



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, MAY 7, 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=NIJjM0MzTU5RaWtjSnphakVJVTJ0dz09>

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*

6 p.m.

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 or 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

- Enrollment Update
- Board of Governors Meeting
- Metro GoPass Program
- Corsair Awards
- Microforest/Organic Learning Garden
- Recognition and Acknowledgement
Alyssa Arreola, Student Trustee 2023-2024

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. CONSENT AGENDA

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

#1 Approval of Minutes: April 4, 2024 (Regular Meeting) 7
April 13, 2024 (Special Meeting/Study Session)

Contracts and Consultants

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IX. 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.

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XI. INFORMATION

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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, June 4, 2024 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be held 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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 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-#21.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IX. 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:

[April 2, 2024 \(Regular Meeting\)](#)

[April 13, 2024 \(Special Meeting/Study Session\)](#)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 7, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS**

2-A **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	Pande Lecture Management/ Dr. Safiya U. Noble	May 23, 2024 \$25,000	Dr. Safiya U. Noble keynote address for the SMC Public Policy Institute's annual Spring Symposium.	Unrestricted General Fund
2	Social and Environmental Entrepreneurs	April 1 – May 23, 2024 \$7,500	Social and Environmental Entrepreneurs will provide three round table discussions, multiple training sessions for SMC public policy students, and develop an online record of students work.	Unrestricted General Fund
3	Ballet Folkloric Flor De Mayo	April 18 –30, 2024 \$4,500	Ballet Folkloric Flor De Mayo will develop three choreographed dances in partnership with PPI partners at SMMUSD in support of spring programming celebrating Cesar Chavez. Additionally, Ballet Folkloric Flor De Mayo will participate in two round table discussions with SMC students and the larger community.	Unrestricted General Fund

Requested by: Kiersten Elliott, Dean, Community and Academic Relations

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

2-A **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

➤ **NEW CONTRACTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
4 Doctor Jon Paul, LLC	May 23, 2024 \$5,000	Guest Lecture on topics of LGBTQ identities, racial justice, and intersectionality. The consultant has a podcast called Black Fat Femme and will be drawing from conversations in their podcast.	Restricted General Fund, LGBTQ+ Funding
5 Denise Frohman	May 16, 2024 \$4,500	Guest Speaker will perform her spoken word poetry. Her work explores the tension between the stories we tell about ourselves, the ones told about us, and the ones we tell about each other. As a queer, mixed Latina woman, the consultant uses poetry as a tool for social change, cultural preservation, and to celebrate the parts of ourselves deemed unworthy.	Restricted General Fund, LGBTQ+ Funding
6 Curtis Chin	May 9, 2024 \$3,100	Guest Speaker with author, filmmaker, and activist Curtis Chin on his memoir, "Everything I Learned, I Learned in a Chinese Restaurant."	Restricted General Fund, Student Equity Achievement Program
<p><i>#4, #5, and #6</i> <i>Requested by: Thomas Bui, Associate Dean, Student Life</i> <i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i></p>			
7 AltaSea at the Port of Los Angeles	April 19, 2024 \$37,815	Blue Economy Climate Action Pathways (BECAP) kick-off event at Berth 60 at AltaSea for 125 guests.	Restricted General Fund, Strong Workforce Program (SWP) - Regional
<p><i>Requested by: Jason Beardsley, Vice President, Academic Affairs</i> <i>Approved by: Christopher Bonvenuto, Vice-President, Business/Administration</i></p>			

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 7, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

2-A **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

➤ NEW CONTRACTS *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
8 James LaFourche	April 23-26, 2024 \$1,000	DJ services for Black Student Success week.	Restricted General Fund, Student Equity Achievement Program
<i>Requested by: Jermaine Junius, President, Pan African Alliance</i> <i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>			
9 Nina Flores	April 18 – May 31, 2024 \$4,200	Consultant to prepare and provide one student workshops and two employee workshops on conflict resolution and targeted harassment.	Restricted General Fund, Student Equity & Achievement and Unrestricted General Fund Equity Pathways Inclusion
<i>Requested by: Maria Munoz, Dean, Equity, Pathways, and Inclusion (Interim)</i> <i>Thomas Bui, Associate Dean, Student Life</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i>			
10 1. Zachary Ritter 2. Marium Mohiuddin	April 16 – May 31, 2024 \$7,000 (each)	Consultants to prepare and provide two student workshops and two employee workshops on Islamophobia and Antisemitism as an expert in interfaith dialogue, Muslim-Jewish relations and conflict resolution.	Restricted General Fund, Student Equity & Achievement and Unrestricted General Fund Equity Pathways Inclusion
<i>Requested by: Maria Munoz, Dean, Equity, Pathways, and Inclusion (Interim)</i> <i>Valeria Garcia, Project Manager, Student Equity Center</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i>			

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 7, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

2-A **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
11	Nehemiah Cisneros	May 20, 2024 \$1,500	Consultant will lead a workshop on mural-making that examines the Global Afro-Futurism movement. Consultant will provide all materials.	Unrestricted General Fund, Culturally Responsive Pedagogy Grant
<i>Requested by: Walter Myers, Department Chair, Art</i> <i>Approved by: Jason Beardsley, Vice President, Academic Affairs</i>				
12	Academic HealthPlans, Inc.	Fall 2024 – Summer 2025 No cost to the District. Students will pay \$182.75 per month for insurance coverage.	Accident/illness insurance for F-1 visa students (mandatory) and domestic students (optional), including on-campus training for students and staff, support in providing healthcare and coverage to students.	Restricted General Fund Student Insurance Fees
<i>Requested by: Pressian Nicolov, Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				
13	Kelpful Cooperative, Inc.	March 21, 2024 \$1,000	Guest Lecture on Aquaculture. Guest speaker will provide an interactive experience and lecture for students centered around algae. Algae samples will be provided for an engaging hands-on experience. Consultant will provide harvested algae specimens, educational materials, and an in-person lecture. Consultant will provide algae samples for 20 students and educational lecture material for an 80-minute class period.	Restricted General Fund, AltaSea Ocean STEM Pathways Aquaculture Certificate
<i>Requested by: Ferris Kavar, Director of Sustainability</i> <i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>				
14	Mary Bauer	March 26, 2024 \$1,500	Consultant to prepare and provide a presentation on Antisemitism and being a holocaust survivor.	Restricted General Fund, Student Equity Achievement Program
<i>Requested by: Valeria Garcia, Project Manager, Student Equity Center</i> <i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 7, 2024
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS FOR CELEBRATE AMERICA, 2024

Requested Action: Approval/Ratification

Requested Action: Linda Sullivan, Associate Dean Facilities Programming

Approved By: Don Girard, Senior Director, Government Relations/Institutional Communications

Approval of the following contracts and consultants for Celebrate America 2024, scheduled for Saturday, June 29, 2024. All activities including entertainment and community picnic will be held on Corsair Field. Westside Crew, a popular 10-piece band based in LA, is (tentatively) set to again perform the very best in Old Skool Funk, Top 40, and Latin Soul. Costs overall have leveled out over the prior year, but some items have increased. Costs will be covered by sponsorships, donations, and rentals.

	Provider	Amount	Service	Funding Source
A	Pyro Spectaculars - Fireworks	\$23,500	Fireworks	Sponsors, Donations, and Rentals
B	Westside Crew	\$2,000	Music entertainment	Sponsors, Donations, and Rentals
C	Eddie Jauregui, MC	\$550	Master of Ceremonies	Sponsors, Donations, and Rentals
D	Denise Flachbart	\$3,500	Production services/ Vendor coordination	Sponsors, Donations, and Rentals
E	Field Turf	\$9,000	Maintenance/Repairs to Corsair Field	Sponsors, Donations, and Rentals
F	Sound and Lighting	\$9,000	Sound and lighting	Sponsors, Donations, and Rentals
G	Santa Monica-Monica Unified School District	\$2,900	Staging (transportation, setup and strike)	Sponsors, Donations, and Rentals
H	Portable Restrooms/Waste Disposal	\$3,800	Portal restrooms and 300-gallon sink	Sponsors, Donations, and Rentals
I	Event Security	\$10,930	Event security services	Sponsors, Donations, and Rentals
J	SMC Campus Police Overtime	\$11,400	Safety/Security	Sponsors, Donations, and Rentals
K	SMC Grounds Maintenance/ Custodial Overtime	\$6,500	Grounds & custodial cleanup	Sponsors, Donations, and Rentals
L	Event Rentals	\$6,600	Canopies, lighting, tables, linens, chairs	Sponsors, Donations, and Rentals
M	Miscellaneous Rentals, Permits, Expendables	\$6,450	Security wands, chalk, hoses, banner tape	Sponsors, Donations, and Rentals

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 4 NEW COURSES AND DEGREES, SPRING 2024

Requested Action: Approval/Ratification
Requested by: Curriculum Committee
Approved by: Jason Beardsley, Vice-President, Academic Affairs

New Courses

EMERITUS OCC E14 Computer Based Presentations

This course will teach Emeritus students the skill of creating computer-based presentations. Students will learn to create, save, and retrieve computer-based presentations. During the learning process, the students will gain personal and business management skills. In addition, the creation of computer-based presentations will promote self-expression.

MEDIA 38 Inside the Advertising Agency - Planning, Creating & Selling Advertisements

Theory and practice of media advertising strategies employed in planning, buying, and selling to target markets. Successful sales management, market research, and media ethics are covered in this course. Students collaborate on campaigns in an advertising, agency-like setting to price, target, sell, and create advertising for college student media.

REAL ES 1 Real Estate Principles

This course provides a fundamental overview of real estate principles; the nature of real estate economics/markets, property rights and laws, determination of property values, financing and the real estate transaction process. Topics covered include conveying property interest, encumbrances, valuations using the sales comparison, cost and income approach, residential mortgage types, liens, real estate mathematics, and real estate contracts. The course also explores financing and investing in real estate. Sample contracts are reviewed, and real-world case studies are analyzed. This class covers the information needed to obtain a real estate license.

REAL ES 4 Real Estate Finance

This course provides an overview of the methods and techniques of financing residential and non-residential real estate while also identifying the various financial instruments used. Topics covered include sources, characteristics, and parameters of mortgage capital; fixed, variable rate, and other alternative types of mortgages; government-assisted financing; the secondary mortgage market; mathematical analysis of finance transactions; and the impact of how title is held; comparison of investment choices; plus syndication and other equity sharing issues. The course also explores financing and investing in real estate. Case studies for financing proposals for single-family, multifamily, and/or commercial transactions are featured. This class covers the information needed to obtain a real estate license.

Course Revisions

- COM ST 11 Elements of Public Speaking
- COM ST 12 Persuasion
- COM ST 16 Fundamentals of Small Group Discussion
- COM ST 20 Agitational and Protest Communication
- COM ST 21 Argumentation
- COM ST 22 Introduction to Competitive Speech and Debate
- COM ST 30 Introduction to Communication Theory
- COM ST 31 Research Methods for Communication Studies
- COM ST 35 Interpersonal Communication

- SMM 1 Introduction to Sustainable Materials Management (*formerly RRM 1*)
- SMM 2 Culture and Zero Waste (*formerly RRM 2*)
- SMM 3 Sustainable Materials Management and Zero Waste for Communities (*formerly RRM 3*)
- SMM 4 Sustainable Materials Management and Zero Waste in Business (*formerly RRM 4*)

Distance Education

- EMERITUS OCC E14 Computer Based Presentations
- MEDIA 38 Inside the Advertising Agency - Planning, Creating & Selling Advertisements
- REAL ES 1 Real Estate Principles
- REAL ES 4 Real Estate Finance

Program Revisions

- Sustainable Materials Management AS/Certificate of Achievement (*formerly Recycling and Resource Management*)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 7, 2024
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES MEDICAL AND HOSPITAL CARE ACT

Requested Action: Adoption

Reviewed by: Tre'Shawn Hall-Baker, Dean, Human Resources

Approved by: Sherri Lee-Lewis, Vice-President, Human Resources

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, (2) SANTA MONICA COLLEGE, hereinafter referred to as Special District is a contracting agency under the Act for participation by members of the Board of Trustees now, therefore be it

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of \$1,375.90 per month, plus administrative fees and Contingency Reserve Fund Assessments.

Comment: This is recommendation is presented annually to the Board for approval. The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA and the SMC Faculty Association, the SMC Police Officers Association and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification
Reviewed by: Tre'Shawn Hall-Baker, Dean, Human Resources
Approved by: Sherri Lee- Lewis, Vice President, Human Resources

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
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NEW FULL-TIME FACULTY

Deleon, Reuben, Full-time Tenure Track Faculty, History, Ethnic Studies	08/26/2024
Stahlke, Jacqueline, Full-time Tenure Track Counselor, Athletics	08/26/2024

ADJUNCT FACULTY

Approval/ratification of the hiring of adjunct faculty (List on file in the Office of Human Resources).

LEAVE OF ABSENCE – UNPAID

Pham, Duc, Full-Time Faculty, Life Sciences	08/28/2023 – 05/01/2024*
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*Revised End Date

SEPARATIONS

RESIGNATION

Pham, Duc, Full-Time Faculty, Life Sciences	05/01/2024
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RETIREMENT

Rubin, Saul, Full-time Faculty, Communication & Media Studies (25 years of service)	06/11/2024
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 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.

ESTABLISH POSITION

Outreach & Recruitment Specialist (1 position) 05/08/2024
 Outreach & Onboarding, 12 months, 40 hours, Varied Hours

CLASSIFICATION SALARY RE-ALLOCATION

Instructional Assistant – Learning Disabilities 05/01/2024
 From: Classified Employee Salary Schedule, Range 23
 To: Classified Employee Salary Schedule, Range 28

CLASSIFICATION SALARY RE-ALLOCATION AND RE-TITLE

From: Instructional Assistant – English 05/08/2024
 Classified Employee Salary Schedule, Range 23
 To: Instructional Tutor – English
 Classified Employee Salary Schedule, Range 28

From: Instructional Assistant – ESL 05/08/2024
 Classified Employee Salary Schedule, Range 23
 To: Instructional Tutor – ESL
 Classified Employee Salary Schedule, Range 28

From: Instructional Assistant – Math 05/08/2024
 Classified Employee Salary Schedule, Range 23
 To: Instructional Tutor – Math
 Classified Employee Salary Schedule, Range 28

ELECTIONS

PROBATIONARY

Bruner Jr., Randy, Mail Service Worker I, PCAL 05/01/2024

PROMOTION

Luis, Jaime 05/16/2024

From: Locksmith, Maintenance
 To: Grounds Manager, Grounds

Monzon, Karen 05/08/2024
 From: Personnel Analyst, Personnel Commission
 To: Human Resources Analyst- Employee & Labor Relations Confidential

PROMOTION/ADVANCE STEP PLACEMENT

Orosz, Abigail 05/13/2024

From: International Student Services Specialist, ISC
To: Professional Development Coordinator, Human Resources (Step C)

POSITION RECLASSIFICATION

Karpman, Yuriy 05/01/2024

From: Information Systems Administrator, Classified Employee Salary Schedule, Range 52
To: Information Systems Engineer, Classified Employee Salary Schedule, Range 55

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Acevedo, Roger 11/02/2023 – 03/29/2024

From: Grounds Worker, Grounds 04/01/2024 – 04/16/2024*

To: Grounds Supervisor, Grounds

Percentage: More than 50%

*Extension

Mock, Hannah 05/15/2024 – 06/30/2024

From: Administrative Assistant II, Community & Academic Relations

To: Administrative Assistant I*, EPI Center

Percentage: More than 50%, *Y-rated position

Saldana, Jorge 04/01/2024 – 06/30/2024

From: Custodian, Operations

To: Lead Custodian, Operations

Percentage: More than 50%

Taylor, Tyrone 03/08/2024 – 06/30/2024

From: Custodian*, Operations

To: Custodial Operations Supervisor, Operations

Percentage: More than 50%

*Title Correction from April 13, 2024, BOT Agenda

LEAVE OF ABSENCE – UNPAID

Casillas, Ruth 04/03/2024 – 12/31/2024

Program Coordinator-Workforce & Economic Development, Workforce & Economic Development

Locke, Debra, EOPS/CARE Supervisor, EOPS 09/13/2023 – 04/30/2024*

*Revised End Date 05/01/2024 – 06/30/2024**

**New Leave

SPECIAL SKILLS DIFFERENTIAL

Penate, Yesenia, Human Resources Specialist, Bilingual Oral, \$35/mo. 05/01/2024

SEPARATIONS

LAST DAY OF PAID SERVICE

RESIGNATION

Blocklin, Sean, Laboratory Technician- Photo, Photography Department 06/28/2024

Spence, Jingjing, Instructional Assistant-Math, Mathematics 05/28/2024

RETIREMENT

Aragon, Michelle, Administrative Assistant I, Health Sciences (14 years) 06/28/2024

Brown, Timothy, Shuttle Driver, Auxiliary Services (23 years) 07/12/2024

Frazier, Marvlynn, Custodian, Operations (15 years) 04/30/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 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.

Bittencourt, Rafael, Theatre Technical Spec, Performing Arts Ctr	05/01/2024-06/30/2024
Brewer, Jeremy C., Theatre Technical Spec, Performing Arts Ctr	04/25/2024-06/30/2024
Emadi, Sarvenaz, Events Assistant, Performing Arts Ctr	04/19/2024-06/30/2024
Ibarra, Jacob, Theatre Technical Spec, Performing Arts Ctr	05/06/2024-06/30/2024
Lainez, Rafael, Student Services Clerk, Outreach, Recruitment & Student Engagement	
From:	07/11/2023-06/30/2024
To:	07/11/2023-04/10/2024
Martinez, Paul G., Theatre Arts Operations Assistant	
From:	01/23/2024-02/29/2024
To:	01/23/2024-06/28/2024
To:	01/23/2024-06/30/2024
Storniolo, Anthony, Theatre Technical Spec, Performing Arts Ctr	04/22/2024-06/30/2024
Twe-Avanesova, Nonna, Accompanist - Dance	02/12/2024-06/30/2024

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.

Arnold, Elijah, Custodian, Operations	
From:	10/01/2023-04/06/2024
To:	10/01/2023-04/10/2024
Humphrey, Mamie, Custodian, Operations	
From:	10/01/2023-04/06/2024
To:	10/01/2023-04/29/2024
Minor, Earl, Custodian, Operations	
From:	10/01/2023-04/06/2024
To:	10/01/2023-05/13/2024
Padilla, Juliana A., Student Services Clerk, Financial Aid & Scholarships	04/09/2024-06/30/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 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)	17
College Work-Study Student Assistant, \$16.90/hour (FWS)	5

SPECIAL SERVICE

Art Model \$27.00/hour	1
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 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
Approved by: *Christopher Bonvenuto, Vice-President, Business/Administration*
Requested Action: *Approval/Ratification*

10-A AGREEMENT FOR ENVIRONMENTAL CONSULTING SERVICES – BUNDY CAMPUS TENNIS/PICKLE BALL COURT PROJECT

Agreement with PARKER ENVIRONMENTAL CONSULTANTS for Environmental Consulting Services for the Bundy Campus Tennis/Pickle Ball Court project for an amount not to exceed \$13,500 plus reimbursable expenses.

Funding Source: Measure V

Comment: Parker Environmental Consultants will prepare a Class 32 Categorical Exemption (CE) for the proposed Tennis and Pickleball court project in accordance with the California Environmental Quality Act (CEQA) (P.R.C. 21000-21178) and the State CEQA Guidelines (C.C.R. Title 14, Chapter 3, 15000-15387). Shane Parker, the principal of Parker Environmental Consultants, has experience working in City of Santa Monica and has worked successfully with SMC on multiple environmental impact reports.

10-B APPRAISAL SERVICES AGREEMENT – AFFORDABLE STUDENT HOUSING

Approval of contract with CBRE, Inc. for market rent estimating services for the Affordable Student Housing Project in the amount of \$5,000 plus \$500 in reimbursable expenses.

Funding Source: District Funds, and Measure SMC

Comment: CBRE, Inc. will provide market rent estimates, including utilities costs, for the proposed student housing project at the Bundy campus to help understanding existing market rents and conditions for the College to make informed decisions regarding the potential development of housing inventory.

10-C DESIGN AND MONITORING SERVICES AGREEMENT – AFFORDABLE STUDENT HOUSING

Approval of contract with B2 Environmental, Inc. for underground hazardous materials remediation scope of work document development and removal monitoring services for the Affordable Student Housing Project in the amount of \$242,400 plus \$10,000 in reimbursable expenses.

Funding Source: District Funds, and Measure SMC

Comment: B2 Environmental, Inc. will prepare scope of work document for bidding detailing steps to remediate the underground hazardous materials onsite. They will also oversee the remediation process during removal process.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Jason Beardsley, Interim Vice President, Academic Affairs

Program Manager: Walter Butler, Director of Library/Information Services

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Reinvigorating Santa Monica College Library - College Specific Allocation (One time)

Granting Agency: California Community College Chancellor’s Office – SB 104 passthrough for regional project

Award Amount: \$500,000

Matching Funds: NA

Performance Period: March 1, 2024 to June 30, 2027

Summary: Assembly Member Rick Zbur secured \$500,000 from the 2023-2024 State Budget for the Reinvigorating the Santa Monica College Library project. Funds shall be encumbered by June 30, 2025, and must be expended by June 30, 2027.

The District may use the funding to purchase supplies, contract for services and equipment to refurbish and update furniture to support more individualized study spaces and provide greater options for students to access learning resources. The funding can also be used to modernize equipment, which will help make the library a safer space for students taking classes in various formats: online, hybrid, or on-ground.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600 State		\$ 500,000
Expenditures		
1000 Academic Salaries		\$ 0
2000 Non-Academic Salaries		\$ 0
3000 Employee Benefits		\$ 0
4000 Supplies & Materials		\$ 0
5000 Other Operating Expenditures		\$ 0
6000 Capital Outlay		\$ 500,000
7300 Other Outgo/Indirect		\$ 0
7600 Student Aid		\$ 0
Total		\$ 500,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification
Requestor: Teresita Rodriguez, Vice President, Enrollment Development
Program Manager: Tracie Hunter, Associate Dean, Financial Aid and Scholarship
Reviewed by: Kim Tran, Chief Director, Business Services
Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration

Title of Grant: Direct Loan
Granting Agency: Department of Education
Augmentation Amount: \$3,700,000 (Amended Total: \$7,000,000)
Matching Funds: none
Performance Period: July 1, 2023 to June 30, 2024
Summary:

The U.S. Department of Education’s federal student loan program makes loans to eligible students to help cover higher education costs at a college or career school. Students apply for a federal loan by completing a Free Application for Federal Student Aid (FAFSA) form. More students qualified for Direct Loans than the district estimated in the adopted budget. This augmentation will increase the budget for Direct Loans for the 2023-2024 award year based on the disbursements made during the fiscal year.

Budget Augmentation:

Restricted Fund 74.0		
Revenue		
8150	Federal	\$3,700,000
Expenditures		
1000	Academic Salary	0
2000	Non-Academic Salary	0
3000	Employee Benefit	0
4000	Supplies & Materials	0
5000	Other Operational Expenses	0
6000	Capital Outlay	0
7300	Other Outgo	0
7500	Financial Aid	\$ 3,700,000
Total		\$ 3,700,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11-C ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President, Enrollment Development

Program Manager: Tracie Hunter, Associate Dean, Financial Aid and Scholarship

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Cal Grant
 Granting Agency: California Student Aid Commission (CSAC)
 Augmentation Amount: \$700,000 (Amended Allocation \$3,877,500)
 Matching Funds: none
 Performance Period: July 1, 2023 to June 30, 2024
 Summary:

Cal Grant is a California specific financial aid allocation for students attending a California Community College. Students apply for Cal Grant funds by submitting a Free Application for Federal Student Aid (FAFSA) or California Dream Act application and by meeting all eligibility, financial, and minimum GPA requirements.

Cal Grant funds are awarded to Santa Monica College as students qualify for the program. More students have qualified for Cal Grant than the initial estimate for the adopted budget. This augmentation is for a budget increase to cover the Cal Grant 2023-2024 award year based on current-year disbursements.

Budget Augmentation: Restricted Fund 74.0

Revenue		
8600	State	\$700,000
Expenditures		
1000	Academic Salary	0
2000	Non-Academic Salary	0
3000	Employee Benefit	0
4000	Supplies & Materials	0
5000	Other Operational Expenses	0
6000	Capital Outlay	0
7300	Other Outgo	0
7500	Financial Aid	\$700,000
Total		\$700,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11-D ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President, Enrollment Development

Program Manager: Tracie Hunter, Associate Dean, Financial Aid and Scholarship

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Federal Work Study (FWS)
 Granting Agency: Department of Education
 Augmentation Amount: \$60,404 (Amended allocation \$560,404)
 Matching Funds: Not Applicable
 Performance Period: July 1, 2023 to June 30, 2024
 Summary:

The Federal Work-Study Program funded by the Department of Education provides undergraduate and graduate students with self-help aid through part-time employment, where the earnings from these part-time jobs assist in meeting the cost of postsecondary education.

The Department of Education Campus Base Program allows for the available fiscal year 2022-2023 Federal Work-Study allocation to be carried forward and spent with the 2023-2024 Federal Work-Study allocation. The augmentation amount is the 10% allowable from the fiscal year 2022-2023 budget to the fiscal year 2023-2024. The adopted budget amount during fiscal year 2022-2023 was \$604,044.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8120	Federal	\$ 60,404
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 60,404
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7500	Student Aid	\$ 0
Total		\$ 60,404

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: March 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	44,027
3000	Benefits	0
4000	Supplies	6,464
5000	Contract Services/Operating Exp	11,884
6000	Sites/Buildings/Equipment	8,635
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-71,010
Net Total:		0

12-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: March - 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-7,946
3000	Benefits	7,946
4000	Supplies	4,313
5000	Contract Services/Operating Exp	92,562
6000	Sites/Buildings/Equipment	-16,875
7100/7699	Other Outgo/Student Payments	-80,000
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 7, 2024
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 **BUDGET TRANSFERS** *(continued)*

12-C FUND 40.0 – Capital Projects Fund

Period: March 1-31, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	12,000
5000	Contract Services/Operating Exp	5,526
6000	Sites/Buildings/Equipment	-17,526
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	May 7, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 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
 March 2024 C1H – C2I \$14,923,621.82

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

RECOMMENDATION NO. 14 REISSUE PAYROLL WARRANTS

Requested Action: Approval/Ratification
Requested by: Ian Fraser, Payroll Manager
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

Warrants not presented to the 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>
Gutierrez, Gustavo	W6233023	06/14/2019	\$39.69

RECOMMENDATION NO. 15 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register
 March 2024 486544 through 536733

ACH Numbers
 March 2024 279877 through 291034

Total \$16,133,909.42

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO.16 REISSUE COMMERCIAL WARRANTS

Requested by: Mitchell Heskell, 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>
Parker, Mayla	20280713	09/30/21	\$2,252.00
Torres, Angel	26118716	11/16/20	\$ 414.00

RECOMMENDATION NO. 17 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

March 2024 Covered by check & voucher numbers: 035704-036324 & 03620-03664

Bookstore Fund Payments	\$ 301,874.00
Other Auxiliary Fund Payments	\$ 103,549.44
Trust and Fiduciary Fund Payments	<u>\$ 1,196,385.22</u>
	\$ 1,601,808.66

Purchase Orders issued

March 2024 \$6,001.51

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. 18 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:

<u>Name/Title</u>
Jaime Luis, , Grounds Manager
Thaddeus Phillips, Project Manager, CalFresh

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.

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 7, 2024
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CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 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>
May 2024	1	\$150.00

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.

RECOMMENDATION NO. 20 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification
Requested by: Scott Silverman, Interim Dean, Noncredit and External Programs
Patricia Ramos, Dean, Academic Affairs
Approved by: Jason Beardsley, Vice-President of 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. 21 PURCHASING

Requested Action: Approval/Ratification
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

21-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.

March 2024 \$910,060.87

21-B AWARD OF BID – COSMETOLOGY AUDIO VISUAL UPGRADE PROJECT

Recommend award of bid to lowest responsive bidder in the amount of \$29,761.17 to Golden Star Technology (GST) for audio visual upgrade services in the Cosmetology Department.

Funding Source: Restricted General Fund; Strong Workforce Program (SWP)
 Comment: Three bidders attended the mandatory job walk and three bids were received. The additional bids were:
 AVIDEX \$29,893.79
 EIDIM \$42,252.58

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: **CLASSIFIED SCHOOL EMPLOYEES WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified School Employees Week, May 20-24, 2024.

WHEREAS, classified employees provide valuable services to the College and students of the Santa Monica Community College District; and

WHEREAS, classified employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students particularly during the current public health emergency; and

WHEREAS, classified employees employed by the Santa Monica Community College District strive for excellence in all areas relative to their workplace,

THEREFORE BE IT RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 20-24, 2024 as Classified School Employees Week in the Santa Monica Community College District.

COMMENT: Events for Classified School Employees Week are being planned.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23

SUBJECT: **CSEA CHAPTER #36 COLLECTIVE BARGAINING PROPOSAL FOR SUCCESSOR NEGOTIATIONS, JULY 1, 2024 TO JUNE 30, 2027**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the Collective Bargaining Unit Initial Proposal for Successor Negotiations submitted by the California School Employees Association Chapter #6 to Santa Monica College.

SUMMARY: It is CSEA’s intent to alter or amend the following Articles and present its proposals for public discussion in accordance with Government Code § 3547.

Article 1 - Agreement, Designation of Parties, and Length of Agreement
CSEA intends to update the term of the agreement.

Article 3 – Hours of Employment
CSEA is interested in adding remote work language.
CSEA is interested in adding language to enhance flexibility in working day and work week (3.1).

Article 4 – Evaluation
CSEA is interested in adding language for Bargaining Unit Member Performance Evaluations.

Article 5 – Safety Conditions of Employment
CSEA is interested in adding language regarding enhancing general safety and emergency preparedness.

Article 7 – Leaves of Absence
CSEA is interested in adding language regarding increasing bereavement leave.
CSEA is interested in adding language regarding recent parental leave legislation.

Article 8 – Holidays
CSEA is interested in adding language regarding employees with alternative/permanent work weeks holiday observances.

CSEA is interested in adding language on Cesar Chavez and Dolores Huerta Day.

Article 9 – Vacation
CSEA is interested in adding language regarding accelerated accrual.

Article 11– Wages

Classified jobs at the District should be good jobs that support the local community. CSEA intends to enhance wages for bargaining unit members and protect classified jobs that contribute to the critical work of supporting our students. CSEA’s interest is a fair and equitable on- schedule wage increase (11.1).

CSEA is interested in expanding hours for shift differentials (11.5).

CSEA is interested in adding language regarding Degrees, Certificates, and Licenses (11.10.3).

CSEA is interested in adding language regarding notifications for error in pay (11.18).

CSEA is interested in adding language regarding a stipend for increased workload.

CSEA is interested in adding language regarding hazard pay.

Article 13 – Disciplinary Action

CSEA is interested in adding language regarding Skelly Review Officer training and selection.

Article 15 – Layoff and Reemployment

CSEA is interested in adding language regarding developing a process for changes in assignment(s).

Article 16 – Association Rights

CSEA is interested in increase releasing time for Chapter President.

CSEA is interested in increasing release time for Chief Union Steward

Article 17 – Contracting Out

CSEA is interested in adding language regarding the grievance timeline for contracting out.

CSEA is interested in adding language regarding the notification timeline for contracting out.

CSEA reserves the right to augment this proposal by opening additional articles, Memoranda of Understanding, or appendices upon notice to the District during these successor negotiations, subject to the appropriate notice requirements under the law and CSEA policies.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT: **RECEIPT OF PERSONNEL COMMISSION 2024-2025 PROPOSED BUDGET**

SUBMITTED BY: Santa Monica Community College District Personnel Commission

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2024-2025 proposed budget for the Santa Monica Community College District Personnel Commission. The Personnel Commission Budget will be discussed as part of the District’s regular budget process.

SUMMARY: In accordance with Merit Rule 2.4, the Director of the Personnel Commission shall prepare and submit to the Personnel Commission a proposed operating budget for the Commission for the next ensuing fiscal year. The budget shall be submitted for a first reading no later than the appropriate Commission meeting in April.

The Director of the Personnel Commission presented an initial draft of the proposed budget for a first reading at the Personnel Commission meeting on April 24, 2024. The Personnel Commission will hold a public hearing on its proposed budget on May 15, 2024, at which time it will fully consider all comments and suggestions that may be offered by District administration, the Board, or other concerned persons or organizations.

The Personnel Commission’s budget for Fiscal Year 2024-2025 reflects the following adjustments against the prior year’s budget:

- 8.8% increase in total salary and benefits due to the following changes:
 - Mandatory 11.2% increase in employee benefits
 - Mandatory 4% increase in Commissioner benefits
 - Salary increases based on mandatory step and column progression

There are no increases anticipated during the next fiscal year for Total Operating Expenses. Outside of the mandatory salary and benefits increases, the initial budget will remain flat. There are no discretionary increases being requested at this time.

Overall, the Personnel Commission is requesting an 8.5% increase to its budget for Fiscal Year 2024-2025.

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

PERSONNEL COMMISSION BUDGET 2024-2025

Description	Object	2023-24	2024-25	Difference	% Change
Administrative & Management	2110	\$ 449,061.00	\$ 513,037.00	\$ 63,976.00	14.2%
Clerical	2120	\$ 747,510.00	\$ 778,275.00	\$ 30,765.00	4.1%
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -	
Clerical Overtime	2324	2,000.00	2,000.00	\$ -	
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -	
Other Classified Hourly	2393	0.00	0.00	\$ -	
Benefits (Staff)	Various	\$ 668,498.00	\$ 743,560.00	\$ 75,062.00	11.2%
Benefits (Commissioners)	Various	\$ 98,805.00	\$ 103,213.00	\$ 4,408.00	4%
Total Salary & Benefits		\$ 1,984,599.00	\$ 2,158,810.00	\$ 174,211.00	8.8%
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -	
Mileage	5210	\$ 150.00	\$ 150.00	\$ -	
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -	
Meeting Reimbursements	5241	\$ -	\$ -	\$ -	
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -	
Dues & Memberships	5310	\$ 5,500.00	\$ 5,500.00	\$ -	
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -	
Legal	5730	\$ 15,000.00	\$ 15,000.00	\$ -	
Off Campus Printing	5820	\$ -	\$ -	\$ -	
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -	
Software Licensing	5840	\$ 18,400.00	\$ 18,400.00	\$ -	
Postage	5850	\$ -	\$ -	\$ -	
Other Contract Services	5890	\$ -	\$ -	\$ -	
Total Operating Expenses		\$ 58,546.00	\$ 58,546.00	\$0.00	0.0%
Total Budget		\$ 2,043,145.00	\$ 2,217,356.00	\$ 174,211.00	8.5%

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

SUBJECT: **ONE-YEAR EXTENSION OF THE LEASE AGREEMENT FOR SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT'S USE OF SANTA MONICA COLLEGE PICO CLASSROOM COMPLEX**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the Superintendent/President to enter into a one-year lease agreement extension with the Santa Monica-Malibu Unified School District (SMMUSD) for use of the Santa Monica College Pico Classroom Complex starting July 1, 2024.

SUMMARY: In 2022, the Santa Monica-Malibu Unified School District had determined its immediate need to close the John Muir/SMASH elementary school site due to a variety of conditions and to allow for remediation and reconstruction. It was determined that moving the high school programs that were housed on the Michelle and Barack Obama Center for Inquiry and Exploration campus to the Santa Monica College main campus would assist SMMUSD as it relocates the elementary school programs off the John Muir/SMASH campus.

SMC identified the Pico Classroom Complex on its main campus as an appropriate facility to house Olympic High School (a program with approximately 50 students primarily in the 11th and 12th grades plus another 120 students in an independent studies program that meets once a week) and the Project Based Learning Program (an offshoot of Santa Monica High School, serving approximately 125 9th through 12th graders).

At its August 2, 2022 meeting, the Board of Trustees authorized the Superintendent/President to enter into a two-year lease agreement starting August 18, 2022.

SMMUSD is requesting an extension to the lease agreement for a period of one year as remediation and construction are still in process at the John Muir/SMASH elementary school site. SMMUSD has also requested a reduction in the amount of space leased from approximately 36 rooms to 19 rooms as the Project Based Learning Program will be relocated to Santa Monica High School. In consideration for the reduced lease space the revised offset to the lease payment the District makes to the SMMUSD for the Madison Campus will reduce from \$500,000 annually to \$400,000 annually.

Link to: [Amendment to Lease Agreement](#)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26

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

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: Acknowledge receipt of the 2023-2024 Quarterly Budget Report, as of March 31, 2024.
Link to: [2023-2024 Quarterly Budget Report](#)

COMMENT: The Board of Trustees is presented on a quarterly basis with a set of financial statements for the general fund along with the quarterly 311Q report required by the Chancellor’s Office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27

SUBJECT: **ADOPTION OF EDUCATION PROTECTION ACCOUNT (EPA - PROP 55, AN EXTENSION OF PROP 30) EXPENDITURE PLAN**

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the plan to expend the 2023-2024 Education Protection Account (EPA) funds of \$31,831,056 on instructional salaries.

SUMMARY: Proposition 55, The California Children’s Education and Health Care Protection Act of 2016, which was an extension of Proposition 30, temporarily raises the income tax rate for upper-income-earners (over \$250,000 for single filers, over \$500,000 for joint filers, and over \$340,000 for heads of households) through 2030-2031 to fund the State’s Educational Protection Account which provides funding for local school districts and community colleges.

Under Proposition 55, Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in an open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided by the EPA have been properly disbursed and expended as required by law.

This recommendation is submitted to comply with Proposition 55 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA that our District will receive for 2023-2024 as of P1, is \$32,122,907. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2022-2023 decreased from the P2 amount of \$9,827,751 to \$9,535,900 or a decrease of <\$291,851>. The entire amount for 2023-2024 less the decrease in 2022-2023 funding will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations and will be offset by a decrease in apportionment funding received by the State.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 28

SUBJECT: **ANNUAL AUTHORIZATION OF PRIVILEGES FOR THE STUDENT TRUSTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy 2015 and Education Code Section 72023.5.

1. The student trustee may make and second motions.
2. The Student Trustee is entitled to an advisory vote which shall be cast before the rest of the Board of Trustees and be recorded as such in the official minutes. The vote shall not be included in determining the vote required to carry any measure before the Board.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy. The term of compensation for the student trustee shall run from June through May.

SUMMARY: Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15th for the succeeding year.

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy 2015.

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

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ACTION May 7, 2024
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29

SUBJECT: **PROCESS TO APPOINT MEMBERS OF THE CITIZENS’ BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees commence the application process to possibly appoint additional members to serve on the Citizens’ Bond Oversight Committee.

SUMMARY: The Government Code and Education Code require that the Citizens’ Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees, with at least:

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

Following is the status of Citizens’ Bond Oversight Committee membership:

Members with continuing term through June 30, 2025	Heather Anderson, Local Community/Malibu Elizabeth Greenwood, Local Business Anne Plechner, Local Community/Malibu Elaine Polachek, Business Community, District Support Katherine Reuter, Local Community/Senior Citizens’ Organization Donald Schort, Local Business/Community Bruce Sultan, Local Business/Community
Members with term expiring June 30, 2024 who are eligible to apply for reappointment	None
Members with terms expiring June 30, 2024 who are not eligible for reappointment (served three terms)	Alfred Barrett, Senior Citizens’ Organization
Associated Students Representative term expires June 30, 2024	A new representative will be appointed for 2024-2025.

The Committee meets quarterly (July, October, January and April) and reviews quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses; (c) bond proceeds are maximized. Members of the Citizens' Bond Oversight Committee shall serve for no more than three consecutive terms (Education Code Section 15282.)

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

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2024

XI. INFORMATION ITEM NO. 30 MEETING OF THE CITIZENS' BOND OVERSIGHT COMMITTEE, APRIL 17, 2024

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee (CBOC) was held on Wednesday, April 17, 2024 at 12 p.m. in the Student Services Center (SSC 396) at Santa Monica College, 1900 Pico Blvd, Santa Monica, California.

1. **CALL TO ORDER** – 12:06 p.m.

2. **ROLL CALL – Members of the Citizens' Bond Oversight Committee**

Bruce Sultan, Chair – Present
 Anne Plechner, Vice-Chair – Present-Virtual-Emergency Exemption
 Heather Anderson – Absent
 Alfred Barrett – Absent
 Elizabeth Greenwood – Present
 Elaine Polachek – Present
 Katherine Reuter – Present
 Donald Schort – Present
 Katherine Nilsen – Present

CBOC Support Staff Present

Chris Bonvenuto, Vice President, Business and Administration
 Don Girard, Senior Director, Government Relations/Institutional Communications
 John Greenlee, Director of Facilities Finance
 Yu-Ngok Lo, Assistant Director, Facilities Planning and Construction
 Olinka Rodriguez, Citizens' Bond Oversight Committee Coordinator
 Charlie Yen, Director of Facilities Planning and Construction

3. **APPROVAL OF MINUTES OF CBOC MEETING, JANUARY 24, 2024**

Motion was made by Katherine Reuter and seconded by Elaine Polachek to approve the minutes of the Citizens' Bond Oversight Committee meeting held on January 24, 2024. *Minutes were approved.*

4. **INFORMATION – EXPIRING TERM OF MEMBERS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE**

The term of the following member of the Citizens' Bond Oversight Committee is expiring effective **June 30, 2024**. They are not eligible for reappointment:

- Alfred Barrett

5. **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 of the classroom, lab, and offices were shown. The audio-visual equipment to be installed.
The estimated completion date for this project is August 2024.
- Art Complex – 14th Street/Pico Blvd.
The steel frame structure of the building in Area A was installed. An electricity post was relocated. The neighbors have been great during construction.
The estimated completion date for this project is November 2025.

- Gender Neutral Restroom Building – The project is in DSA, review, then it will go out for bid for construction of the fully enclosed individual restroom stalls to be built in the Quad at the Main Campus. The estimated completion date for this project is October 2025.
- Bundy Campus Tennis/Pickleball Courts – Conceptual drawings were shown of the 6 Tennis courts and 6 Pickleball Courts to be located along Airport Ave and Bundy Drive. The estimated completion date for this project is May 2026.

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

The SMC Bond Capital Construction Budget Summary as of March 31, 2024 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:	\$1,086,838,6301,
Estimate at Completion:	\$1,086,838,630
Bond Funds Remaining:	\$ 177,818,958

- Measure AA: Total Measure AA Expenditures as of March 31, 2024 were \$291,199,523; total remaining funds are \$3,796,306.
- Measure V: Total Measure V Expenditures as of March 31, 2024 were \$170,977,349; total remaining funds are \$174,022,651.
- The Bond Sales/Expense Report Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of March 31, 2024.

Total Bond Program:	\$640,000,000
Total Bonds Issued:	\$639,995,829
Total Expenses:	\$462,176,872
Total Available Remaining:	\$177,818,957
Total Unsold Bond:	\$ 4,171

C. SMC Bond Program – Contractor List as of March 31, 2024

D. Contractors List as of March 31, 2024

E. 9-Month Period Ending March 31, 2024

- Measure AA: Total Measure AA Expenditures for the 9-month period ending March 31, 2024 were \$29,100.
- Measure V: Total Measure V Expenditures for the 9-month period ending March 31, 2024 were \$16,296,107.

6. SCHEDULE OF MEETINGS, 2023-2024

Wednesdays at 12:00 p.m.

April 17, 2024
 July 17, 2024
 October 16, 2024
 January 22, 2025

7. ADJOURNMENT – 12:46 p.m.

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

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2024

XII. BOARD COMMENTS

XIII. ADJOURNMENT

The meeting will be adjourned in memory of **Alan Bryant**, the son of Emeritus instructor William Bryant; **Stu Blumkin**, former SMC swimming and water polo coach; and **Shirley Cragin**, retired Admissions and Records Clerk and mother-in-law of Theresa Garcia, Scholars Program Counselor.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, June 4, 2024 at 6 p.m. (5 p.m. if there is a closed session) in the SMC Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. The meeting will also be conducted via Zoom Webinar for members of the public to participate remotely.