



MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, JUNE 4, 2024

SMC Board Room
1900 Pico Boulevard
Santa Monica, California

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2024

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held on Tuesday, June 4, 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 was also conducted via Zoom Webinar to allow for remote participation.

I. ORGANIZATIONAL FUNCTIONS – 5:10 p.m.

- 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
Esmeralda Hernandez, Incoming Student Trustee, 2024-2025 – Present (for public session)

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

- 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)

III. PUBLIC SESSION –ORGANIZATIONAL FUNCTIONS – 6:02 p.m.

- LAND ACKNOWLEDGEMENT
We respectfully recognize that the land on which Santa Monica College currently stands is the ancestral unceded territory of the Tongva or Gabrielino peoples. We honor the indigenous caretakers of these lands and their elders, past, present, and future.
- PLEDGE OF ALLEGIANCE – Esau Tovar, Dean of Enrollment Services
- CLOSED SESSION REPORT - None

- INSTALLATION OF STUDENT TRUSTEE
Board Chair Margaret Quiñones-Perez administered the Oath of Allegiance to Esmeralda Hernandez and installed her as Student Trustee for 2024-2025.
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: - None

IV. SUPERINTENDENT'S REPORT

V. PUBLIC COMMENTS

Zoë Muntaner
Elisa Meyer
Marjah Nee

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. REPORT ON STUDENT SUCCESS - EQUITY, GUIDED PATHWAYS, INCLUSION, AND DIVERSITY

Update: Care and Prevention Team

Presenters: Mike Tuitasi, Vice-President, Student Affairs

Susan Fila, Dean, Health and Well-Being (Interim)

Matthew Williamson, Case Management Coordinator for the Care and Prevention Team

Summary: This update shared by the Care and Prevention Team provided the Board of Trustees and the SMC community with information on data trends related to the types of referrals the team receives and responds to. The team shared some of the more pressing concerns as it relates to student conduct on campus as well as significant increases in basic needs and mental health referrals.

Link to: [CPT Presentation](#)

This supports the Board's 2023-2024 Annual Goal: Educational Advancement, Quality, and Equity.

IX. CONSENT AGENDA

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

#1 Approval of Minutes: May 7, 2024 (Regular Meeting)

Annual Recommendations

- #2 Destruction of Class 3 Records
- #3 Year-End Appropriations Transfers
- #4 Disposal of Surplus Property
- #5 Annual Resolution – Cash Borrowing from the County Treasury
- #6 Annual Resolution – Temporary Inter-Fund Cash Borrowing
- #7 Authorization of Signatures for JP Morgan Chase Bank, 2024-2025
- #8 Authorization of Signatures for Nonfinancial Academic Agreements, 2024-2025
- #9 Annual Authorization of Signatures, 2024-2025
- #10 2024-2025 Annual Contracts and Consultants

Contracts and Consultants

#11-A Ratification of Contracts and Consultants

Acceptance of Donations

#12 KCRW Foundation Donations of Equipment to SMCCCD

Human Resources

#13 Academic Personnel

#14 Classified Personnel – Regular

#15 Classified Personnel – Non Merit

#16 Adjustment to Minimum Wage

#17 Classified Personnel – Limited Duration

Facilities and Fiscal

#18 Facilities

#19 Budget Transfers

#20 Payroll Warrant Register

#21 Reissue Payroll Warrants

#22 Commercial Warrant Register

#23 Reissue Commercial Warrants

#24 Auxiliary Payments and Purchase Orders

#25 Organizational Memberships

#26 Providers for Community and Contract Education

#27 Purchasing

X. **CONSENT AGENDA** – Pulled Recommendations

XI. MAJOR ITEMS OF BUSINESS

#28 Information: Bundy Campus Tennis/Pickleball Court Facility

#29 Resolution Approving the SMC Tennis and Pickleball Courts Project and Finding that the Project is Exempt from the California Environmental Quality Act

#30 2024-2025 Tentative Budget

#31 Five-Year Construction Plan, 2024-2025 through 2030-2031

#32 Revisions to Board Policies

XII. INFORMATION

#33 Meeting of the Citizens' Bond Oversight Committee, April 17, 2024

XIII. BOARD COMMENTS AND REQUESTS

XIV. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, July 2, 2024 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be held in Business Building Room 117 (Board Room), 1900 Pico Boulevard, Santa Monica. Members of the public attending in person will be seated in Business Building Room 111. The meeting will also be conducted via Zoom Webinar to allow for remote participation.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2024

IV. SUPERINTENDENT'S REPORT

Graduation and Related Activities

- A few highlights of this year's graduating class:
- 9,725 degrees and certificates will be awarded to 6,309 students
- 16 Bachelor of Science in Interaction Design degrees (seventh graduating class)
- The youngest graduate is 15 years old and graduates with two Associate of Arts degrees (Liberal Arts: Arts and Humanities and Liberal Arts: Social and Behavioral Science) and a Certificate of Achievement.
- The oldest graduate is 85 and graduates with two Associate of Arts degrees (Liberal Arts: Arts and Humanities and Liberal Arts: Social and Behavioral Science).
- The graduating class is: 59.1% female; 38.6% male; 2.3% unreported

Link to Presentation: [Commencement Festivities](#)

STEM Conference

A one-day online conference on Championing an Equity-Focused Approach to Student Success at the Community College Empowering Student and Faculty in STEM was held on October 20, 2023. It focused on STEM Faculty Equity Professional Development. A fourth cohort of 24 STEM Full-time faculty will complete PD and implementation in spring 2025.

Link to presentation: [NSF Grant/STEM Conference](#)

Enrollment Update

- Summer 2024 enrollment: Total headcount is up 3.47 percent from last summer; credit FTES are up 7.01 percent from last summer; and non-resident FTES are up 5.33 percent from last summer.
- Fall 2024 enrollment: Total headcount is up 7.16 percent from last fall; credit FTES are up 8.81 percent from last fall; and non-resident FTES are up 4.15 percent from last fall.
- June Outreach and Recruitment Activities include Juneteenth at Virginia Avenue Park on June 15th; Arts, Media and Entertainment Institute Burbank Expo on June 28th; and Celebrate America on June 29th.

Link to: [Enrollment Report](#)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 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 #1-#27.

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #10-I, #18-C

MOTION MADE BY: Rob Rader
SECONDED BY: Sion Roy
STUDENT ADVISORY: Absent
AYES: 7
NOES: 0

X. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 10-I: 2024-2025 Annual Contracts and Consultants, Legal Services

MOTION MADE BY: Susan Aminoff
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
RECUSED: 1 (Rader)

Recommendation No. 18-C: Facilities, Project Close Out - Phone System Upgrade Project

MOTION MADE BY: Sion Roy
SECONDED BY: Rob Rader
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:

[May 7, 2024 \(Regular Meeting\)](#)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2024

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 2 **DESTRUCTION OF CLASS 3 RECORDS**

Requested Action: Approval

*Approved by: Kathryn E. Jeffery, Superintendent/President
Christopher Bonvenuto, Vice-President, Business and Administration
Teresita Rodriguez, Vice-President, Enrollment Development
Sherri Lee-Lewis, Vice-President, Human Resources*

Approve the destruction of class 3 records (older than three years) stored for Admissions and Records, Financial Aid, Outreach, Assessment, EOP&S, Business Services, Human Resources and Personnel Commission.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. This also includes such items for the Human Resources and the Personnel Commission as recruitment and examination records for classified personnel. All data from these source documents has been recorded on a higher classification record that is stored.

RECOMMENDATION NO. 3 **YEAR-END APPROPRIATIONS TRANSFERS**

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2023-2024 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 4 DISPOSAL OF SURPLUS PROPERTY

Requested Action: Approval

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

Authorize the disposal of surplus equipment through means deemed appropriate as required during fiscal year 2024-2025.

Comment: Education Code Section 81450 defines surplus equipment as equipment no longer required or suitable for college use or equipment that should be disposed of for the purpose of replacement. Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed by:

- Transfer to other Institutions;
- Transfer to State agencies;
- Sale to other eligible political sub-divisions of the state and other governmental agencies;
- Donation to a public school or public school system;
- Sale by Public or Internet auction

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2024

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 5 ANNUAL RESOLUTION – CASH BORROWING FROM THE COUNTY TREASURY

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

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

Requested Action: *Approval*

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer, and;

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$65,000,000
- 2) For Fiscal Year 2024-2025
- 3) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
- 4) Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the 2024-2025 fiscal year.
- 5) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds, if so deemed appropriate during the 2024-2025 fiscal year by the Superintendent/President, to ensure that the District can meet its financial obligations.

Comment: Given the instability inherent in the Apportionment payment process Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2024-2025 fiscal year.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2024

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 6 ANNUAL RESOLUTION – TEMPORARY INTER-FUND CASH BORROWING

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

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

Requested Action: *Approval*

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Temporary transfer of cash between District funds is permitted by Education Code Section 42603, and;

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$20,000,000
- 2) For Fiscal Year 2024-2025.
- 3) Shall not exceed 75 percent of any moneys held in any fund.
- 4) Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
- 5) Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amount borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be \$20,000,000.

Comment: Given the instability inherent in the Apportionment payment process, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2024-2025 fiscal year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 7 AUTHORIZATION OF SIGNATURES FOR JP MORGAN CHASE BANK, 2024-2025

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on JP Morgan Chase Bank existing and new accounts for 2024-2025.

1. District Accounts

District Clearing Account
Community Services Account
Bursar's Office Cash Account
Parking Account
Bursar's Office Credit Card Account
Cal B and C Account
Revolving Cash Account

Designated Signatories for District Accounts

Kathryn E. Jeffery
Christopher Bonvenuto
Kim Tran

2. Auxiliary Services/Associated Students Accounts

Associated Students Account
Associated Students Money Market Account
Associated Students Investment Account
Auxiliary Services Accounts
Auxiliary Services Money Market Account

Designated Signatories

Kathryn E. Jeffery
Christopher Bonvenuto
Kim Tran
Mitch Heskell
David Dever

Authorization for the District to use one facsimile signature of a designated signatory when two signatures are required. Two signatures are required on all checks for more than \$500.

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: ANNUAL RECOMMENDATIONS *(continued)*

RECOMMENDATION NO. 8 **AUTHORIZATION OF SIGNATURES FOR NONFINANCIAL ACADEMIC AGREEMENTS, 2024-2025**

Requested Action: Approval/Ratification

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

Authorization of signatures for the following staff members to approve nonfinancial academic agreements on behalf of the Santa Monica Community College District for 2024-2025.

Name/Title
Kathryn E. Jeffery, Superintendent/President
Christopher Bonvenuto, Vice-President, Business/Administration
Jason Beardsley, Vice-President, Academic Affairs

Comment: This action authorizes the designated personnel to sign academic agreements that have no financial component.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 9 ANNUAL AUTHORIZATION OF SIGNATURES, 2024-2025

Requested by: Kim Tran, Chief Director, Business Services

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

Requested Action: Approval/Ratification

Authorization of signatures of all academic and classified managers, classified confidential employees, department chairs and program leaders (see following lists) to approve invoices and payments on contracts for the Santa Monica Community College District for 2024-2025.

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

Education Code Section 85233 states: “No order on the funds of any district shall be approved by the county superintendent of schools unless the signatures are on file in the Superintendent’s Office and he/she is satisfied that the signatures on the order are those of persons authorized to sign the order.”

SENIOR ADMINISTRATIVE STAFF

Kathryn E. Jeffery, Superintendent/President

Jason Beardsley, Vice-President, Academic Affairs

Christopher Bonvenuto, Vice-President, Business and Administration

Don Girard, Senior Director, Government Relations/Institutional Communications

Sherri Lee-Lewis, Vice-President, Human Resources

Teresita Rodriguez, Vice-President, Enrollment Development

Michael Tuitasi, Vice-President, Student Affairs

DEANS

Rob Bailis, Artistic Director, The Broad Stage/PAC

Tyfanny Dowd, Counseling (Interim)

Kiersten Elliott, Community and Academic Relations

Tre’Shawn Hall-Baker, Human Resources

Susan Fila, Health and Well-Being (Interim)

Mitchell Heskell, Education Enterprise

Dione Hodges, Academic Affairs

Sasha King, Academic Affairs (Interim)

Hannah Lawler, Institutional Research

Debra Locke, Special Program (Interim)

Lizzy Moore, SMC Foundation/Institutional Advancement

Maria Muñoz, Equity, Pathways, and Inclusion (Interim)

Pressian Nicolov, International Education

Patricia Ramos, Academic Affairs

Scott Silverman, Noncredit and External Programs

Esau Tovar, Enrollment Services

ASSOCIATE DEANS

Ashanti Blaize-Hopkins, Center for Media and Design (Interim)
Thomas Bui, Student Life
Wendi DeMorst, Student Instructional Support
Jose Hernandez, Outreach, Onboarding/Student Engagement
Tracie Hunter, Financial Aid/Scholarships
Denise Kinsella, International Education
Alice Meyering, SMC Malibu Campus
Guadalupe Salgado, Emeritus (Interim)
Steven Sedky, Associate Dean, Career Technical Education (Interim)
Linda Sullivan, Facilities Programming
Tammara Whitaker, Online Services and Support
Eric Williams, Health Sciences (Interim)

DIRECTORS (Academic)

Walter Butler, Library and Information Services
Ruth Casillas, Business Development (Interim)
Reggie Ellis, Athletics
Maral Hyeler, Instructional Services/External Programs
Lina Ladyzhenskaya, Student Judicial Affairs
Deirdre Weaver, Outreach and Onboarding Initiatives
Catherine Weir, International Development

ASSISTANT DIRECTOR

Lydia Ayala, Athletics

PROJECT MANAGERS

Deyadra Blye, Student Care Teams
Carrion-Palomares, Silvana, NSF Grant
Shari Davis, Special Assignments (nte 75%)
Raul Enciso, NextUp (Foster Youth Program)
Valeria Garcia , Student Equity Center
Jeffrey Gordon, IxD (50%)
Luis Jauregui, Non-Credit Initiatives
Eartha Johnson, Guided Pathways/SEAP
Maria Leon-Vasquez, Workforce Development
Lisa Lewenberg, Learning Aligned Employment Program (LAEP)
Jeanette Lopez, Child Care Access Means Parents in School
Karol Lu, Biotech & Aquaculture
Sharlyne Massillon, Basic Needs
Stuart Ortiz, Pico Partnership (50%-Interim)
Thaddeus Phillips, CalFresh (80%)
Vanan Yahnian, STEM
Nane Zadouri, Grants

CLASSIFIED ADMINISTRATORS

Johnnie Adams, Chief of Police
Calvin Madlock, Chief Director of Information Technology
Jennifer Ferro, Director, Radio Station KCRW
Matthew Kiaman, Director, Network Services
Carol Long, Director of Classified Personnel
Kim Tran, Chief Director, Business Services

CLASSIFIED MANAGERS

Rebecca Agonafir, Director, Marketing and Communications
Cherry Aquino, Accounts Payable Supervisor
Tracy Beidleman, Director, Grants, SMC Foundation
Dennis Biddle, Director, Facilities Operations
Chiquita Brown, Campus Police Sergeant
Isom Taziwa Chanaiwa, Accounting Manager, SMC Foundation
Nyla Cotton, Director, Procurement, Contracts & Logistics
Lisa Davis, Warehouse and Mail Services Manager
Aaron Delatorre, EOPS/CARE Supervisor (WOC)
David Dever, Director of Auxiliary Services
Veronica Diaz, Director, Budget
Mark Engfer, Network Communications Manager
Ian Fraser, Payroll Manager
Jaime Gonzalez, Accounting Supervisor (Auxiliary)
Darryl Gray, Custodial Operations Supervisor
John Greenlee, Director of Facilities Finance
Amy Gurjian, Classification and Compensation Manager
Irma Haro, Controller
Denise Henninger, DSPS Manager
Jose G. Hernandez, Admissions and Records Supervisor
Felicia Hudson, Custodial Operations Supervisor
Elease Juarez, Campus Store Manager
Gustavo Kalinec, Enterprise Business Supervisor
Terry Kamibayashi, Director, Facilities Maintenance
Ann Le, Accounting Manager
John Linke, Supervising Personnel Analyst
Wendy Liu, Manager, Management Information Services
Yu-Ngok Lo, Assistant Director, Facilities Planning
Jaime Luis, , Grounds Manager
Stacy Neal, Director, Financial Aid and Scholarships
Mike Newport, KCRW Radio Station Operations Manager
Daniel Phillips, Director, Safety and Risk Management
Jamie Recinos, Campus Store Assistant Manager
Miguel Reyes, Instructional Tech. Services Manager – Ent Technology
Mike Roberts, Facilities Maintenance Supervisor
Dan Rojas, Information System Security Officer
Robert Rudolph, Director, Facilities Programming
Grace Smith, Director of Public Information
Tyrone Taylor, Custodial Operations Supervisor (NS-II)
Jose Tostado, Construction Maintenance Supervisor
Paul Trautwein, Director of Web and Social Media Strategy
Robert Villanueva, Custodial Operations Supervisor
Bryan Wilson, CC Police Sergeant
Lisa Winter, Asst. Director, HR, Compliance and Title IX
Charlie Yen, Director, Facilities Planning and Construction
(Vacant), Campus Police Captain

CLASSIFIED CONFIDENTIALS

Diana Askew, AA III, V.P. Student Affairs
Vina Chin, Human Resources Analyst- Employee & Labor Relations
Leticia Kilian AA IV, Superintendent/President
Karen Monzon, HR Analyst-Employee/Labor Relations
Diana Pennington, AA III, V.P., Human Resources
Olinka Rodriguez, AA III, Fiscal Services
Lisa Rose, Coordinator, District/Board of Trustees Office
Rebecca Weiland, AA III, V.P., Academic Affairs

DEPARTMENT AND FACULTY CHAIRS

Walter Meyer, Art
Dana Nasser, Business
Redelia Shaw, Communications
Howard Stahl , Computer Science & Information Systems
Samantha Manuel, Cosmetology
Sara Nieves- Lucas, Counseling
Mark Tomasic, Dance
Sheila Cordova, Design Technology
Eric Minzenberg, Earth Sciences
Gary Huff, Early Childhood Education
Keith Graziadei, ESL
Elisa Meyer, English
Salvador Santana, Faculty Chair, Health Sciences
Sang Chi, History
Lydia Strong, Faculty Leader, Athletics
Elaine Roque, Kinesiology/Athletics
Bren Antrim, Library
Garen Baghdasarian, Life Sciences
Colleen McGraw, Mathematics
Lourdes Arevalo, Modern Languages & Cultures
Brian Driscoll, Music
Josh Sanseri, Photography and Fashion
Jennifer Hsieh, Physical Sciences
Chante DeLoach, Psychology
Eric Oifer, Philosophy and Social Sciences
Perviz Sawoski, Theatre Arts

PROGRAM LEADERS AND OTHERS

Sherri Bradford, Program Leader, Black Collegians Program Umoja Community
Andria Denmon, Life Sciences, Principal Investigator for Grant: National Science Foundation
Expanding the Cell Science and Immunological Testing Workforce by Developing a
Diverse and Inclusive Credentialed Biotechnology Program.
Steve Herbert, Chief Broadcast Engineer, KCRW
Nathalie Laille, Faculty Coordinator, DSPS
Maria Martinez, Adelante Program Leader
Audra Wells, Program Leader/Counselor, Scholars Program

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 10 2024-2025 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2024 through June 30, 2025, unless otherwise indicated.

Contracts for 2024-2025 have been thoroughly reviewed and evaluated by the end-users and approved by the vice-presidents as necessary to meet the Vision, Mission and Goals of the District. Additionally, before being presented to the Board for approval, these contracts have been carefully reviewed by the respective Vice-Presidents to ensure they are financially responsible. The following contracts are primarily renewals of existing contracts.

- A Academic Affairs/Contract Education/Community Education/Workforce and Economic Development
- B Construction/Facilities Services
- C Enrollment Development
- D Fiscal/Advocacy/ Government Relations and Institutional Communications
- E Human Resources/Personnel Commission
- F Information Technology
- G Institutional Research
- H KCRW
- I Legal Services
- J Marketing, Community Outreach, Recruitment and Web/Social Media
- K Public Information Office
- L Purchasing
- M Risk Management
- N Student Affairs

The full list of Annual Contracts and Consultants is included in [Appendix A](#)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 **CONTRACTS AND CONSULTANTS**

11-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	Ansuya Rathor	May 6-17, 2024 \$4,500	The consultant contributed in the design and development of the SMC Public Policy Institute project, "Womanism, Feminism, Culture and Public Policy in the Arts". Using zoom the sessions will provide curriculum and final report guiding PPI in the development of the project, "Womanism, Feminism, Culture and Public Policy in the Arts".	Unrestricted General Fund, General Education
2	West Coast Aerial Photography, Inc.	May 15 – June 30, 2024 \$2,700	Aerial Photography-Vertical Capture of each SMC Campus (6) in Santa Monica & Malibu, using very high-resolution digital cameras to produce large files for printing and digital use. Locations to be shot: <ul style="list-style-type: none"> • CMD Campus • Bundy Campus • Madison Campus • SMC Main Campus • Early Childhood Lab/Santa Monica Civic Center at Pico And 4th Street • Malibu at Civic Center Way and La Paz Lane 	Unrestricted General Fund, General Education
<p><u>#1 and #2</u> <i>Requested by: Rebecca Agonafir, Director, Marketing</i> <i>Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications</i></p>				

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 **CONTRACTS AND CONSULTANTS** *(continued)*

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

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
3	Citadel Environmental Services, Inc. dba Citadel EHS	April 26 – June 30, 2024 \$15,290	Safety Assessments Baseline Formaldehyde Exposure, Lab Fume Hood, Baseline Respirable Crystalline Silica Exposure Assessment for Life Science and Art Departments.	Unrestricted General Fund, General Education
Requested by: Daniel Phillips, Director, Risk Management Approved by: Christopher M. Bonvenuto, Vice President, Business and Administration				
4	Art with Impact	May 13, 2024 \$4,200	Consultant provided a workshop promoting mental wellness through art media.	Restricted General Fund, Mental Health Grant
Requested by: Susan Fila, Dean, Health and Well-Being (Interim) Approved by: Michael Tuitasi, Vice President, Student Affairs				
5	Saba Lurie	April 24, 2024 \$1,300	Consultant provided a presentation about Art plus Empowerment in Honor of Denim Day.	Restricted General Fund, Student Equity Achievement Program
6	Mariachi Arco-Iris de Los Angeles	May 10, 2024 \$3,000	Consultant provided a Mariachi performance for the Lavendar Graduation Ceremony.	Restricted General Fund, LGBTQ+ Funding
#5 and #6 Requested by: Valeria Garcia, Project Manager, Student Equity Center Approved by: Sherri Lee-Lewis, Vice President, Human Resources				
7	Novel Prep	Summer 2024 – Spring 2025	Contract Education: Agreement to offer online courses for students of Novel Prep, a California corporation, through Contract Education program for International Students studying from abroad. Courses will be mutually agreed upon and credit bearing leading to a pathway for transfer. All SMC course prerequisites, academic standards, and student conduct codes will be enforced.	Anticipated Gross Revenue \$1,376,320
Requested by: Teresita Rodriguez, Vice-President Enrollment Development Approved by: Kathryn E. Jeffery, Superintendent/President				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 **CONTRACTS AND CONSULTANTS** *(continued)*

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

➤ NEW CONTRACTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
8	Kamil Lewis	March 21, 2024 \$5,000	Guest Lecture and workshop on Pleasure as Liberation that explores the link between identity, oppression, pleasure, and liberation. Focusing particularly on intersectional queer experiences and mental health, this series contends that not only is pleasure expansive and necessary to collective well-being.	Restricted General Fund, LGBTQ+ Funding
9	DJ Keelez & Associates	May 23, 2024 \$1,500	DJ services and entertainment at the post-graduation celebration event for Asian, Pacific Islander, Desi American (APIDA) students at the APIDA night market.	Restricted General Fund, Student Equity Achievement Program
10	Kaimera Inc	May 23, 2024 \$2,300	Entertainment at the post-graduation celebration event for Asian, Pacific Islander, Desi American (APIDA) students at the APIDA night market. Provide Lion, Silk ribbon, Viet Hat/fan, and Japanese umbrella dances.	Restricted General Fund, Student Equity Achievement Program
11	African Soul International	June 10, 2024 \$3,000	African Soul International is the drumming ensemble that will be giving a performance at SMC's second Black Student Graduation Ceremony.	Restricted General Fund, Student Equity Achievement Program
<u>#8, #9, #10 and 11</u> <i>Requested by: Thomas Bui, Associate Dean, Student Life</i> <i>Approved by: Michael Tuitasi, Vice President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: ACCEPTANCE OF DONATIONS

RECOMMENDATION NO. 12 KCRW FOUNDATION DONATIONS OF EQUIPMENT TO SMCCD

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

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

Items	Amount
<u>February 2024:</u> Rack Rails (4)	\$ 1,550.95
<u>March 2024:</u> LCD console switch (2)	\$2,232.52
HD radio receiver (1)	\$ 437.99
<u>TOTAL DONATIONS: January to March 2024</u>	\$ 4,221.46

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 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

NEW FULL-TIME TENURE TRACK FACULTY

Espinal, Juliana, Full-time Tenure Track Faculty, Spanish	08/26/2024
Flores-Marcial, Xochitl, Full-time Tenure Track Faculty, History, Ethnic Studies	08/26/2024
Knox, Erika, Full-time Tenure Track Counselor, General Counseling	08/26/2024
Ramos, Juan, Full-time Tenure Track Counselor, DSPS/High Tech Training Center	08/26/2024

NEWLY TENURED FULL-TIME FACULTY

Cambron, Javier, Instructor, Design Technology	08/26/2024
Rodriguez, Kaelyn, Instructor, Art	08/26/2024
Vruwink, Nicola, Instructor, Design Technology	08/26/2024

INTERIM ACADEMIC ADMINISTRATORS

Blaize-Hopkins, Ashanti, Associate Dean, Center for Media & Design	07/01/2024 – 06/30/2025
Casillas, Ruth, Director, Business Development	07/01/2024 – 06/30/2025
Dowd, Tyffany, Dean, Counseling, Student Affairs	07/01/2024 – 12/31/2024
Fila, Susan, Dean, Health and Wellbeing, Student Affairs	07/01/2024 – 12/31/2024
King, Sasha, Dean, Academic Affairs	07/01/2024 – 06/30/2025
Locke, Debra, Dean, Special Programs, Student Affairs	07/01/2024 – 12/31/2024
Munoz, Maria, Dean, Equity, Pathways, and Inclusion	07/01/2024 – 07/31/2024
Salgado, Guadalupe, Associate Dean, Emeritus	07/01/2024 – 06/30/2025
Sedky, Steven, Associate Dean, Career Technical Education (CTE)	07/01/2024 – 06/30/2025
Williams, Eric, Associate Dean, Health Sciences	07/01/2024 – 06/30/2025

PROJECT MANAGERS (continuation of contracts)

Blye, Deyadra, Student Care Teams	07/01/2024 – 06/30/2025
Carrion-Palomares, Silvana, NSF Grant	07/01/2024 – 06/30/2025
Davis, Shari, Special Assignments (60%)	07/01/2024 – 06/30/2025
Enciso, Raul, NextUp (Foster Youth Program)	07/01/2024 – 06/30/2025
Garcia, Valeria, Student Equity Center	07/01/2024 – 06/30/2025
Gordon, Jeffery, Interaction Design (IxD) (50%)	07/01/2024 – 06/30/2025
Jauregui, Luis, Non-Credit Initiatives	07/01/2024 – 06/30/2025
Johnson, Eartha, Guided Pathways, Redesign, and SEAP	07/01/2024 – 06/30/2025
Leon-Vasquez, Maria, Workforce Development	07/01/2024 – 06/30/2025
Lewenberg, Lisa, Learning-Aligned Employment Program (LAEP)	07/01/2024 – 06/30/2025
Lopez, Jeanette, CCAMPIS Grant (25%)	07/01/2024 – 06/30/2025
Lu, Karol, Biotech and Alta Sea (<i>title correction</i>)	04/01/2024 – 08/31/2024
Lu, Karol, Biotech and Aquaculture	09/01/2024 – 06/30/2025

Massillon, Sharlyne, Basic Needs	07/01/2024 – 06/30/2025
Ortiz, Stuart, Project Manager, Pico Partnership (50%), Student Affairs	07/01/2024 – 06/30/2025
Phillips, Thaddeus, CalFresh 80%	07/01/2024 – 06/30/2025
Yahnian, Vanan, STEM	07/01/2024 – 06/30/2025

PROJECT MANAGER *(new contract)*

Zadouri, Nane, Grants	07/01/2024 – 06/30/2025
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ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 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.

ABOLISH POSITION

EFFECTIVE DATE

Student Services Clerk- Bilingual (1 position)

04/03/2024

Adult Education Block Grant, 11 months, 40 hours, Varied Hours Shift
(Correction from 4/2/2024 Board of Trustees meeting)

Instructional Tutor - Math (1 position)

06/05/2024

Math Department, 11 months, 40 hours

ESTABLISH POSITION

Student Services Assistant – Bilingual (1 position)

04/03/2024

Non Credit, 12 months, 40 hours

(Correction from 4/2/2024 Board of Trustees meeting)

Student Judicial Affairs Specialist (1 position)

06/05/2024

Student Judicial Affairs, 12 months, 40 hours

Instructional Tutor - Math (1 position)

06/05/2024

Math Department, 11 months, 40 hours, VH

CLASSIFICATION SALARY RE-ALLOCATION

Warehouse and Mail Services Manager

06/01/2024

From: Classified Management Salary Schedule, Range M7

To: Classified Management Salary Schedule, Range M12

ELECTIONS

PROMOTION

Van Hemelrijck, Erin

06/05/2024

From: Student Services Assistant, International Education Center

To: Student Judicial Affairs Specialist, Student Judicial Affairs

PROBATIONARY/ADVANCED STEP PLACEMENT

Chin, Vina, Human Resources Analyst- Employee & Labor Relations

Confidential, HR (Step E)

06/17/2024

Ghassemi, Lydia, Cosmetology Assistant, Cosmetology (Step C)

06/03/2024

Jones, Daniel, Associate Programmer Analyst, Management Info. Systems (Step B)

06/03/2024

Kilgore, Kevin, Community College Police Captain, Campus Police (Step E)

06/11/2024

CHANGE IN WORK SHIFT/PERMANENT

Williams, Anthony

05/20/2024

From: Lead Custodian, Operations, 12 months, 40 hours, NS-II

To: Lead Custodian, Operations, 12 months, 40 hours, NS-I

WORKING OUT OF CLASSIFICATION (PROVISIONAL ASSIGNMENT)

Noguera, Dawn

05/01/2024 – 08/01/2024

From: Human Resources Specialist, Human Resources

To: Human Resources Technician, Human Resources

Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Ramirez, Saul

05/16/2024 – 06/30/2024

From: Skilled Maintenance Worker II, Maintenance

07/01/2024 – 11/05/2024

To: Locksmith, Maintenance

Percentage: More than 50%

SPECIAL SKILLS DIFFERENTIAL

Henriquez, Claudia, Administrative Assistant II, Bilingual Oral/Written, \$45/mo.

06/01/2024

LEAVE OF ABSENCE – UNPAID

Gray, Gary, Accompanist – Music Performance, Music

06/18/2024 – 07/27/2024

LEAVE OF ABSENCE – UNPAID (EXTENSION)

Locke, Debra, EOPS/CARE Supervisor, EOPS

07/01/2024 – 12/31/2024

RETIREMENT RESCINDED

Brown, Timothy, Shuttle Driver, Auxiliary Services (23 years)

07/12/2024

Comment: Retirement approved by the Board on May 7, 2024, is being rescinded.

SEPARATION

LAST DAY OF PAID SERVICE

RETIREMENT

Johnston, Steven, Electrician, Maintenance (26 years)

06/29/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 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)	10
College Work-Study Student Assistant, \$16.90/hour (FWS)	5
College CalWorks, \$16.90/hour	1

RECOMMENDATION NO. 16 ADJUSTMENT TO MINIMUM WAGE

Requested Action: Approval/Ratification

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

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

It is recommended that the Board of Trustees approve incremental adjustments of the Santa Monica College Minimum Wage to coincide with the City of Santa Monica Wage Ordinance, beginning July 1, 2024.

Comment: This action continues Santa Monica College's practice to adjust the minimum wage to coincide with the City of Santa Monica Wage Ordinance. Minimum wage for the City of Santa Monica has increased to \$17.27 an hour.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17 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.

Haque, Farah, Events Assistant, Performing Arts Ctr	05/06/2024--06/30/2024
Klinkenberg, Frans, Theatre Technical Spec, Performing Arts Ctr	
From:	07/01/2024-02/29/2024
To:	07/01/2024-03/27/2024
Postoliva, Ester, Events Assistant, Performing Arts Ctr	05/09/2024-06/30/2024

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.

Brown, Thomas M.,	
From: Instructional Assistant – ESL, ESL	01/02/2024-06/30/2024
To: Instructional Assistant – ESL, ESL	01/02/2024-05/07/2024
To: Instructional Tutor – ESL, ESL	05/08/2024-06/30/2024

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES

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

18-A RENEWAL OF DISTRICTWIDE FIRE ALARM TESTING AND PREVENTATIVE MAINTENANCE

Renewal of agreement in an amount not to exceed \$138,485.70 with TRL Systems Inc for districtwide fire alarm testing and preventative maintenance, year two of possible five.

Funding source: Unrestricted General Fund 01.0

18-B PROJECT CLOSE OUT – SMCCD CLASSROOM AV UPGRADE PROJECT

Subject to completion of punch list items by GOLDEN STAR TECHNOLOGY, authorize the District Representative without further action of the Board of Trustees, to accept the project described as SMCCD CLASSROOM AV UPGRADE PROJECT as being complete. Upon completion of punch list items by GOLDEN STAR TECHNOLOGY, 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.

Comment: This project completed the upgrade of 10 classrooms and one resource center. Total cost was \$287,619.98.

18-C PROJECT CLOSE OUT – PHONE SYSTEM UPGRADE PROJECT

Subject to completion of punch list items by VECTOR RESOURCES (dba VECTOR USA), authorize the District Representative without further action of the Board of Trustees, to accept the project described as PHONE SYSTEM UPGRADE PROJECT as being complete. Upon completion of punch list items by VECTOR RESOURCES (dba VECTOR USA), 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.

Comment: This project completed the upgrade of routers and 11 voice gateways. The total award was \$214,903.48 but the final cost was \$170,234.33.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 **FACILITIES** *(continued)*

18-D **AWARD OF BID FOR ECE FENCING PROJECT**

Recommend award of bid for \$34,203.00 to the lowest responsive bidder, Harris Steel Fence Co. Inc., for Early Childhood Education Fencing Project.

Funding Source: Measure V Bond Fund 42.5

Comment: 52 contractors were notified, two contractors attended the job walk, and two bids were received. The additional bidder was Quality Fence Co. Inc. \$35,888.

18-E **ENVIRONMENTAL SERVICES WITH ELLIS ENVIRONMENTAL**

Asbestos and Lead sampling services in the Bodega at Cafeteria for \$3,271.52 with Ellis Environmental.

Funding Source: Restricted General Fund, Basic Needs One Time Food & Housing

18-F **RENEWAL OF DISTRICTWIDE ELEVATOR SERVICES**

Renewal of agreement in an amount not to exceed \$80,000 with Excelsior Elevator for districtwide monthly preventative maintenance inspection, testing, minor repair, trouble-call service on elevators for year four of possible five.

Funding Source: Unrestricted General Fund 01.0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 BUDGET TRANSFERS

Requested Action: Approval/Ratification

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

19-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: April 1-30, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	1,841
3000	Benefits	0
4000	Supplies	1,587
5000	Contract Services/Operating Exp	35,516
6000	Sites/Buildings/Equipment	51,657
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-90,601
Net Total:		0

19-B FUND 01.3 – Restricted Fund

Period: April 1-30, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	54,320
5000	Contract Services/Operating Exp	-54,320
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

19-C FUND 40.0 – Capital Projects Fund

Period: April 1-30, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	122,619
5000	Contract Services/Operating Exp	201,314
6000	Sites/Buildings/Equipment	-323,933
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

19-D FUND 42.5 – Revenue Bond Construction Fund (Measure V)

Period: April 1-30, 2024

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	30,884
5000	Contract Services/Operating Exp	-12,795
6000	Sites/Buildings/Equipment	-18,089
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	June 4, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 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

April 2024 C1I – C2J \$15,139,967.68

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

RECOMMENDATION NO. 21 REISSUE PAYROLL WARRANTS

Requested Action: Approval/Ratification

Requested by: Ian Fraser, Payroll Manager

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

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Monzon, Karen	W7129224	11/22/2021	\$1,314.53

RECOMMENDATION NO. 22 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification

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

Commercial Warrant Register

April 2024 538007 through 587901

ACH Numbers

April 2024 291293 through 302776

Total \$17,685,838.69

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 REISSUE COMMERCIAL WARRANTS

Requested by: Mitchell Heskell, Dean Education Enterprise

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

Requested Action: Approval/Ratification

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Parker, Mayla	26057839	10/05/20	\$1,252
Chu, Lai Man	25862425	05/04/20	\$1,840

RECOMMENDATION NO. 24 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

April 2024 Covered by check & voucher numbers: 036325-036566 & 03665-03699

Bookstore Fund Payments	\$ 313,261.10
Other Auxiliary Fund Payments	\$ 95,477.90
Trust and Fiduciary Fund Payments	<u>\$ 638,992.41</u>
	\$ 1,047,731.41

Purchase Orders issued

April 2024	\$43,450.88
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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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 25 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>
June 2024	2	\$1,674

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
June 2024 (FY 2024-2025)	2	\$2,249

Funding Sources: General Fund, Fund 01.0

<u>Organizational Memberships</u>	<u>Number of Memberships</u>	<u>Amount</u>
June 2024	1	\$595

Funding Sources: Restricted Fund, Fund 01.3

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

RECOMMENDATION NO. 26 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested Action: Approval/Ratification

Requested by Scott Silverman, Dean, Noncredit and External Programs

Patricia Ramos, Dean, Academic Affairs

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

Authorization of payment for delivery of seminars and courses for SMC Community and Contract Education. The list of providers is on file in the office of Community and Contract Education. Payment per class is authorized as stated on the list on file.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 27 PURCHASING

Requested Action: Approval/Ratification

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

27-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.

April 2024

\$4,208,051.94

27-B AWARD OF BID – SMARTNET & FLEX LICENSING RENEWAL

Recommend award of bid to responsive bidder in the amount of \$140,324.53 to NetSync Network Solutions for renewal of 2024 Cisco SmartNet and Flex Licenses. Cisco SmartNet Service provides Cisco device support, Cisco Flex licenses are for SMC's Cisco phone system.

Funding Source: General Fund; Network Services

Comment: Six bidders notified and one bid was received.

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2024

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 28

SUBJECT: **BUNDY CAMPUS TENNIS/PICKLE BALL COURT FACILITY**

SUBMITTEDBY: Vice President, Business and Administration

SUMMARY: In January 2024, the District contracted dsk architects to design the new Tennis/Pickle Ball Court facility which will be located adjacent to the Bundy campus. The project is to convert 3400 Airport Dr. into a Tennis/Pickle Ball Court facility to be used for instruction, athletics, and community use.

The Architect will present the 100% design development of the project which is based on collaboration with the SMC user group, Maintenance and Operation Department, Information Technology Department, and SMC Police Department.

Link to: [Bundy Campus Tennis/Pickle Ball Court Facility](#)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 29

SUBJECT: RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT APPROVING THE SANTA MONICA COLLEGE TENNIS AND PICKLEBALL COURTS PROJECT AND FINDING THAT THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution approving the Santa Monica College Tennis and Pickleball Courts Project and find that the Project is exempt from the California Environmental Quality Act ("CEQA").

PROJECT SUMMARY: The Project Site is located at 3400 Airport Avenue in the City of Santa Monica and is currently developed with one single-story office building totaling 29,000 square feet of floor area, three ancillary storage buildings totaling 3,700 square feet of floor area, and two associated surface parking lots with a total of 79 vehicle parking spaces. The Project Site is adjacent to the Santa Monica College (SMC) Bundy Campus (on the south). The Proposed Project includes demolition of the existing office building and ancillary storage buildings for the construction, use, and maintenance of six outdoor SMC instructional tennis and pickleball courts and one warm up court totaling approximately 31,200 square feet. These courts will be available for public use during hours of operation when not being used by SMC for instruction. The Proposed Project would also provide 42 vehicle parking spaces, a janitor's room and two storage buildings (totaling 564 square feet), and a restroom building with four gender neutral bathrooms.

In addition to requiring the discretionary approval of the Proposed Project from the Santa Monica Community College District (SMC), the Proposed Project will require various ministerial administrative approvals and permits from the State of California Division of the State Architect (DSA) Office for project construction activities.

MOTION MADE BY: Tom Peters

SECONDED BY: Barry Snell

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT
APPROVING THE SANTA MONICA COLLEGE TENNIS AND PICKLEBALL COURTS PROJECT AND FINDING THAT
THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, the BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT, as the Lead Agency pursuant to State CEQA Guidelines Section 15051(a) hereby approves the development of the Santa Monica College Tennis and Pickleball Courts Project located at 3400 Airport Avenue consistent with the design development exhibits prepared by dsk Architects dated May 22, 2024.

WHEREAS, Section 21084 of the Public Resources Code (P.R.C.) requires the State CEQA Guidelines to include a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA.

WHEREAS, the State CEQA Guidelines Sections 15300 to 15333 include a list of classes of projects which have been determined to not have a significant effect on the environment, known as Categorical Exemptions. If a project falls within one of these classes, it is exempt from the provisions of CEQA, and no further environmental review is required.

WHEREAS, the State CEQA Guideline Section 15332, hereafter referred to as the Class 32 ("Infill") Exemption, exempts infill development within urbanized areas if it meets certain criteria. The Class 32 Exemption applies to a project characterized as in-fill development meeting the conditions described below:

- a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
- b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.
- c) The project site has no value as habitat for endangered, rare or threatened species.
- d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
- e) The site can be adequately served by all required utilities and public services.

WHEREAS, based on the environmental analysis and findings presented in the attached document titled 3400 Airport Avenue Tennis and Pickleball Courts Project Class 32 CEQA Exemption, dated May 2024, the BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT hereby finds that substantial evidence supports the determination that the Project qualifies as a Class 32 Infill Development Project under the CEQA (P.R.C. 21000-21189.91), and the State CEQA Guidelines (C.C.R. Title 14, Division 6, Chapter 3, 15000-15387) and is thus exempt from further CEQA review. The Proposed Project meets all of the criteria necessary to qualify for a CEQA Exemption as a Class 32 (Infill Development Project) pursuant to CEQA Guideline Section 15332, and none of the exceptions section set forth in CEQA Guidelines Section 15300.2 apply. Therefore, no further environmental analysis is warranted.

THEREFORE, the BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT hereby directs staff to prepare and file a Notice of Exemption (NOE) with the Office of Planning and Research State Clearinghouse (SCH) and the county clerk's office of the County of Los Angeles, pursuant to Section 15062 of the State CEQA Guidelines.

Link to: [3400 Airport Avenue Tennis and Pickleball Courts Project Class 32 CEQA Exemption, dated May 2024](#)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 30

SUBJECT: **2024-2025 TENTATIVE BUDGET**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2024-2025 Tentative Budgets [\(Appendix B\)](#).

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2024-2025 is comprised of the following eight funds:

General Fund Unrestricted	\$248,801,338
General Fund Restricted	<u>\$ 88,476,103</u>
Total General Fund	\$337,277,441
Special Reserve Fund (Capital)	\$ 31,468,378
Bond Fund: Measure AA	\$ 6,409,997
Bond Fund: Measure V	\$134,062,406
Bond Interest & Redemption Fund	\$ 96,217,916
Student Financial Aid Fund	\$ 62,001,535
Scholarship Trust Fund	\$ 45,000
Auxiliary Operations	<u>\$ 2,847,941</u>
Total Other Restricted	\$333,053,713
 TOTAL PROPOSED TENTATIVE BUDGET	 \$670,330,614

Link to: [2024-2025 Tentative Budget Presentation](#)

MOTION MADE BY: Barry Snell

SECONDED BY: Sion Roy

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
2024-2025 TENTATIVE BUDGET NARRATIVE**

GENERAL FUND

The 2023-2024 fiscal year is projected to close with an Unrestricted General Fund ending balance, including Designated Reserves, of \$22,345,204.

For the 2024-2025 tentative budget, the District is projecting a increase in revenue of 4.22% or \$9,161,689 and an increase in expenditures of 2.32% or \$5,307,715. The increase in revenue is primarily due to a projected increase in non-resident tuition due to projected increase in full-time equivalent student (FTES), Cost of Living Allowance (COLA), and apportionment deficit factor which will not repeat in 2024-2025. Expenditures are projected to increase primarily due to salary step, column and longevity increases, approved salary increases for 2024-2025 and increases in retirement rates and health and welfare premiums. These changes are projected to result in a structural deficit of <\$7,434,323> and, with the inclusion of one-time items, an overall operating deficit of <\$7,823,334> resulting in an ending Unrestricted Fund Balance of \$14,521,870 or 6.2% of total expenditures and transfers.

It is important to note that the revenue projections contained in the tentative budget are based on District projections of the proposals contained within the May Revision and are extremely preliminary. It is expected that variances, possibly significant in nature, will occur between the tentative and adopted budgets.

General Fund Unrestricted Revenues (01.0)

These are the only funds available for the general operations of the College. All other funds are restricted except some parts of the Auxiliary fund.

The tentative budget reflects the Governor's FY 2024-2025 May Revision proposals including a COLA of 1.07% or \$1,786,407. The tentative budget also reflects a projected increase in enrollment for resident credit FTES of 496.66 FTES or 3.0% from FY 2023-2024 levels.

The largest source of revenue for the District is Apportionment from the State. The revenue sources for Apportionment are a combination of property taxes, enrollment fees, funding from the Education Protection Account and general apportionment funds. The apportionment allocation for each district is calculated through the Student Centered Funding Formula (SCFF). The SCFF calculates Apportionment based on three main factors: base allocation (enrollment), supplemental allocation (number of students receiving financial aid), and the student success allocation (number of student success outcome achieved). The formula stipulates that for the fiscal years of 2018-19 through 2024-2025, the District will be funded at the greater of the amount calculated under the SCFF or at a "Hold Harmless" amount which is equal to the 2017-2018 funding level adjusted for COLA. The 2022-2023 Budget Act extended the revenue protections in a modified form where starting in 2025-2026, districts would continue to receive funding at the greater of the 2024-2025 funding level, without further COLA increases, or the amount calculated under the SCFF.

Local revenues are a combination of property taxes and revenue generated at the college level through the charging of fees and fines, through interest earned on cash and non-resident tuition revenue.

General Fund Unrestricted Expenditures (01.0)

The District's largest expenditures (91.2% of the total budget) are related to salary and benefits. The salary and benefit related expenditure projections reflect hiring of new employees, approved salary increases and appropriate step, column and longevity increases for all qualified employees.

The discretionary section of the expenditure budget (Supplies, Service, Utilities and Capital) reflects an decrease of <1.54%> or \$<\$284,504> from FY 2023-2024 projected expenditures due to one-time expenditures that will not repeat in FY 2024-2025.

The amount of \$11,849,406 for the Contracts/Services line item in the tentative budget includes: Advertising 18%; Bank Fees and Bad Debt 13%; Repairs of Equipment/Maintenance 10%; Other Contract Services 8%; Rent/Lease (including Big Blue Bus) 7%; Software Licensing 7%; Consultants 5%; Managed Print Services 5%; LACOE Contracts (i.e. HRS, BEST) 5%; Off-Campus Printing 4%; Legal Services (including those for the Personnel Commission) 4%; Professional Growth 4%; Postage and Delivery Services 3%; Conferences and Training 1%; Memberships and Dues 1%; Audit 1%; Recruiting-Students 1% and Other Services – all under 1% of budget per category (e.g. Repairs-Facility, Mileage, Commencement, Fingerprinting, Board Meetings, etc.) 3%.

Linking Budget and Planning

The District Planning and Advisory Council (DPAC) is the District's primary planning body and responsible for developing the annual Master Plan for Education Update, overseeing long-term planning efforts, reviewing the Vision, Mission, Values and Goals, assessing the Colleges' planning process and developing new Strategic Initiatives. For fiscal year 2024-2025, the following action plans have been recommended by DPAC and approved by the Superintendent/President for inclusion in the Tentative Budget:

Identify the Retention and Persistence Components of Existing College Plans and Activities and Develop Recommendations on How to Improve the Coordination of the plans and How to Assess the Annual Impact of Each Plan on Retention and Persistence

Budget: No cost to District

Purpose/Goal of Action Plan:

Identify the retention and persistence components of existing college plans and activities (e.g., Strategic Enrollment Management (SEM) Plan, Student Equity Plan, Guided Pathways, Facilities Master Plan, Professional Development, Onboarding, Student Engagement practices); Develop a means for assessment of the implementation and success of each plan or activity; Develop a written report to present to DPAC in Spring 2025 outlining recommendations to improve the coordination of the plans/activities and assessment of the impact of each plan/activity on retention and persistence.

RESTRICTED FUNDS

General Fund Restricted (01.3)

This fund represents restricted funding that is received by the District from Federal, State, and Local sources. All grants that do not end by June 30, 2025, will be carried over to the FY 2025-2026 budget, if permissible.

The projected ending fund balance is generated from six restricted programs as required by Generally Accepted Accounting Principles: Proposition 20 Lottery, Contract Education, Parking Fees, Community Services, Health and Psychological Services and the SMC Performing Arts Center. These funds are restricted and can not be used for any other purpose than specified by law or action of the Board of Trustees.

When received, new grants will be presented to the Board of Trustees for approval, and the District's budget will be augmented to reflect the increase.

Special Reserve Fund (40.0) Capital

This fund is also known as the Capital Outlay Fund. The major source of revenue for this fund is the reimbursement from State Capital Outlay, RDA pass-thru property tax, and non-resident capital surcharge. These funds are used for capital outlay related projects, District equipment purchases and any required expenditure matches to State capital outlay funding. State funding for capital projects are also accounted for in this fund.

All capital expenditures and revenue in the Special Reserve Fund, as well as Funds 42.4 and 42.5 reflect the total expenditure allocation and the total revenue for all projects and are not limited to the current year, thus resulting in a zero ending balance. These funds are legally restricted and may not be transferred into the unrestricted general fund.

Bond Fund Measure AA (42.4)

This fund reflects the revenue from the sale of bonds approved through Measure AA and the interest earned in the fund. The expenditures in this fund relate to the College construction plan approved under Measure AA.

Bond Fund Measure V (42.5)

This fund reflects the revenue from the sale of bonds approved through Measure V and the interest earned in the fund. The expenditures in this fund relate to the College construction plan approved under Measure V.

Bond Interest and Redemption Fund (48.0)

This fund is administered by the County of Los Angeles Department of Auditor-Controller. It reflects the receipt of property tax revenues due to voted indebtedness for bond issues, the payment of interest on those bonds, plus the redemption of the bonds that mature within the 2024-2025 fiscal year. This information is provided by the County of Los Angeles Department of Auditor-Controller through the Los Angeles County Office of Education.

Student Financial Aid Fund (74.0)

This fund consists of all student financial aid programs (PELL, SEOG, Loans, Cal Grants, Santa Monica College Promise, Student Success Completion Grant, Early Action Emergency Student Aid, Disaster Relief Emergency Student Aid, Emergency Financial Aid Grants and California Chafee Grant. The transfer line items reflect a transfer from the Unrestricted General Fund to meet the match requirements of the individual grant programs. For FY 2024-2025 award year, the District is granted a waiver of the institutional share requirement under the Federal Work Study (FWS) Program and the Federal Supplemental Educational Opportunity Grant (FSEOG) Program.

Scholarship Trust Fund (75.0)

This fund is to account for gifts, donations, bequests, and devises (subject to donor restrictions) which are to be used for scholarships or for grants in aid to students.

Auxiliary Operations

This budget reflects the revenue and expenditures of the auxiliary operations of the District, namely the Bookstore, the food and vending concessions, and college expenditures in programs such as Athletics, Music, Theatre Arts, the Corsair student newspaper and transportation.

CONCLUSION

This is the tentative budget recommended for acceptance. It is expected that changes will occur between now and the Adopted Budget. Some changes will be the result of the passage of the State budget, and others will be internal adjustments resulting from new or updated revenue information and expenditure reduction efforts.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 31

SUBJECT: **FIVE-YEAR CONSTRUCTION PLAN, FISCAL YEAR 2024-2025 THROUGH FISCAL YEAR 2030-2031**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the filing of the Five-Year Construction Plan, Fiscal Year 2024-2025, through Fiscal Year 2030-2031 with the State Chancellor's Office.

Five Year Plan Project Listing: See attached listing

Final Project Proposal (FPP): Drescher Hall Replacement Building

Initial Project Proposal (IPP): Campus Safety and Security Building

FUNDING SOURCE Local Bonds; State Capital Funds; District Capital Funds; State Housing Grant

COMMENT: State law requires Districts to prepare annually and submit to the California Community College Chancellor's Office (CCCCO) a Five-Year Capital Construction Plan which summarizes current and proposed capital outlay projects. The purpose of the Five-Year Plan is to inform the CCCCCO of the District's capital needs and allow for the District to apply for State funding for specific projects. The District submits projects for potential State funding through an "*Initial Project Proposal*" (IPP). If the state approves the IPP, then the District will develop a "*Final Project Proposal*" (FPP) for funding consideration.

The following projects have an approved FPP, an approved IPP, or are pending the submission of an IPP or State Housing Grant. The District only recommends projects for IPP submission that meet the States strict guidelines and are likely candidates to receive funding. These projects were included in the 1998 Facilities Master Plan, the Career and Educational Facilities Master Plan 2010 Update, and/or the draft 2024 Facilities Master Plan Update.

Math/Science Addition (Approved FPP – State Funding \$39,615,000 – Under Construction): This project will consolidate and increase laboratory capacity for the Mathematics and Science programs by constructing a new building that connects to the existing Science building. The Mathematics department is one of the most extensive academic programs at Santa Monica College and is growing beyond what can be reasonably accommodated for students within existing facilities. Math and Science programs are currently forced to offer classes in classrooms and laboratories located at several different buildings on campus, many of which are located across campus from each other. The proposed project includes a 69,223 ASF addition to the existing Science building that will provide 16,167 ASF classroom lecture spaces, 40,551 ASF laboratory spaces, 8,375 ASF office spaces, 2,215 ASF library spaces, and 1,915 ASF of other support spaces. The new facility would consolidate the Mathematics, Earth Science, Life Science, and Physical Science programs into a single building. The project includes demolishing the existing Letters & Science building, Liberal Arts building, and Library Village / Math Complex Portables as a secondary effect.

Art Complex Replacement (Approved FPP – State Funding \$10,901,000 – Under Construction): The Art Complex at Santa Monica College was initially constructed in

1952 and is experiencing infrastructure issues. Although the building had a minor renovation in 2002, the Art program is currently split between the main campus and Airport Arts campus due to space needs. This project will create a functionally efficient building for the Art program, enabling the program to function in a single location with dedicated space. The project will construct a new building of 21,254 ASF and include 1,738 ASF of classroom lecture spaces, 17,795 ASF of laboratory spaces, and 1,721 ASF of office spaces. The existing Art Complex will be demolished and the fine arts space at the Airport Campus will be inactivated as a secondary effect of the proposed project.

Student Housing Complex (Grant Application Submitted in July 2023): The proposed project will construct a new affordable student housing complex on Santa Monica College's (SMC) Bundy Campus, 1.9 miles from the main SMC campus. The new student housing complex will have the capacity to house 291 low-income students and will be approximately 45,754 Assignable Square Feet (ASF)/ 68,433 Gross Square Feet (GSF).

Drescher Hall Replacement Building (Pending FPP): This project constructs a replacement building for Drescher Hall which was built in the 1960s as a vocational/trades building. The new building will be located on the site where the existing Drescher Hall building is currently located. The existing Drescher Hall does not adequately serve students due to facility deterioration and technological infrastructure shortages. Replacing Drescher Hall with a new building provides instructional benefits to diverse programs such as English, Media and Communications, Early Childhood Development, English as a Second Language, and Modern Languages. Any major reconstruction effort within the existing building would require structural/seismic upgrades, deeming the complete building replacement a more cost-effective solution. Secondary effects of the proposed project will include demolition of the Drescher Hall, Faculty Village, and Pico Village. This project represents the first of two buildings to replace Drescher Hall.

Campus Safety and Security Building (Pending IPP): The project will construct a new building to replace the existing Campus Police A, Campus Police B, Campus Police Annex, and Campus Police Sub-Annex buildings. This project is listed as the "Campus Police Headquarters" in the College's Facilities Master Plan. The project name has been changed for the purposes of the proposal to increase the likelihood of state funding. The project will be the home of SMC campus police and campus safety support services. The proposed building will be located on the south end of SMC on Pearl Street.

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Esmeralda Hernandez
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

FIVE YEAR CONSTRUCTION PLAN FISCAL YEAR 2024-2025 THROUGH FISCAL YEAR 2030-2031

Priority	Project Name	Type	Funding Status	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	Occ. Year	State Cost	District Cost	Total Cost
1	Math/Science Addition	A	Partially Funded	O									2024/2025	\$39,615,000	\$72,110,835	\$111,725,835
2	Art Complex Replacement	A	Partially Funded	C	E/O								2025/2026	\$10,901,000	\$10,625,000	\$21,526,000
3	Tennis Pickleball Courts	G	Locally Funded	P/W	C/E/O								2025/2026	\$0	\$15,000,000	\$15,000,000
4	Gender Neutral Restrooms Building	G	Locally Funded	P/W/C	E/O								2025/2026	\$0	\$4,000,000	\$4,000,000
5	Student Housing Complex	SH	Other	W	C	C	E/O						2027/2028	\$45,211,358	\$14,795,221	\$60,006,579
6	Business Replacement	M	Locally Funded	P/W	W	C	C	E/O					2028/2029	\$0	\$84,121,400	\$84,121,400
7	Drescher Hall Replacement Building	M	FPP Preparing			P/W	W	C	C	E/O			2030/2031	\$31,188,120	\$42,797,760	\$73,985,880
8	Campus Safety and Security Building	G	IPP Preparing				P/W	C	C/E	O			2030/2031	\$5,052,072	\$5,052,072	\$10,104,144
9	Student Union (Cayton Center)	M	Locally Funded				P/W	W	C	C	E/O		2031/2032	\$0	\$46,200,000	\$46,200,000
10	Outdoor Classroom (Amphitheater)	G	Locally Funded				P	W/C	C	E/O			2030/2031	\$0	\$20,000,000	\$20,000,000
11	Maintenance & Operations	M	Locally Funded					P	W	C	C	E/O	2032/2033	\$0	\$31,200,000	\$31,200,000
12	Instructional Building on Pearl	G	Locally Funded						P	W	C	C/E	2033/2034	\$0	\$9,900,000	\$9,900,000

The chart indicates the following phases: (P) Planning, (W) Working Drawings, (C) Construction, (E) Equipment, and (O) Occupancy

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 4, 2024

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 32 REVISIONS TO BOARD POLICIES

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve revisions to the Board Policies listed below. The revisions affect references only as indicated, not the text of the policies.

COMMENT: The League's Policy and Procedures Service recently provided Legal Update #44 for Board Policies and Administrative Regulations. The service updated the following policies with revised references to the 2024 ACCJC accreditation standards and other code sections that occurred since the last update.

MOTION MADE BY: Susan Aminoff

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

Chapter 1 - The District

BP	Title	Former Reference	New Reference
BP 1200	District Mission	ACCJC Accreditation Standard I.A	ACCJC Accreditation Standard 1.1 and Eligibility Requirements 6 & 20

Chapter 2 – Board of Trustees

BP 2010	Board Membership	ACCJC Accreditation Standard IV.C.6	ACCJC Accreditation Standard 4 and Eligibility Requirement 7
BP 2200	Board Duties and Responsibilities	ACCJC Accreditation Standard 4	ACCJC Accreditation Standard 4
BP 2315	Closed Sessions	Government Code Sections 3543.2, 3549.1, 54956.8, 54956.9, 54957, 54957.1, 54957.6, and 11125.4	Government Code Sections 54954.5, 54956.8, 54956.9, 54957, 54957.1, 54957.6, and 11125.4
BP 2410	Board Policies and Administrative Procedures	ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7	ACCJC Accreditation Standard 4.4
BP 2430	Delegation of Authority to the Superintendent/President	ACCJC Accreditation Standards IV.B.5 and IV.C.12	ACCJC Accreditation Standard 4.5
BP 2431	Superintendent/President Selection	ACCJC Accreditation Standards IV.B and IV.C.3	Title 5 Sections 53000 et seq.;

			ACCJC Accreditation Standard 4.5
BP 2435	Evaluation of the Superintendent/President	ACCJC Accreditation Standard IV.C.3	Education Code Section 87663; ACCJC Accreditation Standard 4.5
BP 2510	Participation in Local Decision-Making	ACCJC Accreditation Standard IV.A	ACCJC Accreditation Standards 4.2 and 4.3
BP 2715	Code of Ethics/Standards of Practice	ACCJC Accreditation Standard IV.C.11	ACCJC Accreditation Standard 4.6
BP 2740	Board Education	ACCJC Accreditation Standard IV.C.9	ACCJC Accreditation Standard 4
BP 2745	Board Self-Evaluation	ACCJC Accreditation Standard IV.C.10	ACCJC Accreditation Standard 4

Chapter 3- General Institution

BP 3200	Accreditation	ACCJC Accreditation Standards I.C.12 and 13	ACCJC Accreditation Eligibility Requirement 21
BP 3225	Institutional Effectiveness	ACCJC Accreditation Standard I.B.5- 9	ACCJC Accreditation Standard 1
BP 3250	Institutional Planning	ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, and IV.B.3	ACCJC Accreditation Standards 1.4 and 3.5
BP 3410	Nondiscrimination	ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements	ACCJC Accreditation Eligibility Requirement 20
BP 3420	Equal Employment Opportunity	ACCJC Accreditation Standard III.A.12	ACCJC Accreditation Standard 3
BP 3501	Campus Security and Access	ACCJC Accreditation Standard III.B.1	ACCJC Accreditation Standard 3.8
BP 3550	Drug-Free Environment and Drug Prevention Program	Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g; 34 Code of Federal Regulations Sections 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702	Education Code Section 67384; Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i; 34 Code of Federal Regulations Parts 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

Chapter 4 – Academic Affairs

BP 4020	Program, Curriculum, and Course Development	ACCJC Accreditation Standards II.A and II.A.9	ACCJC Accreditation Standard 2
BP 4030	Academic Freedom	ACCJC Accreditation Eligibility Requirement 20; ACCJC Accreditation Standard I.C.7	ACCJC Accreditation Eligibility Requirements 13 and 20; ACCJC Accreditation Standard 4.1
BP 4050	Articulation	ACCJC Accreditation Standard II.A.10	ACCJC Accreditation Standard 2

Chapter 5 – Student Services

BP 5010	Admissions and Concurrent Enrollment	ACCJC Accreditation Standard II.C.6	ACCJC Accreditation Standard 2
BP 5030	Fees	The Board of Trustees authorizes the fees set forth in the Education Code.	Education Code Sections 76300 et seq.; Title 5 Section 58520; ACCJC Accreditation Eligibility Requirement 20
BP 5040	Student Records, Directory Information, and Privacy	ACCJC Accreditation Standard II.C.8	ACCJC Accreditation Standard 2
BP 5050	Student Success and Support Program	ACCJC Accreditation Standard II.C.2	ACCJC Accreditation Standard 2
BP 5110	Counseling	ACCJC Accreditation Standard II.C.5	ACCJC Accreditation Standard 2.7
BP 5500	Standards of Student Conduct	ACCJC Accreditation Standards I.C.8 and 10	ACCJC Accreditation Standard 2
BP 5700	Intercollegiate Athletics	Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.; 20 U.S. Code Sections 1681 et seq.; ACCJC Accreditation Standard II.C.4	Education Code Sections 66271.6, 66271.8, 67360 et seq., 67456, and 78223; 20 U.S. Code Sections 1681 et seq.; California Community College Athletic Association (CCCCAA) Constitution and CCCCCAA Bylaws

Chapter 6 –Business and Fiscal Affairs

BP 6200	Budget Preparation	Title 5 Sections 58307 and 58308	Education Code Section 70902 subdivision (b)(5); Title 5 Sections 58300 et seq.; ACCJC Accreditation Standard 3
BP 6300	Fiscal Management	ACCJC Accreditation Standard III.D	ACCJC Accreditation Standard 3
BP 6340	Bids and Contracts	Education Code Sections 71028, 81641 et seq., 81655, and 81656; Public Contract Code Sections 20650 et seq. and 10115; Government Code Section 53060; ACCJC Accreditation Standard III.D.16; 2 Code of Federal Regulations Part 200.318	Education Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.; Government Code Section 53060; 2 Code of Federal Regulations Part 200.318; Title 5 Sections 59130 et seq.
BP 6400	Financial Audits	ACCJC Accreditation Standard III.D.7	ACCJC Accreditation Standard 3
BP 6520	Security for District Property	ACCJC Accreditation Standard III.B.1	ACCJC Accreditation Standard 3.8

Chapter 7 – Human Resources

BP 7120	Recruitment and Hiring.	Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq., and 87458; Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation Standard III.A.1	Education Code Sections 70901.2, 70902 subdivisions (b)(7) & (d), 87100 et seq., 87458, and 87604.5; Title 5 Sections 51023.5 and 53000 et seq.; ACCJC Accreditation Standard 3
BP 7160	Professional Development	ACCJC Accreditation Standard III.A.14	ACCJC Accreditation Standard 3.2
BP 7340	Leaves	Education Code Sections 87763 et seq. and 88190 et seq.; Labor Code Section Sections 234 et seq	Education Code Sections 87763 et seq. and 88190 et seq. and cites below; Government Code Section 12945.6; Labor Code Sections 245 et seq.

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2024

XII. INFORMATION ITEM NO. 33 MEETING OF THE CITIZENS' BOND OVERSIGHT COMMITTEE, APRIL 17, 2024

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee (CBOC) was held on Wednesday, April 17, 2024. The meeting was conducted via Zoom Conference.

I. **CALL TO ORDER** – 12:06 p.m.

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

Bruce Sultan, Chair – Present

Anne Plechner, Vice-Chair – Present-Virtual-Emergency Exemption

Heather Anderson – Absent

Alfred Barrett – Absent

Elizabeth Greenwood – Present

Elaine Polachek – Present

Katherine Reuter – Present

Donald Schort – Present

Katherine Nilsen – Present

CBOC Support Staff Present

Chris Bonvenuto, Vice President, Business and Administration

Don Girard, Senior Director, Government Relations/Institutional Communications

John Greenlee, Director of Facilities Finance

Yu-Ngok Lo, Assistant Director, Facilities Planning and Construction

Olinka Rodriguez, Citizens' Bond Oversight Committee Coordinator

Charlie Yen, Director of Facilities Planning and Construction

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

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

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

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

- Alfred Barrett

5. **REPORTS and DISCUSSION**

Bond Projects Website

<https://www.smc.edu/administration/governance/citizens-bond-oversight-committee/index.php>

A. **Bond Construction Projects**

- The Math/Science Project: Photographs of the classroom, lab, and offices were shown. The audio-visual equipment to be installed.
The estimated completion date for this project is August 2024.

- Art Complex – 14th Street/Pico Blvd.
The steel frame structure of the building in Area A was installed. An electricity post was relocated. The neighbors have been great during construction.
The estimated completion date for this project is November 2025.
- Gender Neutral Restroom Building – The project is in DSA, review, then it will go out for bid for construction of the fully enclosed individual restroom stalls to be built in the Quad at the Main Campus. The estimated completion date for this project is October 2025.
- Bundy Campus Tennis/Pickleball Courts – Conceptual drawings were shown of the 6 Tennis courts and 6 Pickleball Courts to be located along Airport Ave and Bundy Drive. The estimated completion date for this project is May 2026.

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

The SMC Bond Capital Construction Budget Summary as of March 31, 2024 reports the following:

Measure U Budget:	\$160,000,000
Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Measure V Budget:	\$345,000,000
Interest:	\$40,631,087
Other Funding Received:	\$71,755,419
Other Funding Pending:	<u>\$30,952,124</u>
Total Budget:	\$1,086,838,630
Estimate at Completion:	\$1,086,838,630
Bond Funds Remaining:	\$ 177,818,958

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

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

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

D. Contractors List as of March 31, 2024

E. 9-Month Period Ending March 31, 2024

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

6. **SCHEDULE OF MEETINGS, 2023-2024**

Wednesdays at 12:00 p.m.

April 17, 2024

July 17, 2024

October 16, 2024

January 22, 2025

7. **ADJOURNMENT** – 12:46 p.m.

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

Current information on all bond construction projects is available at:

<http://smcbondprojects.com> and at <http://www.smc.edu/CBOC>

BOARD OF TRUSTEES	ADJOURNMENT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 4, 2024

XIII. BOARD COMMENTS

XIV. ADJOURNMENT – 9:25 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, July 2, 2024 at 6 p.m. (5 p.m. if there is a closed session) in the SMC Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California. The meeting will also be conducted via Zoom Webinar for members of the public to participate remotely.