AGENDA
SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, FEBRUARY 6, 2024

The complete agenda may be accessed on the Santa Monica College website:
https://www.smc.edu/administration/governance/board-of-trustees/meetings.php

This meeting of the Board of Trustees will be held in-person in the Board Room (Business Building Room 117) and via Zoom Webinar to allow for remote participation.

In-person attendees will be seated in Business Building Room 111.

The public may join the meeting via Zoom Webinar with the following link:
https://smc.edu.zoom.us/j/96490163563?pwd=NlJJM0MzTU5RaWtjSnphakVJVTJOdz09
Passcode: 887636

5:00 p.m.   Public Meeting Convenes

Board Adjourns to Closed Session

6:00 p.m.   Public Meeting Reconvenes

Written requests for disability-related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of the Superintendent/President as soon in advance of the meeting as possible.
PUBLIC PARTICIPATION DURING MEETINGS OF THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation concerning any subject that lies within the jurisdiction of the Board of Trustees provided the requirements and procedures herein set forth are observed. All public comments will be subject to the general rules set forth below.

- Generally, three minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda and in Major Items of Business. The speaker must adhere to the topic.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
- Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

- The request card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting before the Board reaches the Public Comments section in the agenda.

Major Items of Business

- The request card to speak during Major Items of Business must be submitted to the recording secretary at the meeting before the Board reaches that specific item in the Major Items of Business in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar

The Zoom webinar format used by the Board of Trustees Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting or they can submit written comments to be read during the public meeting.
Individuals wishing to speak directly to the Board can do so in one of several ways:

It is recommended that Individuals wishing to speak at a Board of Trustees webinar send an email to Recording Secretary (Rose_Lisa@smc.edu) by 4:30 p.m. for the Closed Session beginning at 5:00 p.m. or by 5:30 p.m. for the regular session starting at 6:00 p.m. The email should contain the subject line “Board Meeting Comments” and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments, Consent Agenda (indicate number/subject) or Major Items of Business (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

When it is time for the speakers to address the Board, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match the name used to request to speak to expedite this process.

After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

**Instructions for Submitting Written Comments**

Individuals wishing to submit written comments to the Board of Trustees are requested to send an email to Recording Secretary (Rose_Lisa@smc.edu) by 4:30 p.m. for the Closed Session starting at 5:00 p.m. or by 5:30 p.m. for the regular session starting at 6:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number

Reference: Board Policy Section 2350  
Education Code Section 72121.5  
Government Code Sections 54950 et seq
A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Tuesday, February 6, 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 will also be conducted via Zoom Webinar to allow for remote participation.

5 p.m.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
  Dr. Margaret Quiñones-Perez, Chair
  Dr. Nancy Greenstein, Vice-Chair
  Dr. Susan Aminoff
  Dr. Tom Peters
  Rob Rader
  Dr. Sion Roy
  Barry Snell
  Alyssa Arreola, Student Trustee

The public may join the meeting via Zoom Webinar with the following information:
Please click the link below to join the webinar:
https://smc.edu.zoom.us/j/96490163563?pwd=NlJJM0MzTU5RaWtjSnphakVJVTJod209
Passcode: 887636
Or iPhone one-tap:
US: +16699006833,,96490163563#,,,,*887636# or +13462487799,,96490163563#,,,,*887636#
Or Telephone:
Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799
Webinar ID: 964 9016 3563
Passcode: 887636

In the event participation in the Board of Trustees meeting reaches Zoom Webinar capacity, the meeting will be streamed live on the SMC Youtube channel at: https://www.youtube.com/user/4SantaMonicaCollege/videos

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code Section 54957.6): Claim for Damages by Eric Andrist

- 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, Chumash, and Gabrielino peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.

- PLEDGE OF ALLEGIANCE

- CLOSED SESSION REPORT (if any)

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)
  MOTION MADE BY:
  SECONDED BY:
  STUDENT ADVISORY:
  AYES:
  NOES:

IV. SUPERINTENDENT'S REPORT
- Back to School, Spring 2024
- Black History Month
- Enrollment Update
- CCLC Annual Legislative Conference and Lobby Day

V. PUBLIC COMMENTS

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: Student Equity Center
  Presenters: Maria Muñoz, Interim Dean, Equity, Pathways, and Inclusion
            Thomas Bui, Associate Dean, Student Life
            Valeria Garcia, Project Manager, Student Equity Center

  This supports the Board’s 2023-2024 Annual Goal: Educational Advancement, Quality, and Equity.
IX. **CONSENT AGENDA**

Any recommendation pulled from the Consent Agenda will be held and discussed in Section XI, Consent Agenda – Pulled Recommendations

#1 Approval of Minutes: January 16, 2024 (Regular Meeting)

**Contracts and Consultants**

#2-A Approval of Contracts and Consultants

#2-B 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 Commercial Warrant Register

#12 Auxiliary Payments and Purchase Orders

#13 Organizational Memberships

#14 Providers for Community and Contract Education

#15 Purchasing

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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**

#16 2022-2023 Audit Reports

#17-A Information: Update on Student Housing on Bundy Campus

#17-B Contract with Mithun Architects

#18 2024-2025 Nonresident Tuition

#19 2023-2024 Quarterly Budget and 311Q Report

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XII. **BOARD COMMENTS AND REQUESTS**

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XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, March 5, 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.
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-#15.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations:

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

X. CONSENT AGENDA – Pulled Recommendations
Recommendations pulled from the Section VII, Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.

RECOMMENDATION NO. 1 APPROVAL OF MINUTES
Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees:

January 16, 2024 (Regular Meeting)
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.

NEW CONTRACTS

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Schools Excess Liability Fund (SELF)</td>
<td>Fiscal year 2023-2024</td>
<td>To fund the AB 218 Revived Liability Fund. This is the second invoice the district received since AB 218 signed into law effective January 1, 2020.</td>
<td>General Unrestricted Fund</td>
</tr>
<tr>
<td></td>
<td>Total not to exceed $150,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested by: Kim Tran, Chief Director Business Services
Approved by: Christopher Bonvenuto, Vice President, Business and Administration

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 AltaSea at the Port of Los Angeles</td>
<td>February 1, 2024 – June 30, 2025</td>
<td>$150,000</td>
<td>Blue Economy Climate Action Pathways (BECAP) project support. This Project is to develop new programs and adapt existing curriculum to address market needs and combat concerns in climate change. SMC is leading this project. The budget augmentation was approved at the Board of Trustees meeting on January 16, 2024.</td>
</tr>
</tbody>
</table>

Requested by: Jason Beardsley, Vice President, Academic Affairs
Approved by: Kathryn E. Jeffery, Superintendent/President
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

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Heal the Bay (HTB)</td>
<td>March 1, 2024 – June 30, 2034</td>
<td>SMC will have permission to use the Aquarium facilities and Lab systems owned by HTB during the academic school year for Aquaculture-related college programs. The college will hire and provide staff, including a Laboratory technician, to manage the wet lab and materials used by the students. The College will provide lab and instructional materials to aid in the instruction of the program. The college may terminate the agreement upon 120 days’ notice.</td>
<td>Restricted General Fund, Strong Workforce Program (SWP) and NOAA/Padilla Grant</td>
</tr>
<tr>
<td>2  Accessible Information Management, LLC</td>
<td>January 1, 2024 – December 31, 2027 3-years $52,223.40</td>
<td>Disability Services Department Comprehensive Accommodation, Appointment, And Case Management Software</td>
<td>Restricted General Fund, Student Equity Achievement Program</td>
</tr>
</tbody>
</table>

Requested by: Patricia Ramos, Dean, Academic Affairs
Approved by: Jason Beardsley, Vice-President, Academic Affairs

Requested by: Denise L. Henninger, DSPS Manager
Approved by: Michael Tuitasi, Vice President, Student Affairs
CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2   CONTRACTS AND CONSULTANTS (continued)

2-B   RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

» NEW CONTRACTS (continued)

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunny Rothstein</td>
<td>November 1, 2023 – June 30, 2024</td>
<td>Consultant to provide external grant evaluator services for Title V grant Navigating Pathways to Success</td>
<td>Restricted General Fund, Title V Navigating Pathways to Success</td>
</tr>
<tr>
<td></td>
<td>$13,500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested by: Deyadra Blye, Project Manager, Student Care Teams & Peer Navigator Program
Approved by: Michael Tuitasi, Vice President, Student Affairs

<table>
<thead>
<tr>
<th>The Emmada Institute of Behavioral Health and Wellness</th>
<th>January 22 – February 28, 2024</th>
<th>The Emmada Institute provides culturally affirming, behavioral health and wellness support to communities. They provide mental health support to individuals, couples, families and groups and are committed to providing culturally affirming engagements with these communities and individuals. Dr. Rick Williamson, Ph.D. from the Emmada Institute will provide direct training and support to SMC’s Center for Wellness and Wellbeing, members of the Care and Prevention Team and the Basic Needs Department to support the work they do with SMC students.</th>
<th>Restricted General Fund, Mental Health Support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5,200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested by: Susan Fila, Dean, Health and Well-Being (Interim)
Approved by: Michael Tuitasi, Vice President, Student Affairs
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

ELECTIONS

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

RETIREMENT
Buckley, Alan, Full-time Faculty, Philosophy and Social Sciences (35 years of service)  06/28/2024
Javelosa, David, Full-time Faculty, Design Technology (23 years of service)  06/13/2024
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.

EFFECTIVE DATE

ABOLISH POSITION
Custodial Operations Manager (1 position) 07/12/2023*
Operations, 12 months, 40 hours, Day Shift
*Correction from July 11, 2023 Board approval

ESTABLISH POSITION
Grounds Manager (1 position) 07/12/2023*
Grounds, 12 months, 40 hours
*Shift correction from July 11, 2023 Board approval

SALARY REALLOCATION
The following salary reallocations are 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 02/02/2024
From: Classified Employee Salary Schedule, Range 34
To: Classified Employee Salary Schedule, Range 39

Administrative Assistant III-Confidential 02/02/2024
From: Classified Confidential Employee Salary Schedule, Range C35
TO: Classified Confidential Employee Salary Schedule, Range C40

Administrative Assistant IV-Confidential 02/02/2024
From: Classified Confidential Employee Salary Schedule, Range C37
TO: Classified Confidential Employee Salary Schedule, Range C42

Executive Coordinator-District & Board of Trustees-Confidential 02/02/2024
From: Classified Confidential Employee Salary Schedule, Range C41
To: Classified Confidential Employee Salary Schedule, Range C46

CLASSIFICATION RETITLE AND SALARY REALLOCATION
From: Network Communications Manager, Range M20, Classified Management Salary Schedule
To: IT Infrastructure Manager, Range M29, Classified Management Salary Schedule 02/07/2024

Engfer, Mark 02/07/2024
From: Network Communications Manager, Range M20, Classified Management Salary Schedule
To: IT Infrastructure Manager, Range M29, Classified Management Salary Schedule
POSITION RECLASSIFICATION
Brunell, Gina 02/01/2024
From: Administrative Assistant I, Classified Employee Salary Schedule Range 28
To: Administrative Assistant II, Classified Employee Salary Schedule, Range 32

Jimenez, Jorge 02/01/2024
From: Grounds Equipment Operator, Weekend Shift, Classified Employee Salary Schedule Range 27
To: Irrigation Systems Specialist, Variable Hour Shift, Classified Employee Salary Schedule, Range 33

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)
Jimenez, Jorge 08/01/2023 to 11/30/2023
From: Grounds Equipment Operator 12/01/2023 to 12/21/2023*
To: Irrigation Systems Specialist 01/02/2024 to 01/24/2024*
Percentage: More than 50%
*Extensions

LEAVE OF ABSENCE – UNPAID
Mehrazar, Saman, Admin Assistant II, Non-Credit Education 01/16/2024 to 02/12/2024

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) 9
College Work-Study Student Assistant, $16.90/hour (FWS) 1

SPECIAL SERVICE
Art Model, w/Costume $30.00/hour 1
Community Services Specialist I, $37.00/hour 8
Community Services Specialist II, $50.00/hour 3
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 6  CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification
Review 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
PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.
- Anzai, Taylor F., Cosmetology Assistant, Cosmetology
  From: 01/31/2024 - 06/30/2024

- Artola, Sebastian, Tutoring Coordinator – English & Humanities, Supplemental Instruction
  From: 12/04/2023 - 06/30/2024
  To: 01/04/2023 - 01/19/2024

- Britt, Julia, Personnel Analyst, Personnel Commission
  From: 12/04/2023 - 06/30/2024
  To: 07/01/2023 - 01/19/2024

- Chan, Oliver, Accompanist-Music
  From: 01/02/2024 - 06/30/2024

- Govea, Jose, Theatre Tech Specialist, Performing Arts Ctr
  From: 01/02/2024 - 06/30/2024

- McNaughton, Joellen, Accompanist-Music Performance
  From: 01/02/2024 - 06/30/2024

- McNaughton, Joellen, Accompanist-Music
  From: 01/02/2024 - 06/30/2024

- Martinez, Paul G., Theatre Arts Operations Assistant, Theatre Arts
  From: 01/23/2024 - 02/29/2024

- Nesteruk, Gary, Accompanist-Music
  From: 01/02/2024 - 06/30/2024

- Profitt, Steven N., Events Assistant, Performing Arts Ctr
  From: 02/02/2024 - 06/30/2024

- Russell, Regan, Accompanist-Music Performance
  From: 01/02/2024 - 06/30/2024

- Russell, Regan, Accompanist-Music
  From: 01/02/2024 - 06/30/2024

- Tan, Barry, Accompanist-Music
  From: 01/02/2024 - 06/30/2024

Correction:
- Ward, Emma, Administrative Assistant I, Theatre Arts
  From: 07/01/2023 - 02/02/2024
  To: 07/01/2023 - 01/04/2024

- Ward, Emma, Administrative Assistant I, Theatre Arts
  From: 07/01/2023 - 12/21/2023
  To: 07/01/2023 - 11/30/2023

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.

- Avila Galeana, Denise J., Student Services Clerk, Welcome Ctr
  From: 01/29/2024 - 06/30/2024

- McNaughton, Joellen, Accompanist-Music Performance - Music
  From: 01/02/2024 - 06/30/2024

- Nesteruk, Gary, Accompanist-Music Performance – Emeritus
  From: 01/02/2024 - 06/30/2024

- Olivares, Mario., Student Services Clerk, Welcome Ctr
  From: 02/01/2024 - 06/30/2024

- Miles, Erik, Mail Service Worker I, PCAL
  From: 12/01/2023 - 06/28/2024

- Nesteruk, Gary, Accompanist-Music Performance
  From: 01/02/2024 - 06/30/2024

- Tan, Barry, Accompanist-Music Performance
  From: 01/02/2024 - 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.

- Ponce, Daniel, Administrative Assistant I, Dance & ESL
  From: 10/13/2023 - 12/08/2023
  To: 10/13/2023 - 12/21/2023
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
                              Yu-Ngok Lo, Assistant Director of Facilities Planning and Construction
Approved by:                  Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action:             Approval/Ratification

7-A HVAC REPLACEMENT PROJECT - CHANGE ORDER NO. 1
Change Order No. 1 – AC PROS INC, in the amount of $174,855.56 for the current campus-wide
HVAC project:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$2,380,000.00</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>$174,855.56</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$2,554,855.56</td>
</tr>
</tbody>
</table>

Change Orders represent 7.3% of the Original Contract.

Funding Source:      State Funded Scheduled Maintenance and Facilities Fund 40.0

Comment: This bid contract was originally approved by the Board of Trustees in June 2023. The project consists of repair/replace HVAC units throughout the District. The purpose of Change Order No. 1 is for additional items found necessary to replace on the District’s HVAC systems and failures of systems or equipment that occurred since execution of original contract.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8-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

<table>
<thead>
<tr>
<th>Title of Contract:</th>
<th>DPSS Customer Service Training – Attitude in the Workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractee Agency:</td>
<td>The Los Angeles County Department of Public Social Services</td>
</tr>
<tr>
<td>Contract Amount:</td>
<td>$70,000</td>
</tr>
<tr>
<td>Matching Funds:</td>
<td>NA</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>November 1, 2023 to June 30, 2024.</td>
</tr>
<tr>
<td>Summary:</td>
<td>Santa Monica Community College entered into a service agreement with The Los Angeles County Department of Public Social Services (DPSS) to provide instructors for Customer Service Training. The customer services training courses will be delivered remotely to employees of LA County DPSS. Santa Monica College will host twenty-eight sessions for approximately seven hundred students. Santa Monica College will be responsible for providing digital handouts and supplementary learning materials. Los Angeles County DPSS will pay Santa Monica Community College $2,500 for each section, totaling $70,000 for 28 sections. The net estimated program income for this contract is $46,000.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Augmentation:</th>
<th>Restricted Fund 01.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>8800 Local Revenue</td>
<td>$ 70,000</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td>1000 Academic Salaries</td>
<td>$ 0</td>
</tr>
<tr>
<td>2000 Non-Academic Salaries</td>
<td>$ 19,000</td>
</tr>
<tr>
<td>3000 Employee Benefits</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>4000 Supplies &amp; Materials</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>5000 Other Operating Expenditures</td>
<td>$ 0</td>
</tr>
<tr>
<td>6000 Capital Outlay</td>
<td>$ 0</td>
</tr>
<tr>
<td>7300 Other Outgo/Indirect</td>
<td>$ 0</td>
</tr>
<tr>
<td>7600 Student Aid</td>
<td>$ 0</td>
</tr>
<tr>
<td>Total</td>
<td>$ 24,000</td>
</tr>
</tbody>
</table>

Net Program Income Estimates $46,000
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: December 1-31, 2023 -

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>31,588</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>3,020</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>63,065</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>2,635</td>
</tr>
<tr>
<td>7100-7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>-100,308</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

9-B  FUND 01.3 – Restricted Fund
Period: December 1-31, 2023 -

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>0</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>-6,521</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>0</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>6,521</td>
</tr>
<tr>
<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>Object Code</td>
<td>Description</td>
<td>Net Amount of Transfer</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>0</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>83,104</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>-31,573</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>-51,531</td>
</tr>
<tr>
<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

**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.
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
December 2023 C1E – C2F $16,342,872.44

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

RECOMMENDATION NO. 11 COMMERCIAL WARRANT REGISTER
Requested Action: Approval/Ratification
Reviewed and approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Commercial Warrant Register
December 2023 346497 through 386249

ACH Numbers
December 2023 248393 through 256329

Total $11,899,034.25

Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12   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
December 2023   Covered by check & voucher numbers: 034689-034917 & 03491-03552

- Bookstore Fund Payments $219,726.17
- Other Auxiliary Fund Payments $155,164.43
- Trust and Fiduciary Fund Payments $730,726.27 $1,105,616.87

Purchase Orders issued
December 2023 $5,247.08

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

<table>
<thead>
<tr>
<th>Organizational Memberships</th>
<th>Number of Memberships</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2024</td>
<td>1</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

Funding Sources: General Fund, Fund 01.0

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. 14   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.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 PURCHASING
Requested Action: Approval/Ratification
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

15-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.

December 2023 $44,766,224.70
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16

SUBJECT: 2022-2023 AUDIT REPORTS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2022-2023 Audit Report of the Financial and Related Statements of the Santa Monica Community College District and the Proposition 39 Financial and Performance Audits prepared by the District’s contracted independent auditor EideBailly.

COMMENT: The Auditor’s opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2023. The Board’s Audit Subcommittee reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

Links to:
SMCCD 2023 Final Financial Statements
SMCCD 2023 Final Governance Letter
SMCCD Measure AA and Measure V 2023 Financial and Performance Report
SMCCD Measure AA and Measure V 2023 Final Governance Letter

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:
MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 17-A

SUBJECT: UPDATE: STUDENT HOUSING ON BUNDY CAMPUS

SUBMITTED BY: Superintendent/President

SUMMARY: Student Housing on Bundy Campus
- SMC’s SB 169 state grant application has been scored. State award of funds yet to be published.
- SMC has completed a Request for Qualifications process for a private housing developer partnership. A Request for Proposal from three finalists has been paused as the college considers a potential partnership with UCLA Housing.
- The joint use student housing potential partnership is to be informed by the study recommended below.

RECOMMENDATION NO. 17-B

SUBJECT: CONTRACT WITH MITHUN ARCHITECTS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a contract with Mithun Architects for a total amount not to exceed $30,000 plus expenses to provide a capacity study for potential SMC/UCLA student housing project at the Bundy Campus.

COMMENT: SMC and UCLA are in discussion regarding a joint student housing partnership on the City of Los Angeles portion of SMC’s Bundy Campus. SMC has identified a number of benefits for a UCLA housing partnership, including UCLA’s experienced development and operational management capabilities, significant reduction of vacancy risk to SMC, potential reduced cost to SMC for project financing, and community with UCLA students. The proposed conceptual study will enable SMC and UCLA to fully understand the Bundy Campus site potential and inform appropriate development. Mithun Architects has significant experience in student housing and massing studies. Funding for this study is from general obligation bonds and the Capital Outlay Fund, to provide for related planning requirements in the anticipated development of a facilities master plan for the campus.

FUNDING SOURCE: General Obligation and Capital Outlay Funds

MOTION MADE BY: 
SECONDED BY: 
STUDENT ADVISORY: 
AYES: 
NOES: 
RECOMMENDATION NO. 18

SUBJECT: 2024-2025 NONRESIDENT TUITION RATE

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the nonresident tuition rate of $406 per unit and the nonresident capital outlay surcharge of $24 per unit for 2024-2025.

For 2024-2025, the lowest possible nonresident tuition rate for SMC is the Statewide Average Cost, which is set at $406 per unit; and the highest possible nonresident tuition rate is the Comparable States Average, set at $432 per unit.

This represents a 28.48 percent increase from the 2023-2024 nonresident tuition rate. While it is a large increase, this is the lowest rate allowable and mandated by the state.

<table>
<thead>
<tr>
<th>Nonresident Tuition</th>
<th>Current</th>
<th>Proposed</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$316</td>
<td>$406</td>
<td>+ $90</td>
</tr>
<tr>
<td>Capital Outlay Surcharge</td>
<td>$24</td>
<td>$24</td>
<td>--0--</td>
</tr>
<tr>
<td>State Enrollment Fee for Resident and Nonresident Students</td>
<td>$46</td>
<td>$46</td>
<td>-0-</td>
</tr>
<tr>
<td>Total</td>
<td>$386</td>
<td>$476</td>
<td>+ $90</td>
</tr>
</tbody>
</table>

Below is a brief comparison of the 2023-2024 rates of other community colleges in the area and/or enrolling significant numbers of international students. They have not posted their 2024-2025 rates but will face similar increases.

<table>
<thead>
<tr>
<th>2023-24 Comparison</th>
<th>NR Tuition</th>
<th>Capital Outlay</th>
<th>Enrollment Fee</th>
<th>Total Per Unit</th>
<th>Annual Total (24 semester units or 36 quarter units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pasadena City College</td>
<td>$ 414.00</td>
<td>$ 31.00</td>
<td>$ 46.00</td>
<td>$ 491.00</td>
<td>$ 11,784.00</td>
</tr>
<tr>
<td>Irvine Valley College</td>
<td>$ 365.00</td>
<td>$ 45.00</td>
<td>$ 46.00</td>
<td>$ 465.00</td>
<td>$ 10,944.00</td>
</tr>
<tr>
<td>Orange Coast College</td>
<td>$ 381.00</td>
<td>$ 31.00</td>
<td>$ 46.00</td>
<td>$ 427.00</td>
<td>$ 10,248.00</td>
</tr>
<tr>
<td>Santa Barbara City College</td>
<td>$ 351.00</td>
<td>$ 22.00</td>
<td>$ 46.00</td>
<td>$ 419.00</td>
<td>$ 10,056.00</td>
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<tr>
<td>Mt. San Antonio</td>
<td>$ 342.00</td>
<td>$ 20.00</td>
<td>$ 46.00</td>
<td>$ 408.00</td>
<td>$ 9,792.00</td>
</tr>
<tr>
<td>Foothill-DeAnza</td>
<td>$ 239.00</td>
<td>$ 31.00</td>
<td>$ 46.00</td>
<td>$ 270.00</td>
<td>$ 9,720.00 Quarter Units</td>
</tr>
<tr>
<td>East Los Angeles</td>
<td>$ 342.00</td>
<td>$ 20.00</td>
<td>$ 46.00</td>
<td>$ 388.00</td>
<td>$ 9,312.00</td>
</tr>
<tr>
<td>Santa Monica College</td>
<td>$ 316.00</td>
<td>$ 24.00</td>
<td>$ 46.00</td>
<td>$ 386.00</td>
<td>$ 9,264.00</td>
</tr>
<tr>
<td>Glendale CC</td>
<td>$ 260.00</td>
<td>$ 40.00</td>
<td>$ 46.00</td>
<td>$ 346.00</td>
<td>$ 8,304.00</td>
</tr>
<tr>
<td>El Camino College</td>
<td>$ 276.00</td>
<td>$ 20.00</td>
<td>$ 46.00</td>
<td>$ 342.00</td>
<td>$ 8,208.00</td>
</tr>
</tbody>
</table>

MOTION MADE BY: 
SECONDED BY: 
STUDENT ADVISORY: 
AYES: 
NOES: 

BOARD OF TRUSTEES ACTION
RECOMMENDATION NO. 19

SUBJECT: 2023-2024 QUARTERLY BUDGET REPORT AND 311Q REPORT

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the 2023-2024 Quarterly Report and the 311Q report, as of December 31, 2023.

COMMENT: The Board of Trustees is presented a quarterly budget report with the 311Q report required by the Chancellor’s Office. This report summarizes the financial statements of the District’s Unrestricted General Fund for review by the Chancellor’s Office.
Link to: 2023-2024 Quarterly Budget Report
XII. BOARD COMMENTS

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, March 5, 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.