



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, SEPTEMBER 13, 2022

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Via Zoom Conference

The complete minutes may be accessed on the  
Santa Monica College website:

<https://www.smc.edu/administration/governance/board-of-trustees/meetings.php>

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING September 13, 2022
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## MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, September 13, 2022. The meeting was conducted via Zoom Webinar.

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 4:47 p.m.  
Dr. Louise Jaffe, Chair - Present  
Barry Snell, Vice-Chair - Present  
Dr. Susan Aminoff - Present  
Dr. Nancy Greenstein - Present  
Dr. Margaret Quiñones-Perez – Excused Absence  
Rob Rader - Present  
Dr. Sion Roy - Present  
Catalina Fuentes Aguirre, Student Trustee – Present (for public session)
  
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

### II. CLOSED SESSION

- PUBLIC EMPLOYEE – EVALUATION (Government Code Section 54957)  
Evaluation of the Superintendent/President
  
- CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
Agency designated representatives: Sherri Lee-Lewis, Vice-President, Human Resources  
Robert Myers, Campus Counsel  
Employee Organizations: SMC Faculty Association  
CSEA Chapter 36  
SMC Police Officers Association
  
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

### III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS – 6:03 p.m.

- LAND ACKNOWLEDGEMENT  
We respectfully recognize that the land on which Santa Monica College currently stands is the ancestral unceded territory of the Tongva or Gabrieliño peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.
  
- PLEDGE OF ALLEGIANCE – Dr. Devin Starnes, Director, Facilities Management
  
- CLOSED SESSION REPORT - None

### IV. SUPERINTENDENT'S REPORT

### V. PUBLIC COMMENTS

Sean Blocklin  
David Mendoza (comments read)  
Nichelle Monroe (comments read)

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association
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VIII. **REPORT ON STUDENT SUCCESS - EQUITY, GUIDED PATHWAYS, INCLUSION, AND DIVERSITY**

Update: Matika Wilbur Project

Presenter: Walter Meyer

Link to: [Matika Equity Presentation](#)

*This supports the Board's Ongoing Priorities: Educational Advancement, Quality, and Equity #4; Student Life #5; and Community and Government Relationships #13.*

IX. **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: July 5, 2022 (Regular Meeting) – amended (motion on #22)  
August 2, 2022 (Regular Meeting)  
August 16, 2022 (Special Meeting)  
August 31, 2022 (Special Meeting/Closed Session)
- #2 Resolution: Adopt Findings Pursuant to Government Code Section 54953

**Contracts and Consultants**

- #3-A Approval of Contracts and Consultants
- #3-B Ratification of Contracts and Consultants

**Acceptance of Donations**

- #4 KCRW Foundation Donations of Equipment to SMCCD

**Human Resources**

- #5 Academic Personnel
- #6 Classified Personnel – Regular
- #7 Classified Personnel – Limited Duration
- #8 Classified Personnel – Non Merit

**Facilities and Fiscal**

- #9 Facilities
- #10 Acceptance of Grants and Budget Augmentation
- #11 Budget Transfers
- #12 Commercial Warrant Register
- #13 Payroll Warrant Register
- #14 Reissue Payroll Warrant
- #15 Auxiliary Payments and Purchase Orders
- #16 Organizational Memberships
- #17 Authorization of Signatures to Approve Invoices, 2022-2023
- #18 Providers for Community and Contract Education
- #19 Purchasing
  - A Award of Purchase Orders
  - B Cooperative Contracts

X. **CONSENT AGENDA – Pulled Recommendations**

**XI. MAJOR ITEMS OF BUSINESS**

- #20 Agreement with the City of Santa Monica for Property Management Services of 3400 Airport Avenue
- #21-A Public Hearing – 2022-2023 Budget
- #21-B Adoption of 2022-2023 Budget
- #22 Resolution to Adopt Appropriations Limits for the 2022-2023 Adopted Budget
- #23 Information: Schedule of Board of Trustees Meetings, 2023

**XII. ANNUAL BOARD SELF-ASSESSMENT**

- Board Trustees Self-Assessment and Appraisal of College Performance
- Board of Trustees Goals and Priorities, 2022-2023

**XIII. BOARD COMMENTS AND REQUESTS**

**XIV. ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, October 4, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

BOARD OF TRUSTEES	REGULAR MEETING
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**IV. SUPERINTENDENT'S REPORT**

**COVID-19/Return to Campus**

The number of COVID-19 cases in Los Angeles County continues to decrease. At SMC there were a total of 28 cases reported between August 22<sup>nd</sup> and September 12<sup>th</sup>. Some new safety measure shave been implemented for fall, including individual meeting and conference room protocols. The cafeteria is open with masks required unless actively eating. Safety clerks have been placed in strategic areas on the main campus and all satellite campus to remind people they that need to wear a mask and to provide hand-outs and customer service information. COVID vaccinations are being offered every Thursday until the end of December, 10 a.m. to 6 p.m. in the courtyard by the CORE Performance Center. The EOT Procurement Group meets every week to evaluate levels of PPE and sanitizers to make sure there is sufficient inventory. Safety walkthroughs are continuing with departments that are newly on ground. The EOT continues to meet with the on-ground events group on all safety-related issues..

**Opening of Fall 2022 Semester**

VIP Day: The 18<sup>th</sup> annual VIP day was held in-person and on-line one week earlier than usual to meet students’ needs before classes started. There were on-line and on-ground workshops and campus tours. Over 220 faculty and managers participated in the activities. The Professional Development Committee, Senior Staff and the Associated Students were acknowledged for their support.

The first ever hybrid Professional Development Day was held on August 25<sup>th</sup> and overall attendance in-person and on-line was strong. A State of the College address was presented by the Superintendent/President Dr. Kathryn Jeffery. The keynote address titled "(Re)Imagining Our Collective Experience: Centering belonging, equity, and basic needs" was given by Ruben Canedo, Co-Chair of the UC Systemwide Basic Needs Committee. The college will continue to focus professional development activities on basic needs for the 2022-2023 academic year via hybrid workshops to make them accessible to all employee groups.

That same day, a campus event was held to recognize retirees, new hires and outstanding employees.

A retention event for students called SMC Start Up was held on the day of the Board of Trustees meeting (the third week of the semester) which was also well received.

**New Faculty Orientation**

An orientation was held for 27 new faculty members on August 23, 2022. It included an introduction and the history of the college. A panel of faculty members, the Academic Senate new faculty welcome committee, and members of the Human Resources Department participated in the facilitation of the event.

**Enrollment Update:**

Since the last enrollment update at the Board of Trustees meeting in August, both credit and non-resident enrollment improved significantly. Credit is still down however compared to last year  
 Link to: [Enrollment Report](#)

**SMC Vote Center:** Santa Monica College has been selected as a vote center for the upcoming election in November. It will be located in the faculty lounge area of the cafeteria, with access from the walkway along the library. The college will be working with the Associated Students to engage their efforts to increase voter turnout.

**Los Angeles County Economic Development Corporation's (LAEDC) 27th Annual Eddy Award**

Santa Monica College is being honored for educational leadership at the Los Angeles County Economic Development Corporation's (LAEDC) 27th Annual Eddy Award. The Eddy Awards ceremony will be held on the evening of Wednesday, November 9, 2022, at SoFi Stadium. The event will begin with a cocktail reception followed by a seated dinner and awards program.

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SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 13, 2022

**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-#19.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #1, #3-B, #9-D, #10-A

MOTION MADE BY: Rob Rader  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Aminoff, Quiñones-Perez)

**X. CONSENT AGENDA – Pulled Recommendations**

**Recommendation No. 1 – Approval of Minutes**

MOTION MADE BY: Barry Snell  
 SECONDED BY: Nancy Greenstein  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Aminoff, Quiñones-Perez)

**Recommendation No. 3-B – Ratification of Contracts and Consultants**

MOTION MADE BY: Rob Rader  
 SECONDED BY: Barry Snell  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Aminoff, Quiñones-Perez)

**Recommendation No. 9-D – Facilities – Pool Payments Under Joint Use Facilities Agreement**

MOTION MADE BY: Barry Snell  
 SECONDED BY: Nancy Greenstein  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Aminoff, Quiñones-Perez)

Recommendation 10-A – Acceptance of Grants and Budget Augmentation

MOTION MADE BY: Rob Rader  
SECONDED BY: Barry Snell  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Aminoff, Quiñones-Perez)

**RECOMMENDATION NO. 1**      **APPROVAL OF MINUTES**

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

[July 5, 2022 \(Regular Meeting\)](#) – amended (motion on #22)  
[August 2, 2022 \(Regular Meeting\)](#)  
[August 16, 2022 \(Special Meeting\)](#)  
[August 31, 2022 \(Special Meeting/Closed Session\)](#)

**RECOMMENDATION NO. 2**      **RESOLUTION: ADOPT FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953**

*Requested Action:* Approval  
*Reviewed by:* Robert M. Myers, Campus Counsel

It is recommended that the Board of Trustees adopt the following findings:

1. On September 14, 2021, the Board of Trustees adopted a “RESOLUTION DECLARING THAT ONGOING EMERGENCY CONDITIONS EXIST AT SANTA MONICA COLLEGE AND FINDING THAT IN-PERSON MEETINGS UNDER THE BROWN ACT WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH AND SAFETY OF ATTENDEES.”
2. In accordance with Government Code Section 54953(e)(3), the Board of Trustees has reconsidered the circumstances of the state of emergency and determined by majority vote that the state of emergency continues to directly impact the ability of members to meet safely in person.



BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 13, 2022
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3      CONTRACTS AND CONSULTANTS**

**3-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.

➤ AMENDED CONTRACTS/EXTENSION

	Provider/Contract	Term/Amount	Service	Funding Source
1	Campus Logic	2022-2023 One-year extension of contract (November 1, 2022-October 31, 2023)  Not to exceed \$232,975	Campus Logic provides for a better student experience through updated student forms, award letters, a "Campus Communicator" function, and Scholarship Universal Processing software.	BFAP 2022-23
<i>Requested by: Tracie Hunter, Associate Dean, Financial Aid and Scholarships</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				
2	Los Angeles County Office of Education (LACOE)	July 1, 2022 – June 30, 2023  \$306,030.76	Contract extension and amendment with LACOE for BEST/CGI Advantage System implementation. Implementation has been impacted as a result of the pandemic and other shared factors that necessitated this amendment. This is a three-year extension through June 30, 2025, annual cost of \$306,030.76.	Unrestricted General Fund
<i>Requested by: Kim Tran, Chief Director of Business Services</i> <i>Approved by: Chris Bonvenuto, Vice President of Business and Administration</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 13, 2022
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS**

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

The following contracts are less than the amount specified in Public Contract Code Section 20651, have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

*Authorization: Board Policy Section 6340, Bids and Contracts*

*Approved by Board of Trustees: 9/8/2008; revised 12/4/2018*

*Reference Education Code Sections 71028, 81641 et seq, 81655, 81656; Public Contract Code Sections 201650 et seq, and 10115*

➤ NEW CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	Community Partners for Sustainable Works	2021-2022  Not to exceed \$36,000 (\$18,000 for each set of workshops)	Series of two student Sustainability Workshops conducted by Sustainable Works for fall 2021 and spring 2022.	2021-2022 District Budget Sustainability
<i>Requested by: Ferris Kavar, Project Manager, Sustainability</i> <i>Approved by: Michael Tuitasi, Vice-President, Student Affairs</i>				
2	Parker Environmental Consulting Services	August 15, 2022 – June 30, 2024  Not to exceed \$5,050.00 plus reimbursable expenses	Environmental consultant to assist with obtaining Conditional Use Permit from the City of Malibu for SMC’s Malibu Center Campus.	Measure V
<i>Requested by: Charlie Yen, Director of Facilities Planning and Construction</i> <i>Approved by: Chris Bonvenuto, Vice President, Business/Administration</i>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS** *(continued)*

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

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
3	Forrest Story of Public Sector Excellence, LLC.	October 1, 2022- June 30, 2023  1. Not to exceed \$2,500 No travel reimbursement is provided  2. \$3,000 per session for a total of \$6,000. This includes travel expenses.	1. Forrest Story will conduct two (2) ninety-minute workshops for the Fall 2022 semester. Forrest will provide professional development session on career development, interviewing and how to prepare for interviews in a public, higher education setting for classified professionals  2. Forrest Story will conduct two (2) four-hour workshops for the Fall 2022 Pre-supervisory Academy. Forrest will provide sessions on career development.	2022-2023 District Funds/Human Resources
<i>Requested by: Tre'Shawn Hall-Baker, , Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>				
4	Cobblestone	October 1, 2022 - September 30, 2023  \$70,000	Consultant evaluation of the STEM ESA program evaluation to include local evaluation report and assistance with federal report, year 2 of possible 5.	Restricted General Fund, STEM
<i>Requested by: Vanan Yahnian, Project Manager, STEM</i> <i>Approved by: Dione Carter, Dean, Academic Affairs</i>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS** *(continued)*

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

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
5	Santa Monica College Foundation (SMCF)	July 1, 2022 – June 30, 2023  \$75,000	To support funding for the Meal Project Program, providing supplies and direct service of meals, through Everytable and Bento, to students who are struggling to meet their basic needs. The funding will provide meals and supplies purchased for SMC students experiencing food insecurity. While SMCF will incur the cost of the Project, SMC agrees to reimburse to SMCF expense associated with the Meal Project up to \$75,000.	One Time Basic Needs Funding
<i>Requested by: Lizzy Moore, Dean, Institutional Advancement</i> <i>Approved by: Dr. Kathryn Jeffery, Superintendent/President</i>				
6	Jim Mahon	July 1, 2022 – June 30, 2023  \$42,000	Auxiliary Services consultant for Planetarium online presentations, web page updates, technical support, and lectures as needed. \$3,500/month plus online program fees.	Auxiliary Services
<i>Requested by: Linda Sullivan, Associate Dean, Facilities Programming</i> <i>Approved by: Mitch Heskell, Dean, Auxiliary Services</i>				

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS** *(continued)*

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

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
7	Gregory Bierer, MD	July 1, 2022 – June 30, 2023  \$12,000	Medical Director for Respiratory Therapy. Provides medical direction and administration, providing strategic planning to develop clinical practice guidelines embedded in respiratory care curricula. Participates in programmatic accreditation to ensure continued success. Maintain regular and consistent contact with students, clinical faculty, and clinical affiliates.	Unrestricted General Fund
<p><i>Requested by: Salvador Santana, Faculty – Health Science</i>  <i>Approved by: Dione Carter, Dean, Academic Affairs</i></p>				
8	Kennedy & Co.	September 17, 2022 - June 30, 2023  Not to exceed \$8,000 Services billable at \$250 per hour. Will only use as needed.	Consultant, Kennedy & Co., will provide technical assistance and consulting services to Enrollment Services on an as needed basis around the Salesforce Pardot platform and enrollment/engagement campaigns to help us reach enrollment and retention goals. Pardot is a marketing automation solution provided by leading CRM provider, Salesforce. The Pardot implementation helps the College complement its use of TargetX communications by creating highly dynamic prospective and current student journey using features such as Engagement Studio to build comprehensive, automated campaigns to reach enrollment and retention goals.	Student Retention and Enrollment Outreach grant
<p><i>Requested by: Esau Tovar, Dean, Enrollment Services</i>  <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i></p>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS** *(continued)*

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
4	Fagen Friedman & Fulfrost	2022-2023  \$165 to \$320 per hour*, plus costs and expenses in performing legal services.  *previously approved in the amount of \$165 to \$305 per hour	Provide legal advice and representation principally in the area of labor-management issues.	2022-2023 District Budget/ Business and Administration
<i>Requested by: Robert Myers, Campus Counsel</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>				
5	NEO GOV	2022-2023  17,503.35 Annual Subscription Fee for Insight  \$14,787.45 Annual Subscription Fee for Onboard	Upgraded software of fully hosted basis to automate the acceptance and processing of academic employment applications; will allow tracking of faculty and academic administrator recruitment, facilitate real time reporting to assist in attaining EEO and diversity goals	2022-2023 District Funds/Human Resources
<i>Requested by: Tre'Shawn Hall-Baker Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice-President, Human Resources</i>				

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ACCEPTANCE OF DONATIONS

**RECOMMENDATION NO. 4 KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD**

*Requested by: Jennifer Ferro, General Manager, KCRW*

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

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

Items	Amount
<u>April 2022:</u>	
Voceware VC Lock Software for Briarcrest (2)	\$ 854.31
Inovonics streaming radio receiver (1)	\$ 1,027.69
<u>May 2022:</u>	
Axia Xnode AOIP Interface (2)	\$ 3,790.57
Axia GPIO Xnode AOIP Interface (2)	\$ 3,366.25
MacBook Pro laptops for KCRW staff (12)	\$19,744.86
Norsat Ku-Band signal reception provider (2)	\$ 624.23
<u>June 2022:</u>	
SAS replacement storage controller (1)	\$ 1,533.00
Axia Fusion Monitor with navigation (1)	\$ 2,807.37
<u>TOTAL DONATIONS: April – June 2022</u>	<u>\$ 33,748.28</u>

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5      ACADEMIC PERSONNEL**

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

ELECTION

EFFECTIVE DATE

LONG-TERM SUBSTITUTE FULL-TIME FACULTY

Davis-King, Donna, Full-Time Substitute Instructor, Psychology	08/29/2022
Menchaca-Perez, Veronica, Full-Time Substitute Instructor, Health Sciences	08/29/2022

ADJUNCT FACULTY

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

RESIGNATION

Avila, Raul, Full-Time Faculty, Health Sciences	08/28/2022
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RETIREMENT

Badual, Zenaida, Design Technology (22 years of service)	12/20/2022
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BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL - REGULAR**

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

All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.

<u>ESTABLISH NEW CLASSIFICATION AND POSITION</u>	<u>EFFECTIVE DATE</u>
Accounting Manager-Foundation (1 position) SMC Foundation, 12 Months, 40 Hours Classified Management Employee Salary Schedule, Range M24	09/14/2022
Lead Laboratory Technician-Art (1 position) Art Department, 12 Months, 40 Hours Classified Employee Salary Schedule, Range 35	09/14/2022
<u>ESTABLISH POSITION</u>	
Outreach & Recruitment Specialist (1 position) Outreach & Onboarding, 12 months, 40 hours, Varied Hours	09/14/2022
Skilled Maintenance Worker II (1 position) Maintenance, 12 months, 40 hours	09/14/2022
Student Services Assistant (1 position) Financial Aid, 12 months, 40 hours	09/14/2022
Administrative Assistant I (1 position) The Center-Equity, Pathways & Inclusion, 12 months, 40 hours	09/14/2022
Administrative Assistant II (1 position) Supplemental Instruction, 12 months, 40 hours	09/14/2022
<u>CLASSIFICATION RE-TITLE</u>	
From: Campus Emergency and Safety Facilitator To: Emergency and Safety Coordinator	09/14/2022
<u>ABOLISH POSITION</u>	
Outreach & Recruitment Specialist (1 position) Outreach & Onboarding, 12 months, 40 hours	09/14/2022
Skilled Maintenance Worker (1 position) Maintenance, 12 months, 40 hours	09/14/2022
Student Services Clerk (1 position) Financial Aid, 12 months, 40 hours	09/14/2022

CLASSIFICATION SALARY REALLOCATION

Laboratory Technician – Art 09/01/2022  
From: Classified Employee Salary Schedule, Range 29  
To: Classified Employee Salary Schedule, Range 32

POSITION INCREASE IN WORK CALENDAR /PERMANENT

Registered Nurse-Health Services  
From: 11 mos, 40 hours (1 position) 10/01/2022  
To: 12 mos, 40 hours (1 position)

Student Services Assistant, Center for Wellness & Wellbeing 10/01/2022  
From: 11 mos, 40 hours (1 position)  
To: 12 mos, 40 hours (1 position)

PROMOTION

Chambers, Nicholas L. 08/16/2022  
From: Academic Records Evaluator, Admissions & Records  
To: Senior Academic Records Evaluator, Admissions & Records

PROBATIONARY/ADVANCE STEP PLACEMENT

Elnathan, Hadass, Admin. Assistant I, Communication and Media Studies (Step C) 08/16/2022  
Poy, Teresa L., Health Sciences Learning Lab Specialist, Health Sciences (Step E) 08/16/2022  
Szeibert, Christina, Instructional Assistant – Math (Step E) 09/01/2022

PROBATIONARY

Gomez, Daniella E. Administrative Assistant II, Counseling 09/16/2022  
Salazar, Edward, Custodian, Operations 08/16/2022

REINSTATEMENT

Marcial, Christina, Administrative Assistant I, Art Department 09/01/2022  
Monroe, Nichelle, Administrative Clerk, 11 months, 20 hours, weekend shift, LRC 08/27/2022

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Kuykendall, Alan 10/01/2022 to 02/20/2023  
From: Human Resources Analyst – Employee and Labor Relations (Confidential)  
To: Assistant Director of Human Resources  
Percentage: More than 50%:

Samano, Mario 03/14/2022 to 06/14/2022  
From: Skilled Maintenance Worker II 06/15/2022 to 07/15/2022\*  
To: HVAC Mechanic 07/16/2022 to 08/26/2022\*  
Percentage: More than 50%  
\*Extension

Thomas, Sharon 06/08/2022 to 06/24/2022  
From: Administrative Assistant II  
To: Class Scheduling Specialist  
Percentage: More than 50%:

WORKING OUT OF CLASSIFICATION (LIMITED TERM- SUBSTITUTE)

Acevedo, Roger 08/02/2022 to 12/05/2022  
From: Grounds Worker  
To: Receiving, Stockroom, and Delivery Worker  
Percentage: More than 50%

Reyes, Miguel 09/06/2022 to 10/17/2022  
From: Information Systems Administrator  
To: Instructional Technology Services Manager – Entertainment Technology  
Percentage: More than 50%

INCREASE IN WORK CALENDAR /PERMANENT

Arango, Mara 10/01/2022  
From: Registered Nurse-Health Services, 11 mos, 40 hours  
To: Registered Nurse-Health Services, 12 mos, 40 hours

Arenas, Leyla 10/01/2022  
From: Student Services Assistant, Center for Wellness & Wellbeing, 11 mos, 40 hours  
To: Student Services Assistant, Center for Wellness & Wellbeing, 12 mos, 40 hours

CHANGE IN WORK SHIFT- PERMANENT

Taylor, William-Michael 10/01/2022  
From: Outreach & Recruitment Specialist, Outreach & Onboarding, 12 months, 40 hours  
To: Outreach & Recruitment Specialist, Outreach & Onboarding, 12 months, 40 hours, Varied Hours

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Fuller, Christina 09/01/2022 - 12/16/2022  
From: EOPS Specialist, EOPS/CARE, 12 months, 40 hours  
To: EOPS Specialist, EOPS/CARE, 12 months, 28 hours

Sandoval, Marisa 09/05/2022 - 12/31/2022  
From: Program Specialist, Upward Bound, 11 months, 30 hours  
To: Program Specialist, Upward Bound, 11 months, 20 hours

SEPARATION

LEAVE OF ABSENCE - UNPAID

Solis, Kathleen, Sign Language Interpreter III, DSC 10/11/2022 – 08/01/2023

RESIGNATION

Mattsson, Kristie, Costume Designer, Theater Arts 08/31/2022  
Starnes, Devin, Director, Facilities Maintenance and Operations 09/30/2022

LAST DAY OF PAID SERVICE

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

ELECTIONS EFFECTIVE DATE

PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

Alvarado, Edwin, Student Services Clerk, Health Services	07/01/2022-02/28/2023
Brown, Carla, Student Services Clerk, Health Services	09/07/2022- 06/30/2023
Fraire, Josemanuel, Theatre Tech Specialist, Performing Arts Ctr	07/01/2022-06/30/2023
Gradilla, Giselle, Personnel Specialist, Personnel Commission	
From:	07/01/2022--08/31/2022
To:	07/01/2022--09/30/2022
Lee-Lewis, Richele, Buyer II, Procurement, Contracts & Logistics	08/15/2022-09/06/2022
McNaughton, JoEllen, Accompanist – Music Performance,	07/01/2022-12/30/2022
Orozco, Natalie K., Student Services Clerk, Outreach, Recruitment & Student Engagement	08/01/2022-06/30/2023
Revel, Jasmine, Administrative Assistant II, Counseling & Transfer Service	08/16/2022-06/30/2023
Spencer, Cheryl L., Administrative Assistant II, Counseling & Transfer Services	08/29/2022-12/30/2022
Trujeque, Angelic, Customer Services Assistant, Campus Store	08/22/2022-06/30/2023

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.

Adams, Raven C., Financial Aid & Scholarships Specialist, Financial Aid & Scholarships	08/01/2022-12/31/2022
Austin, Harald, Health Assistant, Health Services	
From:	07/01/2022-06/30/2023
To:	07/01/2022-08/17/2022
Austin, Harald, Student Services Clerk, Health Services	08/22/2022-06/30/2023
Bates, Daisha, Student Services Assistant, Success & Engagement Center	08/05/2022-01/17/2023
Nario, Laura, Outreach & Recruitment Specialist, Outreach, Recruitment & Student Engagement	08/15/2022-12/30/2022

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.

Bice, Angela, Administrative Asst. II, Academic & Community Relations, 20 hours week	09/01/2022-12/01/2022
Marcial, Christina, Administrative Asst. II, Academic & Community Relations	
From: 40 hours week	07/01/2022-08/31/2022
To: 20 hours week	09/01/2022-12/01/2022

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 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, \$15.96/hour (STHP)	79
College Work-Study Student Assistant, \$15.96/hour (FWS)	12

SPECIAL SERVICE

Recreation Director II, \$15.96/ hour	2
Art Model, \$27.00/hour	22
Community Services Specialist II, \$50.00/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9 FACILITIES**

Requested by: *John Greenlee, Director, Facilities Finance*  
*Terry Kamibayashi, Manager of Facilities Maintenance*  
*Devin Starnes, Director of Facilities Management*  
:  
*Charlie Yen, Director of Facilities Planning*  
*Kim Tran, Chief Director, Business Services*  
Approved by: *Christopher Bonvenuto, Vice-President, Business/Administration*  
Requested Action: *Approval/Ratification*

**9-A CONTRACTOR SUBSTITUTION REQUEST – SMC MALIBU CENTER AND SHERIFF SUBSTATION PROJECT PHASE 2**

Acceptance of Icon West, Inc., Subcontractor Substitution Request on the SMC Malibu Center and Sheriff Substation Project Phase 2.

<u>Listed Subcontractor</u>	<u>Requested Substitution</u>
AFAKORI, Inc.	Jettsyn, Inc.

COMMENT: Icon West, Inc., the General Contractor for the SMC Malibu Center and Sheriff Substation Project Phase 2, has requested to substitute their listed subcontractor, AFAKORI, Inc. with Jettsyn, Inc. to perform the steel erection portion of the project. Per the General Condition of the contract, the District’s consent to the Contractor’s substitution of a listed subcontractor shall not relieve Contractor from its obligation to complete the work within the contract time and for the contract price.

**9-B AMENDMENT NO. 1 - AGREEMENT FOR ENGINEERING SERVICES AT MALIBU CAMPUS**

Amendment No.1 – Jacobs Engineering will be extending its services at the Malibu Campus to June 30, 2023.

Original Contract Amount	\$ 73,854
Amount Earned to Date	<u>\$ 62,626</u>
Balance of Contract Remaining	\$ 11,228

Funding Source: Measure V

Comment: The original contract for Jacobs was approved by the Board of Trustees on June 5, 2018 and had a maturity date of June 30, 2022. This amendment adds 12 months to the existing contract length to complete all services required at the Malibu Campus; there is no financial impact.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9**      **FACILITIES** *(continued)*

9-C AMENDMENT NO. 2 - AGREEMENT FOR ARCHITECT SERVICES AT SSB SHADE STRUCTURE/EMERITUS ELEVATOR

Amendment No. 2 – SVA Architects will be extending its Services for the Student Services Building Shade Structure/Emeritus Elevator to June 30, 2023.

Original Contract Amount	\$ 68,000
Prior Amendment No. 1	\$ <u>5,280</u>
Total Contract	\$ 73,280
Amount Earned to Date	\$ <u>48,949</u>
Total Amount to Complete	\$ 24,331

Funding Source: Measure V Fund 42.5 (SSB) and Facilities Fund 40.0 (Emeritus)

Comment: The original contract for SVA was approved by the Board of Trustees on June 1, 2021, and had a maturity date of June 30, 2022. This amendment adds 12 months to the existing contract length to complete all services required; there is no financial impact.

9-D POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica  
Amount: \$147,269.04  
For the Period: January 1, 2022 – June 30, 2022 (6 months)  
Funding Source: Facilities Fund 40.0  
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of the expenses of the pool based on the number of hours the District uses the pool compared to the total hours of pool use by all parties. Besides the daily expenses, utilities, and lifeguard charges, this payment also includes SMC’s pro rata share of annual maintenance. This specific payment is for the last 6 months of 2021-2022. The total annual payment for 2021-2022 is \$262,321.57 as opposed to the budgeted amount of \$375,000.

9-E SHADE STRUCTURES FOR EARLY CHILDHOOD LEARNING SCHOOL WITH SHADE STRUCTURES INC.

Furnish and install four DSA shade structures on the Early Childhood Learning School Campus under piggyback bid EC2021/22 #140 by Fullerton Joint Union High School District.

Contract Amount: \$100,325.12  
Funding Source: State Scheduled Maintenance Fund 40

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 9**      **FACILITIES** *(continued)*

9-F      AWARD OF BID - SMC GLASS REPLACEMENT

Recommend award of bid to lowest responsive bidder in the amount of \$48,500 to Huntington Glazing Inc. for replacement of broken glass windows on various campuses.

Funding Source:              General Fund

Comment:              5 bidders attended the mandatory job walk and 3 bids were received. The additional bids were:

Giroux Glass	\$ 56,474
Pinguelo Construction	\$102,000

9-G      AWARD OF BID - SUMP PUMP REPLACEMENT

Recommend award of bid to lowest responsive bidder in the amount of \$74,000 to Mehta Mechanical Company Inc. for replacement of P3 storm drain pump and sewer pumps located in Parking Structure 3 which services the Business Building.

Funding Source:              Scheduled Maintenance Fund 40

Comment:              3 bidders attended the mandatory job walk and 3 bids were received. The additional bids were:

Suttles Plumbing & Mechanical	\$85,000
Murray Plumbing & Heating	\$87,166



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10-A ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requested by: Irma Haro, Controller*

*Reviewed by: Kim Tran, Chief Director, Business Services*

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

Title of Program: International Student Health Insurance Program  
 Source of Funds: F1 Insurance Fees  
 Augmentation Amount: \$633,582 (Amended Total Amount: \$2,703,000)  
 Matching Funds: Not applicable  
 Performance Period: July 1, 2021 – June 30, 2022

Summary: The International Students Health Insurance Program is the mechanism by which the District collects required health insurance premiums from students on an F1 Visa and passes those funds through to the insurance agency.

A smaller decline in FTES than anticipated and an increase in the insurance fee have resulted in a need to adjust the budget to close the 2021-2022 accounting records.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8800	Other Local	\$ 633,582
Expenditures		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 633,582
6000	Capital Outlay	\$ 0
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 0
Total		\$ 633,582

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10-B ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

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

*Reviewed by: Kim Tran, Chief Director, Business Services*

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

Title of Grant: Strong Workforce Program – Regional Share Round 5: Fiscal Year 2021-2022  
Amendment

Granting Agency: California Community Colleges Chancellor’s Office

Award Amount: (\$751,200) Amended Award: \$1,077,640

Matching Funds: Not applicable

Performance Period: July 1, 2021 – December 31, 2023

Summary: The Strong Workforce Program regional funds require colleges to collectively increase specific metrics that include the quantity of career technical education (CTE) enrollments, courses, programs, job placement, and wage gains while also improving the quality of Career Education (CE).

The funding reduction is a result of two events. Santa Monica College (SMC) has transferred the administration of the Regional CCLA Marketing Project (\$1,000,000 reduction) to the Los Angeles County Consortia host, which is in the best interest of the region to leverage the foundational framework, resources, and campaign strategies developed by SMC as the lead over the past five years. Secondly, five of the projects received additional funding totaling \$248,800. The net impact on the Round 6 Participation Agreement is a reduction of \$751,200.

Budget: Restricted Fund 01.3

Revenue

8600	State	\$ (751,200)
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Expenditures

1000	Academic Salaries	\$ 137,920
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2000	Non-Academic Salaries	\$ (5,356)
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3000	Employee Benefits	\$ 54,989
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4000	Supplies & Materials	\$ (8,120)
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5000	Other Operating Expenditures	\$ (928,833)
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6000	Capital Outlay	\$ (1,800)
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7300	Other Outgo/Indirect	\$ 0
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7600	Student Aid	\$ 0
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Total		\$ (751,200)
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10 -C ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requestor: Teresita Rodriguez, Vice President, Enrollment Development*

*Reviewed by: Kim Tran, Chief Director, Business Services*

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

Title of Grant: Board Financial Assistance Program-Student Financial Aid Assistance (BFAP-SFAA)

Granting Agency: California Community College Chancellor’s Office

Augmentation Amount: (\$53,291) Amended Amount: \$794,847

Matching Funds: NA

Performance Period: July 1, 2020 to June 30, 2022

Summary: The BFAP-SFAA provides districts with funds to be used for financial aid professionals, technical, clerical or temporary help who report in a direct line to the Financial Aid Director. Funding also allows for hardware and software necessary for and solely dedicated to the delivery of student financial aid. Funds may be used for staff training and outreach materials. The Chancellor’s Office reduced the Fiscal Year 2020-2021 award amount by \$53,291 from \$848,138 to \$794,847.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600 Other State		(\$ 53,291)
Expenditures		
1000 Academic Salaries	\$	0
2000 Non-Academic Salaries	\$	0
3000 Employee Benefits	\$	0
4000 Supplies & Materials	\$	0
5000 Other Operating Expenditures	( \$	53,291)
6000 Capital Outlay	\$	0
7300 Other Outgo/Indirect	\$	0
7500 Student Aid	\$	0
Total	( \$	53,291)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 10-D ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requestor: Michael Tuitasi, Vice President, Student Affairs*

*Reviewed by: Kim Tran, Chief Director, Business Services*

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

Title of Grant:	California Adult Education Program (CAEP)		
Granting Agency:	California Community Colleges Chancellors Office		
Augmentation Amount:	(\$3,821) Amended Total: \$447,723		
Matching Funds:	Not Applicable		
Performance Period:	July 1, 2021 to June 30, 2023		
Summary:	California Adult Education Program (CAEP) provides students who enroll in noncredit community colleges and K12 adult education programs an opportunity for moving on to transfer-level coursework and/or the workforce.		
	This amendment will reduce the budget to align with the Chancellor's Office P2 allocation schedule certified amount.		
Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8600	State	(\$ 3,821)
	Expenditures		
	1000	Academic Salaries	\$ 0
	2000	Non-Academic Salaries	\$ 0
	3000	Employee Benefits	\$ 0
	4000	Supplies & Materials	\$ 0
	5000	Other Operating Expenditures	(\$ 3,281)
	6000	Capital Outlay	\$ 0
	7300	Other Outgo/Indirect	\$ 0
	7600	Student Aid	\$ 0
	Total		(\$ 3,821)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

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

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: June 30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-86,111
2000	Classified/Student Salaries	-288,994
3000	Benefits	-154,464
4000	Supplies	-97,205
5000	Contract Services/Operating Exp	-369,599
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	9,402
7900	Contingency Reserve	986,971
Net Total:		0

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: June 30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	532,702
2000	Classified/Student Salaries	268,348
3000	Benefits	347,839
4000	Supplies	-191,870
5000	Contract Services/Operating Exp	-601,939
6000	Sites/Buildings/Equipment	52,237
7100/7699	Other Outgo/Student Payments	-71,532
7900	Contingency Reserve	-335,785
Net Total:		0

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 13, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 BUDGET TRANSFERS** *(continued)*

11-C FUND 40.0 – Capital Projects Fund

Period: June 30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	1,438
6000	Sites/Buildings/Equipment	-1,438
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

11-D FUND 42.3 – Revenue Bond Construction Fund (Measure S)

Period: June 30, 2022

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	18,163
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
8000	Revenues	18,163

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	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER**

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

<u>Commercial Warrant Register</u>	
July 2022	541397 through 566749
<u>ACH Numbers</u>	
July 2022	71123 through 77363
Total	\$20,289,071.81

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

**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*

<u>Payroll Warrant Register</u>		
July 2022	C1L – Supplemental 206	\$14,406,610.86

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

**RECOMMENDATION NO. 14 REISSUE PAYROLL WARRANT**

*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>
Ulrich, James	W9147833	04/29/2016	\$1,039.04

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15 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

July 2022 Covered by check & voucher numbers: 030015-030128 & 02872-02893

Bookstore Fund Payments	\$ 311,429.48
Other Auxiliary Fund Payments	\$ 40,058.09
Trust and Fiduciary Fund Payments	<u>\$ 1,080,146.61</u>
	\$ 1,431,634.18

Purchase Orders issued

October 2021 \$ 188,638.80

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Auxiliary Funds.

**RECOMMENDATION NO. 16 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>
September 2022	9	\$69,049.12

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
September 2022	1	\$300.00

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.



BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 13, 2022
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2022-2023**

*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 2022-2023:

Name/Title
Walter Butler Director of Library Services
Rebecca Agonafir Director of Marketing and Communications

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

**RECOMMENDATION NO. 18 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, Interim 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 PURCHASING**

*Requested Action: Approval/Ratification*

*Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration*

19-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.

July 2022 \$37,574,142.13

19-B COOPERATIVE CONTRACTS

The annual award of competitive and piggyback contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and services as well as reduce administrative cost. These Maintenance Repair Operations (MRO), contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent.

- GSA Contract, Contract GS-07F-078DA, with Identiv, Contract end date 02/07/26, for Velocity Access Control Software

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

**SUBJECT:** **AGREEMENT WITH THE CITY OF SANTA MONICA FOR PROPERTY MANAGEMENT SERVICES OF 3400 AIRPORT AVENUE**

**SUBMITTED BY:** Vice President of Business and Administration

**REQUESTED ACTION:** It is recommended that the Board of Trustees authorize the Superintendent/President to enter into a five-year agreement with the City of Santa Monica to provide continued property management services and other managerial services related to the leasing, operation and management of commercial office space at 3400 Airport Avenue.

**SUMMARY:** In 2013 the District and City of Santa Monica (“City”) entered into real estate and other ancillary agreements to exchange real estate interests in land located at 1831 Stewart Street and 3400 Airport Avenue to assist with the creation of the Exposition Light Rail Maintenance Facility and adjacent buffer area. As part of those agreements, the District entered into a Property Management agreement with the City to provide property management and related services for commercial office space located at the 3400 Airport Avenue property.

An overview of the recommended agreement is as follows:

- City will provide property management services, including the leasing and re-leasing of space, management of the lease agreements, assessment and collection of rental payments and fees, quarterly financial updates to the District, coordination of eviction plans if necessary and provide all necessary repairs and alterations required by the agreement and/or local law.
- District will pay the City a property management fee equal to 10% of Gross Revenues and a Leasing/Re-leasing Fee equal to the greater of one -month's rent or 3% of the gross lease value. The Property Management Fee and reimbursements shall be deducted from the disbursement of collected rents and fees.
- The City and District will create a capital improvement plan which will be updated annually. The cost of the capital improvements will be deducted from the disbursement of collected rents and fees with the intention of collected rents and fees covering all expenses related to the capital improvement plan.
- Tenant leases can be for Month-to-Month or for Term Leases of up to three years.
- Both parties can terminate the agreement without cause by giving one year written notice.

MOTION MADE BY: Nancy Greenstein  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Aye  
 AYES: 5  
 NOES: 0  
 ABSENT: 2 (Aminoff, Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 21-A**

**SUBJECT:** **PUBLIC HEARING - 2022-2023 BUDGET**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees conduct a public hearing on the 2022-2023 budget.

OPEN PUBLIC HEARING: 8:10 p.m.  
MOTION MADE BY: Nancy Greenstein  
SECONDED BY: Rob Rader  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Aminoff, Quiñones-Perez)

PUBLIC COMMENTS: None

CLOSE PUBLIC HEARING:  
MOTION MADE BY: Nancy Greenstein  
SECONDED BY: Rob Rader  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Aminoff, Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 21-B**

**SUBJECT:**                    **ADOPTION OF THE 2022-2023 BUDGET**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**        It is recommended that the Board of Trustees adopt the 2022-2023 budget as detailed in the various funds of the District.

Link to: [Detailed 2022-2023 Budget pages](#)  
[View Budget Presentation](#)

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2022-2023 is comprised of the following eight funds:

Unrestricted General Fund	\$243,558,316
Restricted General Fund	<u>\$ 79,407,987</u>
Total General Fund	\$322,966,303
Special Reserve Fund (Capital)	\$ 51,575,354
Bond Fund: Measure AA	\$ 4,477,209
Bond Fund: Measure V	\$234,269,471
Bond Interest & Redemption Fund	\$ 92,607,410
Student Financial Aid Fund	\$ 60,723,195
Scholarship Trust Fund	\$ 45,000
Auxiliary Operations	<u>\$ 2,031,179</u>
Total Other Restricted	\$445,728,818
<b>TOTAL PROPOSED ADOPTED BUDGET</b>	<b>\$768,695,121</b>

MOTION MADE BY:        Sion Roy  
 SECONDED BY:            Barry Snell  
 STUDENT ADVISORY:    Aye  
 AYES:                        5  
 NOES:                        0  
 ABSENT:                    2 (Aminoff, Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 13, 2022

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 22**

**SUBJECT:**                   **RESOLUTION TO ADOPT APPROPRIATIONS LIMITS FOR THE 2022-2023 ADOPTED BUDGET (GANN LIMIT)**

SUBMITTED BY:           Vice President, Business and Administration

REQUESTED ACTION:   It is recommended that the Board of Trustees adopt the resolution to adopt appropriations limits for the 2022-2023 Adopted Budget (Gann Limit).

WHEREAS, on November 6, 1979, the People of California passed Proposition 4, a constitutional amendment requiring appropriations limits for state and local government units; and

WHEREAS, Senate Bill 1352, Chapter 1205 of 1980, implements Proposition 4, and requires the Board of Trustees to establish by Resolution an appropriation limit each fiscal year beginning with 1981/1982; and

WHEREAS, the Board of Trustees has directed that the appropriations limit for Fiscal year 2022-2023 Adopted Budget be developed in accordance with the provisions of Senate Bill 1352; and

WHEREAS, California Government Code Section 7910 provides that the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting; and

WHEREAS, the Government Code 7902.1 provides that school districts may increase their appropriations limit under specified circumstances; and

WHEREAS, the documentation used in determining the appropriations limit for the Fiscal Year 2022-2023 Adopted Budget are made in accordance with applicable constitutional and statutory law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establish the Fiscal Year 2022-2023 Adopted Budget appropriations limit of \$149,233,550;

AND, BE IT FURTHER RESOLVED, that this Board does provide public notice that the calculations and documentation of the Gann Limit for the Fiscal Year 2022-2023 Adopted Budget includes an increase of \$21,798,201 to the calculated appropriations limit pursuant to the provisions of the Government Code Section 7902.1;

Comment:           Proposition 4 (November 1979, Special Election) added Article XIII B to the State Constitution to place limitations on the year over year growth of expenditures of State and local governments and is commonly known as the Gann Limit. For Community Colleges, the Gann Limit limits year-to-year expenditure growth from taxpayer funds to changes in inflation and the number of Full-time Equivalent Students served by a District.

In 2021 Assembly Bill 130 (Education omnibus budget trailer bill) resulted in changes to the statutes related to the Gann Limit calculation. For Community Colleges, these changes now require that the Board adopt an appropriations limit that is equal to its appropriation subject to limit. This effectively means that if the District has excess appropriations limit the excess is transferred to the State of California and if the District exceeds its appropriations limit the State of California will transfer its excess limit to the District. For the 2022-2023 Adopted Budget the District projects it will exceed its appropriations limit by \$21,798,201.

MOTION MADE BY: Rob Rader  
SECONDED BY: Barry Snell  
STUDENT ADVISORY: Aye  
AYES: 5  
NOES: 0  
ABSENT: 2 (Aminoff, Quiñones-Perez)

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	September 13, 2022

**INFORMATION ITEM NO. 23**

**SUBJECT:      SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2023**

**SUMMARY:**    A draft schedule of Board Trustees meetings for 2023 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 4, 2022.

Regular meetings (in bold) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally, the third Tuesday of the month is held for special meetings or workshops.

- |  |  |
|--|--|
| <b>January 17, 2023</b> (third Tuesday)            | <b>July 11</b> (second Tuesday)<br>July 25 (hold)                    |
| <b>February 7</b><br>February 21 (hold)            | <b>August 1</b>  |
| <b>March 7</b><br>March 21<br>Winter Study Session | August 22<br>Closed Session/Superintendent’s Evaluation              |
| <b>April 4</b><br>April 18 (hold)                  | <b>September 12</b> (second Tuesday)<br>Annual Board Self-Assessment |
| <b>May 2</b><br>May 16 (hold)                      | September 19 (hold)  |
| <b>June 6</b><br>June 20 (hold)                    | <b>October 3</b><br>October 17 (hold)                                |
|  | <b>November 7</b><br>November 21 (hold)                              |
|  | <b>December 5</b>  |



BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT September 13, 2022
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**XII. ANNUAL BOARD SELF-ASSESSMENT**

- Board Trustees Self-Assessment and Appraisal of College Performance
- Board of Trustees Annual Goals and Continuing Priorities, 2021-2022

**XIII. BOARD COMMENTS**

**XIV. ADJOURNMENT – 10 p.m.**

The meeting was adjourned in memory of **Susan Barrett**, a tireless Santa Monica College supporter and a generous donor; **Specialist Thomas R. Carter**, son of Tom Carter, SMC Lead Theater Technician; **Ann Maddox**, retired SMC Learning Disabilities Specialist; and **John McMullen**, retired SMC Men's Basketball coach.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, October 4, 2022 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.



Santa Monica Community College District  
BOARD OF TRUSTEES  
**ANNUAL GOALS 2021-2022 AND ONGOING PRIORITIES**

**Santa Monica College strives to be the best community college  
in the world for our students, faculty, staff, and community.**

**ANNUAL GOALS 2021-2022**

**Pandemic Management and Recovery**

1. Safely increase the number of on-ground and hybrid courses and operations.

**The Future of the College**

2. Develop a strategic vision and plan for the future of the college that includes lessons-learned from COVID, the economic landscape, and current and projected revenue and enrollment demand.

**Educational Advancement, Quality and Equity**

3. Implement DPAC approved college initiatives funded in the 2021-2022 budget to increase student success, reduce equity gaps, and advance Vision for Success (VFS) goals.

**Student Life**

4. Assess and address system/structural issues that impede positive user experience in the application, enrollment, and financial aid process.

**Fiscal Stewardship**

5. Work with state and federal allies and legislators to increase and stabilize funding.
6. Reduce the deficit.
7. Maintain a reserve sufficient to protect against anticipated and unforeseen circumstances.

**Facilities**

8. Update the Facilities Master Plan to support the vision for SMC's future.

**Community Relations**

9. Maintain productive partnerships across systems (Cities/SMMUSD) and the community in support of SMC's vision and mission.

## ONGOING BOARD OF TRUSTEES PRIORITIES

### The Future of the College

1. Develop new programs and partnerships that support the strategic vision and plan for the future of the college.

### Educational Advancement, Quality, and Equity

2. Increase student success and decrease equity gaps.
3. Continue to support and hire a diverse and innovative faculty and staff, while seeking to increase the percentage of full-time faculty over time.
4. Ensure a supportive, inclusive, and collegial environment for students and staff, and continue support for the college's participatory governance structure

### Student Life

5. Continue professional development embedding anti-racist, equity-minded academic and non-academic support in all student services and college operations.
  - Based on evidence, implement models of support and instruction that increase student success and decrease equity gaps.
6. Continue implementing initiatives that focus on solving barriers related to students' financial resources and unmet basic needs.
7. Continue support for campus resources that assist students with personal circumstances that may negatively impact student success.

### Fiscal and Facilities

8. Provide reports for the Board that address Board Goals.
9. Continue efforts in revenue generation, cost control, re-organization, and enrollment management to achieve a sustainable budget.
10. Continue as a model of sustainability.

### Community and Government Relationships

11. Continue support for special programs that serve local students and increase college readiness and success.
12. Continue strong support for Emeritus College.
13. As safety permits, resume serving the community with stellar facilities and programs.

*Approved by Board of Trustees: October 5, 2021*