



*Santa Monica Community College District*  
**Budget Planning Subcommittee of the District  
Planning and Advisory Council (DPAC)**  
**MEETING MINUTES – April 2, 2025**

A Meeting of the Budget Planning Subcommittee will be held Wednesday, April 2, 2025 at 2:00 pm at Santa Monica College's Student Services Center (SSC 396), 1900 Pico Boulevard, Santa Monica, California. The public may join the meeting via zoom with the following link: <https://smc-edu.zoom.us/j/85009325229>

**I. Call to Order 2:07 pm**

**Members:**

- Mitch Heskell, District Representative (Absent)
- Chris Bonvenuto, District Representative, Co-Chair
- Teresita Rodriguez, Distr Rep (Remote-Just Cause)
- Tracie Hunter, District Representative (Absent)
- Vicenta Arrizon, Academic Senate Representative
- Jamar London, Academic Senate Representative
- Matt Hotsinpillier, FA Representative, Co-Chair
- Peter Morse, Faculty Association Representative
- Martha Romano, CSEA Representative
- Kennisha Green, CSEA Rep (Absent)
- Dagmar Gorman, CSEA Representative
- Cindy Ordaz, CSEA Representative
- David Duncan, Associated Student Representative
- Jordan Davis, AS Rep (Proxy - Sameer Wason)
- Vacant, Associated Student Representative
- Vacant, Associated Student Representative

Interested Parties in attendance: Elisa Meyer, Sasha King, Stacy Neal, Lindsay Poland, Elaine Roque

**II. Public Comments**

**III. Approval of Minutes:** March 5, 2025 Motion: Dagmar Gorman Seconded: Martha Romano  
AYES: 11 NAYS: 0 ABSTENTIONS: 0 Minutes were approved.

**IV. Reports/Discussion**

1. Fiscal Services Update – Vice President Chris Bonvenuto gave a presentation which included updated information from the Department of Finance (DOF), Legislative Analyst Office (LAO) and the District.

The update can be found at: <https://admin.smc.edu/administration/business-services/budget/documents/20250401BudgetUpdate.pptx>

2. Annual Action Plans 2025-2026

**Climate Action Plan # 1 Annual Action Plan**

Ferris Kavar, Director, Sustainability, attended the meeting and answered questions regarding the request for \$13,000 (one-time request of unrestricted funds) to hire an experienced consultant to assist completing the Climate Action Plan. The consultant will edit the draft, make text revisions, improve alignment between topics, verify calculations and protocol consistency, identify performance indicators and collaborate with staff.

**Recommendation:**

The Budget Committee reviewed the DPAC Annual Action Plan # 1 and recommends the Climate Action Plan to DPAC and Dr. Jeffery as presented, for considerations of inclusion in the 2025-2026 District Budget.

Motion: Jamar London Seconded: Dagmar Gorman  
AYES: 11 NAYS: 0 ABSTENTIONS: 0  
Motion was approved.

## **Campus Safety Culture #2 Annual Action Plan**

Michael Tuitasi, VP, Student Affairs and Daniel Phillips, Director, Safety and Risk Management attended and answered questions on behalf of Chief Adams and Captain Kilgore who were unable to attend.

The goals of the Campus Safety Culture Action Plan are to develop tailored training programs, improved Emergency Communication, Create a Clear Safety Plan, Tabletop Exercises, Continuous Training to implement a culture of safety, workplace violence prevention, and deal with earthquake and chemical emergencies.

### **The Budget Committee expressed the following concerns related to the proposal:**

Establish a new “Emergency Preparedness Manager”: The committee had questions regarding the duties, responsibilities, and whether the current Captain should be performing these duties. Also, the committee notes the District is in a hiring freeze where only vital positions will be hired.

Review by SMC Emergency and Safety Committee: Several members of the budget committee would like the SMC Emergency and Safety Committee to review and provide feedback on the Campus Safety Culture - Annual Action Plan # 2.

The Budget Committee will invite Chief Adams and Captain Kilgore to the May 7<sup>th</sup> meeting for follow up questions and continued discussion of the Annual Action Plan # 2 – Campus Safety Culture.

The Budget Committee meeting on April 16, 2025 is canceled due to spring break.

The next meeting will be held on April 30, 2025 for the 3<sup>rd</sup> Quarter Budget Presentation Update.

## **V. Adjournment: 3:45 pm**

**For all documents,** visit [www.smc.edu/administration/governance/district-planning-policies/budget-planning-subcommittee.php](http://www.smc.edu/administration/governance/district-planning-policies/budget-planning-subcommittee.php)

**Future Budget Planning Committee Meetings:** Meetings will be on 1st and 3rd Wednesdays of the month, except as noted, and will begin at 2:00 pm.