



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JANUARY 16, 2024

SMC Board Room
1900 Pico Boulevard
Santa Monica, California

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 16, 2024

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, January 16, 2024 in Business Building Room 117 (Board Room), 1900 Pico Boulevard, Santa Monica. Members of the public attending in person will be seated in Business Building Room 111. The meeting will was also conducted via Zoom Webinar to allow for remote participation.

4 p.m.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER
Dr. Margaret Quiñones-Perez, Chair - Present
Dr. Nancy Greenstein, Vice-Chair - Present
Dr. Susan Aminoff - Present
Dr. Tom Peters - Present
Rob Rader - Present
Dr. Sion Roy - Present
Barry Snell - Present
Alyssa Arreola, Student Trustee – Present for Public Session
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(d)(1)) EEOC Charge No. 480-2023-06215 and 480-2024-00038
- CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(d)(1)): In the Matter of BKK Class I Landfill, Department of Toxic Substances Control, No. HAS-FY20/21--97
- 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
SMC Police Officers Association
CSEA
- EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

6 p.m.

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS

- LAND ACKNOWLEDGEMENT

We respectfully recognize that the land on which Santa Monica College currently stands is the ancestral unceded territory of the Tongva, Chumash or Gabrielino peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.

- PLEDGE OF ALLEGIANCE – Tracy Beidleman, Director, Grants, SMC Foundation

- CLOSED SESSION REPORT

This evening in closed session, by a vote of 6 ayes, 0 noes and 1 abstention, the Board of Trustees approved a Settlement Agreement with an Assistant Director, Employee & Labor Relations, that involves monetary and nonmonetary provisions, including the Assistant Director's resignation.

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: None

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS

Jordan Brady
Lynn Sookik
Patrick DeCarolis, Jr.
Doria Anselmo
Terry Baris
John Griennerberge
Jess Himmel
Maria Rogers
Shawnee Isaac Smith

Mary Beth Trautwein
Ralph Mechur
Lisa Miller
Jeffrey Coulter
Marjahnee
Athena
Erich Hoeber
Leslie Wilson
John Smith

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 XI, Consent Agenda – Pulled Recommendations

#1 Approval of Minutes: December 5, 2023 (Regular Meeting)

Academic Affairs

#2 New Courses and Degrees, Fall 2023

Contracts and Consultants

#3-A Approval of Contracts and Consultants

#3-B Ratification of Contracts and Consultants

Human Resources

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

Facilities and Fiscal

- #8 Facilities
- #9 Acceptance of Grants and Budget Augmentation
- #10 Budget Transfers
- #11 Payroll Warrant Register
- #12 Commercial Warrant Register
- #13 Auxiliary Payments and Purchase Orders
- #14 Reissue Commercial Warrants
- #15 Organizational Memberships
- #16 Providers for Community and Contract Education
- #17 Purchasing

IX. CONSENT AGENDA – Pulled Recommendations

X MAJOR ITEMS OF BUSINESS

- #18 Contract for Stellic Degree Management and Student Success Platform

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 16, 2024

IV. SUPERINTENDENT'S REPORT

Enrollment Update

- Winter 2024 enrollment: Total headcount is up 2.20 percent from last winter; credit FTES are down 0.74 percent from last winter; and non-resident FTES are up 12.68 percent from last winter.
- Spring 2024 enrollment: Total headcount is up 5.21 percent from last spring; credit FTES are up 5.84 percent from last spring; and non-resident FTES are up 11.66 percent from last spring.
- Current Progress Toward SEM goals: Credit FTES are up 4.11 percent (target is 3 percent annual growth); Noncredit FTES are up 14.78 percent (target is 5 percent annual growth); and non-resident FTES are up 11.66 percent (target is 5 percent annual growth).

Link to: [Enrollment Update](#)

State Budget Update

This is the beginning of the State budget process, things can and will change.

2024-2025 Budget Act:

- Projected <\$37.9 billion> budget deficit
 - LAO projects a <\$68.0 billion> budget deficit
 - Attributable to declines in Personal Income Tax (PIT)
 - PIT accounts for 66% of State Revenue
 - 50% of PIT is from Top 1% (180,000 taxpayers)
 - Specific issue is Capital Gains which dropped from 11.6% to 5%
 - Issue was "hidden" due to delayed tax filing related to winter storms

The Governor notes risk but does not forecast a recession.

Link to: [Governor's Budget Presentation](#)

Golden Globe Foundation Grants Award to SMC

The Golden Globe Foundation (Foundation) has given the [Santa Monica College Foundation](#) two grant awards to support the award-winning Santa Monica College (SMC) film production and journalism programs. The grant awards will support a named scholarship for SMC journalism students to work/intern on the college's media outlet/newspaper [The Corsair](#), and help fund the film production program's capstone class "Making the Short Film."

The \$20,000 renewed grant award to SMC's journalism program and \$35,000 to the film production program were part of \$5 million overall granted by the Foundation for 96 programs through its philanthropic program, announced on Jan. 5 in Los Angeles, Calif. These donations support a diverse range of nonprofit organizations assisting underserved communities, universities, and colleges.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 16, 2024

VIII. CONSENT AGENDA

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#17.

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #8-A

MOTION MADE BY: Rob Rader
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Roy)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 8-A: Facilities – Architectural Services Agreement, Bundy Campus Tennis/
Pickle Ball Court Project

MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

[December 5, 2023](#) (Regular Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: ACADEMIC AFFAIRS

RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, FALL 2023

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

BUS 36B Introduction to Salesforce Marketing Cloud

This course is designed for students who want to learn the fundamentals of marketing while leveraging the Salesforce Marketing Cloud platform. Salesforce Marketing Cloud is a tool that allows businesses and organizations to communicate with customers using multiple channels. It develops a personalized digital experience with clients, it collects data from multiple sources, and it is also capable of managing data from social media interactions, advertising campaigns, email marketing, email content, design, delivery and tracking. At the end of this course, students could pursue the next step towards the Marketing Cloud Email Specialist Credential.

EMERITUS ART E99 Special Studies in Art

This course provides Emeritus students with an opportunity to learn art techniques and styles that may not be covered in other courses. Students will accelerate their knowledge of the Masters and/or explore less well-known artists.

EMERITUS ENGL E99 Special Studies in English

This course enables Emeritus students to study various special subjects in English literature and language arts that may vary broadly from term to term, as specified in the section notes.

EMERITUS HEALTH E08 Walking for Wellness

This class includes a theme-based facilitated group walking practice with warm up, stretch, and cool down. Emeritus students will experience walking as a simple way to boost activity levels while improving overall health and well-being while being out in nature. All fitness levels welcome, but class is geared towards beginners. Students are encouraged to keep a journal/log of their progress.

EMERITUS HEALTH E18 Chair Yoga

Chair Yoga is a practice for developing balance and stability while improving strength and flexibility. Chair Yoga is geared for those who might be experiencing limited mobility due to illness, injury or disease, chronic pain, joint inflammation; or difficulty standing for long periods of time. Classes will include proper posture, breathing, relaxation and meditation that is made accessible for all students.

EMERITUS HEALTH E19 Mindfulness and Meditation

This course introduces Emeritus students to a variety of meditation techniques from different traditions, including mindfulness and gentle breath centered movement. It will provide an overview of the neuroscience supporting the benefits of individual meditation techniques including reduced stress, better sleep, improved focus, and a sense of well-being and other issues. The course will also address common obstacles to meditation as well as approaches to overcoming these obstacles. This course is designed for beginners and is also suitable for those with experience who want to refine their practice. Classes consist of a combination of lecture, practice, and discussion.

EMERITUS HEALTH E85 Pilates Level 1

This course is designed to introduce Emeritus students to the beginning Pilates matwork technique of exercise, starting with 30 basic exercises. Pilates is a unique method of body control and conditioning. It consists of stretching and strengthening the muscles, while improving flexibility and balance.

EMERITUS OCC E03 Optimizing Your Smartphone & Tablet

In this class, Emeritus students learn to use their tablet or smartphone to increase social connections, access vital resources, and best accommodate individual needs. Topics include, but are not limited to: common functions, features, and components of your mobile device; managing your device account; using pre-installed and third-party apps for communication, organization, health, entertainment, ride sharing, etc.; downloading new apps; navigating various screens on your device; common safety practices; and more. Smartphones and tablets are not provided.

EMERITUS PHOTO E20 Photoshop / Computer Software Photo Editing

This course teaches Emeritus students the skill of using Adobe Photoshop Elements. Students will learn how to create, repair, and modify their personal images/photographs. In addition, students will be taught how to create composite images such as illustrations, logos, and advertisements that are commonly found in magazines, journals, and the internet. As a result, students will gain an understanding of using Photoshop as a means of self-expression.

EMERITUS POL SC E15 Pop Culture, Politics and Social Change

This course helps Emeritus students understand how political movements influence and are influenced by popular culture (such as music, books, comics, fine arts, sports, theater, films and TV). Emphasis will be placed on reviewing different elements of popular culture of various eras in American history and discussing those influences and their impacts on American life and politics.

EMERITUS POL SC E99 Special Studies in Politics

This course increases Emeritus students' understanding of various subjects that vary from term to term. Students will consider the political, social and economic ramifications of special topics each term, both domestically and around the world. Topics may include such subjects as: America & the World; Health Care in the US; US Economy & Taxes; Global Climate Change; Poverty in America; Housing in California, etc. Check section note for course topic(s).

EMERITUS TH ART E40 Theatrical and Screenplay Writing

This course is designed for Emeritus students interested in exploring the art of writing play scripts and screenplays. Students will learn the essential storytelling elements, character development, plot structure, dialogue, and formatting. The course will provide a supportive and inclusive learning environment that encourages self-expression and fosters community among like-minded students. The instructor will be available to provide individualized notes, and students will have the opportunity to write and share their original writing through workshops and activities. Overall, this course is an excellent opportunity for students to learn new skills and share their unique experiences through storytelling. All experience levels are welcome.

MEDIA 28 Advertising Copywriting - Persuasive Communication

Explore fundamental principles of advertising copywriting, delving into practical strategies for effective written persuasion. Gain insights and essential skills applicable to students and professionals, positioning them as industry leaders. This comprehensive course tackles pressing industry issues, including multicultural marketing, international advertising, ethics, and crafting content for the digital age.

MUSIC 49 Combo and Chamber Ensemble

This course offers the opportunity for students to explore, prepare, rehearse, and perform works for small ensembles in diverse combinations and styles (jazz combos, commercial ensembles, chamber music, art songs, etc.), culminating in a public performance. All interested instrumentalists, vocalists, and composers are encouraged to audition. In musical rehearsal and performance, students will engage with topics such as musical arrangement, interpretation, accuracy in form and performing a part, individual and collaborative musicality, effective and collegial communication in collaboration, and the logistics of equipment, technology, and rehearsal and performance spaces.

NPMGMT 1 Introduction to Workforce Training within the Homeless Response System

This course will prepare students to enter the workforce within the homeless response system and the overall nonprofit ecosystem. This course will examine housing policies at the federal, state, and local levels. The students will also learn the history of the evolution of homelessness.

NPMGMT 2 Promoting Health Equity: Nonprofit Systems Management for Advocacy and Human Engagement

Students will learn why health equity is relevant within the realm of homeless services and how advocacy and human engagement strategies can help increase the likelihood of an unhoused person's progress toward greater health and safety. Students will explore the historical context of criminalization and how this affects current practices.

NPMGMT 3 Implementing Effective Practices in the Homeless Response System

This course will offer a clear pathway for understanding the connection between relationship building and navigating documentation and data entry required in serving housed and unhoused people who have histories of homelessness. Students will gain a working knowledge of how each person copes with physical and mental health challenges, utilizes support services and neighborhood resources, learn how they relate with friends and family, and manage their day-to-day lives.

NPMGMT 4 Homeless Response System Capstone Class: Fieldwork Reflection and Career Planning

This capstone class prepares students for their careers by linking theory with practical experience gained through internships. Industry experts as guest speakers share experiences, effective practices, and career advice, bridging the gap between academia and real-world applications. Students develop essential skills, enabling them to plan their career paths with competence.

NPMGMT 5 Homeless Response System Internship

This course gives students hands-on experience working with front line workers in the homeless response system. Students will gain real-world work experience of what it takes to serve un-housed persons and develop an understanding of the working environment and culture of working in the sector.

Course Revisions

ART 80 Introduction to Exhibition & Display

ART 82 Exhibition and Display Production

ART 84 Exhibition & Display Implementation, Activation, and Management

BIOL 34 Science Communication for Regulated Environments (*formerly BIOL 34A*)

BUS 79 Bargaining and Negotiations

DESIGN 25 Mobile Design 1 (*formerly GR DES 75*)

DESIGN 26 Motion Graphics 1 (*formerly GR DES 71*)

DESIGN 35 Mobile Design 2 (*formerly GR DES 76*)

DESIGN 36 Motion Graphics 2 (*formerly GR DES 71B*)

ECE 904 Health and Safety for ECE Providers

EMERITUS ENGL E27 Poetry and Fiction

EMERITUS HUMDEV E27 Exercising the Brain

EMERITUS MUSIC E17 Luisa R.G. Kot Concert Series (*formerly EMERITUS HUMDEV E17*)

EMERITUS OCC E08 Word Processing (*formerly EMERITUS OCC E01*)

EMERITUS TH ART E15 Theater - History of Comedy (*formerly EMERITUS HUMDEV E15*)

EMERITUS TH ART E21 Art, Culture & Entertainment Through a Jewish Lens (*formerly EMERITUS HUMDEV E22*)

EMERITUS TH ART E28 Plays and Playwrights (*formerly EMERITUS ENGL E28*)

MEDIA 2 Media Literacy

Distance Education

BUS 36B Introduction to Salesforce Marketing Cloud

BUS 79 Bargaining and Negotiations

EMERITUS ART E99 Special Studies in Art

EMERITUS ENGL E99 Special Studies in English

EMERITUS HEALTH E08 Walking for Wellness

EMERITUS HEALTH E18 Chair Yoga

EMERITUS HEALTH E19 Mindfulness and Meditation

EMERITUS HEALTH E85 Pilates Level 1

EMERITUS OCC E03 Optimizing Your Smartphone & Tablet

EMERITUS PHOTO E20 Photoshop / Computer Software Photo Editing

EMERITUS POL SC E99 Special Studies in Politics

EMERITUS TH ART E28 Plays and Playwrights

EMERITUS TH ART E40 Theatrical and Screenplay Writing

MEDIA 28 Advertising Copywriting - Persuasive Communication

NPMGMT 1 Introduction to Workforce Training within the Homeless Response System

NPMGMT 2 Promoting Health Equity: Nonprofit Systems Management for Advocacy and Human Engagement

NPMGMT 3 Implementing Effective Practices in the Homeless Response System

NPMGMT 4 Homeless Response System Capstone Class: Fieldwork Reflection and Career Planning

New Programs

Guitar Certificate of Achievement

The Guitar Certificate of Achievement can be awarded to students who complete 8 units of guitar classes and 4 units of collaborative performance on guitar. Up to 4 units of alternate applied instrumental coursework may substitute for guitar classes if enrollment in guitar classes has been exhausted.

Homeless Service Work Certificate of Achievement

This industry-based certificate program is designed for students who are interested in entry-level positions in the homeless response system. This certificate consists of introductory workforce training within the homeless response system, health equity, effective practices, and field-based learning. Students who successfully complete this program will develop a caring approach to human engagement as well as an understanding of funding sources, opportunities, and the guidelines for accessing these resources for employment in the non-profit ecosystem. They will see the importance of connecting authentic and effective relationships with oneself, their team, their community, and participants in this sector. Students also will gain an understanding of the framework involved in serving unhoused and formerly unhoused people by utilizing best practices and strategies. Finally, using crucial hands-on field experiences with frontline homeless services workers, students will become adept at navigating support systems within a collaborative teaching and learning environment.

Introduction to Logistics and Supply Chain Management Certificate of Achievement

The Introduction to Logistics and Supply Chain certificate program examines the policies and practices used by Logistics and Supply Chain management staff to build and maintain an effective workforce. Topics include human logistics basics, and supply chain analysis and simulations for students to understand the flow of products from manufacturing to shipping to warehouse to stores.

Piano Certificate of Achievement

The Music Department's Piano Certificate of Achievement can be awarded to students who complete 8 units of piano classes and 4 units of piano ensemble classes.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	October 3, 2023

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.

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
1	Allied Path	<p>October 31, 2023- June 30 2024</p> <p>Additional amount: \$60,750 for a new total amount not to exceed \$105,750</p> <p>Previously approved at the Board of Trustees meeting on December 5, 2023 for \$45,000</p>	Additional scope and time extension to provide Phase II Objectives 1-4 training for the Equity certification programs for classified professionals and managers.	Restricted General Fund, Student Equity Achievement
<p><i>Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

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	Valyncia Raphael-Woodward	January 17, 2024 \$1,600	Consultant to prepare and provide pre-supervisory academy training.	Restricted General Fund, Equal Employment Opportunity
<i>Requested by: Diana Pennington, Administrative Assistant III-(Confidential)</i> <i>Approved by: Sherri Lee-Lewis, Vice President, Human Resources</i>				
2	Allied Path	December 13, 2023-March 31, 2024 \$6,000	Consultant to prepare and provide two virtual Data Coaching Cohort-6 workshops for Managers/Classified Team	Restricted General Fund, Guided Pathways
<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
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

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

➤ AMENDMENT TO PREVIOUSLY APPROVED CONTRACTS

Provider/Contract		Term/Amount	Service	Funding Source
3	Ellucian Company L.P.	Three-year contract 2024-2026 Year 1: \$57,968 (2024) Year 2: \$62,604 (2025) Year 3: \$67,614 (2026) This contract was previously approved in June 2023 at the previous year's rate of \$54,747	Banner Annual Maintenance/ Software License	Restricted General Fund BFAP 2023-2024
4	Ellucian Company L.P.	Three-year contract 2024-2026 Year 1: \$24,735 (2024) Year 2: \$26,715 (2025) Year 3: \$28,851 (2026) This contract was previously approved in June 2023 at the previous year's rate of \$22,904	UC4 Applications Manager by Automic – Annual license fee – automated system project software Linux standard package of 2 automation engines	Restricted General Fund BFAP 2023-2024
5	Ellucian Company L.P.	Three-year contract 2024-2026 Year 1: \$8,637 (2024) Year 2: \$9,155 (2025) Year 3: \$9,704 (2026) This contract was previously approved in June 2023 at the previous year's rate of \$8,311	Financial Aid FM (Federal Methodology) Fee for Need Analysis module for award year 2023-2024. The software is used to evaluate FAFSA applications.	Restricted General Fund BFAP 2023-2024
<u>#3, #4, and #5</u> Requested by: Tracie Hunter, Associate Dean, Financial Aid Approved by: Teresita Rodriguez, Vice-President, Enrollment Development				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

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

➤ RENEWAL OF CONTRACT

Provider/Contract		Term/Amount	Service	Funding Source
3	Foundation for California Community Colleges	January 01, 2024 – June 30, 2025 Contract shall be renewable annually for up to a total five years.	The integration and utilization of Cornerstone, a professional development Learning Management System (“LMS”), with the existing Vision Resource Center Project (“VRC Project”). Cornerstone will provide to the District features including online training resources, reporting, training assignments and tracking, customized and automated communications, collaborative online communities, file sharing, and a flexible calendar system. Minor edits in the current MOU have been identified by the Vision Resource Center. A corrected MOU has been acknowledged and submitted back to the VRC Project for ongoing use of the platform.	No Cost to the District
<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
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

ELECTIONS

EFFECTIVE DATE

ACADEMIC ADMINISTRATOR

Beardsley, Jason, Vice President, Academic Affairs

01/17/2024

INTERIM ACADEMIC ADMINISTRATOR (Extension)

King, Sasha, Dean, Academic Affairs

01/30/2024-06/30/2024

LONG-TERM SUBSTITUTE (Correction)

Nunez, Maria, Full-time Faculty, Health Sciences

02/12/2024- 06/11/2024

ADJUNCT FACULTY

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

Adjunct/Part-time faculty are hired as temporary employees and do not have reasonable assurance of employment.

SEPARATIONS/RESIGNATION

Arps-Bumbera, Natalie, Full-time Faculty, English

12/11/2023

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

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

EFFECTIVE DATE

CLASSIFICATION SALARY RE-ALLOCATION AND RE-TITLE

From: Music Equipment Assistant	1/17/2024
Classified Employee Salary Schedule Range 24,	
To: Music Technical Assistant	
Classified Employee Salary Schedule Range 27	

ABOLISH CLASSIFICATION

Academic Computing Lab Specialist – CMD	1/17/2024
Instructional Technology Services Manager	1/17/2024
Instructional Technology Services Manager – Entertainment Technology	1/17/2024
Technology Logistics Manager	1/17/2024

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Bucsa, Tracie, Outreach & Recruitment Specialist, Outreach/Welcome Center (Step C)	01/22/2024
Chavez, Emily, Student Services Specialist, Student Equity Center (Step C)	01/16/2024

LEAVE OF ABSENCE – UNPAID

Munoz, Andres, Outreach and Recruitment Specialist, Outreach	01/02/2024 – 06/11/2024
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LEAVE OF ABSENCE – UNPAID (EXTENDED)

Locke, Debra, EOPS/CARE Supervisor, EOPS	09/13/2023 – 12/31/2023*
*Revised End Date	01/01/2024 – 04/30/2024**
**New Leave	

SEPARATIONS

LAST DAY OF PAID SERVICE

RESIGNATION

Kuykendall, Alan, Assistant Director of Human Relations - E & L R, Human Resources	01/05/2024
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RETIREMENT

Romano, Jere, Community College Police Captain, Campus Police (30 years)	12/31/2023*
Ozaeta, Miguel, Reprographics Technician, Reprographics (26 years)	01/31/2024
*Date Correction	

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 CLASSIFIED PERSONNEL – NON MERIT

Requested Action: Approval/Ratification

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

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

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

College Student Assistant, \$16.90/hour (STHP)	42
College Work-Study Student Assistant, \$16.90/hour (FWS)	1

SPECIAL SERVICE

Art Model, \$27.00/hour	21
Art Model,w/Costume \$30.00/hour	9
Community Services Specialist I, \$37.00/hour	4
Community Services Specialist II, \$50.00/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 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.

Aizihai, Abulimiti, Events Assistant, SMC Performing Arts Ctr	12/01/2023-06/30/2024
Amurrio-Bravo, Ricardo., Theatre Tech Specialist, Performing Arts Ctr	11/29/2023-06/30/2024
Aninyei, Paul, Customer Service Assistant, Bookstore	01/02/2024-06/30/2024
Beatty, Jennifer, Events Assistant, SMC Performing Arts Ctr	12/18/2023-06/30/2024
Berney, Andrew, Laboratory Technician - Art, Art	01/02/2024-06/30/2024
Britt, Julia, Personnel Analyst, Personnel Commission	
From:	07/01/2023-12/31/2023
To:	07/01/2023-02/02/2024
Brummer, Alison, Theatre Tech Specialist, Performing Arts Ctr	
From:	07/01/2023-06/30/2024
To:	07/01/2023-12/31/2023
Buentello, Jimmy, Customer Service Assistant, Bookstore	01/02/2024-06/30/2024
Carbone, John, Accompanist- Dance, Dance	01/02/2024-06/30/2024
Frале, Darren, Laboratory Technician - Art, Art	01/02/2024-06/30/2024
Freedman, Myles, Laboratory Technician - Art, Art	01/02/2024-06/30/2024
Jaja, Nicole, Theatre Tech Specialist, Performing Arts Ctr	01/02/2024-06/30/2024
Haskell, Susan, Laboratory Technician - Art, ART	01/02/2024-06/30/2024
Kang, Christopher L., Events Assistant, SMC Performing Arts Ctr	12/01/2023-06/30/2024
Kobashi, Todd, Laboratory Technician - Art, Art	01/02/2024-06/30/2024
Leon, Timothy M., Accompanist- Music Performance, Music	
From:	11/15/2023-12/31/2023
To:	10/19/2023-12/31/2023
Li, Yichun, Theatre Tech Specialist, Performing Arts Ctr	11/22/2023-06/30/2024
Mallinger, Matthew, Accompanist- Dance, Dance	01/02/2024-06/30/2024
Mott, Danielle N., Events Assistant, SMC Performing Arts Ctr	11/27/2023-06/30/2024
Nelson, Sean C., Theatre Tech Specialist, Performing Arts Ctr	01/02/2024-06/30/2024
Plotkin, Ella, Accompanist- Dance, Dance	01/02/2024-06/30/2024
Smith, Kyle D, Events Assistant, Performing Arts Center	
From:	10/16/2023-06/30/2024
To:	11/05/2023-06/30/2024
Soro, Gnenemon, Accompanist- Dance, Dance	01/02/2024-06/30/2024
Sow, E. Malik, Accompanist- Dance, Dance	01/02/2024-06/30/2024
Stancliff, Shelby C., Theatre Tech Specialist, Performing Arts Ctr	01/02/2024-06/30/2024
Trujeque, Angelic, Customer Service Assistant, Bookstore	01/02/2024-06/30/2024

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one fiscal year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Abdulhafiz, Meymuna, Bookstore Cashier/Clerk, Bookstore	01/02/2024-06/30/2024
Beck, Michael, Customer Service Assistant, Bookstore	01/02/2024-06/30/2024
Brown, Thomas M., Instructional Assistant – ESL, ESL	01/02/2024-06/30/2024
Carter, Ashlie, Customer Service Assistant, Bookstore	01/02/2024-06/30/2024
Chang, Tony, Bookstore Cashier/ Clerk, Bookstore	01/02/2024-06/30/2024
English, Kara, Customer Service Assistant, Bookstore	01/02/2024-06/30/2024
Garcia, Lucy, Bookstore Cashier/ Clerk, Bookstore	01/02/2024-06/30/2024
Hudson Sr., Michael E., HR Analyst & Labor Relations (Confidential), HR	01/02/2024-06/30/2024
Lopez, Jose C., Bookstore Cashier/ Clerk, Bookstore	01/02/2024-06/30/2024
Martin, Matthew, Stage Construction Technician, Theatre Arts	01/02/2023-06/30/2024
Miles, Erik, Mail Service Worker I, PCAL	12/01/2023-06/28/2024
Micas, Donna, Bookstore Cashier/ Clerk, Bookstore	01/02/2024-06/30/2024
Nwonwu, Vergie, Customer Service Assistant, Bookstore	01/02/2024-06/30/2024
Pabst, Ester, Bookstore Cashier/ Clerk, Bookstore	01/02/2024-06/30/2024
Thielking, Alan, Bookstore Cashier/ Clerk, Bookstore	01/02/2024-06/30/2024

SUBSTITUTE - LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Ponce, Dance, Administrative Assistant I, Dance & ESL	
From:	10/13/2023-12/08/2023
To:	10/13/2023-12/21/2023
Ward, Emma, Administrative Assistant I, Theatre Arts	
From:	07/01/2023-12/21/2023
To:	07/01/2023-11/30/2023
Ward, Emma, Administrative Assistant I, Theatre Arts	12/01/2023-01/04/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 8 FACILITIES

Requested by: John Greenlee, Director, Facilities Finance
Terry Kamibayashi, Manager of Facilities Maintenance
: Charlie Yen, Director of Facilities Planning
Kim Tran, Chief Director, Business Services
Yu-Ngok Lo, Assistant Director of Facilities Planning and Construction
Approved by: Christopher Bonvenuto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

8-A ARCHITECTURAL SERVICES AGREEMENT – BUNDY CAMPUS TENNIS/PICKLE BALL COURT PROJECT

Approval of contract with dsk LLP dba dsk architects for planning, design, and construction administration for the Bundy Campus Tennis/Pickle Ball Court project in the amount of \$1,239,735 plus \$25,000 in reimbursable expenses.

Funding Source: Measure V

Comment: The project is to convert 3400 Airport Avenue into Tennis/Pickle Ball courts.
The new courts will be used by SMC for instruction and community services.

8-B AMENDMENT TO AGREEMENT FOR ARCHITECT SERVICES – 2020 FACILITIES MASTER PLAN

Amendment No. 3 to agreement with DLR Group for the 2020 Facilities Master Plan in the amount of \$12,000.

Original Contract Amount	\$ 745,000
Amendment No. 1	\$ 0
Amendment No. 2	\$ 60,000
<u>Amendment No. 3</u>	<u>\$ 12,000</u>
Revised Contract Amount	\$ 817,000

Funding Source: Measure V

Comment: Amendment No. 3 includes additional time and meetings required due to change in the overall schedule.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

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

8-C **AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES – SMC MALIBU CAMPUS**

Amendment No. 1 to agreement with M6 Consulting, Inc. for the SMC Malibu Campus project in the amount of \$88,050.

Original Contract Amount	\$ 75,000
<u>Amendment No. 1</u>	<u>\$ 88,050</u>
Revised Contract Amount	\$ 163,050

Funding Source: Measure V

Comment: Amendment No. 1 includes the additional time/meetings needed to obtain the Coastal Development Permit Amendment, Conditional Use Permit, and height variance for the Los Angeles County Sheriff's Department Emergency communications tower as required by the City of Malibu Planning Department.

8-D **ARCHITECTS FOR ARCHITECTURAL/ENGINEERING RELATED SERVICES**

Approve list for pool of architects to provide architectural and engineering related services on an on-call basis. This action does not guarantee that a firm will be asked to submit for any project, nor that they will receive any assignments. The following firms were selected for the pool to provide professional services:

NAC Architecture
Huckabee
Arcadis, a California Partnership
HED
Johnson Favaro
Lewis/Schoeplein Architects

Funding Source: Facilities Fund 40.0, Scheduled Maintenance Fund 40.0,
Unrestricted General Fund 01.0

Comment: The Procurement Department solicited a Request for Qualifications (RFQ's) for Architecture Services to assess conditions, investigation, and analysis for repair/replacement of existing building envelope projects, feasibility studies, Egress Planning, ADA Compliance Studies and other services. Request for proposals will be solicited from the list of qualified firms as projects are identified.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

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

8-E **AWARD OF QUOTE FOR WI-FI AND UPS EQUIPMENT**

Recommend award of quote to the lowest responsive bidder to Saitech Inc. for Wi-Fi and UPS equipment for the Math & Science building. This is for equipment only.

Contract Amount: \$189,645.90
Funding Source: Measure V (Fund 42.5)
Comment: 234 vendors were notified, and 10 quotes received.

The additional bidders were as follows:

Questivity, Inc	\$192,053.61
Gigakom	\$199,883.55
CDW Government, LLC	\$201,804.30
Axelliant LLC	\$209,421.89
Golden Star Technology	\$284,525.70
vCloud Tech Inc.	\$292,921.57
Network Integration Company Partners, Inc.	\$300,143.06
Lower Forty LLC	\$319,547.70
Howard Industries Inc	\$323,834.00

8-F **PROJECT CLOSEOUT – INTERIOR PAINTING PROJECT**

Subject to completion of punch list items by COLOR NEW CO, authorize the District Representative without further action of the Board of Trustees, to accept the project described as SMC INTERIOR PAINTING PROJECT as being complete. Upon completion of punch list items by COLOR NEW CO, the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

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

Requested Action: Approval/Ratification

Requested by: Jason Beardsley, Vice President, Academic Affairs

Reviewed by: Kim Tran, Chief Director, Business Services

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

Title of Grant: Strong Workforce Program – Regional Share Round 8: FY 2023-2024
Granting Agency: California Community Colleges Chancellor’s Office
Augmentation Amount: \$1,254,051
Matching Funds: Not Applicable
Performance Period: July 1, 2023 – June 30, 2025
Summary:

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

Santa Monica Community College was approved to participate in eleven regional projects encompassing diverse initiatives. The projects are Career Pathways, Game Design/Gaming Technology/Esports, Job Placement & Employment Success, Noncredit Career Pathways, Allied Health, Retail, Hospitality and Tourism (RHT), Local Marketing, Baccalaureate Degree Support, Credit for Prior Learning, Faculty Innovation Hub, and Blue Economy and Climate Action Pathways (BECAP). Through these projects, Santa Monica College will collaborate with local high schools to align courses from high school to community college, establish pathways from noncredit to credit career programs, improve the quality of career education outcomes, reintegrate employees into the workforce, assist in the advancement of new and ongoing baccalaureate degree programs, empower faculty with professional development to increase equitable offerings and adapt curriculum to address market needs.

Budget Augmentation: Restricted Fund 01.3

Revenue	
8600 State	\$ 1,254,051
Expenditures	
1000 Academic Salaries	\$ 629,517
2000 Non-Academic Salaries	\$ 37,626
3000 Employee Benefits	\$ 198,248
4000 Supplies & Materials	\$ 14,017
5000 Other Operating Expenditures	\$ 344,643
6000 Capital Outlay	\$ 30,000
Total	\$1,254,051

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

10-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period November 1- 30, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	162,359
3000	Benefits	0
4000	Supplies	6,585
5000	Contract Services/Operating Exp	-5,068
6000	Sites/Buildings/Equipment	34,054
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-197,930
Net Total:		0

10-B FUND 01.3 – Restricted Fund

Period November 1- 30, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-19,979
2000	Classified/Student Salaries	64,563
3000	Benefits	50,520
4000	Supplies	23,281
5000	Contract Services/Operating Exp	-167,254
6000	Sites/Buildings/Equipment	48,869
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

10-C FUND 40.0 – Capital Projects Fund
Period November 1- 30, 2023

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	8,830
5000	Contract Services/Operating Exp	2,835
6000	Sites/Buildings/Equipment	-11,665
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	January 16, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 PAYROLL WARRANT REGISTER

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

Payroll Warrant Register

November 2023 C1D – C2E \$16,965,202.99

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

RECOMMENDATION NO. 12 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

November 2023 297781 through 344300

ACH Numbers

November 2023 237773 through 248038

Total \$19,120,928.76

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 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

November 2023 Covered by check & voucher numbers: 034381-034666 & 03457-03490

Bookstore Fund Payments	\$ 219,042.38
Other Auxiliary Fund Payments	\$ 131,034.48
Trust and Fiduciary Fund Payments	<u>\$ 772,802.38</u>
	\$ 1,122,879.24

Purchase Orders issued

November 2023	\$38,310.32
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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. 14 REISSUE COMMERCIAL WARRANTS

Requested by: Mitchell Heskell, Dean Education Enterprise

Approved by: Chris Bonvenuto, Vice-President Business and Administration

Requested Action: Approval/Ratification

Warrants not presented to the Los Angeles County Treasurer within six months are void. Therefore, it is requested that LACOE draw a new warrant to replace the following expired warrants:

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Kohanbash, Liorit	25802827	03/23/20	\$105.00
Friedland, Shane	26055285	10/05/20	\$138.00
Lin, Edward	26327507	04/28/21	\$128.00
Meza, Ofelia	25770876	03/16/20	\$30.00
So, Eugene	25804037	03/23/20	\$1,100.00
Wang, Zichang	26059393	10/02/20	\$47.50

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

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>
January 2024	3	\$24,637

Funding Sources: General Fund, Fund 01.0

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

RECOMMENDATION NO. 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

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.

November 2023

\$6,207,553.89

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	January 16, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18

SUBJECT: **CONTRACT FOR STELLIC DEGREE MANAGEMENT AND STUDENT SUCCESS PLATFORM**

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees approve a contract with Stellic, Inc. for Stellic Degree Management and Student Success Platform.

TERMS:

5 Years
Implementation Cost: \$127,500

Year 1 through Year 5 Annual Cost: \$280,000
(plus up to \$2,000 per year for a text messaging package)

Plus up to \$50,000 in professional services in Year 1 to be billed on an as-needed/as-used basis.

Year 1: January 15, 2024-January 14, 2025
\$459,500

Year 2: January 15, 2025-January 13, 2030
\$282,000
Per year thereafter

Total: \$1,587,500

SUMMARY: The Stellic Degree Management and Student Success Platform (Stellic) will replace the SMC homegrown MyEdPlan education planning tool developed 10 years ago, and the Degree Audit engine (created 20 years ago). Stellic offers a comprehensive range of features that would at last allow SMC to implement program maps developed by instructional and counseling faculty as part of SMC's Redesign/Guided Pathways Initiatives.

Key features include dynamic degree planning through a drag-and-drop interface and integrated program maps; education plan approvals; a "Scheduler" that helps students design personalized class schedules to minimize conflicts; modern and flexible degree auditing and program maps engine to enable efficient progress tracking; collaboration and messaging capabilities for students with counselors, faculty, and other staff in their success networks; and advanced data analytics for insights and actioning (e.g., track progress for a student cohort by end-users, identify those near completion or eligible for degrees/certificates). Instructional faculty may use the platform to create workflows that run in the background to auto-send kudos and referrals to college services as grades for assignments, for example, become available via Canvas.

Link to: [Presentation](#)

FUNDING SOURCE: Restricted, General Fund SEAP & Award for Innovation

MOTION MADE BY: Susan Aminoff

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	January 16, 2024

XI. BOARD COMMENTS

XII. ADJOURNMENT – 8:37 p.m.

The meeting was adjourned in memory of **James Chandler**, husband of Fran Chandler, retired Business Department faculty member; and **Ruth Seymour**, KCRW's founding manager.

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