

A G E N D A



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING

MAY 1, 2018

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 1, 2018

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, May 1, 2018.

5:30 p.m. Closed Session (Business Building Room 111)

7:00 p.m. Public Meeting (Board Room)

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER

- ROLL CALL
 Barry Snell, Chair
 Dr. Margaret Quiñones-Perez, Vice-Chair
 Dr. Susan Aminoff
 Dr. Nancy Greenstein
 Dr. Louise Jaffe
 Rob Rader
 Dr. Andrew Walzer
 Chase Matthews, Student Trustee

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Interim Vice-President, Human Resources
 Robert Myers, Campus Counsel

Employee Organization: CSEA Chapter #36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Interim Vice-President, Human Resources
 Robert Myers, Campus Counsel

Employee Organization: SMC Faculty Association

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)

C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC630289

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

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1819 Pico Blvd., Santa Monica, California
 2024 19th Street, Santa Monica, California

Under Negotiation: Terms and Conditions of Purchase

College Negotiator: Dr. Kathryn E. Jeffery

Owner's Representatives: Patrick Wade

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)
- 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:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

IV. **SUPERINTENDENT'S REPORT**

Recognition and Acknowledgement

- Chase Matthews, Student Trustee, 2017-2018

Updates

- College Fair
- SMC Debate Team Shines at National Tournament
- SMC STEM Festival – April 21, 2018
- Broad Stage Season

V. **PUBLIC COMMENTS**

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

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

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X. **CONSENT AGENDA – Pulled Recommendations**

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

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, June 5, 2018** 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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 1, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **RECEIPT OF PERSONNEL COMMISSION 2017-2018 PROPOSED BUDGET**

SUBMITTED BY: Personnel Commission

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2017-2018 proposed budget for the Santa Monica Community College District Personnel Commission. The Personnel Commission Budget will be discussed as part of the District's regular budget process.

SUMMARY: Per Merit Rule 2.4, the Director of Classified Personnel shall prepare and submit to the Personnel Commission a proposed operating budget for the Commission for the next ensuing fiscal year. The budget shall be submitted not later than the appropriate Commission meeting in April.

The Director of Classified Personnel presented an initial draft of the proposed operating budget for a first reading at the Personnel Commission meeting on April 17, 2018. The Personnel Commission will hold a public hearing on its proposed budget on May 16, 2018 at which time it will fully consider all comments and suggestions that may be offered by District administration, the Board, or other concerned persons or organizations.

The Personnel Commission budget for fiscal year 2018-2019 reflects the following adjustments against the prior year's budget:

- 10% increase in total salary and benefits due to the following mandatory changes:
 - 27% increase in employee benefits (including a 14% increase in PERS employer contribution rates)
 - 5% salary increase negotiated for CSEA represented staff (effective 7/1/2017)
 - 5% salary increase approved for all SMC Classified Management (effective 7/1/2017)
 - Step and column increases in salary
- 1% increase in Total Operating Expenses, based on an additional increase in software licensing rates for NeoGov, the applicant management system

Overall, the Personnel Commission is requesting a 9.8% increase to its budget for Fiscal Year 2018-2019. Outside of the mandatory increases, the initial budget will remain flat. While the Personnel Commission does not foresee adding any additional permanent staff in the upcoming fiscal year, additional budget augmentations for position upgrades or temporary help may be requested if workload demands continue to increase.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

PERSONNEL COMMISSION BUDGET 2018-19

Descript	Object	2017/18	2018/19	Difference	% Change
Administrative & Management Staff	2110	\$ 351,846.00	\$ 369,686.00	\$ 17,840.00	5%
Clerical/Professional Staff	2120	\$ 436,498.00	\$ 459,345.00	\$ 22,847.00	5.2%
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	0.00	
Clerical Overtime	2324	2,000.00	2,000.00	0.00	
Personnel Commissioners	2380	7,725.00	7,725.00	0.00	
Other Classified Hourly	2393	0.00	0.00	0.00	
Benefits (Staff - 44%)	Various	\$ 293,450.00	\$ 372,964.00	\$ 79,514.00	27%
Benefits (Commissioners)	Various	\$ 82,990.00	\$ 82,990.00	\$ -	0%
Total Salary & Benefits		\$ 1,185,509.00	\$ 1,305,710.00	\$ 120,201.00	10%
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$0.00	
Mileage	5210	\$ 150.00	\$ 150.00	\$ -	
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$0.00	
Meeting Reimbursements	5241	\$ -	\$ -	\$ -	
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$0.00	
Dues & Memberships	5310	\$ 3,500.00	\$ 3,500.00	\$ -	
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$0.00	
Legal	5730	\$ 20,000.00	\$ 20,000.00	\$ -	
Off Campus Printing	5820	\$ -	\$ -	\$0.00	
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$0.00	
Software Licensing	5840	\$ 9,000.00	\$ 9,500.00	\$ 500.00	
Postage	5850	\$ -	\$ -	\$ -	
Other Contract Services	5890	\$ -	\$ -	\$ -	
Total Operating Expenses		\$ 52,146.00	\$ 52,646.00	\$500.00	1%
Total Budget		\$ 1,237,655.00	\$ 1,358,356.00	\$ 120,701.00	9.8%

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	May 1, 2018

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 2

SUBJECT: **RESULTS OF SALE OF GENERAL OBLIGATION BONDS**

SUBMITTED BY: Vice-President, Business/Administration

SUMMARY: On March 6, 2018, the Board of Trustees authorized the issuance and sale of the District's General Obligation Bond Authorizations related to the 2016 Election Measure V (\$180,000,000), along with the refunding of certain outstanding general obligation Build America bonds from 2008 Election Measure AA (\$69,360,000). The bond sales took place on April 4, 2018, and the District successfully closed and issued the Bonds on April 18, 2018. The Bond sales resulted in a true interest cost of 3.617% for the new money bonds sales, and 3.728% for the refunding bonds. The refunding bonds generated total taxpayer savings of \$1.9 million over the life of the bonds.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	May 1, 2018

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 3

SUBJECT: **REPORT: STRATEGIC ENROLLMENT MANAGEMENT PLAN**

SUBMITTED BY: Vice-President, Enrollment Development

SUMMARY: Strategic Enrollment Management (SEM) is a guide to help Santa Monica College achieve its enrollment goals. It is guided by the College mission, vision and goals, the Board of Trustees priorities, and the Strategic Plan. It is a dynamic, iterative plan that shifts constantly. The report provides an update as of May 1, 2018.

The written report includes the following:

- Introduction and Executive Summary
- High School Concurrent and Dual Enrollment
- Outreach and Recruitment
- On-Boarding
- Communication and Technology
- Retention
- Non-Credit Opportunities
- International Education
- Goal Attainment/Completion

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **CLASSIFIED SCHOOL EMPLOYEES WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified School Employees Week, May 20-26, 2018.

WHEREAS, classified employees provide valuable services to the College and students of the Santa Monica Community College District; and

WHEREAS, classified employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students; and

WHEREAS, classified employees employed by the Santa Monica Community College District strive for excellence in all areas relative to their workplace,

THEREFORE BE IT RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 20-26, 2018 as Classified School Employees Week in the Santa Monica Community College District.

COMMENT: The District will recognize classified service employees during Classified School Employees Week with the following activities:

Vice-President hosted Breakfast – Monday, May 21st (2714 Pico Blvd.)

Art Exhibit – Monday, May 21st through Thursday, May 24th

Planetarium Show –May 22nd

Vice-President-hosted Breakfast, May 23rd

Bingo – May 23rd

Management Association Ice-Cream Social, May 24th, 1-3 p.m., Staff Lounge

Classified Employee Luncheon, and Dinner, Friday, May 25th

Management Association Ice Cream Social, May 25th 5:30-6:30 p.m., Staff Lounge

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **RESOLUTION: POPPY MONTH**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of the month of May as *Poppy Month* in honor and acknowledgement of SMC faculty, staff and students who have served and sacrificed in the name of freedom and country.

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers;

WHEREAS, Millions who have answered the call to arms have died on the field of battle;

WHEREAS, A nation at peace must be reminded of the price of war and the debt owed to those who have died in war;

WHEREAS, The red poppy has been designated as a symbol of sacrifice of lives in all wars; and

WHEREAS, The American Legion Auxiliary has pledged to remind America annually of this debt through the distribution of the memorial flower;

THEREFORE, the Santa Monica Community College District does hereby proclaim the month of May as *Poppy Month* and ask that all citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on Memorial Day, May 25, 2018.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **CSEA CHAPTER #36 COLLECTIVE BARGAINING PROPOSAL FOR 2018 SUCCESSOR NEGOTIATIONS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the Collective Bargaining Unit Initial Proposal for Successor Negotiations submitted by the California School Employees Association Chapter #6 to Santa Monica College.

**California School Employees Association and its Santa Monica College Chapter #36 (CSEA)
to
Santa Monica Community College District (District)
Initial Proposal For 2018 Successor Negotiations**

Article 1 - Agreement, Designation of Parties, and Length of Agreement

- CSEA is interested in updating the term of the agreement.

Article 3 – Hours of Employment

- CSEA is interested in strengthening language in 3.1.3 regarding variable hours.

Article 4 – Evaluation

- CSEA is interested in adding workload language in 4.2.

Article 6 – Transfers

- CSEA is interested in strengthening the language regarding administrative transfers.

Article 8 – Holidays

- CSEA is interested in adding language regarding 11-month employees being granted vacation time.

Article 9 – Vacation

- CSEA is interested in strengthening the language in 9.1.1.

Article 11 – Wages

- CSEA is interested in negotiating a fair and equitable salary increase.
- CSEA is interested in strengthening language in 11.5.
- CSEA is interested in strengthening language in 11.6.
- CSEA is interested in strengthening language in 11.7.
- CSEA is interested in strengthening language in 11.8.
- CSEA is interested in strengthening language in 11.9.
- CSEA is interested in strengthening language in 11.10.
- CSEA is interested in adding language in 11.10.3.

- CSEA is interested in strengthening language in 11.11 and increasing the maximum reimbursement amounts per year.
- CSEA is interested in strengthening language in 11.12.
- CSEA is interested in strengthening language in 11.13.
- CSEA is interested in increasing the amount allocated for Classified School Employee Week.

Article 13 – Disciplinary Action

- CSEA is interested in adding language regarding signed documents during disciplinary and pre-disciplinary meetings.

Article 15 – Layoff and Reemployment

- CSEA is interested in adding language regarding workload for remaining employees after a layoff.

Article 16 – Association Rights

- CSEA is interested in strengthening language in 16.6.
- CSEA is interested in strengthening language in 16.7.

Article 17 – Contracting Out

- CSEA is interested in strengthening language in 17.2.

CSEA reserves the right to augment this proposal by opening additional articles, Memoranda of Understanding, or appendices upon notice to the District.

Comment: The Educational Employment Relations Act requires that subjects of negotiations be presented publicly and that members of the public be given an opportunity to comment upon them in a lawful meeting of the Board of Trustees.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **2017-2018 QUARTERLY BUDGET REPORT AND 311Q**

SUBMITTED BY: Interim Executive Vice-President

REQUESTED ACTION: Acknowledge receipt of the 2017-2018 Quarterly Budget Report, as of March 31, 2018 (Appendix A).

COMMENT: The Board of Trustees is presented on a quarterly basis with a set of financial statements for the general fund along with the quarterly 311Q report required by the Chancellor's Office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 8

SUBJECT: **ADOPTION OF EDUCATION PROTECTION ACCOUNT (EPA – PROP 30) FUNDING AND EXPENDITURES**

SUBMITTED BY: Interim Executive Vice-President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the plan to expend the 2017-2018 Education Protection Account (EPA) funds of \$16,398,354 on instructional salaries.

SUMMARY: Proposition 55, *The California Children’s Education and Health Care Protection Act of 2016*, which was an extension of Proposition 30, temporarily raises the income tax rate for upper-income-earners (over \$250,000 for single filers, over \$500,000 for joint filers, and over \$340,000 for heads of households) through 2030-31 to fund the State’s Educational Protection Account which provides funding for local school districts and community colleges.

Under Proposition 55, Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided by the EPA have been properly disbursed and expended as required by law.

This recommendation is submitted to comply with Proposition 55 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA that the District will receive for 2017-2018, as of P1, is \$16,398,354. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2016-17 increased from the P2 amount of \$15,951,192 to \$16,632,964 or an increase of \$ 681,772. Furthermore, the amount of EPA funds as of the recalculation of apportionment for 2015-16 increased from \$16,828,482 to \$16,829,135; these changes to 2015-2016 and 2016-2017 EPA funds equates to a total prior year EPA adjustment to be recognized in 2017-18 of \$682,425. The entire amount for 2017-18 and increases in fiscal years 2015-16 and 2016-17 will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations and will be offset by a decrease in apportionment funding received by the State.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 1, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 9

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

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees commence the application process (1) to fill a vacancy on the Citizens' Bond Oversight Committee (CBOC) caused by the expiring terms of current members, effective July 1, 2018, and (2) to possibly appoint additional members to serve on the Citizens' Bond Oversight Committee.

SUMMARY: The Government Code and Education Code require that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees, with at least:

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

Following is the status of Citizens' Bond Oversight Committee membership:

Members with continuing terms through June 30, 2019	Sharon Barovsky, Local Community-Malibu Michael Dubin, Business Community, Taxpayers Organization Sonya Sultan, Local/Business Community Sion Roy, Business Community/Taxpayers Association
Members with terms expiring June 30, 2018 who are eligible to apply for reappointment	Jeffrey Graham, Local Business
Members with terms expiring June 30, 2018 who are not eligible to apply for reappointment	Katherine Reuter, Senior Citizens' Organization
Student Representative term expiring June 30, 2018	Cassandra Santiago-Amzallag Associated Students Representative

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 1, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 10

SUBJECT: **ANNUAL AUTHORIZATION OF PRIVILEGES FOR STUDENT TRUSTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy 1412 and Education Code Section 72023.5.

1. The student trustee may make and second motions.
2. The Student Trustee is entitled to an advisory vote which shall be cast before the rest of the Board of Trustees and be recorded as such in the official minutes. The vote shall not be included in determining the vote required to carry any measure before the Board.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy. The term of compensation for the student trustee shall run from June through May.

SUMMARY: Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15th for the succeeding year.

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 1, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 11

SUBJECT: **FIRST READING: BOARD POLICY CHAPTER 3 – GENERAL INSTITUTION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of updated Board Policy Chapter 3, General Institution.

COMMENT: Updated Board Policy Chapter 3 – General Institution, includes suggestions made by the District’s consultant who incorporated all current policy language with legally required language, legally advised language and good practices. The policies were renumbered to coincide with the League’s format. Input was provided by SMC staff on specific policies related to their respective areas of responsibility (Human Resources, Campus Police, Campus Counsel). The chapter was then reviewed by senior administrative staff and forwarded to the Board’s subcommittee (Trustee Susan Aminoff, Trustee Louise Jaffe, and Board Recording Secretary Lisa Rose) for review before being presented to the Board for a first reading.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 1, 2018

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 #12 -#33

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IX. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 12 APPROVAL OF MINUTES

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

April 3, 2018 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 13 NEW COURSES AND DEGREES, SPRING 2018

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

BUS 9 Intellectual Property
 BUS 84 Introduction to Procurement
 COM ST 20 Agitational and Protest Communication
 FASHN 21 Digital Fashion Portfolio
 KOREAN 8 Conversational Korean
 KOREAN 25 Korean for the Professions
 MATH 1 Bridge to College Mathematics
 MATH 1B Bridge to College Mathematics 2
 MATH 1C Bridge to College Mathematics 3
 NURSNG 1 Fundamentals of Nursing Concepts 1
 NURSNG 1L Fundamentals of Nursing Concepts 1 Lab
 NURSNG 2 Fundamentals of Nursing Concepts 2
 NURSNG 2L Fundamentals of Nursing Concepts 2 Lab
 NURSNG 3 Adult Health Nursing Concepts 1
 NURSNG 3L Adult Health Nursing Concepts 1 Lab
 NURSNG 4 Mental Health Nursing Concepts
 NURSNG 4L Mental Health Concepts Lab
 NURSNG 5 Adult Health Nursing Concepts 2
 NURSNG 5L Adult Health Nursing Concepts 2 Lab
 NURSNG 6 Maternal Newborn Nursing Concepts
 NURSNG 6L Maternal Newborn Nursing Concepts Lab
 NURSNG 7 Pediatric Nursing Concepts
 NURSNG 7L Pediatric Nursing Concepts Lab
 NURSNG 8 Adult Health Nursing Concepts 3
 NURSNG 8L Adult Health Nursing Concepts 3 Lab
 NURSNG 9 Nursing Leadership Concepts
 NURSNG 9L Nursing Leadership Concepts Lab
 SPAN 25 Spanish for the Professions

Distance Education

BUS 9 Intellectual Property
 BUS 84 Introduction to Procurement
 COUNS 12 Career Planning
 DANCE 2 Dance In American Culture
 SPAN 2 Elementary Spanish II
 SPAN 11 Spanish for Heritage Speakers I (hybrid only)
 SPAN 20 Latin American Civilization

New Programs

Administration of Justice Associate in Science for Transfer (AS-T)
 Cultural Resource Management Department Certificate

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 14 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Kathryn E. Jeffery, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract		Term/Amount	Service	Funding Source
A	Dr. Yvonne Yu-Hsuan Chen	May 18, 2018 Not to exceed: \$750	Dr. Yvonne Chen will be the keynote speaker at the STEM Year End Symposium taking place at SMC on Friday, May 18, 2018. Dr. Yvonne Chen earned her B.S. in Chemical Engineering from Stanford University and her Ph.D. in Chemical Engineering from the California Institute of Technology. Dr. Chen has been a recipient of the NIH Director's Early Independence Award, the Hellman Fellowship, the ACGT Young Investigator Award in Cell and Gene Therapy for Cancer, and the NSF CAREER Award.	STEM
<i>Requested by: Melanie Bocanegra, Associate Dean, STEM Initiatives</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
B	Brooke Smiley	March 19-23, 2018 Not to exceed: \$1,300	Guest Artist Residency: Brooke Smiley taught two choreography classes and six modern/contemporary dance technique classes and conducted two information sessions on the dance program at University of California, Santa Barbara.	Chair of Excellence Grant
<i>Requested by: Dance Department Faculty</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 14 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
C	Steve Sedlic	June 26, 2018 - August 17, 2018 Not to exceed \$11,500	Agreement for curriculum development and 27 hours of classroom instruction in Creative Thinking for Career Development Program for two contract programs. (Program 1) District to offer two-week program to 40 students from Hong Kong Community College. June 26-July 10, 2018 (Program 2) District to offer 2 week program to 20+ students in coordination with OTIS College of Art and Design. August 6-August 17, 2018	Contract Education
D	Salomon Davila ScopeWave, LLC <u>Revision of Name Only</u> This contract was previously approved by the Board on April 3, 2018 with the incorrect name. All other terms remain the same.	January 1 – June 30, 2018 Not to exceed \$50,000	Plan, initiate and coordinate the activities for the California Cloud Workforce, a.k.a. Los Angeles Cloud Computing, Strong Workforce Project on behalf of Santa Monica College. Outcomes include: Create a community of faculty learners across 17-college consortia to develop cloud computing programs at each participating community college and partner high school, common core curriculum development for dual enrollment, four-year university articulation, and pathways model. Engage with industry, develop and align industry certifications, engage stakeholders, design work-based learning opportunities for students.	Strong Workforce Program (SWP) 2 Regional – Cloud Computing Consortia

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 14 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
E	ER Consulting, LLC Dba "The Company Doctors" (Amendment to previously approved contract) 2017-2018 Not to exceed \$43,000 (Board approved 03/06/18) ER Consulting, LLC service contracts previously approved: Not to exceed \$48,100 (Board approved 09/05/17) \$45,900 (Board approved 10/03/17) \$47,900 (Board approved 12/05/17) Total not to exceed total of past approved contract and current \$184,900	ER Consulting, LLC Dba "The Company Doctors" will provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement and Quality Control, are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by "The Company Doctors".	Employment Training Panel (ETP)
<u>C, D and E</u> <i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
F	California Department of Education/ Chabot College August 1, 2017 – July 31, 2018 Not to exceed \$1,584	The CECMP provides resources and support to aspiring and experienced teachers and administrators in programs serving children birth to five and before- and after-school programs. This program reimburses instructor's salary for one section of ECE 48 offered during current school year. This program provides Mentors for our Early Childhood Field Experience students in the Fall and Spring Semester.	State Funds - California Department of Education
<i>Requested by: Laura Manson, Chair –Early Childhood/Education</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 14 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
G	Eva Schiorring April 1, 2018 - June 30, 2018 Not to exceed \$8,000	Eva Schiorring will serve as the external evaluator for SMC's Small Grant for Institutions New to the Advanced Technological Education Program funded by the National Science Foundation. In this capacity, she will review the project's logic model, develop an evaluation framework, interview faculty/staff, students, industry partners, and other investors, compare proposed outcomes with actual outcomes, make recommendations for future programming, and write the evaluation report.	National Science Foundation Advanced Technological Education Grant
<i>Requested by: Laurie McQuay-Peninger, Associate Dean, Grants (on behalf of Stuart Cooley, Faculty, Sustainable Technologies and Project Principal Investigator)</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
H	Jeff Givens May 25, 2018 \$350	Provide DJ services during the CSEW Lunch and Dinner on May 25, 2018.	2017-2018 Human Resources (CSEW Funding)
I	Casablanca Restaurant May 25, 2018 \$4,106.25 (food) \$20 (delivery)	Provide catering (food, paper goods, flatware, & delivery) for CSEW Lunch (225 employees) and Dinner (for 75 night shift employees) on Friday, May 25, 2018.	2017-2018 Human Resources (CSEW Funding)
J	Porto's Bakery & Cafe May 21, 2018 \$200	Provide three trays of mini cakes for Art Gallery Opening to celebrate CSEW on Monday, May 21, 2018.	2017-2018 Human Resources (CSEW Funding)
<i>G, H, and I</i> <i>Requested by: Tre'Shawn Hall-Baker, Director, Human Resources</i> <i>Approved by: Sherri Lee-Lewis, Interim Vice-President, Human Resources</i>			
K	Aero Theatre, Santa Monica PPI Spring Symposium: May 7-12, 2018 \$4,000	Venue rental for screening of a film as part of the Public Policy Institute's Annual Spring Symposium. The film is "Heaven is a Traffic Jam on the 405" with producer/director Frank Stiefel and the individual featured in the documentary, Mindy Alper. The post-film panel discussion with Mr. Stiefel, an SMC alum, and Ms. Alper, will delve into innovative approaches to dealing with mental health issues.	2017-2018 District Budget: Public Policy Institute (PPI)
<i>Requested by: Shari Davis, Project Manager, Special Assignments/Co-Director, Public Policy Institute</i> <i>Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 14 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
K	Peace Over Violence	April 5, 2018 Memorandum of Understanding	The Organization provides: • crisis intervention, peer counseling, resource referral, emergency services and advocacy services accessed through the LA Rape and Battering 24/7 hotline and intervention services to crisis calls and will serve victims of sexual and domestic abuse; • case management to students or employees such as in-person advocacy support; • education to related groups; and • technical assistance and support.	N/A
<i>Requested by Lisa Winter, Compliance Administrator, Title IX Coordinator</i> <i>Approved by: Michael Tuitasi, Vice President of Student Affairs</i>				
L	Big Blue Bus	Increase of contract by \$15,000 for a total of \$ 180,000, specifically for targeted Bachelors Program advertising The annual contract was approved on June 9, 2017 for an amount not to exceed \$165,000	The contract for Marketing, Community Outreach, Recruitment and Web and Social Media is an increase for 2017-2018 to support outdoor advertising for student recruitment for SMC's new Bachelors program.	2017-2018 \$165,000: Marketing Budget \$15,000: Academic Affairs Budget
<i>Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Georgia Lorenz, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 14 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
M	Bridget Herrin	May 15 2018 - May 15 2019 Not to exceed \$5,000	Teaching Men of Color is an online professional development course designed to support community colleges in advancing outcomes for men of color. The course will provide support staff with strategies and approaches that can be used to foster enhanced learning, development and success among men of color.	Basic Skills Student Outcome and Transformation Grant
N	WestEd, Strategic Literacy Initiative	3 days (30 hours) to be completed by August 9, 2018 Not to exceed \$28,000	The consultant will conduct course with up-to 40 SMC faculty members focused on Reading Apprenticeship, which is a research-based instructional framework. Reading Apprenticeship emphasizes students' engagement and achievement not only in literacy, but also in learning across all academic disciplines.	Basic Skills Student Outcome and Transformation Grant; Student Equity
<i>Requested by: Edna Chavarry, Director Academic Affairs Initiatives</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

ELECTIONS

EFFECTIVE DATE

PROJECT MANAGER

Irena Zugic, Pathways

05/07/2018-06/30-2018

LONG-TERM SUBSTITUTE

Donoso, Danilo, Counselor (Faculty), Center for Health and Well-Being

8/27/2018- 12/18/2018

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	May 1, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

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

ESTABLISH

EFFECTIVE DATE

Administrative Assistant I (1 position)
Cosmetology, 12 months, 40 hours

05/02/2018

Gardener-Equipment Operator (1 position)
Grounds, 12 months, 40 hours

05/02/2018

ELECTIONS

PROMOTION

Haro, Irma

05/02/2018

From: Accountant, Fiscal Services, 12 mos, 40 hrs

To: Accounting Manager, Fiscal Services

Ordaz, Cindy

05/01/2018

From: Administrative Assistant I, Stem, 12 mos, 40 hrs

To: Administrative Assistant II, MIS, 12 mos, 40 hrs

Phillips, Tamika

05/01/2018

From: Administrative Assistant I, Behavioral Studies, 11 mos, 20 hrs
Student Services Clerk, Scholars Office, 11 mos, 20 hrs

To: Administrative Assistant I, Behavioral Studies, 11 mos, 20 hrs
Administrative Assistant I, Academic Senate, 11 mos, 20 hrs

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Aviles, Wendy

05/14/2018 – 06/22/2018

From: Disabled Student Services Assistant, DSC, 11 months, 40 hours, VH

To: Disabled Student Services Assistant, DSC, 11 months, 20 hours, VH

Valle, Dahlia

05/14/2018-06/22/2018

From: Disabled Student Services Assistant, DSC, 11 mos, 40 hrs, VH

To: Disabled Student Services Assistant, DSC, 11 mos, 20 hrs, VH

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

De Alba, Karla

05/07/2018

From: Student Services Specialist – Welcome Center, 12 months, 40 hours

To: Student Services Specialist – DSPS, 12 months, 40 hours

Marcial, Christina 04/10/2018
From: Administrative Assistant I, Athletics and Kinesiology, 12 months, 40 hours
To: Administrative Assistant I, Art and Communications, 12 months, 40 hours

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Franco, Sandra
From: Student Services Specialist – Admissions and Records 04/03/2018 - 08/03/2018
To: Senior Student Services Specialist – Admissions and Records, 100%

Hernandez, Ronald
From: Groundskeeper/Gardener 04/10/2018-08/10/2018
To: Gardener – Equipment Operator, 100%

Monroe, Nichelle 04/06/2018-04/13/2018
From: Administrative Clerk, LRC, 20 hours, Weekend
To: Property Clerk, Purchasing/Receiving/Mail, 40 hours, 100%

Ramirez, Saul 05/11/2018-07/31/2018
From: Skilled Maintenance Worker II
To: Journeyman Trade – Locksmithing , 100%

LEAVE OF ABSENCE – UNPAID

Zugic, Irena, Curriculum Specialist, Matriculation 05/07/2018 – 06/30/2018
07/01/2018 – 06/30/2019

Comment: Irena will be on an unpaid leave from her classified assignment while working as
a Project Manager.

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Pardo, Melissa, Administrative Assistant I, English Department 04/30/2018

DECEASED

Robillard, Sandra L., Administrative Assistant II, Facilities 04/13/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

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

Approved by: Sherri Lee-Lewis, Interim 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.

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

Ashby, Deanna, Property Clerk, Purchasing	04/04/2018-04/13/2018
Gerhold, Thomas, Accompanist -Performance, Emeritus	01/02/2018-06/11/2018
Meza, Andres, Property Clerk, Purchasing	04/06/2018-04/13/2018
Naylor-Jones, Marisa, Property Clerk, Purchasing	04/06/2018-04/13/2018
Nesteruk, Gary, Accompanist -Performance, Emeritus	01/02/2018-06/11/2018
Robles Jr., Jose M., Property Clerk, Purchasing	04/06/2018-04/13/2018
Thomas, Angela D., Administrative Assistant I, Human Resources	04/16/2018-06/30/2018

AUTHORIZED: Authorized for Additional 36 Days; Recruitment in Progress

Carter, Ashlie, Customer Services Assistant, Bookstore	
From:	01/02/2018-06/29/2018
To:	01/02/2018-05/17/2018
Ramirez, David, Customer Services Assistant, Bookstore	
From:	01/02/2018-06/29/2018
To:	01/02/2018-05/17/2018
Sutherland, Fitzgerald, Customer Services Assistant, Bookstore	
From:	01/02/2018-06/29/2018
To:	01/02/2018-05/17/2018

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

Abkarian, Nanor L., Instructional Assistant -English, English	04/19/2018-06/29/2018
Villarreal, Katherine R., Administrative Asst. I,	
From: Modern Languages	04/02/2018-06/30/2018
Earth Science	04/02/2018-06/30/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 18 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

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

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

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

STUDENT EMPLOYEES

College Student Assistant, \$10.50/hour (STHP)	31
College Work-Study Student Assistant, \$10.50/hour (FWS)	20

SPECIAL SERVICE

Art Model, \$23.00/hour	6
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES

Requested by: Charlie Yen, Director, Facilities Planning
Eric Pivovarovoff, Director, Facilities Management
Chris Bonvenuto, Chief Director, Business Services
Approved by: Elaine Polachek, Interim Executive Vice-President
Requested Action: Approval/Ratification

19-A CHANGE ORDER NO. 11 – STUDENT SERVICES BUILDING

Change Order No. 11 – BERNARDS BROS. on the Student Services Building project in the amount of \$66,285.

Original Contract Amount	\$ 77,438,000
Change Order 01	\$ 17,634
Change Order 02	\$ 13,169
Change Order 03	\$ 28,294
Change Order 04	\$ 204,509
Change Order 05	\$ 39,913
Change Order 06	\$ 93,862
Change Order 07	\$ 86,274
Change Order 08	\$ 67,477
Change Order 09	\$ 114,030
Change Order 10	\$ 25,628
<u>Change Order 11</u>	<u>\$ 66,285</u>
Revised Contract Amount	\$ 78,194,715

This change order does not result in a change to the contract length. Expected Substantial Completion is January 2019.

Funding Source: Measure S & AA

Comment: Change Order No. 11 includes the labor and material cost to furnish and install the following:

- Alternate connection detail at Stair No.1 as the 3" clearance required to install the landing support column post top anchorage per plan is not achievable as there is only 2" of clearance;
- Provide formwork for podium level slab edge at shelves where lagging is not present.
- Install a ¼" x 4" flat bar to be added to side of the bent plate at the slab at top of theater seating to maintain an equal 1'-2" spacing at all Orientation Hall stepped slabs.
- Install fixed hearing loop inductive system in Orientation Hall S182;
- Install cylinder dogging to non-rated panic devices per revised door hardware sets.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES *(continued)*

19-B CHANGE ORDER NO. 4 – AET/KCRW/PAC EW SECURITY SYSTEMS

Change Order No. 4 – DIMENSION DATA on the AET/KCRW/PAC East Wing Security System project in the amount of \$78,132.

Original Contract Amount	\$ 2,306,442.07
Change Order No. 1	\$ 17,868
Change Order No. 2	\$ 0
Change Order No. 3	\$ 52,506
<u>Change Order No. 4</u>	<u>\$ 78,132</u>
Revised Contract Amount	\$ 2,454,948.07

Expected Substantial Completion is August 2018.

Funding Source: Measure AA

Comment: Change Order No. 4 includes labor and material cost to furnish and install the following:

- Adaptor base plates to allow for installation of remaining emergency call towers.
- Security components to complete existing building system upgrades.
- Adding 93 non-compensable calendar days to the contract length.

19-C CHANGE ORDER NO. 3 – AET/KCRW AUDIOVISUAL AND BROADCAST SYSTEMS

Change Order No. 3 – Key Code Media on the AET/KCRW Audiovisual and Broadcast Systems project in the amount of \$37,121.

Original Contract Amount	\$ 5,981,109
Change Order No. 1	\$ 6,096
Change Order No. 2	\$ (179,916)
<u>Change Order No. 3</u>	<u>\$ 37,121</u>
Revised Contract Amount	\$ 5,844,410

Expected Substantial Completion is November 2018.

Funding Source: Measure AA

Comment: Change Order No. 3 includes labor and material costs for the following:

- Install rooftop cable tray, a rooftop step-over and electrical components to protect antenna cabling.
- Adding 199 non-compensable calendar days to the contract.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 FACILITIES *(continued)*

19-D CORRECTION – CAMPUS SECURITY SYSTEM INSTALLATION AND UPGRADES

Following is a correction to the Campus Security System Installation and Upgrades project.

Original Contract Amount	\$ 5,699,482
Change Order No. 1	\$ 0
Change Order No. 2	\$ 33,108
Change Order No. 3	\$ 354,776
Change Order No. 4	\$ 0
Change Order No. 5	\$ 44,072
Change Order No. 6	\$ 67,102
Change Order No. 7	\$ 11,038
Change Order No. 8	\$ 0
<u>Change Order No. 9</u>	<u>\$ 0</u>
Revised Contract Amount	\$ 6,209,578

Funding Source: Measure AA

Comment: Change Order No. 9 was inadvertently approved at the March 6, 2018 Board of Trustees as Change Order No. 8 for the Campus Security System Installation and Upgrades for Nexus IS, Inc. for non-compensable extension to contract completion. No other corrections are required other than the Change Order number.

19-E AWARD OF CONTRACT–SMC MALIBU CAMPUS SEWER REALIGNMENT

It is recommended that the Board of Trustees award the contract to the lowest responsive bidder for the SMC MALIBU CAMPUS/SEWER REALIGNMENT project.

<u>Bidder</u>	<u>Amount</u>
Masters Contracting Inc.	\$ 536,000
The Nazerian Group	\$ 584,500
A.W.I. Builders Inc.	\$ 699,911
Bali Construction Inc.	\$ 839,500

FUNDING SOURCE: Measure S and V

COMMENT: The SMC Malibu Campus Sewer Realignment Project encompasses the Installation of approximately 850' of new sewer line with 6" pipe, inclusive of manholes and cleanouts and connections to laterals and main City line. This connection is required to comply with the imposed deadline for connection to the City of Malibu Sanitary Sewer System.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 **FACILITIES** *(continued)*

19-F AWARD OF CONTRACT FOR SANITARY SEWER LINING

Award of bid to Sancon Engineering, the lowest responsive bidder for Sanitary Sewer Lining (CIPP) East and West Campus, in the amount of \$182,000.

Funding Source: State Schedule Maintenance/Capital Outlay Fund (40.0)

Comment: 130 Contractors were notified, Sancon Engineering was the sole contractor to attend mandatory job walk.

19-G AWARD OF CONTRACT FOR STAIRWELL FLOORING – DRESCHER HALL

Award of bid to Universal Flooring Systems, the lowest responsive, responsible bidder for the Drescher Hall Stairwell Replacement, in the amount of \$117,988.

Bidders:

Universal Flooring Systems	\$117,988
Continental Flooring Company	\$164,444
Tangram Interiors	\$197,806.56
Progressive Surface Solutions LLC	\$244,400

Funding Source: State Schedule Maintenance/Capital Outlay Fund (40.0)

Comment: 295 Contractors were notified, 5 attended the mandatory job walk and 4 bids were received.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 **FACILITIES** *(continued)*

19-H AWARD OF BID – INTERIOR AND EXTERIOR PAINTING

Award of bid to South Coast Painting, Inc., the lowest responsive bidder for the Interior/Exterior Painting Project Drescher Hall Stairwell, Student Services/Admissions, Student Health Services and Bookstore Buildings, in the amount of \$145,000.

Bidders:

South Coast Painting	\$145,000
A.J. Fistes Corporation	\$160,700
BJMV Inc	\$199,022
Color New Co.	\$203,000
US National Corp	\$207,350
Prime Painting Contractors, Inc.	\$209,000
Vera's Painting	\$215,000
Pacific Contractors Group Inc.	\$228,000
Piana Construction and Painting Inc	\$232,600
CAM Painting, Inc.	\$243,000

Funding Source: State Schedule Maintenance/Capital Outlay Fund (40.0)

Comment: The District received 10 bids below its estimate and 0 above its estimate. The low bid is South Coast Painting at \$145,000.00.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requestor: Teresita Rodriguez, Vice President Enrollment Development

Reviewed by: Carla Spalding, Controller, Business Services

Approved by: Christopher M. Bonvenuto, Chief Director, Business Services

Title of Grant: Direct Loan
Granting Agency: Department of Education
Augmentation Amount: \$903,000 (Amended Allocation \$3,903,000)
Matching Funds: None
Performance Period: July 1, 2017 – June 30, 2018
Summary: The William D. Ford Federal Direct Loan (Direct loan) Program provides loans to eligible borrowers to fund postsecondary education costs. SMC offers three loan types: Direct Subsidized loans, Direct Unsubsidized Loans and Direct Plus Loans.
Based on the past three years' loan disbursements, it is estimated that more students will qualify for Direct Loan in the 2017-2018 award year.

Budget Augmentation: Restricted Fund 74.0

Revenue		
8100	Federal	\$903,000
Expenditures		
1000	Academic Salary	0
2000	Non-Academic Salary	0
3000	Employee Benefit	0
4000	Supplies & Materials	0
5000	Other Operational Expenses	0
6000	Capital Outlay	0
7300	Other Outgo	0
7500	Financial Aid	\$ 903,000
Total		\$ 903,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 BUDGET TRANSFERS

21-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: March 22, 2018 through April 18, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-34,081
2000	Classified/Student Salaries	94,588
3000	Benefits	34,081
4000	Supplies	-11,021
5000	Contract Services/Operating Exp	9,998
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-93,565
Net Total:		0

21-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: March 22, 2018 through April 18, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	1,566
2000	Classified/Student Salaries	-1,566
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 BUDGET TRANSFERS (continued)

21-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: March 22, 2018 through April 18, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	312,912
6000	Sites/Buildings/Equipment	-312,912
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

21-D FUND 42.3 – REVENUE BOND CONSTRUCTION FUND (MEASURE S)

Period: March 22, 2018 through April 18, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	3,858
6000	Sites/Buildings/Equipment	-3,858
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 22 COMMERCIAL WARRANT REGISTER

Requested by: Chris Bonvenuto, Chief Director, Business Services

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

Commercial Warrant Register

March 2018 7886 through 7928 \$19,297,008.77

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

RECOMMENDATION NO. 23 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

Payroll Warrant Register

March 2018 C1H- C2I \$11,607,198.07

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

RECOMMENDATION NO. 24 REISUEE WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Zamudio Brooks, Maria G	7028406	07/20/2012	\$2249.52
Nwosu, Angela I	7159868	11/07/2012	\$147.51
Wang, Allen C	8761254	09/04/2015	\$608.66
Kokovena, Esinam Afi	8805225	10/02/2015	\$1206.91

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 25 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: Mitch Heskel, Dean, Educational Enterprise

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

Auxiliary Operations Payments and Purchase Orders

February 2018

Covered by check & voucher numbers: 015777-016212& 01422-01445

Bookstore fund Payments	\$ 544,393.76
Other Auxiliary Fund Payments	\$ 45,132.46
Trust and Fiduciary Fund Payments	<u>\$ 543,930.77</u>
TOTAL	\$1,133,456.99

<u>Purchase Orders issued</u>	\$17,062.72
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Auxiliary Operations Payments and Purchase Orders

March 2018

Covered by check & voucher numbers: 016213-016615& 01446-01476

Bookstore fund Payments	\$449,301.73
Other Auxiliary Fund Payments	\$203,377.04
Trust and Fiduciary Fund Payments	<u>\$1,459,610.01</u>
TOTAL	\$2,116,925.25

<u>Purchase Orders issued</u>	\$48,307.80
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March, 2018

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	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2018

Requested by: Christopher Bonvenuto Chief Director, Business Services

Approved by: Elaine Polachek, Interim Vice-President

Requested Action: Approval/Ratification

Authorization of signatures for the following staff members to approve invoices for 2018.

Name/Title	Invoices
Dennis Biddle Custodial Operations Supervisor	X
Shari Davis Project Manager, Special Assignments	X
Irma Haro Accounting Manager	X
Ayanna Williams Project Manager, IxD	X

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

RECOMMENDATION NO. 27 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. 28 ORGANIZATIONAL MEMBERSHIPS

Requested by: Chris Bonvenuto, Chief Director of Business Services

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

Requested Action: Approval/Ratification

May 2018	Number of Memberships	Amount
	4	\$5,443.00

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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 1, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 29 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

29-A AWARD OF PURCHASE ORDERS

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

March 2018

\$114,799,073.88

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 1, 2018

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The meeting will be adjourned in memory of **Michael Castagnola**, former SMC staff member in Admissions, community member and college supporter; and **Sandra Robillard**, Administrative Assistant II in Santa Monica College's Facilities/Maintenance department.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, June 5, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Tentative 2016-2017 Budget
2. Five-Year Construction Plan
3. Annual Recommendations, Consultants and Contracts

UNRESTRICTED GENERAL FUND 01.0
2017-2018 REVENUE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL REVENUES	2017-2018 PROJECTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	107,933	104,282	107,933
TOTAL FEDERAL	107,933	104,282	107,933
STATE			
GENERAL APPORTIONMENT	61,230,146	52,599,280	73,431,349
EDUCATION PROTECTION ACCOUNT - PROP 30/55	15,019,386	12,298,766	16,398,354
GROWTH/ACCESS-RESTORATION OF WORKLOAD REDUCTION	-	-	-
COLA	1,860,805	1,235,371	1,587,030
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	5,397,478	5,397,478
PRIOR YEAR APPORTIONMENT ADJUSTMENTS - EPA	-	682,425	682,425
HOMEOWNERS EXEMPT	95,788	47,337	94,670
STATE LOTTERY REVENUE	3,573,817	3,128,890	3,650,338
MANDATED PROGRAM COSTS	616,667	1,210,138	1,210,138
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	3,996,071	-	3,996,071
OTHER STATE	1,204,361	636,316	812,839
TOTAL STATE	87,597,041	77,236,001	107,260,692
LOCAL			
PROP TAX SHIFT (ERAF)	13,824,023	694,848	4,107,501
SECURED TAX	13,775,270	9,619,209	14,210,787
SUPPLEMENTAL TAXES	361,103	221,140	361,103
UNSECURED TAX	573,351	595,659	595,659
PRIOR YRS TAXES	100,329	407,391	1,242,356
PROPERTY TAX - RDA PASS THRU	1,415,450	2,405,941	2,405,941
PROPERTY TAX - RDA RESIDUAL	2,307,502	1,136,599	1,136,599
RENTS	150,000	107,568	150,000
INTEREST	329,900	220,701	445,000
ENROLLMENT FEES	14,132,977	12,873,775	13,988,868
UPPER DIVISION FEES	65,520	43,748	65,688
STUDENT RECORDS	405,800	318,608	403,100
NON-RESIDENT TUITION/INTENSIVE ESL	35,920,056	32,183,541	34,136,579
FEE BASED INSTRUCTION	309,069	99,671	309,069
OTHER STUDENT FEES & CHARGES	88,700	78,694	88,250
F1 APPLICATION FEES	257,100	146,725	220,000
OTHER LOCAL	706,500	149,435	706,500
I. D. CARD SERVICE CHARGE	1,078,000	835,992	1,048,600
LIBRARY CARDS	-	20	20
LIBRARY FINES	7,075	3,025	7,075
PARKING FINES	203,662	117,042	203,662
TOTAL LOCAL	86,011,387	62,259,332	75,832,357
TOTAL REVENUE	173,716,361	139,599,615	183,200,982
TRANSFER IN	165,891	39,826	168,491
SALE OF EQUIPMENT AND SUPPLIES	-	5,104	5,104
TOTAL OTHER FINANCING SOURCES	165,891	44,930	173,595
TOTAL REVENUE AND TRANSFERS	173,882,252	139,644,545	183,374,577

UNRESTRICTED GENERAL FUND 01.0
2017-2018 EXPENDITURE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL EXPENDITURES	2017-2018 PROJECTED BUDGET
INSTRUCTION	29,264,953	18,670,760	27,980,258
ACADEMIC MANAGERS	7,102,482	4,660,580	6,841,087
NON-INSTRUCTION	6,865,613	4,053,505	6,150,910
HOURLY INSTRUCTION	32,301,769	22,484,028	34,486,822
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	77,001	-	77,001
HOURLY NON-INSTRUCTION	4,710,045	3,138,083	4,726,403
SUPPLEMENTAL RETIREMENT PLAN - FACULTY	-	574,225	574,225
SUPPLEMENTAL RETIREMENT PLAN - ACADEMIC MANAGERS	-	140,282	140,282
VACANT POSITIONS	139,360	-	-
VACANCY SAVINGS	(91,978)	-	-
TOTAL ACADEMIC	80,369,245	53,721,463	80,976,988
CLASSIFIED REGULAR	23,708,300	15,571,864	23,311,182
CLASSIFIED MANAGERS	6,072,998	4,287,612	5,815,002
CLASS REG INSTRUCTION	3,498,757	2,296,184	3,540,483
CLASSIFIED HOURLY	1,579,134	1,459,454	1,981,957
CLASS HRLY INSTRUCTION	566,478	257,732	573,274
SUPPLEMENTAL RETIREMENT PLAN - CSEA	-	390,191	390,191
SUPPLEMENTAL RETIREMENT PLAN - CLASSIFIED MANAGERS	-	209,423	209,423
VACANT POSITIONS	1,052,817	-	1,742,574
VACANCY SAVINGS	(694,859)	-	(1,594,455)
TOTAL CLASSIFIED	35,783,625	24,472,460	35,969,631
STRS	8,179,588	5,771,485	7,729,039
STATE ON-BEHALF PENSION CONTRIB TO STRS	3,996,071	-	3,996,071
PERS	6,027,797	3,932,085	5,907,779
OASDI/MEDICARE	3,866,289	2,679,365	3,822,962
H/W	15,612,979	9,217,987	15,180,829
RETIREEES' H/W	3,930,807	3,016,068	4,306,085
SUI	167,639	95,229	187,577
WORKERS' COMPENSATION	2,128,685	1,414,186	2,125,284
ALTERNATIVE RETIREMENT	530,000	335,103	530,000
BENEFITS REL TO FEE BASED INSTRUCTION	19,844	-	19,844
BENEFITS RELATED TO VACANT POSITIONS	286,126	-	418,219
BENEFITS RELATED TO VACANCY SAVINGS	(188,843)	-	(345,031)
TOTAL BENEFITS	44,556,982	26,461,508	43,878,658
SUPPLIES	1,027,740	493,600	1,149,454
TCO-SUPPLIES	76,440	30,999	76,440
TOTAL SUPPLIES	1,104,180	524,599	1,225,894
CONTRACTS/SERVICES	13,731,828	7,374,772	13,772,083
INSURANCE	1,133,798	1,031,640	1,133,798
UTILITIES	3,493,432	2,741,435	4,134,114
TOTAL SERVICES	18,359,058	11,147,847	19,039,995
EQUIPMENT	-	-	-
TECHNOLOGY REPLACEMENT	-	-	-
TCO - EQUIPMENT REPLACEMENT	-	-	-
TOTAL CAPITAL	-	-	-
TOTAL EXPENDITURES	180,173,090	116,327,877	181,091,166
OTHER OUTGO - TRANSFERS	333,689	183,025	333,689
OTHER OUTGO - STUDENT AID	2,500	-	2,500
TOTAL TRANSFERS/FINANCIAL AID	336,189	183,025	336,189
TOTAL EXPENDITURES & TRANSFERS	180,509,279	116,510,902	181,427,355

UNRESTRICTED GENERAL FUND 01.0 2017-2018 FUND BALANCE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	167,277,982	132,965,049	164,180,504
TOTAL EXPENDITURES AND TRANSFERS	179,140,050	109,395,842	173,807,137
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	1,478,303	-	2,160,793
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(975,680)	-	(1,939,486)
OPERATING SURPLUS/(DEFICIT)	(12,364,691)	23,569,207	(9,847,940)
ONE-TIME ITEMS			
FTES BORROWING	6,604,270	-	12,514,577
PRIOR YEAR APPORTIONMENT ADJ	-	6,079,903	6,079,903
MANDATED COST BLOCK GRANT	-	599,593	599,593
SUPPLEMENTAL RETIREMENT PLAN	-	(6,229,422)	(6,229,422)
ONE-TIME BUDGET AUGMENTATION	(790,166)	(854,639)	(1,093,049)
TOTAL COST OF OWNERSHIP-SUPPLIES	(76,440)	(30,999)	(76,440)
OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS	(6,627,027)	23,133,643	1,947,222
BEGINNING BALANCE	21,371,774	21,371,774	21,371,774
ENDING FUND BALANCE	14,744,747	44,505,417	23,318,996
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	8.17%	38.20%	12.85%

DESIGNATION OF FUND BALANCE			
ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
UNDESIGNATED FUND BALANCE	10,907,356	41,315,356	20,128,935
UNDESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	6.02%	35.46%	11.10%
DESIGNATED RESERVE FOR:			
CLASSIFIED EMPLOYEE WELFARE FUND	461,846	461,846	461,846
RESERVE FOR FUTURE STRS AND PERS INCREASES	3,375,545	2,728,215	2,728,215
TOTAL	3,837,391	3,190,061	3,190,061
DESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	2.12%	2.74%	1.76%
TOTAL ENDING FUND BALANCE	14,744,747	44,505,417	23,318,996
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	8.17%	38.20%	12.85%

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

**RESTRICTED GENERAL FUND 01.3
2017-2018 REVENUE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL REVENUES	2017-2018 PROJECTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	709,844	410,670	709,844
FWS-FEDERAL WORK STUDY	514,817	194,643	524,966
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	56,669	-	59,646
FEDERAL CARRYOVERS	1,481,415	954,967	1,481,415
OTHER FEDERAL	2,080,856	183,227	2,484,744
TOTAL FEDERAL	4,843,601	1,743,507	5,260,615
STATE			
LOTTERY	1,174,954	258,022	1,174,954
BASIC SKILLS INITIATIVE	356,040	586,658	771,198
SFAA-STUDENT FINANCIAL AID ADMIN	907,505	685,741	902,291
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,249,776	964,667	1,269,299
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	84,352	65,109	85,670
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,759,226	1,656,908	2,180,143
CALWORKS	301,627	244,798	322,102
STUDENT SUCCESS (CREDIT)	5,098,137	4,601,068	6,054,037
STUDENT SUCCESS (NON-CREDIT)	78,714	59,367	78,114
STUDENT SUCCESS (STUDENT EQUITY)	1,560,701	1,516,025	1,994,770
VETERAN RESOURCE CENTER	-	48,097	63,285
EQUAL EMPLOYMENT OPPORTUNITY	50,000	50,000	50,000
NURSING EDUCATION-ENROLLMENT GROWTH ASSOC DEGREE NURSING P	154,000	25,502	154,000
NURSING EDUCATION-ASSESSMENT, REMEDIATION, & RETENTION FOR AA	114,000	22,854	114,000
STRONG WORKFORCE PROGRAM	985,024	934,609	1,229,749
ADULT EDUCATION BLOCK GRANT	386,508	289,881	386,508
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	726,994	457,729	594,571
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	366,455	-	366,455
STATE CARRYOVERS	10,728,595	7,721,636	10,233,595
OTHER STATE	1,167,999	2,355,920	1,374,396
TOTAL STATE	27,250,607	22,544,591	29,399,137
LOCAL			
PICO PROMISE	147,800	147,800	147,800
HEALTH FEES	1,297,747	1,137,553	1,297,747
PARKING FEES	1,686,804	1,617,694	1,686,804
DONATIONS-KCRW	3,287,698	1,874,127	3,105,054
RADIO GRANTS	1,286,109	979,746	1,399,638
COMMUNITY SERVICES	693,991	430,277	693,991
CONSOLIDATED CONTRACT ED-LOCAL	318,059	91,679	318,059
LOCAL CARRYOVERS	221,811	419,360	404,455
OTHER LOCAL	6,311,595	4,857,905	6,311,595
TOTAL LOCAL	15,251,614	11,556,141	15,365,143
TOTAL REVENUE	47,345,822	35,844,239	50,024,895

**RESTRICTED GENERAL FUND 01.3
2017-2018 EXPENDITURE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL EXPENDITURES	2017-2018 PROJECTED BUDGET
INSTRUCTION	21,515	-	8,700
MANAGEMENT	2,248,190	1,082,452	2,512,402
NON-INSTRUCTION	2,473,636	1,543,148	2,946,097
HOURLY INSTRUCTION	136,499	-	98,207
HOURLY NON-INSTRUCTION	5,851,092	3,472,904	6,295,176
TOTAL ACADEMIC	10,730,932	6,098,504	11,860,582
CLASSIFIED REGULAR	5,181,124	3,001,008	5,423,080
CLASSIFIED MANAGERS	534,162	334,542	830,491
CLASS REG INSTRUCTION	83,366	29,350	45,643
CLASSIFIED HOURLY	2,260,933	1,333,598	2,420,391
CLASS HRLY INSTRUCTION	322,000	123,578	318,135
TOTAL CLASSIFIED	8,381,585	4,822,076	9,037,740
BENEFITS HOLDING ACCOUNT	6,094,520	-	3,347,320
STRS	-	623,888	623,888
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	-
PERS	-	592,517	592,517
OASDI/MEDICARE	-	416,773	416,773
H/W	-	1,030,834	1,030,834
SUI	-	5,267	5,267
WORKERS' COMP.	-	196,648	196,648
ALTERNATIVE RETIREMENT	-	64,362	64,362
TOTAL BENEFITS	6,094,520	2,930,289	6,277,609
TOTAL SUPPLIES	1,758,690	578,708	1,691,890
CONTRACTS/SERVICES	9,176,621	4,034,988	9,702,066
INSURANCE	4,716,220	2,836,860	4,716,220
UTILITIES	162,600	100,141	162,600
TOTAL SERVICES	14,055,441	6,971,989	14,580,886
BLDG & SITES	1,656,974	185,500	1,708,712
EQUIPMENT/LEASE PURCHASE	4,284,506	2,024,087	4,152,658
TOTAL CAPITAL	5,941,480	2,209,587	5,861,370
TOTAL EXPENDITURES	46,962,648	23,611,153	49,310,077
OTHER OUTGO - STUDENT AID	620,034	296,197	945,909
OTHER OUTGO - TRANSFERS	165,891	39,826	171,660
TOTAL OTHER OUTGO	785,925	336,023	1,117,569
TOTAL EXPENDITURES & OTHER OUTGO	47,748,573	23,947,176	50,427,646

**RESTRICTED GENERAL FUND 01.3
2017-2018 FUND BALANCE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	47,345,822	35,844,239	50,024,895
TOTAL EXPENDITURES AND TRANSFERS	47,748,573	23,947,176	50,427,646
OPERATING SURPLUS/(DEFICIT)	(402,751)	11,897,063	(402,751)
BEGINNING BALANCE	8,237,731	8,237,731	8,237,731
CONTINGENCY RESERVE/ENDING FUND BALANCE	7,834,980	20,134,794	7,834,980
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	16.41%	84.08%	15.54%

CAPITAL OUTLAY FUND 40.0
2017-2018 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL	2017-2018 PROJECTED BUDGET
REVENUE			
STATE			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	726,993	546,660	726,993
PROP 39 - CLEAN ENERGY PROJECTS	737,067	737,067	737,067
STATE CARRYOVERS	3,733,269	3,733,269	3,733,269
TOTAL STATE	5,197,329	5,016,996	5,197,329
LOCAL			
PROPERTY TAX - RDA PASS THRU	-	716,344	716,344
RENTS	274,525	55,755	274,525
INTEREST	200,000	139,218	200,000
NON-RESIDENT CAPITAL CHARGE	2,981,120	2,660,886	2,981,120
LOCAL INCOME	6,000	3,056	6,000
TOTAL LOCAL	3,461,645	3,575,259	4,177,989
TOTAL REVENUES	8,658,974	8,592,255	9,375,318
EXPENDITURES			
SUPPLIES	1,500	-	1,500
CONTRACT SERVICES	1,864,172	1,276,311	1,995,942
CAPITAL OUTLAY	22,131,108	2,809,203	22,715,682
TOTAL EXPENDITURES	23,996,780	4,085,514	24,713,124
TOTAL EXPENDITURES AND TRANSFERS	23,996,780	4,085,514	24,713,124
OPERATING SURPLUS/(DEFICIT)	(15,337,806)	4,506,741	(15,337,806)
BEGINNING BALANCE	15,337,806	15,337,806	15,337,806
ENDING FUND BALANCE	-	19,844,547	-

MEASURE U FUND 42.2 2017-2018 REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL	2017-2018 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	75,000	40,644	75,000
TOTAL REVENUE	75,000	40,644	75,000
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	-	-	-
CAPITAL OUTLAY	9,451,289	9,404,804	9,451,289
TOTAL EXPENDITURES	9,451,289	9,404,804	9,451,289
OPERATING SURPLUS/(DEFICIT)	(9,376,289)	(9,364,160)	(9,376,289)
BEGINNING BALANCE	9,376,289	9,376,289	9,376,289
ENDING FUND BALANCE	-	12,129	-

MEASURE S FUND 42.3 2017-2018 REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL	2017-2018 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	629,000	370,408	629,000
TOTAL REVENUE	629,000	370,408	629,000
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	176,000	39,553	183,566
CAPITAL OUTLAY	54,009,256	14,685,401	54,001,690
TOTAL EXPENDITURES	54,185,256	14,724,954	54,185,256
OPERATING SURPLUS/(DEFICIT)	(53,556,256)	(14,354,546)	(53,556,256)
BEGINNING BALANCE	53,556,256	53,556,256	53,556,256
ENDING FUND BALANCE	-	39,201,710	-

MEASURE AA FUND 42.4 2017-2018 REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL	2017-2018 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	644,000	461,199	644,000
TOTAL REVENUE	644,000	461,199	644,000
EXPENDITURES			
SUPPLIES	37,500	35,359	51,206
CONTRACT SERVICES	195,000	164,068	246,067
CAPITAL OUTLAY	66,631,466	29,233,630	66,566,693
TOTAL EXPENDITURES	66,863,966	29,433,057	66,863,966
OPERATING SURPLUS/(DEFICIT)	(66,219,966)	(28,971,858)	(66,219,966)
BEGINNING BALANCE	66,219,966	66,219,966	66,219,966
ENDING FUND BALANCE	-	37,248,108	-

MEASURE V FUND 42.5 2017-2018 REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL	2017-2018 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	180,000,000
INTEREST	-	-	438,000
TOTAL REVENUE	-	-	180,438,000
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	-	-	291,277
CAPITAL OUTLAY	-	-	180,146,723
TOTAL EXPENDITURES	-	-	180,438,000
OPERATING SURPLUS/(DEFICIT)	-	-	-
BEGINNING BALANCE	-	-	-
ENDING FUND BALANCE	-	-	-

STUDENT FINANCIAL AID FUND 74.0
2017-2018 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL	2017-2018 PROJECTED BUDGET
REVENUE			
FEDERAL GRANTS	28,927,066	21,664,255	28,927,066
FEDERAL LOANS	3,000,000	2,694,415	3,000,000
CAL GRANTS	2,954,500	2,465,107	3,604,500
FULL TIME STUDENT SUCCESS GRANT	911,908	1,386,438	1,386,438
COMMUNITY COLLEGE COMPLETION GRANT	400,000	309,000	309,000
NONRESIDENT DREAMER EMERGENCY AID	-	157,723	157,723
TRANSFER	303,689	153,025	303,689
TOTAL REVENUE	36,497,163	28,829,963	37,688,416
EXPENDITURES			
FINANCIAL AID	36,497,163	29,203,831	37,688,416
TOTAL EXPENDITURES	36,497,163	29,203,831	37,688,416
ENDING FUND BALANCE	-	(373,868)	-

*Negative ending balance is a result of a timing difference between financial aid check issuance and deposit of Federal and CAL Grant Funds.

SCHOLARSHIP TRUST FUND 75.0
2017-2018 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL	2017-2018 PROJECTED BUDGET
BEGINNING BALANCE	15,515	15,515	15,515
REVENUE			
TRANSFER	30,000	30,000	30,000
INTEREST	230	103	230
TOTAL REVENUE	30,230	30,103	30,230
TOTAL FUNDS AVAILABLE	45,745	45,618	45,745
EXPENDITURES			
SCHOLARSHIP	30,000	22,500	30,000
TOTAL EXPENDITURES	30,000	22,500	30,000
ENDING FUND BALANCE	15,745	23,118	15,745

AUXILIARY FUND 2017-2018 REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	March 31, 2018 ACTUAL	2017-2018 PROJECTED BUDGET
BEGINNING BALANCE	2,408,566	2,429,016	2,408,566
ADJ. TO BEG. BALANCE	-	-	20,452
ADJUSTED BEGINNING BALANCE	2,408,566	2,429,016	2,429,018
REVENUE			
GROSS SALES	5,485,366	4,247,472	5,123,344
LESS: COST OF GOODS	(3,832,214)	(2,979,019)	(3,722,642)
NET	1,653,152	1,268,453	1,400,702
VENDOR INCOME	726,000	473,164	726,000
AUXILIARY PROGRAM INCOME	388,803	233,971	382,303
NET INCOME	2,767,955	1,975,588	2,509,005
INTEREST	21,000	19,837	21,000
TOTAL REVENUE	2,788,955	1,995,425	2,530,005
TOTAL FUNDS AVAILABLE	5,197,521	4,424,441	4,959,023
EXPENDITURES			
STAFFING	1,053,550	717,363	946,464
FRINGE BENEFITS	319,827	214,240	284,474
OPERATING	1,530,308	866,223	1,501,108
TOTAL EXPENDITURES	2,903,685	1,797,826	2,732,046
ENDING FUND BALANCE	2,293,836	2,626,615	2,226,977

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

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Fiscal Year: 2017-2018

District: (780) SANTA MONICA

Quarter Ended: (Q3) Mar 31, 2018

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	150,335,559	175,904,203	170,016,362	183,200,982
A.2	Other Financing Sources (Object 8900)	120,779	128,383	90,235	173,595
A.3	Total Unrestricted Revenue (A.1 + A.2)	150,456,338	176,032,586	170,106,597	183,374,577
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	150,318,178	165,574,581	172,334,364	181,091,166
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	328,362	313,991	326,050	336,189
B.3	Total Unrestricted Expenditures (B.1 + B.2)	150,646,540	165,888,572	172,660,414	181,427,355
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-190,202	10,144,014	-2,553,817	1,947,222
D.	Fund Balance, Beginning	13,971,779	13,781,577	23,925,591	21,371,774
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	13,971,779	13,781,577	23,925,591	21,371,774
E.	Fund Balance, Ending (C. + D.2)	13,781,577	23,925,591	21,371,774	23,318,996
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.1%	14.4%	12.4%	12.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,694	21,727	22,024	18,776
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		46,753,379	49,331,842	56,766,442
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	41,866,247	46,753,379	49,331,842	56,766,442

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)	173,716,361	183,200,982	139,599,615	76.2%
I.2	Other Financing Sources (Object 8900)	165,891	173,595	44,930	25.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	173,882,252	183,374,577	139,644,545	76.2%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	180,173,090	181,091,166	116,327,877	64.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	336,189	336,189	183,025	54.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	180,509,279	181,427,355	116,510,902	64.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-6,627,027	1,947,222	23,133,643	
L.	Adjusted Fund Balance, Beginning	21,371,774	21,371,774	21,371,774	
L.1	Fund Balance, Ending (C. + L.2)	14,744,747	23,318,996	44,505,417	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.2%	12.9%		

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?
Next year?

NO
YES

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

The District is currently experiencing a decline in enrollment and is currently in Stabilization. This decline in enrollment coupled with increases in expenditures related to salary (step/column, longevity), increases in pension contributions and increases in health and welfare costs has resulted in a significant structural deficit. The District projects this deficit to grow in 2018-2019 as the District emerges from Stabilization and recognizes a reduction in State Apportionment as a result of the lower enrollment. To help mitigate the severity of the deficit, the District offered a Supplemental Retirement Program in December which resulted in the early retirement of 78 employees resulting in several millions of dollars in savings. While the District reserves are healthy, without additional revenue generation and/or expenditure reduction, the District faces serious budgetary complications in 2018-2019 and beyond.