



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, SEPTEMBER 12, 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>

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, September 12, 2023 in Business Building Room 117 (Board Room), 1900 Pico Boulevard, Santa Monica. Members of the public attending in person will be seated in Business Building Room 111. The meeting was also conducted via Zoom Webinar to allow for remote participation.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:15 p.m.
Barry Snell, Chair - Present
Dr. Margaret Quiñones-Perez, Vice-Chair – Present
Dr. Susan Aminoff - Present
Dr. Nancy Greenstein - Present
Dr. Tom Peters - Present
Rob Rader - Present
Dr. Sion Roy – Excused Absence
Alyssa Arreola, 2023-2024 Student Trustee - Absent

II. CLOSED SESSION - None

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

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS

- LAND ACKNOWLEDGEMENT
We respectfully recognize that the land on which Santa Monica College currently stands is the ancestral unceded territory of the Tongva or Gabrielino peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.
- PLEDGE OF ALLEGIANCE – Dr. Maria Muñoz, Interim Dean, Equity, Pathways, and Inclusion
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: - None

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS

Stephanie Aninyei
Ren Klein

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: Redesign and Student Success Teams

Presenters: Maria Muñoz, Dean, Equity, Pathways, and Inclusion (interim)
Daniella M. Washington, Redesign Faculty Lead (Counseling)
Guido L. Davis Del Piccolo, Redesign Faculty Lead (Sociology)
Deyadra Blye, Project Manager, Student Success Teams

Link to: [Redesign and Student Success Teams Presentation](#)

Summary: General update on the SMC Redesign (Guided Pathways) effort including Areas of Interest and Aol-based Student Success Teams, the Peer Navigator Program, and Program Maps.

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 X, Consent Agenda – Pulled Recommendations

#1 Approval of Minutes: August 1, 2023 (Regular Meeting)
August 22, 2023 (Special Meeting/Closed Session)

Contracts and Consultants

#2-A 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 Reissue Payroll Warrants
#12 Commercial Warrant Register
#13 Reissue Commercial Warrants
#14 Auxiliary Payments and Purchase Orders
#15 Authorization of Signatures to Approve Invoices, 2023-2024
#16 Organizational Memberships
#17 Providers for Community and Contract Education
#18 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

#19-A Public Hearing – 2023-2024 Budget

#19-B Adoption of 2023-2024 Budget

#20 Resolution to Adopt Appropriations Limits for the 2023-2024 Adopted Budget

#21 Appointment of Student Representative to Citizens' Bond Oversight Committee

#22 Information: Schedule of Board of Trustees Meetings, 2024

XII. ANNUAL BOARD SELF-ASSESSMENT

#23 Proposed Board of Trustees Goals 2023-2024 and On-Going Priorities

The Recommendation was pulled – no action taken

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, October 3, 2023 at 6 p.m. (5 p.m. if there is a closed session) in the Multi-Purpose Room at the SMC Malibu Campus, 23555 Civic Center Way, Malibu, California. The meeting will be in-person only.

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IV. SUPERINTENDENT'S REPORT

- Opening of Fall 2023 Semester
 - 19th Annual VIP Day – August 17 and 18, 2023: Presentation by Dr. Kiersten Elliot, Dean, Community and Academic Relations, and Jose Hernandez, Associate Dean, Outreach, Onboarding and Student Engagement
Link to: [VIP Day Presentation](#)
 - Acknowledgement of Professional Development Committee for Opening Day Activities, August 24, 2023. The theme of the day was *Learning from Within*. There were 31 workshops tailored to all employee groups. 652 people checked in on campus and 359 people joined the live stream. For the first time, Professional Development Day was combined with the recognition event for retirees and other faculty and classified for their amazing work.
Link to: [Professional Development Day Presentation](#)
 - New Faculty Orientation: 20 new full-time faculty members received their official orientation on August 22nd. Superintendent/President Jeffery, the Vice-President of Academic Affairs, the Academic Senate and the Faculty Association joined in to welcome the new faculty. A panel of existing faculty shared their experiences working at SMC. Student Affairs, Academic Affairs, the Grants Office and the SMC Foundation also participated.
- Accreditation Update
 - [Accreditation Visiting Team Schedule](#)
 - [ACCJC Core Inquiries](#)
- Enrollment Update: First census snapshot indicates that total fall headcount is up 4.89 percent from last fall; credit FTES are up 3.51 percent from last fall, and non-resident FTES are up 10.85 percent from last fall.
Link to: [Enrollment Update](#)
- Latinx Heritage Month, September 15-October 15, 2023: A series of events are planned to honor and celebrate the rich and diverse Latinx culture during this year's Latinx Heritage month. Events and activities are included on the [Latinx Heritage Month](#) website.
- Three SMC students were among 18 students selected earlier this year to participate in the academically-intensive Stanford Summer Community College Premedical Program (SSCCPP) at Stanford Medicine. Neuroscience major Candido Lopez, psychology major Jai Williams and anthropology major Alexis Molina spent six weeks in Palo Alto as part of the 25th annual cohort of this program, which exclusively targets community college students considering careers as physicians and other health professionals.

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SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 12, 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-#18.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #2 (5, 7, 11), #3, #8-A

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Tom Peters
 STUDENT ADVISORY: Absent
 AYES: 5
 NOES: 0
 ABSENT: 2 (Rader, Roy)

X. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 2 – Ratification of Contracts and Consultants

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

Recommendation No. 3 – Academic Personnel

MOTION MADE BY: Margaret Quiñones-Perez
 SECONDED BY: Tom Peters
 STUDENT ADVISORY: Absent
 AYES: 5
 NOES: 0
 ABSENT: 2 (Rader, Roy)

Recommendation No. 8 – Acceptance of Grants and Budget Augmentation

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

- [August 1, 2023 \(Regular Meeting\)](#)
- [August 22, 2023 \(Special Meeting/Closed Session\)](#)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 12, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

2-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	Santa Monica Malibu Unified School District	September 30 , 2023– June 30, 2024 \$76,000	This contract is a reoccurring agreement between the Santa Monica Unified School District and Santa Monica College’s Dance Department, led by Mark Tomasic. The Dance Department will offer two training programs one to the 4th graders and one to the 5th graders in efforts leading to a culminating event.	Non-Credit & External Programs
<i>Requested by: Patricia Ramos, Dean, Academic Affairs</i>				
<i>Approved by: Jason Beardsley, Interim Vice-President, Academic Affairs</i>				
2	Ann Kaneko	September 1-30, 2023 \$750	Consultant/Speaker for Screening of documentary and speaking event.	Unrestricted General Fund, Global Citizenship
<i>Requested by: Thomas Bui, Associate Dean, Student Life</i>				
<i>Approved by: Micheal Tuitasi, Vice President, Student Affairs</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 12, 2023
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

2-A RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
3	Dr. Leisy Abrego	September 1-30, 2023 \$500	Consultant/Speaker for Speaking engagement on Central Americans Refugees	Unrestricted General Fund, Global Citizenship
4	Porfirio Gutierrez	October 24, 2023 \$1,500	Consultant/Speaker for "Indigenous Cosmvision: the intersections of indigenous knowledge and contemporary art."	Unrestricted General Fund, Global Citizenship
<i>Requested by: Dr. Alejandro Lee and Lourdes Arevalo, Department Chair</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				
5	Cobblestone	October 1, 2023 – September 30, 2024 \$70,000	Consultant evaluation of the STEM ESA program evaluation to include local evaluation report and assistance with federal report, year three of possible five.	Restricted General Fund, STEM
<i>Requested by: Vanan Yahnian, Project Manager, STEM</i> <i>Approved by: Jason Beardsley, Interim Vice President, Academic Affairs</i>				
6	Karen Gunn	August 14, 2023 – November 30, 2023 \$18,000	Conduct a series of focus groups with classified professionals, faculty and management groups.	Restricted General Fund, Innovative Effectiveness Grant
<i>Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i>				
7	Arizona Evaluation & Research Associates	July 27, 2023 – June 30, 2024 \$15,700	External evaluator services for the Equitizing Gateway Courses (EGC) Program to complete the implementation of the approved evaluation design and providing the related monitoring, evaluation tools and reports.	Restricted General Fund, Innovative Effectiveness Grant
<i>Requested by: Maria Muñoz, Interim Dean, Equity, Pathways, and Inclusion</i> <i>Approved by: Jason Beardsley, Interim Vice President, Academic Affairs</i>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

2-A RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
8	Dr. Heather Tarleton	September 1, 2023 – February 29, 2024 \$4,000	Consultant to help with Equity understanding and foundations to help implement practices for Spring 2024	Restricted General Fund, HSI STEM
9	Allied Path Consulting	September 1, 2023- December 31, 2023 \$5,000	Develop, prepare, present workshops on grounding, community building and review of concepts for NSF cohort	Restricted General Fund, STEM
10	Frank Harris	September 1, 2023- October 31, 2023 \$12,000	Equity centered data coaching and NSF conference professional development services.	Restricted General Fund, Guided Pathways & STEM
11	Quoc Tim Nguyen	August 21, 2023- April 30, 2024 \$27,438	External evaluator services for the NSF grant. Develop and administer post NSF conference assessments and surveys.	Restricted General Fund, STEM
12	Dr. Terrell Morton	August 2, 2023- October 31, 2023 \$10,000	Keynote speaker and workshop presentation for STEM Conference	Restricted General Fund, STEM

Requested by: Silvana Carrion-Palomares, Project Manager, NSF
Approved by: Jason Beardsley, Interim Vice President, Academic Affairs

Provider/Contract		Term/Amount	Service	Funding Source
13	Modern Campus	December 1, 2023 – November 30, 2024 \$68,175 per year plus one-time fee of \$1,000 for migration	Annual support, licensing, and host fees for college website.	2023-2024 Web and Social Media Budget

Requested by: Paul Trautwein, Director of Web & Social Media
Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

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

CONTRACT EDUCATION

The contracts are needed to support infrastructure needs (e.g., the program’s web-based registration system and off-site locations) as well as content. For the contracts where no dollar amount is indicated, the amount is based on a percentage of the enrollment fees generated or real-time demand by clients for customized training programs.

Funding Source: Contracts for Contract Education are fully-funded by revenues generated through class enrollments and state funds to subsidize employee training programs based on performance.

Provider		Service
14	UCLA Extension	<p>Agreement to provide space for UCLA Extension in Physical and Life Sciences Lab classrooms, and other rooms as needed in exchange for a fee UCLA pays to SMC. Fees worked out by contract agreement through Procurement. This is a continuation of a recurring contract with UCLA Extension.</p> <p>UCLA will compensate SMC for the use of the rooms and lab technicians. UCLA will cover the cost of their own supplies.</p>

COMMUNITY EDUCATION

The contracts are needed to support infrastructure needs (e.g., the program’s web-based registration system and off-site locations) as well as content. For the contracts where no dollar amount is indicated, the amount is based on a percentage of the enrollment fees generated.

Funding Source: Contracts for Community Education are fully-funded by revenues generated through class enrollments.

Provider		Service
15	Colibri Real Estate Group	<p>Agreement to offer online courses through SMC’s Community Education program. Students will register through our website into Colibri and pay to the vendor. A revenue share agreement defines the portion of the fees paid that will be sent to Community Education.</p> <p>Comment: Funding flows mostly from provider to Community Education, unless the student’s registration needs to be facilitated by the college.</p>

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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

EFFECTIVE DATE

AMENDMENT TO SUPERINTENDENT/PRESIDENT'S CONTRACT

07/01/2023

Section 2: Term: The term of this Agreement is extended through June 30, 2026.

ELECTIONS

INTERIM ACADEMIC ADMINISTRATOR

Locke, Debra, Dean, Special Programs

09/13/2023- 12/31/2023

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

LEAVE OF ABSENCE (Unpaid)

Pham, Duc, Full-time Faculty Tenure-Track, Life Sciences

08/28/2023- 6/11/2024

RETIREMENT

Remmes, Judith, Full-time Faculty, English (24 years of service)

09/29/2023

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

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>CLASSIFICATION RETITLE</u>	
From: Community College Police Officer (Lateral/Academy Graduate) To: Community College Police Officer	09/13/2023
From: Community College Police Officer Recruit To: Community College Police Officer Trainee	09/13/2023
<u>CLASSIFICATION SALARY REALLOCATION</u>	
Administrative Assistant I From: Classified Employee Salary Schedule Range 26 To: Classified Employee Salary Schedule, Range 28	09/01/2023
Administrative Assistant II From: Classified Employee Salary Schedule Range 29 To: Classified Employee Salary Schedule, Range 32	09/01/2023
Administrative Clerk From: Classified Employee Salary Schedule Range 20 To: Classified Employee Salary Schedule, Range 21	09/01/2023
Central Plant Operator From: Classified Employee Salary Schedule Range 41 To: Classified Employee Salary Schedule, Range 43	09/01/2023
Senior Campus Safety Officer From: Classified Employee Salary Schedule Range 28 To: Classified Employee Salary Schedule, Range 29	09/01/2023
<u>ABOLISH POSITION</u>	
Irrigation Systems Specialist (1 position) Grounds, 12 months, 40 hours, Weekend Shift	09/13/2023
<u>ESTABLISH POSITION</u>	
Irrigation Systems Specialist (1 position) Grounds, 12 months, 40 hours, Varied Hours	09/13/2023

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Becket, Alex, Administrative Assistant II, Academic Affairs (Step C) 09/01/2023
Gulinelli, Jeni C., Institutional Assistant – Learning Disabilities (Step D) 09/01/2023
Kosich, Allison, Administrative Assistant II, General Counseling (Step C) 09/01/2023

POSITION RECLASSIFICATION

Vargas, Alexandra 09/01/2023
From: Student Services Clerk, Classified Employee Salary Schedule Range 21
To: Student Services Assistant, Classified Employee Salary Schedule, Range 25

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Velez, Sergio 08/16/2023
From: Campus Safety Officer, Main Campus
To: Campus Safety Officer, Malibu Campus

PROMOTION

Rodriguez, Demi 09/18/2023
From: Administrative Assistant II, Human Resources
To: Human Resources Specialist, Human Resources

PROMOTION/ADVANCE STEP PLACEMENT

Rudolph, Robert 09/13/2023
From: Production Manager, Facilities Programming
To: Director of Facilities Programming, Campus Events (Step E)

WORKING OUT OF CLASSIFICATION (SUBSTITUTE LIMITED TERM)

Jimenez, Jorge 07/01/2023 to 07/31/2023
From: Grounds Equipment Operator
To: Irrigation Systems Specialist

Williams, Keinan 08/16/2023 to 12/21/2023
From: Academic Records Evaluator
To: Senior Academic Records Evaluator

WORKING OUT OF CLASS (PROVISIONAL ASSIGNMENT)

Jimenez, Jorge 08/01/2023 to 11/30/2023
From: Grounds Equipment Operator
To: Irrigation Systems Specialist

CSEA EDUCATIONAL PAY DIFFERENTIAL

Landa, Jennifer, Workforce & Economic Development Specialist 2.5% 09/01/2023

SPECIAL SKILLS DIFFERENTIAL

Granados, Sandra, Enterprise Business Services Clerk, Bilingual, Oral, \$35/mo. 09/01/2023
Pacheco, Wendy, Enterprise Business Services Clerk, Bilingual, Oral, \$35/mo. 09/01/2023

LEAVE OF ABSENCE – UNPAID

Locke, Debra, EOPS/CARE Supervisor, EOPS 09/13/2023 - 12/31/2023

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Subias, Linda, HR Analyst - Employee and Labor Relations (Conf.), HR	08/18/2023
Szeibert, Christina, Instructional Assistant – Math, Math	07/28/2023
Woolridge, Natasha, Student Services Clerk, Financial Aid	08/11/2023

DECEASED

Mills, Rodney, Student Services Assistant, Outreach & Onboarding	08/07/2023
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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)	100
College CalWorks, \$16.90/hour	34

SPECIAL SERVICE

Community Services Specialist I, \$50.00/hour	1
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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.

Belcher, Patricia, Events Assistant, SMC Performing Arts 08/16/2023---06/30/2024

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

Wilks, Susan, Enterprise Business Services Clerk, Cashier’s Office 08/28/2023---06/30/2024

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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
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification*

7-A AMENDMENT TO THE GROUND LEASE AGREEMENT (#78767) WITH THE COUNTY OF LOS ANGELES FOR PROPERTY LOCATED AT 23555 CIVIC CENTER WAY, MALIBU, CA

It is recommended that the Board of Trustees authorize the Superintendent/President to enter into Amendment No. 1 to Ground Lease Agreement No. 78767 with the County of Los Angeles concerning the Malibu project. The amendment (1) makes changes requested by the County concerning county officers with authority to approve change orders; (2) sets forth procedures to bill the County for water usage for its portion of the building; and (3) transfers responsibility to the County for the acquisition and installation of certain telecommunication and computer equipment related to the Sheriff Sub-Station and Communication Tower by providing that the College shall reimburse the County up to \$1,000,000 to perform such work.

Comment: The original Ground Lease Agreement called for Santa Monica College to make acquisitions and installations of telecommunication and computer equipment related to the Sheriff's Sub-Station and communication tower located at the Malibu Campus. After discussions with County staff, it was decided that the County's Internal Services Department has the specialized knowledge and experience needed to complete the work successfully. Therefore, rather than the College directly performing the work, the College will reimburse the County to do the work.

7-B CONSTRUCTION ESCROW AGREEMENT - ART COMPLEX REPLACEMENT PROJECT

Pursuant to Section 22300 of the Public Contract Code the contractor, PCN3, Inc., has the option to deposit securities with escrow agent as a substitute for retention earnings required to be withheld by the District for the Art Complex Replacement project. Alternatively, on written request by the contractor, the District shall make payments of the retention earnings directly to the escrow agent, Citizens Business Bank. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention. Securities shall be held in the name of the District and shall designate the contractor for such funds which otherwise would be withheld from progress payments pursuant to the contract provisions, provided that the escrow agent holds securities in the form and amount specified.

Funding Source: Measure V, State of California

Comment: The escrow agreement created under Section 22300 allows the contractor a method of earning interest on funds that are normally withheld and not paid until the end of the project.

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 FACILITIES

7-C AMENDMENT NO. 1 TO AGREEMENT FOR ARCHITECTURAL SERVICES – ART COMPLEX REPLACEMENT PROJECT

Amendment No. 1 – LITTLE ARCHITECTS the ART COMPLEX REPLACEMENT in the amount of not to exceed \$16,526.

Original Contract Amount	\$ 1,585,000
Amendment No. 1	\$ <u>16,526</u>
Total to Date	\$ 1,601,526

Total Change Amendment represents 1.04% of the original contract.

Funding Source: Measure V, State of California

Comment: Amendment No. 1 will include the design and engineering services to prepare the Sewer, Hydrology, and Water studies to satisfy construction approval requirements.

7-D POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$154,097.27
For the Period: January 1, 2023 – June 30, 2023 (6 months)
Funding Source: Facilities Fund 40.0
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of the expenses of the pool based on the number of hours the District uses the pool compared to the total hours of pool use by all parties. Besides the daily expenses, utilities, and lifeguard charges, this payment also includes SMC’s pro rata share of annual maintenance. This payment is for the 6 months, January to June of 2023. The total annual payments for the 12 months 2022-2023 is \$305,574 as opposed to our budgeted amount of \$325,000.

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 FACILITIES

7-E CAMPUS ROOFING PROJECTS - CHANGE ORDER NO. 1

Change Order No. 1 – BEST CONTRACTING SERVICES, INC., for the current campus-wide Roofing Projects in the amount of \$25,798.01.

Original Contract Amount	\$ 3,855,800.00
Change Order No. 1	<u>\$ 25,798.01</u>
Revised Contract Amount	\$ 3,881,598.01

Change Order represents 0.70% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: This contract was originally approved by the Board of Trustees in March 2023. The change order is required to complete three small roof decks that were missed in the original bid. Approximately 3,500 sq ft of repair work.

7-F CAMPUS INTERIOR PAINTING PROJECTS - CHANGE ORDER NO. 1

Change Order No. 1 – COLOR NEW COMPANY, in the amount of \$17,000 for the current campus-wide interior painting project:

Original Contract Amount	\$ 173,000.00
Change Order No. 1	<u>\$ 17,000.00</u>
Revised Contract Amount	\$ 190,000.00

Change Order represents 9.83% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance (Fund 40.0)

Comment: This contract was originally BOT approved in April 2023 to the Color New Co. for interior painting at the campus gymnasium, bookstore, cafeteria and Broad Stage Theater wall. The purpose of the change order #1 is to do additional ceiling work (painting/replacing roof tiles) at the bookstore.

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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 7 FACILITIES

7-G CHANGE ORDER NO. 1 - SMCCD ACCESS CONTROL UPGRADE PROJECT

Increase Enterprise Security Inc., in the amount of \$70,614.06 for the SMCCD Access Control Upgrade for additional electric.

Original Contract Amount	\$ 1,098,762.53
Change Order No. 1	\$ <u>70,614.06</u>
Revised Contract Amount	\$ 1,169,376.59

Change orders represent 6.43% of the original contract.

Funding Source: State Scheduled Maintenance Fund 40.0

Comment: Enterprise Security is currently providing the Access Control Upgrade which is replacing outdated FOB technology across the campus. This will fund additional electrical needs.

7-H CHANGE ORDER NO. 1 - ENVIRONMENTAL SERVICES WITH ELLIS ENVIRONMENTAL SERVICES

Asbestos and Lead sampling services with Ellis Environmental for scheduled maintenance roofing project and painting project. Increase contract amount for an additional \$13,757.76 to add monitoring and clearance of hazardous material for these projects.

Original Contract Amount:	\$13,826.54
Change Order No. 1:	\$ <u>13,757.76</u>
Revised Contract Amount	\$27,584.30

Funding Source: State Scheduled Maintenance Fund 40.0

Comment: Original contract approved February 7, 2023. Roofing repairs include Student Health, Broad Stage, Gym/Pavilion, Drescher Hall, Science, Library and Emeritus. Painting areas include Library, Cafeteria, Gymnasium, Bookstore, and Broad Stage.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8-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: AltaSea Ocean STEM Pathways Aquaculture Certificate Program
Granting Agency: National Oceanic and Atmospheric Administration (NOAA) subaward from AltaSea at the Port of Los Angeles
Augmentation Amount: \$300,000
Matching Funds: Not Applicable
Performance Period: September 1, 2023 to August 31, 2024
Summary: The purpose of this grant is to support the development and launch of an Aquaculture certificate program to help train the emerging aquaculture workforce in Southern California.

The certificate program is a comprehensive, 15-18-unit program that serves the needs of the growing aquaculture industry. Five of the required courses will be new and three will be from SMC's existing course offerings. Funding from this grant will support compensation for faculty to develop the curriculum, participate in grant activities, participate in professional development, pay for student internships, hire a project manager, create promotional material, purchase supplies for equipment and learning tools, and support students who choose to get certified in diving.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8100	Federal	\$ 300,000
Expenditures		
1000	Academic Salaries	\$ 89,500
2000	Non-Academic Salaries	\$ 29,808
3000	Employee Benefits	\$ 30,692
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 55,000
6000	Capital Outlay	\$ 50,000
7300	Other Outgo/Indirect	\$ 0
7500	Student Aid	\$ 45,000
Total		\$ 300,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8-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: Intelligence Community Centers for Academic Excellence
Granting Agency: Office of the Director of National Intelligence (ODNI) through a sub-award from the University of Southern California (USC)
Augmentation Amount: \$7,500
Matching Funds: Not Applicable
Performance Period: June 27, 2023 to June 26, 2024
Summary: The grant aims to build cohorts of technically-trained diverse students in engineering and science inspired by the national security and intelligence mission.

The Intelligence Community Center for Academic Excellence at USC is the lead institution forming a consortium with Santa Monica College (SMC), San Jose State University, and Florida Agricultural and Mechanical University. As a sub-recipient of the award, Santa Monica College will build a student community with partner schools allowing SMC students to attend workshops, seminars, and recruiting events. Funding will enable SMC to sponsor events providing networking opportunities with retired intelligence community personnel, access to guest speakers, research, internship, and career opportunities for SMC students.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8800 Other Local	\$ 7,500
	Expenditures	
	1000 Academic Salaries	\$ 1,800
	2000 Non-Academic Salaries	\$ 4,000
	3000 Employee Benefits	\$ 433
	4000 Supplies & Materials	\$ 767
	5000 Other Operating Expenditures	
	6000 Capital Outlay	
	7000 Student Aid	\$ 500
	Total	\$7,500

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8-C 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: Equitable Placement, Support and Completion (AB 1705) Funding Allocation (One-time)

Granting Agency: California Community Colleges Chancellor's Office

Augmentation Amount: \$ 1,181,303

Matching Funds: Not Applicable

Performance Period: May 1, 2023 to June 30, 2026

Summary: To advance the goals of the Vision for Success in closing equity gaps in transfer-level math and English completion, the Legislature appropriated \$64 million to establish the CCC Equitable Placement, Support and Completion funding allocation. These funds will assist colleges in implementing developmental education reform policies and practices. This work must be embedded in college/district strategic plans and in the goals of educational services and support programs. The funding is intended to support full implementation of equitable support, placement, and completion for students in English and math courses.

Santa Monica College will use these funds for faculty release time to design, implement, and evaluate corequisite transfer-level math and English courses at scale; professional development for faculty including equity-minded pedagogy, classroom climate, and corequisite implementation; creation and implementation of concurrent support services to increase throughput rates for transfer level math and English; faculty release time to redesign, implement, and evaluation certificate and associate degree pathways to ensure math and English courses are transfer-level and other approved services that improve successful completion of transfer-level math and English within a specified time period.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600 State		\$ 1,181,303
Expenditures		
1000 Academic Salaries		\$ 576,489
2000 Non-Academic Salaries		\$ 308,537
3000 Employee Benefits		\$ 207,942
4000 Supplies & Materials		\$ 23,626
5000 Other Operating Expenditures		\$ 64,709
6000 Capital Outlay		\$ 0
7000 Student Aid		\$ 0
Total		\$ 1,181,303

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8-D 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: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act Grant

Granting Agency: U.S. Department of Education

Augmentation Amount: \$249,526

Matching Funds: Not Applicable

Performance Period: July 1, 2023 to June 30, 2024

Summary: The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program that is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

WIOA Title II funding supports our noncredit ESL courses. Santa Monica College's Noncredit Initiatives will receive \$249,526 per the Grant Award Notification letter executed on July 13, 2023. Santa Monica College will be using these funds in support of efforts to improve and enhance noncredit ESL curriculum, instruction, and assessment. The funding will additionally support professional development for staff and faculty, as well as support services for students participating in noncredit Initiatives.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8100 Federal	\$ 249,526
	Expenditures	
	1000 Academic Salaries	\$ 64,368
	2000 Non-Academic Salaries	\$ 68,874
	3000 Employee Benefits	\$ 89,593
	4000 Supplies & Materials	\$ 8,000
	5000 Other Operating Expenditures	\$ 18,691
	6000 Capital Outlay	\$ 0
	7000 Student Aid	\$ 0
	Total	\$ 249,526

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8-E 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: Seamless Transfer of Ethnic Studies-Allocation for Implementation
 Granting Agency: California Community Colleges Chancellor's Office
 Augmentation Amount: \$48,695 (One-time Funding)
 Matching Funds: Not Applicable
 Performance Period: July 1, 2023 to June 30, 2024

Summary: The Chancellor's Office and the California Community Colleges Curriculum Committee (5C) developed revisions to the California Code of Regulations, Title 5, to implement an ethnic studies graduation requirement to attain an associate degree. All institutions must implement the ethnic studies requirement by Fall 2024. The 2021-2022 Budget Act appropriated \$5.6 million in one-time funds to be allocated to 115 colleges equally for \$48,695. The primary purpose of these funds is to ensure "the seamless transfer of community college students to the California State University given the ethnic studies general education requirements."
 Santa Monica College will use this funding to support ethnic studies and provide professional development for faculty, train articulation officers and counselors, build an ethnic studies pipeline, create an ethnic studies campus task force, attend conferences or workshops, support and collaborate with student-lead organizations, and updating course syllabi, curricula, content, teaching, and grading practices.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 48,695
	Expenditures	
	1000 Academic Salaries	\$ 20,602
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 11,093
	4000 Supplies & Materials	\$ 2,000
	5000 Other Operating Expenditures	\$ 15,000
	6000 Capital Outlay	\$ 0
	7000 Student Aid	\$ 0
	Total	\$ 48,695

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

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

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant:	Physical Plant and Instructional Support																																	
Granting Agency:	California Community Colleges Chancellor's Office (CCCCO)																																	
Augmentation Amount:	(\$9,555,621) Amended Total: \$6,509,922																																	
Matching Funds:	Not Applicable																																	
Performance Period:	July 1, 2022 to June 30, 2027																																	
Summary:	<p>The 2022 Budget Act included \$840.7 million in one-time funds to address deferred maintenance and energy efficiency across the system. The 2023 Budget Act reduces that appropriation for 2022-2023 by \$500 million to \$346.7 million.</p> <p>An Advisory Memo from the CCCCCO issued July 24, 2023, reflects the amended allocations for Santa Monica College showing a reduction of \$9,555,621 from \$16,065,543 to \$6,509,922.</p>																																	
Budget Augmentation:	<p>Restricted Fund 01.3 (\$2,676,554)</p> <p>Restricted Fund 40.0 (\$6,879,067)</p> <p>Revenue</p> <p>8600 State (\$9,555,621)</p> <p>Expenditures</p> <table> <tr> <td>1000</td> <td>Academic Salaries</td> <td>\$</td> <td>0</td> </tr> <tr> <td>2000</td> <td>Non-Academic Salaries</td> <td>\$</td> <td>0</td> </tr> <tr> <td>3000</td> <td>Employee Benefits</td> <td>\$</td> <td>0</td> </tr> <tr> <td>4000</td> <td>Supplies & Materials</td> <td>\$</td> <td>0</td> </tr> <tr> <td>5000</td> <td>Other Operating Expenditures</td> <td>\$</td> <td>0</td> </tr> <tr> <td>6000</td> <td>Capital Outlay</td> <td></td> <td>(\$9,555,621)</td> </tr> <tr> <td>7000</td> <td>Student Aid</td> <td>\$</td> <td>0</td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td>(\$9,555,621)</td> </tr> </table>		1000	Academic Salaries	\$	0	2000	Non-Academic Salaries	\$	0	3000	Employee Benefits	\$	0	4000	Supplies & Materials	\$	0	5000	Other Operating Expenditures	\$	0	6000	Capital Outlay		(\$9,555,621)	7000	Student Aid	\$	0		Total		(\$9,555,621)
1000	Academic Salaries	\$	0																															
2000	Non-Academic Salaries	\$	0																															
3000	Employee Benefits	\$	0																															
4000	Supplies & Materials	\$	0																															
5000	Other Operating Expenditures	\$	0																															
6000	Capital Outlay		(\$9,555,621)																															
7000	Student Aid	\$	0																															
	Total		(\$9,555,621)																															

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8-G ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Retention and Enrollment Outreach
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
 Augmentation Amount: (\$723,083) Amended Total: \$1,040,310
 Matching Funds: Not Applicable
 Performance Period: July 1, 2022 to June 30, 2024
 Summary: The 2022 Budget Act included \$150 million in one-time funds for student retention and recruitment activities. The 2023 Budget Act reduces that appropriation for 2022-2023 by \$55.4 million to \$94.6 million. An Advisory Memo from the CCCCCO issued July 24, 2023, reflects the amended allocations for Santa Monica College showing a reduction of \$723,083 from \$1,763,393 to \$1,040,310.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	(\$ 723,083)
	Expenditures	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	(\$ 723,083)
	6000 Capital Outlay	\$ 0
	7000 Student Aid	\$ 0
	Total	(\$ 723,083)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8-H ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Michael Tuitasi, Vice President, Student Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Pico Partnership
 Granting Agency: City of Santa Monica
 Augmentation Amount: \$226,971
 Matching Funds: \$113,048
 Performance Period: July 1, 2023 to June 30, 2027
 Summary:

The City of Santa Monica’s local institution of public higher education, Santa Monica College (SMC) will utilize this funding to strengthen its Pico Partnership Program, which reaches out to and engages the community’s under-resourced youth with the goal of enrolling them in postsecondary education activities, leading to degrees, certificates, transfer, and/or employment.

Program staff will reach out to low-income youth in the Santa Monica area, namely the Pico neighborhood within proximity to the college, to encourage postsecondary education, provide readiness services, and connect new students with academic counseling to prepare for their first semester in college. Students will engage in career planning activities that will result in the identification of career goals and a pathway to completion.

Budget Augmentation:

Restricted Fund 01.3		
Revenue		
8800 Local Revenue		\$ 226,971
Expenditures		
1000 Academic Salaries		\$ 156,505
2000 Non-Academic Salaries		\$ 0
3000 Employee Benefits		\$ 68,663
4000 Supplies & Materials		\$ 803
5000 Other Operating Expenditures		\$ 1,000
6000 Capital Outlay		\$ 0
7000 Student Aid		\$ 0
Total		\$ 226,971

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

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: June 30, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-8,922
2000	Classified/Student Salaries	115,112
3000	Benefits	-1,203,915
4000	Supplies	-31,825
5000	Contract Services/Operating Exp	729,550
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	400,000
Net Total:		0

9-B FUND 01.3 – Restricted Fund

Period: June 30, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	135,775
2000	Classified/Student Salaries	319,891
3000	Benefits	517,018
4000	Supplies	-1,393,289
5000	Contract Services/Operating Exp	-2,173,805
6000	Sites/Buildings/Equipment	477,231
7100/7699	Other Outgo/Student Payments	2,117,179
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

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
 July 2023 C1L – Supp 205 \$16,282,959.07

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

RECOMMENDATION NO. 11 REISSUE PAYROLL WARRANTS

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

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Sarkissian, Rostom	W6816973	12/30/2020	\$932.96
Bocanegra, David G.	W6501222	01/24/2020	\$221.04

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER

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

<u>Commercial Warrant Register</u>	
July 2023	104970 through 147602
<u>ACH Numbers</u>	
July 2023	196208 through 205674
Total	\$16,100.587.81

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

RECOMMENDATION NO.13 REISSUE COMMERCIAL WARRANTS

Requested by: Mitchell Hesel, 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>
Britten, Autumn Michelle	25165017	03/19/20	\$ 220
Chu, Lai Man	25862425	05/04/20	\$1,840
Meza, Ofelia	20323194	11/03/21	\$ 30
Zhao, Ziqi	25804590	03/23/20	\$2,210

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 12, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 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

July 2023 Covered by check & voucher numbers: 033213-033420 & 03287-03313

Bookstore Fund Payments	\$ 428,007.26
Other Auxiliary Fund Payments	\$ 86,286.71
Trust and Fiduciary Fund Payments	<u>\$ 538,335.93</u>
	\$ 1,052,629.90

Purchase Orders issued

July 2023 \$220,115.42

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. 15 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
Debra Locke, Dean, Special Programs (Interim)
Calvin Madlock, Chief Director, Information Technology

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 September 12, 2023
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 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>
September 2023	7	\$41,813

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
September 2023	4	\$7,282

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. 17 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.

RECOMMENDATION NO. 18 PURCHASING

Requested Action: Approval/Ratification

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

18-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.

July 2023

\$17,753,974.68

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19-A

SUBJECT: **PUBLIC HEARING - 2023-2024 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the 2023-2024 budget.

OPEN PUBLIC HEARING: 8:36 p.m.
MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Absent
AYES: 5
NOES: 0
ABSENT: 2 (Rader, Roy)

PUBLIC COMMENTS: None

CLOSE PUBLIC HEARING: 8:37 p.m.
MOTION MADE BY: Susan Aminoff
SECONDED BY: Margaret Quiñones-Perez
STUDENT ADVISORY: Absent
AYES: 5
NOES: 0
ABSENT: 2 (Rader, Roy)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19-B

SUBJECT: **ADOPTION OF THE 2023-2024 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2023-2024 budget as detailed in the various funds of the District.

Link to: [Budget Narrative and Detailed 2023-2024 Budget pages](#)

Link to: [Budget Presentation](#)

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2023-2024 is comprised of the following eight funds:

Unrestricted General Fund	\$250,269,882
Restricted General Fund	<u>\$ 92,651,942</u>
Total General Fund	\$342,921,824
Special Reserve Fund (Capital)	\$ 37,563,418
Bond Fund: Measure AA	\$. 5,917,435
Bond Fund: Measure V	\$210,055,650
Bond Interest & Redemption Fund	\$ 96,828,901
Student Financial Aid Fund	\$ 55,238,867
Scholarship Trust Fund	\$ 45,000
Auxiliary Operations	<u>\$ 2,255,330</u>
Total Other Restricted	\$407,904,601
TOTAL PROPOSED ADOPTED BUDGET	\$750,826,425

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Tom Peters
 STUDENT ADVISORY: Absent
 AYES: 5
 NOES: 0
 ABSENT: 2 (Rader, Roy)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 12, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **RESOLUTION TO ADOPT APPROPRIATIONS LIMITS FOR THE 2023-2024 ADOPTED BUDGET (GANN LIMIT)**

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the resolution to adopt appropriations limits for the 2023-2024 Adopted Budget (Gann Limit).

WHEREAS, on November 6, 1979, the People of California passed Proposition 4, a constitutional amendment requiring appropriations limits for state and local government units; and

WHEREAS, Senate Bill 1352, Chapter 1205 of 1980, implements Proposition 4, and requires the Board of Trustees to establish by Resolution an appropriation limit each fiscal year beginning with 1981/1982; and

WHEREAS, the Board of Trustees has directed that the appropriations limit for Fiscal Year 2023-2024 Adopted Budget be developed in accordance with the provisions of Senate Bill 1352; and

WHEREAS, California Government Code Section 7910 provides that the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting; and

WHEREAS, the Government Code 7902.1 provides that school districts may increase their appropriations limit under specified circumstances; and

WHEREAS, the documentation used in determining the appropriations limit for the Fiscal Year 2023-2024 Adopted Budget are made in accordance with applicable constitutional and statutory law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establish the Fiscal Year 2023-2024 Adopted Budget appropriations limit of \$163,251,671;

AND, BE IT FURTHER RESOLVED, that this Board does provide public notice that the calculations and documentation of the Gann Limit for the Fiscal Year 2023-2024 Adopted Budget includes an increase of \$10,680,787 to the calculated appropriations limit pursuant to the provisions of the Government Code Section 7902.1;

Comment: Proposition 4 (November 1979, Special Election) added Article XIII B to the State Constitution to place limitations on the year over year growth of expenditures of State and local governments, and is commonly known as the Gann Limit. For Community Colleges, the Gann Limit limits year-to-year expenditure growth from taxpayer funds to changes in inflation and the number of Full-time Equivalent Students served by a District.

In 2021 Assembly Bill 130 (Education omnibus budget trailer bill) resulted in changes to the statutes related to the Gann Limit calculation. For Community Colleges, these changes now require that the Board adopt an appropriations limit that is equal to its appropriation subject to limit. This effectively means that if the District has excess appropriations limit the excess is transferred to the State of California and if the District exceeds its appropriations limit the State of California will transfer its excess limit to the District. For the 2023-2024 Adopted Budget, the District projects it will exceed its appropriations limit by \$10,680,787.

MOTION MADE BY:	Nancy Greenstein
SECONDED BY:	Margaret Quiñones-Perez
STUDENT ADVISORY:	Absent
AYES:	5
NOES:	0
ABSENT:	2 (Rader, Roy)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 12, 2023

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **APPOINTMENT OF STUDENT REPRESENTATIVE TO CITIZENS’ BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Chair and Vice-Chair, Board of Trustees

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of Katherine Nilsen as the SMC Student Representative on the Citizens’ Bond Oversight Committee, for a one-year term, 2023-2024.

SUMMARY: The bylaws state that the Citizens’ Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

Category

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

MOTION MADE BY: Margaret Quiñones-Perez

SECONDED BY: Nancy Greenstein

STUDENT ADVISORY: Absent

AYES: 5

NOES: 0

ABSENT: 2 (Rader, Roy)

INFORMATION ITEM NO. 22**SUBJECT:** **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2024**

SUMMARY: A draft schedule of Board Trustees meetings for 2024 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 3, 2023.

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

August 20

Closed Session/Superintendent's Evaluation

March 19

Winter Study Session

September 10 (second Tuesday)

Annual Board Self-Assessment

April 1

April 16 (hold)

September 24 (hold)

May 7

May 21 (hold)

October 1

October 15 (hold)

June 4

June 18 (hold)

November 5

November 19 (hold)

December 3

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT September 12, 2023
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XII. ANNUAL BOARD SELF-ASSESSMENT

RECOMMENDATION NO. 23 – PROPOSED BOARD OF TRUSTEES ANNUAL GOALS 2023-2024 AND ON-GOING PRIORITIES

It is recommended that the Board of Trustees discuss and approve the Proposed Board of Trustees Annual Goals 2023-2024 and Continuing Priorities.

Public Comment
Howard Stahl

The recommendation was pulled – no action taken.

XIII. BOARD COMMENTS

XIV. ADJOURNMENT – 10:06 p.m.

The meeting was adjourned in memory of **Rodney Mills**, Student Services Assistant in the Welcome Center; and **Augustine Outlaw**, mother of Rhonda Robinson, Payroll Specialist.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, October 3, 2023 at 6 p.m. (5 p.m. if there is a closed session) in the Multi-Purpose Room at the SMC Malibu Campus, 23555 Civic Center Way, Malibu, California. The meeting will be in-person only.