Instructional Techniques

COSM 73 Cosmetology Instructional Materials

COSM 74 Techniques for Assessment

COSM 75A Instructional Techniques in Salon 1

COSM 75B Instructional Techniques in Salon 2

COSM 75C Instructional Techniques in Salon 3

COSM 75D Instructional Techniques in Salon 4

New Programs

Biotechnology/Life Sciences Laboratory Assistant Certificate of Achievement

The life sciences/biotechnology sector has remained resilient during the COVID-19 pandemic, with the Los Angeles region generating \$60.8 billion in economic activity in 2020 and hosting more than 1,000 life science innovation companies. It is projected that 16,000 technical jobs will be added to this rapidly growing sector within the next three years. The acceleration of the widening supply-and-demand gap, along with the need for highly skilled technicians, emphasizes the necessity to prepare students to become the next generation of highly skilled workers in this dynamic sector. The stackable Biotechnology Certificate program focusing on cell science and immunological testing will align academic offerings with industry needs and students will be trained in a curriculum that focuses on essential knowledge, state-of-the-art technical skills, and industry-required soft skills. Students will also receive an introduction to nanobiotechnology concepts and their applications in the biomedical, cell therapy, and immunological testing industries.

Biotechnology & Cell Science Laboratory Technician Certificate of Achievement

The life sciences/biotechnology sector has remained resilient during the COVID-19 pandemic, with the Los Angeles region generating \$60.8 billion in economic activity in 2020 and hosting more than 1,000 life science innovation companies. It is projected that 16,000 technical jobs will be added to this rapidly growing sector within the next three years. The acceleration of the widening supply-and-demand gap, along with the need for highly skilled technicians, emphasizes the necessity to prepare students to become the next generation of highly skilled workers in this dynamic sector. The stackable Biotechnology Certificate program focusing on cell science and immunological testing will align academic offerings with industry needs and students will be trained in a curriculum that focuses on essential knowledge, state-of-the-art technical skills, and industry-required soft skills. Students will also receive an introduction to nanobiotechnology concepts and their applications in the biomedical, cell therapy, and immunological testing industries.

Creative Writing Certificate of Achievement

The Creative Writing Certificate provides students with the preparation needed to author works in creative writing, including works for personal development and/or professional application. Completion of the required courses in the Certificate Program provides a comprehensive foundation in the study and practice of creative writing, and guides students through varied and rich opportunities to dig deep into the power and properties of language and the craft of writing expressively.

This Certificate meets the needs of those students who wish to exercise their imaginations, think rigorously about craft and literature, generate and shape personal stories, prepare creative work for publication, and/or pursue professional opportunities in fields that rely on critical thinking, creative imagination, narrative skills, sensitivity to language and training in the craft of written communication. In the course of this program, students learn an incisive critical vocabulary, formulate and absorb constructive, critical feedback, and apply critical responses to multiple, iterative revisions of their work. The program also meets the needs of those in the community who wish to participate in a creative writing community.

Students who complete the Certificate read widely and closely from the work of writers who represent a variety of genres, styles, periods, aesthetic concerns, geographies, and perspectives, thereby gaining a deeper and broader cultural fluency. In the certificate program, student writers gain meaningful experience in collaboration (via the workshop model), public presentation (via sharing their work with an audience), and self-evaluation (via critical reflection about their drafts in progress).

Human Resources Management Certificate of Achievement

The Human Resources certificate program examines the policies and practices used by human resource management staff to build and maintain an effective work force. Topics include human resource planning, job analysis, recruitment, selection, performance appraisal, manpower development, compensation, and labor relations.

Sustainability in Business Certificate of Achievement

This program is designed for students who are interested in pursuing an entry level job position (or an upgrade of current skills and knowledge base) in the business field, with a focus on sustainability in business, and need a working knowledge of the fundamental concepts in this area of sustainability. This certificate of achievement in Sustainability in Business comprises four core courses, including Introduction to Sustainability in Business, Corporate Sustainability Reporting, Corporate Sustainability Strategies in Business, and Business Strategies and Social Sustainability.

Upon completion of this program, students will be able to demonstrate an understanding of the functions of Global Sustainability in Business and apply key concepts to this setting; explain the procedures of a Global Sustainable Supply Chain from sourcing input materials until the product reaches the end-consumer; demonstrate the procedures for Corporate Sustainability Impact Report (Environmental, Social and Governance Reporting (ESGs); evaluate the current Global Sustainability Corporate culture to determine best practices for building further sustainability in all organizations; and examine the role business plays in advancing diversity, equity, inclusion, innovation, activism and changing policies.

The goal of this course is to equip students with a strong understanding of Global Sustainability in the context of rapidly evolving Environmental, Social and Governance systems. These systems are impacted by various challenges such as scarcity of resources, climate change, limited access to clean water and diversity, equality and inclusion. In addition to gaining knowledge about these issues, students will also develop the necessary skills for entry-level employment and future career advancement. Achieving this certificate will set students apart from other candidates as 21st-century leaders when seeking employment in various fields, including Business. Additionally, individuals who are already working in Business can benefit from the certificate by expanding their knowledge and skills, increasing their chances for promotion. The Earth Science and Business Advisory Board has recommended this Certificate of Achievement.

Program Changes

Business Bookkeeping (Formerly Computer Accounting) Certificate of Achievement

BOARD OF TRUSTEES Santa Monica Community College District	ACTION July 11, 2023
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 SMCCD 2024-2025 AND 2025-2026 Calendars

Requested by: Approval/Ratification

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

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

The Santa Monica Community College District 2024-2025 and 2025-2026 Calendars are presented for approval (see following pages).



District Calendar 2024-2025

Semester Dates	
Summer 2024	6-week Session: Jun 17-Jul 26, 2024 8-week Session: Jun 17-Aug 09, 2024 <i>Note: Summer short sessions end on Friday</i>
Fall 2024	Regular Session: Aug 26-Dec 17, 2024 1st 8-week Session: Aug 26-Oct 20, 2024 2nd 8-week Session: Oct 21-Dec 15, 2024 12-week Session: Sept 16-Dec 06, 2024 Finals: Dec 10-Dec 17, 2024 <i>Note: Fall short sessions end on Sunday</i>
Winter 2025	6-week Session: Jan 06-Feb 13, 2025 <i>Note: Winter short sessions end on Friday</i>
Spring 2025	Regular Session: Feb 18-Jun 17, 2025 1st 8-week Session: Feb 18-April 13, 2025 2nd 8-week Session: Apr 21-Jun 15, 2025 12-week Session: Mar 10-Jun 08, 2025 Finals: Jun 10-Jun 17, 2025 <i>Note: Spring short sessions end on Sunday</i>
Summer 2025	6-week Session: Jun 23-Aug 01, 2025 8-week Session: Jun 23-Aug 15, 2025 <i>Note: Summer short sessions end on Friday</i>
Special Dates	Graduation Day 2024: Jun 11, 2024 Winter Break 2024: Dec 24-Dec 31, 2024 Spring Break 2025: Apr 14-Apr 18, 2025 Graduation Day 2025: Jun 17, 2025

Holidays	
June - December 2024	Juneleventh: Wednesday, June 19, 2024 Independence Day: Thursday, July 4, 2024 Labor Day: Monday, September 2, 2024 Veterans Day: Monday, November 11, 2024 Thanksgiving Day: Thursday, November 28, 2024 Native American Day: Friday, November 29, 2024 Christmas Day: Wednesday, December 25, 2024 College Holiday: Tuesday, December 24, 2024 Thursday, December 26, 2024 to Friday, December 27, 2024 Monday, December 30 to Tuesday, December 31, 2024** Saturday, December 28, 2024 to Sunday December 29, 2024***
Holidays	**In lieu of the 4th Friday of September (per CA Ed Code 45206.9) - a.k.a. Admissions Day ***District offices shall be closed and employees shall not be required to work during the last five weekdays in December which are not otherwise a holiday ****College Holiday for weekend schedules
January - August 2025	New Year's Day: Wednesday, January 1, 2025 Martin Luther King, Jr. Day: Monday, January 20, 2025 Lincoln's Day: Friday, February 14, 2025 Presidents' Day: Monday, February 17, 2025 Cesar Chavez Day: Monday, April 14, 2025* Memorial Day: Monday, May 26, 2025 Juneleventh: Thursday, June 19, 2025 Independence Day: Friday, July 4, 2025

June 2024	July 2024	August 2024	September 2024
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

October 2024	November 2024	December 2024
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

January 2025	February 2025	March 2025	April 2025
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

May 2025	June 2025	July 2025	August 2025
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Faculty Flex Dates Fall 2024	
Individual: Aug 20, 2024	Departmental: Aug 21, 2024
Fall 2024 Opening Day: Aug 22, 2024	Departmental: Aug 23, 2024
Faculty Flex Dates Spring 2025	Departmental: Mar 07, 2025
Spring 2025 PD Day: Mar 20, 2025	Individual: April 16, 2025
Individual: April 17, 2025	Individual: April 18, 2025
<i>Note: March Dept Flex Day - 1st Friday of March</i>	<i>March Institutional Flex Day - 3rd week of March alternate Tues/Thurs</i>
Fall Flex Dates Fall 2025	Individual: Aug 26, 2025
Departmental: Aug 27, 2025	Fall 2025 Opening Day: Aug 28, 2025
Departmental: Aug 29, 2025	

Approved by the Board of Trustees:
Reviewed & approved by the Board of Trustees:

Key	
Finals Schedule	First Day of the semester/session
Federal Holiday	College Holiday
Holiday for Weekend Schedules	Holiday for Weekend Schedules
Holiday for Weekend Schedules	Opening Day/PO Day
Classes not in session/Offices Open	Unofficial Flex Day



District Calendar 2025-2026

Semester Dates	
Summer 2025	6-week Session: Jun 23-Aug 01, 2025 8-week Session: Jun 23-Aug 15, 2025 <i>Note: Summer short sessions end on Friday</i>
Fall 2025	Regular Session: Sept 02-Dec 23, 2025 1st 8-week Session: Sept 02-Oct 26, 2025 2nd 8-week Session: Oct 27-Dec 21, 2025 12-week Session: Sept 22-Dec 14, 2025 Finals: Dec 16-Dec 23, 2025 <i>Note: Fall short sessions end on Sunday</i>
Winter 2026	6-week Session: Jan 05-Feb 12, 2026 <i>Note: Winter short sessions end on Friday</i>
Spring 2026	Regular Session: Feb 17-Jun 16, 2026 1st 8-week Session: Feb 17-April 12, 2026 2nd 8-week Session: Apr 20-Jun 14, 2026 12-week Session: Mar 09-Jun 07, 2026 Finals: Jun 09-Jun 16, 2026 <i>Note: Spring short sessions end on Sunday</i>
Summer 2026	6-week Session: Jun 22-Jul 31, 2026 8-week Session: Jun 22-Aug 14, 2026 <i>Note: Summer short sessions end on Friday</i>
Special Dates	Graduation Day 2025: Jun 17, 2025 Winter Break 2025: Dec 24-Dec 31, 2025 Spring Break 2026: Apr 13-Apr 17, 2026 Graduation Day 2026: Jun 16, 2026

Faculty Flex Dates Fall 2025	
Individual:	Aug 26, 2025
Departmental:	Aug 27, 2025
Fall 2025 Opening Day:	Aug 28, 2025
Departmental:	Aug 29, 2025
Faculty Flex Dates Spring 2026	
Departmental:	Mar 06, 2026
Spring 2026 PD Day:	Mar 17, 2026
Individual:	Apr 15, 2026
Individual:	Apr 16, 2026
Individual:	Apr 17, 2026
<i>Note: March Dept Flex Day - 1st Friday of March alternate Tues/Thurs</i>	
Fall Flex Dates Fall 2026	
Individual:	Aug 25, 2026
Departmental:	Aug 26, 2026
Fall 2026 Opening Day:	Aug 27, 2026
Departmental:	Aug 28, 2026

Holidays	
June - December 2025	Juneteenth: Thursday, June 19, 2025 Independence Day: Friday, July 4, 2025 Labor Day: Monday, September 1, 2025 Veterans Day: Tuesday, November 11, 2025 Thanksgiving Day: Thursday, November 27, 2025 Native American Day: Friday, November 28, 2025 Christmas Day: Thursday, December 25, 2025 College Holiday: Wednesday, December 24, 2025 Friday, December 26, 2025 Monday, December 29 to Wednesday, December 31, 2025** Saturday, December 27, 2024 to Sunday, December 28, 20245***
January - August 2026	New Year's Day: Thursday, January 1, 2026 Martin Luther King, Jr. Day: Monday, January 19, 2026 Lincoln's Day: Friday, February 13, 2026 Presidents' Day: Monday, February 16, 2026 Cesar Chavez Day: Monday, April 13, 2026 Memorial Day: Monday, May 25, 2026 Juneteenth: Friday, June 19, 2026 Independence Day (Observed): Friday, July 3, 2026 Independence Day: Saturday, July 4, 2026

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Approved by the Board of Trustees:
Revised & approved by the Board of Trustees:

Key

- Finals Schedule
- First Day of the semester/session
- Federal Holiday
- College Holiday
- Holiday for Weekend Schedules
- Holiday for Weekend Schedules
- Opening Day/PO Day
- Italicized: Classes not in session/Offices Open
- Underlined: Flex Day

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 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

ELECTIONS

NEW TENURED FULL-TIME FACULTY

Barham, A. Clay, Instructor, English	08/28/2023
Tremeau-Chekroun, Julie, Instructor, Communication	08/28/2023
Fox, Nicholas, Instructor, Communication	08/28/2023

PROJECT MANAGERS (Correction)

Blye, Deyadra, Student Care Teams	07/01/2023-06/30/2024
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ACADEMIC ADMINISTRATORS

DeMorst, Wendi, Associate Dean, Student Instructional Support, Academic Affairs	07/01/2023
Silverman, Scott, Dean, Noncredit and External Programs, Academic Affairs	07/01/2023
Garcia, Valeria, Project Manager, Student Equity Center	08/14/2023

INTERIM ACADEMIC ADMINISTRATOR

Sedky, Steven, Associate Dean, Career Technical Education (CTE), Academic Affairs	
Correction: Start date	07/01/2023-06/30/2024

INTERIM ACADEMIC ADMINISTRATOR

Dowd, Tyffany, Dean, Counseling, Student Affairs	07/17/2023-12/31/2023
Ortiz, Stuart, Project Manager, Pico Partnership (50%)	07/12/2023-06/30/2024
Inabu, Tiffany, Project Manager, Grants (50%)	07/12/2023-10/31/2023

LONG-TERM SUBSTITUTE

Margoles, Amanda, 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).

ESTABLISH

Associate Dean, Center for Media and Design (CMD)	7/12/2023
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RESIGNATION

Mata, Nicholas (Nick), Dean, Special Programs, Student Affairs	07/07/2023
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 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>
Senior Grounds Equipment Operator Classified Employee Salary Schedule, Range 33	07/12/2023
 <u>ESTABLISH NEW CLASSIFICATION AND POSITION(S)</u>	
Director of Facilities Maintenance (1 position) Classified Management Employee Salary Schedule, Range M31 Facilities, 12 months, 40 hours, Day Shift	07/12/2023
Director of Facilities Operations (1 position) Classified Management Employee Salary Schedule, Range M31 Operations, 12 months, 40 hours, Day Shift	07/12/2023
Mechanical Systems Manager (1 position) Classified Management Employee Salary Schedule, Range M24 Maintenance, 12 months, 40 hours, Day Shift	07/12/2023
Construction Maintenance Manager (1 position) Classified Management Employee Salary Schedule, Range M22 Maintenance, 12 months, 40 hours, Day Shift	07/12/2023
Grounds Manager (1 position) Classified Management Employee Salary Schedule, Range M15 Grounds, 12 months, 40 hours, Varied Hours	07/12/2023
Custodial Operations Manager (1 position) Classified Management Employee Salary Schedule, Range M14 Operations, 12 months, 40 hours, Day Shift	07/12/2023
Custodial Operations Manager (1 position) Classified Management Employee Salary Schedule, Range M14 Operations, 12 months, 40 hours, Varied Hours	07/12/2023
Custodial Operations Manager (2 positions) Classified Management Employee Salary Schedule, Range M14 Operations, 12 months, 40 hours, NS-II	07/12/2023

Custodial Operations Manager (1 position) 07/12/2023
Classified Management Employee Salary Schedule, Range M14
Operations, 12 months, 40 hours, NS-I

ABOLISH POSITION

Enterprise Business Services Clerk (1 position) 07/01/2023
Bursar's Office, 11 months, 20 hours

ESTABLISH POSITIONS

Director of Sustainability (1 position) 07/12/2023
Sustainability, 12 months, 40 hours

Director of Facilities Programming (1 position) 07/12/2023
PAC, 12 months, 40 hours

IT User Support Manager (1 position) 07/12/2023
Information Technology, 12 months, 40 hours

Enterprise Business Services Clerk (1 position) 07/01/2023
Bursar's Office, 11 months, 32 hours

CLASSIFICATION SALARY RE-ALLOCATION

Accounts Payable Supervisor 07/01/2023
From: Classified Management Employee Salary Schedule Range M14
To: Classified Management Employee Salary Schedule, Range M17

Payroll Manager 07/01/2023
From: Classified Management Employee Salary Schedule Range M16
To: Classified Management Employee Salary Schedule, Range M20

Program Coordinator – Workforce & Economic Development 07/01/2023
From: Classified Employee Salary Schedule Range 37
To: Classified Employee Salary Schedule, Range 39

CLASSIFICATION SALARY RE-ALLOCATION AND RE-TITLE

From: Workforce & Economic Development Project Assistant 07/12/2023
Classified Employee Salary Schedule Range 28
To: Workforce & Economic Development Specialist
Classified Employee Salary Schedule, Range 34

From: Media and Reprographics Services Manager 07/12/2023
Classified Management Employee Salary Schedule Range M22
To: Reprographics Supervisor
Classified Management Employee Salary Schedule, Range M13

ELECTIONS

PROBATIONARY

Kirkham, Leo, Instructional Assistant - Learning Disabilities, DSPS 08/16/2023

PROBATIONARY/ADVANCE STEP PLACEMENT

Alpay, Yasmin, Human Resources Technician, Human Resources (Step E) 07/17/2023
Bobadilla, Aldo, Skilled Maintenance Worker II, Maintenance (Step C) 07/03/2023
Cruz, Alexandra, Library Assistant, Library (Step B) 07/17/2023*
Gulinelli, Jeni, Instructional Assistant – Learning Disabilities, DSPS (Step D) 07/03/2023
Hudelson, Susan, Administrative Assistant, Campus Events (Step C) 06/16/2023
Perez, Nieves, Plumber, Maintenance (Step C) 07/03/2023
*Date Correction

PROMOTIONS

Medernach, Katherine 06/16/2023
From: Accounting Specialist, Fiscal Services, 12 months, 40 hours
To: Accountant, Fiscal Services, 12 months, 40 hours

Ibrahim, John 06/16/2023
From: Property Clerk, PCAL, 12 months, 40 hours
To: Buyer II, PCAL, 12 months, 40 hours

Liu, Wendy 07/12/2023
From: Management Info System (MIS) Manager, IT 12 months, 40 hours
To: Director of Management Information Technology, IT, 12 months, 40 hours

PROMOTION/ADVANCE STEP PLACEMENT

Reyes, Miguel 07/12/2023
From: Information Systems Administrator, Network Services
To: IT User Support Manager, Information Technology, Step E

CLASSIFICATION SALARY RE-ALLOCATION AND RE-TITLE

Franco, Mario 07/12/2023
From: Workforce & Economic Development Project Assistant
Classified Employee Salary Schedule Range 28
To: Workforce & Economic Development Specialist
Classified Employee Salary Schedule, Range 34

Landa, Jennifer 07/12/2023
From: Workforce & Economic Development Project Assistant
Classified Employee Salary Schedule Range 28
To: Workforce & Economic Development Specialist
Classified Employee Salary Schedule, Range 34

REINSTATEMENT

Carter, Justin, Custodian, Operations, NS 1 06/28/2023

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Landa, Jennifer 03/20/2023 to 06/30/2023*
From: Workforce and Economic Development Project Assistant 07/01/2023 to 08/01/2023*
To: Program Coordinator - Workforce and Economic Development
Percentage: Less than 50%
*Date Correction

INCREASE IN WORK HOURS/PERMANENT

Oswald, John B 07/01/2023
From: Enterprise Business Services Clerk 11 mos, 20 hours
To: Enterprise Business Services Clerk 11 mos, 32 hours

CSEA EDUCATIONAL PAY DIFFERENTIAL

Williams, Keinan, Academic Records Evaluator 2.5% 07/01/2023

PROBATIONARY RESCINDED

De Los Santos, Marco, Skilled Maintenance Worker II, Maintenance 06/01/2023
Comment: This action that was approved by the Board of Trustees on June 6, 2023, and is being rescinded.

LEAVE OF ABSENCE – UNPAID (EXTENDED)

Poy, Teresa, Health Sciences Learning Lab Specialist 06/14/2023-02/11/2024

SEPARATIONS

LAST DAY OF PAID SERVICE

RELEASED

Teague, Kiera, Student Services Specialist, Navigating Pathways 06/07/2023

RESIGNATION

Fernandez, Cyrus, Professional Development Coordinator, Human Resources 07/05/2023
Copeta, Giulio, Campus Safety Officer, Campus Police 10/30/2023
Morrow, Kristi, Academic Records Evaluator, Admissions & Records 06/02/2023

RETIREMENT

Fong, Yim "Fai", Senior Programmer Analyst, MIS (25 years) 08/25/2023
Looney, Brant, Instructional Tech. Services Manager – ET, Academic Comp. (23 years) 06/30/2023
McCarroll, Alan, Mail Services Worker II, PCAL (9 years) 05/15/2023*
*Date Correction

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

ELECTIONS

EFFECTIVE DATE

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

Alieva, Liana, Student Services Clerk, International Education Center 06/28/2023- 06/30/2023
Alvarez, Sonia, Theatre Tech Specialist, Performing Arts Center 07/10/2023- 06/30/2024
Amerman, Thomas, Theatre Tech Specialist, Performing Arts Ctr 07/10/2023- 06/30/2024
Aninyei, Paul, Customer Services Assistant, Campus Store 07/01/2023- 12/21/2023
Barondeau, Shannon, Theatre Tech Specialist, PAC 07/10/2023- 06/30/2024
Berney, Andrew, Laboratory Technician -Art, Art 07/01/2023- 12/31/2023
Britt, Julia, Personnel Commission Analyst, Personnel Commission 07/01/2023- 12/31/2023
Brummer, Alson, Theatre Tech Specialist, Performing Arts Ctr 07/10/2023- 06/30/2024
Buchinsky, Boyko, Events Assistant, SMC Performing Arts 07/10/2023- 06/30/2024
Buentello, Jimmy, Customer Services Assistant, Campus Store 07/01/2023- 12/21/2023
Bruner, Jr., Randy, Mail Services Worker I, Warehouse
From: 01/19/2023- 05/25/2023
To: 01/19/2023- 05/31/2023
Carbone, John, Accompanist- Dance, Dance 07/01/2023- 12/31/2023
Chan, Oliver, Accompanist- Music, Music 07/01/2023- 12/31/2023

Colcord, Adam, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023- 06/30/2024
DeSilva, Shana, Events Assistant, SMC Performing Arts	07/10/2023- 06/30/2024
Deuel, Sean, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023- 06/30/2024
Dionne, Chris, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023- 06/30/2024
Fernandez, Daniel, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Frale ,Darren, Laboratory Technician -Art, Art	07/01/2023-12/31/2023
Forsyth, Myckinnon, Theatre Technical Specialist, PAC	06/30/2023-06/30/2023
Fraire, Josemanuel, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Freedman, Myles, Laboratory Technician -Art, Art	07/01/2023-12/31/2023
Garcia, Rande R.,Theatre Technical Specialist, PAC	06/22/2023-06/30/2023
Geller, Frances, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Gibbons, Amelia, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Harmon, Meagan J. Student Services Clerk, Outreach, Recruitment & Student Engagement	06/16/2023-06/30/2023
Haskell, Susan, Laboratory Technician -Art, Art	07/01/2023-12/31/2023
Irumva, Landry, Events Assistant, SMC Performing Arts	07/10/2023-06/30/2024
Ju, Vincent, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Kessel, Mark, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Klinkenberg, Frans, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Kobashi, Todd, Laboratory Technician -Art, Art	07/01/2023-12/31/2023
Kosich, Allison, Administrative Assistant II, General Counseling	06/13/2023-06/30/2023
Kosich, Allison, Administrative Assistant II, General Counseling	07/03/2023-09/29/2023
Lansdown, Sonya,, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Linde, Adam, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Mallinger, Matthew, Accompanist- Dance, Dance	07/01/2023-12/31/2023
McCarthy, David, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
McNaughton, Joellen, Accompanist- Music Performance, Music	07/01/2023-12/31/2023
McNaughton, Joellen, Accompanist- Music, Music	07/01/2023-12/31/2023
Mori, Marika, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Nesteruk, Gary, Accompanist- Music, Music	07/01/2023-12/31/2023
Ogle, Cynthia, Events Assistant, SMC Performing Arts	07/10/2023-06/30/2024
Palomino, Eden, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Patel, Kaushel, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Petriello, Andrew, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Peyton, Timothy, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Pineda, Johnnyangel , Theatre Tech Specialist, Performing Arts	07/10/2023-06/30/2024
Plotkin, Alla, Accompanist- Dance, Dance	07/01/2023-12/31/2023
Postley, Colin, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Price, Jamieson, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Reyes-Flores, Jonathan, Theatre Tech Specialist, Performing Art	07/10/2023-06/30/2024
Richardson, Gary, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Russell, Regan, Accompanist- Music Performance, Music	07/01/2023-12/31/2023
Russell, Regan, Accompanist- Music, Music	07/01/2023-12/31/2023
Schallbert, Jennifer, Costume Designer, Theatre Arts	07/01/2023-06/30/2024
Shea, Teresa, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Soro, Gnenemon, Accompanist- Dance, Dance	07/01/2023-12/31/2023
Sow, E. Malick, Accompanist- Dance, Dance	07/01/2023-12/31/2023
Snyder, John, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Sperry, Adam, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023- 06/30/2024
Stemmer, Joe, Events Assistant, SMC Performing Arts	07/10/2023-06/30/2024
Tan, Barry, Accompanist- Music, Music	07/01/2023-12/31/2023
Tejaratchi, Ryan, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Ter-Avanesova, Nona, Accompanist- Dance, Dance	07/01/2023-12/31/2023
Tittle, Toby, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023- 06/30/2024
Trujeque, Angelic, Customer Service Assistant, Campus Store	07/01/2023-12/21/2023
Tuller, Susan, Events Assistant, SMC Performing Arts	07/10/2023-06/30/2024

Tuttle, Daniel , Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Vancura, Andrea, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Ward, Emma, Administrative Assistant I, Theatre Arts	06/13/2023-06/30/2023
Ward, Emma, Administrative Assistant I, Theatre Arts	07/01/2023-12/21/2023
Watanabe, Atsushi, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
Weber, Angela, Theatre Tech Specialist, Performing Arts Ctr	07/10/2023-06/30/2024
White, Michael, Events Assistant, SMC Performing Arts	07/10/2023-06/30/2024

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one fiscal year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Abdulhafiz, Meymuna, Bookstore Clerk./Cashier, Campus Store	07/01/2023-12/21/2023
Bass, Edward, Stage Construction Technician - Lighting, Theatre Arts	07/01/2023-06/30/2024
Beck, Michael, Customer Services Assistant, Campus Store	07/01/2023-12/21/2023
Brown, Thomas M., Instructional Assistant-ESL, ESL	07/01/2023-12/21/2023
Carter, Ashlie, Customer Services Assistant, Campus Store	07/01/2023-12/21/2023
Chan, Oliver Y., Accompanist- Music Performance, Music	07/01/2023-12/31/2023
Chang, Tony, Bookstore Clerk./Cashier, Campus Store	07/01/2023-12/21/2023
English, Kara, Customer Services Assistant, Campus Store	07/01/2023-12/21/2023
Garcia, Lucy, Bookstore Clerk./Cashier, Campus Store	07/01/2023-12/21/2023
Hudson Sr., Michael E., HR Analyst & Labor Relations (Confidential), HR	07/01/2023-12/31/2023
Lopez, Jose C., Bookstore Clerk./Cashier, Campus Store	07/01/2023-12/21/2023
Micas, Donna, Bookstore Clerk./Cashier, Campus Store	07/01/2023-12/21/2023
Miles, Erik, Bookstore Clerk./Cashier, Campus Store	07/01/2023-12/21/2023
Nesteruk, Gary, Accompanist- Music Performance, Music	07/01/2023-12/31/2023
Nesteruk, Gary, Accompanist- Music Performance, Emeritus	07/01/2023-12/31/2023
Nwonwu, Vergie, Customer Services Assistant, Campus Store	07/01/2023-12/21/2023
Pabst, Ester, Bookstore Clerk./Cashier, Campus Store	07/01/2023-12/21/2023
Pang, Mabel, Laboratory Technician -Life Science, Academic Affairs	07/01/2023-12/31/2023
Santiago-Amzallag, Cassandra, Administrative Assistant II, Emeritus	
From:	05/08/2023-06/30/2023
To:	05/08/2023-08/31/2023
Tan, Barry, Accompanist- Music Performance, Music	07/01/2023-12/31/2023
Thielking, Alan, Bookstore Clerk./Cashier, Campus Store	07/01/2023-12/21/2023

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, \$16.90/hour (STHP)	25
College Work-Study Student Assistant, \$16.90/hour (FWS)	4

SPECIAL SERVICE

Art Model, \$27.00/hour	23
Art Model,w/ Costume \$30.00/hour	7
Community Services Specialist I, \$37.00/hour	13
Community Services Specialist II, \$50.00/hour	11

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 ADJUSTMENT TO MINIMUM WAGE

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

It is recommended that the Board of Trustees approve incremental adjustments of the Santa Monica College Minimum Wage to coincide with the City of Santa Monica Wage Ordinance, beginning July 1, 2023.

Comment: This action continues Santa Monica College’s practice to adjust the minimum wage to coincide with the City of Santa Monica Wage Ordinance. Minimum wage for the City of Santa Monica has increased to \$16.90 an hour.

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 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

11-A ENVIRONMENTAL TESTING SERVICES AGREEMENT – SMC STUDENT HOUSING AT BUNDY CAMPUS

Approval of contract with B2 Environmental for additional investigation at the Bundy Campus for the Student Housing project in the amount of \$103,175.

Funding Source: Measure SMC, and District Capital Funds

Comment: As part of the initial site feasibility study for the SMC Student Housing project at the Bundy Campus, B2 Environmental, Inc. conducted a subsurface investigation with limited sampling and found traces of several volatile organic compounds (VOCs) underground. As a result, an additional subsurface investigation is required to identify the source area of the VOCs and further delineate the lateral and vertical extent of the VOC impacts in Site soils.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification
Requested by: Marc Drescher, Chief Director, Information Technology
Reviewed by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: Local and Systemwide Technology and Data Security (Ongoing)
Granting Agency: California Community College Chancellor’s Office
Augmentation Amount: \$100,000 (Amended Total: \$200,000)
Matching Funds: Not Applicable
Performance Period: April 1, 2023 to June 30, 2024
Summary:

The 2022 Budget Act included Assembly Bill (AB) 178 which allocates ongoing funds for the California Community College (CCC) districts to support improved oversight of fraud mitigation, online learning quality, and cybersecurity efforts. The Chancellor’s Office strongly encourages districts to expeditiously reduce and eliminate high-risk technical debt and/or remediate other known security issues.

In February 2023 for P1 allocations, Santa Monica College was awarded initial funding of \$100,000. A second one-time allotment of \$100,000 is being awarded to Santa Monica Community College, which will be distributed in June 2023.

To address end-of-life software and systems in use throughout the California Community Colleges, these funds should be used to cover, hardware, software, and service costs to facilitate workstation and server replacement, including EOL Windows operating systems and other system-wide information technology-related priorities.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 100,000
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 100,000
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 100,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant:	Equal Employment Opportunities (EEO) Innovative Best Practices	
Granting Agency:	California Community Colleges Chancellor's Office	
Augmentation Amount:	\$300,000 (FY 2023-2024 \$150,000; FY 2024-2025 \$150,000)	
Matching Funds:	Not Applicable	
Performance Period:	June 1, 2023 to June 30, 2025	
Summary:	<p>Santa Monica College applied for funding from the California Community Colleges Chancellor's Office (CCCCO) EEO Innovative Best Practice Grant and was awarded \$300,000 over the 2023-2024 and 2024-2025 fiscal years. The goals of EEO are to incentivize local innovation and support the advancement of innovative Diversity, Equity, Inclusion and Accessibility (DEIA)-minded practices in the EEO areas of pre-hiring, post-hiring, and diversity-promising retention practices. Secondly, to act as a catalyst to enhance and expand existing districts' EEO efforts relating to faculty and staff diversity.</p> <p>Santa Monica College will utilize the grant to hire students to gain professional experience, create student internships, develop student mentoring with faculty and staff, identify new platforms and recruitment sources to attract a diverse pool of candidates, and provide professional development.</p>	
Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 300,000
	Expenditures	
	1000 Academic Salaries	\$ 25,000
	2000 Non-Academic Salaries	\$ 65,000
	3000 Employee Benefits	\$ 12,500
	4000 Supplies & Materials	\$ 13,750
	5000 Other Operating Expenditures	\$ 183,750
	6000 Capital Outlay	\$
	7000 Student Aid	\$
	Total	\$ 300,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-C ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Culturally Responsive Pedagogy & Practices (CRPP) One-time
 Granting Agency: California Community Colleges Chancellor’s Office
 Augmentation Amount: \$300,000
 Matching Funds: Not Applicable
 Performance Period: June 15, 2023 to June 30, 2025
 Summary:

Santa Monica College applied for funding from the California Community Colleges Chancellor’s Office (CCCCO) for Culturally Responsive Pedagogy & Practices (CRPP) Innovative Best Practices (IBP) Grant one-time payment and was awarded \$300,000 over the 2023-2024 and 2024-2025 fiscal years. The goals of CRPP are to aid in Santa Monica College’s collective effort and commitment to diversity, equity, inclusivity, and accessibility (DEIA). The funding will address and support DEIA-focused professional development training for faculty. Santa Monica College will continue to further develop cultural competence, inclusion and strengthening of underrepresented students and a more DEIA-content driven curriculum. Santa Monica College will utilize the grant to hire a professional development consulting firm, create a new faculty and staff onboarding program, and organize workshops and professional development fairs.

Budget Augmentation:

Restricted Fund 01.3	
Revenue	
8600 State	\$ 300,000
Expenditures	
1000 Academic Salaries	\$
2000 Non-Academic Salaries	\$
3000 Employee Benefits	\$
4000 Supplies & Materials	\$ 18,000
5000 Other Operating Expenditures	\$ 282,000
6000 Capital Outlay	\$
7000 Student Aid	\$
Total	\$ 300,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-D 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: Cal Grant
Granting Agency: California Student Aid Commission (CSAC)
Augmentation Amount: \$630,000 (Amended Allocation \$3,797,500)
Matching Funds: None
Performance Period: July 1, 2022 to June 30, 2023
Summary:

Cal Grant is a California specific financial aid allocation for students attending a California Community College. Students apply for Cal Grant funds by submitting a Free Application for Federal Student Aid (FAFSA) or CA Dream Act application and by meeting all eligibility, financial and minimum GPA requirements.

Cal Grant funds are awarded to Santa Monica College as students qualify for the program. More students have qualified for Cal Grant than the initial estimate for the adopted budget. This augmentation is for a budget increase to cover the Cal Grant 2022-2023 award year based on current year disbursements.

Budget Augmentation: Restricted Fund 74.0

Revenue		
8600	State	\$630,000
Expenditures		
1000	Academic Salary	0
2000	Non-Academic Salary	0
3000	Employee Benefit	0
4000	Supplies & Materials	0
5000	Other Operational Expenses	0
6000	Capital Outlay	0
7300	Other Outgo	0
7500	Financial Aid	\$630,000
Total		\$630,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12-E 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: Direct Loan
 Granting Agency: Department of Education
 Augmentation Amount: \$1,200,000 (Amended Total: \$4,500,000)
 Matching Funds: None
 Performance Period: July 1, 2022 to June 30, 2023
 Summary:

The U.S. Department of Education’s federal student loan program makes loans to eligible students to help cover the costs of higher education at a college or career school. Students apply for a federal loan by completing a Free Application for Federal Student Aid (FAFSA) form. More students qualified for Direct Loans than was estimated in the adopted budget. This augmentation is to increase the budget for Direct Loans for the 2022-2023 award year based on the disbursements made during the fiscal year.

Budget Augmentation: Restricted Fund 74.0

Revenue		
8600 State		\$1,200,000
Expenditures		
1000 Academic Salary		0
2000 Non-Academic Salary		0
3000 Employee Benefit		0
4000 Supplies & Materials		0
5000 Other Operational Expenses		0
6000 Capital Outlay		0
7300 Other Outgo		0
7500 Financial Aid		\$1,200,000
Total		\$1,200,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

13-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: May 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	77,691
3000	Benefits	400
4000	Supplies	-18,687
5000	Contract Services/Operating Exp	18,983
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-78,387
Net Total:		0

13-B FUND 01.3 – Restricted Fund

Period: May 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	2,001
2000	Classified/Student Salaries	44,331
3000	Benefits	9,057
4000	Supplies	-54,691
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	-398
7100/7699	Other Outgo/Student Payments	-300
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 BUDGET TRANSFERS *(continued)*

13-C FUND 40.0 – Capital Projects Fund
 Period: May 1-31, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	48,385
5000	Contract Services/Operating Exp	-318,230
6000	Sites/Buildings/Equipment	269,845
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	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 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
 May 2023 C1J – C2K \$14,744,951

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

RECOMMENDATION NO. 15 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 new warrants to replace the following expired warrants.

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Trippetti, Victor J.	W6828051	01/14/2021	\$604.28

RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register
 May 2023 985721 through 1040123

ACH Numbers
 May 2023 169898 through 181960

Total \$13,170,158.24

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 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

May 2023 Covered by check & voucher numbers: 032744-032993 & 03195-03232

Bookstore Fund Payments	\$ 231,754.23
Other Auxiliary Fund Payments	\$ 99,659.27
Trust and Fiduciary Fund Payments	<u>\$ 711,780.55</u>
	\$ 1,043,194.05

Purchase Orders issued

May 2023 \$18,556.15

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

RECOMMENDATION NO. 18 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 new warrants to replace the following expired warrants:

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Gladysz, Oliwia Wikto	25802314	03/23/20	\$1,100

RECOMMENDATION NO. 19 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2023-2024

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

Authorization of signatures for the following staff members to approve invoices for 2023-2024:

Name/Title
Garcia, Valeria, Project Manager, Student Equity Center
Dowd, Tyffany, Dean, Counseling, Student Affairs (Interim)
Inubu, Tiffany, Project Manager, Grants (50%) (Interim)
Ortiz, Stuart, Project Manager, Pico Partnership (50%) (Interim)

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	July 11, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 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>
July 2023 (FY 2023-2024)	6	\$45,192

Funding Source: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
July 2023 (FY 2022-2023)	1	\$25,000

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
July 2023 (FY 2023-2024)	1	\$450

Funding Source: 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. 21 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.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION July 11, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 PURCHASING

Requested Action: Approval/Ratification

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

22-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.

May 2023

\$3,870,060.43

22-B REJECT ALL BIDS FOR RFP 030923SH SMCCD CLOUD SECURITY CAMERA UPGRADE PROJECT

Recommend rejection of all bids for the RFP 030923SH SMCCD Cloud Security Camera Upgrade Project and authorize to re-bid.

Funding Source: State Scheduled Maintenance Fund 40.0

Comment: Rejection of all bids because of error in bid documents.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION July 11, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: RESOLUTION OF THE GOVERNING BOARD OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS ENDING JUNE 30 IN EACH OF THE YEARS 2023, 2024 AND 2025, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

WHEREAS, under Section 6516.6(b) of the Government Code of the State of California (the “Law”), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the “Authority”) has been formed as a joint powers authority for the purpose of purchasing delinquent ad valorem property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency’s allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

WHEREAS, the Authority has financed the purchase of tax receivables from the Santa Monica Community College District (the “District”) in prior fiscal years; and

WHEREAS, the Authority has requested the District to consider selling it certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2023, 2024 and 2025 (collectively, the “Tax Receivables”), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

WHEREAS, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

WHEREAS, the Governing Board of the District (the “Board”) wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

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

Section 1. Sale of Tax Receivables to Authority. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price to be determined and approved by the Board of Directors of the Authority in each of the respective years covered by this Resolution.

Section 2. Approval of Purchase and Sale Agreements. The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof approved by the Chancellor/Superintendent or the Chief Business Officer of the District (each, an "Authorized Officer"). The Authorized Officers are individually authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by an Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of each of the Purchase and Sale Agreements.

Section 3. Official Actions. The Authorized Officers and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 4. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES Santa Monica Community College District	ACTION July 11, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT: **SECOND READING AND APPROVAL, BOARD POLICY CHAPTER 3, GENERAL INSTITUTION - BP 3410, NONDISCRIMINATION AND BP 3540, SEXUAL AND OTHER ASSAULTS ON CAMPUS AND IN CAMPUS PROGRAMS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve Board Policy Chapter 3, General Institution, BP 3410, Nondiscrimination and BP 3540, Sexual and Other Assaults on Campus and in Campus Programs.

COMMENT: Revised Board Policy 3410 Nondiscrimination, and BP 3540, Sexual and Other Assaults on Campus and in Campus Programs reflect the League's latest updates (as underlined). The Board of Trustees held a first reading on June 6, 2023.

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



Board Policy
Chapter 3 – General
Institution

BP 3410 NONDISCRIMINATION

The Santa Monica Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, immigration status, religion, age, sex, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District shall not discriminate against a person in hiring, termination, or any term or condition of employment or otherwise penalize a person based upon the person’s use of cannabis off the job and away from the workplace unless permitted by California law.

The Superintendent/President shall establish administrative regulations that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, sex, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because an individual is perceived to have one or more of those characteristics, or because of an individual’s association with a person or group with one or more of these actual or perceived characteristics.

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;;
Title 5 Sections 53000 et seq. and 59300 et seq.;;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.;;
Title 2 Sections 10500 et seq.;;
Labor Code Section 1197.5;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements

(Replaces former BP 2410)
Adopted: November 15, 2004
Revised: June 5, 2018, January 17, 2023



Board Policy
Chapter 3 – General
Institution

BP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS AND IN CAMPUS PROGRAMS

The Santa Monica Community College District recognizes that sexual assault is a serious issue and will not tolerate acts of sexual assault at District activities or on District property. Any sexual assault or physical abuse or domestic violence, including, but not limited to rape as defined by California law committed by an employee, student, or member of the public that occurs on District property including off-campus grounds or facilities maintained by the District, or at District activities is a violation of District Board policies and administrative regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be survivors of sexual and other assaults and domestic violence shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative regulations to ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment (Education Code Section 67385), that educational information about preventing sexual violence is provided and publicized as required by law, and that perpetrators of sexual and other assaults are appropriately punished.

The administrative regulations shall meet the criteria contained in Education Code Sections 67385, 67385.7, and 67386 and 34 Code of Federal Regulations Section 668.46.

References:

Education Code Sections 67382, 67385, 67385.7, and 67386, 67389(a)(1), 67395.7, 67200 et seq.
20 U.S. Code Section 1092(f); The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
34 Code of Federal Regulations Section 668.46(b)(11) California Penal Code Sections 242, 243, 245, and 261 et seq.
Title IX of the Education Amendments of 1972 (20 U.S. Code Sections 1681 et seq; 29 Code of Federal Regulations, Part 1691)

(Replaces former BP 3122)

Adopted: July 7, 2015

Revised: June 5, 2018

BOARD OF TRUSTEES Santa Monica Community College District	ACTION July 11, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

SUBJECT: **FIRST READING, BOARD POLICY CHAPTER 6, BUSINESS & FISCAL AFFAIRS - BP 6340, BIDS AND CONTRACTS**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of Board Policy Chapter 6, Business & Fiscal Affairs, Board Policy 6340, Bids and Contracts.

COMMENT: The proposed revisions to Board Policy 6340, Bids and Contracts include a provision for awarding a contract based on best value, clarification on security to be provided and clarification on the option for the District to reject all bids received. The policy was prepared in consultation with legal counsel and has been reviewed and approved by senior staff and the Board Policy Subcommittee.

Administrative Regulation 6340, Bids and Contracts, is included for information since it is referenced in the Board Policy.

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



Board Policy
Chapter 6 – Business & Fiscal Affairs

BP 6340 BIDS AND CONTRACTS

The Board of Trustees delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative regulations for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District ~~and who shall give such security as the Board requires, or reject all bids.~~
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AR 6340.
- In any bidding process, the bidder shall give such security as the District requires.
- In its sole discretion, the District may reject all bids received.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

Business Diversity and Local Providers

The Santa Monica Community College District is committed to increasing the participation of minority-owned business enterprises (MBE), women-owned business enterprises (WBE), Veteran-owned business enterprises, and local providers in the procurement activities of the college.

References:

- Education Code Sections 71028, 81641 et seq., 81655, and 81656;*
- Public Contract Code Sections 20650 et seq. and 10115;*
- Government Code Section 53060;*
- ACCJC Accreditation Standard III.D.16;*
- 2 Code of Federal Regulations Part 200.318*

Adopted: June 5, 2000 (for BP 6340); August 7, 2000 (for BP 6260); September 7, 2008 (for BP 6255)

Revised: December 4, 2018

(Replaces SMC BP 6255, BP 6260, and BP 6340)



Administrative Regulation
Chapter 6 – Business & Fiscal Affairs

AR 6340 BIDS AND CONTRACTS

The President/Superintendent delegates the authority to the Vice President, Business and Administration, to manage the District's processes for procuring bids and securing contracts.

General Dollar Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the bid limit specified in Public Contract Code 20651(d) will require documented quotes.
- Purchase of goods or services in excess of the bid limit specified in Public Contract Code 20651(d) will require formal advertised bids.

In securing bids or quotations, the District will avoid acquisition of unnecessary or duplicative items.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

The bid threshold limit is adjusted annually by the Board of Governors of the California Community Colleges as required by Public Contract Code Section 20651 (d). The current amount may be found at <http://www.cde.ca.gov/fg/ac/co/>

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's web site or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by:

- Non-General Obligation Bond bids and contracts: The Procurement, Contract and Logistics Office.
- General Obligation Bond bids and contracts: The Facilities Planning Office.

All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Vice President, Business and Administration or their designee shall be responsible for ensuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Vice President, Business and Administration or their designee shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

The Vice President, Business and Administration or their designee shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts Awards

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- Selection and Award to Lowest Possible Bidder:
 - Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
- Selection and Award Based on Best Value:
 - For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and regulations adopted by the Board of Trustees in accordance with this section.
 - "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

- The District will consider all of the following in a best value selection and award:
 - Price and service level proposals that reduce the District’s overall operating costs, including end-of-life expenditures and impact.
 - Equipment, services, supplies, and materials standards that support the District’s strategic acquisition and management program direction.
 - A procedure for protest and resolution in the request for proposal.
- The District may also consider any of the following in a best value selection and award:
 - The total cost to of its purchase, use, and consumption of equipment, supplies, and materials.
 - The operational cost or benefit incurred by the District.
 - The added value to the District, as defined in the request for proposal, of vendor-added services.
 - The quality and effectiveness of equipment, supplies, materials, and services.
 - The reliability of delivery and installation schedules.
 - The terms and conditions of product warranties and vendor guarantees.
 - The financial stability of the vendor.
 - The vendor’s quality assurance program.
 - The vendor’s experience with the provisions of equipment, supplies, materials, and services within the institutional marketplace.
 - The consistency of the vendor’s proposed equipment, supplies, materials, and services with the District’s overall supplies and materials procurement program.
 - The economic benefits to the local community, including, but not limited to, job creation and retention.
 - The environmental benefits to the local community.
- The District will award a contract to the lowest responsible bidder, whose proposal offers the best value to the District based solely on the criterial set forth in the request for proposal. The District shall document its determination in writing.
- The District shall issue a written notice of intent to award supporting its contract award and stating in detail the basis of the award. The notice of the intent to award and the contract file must be sufficient to satisfy an external audit.
- The District shall publicly announce its award, identifying the bidder to which the award is made, the price proposal of the contractor awarded the contract, and the overall combined rating on the request for proposal evaluation factors. The announcement shall also include the ranking of the contractor awarded the contract in relation to all other responsive bidders and their respective price proposals and summary of the rationale for the contract award.
- The District shall ensure that all businesses have a fair and equitable opportunity to compete for, and participate in, district contracts and shall also ensure that discrimination on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation, does not occur in the award and performance of contracts.

Purchase without Advertising for Bids

The Vice President, Business and Administration or their designee is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so.

The Vice President, Business and Administration or their designee may, without advertising for bids, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Vice President, Business and Administration or their designee may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

The Vice President, Business and Administration or their designee is authorized to make purchases with a value between \$5,000 and \$250,000 from a certified small business, microbusiness, or disabled veteran business enterprise.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Vice President, Business and Administration or their designee may make a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board of Trustees.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Record Retention

The District will retain records sufficient to detail the history of procurement. These records include: rationale for the method of procurement, selection of contract type, contractor selection and rejection, and the basis for the contract price.

References:

Education Code Sections 81641 et seq.;
Government Code Section 53060;
Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.;
Labor Code Sections 1770 et seq.;
ACCJC Accreditation Standard III.D.16;
2 Code of Federal Regulations Part 200.318

Approved by Senior Staff: 7/5/2023

(This is a new regulation)

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	July 11, 2023

XIV. BOARD COMMENTS

XV. ADJOURNMENT

The meeting will be adjourned in memory of **Sharon Jaffe**, retired faculty member in the ESL Department; and **Josephine “Jo” Kidd**, retired faculty member in the Kinesiology and Athletics Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, August 1, 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.