



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, OCTOBER 3, 2023

SMC Malibu Campus
23555 Civic Center Way
Malibu, California

The complete minutes may be accessed on the
Santa Monica College website:
<https://www.smc.edu/administration/governance/board-of-trustees/meetings.php>

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2023

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, October 3, 2023 in the Multi-Purpose Room at the SMC Malibu Campus, 23555 Civic Center Way, Malibu, California.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:02 p.m.
 Barry Snell, Chair
 Dr. Margaret Quiñones-Perez, Vice-Chair – Excused Absence
 Dr. Susan Aminoff
 Dr. Nancy Greenstein
 Dr. Tom Peters
 Rob Rader
 Dr. Sion Roy
 Alyssa Arreola, Student Trustee - Absent

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: SMC Faculty Association
- CONFERENCE WITH LEGAL COUNSEL (Government Code Section 54956.9): Anticipated Litigation Pursuant to Subdivision (d)(2) of Section 54956.9 (1 potential case).
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

5:30 p.m.

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS

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

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS *(continued)*

- PLEDGE OF ALLEGIANCE AND WELCOME – Alice Meyering, Associate Dean, SMC Malibu Campus
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS - None

IV. PUBLIC COMMENTS

In Person

Denise Peak
Elena Boulter
Shirly Kurnoff
Carol Drago
Birute Anne Vileisis
Sanam Ziatabriz
Michele Harrison

Video Recorded

Isaac Garcia
Timothy Gooden
Genesis Hernandez
Magali Carillo

V. SUPERINTENDENT'S REPORT

VI. ACADEMIC SENATE REPORT - None

VII. REPORTS FROM DPAC CONSTITUENCIES

- Faculty Association
- Management Association

IX. CONSENT AGENDA

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

#1 Approval of Minutes: September 12, 2023 (Regular Meeting)

Academic Affairs

#2 New Courses and Degrees, Fall 2023

Contracts and Consultants

#3-A Approval of Contracts and Consultants

#3-B Ratification of Contracts and Consultants

Acceptance of Donations

#4 KCRW Foundation Donations of Equipment to SMCCD

Human Resources

#5 Academic Personnel

#6 Classified Personnel – Regular

#7 Classified Personnel – Non Merit

#8 Classified Personnel – Limited Duration

Facilities and Fiscal

- #9 Facilities
- #10 Acceptance of Grants and Budget Augmentation
- #11 Payroll Warrant Register
- #12 Commercial Warrant Register
- #13 Auxiliary Payments and Purchase Orders
- #14 Authorization of Signatures to Approve Invoices, 2023-2024
- #15 Organizational Memberships
- #16 Providers for Community and Contract Education
- #17 Purchasing

X. CONSENT AGENDA – Pulled Recommendations

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

XI. MAJOR ITEMS OF BUSINESS

- #18 Report: SMC Local Partnerships and Collaborations
- #19 Revision of Ending Date for Tenants of 3400 Airport Avenue, and Addition of Rent Rebate Incentive
- #20 Board of Trustees Goals 2023-2024 and On-Going Priorities
- #21 Schedule of Board of Trustees Meetings, 2024

XIII. BOARD COMMENTS AND REQUESTS

XIV. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, November 7, 2023 at 6 p.m. (5 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. This meeting will be held in-person and via Zoom Webinar to allow for remote participation.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2023

IV. SUPERINTENDENT'S REPORT

Accreditation Visit

Last Wednesday, the ACCJC (Accrediting Commission for Community and Junior Colleges) members of the visiting team assigned to Santa Monica College—Dr. Keith Flamer, Superintendent/President College of the Redwoods (Chair); Dr. David Wain Coon, Superintendent/President College of Marin (Vice Chair); and Dr. Margarita Pillado, Professor of Modern Languages Los Angeles Pierce College (Team Member)—addressed the SMC community, delivering the closing remarks that marked the culmination of their two-day in-person visit. This means that SMC’s accreditation review process is very near the finish line, pending receipt of the final written team report and the decision of ACCJC in February 2024.

After reviewing the college’s self-study, evidence provided, and response to the one core inquiry identified, Team Chair, Dr. Flamer delivered the resoundingly positive news that there were no recommendations, the best possible outcome for Santa Monica College. Finalization of the official report and ACCJC’s review of that report are the next formal steps. SMC can expect to receive the final, official outcome from ACCJC by the end of February 2024.

Special acknowledgment is due to SMC's Accreditation Leadership Team led by Dr. Dione Carter Hodges (Accreditation Liaison Officer and Dean of Academic Affairs), with terrific leadership support from Dr. Jamar London (Math Professor & Academic Senate President), Mitch Heskell (Dean of Education Enterprise), George Davison (English Professor), [Standard Co-Chairs and Substandard Co-Chairs](#), Warren Cancilla (Lead Reprographics Technician), and many others who contributed to the process. Thank you also to Jerome Bruce for facilitating the visiting team’s transportation from arrival at the airport to departure, including a tour of SMC locations.

Enrollment Update

Enrollment Update: First census snapshot indicates that total fall headcount is up 5 percent from last fall; credit FTES are up 4.18 percent from last fall, and non-resident FTES are up 11.41 percent from last fall.

Link to: [Enrollment Update](#)

Stanley Clarke Joins BroadStage as Artist in Residence

Four-time GRAMMY® Award-winning bassist, recording artist, and composer Stanley Clarke is partnering with BroadStage as its **Artist in Residence**. This multi-year partnership includes performances, curation, and mentorship for Santa Monica College Music Department and Santa Monica High School Jazz students. Co-designed by Clarke, BroadStage Activations staff and school faculty, the residency provides direct access and training by this iconic figure for students who are on the cusp of professional careers.

Link to: [Spectrum News Spot](#)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2023

IX. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#17.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: None

MOTION MADE BY: Rob Rader
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Absent
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Roy)

X. CONSENT AGENDA – Pulled Recommendations - None

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[September 12, 2023 \(Regular Meeting\)](#)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, FALL 2023

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

Distance Education

SPAN 8 Conversational Spanish

Emergency Distance Education to Fully Online

MUSIC 33 Jazz in American Culture

Course Changes

KOREAN 1 Elementary Korean I

KOREAN 2 Elementary Korean II

KOREAN 3 Intermediate Korean I

KOREAN 4 Intermediate Korean II

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-A APPROVAL OF CONTRACTS AND CONSULTANTS

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

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACT

Provider/Contract		Term/Amount	Service	Funding Source
1	Campus Logic	2023-2024 Increase to contract previously approved on June 6, 2023; Increase from \$71,000 to \$193,857 Renewal of contract (November 1, 2023-October 31, 2024) The previously approved \$71,000 accounted for the four months of the 2022-2023 contract that carried over into 2023-2024 as the new contract amount was unavailable prior to the June Board of Trustees meeting.	Financial Aid Department Student forms, Award Letter/Campus Communicator, Scholarship Universe Processing software.	BFAP 2023-2024 Financial Aid Technology Grant
<p><i>Submitted by: Tracie Hunter, Associate Dean, Financial Aid and Scholarships</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i></p>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION October 3, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

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

Authorization: Board Policy Section 6340, Bids and Contracts

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

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

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	Dr. Frank Harris	September 25-27, 2023 \$3,500	The consultant provided two 95-minute Equity Training Sessions for the Counseling Department, including the following: <ul style="list-style-type: none"> • Foundational understating of equity in theory and practice during part 1. • Counselors will engage in group discussions and case scenarios related to equity mindedness. • Counselors will have a deeper understanding of equity mindedness in practice during part 2. • Counselors will have the opportunity to ask questions. 	SEAP
<i>Requested by: Tyffany Dowd, Dean of Counseling (Interim)</i>				
<i>Approved by: Michael Tuitasi, Vice President of Student Affairs</i>				
2	Liebert, Cassidy, Whitmore	September 14, 2023 – June 30, 2024 Not to exceed \$60,000	Legal and consulting services	Unrestricted General Fund
3	Van Dermeyden Makus	September 14, 2023 – June 30, 2024 Not to exceed \$60,000	Legal and Human Resources related investigatory services	Unrestricted General Fund
<u>#2 and #3</u>				
<i>Requested and approved by: Chris Bonvenuto, Vice-President, Business & Administration</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION October 3, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

- **3-B RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*
- **NEW CONTRACTS** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
4	Dan Kwong	September 20, 2023 \$650	Speaker for Documentary Screening session on the documentary "We Were all Here"	Restricted General Fund, Student Equity Achievement Program (SEAP)
5	Paulina Sahagun	September 20, 2023 \$250	Speaker for Documentary Screening session on the documentary "We Were all Here"	Restricted General Fund, Student Equity Achievement Program (SEAP)
6	Maqueos Music Academy Inc.	September 28, 2023 \$2,000	Live Banda music performance for Latinx Heritage Month Series	Restricted General Fund, Student Equity Achievement Program (SEAP)
<p>#4, #5, #6 <i>Requested by: Maria Muñoz, Dean, Equity, Pathways and Inclusion</i> <i>Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration</i></p>				
7	Forrest Story	September 14, 2023 – November 30, 2023 \$3,000	Prepare and present professional development workshops as part of the Pre-Supervisory Academy. One 5-hour workshop in October and a second 5-hour workshop in November	Restricted General Fund, Innovative Effectiveness Grant
<p><i>Requested by: Diana Pennington, Administrative Assistant III-Confidential</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 4 KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

The following are donations of equipment from the KCRW Foundation to the Santa Monica Community College District. In the normal course of business, the KCRW Foundation uses member donations and underwriting revenues to purchase equipment used in operating the Station. The ownership of the assets is transferred to the District and is inventoried and depreciated by the District. This Board action is primarily a recordkeeping action. The assets continue to be used in operating the Station.

April 2023

(2) Sat Antennas	\$995.58
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Mayn2023

(1) Wireless microphone kit	\$1,445.40
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June. 2023

(1) Power supply for transmitter	\$702.04
(1) Video Conferencing system	\$2,762.74
(4) Video Conferencing system	\$2,928
(9) Apple laptops	\$14,808.65
(1) Apple laptop	\$1,645.41
(6) Microsoft laptops	\$10,075.98
(6) Microsoft laptops & (5) docking stations	\$11,357.03
(6) Microsoft laptops & (10) docking stations	\$12,342.48
(2) HP workstations	\$6,599.24
(2) Apple ipads	\$990.05
(1) Audio Codec	\$14,869.99

Total for this quarter:	\$81,522.59
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ESTABLISH

Project Manager, Cal Fresh (80%), Student Affairs	10/04/2023
Project Manager, Biotech & Aquaculture, Academic Affairs	10/04/2023

ELECTIONS

PROJECT MANAGERS

Enciso, Raul, Project Manager, NextUp (Foster Youth Program)	10/23/2023- 06/30/2024
Lewenberg, Lisa, Project Manager, Learning-Aligned Employment Program (LAEP)	11/01/2023- 06/30/2024

ADJUNCT FACULTY

Approval/ratification of the hiring of adjunct faculty (List on file in the Office of Human Resources).
 Adjunct/Part-time faculty are hired as temporary employees and do not have reasonable assurance of employment.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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.

ELECTIONS EFFECTIVE DATE

PROBATIONARY

Hernandez, Patricia, Academic Records Evaluator, Admissions & Records 10/02/2023

PROBATIONARY/ADVANCE STEP PLACEMENT

Garcia, Arturo, Campus Safety Officer, Campus Police (Step C) 10/16/2023
Luevanos, Janette, Student Services Specialist, Navigating Pathways (Step C) 10/16/2023
McNeal, Charles, Campus Safety Officer, Campus Police (Step C) 10/16/2023
Smith, Corey, Student Services Clerk, IEC (Step C) 10/02/2023

VOLUNTARY TRANSFER

Cruz, Edwin 10/02/2023
From: Supplemental Instruction Coordinator*, Supplemental Instruction
To: Student Services Specialist, Navigating Pathways to Success
*Y-rated position

WORKING OUT OF CLASS (PROVISIONAL ASSIGNMENT)

Raby, Emily 09/25/2023 to 01/26/2024
From: Custodian, Varied Hours
To: Custodial Operations Supervisor, Varied Hours

CSEA EDUCATIONAL PAY DIFFERENTIAL

Associate/Bachelor/Master
Garcia, Cristina, International Student Services Specialist 2.5% 10/01/2023

SEPARATION LAST DAY OF PAID SERVICE

RETIREMENT

Drescher, Marc, Chief Director of Information Technology, Info. Technology 12/29/2023
Forsyth, Douglas, Theatre Technical Director, Theater Arts 10/29/2023
Romano, Jere, Community College Police Captain, Campus Police 01/10/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

ELECTIONS EFFECTIVE DATE

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

Britt, Julia, Personnel Analyst, Personnel Commission
 From: 07/03/2023 – 09/15/2023
 To: 07/03/2023 – 12/31/2023

SUBSTITUTE - 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.

Adler, Eve, Health Sciences Learning Lab Specialist, Health Sciences 09/11/2023---02/10/2024
 Wilson, Lindsay J., Administrative Assistant II, Emeritus 09/05/2023---11/03/2023

RECOMMENDATION NO. 8 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)	67
College Work-Study Student Assistant, \$16.90/hour (FWS)	77

SPECIAL SERVICE

Community Services Specialist I, \$50.00/hour	1
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 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*

9-A AMENDMENT TO AGREEMENT FOR ENVIRONMENTAL TESTING SERVICES – SMC STUDENT HOUSING AT BUNDY CAMPUS

Amendment No. 1 – B2 ENVIRONMENTAL for the SMC STUDENT HOUSING AT BUNDY CAMPUS project in the amount of not to exceed \$58,190.

Original Contract Amount	\$ 103,175
<u>Amendment No. 1</u>	<u>\$ 58,190</u>
Total to Date	\$ 161,365

Total Change Amendments represents 56.4% of the original contract.

Funding Source: Measure V

Comment: Amendment No. 1 will include additional subsurface environmental investigation, sampling, and monitoring.

9-B ENVIRONMENTAL SERVICES WITH ELLIS ENVIRONMENTAL

Recommend award of contract to Ellis Environmental in the amount of \$2,163.84 for asbestos and lead sampling services.

Funding Source: Unrestricted General Fund (Fund 01.0)

Comment: Sampling services provided in preparation for flooring projects at Drescher Hall and Maintenance and Operations offices.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION October 3, 2023
--------------------------------------------------------------	---------------------------

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

9-C (1) RESOLUTION FOR EMERGENCY REPAIRS – CENTRAL PLANT AND LIBRARY AIR HANDLERS

The Board of Trustees hereby resolves the following:

WHEREAS, a functioning Heating, Ventilation and Air Conditioning system is integral to the operation of the college facilities and student success; and

WHEREAS, a failed transformer caused damage to the Central Plant and Library air handlers; and

WHEREAS, failure to repair the damage immediately may cause suspension of on-ground classes and pose health and safety concerns; and

WHEREAS, Public Contract Code Section 20654 provides that public agencies may, with the unanimous approval of the governing board and approval of the county superintendent of schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life and property;

THEREFORE, BE IT HEREBY RESOLVED that the Santa Monica Community College District Board of Trustees has determined that these circumstances constitute an emergency condition and requests approval from the County Superintendent of Schools to enter into contracts for repair of the Central Plant and Library air handlers which includes replacing variable flow drives, chilled water pumps, and VFD controllers.

9-C (2) AWARD OF CONTRACT FOR EMERGENCY REPAIRS

Award of contract to Inverter Technology Inc. in the amount of \$59,093 for Repair of the Central Plant and Library air handlers, which includes removal and replacement of water pump motors, replacement/repair of variable flow drives, including controllers, and restarting the system to ensure normal operations.

This contract awarded pursuant to Emergency Contracting Procedures (PCC 20654).

Funding Source - District Capital Funds

Comment: The scope of work includes the cost for technician labor hours, as well as materials, and equipment, including delivery, related to the repair of the Central Plant and Library air handlers.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Strong Workforce Program - Regional Share fiscal year 2023-2024
 Reallocated Funds.

Granting Agency: California Community Colleges Chancellor’s Office

Augmentation Amount: \$27,500

Matching Funds: Not Applicable

Performance Period: July 1, 2023 – March 31, 2024

Summary: Santa Monica College was awarded additional funding for the fiscal year 2023-2024 to continue participation in the Faculty Innovation Hub project and participate in the Virtual and Executive Administrative Assistant Preparation program. The goal of the Virtual and Executive Administrative Assistant Preparation program is to create or use existing courses to introduce students to the new world of work, address the skills required to pursue careers in the virtual assistant and executive assistant occupations, and provide work-based learning opportunities to students interested in this sector. The goal of the Faculty Innovation Hub project is to close equity gaps for minority students in Career Education, bring together faculty from colleges participating in this regional project to identify and assess best-in-class teaching models, create a standard curriculum to scale across colleges, create regional workforce alliances, and focus on reaching underserved populations to connect them with training for high demand, sustainable wage jobs.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600 State		\$ 27,500
Expenditures		
1000 Academic Salaries		\$ 20,600
2000 Non-Academic Salaries		\$ 1,400
3000 Employee Benefits		\$ 5,500
4000 Supplies & Materials		\$
5000 Other Operating Expenditures		\$
6000 Capital Outlay		\$
7300 Other Outgo/Indirect		\$
7600 Student Aid		\$
Total		\$ 27,500

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Introducing Research Deconstruction Pedagogy into gateway Courses to Improve Student Engagement with STEM

Granting Agency: Regents of the University of California on behalf of UCLA Molecular Cell & Development io, a California corporation (UCLA) with UCLA, Santa Monica College (SMC)

Augmentation Amount: (\$4,482) Amended Total: \$207,627

Matching Funds: Not Applicable

Performance Period: July 1, 2023 to January 31, 2024

Summary: In fiscal year 2021-2022, UCLA awarded Santa Monica College grant funding to improve student engagement in STEM. The original performance period of the grant was July 1, 2020 through June 30, 2023. UCLA is granting an extension from July 1, 2023 to January 31, 2024 to allow for program objectives to be completed. The extension includes a reduction in funding to the grant recipients to cover additional costs of administering the grant. The award to Santa Monica College is being reduced by \$4,482 from \$219,209 to \$207,627.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Other Local	(\$ 4,482)
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	(\$ 4,482)
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 0
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	(\$ 4,482)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register
 August 2023 C1A – E4C \$13,236,348.63

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

RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register
 August 2023 149033 through 192895

ACH Numbers
 August 2023 206787 through 215617

Total \$19,879,433.84

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION October 3, 2023
--------------------------------------------------------------	---------------------------

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification

Requested by: Mitch Heskel, Dean, Educational Enterprise

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

Auxiliary Operations Payments and Purchase Orders

August 2023 Covered by check & voucher numbers: 033421-033729 & 03314-03351

Bookstore Fund Payments	\$ 191,633.13
Other Auxiliary Fund Payments	\$ 99,965.68
Trust and Fiduciary Fund Payments	<u>\$ 481,553.78</u>
	\$ 773,152.59

Purchase Orders issued

August 2023 \$49,499.18

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. 14 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
Raul Enciso, Project Manager, NextUp
Lewenberg, Lisa, Project Manager, Learning-Aligned Employment Program

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION October 3, 2023
--------------------------------------------------------------	---------------------------

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 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>
October 2023	3	\$10,523

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
October 2023	1	\$200

Funding Sources: Restricted Fund, Fund 01.3

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

RECOMMENDATION NO. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification

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

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PURCHASING

Requested Action: Approval/Ratification

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

17-A AWARD OF PURCHASE ORDERS

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

August 2023

\$39,864,135.01

17-B COOPERATIVE AGREEMENTS

Public Contract Code 20118 gives the district the authority to purchase through another public agency but must follow all terms and condition set forth by the bid of such agency. This is commonly referred to as piggybacking. The annual award of piggyback-allowed contracts bid through various state and local agencies allows SMC to purchase without advertising for bids, if it is determined it to be in the best interests of the district. The district is recommending participation in the following piggyback-allowed bids, as listed below during the 2023-2024 fiscal year. The agreements are valid for the entire fiscal year with the exception of those notes with their respective expirations.

- Foundation for California Community Colleges (FCCC), Contract 0000-7791, with Haworth, to 08/20/28, for furniture and fixtures applications
- Foundation for California Community Colleges (FCCC), Contract 0000-7792, with Krueger International (KI), to 08/14/2028, for furniture and fixtures applications
- Foundation for California Community Colleges (FCCC), Contract 0000-7789, with Community Playthings to 07/31/2028, for childhood education furniture, fixtures, equipment
- Foundation for California Community Colleges (FCCC), Contract 0000-7794, with Lakeshore to 08/14/2028, for early childhood education furniture, fixtures, equipment
- Foundation for California Community Colleges (FCCC), Contract 0000-7795, with Platinum Visual, to 08/14/28, for furniture and fixtures applications
- Foundation for California Community Colleges (FCCC), Contract 0000-3878, with Innovative Educators, to 10/31/2024, for online services for students, faculty, staff, parents, and families for orientation, support, and training.

INFORMATION ITEM NO. 18**SUBJECT:** **REPORT: SMC LOCAL PARTNERSHIPS AND COLLABORATIONS**

SUMMARY: SMC has a long history of partnership in Malibu. The opening of the Malibu campus offers an opportunity to expand those efforts and offer more robust programming. This report will include an update on SMC programs and services that support local K-12 students, as well as plans for future enhancements. The following highlights will be presented:

Outreach

Outreach staff currently offer the following services in Malibu and is working with Malibu High School to expand services:

- Parent Presentations
- Student Presentations
- Application Workshops
- Boys Girls Club in Malibu, Presentations to Parents
- Dual Enrollment/CC Enrollment Presentations & Conversations

Dual Enrollment and Academic Enrichment.

The SMC Dual Enrollment program offers multiple college-credit courses for Malibu High School students and the SMC Dance Department offers the SMC Dance Academy to 4th and 5th grade students at Malibu and Webster Elementary. The SMC Malibu Campus is partnering and consulting with Malibu High School to develop a schedule of college classes that will serve the needs of Malibu students.

Student Services and Safety

The Malibu Campus currently has a Student Services Specialist that connects students to online and on ground and support services. A Counseling 20 course is offered on site to assist with new student orientation. Beginning October 16, 2023, there will be two Campus Safety Officers on location five days a week. In addition, a new access control system and cameras will be installed to provide better viewing capabilities and remote access.

Public Transportation

The Metro 134 - Malibu - Santa Monica bus serves 36 bus stops in the Los Angeles area departing from Olympic/7th and ending at Trancas Canyon/Pacific Coast Highway. Line 134 runs 24 hours a day, 7 days a week, every 7 minutes (every 9 minutes on Sunday).

All SMC students are eligible for a Student GoPass, allowing them to ride any Metro Bus or Light Rail line for free, anywhere in LA County.

Link to presentation: [SMC Local Partnerships and Collaborations](#)

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **REVISION OF ENDING DATE FOR TENANTS OF 3400 AIRPORT AVENUE;**
ADDITION OF RENT REBATE INCENTIVE

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

REQUESTED ACTION: It is recommended that the Board of Trustees discuss and authorize the District to set October 31, 2024 as the end date for tenancies at 3400 Airport Avenue. This replaces a prior notification to tenants setting June 30, 2025 as the end date. The revised end date aligns with City of Santa Monica planning for the expansion of Memorial Park. It is also recommended to authorize the District to provide tenants who vacate by October 31, 2024 with a cash rebate equivalent to two months’ rent.

DISCUSSION:
Santa Monica College intends to convert 3400 Airport Avenue to educational use. The Board of Trustees at their March 7, 2023 meeting authorized the Superintendent/President to contract with a qualified architect to prepare the design and construction documents necessary to provide a minimum of four regulation tennis courts on the Santa Monica Airport side of SMC’s Bundy Campus. These courts will also accommodate pickleball.

The District indicated at the time that it would notify tenants of 3400 Airport Avenue of the intended change of use and would provide tenants with a two-year advance notice of termination. Notices were sent May 15, 2023, setting June 30, 2025 as the end date.

The City of Santa Monica has asked the District to begin construction of the tennis courts earlier than planned in order to coordinate with planned improvements at Memorial Park. The existing tennis courts at Memorial Park will be unavailable during construction. The District project for tennis courts would mitigate the loss and provide an interim replacement.

The District is supportive of the City’s request. Completing the improvements at Memorial Park in a timely fashion will make the best use of SMC’s contribution of \$20 million of Measure V funds to that project. The District also notes that the building maintenance issues at 3400 Airport Avenue are extensive and that additional use over time risks expensive repairs.

The revised notice will provide tenants with approximately 12 months of notice. This is appropriate, given the current softness of the commercial real estate market. Together with the earlier notice, the combined notice of termination will have provided tenants with approximately 17 months of preparation. To assist tenants, the District will provide tenants who vacate by October 31, 2024, with cash rebates equal to two months of rent. All tenancies are month-to-month.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Tom Peters
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 3, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **BOARD OF TRUSTEES ANNUAL GOALS 2023-2024 AND ONGOING PRIORITIES**

SUBMITTED BY: Board Chair and Vice-Chair

REQUESTED ACTION: It is recommended that the Board of Trustees discuss and approve the Board’s Annual Goals 2023-2024 and Ongoing Priorities.

The revised version presented at the meeting was approved and is included in the minutes.

- MOTION MADE BY: Susan Aminoff
- SECONDED BY: Sion Roy
- STUDENT ADVISORY: Absent
- AYES: 6
- NOES: 0
- ABSENT: 1 (Quiñones-Perez)



**Santa Monica Community College District
BOARD OF TRUSTEES
ANNUAL GOALS 2023-2024 AND ONGOING PRIORITIES**

ANNUAL GOALS 2023-2024

The Future of the College

1. Complete an Educational Master Education Plan that includes lessons-learned from COVID, challenges and opportunities presented by the economic and demographic landscape, and current and projected revenue and enrollment.
 - Complete SMC Educational Master Plan by Fall 2024
 - Adopt a strategic plan for SMC based on the Educational Master Plan
2. Complete ACCJC process for SMC accreditation.
3. Increase enrollment by 5%.

Educational Advancement, Quality and Equity

4. Schedule on-ground, online, and hybrid courses in accordance with student demand.
5. Decrease equity gaps, using appropriate data and controls including on measuring the effects of interventions, and increase:
 - Successful enrollment for first-time applicants;
 - Persistence from first term of enrollment to subsequent term;
 - Course success in equitized gateway courses;
 - Transfer level English and transfer level Math successful course completion in Year One;
 - Units successfully completed in Year One; and
 - Completion for Vision For Success and Student Centered Funding Formula (SCFF) for all populations (Bachelor Degrees, Transfers, AAs, ADTs, Chancellor's Office Certificates).
6. Obtain approval from CCC Chancellor's Office and ACCJC for SMC's Cloud Computing Baccalaureate application proposal.

Student Life

7. Complete an equity audit of all campus operations, using appropriate data and controls including on measuring the effects of interventions.

Fiscal Stewardship

8. Reduce the budget deficit by \$10,000,000.
9. Stabilize the fiscal structure of SMC and meet the requirements for a 7% fund balance.
10. Work with state and federal allies and legislators to increase and stabilize funding and the SCFF at a level that sustains the work of the College.

Facilities

11. Update and complete the Facilities Master Plan to support the vision for SMC's future.
12. Improve sustainable environmental (e.g., water, energy, and waste) policies, including to reduce dependence on the third parties (such as utilities).

Community Relations

13. Simplify online and in-person enrollment including for high school students, using appropriate data and controls including on measuring the effects of interventions.
14. Conduct a meeting of the Board of Trustees at the SMC Malibu Campus.

ONGOING BOARD OF TRUSTEES PRIORITIES

The Future of the College

1. Develop new programs and partnerships that support the strategic vision and plan for the future of the College.

Educational Advancement, Quality, and Equity

2. Hire and support a diverse and innovative faculty and staff, while seeking to increase the percentage of full-time faculty over time.
3. Ensure a supportive, inclusive, and collegial environment for students and staff.
4. Support participatory governance in College decision-making.

Student Life

5. Infuse anti-racist, equity-minded academic and non-academic support in all areas of the College.
6. Implement initiatives that overcome barriers based on students' financial resources and unmet basic needs.
7. Devote resources to assist students with personal circumstances that negatively affect student success.

Fiscal and Facilities

8. Seek opportunities for improved revenue generation, cost control, re-organization, and enrollment management to ensure a sustainable budget and efficient operations.
9. Re-commit to environmental sustainability in light of the continuing climate crisis.

Community and Government Relationships

10. Improve special programs that serve local students by increasing College readiness and success.
11. Strengthen Emeritus Program.

Reviewed and Discussed by the Board of Trustees: September 12, 2023

Approved by the Board of Trustees: October 3, 2023

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	October 3, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2024**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the schedule of Board Trustees meetings for 2024.

SUMMARY: Regular meetings (in bold) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally, the third Tuesday of the month is held for special meetings or workshops.

- | | |
|--------------------------------------------------------|----------------------------------------------------------------------|
| January 16, 2024 (third Tuesday) | July 2
July 16 (hold) |
| February 6
February 20 (hold) | August 6 |
| March 5

March 19
Winter Study Session | August 20
Closed Session/Superintendent's
Evaluation |
| April 2
April 16 (hold) | September 10 (second Tuesday)
Annual Board Self-Assessment |
| May 7
May 21 (hold) | September 24 (hold) |
| June 4
June 18 (hold) | October 1
October 15 (hold) |
| | November 12
November 19 (hold) |
| | December 3 (may be rescheduled) |

MOTION MADE BY: Rob Rader
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Absent
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT October 3, 2023
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XIII. BOARD COMMENTS

XIV. ADJOURNMENT – 7:13 p.m.

The meeting was adjourned in memory of **Dr. Robert “Bobby” Adams**, former SMC Vice-President of Student Affairs; and **Dr. Jacqueline Mora**, Santa Monica-Malibu Unified School District Assistant Superintendent of Educational Services.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, November 7, 2023 at 6 p.m. (5 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. This meeting will be held in-person and via Zoom Webinar to allow for remote participation.