

BOARD OF TRUSTEES Santa Monica Community College District	ACTION December 2, 2025
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MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 21**

**SUBJECT:** **RESPONSE TO OIR REPORT RECOMMENDATIONS AND REQUEST TO ENTER INTO PROFESSIONAL SERVICES AGREEMENT WITH THE OIR GROUP TO REPORT ON THE DISTRICT’S IMPLEMENTATION OF REPORT RECOMMENDATIONS**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees review the proposed District implementation plan and authorize the Superintendent/President to enter into a professional services agreement with the OIR Group to provide periodic reports on the District’s implementation of its recommendation and provide specific technical advice to the College on implementation

Senior College leadership has reviewed the OIR Report’s recommendations. The proposed steps to implement the recommendations are outlined below.

**MOTION MADE BY:** Margaret Quiñones-Perez  
**SECONDED BY:** Luis Barrera Castañón  
**ADVISORY:** Aye  
**AYES:** 7  
**NOES:** 0

***RECOMMENDATION ONE:*** *SMCPD leadership should redouble its efforts to advise SMPD of the notification requirements relating to college related responses and document any instances where there has not been timely notification.*

**Response:** Agree

**Next Steps:** The College and the City should enter into a new Memorandum of Agreement (MOA) between their respective police departments for approval by their governing boards. The current MOA commenced on September 1, 2019, and was for a term of five years. It is automatically extended for an additional year unless either party gives 90 days’ notice of its intention not to extend the MOA. Thus, the term of the current MOA is through August 31, 2026. However, the MOA provides that either party may terminate the agreement upon 90 days written notice to the other party.

The Superintendent/President will provide at least quarterly reports and the Board of Trustees and DPAC on the progress toward negotiating a new agreement.

**RECOMMENDATION TWO:** *SMCPD should continue to report on the progress (or lack thereof) of any interoperability radio campaigns by RICS or any other entity.*

**Response:** Agree

**Next Steps:** The College is exploring joining the Interagency Communications Interoperability Authority (ICI) or the Los Angeles Regional Interoperable Communications (LA-RICS) System. Both systems require P25 Phase II law enforcement compatibility radios. Joining either system, would require the purchase of new radios at an estimated cost \$200,000, with monthly fees of \$40 dollar per radio, approximately \$19,200 dollars annually.

The Superintendent/President will provide at least quarterly reports to the Board of Trustees and DPAC on the progress toward an interoperable radio system.

**RECOMMENDATION THREE:** *SMCPD should continue to participate in joint trainings and seek additional training opportunities with SMPD on public safety-related mutual concerns.*

**Response:** Agree

**Next Steps:** The new MOA with the City (Recommendation 1) should include a yearly calendar of joint trainings.

The Superintendent/President will provide at least quarterly reports to the Board of Trustees and DPAC on the progress toward negotiating a new agreement.

**RECOMMENDATION FOUR:** *SMCPD should increase expectations for personnel assigned to CMD intended to increase police visibility and consider creating an electronic record designed to facilitate that visibility.*

**Response:** Agree

**Next Steps:** Within 60 days, the Chief of Police will provide the Superintendent/President with a plan to address this recommendation.

Within 90 days, the Superintendent/President shall provide a summary of the plan to the Board of Trustees and DPAC. (For security reasons, the entire plan will not be publicly released.)

**RECOMMENDATION FIVE:** *SMC should consider creating a computer station at its satellite campuses so that police could access cameras and other police-related databases from those locations.*

**Response:** Agree

**Next Steps:** A dedicated computer has been assigned at CMD. Campus safety officers are required to log in to the computer during their assigned shifts to ensure that all necessary computer updates have been deployed.

The Superintendent/President will provide at least quarterly reports to the Board of Trustees and DPAC confirming that the dedicated computer remains operational.

**RECOMMENDATION SIX:** *SMC should develop a policy concerning when employee participation is required in investigations concerning criminal conduct occurring on campus.*

**Response:** Agree

**Next Steps:** Within 90 days, the Vice President for Human Resources and Campus Counsel will draft an Administrative Regulation to address this recommendation and present it to DPAC's Human Resources Planning Subcommittee.

The Superintendent/President will provide at least quarterly reports to the Board of Trustees and DPAC concerning progress toward adopting an administrative regulation.

**RECOMMENDATION SEVEN:** *SMC should continue to develop more proactive strategies to ensure that emergency contact information of its community remains current.*

**Response:** Agree

**Next Steps:** Within 60 days, the College shall take the following actions:

- Update its webpages to provide instructions and an easy-to-access process for updating emergency contact information for employees, students, related entities, and community members.
- Send a reminder every 60 days to employees, students, related entities, and community members to keep their contact information current.

The Superintendent/President will provide at least quarterly reports to the Board of Trustees and DPAC concerning progress toward adopting an administrative regulation.

**RECOMMENDATION EIGHT:** *When a traumatizing event occurs on campus, in addition to providing wellness support to the campus writ large, the College should continue to proactively reach out and offer services to campus community members that were most directly impacted by the incident.*

**Response:** Agree

**Next Steps:** Within 60 days, the Dean of Health and Wellbeing will update the existing Suicide and Death Prevention and Postvention Plan and provide it to the Superintendent/President.

Within 90 days, the Superintendent/President shall provide the plan to the Board of Trustees and DPAC.

**RECOMMENDATION NINE:** *SMC should make it easier to locate the Workplace Violence Prevention Plan on its website.*

**Response:** Agree

**Next Steps:** The College has provided a link to the Workplace Violence Policy at the bottom of every webpage.

**RECOMMENDATION TEN:** *SMC's committees devoted to emergency preparedness and school safety should publicly announce its meeting schedule through its social media platforms.*

**Response:** Agree

**Next Steps:** Within 90 days, the Safety Committee and Emergency Preparedness Committee should prepare written plans to implement this recommendation and present them to the Superintendent/President and DPAC.

**RECOMMENDATION ELEVEN:** *SMC's committees devoted to emergency preparedness and school safety should continue to prepare an annual public report and announce and prominently feature those reports on a relevant SMC webpage.*

**Response:** Agree

**Next Steps:** Currently, the Santa Monica College Police Department prepares annual security reports pursuant to the Clery Disclosure Act. The reports can be found at <https://admin.smc.edu/administration/police/annual-security-report.php>. Neither the Safety Committee nor the Emergency Preparedness Committee prepares an annual report. The Director of Safety and Risk Management does contribute to the annual report provided by the Superintendent/President to the Board of Trustees.

Starting in 2026, the Safety Committee and Emergency Preparedness Committee should prepare annual reports and present them to the Superintendent/President and DPAC, with a copy to the Board of Trustees.

**RECOMMENDATION TWELVE:** *SMC should ensure that whenever a new approach to accountability and supervision is envisioned that it effectively conveys to line staff that the approach was initiated and/or supported by the highest levels of the institution.*

**Response:** Agree

**Next Steps:** To implement this recommendation, the Vice President for an area shall ensure that the new approach to supervision and accountability is communicated in writing to all employees and be accompanied by a meeting with affected employees to discuss the new strategy.

**RECOMMENDATION THIRTEEN:** *SMC should ensure that line level staff and its association leadership are advised of and provided an opportunity to provide input into any trainings intended to interpose new direction in areas of accountability and performance.*

**Response:** Agree

**Next Steps:** College management will provide a draft training plan to CSEA and affected employees for input prior to implementation.

**RECOMMENDATION FOURTEEN:** *The College and the Association should negotiate a modification to the Collective Bargaining Agreement to allow more discretion on imposition of discipline for performance-related misconduct.*

**Response:** Agree

**Next Steps:** The College is currently engaged in collective bargaining negotiations with CSEA. To negotiate changes to the agreement, it is sunshining at this meeting a request to negotiate over this subject matter.

The Superintendent/President will provide at least quarterly reports to the Board of Trustees on the progress toward negotiating modifications to Article 13 of the CSEA collective bargaining agreement.

**RECOMMENDATION FIFTEEN:** *SMC should continue to ensure that when new hires are onboarded that they are not assigned a supervisor who is a family member or with whom they have a personal relationship.*

**Response:** Agree

**Next Steps:** In December 2024, the Vice President for Human Resources developed a new form to completed during the hiring process entitled "VERIFICATION OF PERSONAL RELATIONSHIPS AND HIRING OF RELATIVES" (Attachment 1). This form has been effective in disclosing family relationships.

To determine the scope of family relationships among new hires, the Vice President for Human Resources shall prepare a report by April 1, 2025, with a statistical summary from the Verification forms submitted in 2025, indicating the number of new hires with family relationships and the departments.

The Superintendent/President will provide the report to Board of Trustees and DPAC.

**RECOMMENDATION SIXTEEN:** *SMC should develop protocols prohibiting leads to have family members or those with whom they have a personal relationship from working on their team.*

**Response:** Agree

**Next Steps:** Board Policy 7310 governs nepotism and will need to be amended to include leads. Under the Educational Employment Relations Act, matters relating to terms and conditions of employment are within the scope of representation. However, fundamental managerial decisions regarding the merits, necessity, or organization of public services are outside the scope of representation. Here, expanding the nepotism policy to include leads could affect promotional opportunities for classified employees, and this will need to be negotiated with CSEA. The District's negotiating team will begin this process.

The Superintendent/President will provide at least quarterly updates to the Board of Trustees on the progress of negotiations.

**RECOMMENDATION SEVENTEEN:** *SMC should develop a campus-wide Code of Civility.*

**Response:** Agree

**Next Steps:** It is recommended that DPAC develop a Code of Civility for the College.

The Superintendent/President will provide the Board of Trustees with at least quarterly updates on DPAC's progress.

**RECOMMENDATION EIGHTEEN:** *The College should reconsider its accountability system to ensure that appropriate disciplinary measures are taken and maintained when the conduct involves violence, threats of violence and integrity issues.*

**Response:** Agree

**Next Steps:** Within 180 days, the Vice President for Human Resources shall prepare a written report addressing Recommendations Nos. 18, 19, and 20.

Upon its completion, the Superintendent/President will provide the Board of Trustees and DPAC a copy of the report.

**RECOMMENDATION NINETEEN:** *The College should develop remedial interventions that are tailored to address the "root cause" of the concerning conduct.*

**Response:** Agree

**Next Steps:** Within 180 days, the Vice President for Human Resources shall prepare a written report to address Recommendations Nos. 18, 19, and 20.

Upon its completion, the Superintendent/President will provide the Board of Trustees and DPAC a copy of the report.

**RECOMMENDATION TWENTY:** *The College should consider developing restorative justice resolutions as an alternative to the traditional disciplinary process.*

**Response:** Agree

**Next Steps:** Within 180 days, the Vice President for Human Resources shall prepare a written report addressing Recommendations Nos. 18, 19, and 20.

Upon its completion, the Superintendent/President will provide the Board of Trustees and DPAC a copy of the report.

**RECOMMENDATION TWENTY-ONE:** *SMC should consider implementing a uniform requirement for all Maintenance and Operations employees.*

**Response:** Agree

**Next Steps:** Currently, the following provisions of the CSEA collective bargaining agreement provide:

11.8.2 Any District employee required to wear a uniform shall be reimbursed for the cost of the uniform and maintenance of the uniform.

11.8.3 Cost of uniform cleaning for parking enforcement officers and campus safety officers will be pro-rated at the rate of \$75.00 per month and paid as part of the monthly payroll.

The District's negotiating team will begin discussions with CSEA to negotiate the effects of requiring uniforms for Maintenance and Operations employees. This will include a process for affected employees to participate in the design of uniforms and share their preferences for comfort and functionality.

**RECOMMENDATION TWENTY-TWO:** *Any comment suggesting that violence is an understandable response to campus conflict should be forcefully and immediately rebutted by the highest levels of campus leadership.*

**Response:** Agree in principle.

Context is important. For example, an inappropriate comment made by a student in the classroom may only require a response by the instructor of the class. By contrast, a response widely circulated on social media may require a different response. The College needs to be mindful that circulating a response beyond the recipients of the inappropriate comment can amplify it and give it undue attention. At the public listening sessions, College officials did respond to inappropriate comments in a manner appropriate to the meeting.

**Next Steps:** It is recommended that the Civility Policy recommended in Recommendation No. 17 address how to respond to inappropriate comments in public meetings.

**RECOMMENDATION TWENTY-THREE:** *SMC should develop a notification procedure so that KCRW leadership is promptly advised of any critical incident.*

**Response:** Agree

**Next Steps:** Following October 2024, the College addressed this concern by adding KCRW personnel to the College notification system. The College's new emergency notification system will ensure timely notification to all stakeholders.

**RECOMMENDATION TWENTY-FOUR:** *SMC should reach out to KCRW leadership in the aftermath of any critical incident at the CMD satellite campus.*

**Response:** Agree

**Next Steps:** The KCRW Station Manager is a College employee. Following a critical incident, the Station Manager or designee will be invited and expected to participate in post-incident meetings.

**RECOMMENDATION TWENTY-FIVE:** *CMD's safety plan should be provided to KCRW leadership and SMC should continue to offer training on the plan.*

**Response:** Agree

**Next Steps:** Within 90 days, the Chief of Police shall meet with KCRW station management and develop a training plan for KCRW related to campus security issues.

The Superintendent/President will provide at least quarterly updates to the Board of Trustees and DPAC on the training plan.

**RECOMMENDATION TWENTY-SIX:** *In refining a safety plan for the CMD satellite campus, SMC should consider the unique position of KCRW personnel and any safety concerns identified.*

**Response:** Agree

**Next Steps:** The College has a services agreement with the KCRW Foundation. This agreement should be modified to specifically address the unique safety concerns of KCRW, which operates 24 hours per day.

The Superintendent/President will provide at least quarterly updates to the Board of Trustees and DPAC on progress toward modifying the agreement.

**RECOMMENDATION TWENTY-SEVEN:** *As part of its annual CMD walkthrough, SMC leadership should meet specifically with KCRW personnel to learn of any new safety concerns.*

**Response:** Agree

**Next Steps:** The KCRW Station Manager or designee will be invited and expected to participate in the annual CMD walkthrough. The Station Manager will include employee representatives in the walkthrough.

Within 30 days of the annual CMD walkthrough, the Superintendent/President shall provide a report to the Board of Trustees and DPAC on safety concerns identified.

**RECOMMENDATION TWENTY-EIGHT:** *The College should develop a transparent and inclusive process to consideration of the recommendations.*

**Response:** Agree

**Next Steps:** This document outlines a series of action steps with regular reporting to the Board of Trustees and DPAC.

**RECOMMENDATION TWENTY-NINE:** *The College should develop an implementation plan for any accepted recommendation and report to its community regarding the plan's progress.*

**Response:** Agree

**Next Steps:** This implementation plan sets forth a series of actions to take in response to the OIR report. It includes regular reports to the College community.

In addition, the College will enter into a new contract with the OIR Group to independently assess progress on implementing its recommendations. The new contract will provide for quarterly reports to the Board of Trustees on the District's progress.