

# Santa Monica College Property Management Advisory Board Meeting

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## Meeting Minutes

Friday, August 22, 2025, 12:00 PM, Meeting called to order 12:02

**Zoom Link:** <https://smc-edu.zoom.us/j/82808754407>

**SMC Leadership Present:** Jonathan Macias, Aileen Huang, Dr. Steven Sedky & Dr. Nancy Greenstein

**Advisory Board Members Present:** Erica Duran, Affordable Housing Property Management Faculty, MiraCosta College; Gina Nakamura, Affordable Housing Technical Trainer CONAM Management Corporation; Sarah Letts, Executive Director, Hollywood Community Housing Corporation; Tara Barauskas, Executive Director, Community Corporation of Santa Monica; Celina Pacana, Project Manager, Merritt Community Capital Corporation; Marques Brooks, Permanent Housing Department Manage, HOPICS

**Advisory Board Members Absent:** Allison Riley, Venice Community Housing

### I. Information Items

#### a. Introductions

Aileen Huang and Steven Sedky thanked everyone for their time in joining the meeting today. As this was the first advisory board meeting, each person went around and introduced themselves, their roles and their organizations.

#### b. Advisory Board Purpose and How to Get Involved

Aileen Huang and Steven Sedky explained the primary role of advisory board members is to ensure curriculum is aligned with industry needs and to approve new curriculum. Ways of supporting the program and students were discussed including guest lectures, tours, hiring students for jobs and internships, student scholarships, etc.

#### c. Hiring an Adjunct Faculty Member to Teach the Affordable Housing Property Management Class and Support the Program

Steven Sedky mentioned the Business Department Chair, Dana Nasser, will be hiring an adjunct faculty member to teach the Affordable Housing Property Management class. She is working with HR to create a job posting for this position and a link to it will be emailed out to all advisory board committee members soon.

#### d. Introduction of Certificates

The course outlines of record, certificate narratives and labor market report were sent to members before the meeting. Jonathan Macias provided an overview of the curriculum and shared screens to review the course outlines.

#### e.

##### Curriculum Overview

**Property Management Certificate** (3 classes, 9 units)

REALES 10 - Property Management

REAL ES 3 - Real Estate Practice

ACCTG 21 - Business Bookkeeping

**Affordable Housing Property Management Certificate** (3 classes, 9 units)

REALES 10 - Property Management

REALES 11 - Affordable Housing Property Management

## II. Discussion

### a. Industry trends and hiring

Aileen Huang facilitated a brief discussion on industry trends. A discussion amongst several members ensued on federal actions and implications to the sector. Gina also mentioned that there could be more than one affordable housing grant in a development and there are new ones entering the sector. It was agreed upon given time limitations this conversation would continue into the future.

## III. Vote

Aileen Huang mentioned she would like to take a vote for both these items as a block. Sarah Letts made a motion to approve. Tara Barauskas seconded the motion. All 6 advisory board members voted to approve both certificates unanimously. The 4 ex-officio SMC representatives did the same.

- a. Vote for proposed **Property Management Certificate of Achievement**
- b. Vote for proposed **Affordable Housing Property Management Certificate of Achievement**

## IV. Adjournment 12:49PM



### **Addendum: Certificate Catalog Descriptions:**

#### **Property Management**

This industry-based certificate is designed for students pursuing entry-level roles in property management.

Students will develop practical knowledge in managing residential & commercial properties. The certificate consists of courses covering the fundamentals of property management; leasing, rent collection, fair housing, compliance, tenant relations, budgeting, record keeping, and office administration. Students who successfully complete this program will be able to apply core property management principles in real-world settings, analyze and generate financial statements, and utilize industry-standard software. Students will gain working knowledge of California's regulatory framework as it relates to landlord-tenant relations, advertising standards, and fair housing compliance. Additionally, students will explore the best practices in marketing, maintenance coordination, risk mitigation, and tenant relations.

#### **Affordable Housing Property Management**

This industry-based certificate is designed for students pursuing entry-level roles in affordable housing property management. Students will explore property operations from both a management and social service lens. The certificate consists of courses in the fundamentals of property management, compliance reporting for subsidized housing programs and strategies for engaging and supporting special tenant populations.

Students who successfully complete this program will develop an understanding in leasing, rent collection, fair housing laws, budgeting, financial reporting, and record keeping. Students will develop the ability to apply core property management principles within the context of income-restricted housing, including compliance with funding regulations and reporting requirements. Additionally, students will be introduced to trauma-informed management practices, with a focus on tenant engagement tailored to properties serving special populations.