



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, MARCH 5, 2024

SMC Board Room
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>

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
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VIII. CONSENT AGENDA

#1 Approval of Minutes: February 6, 2024 (Regular Meeting)

Contracts and Consultants

#2-A Approval of Contracts and Consultants

#2-B Ratification of Contracts and Consultants

Acceptance of Donations

#3 KCRW Foundation Donations of Equipment to SMCCCD

Human Resources

#4 Academic Personnel

#5 Classified Personnel – Regular

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Facilities and Fiscal

#8 Facilities

#9 Acceptance of Grants and Budget Augmentation

#10 Budget Transfers

#11 Payroll Warrant Register

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#16 Providers for Community and Contract Education

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IX. CONSENT AGENDA – Pulled Recommendations

X. MAJOR ITEMS OF BUSINESS

#19 Discussion: Board of Trustees Study Session, April 13, 2024

#20 Revision to 2024-2025 Nonresident Tuition Rate

#21 Decrease of Student Parking Fee

#22 Information: SMC 2023 Faculty and Staff Diversity Report

INFORMATION

#23 Citizens' Bond Oversight Committee Meeting, January 24, 2024

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, April 2, 2024 at 6 p.m. (5 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. This meeting will be held in-person and via Zoom Webinar to allow for remote participation.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2024

IV. SUPERINTENDENT'S REPORT

- Professional Development Day, March 12, 2024: The theme is “Learning from Within: Sharing Our Why.” The day promises to be an exploration of the essence of our purpose, knowledge, and motivations. This introspective journey aligns seamlessly with the initiatives of Caring Campus. The event runs 8 a.m. – 4:15 p.m. (Opening ceremony at the John Adams Middle School auditorium). For more information, please refer to the Professional Development Day [website](#).
Link to: [Presentation](#)
- SMC Start Up Event, February 27, 2024: This event is held in the fall and spring during week three to provide students with opportunities to connect with one another and receive information on resources available to them. It is sponsored by the SMC Foundation and Community and Academic Relations. There were approximately 1,000 students who participated in a variety of activities designed for them to make connections with other students and faculty to help with their retention and success at SMC. The students received information on spring events, campus club awareness, midterm motivation college fairs and commencement.
- Enrollment Update
 - Spring 2024 enrollment: Total headcount is up 4.29 percent from last spring; credit FTES are up 5.06 percent from last spring; and non-resident FTES are up 10.78 percent from last spring.
 - Current Progress Toward SEM goals: Credit FTES are up 3.86 percent (target is 3 percent annual growth); Noncredit FTES are up 17.14 percent (target is 5 percent annual growth); and non-resident FTES are up 11.34 percent (target is 5 percent annual growth).
 Link to: [Enrollment Update](#)
- Budget Update: On February 20th, the Legislative Analyst’s Office released an update of their projection of the State deficit for 2024-2025. Based on revenues in December and January, they have increased their projected deficit for the state by \$15 billion to \$73 billion. The California Community Colleges Chancellor’s Office’s projection right now is a 3.55 percent current year deficit factor or reduction in funding to the college equal to \$5.9 million.

Put into perspective, on July 1, 2022, the college had \$43.9 million in reserves, and 24 months later, if this deficit factor happens, projections indicate that there would be \$18 million in reserves. Senior Staff and the Budget Committee are working vigorously to try to address the reduction in reserves this year. But it's important to note that if this deficit factor were to fully materialize, combined with the projected deficit right now, there would be a loss of \$15.8 million and the Board would not be able to pass a budget with a 5 percent reserve in June. Updates will be provided over the next two months as the tentative budget approaches.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2024

VIII. CONSENT AGENDA

Any recommendation pulled from the Consent Agenda will be held and discussed in Section IX, 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: None

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

IX. CONSENT AGENDA – Pulled Recommendations

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[February 6, 2024](#) (Regular Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS**

2-A **APPROVAL OF CONTRACTS AND CONSULTANTS**

The following contracts are greater than the amount specified in Public Contract Code Section 20651 and are presented to the Board of Trustees for approval.

➤ REVISIONS TO PREVIOUSLY APPROVED CONTRACT

	Provider/Contract	Term/Amount	Service	Funding Source
1	Capitol Advisors Group, LLC <i>Previously named Chavez Shimasaki Strategic Education Services (SES)</i> Change of name only; no change in term, amount or service. Contract with Chavez Shimasaki Strategic Education Services (SES) was approved at Board of Trustees meeting on June 6, 2023.	2023-2024 \$144,000, plus expenses	Lobbying and advocacy services on budget issues, legislation affecting the District, focusing on SCFF issues before the CCC Chancellor’s Office and Board of Governors, and represent the District with the Governor’s Office, and other state agencies that work with postsecondary educational institutions.	2023-2024 District/ Board of Trustees Budget

Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
Approved by: Kathryn Jeffery, Superintendent/President

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** *(continued)*

2-B **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	<p>Black Lunch Table, a nonprofit organization</p> <p>August 15, 2024 – May 15, 2025</p> <p>Total amount: \$60,000</p> <p>Honorarium for the Keynote address in Fall 2024: \$10,000, to cover all travel-related expenses, hotel accommodations and meals.</p> <p>For the programs: \$50,000 in three payments. The first payment of \$20,000 upon delivery of a preliminary plan for programming and workshops; the second payment of \$20,000 upon completion of the first set of workshops in fall 2024; and the third and final payment of \$10,000 upon completion of the second set of workshops in Spring 2025.</p>	<p>The agreement is for an artist residency, to include activating programming across Santa Monica College including the Barrett Art Gallery. The College and Artist will develop the timeline for development and production of the events, which will set deadlines for deliverables dates for supplementary programming, installations, and arranging for the framing, shipping and storage of installations.</p> <p>This is part of the Art Department’s ongoing efforts to promote equity and using campus spaces like the Barrett Gallery to uplift marginalized voices.</p>	SEAP Funds

Requested by: Art Department

Approved by: Jason Beardsley, Vice-President, Academic Affairs

BOARD OF TRUSTEES Santa Monica Community College District	ACTION March 5, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** *(continued)*

2-B **RATIFICATION OF CONTRACTS AND CONSULTANTS**

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
2	African Soul International	February 20, 2024 \$1,300	Black History Month affirmation and drum making workshop.	Restricted General Fund, Student Equity Achievement Program
3	Alpha Consultation & Training	February 23, 2024 \$3,000	Keynote speaker for 2024 Black History Month Celebration.	Restricted General Fund, Student Equity Achievement Program
4	Edutects LLC	February 27, 2024 \$1,500	Aromatherapy and candle making workshop for Black History Month 2024.	Restricted General Fund, Student Equity Achievement Program
<p><i>#2, #3, and #4</i> <i>Requested by: Thomas Bui, Associate Dean, Student Life</i> <i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i></p>				
5	Jude Bergkamp	March 22, 2024 \$4,500	Guest speaker on the impact of colonization and colonial mindset.	Restricted General Fund, Mental Health Support
<p><i>Requested by: Susan Fila, Dean, Health and Well-Being (Interim)</i> <i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i></p>				
6	Russell Lehmann	March 12, 2024 \$1,800	Guest speaker on Autism and Invisible disabilities.	Institutional Effectiveness Partnership Initiative Grant
<p><i>Requested by: Denise Henninger, DSPS Manager</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i></p>				
7	Lindsay Perez Huber	March 1 – June 30, 2024 \$16,250	Consultant to prepare and provide an equity-centered professional development series to include four (4) different workshops/sessions.	Restricted General Fund, and Institutional Effectiveness Partnership Initiative Grant
<p><i>Requested by: Tre-Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i></p>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION March 5, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS** *(continued)*

2-B **RATIFICATION OF CONTRACTS AND CONSULTANTS**

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
8	Carla Grandy	March 14-16, 2024 \$1,600	Dr. Grandy will be responsible for discussing perspectives, challenges, and successes in climatizing curricula on an 'experts' panel; she will be included in faculty break-out sessions and may provide additional context and introductions to concern areas for LA-region faculty.	Restricted General Fund, Strong Workforce Program (SWP)
<i>Requested by: Steven Sedky, Associate Dean, Career Technical Education (Interim)</i> <i>Approved by: Jason Beardsley, Vice President, Academic Affairs</i>				
9	Phoenix Studios, LLC	March 26, 2024 \$1,500	Guest speaker is part of the Ethnic Studies Spring 2024 Series: Representation Matters.	Restricted General Fund, Ethnic Studies Grant
<i>Requested by: Sasha King, Dean, Academic Affairs (Interim)</i> <i>Approved by: Jason Beardsley, Vice President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 3 KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

The following are donations of equipment from the KCRW Foundation to the Santa Monica Community College District. In the normal course of business, the KCRW Foundation uses member donations and underwriting revenues to purchase equipment used in operating the Station. The ownership of the assets is transferred to the District and is inventoried and depreciated by the District. This Board action is primarily a recordkeeping action. The assets continue to be used in operating the Station.

Items	Amount
<u>July 2023:</u>	
Fan Motors (2)	\$ 1,272.28
Avid S1 Control Surface (2)	\$ 2,841.02
<u>August 2023:</u>	
Master Clock Backup Unit and auto switch system	\$16,408.82
<u>October 2023</u>	
Fiber Cables (2)	\$ 1,554.53
Shielded Cable (1)	\$ 440.58
DAT Player (1)	\$ 331.60
SDR Receiver (1)	<u>\$ 317.50</u>
<u>TOTAL DONATIONS: July-December 2023</u>	\$ 23,166.33

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

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

INTERIM ACADEMIC ADMINISTRATOR EXTENSION
 Dowd, Tyffany, Dean, Counseling, Student Affairs 02/29/2024-06/30/2024

PROJECT MANAGER
 Lu, Karol, Project Manager- Biotech & Aquaculture, Academic Affairs 04/01/2024

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.

SEPARATION LAST DAY OF PAID SERVICE

RESIGNATION
 Kwar, Ferris, Project Manager, Sustainability 03/05/2024
 Comment: Accepted Classified Management position

DECEASED
 Murphy, James, Full-time Faculty, Physical Science (28 years of service) 02/17/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

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.

<u>ABOLISH CLASSIFICATION</u>	<u>EFFECTIVE DATE</u>
Child Care Services Supervisor	03/06/2024

<u>ABOLISH POSITION</u>	
Administrative Assistant I (1 position)	03/06/2024
Theater Arts, 11 months, 40 hours	

<u>ESTABLISH POSITION</u>	
Laboratory Technician-Life Science (1 position)	03/06/2024
Life Sciences, 12 months, 40 hours, Weekend Shift	

Theatre Arts Operations Assistant (1 position)	03/06/2024
Theatre Arts, 12 months, 40 hours	

<u>CLASSIFICATION RETITLE</u>	
From: Program Coordinator – Community and Contract Education	03/06/2024
To: Program Coordinator – Community Education	

<u>POSITION INCREASE IN WORK CALENDAR/PERMANENT</u>	07/01/2024
From: Disabled Student Services Assistant, 11 months, 40 hours (3 positions)	
To: Disabled Student Services Assistant, 12 months, 40 hours (3 positions)	

SALARY REALLOCATION
The following salary reallocation is the result of the Personnel Commission conducting a classification and compensation review for the Administrative Assistant series during this current fiscal year as part of its ongoing cyclical review process. They were approved by the Personnel Commission on January 29, 2024.

Administrative Assistant III	03/01/2024
From: Classified Employee Salary Schedule, Range 34	
To: Classified Employee Salary Schedule, Range 39	

ELECTIONS

<u>PROMOTION</u>	
Monroe, Nichelle	03/18/2023
From: Administrative Clerk, Learning Resource Center	
To: Student Services Assistant, Financial Aid	
Gonzalez, Nataly	03/01/2024
From: Student Services Clerk, Noncredit Education	
To: Program Specialist, Noncredit Education	

PROBATIONARY/ADVANCE STEP PLACEMENT

Richardson, Toni, Supplemental Instruction Coordinator, Supplemental Instruction (Step C) 02/01/2024
Kawar, Ferris, Director of Sustainability, Sustainability Center (Step C) 03/06/2024
Larcin, Mehmet, Instructional & Universal Designer, Distance Education (Step C) 08/21/2023*
*Date Correction

INCREASE IN WORK CALENDAR/PERMANENT

Diaz Maldonado, Patrisia 07/01/2024
From: Disabled Student Services Assistant, 11 months, 40 hours
To: Disabled Student Services Assistant, 12 months, 40 hours

Gonzalez, Cristina 07/01/2024
From: Disabled Student Services Assistant, 11 months, 40 hours
To: Disabled Student Services Assistant, 12 months, 40 hours

Van Norton, Brian 07/01/2024
From: Disabled Student Services Assistant, 11 months, 40 hours
To: Disabled Student Services Assistant, 12 months, 40 hours

WORKING OUT OF CLASSIFICATION (SUBSTITUTE LIMITED TERM)

Gradilla, Gisele 01/16/2024-06/11/2024
From: Administrative Assistant II
To: Outreach and Recruitment Specialist
Percentage: More than 50%

Revels, Jasmine 02/01/2024-06/30/2024
From: Instructional Assistant – English
To: Tutoring Coordinator – English
Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Gonzalez, Nataly 08/01/2023-11/30/2023
From: Student Services Clerk
To: Program Specialist (Noncredit Initiatives)
Percentage: More than 50%
Substitute Assignment Dates: 07/01/2023-11/07/2023*
Provisional Assignment Dates: 11/08/2023-02/29/2024**
*Assignment and date correction
**Date corrected from December 05, 2023, agenda.

Monzon, Karen 11/01/2023-03/05/2024
From: Personnel Analyst 03/06/2024-04/16/2024*
To: Human Resources Analyst – Employee and Labor Relations (Confidential)
Percentage: More than 50%
*Extension

Raby, Emily 09/05/2023-01/26/2024
From: Custodian 01/27/2024-03/08/2024*
To: Custodial Operations Supervisor
Percentage: More than 50%
*Extension

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

De Brito, Andrea, Administrative Assistant I, EPICenter

02/13/2024

RETIREMENT

Carter, Pamela, Custodian, Operations (22 years)

04/30/2024

Kuykendall, Alan, Assistant Director of Human Relations - E & L R, HR (13 years)

01/05/2024*

*Separation Correction

RECOMMENDATION NO. 6 **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)	94
College Work-Study Student Assistant, \$16.90/hour (FWS)	8

SPECIAL SERVICE

Art Model, \$27.00/hour	1
Art Model w/costume. \$30.00/hour	4

SUMMER DAY CAMP

Recreation Director / Day Camp II, \$16.90/hour	2
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 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.

Britt, Julia, Personnel Analyst, Personnel Commission	
From:	07/01/2023-04/17/2024
To:	07/01/2023-10/31/2023
Juarez, Tina, Events Assistant, Performing Arts Ctr	02/21/2024-06/30/2024
MacLean, James, Events Assistant, Performing Arts Ctr	02/26/2024-06/30/2024
Mofarrah-Garcia, Graphic Designer, Marketing	02/12/2024-06/28/2024

Correction:

Ramos, Blanca, Graphic Designer, Marketing	
From:	10/16/2023-06/28/2024
To:	10/16/2023-10/16/2023
Valdez, Emily Joan, Student Services Clerk, Outreach/Onboarding	
From:	07/01/2023-06/30/2024
To:	07/01/2023-01/13/2024

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.

Hong, Victoria Thu-Van, Student Services Clerk, Welcome Ctr	02/27/2024-06/30/2024
Tostado, Brittany S., Student Services Clerk, Welcome Ctr	02/12/2024-06/30/2024

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.

Britt, Julia, Personnel Analyst, Personnel Commission	11/01/2023-04/16/2024
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

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
Yu-Ngok Lo, Assistant Director of Facilities Planning and Construction
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification*

8-A CHANGE ORDER NO. 2 – SMC STUDENT SERVICES CENTER SHADE STRUCTURE PROJECT

Change Order No. 2 – The Nazerian Group on the SMC Student Services Center Shade Structure Project in the amount of -\$15,590.

Original Contract Amount	\$ 544,123
Change Order No. 1	\$ 27,946
Change Order No. 2	<u>- \$ 15,590</u>
Revised Contract Amount	\$ 556,479

Total Change Orders represent 2.27% of the original contract.

Funding Source: Measure V

Comment: Change Order No.2 includes the Credit for the unused Allowance. The Allowance allocated for the project was enough to cover the expenses on addressing the existing underground condition at the existing planter area. Therefore, the unused balance is credited in this Change Order.

8-B PROJECT CLOSE OUT – SMC STUDENT SERVICES CENTER SHADE STRUCTURE PROJECT

Subject to completion of punch list items by The Nazerian Group, authorize the District Representative without further action of the Board of Trustees, to accept the project described as SMC STUDENT SERVICES CENTER SHADE STRUCTURE PROJECT as being complete. Upon completion of punch list items by The Nazarian Group the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 **FACILITIES** *(continued)*

8-C **INSPECTION AND TESTING SERVICES FOR ATHLETIC FACILITIES AT 3400 AIRPORT**

B2 Environmental and Geolabs will be providing inspection and testing at the 3400 Airport location, the site of the future Athletic Facilities (Tennis and Pickleball). Both firms have current contracts approved by the Board of Trustees. The purpose of this agenda item is to add Athletic Facilities to the list of approved projects. All fees will be at the same rates as outlined in the current approved agreements.

Funding Source: Measure V (Fund 42.5)

Comment: The current agreement for B2 Environmental expires June 30, 2025 and Geolabs expires June 30, 2024.

8-D **PROJECT CLOSEOUT – CAMPUS ROOFING PROJECT (7 BUILDINGS)**

Subject to completion of punch list items by BEST CONTRACTING SERVICES INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as CAMPUS ROOFING PROJECT (7 BUILDINGS) as being complete. Upon completion of punch list items by BEST CONTRACTING SERVICES INC., the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification
Requested by: Jason Beardsley, 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 2022-2023)
Granting Agency: California Community Colleges Chancellor’s Office
Augmentation Amount: \$50,000 (Amended Award: \$615,000)
Matching Funds: Not applicable
Performance Period: July 1, 2022 – June 30, 2024
Summary: The 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 was awarded an additional \$50,000 in fiscal year 2023-2024 for the 2022-2023 allocation, increasing the total award from \$565,000 to \$615,000. The funding will continue building and strengthening the LA Game Design, Gaming Technology eSports (LA Game) project. This project focuses on career pathways related to game design, game technology, and esports, supports students in completing those pathways, and supports career education faculty professional development.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 50,000
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 40,000
5000	Other Operating Expenditures	\$ 10,000
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
	Total	\$ 50,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Radio Community Service Grant

Granting Agency: The Corporation for Public Broadcasting (CPB)

Augmentation Amount: \$139,419 (Amended Award Amount \$1,303,332)

Matching Funds: Not Applicable

Performance Period: October 1, 2023 – September 30, 2025

Summary: CPB distributes community service grants to noncommercial public television and radio stations that provide significant public service programming to their communities. Community service grants help stations expand the quality and scope of their work in education, news, public affairs, or other programming. This amendment will increase the award by \$139,419 to align with the final Service Grant Agreement dated October 1, 2023, in the amount of \$1,303,332.

Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8800 Local		\$ 139,419
	Expenditures		
	1000 Academic Salaries	\$	0
	2000 Non-Academic Salaries	\$	0
	3000 Employee Benefits	\$	0
	4000 Supplies & Materials	\$	0
	5000 Other Operating Expenditures	\$	139,419
	6000 Capital Outlay	\$	0
	7300 Other Outgo	\$	0
	7600 Student Aid	\$	0
	Total	\$	139,419

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

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: January 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	102,340
3000	Benefits	0
4000	Supplies	28,055
5000	Contract Services/Operating Exp	196,103
6000	Sites/Buildings/Equipment	2,268
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-328,766
Net Total:		0

10-B FUND 01.3 – Restricted Fund

Period: January 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	1,801
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	-11,801
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	10,000
7900	Contingency Reserve	0
Net Total:		0

10-C FUND 40.0 – Capital Projects Fund

Period: January 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	21,364
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	-21,364
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	ACTION
Santa Monica Community College District	March 5, 2024

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
 January 2024 C1F – C2G \$13,945,981.77

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

RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register
 January 2024 389498 through 437835

ACH Numbers
 January 2024 259049 through 268498

Total \$14,429,342.74

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

RECOMMENDATION NO. 13 REISSUE COMMERCIAL WARRANTS

Requested by: Mitchell Heskel, 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>
Girdler, Kaitlynn	26055482	10/05/20	\$358.00
Meza, Ofelia	25694855	01/17/20	\$30.00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 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
 January 2024 Covered by check & voucher numbers: 034918-035141 & 03553-03594

Bookstore Fund Payments	\$ 179,281.01
Other Auxiliary Fund Payments	\$ 105,464.77
Trust and Fiduciary Fund Payments	<u>\$ 810,535.87</u>
	\$ 1,095,281.65

Purchase Orders issued
 January 2024 \$4,131.80

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 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>
March 2024	1	\$50.00

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
March 2024	2	\$758.33

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 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, 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. 17 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
Audra Wells, Program Leader/Counselor, Scholars Program
Lu, Karol, Project Manager- Biotech & Aquaculture, Academic Affairs

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.

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.

January 2024

\$3,610,869.34

BOARD OF TRUSTEES Santa Monica Community College District	DISCUSSION March 5, 2024
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 19

SUBJECT: **BOARD OF TRUSTEES STUDY SESSION, APRIL 13, 2024**

SUBMITTED BY: Superintendent/President

DISCUSSION: The Board of Trustees considered topics to be included on the agenda for the Board Study Session on Saturday, April 13, 2024. Senator Ben Allen will be joining the Study Session to discuss legislative issues of importance to Santa Monica College and the statewide community college system.

Possible topics include:

- Bachelor of Science Degree in Cloud Computing Application
- Support for Bachelor of Science Degree Nursing Program
- Hold Harmless
- Student Center Funding Formula (SCFF)
- Student Housing
- Other legislative issues related to community colleges

BOARD OF TRUSTEES Santa Monica Community College District	ACTION March 5, 2024
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **REVISION TO 2024-2025 NONRESIDENT TUITION RATE**

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees revise the adopted nonresident tuition rate from \$406 per unit to \$374 per unit for 2024-2025.

The Board approved the 2024-2025 nonresident tuition rate of \$406 at the February 6, 2024 meeting. On February 9, 2024, the Chancellor’s Office issued a revision to the guidelines enabling colleges to revise the nonresident tuition rate so that increases would be “gradual, moderate, and predictable” as outlined in California Education Code.

This change will allow for a more gradual increase, while maintaining fiscal stability for the College.

Previously Adopted February 6, 2024	Current	Proposed	Change
Nonresident Tuition	\$316	\$406	+ \$90
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$386	\$476	+ \$90

New Rate for 2024-2025

Revised March 5, 2024	Current	Proposed	Change
Nonresident Tuition	\$316	\$374	+ \$58
Capital Outlay Surcharge	\$24	\$24	--0-
State Enrollment Fee for Resident and Nonresident Students	\$46	\$46	-0-
Total	\$386	\$444	+ \$58

MOTION MADE BY: Barry Snell
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 5, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **DECREASE OF STUDENT PARKING FEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a decrease to the Student Parking Fee as follows: Regular Session: \$50, Intersession \$25. Students receiving Promise Grants (former BOGG Waiver) or other specific financial assistance: Regular Session: \$18; Intersession \$10.

SUMMARY: In Spring 2020 the District suspended the collection of parking fees due to the effects of the pandemic. With increased on-ground presence, the District believes reinstating parking fees in Fall 2024 to help offset costs related to the operation of the parking facilities, including parking security, maintenance, repair, and upkeep, is a prudent decision. As part of reinstating the parking fees a decrease in the standard student parking fees from \$93.50 to \$50 for regular sessions and \$49.50 to \$25 for intersessions and for students receiving a Promise Grants (former BOGG Waiver) or other specific financial assistance from \$30 to \$18 for regular sessions and \$30 to \$10 for intersessions is recommended. This reduction in fees is possible due to the retirement of Certificates of Participation that occurred in Fall 2020. The Parking Fee can be used to cover various parking services including parking security, maintenance, repair, upkeep and “Anytime Anyline”.

The table below reflects the maximum permissible semester, summer, intersession, and quarter fees that may be charged.

Fiscal Year 2024-2025 Maximum Fees

Fee	Semester	Intersession ^[1]	Promise
Parking Fee	\$70.00	\$34.00	\$30.00

[1] Intersession of at least four weeks.

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

MAJOR ITEMS OF BUSINESSINFORMATION ITEM NO. 22

SUBJECT: **SMC 2023 FACULTY AND STAFF DIVERSITY REPORT**

SUBMITTED BY: Vice-President, Human Resources

SUMMARY:

Santa Monica Community College District is a significant employer within the city and county. The District is a community committed to providing a safe, inclusive, and vigorous learning environment to all, while being dedicated to its students and employees. The District is a leader among transfer rates of students to the University of California, California State Universities, and private colleges and universities.

This report will assist in monitoring Santa Monica College's progress towards achieving a workforce representative of the diverse populations within the County of Los Angeles, and which mirrors the students at Santa Monica College. To allow for comparisons, ethnicity, gender, and age data is displayed covering the most recent ten-year window (highlighting 2013-2023) from information collected on the first business day after the Labor Day holiday.

Link to: [2023 Faculty and Staff Diversity Report](#)

Link to: [Highlights](#)

Link to Webpage for SMC's Faculty/Staff Diversity Reports for alternate years between 2009 and 2023: [Faculty/Staff Diversity Reports - Santa Monica College \(smc.edu\)](#).

This aligns with the Board's Ongoing Priority to support and hire a diverse and innovative faculty and staff.

INFORMATION ITEM NO. 23 CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, JANUARY 24, 2024

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee (CBOC) was held on Wednesday, January 24, 2024 at 12 p.m. in the Student Services Center (SSC 396) at Santa Monica College, 1900 Pico Blvd, Santa Monica, California.

- I. **CALL TO ORDER** – 12:01 p.m.

2. **ROLL CALL – Members of the Citizens' Bond Oversight Committee**
 Bruce Sultan, Chair – Present
 Anne Plechner, Vice-Chair – Present
 Heather Anderson – Present
 Alfred Barrett – Absent
 Elizabeth Greenwood – Absent
 Elaine Polachek – Present
 Katherine Reuter – Present
 Donald Schort – Present
 Katherine Nilsen – Present

CBOC Support Staff Present
 Chris Bonvenuto, Chief Director, Business Services
 Don Girard, Senior Director, Government Relations/Institutional Communications
 John Greenlee, Director of Facilities Finance
 Olinka Rodriguez, Citizens' Bond Oversight Committee Coordinator
 Charlie Yen, Director of Facilities Planning and Construction

3. **APPROVAL OF MINUTES OF CBOC MEETING, OCTOBER 18, 2023**
 Motion was made by Elaine Polachek and seconded by Katherine Reuter to approve the minutes of the Citizens' Bond Oversight Committee meeting held on October 18, 2023. *Minutes were approved.*

4. **CONFLICT OF INTEREST FORM**
 The Committee Members completed and endorsed forms. The forms are on file.

5. **FINANCIAL AND PERFORMANCE AUDIT REPORTS 2022-2023**
 Brandon Harrison, Auditor with Eide Bailly, gave summary of financials and assets for each bond. The audit reports are unmodified, which is the highest opinion the auditors can give. The audit reports contain no audit findings and did not identify any deficiencies in internal control. The District expended General Obligation Bond Funds (Measure AA and Measure V) only for specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(c) of the California Constitution.

6. **REPORTS and DISCUSSION**
 Bond Projects Website
<https://www.smc.edu/administration/governance/citizens-bond-oversight-committee/index.php>

A. Bond Construction Projects

- The Math/Science Project: Photographs were shown of the progress on the 3-story building including the grand staircase, the dome installation on the planetarium, and the clocktower renovation to the exterior stucco and the restoration to the chime. The estimated completion date for this project is August 2024.
- Art Complex – 14th Street/Pico Blvd. The 16th foot sound wall was installed to protect the neighbors from dust and noise. The estimated completion date for this project is November 2025.
- Gender Neutral Restroom Building – The project will be built in the Quad and the restrooms will include fully enclosed individual restroom stalls. The estimated completion date for this project is October 2025.

B. AA and V Budget Summaries and Bond Sales Expense Reports

The SMC Bond Capital Construction Budget Summary as of December 31, 2023 reports the following:

Measure U Budget:	\$160,000,000
Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Measure V Budget:	\$345,000,000
Interest:	\$40,631,087
Other Funding Received:	\$71,755,419
Other Funding Pending:	<u>\$30,952,124</u>
Total Budget:	\$1,086,838,630
Estimate at Completion:	\$1,086,838,630
Bond Funds Remaining:	\$ 180,833,208

- Measure AA: Total Measure AA Expenditures as of December 31, 2023 were \$291,179,623; total remaining funds are \$3,816,206.
- Measure V: Total Measure V Expenditures as of December 31, 2023 were \$167,982,998; total remaining funds are \$177,017,002.
- The Bond Sales/Expense Report Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of December 31, 2023.

Total Bond Program:	\$640,000,000
Total Bonds Issued:	\$639,995,829
Total Expenses:	\$459,162,621
Total Available Remaining:	\$180,833,208
Total Unsold Bond:	\$ 4,171

C. SMC Bond Program – Contractor List as of December 31, 2023

D. Contractors List as of December 31, 2023

E. 6 Month Period Ending December 31, 2023

- Measure AA: Total Measure AA Expenditures for the 6-month period ending December 31, 2023 were \$9,200.
- Measure V: Total Measure V Expenditures for the 6-month period ending December 31, 2023 were \$13,301,756

7. **SCHEDULE OF MEETINGS, 2023-2024**

Wednesdays at 12:00 p.m.

January 24, 2024

April 17, 2024

July 17, 2024

October 16, 2024

8. **ADJOURNMENT** – 1:06 p.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, April 17, 2024 (location to be determined).

Current information on all bond construction projects is available at:

<http://smcbondprojects.com> and at <http://www.smc.edu/CBOC>

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 5, 2024

XII. BOARD COMMENTS

XIII. ADJOURNMENT – 8:26 p.m.

The meeting was adjourned in memory of **James Andre**, part-time faculty member in the SMC Business Department; **James Murphy**, full-time faculty member in the Physical Science Department; and **Joe Watts**, retired faculty member in the English Department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, April 2, 2024 at 6 p.m. (5 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. This meeting will be held in-person and via Zoom Webinar to allow for remote participation.