

# AGENDA



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING  
SEPTEMBER 6, 2011

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Closed Session  
7:00 p.m. – Public Meeting

The complete agenda may be accessed on the  
Santa Monica College website:  
<http://www.smc.edu/admin/trustees/meetings/>

Written requests for disability-related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of the Superintendent/President as soon in advance of the meeting as possible.

## **PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES**

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

- I. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

### General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

### Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda

Reference:       Board Policy Section 1570  
                      Education Code Section 72121.5  
                      Government Code Sections 54954.2, 54954.3, 54957.9

|   |                        |
|---|------------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>REGULAR MEETING</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | September 6, 2011      |

## **A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, September 6, 2011.

|           |                |
|-----------|----------------|
| 5:30 p.m. | Call to Order  |
|           | Closed Session |
| 7:00 p.m. | Public Meeting |

The agenda includes the following items: (Items for action - recommendations - are listed numerically; items for information are listed alphabetically).

### **I. ORGANIZATIONAL FUNCTIONS**

#### **A CALL TO ORDER**

#### **B ROLL CALL**

Dr. Andrew Walzer, Chair  
 Dr. Margaret Quiñones-Perez, Vice-Chair  
 Dr. Susan Aminoff  
 Judge David Finkel (Ret.)  
 Dr. Nancy Greenstein  
 Louise Jaffe  
 Rob Rader  
 Joshua Scuteri, Student Trustee

#### **C PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

### **II. CLOSED SESSION**

#### **CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

|                                    |  |
|------------------------------------|--|
| Agency designated representatives: | Marcia Wade, Vice-President, Human Resources |
|                                    | Robert Myers, Campus Counsel                 |
| Employee Organization:             | CSEA, Chapter 36                             |

#### **CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

|                                    |  |
|------------------------------------|--|
| Agency designated representatives: | Marcia Wade, Vice-President, Human Resources |
|                                    | Robert Myers, Campus Counsel                 |
| Employee Organization:             | Santa Monica College Faculty Association     |

#### **CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

|                                    |  |
|------------------------------------|--|
| Agency designated representatives: | Marcia Wade, Vice-President, Human Resources     |
|                                    | Robert Myers, Campus Counsel                     |
| Employee Organization:             | Santa Monica College Police Officers Association |

#### **CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

|                                    |   |
|------------------------------------|---|
| Agency designated representatives: | Dr. Margaret Quiñones-Perez and Rob Rader |
| Unrepresented Employee:            | Superintendent/President                  |

### III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- D PLEDGE OF ALLEGIANCE
- E CLOSED SESSION REPORT (if any)
- F PUBLIC COMMENT

### IV. **SUPERINTENDENT'S REPORT**

- Management Association Report
- Updates:
  - ♦ State Budget
  - ♦ Fall 2011 Semester – Opening Activities
  - ♦ Fall 2011 Athletics

### V. **ACADEMIC SENATE REPORT**

### VI. **MAJOR ITEMS OF BUSINESS**

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| #1-B Adoption of 2011-2012 Budget  | 7  |
| #2 2010-2011 Quarterly 311Q  | 8  |
| #3 Resolution – National Preparedness Month                                | 11 |
| G Report: Global Citizenship Initiative                                    | 12 |
| H Report: SMC Distance Education Program, 2010-2011 Update                 | 13 |
| I Discussion: SMC Central Plant Project                                    | 14 |
| J Discussion: Proposition 1481- Oil Extraction Tax to Rescue Education     | 15 |
| #4 Process to Appoint Members of the Citizens' Bond Oversight Committee    | 16 |
| #5 First Reading – Board Policy Section 2405, District-Wide Code of Ethics | 17 |

### VII. **CONSENT AGENDA**

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

#### **Approval of Minutes**

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|--|----|
| #6 Approval of Minutes: August 2, 2011 (Regular Meeting) | 19 |
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#### **Grants and Contracts**

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#### **Human Resources**

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| #19 | Auxiliary Payments and Purchase Orders   | 33 |
| #20 | Purchasing   |    |
| A   | Award of Purchase Orders   | 34 |
| B   | Purchasing Agreements and Authorization of Purchase Orders                           | 34 |

VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **INFORMATION**

|   |  |    |
|---|--|----|
| K | Schedule of Board of Trustees Meetings, 2012 | 35 |
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X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, October 4, 2011** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

|             |  |    |
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| APPENDIX A: | 2010-2011 Adopted Budget                         | 37 |
| APPENDIX B: | Global Citizenship Initiative                    | 62 |
| APPENDIX C: | SMC Distance Education Program, 2010-2011 Update | 68 |
| APPENDIX D: | SMC Central Plant Project                        | 76 |

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. I-A**

**SUBJECT:**                    **PUBLIC HEARING, 2011-2012 BUDGET**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**    It is recommended that the Board of Trustees conduct a public hearing on the 2011-2012 budget.

OPEN PUBLIC HEARING:  
MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:

PUBLIC COMMENTS:

CLOSE PUBLIC HEARING:  
MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

## MAJOR ITEMS OF BUSINESS

### **RECOMMENDATION NO. I-B**

**SUBJECT;**                      **ADOPTION OF 2011-2012 BUDGET**

**SUBMITTED BY:**              Superintendent/President

**REQUESTED ACTION:**      It is recommended that the Board of Trustees adopt the 2011-2012 budget as stated in the following pages detailing the various funds of the District.

The detailed budgets are included in Appendix A.

### **SANTA MONICA COMMUNITY COLLEGE DISTRICT 2011-2012 PROPOSED ADOPTED BUDGET**

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2011-2012 is comprised of the following nine funds:

|                                      |                      |
|--------------------------------------|----------------------|
| General Fund Unrestricted            | \$156,104,319        |
| General Fund Restricted              | <u>\$33,638,672</u>  |
| Total General Fund                   | \$189,742,991        |
| Special Reserve Fund (Capital)       | \$10,657,960         |
| Earthquake Fund                      | \$2,263,256          |
| Bond Fund: Measure U                 | \$23,854,505         |
| Bond Fund: Measure S                 | \$60,029,276         |
| Bond Fund: Measure AA                | \$86,979,401         |
| Bond Interest & Redemption Fund      | \$54,136,531         |
| Student Financial Aid Fund           | \$33,794,298         |
| Auxiliary Operations                 | <u>\$4,837,586</u>   |
| Total Other Restricted               | \$276,552,813        |
| <b>TOTAL PROPOSED ADOPTED BUDGET</b> | <b>\$466,295,804</b> |

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

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:**                    **2010-2011 QUARTERLY 311Q**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**      Acknowledge submittal of the quarterly 311Q report as of June 30, 2011 required by the Chancellor's Office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:



CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

[VIEW QUARTERLY DATA](#)

[CHANGE THE PERIOD](#)

District: (780) SANTA MONICA

Fiscal Year: 2010-2011

Quarter Ended: (Q4) Jun 30, 2011

| Line   | Description   | As of June 30 for the fiscal year specified |                   |                   |                        |
|--|---|---|-------------------|-------------------|------------------------|
|  |   | Actual<br>2007-08                           | Actual<br>2008-09 | Actual<br>2009-10 | Projected<br>2010-2011 |
| Unrestricted General Fund Revenue, Expenditure and Fund Balance: |   |   |                   |                   |                        |
| A.   | Revenues:   |   |                   |                   |                        |
| A.1  | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 132,456,509                                 | 134,609,448       | 133,204,874       | 136,383,429            |
| A.2  | Other Financing Sources (Object 8900)                         | 213,913                                     | 162,613           | 145,184           | 147,493                |
| A.3  | Total Unrestricted Revenue (A.1 + A.2)                        | 132,670,422                                 | 134,772,061       | 133,350,058       | 136,530,922            |
| B.   | Expenditures:   |   |                   |                   |                        |
| B.1  | Unrestricted General Fund Expenditures (Objects 1000-6000)    | 128,566,012                                 | 133,921,933       | 131,958,636       | 133,634,590            |
| B.2  | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)      | 1,267,030                                   | 239,346           | 330,078           | 277,594                |
| B.3  | Total Unrestricted Expenditures (B.1 + B.2)                   | 129,833,042                                 | 134,161,279       | 132,288,714       | 133,912,184            |
| C.   | Revenues Over(Under) Expenditures (A.3 - B.3)                 | 2,837,380                                   | 610,782           | 1,061,344         | 2,618,738              |
| D.   | Fund Balance, Beginning                                       | 15,960,596                                  | 18,797,976        | 19,408,758        | 20,470,103             |
| D.1  | Prior Year Adjustments + (-)                                  | 0   | 0                 | 0                 | 0                      |
| D.2  | Adjusted Fund Balance, Beginning (D + D.1)                    | 15,960,596                                  | 18,797,976        | 19,408,758        | 20,470,103             |
| E.   | Fund Balance, Ending (C. + D.2)                               | 18,797,976                                  | 19,408,758        | 20,470,102        | 23,088,841             |
| F.1  | Percentage of GF Fund Balance to GF Expenditures (E. / B.3)   | 14.5%                                       | 14.5%             | 15.5%             | 17.2%                  |

**II. Annualized Attendance FTES:**

|     |   |        |        |        |        |
|-----|---|--------|--------|--------|--------|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | 18,843 | 23,547 | 23,443 | 22,545 |
|-----|---|--------|--------|--------|--------|

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

|     |                                | As of the specified quarter ended for each fiscal year |            |            |            |
|-----|--------------------------------|--|------------|------------|------------|
|     |                                | 2007-08  | 2008-09    | 2009-10    | 2010-2011  |
| H.1 | Cash, excluding borrowed funds |  | 20,184,936 | 18,392,817 | 17,561,926 |
| H.2 | Cash, borrowed funds only      |  | 0          | 0          | 0          |
| H.3 | Total Cash (H.1+ H.2)          | 28,696,345   | 20,184,936 | 18,392,817 | 17,561,926 |

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

| Line | Description   | Adopted<br>Budget<br>(Col. 1) | Annual<br>Current<br>Budget<br>(Col. 2) | Year-to-Date<br>Actuals<br>(Col. 3) | Percentage<br>(Col. 3/Col. 2) |
|------|---|-------------------------------|---|-------------------------------------|-------------------------------|
| I.   | <b>Revenues:</b>  |                               |   |                                     |                               |
| I.1  | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 133,587,855                   | 136,383,429                             | 136,383,429                         | 100%                          |
| I.2  | Other Financing Sources (Object 8900)                         | 201,320                       | 147,493                                 | 147,493                             | 100%                          |
| I.3  | <b>Total Unrestricted Revenue (I.1 + I.2)</b>                 | 133,789,175                   | 136,530,922                             | 136,530,922                         | 100%                          |
| J.   | <b>Expenditures:</b>  |                               |   |                                     |                               |
| J.1  | Unrestricted General Fund Expenditures (Objects 1000-6000)    | 139,525,651                   | 133,634,590                             | 133,634,590                         | 100%                          |
| J.2  | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)      | 261,844                       | 277,594                                 | 277,594                             | 100%                          |
| J.3  | <b>Total Unrestricted Expenditures (J.1 + J.2)</b>            | 139,787,495                   | 133,912,184                             | 133,912,184                         | 100%                          |
| K.   | <b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>          | -5,998,320                    | 2,618,738                               | 2,618,738                           |                               |
| L.   | Adjusted Fund Balance, Beginning                              | 20,470,103                    | 20,470,103                              | 20,470,103                          |                               |
| L.1  | <b>Fund Balance, Ending (C. + L.2)</b>                        | 14,471,783                    | 23,088,841                              | 23,088,841                          |                               |
| M.   | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)  | 10.4%                         | 17.2%                                   |                                     |                               |

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

| Contract Period Settled<br>(Specify)<br>YYYY-YY | Management          |     | Academic            |     |                     |     | Classified          |     |
|---|---------------------|-----|---------------------|-----|---------------------|-----|---------------------|-----|
|   | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * |
| a. SALARIES:                                    |                     |     |                     |     |                     |     |                     |     |
| Year 1:   |                     |     |                     |     |                     |     |                     |     |
| Year 2:   |                     |     |                     |     |                     |     |                     |     |
| Year 3:   |                     |     |                     |     |                     |     |                     |     |
| b. BENEFITS:                                    |                     |     |                     |     |                     |     |                     |     |
| Year 1:   |                     |     |                     |     |                     |     |                     |     |
| Year 2:   |                     |     |                     |     |                     |     |                     |     |
| Year 3:   |                     |     |                     |     |                     |     |                     |     |

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII.Does the district have significant fiscal problems that must be addressed?

This year?
Next year?

NO
YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The District will realize a reduction in funding in 2011-2012 of atleast <\$6,287,398> due to State budget reductions which will place a significant strain on the District's reserves. Other issues that must be addressed include:

- 1) The ever growing and extensive cash deferral mechanism in the State General Apportionment dispersal process has, and is expected to continue to, cause the District cash flow issues that may require borrowing and additional borrowing related expenditures.
- 2) The District is in negotiations with all three of its unions. Any increase in compensation will need to be funded from Fund Balance and would further increase the District's operating deficit unless equal reductions are obtained.
- 3) The workload reduction coupled with increased demand for classes is projected to result in the District serving a large number of unfunded FTES, placing a significant burden on the District's reserves.
- 4) Due to the lack of scheduled maintenance and instructional equipment block grant funding the District will have to redirect monies from the Unrestricted General Fund until funding is reinstated.

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

## MAJOR ITEMS OF BUSINESS

### **RECOMMENDATION NO. 3**

**SUBJECT:**                    **RESOLUTION FOR NATIONAL PREPAREDNESS MONTH**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**    It is recommended that the Board of Trustees adopt the following resolution in recognition of National Preparedness month in light of the on-going threat of natural and human made disasters.

WHEREAS, the month of September has been proclaimed National Preparedness Month to recognize the vital role the nation's community colleges play in providing training, information, and preparedness exercises;

WHEREAS, Santa Monica College stresses the importance of systematic preparation for the full range of 21st century hazards, including but not limited to natural disasters, cyber attacks, pandemic disease, and acts of terrorism;

WHEREAS, Santa Monica College encourages all college constituents to recognize the importance of preparedness and observe this month by working together to enhance readiness and preparedness;

WHEREAS, Santa Monica College reaffirms its commitment to readiness and preparedness by collaborating with local, state and federal agencies;

WHEREAS, Santa Monica College encourages members of the college community to participate with organizations in the National Preparedness Month Coalition, which will share preparedness information and hold preparedness events and activities across the United States;

WHEREAS, Santa Monica College has made emergency and disaster preparedness a top priority and is dedicated to a comprehensive approach that relies upon education and training;

THEREFORE, BE IT RESOLVED that Santa Monica College observes and celebrates National Preparedness Month during the month of September 2011.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
|---|--------------------|
| Santa Monica Community College District | September 6, 2011  |

## MAJOR ITEMS OF BUSINESS

### **INFORMATION ITEM G**

**SUBJECT:**                    **GLOBAL CITIZENSHIP INITIATIVE**

**SUBMITTED BY:**        Superintendent/President

**SUMMARY:**                As much as ever before, then, it is vital that Santa Monica College continues its mission of educating global citizens. By raising awareness of global diversity and global connections, and by encouraging an ethic of personal responsibility toward one's local and nonlocal communities through understanding and active participation, the college strives to equip its students with the tools and the attitudes they will need to nimbly adapt to a future characterized by recurrent change. These tools include knowledge of the context and the processes by which various types of social, cultural, technological, and environmental change are occurring, as well as an ability to exploit the powerful potential of today's high levels of personal mobility and communication—not just for one's own selfish gain, but in service to others as well.

For the second consecutive year, the SMC community was invited to incorporate a common annual theme in their work. Beginning with "Water" in 2009–2010 and continuing last year with "Food", the annual theme has been quickly integrated into the life of the college. The theme is proving to be an effective tool for raising awareness of Global Citizenship around the campus and promoting thoughtful engagement in the initiative. Especially in the college's highly constrained budgetary environment, the themes provide the best vehicle for both developing and disseminating the idea of global citizenship in a diverse and inclusive way.

This report summarizes the work of the Global Citizenship initiative during the 2010–2011 academic year and concludes with a look ahead to the priorities for 2011–2012. See detailed report in Appendix B.

| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
|---|--------------------|
| Santa Monica Community College District | September 6, 2011  |

## MAJOR ITEMS OF BUSINESS

### **INFORMATION ITEM H**

**SUBJECT:** **SANTA MONICA COLLEGE DISTANCE EDUCATION PROGRAM 2010-2011 UPDATE**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:** Supporting over 25,000 online and hybrid enrollments this past year, the Santa Monica College Distance Education Program continues to be a viable option for students who might otherwise be forced to extend, delay or forfeit their educational goals due to the logistics of their busy and now very mobile lives.

According to data-mart statistics posted on the California Community College Chancellor's Office website, California Community Colleges earned 102,197 FTES from asynchronous online credit-based classes for 2009-2010\*. Mirroring statewide trends among the California Community Colleges, interest in and demand for SMC online classes continues to be robust. Online classes fill quickly and many sections remain filled throughout the enrollment cycle. New online student user profiles are created every day in the SMOnline database. To appreciate the sheer volume of new online students, during the year 2010-2011, 2,262 students enrolled in their first online class at Santa Monica College.

Serving students beyond the immediate Santa Monica area, 128 students who live outside of California enrolled in a total of 709 units of credit-based online classes. The state representing the highest enrollments was Washington with 15 unique students taking a total of 113 units during the year. New York came in second with 11 students taking a total of 72 units. Hawaii was also represented with 11 students taking a total of 33 units.

See detailed report in Appendix C.

| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
|---|--------------------|
| Santa Monica Community College District | September 6, 2011  |

## MAJOR ITEMS OF BUSINESS

### **DISCUSSION ITEM I**

**SUBJECT:** **SMC CENTRAL PLANT PROJECT**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:** The Five-Year Construction Plan that included the Central Plant was approved by the Board of Trustees on June 7, 2011. A Facilities Update was presented to the Board of Trustees at its meeting on August 2, 2011. At that meeting, the Board of Trustees requested an additional report to include a comparison of the costs and feasibility of the currently proposed central plant project with a project that would have individual chillers and ice storage at each major building.

The author of the original report, P2S Engineering was asked to provide the supplemental report. The report points to greater energy savings along with reduced maintenance in a central plant as opposed to individual units and shows the difficulty of locating thermal energy storage tanks at each building site.

The report also covers another option to attempt to gain energy savings without a central plant. It details the amount of energy that would have to be generated by photovoltaic panels to equal the estimated energy savings in the central plant. However, the number of panels necessary for this option could not be practically accommodated on the small SMC campus.

The full report is included in Appendix D

| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
|---|--------------------|
| Santa Monica Community College District | September 6, 2011  |

## MAJOR ITEMS OF BUSINESS

### **DISCUSSION ITEM J**

**SUBJECT:**                    **PROPOSITION 1481 – OIL EXTRACTION TAX TO RESCUE EDUCATION**

**SUBMITTED BY:**            Andrew Walzer, Chair  
Board of Trustees

**SUMMARY:**                    Proposition 1481, Oil Extraction to Rescue Education, will close the oil tax loophole; and will;

- raise \$3 billion annually for California education, kindergarten through college and university, by placing a 15 percent tax on crude oil drilled from California onshore and offshore, and
- prohibit oil companies from passing the tax on to consumers by raising gasoline prices, and
- fine the oil companies if they pass on the tax by raising gasoline prices, and return the money to Californians in annual rebate checks; and
- help retain jobs and create thousands of new jobs in California and make California competitive in the new global economy, by fully educating our students who will create new technology; and
- restore cut class sections, rehired laid off teachers and professors, reduce class sizes K-12, reduce college tuition fees, and increase opportunity for all Californians to graduate and rebuild the disappearing middle class.

|   |                   |
|---|-------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | September 6, 2011 |

## MAJOR ITEMS OF BUSINESS

### **RECOMMENDATION NO. 4**

**SUBJECT:** **PROCESS TO APPOINT MEMBERS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees commence the application process to fill a vacancy on the Citizens' Bond Oversight Committee (CBOC) resulting from the resignation of a current member.

**SUMMARY:** Clarence Chapman resigned from the Citizens' Bond Oversight Committee after serving 2-1/2 terms. The Government Code and Education Code require that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees, with at least:

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

Mr. Chapman's categories of representation on the Committee are (1) taxpayers' organization, (2) local community (Malibu), and (3) senior citizens' organization. Category (1) taxpayers' organization, is represented by another member of the Committee; however, the Board will need to consider appointing a representative of the local community (Malibu) and a senior citizens' organization.

The Committee meets quarterly (July, October, January and April) and reviews quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses; (c) bond proceeds are maximized. Members of the Citizens' Bond Oversight Committee shall serve for no more than two consecutive terms (Education Code Section 15282.)

The next meeting of the Citizens' Bond Oversight Committee is scheduled to be held on October 19, 2011. In order to have full representation on the Committee and to be in compliance with the Government Code and Education Code sections, the Board will need to make an appointment at its meeting on October 4, 2011.

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



|   |                   |
|---|-------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | September 6, 2011 |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 5**

**SUBJECT:** **FIRST READING - BOARD POLICY SECTION 2405, DISTRICT-WIDE CODE OF ETHICS**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees conduct a first reading of the proposed Board Policy Sections 2405 – District-Wide Code of Ethics.

**COMMENT:** Development of a District-wide Code of Ethics was an Institutional Objective in 2010-2011 in response to the following ACCJC Visiting Team's recommendation:

Develop a District-wide professional code of ethics be adopted as a Board Policy that is aligned with the mission, vision and goals and reflective of activity to support continuous improvement in all instructional, operational and service areas.

The proposed new Board Policy Section 2405, District-Wide Code of Ethics, was originally prepared by the DPAC Human Resources Planning Subcommittee, then revised and approved by the District Planning and Advisory Council on August 10, 2011.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**BP 2405****District-Wide Code of Ethics**

The Code of Ethics applies to all members of the Santa Monica College community. The college is committed to upholding the following ethical standards in carrying out its mission, vision, values and goals:

**Integrity**

Members of the college community will be guided in all their activities by a high regard for the truth and committed to making decisions in the best interests of the college.

**Responsibility**

Members of the college community will be responsible stewards of the public trust by ensuring the proper use of public position, public resources, and college time, and by abiding by all laws and college policies.

**Fairness**

Members of the college community will treat others fairly.

**Civility**

Members of the college community will show concern for others and their ideas and will create an environment of trust, care, and respect that is sensitive to the individuality and ideas of others.

Approved by DPAC: 8/10/2011

|   |                   |
|---|-------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | September 6, 2011 |

## **VII. CONSENT AGENDA**

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

### **RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #6-#20

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

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

## **VIII. CONSENT AGENDA – Pulled Recommendations**

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

## **RECOMMENDATION NO. 6 APPROVAL OF MINUTES**

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

August 2, 2011 (Regular Board of Trustees Meeting)

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 7**      **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

Requested Action: Approval/Ratification

Requested by: Michelle King, Director, Small Business Development Center

Approved by: Jeff Shimizu, Vice President, Academic Affairs

**Title of Grant:**      **Small Business Development Center (SBDC)**

Granting Agency:      Small Business Administration (SBA)  
Long Beach Community College Lead Center (LBCC)

Award Amount:      Increase by \$40,000 for a total of \$340,000; Fiscal Year 2011-2012

Matching Funds:      None

Performance Period:      January 1, 2011 – December 31, 2011

Summary:      SMC has been awarded a one-year Small Business Development Center (SBDC) grant that involves the united efforts between Santa Monica College (SMC), the SBA, LBCC and local business/industry partners. The collaboration will deploy short-term training activities and small business one-on-one free counseling that will enable individuals to learn entrepreneurship and become more viable candidates for business financing. This service is available for any community member, who has a business idea and needs assistance to develop small business ownership, or business owner who needs start up or expansion assistance and consultation.

- Facilitate information exchange between the industry and education/training system
- Provide assistance and coordination support for regional recruitment and job placement activities
- Establish the platform for shared resources
- Conduct data analyses on hiring and skills trends
- Widen education menus at local community colleges
- Provide short-term training activities for job-specific competencies

Budget Augmentation:      Restricted Fund 01.3

Revenue:

|      |           |
|------|-----------|
| 8000 | \$340,000 |
|------|-----------|

Expenditures:

|                            |           |
|----------------------------|-----------|
| Non instructional Salaries | \$233,205 |
| Benefits                   | 46,077    |
| Supplies                   | 10,108    |
| Travel                     | 23,000    |
| Other                      | 12,608    |
| Indirect Charges           | 15,002    |

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 8**      **CONTRACT FOR SOFTWARE LICENSE, PROFESSIONAL SERVICES AND MAINTENANCE FOR FINANCIAL AID**

Requested by: Steve Myrow, Financial Aid/Scholarships  
 Approved by: Teresita Rodriguez, Vice President, Enrollment Development  
 Requested Action: Approval/Ratification

Provider: SunGard Banner  
 Software License: \$181,125 (one time)  
 Professional Services: 186,347 (one time)  
 Annual Maintenance: 37,528 (annual payment)  
 Total: \$425,000

Services Provided SunGard Banner will provide software and professional services to implement a software solution capable of handling SMC's financial aid needs. The SunGard Banner Financial Aid Module is the only completely standalone Oracle-based FA product with the scalability to handle the large student population, not requiring the purchase of other ERP modules. The product also provides the Software as a Service (SaaS) needs calculation engine that allows SMC to maintain its early package and award business cycle, and leverages a compatible technical architecture and developer skill set to ensure an efficient integration with SMC's custom and highly complex Enterprise Resource Planning (ERP) system.

Contract Term: Ten-year agreement with a cancellation for convenience clause at year three and six. Maximum escalation of 4 percent annually on the software maintenance.

Funding Source: District Budget/Financial Aid

Comment The Financial Aid Office is in its third consecutive year of substantial and unprecedented growth. As of July 2011, financial aid applications have already exceeded 30,000, an increase of almost 32% when compared to last year. The current software, Regent Education Diamond core technologies which is built on J2EE/Microsoft.NET does not have the ability to serve SMC's Financial Aid needs, due to the immense volume of applicants.

The following products were evaluated to determine if they will meet the performance requirements:

1. Oracle PeopleSoft Financial Aid- This product was rejected because it does not offer a standalone Financial Aid ERP module. Additionally, the PeopleSoft technical framework is not a match for SMC's development staff, since it was acquired by Oracle SA and does not fully support SMC's technology framework.
2. PowerFAIDS Microsoft.NET – This product was rejected because it cannot handle the volume necessary to service SMC's Financial Aid needs.

In 2008, Foothill-De Anza Community College District issued a Request for Proposal (RFP #1100) for the Educational Information System which included as one component a Financial Aid Module. Foothill – De Anza and SunGard Banner negotiated a ten year contract which contained provisions for other public agencies and school districts within California to “piggy-back” the contract terms and conditions. [The price quoted above reflects a discount of over \\$260,000 on the software and maintenance items.](#)

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 9      RATIFICATION OF CONTRACTS AND CONSULTANTS**

Requested Action: Ratification

Approved by: Chui L. Tsang, Superintendent/President

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount of \$50,000 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

| Provider/Contract  |                    | Term/Amount   | Service  | Funding Source  |
|--|--------------------|---|--|---|
| A  | Dr. Myron H. Dembo | October 14, 2011<br><br>Not to exceed \$2,500   | Dr. Dembo, a professor at USC, will conduct a workshop for faculty at SMC on October 14, 2011. He will present key research findings and recommend instructional strategies that are likely to improve students' motivation, engagement, and their academic performance and completion. Additionally, he will dialogue with faculty about student attitudes and perceptions which positively and negatively impact student success in college. | Basic Skills Initiative (100%)                        |
| Requested by: Roberto Gonzalez, Associate Dean, Student Success Initiatives<br>Approved by: Jeff Shimizu, Vice President, Academic Affairs |                    |   |  |   |
| B  | Cheryl Brooks      | August 23, 2011 – August 26, 2011<br><br>\$55 per hour<br>Total not to exceed \$330 (6 hours) | Mobility specialist will provide orientation and mobility training for a student with a visual impairment, so that he may travel safely, efficiently, independently across the SMC campus. Training will include access to and from classrooms, cafeteria, bathrooms, and key offices.   | Disabled Students                                     |
| Requested by: Leonard Crawford, Dean, Special Programs<br>Approved by: Mike Tuitasi, Vice President, Student Affairs                       |                    |   |  |   |
| C  | Viatron            | 2011-2012<br><br>\$6,000  | Software, maintenance, and professional services for the creation of an automated system to index documents into the document imaging system. This automation will streamline international student application processing.  | 2011-2012 District Budget/<br>International Education |
| Requested by: Kelley Brayton, Dean, International Education<br>Approved by: Teresita Rodriguez, Vice President, Enrollment Development     |                    |   |  |   |

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 9      RATIFICATION OF CONTRACTS AND CONSULTANTS**  
(continued)

| Provider/Contract   | Term/Amount  | Service   | Funding Source                   |
|---|--|---|----------------------------------|
| D Linda Caputi  | January 23-34, 2012<br><br>Not to exceed \$7,600               | Dr. Caputi, a nationally recognized nursing curriculum consultant, author and speaker, will conduct a two-day workshop for nursing faculty. She will focus on a major curriculum revision and teaching the revised curriculum in clinical with a focus on Quality and Safety Education for Nurses (QSEN) competencies and National League for Nursing Outcomes and Competencies for Graduates of Associate Degree Nursing Programs. | Perkins IV, CTEA Nursing (100%)  |
| E GreenTech Ventures  | September 1 - September 30, 2011<br><br>Not to exceed \$10,000 | Santa Monica College is contracted by the State of California to provide training for the ETP/CEWTP (Clean Energy Workforce Contract Training Program). GreenTech Ventures will provide training in Sustainable Marketplace, Energy Efficiency/ Weatherization, Green Building Review, and basic Solar PV training sessions. This training will result in 87 training hours.  | Workforce ETP/CEWTP Grant (100%) |
| D and E<br>Requested by: Patricia G. Ramos, Dean, Workforce and Economic Development<br>Approved by: Jeff Shimizu, Vice President, Academic Affairs |  |   |                                  |
| F Sirsidynix Corporation  | \$18,045.15  | A new five-year agreement for Software Licenses for the Library. This agreement caps increases at 4% per year opposed to the 6.4% if processed as an annual agreement.  | General Fund                     |
| Requested by: Mona Martin, Dean, Learning Resources<br>Approved by: Jeff Shimizu, Vice President, Academic Affairs                                  |  |   |                                  |

|   |                   |
|---|-------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 9      RATIFICATION OF CONTRACTS AND CONSULTANTS**  
(continued)

|  | Provider/Contract  | Term/Amount  | Service   | Funding Source                                  |
|--|--|--|---|---|
| G  | Transportation Connection, Inc (Global Transportation Solutions) | 2011-2012<br><br>Service rates remain as bid. Approximate cost of additional services: \$30,915. | Amend Bid Contract #10-11/005SF Bundy and Main Campus Evening Shuttle Transportation 2011-2012 to include Daily shuttle between Airport Arts and Bundy Campus Monday-Thursday for approximately 64 days and Daily shuttle between Madison and Main campus Monday and Wednesday for approximately 35 days. | 2011-2012 General Fund Rents and Leases/Shuttle |
| H  | P2Engineering  | August, 2011<br><br>Fixed fee of \$4,000; invoicing will occur on completion of deliverables     | P2 Engineering will prepare an update to the existing report on the SMC Central Plant project.  | Measure AA                                      |
| I  | The WindowWasher.com   | August 22-26, 2011<br><br>\$27,175   | Award of Contract for Window Washing for second story and above windows for Main/Satellite campuses. Nine (9) bidders downloaded the bid documents from PlanetBids and four (4) bids were received; TheWindowWasher.com was the lowest, responsive, responsible bidder.                                   | General Fund                                    |
| G, H and I<br>Requested by: Cynthia Moore, Director of Purchasing<br>Approved by: Bob Isomoto, Vice-President, Business/Administration |  |  |   |   |



| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10    ACADEMIC PERSONNEL**

RETITLE OF MANAGEMENT POSITION

From: Director, Bundy Campus and Economic Development

09/06/11

To: Director, Career and Contract Education,  
Workforce and Economic Education

ELECTIONS

All personnel will be properly elected in accordance with district policies, salary schedules, and appropriate account numbers.

ADJUNCT FACULTY

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

SEPARATIONS

UNPAID LEAVES OF ABSENCE

Schapa, Eleanor, Instructor, Business

08/29/11 – 12/19/11

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - REGULAR**

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

The following positions will be established/abolished in accordance with district policies and salary schedules.

ESTABLISH

|                                     |          |
|-------------------------------------|----------|
| Programmer Analyst III (1 position) | 09/06/11 |
| MIS, 12 months, 40 hours            |          |

SALARY ALLOCATION

|   |          |
|---|----------|
| Tutoring Coordinator – Business                 | 05/19/11 |
| Range 34 on the Bargaining Unit Salary Schedule |          |

ELECTIONS

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

PROBATIONARY

|   |          |
|---|----------|
| Cardenas, Sergio A., Groundskeeper/Gardener, Grounds                | 08/15/11 |
| Colman, Maria, Tutoring Coordinator-Business, Program Development   | 08/29/11 |
| Chon, Jane, Instructional Assistant – English, English              | 08/29/11 |
| Gharibeh, Issa P. Receiving, Stockroom & Delivery Worker, Bookstore | 09/01/11 |
| Knight, Takisha, Instructional Assistant – English, English         | 08/29/11 |

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

|  |          |
|--|----------|
| Winn, Jocelyn  | 08/22/11 |
| From: Administrative Assistant II, Madison Theatre, 12 months/40hours/VH                           |          |
| To: Administrative Assistant II, Workforce & Economic Development/CBJT-CWA Jobs, 12 months/40hours |          |

VOLUNTARY CHANGE IN WORK SHIFT/TEMPORARY

|   |                  |
|---|------------------|
| Fierro, Damon                                     | 08/15 – 08/26/11 |
| From: Custodian, Operations, 12 mos, 40 hrs/ NS-1 |                  |
| To: Custodian, Operations, 12 mos, 40 hrs/ NS-2   |                  |

UNPAID LEAVE OF ABSENCE

|   |                 |
|---|-----------------|
| Ruezga, Estela, Student Services Assistant, A & R | 07/19 -10/02/11 |
|---|-----------------|

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION**

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, 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.

|   |                   |
|---|-------------------|
| Brown, Carla, Administrative Assistant I, Music                 | 08/24/11-09/30/11 |
| Chernov, Vladimir, Theatre Tech Specialist, SMC Performing Arts | 08/28/11-06/30/12 |
| Cray, Teri, Theatre Tech Specialist, SMC Performing Arts        | 08/28/11-06/30/12 |
| Eaton, Aaron, Theatre Tech Specialist, SMC Performing Arts      | 08/28/11-06/30/12 |
| Garber, Nancy, Theatre Tech Specialist, SMC Performing Arts     | 08/28/11-06/30/12 |
| Herndon, John, Theatre Tech Specialist, SMC Performing Arts     | 08/28/11-06/30/12 |
| Hood, Ryan, Theatre Tech Specialist, SMC Performing Arts        | 08/28/11-06/30/12 |
| Thomason, Matthew, Art Gallery Installer, Art                   | 07/01/11-08/28/11 |

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.

|  |                   |
|--|-------------------|
| Adebowale, Lena, Cash Receipts Clerk, Bursar's Office      | 07/25/11-08/12/11 |
| Adebowale, Lena, Cash Receipts Clerk, Bursar's Office      | 08/26/11-09/02/11 |
| Aguilar, Darlene, Student Services Clerk, Admissions       | 08/24/11-09/09/11 |
| Benvenuto, Arlene, Cash Receipts Clerk, Bursar's Office    | 07/25/11-08/12/11 |
| Benvenuto, Arlene, Cash Receipts Clerk, Bursar's Office    | 08/26/11-09/02/11 |
| Brier, Phil, Bookstore Clerk/Cashier, Bookstore            | 08/15/11-09/16/11 |
| Caburnay, Christina, Bookstore Clerk/Cashier, Bookstore    | 08/22/11-09/16/11 |
| Calman, Clio, Bookstore Clerk/Cashier, Bookstore           | 08/15/11-09/16/11 |
| Campbell, Rachel, Bookstore Clerk/Cashier, Bookstore       | 08/15/11-08/17/11 |
| Chase, Gerald, Registration Info Clerk, Bursar's Office    | 08/26/11-09/02/11 |
| Colton, Patricia, Instructional Assistant-English, English | 08/29/11-12/12/11 |
| Cruse, Mitchell, Shuttle Driver, Transportation            | 08/10/11-09/23/11 |
| Davis, Melinda, Bookstore Clerk/Cashier, Bookstore         | 08/15/11-09/16/11 |
| Davis-Ludlow, Eloisa, Bookstore Clerk/Cashier, Bookstore   | 08/15/11-09/16/11 |
| Gaskill, Loretha, Student Services Clerk, Financial Aid    | 08/22/11-01/10/12 |
| Graham-Howard, Kimi, Student Services Clerk, Admissions    | 08/24/11-09/09/11 |
| Griffy, Walter, Instructional Assistant-English, English   | 08/29/11-12/12/11 |
| Hogg, Beatrice, Bookstore Clerk/Cashier, Bookstore         | 08/15/11-09/16/11 |
| Johnson, Andrea M, Student Services Clerk, Admissions      | 08/24/11-09/09/11 |
| Lui, Diana, Bookstore Clerk/Cashier, Bookstore             | 08/15/11-09/16/11 |
| Marcus, Lynn, Instructional Assistant-English, English     | 08/29/11-12/12/11 |
| Miller, Nicole, Instructional Assistant-English, English   | 08/29/11-12/12/11 |

|   |                   |
|---|-------------------|
| Myers, Valerie W, Student Services Clerk, Admissions    | 08/24/11-09/09/11 |
| Sanchez, Oscar, Bookstore Clerk/Cashier, Bookstore      | 08/15/11-09/16/11 |
| Shine, Kevin, Cash Receipts Clerk, Bursar's Office      | 07/25/11-08/12/11 |
| Shine, Kevin, Cash Receipts Clerk, Bursar's Office      | 08/26/11-09/02/11 |
| Spielberg, Barbara, Student Services Clerk, Admissions  | 08/24/11-09/09/11 |
| Thompson, Myles, Bookstore Clerk/ Cashier, Bookstore    | 08/15/11-09/16/11 |
| Tolentino, Camimiro, Student Services Clerk, Admissions | 08/24/11-09/09/11 |
| Williams, LaShondra, Student Services Clerk, Admissions | 08/24/11-09/09/11 |
| Wimbish, Rashida, Student Services Clerk, Admissions    | 08/24/11-09/09/11 |
| Winn, Kristin D, Student Services Clerk, Admissions     | 08/24/11-09/09/11 |
| Woldt, Lisa, Instructional Assistant-English, English   | 08/29/11-02/29/12 |
| Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore         | 08/15/11-09/16/11 |

### **RECOMMENDATION NO. 13    CLASSIFIED PERSONNEL - NON MERIT**

Requested Action: Approval/Ratification

Reviewed by:        Sherri Lee-Lewis, Dean, Human Resources

Approved by:        Marcia Wade, 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, \$8.00/hr (STHP)           | 49 |
| College Work-Study Student Assistant, \$8.00/hr (FWS) | 19 |
| CalWorks, \$8.00/hr                                   | 3  |

#### **SPECIAL SERVICE**

|   |    |
|---|----|
| Art Models, \$18.00/hr                      | 68 |
| Community Services Specialist 1, \$35.00/hr | 4  |
| Community Services Specialist 2, \$50.00/hr | 8  |
| Recreation Directors, \$10.50/hr            | 1  |

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 GANN LIMIT, 2011-2012**

Requested by: Chris Bonvenuto, Director Fiscal Services

Approved by: Robert Isomoto, Vice President, Business and Administration

Requested Action: Approval/Ratification

Adopt the 2011-2012 Gann Appropriations Limit for the Santa Monica Community College District as \$129,754,316 and the 2011-2012 Appropriation Subject to Limitation as \$85,987,415.

Comment: Proposition 4 (November 1979, Special Election) added Article XIIB to the State Constitution to place limitations of the expenditures of State and local governments. The calculation of the GANN Limit was completed using the method and worksheets prescribed by the Chancellor's Office and approved by the Department of Finance.

The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on the Adopted Budget for 2011-2012.

The idea of the Gann is to limit the growth of government by only allowing expenditures that are tax driven to grow by a certain amount each year (Fund 01.0 only). There are two parts in the calculation: The Appropriations Limit and the Appropriations Subject to Limit. The Appropriations Limit is the maximum amount that the District can budget from tax driven revenue. (Essentially the Gann Limit). This is calculated based on previous years Gann Limit, growth/decline in FTES and an inflation factor determined by the Department of Finance. For 2011-2012 the Appropriations Limit is \$129,754,316.

The second factor, the Appropriations Subject to Limit, is how much the District has budgeted that is from tax driven revenues. This essentially is the tax driven revenue (General Apportionment, Taxes, etc.) less the budget of any unreimbursed state, court or federal mandates. For 2011-2012 the Appropriations Subject to Limit is \$85,987,415.

As long as the Appropriations Limit is more than the Appropriations Subject to Limit, the District is in compliance. For 2011-2012 there is \$43,766,901 left in the GANN Limit. This "extra" can be transferred to other Districts in the state that are over their limit. The transfer will be handled by the Chancellor's Office.

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15    FACILITIES**

Requested by:     Greg Brown, Director, Facilities Planning

Approved by:     Robert Isomoto, Vice President, Business and Administration

Requested Action: Approval/Ratification

15-A    CHANGE ORDER NO. 3 – STUDENT SERVICES ENTRY GARDEN RE-BID

Change Order No. 3 – SOUTHBAY LANDSCAPING, INC. on the Student Service Entry Garden Re-Bid project in the amount of \$20,358:

|                                   |               |
|-----------------------------------|---------------|
| Original Contract Amount          | \$225,000     |
| Previously Approved Change Orders | 3,892         |
| Change Order No. 3                | <u>20,358</u> |
| Revised Contract Amount           | \$249,250     |
| Original Contract Time            | 91 days       |
| Previous Time Extensions          | 0 days        |
| Time Extension this Change Order  | <u>0 days</u> |
| Current Revised Contract Time     | 91 days       |

Funding Source: Measure S

Comment:     Change Order No. 3 - Provides labor and material for installation of 8 foot height Fence Fabric screen on south and west faces of existing wood Student Services construction fence and the replacement of the pressure treated raised planters and wood header with redwood timbers in the same dimension.

15- B    PROJECT CLOSE OUT – STUDENT SERVICES AND ADMINISTRATION BUILDING – PHASE I

Subject to completion of punch list items by MINCO CONSTRUCTION authorize the District Representative without further action of the Board of Trustees, to accept the project described as STUDENT SERVICES AND ADMINISTRATION BUILDING – PHASE I as being complete upon completion of punch list items by MINCO CONSTRUCTION. 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.

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15    FACILITIES** (continued)

15-C    CHANGE ORDER NO. 2 – BUNDY CLASSROOM COMPLETION

Change Order No. 2 – WAISMAN CONSTRUCTION on the Bundy Classroom Completion project in the amount of \$3,706:

|                                   |               |
|-----------------------------------|---------------|
| Original Contract Amount          | \$1,860,00    |
| Previously Approved Change Orders | 17,712        |
| Change Order No. 2                | <u>3,706</u>  |
| Revised Contract Amount           | \$1,881,418   |
| Original Contract Time            | 246 days      |
| Previous Time Extensions          | 0 days        |
| Time Extension this Change Order  | <u>0 days</u> |
| Current Revised Contract Time     | 246 days      |

Funding Source: Measure AA

Comment:     Change Order No. 2 – Provides labor and material for the relocation of displaced light switches and junction box resulting from wall demolition in Classroom 428 and for the extension of the gypsum chase wall and attachment of it to the suspended ceiling in Classroom 119. Also provides credit for re-programming fire alarm system to ensure adequate protection during the first floor demolition phase.

15-D    AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – PERFORMING ARTS CENTER EAST WING

Amend the agreement with DLR GROUP/WWCOT for the Performing Arts Center East Wing for \$142,463.

|                          |                  |
|--------------------------|------------------|
| Original Contract Amount | \$1,086,757      |
| Amendment # 1            | \$21,618         |
| Amendment # 2            | <u>\$162,463</u> |
| Total to Date            | \$1,270,838      |

Funding Source: Measure AA

Comment:     Architectural and Landscaping design, Civil and Structural engineering, as well as Theatrical and Acoustical design requirements were revised as a result of a modified building program. In addition, a new structural canopy was requested to enhance and accent the existing entrance to the Edye Second Space. Also, the exterior plaza design will be revised to create an upper and lower plaza area. This will minimize the amount of steps required for the elevation transitions and provide more hardscape along with landscaped areas.

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15      FACILITIES (continued)**

15-E      QUARTERLY POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to:                      City of Santa Monica  
Amount:                            \$87,851.44  
For the Period:                April 1, 2011 – June 3, 2011 (3 months)  
Funding Source:              2010-2011 District General Fund

Comment:              Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica \$93,461.85 for the same period last year.

**RECOMMENDATION NO. 16      PAYROLL WARRANT REGISTER**

Requested by:                Ian Fraser, Payroll Manager  
Approved by:                Robert G. Isomoto, Vice-President, Business/Administration  
Requested Action:          Approval/Ratification

July 1 – July 30, 2011                      CIL – VIC                      \$9,958,576.72

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

**RECOMMENDATION NO. 17      COMMERCIAL WARRANT REGISTER**

Requested by:                Robin Quail, Accounts Payable Supervisor  
Approved by:                Robert G. Isomoto, Vice-President, Business/Administration  
Requested Action:          Approval/Ratification

July 1 – July 30, 2011                      4616 – 4654                      \$7,360,049.92

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



| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18      DIRECT, BENEFIT AND STUDENT GRANT PAYMENTS**

Requested by: Robin Quaile, Accounts Payable Supervisor  
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration  
 Requested Action: Approval/Ratification

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

|                        |                |
|------------------------|----------------|
| July 1 – July 30, 2011 |                |
| D000001 – D000211      | \$ 87,940.87   |
| B000001 – B000129      | \$1,425,173.15 |

D – Direct Payments  
 B – Benefit Payments (Health Insurance, Retirement, etc.)

**RECOMMENDATION NO. 19      AUXILIARY PAYMENTS & PURCHASE ORDERS**

Requested by: George Prather, Director of Auxiliary Services  
 Approved by: Robert G. Isomoto, Vice-President, Business/Administration  
 Requested Action: Approval/Ratification

|                        |                |                 |
|------------------------|----------------|-----------------|
|                        | Payments       | Purchase Orders |
| July 1 – July 31, 2011 | \$1,551,446.15 | \$213,079.40    |

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds. The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 20 PURCHASING**

Requested by: Cynthia Moore, Director of Purchasing  
 Approved by: Robert Isomoto, Vice President  
 Requested Action: Approval/Ratification

20-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department

July 1 – July 30, 2011 \$5,462,285.49

20-B PURCHASE AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS

Authorize the awards of purchase orders from approved department budgets against the following competitive bid agreements not to exceed legal dollar threshold limits:

- 1) State of California/WSCA Contract, Contract 1862, with Grainger to 02/2014, for Industrial Supplies and Equipment, Janitorial Supplies and Equipment.
- 2) State of California/WSCA Contract, Contract 1336, with Fisher Scientific to 06/2013, for Science Supplies
- 3) US Communities Contract 11019, with Home Depot Supply, Inc., to 07/14, for Maintenance and Hardware Supplies.
- 4) US Communities Contract 11624, with Hertz Equipment Rental to 03/12, for Equipment Rentals.
- 5) Educational & Institutional Cooperative Purchasing, Contract CNR-01291, with Airgas, Inc., to 10/2012, for Laboratory Gases
- 6) Educational & Institutional Cooperative Purchasing, Contract CNR-01091, with Office Max to 7/2012, for Office Supplies
- 7) State of California (CMAS), Contract 4-08-72-0008B, with Shaw Industries, to 04/2013, for Floor covering.
- 8) State of California (CMAS), Contract 4-08-72-0003G, with Continental Flooring, to 09/2015, for Floor covering.
- 9) National Joint Powers Alliance (NJPA), Contract 51706, with Shaw Industries, to 10/26/11, for Floor covering.
- 10) National Joint Powers Alliance (NJPA), Contract 51706cfc, with Continental Flooring, to 11/15/11, for Floor covering.

|   |                    |
|---|--------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| Santa Monica Community College District | September 6, 2011  |

## **INFORMATION ITEM K**

**SUBJECT:** **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2012**

**SUBMITTED BY:** Superintendent/President

**SUMMARY:** A draft schedule of Board Trustees meetings for 2012 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 4, 2011.

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

Winter and summer Board Study Sessions are held on the third Tuesday in February and July (hold dates).

**January 10, 2012** (second Tuesday)  
January 24 (fourth Tuesday - hold)

**February 7**

**February 21** (third Tuesday)  
**Winter Study Session**

**March 6**  
March 20 (hold)

**April 3**  
April 17 (hold)

**May 1**  
May 15 (hold)

**June 5**  
June 19 (hold)

**July 3**

**July 17** (third Tuesday)  
**Summer Study Session**

**August 7**  
August 21 (hold)

**September 4**  
September 18 (hold)

**October 2**  
October 16 (hold)

**November 13** (second Tuesday)  
(first Tuesday is election day)

**December 4**  
December 18 (hold)

|   |                        |
|---|------------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>REGULAR MEETING</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | September 6, 2011      |

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of **James Fugle**, retired SMC Assistant Superintendent, and **Millie Rosenstein**, former member of the Emeritus College Executive Council.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, October 4, 2011** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Report: Workforce Development/Career Tech Pathways
2. Report: Diversity

| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b>     |
|---|-------------------|
| Santa Monica Community College District | September 6, 2011 |

**APPENDIX A:      ADOPTION OF 2011-2012 BUDGET**

**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
2011-2012 PROPOSED ADOPTED BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2011-2012 is comprised of the following nine funds:

|                                      |                      |
|--------------------------------------|----------------------|
| General Fund Unrestricted            | \$156,104,319        |
| General Fund Restricted              | <u>\$33,638,672</u>  |
| Total General Fund                   | \$189,742,991        |
| Special Reserve Fund (Capital)       | \$10,657,960         |
| Earthquake Fund                      | \$2,263,256          |
| Bond Fund: Measure U                 | \$23,854,505         |
| Bond Fund: Measure S                 | \$60,029,276         |
| Bond Fund: Measure AA                | \$86,979,401         |
| Bond Interest & Redemption Fund      | \$54,136,531         |
| Student Financial Aid Fund           | \$33,794,298         |
| Auxiliary Operations                 | <u>\$4,837,586</u>   |
| Total Other Restricted               | \$276,552,813        |
| <b>TOTAL PROPOSED ADOPTED BUDGET</b> | <b>\$466,295,804</b> |

**GENERAL FUND**

**General Fund Unrestricted (01.0)**

These are the only funds available for the general operations of the District. All other funds are restricted in use.

**Summary**

**2010-2011**

The District closed the 2010-2011 fiscal year with a \$2,100,851 operating surplus, based on a comparison of ongoing revenues and expenditures. During the year, the District realized one-time revenue items totaling \$517,887 from sources including mandated cost reimbursements and prior year apportionment payments. Further, the District was successful in increasing nonresident tuition and fee-based instruction by \$1,447,657 and reducing expenditures in contracts/services and utilities to pre-2006-2007 levels. The combination of one-time funding, increased nonresident revenue, and the successful reduction of expenditures resulted in an increase in fund balance of approximately \$2,618,738. This increase resulted in an Unrestricted General Fund ending balance estimated at \$20,675,673, excluding designated reserves, or 15.44% of expenditures and transfers. It is also important to note that during the 2010-2011 fiscal year, the District served 22,545 FTES (Full-time Equivalent Students) but was only funded by the State to serve approximately 22,055 FTES, leaving 490 FTES unfunded by the State in the 2010-2011 fiscal year.

## 2011-2012

The State has implemented a 6.2% or **<\$6,287,392>** reduction in Principal Apportionment funding; the largest reduction in State funding in the history of the District. Additionally the State Budget requires that if projected State revenues do not meet projected levels by December a further reduction in funding of approximately **<\$1,238,608>** will be applied to the District through mid-year reductions. A total of \$1,238,608 has been placed in Designated Reserves, from Contingency Reserve, to be used to prevent disruptions to programs and operations in the event of mid-year reductions; if the mid-year reductions do not materialize, this amount will be placed back into the Contingency Reserve. The District is also projecting an increase in non-resident tuition revenue of \$2,945,431 from prior year actuals. The net effect of the changes in revenues has resulted in a projected **<2.6%>** decrease in total revenues from the prior year actuals.

The District is projecting expenditure increases of approximately 3.39% or \$4,540,462 compared with prior year actuals. The largest projected increases to expenditures are Salary-Related and Health and Welfare Benefits (\$1,772,160), Capital Expenditures (\$1,349,499), Contracts/Services (\$1,035,734), and Salary Step and Longevity (\$869,615) with the largest decrease in expenditure related to course schedule reduction (**<\$1,728,119>**). The District is also transferring to designated reserves \$826,336 for the hiring of new faculty members in Fall 2012 (Board Goal #4), \$500,000 to institutionalize Supplemental Instruction/Writing Center/Tutoring Center initiatives (Board Goal #1/Institutional Objectives #6 and #7) and \$425,000 for a new Financial Aid system. The net effect of the projected changes in revenue and expenditures will result in a projected operating deficit with one-time items of **<\$5,437,168>** and a projected ending Unrestricted General Fund Balance of \$12,661,729, excluding designated reserves, or 9.15% of total expenditures and transfers.

### **Revenues**

#### Federal Revenue

The federal revenue levels for 2011-2012 represent projected federal grant administrative allowances including ACA allowances for Financial Aid programs.

#### State Revenue – Principal Apportionment

State revenue, in the form of Principal Apportionment, constitutes 76% (\$101,555,097) of the District's operating revenue. The calculation for Principal Apportionment is based on the number of FTES (Full Time Equivalent Students) the District serves, but is capped based on the State adopted budget. The District receives Principal Apportionment through a combination of direct State funds known as General Apportionment, coupled with enrollment fees and property taxes, which are combined to equal the Principal Apportionment. If actual receipts of property taxes or enrollment fees differ from projections, General Apportionment funding will be adjusted, if State funding is available, to keep the formula constant.

The District has based its Principal Apportionment revenue projections on the State budget which has implemented a 6.2% funding/workload reduction for 2011-2012. This will result in the District being funded by the State to serve approximately 20,683 FTES in 2011-2012; a State mandated reduction of approximately 1,372 FTES. The proposed adopted budget is based on the District continuing to serve students well beyond its funded FTES base. As of the proposed adopted budget, the target is to serve 21,783 FTES, which is 1,100 FTES more than what the State is funding the District to serve.

It is important to note that if the State budget falls further into deficit during the current year, or if the State failed to meet its budget projections for additional revenue, the CCCCCO may impose additional reductions in the form of further workload reductions (permanent) or deficit factors (one-time). Each 1% reduction by the State is equivalent to approximately \$1,000,000 in reduced funding for the District.

## State Revenue – Other

The proposed adopted budget also includes the inflationary adjustment and growth funding at 0.00%. All other State Revenue categories, including all Part-time Faculty allocations, are projected to remain at approximately 2010-2011 levels.

## Property Taxes

Based on preliminary projections, the District will receive \$12,874,054 in property tax in the current year. This is a combination of property tax shift, homeowner's exemption, secured taxes, unsecured taxes, supplemental taxes, RDA pass through and prior years' taxes. If the receipt of property tax does not meet these projections, the State may impose a further workload reduction or deficit factor to offset the loss in funding.

## Lottery

The State Lottery revenues are paid each year according to the annual enrollment figures. The State is projecting slightly higher lottery sales in 2011-2012, but, due to the State implemented workload reduction, the District is projecting a decrease in lottery revenue of **<\$26,393>** from prior year actuals. If lottery sales or enrollment fall below projections, lottery revenue will be adjusted lower.

## Enrollment Fees

The State required that all Community College Districts raise the Enrollment Fee from \$26 a unit to \$36 a unit for 2011-2012. This mandated increase is expected to generate \$4,403,717 in additional enrollment fee revenue. It is important to note that Enrollment Fee revenue belongs to the State, and this increase does not result in an increase in revenue for the District.

## Local Revenues

The Local Revenue section of the budget contains the District's largest revenue sources outside of Principal Apportionment in the form of Non-resident Tuition. The non-resident tuition line item includes both revenue generated from non-resident tuition and revenue from special Intensive ESL classes for international students. The District increased non-resident tuition for the 2011-2012 year. This increase is expected to result in an increase in revenue of \$2,945,431 from prior year actuals. The remaining local revenue categories include property taxes, enrollment fees, student fees, interest, rental of facilities and others.

## **Expenditures**

### Summary

The General Fund Unrestricted Expenditure budget is where the District accounts for all operational expenditures. The breakdown of expenditures is as follows: 87.8% on salaries and benefits, 10.1% on other operational expenses and services, 1.2% on capital, 0.7% on supplies, and 0.2% on transfers/financial aid. For 2011-2012 the largest projected increases to expenditures are Salary-Related and Health and Welfare Benefits (\$1,772,160), Capital Expenditures (\$1,349,499), Contracts/Services (\$1,035,734), and Salary Step and Longevity (\$869,615), with the largest decrease in expenditure related to course schedule reduction (**<\$1,728,119>**).

## Student Services

In order to lessen the impact of reductions by the State on students, the District is proposing to fund \$1,075,000 for student services to mitigate the state funding reductions over the last several years. This funding will be used for programs such as EOP&S, DSPS, Scholars, Veterans Affairs, Welcome Center, Calworks, general counseling, assessment, outreach and transfer center.

## Salary and Benefits

Salary and benefit expenditure projections reflect appropriate step, column and longevity increases for qualified employees. For the proposed adopted budget, increases in salary and benefit expenditures account for approximately \$2,092,496 of the total \$4,540,462 projected increase in total expenditures and transfers and represent 87.8% of total expenditures and transfers for the District's unrestricted general fund. Consistent with Board principles, these projections do not include any assumptions for furloughs or layoffs of permanent employees in the 2011-2012 fiscal year.

## Supplies, Services, Capital and Transfers

Supplies, Services, Capital and Transfer expenditure projections reflect departmental requests based on operational needs. For the proposed adopted budget, increases in these line items account for approximately \$2,447,966 of the total projected increase in total expenditures and transfers and represent 12.2 % of total expenditures and transfers for the Districts unrestricted general fund. The largest increase comes in the form of Buildings and Sites and Equipment. The District has budgeted increases in these line items for: computers for instructional labs (\$384,077 – one-time), instructional equipment replacement/updates (\$250,000 – Board Goal #4/Institutional Objective #3), technology infrastructure maintenance/updates (\$500,000 – Board Goal #3/Institutional Objective #3) and facility maintenance/operations/modification/updates (\$250,000 - Board Goal #3/Institutional Objectives #3 and #8).

The largest line item of non-salary and benefit related expenditure is contracts/services. The Contracts/Services line item in the adopted budget includes:

Rents/Leases (Madison Site, Swimming Pool, Big Blue Bus) 21%, Advertising 10%, Bank Fees and Bad Debt 10%, Repairs and Maintenance of Equipment/Facilities 9%, E-College/CurricUnet 7%, Other Contract Services 7%, Legal Services (including Personnel Commission) 6%, Consultants 5%, Postage and Delivery Services 4%, Conferences and Training 4%, District Copiers 4%, Off-Campus Printing 3%, Software Licensing 2%, LACOE Contracts (i.e. PeopleSoft, HRS) 2%, Repairs/Improvement of Facilities 1%, Memberships and Dues 1%, Audit 1%, and Other Services (i.e. Mileage, Professional Growth, Fingerprinting, Board Meetings, Field Trips) 3%.

## **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, 2012 will be carried over to the 2012-2013 budget, if permissible.

The ending fund balance contains prior year balances from the following programs: Lottery, Contract Education, Parking, Community Services, Health and Psychological Services and the SMC Performing Arts Center. These balances represent revenue recognized and earned in prior years in excess of expenditures and are unavailable for transfer to other programs or funds.

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 Expenditures Fund. The major source of revenue for this fund is the non-resident capital surcharge. These funds are used for capital outlay related projects, including the installment payments for the AET Certificate of Participation and any required expenditure matches for scheduled maintenance/physical plant, special repair projects and architectural barrier removal. State funding for capital projects is also accounted for in this fund.

All capital expenditures and revenue in the Special Reserve Fund, as well as Fund 41.0, Fund 42.1, Fund 42.2, 42.3, and 42.4 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. Money in these funds may not be transferred into the general fund.

### **Earthquake Fund (41.0)**

This fund reflects the FEMA and OES funding received and expended as a result of the damage incurred at Santa Monica College from the 1994 Northridge Earthquake. These funds are for the Humanities and Social Sciences (Liberal Arts Replacement) Project, the District's last earthquake project.

### **Bond Fund Measure U (42.2)**

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

### **Bond Fund Measure S (42.3)**

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

### **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 Interest and Redemption Fund (48.0)**

This fund is administered by the Los Angeles County Auditor-Controller's Office and reflects the receipt of property tax revenue due to voted indebtedness for bond issues and the payment of interest on those bonds plus the redemption of the bonds that mature within the 2011-2012 fiscal year. This information is provided by the Los Angeles County Treasurer's Office 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 and Cal Grants). The transfer line items reflect a transfer from the Unrestricted General Fund to meet the match requirements of the individual grant programs.

### **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 recommended budget for adoption. It reflects the best information currently available. The budget was reviewed by DPAC's Budget Planning subcommittee, which acknowledged that the budget procedure followed transparent processes and that all constituencies had input.

While it is usually expected that changes will occur during the year, it is inevitable that there will be such changes during this particular fiscal year. Some changes will be the result of revised state revenue, and others will be internal adjustments resulting from new or updated information.

**UNRESTRICTED GENERAL FUND 01.0**  
**2011-2012 ADOPTED REVENUE BUDGET**

| ACCOUNTS                             | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL<br>REVENUE | 2011-2012<br>ADOPTED<br>BUDGET |
|--------------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>FEDERAL</b>                       |                                |                                |                                |
| FIN AID ADM ALLOWANCES               | 132,866                        | 121,269                        | 125,576                        |
| <b>TOTAL FEDERAL</b>                 | <b>132,866</b>                 | <b>121,269</b>                 | <b>125,576</b>                 |
| <b>STATE</b>                         |                                |                                |                                |
| GENERAL APPORTIONMENT                | 84,581,383                     | 81,732,986                     | 74,962,216                     |
| GROWTH                               | 2,136,223                      | 2,554,764                      | -                              |
| COLA                                 | (400,228)                      | -                              | -                              |
| PRIOR YEAR APPORTIONMENT ADJUSTMENTS | -                              | 103,957                        | -                              |
| HOMEOWNERS EXEMPT                    | 101,768                        | 101,222                        | 101,222                        |
| STATE LOTTERY REVENUE                | 3,187,303                      | 3,098,011                      | 3,071,618                      |
| MANDATED COST RECOVERY               | -                              | 413,930                        | -                              |
| OTHER STATE                          | 434,530                        | 636,762                        | 633,259                        |
| <b>TOTAL STATE</b>                   | <b>90,040,979</b>              | <b>88,641,632</b>              | <b>78,768,315</b>              |
| <b>LOCAL</b>                         |                                |                                |                                |
| PROP TAX SHIFT (ERAF)                | -                              | 1,549,779                      | 1,549,779                      |
| SECURED TAX                          | 9,777,848                      | 10,286,796                     | 9,581,287                      |
| SUPPLEMENTAL TAXES                   | 75,884                         | 92,383                         | 92,383                         |
| UNSECURED TAX                        | 475,136                        | 443,088                        | 443,088                        |
| PRIOR YRS TAXES                      | 310,689                        | 732,120                        | 732,120                        |
| PROPERTY TAX - RDA PASS THRU         | 357,977                        | 374,175                        | 374,175                        |
| PRIVATE DONATIONS                    | -                              | 253,123                        | 83,510                         |
| RENTS                                | 57,000                         | 114,919                        | 125,919                        |
| INTEREST                             | 234,500                        | 222,864                        | 192,664                        |
| ENROLLMENT FEES                      | 9,839,198                      | 9,595,086                      | 13,998,803                     |
| STUDENT RECORDS                      | 415,500                        | 446,728                        | 431,634                        |
| NON-RESIDENT TUITION/INTENSIVE ESL   | 19,789,866                     | 21,387,129                     | 24,332,560                     |
| FEE BASED INSTRUCTION                | -                              | 259,871                        | 150,000                        |
| OTHER STUDENT FEES & CHARGES         | 194,000                        | 143,948                        | 139,084                        |
| F1 APPLICATION FEES                  | 102,500                        | 128,003                        | 170,040                        |
| OTHER LOCAL                          | 609,712                        | 482,340                        | 482,340                        |
| I. D. CARD SERVICE CHARGE            | 890,000                        | 896,822                        | 866,521                        |
| LIBRARY CARDS                        | 200                            | 140                            | 140                            |
| LIBRARY FINES                        | 15,500                         | 14,949                         | 15,000                         |
| PARKING FINES                        | 268,500                        | 196,264                        | 190,000                        |
| <b>TOTAL LOCAL</b>                   | <b>43,414,010</b>              | <b>47,620,527</b>              | <b>53,951,047</b>              |
| <b>TOTAL REVENUE</b>                 | <b>133,587,855</b>             | <b>136,383,428</b>             | <b>132,844,938</b>             |
| TRANSFER IN                          | 201,320                        | 147,494                        | 170,540                        |
| <b>TOTAL REVENUE AND TRANSFERS</b>   | <b>133,789,175</b>             | <b>136,530,922</b>             | <b>133,015,478</b>             |

**UNRESTRICTED GENERAL FUND 01.0**  
**2011-2012 ADOPTED EXPENDITURE BUDGET**

| ACCOUNTS                                  | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL<br>EXPENDITURES | 2011-2012<br>ADOPTED<br>BUDGET |
|---|--------------------------------|-------------------------------------|--------------------------------|
| INSTRUCTION                               | 23,344,741                     | 22,757,111                          | 23,190,440                     |
| ACADEMIC MANAGERS                         | 5,341,854                      | 5,580,839                           | 5,475,177                      |
| NON-INSTRUCTION                           | 5,708,145                      | 5,894,175                           | 5,878,973                      |
| HOURLY INSTRUCTION                        | 25,151,622                     | 24,851,261                          | 23,307,962                     |
| HOURLY NON-INSTRUCTION                    | 3,661,838                      | 3,588,755                           | 3,505,368                      |
| VACANT POSITIONS                          | 85,653                         | -                                   | 173,864                        |
| VACANCY SAVINGS                           | (42,827)                       | -                                   | (86,932)                       |
| RESTORATION OF STUDENT SERVICES           | 505,329                        | 51,861                              | 744,200                        |
| <b>TOTAL ACADEMIC</b>                     | <b>63,756,355</b>              | <b>62,724,002</b>                   | <b>62,189,052</b>              |
| CLASSIFIED REGULAR                        | 20,048,288                     | 19,882,179                          | 20,056,289                     |
| CLASSIFIED MANAGERS                       | 3,946,602                      | 3,844,842                           | 3,809,068                      |
| CLASS REG INSTRUCTION                     | 2,819,937                      | 2,833,721                           | 2,925,769                      |
| CLASSIFIED HOURLY                         | 1,623,362                      | 1,717,282                           | 1,687,901                      |
| CLASS HRLY INSTRUCTION                    | 786,122                        | 478,136                             | 614,071                        |
| VACANT POSITIONS                          | 677,575                        | -                                   | 1,158,979                      |
| VACANCY SAVINGS                           | (338,788)                      | -                                   | (579,490)                      |
| RESTORATION OF STUDENT SERVICES           | 324,626                        | 291,118                             | 102,295                        |
| <b>TOTAL CLASSIFIED</b>                   | <b>29,887,724</b>              | <b>29,047,278</b>                   | <b>29,774,882</b>              |
| STRS                                      | 4,002,736                      | 3,908,039                           | 3,882,940                      |
| PERS                                      | 3,746,802                      | 3,249,096                           | 3,370,726                      |
| OASDI/MEDICARE                            | 3,002,056                      | 2,947,130                           | 2,969,664                      |
| H/W                                       | 13,385,959                     | 12,497,193                          | 13,110,209                     |
| RETIREEES' H/W                            | 1,905,169                      | 2,348,543                           | 2,559,772                      |
| SUI                                       | 829,135                        | 900,865                             | 1,638,836                      |
| WORKERS' COMPENSATION                     | 1,283,254                      | 1,294,230                           | 1,370,311                      |
| ALTERNATIVE RETIREMENT                    | 500,000                        | 485,202                             | 500,000                        |
| BENEFITS RELATED TO VACANT POSITIONS      | 198,684                        | -                                   | 266,569                        |
| BENEFITS RELATED TO VACANCY SAVINGS       | (99,342)                       | -                                   | (133,285)                      |
| RESTORATION OF STUDENT SERVICES           | 200,436                        | 136,100                             | 130,498                        |
| <b>TOTAL BENEFITS</b>                     | <b>28,954,889</b>              | <b>27,766,398</b>                   | <b>29,666,240</b>              |
| SUPPLIES                                  | 1,108,228                      | 868,674                             | 947,872                        |
| RESTORATION OF STUDENT SERVICES           | 20,800                         | 162,410                             | -                              |
| <b>TOTAL SUPPLIES</b>                     | <b>1,129,028</b>               | <b>1,031,084</b>                    | <b>947,872</b>                 |
| CONTRACTS/SERVICES                        | 10,925,645                     | 9,043,464                           | 10,079,198                     |
| INSURANCE                                 | 913,397                        | 924,486                             | 913,397                        |
| UTILITIES                                 | 3,266,052                      | 2,754,582                           | 2,940,844                      |
| RESTORATION OF STUDENT SERVICES           | 180,454                        | 43,242                              | 43,807                         |
| <b>TOTAL SERVICES</b>                     | <b>15,285,548</b>              | <b>12,765,774</b>                   | <b>13,977,246</b>              |
| BLDG & SITES                              | 45,000                         | 32,346                              | 288,250                        |
| EQUIPMENT                                 | 218,430                        | 208,956                             | 1,230,677                      |
| LEASE PURCHASES                           | 81,489                         | 216                                 | 72,090                         |
| RESTORATION OF STUDENT SERVICES           | 167,188                        | 58,536                              | 9,200                          |
| <b>TOTAL CAPITAL</b>                      | <b>512,107</b>                 | <b>300,054</b>                      | <b>1,600,217</b>               |
| <b>TOTAL EXPENDITURES</b>                 | <b>139,525,651</b>             | <b>133,634,590</b>                  | <b>138,155,509</b>             |
| OUTGOING TRANSFER/FINANCIAL AID           | 236,904                        | 254,866                             | 252,137                        |
| RESTORATION OF STUDENT SERVICES           | 24,940                         | 22,728                              | 45,000                         |
| <b>TOTAL TRANSFERS/FINANCIAL AID</b>      | <b>261,844</b>                 | <b>277,594</b>                      | <b>297,137</b>                 |
| <b>TOTAL EXPENDITURES &amp; TRANSFERS</b> | <b>139,787,495</b>             | <b>133,912,184</b>                  | <b>138,452,646</b>             |

**UNRESTRICTED GENERAL FUND 01.0**  
**2011-2012 ADOPTED FUND BALANCE BUDGET**

| ACCOUNTS   | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL<br>FUND BALANCE | 2011-2012<br>ADOPTED<br>BUDGET |
|--|--------------------------------|-------------------------------------|--------------------------------|
| TOTAL REVENUE AND TRANSFERS                            | 133,789,175                    | 136,013,035                         | 133,015,478                    |
| TOTAL EXPENDITURES AND TRANSFERS                       | 137,882,767                    | 133,146,189                         | 136,193,864                    |
| RESTORATION OF STUDENT SERVICES                        | 1,423,773                      | 765,995                             | 1,075,000                      |
| VACANT POSITIONS WITH PAYROLL RELATED BENEFITS         | 961,912                        | -                                   | 1,599,412                      |
| VACANT SAVINGS WITH PAYROLL RELATED BENEFITS           | (480,957)                      | -                                   | (799,707)                      |
| <b>OPERATING SURPLUS/(DEFICIT)</b>                     | <b>(5,998,320)</b>             | <b>2,100,851</b>                    | <b>(5,053,091)</b>             |
| ONE-TIME FUNDING                                       |                                |                                     |                                |
| PRIOR YEAR APPORTIONMENT ADJ                           | -                              | 103,957                             | -                              |
| MANDATED COST RECOVERY                                 | -                              | 413,930                             | -                              |
| EQUIPMENT TO MEET TECHNOLOGY PLANNING OBJECTIVE        | -                              | -                                   | (384,077)                      |
| <b>OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS</b> | <b>(5,998,320)</b>             | <b>2,618,738</b>                    | <b>(5,437,168)</b>             |
| BEGINNING BALANCE***                                   | 18,470,103                     | 18,470,103                          | 20,675,673                     |
| TRANSFER TO DESIGNATED RESERVE - NET                   | (413,168)                      | (413,168)                           | (2,576,776)                    |
| ENDING FUND BALANCE ***                                | <b>12,058,615</b>              | <b>20,675,673</b>                   | <b>12,661,729</b>              |
| FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS **      | <b>8.63%</b>                   | <b>15.44%</b>                       | <b>9.15%</b>                   |

\*\* Chancellor's Office recommended ratio is 5%. Please see ADDENDUM for Designated Reserves.

\*\*\* Fund Balance excludes Designated Reserves.

**UNRESTRICTED GENERAL FUND 01.0**  
**2011-2012 ADOPTED REVENUE BUDGET**

| ACCOUNTS                                 | 2007-2008<br>ACTUAL<br>REVENUE | 2008-2009<br>ACTUAL<br>REVENUE | 2009-2010<br>ACTUAL<br>REVENUE | 2010-2011<br>ACTUAL<br>REVENUE | 2011-2012<br>ADOPTED<br>BUDGET |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>FEDERAL</b>                           |                                |                                |                                |                                |                                |
| FIN AID ADM ALLOWANCES                   | 101,674                        | 112,922                        | 111,669                        | 121,269                        | 125,576                        |
| AMERICAN RECOVERY AND REINVESTMENT ACT   | -                              | -                              | 415,294                        | -                              | -                              |
| <b>TOTAL FEDERAL</b>                     | <b>101,674</b>                 | <b>112,922</b>                 | <b>526,963</b>                 | <b>121,269</b>                 | <b>125,576</b>                 |
| <b>STATE</b>                             |                                |                                |                                |                                |                                |
| PRINCIPAL APPORTIONMENT w/ STABILIZATION | 83,714,229                     | 87,063,646                     | 81,667,004                     | 81,732,986                     | 74,962,216                     |
| CREDIT REVENUE GROWTH                    | -                              | -                              | -                              | 2,554,764                      | -                              |
| COLA                                     | 4,037,782                      | -                              | -                              | -                              | -                              |
| PRIOR YR APPORTIONMENT ADJ.              | 1,783,352                      | 1,480,188                      | 675,100                        | 103,957                        | -                              |
| HOMEOWNERS EXEMPT                        | 94,458                         | 94,813                         | 101,768                        | 101,222                        | 101,222                        |
| STATE LOTTERY REVENUE                    | 2,799,931                      | 3,097,994                      | 3,076,260                      | 3,098,011                      | 3,071,618                      |
| MANDATED COST RECOVERY                   | 25,681                         | -                              | 270,993                        | 413,930                        | -                              |
| OTHER STATE                              | 1,249,191                      | 1,224,716                      | 593,863                        | 636,762                        | 633,259                        |
| <b>TOTAL STATE</b>                       | <b>93,704,624</b>              | <b>92,961,357</b>              | <b>86,384,988</b>              | <b>88,641,632</b>              | <b>78,768,315</b>              |
| <b>LOCAL</b>                             |                                |                                |                                |                                |                                |
| PROP TAX SHIFT (ERAF)                    | -                              | 1,025,602                      | 1,935,724                      | 1,549,779                      | 1,549,779                      |
| SECURED TAX                              | 8,878,263                      | 9,794,419                      | 10,136,023                     | 10,286,796                     | 9,581,287                      |
| SUPPLEMENTAL TAXES                       | 454,539                        | 183,764                        | 75,884                         | 92,383                         | 92,383                         |
| UNSECURED TAX                            | 363,604                        | 408,589                        | 475,136                        | 443,088                        | 443,088                        |
| PRIOR YRS TAXES                          | 449,187                        | 416,358                        | 235,666                        | 732,120                        | 732,120                        |
| PROPERTY TAX - RDA PASS THRU             | 238,648                        | 317,365                        | 357,977                        | 374,175                        | 374,175                        |
| PRIVATE DONATIONS                        | -                              | -                              | -                              | 253,123                        | 83,510                         |
| RENTS                                    | 134,025                        | 69,960                         | 56,919                         | 114,919                        | 125,919                        |
| INTEREST                                 | 1,184,250                      | 414,554                        | 234,374                        | 222,864                        | 192,664                        |
| ENROLLMENT FEES                          | 7,867,266                      | 8,244,191                      | 9,945,255                      | 9,595,086                      | 13,998,803                     |
| STUDENT RECORDS                          | 294,285                        | 305,867                        | 415,482                        | 446,728                        | 431,634                        |
| NON-RES TUITION/INTENSIVE ESL            | 17,227,972                     | 17,961,185                     | 20,199,343                     | 21,387,129                     | 24,332,560                     |
| FEE BASED INSTRUCTION                    | -                              | -                              | -                              | 259,871                        | 150,000                        |
| OTHER STUDENT FEES & CHARGES             | 172,049                        | 140,060                        | 193,886                        | 143,948                        | 139,084                        |
| F1 APPLICATION FEES                      | 96,432                         | 108,580                        | 102,273                        | 128,003                        | 170,040                        |
| OTHER LOCAL                              | 450,927                        | 1,021,785                      | 755,437                        | 482,340                        | 482,340                        |
| I. D. CARD SERVICE CHARGE                | 506,730                        | 832,049                        | 889,640                        | 896,822                        | 866,521                        |
| LIBRARY CARDS                            | 260                            | 280                            | 160                            | 140                            | 140                            |
| LIBRARY FINES                            | 20,435                         | 17,114                         | 15,247                         | 14,949                         | 15,000                         |
| PARKING FINES                            | 311,339                        | 273,447                        | 268,497                        | 196,264                        | 190,000                        |
| <b>TOTAL LOCAL</b>                       | <b>38,650,211</b>              | <b>41,535,169</b>              | <b>46,292,923</b>              | <b>47,620,527</b>              | <b>53,951,047</b>              |
| <b>TOTAL REVENUE</b>                     | <b>132,456,509</b>             | <b>134,609,448</b>             | <b>133,204,874</b>             | <b>136,383,428</b>             | <b>132,844,938</b>             |
| TRANSFER IN                              | 213,913                        | 162,613                        | 145,184                        | 147,494                        | 170,540                        |
| <b>TOTAL REVENUE AND TRANSFERS</b>       | <b>132,670,422</b>             | <b>134,772,061</b>             | <b>133,350,058</b>             | <b>136,530,922</b>             | <b>133,015,478</b>             |
| BEGINNING BALANCE                        | 15,960,596                     | 16,797,976                     | 17,408,758                     | 18,470,103                     | 20,675,673                     |
| DESIGNATED RESERVE                       |                                | 2,000,000                      | 2,000,000                      | 2,000,000                      | 2,413,168                      |
| <b>TOTAL FUNDS AVAILABLE</b>             | <b>148,631,018</b>             | <b>153,570,037</b>             | <b>152,758,816</b>             | <b>157,001,025</b>             | <b>156,104,319</b>             |

**UNRESTRICTED GENERAL FUND 01.0**  
**2011-2012 ADOPTED EXPENDITURE BUDGET**

| ACCOUNTS   | 2007-2008<br>ACTUAL<br>EXPENDITURES | 2008-2009<br>ACTUAL<br>EXPENDITURES | 2009-2010<br>ACTUAL<br>EXPENDITURES | 2010-2011<br>ACTUAL<br>EXPENDITURES | 2011-2012<br>ADOPTED<br>BUDGET |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------|
| INSTRUCTION                                      | 22,903,542                          | 23,070,875                          | 22,953,111                          | 22,757,111                          | 23,190,440                     |
| ACADEMIC MANAGERS                                | 4,373,445                           | 4,892,447                           | 5,272,095                           | 5,580,839                           | 5,475,177                      |
| NON-INSTRUCTION                                  | 5,601,931                           | 5,337,375                           | 5,746,275                           | 5,894,175                           | 5,878,973                      |
| HOURLY INSTRUCTION                               | 26,099,322                          | 27,304,843                          | 25,298,301                          | 24,851,261                          | 23,307,962                     |
| HOURLY NON-INSTRUCTION                           | 3,312,981                           | 3,301,483                           | 3,418,355                           | 3,588,755                           | 3,505,368                      |
| VACANT POSITIONS                                 | -                                   | -                                   | -                                   | -                                   | 173,864                        |
| VACANCY SAVINGS                                  | -                                   | -                                   | -                                   | -                                   | (86,932)                       |
| RESTORATION OF STUDENT SERVICES                  | -                                   | -                                   | 236,300                             | 51,861                              | 744,200                        |
| <b>TOTAL ACADEMIC</b>                            | <b>62,291,221</b>                   | <b>63,907,023</b>                   | <b>62,924,437</b>                   | <b>62,724,002</b>                   | <b>62,189,052</b>              |
| CLASSIFIED REGULAR                               | 17,642,386                          | 19,099,152                          | 19,372,790                          | 19,882,179                          | 20,056,289                     |
| CLASSIFIED MANAGERS                              | 2,791,070                           | 3,254,311                           | 3,805,018                           | 3,844,842                           | 3,809,068                      |
| CLASS REG INSTRUCTION                            | 2,355,121                           | 2,841,378                           | 2,889,770                           | 2,833,721                           | 2,925,769                      |
| CLASSIFIED HOURLY                                | 2,107,281                           | 1,885,963                           | 1,669,226                           | 1,717,282                           | 1,687,901                      |
| CLASS HRLY INSTRUCTION                           | 776,274                             | 690,790                             | 483,922                             | 478,136                             | 614,071                        |
| CLASSIFIED ONE-TIME OFF SCHEDULE PAY/RETRO       | 838,567                             | 329,129                             | -                                   | -                                   | -                              |
| VACANT POSITIONS                                 | -                                   | -                                   | -                                   | -                                   | 1,158,979                      |
| VACANCY SAVINGS                                  | -                                   | -                                   | -                                   | -                                   | (579,490)                      |
| RESTORATION OF STUDENT SERVICES                  | -                                   | -                                   | 96,232                              | 291,118                             | 102,295                        |
| <b>TOTAL CLASSIFIED</b>                          | <b>26,510,699</b>                   | <b>28,100,723</b>                   | <b>28,316,958</b>                   | <b>29,047,278</b>                   | <b>29,774,882</b>              |
| STRS   | 3,981,094                           | 4,146,298                           | 3,936,454                           | 3,908,039                           | 3,882,940                      |
| PERS   | 2,846,879                           | 3,124,820                           | 3,336,441                           | 3,249,096                           | 3,370,726                      |
| OASDI/MEDICARE                                   | 2,621,421                           | 2,841,693                           | 2,875,813                           | 2,947,130                           | 2,969,664                      |
| H/W  | 10,676,007                          | 11,546,784                          | 12,400,909                          | 12,497,193                          | 13,110,209                     |
| CALPERS PPO PREMIUM HOLIDAY                      | -                                   | -                                   | (901,830)                           | -                                   | -                              |
| RETIREE'S H/W                                    | 1,844,861                           | 1,895,557                           | 1,870,564                           | 2,348,543                           | 2,559,772                      |
| CALPERS PPO PREMIUM HOLIDAY - RETIREE H & W      | -                                   | -                                   | (220,000)                           | -                                   | -                              |
| SUI  | 105,383                             | 344,132                             | 465,123                             | 900,865                             | 1,638,836                      |
| WORKERS' COMPENSATION                            | 1,227,681                           | 1,140,082                           | 1,302,437                           | 1,294,230                           | 1,370,311                      |
| ALTERNATIVE RETIREMENT                           | 469,055                             | 562,302                             | 476,982                             | 485,202                             | 500,000                        |
| BENEFITS REL TO NON-FACULTY ONE-TIME OFF SCH PAY | 167,450                             | 61,613                              | -                                   | -                                   | -                              |
| BENEFITS RELATED TO VACANT POSITIONS             | -                                   | -                                   | -                                   | -                                   | 266,569                        |
| BENEFITS RELATED TO VACANCY SAVINGS              | -                                   | -                                   | -                                   | -                                   | (133,285)                      |
| RESTORATION OF STUDENT SERVICES                  | -                                   | -                                   | 72,182                              | 136,100                             | 130,498                        |
| <b>TOTAL BENEFITS</b>                            | <b>23,939,831</b>                   | <b>25,663,281</b>                   | <b>25,615,075</b>                   | <b>27,766,398</b>                   | <b>29,666,240</b>              |
| SUPPLIES   | 929,899                             | 909,098                             | 839,780                             | 868,674                             | 947,872                        |
| RESTORATION OF STUDENT SERVICES                  | -                                   | -                                   | 60,876                              | 162,410                             | -                              |
| <b>TOTAL SUPPLIES</b>                            | <b>929,899</b>                      | <b>909,098</b>                      | <b>900,656</b>                      | <b>1,031,084</b>                    | <b>947,872</b>                 |
| CONTRACTS/SERVICES                               | 10,283,931                          | 11,150,163                          | 9,997,598                           | 9,043,464                           | 10,079,198                     |
| INSURANCE  | 860,891                             | 810,921                             | 782,256                             | 924,486                             | 913,397                        |
| UTILITIES  | 3,006,397                           | 3,107,023                           | 2,991,819                           | 2,754,582                           | 2,940,844                      |
| RESTORATION OF STUDENT SERVICES                  | -                                   | -                                   | 173,354                             | 43,242                              | 43,807                         |
| <b>TOTAL SERVICES</b>                            | <b>14,151,219</b>                   | <b>15,068,107</b>                   | <b>13,945,027</b>                   | <b>12,765,774</b>                   | <b>13,977,246</b>              |
| BLDG & SITES                                     | 245                                 | 4,760                               | 30,471                              | 32,346                              | 288,250                        |
| EQUIPMENT  | 170,923                             | 193,224                             | 191,189                             | 208,956                             | 1,230,677                      |
| LEASE PURCHASES                                  | 571,975                             | 75,717                              | -                                   | 216                                 | 72,090                         |
| RESTORATION OF STUDENT SERVICES                  | -                                   | -                                   | 34,822                              | 58,536                              | 9,200                          |
| <b>TOTAL CAPITAL</b>                             | <b>743,143</b>                      | <b>273,701</b>                      | <b>256,482</b>                      | <b>300,054</b>                      | <b>1,600,217</b>               |
| <b>TOTAL EXPENDITURES</b>                        | <b>128,566,012</b>                  | <b>133,921,933</b>                  | <b>131,958,635</b>                  | <b>133,634,590</b>                  | <b>138,155,509</b>             |
| OUTGOING TRANSFER/FINANCIAL AID                  | 1,267,030                           | 239,346                             | 241,473                             | 254,866                             | 252,137                        |
| RESTORATION OF STUDENT SERVICES                  | -                                   | -                                   | 88,605                              | 22,728                              | 45,000                         |
| <b>TOTAL TRANSFERS/FINANCIAL AID</b>             | <b>1,267,030</b>                    | <b>239,346</b>                      | <b>330,078</b>                      | <b>277,594</b>                      | <b>297,137</b>                 |
| <b>TOTAL EXPENDITURES &amp; TRANSFERS</b>        | <b>129,833,042</b>                  | <b>134,161,279</b>                  | <b>132,288,713</b>                  | <b>133,912,184</b>                  | <b>138,452,646</b>             |
| CONTINGENCY RESERVE                              | 16,797,976                          | 17,408,758                          | 18,470,103                          | 20,675,673                          | 12,661,729                     |
| DESIGNATED RESERVE                               | 2,000,000                           | 2,000,000                           | 2,000,000                           | 2,413,168                           | 4,989,944                      |
| <b>TOTAL</b>                                     | <b>148,631,018</b>                  | <b>153,570,037</b>                  | <b>152,758,816</b>                  | <b>157,001,025</b>                  | <b>156,104,319</b>             |

**RESTRICTED GENERAL FUND 01.3**  
**2011-2012 ADOPTED REVENUE BUDGET**

| ACCOUNTS   | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL<br>REVENUE | 2011-2012<br>ADOPTED<br>BUDGET |
|--|--------------------------------|--------------------------------|--------------------------------|
| <b>FEDERAL</b>                                       |                                |                                |                                |
| VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT          | 620,461                        | 619,408                        | 570,647                        |
| FWS-FEDERAL WORK STUDY                               | 535,774                        | 505,002                        | 553,353                        |
| RADIO GRANTS   | 1,700,000                      | 1,120,125                      | 1,620,125                      |
| TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES         | 52,106                         | 53,534                         | 53,534                         |
| TECH PREP  | 69,708                         | 69,708                         | -                              |
| AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)        | -                              | 428,222                        | 490,977                        |
| FEDERAL CARRYOVERS                                   | 1,571,449                      | 1,723,699                      | 2,226,682                      |
| OTHER FEDERAL  | 7,822,459                      | 2,155,891                      | 5,001,178                      |
| <b>TOTAL FEDERAL</b>                                 | <b>12,371,957</b>              | <b>6,675,589</b>               | <b>10,516,496</b>              |
| <b>STATE</b>   |                                |                                |                                |
| LOTTERY  | 697,359                        | 497,315                        | 460,915                        |
| BASIC SKILLS INITIATIVE                              | -                              | -                              | 422,233                        |
| SFAA-STUDENT FINANCIAL AID ADMIN                     | 705,598                        | 688,499                        | 702,062                        |
| EOPS-EXTENDED OPPORTUNITY PROG & SERV                | 820,970                        | 827,320                        | 827,320                        |
| CARE-COOP AGENCIES RESOURCES FOR EDUCATION           | 55,879                         | 55,879                         | 55,879                         |
| DSPTS-DISABLED STUDENTS PROGRAM & SERVICES           | 980,431                        | 1,154,499                      | 766,831                        |
| NON-CREDIT MATRICULATION                             | 20,861                         | 21,959                         | 20,861                         |
| MATRICULATION  | 667,773                        | 698,129                        | 613,223                        |
| MATRICULATION-TRANSFER RELATED                       | -                              | -                              | 50,000                         |
| EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY | 8,696                          | 4,600                          | 8,696                          |
| CALWORKS   | 164,884                        | 162,303                        | 154,188                        |
| ENROLLMENT GROWTH                                    | 160,937                        | 124,516                        | 160,937                        |
| STATE CARRYOVERS                                     | 1,611,247                      | 1,157,225                      | 1,257,658                      |
| OTHER STATE  | 315,919                        | 246,968                        | 3,800                          |
| <b>TOTAL STATE</b>                                   | <b>6,210,554</b>               | <b>5,639,212</b>               | <b>5,504,603</b>               |
| <b>LOCAL</b>   |                                |                                |                                |
| PICO PARTNERSHIP                                     | 151,444                        | 135,203                        | 151,440                        |
| HEALTH FEES  | 1,230,000                      | 1,040,589                      | 1,142,326                      |
| PARKING FEES   | 1,600,000                      | 1,795,561                      | 1,746,196                      |
| DONATIONS-KCRW                                       | 5,027,286                      | 3,836,995                      | 5,047,836                      |
| COMMUNITY SERVICES                                   | 845,000                        | 664,103                        | 707,518                        |
| COUNTY CALWORKS                                      | 64,000                         | 64,000                         | 64,000                         |
| CONSOLIDATED CONTRACT ED-LOCAL                       | 146,092                        | 353,069                        | 353,069                        |
| LOCAL CARRYOVERS                                     | 1,037,206                      | 23,135                         | 38,139                         |
| OTHER LOCAL  | 2,941,065                      | 4,121,960                      | 4,363,651                      |
| <b>TOTAL LOCAL</b>                                   | <b>13,042,093</b>              | <b>12,034,615</b>              | <b>13,614,175</b>              |
| <b>TOTAL REVENUE</b>                                 | <b>31,624,604</b>              | <b>24,349,416</b>              | <b>29,635,274</b>              |



**RESTRICTED GENERAL FUND 01.3**  
**2011-2012 ADOPTED EXPENDITURE BUDGET**

| ACCOUNTS                                    | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL<br>EXPENDITURES | 2011-2012<br>ADOPTED<br>BUDGET |
|---|--------------------------------|-------------------------------------|--------------------------------|
| INSTRUCTION                                 | 18,414                         | 78,905                              | 15,288                         |
| MANAGEMENT                                  | 1,695,480                      | 1,172,287                           | 1,223,435                      |
| NON-INSTRUCTION                             | 1,182,346                      | 1,323,213                           | 1,128,465                      |
| HOURLY INSTRUCTION                          | 479,367                        | 240,474                             | 383,395                        |
| HOURLY NON-INSTRUCTION                      | 1,599,258                      | 1,673,188                           | 1,228,022                      |
| <b>TOTAL ACADEMIC</b>                       | <b>4,974,865</b>               | <b>4,488,067</b>                    | <b>3,978,605</b>               |
| CLASSIFIED REGULAR                          | 2,460,834                      | 2,307,285                           | 2,405,717                      |
| CLASSIFIED MANAGERS                         | 277,483                        | 255,021                             | 328,316                        |
| CLASS REG INSTRUCTION                       | 30,000                         | -                                   | -                              |
| CLASSIFIED HOURLY                           | 1,857,282                      | 1,986,322                           | 1,927,791                      |
| CLASS HRLY INSTRUCTION                      | 314,459                        | 268,607                             | 398,339                        |
| <b>TOTAL CLASSIFIED</b>                     | <b>4,940,058</b>               | <b>4,817,235</b>                    | <b>5,060,163</b>               |
| BENEFITS HOLDING ACCOUNT                    | 2,328,952                      |                                     | 2,076,475                      |
| STRS  | -                              | 276,367                             | -                              |
| PERS  | -                              | 322,019                             | -                              |
| OASDI/MEDICARE                              | -                              | 303,972                             | -                              |
| H/W   | -                              | 843,071                             | -                              |
| SUI   | -                              | 59,189                              | -                              |
| WORKERS' COMP.                              | -                              | 103,159                             | -                              |
| ALTERNATIVE RETIREMENT                      | -                              | 62,133                              | -                              |
| <b>TOTAL BENEFITS</b>                       | <b>2,328,952</b>               | <b>1,969,910</b>                    | <b>2,076,475</b>               |
| <b>TOTAL SUPPLIES</b>                       | <b>1,143,978</b>               | <b>721,959</b>                      | <b>1,181,188</b>               |
| CONTRACTS/SERVICES                          | 11,663,815                     | 5,646,547                           | 10,532,128                     |
| INSURANCE                                   | 2,459,000                      | 2,678,199                           | 2,909,000                      |
| UTILITIES                                   | 232,700                        | 270,484                             | 231,700                        |
| <b>TOTAL SERVICES</b>                       | <b>14,355,515</b>              | <b>8,595,230</b>                    | <b>13,672,828</b>              |
| BLDG & SITES                                | 1,585,000                      | 1,522,788                           | 1,585,000                      |
| EQUIPMENT/LEASE PURCHASE                    | 1,538,004                      | 1,132,022                           | 1,454,302                      |
| <b>TOTAL CAPITAL</b>                        | <b>3,123,004</b>               | <b>2,654,810</b>                    | <b>3,039,302</b>               |
| <b>TOTAL EXPENDITURES</b>                   | <b>30,866,372</b>              | <b>23,247,211</b>                   | <b>29,008,561</b>              |
| OTHER OUTGO - STUDENT AID                   | 556,912                        | 578,788                             | 626,703                        |
| OTHER OUTGO - TRANSFERS                     | 201,320                        | 147,494                             | 170,540                        |
| <b>TOTAL OTHER OUTGO</b>                    | <b>758,232</b>                 | <b>726,282</b>                      | <b>797,243</b>                 |
| <b>TOTAL EXPENDITURES &amp; OTHER OUTGO</b> | <b>31,624,604</b>              | <b>23,973,493</b>                   | <b>29,805,804</b>              |

**RESTRICTED GENERAL FUND 01.3**  
**2011-2012 ADOPTED FUND BALANCE BUDGET**

| ACCOUNTS  | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL<br>FUND BALANCE | 2011-2012<br>ADOPTED<br>BUDGET |
|---|--------------------------------|-------------------------------------|--------------------------------|
| TOTAL REVENUE AND TRANSFERS                                   | 31,624,604                     | 24,349,416                          | 29,635,274                     |
| TOTAL EXPENDITURES AND TRANSFERS                              | 31,624,604                     | 23,973,493                          | 29,805,804                     |
| <b>OPERATING SURPLUS/(DEFICIT)</b>                            | -                              | <b>375,923</b>                      | <b>(170,530)</b>               |
| BEGINNING BALANCE   | -                              | -                                   | 4,003,398                      |
| ADJUSTMENT TO BEGINNING BALANCE                               | -                              | 3,627,475                           | -                              |
| <b>CONTINGENCY RESERVE/ENDING FUND BALANCE</b>                | -                              | <b>4,003,398</b>                    | <b>3,832,868</b>               |
| <b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b> | <b>0.00%</b>                   | <b>16.70%</b>                       | <b>12.86%</b>                  |

**RESTRICTED GENERAL FUND 01.3**  
**2011-2012 ADOPTED REVENUE BUDGET**

| ACCOUNTS   | 2007-2008<br>ACTUAL<br>REVENUE | 2008-2009<br>ACTUAL<br>REVENUE | 2009-2010<br>ACTUAL<br>REVENUE | 2010-2011<br>ACTUAL<br>REVENUE | 2011-2012<br>ADOPTED<br>BUDGET |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>FEDERAL</b>                                       |                                |                                |                                |                                |                                |
| VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT          | 428,652                        | 544,463                        | 526,491                        | 619,408                        | 570,647                        |
| FWS-FEDERAL WORK STUDY                               | 564,251                        | 551,852                        | 622,799                        | 505,002                        | 553,353                        |
| RADIO GRANTS   | 1,488,206                      | 988,620                        | 1,361,188                      | 1,120,125                      | 1,620,125                      |
| TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES         | 78,697                         | 63,502                         | 52,105                         | 53,534                         | 53,534                         |
| TECH PREP  | 63,139                         | 81,405                         | 57,252                         | 69,708                         | -                              |
| AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)        | -                              | -                              | -                              | 428,222                        | 490,977                        |
| FEDERAL CARRYOVERS                                   | 877,757                        | 1,375,715                      | 1,158,027                      | 1,723,699                      | 2,226,682                      |
| OTHER FEDERAL  | 1,870,881                      | 1,897,927                      | 1,385,556                      | 2,155,891                      | 5,001,178                      |
| <b>TOTAL FEDERAL</b>                                 | <b>5,371,583</b>               | <b>5,503,484</b>               | <b>5,163,418</b>               | <b>6,675,589</b>               | <b>10,516,496</b>              |
| <b>STATE</b>   |                                |                                |                                |                                |                                |
| LOTTERY  | 375,748                        | 367,949                        | 421,314                        | 497,315                        | 460,915                        |
| BASIC SKILLS INITIATIVE                              | -                              | -                              | 91,349                         | -                              | 422,233                        |
| SFAA-STUDENT FINANCIAL AID ADMIN                     | 629,463                        | 629,706                        | 605,970                        | 688,499                        | 702,062                        |
| EOPS-EXTENDED OPPORTUNITY PROG & SERV                | 1,404,206                      | 1,424,488                      | 864,179                        | 827,320                        | 827,320                        |
| CARE-COOP AGENCIES RESOURCES FOR EDUCATION           | 100,094                        | 98,579                         | 58,820                         | 55,879                         | 55,879                         |
| DSPTS-DISABLED STUDENTS PROGRAM & SERVICES           | 1,523,248                      | 1,512,738                      | 1,032,033                      | 1,154,499                      | 766,831                        |
| NON-CREDIT MATRICULATION                             | 47,338                         | 47,233                         | 20,962                         | 21,959                         | 20,861                         |
| MATRICULATION  | 1,323,552                      | 1,223,762                      | 638,242                        | 698,129                        | 613,223                        |
| MATRICULATION-TRANSFER RELATED                       | 68,881                         | 67,088                         | 54,629                         | -                              | 50,000                         |
| EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY | 1,466                          | -                              | -                              | 4,600                          | 8,696                          |
| CALWORKS   | 367,982                        | 322,783                        | 173,562                        | 162,303                        | 154,188                        |
| ENROLLMENT GROWTH                                    | 97,522                         | 242,005                        | 122,457                        | 124,516                        | 160,937                        |
| STATE CARRYOVERS                                     | 1,456,826                      | 3,105,910                      | 2,869,019                      | 1,157,225                      | 1,257,658                      |
| OTHER STATE  | 1,967,889                      | 780,128                        | 443,240                        | 246,968                        | 3,800                          |
| <b>TOTAL STATE</b>                                   | <b>9,364,215</b>               | <b>9,822,369</b>               | <b>7,395,776</b>               | <b>5,639,212</b>               | <b>5,504,603</b>               |
| <b>LOCAL</b>   |                                |                                |                                |                                |                                |
| PICO PARTNERSHIP                                     | 150,000                        | 140,007                        | 153,127                        | 135,203                        | 151,440                        |
| HEALTH FEES  | 907,956                        | 884,710                        | 1,032,598                      | 1,040,589                      | 1,142,326                      |
| PARKING FEES   | 1,575,508                      | 1,637,321                      | 1,279,828                      | 1,795,561                      | 1,746,196                      |
| DONATIONS-KCRW                                       | 4,475,780                      | 4,048,708                      | 3,177,164                      | 3,836,995                      | 5,047,836                      |
| COMMUNITY SERVICES                                   | 722,451                        | 812,348                        | 747,128                        | 664,103                        | 707,518                        |
| COUNTY CALWORKS                                      | 80,393                         | 72,417                         | 64,000                         | 64,000                         | 64,000                         |
| CONSOLIDATED CONTRACT ED-LOCAL                       | -                              | 49,565                         | 74,881                         | 353,069                        | 353,069                        |
| LOCAL CARRYOVERS                                     | 142,553                        | 728,482                        | 805,943                        | 23,135                         | 38,139                         |
| OTHER LOCAL  | 2,731,502                      | 2,287,116                      | 2,704,152                      | 4,121,960                      | 4,363,651                      |
| <b>TOTAL LOCAL</b>                                   | <b>10,786,143</b>              | <b>10,660,674</b>              | <b>10,038,821</b>              | <b>12,034,615</b>              | <b>13,614,175</b>              |
| <b>TOTAL REVENUE</b>                                 | <b>25,521,941</b>              | <b>25,986,527</b>              | <b>22,598,015</b>              | <b>24,349,416</b>              | <b>29,635,274</b>              |
| BEGINNING BALANCE                                    | -                              | -                              | -                              | -                              | 4,003,398                      |
| ADJUSTMENT TO BEGINNING BALANCE                      | -                              | -                              | -                              | 3,627,475                      | -                              |
| <b>TOTAL FUNDS AVAILABLE</b>                         | <b>25,521,941</b>              | <b>25,986,527</b>              | <b>22,598,015</b>              | <b>27,976,891</b>              | <b>33,638,672</b>              |

**RESTRICTED GENERAL FUND 01.3**  
**2011-2012 ACTUAL EXPENDITURE BUDGET**

| ACCOUNTS                                    | 2007-2008<br>ACTUAL<br>EXPENDITURES | 2008-2009<br>ACTUAL<br>EXPENDITURES | 2009-2010<br>ACTUAL<br>EXPENDITURES | 2010-2011<br>ACTUAL<br>EXPENDITURES | 2011-2012<br>ADOPTED<br>BUDGET |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------|
| INSTRUCTION                                 | 8,530                               | 342,717                             | 220,506                             | 78,905                              | 15,288                         |
| MANAGEMENT                                  | 1,251,646                           | 1,686,401                           | 1,434,912                           | 1,172,287                           | 1,223,435                      |
| NON-INSTRUCTION                             | 1,153,067                           | 1,385,907                           | 1,000,375                           | 1,323,213                           | 1,128,465                      |
| HOURLY INSTRUCTION                          | 57,135                              | 146,703                             | 421,468                             | 240,474                             | 383,395                        |
| HOURLY NON-INSTRUCTION                      | 2,307,569                           | 2,057,493                           | 1,570,689                           | 1,673,188                           | 1,228,022                      |
| <b>TOTAL ACADEMIC</b>                       | <b>4,777,947</b>                    | <b>5,619,221</b>                    | <b>4,647,950</b>                    | <b>4,488,067</b>                    | <b>3,978,605</b>               |
| CLASSIFIED REGULAR                          | 2,045,501                           | 2,504,992                           | 2,359,447                           | 2,307,285                           | 2,405,717                      |
| CLASSIFIED MANAGERS                         | 333,305                             | 367,907                             | 320,940                             | 255,021                             | 328,316                        |
| CLASS REG INSTRUCTION                       | -                                   | -                                   | -                                   | -                                   | -                              |
| CLASSIFIED HOURLY                           | 2,362,440                           | 2,447,461                           | 1,965,992                           | 1,986,322                           | 1,927,791                      |
| CLASS HRLY INSTRUCTION                      | 252,061                             | 287,990                             | 339,970                             | 268,607                             | 398,339                        |
| <b>TOTAL CLASSIFIED</b>                     | <b>4,993,307</b>                    | <b>5,608,350</b>                    | <b>4,986,349</b>                    | <b>4,817,235</b>                    | <b>5,060,163</b>               |
| BENEFITS HOLDING ACCOUNT                    | -                                   | -                                   | -                                   | -                                   | 2,076,475                      |
| STRS  | 374,997                             | 408,782                             | 331,598                             | 276,367                             | -                              |
| PERS  | 251,214                             | 322,418                             | 323,195                             | 322,019                             | -                              |
| OASDI/MEDICARE                              | 295,375                             | 366,184                             | 333,480                             | 303,972                             | -                              |
| H/W   | 771,400                             | 838,609                             | 688,411                             | 843,071                             | -                              |
| SUI   | 6,447                               | 26,527                              | 25,119                              | 59,189                              | -                              |
| WORKERS' COMP.                              | 131,602                             | 122,499                             | 110,606                             | 103,159                             | -                              |
| ALTERNATIVE RETIREMENT                      | 58,086                              | 57,495                              | 58,415                              | 62,133                              | -                              |
| <b>TOTAL BENEFITS</b>                       | <b>1,889,121</b>                    | <b>2,142,514</b>                    | <b>1,870,824</b>                    | <b>1,969,910</b>                    | <b>2,076,475</b>               |
| <b>TOTAL SUPPLIES</b>                       | <b>733,126</b>                      | <b>755,776</b>                      | <b>652,480</b>                      | <b>721,959</b>                      | <b>1,181,188</b>               |
| CONTRACTS/SERVICES                          | 6,931,553                           | 5,616,217                           | 4,882,853                           | 5,646,547                           | 10,532,128                     |
| INSURANCE                                   | 2,061,046                           | 2,018,046                           | 2,413,622                           | 2,678,199                           | 2,909,000                      |
| UTILITIES                                   | 176,682                             | 174,215                             | 179,551                             | 270,484                             | 231,700                        |
| <b>TOTAL SERVICES</b>                       | <b>9,169,281</b>                    | <b>7,808,478</b>                    | <b>7,476,026</b>                    | <b>8,595,230</b>                    | <b>13,672,828</b>              |
| BLDG & SITES                                | 1,693,274                           | 1,929,592                           | 1,187,335                           | 1,522,788                           | 1,585,000                      |
| EQUIPMENT/LEASE PURCHASE                    | 1,270,373                           | 1,239,779                           | 1,205,996                           | 1,132,022                           | 1,454,302                      |
| <b>TOTAL CAPITAL</b>                        | <b>2,963,647</b>                    | <b>3,169,371</b>                    | <b>2,393,331</b>                    | <b>2,654,810</b>                    | <b>3,039,302</b>               |
| <b>TOTAL EXPENDITURES</b>                   | <b>24,526,429</b>                   | <b>25,103,710</b>                   | <b>22,026,960</b>                   | <b>23,247,211</b>                   | <b>29,008,561</b>              |
| OTHER OUTGO - STUDENT AID                   | 781,599                             | 720,204                             | 425,871                             | 578,788                             | 626,703                        |
| OTHER OUTGO - TRANSFERS                     | 213,913                             | 162,613                             | 145,184                             | 147,494                             | 170,540                        |
| <b>TOTAL OTHER OUTGO</b>                    | <b>995,512</b>                      | <b>882,817</b>                      | <b>571,055</b>                      | <b>726,282</b>                      | <b>797,243</b>                 |
| <b>TOTAL EXPENDITURES &amp; OTHER OUTGO</b> | <b>25,521,941</b>                   | <b>25,986,527</b>                   | <b>22,598,015</b>                   | <b>23,973,493</b>                   | <b>29,805,804</b>              |
| ENDING FUND BALANCE                         | -                                   | -                                   | -                                   | 4,003,398                           | 3,832,868                      |
| <b>TOTAL</b>                                | <b>25,521,941</b>                   | <b>25,986,527</b>                   | <b>22,598,015</b>                   | <b>27,976,891</b>                   | <b>33,638,672</b>              |

| CAPITAL OUTLAY FUND 40.0<br>2011-2012 ADOPTED REVENUE AND EXPENDITURE BUDGET |                                |                     |                                |
|--|--------------------------------|---------------------|--------------------------------|
| ACCOUNTS   | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL | 2011-2012<br>ADOPTED<br>BUDGET |
| <b>REVENUE</b>   |                                |                     |                                |
| INTEREST   | 85,000                         | 80,667              | 64,235                         |
| NON-RESIDENT CAPITAL CHARGE  | 3,411,958                      | 3,887,016           | 2,758,527                      |
| <b>TOTAL REVENUE</b>   | <b>3,496,958</b>               | <b>3,967,683</b>    | <b>2,822,762</b>               |
| <b>EXPENDITURES</b>  |                                |                     |                                |
| SUPPLIES   | 63,000                         | 3,658               | 60,250                         |
| CONTRACT SERVICES  | 436,507                        | 203,136             | 365,369                        |
| CAPITAL OUTLAY   | 8,649,524                      | 1,577,764           | 10,232,341                     |
| <b>TOTAL EXPENDITURES</b>  | <b>9,149,031</b>               | <b>1,784,558</b>    | <b>10,657,960</b>              |
| <b>OPERATING SURPLUS/(DEFICIT)</b>   | <b>(5,652,073)</b>             | <b>2,183,125</b>    | <b>(7,835,198)</b>             |
| <b>BEGINNING BALANCE</b>   | 5,652,073                      | 5,652,073           | 7,835,198                      |
| <b>ENDING FUND BALANCE</b>   | <b>-</b>                       | <b>7,835,198</b>    | <b>-</b>                       |

| EARTHQUAKE FUND 41.0                             |                                |                     |                                |
|--|--------------------------------|---------------------|--------------------------------|
| 2011-2012 ADOPTED REVENUE AND EXPENDITURE BUDGET |                                |                     |                                |
| ACCOUNTS   | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL | 2011-2012<br>ADOPTED<br>BUDGET |
| <b>REVENUE</b>                                   |                                |                     |                                |
| FEDERAL/FEMA FUNDING                             | -                              | -                   | -                              |
| INTEREST   | 1,400                          | 1,139               | 1,000                          |
| <b>TOTAL REVENUE</b>                             | <b>1,400</b>                   | <b>1,139</b>        | <b>1,000</b>                   |
| <b>EXPENDITURES</b>                              |                                |                     |                                |
| CONTRACT SERVICES                                | -                              | -                   | -                              |
| CAPITAL OUTLAY                                   | 3,097,281                      | 834,764             | 2,263,256                      |
| TRANSFER OUT                                     | -                              | -                   | -                              |
| <b>TOTAL EXPENDITURES</b>                        | <b>3,097,281</b>               | <b>834,764</b>      | <b>2,263,256</b>               |
| <b>OPERATING SURPLUS/(DEFICIT)</b>               | <b>(3,095,881)</b>             | <b>(833,625)</b>    | <b>(2,262,256)</b>             |
| <b>BEGINNING BALANCE</b>                         | <b>3,095,881</b>               | <b>3,095,881</b>    | <b>2,262,256</b>               |
| <b>ENDING FUND BALANCE</b>                       | <b>-</b>                       | <b>2,262,256</b>    | <b>-</b>                       |

| MEASURE U FUND 42.2<br>2011-2012 ADOPTED REVENUE AND EXPENDITURE BUDGET  |                                |                     |                                |
|--|--------------------------------|---------------------|--------------------------------|
| ACCOUNTS   | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL | 2011-2012<br>ADOPTED<br>BUDGET |
| <b>REVENUE</b>   |                                |                     |                                |
| OTHER FINANCING SOURCES  | -                              | -                   | -                              |
| INTEREST   | 220,000                        | 302,082             | 302,000                        |
| <b>TOTAL REVENUE</b>   | <b>220,000</b>                 | <b>302,082</b>      | <b>302,000</b>                 |
| <b>EXPENDITURES</b>  |                                |                     |                                |
| SUPPLIES   | 100,000                        | -                   | 50,000                         |
| CONTRACT SERVICES  | 540,000                        | 17,924              | 519,500                        |
| CAPITAL OUTLAY*  | 22,106,564                     | (741,783)           | 23,285,005                     |
| <b>TOTAL EXPENDITURES</b>  | <b>22,746,564</b>              | <b>(723,859)</b>    | <b>23,854,505</b>              |
| <b>OPERATING SURPLUS/(DEFICIT)</b>   | <b>(22,526,564)</b>            | <b>1,025,941</b>    | <b>(23,552,505)</b>            |
| <b>BEGINNING BALANCE</b>   | 22,526,564                     | 22,526,564          | 23,552,505                     |
| <b>ENDING FUND BALANCE</b>   | <b>-</b>                       | <b>23,552,505</b>   | <b>-</b>                       |
| * Negative balance in the capital outlay expenditure line is a result of a reimbursement for FEMA approved project related to the 1994 earthquake. |                                |                     |                                |

| <b>MEASURE S FUND 42.3</b><br><b>2011-2012 ADOPTED REVENUE AND EXPENDITURE BUDGET</b> |                                |                     |                                |
|---|--------------------------------|---------------------|--------------------------------|
| ACCOUNTS  | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL | 2011-2012<br>ADOPTED<br>BUDGET |
| <b>REVENUE</b>  |                                |                     |                                |
| OTHER FINANCING SOURCES   | -                              | -                   | -                              |
| INTEREST  | 780,000                        | 776,816             | 775,000                        |
| <b>TOTAL REVENUE</b>  | <b>780,000</b>                 | <b>776,816</b>      | <b>775,000</b>                 |
| <b>EXPENDITURES</b>   |                                |                     |                                |
| SUPPLIES  | 104,057                        | 303                 | 100,000                        |
| CONTRACT SERVICES   | 5,355,259                      | 85,490              | 1,627,500                      |
| CAPITAL OUTLAY  | 54,415,636                     | 531,699             | 58,301,776                     |
| <b>TOTAL EXPENDITURES</b>   | <b>59,874,952</b>              | <b>617,492</b>      | <b>60,029,276</b>              |
| <b>OPERATING SURPLUS/(DEFICIT)</b>  | <b>(59,094,952)</b>            | <b>159,324</b>      | <b>(59,254,276)</b>            |
| <b>BEGINNING BALANCE</b>  | 59,094,952                     | 59,094,952          | 59,254,276                     |
| <b>ENDING FUND BALANCE</b>  | <b>-</b>                       | <b>59,254,276</b>   | <b>-</b>                       |



| MEASURE AA FUND 42.4<br>2011-2012 ADOPTED REVENUE AND EXPENDITURE BUDGET |                                |                     |                                |
|--|--------------------------------|---------------------|--------------------------------|
| ACCOUNTS   | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL | 2011-2012<br>ADOPTED<br>BUDGET |
| <b>REVENUE</b>   |                                |                     |                                |
| OTHER FINANCING SOURCES  | -                              | -                   | -                              |
| INTEREST   | 490,000                        | 1,203,232           | 1,100,000                      |
| <b>TOTAL REVENUE</b>   | <b>490,000</b>                 | <b>1,203,232</b>    | <b>1,100,000</b>               |
| <b>EXPENDITURES</b>  |                                |                     |                                |
| SUPPLIES   | 728,038                        | -                   | 100,000                        |
| CONTRACT SERVICES  | 14,923,450                     | 38,454              | 2,337,500                      |
| CAPITAL OUTLAY   | 80,450,265                     | 10,897,130          | 84,541,901                     |
| <b>TOTAL EXPENDITURES</b>  | <b>96,101,753</b>              | <b>10,935,584</b>   | <b>86,979,401</b>              |
| <b>OPERATING SURPLUS/(DEFICIT)</b>                                       | <b>(95,611,753)</b>            | <b>(9,732,352)</b>  | <b>(85,879,401)</b>            |
| <b>BEGINNING BALANCE</b>   | 95,611,753                     | 95,611,753          | 85,879,401                     |
| <b>ENDING FUND BALANCE</b>   | <b>-</b>                       | <b>85,879,401</b>   | <b>-</b>                       |

**INTEREST AND REDEMPTION FUND 48.0**  
**2011-2012 ADOPTED REVENUE AND EXPENDITURE BUDGET**

| ACCOUNTS                          | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL | 2011-2012<br>ADOPTED<br>BUDGET |
|-----------------------------------|--------------------------------|---------------------|--------------------------------|
| <b>BEGINNING BALANCE</b>          | 20,148,179                     | 20,148,179          | 24,467,046                     |
| ADJUSTMENT TO BEGINNING BALANCE   | -                              | -                   | -                              |
| <b>ADJUSTED BEGINNING BALANCE</b> | <b>20,148,179</b>              | <b>20,148,179</b>   | <b>24,467,046</b>              |
| <b>REVENUE</b>                    |                                |                     |                                |
| FEDERAL SUBSIDY - (ARRA)          | -                              | 1,506,975           | -                              |
| STATE REVENUES                    | -                              | 79,700              | -                              |
| VOTER INDEBTED TAXES              | 28,283,852                     | 29,102,357          | 29,669,485                     |
| <b>TOTAL REVENUE</b>              | <b>28,283,852</b>              | <b>30,689,032</b>   | <b>29,669,485</b>              |
| <b>TOTAL FUNDS AVAILABLE</b>      | <b>48,432,031</b>              | <b>50,837,211</b>   | <b>54,136,531</b>              |
| <b>EXPENDITURES</b>               |                                |                     |                                |
| DEBT REDEMPTION                   | 11,916,323                     | 11,916,323          | 14,515,096                     |
| INTEREST CHARGES                  | 14,453,842                     | 14,453,842          | 15,325,638                     |
| <b>TOTAL EXPENDITURES</b>         | <b>26,370,165</b>              | <b>26,370,165</b>   | <b>29,840,734</b>              |
| <b>ENDING FUND BALANCE</b>        | <b>22,061,866</b>              | <b>24,467,046</b>   | <b>24,295,797</b>              |

\*\*The Bond Interest and Redemption Fund is controlled by the County of Los Angeles Department of Auditor-Controller.

| STUDENT FINANCIAL AID FUND 74.0<br>2011-2012 ADOPTED REVENUE AND EXPENDITURE BUDGET |                                |                     |                                |
|---|--------------------------------|---------------------|--------------------------------|
| ACCOUNTS  | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL | 2011-2012<br>ADOPTED<br>BUDGET |
| <b>REVENUE</b>  |                                |                     |                                |
| FEDERAL GRANTS  | 23,078,711                     | 26,921,111          | 29,537,561                     |
| FEDERAL LOANS   | 3,250,000                      | 2,576,734           | 3,000,000                      |
| CAL GRANTS  | 822,000                        | 988,354             | 1,004,600                      |
| TRANSFER  | 236,904                        | 252,993             | 252,137                        |
| <b>TOTAL REVENUE</b>  | <b>27,387,615</b>              | <b>30,739,192</b>   | <b>33,794,298</b>              |
| <b>EXPENDITURES</b>   |                                |                     |                                |
| FINANCIAL AID   | 27,387,615                     | 30,739,192          | 33,794,298                     |
| <b>TOTAL EXPENDITURES</b>   | <b>27,387,615</b>              | <b>30,739,192</b>   | <b>33,794,298</b>              |
| <b>ENDING FUND BALANCE</b>  | <b>-</b>                       | <b>-</b>            | <b>-</b>                       |

| AUXILIARY FUND<br>2011-2012 ADOPTED REVENUE AND EXPENDITURE BUDGET |                                |                     |                                |
|--|--------------------------------|---------------------|--------------------------------|
| ACCOUNTS   | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL | 2011-2012<br>ADOPTED<br>BUDGET |
| <b>BEGINNING BALANCE</b>   | 2,006,239                      | 2,006,239           | 1,788,840                      |
| ADJ. TO BEG. BALANCE   | -                              | -                   | -                              |
| <b>ADJUSTED BEGINNING BALANCE</b>                                  | <u>2,006,239</u>               | <u>2,006,239</u>    | <u>1,788,840</u>               |
| <b>REVENUE</b>   |                                |                     |                                |
| GROSS SALES  | 7,532,949                      | 6,636,889           | 7,142,698                      |
| LESS: COST OF GOODS  | <u>(5,516,522)</u>             | <u>(5,149,581)</u>  | <u>(4,960,987)</u>             |
| NET  | 2,016,427                      | 1,487,308           | 2,181,711                      |
| VENDOR INCOME  | 757,496                        | 888,647             | 567,496                        |
| AUXILIARY PROGRAM INCOME   | <u>298,550</u>                 | <u>340,067</u>      | <u>266,239</u>                 |
| NET INCOME   | 3,072,473                      | 2,716,022           | 3,015,446                      |
| INTEREST   | <u>43,000</u>                  | <u>43,414</u>       | <u>33,300</u>                  |
| <b>TOTAL REVENUE</b>   | <u>3,115,473</u>               | <u>2,759,436</u>    | <u>3,048,746</u>               |
| <b>TOTAL FUNDS AVAILABLE</b>                                       | <u>5,121,712</u>               | <u>4,765,675</u>    | <u>4,837,586</u>               |
| <b>EXPENDITURES</b>  |                                |                     |                                |
| STAFFING   | 1,317,228                      | 1,222,264           | 1,237,496                      |
| FRINGE BENEFITS  | 308,000                        | 328,327             | 331,643                        |
| OPERATING  | <u>2,202,043</u>               | <u>1,426,244</u>    | <u>1,995,085</u>               |
| <b>TOTAL EXPENDITURES</b>  | <u>3,827,271</u>               | <u>2,976,835</u>    | <u>3,564,224</u>               |
| <b>ENDING FUND BALANCE</b>   | <u>1,294,441</u>               | <u>1,788,840</u>    | <u>1,273,362</u>               |

**ADDENDUM TO UNRESTRICTED GENERAL FUND 01.0  
2011-2012 ADOPTED DESIGNATED RESERVE BUDGET**

| ACCOUNTS  | 2010-2011<br>ADOPTED<br>BUDGET | 2010-2011<br>ACTUAL | 2011-12<br>ADOPTED<br>BUDGET |
|---|--------------------------------|---------------------|------------------------------|
| <b>DESIGNATED RESERVE FOR:</b>                    |                                |                     |                              |
| UNFUNDED RETIREE BENEFITS                         | 2,000,000                      | 2,000,000           | 2,000,000                    |
| NEW FACULTY HIRED FOR 11-12                       | 413,168                        | 413,168             | -                            |
| POSSIBLE MID-YEAR CUT - < \$2 BILLION NEW REVENUE | -                              | -                   | 1,238,608                    |
| NEW FACULTY TO BE HIRED                           | -                              | -                   | 826,336                      |
| SUPPLEMENTAL INSTRUCTION                          | -                              | -                   | 500,000                      |
| FINANCIAL AID SYSTEM                              | -                              | -                   | 425,000                      |
| <b>TOTAL</b>                                      | <b>2,413,168</b>               | <b>2,413,168</b>    | <b>4,989,944</b>             |

**GASB 45 - RETIREE BENEFIT IRREVOCABLE TRUST**

| ACCOUNTS   | 6/30/2009        | 6/30/2010        | 6/30/2011        |
|--|------------------|------------------|------------------|
| <b>BALANCE AS OF JUNE 30</b>   | <b>1,496,721</b> | <b>1,730,957</b> | <b>2,160,034</b> |
| <b>INCREASE/(DECREASE) FROM PRIOR YEAR</b>                                       | <b>-</b>         | <b>234,236</b>   | <b>429,077</b>   |
| <b>% INCREASE/(DECREASE)</b>   |                  | <b>15.6%</b>     | <b>24.8%</b>     |
| NOTE: Unfunded actuarial accrued liability (UAAL) as of 5/1/2010 is \$83,792,387 |                  |                  |                  |

|   |                    |
|---|--------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| Santa Monica Community College District | September 6, 2011  |

## **APPENDIX B: GLOBAL CITIZENSHIP INITIATIVE**

We live in an era of global change driven by a thickening and expanding web of global connections. When the original SMC Global Citizenship Task Force was formed in Spring 2007, Facebook had approximately 20 million users; Twitter was only a year old, and both the first iPhone and Android were still several months away from public release. Today, just four years later, smart phones are fast becoming ubiquitous, Facebook's active users number 750 million, and Twitter handles an average of 150 million "tweets" worldwide...per day!<sup>1</sup>

These revolutionary changes in the world of personal communication might appear trivial at first glance, at least if one can look past the hundreds of billions of dollars of market capitalization and the tens of thousands of employees accounted for by companies such as Facebook, Twitter, Apple, and Google. Rather than isolated phenomena, however, the changes in mobile communications and social networking are just the latest chapter in an accelerating history of global connections and social and environmental change that one can trace back hundreds of years.<sup>2</sup> If not obvious before, the tumultuous events of 2011 have reminded us of the transformative times in which we live. A tsunami and nuclear catastrophe triggered by an earthquake in Japan. A contagious debt crisis that has spread from one financial sector to another and one country to another, sickening the world economy in the process. Uprisings on the streets of multiple cities around the world, each one reflecting a different set of causes and intended outcomes—the differences, say, between Tahrir Square and Tottenham—but all of them facilitated by the new grassroots-organization potential of the social network. These are all examples of how events today are rooted in global connections and have consequences that ripple and reverberate around the world, carrying both the promise and the peril of our global age.

As much as ever before, then, it is vital that Santa Monica College continues its mission of educating global citizens. By raising awareness of global diversity and global connections, and by encouraging an ethic of personal responsibility toward one's local and nonlocal communities through understanding and active participation, we strive to equip our students with the tools and the attitudes they will need to nimbly adapt to a future characterized by recurrent change. These tools include knowledge of the context and the processes by which various types of social, cultural, technological, and environmental change are occurring, as well as an ability to exploit the powerful potential of today's high levels of personal mobility and communication—not just for one's own selfish gain, but in service to others as well.

This report summarizes the work of the Global Citizenship initiative during the 2010–11 academic year and concludes with a look ahead to priorities for 2011–12.

### **Annual Theme**

Beginning with "Water" in 2009–10 and continuing last year with "Food", the annual theme has been quickly integrated into the life of the college. The theme is proving to be an effective tool for raising awareness of Global Citizenship around the campus and promoting thoughtful engagement in the initiative. Especially in this highly constrained budgetary environment, the themes provide an effective vehicle for both developing and disseminating the idea of global citizenship in a diverse and inclusive way.

<sup>1</sup> <https://www.facebook.com/press/info.php?timeline> and <http://blog.twitter.com/2011/03/numbers.html> (accessed 26 August 2011)

<sup>2</sup> J. R. McNeill and William H. McNeill, *The Human Web: A Bird's-Eye View of World History* (New York: W. W. Norton & Company, 2003)

The Global Citizenship Council added two new features to the annual-theme project this second year. First, a campus-wide common book was selected that the entire college community was invited to read and discuss throughout the year. By an almost immediate consensus among the Global Citizenship Council, *Food Rules* by Michael Pollan was selected. The book's brevity and its unorthodox organization made it a very accessible read, across a wide variety of disciplines, but it also made the book a bit of a challenge to incorporate into class projects and campus-wide discussions. With that experience in mind, the English Department was asked to select the common book for 2011–12, and after a great deal of interested and productive discussion, they selected two common reads. As the work of fiction, they chose Hermann Hesse's 1922 novel about one man's quest for happiness, *Siddhartha*; as the work of non-fiction, the department chose the recent bestseller by NPR foreign correspondent Eric Weiner, *The Geography of Bliss: One Grump's Search for the Happiest Places in the World*. Both works promise to offer much potential for discussion this year across a wide range of disciplinary perspectives.

The second innovation related to the annual theme was the development of a new system for selecting each year's theme. The process was opened to a campus-wide vote. Throughout the Fall and the Winter, nominations of prospective themes were solicited from SMC faculty and staff. Early in the Spring, the Council refined the list of suggested themes into seven finalists, which were then put to an online vote. At the end of the voting period, 189 employees and 997 students had submitted their preferences. "Health, Wellness, and the Pursuit of Happiness" came in as the top selection.<sup>3</sup>

This theme readily connects to the first two themes of Water and Food, but it also provides a welcome change of pace. Especially through the "happiness" component, this theme is not as anchored to material, environmental concerns and readily lends itself to interpretation and examination by the arts and humanities, as well as for better integrating Kinesiology, Nutrition, and Health Sciences into the initiative.

## **Student Engagement**

Thanks in large part to the annual themes, Global Citizenship enjoys a high profile at SMC, especially among faculty and staff. One of the primary rationales behind opening the selection process to a college-wide vote last year was to help raise student awareness of the initiative.

The Global Citizenship Council pursued several different tactics last year. Under the leadership of Jose Cue and Peggy Kravitz, for example, Global Citizenship has been integrated into two major student-orientation projects— Counseling 20 and VIP Welcome Day.

One of the most common responses from students upon first learning about SMC Global Citizenship is, "How do I sign up?" As a result, the Council is developing ways in which students can gain a sense of membership in the initiative. Professor Eric Minzenberg, who advises the vibrant Anthropology Club, served as a liaison to the Inter-Club Council this past Spring. The Council will build on his initial outreach and identify existing and perhaps new clubs that facilitate students taking a leadership role in global citizenship.

To further address students' desire for a sense of membership, and to give it a more academic slant, Cue and Kravitz are now developing a Global Leadership designation that students would earn as a transcript notation for consideration by the Academic Senate. With the tag line, "Promoting service, sustainability, and global awareness," the SMC Global Leadership designation will incorporate a combination of coursework, experiential learning, and service.

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<sup>3</sup> Individual votes were translated into points, based on whether the theme was selected as the respondent's first, second, or third choice, as well as the weighting factor to give equal influence overall to the student and employee groups. The final tally for the top three themes was: Health, Wellness, and the Pursuit of Happiness = 2099 points; Poverty and Wealth: The Inequities of Globalization = 2063; Consumption and Waste: Are We Drowning in Stuff? = 2057. A complete report on the vote is available at the Global Citizenship website.

Global Citizenship now has two marquee events during the year that highlight student engagement. Toward the end of the Fall semester, the nationally designated International Education Week (IEW) provides a concentration of activities that cross-promote each other. Led by Dean Kelley Brayton and the International Education department, IEW is a time to celebrate SMC's diverse campus community with a collection of lectures, performances, and social events that promote global citizenship generally while also informing students of related curricular and extracurricular opportunities, such as study abroad and local field trips.

Highlights from last year's food-themed IEW included:

- a screening and faculty panel discussion of the 2000 feature film *What's Cooking?*, which explores the connections between food and family through the interwoven story of four Los Angeles Thanksgiving celebrations, each based in a different ethnic heritage: Vietnamese, Mexican-American, African-American, and Jewish.
- three events featuring Najwa Abbas Ahmed, of the United Nations and the Salzburg Global Seminar: a lecture on the conflicts in her native Sudan; a presentation on the experiences of African women in Islamic Societies; and a seminar discussion with students and faculty about the role of the United Nations and how students might get involved with the UN, through internships as well as a possible career path.
- Global Citizenship Day—a celebration on the Quad featuring music, dance, and a multicultural variety of street foods to sample, as well as an international fair of tables providing information about global opportunities offered both on and off campus.

Another effective tool for reaching students is through movies. SMC Film Studies faculty Josh Kanin and Salvador Carrasco have presented a number of globally themed films to the campus community. In Spring 2011, they hosted screenings of two films distributed through the Global Film Initiative (GFI): *Becloud*, a Mexican film about the reunion of three childhood friends in Mexico City after years of separation; and *Ordinary People*, a Serbian film about soldiers engaged in an ethical struggle upon learning that their orders involve the execution of Croatian civilians. SMC's participation in GFI was funded by the Title VIA grant, and includes permanent access to both the 2010 and 2011 GFI collections.

Finally, to keep students and the rest of the campus community engaged in Global Citizenship, the Council continues to utilize social media wherever possible. The Facebook page is attracting new followers all the time, more than tripling in number in the last 12 months. The Council also maintains a Twitter feed, a public Google calendar, and SMC webpages to keep people abreast of events and meetings related to the initiative. The initiative's faculty leader, Pete Morris, has used Facebook also to share articles and reports from around the world that touch on the themes of global connections and global change. There are limitations, however, to using Facebook for this purpose, so in May he created a more robust Global Citizenship blog at Tumblr [sic].<sup>4</sup>

## **Curriculum and Professional Development**

The most effective method for reaching students in the Global Citizenship initiative is to integrate these ideas across the curriculum. This requires knowledge, creativity, and commitment on the part of SMC's faculty.

The Global Studies Associate in Arts degree and Certificate of Achievement, developed by the Interdisciplinary Studies committee, are currently awaiting approval from the Chancellor's office. Two new courses were developed (Global 10, Introduction to Global Studies and Global 95, Experiential

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<sup>4</sup> <https://www.facebook.com/globalsmc>; <https://twitter.com/#!/globalsmc>; <http://globalsmc.tumblr.com/>



Learning in Global Studies) and two courses were revised (Geog/Global 11, World Geography and Pol Sc/Econ/Global 5 Global Political Economy) for this new program of study.

During the 2010–11 academic year the following courses were approved by the Curriculum Committee and Academic Senate to fulfill the Global Citizenship Associate degree requirement:

- Envrn/Psych 40, Environmental Psychology
- Envrn/Psych 20, Environmental Ethics
- RRM 1, Introduction to Recycling and Resource Management

The Global Citizenship Associate degree requirement is facing its first challenge as a result of SB 1440. SB 1440 does not permit community colleges to impose any local degree requirements upon students pursuing Associate in Arts-Transfer (AA-T) or Associate in Science-Transfer (AS-T) degrees. In discussions during the year the Curriculum Committee decided that it is not yet time to remove the degree requirement across the board. The hope is that if/when such a decision needs to be made, the ideas and ideals of global citizenship will be so deeply integrated across the SMC curriculum that a degree requirement will no longer be necessary to achieve the curricular goals of the initiative.

As described above, the annual theme has been a powerful vehicle for faculty to integrate global citizenship into their courses across disciplines. The Second Annual Global Citizenship Research Symposium and Tournament—originally developed by Professors of Communication Studies Nancy Grass Hemmert and Nate Brown—demonstrated this cross discipline integration. There were 31 submissions from 70 student participants (there were a few group projects). This included seven in the Speech category, five papers, seven films, eight art/photo submissions, and four dance performances. Approximately 50 audience members attended. Each work was judged by a panel of faculty for its overall quality and illustration of global citizenship. In addition works were judged for their representation of the annual theme for the special President's Award. The President's Circle of the SMC Foundation provided cash awards to winners in each category.

None of the curricular developments described above would be possible without a strong commitment to professional development, spearheaded by the Academic Senate. The Professional Development Committee consistently demonstrates support for the Global Citizenship initiative and the annual theme by featuring them prominently at campus-wide Flex Days. In addition there have been numerous events on campus during 2010–11 to enhance professional development, including the Global Connections speaker series as well as the series on culture and food around the world presented by the Modern Languages and Cultures department. SMC faculty also provided several Global Citizenship events using mini-grants funded by the original monies set aside by the Board of Trustees in support of the initiative.

Professional development provides a very good example of how the college has been able to leverage resources to maximize the collective impact. The events described above were sponsored by the District, the SMC Associates, the Foundation, the Senate, and the Title VIA grant.

## **Study Abroad**

SMC values study abroad as an essential part of the Global Citizenship Initiative. Study abroad participants have had an invaluable experience of learning in a foreign context and culture. There were a number of factors that affected Study Abroad during the 2010–11 academic year. For reasons of low enrollment, the programs for both Winter and Summer 2011 sessions were canceled. Despite tireless recruiting in the Fall, none of the three planned Winter programs (to Egypt, Mexico, and South Africa) met their 25-participant minimum. It appears that the weak economy largely is to blame, because all three programs had received inquiries throughout the Fall from interested students only to fall short as deposit deadlines arrived. In previous years, Study Abroad benefited from very generous scholarship support by the Associated Students—as much as \$68,000 for Summer 2010 alone. The A.S. was able to offer only \$20,000 in scholarship support this year—still generous, but not enough to support study-abroad students in this economic climate.

While waiting for the economic situation to improve, the Study Abroad subcommittee has been utilizing this time for collaborative reflection. The committee's co-chairs, Nancy Grass Hemmert and Garen Baghdasarian, produced a preliminary Master Plan for Study Abroad during the 2010–11 academic year. Still in draft form, the Master Plan includes suggestions for planning, developing, recruiting, and supporting the out-bound programs that have thus far defined Study Abroad at SMC, as well as potential new types of offerings, including in-bound study tours for visiting students, and out-bound, not-for-credit study tours for the public at large. The goal is to finalize the Master Plan for Study Abroad this year, built around the following principles:

- **Develop a larger and more predictable pool of scholarship funding.** It is a high priority for SMC that the Study Abroad program represent traditionally underserved populations. This has been successfully achieved in the past largely through the generosity of Associated Students scholarships; by developing additional funding sources, SMC can continue to provide Study Abroad opportunities to a diverse population, while also ensuring that future programs aren't cancelled.
- **Continue the creation of annual Study Abroad centers.** Using successful South Africa and Mexico-based Latin American programs as models, SMC will complete its continuing efforts to create similar centers for Study Abroad in both Turkey and China, with the goal of running at least one program per year in each of the four centers.
- **Develop and offer additional Study Abroad programs to supplement the four centers.** There is demand among both faculty and students for Study Abroad programs in other locations that could be offered on an occasional basis.
- **Create a new Academic Senate Joint Committee on Study Abroad.** This new Joint Committee will be responsible for recommendations regarding program and faculty selection.

Despite the budget-related suspension of SMC Study Abroad programs, there are several international opportunities open to community-college students to pursue. One is the short-term volunteer abroad tours that STA Travel offers in 30 countries with its non-profit partner, Planeterra. Another non-profit, BUNAC, offers similar short-term work abroad programs in the UK, Canada, Australia, New Zealand, Ireland, and France. For students with an interest in German language and culture, the German government offers a full-year work-study internship—the Congress-Bundestag Youth Exchange—specifically designed to provide intense language training along with postsecondary instruction and work experience in the student's chosen career field. Finally, three SMC students in 2010–11 received scholarships to study for a semester at Soonchunhyang University in Korea.

In February 2011, the Title VIA grant funded a site visit for two SMC faculty department chairs to a prospective Study Abroad site in China. Chris Fria, Department Chair of Entertainment Technology, and Perviz Sawoski, Department Chair of Theatre Arts, visited Zhejiang Vocational Academy of Art. They were joined by SMC administrators in Hangzhou and Shanghai to explore potential collaboration in the areas of student and faculty exchange, as well as curriculum design and development. As a result of this visit, a delegation of 12 faculty representing the Zhejiang Vocational College of Arts (ZVC) came to Santa Monica in late July and August to learn about SMC's programs in theatre, dance, broadcast communications and entertainment technology (digital media, animation).

### **Looking Ahead to 2011–12**

SMC enters the fifth year of its Global Citizenship initiative with a great deal of enthusiasm for the year of "Health, Wellness, and the Pursuit of Happiness." Building on the momentum that has developed around the initiative's ever-widening core of active participants, efforts will be concentrated in the following areas:

**Maintain and continue to develop the annual themes.** In just two years, the annual theme has been quickly embraced by the college community. As originally intended, it is proving to be a helpful tool for facilitating creative interaction between faculty across disciplines, and for giving both faculty and students tangible ideas that they can use to connect to the rather abstract notion of global citizenship.

**Strengthen awareness among, and participation of, students.** As described above, this is a point of emphasis that carries over from last year. In addition to continuing efforts described above, the Council plans to develop a comprehensive marketing plan for the initiative. This will include working closely with student clubs and Associated Students, particularly in developing service-oriented activities.

**Expand efforts to include community service.** The Academic Senate's Professional Development Committee made globally aware, locally placed community service a prominent part of the college Flex Day in March. One contact made through those efforts was with the local organization, Big Sunday, which has been organizing a region-wide day of service—now a three-day weekend of service—for more than a decade. By tapping into Big Sunday's infrastructure for placing volunteers in service projects, which include numerous opportunities for groups to work together, SMC will mobilize a much larger portion of students, faculty, and staff, to participate in this year's event (May 4–6). In addition, the Council plans to work more closely with the many other clubs and organizations at SMC that already emphasize community service in their activities.

**Use the new Democracy Commitment to bring more attention to the “citizenship” part of Global Citizenship.** While there is potential tension between the Democracy Commitment's focus on a nationalized conception of citizenship and the implicit international (or even anti-national) conceptions of global citizenship, this is a productive, creative tension that can be exploited to good effect. Any activities that engage SMC's students, faculty, and staff in examination and discussion of what it means to be a committed, active 21st-century citizen of the United States will influence, and be influenced by, ideas of our being simultaneously “citizens” of the Planet Earth.

**Continue to develop opportunities abroad for students, faculty, and staff.** Studying and working abroad is essential to one's development as a global citizen, and opportunities to do so played a prominent role during the first three years of the Global Citizenship initiative. Budgetary concerns led to a suspension of these programs last year, and moving forward, even if the fiscal situation improves, it is clear that cost will always constrain the number of these opportunities that can be provided. Developing outside funding sources, then, is instrumental toward plans for increasing and improving opportunities abroad.

| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
|---|--------------------|
| Santa Monica Community College District | September 6, 2011  |

**APPENDIX C:      SANTA MONICA COLLEGE DISTANCE EDUCATION PROGRAM 2010-2011 UPDATE**

Supporting over 25,000 online and hybrid enrollments this past year, the Santa Monica College Distance Education Program continues to be a viable option for students who might otherwise be forced to extend, delay or forfeit their educational goals due to the logistics of their busy and now very mobile lives.

According to data-mart statistics posted on the California Community College Chancellor's Office website, California Community Colleges earned 102,197 FTES from asynchronous online credit-based classes for 2009-2010\*. Mirroring statewide trends among the California Community Colleges, interest in and demand for SMC online classes continues to be robust. Online classes fill quickly and many sections remain filled throughout the enrollment cycle. New online student user profiles are created every day in the SMOnline database. To appreciate the sheer volume of new online students, during the year 2010-2011, 2,262 students enrolled in their first online class at Santa Monica College.

Serving students beyond the immediate Santa Monica area, 128 students who live outside of California enrolled in a total of 709 units of credit-based online classes. The state representing the highest enrollments was Washington with 15 unique students taking a total of 113 units during the year. New York came in second with 11 students taking a total of 72 units. Hawaii was also represented with 11 students taking a total of 33 units.

While program growth has been static due District-wide cutbacks on offerings in response to ongoing budget constraints, enrollments have held steady. There were 802 hybrid and online classes on this year's scheduled compared with 801 sections offered during 2009-2010. In spite of the limited number of sections offered, enrollments increased slightly. The table below breaks-down the number of hybrid and online course "seats" used over the past three years\*\*.

| <b>Year</b> | <b>Online Seats*</b> | <b>Hybrid Seats*</b> | <b>Total Enrollments**</b> |
|-------------|----------------------|----------------------|----------------------------|
| 2010-2011   | 21,876               | 1,599                | 23,475                     |
| 2009-2010   | 22,148               | 1,163                | 23,311                     |
| 2008-2009   | 21,866               | 1,648                | 23,514                     |

\*\*eCollege seat counts only. Off-platform classes account for an additional 5% enrollments.

The data in table below shows the count and percentages of SMC students who enrolled in credit-based online and hybrid classes during fall term over the past five years.

| <b>Fall 2006</b> | <b>Fall 2007</b> | <b>Fall 2008</b> | <b>Fall 2009</b> | <b>Fall 2010</b> |
|------------------|------------------|------------------|------------------|------------------|
| 4,545 (16%)      | 5,524 (19.0%)    | 6,481 (20.6%)    | 6,923 (21.4%)    | 6,722 (21.6%)    |

Source SMC Office of Institutional Research

\*Most recent year full data is available on Chancellor's Office website

<http://www.cccco.edu/ChancellorsOffice/Divisions/TechResearchInfo/MIS/DataMartandReports/tabid/282/Default.aspx>

## PROGRAM SIZE, SCALABILITY AND CCC DE RANKINGS BY FTES

For the past several years, SMC has been fortunate to continue to rank among the top five FTES earners among the California Community Colleges for asynchronous credit-based classes. While students have more options than ever when shopping for online classes, especially among the California Community College system and the “for profits” who see online education as a way to draw in students, SMC has been able to hold its place among the larger of the CCC DE programs.

According to the California Community College Chancellor’s office data-mart, Santa Monica College moved down from last year’s number one slot to the number four position for the highest DE FTES. This is among the top 25 other colleges (annual term 2009-2010). The previous year SMC led the pack holding the number one status over Foothill and West Los Angeles College. A list of the year’s top 25 can be found in the table below. The fourth column lists the previous year’s FTES and ranking. The fifth column indicates the increase/decrease in FTES compared to the previous year.

| Ranking  | College                     | 2009-2010<br>FTES | 2008-2009 RTES<br>(Previous Ranking) | FTES<br>Difference |
|----------|-----------------------------|-------------------|--------------------------------------|--------------------|
| 1        | Foothill                    | 3,324             | 3,032 (#2)                           | +292               |
| 2        | Riverside                   | 3,109             | 2,847 (#4)                           | +262               |
| 3        | Shasta                      | 2,922             | 1,974 (#31)                          | +948               |
| <b>4</b> | <b>Santa Monica College</b> | <b>2,895</b>      | <b>3,141 (#1)</b>                    | <b>-246</b>        |
| 5        | Saddleback                  | 2,642             | 2,585 (#5)                           | +57                |
| 6        | American River              | 2,540             | 1,976 (#11)                          | +564               |
| 7        | San Joaquin Delta           | 2,498             | 2,519 (#6)                           | -21                |
| 8        | Coastline                   | 2,368             | 2,511 (#7)                           | -143               |
| 9        | Modesto                     | 2,340             | 2,493 (#8)                           | -153               |
| 10       | Rio Hondo                   | 2,326             | 2,433 (#9)                           | -18                |
| 11       | Mt. San Jacinto             | 2,104             | 2,014 (#10)                          | +90                |
| 12       | West Los Angeles            | 1,899             | 2,956 (#3)                           | -1,057             |
| 13       | Cero Coso                   | 1,854             | 652 (#54)                            | +1,202             |
| 14       | Palomar                     | 1,841             | 1,722 (#15)                          | +119               |
| 15       | Diablo Valley               | 1,806             | 1,681 (#16)                          | +125               |
| 16       | Barstow                     | 1,786             | 1,508 (#18)                          | +278               |
| 17       | San Diego Mesa              | 1,786             | 1,904 (#13)                          | -118               |
| 18       | Sierra                      | 1,613             | 1,592 (#17)                          | -21                |
| 19       | Long Beach                  | 1,577             | 1,312 (#24)                          | +265               |
| 20       | Fullerton                   | 1,575             | 532 (#65)                            | +1,043             |
| 21       | College of the Cyns.        | 1,514             | 1,920 (#12)                          | -406               |
| 22       | Golden West                 | 1,500             | 1,491 (#19)                          | +9                 |
| 23       | Grossmont                   | 1,489             | 1,325 (#23)                          | +164               |
| 24       | West Valley                 | 1,470             | 1,297 (#25)                          | +173               |
| 25       | Chabot-Hayward              | 1,420             | 1,263 (#26)                          | +157               |

\*Source: CCCCCO Data-Mart – Most Recent Data Available

## STUDENT RETENTION AND SUCCESS

As indicated in the tables below, SMC's retention and success rates for online classes increased by nearly 10% over the past several years. In spite of yearly improvements, student retention and success rates continued to be an ongoing concern and focus for the District and DE department. The focus extends beyond student support and preparedness but also how these factors rely on other variables such as faculty preparedness and training. In addition to encouraging faculty to embrace DE best practices recommendations, the challenge of finding ways to address course quality persists.

In the fall of 2010, the statewide retention rate average among the California Community Colleges for all online classes was 77.40% while SMC exceeded the average at 79.70%. This is over 1% higher than the previous year's retention rates for the District at 78.49%. Additional data, pulled from the Chancellor's office data mart, which compares statewide vs. SMC rates can be found in the two tables below.

### **Retention Rates: Statewide vs. SMC for Distance Education Classes (Fall Terms)**

| <b>YEAR</b> | <b>STATEWIDE DE</b> | <b>SANTA MONICA<br/>COLLEGE DE</b> |
|-------------|---------------------|------------------------------------|
| 2010        | 77.40%              | 79.70%                             |
| 2009        | 78.49%              | 78.61%                             |
| 2008        | 77.46%              | 74.01%                             |
| 2007        | 75.23%              | 74.90%                             |
| 2006        | 76.80%              | 71.41%                             |
| 2005        | 77.04%              | 70.81%                             |
| 2004        | 77.35%              | 70.34%                             |

### **Success Rates: Statewide vs. SMC for Distance Education Classes (Fall Terms)**

| <b>YEAR</b> | <b>STATEWIDE DE</b> | <b>SANTA MONICA<br/>COLLEGE DE</b> |
|-------------|---------------------|------------------------------------|
| 2010        | 56.92%              | 64.45%                             |
| 2009        | 57.03%              | 62.82%                             |
| 2008        | 56.30%              | 58.52%                             |
| 2007        | 53.94%              | 57.83%                             |
| 2006        | 55.30%              | 56.11%                             |
| 2005        | 55.36%              | 54.33%                             |
| 2004        | 55.56%              | 54.75%                             |

Source - All data listed in the two tables above were taken from the California Community College Chancellor's Office Data Mart website:

<http://www.cccco.edu/ChancellorsOffice/Divisions/TechResearchInfo/MIS/DataMartandReports/tabid/282/Default.aspx>

## ONLINE COURSE QUALITY: FACULTY TRAINING AND SUPPORT

Course quality for online classes continues to be a focus and a high priority for the District and the Distance Education Department. The DE Department takes a multi-pronged approach in trying to address this issue with a focus on faculty training, preparation and best practices. Given the fact that educational technology is an ever-changing arena, supporting faculty in building and sustaining pedagogically solid and quality online classes is a dynamic and ongoing effort.

The Distance Education department provides a number of training support services that assist faculty as they develop a new course. These activities include faculty- to-faculty mentoring for new incoming DE instructors with the mentor and mentee stipends provided by the District, training “scholarships” through the eCollege faculty training institute, on-campus trainings and live and archived custom webinars for our campus. All DE faculty have access to the eCollege iSupport technicians who can use this team to address questions specific to instructional multimedia, course development, instructional design and online pedagogy.

A major challenge and consideration also is how to offer current online faculty ongoing enrichment training given that fact that DE supports almost 200 busy full-time and part-time faculty from nearly all of its District’s academic departments.

This means the DE program consists of a multi-discipline group of both full-time and adjunct faculty who are never in the same place at the same time. An additional challenge is that the DE department cannot mandate a gathering of DE faculty for “department” meetings which could be used for training opportunities. What has become apparent over the years is there is no ideal day or time to meet as a group to hold a live training or even a webinar

In spite of the busy schedules of instructors, DE continues to address training needs to current online faculty as they continue to update their online class materials. Areas of focus includes online course architecture, effective and efficient course design to address various student learning styles, current pedagogy issues in online education, best practices and exposure to new and emerging platforms and online classroom technology.

The major source for on-campus training and live webinars comes from our course management system (eCollege) by way of service credit. These training opportunities are made available at no cost to the District. These eCollege hosted trainings take place several times a year not only via live interactive webinars but also include several days of intensive on-campus trainings from the eCollege instructional design specialist. These trainings focus on both demonstrations and hands-on sessions specific to the platform capabilities, best practice considerations in online teaching and practical suggestions to build online classes that address students’ varying learning modalities.

A wonderful secondary gain with delivering these sessions via live webinar is that each session has been archived and is available online anytime to any faculty member who wishes to view them at their convenience so they can learn more about the topics covered.

There are now a dozen archived faculty training webinars available to all SMC faculty. Topics range from encouraging student success and retention to engaging students and building communities to combating cheating. These webinars are available to all faculty via their personal homepages at [www.smconline.org](http://www.smconline.org)

Below is a partial list of the training topics which were offered via webinar to DE faculty during 2010-2011.

**“Quality Online Courses”** – What are the characteristics of effective multimedia elements in an eLearning course?

**“Encouraging Student Success & Retention”** – How can we help ensure student success and ultimately retention? How, in a distance learning environment, do instructors know which students are at greatest risk of failing and withdrawing and how to faculty reach out to these students?

**“Assessing & Enhancing Online Courses”** – What are the benefits to the institution, instructors and students of assessing design and best practices within online courses? What are the steps necessary to effectively assess these items in courses and implement these findings?

To ensure high attendance rates on the webinars and in the spirit of building a collegial DE faculty community, the DE department invited other local colleges who are eCollege clients to attend. Several faculty from Azusa Pacific and Solano Community College attended these webinars.

On campus training sessions took place during the District’s spring 2011 flex day. The afternoon sessions were dedicated to supporting DE faculty with a focus on online course quality and creativity in the online classroom. To be inclusive these sessions were also geared to faculty who use eCompanion so they could also benefit from the sessions. Both sessions were very well attended. The first session titled “Digital Storytelling” was filled over capacity at 90 attendees and the second session titled “Groups 3.0” Community, Crowd-Sourcing and Collaboration” also filled with approximately 60 participants.

The training sessions were led by Jeff Borden who is the Senior Director of Teaching and Learning at eCollege. Jeff was also honored to be invited to be the opening speaker for spring flex day. Jeff used the opportunity to speak about the role technology plays in education including the global and local applications of such a powerful tool. Overall, feedback from those in attendance found his presentation to be thought provoking and entertaining.

#### NEW ONLINE CLASSES

In spite of the District’s holding pattern on growth, ten new classes were converted and premiered as online offerings this past year. These classes focused on supporting grants including the Health Information Technology or “HIT” grant which was offered 100% online as a not for credit pilot. Other classes were aimed at adding coursework toward career certificates and also satisfied general education and global citizenship requirements. To date, there have been 275 SMC classes converted to online delivery.



The courses converted to online formats during 2010-2011 are listed below.

| <b>Course Title</b>   | <b>Units</b> | <b>Semester First Offered</b> |
|---|--------------|-------------------------------|
| Business 52 – Supply Chain Management                                 | 3            | Spring 2011                   |
| Early Childhood Education – Intro to Curriculum                       | 3            | Fall 2010                     |
| Early Childhood Education – Teaching in a Diverse Society             | 3            | Fall 2010                     |
| Education 2 – Early Childhood through 12 <sup>th</sup> Grade Teaching | 3            | Spring 2011                   |
| English 26 – Introduction to the Humanities                           | 3            | Fall 2010                     |
| INTARC 40 – CAD Space Planning  | 3            | Fall 2010                     |
| OFTECH 40 – HIT Implementation Project Manager 1                      | 0            | Fall 2010                     |
| OFTECH 41 – HIT Implementation Project Manager 2                      | 0            | Winter 2011                   |
| OFTECH 50 – Trainer 1   | 0            | Winter 2011                   |
| OFTECH 51   | 0            | Winter 2011                   |

## PILOTS AND PROJECTS

The DE department continued to work on projects which involve substantial lead time, piloting and implementation. These projects may look simple but actually involve long-range planning including the messaging schedule for faculty and students when new upgrades take place in the eCollege system or changes are made to District technology upgrades. For example, it took approximately six months of planning to launch the new student login process between eCollege and Corsair Connect. This provides students with a one-stop login process to access all SMC and eCollege sites and is now heavily used.

The SMC MIS department confirmed that there are approximately 8,700 Corsair Connect logins per day during non-peak seasons (not during the enrollment cycle). These student logins were attributed primarily portal to access for the online classes and eCompanion shells.

The new student mobile site, officially launching fall 2011 was piloted during the summer 2011. What is significant to this report is the planning and implementation lead time was six months and began during the fall of 2010. Creating a seamless interface for users was complex and not only involved multiple staff and departments from eCollege but SMC as well in order to program and code the behind-the-scenes architecture to insure stability and ease of use by students and faculty. Keeping in step with the new mobility of technology users, the new mobile website will now enable students and faculty to access their online and eCompanion classes from their smart phones and tablets enabling them to stay connected with their virtual classroom especially in the area of announcements, assignment due date reminders and updates.

Below is a brief status update on some of the projects and pilots originating out of the DE dept. from this past year.

| <b>Project</b>  | <b>Outcome</b>   | <b>Launch</b>         |
|---|--|-----------------------|
| Exam-Guard Test Proctoring Upgrade                              | New version upgrade now includes Mac users. Exams for both platforms can now be proctored by this product.   | Summer 2010           |
| New Student Portal: Corsair Connect                             | Fully integrated single-sign on for students to eCollege via Corsair Connect.  | Fall 2010             |
| Helpdesk Toll-Free Number                                       | Students, faculty and campus administrators now have toll-free phone access to the eCollege helpdesk   | Summer 2010           |
| eCollege Mobile Student Access                                  | Students can access to online and eCompanion shells from smart phones and tablets.   | Piloted Summer 2011   |
| Distance Education Faculty Design Tutorial                      | New eCollege faculty design tutorial was customized for our campus.  | Launching August 2011 |
| Student Orientation   | New student tutorial was customized for our campus.  | Launching August 2011 |
| Tutoring for Online Students                                    | Tutoring options are being explored by DE and other areas on campus. The eCollege platform is being used as a modified tutoring space by one English professor and other options are being explored.   | Ongoing               |
| Course Management System (CMC) and Platform Options Exploration | <p>This has been an on ongoing project for the DE department in concert with the Distance Education committee.</p> <p>All CMS including open source options will continue to be explored. Activity will ramp up when the DE committee reconvenes in Fall 2011 and a DE CMS research task force can be established.</p> | Ongoing               |

## DISTANCE EDUCATION DEPARTMENT SUPPORT STAFF UPDATES

Supporting over 25,000 enrollments a year relies on the efforts of many. Outsourcing our course management system to eCollege certainly allows the District to run the DE program with a minimum of on-campus staff. The chart below provides a general thumbnail sketch on the tasks that the Santa Monica College Distance Education staff manages in its effort to support the DE population. This data does not include other campus areas that also support our DE students such as Admissions and our Cyber-Counselors.

| Support Area by Name and Email Alias | Function  | Annual Number of Contacts  |
|--------------------------------------|---|--|
| Helpdesk@smconline.org               | This eCollege helpdesk provides 24/7/365 technical assistance to all DE students, faculty and campus administrators   | 3,800  |
| Copyrequest@smconline.org            | This alias is supported by Marilyn Simons, SMC's DE Senior Student Services Specialist. This area manages faculty course dupes insuring class shells have course content  | 1,600  |
| Inquiry@smconline.org                | This alias is supported by Willis Barton, SMC's DE Student Services Specialist. This alias serves as the front-desk general information site for students and prospective students.   | 1,755  |
| Christine Miller                     | SMC's DE Multimedia Specialist responsible for supporting faculty with 508 accessibility compliance issues in course shells as well as creating and/or converting video and audio multimedia components for online classes. | Project-based support area. Content compressed and converted year-round. |

The eCollege helpdesk alone receives nearly 4,000 contacts from our District and this number reflects students, faculty and the DE campus administrators.

## FUTURE PROJECTS AND PLANS

As indicated in the table on the previous page, there are many ongoing projects that will extend through the next year and beyond. A primary focus continues on how to identify the needs of the District, students and faculty when researching all options for course management systems.

The DE program will continue to provide guidance and support for all new and current online classes and faculty. New classes now on the front-burner include supporting the new Homeland Security and Emergency Security Program as well as the MLT Medical Lab Technician project.

This report was prepared by Julie Yarrish, Associate Dean, Online Services and Support (August 2011).

|   |                    |
|---|--------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| Santa Monica Community College District | September 6, 2011  |

**APPENDIX D:      SMC CENTRAL PLANT PROJECT**



# Santa Monica College

## Central Plant Engineering Study

### Supplemental Report

August 17, 2011

*Prepared By:*



THE VISION TO CHANGE.  
THE INTEGRITY TO SUSTAIN.

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# Executive Summary

We examined the feasibility of having individual thermal energy storage systems in each building as compared to a central plant with thermal energy storage. We determined what equipment would be needed in each building to undertake such a project and developed a cost estimate. We compared the construction costs for each option, and looked at the energy usage for each option.

|  |             |
|--|-------------|
| Total cost for converting buildings to standalone TES systems: | \$6,787,450 |
| Total cost for connecting buildings to central plant:          | \$3,003,450 |
| Added cost for individual building TES:                        | \$3,784,000 |

The added cost to build individual TES systems is approximately the same as constructing a central plant. But the energy costs and M&O costs will be higher with the multiple TES systems. With either system the campus will benefit from shifting electrical demand from peak to off-peak electrical rates. But due the nature of the smaller ice making chillers they are less energy efficient than the larger ones used in a central plant.

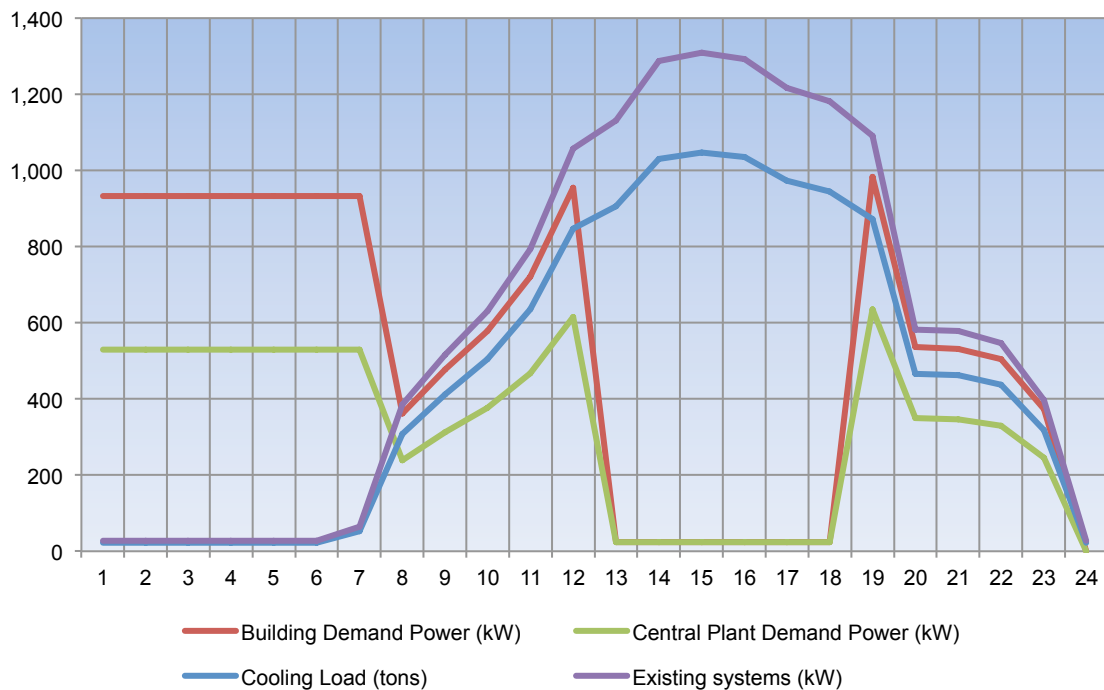


Figure 1—Energy demand and consumption for cooling

The chart above shows how either option removes electrical demand from the peak rates. But the demand and consumption is less for the central plant because the chillers are more efficient and the capacity of the TES system is smaller (due to applied diversity factors).

From our chart we see the peak demand drop from 980kW to 630kW or about 36%. We see the peak load day demand drop from 12,690kW-hrs to 7,760kW-hrs, or about 39%. We estimated the annual effect on energy consumption.

|            |                  |
|------------|------------------|
| Bldg. TES: | 2,563,501kWhr/yr |
| CP TES:    | 1,567,628kWhr/yr |
| Savings:   | 995,873kWhr/yr   |

We look at the amount of photovoltaic energy needed to replace a central plant system. We estimated the annual cooling load for the subject buildings to be:

|               |                   |
|---------------|-------------------|
| Cooling only: | 2,302,149 Ton-hrs |
|---------------|-------------------|

The electrical energy to provide cooling for the buildings was estimated at:

|                   |                   |
|-------------------|-------------------|
| Existing systems: | 2,877,686 kWhr/yr |
| CP Ice TES:       | 1,841,719 kWhr/yr |
| Equivalent PV:    | 1,035,967 kWhr/yr |

Our initial report included a central plant sized to handle the build-out of five more buildings. The above estimates only include the existing buildings. For the PV to be a real replacement for the energy saved by a central plant it would need to be double of what is listed above. There is the avoided costs of installing mechanical equipment into the new buildings that must be figured into any comparison. Also the maintenance needed to keep the existing systems up and running that will be avoided with a central plant.

### **Avoided costs**

|   |             |
|---|-------------|
| New Building's mechanical systems (\$14/SF) | \$4,000,000 |
| Existing unit replacement/maintenance       | \$2,000,000 |

# Conclusions

We do not see any advantage to put individual TES systems in each building as compared to building a central plant. The first cost will be about the same for either case, but the central plant will use less energy, and cost less to operate and maintain.

| <b>Ice TES Central Plant</b>  | <b>Cost</b>         | <b>Notes</b>   |
|-------------------------------|---------------------|----------------|
| CP TES 1st Cost               | \$5,629,744         | Initial report |
| Building Connections          | \$4,412,256         | Initial report |
| Avoided Cost in new buildings | -\$4,000,000        | \$14/SF        |
| 20 year energy cost           | \$10,780,000        | Initial report |
| 20 year maintenance cost      | \$3,000,000         | \$150,000/yr   |
| <b>Life-cycle cost</b>        | <b>\$19,822,000</b> |                |

| <b>Building wide TES systems</b> |                     |              |
|----------------------------------|---------------------|--------------|
| 1st Costs                        | \$6,787,000         | 2nd report   |
| 20 year energy cost              | \$14,822,500        | 1.1 kw/ton   |
| 20 year maintenance cost         | \$4,000,000         | \$200,000/yr |
| <b>Life Cycle Cost</b>           | <b>\$25,609,500</b> |              |

## Scope of Report

This is a supplemental report to the original central plant study we performed for Santa Monica College. The scope was to determine what differences there will be between having centralized thermal energy storage (TES) system vs. having individual TES systems in the buildings. We determined what systems would be needed in each subject building, estimated the construction costs, and estimated the energy usage for either case.

## Feasibility

It is possible to have an ice type TES system installed in each of the buildings. Chilled water TES is not an option for the individual buildings because the needed capacities are too small. Typically the smallest chilled water TES system that can be effectively employed is 2000 ton-hrs. Ice storage tanks are available as small as 200 ton-hrs, which is within the size range of the subject buildings. Ice storage is also very compact and will not take up much floor space. The Library needs the biggest TES and will only need about 500SF of space. However, ice storage is very heavy and will have to be located on the ground floor to avoid a major structural re-fit of the buildings.



To make ice a specialized chiller is needed. Chillers that can operate below freezing, and use a water glycol mixture are needed. We recommend machines that can make ice or chilled water based on command rather than dedicated ice making machines. The machines that are the right capacity for each building, except the Science building, will be air-cooled. These machines can be located on the roofs the buildings except the Science building, which has chillers in the basement. The Science building also has water-cooled chillers in place and a water-cooled ice chiller can be installed into the building. We highly recommend chillers with variable speed compressors to improve energy efficiency.

Water cooled chillers for each building are not feasible within any practical means. Water cool chillers less than 300 tons are not cost effective on a life-cycle basis. And a cooling tower would be needed on each building. The buildings would need additional structural strengthening to support the additional weight of the towers. Each tower requires daily maintenance and chemical treatment. Even though each cooling tower is a fraction of the size of a central plant cooling tower the maintenance and operations effort and cost will be six times that of the central plant tower.

The TES ice tanks are basically a water tank with an internal pipe system. The water-glycol mixture circulates in the internal pipe system, and the tanks are filled with pure water. The different liquids do not mix together. The glycol is cooled below freezing (32F) and the surrounding water freezes to a block of ice. This is the charging mode. In the discharge mode, the ice is melted to provide cooling. For this report we used FAFCO IceStor brand ice tanks.

A heat exchanger is needed to prevent circulating the glycol through the buildings and chilled water coils. The glycol water mixture circulates between the ice tanks and chiller during charging mode. During discharge mode the water glycol mixture circulates between the ice tanks and the heat exchanger. There is a bypass line connected to the heat exchanger so that the chiller can provide cooling to the building without circulating the water-glycol through the ice tanks.

Ideally ice is made during the night when the campus is closed, and electrical rates are the lowest. The chillers use more energy making ice than chilled water. At night the outside air temperature is generally cooler than the day so there is an offset in energy consumption while ice making at night.

During the peak electrical time, the ice system is discharged. The chillers should not be operated at all during peak electrical rates (12pm to 6pm). The stored ice must have enough capacity to cool the building during this period. If the chillers were to run the entire purpose of ice TES is lost.

During the mid-peak hours, and campus open hours (7am to 12pm and 6pm to 10pm) the buildings will be cooled by chilled water made by the chillers. In the Science and Library buildings, which have multiple chillers, the most efficient chillers will be operated, and the next efficient chiller would be staged on as needed. During this period the ice will remain stored and ready for usage during peak hours. The other buildings will only have one chiller and it will operate in chilled water mode to maintain indoor conditions.

# Issues

This option is much more costly than using a centralized system. More equipment is needed throughout the campus. Equipment is added to each building in this option, but with a centralized option equipment is removed from each building. A location next to each building will be dedicated for the ice tanks. There will more control valves, pumps, and heat exchangers compared to a single plant. We estimated the construction costs will more than double compared to connection to the central plant.

The individual chillers, with the exception of the Science unit will be less energy efficient than the centralized option. Air-cooled ice chillers operate approximately at 1.1kW/Ton capacity, whereas the water-cooled machines operate at 0.75kW/ton in ice mode. Adding water-cooled chillers to each building is not practical because locating a cooling tower on each roof is not feasible. Plus the water-cooled chillers and cooling towers would be another added expense.

Noise could be a major issue. The air-cooled chillers running through the dead of night would be heard by the neighbors. This is much less of an issue with a central plant where the chiller is inside the building and the cooling tower can be fitted with whisper quiet fans. The condenser fans on air-cooled chillers tend to be noisy and the compressors are outside, so the mechanical noise is quite noticeable.

Structural upgrades will be needed in some buildings. In a couple of buildings there is not any heavy equipment on the roofs. Locating the chillers on the roof is really necessary because there is not much room around each building for a mechanical yard. A complete structural review of these building would be required to determine if structural upgrades and strengthening will be needed.

The ice tanks will be ground located due to the weight. There will be associated pipe work and valves along the tanks. Space adjacent to each building will have to be set aside for the tanks. The College will want to screen the tanks from view for aesthetics and security.

Power for the new chiller and pumps in the HSS buildings will be an issue as the building does not have a large equipment that is replaced as part of this job. All the other buildings are losing compressor circuits from air-cooled package units or other chillers. So the other buildings should have enough power available to supply the chillers and pumps.

This option increases the amount of maintenance needed on campus. There will be more chillers to maintain, additional pumps to maintain, and six glycol loops to monitor and maintain.

A centralized system will actually be smaller because a diversity factor can be applied. For a campus the size of SMC from our experience a diversity factor of 60% to 80% can be applied. We expect individual TES systems to have a total capacity of 6000 ton-hrs whereas with a centralized system the capacity would be 4700 ton-hrs. The reason less capacity is needed with a centralized system is the fact that not all buildings operate at full demand at the same time, and there is enough capacity for the building or two that is at full demand.

# Buildings Report

## Business Building

**Use/Occupancy:** Faculty Offices, teaching classrooms

53,037 GSF

**Year Built:** 1980

**Peak Load:** 148 Tons

**TES Capacity:** 900Ton-Hrs

The Business building HVAC system consists of rooftop package units and heating hot water boilers. There are nine rooftop units total; two are Mammoth brand air handlers (AHU) and seven are Carrier gas-electric package units. The Mammoth units have heating hot water coils and refrigeration compressors for DX cooling. The Carrier units use indirect gas heating and DX cooling. All the units have outdoor air economizers.

The units are in good working order, but due to the nature of a thermal energy storage (TES) system they all will be replaced with new equipment. The basis of the new system will be AHU/FCU's with chilled water coils, a chiller, associated pumps and ice storage TES. The existing boilers will remain.

The new cooling system will have an air-cooled chiller that can make ice and chilled water. The system will include ice storage tanks and a heat exchanger. The heat exchanger is to keep the glycol system separate from the chilled water system. The system will require primary and secondary chilled water pumps to circulate the water between the ice storage, heat exchanger, chiller, and building cooling coils.

The building will have new air handlers and fan coil units installed. Air handlers will replace the larger package units, and the fan coils units will replace the gas-electric package units.

An air-cooled chiller will be placed on the roof. There is not enough space to put it on the ground. The heat exchanger and pumps will also be on the roof. The building will require a full structural engineering review and check to verify it can support the new loads. It is likely strengthening will be required.

The ice storage tanks can be placed on the ground near the building. The ice tanks are too heavy to put on the building.

**Major Issues:**

1. Strengthening to support new chiller on roof
2. Locating Ice TES tanks near building

**TES:**

2-each Model 550T, 242SF net of floor space needed

Weight: 94,300lbs

**Construction Cost:**

Above work: \$1,523,300

Central Plant: \$859,300



## Drescher Hall

|                       |   |
|-----------------------|---|
| <b>Use/Occupancy:</b> | Teaching Classrooms, Group meeting rooms, Faculty Offices and Conference Rooms. |
|                       | 98,164 GSF  |
| <b>Year Built:</b>    | 1969  |
| <b>Peak Load:</b>     | 221 Tons  |
| <b>TES Capacity:</b>  | 1320 Ton-Hrs  |

Two large air-handling units serve the 3-story building. One unit is located in the third floor mechanical room, and the other is on the roof. Both units have chilled water coils in place for cooling. Two rooftop Carrier chillers serve both the air-handling units. The chiller's capacities are 124 and 106 tons respectively.

The new cooling system will have an air-cooled chiller that can make ice and chilled water. The system will include ice storage tanks and a heat exchanger. The heat exchanger is to keep the glycol system separate from the chilled water system. The system will require primary and secondary chilled water pumps to circulate the water between the ice storage, heat exchanger, chiller, and building cooling coils.

An air-cooled chiller will be placed on the roof. The heat exchanger and pumps will also be on the roof. We expect the new equipment to weigh approximately the same as the existing two chillers and this could avoid a full structural engineering review.

The ice storage tanks can be placed on the ground near the building. The ice tanks are too heavy to put on the building.

**Major Issues:**

1. Quality of existing AHU coils
2. Locating Ice TES tanks near building

**TES:**

3-Each Model 550T, 363SF net of floor space needed

Weight: 141,450Lbs

**Construction Cost:**

Above work: \$989,900

Central Plant: \$408,700



## HSS:North & South

|                        |   |
|------------------------|---|
| <b>Use/ Occupancy:</b> | Teaching classrooms, faculty offices, Dean's Office<br>43,898 GSF |
| <b>Year Built:</b>     | 2006  |
| <b>Peak Load:</b>      | 129 Tons  |
| <b>TES Capacity:</b>   | 780 Ton-Hrs   |

The combined building's HVAC systems consist of fan coil units, packaged units two condensing units, and a boiler. Only one fan coil unit has cooling, the others are heating and ventilation only. The second condensing unit is for the data center system.

The new system will have an air-cooled chiller that can make ice and chilled water. The system will include ice storage tanks and a heat exchanger. The heat exchanger is to keep the glycol system separate from the chilled water system. The system will require primary and secondary chilled water pumps to circulate the water between the ice storage, heat exchanger, chiller, and building cooling coils.

An air-cooled chiller will be placed on the roof. There is not enough space to put it on the ground. The heat exchanger and pumps will also be on the roof. The building will require a full structural engineering review and check to verify it can support the new loads. It is likely strengthening will be required.

The ice storage tanks can be placed on the ground near the building. The ice tanks are too heavy to put on the building.

**Major Issues:**

1. Strengthening to support new chiller on roof
2. Locating Ice TES tanks near building
3. Electrical power for new chiller and pumps

**TES:**

1-each Model 590C & 1-each Model 340T, 237SF net of floor space needed

Weight: 81,850Lbs

**Construction Cost:**

Above work: \$1,385,750

Central Plant: \$758,150



## Library Building & Media Center

**Use/ Occupancy:** Library, Group Study Room, Reception Desk, Reference Section, etc.

90,000 GSF

**Year Built:** 1980 with Additions in 1995

**Peak Load:** 285 Tons

**TES Capacity:** 1710 Ton-Hrs

The library building HVAC system is primarily chilled water AHU's with zone re-heat. There are four AHU's and three chillers located on the 5<sup>th</sup> floor roof. Additional condensing units for specific cooling needs are located on the roof. This type of system is readily converted to central plant operations.

The chillers are air cooled style. Two were Carrier brand and one is Trane. The units are designed to run at a delta T of 12°F (42-54°F). Both Carrier chillers will be replaced with an ice-duty chiller. The Trane unit should remain in place to provide non-peak hours cooling for the Library. The ice-duty chiller can serve as a back-up for the Trane chiller.

There are four chilled water pumps located on the 5<sup>th</sup> floor. Two of the pumps will be replaced to service the ice chiller and heat exchanger. The other pumps will remain in operation.

The ice storage tanks can be placed on the ground near the building. The ice tanks are too heavy to put on the building.

### Major Issues:

1. Locating Ice TES tanks near building

### TES:

3-each Model 715T, 471SF net of floor space needed

Weight: 186,150Lbs

### Construction Cost:

Above work: \$1,172,500

Central Plant: \$387,100



*Cooling Tower for the Science Building chillers*

## **Life & Physical Science Building**

**Use/ Occupancy:**Teaching classrooms, common areas, faculty offices

82,480 GSF

**Year Built:** 1999

**Peak Loads:** 227 Tons

**TES Capacity:** 1380 Ton-Hrs

The Life & Physical Science Building HVAC system consist of four AHU's and water-cooled chiller. Three boilers provide heating. This style of mechanical equipment is readily converted to central plant operations.

The new system will have a water-cooled chiller that can make ice and chilled water. The system will include ice storage tanks and a heat exchanger. The heat exchanger is to keep the glycol system separate from the chilled water system. The system will require primary and secondary chilled water pumps to circulate the water between the ice storage, heat exchanger, chiller, and building cooling coils.

One of the existing chillers will be replaced with an ice-duty unit. The associated cooling tower will also be replaced to match capacity. The heat exchanger and pumps will also be added to the basement mechanical room. We expect the new equipment to weigh approximately the same as the existing two chillers and a full structural engineering review and building strengthening may not be required.

The ice storage tanks can be placed on the ground near the building. The ice tanks are too heavy to put on the building.

**Major Issues:**

1. Locating Ice TES tanks near building

**TES:**

2-each Model 715T & 1-each Model 280C, 394SF net of floor space needed

Weight: 149,330Lbs

**Construction Cost:**

Above work: \$811,100

Central Plant: \$56,300



## Theater Arts Building

|                       |   |
|-----------------------|---|
| <b>Use/Occupancy:</b> | teaching classrooms, stage preparation (Fig. 7.1), acting classes, faculty offices, stage |
|                       | 18,638GSF   |
| <b>Year Built:</b>    | 2005  |
| <b>Peak Load:</b>     | 48 Tons   |
| <b>TES Capacity:</b>  | 300 Ton-hrs   |

There are eight gas-electric packaged roof top units (RTU) serving the Theater Arts Building. All units are manufactured by Carrier and located on the roof of the building. In addition to the packaged units, the roof houses four heat split units. The units are manufactured by Carrier and are designated ACC- 6, 7, 9, & 10.

The RTU and split systems will be replaced with AHU's and fan coil units. None of the existing equipment can be connected to the central plant. The new AHU's will be located in the same spot as the existing package units. The fan coil units will replace the indoor section of the split systems.

The building will need a heating hot water boiler as part of the central plant project. The boiler will be located on the roof and connected to the fan coil and air handling units. The existing gas line will be used for the boiler. A heating hot water circulating pump will also be added.

The new system will have an air-cooled chiller that can make ice and chilled water. The system will include ice storage tanks and a heat exchanger. The heat exchanger is to keep the glycol system separate from the chilled water system. The system will require primary and secondary chilled water pumps to circulate the water between the ice storage, heat exchanger, chiller, and building cooling coils.

An air-cooled chiller will be placed on the roof. There is not enough space to put it on the ground. The heat exchanger and pumps will also be on the roof. The building will require a full structural engineering review and check to verify it can support the new loads. It is likely strengthening will be required.

The ice storage tanks can be placed on the ground near the building. The ice tanks are too heavy to put on the building.

**Major Issues:**

1. Strengthening to support new chiller on roof
2. Locating the chiller on the roof
3. Locating Ice TES tanks near building

**TES:**

1-each Model 340T, 80SF net of floor space needed

Weight: 30,450Lbs

**Construction Cost:**

Above work: \$904,900

Central Plant: \$533,900