



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, FEBRUARY 7, 2023

Santa Monica College
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>

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS - None

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: Equity Audit

Presenter: Hotep Consultants

Link to: [SMC Equity Audit Report](#)

Link to: [Equity Audit Presentation](#)

This supports the Board's 2022-2023 Annual Goal: Educational Advancement, Quality, and Equity.

IX. CONSENT AGENDA

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

#4 Approval of Minutes: January 17, 2023 (Regular Meeting)

#5 Resolution: Adopt Findings Pursuant to Government Code Section 54953

Contracts and Consultants

#3-A Ratification of Contracts and Consultants

Human Resources

#4 Academic Personnel

#5 Classified Personnel – Regular

#6 Classified Personnel – Limited Duration

#7 Classified Personnel – Non Merit

Facilities and Fiscal

#8 Facilities

#9 Acceptance of Grants and Budget Augmentation

#10 Budget Transfers

#11 Payroll Warrant Register

#12 Reissue Commercial Warrants

#13 Auxiliary Payments and Purchase Orders

#14 Organizational Memberships

#15 Providers for Community and Contract Education

#16 Authorization of Signature to Approve Invoices, 2022-2023

#17 Purchasing

X. CONSENT AGENDA – Pulled Recommendations

XI. MAJOR ITEMS OF BUSINESS

- #18 2022-2023 Quarterly Budget and 311Q Report
- #19 2023-2024 Nonresident Tuition
- #20 Resolution in Connection with the Financing of Certain Facilities and Declaring
Its Intent to Reimburse Certain Expenditures from Tax-Exempt Obligations
- #21 Consultant for Student Housing Feasibility Planning Study

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, March 7, 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	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2023

IV. SUPERINTENDENT'S REPORT

Back to School, Spring 2023

For the Spring semester parking will be free, however everyone will need to register their vehicle, so the information is on file in the case of an emergency. Staff can register vehicle sin the IPARQ automated system by going to:

[Santa Monica College \(thepermitstore.com\)](https://smc.thepermitstore.com) – <https://smc.thepermitstore.com>

It is anticipated that there will be plenty of room in the parking structures. Traffic has been light to moderate during the last several semesters. Two electronic traffic signs will be utilized to welcome the Spring students and provide a link to the SMC’s website home page. Messaging will be installed on doors with COVID safety reminders and a QR code with the current masking guidelines.

The Emergency Operations Team (EOT) continues to focus on campus safety as a top priority. It looks at current COVID data trends and agency information to help guide its decisions and to stay current on any new safety guidelines from Federal state and local governments.

The campus has implemented its masking decision matrix, which details when indoor and masking is required based on CDC community transmission data. Based on current numbers and following the decision matrix, SMC lifted the indoor mask mandate for all campuses, except for a few high risk locations, such as when visiting the Health center, while on college transportation, and during one on one meetings in individual offices.

Moving into the spring semester 2023, indoor masking will not be required on SMC campuses, except in those three high-risk areas mentioned above. The EOT will continue to monitor the data and notify the campus community if changes occur. The college supports students, staff, and visitors who continue to wear their masks by utilizing the student services clerks who are placed around the campus to hand out masks and provide sanitizer. In addition, the clerks provide customer service information related to COVID and general campus information. The SMC online daily symptom checklist will no longer be required and staff will be expected to conduct their own daily symptom self-assessment. The EOT is working closely with event organizers to help provide support and create safe environments for events.

Course offerings for Spring 2023 consist of 50 percent on-ground classes and 50 percent of a variety of online modalities. About 14,000 unduplicated headcount students will be attending on-ground classes. Students are responding to positive signals about returning to campus. Student services will be provided on-ground 5 days a week and evening services as well as extended hours in the Cafeteria, the Student Services Center, the Cayton Student Lounge and the Library.

Black History Month

SMC continues its ongoing Black History series this February with a selection of free events that include author readings, a documentary screening, and informative talks and discussions. Activities include the *National Academy of Sciences Exhibition: The Creative Mind*, and a free screening and discussion of the documentary *Mr. Soul!*, On February 14th, the Black Collegians is hosting a *Welcome Black to School* in the quad. A luncheon will be held on February 20th which will help support the college in advancing the work of racial equity by creating awareness to achievement, recognition and by cultivating a culture of support for black SMC students. The keynote speaker will be Dr. Karen Gunn and several awards will be issued. The SMC Associates is hosting the [Black History Series](#) of events, which extends beyond February.

CCLC Annual Legislative Conference and Lobby Day

SMC's lobby Strategic Education Services provided support and guidance for the Lobby Day meetings. Four trustees and three SMC staff members met with eight legislators who represent districts where a large number of students attend SMC. The SMC team was able to provide perspective in areas of interest to community colleges and SMC, such as enrollment, student housing, financing, and were impressed by the knowledge and engagement of the legislators and their staffs on those issues.

Malibu Campus Update

The Malibu campus will open in Spring 2023 offering credit classes, and noncredit tuition free classes, Emeritus (noncredit fee lifelong learning for older adults) and community education (fee-base, not for credit) classes.

Link to: [Malibu Campus Presentation](#)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2023

IX. CONSENT AGENDA

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

RECOMMENDATION:

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

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #6, #8-A, #9-A

MOTION MADE BY: Rob Rader
 SECONDED BY: Sion Roy
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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. 6 – Classified Personnel – Limited Duration

MOTION MADE BY: Rob Rader
 SECONDED BY: Sion Roy
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 8-A – Facilities: Amendment No. 1 to Agreement for Architect and Engineering Services for Scheduled Maintenance Projects

MOTION MADE BY: Rob Rader
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 9-A – Acceptance of Grants and Budget Augmentation:

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2023

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 17, 2023](#) (Regular Meeting)

RECOMMENDATION NO. 2 RESOLUTION: ADOPT FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953

Requested Action: Approval

Reviewed by: Robert M. Myers, Campus Counsel

It is recommended that the Board of Trustees adopt the following findings:

1. On September 14, 2021, the Board of Trustees adopted a “RESOLUTION DECLARING THAT ONGOING EMERGENCY CONDITIONS EXIST AT SANTA MONICA COLLEGE AND FINDING THAT IN-PERSON MEETINGS UNDER THE BROWN ACT WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH AND SAFETY OF ATTENDEES.”
2. In accordance with Government Code Section 54953(e)(3), the Board of Trustees has reconsidered the circumstances of the state of emergency and determined by majority vote that the state of emergency continues to directly impact the ability of members to meet safely in person.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 17, 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	GeckoEngage	January 18, 2023 – January 17, 2024 Not to exceed \$10,000	Licensing of the GeckoEngage “Visit” module to support the creation and management of in-person, online, and hybrid events. The “Visit” module will allow inter-departmental collaboration to facilitate student and guest registration for events such as Open House, Enrollment Labs, Onboarding Seminars, Campus Tours, VIP Welcome Days, Commencement, etc. “Visit” provides features, including, event and session management, capacity management with waitlisting, event registration (including auto-registration), personalized itineraries for multi-session events, ticketing/check-in via QR code and Apple Wallet, real-time attendance tracking, post event surveys, customizable workflows pre, post, & during events, landing pages, event communications (email and text messages), and event tracking.	Student Retention and Enrollment Outreach Grant
<i>Requested by: Esau Tovar, Dean, Enrollment Services</i> <i>Jose Hernandez, Associate Dean, Outreach, Recruitment, & Onboarding</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL

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

ELECTIONS

EFFECTIVE DATE

Long-Term Substitute (Correction)
 Poy, Teresa, Full-time Faculty, Health Sciences

02/20/2023- 06/13/2023

ADJUNCT FACULTY

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

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

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL - REGULAR

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

All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.

ESTABLISH NEW CLASSIFICATION

Laboratory Technician Fashion 02/08/2023
 Classified Employee Salary Schedule, Range 32

CLASSIFICATION RETITLE AND SALARY REALLOCATION

From: Assistant Director of Human Resources
 Classified Management Salary Schedule, Range M29
 To: Assistant Director of Human Resources – Employee and Labor Relations 02/08/2023
 Classified Management Salary Schedule, Range M31

CLASSIFICATION SALARY REALLOCATION

Laboratory Technician – Broadcast Digital Media 02/08/2023
 From: Classified Employee Salary Schedule, Range 29
 To: Classified Employee Salary Schedule, Range 32

ESTABLISH POSITION

Laboratory Technician-Art (1 position) 02/08/2023
 Art Department, 12 months, 40 hours

ABOLISHED POSITION

Laboratory Technician-Art (1 position) 02/08/2023
 Art Department, 12 months, 40 hours, NS-I, Weekend

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

DeBrito, Andrea, Administrative Assistant I, The Center (Step C) 02/01/2023
 Derieg, Kenneth, Recycling Program Specialist, Sustainability (Step C) 02/01/2023
 Miller, Valerie, Costume Designer, Theatre Arts, (Step C) 02/16/2023
 Morales, Calixto, Grounds Worker, Grounds (Step C) 02/01/2023
 Morrison, Tatiana, Personnel Technician, Personnel Commission (Step B) 02/16/2023
 Nario, Laura, Outreach & Recruitment Specialist, Outreach & Onboarding (Step C) 02/01/2023
 Pacheco, Wendy, Enterprise Business Services Clerk, Auxiliary Services (Step C) 02/01/2023
 Ramos, DeAnna, Academic Records Evaluator (Step B) 02/16/2023

PROBATIONARY

Davis, Shawn, Custodian, Operations 02/01/2023
 Madsen, Kaitlin, Enterprise Business Services Clerk, Auxiliary Services 03/01/2023

PROMOTION

Hightower, LaToya 02/01/2023

From: Student Services Clerk, International Education Center
To: Student Services Assistant, International Education Center

Reid, Maisha 02/16/2023

From: Student Services Clerk, Admissions and Records
To: Academic Records Evaluator, Admissions and Records

Mendoza, Jack 02/01/2023

From: Student Services Clerk, Financial Aid & Scholarships
To: Student Services Assistant, Financial Aid & Scholarships

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Van Hemelrijck, Erin 03/01/2023

From: Health Assistant, Health Services (range 26)
To: Student Services Assistant, International Education Center (range 25)

WORKING OUT OF CLASSIFICATION (LIMITED-TERM SUBSTITUTE)

Reid, Maisha 07/18/2022 - 12/20/2022
From: Student Services Clerk, A & R 01/03/2023 to 02/15/2023*
To: Administrative Assistant II, A & R
Percentage: More than 50%
*Extension

Reyes, Miguel 2/18/2023 to 6/30/2023

From: Information Systems Administrator
To: Instructional Technology Services Manager – Entertainment Technology
Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Bruce, Jerome 09/01/2022 to 12/31/2022
From: Shuttle Driver 01/01/2023 to 02/15/2023*
To: Transportation Operations Coordinator
Percentage: More than 50%
*Extension

Ibrahim, John 09/15/2022 to 01/18/2023
From: Property Clerk 01/19/2023 to 02/02/2023*

To: Buyer II
Percentage: More than 50%
*Extension

Gountoumas, Kasiani 10/15/2022 to 02/03/2023
From: Nurse Practitioner 02/04/2023 to 03/15/2023

To: Health Center Supervisor
Percentage: More than 50%
*Extension

Kuykendall, Alan 10/01/2022 to 02/20/2023
From: HR Analyst – Employee and Labor Relations (Confidential) 01/21/2023 to 02/15/2023*

To: Assistant Director of Human Resources
Percentage: More than 50%:
*Extension

Reyes, Miguel
From: Information Systems Administrator
To: Instructional Technology Services Manager
Percentage: More than 50%
*Extension

10/18/2022 to 1/16/2023
01/17/2023 to 02/17/2023*

CSEA EDUCATIONAL PAY DIFFERENTIAL

ASSOCIATE/ BACHELOR/MASTER DEGREE

Reid, Maisha, Student Services Clerk	2.5%	02/01/2023
Murray, Peter, Administrative Assistant I	2.5%	02/01/2023
Grant, Travis, Administrative Assistant I	2.5%	02/01/2023

LEAVE OF ABSENCE - UNPAID

Poy, Teresa, Health Sciences Learning Lab Specialist	02/20/2023 – 06/13/2023
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SEPARATION

LAST DAY OF PAID SERVICE

39 MONTH REEMPLOYMENT

Bohman, Alice Malin E., Administrative Assistant II, Enrollment Development	02/13/2023
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RESIGNATION

Gibson, Christopher, Senior Research Analyst, Institutional Research	03/01/2023
Navarro, Laura, CC Police Dispatch, Campus Police	01/25/2023

RETIREMENT

Barlow, Anthony, Custodial Operations Supervisor, Operations (11 years)	02/28/2023
Landau, Marilyn, Admin. Assistant II, Community & Academic Relations (8 years)	02/10/2023

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

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.

Buchinsky, Boyko, Events Assistant, SMC Performing Arts	01/18/2023- 06/30/2023
Humphrey, Mamie D., Custodian, Operations	01/18/2023- 06/30/2023
Lee-Lewis, Richele, Buyer II, Procurement, Contracts & Logistics	
From:	08/15/2022- 09/06/2022
To:	08/15/2022- 02/17/2023
Martin, Matthew J., Stage Construction Technician	01/25/2023-06/30/2023

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

Fujita, Kurtis, Student Services Clerk, Admission & Records	
From:	07/01/2022- 11/04/2022
To:	07/01/2022- 12/22/2022
To:	07/01/2022- 03/23/2023
Nario, Laura, Outreach & recruitment Specialist, Outreach, Recruitment & Student Engagement	
From:	08/15/2022--12/30/2022
To:	08/15/2022--01/31/2023

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

Bates, Daisha, Student Services Assistant, Success & Engagement Center	
From:	08/05/2022- 01/17/2023
To:	08/05/2022- 03/31/2023
Pacheco, Wendy, Enterprise Business Services Clerk, Cashier’s Office	
From:	07/01/2022- 08/15/2022
To:	08/16/2022- 02/12/2023

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 7, 2023
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$15.96/hour (STHP)	28
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SPECIAL SERVICE

Recreation Director II, \$15.96/ hour	2
Art Model, \$27.00/hour	1
Art Model w/ Costume, \$30.00/hour	1
Community Services Specialist I, \$35.00/hour	15
Community Services Specialist II, \$50.00/hour	5

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

*Requested by: John Greenlee, Director, Facilities Finance
Terry Kamibayashi, Manager of Facilities Maintenance
: Charlie Yen, Director of Facilities Planning
Kim Tran, Chief Director, Business Services
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification*

8-A AMENDMENT NO. 1 TO AGREEMENT FOR ARCHITECT & ENGINEERING SERVICES WITH RACHLIN PARTNERS FOR SCHEDULED MAINTENANCE PROJECTS

Amendment No. 1 to increase current contract with RACHLIN PARTNERS for architectural services in the amount of \$247,204.

Contract amount:	Original Contract Amount	\$383,130
	Amendment No. 1	<u>\$247,204</u>
	Revised Contract Amount	\$630,334

Total amendment represents 65% of the original contract.

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: Amendment No. 1 includes revised fee schedule for roofing repairs increased by \$171,184. HVAC repairs revised fee schedule increased by \$50,050 and Emergency Lighting repair increased by \$25,970. The increase in fee is due to the increase in project cost over the initial estimate and increased scope of projects.

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

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

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Expanding the Training Capacity of the Equity-Centered Biotechnology Workforce Program

Granting Agency: Santa Monica College Foundation passthrough from the W. M. Keck Foundation

Augmentation Amount: \$1,000,0000

Matching Funds: \$137,171

Performance Period: January 1, 2023 to December 30, 2026

Summary: Santa Monica College Foundation on behalf of Santa Monica College (SMC) requested \$1,000,000 over three years from the W. M. Keck Foundation for a Special Project Grant to support the development and expansion of an equity-centered Advanced Biotechnology Education Program in Cell Therapies and Immunological Testing.

The grant will help SMC foster the development of students from varied backgrounds to become the next generation of diverse and talented scientists to enter the Biotechnology and the Life Science sector. This program will train students in cutting-edge cell science and immunoassay technologies so that they can fill the growing industry demand for cancer-fighting scientists in Santa Monica and the Greater Los Angeles area. Additionally, students will be taught nanobiotechnology concepts and their proper applications in the cell/gene therapy and immunological testing industries. This distinct training will set SMC students apart from traditional entry-level technicians, maximizing their opportunities for employment. The grant will be used to fund salary for the project manager, release time for lead faculty and compensation for part-time lab technician as well as student stipends. Equipment will be acquired with these funds essential for expansion of the program as well as contracted services for lab space renovations.

Budget Augmentation:

Restricted Fund 01.3	
Revenue	
8800 Other Local	\$1,000,000
Expenditures	
1000 Academic Salaries	\$ 237,478
2000 Non-Academic Salaries	\$ 176,783
3000 Employee Benefits	\$ 86,452
4000 Supplies & Materials	\$ 48,000
5000 Other Operating Expenditures	\$ 235,000
6000 Capital Outlay	\$ 216,287
7300 Other Outgo/Indirect	\$ 0
7600 Student Aid	\$ 0
Total	\$1,000,000

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9-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: Strong Workforce Program – Regional Share Round 7: FY 2022-23
 Granting Agency: California Community Colleges Chancellor’s Office
 Award Amount: \$565,000
 Matching Funds: Not applicable
 Performance Period: July 1, 2022 – June 30, 2024
 Summary:

Strong Workforce Program regional funds require colleges to collectively increase specific metrics that include the quantity of career technical education (CTE) enrollments, courses, programs, job placement, and wage gains while also improving the quality of Career Education (CE).
 Santa Monica College (SMC) was approved to receive funding in the amount of \$565,000. SMC will participate in the following projects: Career Pathway Partnership, Game Design/Gaming Technology/Esports, LA Regional Job Placement & Employment Success and Noncredit Career Pathways.
 Funds will be used for Project Manager and clerical support salaries, curriculum development stipends and professional development. The grant will provide funds for supplies and transportation costs for student activities related to career pathways. Equipment needed to implement the gaming technology program will be purchased.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 565,000
Expenditures		
1000	Academic Salaries	\$ 190,163
2000	Non-Academic Salaries	\$ 185,770
3000	Employee Benefits	\$ 99,829
4000	Supplies & Materials	\$ 1,238
5000	Other Operating Expenditures	\$ 19,250
6000	Capital Outlay	\$ 68,750
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 565,000

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

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

10-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: December 1-31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	125,376
3000	Benefits	0
4000	Supplies	27,633
5000	Contract Services/Operating Exp	29,637
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-182,646
Net Total:		0

10-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: December 1-31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	106,792
5000	Contract Services/Operating Exp	-106,792
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

CONSENT AGENDA: FACILITIES AND FISCAL

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

10-C FUND 40.0 – Capital Projects Fund

Period: December 1-31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	8,948
5000	Contract Services/Operating Exp	5,214
6000	Sites/Buildings/Equipment	-14,162
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

Period: December 1-31, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	95
5000	Contract Services/Operating Exp	50,000
6000	Sites/Buildings/Equipment	-50,095
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

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

RECOMMENDATION NO. 11 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register
December 2022 C1E – C2F \$13,813,758.13

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

RECOMMENDATION NO. 12 REISSUE COMMERCIAL WARRANTS

Requested by: Mitchell Heskell, Dean Education Enterprise
Approved by: Chris Bonvenuto, Vice-President Business and Administration
Requested Action: Approval/Ratification

Warrants not presented to the Los Angeles County Treasurer within six months are void. Therefore, it is requested that LACOE draw a new warrant to replace the following expired warrants:

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Dunn, Reginald Tryyell	26055002	10/05/20	\$333.00
Dunn, Reginald Tryyell	25862645	05/04/20	\$138.00
Dunn, Reginald Tryyell	25802061	03/23/20	\$ 36.00
Lee, Jeewoo	25863518	05/04/20	\$370.00
Lee, Jeewoo	25802931	03/23/20	\$1,100.00

RECOMMENDATION NO. 13 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
December 2022 Covered by check & voucher numbers: 031481-031700 & 03044-03081

Bookstore Fund Payments	\$ 269,125.46
Other Auxiliary Fund Payments	\$ 74,075.43
Trust and Fiduciary Fund Payments	<u>\$ 407,328.91</u>
	\$ 750,529.80

Purchase Orders issued
December 2022 \$171,857.41

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

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

RECOMMENDATION NO. 14 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 2023	2	\$440.00

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
February 2023	1	\$439.00

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. 15 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification
Requested by: Scott Silverman, Interim Dean, Noncredit and External Programs
Patricia Ramos, Dean, Academic Affairs
Approved by: Jason Beardsley, Vice-President of Academic Affairs

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

RECOMMENDATION NO. 16 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2022-2023

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

Authorization of signatures for the following staff members to approve invoices for 2022-2023:

Name/Title
Roger Acevedo, Grounds Supervisor

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	February 7, 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.

December 2022 \$678,479.57

17-B COOPERATIVE CONTRACT

The annual award of competitive and piggyback contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and services as well as reduce administrative cost. These Maintenance Repair Operations (MRO), contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent.

- Foundation for California Community Colleges (FCCC), Agreement 00003321, with EAB, to 03/31/27, for Starfish Enterprise Success Platform.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 7, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

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

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the 2022-2023 Quarterly Report and the 311Q report, as of December 31, 2022.

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: [2022-2023 Quarterly Budget Report](#)

Link to: [2022-2023 Quarterly Budget Presentation](#)

MOTION MADE BY: Nancy Greenstein

SECONDED BY: Tom Peters

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Margaret Quiñones-Perez)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 7, 2023
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RECOMMENDATION NO. 19

SUBJECT: **2023-2024 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 \$316 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2023-2024. This represents no increase from the 2022-2023 nonresident tuition rate. There is no increase proposed for the capital outlay fee as well.

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

MOTION MADE BY: Sion Roy
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Margaret Quiñones-Perez)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 7, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **RESOLUTION IN CONNECTION WITH THE FINANCING OF CERTAIN FACILITIES AND DECLARING ITS INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM TAX-EXEMPT OBLIGATIONS**

SUBMITTED BY: Vice-President, Business/Administration

RECOMMENDATION: It is recommended that the Board of Trustees approve the following resolution in connection with the financing of certain facilities and declaring its intent to reimburse itself from Tax Exempt Obligations for certain project expenditures. The resolution contains general project information and includes mention of tax-exempt Obligations in the amount of \$375 million (the total SMC authorization amount).

BACKGROUND: Prior to the issuance of bonds from the new Measure SMC, the District may need to fund certain expenses associated with the implementation of the Measure SMC projects. These up-front expenses will be funded from the District general fund since no bonds have yet to be issued. The Reimbursement Resolution will allow the District to be reimbursed out of future bond proceeds for any expenses incurred prior to the issuance of future bonds. It does not obligate the District to issue any Measure SMC Bonds.

MOTION MADE BY: Rob Rader
 SECONDED BY: Sion Roy
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Margaret Quiñones-Perez)

Santa Monica Community College District
County of Los Angeles, State of California

RESOLUTION NO. 20

RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT IN
CONNECTION WITH THE FINANCING OF CERTAIN FACILITIES AND DECLARING ITS INTENT TO REIMBURSE
CERTAIN EXPENDITURES FROM TAX-EXEMPT OBLIGATIONS

WHEREAS, this Board of Trustees (the "Board") of the Santa Monica Community College District, County of Los Angeles (the "District"), has determined the need to acquire, construct, improve and equip certain real property and improvements of the District required for its public education purposes (collectively, the "Projects"), using the proceeds of tax-exempt obligations (the "Obligations") to be issued by or on behalf of the District; and

WHEREAS, it now appears that the District will need to expend some of its moneys on the Projects ("Reimbursable Expenditures") prior to the date of delivery of any Obligations; and

WHEREAS, the District intends to cause to be issued certain general obligation bonds for purposes of the design, construction and implementation of the Projects, including reimbursing the District for the Reimbursable Expenditures; and

WHEREAS, Section 1.150-2 of the Internal Revenue Service Regulations for the Department of the Treasury (26 CFR) requires the Board to declare its official intent to reimburse such Reimbursable Expenditures with proceeds of the Obligations in order to finance the costs of the Projects incurred prior to the date of issuance of the Obligations;

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

Recitals. The foregoing recitals are true and correct.

Intention to Reimburse. The Board hereby declares its official intention to use proceeds of the Obligations to reimburse itself for the Reimbursable Expenditures.

Board Intention to Issue Obligations. The Board presently intends and reasonably expects to issue tax-exempt Obligations and to allocate a portion of the proceeds thereof to the Reimbursable Expenditures. Such issuance and allocation will occur within 18 months of the later of the date of the expenditure of moneys on a Project or the date upon which the Project is placed in service or abandoned (but in no event more than 3 years after the date of the original expenditure of such moneys), except with respect to certain Reimbursable Expenditures described in Section 6 below. All of the Reimbursable Expenditures were made not earlier than 60 days prior to the date of this Resolution, except for certain expenditures described in Section 6 below.

Reimbursement of Qualified Project Expenditures. The reimbursement of the Reimbursable Expenses is consistent with the District's budgetary and financial circumstances. There are no funds or other sources of money of the District or any related person or controlled entity that have been, or are reasonably expected to be reserved, allocated on a long-term basis or otherwise set aside to pay the costs of the Projects to be paid or reimbursed out of the proceeds of the Obligations. The District reasonably expects to reimburse capital expenditures with respect to the Projects with proceeds of Obligations that may hereafter be executed and delivered by or on behalf of the District, and this resolution shall constitute a declaration of official intent under the IRS Treasury Regulations (26 CFR 1.150-2). The District recognizes that reimbursement allocations to which section 1.150-2 applies by reason of this Resolution generally include only reimbursements of payments originally for capital expenditures made no earlier than 60 days prior to the date of adoption of this Resolution. The maximum principal amount of general obligation bonds and/or other obligations expected to be issued for the Projects is \$375,000,000.

Compliance with Treasury Regulations. This Resolution is adopted for purposes of establishing compliance with the requirements of section 1.150-2 of the IRS Treasury Regulations. This Resolution does not bind the Board to make any expenditure, incur any indebtedness, or proceed with the financing, acquisition, equipping or construction of the Projects.

Certain Exceptions. The limitations described in Section 3 and Section 4 do not apply to (a) costs of issuance of the Obligations, (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations, or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finance the Projects for which the preliminary expenditures were incurred.

Official Actions. All actions heretofore taken by the officers, or their respective designees, employees and agents of the Board and the District in connection with the financing of certain capital facilities and any facilities appearing on a District Project List are hereby ratified and confirmed. The officers and their designees, the employees and agents of the Board and the District are hereby authorized to take any and all actions in connection with the financing of such facilities and as may be necessary and consistent with the purposes of this Resolution.

The Superintendent/President of the District, Vice President of Business & Administration of the District or any designee of either thereof are hereby authorized and directed to take all actions and do all things necessary or desirable hereunder in connection with the financing of the Project, including but not limited to the execution and delivery of any and all related agreements, filings, instruments and other documents which they, or any of them, may deem necessary or desirable and not inconsistent with the purposes of this Resolution.

Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 7, 2023
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **CONSULTANT FOR STUDENT HOUSING FEASIBILITY PLANNING STUDY**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees ratify a contract with Volz Company LLC to conduct a feasibility planning study for on-campus student housing. The contract amount is \$58,000 plus reimbursable expenses not to exceed \$3,500. The term of the contract is November 7, 2022 to June 30, 2023.

FUNDING SOURCE: 2022-2023 Housing Feasibility Grant

COMMENT: The 2021-22 State budget committed \$1 billion in funding to community colleges for the purpose of student housing and student housing planning grants. SMC applied for and has received a student housing planning grant. The Board of Trustees accepted the grant at its April 2022 meeting.

SMC has retained the Volz Company to assist in articulating SMC’s aspirations and needs regarding student housing. If warranted based on this feasibility study, the intent is to submit to the State a follow-up application for construction financing by late spring.

The scope of work includes market and demand analysis, financial analysis, financial models to test assumptions, site evaluation, an implementation plan if appropriate, addressing the student experience, grant submission, and evaluation of potential additional funding sources.

The consultant is working with an advisory committee representing District constituencies. A student survey has been completed, and panel interviews with campus constituencies are underway. A workshop session with the Board of Trustees is scheduled for the April meeting. The application must be approved by the Board of Trustees no later than the July meeting.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Tom Peters
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSTAIN: ! (Rob Rader)
ABSENT: 1 (Margaret Quiñones-Perez)

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2023

XIII. BOARD COMMENTS

XIV. ADJOURNMENT - 9:06 p.m.

The meeting was adjourned in memory of **Safe Soliman**, brother of Samya Gobrial, Auxiliary Services Accountant; and **Leslie Waller**, former Administrative Clerk in the Office of Campus and Alumni Relations.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, March 7, 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.