



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES REGULAR MEETING

THURSDAY, DECEMBER 12, 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.

Additional seating will be available 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=NIJlM0MzTU5RaWtiSnphakVJVTJOdz09>

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 be read at the Board of Trustees meeting 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)
- Comment to be read

*Reference: Board Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq*

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| BOARD OF TRUSTEES | REGULAR MEETING |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | December 12, 2024 |

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held on Thursday, December 12, 2024 in Business Building Room 117 (Board Room), 1900 Pico Boulevard, Santa Monica. Additional seating will be available in Business Building Room 111. The meeting will also be conducted via Zoom Webinar to allow for remote participation.

5:00 p.m.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
 Dr. Margaret Quiñones-Perez, Chair
 Dr. Nancy Greenstein, Vice-Chair
 Anastasia Foster, Incoming Trustee
 Dr. Tom Peters
 Rob Rader
 Dr. Sion Roy
 Daniel Martinez Garcia, Student Trustee

The public may join the meeting via Zoom Webinar with the following information:

Please click the link below to join the webinar:

<https://smc-edu.zoom.us/j/96490163563?pwd=NIJlM0MzTU5RaWtjSnphakVJVTJOdz09>

Passcode: 887636

Or iPhone one-tap :

US: +16699006833,,96490163563#,,,,*887636# or +13462487799,,96490163563#,,,,*887636#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or
 +1 301 715 8592 or +1 312 626 6799

Webinar ID: 964 9016 3563

Passcode: 887636

In the event participation in the Board of Trustees meeting reaches Zoom Webinar capacity, the meeting will be streamed live on the SMC Youtube channel

at: <https://www.youtube.com/user/4SantaMonicaCollege/videos>

- SEATING MEMBERS OF THE BOARD OF TRUSTEES *(see Recommendation No. 1)*

| | |
|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 1

SUBJECT: RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT SEATING BOARD MEMBERS IN ACCORDANCE WITH EDUCATION CODE SECTIONS 5326 AND 5328

SUBMITTED BY: Superintendent/President

RESOLUTION: WHEREAS , in accordance with California Education Code Section 5326, when the number of candidates for governing board member at large does not exceed the number of offices to be filled at the election, no election need be held and the qualified persons nominated shall be seated at the organizational meeting of the Board of Trustees; and

WHEREAS, three offices were scheduled to be filled at the November 5, 2024, election; and

WHEREAS, the following individuals and no others were nominated for the three offices: Anastasia Foster, Margaret Quiñones-Perez, and Rob Rader, and

WHEREAS, in accordance with California Education Code Sections 5328, Anastasia Foster, Margaret Quiñones-Perez, and Rob Rader assume office by Operation of Law to the Santa Monica Community College District Board of Trustees for full term of four years each.

Now, therefore, the Board of Trustees of the Santa Monica Community College District does determine:

1. In accordance with California Education Code Sections 5326 and 5328, Anastasia Foster, Margaret Quiñones-Perez, and Rob Rader are to be seated as members of the Board of Trustees for the full term of four (4) years each at the organizational meeting held on December 12, 2024.
2. A qualified person shall administer the Oath of Office prescribed in the Constitution of the State of California to Anastasia Foster, Margaret Quiñones-Perez, and Rob Rader and shall have them subscribe to it and file it in the office of the Secretary to the Board of Trustees.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

II. CLOSED SESSION

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS
- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code Section 54957.6): Two Cases
- 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)

6:00 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, Chumash 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

- Title IX Student Leadership Program
- Enrollment Update
- Giving Thanks(giving)
- Transfer Alliance Program (TAP) Scholarships
- Equity Update

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

#2 Approval of Minutes: November 12, 2024 (Regular Meeting) 8

Contracts and Consultants

#3-A Ratification of Contracts and Consultants 9

Human Resources

#4 SMCCCD 2026-2027 and 2027-2028 Calendars 13

#5 Academic Personnel 16

#6 Classified Personnel – Regular 17

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Facilities and Fiscal

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#11 Budget Transfers 27

#12 Payroll Warrant Register 25

#13 Commercial Warrant Register 25

#14 Auxiliary Payments and Purchase Orders 26

#15 Organizational Memberships 26

#16 Providers for Community and Contract Education 27

#17 Purchasing 27

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.

X. **MAJOR ITEMS OF BUSINESS**

#18 Professional Services Agreement for Critical Incident Analysis of
October 14, 2024 Shooting 28

#19 Sabbaticals, 2025-2026 30

#20 Filling the Vacancy on the Board of Trustees 31

XI. **ANNUAL ORGANIZATIONAL FUNCTIONS**

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#22 Designation of Board Representative to LACSTA 36

#23 Authorized Signatures Resolution 37

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, January 21, 2025 at 6 p.m. (5 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. This meeting will be held in-person and via Zoom Webinar to allow for remote participation.

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | December 12, 2024 |

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 #2-#17.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

X. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 2 APPROVAL OF MINUTES

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

[November 12, 2024 \(Regular Meeting\)](#)

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-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 Blue Star Media | October 25, 2024 – June 30, 2025 \$15,000 | The contractor will provide video production and filming services for the Community and Academic Relations and Marketing Departments to include pre-production meetings, assisting with storyboards prior to filming, video filming at various college locations and post production. Videos will include: <ul style="list-style-type: none"> • A Day in the Life videos (Peer Navigator/Ambassadors) • Career Changer Marketing video • Alumni Stories • Special Program Promotional Videos • High School Concurrent marketing video • Editing current videos for social media posts | Unrestricted General Fund |
| <i>Requested by: Kiersten Elliott, Dean, Community and Academic Relations</i> <i>Approved by: Donald Girard, Senior Director, Government Relations & Institutional Communications</i> | | | |
| 2 Andrea Letamendi | March 6, 2025 – May 15, 2025 \$1,500 | The consultant will provide two workshops for students and staff on fostering a culture of inclusion, belonging, and well-being for all through media engagement. | Restricted General Fund, Student Equity Achievement Program |
| <i>Requested by: Valeria Garcia, Project Manager, Student Life</i> <i>Approved by: Michael V. Tuitasi, Vice President, Student Affairs</i> | | | |
| 3 Shadi Javadi | November 7, 2024 \$500 | The consultant provided a presentation titled: Bridging Cultures: Exploring Middle Eastern Perspectives in Art, Cuisine, and Global Issues. | Unrestricted General Fund |
| <i>Requested by: Pressian Nicolov, Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i> | | | |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

➤ NEW CONTRACTS *(continued)*

| Provider/Contract | | Term/Amount | Service | Funding Source |
|---|--|----------------------------------|--|---|
| 4 | Liam Fennell | November 19, 2024 \$1,000 | The consultant provided mock interviews, resume reviews, and LinkedIn Profile Optimization for the Professional Development Fair. | Restricted General Fund - Annual EEO Best Practices |
| 5 | Boundless Tenacity Consulting | November 19, 2024 \$1,500 | The consultant provided a presentation titled Leveraging your Strengths to Grow in Your Career for the Professional Development Fair. | Restricted General Fund - Annual EEO Best Practices |
| 6 | Regents of University of CA, UC Irvine | November 13, 2024 \$2,240 | The consultant provided a Professional Development workshop for District employees titled Open Expression in Higher Education. The workshop covered essential First Amendment principles including protest rights, responses to offensive speech, and the balance between academic freedom and free expression. The workshop was vital for anyone interested in fostering a respectful and inclusive campus environment while upholding free speech. | Unrestricted General Fund |
| <i>Requested by: Diana Pennington, Administrative Assistant III-(Confidential)</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i> | | | | |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

➤ **NEW CONTRACTS** *(continued)*

| Provider/Contract | | Term/Amount | Service | Funding Source |
|--|--|--------------------------------|---|----------------------------|
| 7 | UCLA Department of David Geffen School of Medicine | January 2025 – January 2027 | Authorize the Superintendent/ President to enter into a Memorandum of Understanding between UCLA and Santa Monica College for a Summer Health Professions Education Program to build awareness of the program for students who have demonstrated an interest in serving under-represented communities by pursuing health professions including medicine, nursing and dentistry. | No cost to the District |
| <i>Requested by: Tracy Beidleman, Director of Grants, Institutional Advancement</i> <i>Approved by: Jason Beardsley, Vice President, Academic Affairs</i> | | | | |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

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

➤ NEW CONTRACTS *(continued)*

| Provider/Contract | | Term/Amount | Service | Funding Source |
|--|---------------------|---|---|--|
| 8 | Dr. Jennifer Merlic | January 2– June 30, 2025 Not to exceed \$56,270 | Consulting Services for Education Master Plan The District is working to complete its new Education Master Plan, the first since 1997. The plan is to include many written sections, data tables, charts, and appendices in need of collation, captioning, editing, and layout. Dr. Jennifer Merlic has offered to assist the District with the completion of those outstanding master plan items. Dr. Merlic has served in multiple capacities at SMC and recently retired as the Academic Vice-President on June 30, 2021. | Unrestricted General Fund |
| 9 | Stacy Jones | January 2 – June 30, 2025 Not to exceed \$42,000 | Consultant to update student placement rules and guidelines for AB1705 compliance, work with Information Technology to test the rules for accuracy and advise staff on how to communicate with students impacted by the update. | Restricted General Fund, AB 1705 |
| <u>#8 and #9</u> <i>Requested by: Jason Beardsley, Vice President, Academic Affairs</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i> | | | | |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 SMCCD 2026-2027 and 2027-2028 CALENDARS

Requested Action: Approval/Ratification

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

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

The Santa Monica Community College District 2026-2027 and 2027-2028 Calendars are presented for approval (see following pages).



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2026 - 2027

| JUNE 2026 | | | | | | | JULY 2026 | | | | | | | AUGUST 2026 | | | | | | |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | 1 | 2 | | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | 30 | 31 | | | | | |

| SEPTEMBER 2026 | | | | | | | OCTOBER 2026 | | | | | | | NOVEMBER 2026 | | | | | | |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | | | | | | | | | 29 | 30 | | | | | |

| DECEMBER 2026 | | | | | | | JANUARY 2027 | | | | | | | FEBRUARY 2027 | | | | | | |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 29 | 30 | 31 | | | | | 31 | | | | | | | 28 | | | | | | |

| MARCH 2027 | | | | | | | APRIL 2027 | | | | | | | MAY 2027 | | | | | | |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 29 | 30 | 31 | | | | | | | | | | | | 30 | 31 | | | | | |

| JUNE 2027 | | | | | | | JULY 2027 | | | | | | | AUGUST 2027 | | | | | | |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | | | | | | | | | 29 | 30 | 31 | | | | |

LEGEND

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|--|--|
| First day of semester or session | College Holiday/Break: Campus closed-classes not in session/campus & offices closed |
| Finals Schedule | Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days |
| Graduation | Opening Day/PD Day |
| Legal Holiday (Broken box, date is bold & red): | Note: Most offices are closed on Opening Day/PD Day |
| Classes not in session/campus & offices closed | Note: If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday. |
| Note: If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday. | [] Classes NOT in Session, BUT campus and offices are open |

SEMESTER DATES 2026 - 2027

| Summer 2026 | | Special Dates | |
|--|------------------------|-------------------------------|-----------------------|
| 6-week Session: | Jun. 22-July 31, 2026 | Graduation Day 2026: | Jun. 16, 2026 |
| 8-week Session: | Jun. 22-Aug. 14, 2026 | Winter Break 2026: | Dec. 24-31, 2026 |
| Fall 2026 | | Spring Break 2027: | Apr. 12-16, 2026 |
| Regular Session: | Aug. 31-Dec. 22, 2026 | Graduation Day 2027: | Jun. 15, 2027 |
| 1st 8-week Session: | Aug. 31-Oct. 25, 2026 | Faculty Flex Days Fall 2026 | |
| 12-week Session: | Sept. 21-Dec. 13, 2026 | August 25, 2026 | Individual |
| 2nd 8-week Session: | Oct. 26-Dec. 20, 2026 | August 26, 2026 | Departmental |
| Finals Week: | Dec. 15-Dec. 22, 2026 | August 27, 2026 | Fall 2026 Opening Day |
| Winter 2027 | | August 28, 2026 | Departmental |
| 6-week Session: | Jan. 4-Feb. 11, 2027 | Faculty Flex Days Spring 2027 | |
| 8-week Session: | Jan. 4-Mar. 18, 2027 | March 5, 2027 | Departmental |
| Regular Session: | Feb. 15-Jun. 16, 2027 | March 18, 2027 | Spring 2027 PD Day |
| 1st 8-week Session: | Feb. 15-Apr. 11, 2027 | April 14, 2027 | Individual |
| 12-week Session: | Mar. 8-Jun. 6, 2027 | April 15, 2027 | Individual |
| 2nd 8-week Session: | Apr. 19-Jun. 13, 2027 | April 16, 2027 | Individual |
| Finals Week: | Jun. 8-Jun. 16, 2027 | Faculty Flex Days Fall 2027 | |
| Note: Spring classes start 02/16; first day of term is 02/15 | | August 24, 2027 | Individual |
| Spring 2027 | | August 25, 2027 | Departmental |
| 6-week Session: | Jun. 21-July 30, 2027 | August 26, 2027 | Fall 2027 Opening Day |
| 8-week Session: | Jun. 21-Aug. 13, 2027 | August 27, 2027 | Departmental |

Note: Fall and Spring short sessions end on a Sunday; Winter and Summer sessions end on a Friday
 March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Days=3rd week of March, alternate Tuesday & Thursday

LEGAL & HOLIDAYS

| June - December 2026 | | January - August 2027 | |
|---|---|------------------------------|---------------------------|
| Juneteenth: | Friday, June 19, 2026 | New Year's Day: | Friday, Jan. 01, 2027 |
| Independence Day (observed): | Friday, July 3, 2026 | Martin Luther King, Jr. Day: | Monday, Jan. 18, 2027 |
| Independence Day: | Saturday, July 4, 2026 | Lincoln's Day: | Friday, Feb. 12, 2027 |
| Labor Day: | Monday, Sept. 7, 2026 | Presidents' Day: | Monday, Feb. 15, 2027 |
| Veterans' Day: | Wednesday, Nov. 11, 2026 | Cesar Chavez Day: | Wednesday, March 31, 2027 |
| Thanksgiving Day: | Thursday, Nov. 26, 2026 | Memorial Day: | Monday, May 31, 2027 |
| Native American Day: | Friday, Nov. 27, 2026 | Juneteenth (observed): | Friday, June 18, 2027 |
| Christmas Day: | Friday, Dec. 25, 2026 | Juneteenth: | Saturday, June 19, 2027 |
| College Holiday (5 of 5 days): | Dec. 28-Dec. 31, 2026** Dec. 26-Dec. 27, 2026*** | Independence Day: | Sunday, July 4, 2027 |
| Note: Cls professional staff must take their 5 days bwn 12/23 and 12/30 | | Independence Day (observed): | Monday, July 5, 2027 |
| *In lieu of the 4th Friday in Sept. (per CA Ed Code 45206.5) aka Admissions Day | | | |
| **District offices shall be closed and employees shall not be required to work during the last five weekdays in Dec. which are not otherwise holidays | | | |
| ***College Holiday for weekend schedules | | | |
| Approved by the Board of Trustees: | | | |



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2027 - 2028

| JUNE 2027 | | | | | | | JULY 2027 | | | | | | | AUGUST 2027 | | | | | | |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | |

| SEPTEMBER 2027 | | | | | | | OCTOBER 2027 | | | | | | | NOVEMBER 2027 | | | | | | |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |

| DECEMBER 2027 | | | | | | | JANUARY 2028 | | | | | | | FEBRUARY 2028 | | | | | | |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | | | | |

| MARCH 2028 | | | | | | | APRIL 2028 | | | | | | | MAY 2028 | | | | | | |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | |

| JUNE 2028 | | | | | | | JULY 2028 | | | | | | | AUGUST 2028 | | | | | | |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | |

| LEGEND | | | |
|---|---|--|--|
| | First day of semester or session | | College Holiday/Break: Campus closed-classes not in session/campus & offices closed |
| | Finals Schedule | | Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days |
| | Graduation | | Opening Day/PD Day |
| | Legal Holiday (Broken box, date is bold & red): | | Note: Most offices are closed on Opening Day/PD Day |
| | Classes not in session/campus & offices closed | | [] Classes NOT in Session, BUT campus and offices are open |
| Note: If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday. | | | |

| SEMESTER DATES 2027 - 2028 | | Special Dates | |
|--|--|---------------------------------------|--|
| Summer 2027 | | Graduation Day 2027: Jun. 15, 2027 | |
| 6-week Session: Jun. 21-July 30, 2027 | | Winter Break 2027: Dec. 23-31, 2027 | |
| 8-week Session: Jun. 21-Aug. 13, 2027 | | Spring Break 2028: Apr. 10-14, 2028 | |
| Fall 2027 | | Graduation Day 2028: Jun. 13, 2028 | |
| Regular Session: Aug. 30-Dec. 21, 2027 | | Faculty Flex Days Fall 2027 | |
| 1st 8-week Session: Aug 30-Oct. 24, 2027 | | August 24, 2027 Individual | |
| 12-week Session: Sept. 20-Dec. 12, 2027 | | August 25, 2027 Departmental | |
| 2nd 8-week Session: Oct. 25-Dec. 19, 2027 | | August 26, 2027 Fall 2027 Opening Day | |
| Finals Week: Dec. 14-Dec. 21, 2027 | | August 27, 2027 Departmental | |
| Winter 2028 | | Faculty Flex Days Spring 2028 | |
| 6-week Session: Jan. 4-Feb. 10, 2028 | | March 3, 2028 Departmental | |
| Note: Winter classes start 01/04; first day of term is 01/03 | | March 14, 2028 Spring 2028 PD Day | |
| Spring 2028 | | April 12, 2028 Individual | |
| Regular Session: Feb. 14-Jun. 13, 2028 | | April 13, 2028 Individual | |
| 1st 8-week Session: Feb. 14-Apr. 09, 2028 | | April 14, 2028 Individual | |
| 12-week Session: Mar. 6-Jun. 4, 2028 | | Faculty Flex Days Fall 2028 | |
| 2nd 8-week Session: Apr. 17-Jun. 11, 2028 | | August 22, 2028 Individual | |
| Finals Week: Jun. 6-Jun. 13, 2028 | | August 23, 2028 Departmental | |
| Summer 2028 | | August 24, 2028 Fall 2028 Opening Day | |
| 6-week Session: Jun. 20-July 28, 2028 | | August 25, 2028 Departmental | |
| 8-week Session: Jun. 20-Aug. 11, 2028 | | | |

Note: Fall and Spring short sessions end on a Sunday; Winter and Summer sessions end on a Friday.
 March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Day=3rd week of March, alternate Tuesday & Thursday

| LEGAL & HOLIDAYS | |
|---|--------------------------|
| June - December 2027 | |
| Juneteenth (observed): | Friday, June 18, 2027 |
| Juneteenth: | Saturday, June 19, 2027 |
| Independence Day: | Sunday, July 4, 2027 |
| Independence Day (observed): | Monday, July 5, 2027 |
| Labor Day: | Monday, Sept. 06, 2027 |
| Veterans' Day: | Thursday, Nov. 11, 2027 |
| Thanksgiving Day: | Thursday, Nov. 25, 2027 |
| Native American Day:* | Friday, Nov. 26, 2027 |
| Christmas Day (observed): | Friday, Dec. 24, 2027 |
| Christmas Day: | Saturday, Dec. 25, 2027 |
| College Holiday (5 of 5 days): | Dec. 27-Dec. 31, 2027** |
| | Dec. 25-Dec. 26, 2027*** |
| Note: Civil professional staff must take their 5 days between 12/23 and 12/30 | |
| *In lieu of the 4th Friday in Sept. (per CA Ed Code 45206.5) aka Admissions Day | |
| **District offices shall be closed and employees shall not be required to work during the last five weekdays in Dec. which are not otherwise holidays | |
| ***College Holiday for weekend schedules | |
| Approved by the Board of Trustees: | |
| January - August 2028 | |
| New Year's Day: | Saturday, Jan. 01, 2028 |
| New Year's Day (observed): | Monday, Jan. 03, 2028 |
| Martin Luther King, Jr. Day: | Monday, Jan. 17, 2028 |
| Lincoln's Day: | Friday, Feb. 11, 2028 |
| Presidents' Day: | Monday, Feb. 21, 2028 |
| Cesar Chavez Day:* | Friday, March 31, 2028 |
| Memorial Day: | Monday, May 29, 2028 |
| Juneteenth: | Monday, June 19, 2028 |
| Independence Day: | Tuesday, July 4, 2028 |

| | |
|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

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

ELECTIONS

EFFECTIVE DATE

INTERIM ACADEMIC ADMINISTRATOR EXTENSION

Dowd, Tyffany, Dean, Counseling, Student Affairs

12/31/2024-06/30/2025

Fila, Susan, Dean, Health and Well-Being, Student Affairs

12/31/2024-06/30/2025

Locke, Debra, Dean, Special Programs, Student Affairs

12/31/2024-06/30/2025

ADJUNCT FACULTY

Approval/ratification of the hiring of adjunct faculty (List on file in the Office of Human Resources). Adjunct/Part-time faculty are hired as temporary employees and do not have reasonable assurance of employment.

| | |
|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

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.

REESTABLISH CLASSIFICATION

EFFECTIVE DATE

Director of Facilities Maintenance and Operations

11/21/2024

Range M34, Classified Management Employees Salary Schedule

ABOLISH POSITION

Custodian (1 position)

12/12/2024

Operations, 12 months, 40 hours, Varied Hours

ESTABLISH POSITION

Custodian (1 position)

12/13/2024

Operations, 12 months, 40 hours, Day Shift

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Marshall, Tiana, Student Judicial Affairs Specialist, Student Judicial Affairs (Step C)

11/18/2024

INTERNAL LIMITED TERM ASSIGNMENT

Johnson, Adrienne

11/18/2024 to 03/05/2025

From: Student Services Assistant

To: Student Services Specialist

Percentage: More than 50%

Kamibayashi, Terry

11/21/2024 to 03/31/2025

From: Director of Facilities Maintenance

To: Director of Facilities Maintenance and Operations

Percentage: More than 50%:

Ramirez, Saul

07/01/2024 to 11/05/2024

From: Skilled Maintenance Worker II

11/06/2024 to 12/13/2024*

To: Locksmith

Percentage: More than 50%:

*Extension:

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

McCann, Michael

11/18/2024 to 12/13/2024

From: Campus Safety Officer

To: Senior Campus Safety Officer

Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (LIMITED TERM –SUBSTITUTE)

Luna, Gilbert

08/29/2024 to 11/01/2024

From: Skilled Maintenance Worker II

11/2/2024 to 12/12/2024*

To: Plumber

Percentage: More than 50%:

*Extension

Rodriguez, Demi

07/16/2024 to 11/19/2024

From: Human Resources Specialist

11/20/2024 to 01/03/2025*

To: Employee Benefits Coordinator

Percentage: More than 50%:

*Extension

CSEA EDUCATIONAL PAY DIFFERENTIAL

Go, Christine, Tutoring Coordinator- Learning Disabilities

2.5%

12/01/2024

Associate/Bachelor/Master

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Derieg, Kenneth, Recycling Program Specialist, Sustainability

11/29/2024

| | |
|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

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

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

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

ELECTIONS

EFFECTIVE DATE

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

Avichouser, Julie, Personnel Analyst, Personnel Commission

From: 07/01/2024 - 11/30/2024

To: 07/01/2024 - 02/14/2025

Wimley Jr., Robert S., Mail Services Worker II, Procurement, Logistics & Contracts

11/12/2024 - 04/10/2025

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.

Kiss, Hannah K., Program Specialist, SMC/UCLA Stem

11/15/2024 - 04/30/2025

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, \$17.27/hour (STHP) 24

College Work-Study Student Assistant, \$17.27/hour (FWS) 12

College CalWorks, \$17.27/hour 1

| | |
|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

Requested by: John Greenlee, Director, Facilities Finance
Terry Kamibayashi, Manager of Facilities Maintenance
: Charlie Yen, Director of Facilities Planning
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

9-A LIBRARY FLOORING RENOVATION PROJECT - CHANGE ORDER NO. 1

Change Order No. 1 – ROD-WEST FLOOR COVERING LLC, in the amount of \$4,200.00 for increase in the Library Floor Renovation Project:

| | |
|--------------------------|--------------------|
| Original Contract Amount | \$ 118,274.24 |
| Change Order No. 1 | <u>\$ 4,200.00</u> |
| Revised Contract Amount | \$ 122,474.24 |

Change Orders represent 3.5% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance and Facilities Fund 40.0

Comment: The project involves the installation of new flooring throughout the entire library. The original bid contract was approved by the Board of Trustees on October 1, 2024. Change Order No. 1 proposes modifying the cove base size from 4 inches to 4 ½ inches. This adjustment is necessary because the new flooring is thinner, and the larger cove base will cover the gap to ensure the paint line remains concealed.

9-B HVAC REPLACEMENT PROJECT - CHANGE ORDER NO. 2

Change Order No. 2 – AC PROS INC, in the amount of \$21,621.72 increase in the current campus-wide HVAC project:

| | |
|--------------------------|---------------------|
| Original Contract Amount | \$ 2,380,000.00 |
| Change Order No. 1 | \$ 174,855.56 |
| Change Order No. 2 | <u>\$ 21,621.72</u> |
| Revised Contract Amount | \$ 2,576,477.28 |

Change Orders represent 8.26% of the Original Contract.

Funding Source: State Funded Scheduled Maintenance and Facilities Fund 40.0

Comment: The project consists of repair/replace HVAC units throughout the District. The bid contract was originally BOT approved in June 2023. Change Order No. 1 was approved in February 2024. The purpose of Change Order No. 2 is for a replacement HVAC unit at PAC Madison Building. The unit needs replacement as it has recently failed since execution of original contract.

| | |
|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: FACILITIES AND FISCAL

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

9-C ARCHITECT AND ENGINEERING SERVICES CONTRACT WITH SVA ARCHITECTS

Increase of \$5,390 to contract for Architect and Engineering services for the Bodega conversion in SMC Cafeteria:

| | |
|--------------------------|--------------------|
| Original Contract Amount | \$ 75,000.00 |
| Change Order No. 1 | \$ 5,900.00 |
| Change Order No. 2 | <u>\$ 5,390.00</u> |
| Revised Contract Amount | \$ 86,290.00 |

Change Orders represent 15.05% of the Original Contract.

Funding Source: Restricted General Fund, Basic Needs One Time Funding

Comment: This contract is for architect and engineering services to convert an existing kitchen and serving area in the cafeteria building to a Basic Needs Center entitled Bodega Marketplace that incorporates a "Life Skills" demonstration area. The purpose of Change Order #2 is to design additional voice/data infrastructure and cabling to meet the needs of the Center.

| | |
|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Jason Beardsley, Vice President, Academic Affairs

Program Lead: Alexandra Tower

Reviewed by: Kim Tran, Chief Director, Business Services

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

| | | | |
|----------------------|---|--|-----------|
| Title of Grant: | Introducing Research Deconstruction Pedagogy into gateway Courses to Improve Student Engagement with STEM | | |
| Granting Agency: | Regents of the University of California on behalf of UCLA Molecular Cell & Development io, a California corporation (UCLA) with UCLA, Santa Monica College (SMC) | | |
| Augmentation Amount: | \$28,029 authorized carryover (Original Award: \$207,627) | | |
| Matching Funds: | Not Applicable | | |
| Performance Period: | February 1, 2024 to December 31, 2024 | | |
| Summary: | In fiscal year 2021-2022 UCLA awarded Santa Monica College grant funding to improve student engagement in STEM. The original performance period of the grant was extended through January 31, 2024. UCLA is granting an additional extension through December 31, 2024 to allow for a carryover amount equal to \$28,029 to be spent down to support grant objectives. The funds will be used primarily for faculty stipends. | | |
| Budget Augmentation: | Restricted Fund 01.3 | | |
| | Revenue | | |
| | 8800 Other Local | | \$ 28,029 |
| | Expenditures | | |
| | 1000 Academic Salaries | | \$ 20,000 |
| | 2000 Non-Academic Salaries | | \$ 0 |
| | 3000 Employee Benefits | | \$ 5,581 |
| | 4000 Supplies & Materials | | \$ 0 |
| | 5000 Other Operating Expenditures | | \$ 372 |
| | 6000 Capital Outlay | | \$ 0 |
| | 7300 Other Outgo/Indirect | | \$ 2,076 |
| | 7600 Student Aid | | \$ 0 |
| | Total | | \$ 28,029 |

| | |
|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

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: October 1-31, 2024

| Object Code | Description | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000 | Academic Salaries | 0 |
| 2000 | Classified/Student Salaries | 84,763 |
| 3000 | Benefits | 3 |
| 4000 | Supplies | -8,356 |
| 5000 | Contract Services/Operating Exp | 11,807 |
| 6000 | Sites/Buildings/Equipment | 4,260 |
| 7100-7699 | Other Outgo/Student Payments | 0 |
| 7900 | Contingency Reserve | -92,477 |
| Net Total: | | 0 |

11-B FUND 01.3 – Restricted Fund

Period: October 1-31, 2024

| Object Code | Description | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000 | Academic Salaries | -27,094 |
| 2000 | Classified/Student Salaries | 2,667 |
| 3000 | Benefits | 0 |
| 4000 | Supplies | 0 |
| 5000 | Contract Services/Operating Exp | 24,427 |
| 6000 | Sites/Buildings/Equipment | 0 |
| 7100/7699 | Other Outgo/Student Payments | 0 |
| 7900 | Contingency Reserve | 0 |
| Net Total: | | 0 |

Period: October 1-31, 2024

| Object Code | Description | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000 | Academic Salaries | 0 |
| 2000 | Classified/Student Salaries | 0 |
| 3000 | Benefits | 0 |
| 4000 | Supplies | 368 |
| 5000 | Contract Services/Operating Exp | 15,577 |
| 6000 | Sites/Buildings/Equipment | -15,945 |
| 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 | December 12, 2024 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 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

October 2024 C1C – C2D \$16,078,078.75

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

RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

October 2024 827866 through 827881

ACH Numbers

October 2024 356737 through 368024

Total \$19,975,756.09

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

| | |
|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification

Requested by: Mitch Hesel, Dean, Educational Enterprise

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

Auxiliary Operations Payments and Purchase Orders

October 2024 Covered by check & voucher numbers: 038129-038440 & 03941-04002

| | |
|-----------------------------------|----------------------|
| Bookstore Fund Payments | \$ 355,551.60 |
| Other Auxiliary Fund Payments | \$ 93,659.96 |
| Trust and Fiduciary Fund Payments | <u>\$ 638,529.28</u> |
| | \$ 1,087,740.84 |

Purchase Orders issued

| | |
|--------------|-------------|
| October 2024 | \$81,127.44 |
|--------------|-------------|

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

RECOMMENDATION NO. 15 ORGANIZATIONAL MEMBERSHIPS

Requested Action: Approval/Ratification

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

| | | |
|-----------------------------------|------------------------------|---------------|
| <u>Organizational Memberships</u> | <u>Number of Memberships</u> | <u>Amount</u> |
| December 2024 | 2 | \$26,592 |

Funding Sources: General Fund, Fund 01.0

Comment: The list of organizational memberships is on file in the Offices of the Superintendent/President and Fiscal Services. The Los Angeles County Office of Education requires monthly approval of the list on file.

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification
Requested by: Scott Silverman, Dean, Noncredit and External Programs
Patricia Ramos, Dean, Academic Affairs
Approved by: Jason Beardsley, 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.

RECOMMENDATION NO. 17 PURCHASING

Requested Action: Approval/Ratification
Requested by: Nyla Cotton, Director of Procurement, Contracts and Logistics
Approved by: Christopher M. Bonvenuto, Vice-President, Business/Administration

17-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.

October 2024 \$2,535,872.14

17-B COOPERATIVE PURCHASING AGREEMENTS

Public Contract Code 20118 gives the district the authority to purchase through another public agency but must follow all terms and condition set forth by the bid of such agency. This is commonly referred to as piggybacking. The annual award of piggyback-allowed contracts bid through various state and local agencies allows SMC to purchase without advertising for bids, if it is determined it to be in the best interests of the district. The district is recommending participation in the following piggyback-allowed bids, as listed below during the 2024-25 fiscal year. The agreements are valid for the entire fiscal year with the exception of those notes with their respective expirations.

- State of California (CMAS) Contract 4-24-09-1049 with Shaw Integrated and Turf Solutions, to 08/09/2027, for Floor Coverings and Carpet

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: **PROFESSIONAL SERVICES AGREEMENT FOR CRITICAL INCIDENT ANALYSIS OF OCTOBER 14, 2024 SHOOTING**

SUBMITTED BY: Christopher M. Bonvenuto, Vice President, Business and Administration
Daniel Phillips, Director of Safety and Risk Management

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the Superintendent/President to enter into a professional services agreement with the OIR Group to conduct a critical incident review for an amount not to exceed \$57,000.

BACKGROUND:

Following the shooting incident on October 14, 2024 and at the request of Santa Monica College Superintendent/President Dr. Kathryn Jeffery, the District initiated the process of identifying and engaging a consultant/consulting firm who specializes in critical incident analysis. This decision reflects the College's commitment to conducting a thorough review of its response protocols and identifying any potential systemic or other issues that may have contributed to the incident.

REASON FOR EVALUATION AND SELECTION:

Following the recent critical incident, the SMC Administration recognized the urgent need to bring in an experienced professional to provide a comprehensive analysis of SMC's response protocols, evaluate broad systemic or any other factors that could have played a role, identify key lessons, and recommend actionable steps for improving protocols. This comprehensive analysis is essential to ensure that SMC is better prepared for similar challenges in the future and can uphold public safety and trust.

EVALUATION PROCESS:

1. Proposal Review: The District requested proposals from consultants with expertise in critical incident analysis, emergency management, and organizational response reviews. Submissions from multiple qualified candidates were received. The firms submitting proposals were:

Healy Group (<https://www.healyplus.com/>)

OIR Group (<https://www.oirgroup.com/>)

Pax Group, LLC (<https://www.paxgroupllc.com/>)

Strategic Initiatives Global Partners, LLC (<https://siglobalpartners.com/>) (withdrew proposal)

21CP Solutions, LLC (<https://www.21cpsolutions.com/>)

2. Evaluation Criteria: Proposals were evaluated based on key criteria, including the consultant's experience with similar incidents, their methodology, anticipated length of time to conduct the assessment, and cost-effectiveness.
3. Candidate Interviews: Based on the evaluation criteria, the pool was narrowed to two candidates and conducted interviews to assess their approach to collaboration, their understanding of the college's organizational needs, and their ability to deliver clear, actionable insights.

After a thorough review, it is recommended that the College enter into a professional services agreement with the OIR Group. The OIR Group demonstrated a deep understanding of critical incident analysis, a tailored and collaborative approach, and a strong track record of working with organizations in similar situations. They recently conducted a critical incident analysis for the City of Santa Monica following civil disruptions that occurred following the murder of George Floyd. This report can be found at <https://www.santamonica.gov/Media/CMO/Attachment-11153.pdf>. The OIR Group is locally based and was the most cost-effective of the proposals received. Moreover, their team brings a strong commitment to diversity, which creates a greater potential to foster effective collaboration with the College community.

SCOPE OF WORK

The OIR Group's scope of work will include:

- Conducting an in-depth review of SMC response protocols during the incident.
- Identifying any systemic or other issues or contributing factors that may have played a role in the incident.
- Analyzing decision-making processes, resource allocation, and communication strategies.
- Engaging with relevant stakeholders to gather insights and perspectives.
- Providing actionable recommendations to improve protocols and address systemic or other weaknesses.

The consultant's findings and recommendations will be shared with the College community upon completion of the analysis.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

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|---|-------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 19

SUBJECT: SABBATICALS, 2025-2026

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees request that the Academic Senate Joint Sabbaticals Committee prioritize the applications and select eight semesters of sabbaticals to forward to the Board for approval.

BACKGROUND: The Academic Senate Joint Sabbaticals Committee has recommended the following sabbaticals for 2025-2026.

Fall 2025

Aurélie Chevant, French
 Andrew Nestler, Math
 Vicki Rothman, Counseling
 Dorothy Chin, Psychology
 Kevin Menton, English

Spring 2026

Carlson Hatton, Art
 Alex Ibaracki, ESL
 Robert Armstrong, Fashion
 Maxim Safiouline, Interaction Design
 Steph Anderson, Psychology
 George Davison, English
 Erica Onugha, English

Article 17.13 of the SMC Faculty Association contract states that the District fund a minimum of eight semesters of sabbatical leaves. Given the current budget situation, it is recommended that the Board of Trustees request that the Academic Senate Joint Sabbaticals Committee prioritize the applications and select eight semesters of sabbaticals to forward to the Board for approval.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: FILLING THE VACANCY ON THE BOARD OF TRUSTEES

SUBMITTED BY: Chair, Board of Trustees

BACKGROUND: Barry Snell submitted his resignation from the Board of Trustees, effective December 11, 2024. The Los Angeles County Office of Education provides options for filling the vacancy, which includes a provisional appointment within 60 days of filing of the resignation.

REQUESTED ACTION #1: It is recommended that the Board of Trustees fill the vacancy on the Board of Trustees by appointing a person to serve as trustee until the next regularly scheduled election (November 2026).

REQUESTED ACTION #2 It is recommended that the Board of Trustees proceed with filling the vacancy in accordance with the following schedule:

December 13, 2024 Publicize the position and recruit candidates
Post announcement (see page 31) and application* on website

December 13, 2024- Online Applications accepted
January 10, 2025 Click [here](#) to view application

January 13-17, 2025 Applications screened by an ad hoc committee of Board of Trustees

February 4, 2025 Appoint Trustee at regular Board of Trustees meeting and administer the Oath of Office**

February 5, 2025 Public notice of appointment

* The application will require name, address, contact information, education, and employment history and include the following suggested questions:

1. Please state why you are seeking appointment to the Santa Monica Community College District Board of Trustees and the skills, abilities, and experiences you bring to the work of the Board of Trustees.
2. Describe the public service and community involvement you have had in Santa Monica and Malibu that would inform your work on the Board of Trustees.
3. What is your understanding of the mission and purpose of the California community colleges system?

4. What is the role of the Board of Trustees in relation to its constituencies - (1) the communities of Santa Monica and Malibu, and (2) the students, administrators, faculty, and staff of the college?
5. Given SMC's budget for 2024-2025, what would be your priorities for the upcoming Santa Monica College budget?
6. What do you see as the major issues currently facing Santa Monica College?

******Within 10 days of making the appointment, the Board of Trustees must cause a notice of the vacancy, or filling of a deferred resignation and the provisional appointment, to be posted in three public places in the district. The Board must also cause the notice to be published once in a newspaper of general circulation published in the District if one exists. In addition, the notice must also be posted on the District's website.

In addition to notifying the public of the vacancy and the identity of the provisional appointee, the notice must include a statement that unless a petition calling for a special election containing a sufficient number of signatures is timely filed with the County Superintendent, the provisional appointment shall become an effective appointment. The petition must be filed within 30 days of the date of the provisional appointment.

REQUESTED ACTION #3 It is recommended that the Board of Trustees appoint Trustees Margaret Quiñones-Perez, Nancy Greenstein and Sion Roy to serve on the ad hoc committee to screen applications and select finalists for further consideration or interview.

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



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES SEEKING APPLICANTS FOR VACANT TRUSTEE POSITION

The Santa Monica Community College District is seeking applications from District residents interested in being appointed to a vacant seat on the Board of Trustees until the next regularly scheduled Board election in November 2026 when a new four-year term will be filled.

The seven-member Board of Trustees, elected by voters in the Santa Monica Community College District, is the governing body for Santa Monica College, which serves approximately 28,000 students and provides vital educational services to communities in the region. The Santa Monica Community College District encompasses Santa Monica and Malibu.

Eligibility

To be eligible, an individual must be at least 18 years old, must be a resident of the Santa Monica Community College District; must be a registered voter, and must not be disqualified from holding civil office by the Constitution or any law of the state.

Responsibilities

The Board is seeking candidates who have the ability and time to fulfill the responsibilities of being a trustee, which includes:

- Participating fully in the work of the Board, including attending all meetings and some college events, studying issues and agenda items, and participating in trustee education programs.
- Being knowledgeable about the communities served by the college and be willing to act on behalf of and for the benefit of those communities.
- Being committed to community colleges and their missions, as well as understanding educational, social and economic policy issues.
- Engaging in balancing the needs of a variety of diverse groups and being able to build consensus.
- Hiring the Superintendent/President.
- Ensuring the fiscal health and sustainability of the college.
- Participating as one member of the Board and supporting the Board's authority as a whole.

Meetings

Regular meetings of the Board of Trustees are scheduled on the first Tuesday of each month and are held in the Board Room (Business Building Room 117) at 6:00 p.m. (5:00 p.m. if there is a closed session scheduled).

Criteria

Following are possible criteria that the Board of Trustees will use to select an appointee:

- Interest in and commitment to service to the community;
- Interest in and commitment to public education and student learning;
- Knowledge about and commitment to the role and mission of community colleges in the communities they serve and in the context of all higher education;
- Willingness and ability to represent those who live in the service area; mindful of the perspectives of diverse constituencies;

- Willingness to advocate for the District and its interests to the community and state;
- Knowledge and background related to the issues considered by the Board (e.g. community needs, funding, education, district operations);
- Ability to work as a member of a public governing Board; understands that the Board, not the individual trustees, has authority;
- Ability to articulately express perspectives and respect the perspectives of others;
- Willingness to work cooperatively with others and in partnership with the Superintendent/President;
- Time and energy necessary to fulfill the responsibilities of being a trustee;
- Willingness and time to engage in ongoing professional development;
- Commitment to fulfill the ethical and legal responsibilities of trusteeship, unencumbered by private agendas;
- Qualities, background, and stature that will enhance the standing of the District in the community.

Application

Click [here](#) to complete and submit application. Applications must be received by January 10, 2025 at 5 p.m.

Appointment to Fill Vacancy

The Board of Trustees will make the appointment at its regular meeting on February 4, 2025.

Links to SMC websites, click [here](#).

For further information, please contact the
SMC District Office at (310) 434-4200.

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

XII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 21

SUBJECT: ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES, 2025

21-A REQUESTED ACTION: It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District for 2025.

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

21-B REQUESTED ACTION: It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District for 2025.

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

21-C REQUESTED ACTION: It is recommended that Superintendent/President Kathryn E. Jeffery be elected Secretary to the Board of Trustees; Vice-President of Business/Administration Christopher Bonvenuto be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees for 2025.

COMMENT: In accordance with Board Policy 2210, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

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

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

XII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 22

SUBJECT: **DESIGNATION OF SMCCD BOARD OF TRUSTEES REPRESENTATIVE TO THE LOS ANGELES COUNTY SCHOOL TRUSTEES ORGANIZATION (LACSTA)**

REQUESTED ACTION: It is recommended that the Board of Trustees designate a representative to the Los Angeles County School Trustees Organization (LACSTA).

COMMENT: The role of the representative is to vote on all LACSTA matters and communicate between the LACSTA Executive Board, LACSTA and the local Board.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | December 12, 2024 |

XII. ANNUAL ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 23

SUBJECT: AUTHORIZED SIGNATURES RESOLUTION

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the following Santa Monica College administrators to sign District documents as indicated.

| Name/Title | Orders for Salary Payment | Notices of Employment | District Warrants | District Contracts | District Purchase Orders | Auxiliary Warrants | Auxiliary Contracts | Auxiliary Purchase Orders |
|--|---------------------------|-----------------------|-------------------|--------------------|--------------------------|--------------------|---------------------|---------------------------|
| Kathryn E. Jeffery Superintendent/President | X | X | X | X | X | X | X | X |
| Sherri Lee-Lewis Vice-President, Human Resources | | X | | X | | | | |
| Christopher Bonvenuto Vice-President, Business/Administration | X | | X | X | X | X | X | X |
| Mitchell Hessel Dean, Education Enterprise | | | | | | X | X | X |
| David Dever Director of Auxiliary Services | | | | | | X | X | X |
| Ngan Kim Tran Chief Director, Business Services | | | X | X | X | | | |
| Veronica Diaz Director, Budget | | | X | X | X | | | |
| Nyla Cotton, Director Procurement, Contracts and Logistics | | | | X | X | | | |
| Irma Haro Controller | | | X | | | | | |
| Cherry Aquino Accounts Payable Supervisor | | | X | | | | | |

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 13, 2024 through December 31, 2025.

COMMENT: The County Superintendent of Schools requires that the Certification of Signatures be approved at the annual organizational meeting of the Board of Trustees which is held within a 15-day period that commences with the date upon which a governing board member elected takes office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

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| BOARD OF TRUSTEES | ADJOURNMENT |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | December 12, 2024 |

XII. BOARD COMMENTS

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 21, 2025 at 6 p.m. (5 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. This meeting will be held in-person and via Zoom Webinar to allow for remote participation.