



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, FEBRUARY 6, 2024

SMC Board Room
1900 Pico Boulevard
Santa Monica, 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	February 6, 2024

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, February 6, 2024 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 was also conducted via Zoom Webinar to allow for remote participation.

I. ORGANIZATIONAL FUNCTIONS - 5:05 p.m.

- CALL TO ORDER
 Dr. Margaret Quiñones-Perez, Chair - Present
 Dr. Nancy Greenstein, Vice-Chair - Present
 Dr. Susan Aminoff - Present
 Dr. Tom Peters - Present
 Rob Rader - Present
 Dr. Sion Roy - Present
 Barry Snell - Present
 Alyssa Arreola, Student Trustee – Present (for public session)

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code Section 54957.6): Claim for Damages by Eric Andrist
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS – 6:01 p.m.

- LAND ACKNOWLEDGEMENT
 We respectfully recognize that the land on which Santa Monica College currently stands is the ancestral unceded territory of the Tongva, Chumash and Gabrielino peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.
- PLEDGE OF ALLEGIANCE – Thomas Bui, Associate Dean, Student Life
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS
 Revision to Recommendation No. 4 – Classified Personnel, Regular

SALARY REALLOCATION

Deleted:
 Administrative Assistant III
 From: Classified Employee Salary Schedule, Range 34
 To: Classified Employee Salary Schedule, Range 39

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS

Marc Grossman

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: Student Equity Center

Presenters: Thomas Bui, Associate Dean, Student Life

Valeria Garcia, Project Manager, Student Equity Center

Link to: [Student Equity Center Presentation](#)

This supports the Board's 2023-2024 Annual Goal: Educational Advancement, Quality, and Equity.

IX. CONSENT AGENDA

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

#1 Approval of Minutes: January 16, 2024 (Regular Meeting)

Contracts and Consultants

#2-A Approval of Contracts and Consultants

#2-B Ratification of Contracts and Consultants

Human Resources

#3 Academic Personnel

#4 Classified Personnel – Regular

#5 Classified Personnel – Non Merit

#6 Classified Personnel – Limited Duration

Facilities and Fiscal

#7 Facilities

#8 Acceptance of Grants and Budget Augmentation

#9 Budget Transfers

#10 Payroll Warrant Register

#11 Commercial Warrant Register

#12 Auxiliary Payments and Purchase Orders

#13 Organizational Memberships

#14 Providers for Community and Contract Education

#15 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

- #16 2022-2023 Audit Reports
- #17-A Information: Update on Student Housing on Bundy Campus
- #17-B Contract with Mithun Architects
- #18 2024-2025 Nonresident Tuition
- #19 2023-2024 Quarterly Budget and 311Q Report

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, March 5, 2024 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.

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IV. SUPERINTENDENT'S REPORT

Back to School, Spring 2024

Academic Affairs, Student Affairs, Enrollment Development, Auxiliary Services, Business Services, Campus Police and Safety, Facilities, Maintenance and Operations, and Marketing are all involved in getting ready for the Spring 2024 semester. Group walks on campus have occurred to make sure signage is updated. The Emergency Operations Team has conducted safety walks in various campus locations. Core services in Admission and Records, Cashiers, general counseling, financial aid, outreach and onboarding will be offered on ground five days a week. Other programs will offer on ground and online services - days will vary based on the program. Students will not be charged for parking for the spring semester and will be encouraged to take advantage of the Big Blue Bus, Lyft, and other transportation options offered. Hours in the Student Services Center will be extended, Monday through Thursday - 7 a.m. to 10 p.m., 7 a.m. to 6 p.m. on Fridays.

Black History Month

SMC continues its ongoing Black History Series, launched in 2016, with a selection of free events that include informative talks, discussions, and author readings, and a workshop for students interested in applying to HBCUs (Historically Black Colleges and Universities). The series opens each February in honor of Black History Month and continues through the spring semester. For spring 2024, SMC's Black History Series activities include:

- Saturday, February 10, 10 a.m.-1 p.m.: "The Black College Expo"
- Tuesday, February. 20 at 1 p.m.: Jason Mott: "Exploring Identity, Love, and Being Black in America in Fiction Writing"
- Tuesday, February 27 at 3:45 p.m.: Workshop: "How to Transfer to a HBCU"
- Wednesday, February. 28 at 11 a.m.: Lucas Rivera: "My AfroRican State of Soul"
- Thursday, February 29, at 11:15 a.m.: Brianna Harvey: "Lessons in Liberation: How Black Youth and Families Resist Oppression"

Enrollment Update

- Winter 2024 enrollment: Total headcount is up 2.14 percent from last winter; credit FTES are down 1.24 percent from last winter; and non-resident FTES are up 13.23 percent from last winter.
- Spring 2024 enrollment: Total headcount is up 6.32 percent from last spring; credit FTES are up 6.28 percent from last spring; and non-resident FTES are up 10.85 percent from last spring.
- Current Progress Toward SEM goals: Credit FTES are up 4.11 percent (target is 3 percent annual growth); Noncredit FTES are up 14.78 percent (target is 5 percent annual growth); and non-resident FTES are up 11.66 percent (target is 5 percent annual growth).

Link to: [Enrollment Update](#)

CCLC Annual Legislative Conference and Lobby Day – January 29, 2024

SMC attendees included Superintendent/President Kathryn Jeffery, Board Chair Margaret Quiñones-Perez, Board Vice-Chair Nancy Greenstein, Trustee Tom Peters, Trustee Barry Snell, Don Girard, Senior Director of Government Relations/Institutional Communications, Shari Davis, Public Policy Institute and Project Manager/Special Assignment, and Dagmar Gorman, Administrative Assistant.

The main talking points with legislators included:

- Budget: SMC urges the Legislature to keep prior funding commitments, and if more-than-expected revenues come in, provide funding that is flexible for community college campuses.
- Student Centered Funding Formula: SMC supports a simple fix to the Hold Harmless provision of the SCFF that rewards community colleges for any growth in enrollment.
- Library Equipment and Infrastructure: SMC urges the protection this one-time commitment that represents an investment in our students.
- Legislation: SMC supports additional bond funding and encourages an equitable and flexible distribution for community college campuses through the passage of AB 247
- SMC urges support for SB 895 (Roth) to authorize the establishment of 15 community college district pilot programs for BSN degrees.
- Support of approval of the Santa Monica College's Bachelor of Arts in Cloud Computing during the March 2024 Board of Governors meeting

SMC Vote Center for March 5, 2024 Primary

The SMC Vote Center, operated by the Los Angeles County Registrar of Voters, will be located at Cayton Center, adjacent to the cafeteria in the old faculty lounge. The early public voting period is from Saturday, March 2 through Monday, March 4, from 10 a.m. to 7 p.m.

Malibu/Pacific Palisades Chamber of Commerce Names Alice Meyering as Woman of the Year

Alice Meyering, Associate Dean of the SMC Malibu Campus, has been selected as Woman of the Year by the Malibu/Pacific Palisades Chamber of Commerce. The 4th Annual Women's Leadership Awards Ceremony and Luncheon will be held on March 21, 2024 in recognition of Alice and other exceptional women leaders in the Malibu/Pacific Palisades community.

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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-#15.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #8-A

MOTION MADE BY: Rob Rader
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

X. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 8-A. Acceptance of Grants and Budget Augmentation

MOTION MADE BY: Rob Rader
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[January 16, 2024](#) (Regular Meeting)

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS**

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

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

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	Schools Excess Liability Fund (SELF)	Fiscal year 2023-2024 Total not to exceed \$150,000	To fund the AB 218 Revived Liability Fund. This is the second invoice the district received since AB 218 signed into law effective January 1, 2020.	General Unrestricted Fund
<i>Requested by: Kim Tran, Chief Director Business Services</i> <i>Approved by: Christopher Bonvenuto, Vice President, Business and Administration</i>				
2	AltaSea at the Port of Los Angeles	February 1, 2024 – June 30, 2025 \$150,000	Blue Economy Climate Action Pathways (BECAP) project support. This Project is to develop new programs and adapt existing curriculum to address market needs and combat concerns in climate change. SMC is leading this project. The budget augmentation was approved at the Board of Trustees meeting on January 16, 2024.	Restricted General Fund, Strong Workforce Program (SWP)
<i>Requested by: Jason Beardsley, Vice President, Academic Affairs</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** *(continued)*

2-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 Heal the Bay (HTB)	March 1, 2024 – June 30, 2034 This Agreement shall remain in force for ten (10) years or so long as the Aquarium remains under the HTB’s ownership and control, whichever comes first.	SMC will have permission to use the Aquarium facilities and Lab systems owned by HTB during the academic school year for Aquaculture-related college programs. The college will hire and provide staff, including a Laboratory technician, to manage the wet lab and materials used by the students. The College will provide lab and instructional materials to aid in the instruction of the program. The college may terminate the agreement upon 120 days’ notice.	Restricted General Fund, Strong Workforce Program (SWP) and NOAA/Padilla Grant
<i>Requested by: Patricia Ramos, Dean, Academic Affairs</i>			
<i>Approved by: Jason Beardsley, Vice-President, Academic Affairs</i>			
2 Accessible Information Management, LLC	January 1, 2024 – December 31, 2027 3-years \$52,223.40	Disability Services Department Comprehensive Accommodation, Appointment, And Case Management Software	Restricted General Fund, Student Equity Achievement Program
<i>Requested by: Denise L. Henninger, DSPS Manager</i>			
<i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>			

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** *(continued)*

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

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
3	Sunny Rothstein	November 1, 2023 – June 30, 2024 \$13,500	Consultant to provide external grant evaluator services for Title V grant Navigating Pathways to Success	Restricted General Fund, Title V Navigating Pathways to Success
<i>Requested by: Deyadra Blye, Project Manager, Student Care Teams & Peer Navigator Program</i>				
<i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>				
4	The Emmada Institute of Behavioral Health and Wellness	January 22 – February 28, 2024 \$5,200	The Emmada Institute provides culturally affirming, behavioral health and wellness support to communities. They provide mental health support to individuals, couples, families and groups and are committed to providing culturally affirming engagements with these communities and individuals. Dr. Rick Williamson, Ph.D. from the Emmada Institute will provide direct training and support to SMC’s Center for Wellness and Wellbeing, members of the Care and Prevention Team and the Basic Needs Department to support the work they do with SMC students.	Restricted General Fund, Mental Health Support
<i>Requested by: Susan Fila, Dean, Health and Well-Being (Interim)</i>				
<i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>				

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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 3 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

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.

SEPARATIONS

RETIREMENT

Buckley, Alan, Full-time Faculty, Philosophy and Social Sciences (35 years of service)	06/28/2024
Javelosa, David, Full-time Faculty, Design Technology (23 years of service)	06/13/2024

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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 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>EFFECTIVE DATE</u>
<u>ABOLISH POSITION</u>	
Custodial Operations Manager (1 position)	07/12/2023*
Operations, 12 months, 40 hours, Day Shift	
*Correction from July 11, 2023 Board approval	

<u>ESTABLISH POSITION</u>	
Grounds Manager (1 position)	07/12/2023*
Grounds, 12 months, 40 hours	
*Shift correction from July 11, 2023 Board approval	

SALARY REALLOCATION

The following salary reallocations are the result of the Personnel Commission conducting a classification and compensation review for the Administrative Assistant series during this current fiscal year as part of its ongoing cyclical review process. They were approved by the Personnel Commission on January 29, 2024.

Administrative Assistant III-Confidential	02/02/2024
From: Classified Confidential Employee Salary Schedule, Range C35	
TO: Classified Confidential Employee Salary Schedule, Range C40	

Administrative Assistant IV-Confidential	02/02/2024
From: Classified Confidential Employee Salary Schedule, Range C37	
TO: Classified Confidential Employee Salary Schedule, Range C42	

Executive Coordinator-District & Board of Trustees-Confidential	02/02/2024
From: Classified Confidential Employee Salary Schedule, Range C41	
To: Classified Confidential Employee Salary Schedule, Range C46	

CLASSIFICATION RETITLE AND SALARY REALLOCATION

From: Network Communications Manager, Range M20, Classified Management Salary Schedule	
To: IT Infrastructure Manager, Range M29, Classified Management Salary Schedule	02/07/2024

Engfer, Mark	02/07/2024
From: Network Communications Manager, Range M20, Classified Management Salary Schedule	
To: IT Infrastructure Manager, Range M29, Classified Management Salary Schedule	

ELECTIONS

POSITION RECLASSIFICATION

Brunell, Gina 02/01/2024
From: Administrative Assistant I, Classified Employee Salary Schedule Range 28
To: Administrative Assistant II, Classified Employee Salary Schedule, Range 32

Jimenez, Jorge 02/01/2024
From: Grounds Equipment Operator, Weekend Shift, Classified Employee Salary Schedule Range 27
To: Irrigation Systems Specialist, Variable Hour Shift, Classified Employee Salary Schedule, Range 33

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Jimenez, Jorge 08/01/2023 to 11/30/2023
From: Grounds Equipment Operator 12/01/2023 to 12/21/2023*
To: Irrigation Systems Specialist 01/02/2024 to 01/24/2024*
Percentage: More than 50%
*Extentions

LEAVE OF ABSENCE – UNPAID

Mehrazar, Saman, Admin Assistant II, Non-Credit Education 01/16/2024 to 02/12/2024

RECOMMENDATION NO. 5 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) 9
College Work-Study Student Assistant, \$16.90/hour (FWS) 1

SPECIAL SERVICE

Art Model, w/Costume \$30.00/hour 1
Community Services Specialist I, \$37.00/hour 8
Community Services Specialist II, \$50.00/hour 3

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

ELECTIONS

EFFECTIVE DATE

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

Anzai, Taylor F., Cosmetology Assistant, Cosmetology	01/31/2024-06/30/2024
Artola, Sebastian, Tutoring Coordinator – English & Humanities, Supplemental Instruction	
From:	12/04/2023-06/30/2024
To:	12/04/2023-01/19/2024
Britt, Julia, Personnel Analyst, Personnel Commission	
From:	07/01/2023-02/02/2024
To:	07/01/2023-04/17/2024
Chan, Oliver, Accompanist-Music	01/02/2024-06/30/2024
Govea, Jose, Theatre Tech Specialist, Performing Arts Ctr	01/10/2024-06/30/2024
McNaughton, Joellen, Accompanist-Music Performance	01/02/2024-06/30/2024
McNaughton, Joellen, Accompanist-Music	01/02/2024-06/30/2024
Martinez, Paul G., Theatre Arts Operations Assistant, Theatre Arts	01/23/2024-02/29/2024
Nesteruk, Gary, Accompanist-Music	01/02/2024-06/30/2024
Profitt, Steven N., Events Assistant, Performing Arts Ctr	02/02/2024-06/30/2024
Russell, Regan, Accompanist-Music Performance	01/02/2024-06/30/2024
Russell, Regan, Accompanist-Music	01/02/2024-06/30/2024
Tan, Barry, Accompanist-Music	01/02/2024-06/30/2024
Correction:	
Ward, Emma, Administrative Assistant I, Theatre Arts	
From:	07/01/2023-12/21/2023
To:	07/01/2023-11/30/2023
Ward, Emma, Administrative Assistant I, Theatre Arts	12/01/2023-01/04/2024

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.

Avila Galeana, Denise J., Student Services Clerk, Welcome Ctr	01/29/2024-06/30/2024
Chan, Oliver, Accompanist-Music Performance	01/02/2024-06/30/2024
Giammarco, David S., Student Services Clerk, Welcome Ctr	01/22/2024-06/30/2024
Leon, Timothy, Accompanist-Music Performance - Music	01/02/2024-06/30/2024
Nesteruk, Gary, Accompanist-Music Performance – Emeritus	01/02/2024-06/30/2024
Olivares, Mario., Student Services Clerk, Welcome Ctr	02/01/2024-06/30/2024
Miles, Erik, Mail Service Worker I, PCAL	12/01/2023-06/28/2024
Nesteruk, Gary, Accompanist-Music Performance	01/02/2024-06/30/2024
Tan, Barry, Accompanist-Music Performance	01/02/2024-06/30/2024

SUBSTITUTE - LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Ponce, Daniel, Administrative Assistant I, Dance & ESL	
From:	10/13/2023-12/08/2023
To:	10/13/2023-12/21/2023

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 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
Yu-Ngok Lo, Assistant Director of Facilities Planning and Construction
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification*

7-A HVAC REPLACEMENT PROJECT - CHANGE ORDER NO. 1

Change Order No. 1 – AC PROS INC, in the amount of \$174,855.56 for the current campus-wide HVAC project:

Original Contract Amount	\$ 2,380,000.00
Change Order No. 1	<u>\$ 174,855.56</u>
Revised Contract Amount	\$ 2,554,855.56

Change Orders represent 7.3% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance and Facilities Fund 40.0

Comment: This bid contract was originally approved by the Board of Trustees in June 2023. The project consists of repair/replace HVAC units throughout the District. The purpose of Change Order No. 1 is for additional items found necessary to replace on the District’s HVAC systems and failures of systems or equipment that occurred since execution of original contract.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Jason Beardsley, Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Contract: DPSS Customer Service Training – Attitude in the Workplace
 Contractee Agency: The Los Angeles County Department of Public Social Services
 Contract Amount: \$70,000
 Matching Funds: NA
 Performance Period: November 1, 2023 to June 30, 2024.
 Summary: Santa Monica Community College entered into a service agreement with The Los Angeles County Department of Public Social Services (DPSS) to provide instructors for Customer Service Training. The customer services training courses will be delivered remotely to employees of LA County DPSS. Santa Monica College will host twenty-eight sessions for approximately seven hundred students. Santa Monica College will be responsible for providing digital handouts and supplementary learning materials. Los Angeles County DPSS will pay Santa Monica Community College \$2,500 for each section, totaling \$70,000 for 28 sections. The net estimated program income for this contract is \$46,000.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Local Revenue	\$ 70,000
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 19,000
	3000 Employee Benefits	\$ 2,000
	4000 Supplies & Materials	\$ 3,000
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 0
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 24,000
	Net Program Income Estimates	\$46,000

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

9-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: December 1-31, 2023 -

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	31,588
3000	Benefits	0
4000	Supplies	3,020
5000	Contract Services/Operating Exp	63,065
6000	Sites/Buildings/Equipment	2,635
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-100,308
Net Total:		0

9-B FUND 01.3 – Restricted Fund

Period: December 1-31, 2023 -

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	-6,521
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	6,521
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	83,104
5000	Contract Services/Operating Exp	-31,573
6000	Sites/Buildings/Equipment	-51,531
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.

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

Payroll Warrant Register

December 2023 C1E – C2F \$16,342,872.44

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

RECOMMENDATION NO. 11 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

December 2023 346497 through 386249

ACH Numbers

December 2023 248393 through 256329

Total \$11,899,034.25

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 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
 December 2023 Covered by check & voucher numbers: 034689-034917 & 03491-03552

Bookstore Fund Payments	\$ 219,726.17
Other Auxiliary Fund Payments	\$ 155,164.43
Trust and Fiduciary Fund Payments	<u>\$ 730,726.27</u>
	\$ 1,105,616.87

Purchase Orders issued
 December 2023 \$5,247.08

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. 13 ORGANIZATIONAL MEMBERSHIPS

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

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
February 2024	1	\$400.00

Funding Sources: General Fund, Fund 01.0

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. 14 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, 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 Santa Monica Community College District	ACTION February 6, 2024
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 PURCHASING

Requested Action: Approval/Ratification

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

15-A AWARD OF PURCHASE ORDERS

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

December 2023

\$44,766,224.70

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16

SUBJECT: **2022-2023 AUDIT REPORTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2022-2023 Audit Report of the Financial and Related Statements of the Santa Monica Community College District and the Proposition 39 Financial and Performance Audits prepared by the District’s contracted independent auditor EideBailly.

COMMENT: The Auditor’s opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2023. The Board’s Audit Subcommittee reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

Links to:
[SMCCD 2023 Final Financial Statements](#)
[SMCCD 2023 Final Governance Letter](#)
[SMCCD Measure AA and Measure V 2023 Financial and Performance Report](#)
[SMCCD Measure AA and Measure V 2023 Final Governance Letter](#)

MOTION MADE BY: Barry Snell
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 17-A

SUBJECT: **UPDATE: STUDENT HOUSING ON BUNDY CAMPUS**

SUBMITTED BY: Superintendent/President

SUMMARY: Student Housing on Bundy Campus

- SMC’s SB 169 state grant application has been scored. State award of funds yet to be published.
- SMC has completed a Request for Qualifications process for a private housing developer partnership. A Request for Proposal from three finalists has been paused as the college considers a potential partnership with UCLA Housing
- The joint use student housing potential partnership is to be informed by the study recommended below.

RECOMMENDATION NO. 17-B

SUBJECT: **CONTRACT WITH MITHUN ARCHITECTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a contract with Mithun Architects for a total amount not to exceed \$30,000 plus expenses to provide a capacity study for potential SMC/UCLA student housing project at the Bundy Campus.

COMMENT: SMC and UCLA are in discussion regarding a joint student housing partnership on the City of Los Angeles portion of SMC’s Bundy Campus. SMC has identified a number of benefits for a UCLA housing partnership, including UCLA’s experienced development and operational management capabilities, significant reduction of vacancy risk to SMC, potential reduced cost to SMC for project financing, and community with UCLA students. The proposed conceptual study will enable SMC and UCLA to fully understand the Bundy Campus site potential and inform appropriate development. Mithun Architects has significant experience in student housing and massing studies. Funding for this study is from general obligation bonds and the Capital Outlay Fund, to provide for related planning requirements in the anticipated development of a facilities master plan for the campus.

FUNDING SOURCE: General Obligation and Capital Outlay Funds

MOTION MADE BY: Barry Snell

SECONDED BY: Tom Peters

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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RECOMMENDATION NO. 18

SUBJECT: **2024-2025 NONRESIDENT TUITION RATE**

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the nonresident tuition rate of \$406 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2024-2025.

For 2024-2025, the lowest possible nonresident tuition rate for SMC is the Statewide Average Cost, which is set at \$406 per unit; and the highest possible nonresident tuition rate is the Comparable States Average, set at \$432 per unit.

This represents a 28.48 percent increase from the 2023-2024 nonresident tuition rate. While it is a large increase, this is the lowest rate allowable and mandated by the state.

	Current	Proposed	Change
Nonresident Tuition	\$316	\$406	+ \$90
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$386	\$476	+ \$90

Below is a brief comparison of the 2023-2024 rates of other community colleges in the area and/or enrolling significant numbers of international students. They have not posted their 2024-2025 rates but will face similar increases.

2023-24 Comparison	NR Tuition	Capital Outlay	Enrollment Fee	Total Per Unit	Annual Total (24 semester units or 36 quarter units)	
Pasadena City College	\$ 414.00	\$ 31.00	\$ 46.00	\$ 491.00	\$ 11,784.00	
Irvine Valley College	\$ 365.00	\$ 45.00	\$ 46.00	\$ 465.00	\$ 10,944.00	
Orange Coast College	\$ 381.00	\$ 31.00	\$ 46.00	\$ 427.00	\$ 10,248.00	
Santa Barbara City College	\$ 351.00	\$ 22.00	\$ 46.00	\$ 419.00	\$ 10,056.00	
Mt. San Antonio	\$ 342.00	\$ 20.00	\$ 46.00	\$ 408.00	\$ 9,792.00	
Foothill-DeAnza	\$ 239.00		\$ 31.00	\$ 270.00	\$ 9,720.00	Quarter Units
East Los Angeles	\$ 342.00		\$ 46.00	\$ 388.00	\$ 9,312.00	
Santa Monica College	\$ 316.00	\$ 24.00	\$ 46.00	\$ 386.00	\$ 9,264.00	
Glendale CC	\$ 260.00	\$ 40.00	\$ 46.00	\$ 346.00	\$ 8,304.00	
El Camino College	\$ 276.00	\$ 20.00	\$ 46.00	\$ 342.00	\$ 8,208.00	

MOTION MADE BY: Rob Rader
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7

NOES: 0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 6, 2024
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: **2023-2024 QUARTERLY BUDGET REPORT AND 311Q REPORT**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the 2023-2024 Quarterly Report and the 311Q report, as of December 31, 2023.

COMMENT: The Board of Trustees is presented a quarterly budget report with the 311Q report required by the Chancellor’s Office. This report summarizes the financial statements of the District’s Unrestricted General Fund for review by the Chancellor’s Office.

Link to: [2023-2024 Quarterly Budget Report](#)

Link to: [Quarterly Budget Presentation](#)

MOTION MADE BY: Barry Snell

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 6, 2024

XII. BOARD COMMENTS

XIII. ADJOURNMENT – 9:46 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, March 5, 2024 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.