



*Santa Monica Community College District*  
**Budget Planning Subcommittee of the District  
Planning and Advisory Council (DPAC)**  
**MEETING MINUTES – April 3, 2024**

A Meeting of the Budget Planning Subcommittee will be held Wednesday, April 3, 2024 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

### Members:

- Mitch Heskell, District Representative
- Chris Bonvenuto, District Representative, Co-Chair
- Teresita Rodriguez, District Representative
- Tracie Hunter, District Representative
- Elisa Meyer, Academic Senate Representative
- Jamar London, Academic Senate Rep (Proxy-Stephanie Amerian)
- Matt Hotsinpillier, FA Representative, Co-Chair
- Peter Morse, Faculty Association Representative
- Martha Romano, CSEA Representative
- Kennisha Green, CSEA Representative
- Dagmar Gorman, CSEA Representative
- Cindy Ordaz, CSEA Representative
- Cecilia Jeong, Associated Student Representative
- David Duncan, Associated Student Rep (Absent)
- Vacant, Associated Student Representative
- Vacant, Associated Student Representative

Interested Parties in attendance: Yasmin Alpay, Eloisa Davis-Ludlow, Sasha King, Teresa Huber

## II. Public Comments

- III. **Approval of Minutes:** Motion: Dagmar Gorman Second: Teresita Rodriguez  
Minutes were approved

## IV. Reports/Discussion

1. AS Update on ASACC (American Student Association of Community Colleges)  
Cecilia Jeong gave a summary of the events and legislators that SMC students held meetings with during 5-Day Conference in Washington DC. Topics discussed DACA, Pell Grant, Simplifying the FAFSA, Expanding Work Study and the Infrastructure Act.
2. Tentative Budget Planning – suggestions on reducing the deficit

Chris gave a timeline of the upcoming budget process. Governor Newsom will provide the May Revise to the proposed 2024-25 California state budget in May 2024. Chris will present the Tentative Budget at the June BOT meeting. The district implemented a hiring freeze until December 31, 2024.

- a. Review Constituency "Ideas" Lists

The Budget Committee discussed the following cost-savings ideas:

- 1) Closing College certain number of days- if SMC were closed one day per week to be 100% remote, one day per week, 4 days per month – in theory save 20% in utilities (one month per year) In 2023, SMC spent ~\$4.8 m in utilities, potential savings of 10%-20%= savings of approx. \$480,000 to \$980,000. This is shutting down all campuses and no one would be allowed to access any building.

- 2) Payroll reporting option – by law SMC must use the County’s payroll system, LACOE has a manual process. SMC uses ISIS but we are moving to BEST system. Discussion to explore options to our current systems, myTime, manual forms, adobe sign, delivery, a more streamlined process. Asking IT to create a software for data entry and to better track information. BEST implementation roll out date through LACOE is October 2025.
- 3) Technology utilization – training for all faculty, staff, and managers to improve process, increase utilization of all tech, like Canvas, GPS, Zoom, Teams, Canvas course certification.
- 4) HR Staffing Plan – During the current hiring freeze, the Budget Committee would like to look at the district’s Management, Faculty, and Classified organization structures.

The Budget Committee will discuss the Number of SMC Employees by Employee Category: Part Time Faculty, Full Time Faculty, Classified Staff, Academic Administrators and Classified Managers as outlined in the Diversity Report 2023;  
<https://www.smc.edu/administration/human-resources/diversity-equity-inclusivity/documents/DiversityReport2023.pdf>

Chris Bonvenuto will present updated figures from the Collective Brain Trust 2017-2022 Strategic Initiatives – Organizational Structure review Report:

<https://www.smc.edu/administration/governance/board-of-trustees/documents/2017/strategic-planning-and-facilitation-report-for-board.pdf>

**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.