

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY, SEPTEMBER 1, 2015

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
(Business Building Room 111)

Regular Public Meeting
Board Room (Business Building Room 117)

*The complete minutes may be accessed on the
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2015

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, September 1, 2015

I. *ORGANIZATIONAL FUNCTIONS*

- CALL TO ORDER – 5:32 p.m.
- ROLL CALL
Rob Rader, Chair - Present
Dr. Louise Jaffe, Vice-Chair - Present
Dr. Susan Aminoff - Present
Dr. Nancy Greenstein - Present
Dr. Margaret Quiñones-Perez - Present
Barry Snell - Present
Dr. Andrew Walzer - Present
Jonathan Eady, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

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 LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)

HB Parkco v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC120996
C.W. Driver Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC567227
Santa Monica Community College District v. Eduardo Garcia, Los Angeles Superior Court Case No. SS025655

CLAIMS (Government Code Section 54956.95)

Application to file a Late Claim - Claim of Timothy Silver against Santa Monica Community College District

EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

III. *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS* - 7:11 p.m.

- PLEDGE OF ALLEGIANCE – Denny Zane

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** *(continued)*

• CLOSED SESSION REPORT

The Board of Trustees in closed session vote to deny an applications by Timothy Silver to file a late claim.

Roll Call Vote:

Susan Aminoff	Aye
Nancy Greenstein	Aye
Louise Jaffe	Aye
Margaret Quiñones-Perez	Aye
Rob Rader	Aye
Barry Snell	Aye
Andrew Walzer	Aye

IV. **SUPERINTENDENT'S REPORT**

V. **ACADEMIC SENATE REPORT**

VI. **PUBLIC COMMENTS**

Kathy Solis
Crystal Lagunas
David Burak
Hari Vishwanadha

VII. **REVISIONS/SUPPLEMENTAL STAFF REPORTS**

A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

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

VIII. **MAJOR ITEMS OF BUSINESS**

- #1-A Public Hearing – 2015-2016 Budget
- #1-B Adoption of 2015-2016 Budget
- 2 Report: SMC Distance Education 2014-2015 Report
- #3 2014-2015 Quarterly 311Q
- #4 Appointment to Citizens' Bond Oversight Committee
- #5 Resolution in Support of State Greenhouse Gas Reduction Funding of a Transit Pass Program
- #6 Notice of Public Hearing and Approval of Lease Agreement for Sprint PCS Assets

IX. **INFORMATION**

- 7 Superintendent/President Search Update

X. **CONSENT AGENDA**

Approval of Minutes

#8 Approval of Minutes: August 4, 2015 (Regular Meeting)

Grants and Contracts

- #9 Acceptance of Grant and Budget Augmentation
- #10 Contracts for Study Abroad Programs
- #11 Contracts for KCRW
- #12 Contracts for Enrollment Development
- #13 Ratification of Contracts and Consultants

Human Resources

- #14 Academic Personnel
- #15 Classified Personnel – Regular
- #16 Classified Personnel – Limited Duration
- #17 Classified Personnel – Non Merit

Facilities and Fiscal

- #18 Facilities
 - A Change Order No. 11 – AET Campus and Parking Structure A
 - B Change Order No. 5 – Performing Arts Center – East Wing
 - C Change Order No. 3 – Health, PE, Fitness, Dance and Central Plant
 - D Change Order No 14 – Information Technology Relocation
 - E Amendment to Agreement for Architectural and Engineering Services, Information Technology Relocation
 - F Correction to Agreement for Architectural and Engineering Services, Connection of Existing Facilities to Central Plant
 - G Amendment to Agreement for Engineering Services, Student Services Building
 - H Amendment to Agreement for Engineering Services, Health, PE, Fitness, Dance and Central Plant
 - I Amendment to Agreement for Civil Engineering Services – Donald Douglass Loo
 - J Agreement for New Gas Meter – Health, PE, Fitness, Dance and Central Plant
 - K Agreement for Architectural Services – Performing Arts Center, Barrett Art Gallery Acoustical Improvement
 - L Change Order No. 1 – Art Building Roof, HVAC, Plumbing and Painting Project
 - M Pool Payment Under Joint Use Facilities Agreement
- #19 Gann Limit, 2015-2016
- #20 Commercial Warrant Register
- #21 Payroll Warrant Register
- #22 Auxiliary Payments and Purchase Orders
- #23 Organizational Memberships, 2015-2016
- #24 Providers for Community and Contract Education
- #25 Purchasing
 - A Award of Purchase Orders

XI. **CONSENT AGENDA – Pulled Recommendations**

XII. **INFORMATION**

- 26 Schedule of Board of Trustees Meetings, 2016

XIII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

XIV. BOARD COMMENTS AND REQUESTS

XV. ADJOURNMENT

There will be a special joint meeting with the Santa Monica-Malibu Unified School District on **Thursday, September 17, 2015 at 5:30 p.m.** in the District Board Room, 1651 – 16th Street, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, October 6, 2015** 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.

APPENDIX A: SMC Distance Education Program Annual Report, 2014-2015

APPENDIX B: 2015-2016 Budget and APPENDIX C: 2014-2015 Quarterly 311Q

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2015

IV. SUPERINTENDENT'S REPORT

New Faculty

32 new full-time tenure track faculty are ready to hit the ground running. An orientation was held last Tuesday for this great group of new faculty.

Summer 2015 Programs

Upward Bound: This program is designed to encourage students from low-income families and from homes where neither parent graduated from college to develop the skills and motivation necessary for success at a four-year college and beyond. 18 students participated in the TRIO/Upward Bound 2015 Summer Program

Young Collegians: The goal of the program is to offer Santa Monica and Malibu high school students the opportunity to obtain a high school diploma and accrue at least 14 college units during the three years they are participating in the program. 59 students participated in the Young Collegians summer program.

Summer Transition Programs: All First-Year Experience (FYE) students were required to participate in one of the four summer programs:

Summer Bridge helped selected students start working toward a college degree or career certification by taking courses for credit during their first summer session at SMC. There were 653 summer bridge participants.

Summer Jams assisted first-time college students with their transition from high school into college. There were 385 students Summer Jams participants.

The College Day program was a half day introduction to college. The intent of the program was to provide students who placed at the college level with student success skills and an overview of SMC resources. There were 358 College Day program participants.

English Academy: The goal of the program is to increase the number of Latino and African-American students accelerating through basic skills English and into transfer-level courses. 164 of 169 participants completed the program. Of that number, 150 turned in papers that were assessed at English 1 entrance level. The results were that 91% of the participants were "bumped" to English 1, saving them two semesters of English and accelerating their degree progress.

Black Collegians and Adelante Program - URSA – Undergraduate Research Scholars Academy at LMU: There were Black Collegians and Adelante participants.

City Council Priorities

The Santa Monica City Council held a study session where it discussed its priorities for the next two to three years. Among the top priorities are: traffic, gentrification and the airport. Added to list were homelessness and education. The City Council indicated that it wishes to build a partnership with the SMMUSD and SMC with an emphasis on life-long learning.

Associated Students Activities

Associated Students President Jesse Randel reported that the A.S. approved its budget for activities and events for the year. One of their goals is to be work more collaboratively with college constituencies.

Opening Fall 2015 Semester

Flex Day: Flex day went really well thanks to the Professional Development Committee and all the staff who supported the great event. Dr. Frank Harris was the keynote speaker and Dr. Carlos Gutiérrez spoke on STEM issues.

VIP Welcome Day: Co-chairs Brenda Benson and Kiersten Elliott and a huge staff were acknowledged for another successful VIP Welcome Day. Attendance was estimated at approximately 4,000 new students, parents and guests. 2,500 “success bags” were given to new students. The Resource Fair had over 80 participants including representatives from academic departments, student services programs, SMC Foundation and GRIT. The program featured a new social media component including a contest.

Traffic and Parking: Overall, the start of the fall semester went smoothly. Campus Police and Auxiliary Services were thanked for their support. There was a steady flow of traffic on Pico Blvd. and Pearl Street which was managed by officers with minimal incidents. There is an increase in students using Uber to get to campus. A drop off location will be identified in the future.

Enrollment: Enrollment is running slightly ahead of this time last year (up .61 percent). There will be a natural attrition, but it is hoped that growth will be captured with continued outreach, marketing and late-start classes. Many districts in the state are experiencing a drop in enrollment up to 10 percent.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-A

SUBJECT: **PUBLIC HEARING - 2015-2016 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the 2015-2016 budget.

OPEN PUBLIC HEARING: 8:45 p.m.
MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

PUBLIC COMMENTS: None

CLOSE PUBLIC HEARING: 8:46 p.m.
MOTION MADE BY: Nancy Greenstein
SECONDED BY: Margaret Quiñones-Perez
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-B

SUBJECT; **ADOPTION OF THE 2015-2016 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2015-2016 budget as detailed in the various funds of the District (see Appendix B).

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2015-2016 is comprised of the following nine funds:

Unrestricted General Fund	\$184,935,310
Restricted General Fund	<u>\$ 42,302,400</u>
<i>Total General Fund</i>	<i>\$227,237,710</i>
Special Reserve Fund (Capital)	\$ 20,106,075
Bond Fund: Measure U	\$ 21,394,063
Bond Fund: Measure S	\$ 51,643,810
Bond Fund: Measure AA	\$133,999,420
Bond Interest & Redemption Fund	\$ 61,411,725
Student Financial Aid Fund	\$ 38,781,855
Scholarship Trust Fund	\$ 45,298
Auxiliary Operations	<u>\$ 5,531,730</u>
<i>Total Other Restricted</i>	<i>\$332,913,976</i>

TOTAL PROPOSED ADOPTED BUDGET \$560,151,686

**The projected unrestricted general fund operating/structural deficit for 2015-2016 is <\$942,959>*

MOTION MADE BY: Andrew Walzer
 SECONDED BY: Susan Aminoff
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSTAIN: 1 (Quiñones-Perez)

The Board of Trustees directed staff to engage in a full participatory discussion on budgetary plans going forward.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 1, 2015

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 2

SUBJECT: **SANTA MONICA COLLEGE DISTANCE EDUCATION 2014-2015 REPORT**

SUBMITTED BY: Vice-President, Academic Affairs

The SMC Distance Education 2014-2015 Annual Report provides an update on the trends, successes and challenges that the Distance Education (DE) program faced this past year.

According to a recent report released this past June from the Public Policy Institute of California (PPIC) report on successful online courses in California Community Colleges, *“online learning is growing rapidly in higher education. In California, the state’s community colleges have taken the lead, offering thousands of online courses to hundreds of thousands of students. The popularity of online learning is easy to understand. It offers students a convenient way to take college courses when they want, where they want”*. This report addresses some of the components from the PPI report including some of the important indicators of online student success. Many of the PPI recommendations for insuring online student success are initiatives which are already in place or are in the process of implementation at SMC.

The popularity of online education continues to be both a newsmaker as well as the subject of scrutiny in many sectors including the education and business communities. Interest has recently intensified as our state moves further along in creating the California Open Education Initiative (OEI), especially as it addresses online course quality and design and how this relates to student success and persistence in the online classroom.

In terms of popularity, the Santa Monica College Distance Education program mirrors statewide enrollment trends. This is evidenced by what was an exciting, productive and busy year, reflected by the largest number of sections offered since the SMC Distance Education program began with sessions starting every four weeks during the full semesters. It was also a year that included several ambitious new projects tied to online faculty readiness, course design, and student success. A new Distance Education faculty readiness training pilot debuted in the Fall of 2014, a Distance Education student satisfaction user survey was created and deployed this past year, and heavy preparation is underway to launch an online student tutoring service pilot in the Fall of 2015. The Distance Education department also supported the launch of multiple eCollege/Pearson Learning Studio enhancement releases and also submitted the six-year program review. A special benefit of having gone through the six-year program review is having access to extensive data from our Office of Institutional Research (OIR). Much of this data, culled from the OIR report as of Spring 2014, will be shared throughout this report.

The Distance Education department continues to support all academic departments with their online classes. In Fall 2015, the Math department will be offering their first online hybrid class with two sections of Math 54, Elementary Statistics. These classes will be a valuable and welcome addition to the online class offerings and certainly respond to student need and demand. The Theater Arts department is also working with the DE department to address distance education faculty readiness as they move to teaching online. To date, over 285 unique online classes have been approved and/or converted for online delivery. Eight new classes were approved for online delivery this past academic year.

The complete report is included in Appendix A.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **2014-2015 FOURTH QUARTER FINANCIAL 311Q REPORT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge submittal of the fourth quarter financial 311Q report as of June 30, 2015 required by the Chancellor's Office (see Appendix C).

MOTION MADE BY: Susan Aminoff

SECONDED BY: Barry Snell

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Rader)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **APPOINTMENT TO CITIZENS' BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Chair Rob Rader

REQUESTED ACTION: The Board Chair and Vice-Chair recommend the appointment of Aurelia Rhymer to serve as the student representative on the Citizens' Bond Oversight Committee.

SUMMARY: The bylaws state that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

Category

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

MOTION MADE BY: Jonathan Eady
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Rader)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **RESOLUTION IN SUPPORT OF STATE GREENHOUSE GAS REDUCTION FUNDING OF A TRANSIT PASS PROGRAM**

SUBMITTED BY: Senior Director, Government Relations/Institutional Communications

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution to support legislation that would provide \$25 million for implementation by transit operators of a transit pass program for college, university and K-12 students from the state's Greenhouse Gas Reduction Fund.

WHEREAS, Transit pass programs across the country and in California have resulted in significant increases in transit ridership, GHG reductions, and access to economic and educational opportunities; and

WHEREAS, Transit programs can be targeted to key demographic groupings such as students, low-income households, seniors, and people with disabilities, among others; and

WHEREAS, Subsidized transit passes act as a significant economic push factor to increase transit ridership while decreasing car ownership, VMT, and emissions; and

WHEREAS, UC Berkeley's Class Pass program resulted in the student transit mode share increasing from 14 percent in 1997 to 27 percent in 2008 while student drive-alone share decreased from 16 percent to 7 percent during the same period; and

WHEREAS, Santa Monica College's "Any Line, Any Time" transit pass program with Santa Monica's Big Blue Bus resulted in 2.5 million boardings in 2011-2012 and more than 40 percent of students, faculty, and staff arriving at campus via transit; and

WHEREAS, There is tremendous interest in transit passes and active transportation throughout the state; and

WHEREAS, Cost-effective Greenhouse Gas strategies have multiple co-benefits of facilitating access to education and to jobs, reducing criteria pollutants and oil consumption, and enhancing broader equity goals by meeting the needs of all communities, including disadvantaged communities, for convenient and efficient low-emission alternatives; now, therefore, be it

RESOLVED, That the Santa Monica Community College District supports legislation that would provide \$25 million for implementation by transit operators of a transit pass program for college, university and K-12 students from the state's Greenhouse Gas Reduction Fund.

COMMENT: This resolution is similar to LACCD resolution for its September meeting. The request is for \$25 million for state program funding.

MOTION MADE BY: Margaret Quiñones-Perez

SECONDED BY: Nancy Greenstein

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Rader)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6-A

SUBJECT: **NOTICE OF PUBLIC HEARING AND APPROVAL OF LEASE AGREEMENT FOR SPRINT PCS ASSETS, L.L.C. TO INSTALL, OWN, OPERATE, AND MAINTAIN A CELL SITE ON THE PARKING STRUCTURE OF ACADEMY OF ENTERTAINMENT & TECHNOLOGY**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is request that the Board of Trustees conduct (A) Public Hearing, (B) Approve Lease Contract for Sprint PCS Assets, L.L.C. to install, own, operate, and maintain a cell site on the parking structure of Academy of Entertainment & Technology.

PUBLIC HEARING

OPEN PUBLIC HEARING: 9:52 p.m.
MOTION MADE BY: Nancy Greenstein
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

PUBLIC COMMENTS: None

CLOSE PUBLIC HEARING: 9:53 p.m.
MOTION MADE BY: Barry Snell
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6-B

SUBJECT: **LEASE CONTRACT WITH SPRING PCS ASSETS, L.L.C.**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the District to enter into the lease contract with Sprint PCS Assets, L.L.C.

SUMMARY: Sprint PCS Assets, L.L.C. will lease (i) approximately two hundred fifty (250) square feet of space in the basement and (ii) approximately two hundred eighty-eight (288) square feet of space on the exterior walls of upper level (Items (i) and (ii) collectively, the "Lease Space") of the parking structure of Academy of Entertainment & Technology located at 1660 Stewart Street, Santa Monica, Los Angeles County, California.

The initial term of the lease is for five (5) years and shall automatically be extended for five (5) additional five (5) year terms with mutual agreement.

Annual rental of Thirty Thousand and No/100 Dollars (\$30,000.00) to be paid by Sprint PCS Assets, L.L.C. in equal monthly installments to the District, the annual rental shall be increased by three percent (3%).

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 1, 2015

INFORMATION ITEM 7

SUBJECT: **SUPERINTENDENT/PRESIDENT SEARCH PROCESS UPDATE**

SUBMITTED BY: Ralph Andersen & Associates

Outlined below for the Board's information is a summary of the search process to date and an overview of upcoming activities in the Superintendent/President Search process.

Knowledge of Santa Monica College

The consultant team of Dr. Harrington, Ms. Renschler, and Mr. Arterberry has continued to gain more in-depth knowledge about the College to better inform prospective candidates. As questions have arisen, we have contacted the College for answers and/or the District's position on such topics as tuition, distance learning, foundation support, and international students, to name a few. Ms. Renschler engaged in a campus tour this month to more fully ascertain the status of facilities and programs. Dr. Harrington had a lengthy conversation with Past President Tsang on a number of topics to address prospective candidate questions, and reviewed materials provided by the District at the July Board meeting.

Advertising

As outlined in the first Recruitment Update, advertisements have been placed in both hard copy and electronic sources, including both educational and non-educational sources. A second round of advertising was conducted in August, along with extended advertising in sources for under-represented and non-traditional groups. Advertising continues into September. The advertising text was customized for non-educational sources to attract non-traditional applicants "with a passion for education." Additionally, a short message, easily accessible by cell phone, was sent to CCC List Serves with highlights of SMC, and that has already generated several more inquiries with follow-up phone conversations and commitments to submit applications. A summary of advertising is attached for the Board's information.

Recruitment Efforts

In addition to the aforementioned advertising, proactive recruitment efforts continue in both the educational and non-educational sectors. We have followed up on all leads from senior staff, Trustees, and others we have contacted for nominations. Individuals with successful leadership and management experience from a variety of venues, who possess a passion for education are being recruited and encouraged to apply for the position of Superintendent / President of Santa Monica College.

Candidate Pool

We have received 34 completed applications to date. Another dozen have confirmed they will be submitting applications. The pool is a mix of educational and non-educational applicants, both from California and across the nation. We have also had conversations with several foreign prospective applicants who are considering the opportunity.

Upcoming Activities

September will continue to be a heavy recruitment period, along with many conference calls / conversations with prospective applicants to answer more detailed questions, clarify the selection process, and assist with questions regarding completion of the application process. Our experience is that many applications are submitted in the last week leading up to the application deadline. With the Labor Day holiday, and many colleges commencing new academic terms, we fully expect this to be the case as we approach the September 21st priority review deadline.

The first meeting of the screening committee will be held September 17, 2015. All committee members have confirmed their attendance. The committee will undergo Equal Employment Opportunity Training (conducted by the District), sign confidentiality agreements, and be briefed on the search process, timeline, status of recruitment efforts, and applicant screening procedures. The committee will also identify questions for the Semi-finalist interviews, which will be held October 29-30, 2015. The application deadline for priority consideration is September 21, 2015. The Consultant team will review applications that same week in preparation for paper screening by the committee, which will commence September 28, 2015. Campus meetings, open forums, and interviews by the Board remain scheduled for November 12-14, 2015, with Board deliberation on finalists scheduled for the Special Board Meeting to be held November 17, 2015.

Board Updates

Regular updates will continue to be provided monthly to the Board of Trustees throughout the process. A summary of the complete applicant pool will be included in the report for the October 6, 2015 meeting.

Ralph Andersen & Associates continues its commitment to a comprehensive, high-quality search process, including a robust, aggressive recruitment process. The Board is encouraged to continue to forward any active leads and/or referrals to the consultants for follow-up.

Santa Monica Community College District
Superintendent/President
Ad Placement Summary as of August 26, 2015

Nontraditional Ad Posting (Posted in August)

The nontraditional ad was posted by the SMC Office of Human Resources at the following sites:

- International City/County Management Association/Innovations in Government (ICMA)
- Public CEO
- Western City
- International Hispanic Network
- Black Careers Now
- Hispanic Hotline
- Asian Pacific Careers
- National Federation of Black Public Administrators (NFBPA)

The Recruiter, Ralph Andersen & Associates, placed the nontraditional ad with the following organizations:

- Loyola Marymount Alumni
- Pepperdine Alumni
 - ♦ Graduate School of Education and Psychology
 - ♦ Graziadio School of Business and Management
 - ♦ School of Law
 - ♦ School of Public Policy
 - ♦ Seaver College and George Pepperdine College
- UCLA Alumni
- USC Alumni
- Leadership Education for Asian Pacifics (LEAP)

Original Ad Posting- Ads were posted [by the SMC Office of Human Resources at the following sites:](#)

Educational Publications/Posts

- American Association of Hispanics in Higher Education, Inc. (aahhee.org)
- AsiansInHigherEd.com
- Association of California Community College Administrators (ACCCA) (ACCCA.org)
- BlacksInHigherEd.com
- CCC Registry & Listserves (including sending a Registry email blast)
- Chronicle of Higher Education
- ChronicleVitae.com
- DisabledInHigherEd.com
- DiverseEducation.com
- HigherEdJobs.com
- Hispanic Association of Colleges & Universities (HACU) (hacu.net)
- HispanicsInHigherEd.com
- InsideHigherEd.com
- LGBTInHigherEd.com
- Los Angeles Times
- National Association of College and University Business Officers (NACUBO) (nacubo.org)
- VeteransInHigherEd.com

Non-Educational Publications

- International City/County Management Association/Innovations in Government (ICMA)
- Jobs Available
- Public CEO
- Western City

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 1, 2015

VIII. 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 #8-#25.

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #9, #12, #13

MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 9 – Acceptance of Grant and Budget Augmentation

MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

Recommendation No. 12 – Contracts for Enrollment Development

MOTION MADE BY: Andrew Walzer
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

Recommendation No. 13 – Ratification of Contracts and Consultants

MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

RECOMMENDATION NO. 8 APPROVAL OF MINUTES

Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees: August 4, 2015 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 ACCEPTANCE OF GRANT AND BUDGET AUGMENTATION

Requested by: Laurie McQuay-Peninger, Associate Dean, Grants

Approved by: Georgia Lorenz, Vice-President, Academic Affairs

Requested Action: Acceptance

Title of Grant: Campus Suicide Prevention Grant

Granting Agency: U.S. Department of Health and Human Services/Substance Abuse and Mental Health Services Administration

Award Amount: \$306,000 over three years (\$102,000 per year)

Matching Funds: \$309,414 over three years (\$103,138 per year)
(District in kind and services provided by outside agencies at no cost to the District)

Performance Period: 09/30/2015 – 09/29/2018

Summary: Santa Monica College's Campus Suicide Prevention Initiative will strengthen institutional capacity to deliver suicide prevention activities campus wide, while raising awareness of mental health issues among students, faculty, and staff. Through the development of a comprehensive suicide prevention plan that includes gatekeeper training, peer education and support, and a postvention plan, SMC will reduce risk factors associated with suicide and promote positive mental health. This project will build upon existing resources and relationships with programs both on and off campus to:

- 1) Improve program coordination to develop and implement suicide prevention strategies, support student mental health, and employ postvention services;
- 2) Increase capacity of gatekeeper staff to recognize risk factors associated with suicidal ideation and provide appropriate intervention and referral services;
- 3) Reduce the stigma attached to mental illness and increase the likelihood that struggling students will access supportive services; and
- 4) Increase awareness of the needs and concerns of LGBTQ students and expand resources to support this student population.

Budget Augmentation: Restricted fund 01.3

Revenue (2015 - 2016)

8190	Federal	\$ 102,000.00
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Expenditures (2015-2016)

1000	Academic Salaries	\$ 46,668.00
2000	Non-Academic Salaries	\$ 5,000.00
3000	Employee Benefits	\$ 15,501.00
4000	Supplies and Materials	\$ 14,700.00
5000	Other Operating Expenditures	\$ 18,531.00
6000	Capital Outlay	\$ 1,600.00
Total		\$ 102,000.00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 CONTRACTS FOR STUDY ABROAD PROGRAMS

Requested by: Kelley Brayton, Dean, International Education

Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

Requested Action: Approval

Field Studies Abroad: Location(s) TBD: Spring Break 2016

Provider/Contract		Term/Amount	Service
A	TBD – pending faculty proposals and approvals	April 9-17, 2016 (Final travel/program dates TBD, pending faculty proposals and approvals) Not to exceed \$70,000 which covers air travel to/from program location, in-country travel, housing, lectures, and some meals abroad for up to 25 students and 2 faculty.	Field Studies Abroad program of one-unit course to take place during Spring Break 2016. 18-26 students will accompany up to 2 faculty leaders to study abroad for an intensive 1-unit course of Global Studies 35 OR a Field Studies course. Location and course information TBD pending faculty proposals and approvals.

Funding Source: Majority cost of program in-country costs to be paid by student participants through deposits made to Auxiliary account 857. Cost of faculty program costs to be covered in student program price. Scholarships in the amounts of \$250-\$500 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.

B	Council International Study Programs (iNext Travel Insurance Vendor) (US)	April 2016 travel dates (specific departure/return dates TBD) Not to exceed \$3,750	iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States).
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Funding Source: Cost of insurance to be paid by student participants through deposits made to Auxiliary account 857. Cost of faculty insurance to be covered in student program price.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 **CONTRACTS FOR STUDY ABROAD PROGRAMS** *(continued)*

Study Abroad: Belize and Guatemala: Summer 2016

Provider/Contract		Term/Amount	Service
A	Programme for Belize	June-July 2016 Not to exceed \$25,000 which covers in-country travel, housing, lectures, and some meals in Belize for up to 25 students and 2 faculty.	Three-week student study abroad program in Belize and Guatemala during Summer session 2016. 18-26 students will accompany 2 faculty leaders to study abroad and visit historical and cultural sites in La Milpa, Lamanai, and River Valley in Belize, and Flores in Guatemala. The Latin America program also includes service learning projects, guest lectures, and excursions within the country
B	Cahal Pech	June-July 2016 Not to exceed \$30,000 which covers in-country travel, housing, lectures, and some meals in Belize for up to 25 students and 2 faculty.	Three-week student study abroad program in Belize and Guatemala during Summer session 2016. 18-26 students will accompany 2 faculty leaders to study abroad and visit historical and cultural sites in La Milpa, Lamanai, and River Valley in Belize, and Flores in Guatemala. The Latin America program also includes service learning projects, guest lectures, and excursions within the country

Funding Source: Majority cost of program in-country costs to be paid by student participants through deposits made to Auxiliary account 857. Cost of faculty program costs to be covered in student program price. Scholarships in the amounts of \$500-\$2,500 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.

C	Council International Study Programs (iNext Travel Insurance Vendor) (US)	June-July 2016 travel dates (specific departure/return dates TBD) Not to exceed \$4,250	iNext comprehensive travel insurance to cover all participants (up to 25 students) and two faculty during duration of the trip (including travel dates to/from the United States).
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Funding Source: Cost of insurance to be paid by student participants through deposits made to Auxiliary account 857. Cost of faculty insurance to be covered in student program price.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 CONTRACTS FOR KCRW

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

Requested Action: Approval/Ratification

The following contracts for KCRW are all renewals of existing contracts and are funded by CPB Grant money and KCRW Donations.

Provider	Service	Amount
1. National Public Radio	Programming Fees: Carry-over expenses of final quarter of Federal year, July 1 – September 30, 2015 Institutional membership Program Acquisition Annual one-time Interconnect fee (for access to Content Depot) Monthly Interconnect charges (Upload of KCRW programs to NPR Network) Studio usage/ISDN lines/engineering time for various KCRW programs. Digital Services, including streaming base fee; bandwidth overages Period: October 1 2015 – September 30. 2016 Funding Source: CPB Grant and KCRW donations	Payable upon billing; \$217,664.25 Carry-Over expenses Not to exceed \$13,000 Membership Not to exceed \$927,044. Program Acquisition Not to exceed \$9,000 Annual Interconnect Not to exceed \$26,400 Monthly interconnect Not to exceed \$15,000. Studio usage Not to exceed \$117,000.
2. KCRW Foundation, Inc	KCRW/SMC acceptance of equipment Donation; including, but not limited to: List of donations on file at KCRW and Office of Fiscal Services Period: June 1, 2014 – June 30, 2015	Fiscal Year 2014-2015 \$394,769.96

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 **CONTRACTS FOR KCRW** *(continued)*

Provider	Service	Amount
3. Richard E. King	Amended Rate for fiscal year 2015-2016 Amendment #10 Usage/access, repair and Maintenance Of private road leading to KCRW transmitter site at South Mountain, above Santa Paula, Ventura CA. Annual increase either by 3% or applicable CPI; whichever is greater Any and all road repairs, maintenance, and misc. services pertaining to the upkeep of this road will be divided equally among all road use holders, and billed separately.	Annual usage fee: \$2,575. Variable fee for Maintenance/repair, billed separately. Not to exceed \$10,000 for this 12 month period
4. Lazer Broadcasting	Amended Rate for fiscal year 2015-2016 Continuation of Lease Agreement for KLJR- FM transmitter site, located at South Mountain, Santa Paula, California	Annual Rate: Not to exceed \$13,197

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 CONTRACTS FOR ENROLLMENT DEVELOPMENT

Requested by: Esau Tovar, Dean, Enrollment Services (Interim)

Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

Requested Action: Approval

Provider/Contract		Term/Amount	Service	Funding Source
A	College Scheduler LLC	September 15, 2015 to September 15, 2016 Not to exceed \$30,000	This agreement between College Scheduler LLC (CS) and Santa Monica College authorizes the College to license the use of CS' web-based class scheduler application by students and staff. The web application allows students to generate all possible combinations of class schedules based on courses they select, while accounting for personal and academic commitments, various filtering criteria, and real-time class offerings. Administrators will be equipped with additional means to assess demand for specific courses based on schedules built by students—information that will be used in enrollment management strategy. A full integration with education plan data stemming from MyEdPlan is anticipated. Moreover, it is expected that College Scheduler will replace the homegrown online searchable class schedule, which is difficult to maintain.	Student Success & Support Program (SSSP).

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 **CONTRACTS FOR ENROLLMENT DEVELOPMENT** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
B	Shi International Corp.	One time hardware, software and professional services, plus one year (2015-16) maintenance. \$ 172,623.00	Shi International's Tableau Desktop and Server business intelligence software will enable the Office of Institutional Research (IR), and others, to analyze data collected in enterprise systems and through other channels, to generate and publish interactive visualizations and dashboards, and to provide actionable intelligence to key student success units such as Counseling and Admissions. Tableau software is a transformative business intelligence and visualizations solution able to rapidly, and with limited technical assistance, connect with multiple data sources and to analyze academic, administrative, student, faculty, curriculum, and research data. Tableau will enable the College to produce high-value, interactive data visualizations and analysis to expose hidden insights, empower continuous improvement and support student success.	Student Success & Support Program (SSSP).

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 **CONTRACTS FOR ENROLLMENT DEVELOPMENT** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
C	Lexmark International, Inc., Perceptive Software	Perpetual software licensing and annual maintenance for 2015-16 \$183,336.00 in Non-recurring (One time) costs \$22,940.00 Annual Maintenance	To advance SMC's student success initiatives, the Lenmark's "Perceptive" transcript processing software, including its Intelligent Capture, Transcript E-Form and Capture Now technologies will enable the College to efficiently process complex transcript documents. The result will be better degree audit records and early transcript evaluation of transfer work, so that students can make better informed decisions to make progress toward degree completion. Traditional document imaging systems employ a manual template creation process for each college's unique transcript. This template creation process is a time-intensive exercise required to accurately scan and then identify and convert document fields through the use of Optical Character Recognition into editable data. Perceptive's intelligent capture software automates the template creation process and automatically extracts student and course data for human validation and then electronically passes it directly to the College's student information system. The solution includes a transfer credit evaluation feature that validates coursework against a transfer articulation database for fast course transfer equivalency decisions. As courses are evaluated and added into the transfer articulation database, the system will detect courses previously processed and automatically process these known transfer courses to further increase transfer articulation process efficiency.	Student Success & Support Program (SSSP).

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 13 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Jeff Shimizu, Interim Superintendent/President

Requested Action: Ratification

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 approval or 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	Ms. Roxana Zarrabi	Amendment to previously approved contract: September 2015 through July 2016. 40 hours per week (previously approved for 20 hours per week) Not to exceed \$30,000 (previously approved for \$17,500)	Ms. Roxana Zarrabi, a doctoral student in clinical psychology at Pepperdine University, will serve as a part-time Post Doctoral Intern to assist the psychological services staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff. She has experience working in a college setting and is in the process of completing her full-time predoctoral internship at the counseling and psychological services center at Northwestern University. Comment: Additional funding has been identified to provide for a full-time assignment.	District Funds/ Psychological Services (100%)
B	Art with Impact	October 8, 2015 Not to exceed a total of \$1,600	Consultant will provide a 2-hour workshop addressing ways to reduce the stigma around mental illness. The workshop will include an interactive discussion among students, a discussion of films from the Consultant's media library, and a panel discussion will include one or two students who have experienced mental illness in their lives.	2015-2016 District Budget/ Psychological Services

D and E

Requested by: Sandra Rowe, Ph.D., Coordinator, Psychological Services

Approved by: Mike Tuitasi, Vice-President, Student Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 13 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
C	Community Partners	July 1, 2015 – June 30, 2016 Not to exceed a total of \$15,000	This consultant trains student volunteers, in a nine-week program, on how to successfully facilitate weekly peer workshops on different environmental topics (i.e. simple and affordable changes that their fellow students can make in their lives to reduce their environmental impact). The consultant will also provide the students with materials that are needed to ensure program success such as PowerPoint presentations, videos, toolkits, and workbooks.	2015-2016 District Budget/ Sustainability
<i>Requested by: Sustainability</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
D	Brentview Medical Clinic	2015-2016 X-rays to be charged at \$40.00 per employee and total of all payment not to exceed \$2,500.	Provide chest X-rays to current District Employees who evidence positive TB test result as required by law.	2015-2016 District Budget/ Human Resources
<i>Requested by: Sherri Lee-Lewis, Dean, Human Resources</i> <i>Approved by: Marcia Wade, Vice-President, Human Resources</i>				
E	Hung the Moon, Inc. (previously approved under the name Miki Shelton)	July 1, 2015 - December 30, 2015 Not to exceed \$18,000	The consultant will provide grant writing assistance.	2015-2016 District Budget
<i>Requested by: Laurie McQuay-Peninger, Associate Dean, Grants</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
F	SmartThinking Tutoring Services	Fall 2015 semester Not to exceed: \$5,000	Purchase of 200 hours of online tutoring for fall online class pilot to run during fall 2015 semester to provide online tutoring for approximately 15 pre-identified classes.	District Budget
<i>Requested by: Julie Yarrish, Associate Dean, Online Services & Support</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 13 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
G	Sustainable Technologies Program guest speakers	October 1 – December 18, 2015 Not to exceed: \$1,550 Andrew Beath \$150 Jeff Kirscher \$150 Tania Ragland \$250 Apollo Fraidany \$250 Susi Borlido \$250 Tashanda Giles \$250 Mallory Burden \$250	The guest speakers will be presenting to the Sustainable Technologies Program course Recycling and Resources Management 4(RRM4) concepts, ideas, best practices on how different industries, government agencies and institutions are achieving zero waste. These presentations will provide students with information on state regulations on commercial recycling, organic recycling, green business programs, and sustainability in schools. Students will learn about tools, resources and indicators used to achieve sustainability.	CTE Enhancement Funds 2015-2016
H	Lisa Brand	July 1, 2015 – June 30, 2016 Not to exceed: \$19,000 Amendment of existing Contract with Lisa Brand – A160643NC Increasing the current PO by \$18,000 to be funded through the Perkins grant.	Agreement for graphic design and art direction/services for marketing materials that are specific to the needs of Workforce & Economic Development. Comment: The services may include assistance with expeditiously developing various marketing material for electronic and print distribution.	Community Education \$1,000 Perkins \$18,000
<u>J and K</u> Requested by: Patricia Ramos, Dean of Workforce and Economic Development Approved by: Georgia Lorenz, Vice-President, Academic Affairs				
I	Curtain Wall Design and Consulting Inc.	Extension of contract: From: April 7, 2015 – June 10, 2015 To: August 24, 2015 – October 30, 2015 \$21,260	Curtain Wall Design and Consulting Inc. will conduct forensic observation on the Bundy Campus glass and prepare a report including construction document preparation if necessary. Contract extension is required to complete forensic work and report preparation. This extension will not result in a change in the original contract amount.	Capital Outlay
Requested by: Greg Brown, Director of Facilities Planning Approved by: Bob Isomoto, Vice-President, Business/Administration				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

EFFECTIVE DATE

ESTABLISH

Senior Administrative Dean

Level 9 of the Administrative Salary Schedule

Comment: The Senior Administrative Dean is proposed for incumbents assuming additional or expanded program/department oversight responsibilities. This would include increased budget overview, oversight of programs, and oversight of personnel.

ELECTIONS

ADMINISTRATIVE REASSIGNMENT

Benson, Brenda, Senior Administrative Dean
(Counseling, Retention and Student Wellness)

9/2/2015

ADMINISTRATIVE INTERIM REASSIGNMENTS

Moore, Lizzy, Interim Dean, SMC Foundation/Institutional Advancement

9/2/2015

Ellis, Reggie, Interim Director, Athletics

9/2/2015

Johnson, Jaclyn, Interim Assistant Director, Athletics

9/2/2015

FULL-TIME FACULTY (Long Term Substitute)

Hall, Anthony, Instructor, Physics

Fall 2015

Davis-King, Donna, Instructor, Psychology

Fall 2015

Sage, Rebecca, Instructor, Psychology

Fall 2015

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

ESTABLISH

EFFECTIVE DATE

Student Services Assistant (1 position)

09/01/15

EOPS, 12 months, 40 hours

Comment: Position funded by EOPS/CARE and CalWORKs

ABOLISH

Administrative Assistant II (1 position)

09/01/15

Personnel Commission, 12 months, 20 hours

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

Buyer I (1 position)

09/01/15

Purchasing, Receiving, Mail, 12 months, 40 hours

Range 33 on the Classified Regular Salary Schedule

SALARY RE-ALLOCATION

Supervising Personnel Analyst

09/01/15

From: Range M18 on the Classified Management Schedule

To: Range M19 on the Classified Management Schedule

ELECTIONS

PROBATIONARY

Cruz, Edwin, Instructional Assistant – Math

08/11/15

Lee, Carol, Student Services Assistant, ISC

09/03/15

PROBATIONARY/ADVANCE STEP PLACEMENT

McIntosh, Chelsea, Instructional Assistant - English (Step B)

08/31/15

Winter, Lisa, Compliance Administrator/Title IX Coord., Human Resources (Step C)

09/16/15

Woldt, Lisa, Instructional Assistant - English (Step B)

08/31/15

SPECIAL SKILLS DIFFERENTIAL

Michalowski, Terra, Student Services Clerk, A&R, Bilingual Writing & Speaking - \$35/mo

09/01/15

Alarcon, Hector, Student Services Assistant, A&R, Bilingual Writing & Speaking - \$35/mo

09/01/15

Estela Ruezga, Sr Student Services Specialist – A&R, Bilingual Speaking - \$25/mo

09/01/15

PROMOTION

Luis, Jaime, Skilled Maintenance Worker, Maintenance (Step A)

08/07/15

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Demski, Rachel 09/02/15

From: Administrative Assistant II, ISC, 12 mos., 40 hrs.

To: Administrative Assistant II, Community & Academic Relations, 12 mos., 40hrs.

Ciciora, Jeanette 09/02/15

From: Student Services Clerk, Pico Promise, 12 mos., 20 hrs.

To: Student Services Clerk, Financial Aid, 12 mos., 40hrs

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Heximer, Brent 09/01/15

From: Administrative Clerk, Personnel Commission, 12 mos, 40 hrs

To: Administrative Assistant II, Personnel Commission, 12 mos, 40 hrs

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

CHANGE IN HOURS/PERMANENT

Rodriguez, Olinka 09/01/15

Fr: Administrative Assistant II, Personnel Commission, 12 mos, 20 hrs

To: Administrative Assistant II, Personnel Commission, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (PROVISIONAL) EXTENSION

Frazier, Marvlynn 08/17 - 10/02/15

To: Lead Custodian, NSII, 100%

From: Custodian, Day

Comment: not to exceed 90 working days per fiscal year

Lange, Jeremy 09/4-11/15/15

To: Student Services Specialist – International Students, 100%

From: Student Services Assistant, ISC

Saldana, Jorge 08/10 - 11/20/15

To: Lead Custodian, Day, 100%

From: Custodian, Day

Comment: not to exceed 90 working days per fiscal year

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Barboza, Star 08/10 - 12/11/15

To: Lead Custodian, NSII, 100%

From: Custodian, NS II

Comment: not to exceed 90 working days per fiscal year

Dawson, Kerry 08/31/15-12/31/15

To: Athletic Equipment Specialist 100%

not to exceed 90 working days

From: Athletic Activities Assistant, 40 hours , Varied Hours

Hawes, Allyn 08/31 - 12/23/15

To: Journeyman Trade-Plumbing, 100%

From: Skilled Maintenance Worker II

Comment: not to exceed 90 working days per fiscal year

Henninger, Denise 08/19/15-12/22/15

To: Deaf and Hard of Hearing Supervisor 100%

not to exceed 90 working days

From: Sign Language Interpreter III, 20 hours, Varied Hours

Iles, Dwayne 08/10 - 12/11/15
To: Custodial Operations Supervisor, NSII 100%
From: Lead Custodian, NSII
Comment: not to exceed 90 working days per fiscal year

Knight, Takisha 07/1-7/31/15 & 09/1-10/31/15
To: Tutoring Coordinator – English and Humanities, 100%
From: Instructional Assistant – English

Monzon, Karen 8/10-9/18/15
To: Supervising Personnel Analyst, Personnel Commission 50%
From: Personnel Analyst, Personnel Commission

Roberts, Michael 08/31 - 12/23/15
To: Construction Systems Supervisor, 100%
From: Journeyman Trade-Plumbing
Comment: not to exceed 90 working days per fiscal year

Sheaffer, Carl 08/3-10/31/15
To: Skilled Maintenance Worker II, Maintenance, 100%
From: Skilled Maintenance Worker, Maintenance

LEAVES OF ABSENCE – UNPAID

Johnson, Jaclyn, Athletic Equipment Specialist, Athletics 09/02/15-06/30/16
Comment: Jaclyn will be on an unpaid leave from her classified assignment while working as the Interim Assistant Athletic Director.

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Johnston, Dexter (Lee), Director of Management Information Systems 11/13/2015
Tovar, Hector, Athletic Equipment Specialist, Athletics 08/05/15

RETIREMENT

Harris, Craig, Construction Systems Supervisor (33 years) 08/28/15
Willis, Sandra, Tutoring Coordinator – Science, LRC (29 years) 09/01/15
Wioch, Christina, Student Services Clerk (7 years) 12/30/15

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

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

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

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

Berney, Andy, Laboratory Technician – Art	8/31/15-12/31/15
Fader, Stephen, Laboratory Technician – Art	8/31/15-12/31/15
Frable, Darren, Laboratory Technician – Art	8/31/15-12/31/15
Freedman, Myles, Laboratory Technician – Art	8/31/15-12/31/15
Kobashi, Todd, Laboratory Technician – Art	8/31/15-12/31/15
Mascarenas, Robert, Athletics Equipment Specialist, Athletics	8/13/15-11/13/15
Williams, Jesse, Athletics Equipment Specialist, Athletics	8/13/15-11/13/15
Brzechwa-White, Jaimee, Cash Receipts Clerk, Bursars Office	7/27/15-9/11/15
Sanchez, Antonio, Painter, Maintenance	7/27/15-12/22/15
Marashian-Echevarria, Administrative Assistant I, Communications	7/15/15-10/30/15
Dancygier, Lindsey, Sign Language Interpreter III, DSC	7/29/15-12/22/15

PROVISIONAL EXTENDED

Carrion-Palomar, Silvana, Student Services Specialist, Supplemental Instruction	8/20/15-9/30/15
Hamawe, Samir, Student Services Specialist, EOPS	8/15/15-9/30/15
Sprigg, Rebecca, Buyer II, Purchasing	8/3/15-9/4/15

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.

Mehrazar, Saman, Bookstore Clerk/Cashier, Bookstore	8/4/15-12/31/15
Jackson, Rachel, Administrative Clerk, HR	8/5/15-12/31/15
Brown, Thomas, Instructional Assistant – ESL	8/31/15-12/31/15
Hoch, Marilyn, Instructional Assistant – ESL	8/31/15-12/31/15
Davenport Landou, Rosetta, Personnel Technician, PC	8/13/15-12/18/15
Vo, Thea, Student Services Clerk, Bursars Office	8/17/15-9/11/15
Morrow, Kristi, Student Services Clerk, Bursars Office	8/17/15-9/11/15
Austin, Herald, Student Services Clerk, Bursars Office	8/17/15-9/11/15

RECOMMENDATION NO. 17 CLASSIFIED PERSONNEL - NON MERIT

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, \$10.00/hour (STHP)	65
CalWORKS, \$10.00/hour (FWS)	1

SPECIAL SERVICE

Recreation Director II, \$10.59/hour	3
Art Model, \$23.00/hour	6
Community Services Specialist I, \$35.00/hour	28
Community Serviced Specialist II, \$50.00/hour	3

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES

Requested by: Greg Brown, Director, Facilities Planning

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

Requested Action: Approval/Ratification

18-A CHANGE ORDER NO. 11 – AET CAMPUS AND PARKING STRUCTURE A

Change Order No. 11 – C.W. Driver on the AET Campus portion of the project in the amount of \$12,738.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 150,060
Previously Approved Change Orders (AET Parking Structure A)	\$ 441,074
Change Order No. 11 – AET Campus	<u>\$ 12,738</u>
Revised Contract Amount	\$59,763,872

Change Order 11 for the AET Campus portion of the project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 11 for the Campus includes labor and material to provide additional detailing, procurement and installation of seven new beams at Building B. Also includes for modification at Building C auditorium soffit to allow the installation of ductwork, hangers and curtain track assembly, modify shaft wall detailing at Building B and to furnish and install twelve plates at the utility yard fence to accommodate existing unforeseen site conditions. Also includes credit to the owner for costs of tests.

Change Order No. 11 for AET Campus is being processed as Unilateral Change Order.

18-B CHANGE ORDER NO. 5 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 5 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of \$25,763.

Original Contract Amount	\$ 18,378,000
Previously Approved Change Orders	\$ 72,909
Change Order No. 5	<u>\$ 25,763</u>
Revised Contract Amount	\$ 18,476,672

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 5 provides labor and material cost for increased spread footing dimension to align footing with grade beam, additional shaft wall framing around elevator guide rails and addition of continuous metal stud backing for theatrical drapery track; and additional demolition due to unforeseen thickness of footings, grade beams and concrete paving.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

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

18-C **CHANGE ORDER NO. 3 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT**

Change Order No. 3 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$136,251

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ 97,751
Change Order No. 3	\$ 136,251
Revised Contract Amount	\$ 39,790,002

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 3 provides labor and material costs for the provision of the Temporary Fitness Center and Dance Classroom in Drescher Hall, to provide a temporary water connection to the Pavilion after the demolition of the PE Building and for a new underground electrical pull box necessitated by unforeseen conditions. Also provides for the temporary facilities for the Football Team equipment room.

18-D **CHANGE ORDER NO. 14 – INFORMATION TECHNOLOGY RELOCATION**

Change Order No. 14 – BERNARDS BROS. on the IT Relocation project in the amount of \$94,718.

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	\$ 1,653,587
Change Order No. 14	\$ 94,718
Revised Contract Amount	\$14,140,305

This change order results in no change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 14 includes labor and material costs for exploratory work to locate existing underground utilities, provision of items necessary to allow EMS monitoring of water and gas meters, and provision of aircraft cabling to brace pendant light fixtures. It also provides for miscellaneous plumbing lines and drains for HVAC units, revised HVAC unit floor stands and Phase 2 furniture installation. Also includes addition of roof supports, major changes to the DSA Approved Fire Sprinkler System, a network card and communication between different parts of the campus fire alarm system; and repairs to building surfaces.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

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

18-E AMENDMENT TO AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES –
INFORMATION TECHNOLOGY RELOCATION

Amend the agreement with P2S ENGINEERING for the INFORMATION TECHNOLOGY RELOCATION project in the amount of \$18,990.

Original Contract Amount	\$39,200
Amendment # 1	<u>\$18,990</u>
Total To Date	\$58,190

Funding Source: Measure AA

Comment: Amendment No 1 provides for P2S to provide measurement and verification services of the building's energy performance for one year after occupancy in order to achieve required LEED credits.

18-F CORRECTION TO AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES P2S
ENGINEERING– CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT

Incorrect Original Contract Amount for P2S Engineering was listed on the July 2015 Board of Trustees agenda where Amendment No. 1 was approved. Correct Original Contract Amount and Revised total contract amount listed below.

Original Contract Amount	\$422,250
Amendment No. 1	<u>\$14,500</u>
Total To Date	\$436,750

Funding Source: Measure AA

Comment: There was a typographical error in the original amount and therefore the total amount. Incorrect original contact amount was listed as \$427,645 and incorrect total to date amount was \$442,145. Correct original amount is \$422,250 and correct total to date amount is \$436,750.

18-G AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES – STUDENT SERVICES BUILDING

Amend the agreement with ENERNOC for the STUDENT SERVICES BUILDING project in the amount of \$33,180.

Original Contract Amount	\$209,670
Amendment # 1	<u>\$33,180</u>
Total To Date	\$242,850

Funding Source: Measure U

Comment: The goal for the College is the achieve the highest possible LEED rating. The original contract for this consultant included only credit for LEED Silver. This amendment provides for additional work needed for the credits to achieve LEED Gold.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

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

18-H AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Amend the agreement with GLUMAC for the HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT project in the amount of \$8,600.

Original Contract Amount	\$63,000
Amendment No. 1	<u>\$8,600</u>
Total To Date	\$71,600

Funding Source: Measure S, AA, Sothern California Edison

Comment: The college will be implementing Southern California Edison's (SCE) Auto Demand Response program for this building in order to save energy. Glumac, who is already performing LEED required building commissioning and testing for this project will be required to perform additional services beyond their original scope in order to install the Auto Demand Response system. It is expected that a grant from SCE will cover the majority of the costs for this project.

18-I AMENDMENT TO AGREEMENT FOR CIVIL ENGINEERING SERVICES – DONALD DOUGLAS LOOP SOUTH

Amend the agreement with MK ENGINEERING GROUP, INC. for the DONALD DOUGLAS LOOP SOUTH project in the amount of \$12,165.

Original Contract Amount	\$38,000
Amendment # 1	<u>\$12,165</u>
Total To Date	\$50,165

Funding Source: Measure S, AA

Comment: Amendment No 1 provides for a correction to the original contract amount as well as fees required to complete substantial design changes requested by the City of Santa Monica before and during plan check.

18-J AGREEMENT FOR NEW GAS METER – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Agreement with SOUTHERN CALIFORNIA GAS COMPANY for the installation of a new gas meter for the HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT project in the amount of \$581.08

Funding Source: Measure S, AA

Comment: A new gas meter is required for this project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

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

18-K AGREEMENT FOR ARCHITECTURAL SERVICES – PERFORMING ARTS CAMPUS – BARRETT ART GALLERY ACOUSTICAL IMPROVEMENT

Agreement with GWYNNE PUGH URBAN STUDIOS for architectural services for the BARRETT ART GALLERY ACOUSTICAL IMPROVEMENT project at the Performing Arts Campus in the amount of \$14,410 plus reimbursable expenses.

Funding Source: District Capital Funds

Comment: Agreement provides for Gwynne Pugh Urban Studios to conduct an acoustical study and provide design and constructions documents, and provide construction administration for acoustical treatments in order to reduce reverberation and occupant-generated noise build-up in the Barrett Art Gallery.

18-L CHANGE ORDER NO. 1 - ART BUILDING, ROOF, HVAC, PLUMBING AND PAINTING PROJECT

Change Order No. 1 - Sea Pac Engineering Inc. the Art Building, Roof, HVAC, Plumbing and Painting Project.

Original Contract Amount	\$380,000.00
Change Order No 1.	<u>\$ 2,916.00</u>
Revised Contract Amount:	\$382,916.00

Funding Source: State Scheduled Maintenance Funding/Capital Outlay Fund

Comment: Change Order No. 1 includes labor and material costs to paint the second floor walkway of the Art Building.

18-M POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$78,527.27
Term: April 1 – June 30, 2015 (3 months)
Funding Source: 2014-2015 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. The College paid the City of Santa Monica \$97,577.90 for the same period last year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 GANN LIMIT, 2015-2016

Requested by: Christopher Bonvenuto, Chief Director, Business Services

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

Requested Action: Approval/Ratification

Adopt the 2015-2016 Gann Appropriations Limit for the Santa Monica Community College District as \$141,100,363 and the 2015-2016 Appropriation Subject to Limit as \$103,252,853.

Comment: Proposition 4 (November 1979, Special Election) added Article XIII B 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 2015-2016.

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 2015-2016, the Appropriations Limit is \$141,100,363.

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 2015-2016, the Appropriations Subject to Limit is \$103,252,853.

As long as the Appropriations Limit is more than the Appropriations Subject to Limit, the District is in compliance. For 2015-2016, there is \$37,847,510 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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 COMMERCIAL WARRANT REGISTER

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Robert G. Isomoto, Vice-President, Business/Administration

Requested Action: Approval/Ratification

Commercial Warrant Register

July 1 - 31, 2015 6582 through 6624 \$17,732,710.43

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

RECOMMENDATION NO. 21 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Robert G. Isomoto, Vice-President, Business/Administration

Requested Action: Approval/Ratification

Payroll Warrant Register

July 1 – July 31, 2015 C1L – E4A \$11,399,738.65

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

RECOMMENDATION NO. 22 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: David Dever, Acting Director of Auxiliary Services

Approved by: Robert G. Isomoto, Vice-President, Business/Administration

Requested Action: Approval/Ratification

Auxiliary Operations Payments and Purchase Orders

July 1 – 31, 2015

Bookstore fund Payments	\$ 123,045.13
Other Auxiliary Fund Payments	\$ 30,411.09
Trust Fund Payments	<u>\$ 228,524.52</u>
TOTAL	<u>\$381,980.74</u>

<u>Purchase Orders issued</u>	\$360,845.20
July 1 – 31, 2015	

Comment: It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Auxiliary Funds.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 ORGANIZATIONAL MEMBERSHIPS, 2015-2016

Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Robert Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

Organizational Memberships, 2015 – 2016

September 1, 2015	Number of Memberships	Amount
	2	\$300

Funding Sources: Departmental Budgets

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

RECOMMENDATION NO. 24 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested by: Michelle King, Director, Career and Contract Education
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
Requested Action: Approval/Ratification

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

RECOMMENDATION NO. 25 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

25-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 31, 2015	\$ 59,577,246.91
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BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	September 1, 2015

XI. ORGANIZATIONAL FUNCTIONS

INFORMATION ITEM NO. 26

SUBJECT: **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2016**

SUMMARY: A draft schedule of Board Trustees meetings for 2016 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 6, 2015.

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 12, 2016 (second Tuesday)
January 26 (fourth Tuesday - hold)

February 2
February 16 (hold)

March 1

March 15
Winter Study Session

April 5
April 19 (hold)

May 3
May 19 (hold)

June 7
June 21 (hold)

July 5

July 19
Summer Study Session
Board Self-Assessment

August 2
August 16(hold)

September 6
September 20 (hold)

October 4
October 18 (hold)

November 1
November 15 (hold)

December 6
(election year, may be rescheduled)

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	September 1, 2015

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 10:35 p.m.

The meeting was adjourned in memory of **Willie Smith**, father of former student trustee Seth Smith.

There will be a special joint meeting with the Santa Monica-Malibu Unified School District on **Thursday, September 17, 2015** at 5:30 p.m. in the District Board Room, 1651 – 16th Street, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, October 6, 2015** 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:

- Schedule of Board of Trustees Meetings, 2016
- Report: Resource Development, SMC Foundation

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 1, 2015

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 1

APPENDIX A: REPORT: SMC DISTANCE EDUCATION PROGRAM ANNUAL REPORT, 2014-2015

According to a recent report released this past June from the Public Policy Institute of California (PPIC) report on successful online courses in California Community Colleges, *“online learning is growing rapidly in higher education. In California, the state’s community colleges have taken the lead, offering thousands of online courses to hundreds of thousands of students. The popularity of online learning is easy to understand. It offers students a convenient way to take college courses when they want, where they want”*. This report addresses some of the components from the PPI report including some of the important indicators of online student success. Many of the PPI recommendations for insuring online student success are initiatives which are already in place or are in the process of implementation at SMC.

The popularity of online education continues to be both a newsmaker as well as the subject of scrutiny in many sectors including the education and business communities. Interest has recently intensified as our state moves further along in creating the California Open Education Initiative (OEI), especially as it addresses online course quality and design and how this relates to student success and persistence in the online classroom.

In terms of popularity, the Santa Monica College Distance Education program mirrors statewide enrollment trends. This is evidenced by what was an exciting, productive and busy year, reflected by the largest number of sections offered since the SMC Distance Education program began with sessions starting every four weeks during the full semesters. It was also a year that included several ambitious new projects tied to online faculty readiness, course design, and student success. A new Distance Education faculty readiness training pilot debuted in the Fall of 2014, a Distance Education student satisfaction user survey was created and deployed this past year, and heavy preparation is underway to launch an online student tutoring service pilot in the Fall of 2015. The Distance Education department also supported the launch of multiple eCollege/Pearson Learning Studio enhancement releases and also submitted the six-year program review. A special benefit of having gone through the six-year program review is having access to extensive data from our Office of Institutional Research (OIR). Much of this data, culled from the OIR report as of Spring 2014, will be shared throughout this report.

The Distance Education department continues to support all academic departments with their online classes. In Fall 2015, the Math department will be offering their first online hybrid class with two sections of Math 54, Elementary Statistics. These classes will be a valuable and welcome addition to the online class offerings and certainly respond to student need and demand. The Theater Arts department is also working with the DE department to address distance education faculty readiness as they move to teaching online. To date, over 285 unique online classes have been approved and/or converted for online delivery. Eight new classes were approved for online delivery this past academic year.

Online Classes Approved by Curriculum Committee 2014-2015

Course Number	Course Title
ECE 51	The Reggio Approach
ECE 52	Documentation Making Learning Visible
ECE 53	Environment as the Third Teacher
ECE 71	Infant & Toddler Education and Care
ENG 49	Asian Mythology
ESL 17	Intermediate Reading Skills
Math 54	Elementary Statistics
Music 37	Music in American Culture

The table below lists the four new-to-online classes which were offered during 2014-2015

New Online Classes 2014-2015

Course Number	Course Title	Year/Semester First Offered
ASTRON 1	Stellar Astronomy	Fall 2014
ACCTG 9	Accounting Ethics	Fall 2014
ECE 51	The Reggio Approach	Spring 2015
ECE 53	Environment as the Third Teacher	Spring 2015

Data & the Year in Numbers

Number of Online Sections Offered by Semester – Four Year Overview

Term	2011-2012	2012-2013	2013-2014	2014-2015
Summer	86	119	112	155
Fall	296	315	335	348
Winter	55	72	72	138
Spring	299	292	338	376
Total	736	798	857	1017

Number of Online Sections by Year – Seven Year Overview

Year	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Sections	950	802	737	736	798	857	1017

2014-2015 Enrollments - Classes hosted on eCollege/Pearson Learning Studio*

Term	Online Classes	Hybrids	eCompanion
Summer 2014	3,767	31	9199
Fall 2014	7,283	655	52,138
Winter 2015	3,391	53	9611
Spring	8,293	815	48,725
Total	22,734	1,554	119,673

*By seat = duplicated enrollments. The seat-counts in the table above represent the majority (@ 97%) of all of our online classes. All but three online classes use eCollege. Music 32 "Appreciation of Music" is offered via a proprietary platform and a few computer science sections each term are hosted on the instructor's website.

California Community Colleges FTES 4-Year Sample Rankings of DE Programs (Credit-based)

College	Fall 2014	FTES FALL 2013	FTES FALL 2012	FTES FALL 2011
American River	1,369	1,283	1,204	1,164
Coastline	1,294	1,162	1,099	1,197
San Joaquin Delta	1,293	1,078	930	1,064
Foothill	1,115	1,072	881	967
Modesto	1,114	931	835	922
Mira Costa	998	861	847	723
Santa Monica	983	952	937	985
Santa Barbara	980	893	827	766
Mt. San Jacinto	809	740	775	809
Rio Hondo	620	731	824	733

*Source: CCCC Datamart – Capturing the Fall 2014 numbers Santa Monica remains among the top 10 largest CCC DE programs using FTEs as a marker, SMC has moved down to the #7 position, edging out SBCC by 3 FTES. Our lower ranking is in spite of an increase in class offerings.

Who Are the SMC Online Students?

The data below in tables 1-4 was provided by the Office of Institutional Research (OIR) for the six-year program review in September 2014.

Table 1: Age Range: Fully Online vs. Mixed Schedule

Age Range	Fully Online Schedule	Mixed Schedule*
19 or Younger	6.1%	22.6%
20-24	28.2%	52.8%
25-29	25%	13.4%
30-39	24.9%	7.1%
40-49	10.1%	2.1%
50 or Older	5.7%	3.0%

*Mixed Schedule means students taking a combination of online and on-campus classes

Table 2: Percentage and Count - Gender & Schedule Patterns Fully Online Schedule vs. Mixed/On-Ground & Online Schedule

Gender	Fully Online Schedule	Mixed Schedule	College-Wide
Female	61.0% (1,357)	55.8% (4,834)	52.3% (15,694)
Male	39.0% (886)	44.2% (3,828)	47.7% (14,306)

Table 3: Ethnicity & Schedule Patterns Fully Online Schedule vs. Mixed/On-Ground & Online Schedule

Ethnicity	Fully Online Schedule	Mixed Schedule	College-Wide
Asian/PI	17.1%	19.4%	15.6%
Black	11.3%	7.6%	9.7%
Hispanic	27.0%	25.9%	36.1%
Native Am	0.4%	0.1%	0.3%
White	36.6%	24.6%	28.3%
Multi-Race	4.7%	3.5%	3.7%
Unreported	2.9%	18.9%	7.2%

Table 4: Distance Ed Student Residence Status

Location	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013
California	97.2%	97.6%	98.0%	97.8%	82.6% (2122)
Out-of-State	2.3%	2.3%	1.9%	2.0%	6.3% (75)
Foreign	0.5%	0.1%	0.1%	0.1%	0.2% (26)

Surveying the Online Students

Using the Chancellor's Office statewide student satisfaction survey as a guide, an in-house SMC Distance Education student survey was authored by the Distance Education Committee and deployed by the OIR in the spring of 2014. According to the OIR survey results summary, 570 students responded which represents a 5.3% response rate. The OIR confirmed that this was a solid number of participants reaping reliable information on student's attitudes regarding online learning and rating the value of the platform tools among other measured variables.

In terms of online student satisfaction levels, 73.3% reported being very satisfied with their course and 42.7% reported being satisfied. When asked how likely they would be to take another DE course at SMC, 68.5% responded "very likely" with 17.4% responding "likely."

Other interesting survey findings included:

- 65% of the student survey respondents were taking one online course during spring 2014
- 23% of the student survey respondents were taking two online courses during spring 2014
- 6% of the student survey respondents were taking three online courses during spring 2014
- 7% of the student survey respondents were taking four+ online courses during spring 2014

Of this survey pool, 61% of the respondents identified as having been enrolled in an online class prior to the current term and 39% responded that they had not enrolled in an online course prior to the current term.

Student Retention & Success

According to the Chancellor's Office data-mart, the gap between student success and retention rates for traditional campus-led classes vs. the online classes continues to narrow. Details on DE vs. face-to-face success and retention rates are reflected in the table below. This includes data available on statewide DE averages. While student success and retention rates for online classes fluctuate over terms and these variables are unknown, rates continue improve.

Student Outcomes	Statewide DE	SMC DE	SMC Non-DE
Retention	80.23%	82.04%	83.46%
Success	60.72%	68.56	67.90%

*Source: CCCC Datamart – fall 2014

Supporting Student Success

While most of our Distance Education students take a combination of online and on-campus classes and therefore spend some time on our campus, institutions which offer online classes are expected to mirror all student services with an online version of that same support. SMC has most student services in place including counseling, financial aid, bookstore and many other services available online, but the missing piece is a formalized resource for online tutoring for DE students. The last accreditation team made the recommendation that SMC bring tutoring support online for our online students and this began a serious, five-year conversation within the Distance Education Committee on how to best address this need.

As the College prepares for the upcoming accreditation visit, it became imperative that the DE committee address this issue and move from the discussion phase to adopting a plan for action. The DE Committee recognized this need and this project is currently underway. Using other community colleges as a model, it was determined that outsourcing tutoring services would be a good place to start in the form of a pilot. The DE committee reviewed several tutoring vendors, had vendor presentations and selected SmartThinking as the vendor to pilot this project in the upcoming fall term.

The expectation is that the College community will learn how and to what extent this initiative is embraced by faculty and students. When the fall pilot has concluded, user data and metrics will be reviewed. The College can then decide how to adjust to meet the needs and move forward to provide this student service to DE students and perhaps to all students if it is determined to be effective and is financially feasible.

Serving Our Faculty

The Distance Education department supports both online and on-campus class instruction. The goal is to address technology and pedagogy training needs in order to insure that faculty members have the resources necessary not only to make the pedagogical transition from traditional on-campus classes to online teaching, but also to guide them in how to efficiently and comfortably work within the virtual classroom, including their on campus, web-enhanced classes.

After many years absence, the California Community College Chancellor's office (CCCCO) resumed their process of querying all CCCCCO DE faculty via their own user satisfaction survey as of Spring 2014. Santa Monica College opted in as participants and the DE department messaged faculty accordingly about the upcoming survey. The survey was to be deployed to SMC Distance Education faculty directly from the Chancellor's office late spring but this process has been delayed at the state level. As such, the DE faculty await further updates on the CCCCCO statewide DE faculty survey. This survey will be helpful as it will not only be specific to SMC but also provide a state-wide comparison in what should be a comprehensive report on faculty opinions regarding being an online instructor including their use of technology as well as feedback on their institution's course management system and related services.

Course Management System (CMS) Needs Assessment

One of the charges of the Distance Education department has been to stay engaged and current in updates connected to CMS options. As is the case with all technology, this is a rapidly changing field. Some CMS platforms have been subsumed and then "retired" by larger companies putting user and program stability at risk. For example Blackboard bought both WebCT and Angel, then either retiring or drastically changing these platforms.

Pearson's purchase of eCollege proved a positive move in terms of platform stability while offering upgrades and enhancements to try to stay current. Some new and quite promising course management system competitors have recently come on the horizon. Publishers noting how lucrative online education has become have also jumped on the online learning course management system bandwagon and are offering their own versions. Over the years, the DE department has worked collaboratively with the Distance Education Committee with ongoing discussions and explorations of what other CMS options, if any, might better suit the District. While SMC has been with eCollege for many years, it is critical to remain informed consumers, ever mindful of trends and options which may be looming on the horizon.

During the Spring of 2013, the Distance Education Committee and DE department wanted to learn more about a new Course Management System called "Canvas" by Instructure. This vendor was invited to campus to provide the DE committee and other interested DE faculty a tour of this new CMS. The session was very well attended. The platform was demonstrated and a Q&A session followed the product demo. This vendor visit and demo generated interest among DE committee members to explore this CMS as a possible alternative to eCollege in the future. To keep the momentum going on the exploration of this CMS, the vendor offered to provide DE committee faculty with a "sandbox" or private shell to test the platform at their leisure. The vendor had also offered to provide virtual meetings should the committee have further questions and provide an option to discuss ongoing questions about their product. The serendipitous timing of exploring this specific CMS folded perfectly into what was to take place on a state level in upcoming months in the form of a massive project called the "Open Education Initiative" (OEI).

California Open Education Initiative (OEI)

A relatively new statewide California Community College initiative has been emerging for the past year or so which has impacted SMC's CMS decision-making and falls under the banner of the OEI. According to the OEI website <http://ccconlineed.org/>, *"The mission of the California Community Colleges Online Education Initiative is to dramatically increase the number of California Community Colleges (CCC) students who obtain college associate degrees and transfer to four-year colleges each year by providing online courses and services within a statewide CCC Online Education Ecosystem (OEE). Special attention will be given to ensuring retention and success through basic skills support and other support services, especially for underserved and underrepresented cohort groups."*

If all goes as planned, participating community colleges should be able to reap many benefits if the current path comes to fruition. One of many objectives of the OEI project was to first identify a single course management system to deliver all coursework. Three finalist CMS were evaluated: Canvas, Moodle, and Blackboard, with Canvas ultimately being selected. With the OEI common CMS identified, the focus and conversation has changed statewide to the migration of content over to Canvas, funding for training faculty on how to use their CMS, as well as insuring all coursework meets minimum quality standards via a certification process if classes are delivered on the "Exchange."

Also in the plans is tutoring, test proctoring centers and online test proctoring services as well as impersonation and identity fraud solutions. While there are several unresolved issues which need to be addressed before this project can be made available to non-pilot institutions, things look quite promising. In preparation for a possible change in CMS for the District, the Distance Education Committee continued to discuss our options over this past year. With Canvas already a serious consideration for SMC, well before the OEI made their selection, Sal Veas the Distance Education Committee Chair, incoming Chair Pete Morris, and Vice Chair Julie Yarrish have been making numerous presentations to campus stakeholders to keep everyone "in the loop" on possible changes. In the Spring of 2015, several presentations were made to the Academic Senate and Department Chairs regarding a CMS migration to Canvas.

During the Spring 2015 semester the Distance Education committee weighed the pros and cons of staying with eCollege once the current contract ends. It was determined that after much serious discussion and given the changes in the course management field, eCollege might no longer be the ideal CMS solution for the District. To that end the DE committee issued the following motion at the June 4th meeting: *“Canvas Adoption Motion: In recognition and support of the selection of Canvas as the statewide Online Education Initiative’s common course management system, the Distance Education Committee recommends the adoption of Canvas as Santa Monica College’s course management system, and further recommends that the District begin the process of transitioning to Canvas with all interested parties, including but not limited to the Academic Senate and Faculty Association.”*

To cast a wider net on this possible change, there will be several presentations on fall Flex day so all campus stakeholders can attend these information sessions. Discussions will continue to focus on how the OEI came to select Canvas and why SMC seems to be moving in the same direction. What remains to be seen is if our current enrollment management system will interface with the state enrollment system so we can insure that if we do migrate, the infrastructure will be in place. The MIS department will provide additional information on this situation before the College proceeds with more details migration mapping and timelines.

Distance Education Faculty Readiness Pilot and Beyond

The Distance Education department, with the guidance and support of the Distance Education Committee, determined that supplementing faculty on-campus training and webinars with more formalized online training might be a benefit. As a result the Chancellor’s Office @ONE group was utilized to fulfill this need (<http://www.onefortraining.org/about>). During the Summer of 2014 and Spring of 2015 a cohort of thirty faculty participated in an exclusive online class titled “How To Teach and Learn Online”. This project, funded by Academic Affairs and the Title V grant,, has been met with very positive response from participants. The cohorts included new to online as well as veteran online faculty. Topics centered on effective online practices for student engagement, Distance Education guidelines as well as Title 5 requirements for online classes. To meet the training needs of all faculty using the CMS for their on-campus classes (web-enhanced use of the platform), multiple on-campus trainings were offered on how to use eCompanion and were designed for both beginning and intermediate faculty and led by Christine Miller, the Distance Education Department Multimedia Specialist.

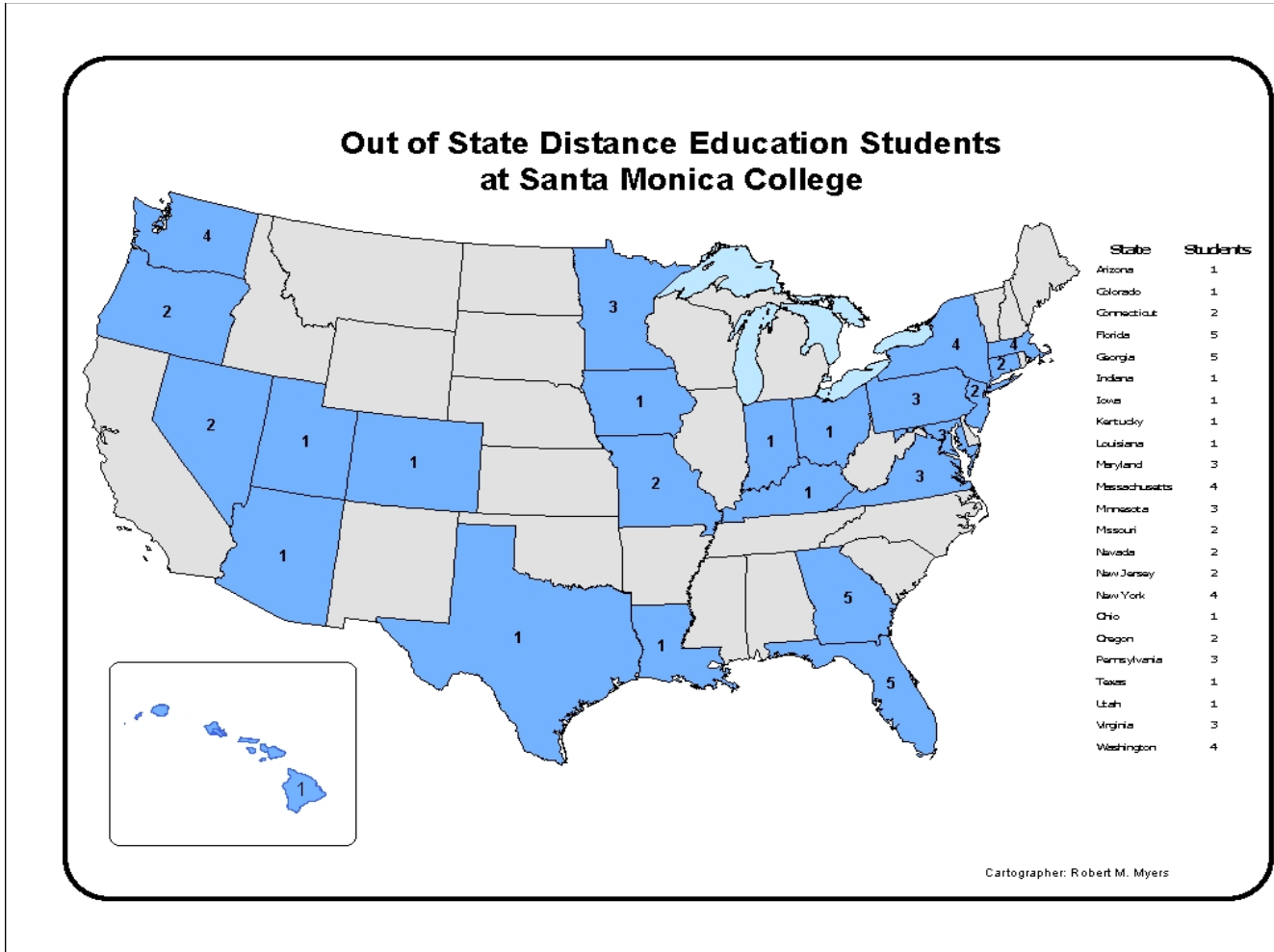
State Authorization for Online Students – Federal Updates

Over the past few years there has been, on a federal level, discussion on residency status and changes in how DE programs are permitted to serve out of state students. It might be important to mention that the federal legislation regarding state authorization is moving forward but doing so with much debate and multiple delays. The Department of Education expects that all institutions who deliver their coursework online seek authorization to legally offer distance education classes to students in a state in which it is not physically located.

While the legislative board supporting this initiative continues to clarify expectations, including rulings and deadlines on compliance, the SMC DE department continues to actively monitor the situation via the CCC Chancellors office and SARA the “state authorization reciprocity agreement” team.

This includes WCET-WICHE (Western Interstate Commission for Higher Education) who continues to advocate for educational institutions. With so many states having their own individual requirements, authorization can be an onerous and expensive venture. Some institutions have hired full-time distance education state compliance officers who have the sole duty of managing authorization with each state where an online student resides and insure they are current on changes. Prices vary for authorization by state but can run into thousands of dollars for annual certification. Some local community colleges (i.e. Pasadena City College, Las Positas) have decided that due to what they consider the low number of students served outside of California, the lesser of evils is to forgo state authorization and restrict students from outside their state from taking their online classes.

During the 2014-2015 year fifty-five students identified as living “out of state” and taking SMC online classes. The District will, at some point, need to decide if serving these students is cost-effective once the state authorization mandate is clarified and becomes law. The state representation for truly distance education students ebbs and flows and is a dynamic situation which changes with each term. But, you can see from this past year many states are only represented by a single student making the need for authorization and the time to certify questionable in terms of time and effort expended to meet the requirements for authorization. According to our MIS department data, there were 55 SMC students who reported living out of state this past year taking only online classes for a total of 280 units. Twenty-five states were represented including one student from Guam. The breakdown can be seen below in the map which was provided by Bob Myers.



eCollege/Pearson Learning Studio Platform Upgrades/Enhancements & Campus Releases

The following presents a partial list of eCollege platform upgrades released to SMC during this past year which impacted both faculty and students. These upgrades were intended to more actively engage learners with additional mobile course access, add dimension to the online classroom discussions by providing an immediate and easy vehicle for regular and effective interaction between faculty and student as well as student-to-student contact, build community, and make grading easier and efficient for faculty to provide students with quick and ongoing.

Notifications Feature - This release is a student-centric tool although it may also be of value to faculty. Users are now able to go into their course and click on the 'notifications' tool TAB to configure their individual preferences for when and how often they wish to receive updates by email and/or via text. These preferences include: Announcements, Threaded Discussions, Assignment Reminders and Published Grades. Users are able to choose any or all of these notifications and also choose the frequency with which they will receive them.

This enhancement is significant as it enables students and faculty to have quick, easy and reliable access to course short message service or SMS "real time" text updates on their mobile devices including phones. According to the Public Policy Institute June 2015 report on online courses in the CCC system, *"Interactive course software that provides instantaneous feedback could be particularly effecting in improving student performance in online courses"*. Not only does the auto-graded feature support this, but this new notifications features allows students to have seamless access to updates within their classes including receiving text messages when faculty post their grades and make comments and announcements.

Convert Numeric Score to Letter Grade Feature - This release is for faculty and automatically converts final numeric scores in the gradebook to a letter grade within the gradebook.

Threaded Discussions/Embed Audio-Video Feature - This enables users to embed a variety of web ready files within the threaded discussions. They can then be viewed directly within the thread instead of having to click a link to open a file. This enhancement aligns with the Public Policy Institute report on successful online courses in supporting regular and effective interaction. Not only is interaction a "best practice" but it is also included in the California Education Code (53200) for all online courses.

Other Enhancements of note include the recent purchase of a campus-wide user license for "Respondus" which is a robust testbank conversion software used by many California Community Colleges. This product allows faculty to easily configure and import massive publisher testbanks into their eCollege shells. Using large testbanks is a best practice when teaching online as this helps mitigate cheating. While we discovered challenges with the faculty single sign-on via Isis and problems with our Isis system integrating with an outside vendor, a temporary workaround has been established and the DE staff will support faculty with their account creation when they want to use this product. Moving forward it is expected that when faculty log into their Isis account they will have easy and ready access to this vendor without much ado and "hoop jumping," including having DE staff managing these for our faculty one by one.

Supporting faculty with non-traditional uses of the eCollege Platform:

The DE department continues to encourage all faculty to use eCollege platform to upload documents for our students. One reason is to insure that documents such as syllabi are available to our students 24/7/365, but also to support the District's sustainability initiative by offsetting some of the reprographics printing of 21 million pages a year, which includes the printing of syllabi. In addition to the current department faculty homerooms and special project shells, now totaling over 30 virtual workspaces, the DE department supports innovative ways for faculty to virtually convene and collaborate with one another and with students. A few of this past year's examples are below.

Scholars Faculty Homeroom: According to Teresa Garcia, lead faculty for the Scholars program, this workspace is "creating an accessible, more consistent and reliable means for communicating with the Scholars Program Faculty, staff and administrators. This will allow us to systematically collect syllabi and assess and share information amongst the faculty and staff and will ultimately benefit the students and strengthen the alliance with UCLA."

Student Equity Grant Project Support: Two student equity projects, the "Sociology Coaching Team" and "Intensive English Academy" are both reliant on using the eCollege platform to host student content. Configuring and providing support to these shells has been a challenge but also an honor to be part of the student equity project's successes.

Supplemental Instruction Leaders: Faculty have been requesting that their supplemental instruction leaders be provided access to their eCompanion shells so these tutoring leaders can access supplemental classroom materials. Supplemental instruction "SI" leaders use these materials during their twice-weekly meetings with students. Providing access to eCompanion shells to the SI leaders has been a popular request and crosses many departments including science, economics, English, accounting, Spanish and computer science classes and numbers in over twenty SI enrollments each term.

Summary

Returning to the Public Policy Institute report findings on what makes for successful online learning, there are multiple elements in play and tied to a well designed online class which supports student success. A few critical elements are insuring student readiness and providing student services including tutoring, supporting faculty with relevant pedagogical and technical training and finding ways to encourage faculty to build and deliver better digital classes including the appropriate use of educational technology and available tools. The OEI is developing a very targeted and purposeful roadmap, including an online faculty "effective practices" rubric for the California Community Colleges to embrace. The DE Department and Distance Education Committee will be working together in the upcoming semesters to try to bring this discussion forward as a campus community in order to stay on course with the faculty readiness project and OEI generally.

In the meantime, the SMC DE department continues to stay on track with projects associated with faculty readiness and student support services. These tasks and projects align nicely with what is taking place at the state OEI level. Many of this year's strides have been with the support and guidance of the Distance Education Committee and other areas on campus. What makes this year's accomplishments even more significant is that the department operated with a 25% reduction in Distance Education department staffing due to a vacancy. So, this was not only a productive year but a very busy year for the Distance Education department which is currently a small but industrious department of three.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 1, 2015

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2-B

APPENDIX B: ADOPTION OF THE 2015-2016 BUDGET

SANTA MONICA COMMUNITY COLLEGE DISTRICT 2015-2016 PROPOSED ADOPTED BUDGET NARRATIVE

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2015-2016 is comprised of the following nine funds:

Unrestricted General Fund	\$184,935,310
Restricted General Fund	\$ 42,302,400
<i>Total General Fund</i>	<i>\$227,237,710</i>
Special Reserve Fund (Capital)	\$ 20,106,075
Bond Fund: Measure U	\$ 21,394,063
Bond Fund: Measure S	\$ 51,643,810
Bond Fund: Measure AA	\$133,999,420
Bond Interest & Redemption Fund	\$ 61,411,725
Student Financial Aid Fund	\$ 38,781,855
Scholarship Trust Fund	\$ 45,298
Auxiliary Operations	\$ 5,531,730
<i>Total Other Restricted</i>	<i>\$332,913,976</i>

TOTAL PROPOSED ADOPTED BUDGET \$560,151,686

**The projected unrestricted general fund operating/structural deficit for 2015-2016 is <\$942,959>*

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

2014-2015

The District closed the 2014-2015 fiscal year with an Unrestricted General Fund deficit, including one-time items, of <\$190,202> (Excluding one-time items, the operating deficit was <\$1,851,658>).

During the year, the District realized one-time revenue items totaling \$1,661,456, net of deficit factor, from sources including mandated cost reimbursements and prior year apportionment payments. Further, the District received a restoration of workload reduction of \$2,142,390 (equivalent to approximately 493 credit and non-credit FTES) and an inflationary adjustment (COLA) of \$895,436 or 0.85%. The largest increase in revenues other than state apportionment was from non-resident tuition and fee-based

instruction which increased by \$2,973,192 from the prior year mainly due to increase in FTES and tuition fees. The District was also subject to a deficit factor of ~~<\$344,556>~~ or approximately ~~<0.32%>~~ due to the State's inability to pay the District the entire amount of apportionment it was entitled to. Additionally, the District received \$912,374 to make up for inconsistencies in RDA revenue and related cash flow. Per the Chancellor's Office, this funding will be treated as an advance of the 2016-2017 apportionment payment requiring the District to defer the revenue until the 2016-2017 fiscal year.

Expenditures in the area of salaries increased from prior year by \$6,642,568 while benefit expenditures increased by \$2,107,358 primarily as a result of increases in salary, STRS and PERS contribution rates and class offerings to generate growth. Additionally, the District increased its contribution to the OPEB (*Other Post-Employment Benefits*) Trust fund by \$500,000 as part of a funding plan to address GASB 45 and also experienced increased costs related to other contract services, insurance and utilities of \$464,159.

The combination of these and other items resulted in an unaudited Unrestricted General Fund ending balance, including designated reserves, of \$13,781,577 or 9.15% of expenditures and transfers.

2015-16

The proposed adopted budget is based on the 2015-2016 state budget, updated with the latest information provided by the Chancellor's Office, and assumes a 1.02% inflationary adjustment (*COLA*) increase (\$1,107,892), 2.07% Access/Growth (\$2,096,283 – *approximately 449 credit and non-credit FTES*), an increase in base of \$4,981,052 for ongoing operating expenditures, \$1,158,443 to support hiring of full-time faculty, \$233,679 to align CDCP rate to credit rate and a 0.93% deficit factor ~~<\$1,097,741>~~. The proposed adopted budget does not assume repayment of the 2014-2015 deficit factor (~~<\$344,556>~~). The District also assumes a one-time funding of \$12,006,317 from the State as payment for prior-year state mandate claims. There is increase in non-resident tuition of \$1,821,760 as a result of a projected 2% increase in FTES and an increase in tuition fee. Fee based tuition is projected to decrease by ~~<\$430,062>~~ as FTES moves back to non-fee based classes. The net effect of the changes in revenues has resulted in a projected \$20,697,395 or 13.8% increase in total revenues from the prior year actuals of which a net \$10,908,576 or 53% is one-time in nature.

The District is projecting expenditure increases of approximately \$13,103,402 or 8.7% compared with prior year actuals. The breakdown of expenditures is as follows: 87.0% on salaries and benefits, 10.9% on other operational expenses and services, 1.2% on equipment, technology replacement and total cost of ownership (TCO), 0.7% on supplies, and 0.2% on transfers/financial aid. For FY 2015-2016, the largest projected expenditure increases are as follows: Supplies and Contracts (\$2,891,062), Salary increases (\$2,552,606), Equipment, technology and TCO replacement (\$1,948,194), Employment/Retirement Benefits (\$1,579,845), Hourly Instruction and Non-teaching (\$1,244,073), Vacancy List (\$1,242,570), Salary Step and Longevity (\$995,896), Other Post-Employment Benefits (*OPEB*) contribution (\$500,000) and Current Employee and Retiree Health and Welfare Benefits (\$491,740).

The net effect of the projected changes in revenue and expenditures will result in a projected operating surplus, including one-time items, of \$7,403,791 and a projected ending Unrestricted General Fund Balance of \$21,185,368, including designated reserves, or 12.94% of total expenditures and transfers.

Revenues

Federal Revenue

The federal revenue levels for FY 2015-2016 represent projected federal grant administrative allowances including ACA allowances for Financial Aid programs.

State Revenue – Principal Apportionment

State funding, in the form of Principal Apportionment, constitutes 68% (\$116,862,828) 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, property taxes (*including Redevelopment Agency Funds*) and the Education Protection Account (*EPA*), which was created as a result of the passage of Prop 30. These funds are combined to equal the Principal Apportionment. If actual receipts of revenue from EPA, Redevelopment Agency (*RDA*), property taxes and/or enrollment fees differ from estimates, the general apportionment funding will be adjusted, subject to availability of state funding, to keep the formula constant.

The District has based its Principal Apportionment revenue projections on the state budget which includes 2.07% access/growth funding. This will result in the District being funded by the State to serve approximately 21,343 Credit FTES in FY 2015-2016. As of the proposed adopted budget, the target is to serve approximately 21,397 Credit FTES, which is 54 FTES more than the State is funding the District to serve.

State Revenue – Other

The proposed adopted budget includes an inflationary adjustment (*COLA*) of 1.02%. All other State Revenue categories are projected to remain at approximately the same level as FY 2014-2015.

Property Taxes

Based on preliminary projections, the District will receive \$20,263,813 in property tax in 2015-2016. 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 resulting loss in funding.

Lottery

The State Lottery revenues are paid each year according to the annual enrollment figures. The projected FY 2015-2016 non-Prop 20 lottery rate is \$140 per FTES. If lottery sales or enrollment fall below projections, lottery revenue will be adjusted accordingly.

Local Revenues

The Local Revenue section of the budget contains the District's largest revenue sources outside of Principal Apportionment, 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's increase in non-resident tuition fee and projected increase in FTES is expected to result in a revenue increase of \$1,821,760 over prior year actual. The remaining local revenue categories include property taxes, enrollment fees, fee based instruction, student fees, interest, rental of facilities, etc.

Expenditures

Salary and Benefits

Salary and benefit expenditure projections reflect appropriate step, column and longevity increases for qualified employees and include a negotiated increase of 2.2% in the salary of SMC Faculty Association Members and 0.457% in the salary of SMCPOA Members. For the proposed adopted budget, changes in salary, benefit and vacancy line items account for approximately \$8,176,396 increase in expenditures from prior year actuals. For FY 2015-2016, salaries and benefits represent 87% of total expenditures and transfers for the District's unrestricted general fund, which represents a 2% decrease from the prior 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, changes in these line items account for an increase of approximately \$3,684,235 over prior year adopted budget allocations. Of this increase \$1,948,194 is allocated for technology equipment replacement, general equipment, equipment related to the IT business continuity project and TCO; \$1,540,861 is allocated to contracts/services for items such as increased advertising, IT business continuity site rental, licenses for servers and a student module and implementation; and \$119,043 is allocated for supplies for items such as new phones and specialized air filters. For FY 2015-2016, supplies, services, capital and transfers represent 13% of total expenditures and transfers for the District's unrestricted general fund.

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 (*Performing Arts Center, Swimming Pool, Big Blue Bus*) 18%, Bank Fees and Bad Debt 11%, Advertising 10%, Other Contract Services 10%, Repairs and Maintenance of Equipment 10%, Software Licensing 7%, Consultants 5%, Legal Services (*including Personnel Commission*) 4%, Online Course Management System 4%, Postage and Delivery Services 3%, Conferences and Training 3%, District Copiers 3%, Off-Campus Printing 3%, LACOE Contracts (*i.e. PeopleSoft, HRS*) 2%, Professional Growth 1%, Memberships and Dues 1%, Audit 1%, Recruiting-Students 1% and Other Services (*i.e. Mileage, Fingerprinting, Board Meetings, Field Trips, etc.*) 3%.

Designated Reserves

The Designated Reserves serve to allocate a portion of the projected ending unrestricted fund balance towards future anticipated expenditures and/or purposes. Designated Reserves help to maintain fiscal stability by recognizing the future expenditure and its possible effect on future fund balances. For 2015-2016, there are three line items in the Designated Reserves including the Classified Employee Welfare Fund, New Faculty To Be Hired and a Reserve for Future STRS and PERS increases. The "Classified Employee Welfare Fund" was established as part of the District's health benefit plan changes for the sole purpose of providing reimbursement to CSEA unit members who changed health plans in 2011 from PERSCare to a non PERSCare plan offered by the District and who incurred expenses for health care that would have been covered by PERSCARE and were not covered by the new insurance plan. The "New Faculty To Be Hired" line item represents the projected cost to hire new faculty in the next fiscal year. For 2016-2017, a total of \$1,945,604 has been allocated in the 2015-2016 budget to hire 22 new faculty. The "Reserve for Future STRS and PERS Increases" line item has been established to partially offset projected increases in District STRS and PERS contributions through 2020-2021.

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, 2016 will be carried over to the FY 2016-2017 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 expenditures 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 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.

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 District's 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 District's 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 District's 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 2015-2016 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.

Scholarship Trust Fund (75.0)

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

Auxiliary Operations

This budget reflects the revenue and expenditures of the auxiliary operations of the District, 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. While it reflects the best information currently available, it is expected that changes will occur during the year. Some changes will be the result of revised state revenue allocations based on changes in the state budget and others will be internal adjustments resulting from new or updated information.

UNRESTRICTED GENERAL FUND 01.0
2015-2016 ADOPTED REVENUE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL REVENUES	2015-2016 ADOPTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	120,468	118,373	118,373
TOTAL FEDERAL	120,468	118,373	118,373
STATE			
GENERAL APPORTIONMENT*	59,394,673	52,911,323	62,913,537
EDUCATION PROTECTION ACCOUNT - PROP 30	15,754,781	18,331,702	16,855,409
GROWTH/ACCESS-RESTORATION OF WORKLOAD REDUCTION	2,696,760	2,142,390	2,096,283
COLA	896,634	895,436	1,107,892
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	1,764,481	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS - EPA	-	(27,683)	-
HOMEOWNERS EXEMPT	95,357	97,867	92,844
STATE LOTTERY REVENUE	3,402,888	3,380,950	3,767,820
MANDATED PROGRAM COSTS	594,489	1,544,990	12,613,744
OTHER STATE	833,411	838,766	845,433
TOTAL STATE	83,668,993	81,880,222	100,292,962
LOCAL			
PROP TAX SHIFT (ERAF)	1,721,467	1,630,112	1,133,894
SECURED TAX	12,960,567	12,711,869	15,228,978
SUPPLEMENTAL TAXES	132,304	347,025	237,520
UNSECURED TAX	476,047	520,962	520,962
PRIOR YRS TAXES	99,794	489,691	439,470
PROPERTY TAX - RDA PASS THRU	522,824	512,695	213,627
PROPERTY TAX - RDA RESIDUAL	665,487	3,254,646	2,396,518
RENTS	150,000	133,293	135,000
INTEREST	155,200	177,496	223,700
ENROLLMENT FEES	13,324,522	13,551,604	13,903,973
STUDENT RECORDS	447,300	428,303	438,000
NON-RESIDENT TUITION/INTENSIVE ESL	30,388,369	31,065,989	32,887,749
FEE BASED INSTRUCTION	750,000	780,062	350,000
OTHER STUDENT FEES & CHARGES	110,100	103,846	106,200
F1 APPLICATION FEES	310,900	319,125	319,100
OTHER LOCAL	649,100	917,967	686,300
I. D. CARD SERVICE CHARGE	1,180,100	1,153,642	1,179,700
LIBRARY CARDS	100	120	120
LIBRARY FINES	9,720	8,745	8,745
PARKING FINES	235,700	229,772	229,772
TOTAL LOCAL	64,289,601	68,336,964	70,639,328
TOTAL REVENUE	148,079,062	150,335,559	171,050,663
TRANSFER IN	117,710	107,739	103,070
SALE OF EQUIPMENT AND SUPPLIES	-	13,040	-
TOTAL OTHER FINANCING SOURCES	117,710	120,779	103,070
TOTAL REVENUE AND TRANSFERS	148,196,772	150,456,338	171,153,733

UNRESTRICTED GENERAL FUND 01.0
2015-2016 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL EXPENDITURES	2015-2016 ADOPTED BUDGET
INSTRUCTION	25,052,003	24,977,401	26,413,943
ACADEMIC MANAGERS	6,160,401	6,528,341	6,156,799
NON-INSTRUCTION	6,619,309	6,437,099	6,464,172
HOURLY INSTRUCTION	29,791,549	30,508,208	32,945,787
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	188,758	361,817	166,991
HOURLY NON-INSTRUCTION	4,284,683	4,395,572	4,721,917
VACANT POSITIONS	1,072,543	-	337,000
VACANCY SAVINGS	(536,272)	-	(168,500)
TOTAL ACADEMIC	72,632,974	73,208,438	77,038,109
CLASSIFIED REGULAR	20,427,173	19,929,707	20,158,590
CLASSIFIED MANAGERS	4,130,193	4,409,542	4,780,513
CLASS REG INSTRUCTION	3,005,933	3,046,037	3,299,393
CLASSIFIED HOURLY	1,776,979	2,418,778	1,948,396
CLASS HRLY INSTRUCTION	565,197	447,830	526,525
VACANT POSITIONS	2,958,019	-	2,500,000
VACANCY SAVINGS	(1,479,009)	-	(1,650,000)
TOTAL CLASSIFIED	31,384,485	30,251,894	31,563,417
STRS	4,902,396	4,991,289	6,261,096
PERS	3,835,787	3,774,060	3,986,081
OASDI/MEDICARE	3,300,210	3,353,552	3,412,378
H/W	12,864,112	12,757,427	13,166,728
RETIREEES' H/W	2,813,910	2,747,963	2,830,402
RETIREEE - OPEB	1,000,000	1,000,000	1,500,000
SUI	180,749	152,666	182,768
WORKERS' COMPENSATION	1,669,415	1,667,792	1,856,951
ALTERNATIVE RETIREMENT	500,000	412,235	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	32,750	54,992	26,704
BENEFITS RELATED TO VACANT POSITIONS	886,720	-	624,140
BENEFITS RELATED TO VACANCY SAVINGS	(443,360)	-	(400,070)
TOTAL BENEFITS	31,542,689	30,911,976	33,947,178
SUPPLIES	979,115	786,208	1,098,158
TOTAL SUPPLIES	979,115	786,208	1,098,158
CONTRACTS/SERVICES	12,371,638	11,333,386	13,912,499
INSURANCE	981,837	938,330	966,480
UTILITIES	2,913,574	2,887,946	3,005,068
TOTAL SERVICES	16,267,049	15,159,662	17,884,047
EQUIPMENT	-	-	1,030,094
TECHNOLOGY REPLACEMENT	-	-	418,100
TCO - EQUIPMENT REPLACEMENT	-	-	500,000
TOTAL CAPITAL	-	-	1,948,194
TOTAL EXPENDITURES	152,806,312	150,318,178	163,479,103
OUTGOING TRANSFER/FINANCIAL AID	304,208	328,362	270,839
TOTAL TRANSFERS/FINANCIAL AID	304,208	328,362	270,839
TOTAL EXPENDITURES & TRANSFERS	153,110,520	150,646,540	163,749,942

UNRESTRICTED GENERAL FUND 01.0
2015-2016 ADOPTED FUND BALANCE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL FUND BALANCE	2015-2016 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS *	147,975,622	148,794,882	160,245,157
TOTAL EXPENDITURES AND TRANSFERS	150,651,879	150,646,540	159,945,546
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	4,917,282	-	3,461,140
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(2,458,641)	-	(2,218,570)
OPERATING SURPLUS/(DEFICIT)	(5,134,898)	(1,851,658)	(942,959)
ONE-TIME ITEMS			
PRIOR YEAR APPORTIONMENT ADJ	-	1,736,798	-
DEFICIT FACTOR TO APPORTIONMENT	(604,987)	(344,556)	(1,097,741)
ADVANCE PAYMENT OF 16-17 APPORTIONMENT		(912,374)	-
MANDATED COST BLOCK GRANT	594,489	949,940	12,006,317
MEDICARE PART D SUBS & EDD REFUND	231,648	231,648	-
ONE-TIME BUDGET AUGMENTATION	-	-	(613,632)
EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	-	-	(1,948,194)
OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS	(4,913,748)	(190,202)	7,403,791
BEGINNING BALANCE	13,971,779	13,971,779	13,781,577
ENDING FUND BALANCE	9,058,031	13,781,577	21,185,368
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS **	5.92%	9.15%	12.94%

DESIGNATION OF FUND BALANCE

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL FUND BALANCE	2015-2016 ADOPTED BUDGET
UNDESIGNATED FUND BALANCE	6,802,795	11,533,449	14,985,387
UNDESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	4.45%	7.66%	9.16%
DESIGNATED RESERVE FOR:			
CLASSIFIED EMPLOYEE WELFARE FUND	278,862	271,754	371,754
NEW FACULTY TO BE HIRED	1,976,374	1,976,374	1,945,604
RESERVE FOR FUTURE STRS AND PERS INCREASES	-	-	3,882,623
TOTAL	2,255,236	2,248,128	6,199,981
DESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	1.47%	1.49%	3.79%
TOTAL ENDING FUND BALANCE	9,058,031	13,781,577	21,185,368
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS **	5.92%	9.15%	12.94%

* In 2015-2016, the District will receive \$1.16M in State funding to support hiring of full-time faculty. This amount is accounted for within the General Apportionment line items.

** Chancellor's Office recommended ratio is 5%.

UNRESTRICTED GENERAL FUND 01.0
2015-2016 ADOPTED REVENUE BUDGET

ACCOUNTS	2011-2012 ACTUAL REVENUES	2012-2013 ACTUAL REVENUES	2013-2014 ACTUAL REVENUES	2014-2015 ACTUAL REVENUES	2015-2016 ADOPTED BUDGET
FEDERAL					
FIN AID ADM ALLOWANCES	127,218	119,436	118,830	118,373	118,373
TOTAL FEDERAL	127,218	119,436	118,830	118,373	118,373
STATE					
GENERAL APPORTIONMENT	72,321,053	43,258,930	54,274,001	52,911,323	62,913,537
EDUCATION PROTECTION ACCOUNT - PROP 30	-	15,065,153	14,834,772	18,331,702	16,855,409
GROWTH/ACCESS-RESTORATION OF WORKLOAD REI	-	1,108,087	2,419,048	2,142,390	2,096,283
COLA	-	-	1,593,144	895,436	1,107,892
PRIOR YR APPORTIONMENT ADJ.	213,590	416,586	3,793,314	1,764,481	-
PRIOR YR APPORTIONMENT ADJ. - EPA	-	-	145,046	(27,683)	-
HOMEOWNERS EXEMPT	101,571	100,571	95,360	97,867	92,844
STATE LOTTERY REVENUE	3,124,856	3,205,359	3,347,094	3,380,950	3,767,820
MANDATED PROGRAM COSTS	-	581,043	578,658	1,544,990	12,613,744
OTHER STATE	642,683	822,214	822,173	838,766	845,433
TOTAL STATE	76,403,753	64,557,943	81,902,610	81,880,222	100,292,962
LOCAL					
PROP TAX SHIFT (ERAF)	739,934	5,574,362	1,390,148	1,630,112	1,133,894
SECURED TAX	10,633,722	11,304,305	12,066,281	12,711,869	15,228,978
SUPPLEMENTAL TAXES	84,532	94,503	182,708	347,025	237,520
UNSECURED TAX	434,813	465,484	476,047	520,962	520,962
PRIOR YRS TAXES	889,399	846,410	96,987	489,691	439,470
PROPERTY TAX - RDA PASS THRU	1,252,763	611,375	1,405,020	512,695	213,627
PROPERTY TAX - RDA RESIDUAL	-	5,636,473	1,905,876	3,254,646	2,396,518
PRIVATE DONATIONS	72,418	265,482	-	-	-
RENTS	136,393	115,110	165,744	133,293	135,000
INTEREST	193,413	95,099	171,118	177,496	223,700
ENROLLMENT FEES	11,513,579	13,549,257	13,198,472	13,551,604	13,903,973
STUDENT RECORDS	428,499	461,096	432,290	428,303	438,000
NON-RESIDENT TUITION/INTENSIVE ESL	24,544,282	24,731,024	27,182,917	31,065,989	32,887,749
FEE BASED INSTRUCTION	410,269	2,508,437	1,652,944	780,062	350,000
OTHER STUDENT FEES & CHARGES	133,964	111,578	106,400	103,846	106,200
F1 APPLICATION FEES	330,751	311,454	310,892	319,125	319,100
OTHER LOCAL	549,220	1,194,491	683,185	917,967	686,300
I. D. CARD SERVICE CHARGE	1,037,815	988,115	1,140,486	1,153,642	1,179,700
LIBRARY CARDS	200	80	100	120	120
LIBRARY FINES	10,464	11,317	9,718	8,745	8,745
PARKING FINES	185,230	238,465	235,697	229,772	229,772
TOTAL LOCAL	53,581,660	69,113,917	62,813,030	68,336,964	70,639,328
TOTAL REVENUE	130,112,631	133,791,296	144,834,470	150,335,559	171,050,663
TRANSFER IN	143,887	122,670	106,906	107,739	103,070
SALE OF EQUIPMENT AND SUPPLIES	-	2,887	4,199	13,040	-
TOTAL OTHER FINANCING SOURCES	143,887	125,557	111,105	120,779	103,070
TOTAL REVENUE AND TRANSFERS	130,256,518	133,916,853	144,945,575	150,456,338	171,153,733
BEGINNING BALANCE	20,675,673	11,662,215	8,253,478	12,609,047	11,533,449
BEGINNING DESIGNATED RESERVE	2,413,168	3,475,157	2,267,332	1,362,732	2,248,128
ADJUSTMENT TO BEGINNING BALANCE	889,005	-	-	-	-
TOTAL FUNDS AVAILABLE	154,234,364	149,054,225	155,466,385	164,428,117	184,935,310

UNRESTRICTED GENERAL FUND 01.0
2015-2016 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2011-2012 ACTUAL EXPENDITURES	2012-2013 ACTUAL EXPENDITURES	2013-2014 ACTUAL EXPENDITURES	2014-2015 ACTUAL EXPENDITURES	2015-2016 ADOPTED BUDGET
INSTRUCTION	22,956,851	23,978,740	23,649,047	24,977,401	26,413,943
ACADEMIC MANAGERS	5,609,726	5,493,067	5,986,920	6,528,341	6,156,799
NON-INSTRUCTION	6,038,634	6,101,545	6,421,676	6,437,099	6,464,172
HOURLY INSTRUCTION	24,270,814	24,596,735	27,093,826	30,508,208	32,945,787
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	-	693,819	417,044	361,817	166,991
HOURLY NON-INSTRUCTION	3,603,470	3,821,504	3,954,813	4,395,572	4,721,917
FACULTY RETRO AND ONE-TIME PAYMENT	-	338,813	-	-	-
VACANT POSITIONS	-	-	-	-	337,000
VACANCY SAVINGS	-	-	-	-	(168,500)
RESTORATION OF STUDENT SERVICES	360,532	-	-	-	-
TOTAL ACADEMIC	62,840,027	65,024,223	67,523,326	73,208,438	77,038,109
CLASSIFIED REGULAR	19,889,059	19,665,233	19,958,051	19,929,707	20,158,590
CLASSIFIED MANAGERS	3,992,534	4,182,214	4,062,966	4,409,542	4,780,513
CLASS REG INSTRUCTION	2,917,147	2,727,651	2,797,082	3,046,037	3,299,393
CLASSIFIED HOURLY	1,728,258	1,899,344	1,997,376	2,418,778	1,948,396
CLASS HRLY INSTRUCTION	489,794	520,741	478,963	447,830	526,525
CLASSIFIED ONE-TIME PAYMENT	-	331,820	-	-	-
VACANT POSITIONS	-	-	-	-	2,500,000
VACANCY SAVINGS	-	-	-	-	(1,650,000)
RESTORATION OF STUDENT SERVICES	75,642	-	-	-	-
TOTAL CLASSIFIED	29,092,434	29,327,003	29,294,438	30,251,894	31,563,417
STRS	4,022,059	4,308,423	4,405,692	4,991,289	6,261,096
PERS	3,391,323	3,483,435	3,572,393	3,774,060	3,986,081
OASDI/MEDICARE	2,999,115	3,108,581	3,198,790	3,353,552	3,412,378
H/W	13,017,368	12,881,905	12,400,869	12,757,427	13,166,728
HRA FOR ADMIN, MANAGERS & CSEA MEMBERS-ONE-TIME	684,472	-	-	-	-
RETIREEES' H/W	2,532,754	2,667,748	2,679,913	2,747,963	2,830,402
RETIREEE - OPEB	-	-	500,000	1,000,000	1,500,000
SUI	1,632,323	1,105,414	185,250	152,666	182,768
WORKERS' COMPENSATION	1,389,775	1,314,043	1,381,625	1,667,792	1,856,951
ALTERNATIVE RETIREMENT	417,745	302,938	407,740	412,235	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	-	120,068	72,346	54,992	26,704
BENEFITS REL TO FACULTY RETRO AND ONE-TIME PAYMENT	-	41,932	-	-	-
BENEFITS REL TO CLASSIFIED ONE-TIME PAYMENT	-	71,240	-	-	-
BENEFITS RELATED TO VACANT POSITIONS	-	-	-	-	624,140
BENEFITS RELATED TO VACANCY SAVINGS	-	-	-	-	(400,070)
RESTORATION OF STUDENT SERVICES	91,861	-	-	-	-
TOTAL BENEFITS	30,178,795	29,405,727	28,804,618	30,911,976	33,947,178
SUPPLIES	851,281	792,665	830,357	786,208	1,098,158
RESTORATION OF STUDENT SERVICES	176	-	-	-	-
TOTAL SUPPLIES	851,457	792,665	830,357	786,208	1,098,158
CONTRACTS/SERVICES	11,012,791	9,823,831	10,905,263	11,333,386	13,912,499
INSURANCE	871,706	958,843	965,710	938,330	966,480
UTILITIES	2,795,710	2,653,946	2,824,530	2,887,946	3,005,068
RESTORATION OF STUDENT SERVICES	1,370	-	-	-	-
TOTAL SERVICES	14,681,577	13,436,620	14,695,503	15,159,662	17,884,047
BLDG & SITES	-	1,283	-	-	-
EQUIPMENT	1,176,729	270,883	-	-	1,030,094
TECHNOLOGY REPLACEMENT	-	-	-	-	418,100
TCO - EQUIPMENT REPLACEMENT	-	-	-	-	500,000
TOTAL CAPITAL	1,176,729	272,166	-	-	1,948,194
TOTAL EXPENDITURES	138,821,019	138,258,404	141,148,242	150,318,178	163,479,103
OUTGOING TRANSFER/FINANCIAL AID	275,973	275,011	346,364	328,362	270,839
RESTORATION OF STUDENT SERVICES	-	-	-	-	-
TOTAL TRANSFERS/FINANCIAL AID	275,973	275,011	346,364	328,362	270,839
TOTAL EXPENDITURES & TRANSFERS	139,096,992	138,533,415	141,494,606	150,646,540	163,749,942
CONTINGENCY RESERVE	11,662,215	8,253,478	12,609,047	11,533,449	14,985,387
DESIGNATED RESERVE	3,475,157	2,267,332	1,362,732	2,248,128	6,199,981
TOTAL	154,234,364	149,054,225	155,466,385	164,428,117	184,935,310

RESTRICTED GENERAL FUND 01.3
2015-2016 ADOPTED REVENUE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL REVENUES	2015-2016 ADOPTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	619,899	619,899	636,677
FWS-FEDERAL WORK STUDY	447,536	487,724	460,327
RADIO GRANTS	1,095,218	1,021,966	1,155,218
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	58,251	64,259	61,708
FEDERAL CARRYOVERS	1,594,704	1,191,951	1,770,872
OTHER FEDERAL	2,360,575	1,563,858	2,324,342
TOTAL FEDERAL	6,176,183	4,949,657	6,409,144
STATE			
LOTTERY	903,926	954,314	1,103,433
BASIC SKILLS INITIATIVE	359,257	339,147	356,040
SFAA-STUDENT FINANCIAL AID ADMIN	864,209	864,209	919,049
EOPS-EXTENDED OPPORTUNITY PROG & SERV	969,639	1,010,450	1,384,794
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	53,086	52,492	93,465
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,310,405	2,211,830	1,696,232
CALWORKS	285,634	301,105	264,983
STUDENT SUCCESS (CREDIT)	1,645,754	2,326,132	3,022,977
STUDENT SUCCESS (NON-CREDIT)	57,425	37,262	41,933
STUDENT SUCCESS (STUDENT EQUITY)	-	474,729	1,035,343
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	7,940	-	7,940
ENROLLMENT GROWTH	-	84,171	106,787
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,420,113	1,420,113	1,408,210
STATE CARRYOVERS	942,386	931,735	3,413,521
OTHER STATE	756,628	989,036	795,250
TOTAL STATE	9,576,402	11,996,725	15,649,957
LOCAL			
PICO PROMISE	156,782	150,408	141,782
HEALTH FEES	1,384,094	1,367,373	1,437,117
PARKING FEES	1,893,552	1,823,351	1,858,884
DONATIONS-KCRW	2,174,594	1,971,853	2,400,417
COMMUNITY SERVICES	704,503	610,637	894,593
COUNTY CALWORKS	38,000	38,000	-
CONSOLIDATED CONTRACT ED-LOCAL	350,000	96,809	315,750
LOCAL CARRYOVERS	195,733	288,888	9,388
OTHER LOCAL	5,913,914	6,136,263	6,282,031
TOTAL LOCAL	12,811,172	12,483,582	13,339,962
TRANSFER IN	361,996	197,825	-
TOTAL TRANSFER IN	361,996	197,825	-
TOTAL REVENUE	28,925,753	29,627,789	35,399,063

RESTRICTED GENERAL FUND 01.3
2015-2016 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL EXPENDITURES	2015-2016 ADOPTED BUDGET
INSTRUCTION	16,000	10,334	200,207
MANAGEMENT	1,301,365	1,220,321	1,673,749
NON-INSTRUCTION	1,126,184	1,479,134	1,471,557
HOURLY INSTRUCTION	258,940	98,788	55,940
HOURLY NON-INSTRUCTION	2,335,616	3,680,966	2,692,512
TOTAL ACADEMIC	5,038,105	6,489,543	6,093,965
CLASSIFIED REGULAR	2,885,679	3,109,708	3,690,915
CLASSIFIED MANAGERS	373,219	375,981	457,614
CLASS REG INSTRUCTION	172,677	9,620	79,720
CLASSIFIED HOURLY	1,902,884	1,752,189	1,856,760
CLASS HRLY INSTRUCTION	234,376	311,166	153,350
TOTAL CLASSIFIED	5,568,835	5,558,664	6,238,359
BENEFITS HOLDING ACCOUNT	2,575,095		3,326,154
STRS	-	468,175	-
PERS	-	448,150	-
OASDI/MEDICARE	-	405,677	-
H/W	-	1,097,081	-
SUI	-	5,589	-
WORKERS' COMP.	-	187,131	-
ALTERNATIVE RETIREMENT	-	73,159	-
TOTAL BENEFITS	2,575,095	2,684,962	3,326,154
TOTAL SUPPLIES	1,061,299	914,051	1,102,566
CONTRACTS/SERVICES	4,915,591	3,693,293	8,169,662
INSURANCE	4,309,140	4,465,752	4,708,640
UTILITIES	140,600	151,235	171,350
TOTAL SERVICES	9,365,331	8,310,280	13,049,652
BLDG & SITES	1,738,394	1,451,557	1,668,031
EQUIPMENT/LEASE PURCHASE	2,894,647	2,773,414	2,703,315
TOTAL CAPITAL	4,633,041	4,224,971	4,371,346
TOTAL EXPENDITURES	28,241,706	28,182,471	34,182,042
OTHER OUTGO - STUDENT AID	475,065	484,783	595,558
OTHER OUTGO - TRANSFERS	117,710	107,739	103,070
TOTAL OTHER OUTGO	592,775	592,522	698,628
TOTAL EXPENDITURES & OTHER OUTGO	28,834,481	28,774,993	34,880,670

RESTRICTED GENERAL FUND 01.3
2015-2016 ADOPTED FUND BALANCE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL FUND BALANCE	2015-2016 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS	28,925,753	29,627,789	35,399,063
TOTAL EXPENDITURES AND TRANSFERS	28,834,481	28,774,993	34,880,670
OPERATING SURPLUS/(DEFICIT)	91,272	852,796	518,393
BEGINNING BALANCE	6,050,541	6,050,541	6,903,337
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
CONTINGENCY RESERVE/ENDING FUND BALANCE	6,141,813	6,903,337	7,421,730
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	21.30%	23.99%	21.28%

RESTRICTED GENERAL FUND 01.3
2015-2016 ADOPTED REVENUE BUDGET

ACCOUNTS	2011-2012 ACTUAL REVENUES	2012-2013 ACTUAL REVENUES	2013-2014 ACTUAL REVENUES	2014-2015 ACTUAL REVENUES	2015-2016 ADOPTED BUDGET
FEDERAL					
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	564,868	595,937	588,662	619,899	636,677
FWS-FEDERAL WORK STUDY	537,374	554,802	578,918	487,724	460,327
RADIO GRANTS	1,094,606	1,242,983	1,056,506	1,021,966	1,155,218
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	56,367	58,647	59,745	64,259	61,708
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)	297,161	59,893	-	-	-
FEDERAL CARRYOVERS	2,012,451	1,501,086	1,334,368	1,191,951	1,770,872
OTHER FEDERAL	2,818,282	3,349,970	2,424,656	1,563,858	2,324,342
TOTAL FEDERAL	7,381,109	7,363,318	6,042,855	4,949,657	6,409,144
STATE					
LOTTERY	738,152	789,946	926,003	954,314	1,103,433
BASIC SKILLS INITIATIVE	-	-	-	339,147	356,040
SFAA-STUDENT FINANCIAL AID ADMIN	721,342	809,859	809,428	864,209	919,049
EOPS-EXTENDED OPPORTUNITY PROG & SERV	836,169	828,713	972,541	1,010,450	1,384,794
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	56,762	58,207	55,879	52,492	93,465
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,114,820	1,180,832	1,540,342	2,211,830	1,696,232
CALWORKS	172,595	206,231	289,931	301,105	264,983
STUDENT SUCCESS (CREDIT)	647,687	646,648	1,170,706	2,326,132	3,022,977
STUDENT SUCCESS (CREDIT) - TRANSFER RELATED	50,000	47,500	40,977	37,262	41,933
STUDENT SUCCESS (NON-CREDIT)	21,959	21,959	45,940	474,729	1,035,343
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	2,552	-	-	-	7,940
ENROLLMENT GROWTH	127,577	118,187	219,568	84,171	106,787
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	-	-	1,420,113	1,408,210
INSTRUCTIONAL EQUIPMENT AND LIBRARY	-	-	155,071	-	-
STATE CARRYOVERS	810,899	935,108	948,577	931,735	3,413,521
OTHER STATE	31,630	79,391	8,400	989,036	795,250
TOTAL STATE	5,332,144	5,722,581	7,183,363	11,996,725	15,649,957
LOCAL					
PICO PARTNERSHIP	144,405	155,230	151,770	150,408	141,782
HEALTH FEES	1,235,344	1,238,895	1,297,331	1,367,373	1,437,117
PARKING FEES	1,705,966	1,602,693	1,941,247	1,823,351	1,858,884
DONATIONS-KCRW	1,736,379	1,631,936	1,924,457	1,971,853	2,400,417
COMMUNITY SERVICES	671,112	525,003	686,387	610,637	894,593
COUNTY CALWORKS	64,000	63,936	51,000	38,000	-
CONSOLIDATED CONTRACT ED-LOCAL	43,167	81,192	93,133	96,809	315,750
LOCAL CARRYOVERS	34,066	239,974	344,237	288,888	9,388
OTHER LOCAL	4,217,245	5,304,776	5,792,037	6,136,263	6,282,031
TOTAL LOCAL	9,851,684	10,843,635	12,281,599	12,483,582	13,339,962
TRANSFER IN	-	-	346,399	197,825	-
TOTAL TRANSFER IN	-	-	346,399	197,825	-
TOTAL REVENUE	22,564,937	23,929,534	25,854,216	29,627,789	35,399,063
BEGINNING BALANCE	4,003,398	4,648,310	5,264,094	6,050,541	6,903,337
TOTAL FUNDS AVAILABLE	26,568,335	28,577,844	31,118,310	35,678,330	42,302,400

RESTRICTED GENERAL FUND 01.3
2015-2016 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2011-2012 ACTUAL EXPENDITURES	2012-2013 ACTUAL EXPENDITURES	2013-2014 ACTUAL EXPENDITURES	2014-2015 ACTUAL EXPENDITURES	2015-2016 ADOPTED BUDGET
INSTRUCTION	-	11,638	13,779	10,334	200,207
MANAGEMENT	1,002,155	1,224,203	1,266,840	1,220,321	1,673,749
NON-INSTRUCTION	1,283,377	1,364,398	1,243,993	1,479,134	1,471,557
HOURLY INSTRUCTION	147,786	120,336	151,787	98,788	55,940
HOURLY NON-INSTRUCTION	1,279,744	1,584,391	2,482,877	3,680,966	2,692,512
TOTAL ACADEMIC	3,713,062	4,304,966	5,159,276	6,489,543	6,093,965
CLASSIFIED REGULAR	2,379,810	2,306,567	2,564,387	3,109,708	3,690,915
CLASSIFIED MANAGERS	229,170	289,334	317,746	375,981	457,614
CLASS REG INSTRUCTION	-	-	-	9,620	79,720
CLASSIFIED HOURLY	1,923,732	1,866,418	1,827,356	1,752,189	1,856,760
CLASS HRLY INSTRUCTION	230,869	223,525	225,267	311,166	153,350
TOTAL CLASSIFIED	4,763,581	4,685,844	4,934,756	5,558,664	6,238,359
BENEFITS HOLDING ACCOUNT	-	-	-	-	3,326,154
STRS	250,542	270,505	370,605	468,175	-
PERS	324,623	313,098	354,346	448,150	-
OASDI/MEDICARE	281,923	269,708	343,228	405,677	-
H/W	778,484	786,262	953,742	1,097,081	-
SUI	103,371	74,064	6,258	5,589	-
WORKERS' COMP.	96,286	103,319	130,718	187,131	-
ALTERNATIVE RETIREMENT	51,423	51,464	51,784	73,159	-
TOTAL BENEFITS	1,886,652	1,868,420	2,210,681	2,684,962	3,326,154
TOTAL SUPPLIES	616,106	518,485	599,980	914,051	1,102,566
CONTRACTS/SERVICES	4,804,507	4,780,335	4,132,890	3,693,293	8,169,662
INSURANCE	2,749,680	3,562,848	4,251,442	4,465,752	4,708,640
UTILITIES	142,272	136,338	128,414	151,235	171,350
TOTAL SERVICES	7,696,459	8,479,521	8,512,746	8,310,280	13,049,652
BLDG & SITES	1,460,492	1,548,872	1,499,517	1,451,557	1,668,031
EQUIPMENT/LEASE PURCHASE	1,020,396	1,158,690	1,458,584	2,773,414	2,703,315
TOTAL CAPITAL	2,480,888	2,707,562	2,958,101	4,224,971	4,371,346
TOTAL EXPENDITURES	21,156,748	22,564,798	24,375,540	28,182,471	34,182,042
OTHER OUTGO - STUDENT AID	619,390	626,282	585,323	484,783	595,558
OTHER OUTGO - TRANSFERS	143,887	122,670	106,906	107,739	103,070
TOTAL OTHER OUTGO	763,277	748,952	692,229	592,522	698,628
TOTAL EXPENDITURES & OTHER OL	21,920,025	23,313,750	25,067,769	28,774,993	34,880,670
CONTINGENCY RESERVE	4,648,310	5,264,094	6,050,541	6,903,337	7,421,730
TOTAL	26,568,335	28,577,844	31,118,310	35,678,330	42,302,400

CAPITAL OUTLAY FUND 40.0
2015-2016 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL	2015-2016 ADOPTED BUDGET
REVENUE			
STATE			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,420,112	32,367	1,408,105
PROP 39 - CLEAN ENERGY PROJECTS	606,330	7,522	621,744
STATE CARRYOVERS	96,870	96,870	1,986,553
TOTAL STATE	2,123,312	136,759	4,016,402
LOCAL			
PROPERTY TAX - RDA PASS THRU	-	566,662	-
RENTS	47,000	55,300	-
INTEREST	88,000	92,466	103,300
NON-RESIDENT CAPITAL CHARGE	2,623,794	2,934,464	2,992,428
LOCAL INCOME	151,500	149,415	137,688
TOTAL LOCAL	2,910,294	3,798,307	3,233,416
TOTAL REVENUES	5,033,606	3,935,066	7,249,818
EXPENDITURES			
SUPPLIES	57,500	14,137	107,000
CONTRACT SERVICES	570,450	542,228	1,006,345
CAPITAL OUTLAY	16,552,686	2,833,645	18,992,730
TOTAL EXPENDITURES	17,180,636	3,390,010	20,106,075
OTHER OUTGO - TRANSFERS	361,996	197,825	-
TOTAL TRANSFERS	361,996	197,825	-
TOTAL EXPENDITURES AND TRANSFERS	17,542,632	3,587,835	20,106,075
OPERATING SURPLUS/(DEFICIT)	(12,509,026)	347,231	(12,856,257)
BEGINNING BALANCE	12,509,026	12,509,026	12,856,257
ENDING FUND BALANCE	-	12,856,257	-

MEASURE U FUND 42.2
2015-2016 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL	2015-2016 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	148,000	154,362	143,800
TOTAL REVENUE	148,000	154,362	143,800
EXPENDITURES			
SUPPLIES	25,000	-	50,000
CONTRACT SERVICES	327,000	-	98,000
CAPITAL OUTLAY	23,462,409	2,570,508	21,246,063
TOTAL EXPENDITURES	23,814,409	2,570,508	21,394,063
OPERATING SURPLUS/(DEFICIT)	(23,666,409)	(2,416,146)	(21,250,263)
BEGINNING BALANCE	23,666,409	23,666,409	21,250,263
ENDING FUND BALANCE	-	21,250,263	-

MEASURE S FUND 42.3
2015-2016 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL	2015-2016 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	362,000	383,828	359,500
TOTAL REVENUE	362,000	383,828	359,500
EXPENDITURES			
SUPPLIES	100,000	813	50,000
CONTRACT SERVICES	2,340,000	273,963	760,000
CAPITAL OUTLAY	55,664,254	6,566,996	50,833,810
TOTAL EXPENDITURES	58,104,254	6,841,772	51,643,810
OPERATING SURPLUS/(DEFICIT)	(57,742,254)	(6,457,944)	(51,284,310)
BEGINNING BALANCE	57,742,254	57,742,254	51,284,310
ENDING FUND BALANCE	-	51,284,310	-

MEASURE AA FUND 42.4
2015-2016 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL	2015-2016 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	145,000,000	144,710,829	-
INTEREST	931,000	709,498	1,371,800
TOTAL REVENUE	145,931,000	145,420,327	1,371,800
EXPENDITURES			
SUPPLIES	112,500	20,268	113,500
CONTRACT SERVICES	2,523,000	165,300	2,492,000
CAPITAL OUTLAY	169,267,303	38,578,942	131,393,920
TOTAL EXPENDITURES	171,902,803	38,764,510	133,999,420
OPERATING SURPLUS/(DEFICIT)	(25,971,803)	106,655,817	(132,627,620)
BEGINNING BALANCE	25,971,803	25,971,803	132,627,620
ENDING FUND BALANCE	-	132,627,620	-

INTEREST AND REDEMPTION FUND 48.0
2015-2016 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL	2015-2016 ADOPTED BUDGET
BEGINNING BALANCE	21,965,305	21,965,305	34,780,064
ADJUSTMENT TO BEGINNING BALANCE	-		
ADJUSTED BEGINNING BALANCE	21,965,305	21,965,305	34,780,064
REVENUE			
FEDERAL REVENUES	-	1,433,559	-
STATE REVENUES	-	54,686	-
VOTER INDEBTED TAXES	24,237,167	35,786,008	26,631,661
TOTAL REVENUE	24,237,167	37,274,253	26,631,661
TOTAL FUNDS AVAILABLE	46,202,472	59,239,558	61,411,725
EXPENDITURES			
DEBT REDEMPTION	11,366,314	11,366,314	14,999,128
INTEREST CHARGES	13,093,180	13,093,180	18,719,353
TOTAL EXPENDITURES	24,459,494	24,459,494	33,718,481
ENDING FUND BALANCE	21,742,978	34,780,064	27,693,244

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

STUDENT FINANCIAL AID FUND 74.0
2015-2016 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL	2015-2016 ADOPTED BUDGET
REVENUE			
FEDERAL GRANTS	32,812,125	31,688,172	33,772,016
FEDERAL LOANS	2,800,000	2,523,902	2,604,000
CAL GRANTS	1,370,000	2,120,894	2,165,000
TRANSFER	274,208	298,362	240,839
TOTAL REVENUE	37,256,333	36,631,330	38,781,855
EXPENDITURES			
FINANCIAL AID	37,256,333	36,631,330	38,781,855
TOTAL EXPENDITURES	37,256,333	36,631,330	38,781,855
ENDING FUND BALANCE*	-	-	-

SCHOLARSHIP TRUST FUND 75.0
2015-2016 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL	2015-2016 ADOPTED BUDGET
BEGINNING BALANCE	15,078	15,078	15,188
REVENUE			
TRANSFER	30,000	30,000	30,000
INTEREST	80	110	110
TOTAL REVENUE	30,080	30,110	30,110
TOTAL FUNDS AVAILABLE	45,158	45,188	45,298
EXPENDITURES			
SCHOLARSHIP	30,000	30,000	30,000
TOTAL EXPENDITURES	30,000	30,000	30,000
ENDING FUND BALANCE	15,158	15,188	15,298

AUXILIARY FUND
2015-2016 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ADOPTED BUDGET	2014-2015 ACTUAL	2015-2016 ADOPTED BUDGET
BEGINNING BALANCE	2,163,320	2,163,320	2,560,512
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>2,163,320</u>	<u>2,163,320</u>	<u>2,560,512</u>
REVENUE			
GROSS SALES	6,160,920	6,610,071	6,452,500
LESS: COST OF GOODS	<u>(4,254,164)</u>	<u>(4,623,435)</u>	<u>(4,543,800)</u>
NET	1,906,756	1,986,636	1,908,700
VENDOR INCOME	624,969	685,586	675,068
AUXILIARY PROGRAM INCOME	<u>339,037</u>	<u>409,908</u>	<u>370,450</u>
NET INCOME	2,870,762	3,082,130	2,954,218
INTEREST	14,000	16,192	17,000
OTHER INCOME	-	-	-
TOTAL REVENUE	<u>2,884,762</u>	<u>3,098,322</u>	<u>2,971,218</u>
TOTAL FUNDS AVAILABLE	<u>5,048,082</u>	<u>5,261,642</u>	<u>5,531,730</u>
EXPENDITURES			
STAFFING	1,116,400	1,209,218	1,221,500
FRINGE BENEFITS	304,500	297,725	313,000
OPERATING	<u>2,089,226</u>	<u>1,194,187</u>	<u>2,027,994</u>
TOTAL EXPENDITURES	<u>3,510,126</u>	<u>2,701,130</u>	<u>3,562,494</u>
ENDING FUND BALANCE	<u>1,537,956</u>	<u>2,560,512</u>	<u>1,969,236</u>

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

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Fiscal Year: 2014-2015

District: (780) SANTA MONICA

Quarter Ended: (Q4) Jun 30, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	130,112,632	133,791,295	144,834,471	150,335,559
A.2	Other Financing Sources (Object 8900)	143,887	125,558	111,105	120,779
A.3	Total Unrestricted Revenue (A.1 + A.2)	130,256,519	133,916,853	144,945,576	150,456,338
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,821,019	138,258,404	141,148,243	150,318,178
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	275,973	275,011	346,364	328,362
B.3	Total Unrestricted Expenditures (B.1 + B.2)	139,096,992	138,533,415	141,494,607	150,646,540
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-8,840,473	-4,616,562	3,450,969	-190,202
D.	Fund Balance, Beginning	23,088,843	15,137,372	10,520,810	13,971,779
D.1	Prior Year Adjustments + (-)	889,002	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	23,977,845	15,137,372	10,520,810	13,971,779
E.	Fund Balance, Ending (C. + D.2)	15,137,372	10,520,810	13,971,779	13,781,577
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.9%	7.6%	9.9%	9.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,359	21,265	21,415	21,694
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		8,967,135	24,252,853	37,648,157
H.2	Cash, borrowed funds only		27,000,000	0	0
H.3	Total Cash (H.1+ H.2)	15,248,105	35,967,135	24,252,853	37,648,157

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	148,079,062	150,335,559	150,335,559	100%
I.2	Other Financing Sources (Object 8900)	117,710	120,779	120,779	100%
I.3	Total Unrestricted Revenue (I.1 + I.2)	148,196,772	150,456,338	150,456,338	100%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	152,806,312	150,318,178	150,318,178	100%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	304,208	328,362	328,362	100%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	153,110,520	150,646,540	150,646,540	100%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-4,913,748	-190,202	-190,202	
L.	Adjusted Fund Balance, Beginning	13,971,779	13,971,779	13,971,779	
L.1	Fund Balance, Ending (C. + L.2)	9,058,031	13,781,577	13,781,577	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.9%	9.1%		

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 (Specify)	Management	Academic	Classified
		Permanent	Temporary

YYYY-YY	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?

NO

Next year?

NO

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