

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

JUNE 5, 2018

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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	June 5, 2018

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, June 5, 2018.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:32 p.m.
- ROLL CALL
 Barry A. Snell, Chair - Present
 Dr. Margaret Quiñones-Perez, Vice-Chair - Present
 Dr. Susan Aminoff - Present
 Dr. Nancy Greenstein - Present
 Dr. Louise Jaffe - Present
 Rob Rader - Present
 Dr. Andrew Walzer - Present
 Alexandria Boyd, Incoming Student Trustee – Present (for public session)
- RECOGNITION: 39th Annual Student Photography Awards
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION – 5:50 p.m.

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 – 7:21 p.m.**

- PLEDGE OF ALLEGIANCE – David Burak

- INSTALLATION OF STUDENT TRUSTEE

Board Chair Barry A. Snell administered the Oath of Allegiance to Alexandria Boyd and installed her as Student Trustee for 2018-2019.

- CLOSED SESSION REPORT

The Board of Trustees voted to enter into an agreement with Edward Bell, Patricia Bell, and Mount Hermon Baptist Church Corporation to purchase property located at 1819 Pico Boulevard and 2024 19th Street, Santa Monica, California, in the amount of \$8,500,000.00 plus customary costs, and authorized the Superintendent/President to execute a Purchase and Sale Agreement for the property in such amount. The Board further authorized the Los Angeles County Office of Education to transfer funds into escrow for the maximum amount of \$8,625,000.00. Upon the close of escrow, the Board of Trustees accepts title to said property.

AYES: 5 (Greenstein, Jaffe, Quiñones-Perez, Rader, Snell)

NOES: 2 (Aminoff, Walzer)

- 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: Rob Rader

SECONDED BY: Margaret Quiñones-Perez

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

IV. **SUPERINTENDENT'S REPORT**

V. **PUBLIC COMMENTS**

- David Burak
- Howard Stahl
- AnaLaura Paiva

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

#1 2018-2019 Tentative Budget

#2 Five-Year Construction Plan 2018-2019 through 2023-2024

#3 Public Hearing – CSEA Chapter 36 Initial Collective Bargaining Proposal for 2018
Successor Contract

#4 Second Reading and Approval: Board Policy Chapter 3, General Institution

5 Information: Math and Science Building Update

IX. **CONSENT AGENDA**

Approval of Minutes

- #6 Approval of Minutes: May 1, 2018 (Regular Meeting)

Annual Recommendations

- #7 Election of Personnel, 2018-2019
- #8 Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act
- #9 Destruction of Class 3 Records
- #10 Year-End Appropriations Transfers
- #11 Disposal of Surplus Property
- #12 Authorization of Signatures for JP Morgan Chase Bank, 2018-2019
- #13 Annual Resolution – Temporary Inter-Fund Cash Borrowing
- #14 Annual Resolution – Cash Borrowing from the County Treasury
- #15 Annual Authorization of Signatures, 2018-2019
- #16 2018-2019 Annual Contracts and Consultants

Contracts and Consultants

- 17 College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement – Course Offerings for 2018-2019
- #18 Contracts and Consultants
 - A Contract for Technical Assistance and Guidance for Pathways
 - B Contract for Regional Talent Development Systems Changes
 - C Contract for Regional Industry Council
 - D Contract for California Cloud Workforce Program
- #19 Ratification of Contracts and Consultants
- #20 Contracts for Celebrate America

Human Resources

- #21 Certification of the Equal Opportunity Fund Multiple Method Allocations Model Fiscal Year 2017-2018
- #22 Academic Personnel
- #23 Classified Personnel – Regular
- #24 Classified Personnel – Limited Duration
- #25 Classified Personnel – Non Merit

Facilities and Fiscal

- #26 Facilities
 - A Commissioning Professional Service Contract for the Early Childhood Lab School and Malibu Center Sheriff Station Buildings
 - B Construction Escrow Agreement – Early Childhood Lab School
 - C STEM Learning and Leadership Innovation Center: SMC Makerspace Project
 - D Pool Payment Under Joint Use Facilities Agreement
 - E Amendment No. 1 to Agreement for Engineering Services/Construction Administration – Student Services Building
 - F Change Order No. 12 – Student Services Building
 - G Change Order No. 27b – Health, PE, Fitness, Dance and Central Plant
 - H Subcontractor Substitution – Early Childhood Lab School
 - I Amendment to Agreement for Engineering Services
 - J Award of Contract for Temporary Air Conditioning

- #27 Acceptance of Grants and Budget Augmentation
- #28 Budget Transfers
- #29 Commercial Warrant Register
- #30 Payroll Warrant Register
- #31 Auxiliary Payments and Purchase Orders
- #32 Purchasing
 - A Award of Purchase Orders
- #33 Providers for Community and Contract Education
- #34 Organizational Memberships

X. ***CONSENT AGENDA – Pulled Recommendations***

XI. **INFORMATION**

- 35 Citizens' Bond Oversight Committee Meeting, April 25, 2018

XII. ***BOARD COMMENTS AND REQUESTS***

XIII. ***ADJOURNMENT***

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, July 10, 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.

APPENDIX A #1 2018-2019 Tentative Budget

APPENDIX B #16 Annual Contracts and Consultants

APPENDIX C #17 CCAP. Dual Enrollment Partnership Agreement, Course Offerings for 2018-2019

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

IV. SUPERINTENDENT'S REPORT – Dr. Kathryn E. Jeffery

Recognition

- Georgia Lorenz, Vice-President of Academic Affairs, was recognized for her years of service to Santa Monica College as she leaves to become the President of Seminole State College of Florida. A farewell celebration will be held on Monday, June 11th, 3-5 p.m. in the campus Quad.
- SMC Receives Presidential Award for Exports: The U.S. Department of Commerce recognized Santa Monica College with the President's "E" Award for Exports. The award is the highest recognition any U.S. entity can receive for making a significant contribution to the expansion of U.S. exports. The "E" awards committee was very impressed with SMC's leadership role helping expand international student recruitment programs. SMC was the only community college to receive the "E" Award. Denise Kinsella, Interim Dean of International Education, and Catherine Weir, Interim Associate Dean of International Education, presented the award to the Board of Trustees.
- Howard Stahl, Chair of the Computer Science and Information Systems (CSIS) Department, reported that the Office Technology Advisory Board met on June 1, 2018 and discussed program trends, career services/internships, and course offerings. Full-time faculty member Alaisan Reed is working hard to rejuvenate the program.

Updates

Graduation and Related Activities

- Graduation – June 12, 2018: The commencement speaker is Nely Galán
- Recognition Program and Lunch – June 13, 2018
- Celebrate America – June 30, 2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **2018-2019 TENTATIVE BUDGET**

SUBMITTED BY: Interim Executive Vice-President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2018-2019 Tentative Budgets (Appendix A).

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2018-2019 is comprised of the following nine funds:

General Fund Unrestricted	\$206,837,596
General Fund Restricted	<u>\$59,629,281</u>
<i>Total General Fund</i>	\$266,466,877
Special Reserve Fund (Capital)	\$23,441,159
Bond Fund: Measure S	\$23,185,481
Bond Fund: Measure AA	\$16,488,150
Bond Fund: Measure V	\$180,850,372
Bond Interest & Redemption Fund	\$61,499,719
Student Financial Aid Fund	\$38,960,472
Scholarship Trust Fund	\$45,975
Auxiliary Operations	<u>\$5,065,115</u>
<i>Total Other Restricted</i>	\$349,536,443

TOTAL PROPOSED TENTATIVE BUDGET \$616,003,320

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	June 5, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **FIVE-YEAR CONSTRUCTION PLAN, 2018-2019 THROUGH 2023-2024**

SUBMITTED BY: Interim Executive Vice-President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the filing of the Five Year Construction Plan, 2018-2019 through 2023-2024 with the State Chancellor's Office.

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

COMMENT: The Five Year Construction Plan identifies potential future projects, including those in which the District may apply for State funding. When applying for State funding the District selects projects that are expected to have the greatest possibility of being developed into a successful Initial Project Proposal (IPP). If the state approves the IPP, then the project can be developed by the District into a Final Project Proposal (FPP) which is submitted to the State for funding consideration.

The projects included in this Five Year Construction Plan follow the 1998 Facilities Master Plan and the 2010 Career and Educational Facilities Master Plan Update. As part of ongoing planning, the District began a new master plan update process in 2016 which is in its final development stage.

Major projects included in the plan that has been approved for State funding or are in the application process include:

Math/Science Addition (Funded FPP): The proposed project would consolidate and increase laboratory capacity for Mathematics and Science programs by constructing a new building addition that will be connected to the existing Science building at Santa Monica College. The Mathematics department is one of the largest academic programs at Santa Monica College and is growing beyond what can be reasonably accommodated for students within existing facilities. Currently, Math and Science programs are forced to offer instruction in classrooms and laboratories located within a number of different buildings on campus, many of which are located across campus from each other. The proposed project would construct a 69,565 ASF addition to the existing Science building that will provide 15,815 ASF classroom lecture space, 41,387 ASF laboratory space, 8,069 ASF office space, 2,320 ASF library space, and 1,974 ASF of other support space. The new facility would result in consolidation of the Mathematics, Earth Science, Life Science, and Physical Science programs into a single complex. The project would include demolition of the existing Letters & Science building, Liberal Arts building, and Library Village / Math Complex Portables as a secondary effect. *The state has approved this project and it is awaiting the passage November bond measure for funding.*

Art Complex Replacement (Approved FPP): The Art Complex at Santa Monica College was originally constructed in 1952. Although the building had a minor renovation of space in 2002, the Art program is currently split between the main campus and satellite Airport site. The proposed project would construct a new building to replace the existing Art Complex and fine arts space at the Airport campus. Building systems, infrastructure and space distribution within the existing Art Complex at Santa Monica College no longer meets the needs of the program. A replacement building will allow the College to construct a functionally efficient building for the Art program and allow the program to function in a single location with dedicated space. The existing Art Complex will be demolished and fine arts space at the Airport Campus will be inactivated as a secondary effect of the proposed project.

Business Renovation (Pending IPP): The Business Building at Santa Monica College was originally constructed in 1980 and received a minor renovation in 1997. The building currently houses multiple departments, including Business, Accounting, Information Technology, Fashion, Cosmetology, and Photography. The existing building no longer meets the instructional capacity needs of the campus. The proposed project will reconstruct the Business Building to modernize instructional spaces and reconfigure space for functional adjacencies and increased efficiency.

Other major projects included on the list include the **Malibu Campus** and the **Santa Monica Early Childhood Lab School** which are scheduled to start construction during the 2018-2019 fiscal year.

The remaining projects were presented on previous five-year construction plans and will be updated on future submissions based upon the updated Facilities Master Plan.

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

MOTION MADE BY:	Louise Jaffe
SECONDED BY:	Susan Aminoff
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

No.	Project	Occupancy	Source	Schedule of Funds						
				2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
1	Math/Science Addition									
	8,681	2020/2021		(P)(W)	(C)(E)					
		\$40,088,000	State	\$2,594,000	\$37,494,000					
		\$38,937,000	Non-State	\$2,596,000	\$36,341,000					
2	Art Complex Replacement									
		2022/2023				(P)(W)	(C)(E)			
		\$8,914,000	State			\$644,000	\$8,270,000			
		\$8,914,000	Non-State			\$644,000	\$8,270,000			
3	Student Services Building									
	43,089	2018/2019			(E)					
		\$130,224,164	NonState		\$6,836,769					
4	Early Childhood Education Center									
	13,534	2019/2020		(C)	(E)					
		\$30,925,176	NonState	\$21,777,123	\$814,809					
5	Malibu Center									
	16,621	2020/2021			(C)	(E)				
		\$26,775,991	NonState		\$19,307,935	\$750,000				
6	Drescher Hall Modernization & Pico Pro									
		2020/2021			(P)	(W)	(C)	(E)		
7	Outdoor Classroom									
		2022/2023				(P)	(W)	(C)	(E)	
8	Business Renovation									
		2023/2024					(P)(W)	(C)(E)		
		\$12,028,000	State				\$951,000	\$11,077,000		
		\$12,099,000	NonState				\$1,030,000	\$11,069,000		
9	New Classroom Building									
		2023/2024					(P)	(W)	(C)	(E)
10	Campus Police									
		2023/2024					(P)	(W)	(C)	(E)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **PUBLIC HEARING – CSEA CHAPTER 36 INITIAL COLLECTIVE BARGAINING PROPOSAL FOR 2018 SUCCESSOR CONTRACT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing to receive comments on the CSEA Chapter 36 initial collective bargaining proposal to the Santa Monica Community College District for a 2018 successor contract. The CSEA Chapter 36 initial proposal for a collective bargaining successor contract with the Santa Monica Community College District (see next page) was presented on May 1, 2018 pursuant to Government Code Section 3547(a), Board Policy 2610.

PUBLIC HEARING: Open Public Hearing: 9:22 p.m.

MOTION MADE BY: Margaret Quiñones-Perez

SECONDED BY: Andrew Walzer

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

Public Comments: None

Close Public Hearing: 9:23 p.m.

MOTION MADE BY: Rob Rader

SECONDED BY: Andrew Walzer

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

COMMENT: The CSEA Chapter 36 initial proposal for a collective bargaining successor contract with the Santa Monica Community College District (see next page) was presented on May 1, 2018 pursuant to Government Code Section 3547(a), Board Policy 2610.

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.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SECOND READING AND APPROVAL: BOARD POLICY CHAPTER 3 – GENERAL INSTITUTION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading and approval 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.

During the first reading, the following Board Policies were pulled for further review and/or revision. These policies were reviewed with appropriate staff and Campus Counsel, and revised for inclusion for the second reading and approval.

- BP 3515, Reporting of Crimes
- BP 3530, Weapons on District Property
- BP 3715, Intellectual Property

MOTION MADE BY: Louise Jaffe
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 5

SUBJECT: **MATH AND SCIENCE BUILDING DEVELOPMENT UPDATE**

SUBMITTED BY: Interim Executive Vice-President

PRESENTATION: Representatives from the Cannon Design Architects presented the Design Development progress report for the Math/Science Building.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

VIII. CONSENT AGENDA

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #6 -#34

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #16-A(7), #16-H, #16-J, #16-K, #18, #26-D

Public Comment

Howard Stahl on #22

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Walzer)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 16 – 2018-2019 Annual Contracts and Consultants

#16-A: Academic Affairs, (7) Distance Education

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Walzer)

#16-H: Institutional Research

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

#16-J: Legal Services

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSTAIN: 1 (Rader)
 ABSENT: 1 (Walzer)

#16-K: Marketing

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

Recommendation No 18 – Contracts and Consultants (A-D)

MOTION MADE BY: Louise Jaffe
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Walzer)

Recommendation No. 16 – Facilities

#26-D – Pool Payment Under Joint Use Facilities Agreement

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

RECOMMENDATION NO. 6 **APPROVAL OF MINUTES**

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

May 1, 2018 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

The following annual recommendations are presented for approval by the Board of Trustees:

- #7 Election of Personnel, 2018-2019
- #8 Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act
- #9 Destruction of Class 3 Records
- #10 Year-End Appropriations Transfers
- #11 Disposal of Surplus Property
- #12 Authorization of Signatures, for JP Morgan Chase Bank and Union Bank, 2018-2019
- #13 Annual Resolution – Temporary Inter-Fund Cash Borrowing
- #14 Annual Resolution – Cash Borrowing from the County Treasury
- #15 Annual Authorization of Signatures to Approve Invoices, 2018-2019

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 7 ELECTION OF PERSONNEL, 2018-2019

Requested Action: Approval of the following annual elections/reelections, effective July 1, 2018

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

Academic Personnel: Declare salary schedules indefinite for 2018-2019 and place academic personnel to the appropriate place on their respective salary schedules for the 2018-2019 fiscal year.

1. Contract and Regular Academic Personnel
2. Academic Hourly, Adult Education, Emeritus College and Substitutes

Classified Personnel: Declare salary schedules indefinite for 2018-2019 and place classified personnel to the appropriate place on their respective 2018 salary schedules for the period such salary schedules are effective.

Academic Management and Classified Management and Confidential employees other unrepresented personnel except those with individual employment contracts: Declare salary schedules indefinite for 2018-2019 and place unrepresented personnel to the appropriate place on their respective 2018 salary schedules.

Academic Management with individual employment contracts: Employment of all current academic administrators with individual employment contracts in the following positions, effective July 1, 2018:

Executive Vice-President
Vice-President
Special Assistant to the Superintendent/President
Senior Director
Senior Administrative Dean
Dean
Associate Dean
Director
Assistant Director

Comment: Lists on file in the Human Resources office and attached to the permanent minutes. All academic and classified personnel (including managers and confidentials) are required by the Los Angeles County Office of Education re-elected for the upcoming fiscal year for budgetary reasons and payroll processing.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 8 **RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

Requested Action: Adoption

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

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

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, (2) SANTA MONICA COLLEGE, hereinafter referred to as Special District is a contracting agency under the Act for participation by members of the Board of Trustees now, therefore be it

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of \$968.91 per month, plus administrative fees and Contingency Reserve Fund Assessments.

Comment: The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA, the SMC Faculty Association, and the SMC Police Officers Association and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 9 DESTRUCTION OF CLASS 3 RECORDS

Requested Action: Approval

*Approved by: Kathryn E. Jeffery, Superintendent/President
Elaine Polachek, Interim Executive Vice-President
Teresita Rodriguez, Vice-President, Enrollment Development
Sherri Lee-Lewis, Interim Vice-President, Human Resources*

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

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

RECOMMENDATION NO. 10 YEAR-END APPROPRIATIONS TRANSFERS

Requested Action: Approval

Approved by: Elaine Polachek, Interim Executive Vice-President

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2017-2018 to permit the payment of obligations of the district incurred during the year.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 11 DISPOSAL OF SURPLUS PROPERTY

Requested Action: Approval

Approved by: Elaine Polachek, Interim Executive Vice-President

Authorize the disposal of surplus equipment through means deemed appropriate as required during fiscal year 2018-2019.

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 AUTHORIZATION OF SIGNATURES FOR JP MORGAN CHASE BANK, 2018-2019

Requested by: Christopher Bonvenuto, Chief Director, Business Services

Approved by: Elaine Polachek, Interim Executive Vice-President

Requested Action: Approval

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on JP Morgan Chase Bank existing and new accounts for 2018-2019.

1. District Accounts

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

Designated Signatories for District Accounts

Kathryn E. Jeffery
Elaine Polachek
Christopher Bonvenuto
Carla Spalding

2. Auxiliary Services/Associated Students Accounts

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

Designated Signatories

Kathryn E. Jeffery
Elaine Polachek
Christopher Bonvenuto
Carla Spalding
Mitch Heskell
David Dever

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 13 ANNUAL RESOLUTION – TEMPORARY INTER-FUND CASH BORROWING

Requested by: Christopher Bonvenuto, Chief Director, Business Services

Approved by: Elaine Polachek, Interim Executive Vice-President

Requested Action: Approval

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

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

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$13,500,000
- 2) For Fiscal Year 2018-2019.
- 3) Shall not exceed 75 percent of any moneys held in any fund.
- 4) Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
- 5) Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amount borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be \$13,500,000.

Comment: Given the instability inherent in the Apportionment payment process, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2018-2019 fiscal year.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 14 ANNUAL RESOLUTION – CASH BORROWING FROM THE COUNTY TREASURY

Requested by: Christopher Bonvenuto, Chief Director, Business Services

Approved by: Elaine Polachek, Interim Executive Vice-President

Requested Action: Approval

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

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

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$25,000,000
- 2) For Fiscal Year 2018-2019.
- 3) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
- 4) Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the 2018-2019 fiscal year.
- 5) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds, if so deemed appropriate during the 2018-2019 fiscal year by the Superintendent/President, to ensure that the District can meet its financial obligations.

Comment: Given the instability inherent in the Apportionment payment process Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2018-2019 fiscal year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 AUTHORIZATION OF SIGNATURES, 2018-2019

Requested by: Christopher Bonvenuto , Interim Vice-President, Business/Administration

Approved by: Elaine Polachek, Interim Executive Vice-President

Requested Action: Approval/Ratification

Authorization of signatures of all academic and classified managers, and department chairs (see following lists) to approve invoices and payments on contracts for the Santa Monica Community College District for 2018-2019.

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

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

SENIOR ADMINISTRATIVE STAFF

Kathryn E. Jeffery, Superintendent/President
Don Girard, Senior Director, Government Relations/Institutional Communications
Sherri Lee-Lewis, Interim Vice-President, Human Resources
Georgia Lorenz, Vice-President, Academic Affairs
Elaine Polachek, Interim Executive Vice-President
Teresita Rodriguez, Vice-President, Enrollment Development
Michael Tuitasi, Vice-President, Student Affairs

SENIOR ADMINISTRATIVE DEAN

Brenda Benson, Counseling, Retention and Student Wellness

DEANS

Delores Akins Raveling, First Year Programs (Interim)
Patricia Burson, Learning Resources (Interim)
Dione Carter, Noncredit/External Programs
Edna Chavarry (Acting), Institutional Research
Frank Dawson, Career Education (Interim)
Kiersten Elliott, Community and Academic Relations
Denise Kinsella, International Education (Interim)
Tre'Shawn Hall-Baker, Human Resources (Interim)
Mitchell Heskel, Education Enterprise
Erica LeBlanc, Academic Affairs
Nick Mata, Students (Interim)
Jennifer Merlic, Instructional Services
Lizzy Moore, SMC Foundation/Institutional Advancement
Patricia Ramos, Workforce Development
Esau Tovar, Enrollment Services

ASSOCIATE DEANS

Eve Adler, Health Sciences
William Bloom, Financial Aid/Scholarships
Melanie Bocanegra, Student Equity and STEM Programs
Nancy Grass, Student Life
Maral Hyeler, Instructional Services/External Programs (Interim)
Laurel McQuay-Peninger, Grants
Scott Silverman, Emeritus
Linda Sullivan, Facilities Programming
Catherine Weir, International Education (Interim)

DIRECTORS (Academic)

Jane Deknatel, Performing Arts Center (Interim)
Wendi DeMorst, Supplemental Instruction/Tutoring (Interim)
Reggie Ellis, Athletics
Susan Fila, Health and Well-Being
Maral Hyeler, Instructional Services and External Programs
Michelle King, Career and Contract Education
Sasha King, Small Business Development Center
Stephanie Schlatter, DSPS
Deirdre Weaver, Student and Alumni Development
Tammara Whitaker, Online Services (Interim)

ASSISTANT DIRECTOR

Nedra Brown, Athletics (Interim)

PROJECT MANAGERS

Cyndi Bendezu, Equity Initiatives
Nancy Cardenas, LA HI Tech Student Support (50%)
Bonita Cooper, Upward Bound
Shari Davis, Special Assignments (nte 75%)
Ferris Kawar, Sustainability
Maria Leon-Vasquez, Workforce Development
Pernilla Nathan, Suicide Prevention Grant (50%)
Audrey Sandoval, Pico Promise (50%)
Ayanna Williams, IxD Promotion and Recruitment (50%)
Irena Zugic, Pathways

CLASSIFIED ADMINISTRATORS

Johnnie Adams, Chief of Police
Chris Bonvenuto, Chief Director, Business Services
Marc Drescher, Chief Director of Information Technology
Jennifer Ferro, Director, Radio Station KCRW
Carol Long, Director of Classified Personnel
(Vacant), Director, Management Information Services

CLASSIFIED MANAGERS

Anthony Barlow, Custodial Services Supervisor
Dennis Biddle, Custodial Services Supervisor
James Bradney, Supervisor, Mechanical/Energy Mgmt. Systems
Chiquita Brown, Campus Police Sergeant
Nyla Cotton, Asset Manager, Purchasing
Lisa Davis, Warehouse and Mail Services Manager
David Dever, Director of Auxiliary Services
Veronica Diaz, Budget Manager
Mark Engfer, Network Communications Manager
Ian Fraser, Payroll Manager
Amy Gurjian, Classification and Compensation Manager
Cristina Hamblet, Accounts Payable Supervisor
Irma Haro, Accounting Manager
Denise Henninger, Deaf and Hard of Hearing Supervisor
Michael Hudson, Director, Human Resources (Temp)
Regina Ip, Web/Social Media Manager
Joshi John, Instructional Technology Services Manager
Stacey Jones, Assessment Center Supervisor
Elease Juarez, Campus Store Assistant Manager
John Linke, Supervising Personnel Analyst
Debra Locke, EOPS/CARE Supervisor
Brant Looney, Instructional Technology Services Manager
Cynthia Moore, Director of Purchasing
Stacy Neal, Financial Aid Supervisor
Mike Newport, KCRW Radio Station Operations Manager
Eric Pivovarovoff, Director, Facilities Management
Patrick Qualey, Construction Services Supervisor
Jaime Recinos, Campus Store Assistant Manager
Dan Rojas, Network Services Manager
Jere Romano, Campus Police Sergeant
Robert Rudolph, Production Manager, Facilities Programming
Carl Sheaffer, Assistant Director, Facilities Management
Grace Smith, Public Information Officer
Carla Spalding, Controller
Dan Sy, Associate Director, SMC Foundation (Temp)
Jenny Trickey, Child Care Services Supervisor
George Webb, Custodial Operations Supervisor
Bryan Wilson, CC Police Sergeant
Lisa Winter, Compliance Administrator/Title IX Coordinator
Charlie Yen, Director, Facilities Planning (WOC)

DEPARTMENT CHAIRS

Ronald Davis, Art
Sal Veas, Business
Maria Munoz, Communications
Howard Stahl , Computer Science & Information Systems
Debbie Perret, Cosmetology
Laurie Guglielmo, Counseling
Judith Douglas, Dance
Chris Fria, Design Technology
Josephine Hao, Design Technology
Eric Minzenberg, Earth Sciences
Laura Manson, ECE/Education
Jason Beardsley, English
Judith Marasco, ESL
Eric Williams, Health Sciences
Sang Chi, History
Elaine Roque, Kinesiology/Athletics
Brenda Antrim, Library
Alexandra Tower, Life Sciences
Mitra Moassessi, Mathematics
Toni Trives, Modern Languages & Cultures
Yulia Kozlova, Music
Josh Sanseri, Photography and Fashion
Jamey Anderson, Physical Sciences
Alex Schwartz, Psychology
Christine Schultz, Philosophy and Social Sciences
Perviz Sawoski, Theatre Arts

ACADEMIC SENATE PRESIDENT

Nate Donahue

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2018 through June 30, 2019, unless otherwise indicated.

The list of contracts is thoroughly reviewed and evaluated by the end-users and approved by the vice-presidents before being presented to the Board for approval. The following annual contracts are primarily renewals of existing contracts.

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

The full list of Annual Contracts and Consultants is included in Appendix B

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ACADEMIC AFFAIRS

INFORMATION ITEM NO. 17 **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENT – COURSE OFFERINGS FOR 2018-2019**

The College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreements were approved by the Board of Trustees in Fall 2016. Appendix C indicates the course offerings for the 2018-2019 academic year for Santa Monica/Malibu Unified School District.

Comment: The CCAP agreements require that the Board of Trustees be officially notified of the course offerings for each academic year. No action is necessary.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 18 CONTRACTS AND CONSULTANTS

18-A CONTRACT FOR TECHNICAL ASSISTANCE AND GUIDANCE FOR PATHWAYS

Requested Action: Approval/Ratification

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

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

Provider: Arizona State University

Service: To provide technical assistance and guidance for Pathways

Period: July 1, 2017 - June 30, 2018

Amount: Not to exceed \$59,583

Funding Source: Award for Innovation Grant

Summary: Arizona State University will provide technical assistance and guidance as Santa Monica College works to develop and implement guided pathways across the instructional and student service programs. Costs include time and effort, travel reimbursement, and indirect cost reimbursement.

Comment: SMC has established a partnership with ASU as co-recipients of the Award for Innovation grant. ASU will be assisting with faculty professional development around the concept of building pathways (major maps). ASU will offer technical consultation about decisions that SMC will make regarding SMC's technology tools for exploring major maps, integrating career exploration, and incorporating labor market information into degree plans

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 18 CONTRACTS AND CONSULTANTS (continued)

18-B CONTRACT FOR REGIONAL TALENT DEVELOPMENT SYSTEMS CHANGE

Requested Action: *Approval/Ratification*

Requested by: *Patricia G. Ramos, Dean - Workforce & Economic Development*

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

Provider: Career Ladders Project (CLP)

Service: Partnership Development, Capacity Building, and Convening Support

Period: July 1, 2018 through December 31, 2020

Amount: \$343,000 Total

Funding Source: Strong Workforce Regional Share

Summary: Cloud Computing jobs across the industry have increased tremendously in recent years. For jobs utilizing Amazon Web Services (AWS), there has been an increase of 177% since 2014 with over 2,000 annual openings in Los Angeles County which are affected by cloud computing technologies. The practical application of skills and industry certifications necessary for entry level jobs makes a cloud computing program appropriate for community colleges to append to existing IT, computer science, business or web design programs integrating cloud managed services.

Utilizing support from the Strong Workforce Program, SMC is leading the CA Cloud Workforce Program to scale the AWS model into a regional career pathway from high school to industry certifications and employment. The CA Cloud Workforce Project will build the capacity of college leaders and pathway teams in content knowledge around the industry sector and in pathway development.

CLP will support college leads in developing protocols and strategies to incubate and strengthen partnerships for the CA Cloud Workforce Project within a career pathway framework. CLP will use the self-assessment and work with college leads and teams to identify specific areas for capacity building, support counseling faculty, in particular through peer-to-peer learning and partnership building between high school and college counselors. CLP will support a community of practice for the CA Cloud Workforce Project to facilitate peer-to-peer learning – assessing readiness of college and high school partnership, identifying gaps, sharing evidenced based practices, forming implementation teams, and identifying and addressing barriers.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 18 CONTRACTS AND CONSULTANTS (continued)

18-C CONTRACT FOR REGIONAL INDUSTRY COUNCIL

Requested Action: *Approval/Ratification*

Requested by: *Patricia G. Ramos, Dean - Workforce & Economic Development*

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

Provider: Economic Development Corporation of Los Angeles County (LAEDC)

Service: Industry Engagement for Career Education

Period: June 7, 2018 through December 31, 2020

Amount: \$2,130,000 total

Funding Source: Strong Workforce Program Regional Share

Summary: The Economic Development Corporation of Los Angeles (LAEDC) and its key strategic partners will build upon objective labor market, employment and occupational analyses to conduct primary research validation and directed collaboration between talent demand- (i.e., industry firms) and talent supply- (i.e., community colleges, etc.) sides in development of education, career technical, workforce and job training programs and curricula that are better aligned with and related to region's growing industries and occupations. LAEDC's primary research and strategic transactional assistance will focus on the following four industry clusters: Advanced Transportation, Aerospace, Bioscience and Digital Media and Entertainment.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 18 CONTRACTS AND CONSULTANTS (continued)

18-D CONTRACT FOR CALIFORNIA CLOUD WORKFORCE PROGRAM

Requested Action: *Approval/Ratification*

Requested by: *Patricia G. Ramos, Dean - Workforce & Economic Development*

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

Provider: Courtyard Marriott, 901 West Olympic Blvd., Los Angeles, CA 90015

Service: The California Cloud Workforce Project, part of the Strong Workforce Program, will be hosting its official project launch meeting and AWS Technical & Cloud Pathway Training from July 10 –13, 2018. Santa Monica College is the lead for the project and will be coordinating and developing the launch and training in partnership with Amazon Web Services, Career Ladders Project and will host 18 other community college partners for technical and pathway training. Courtyard Marriott services include conference rooms, food, technical set-up and service.

Period: July 10-13, 2018

Amount: Not to exceed \$57,000

Funding Source: Strong Workforce Regional Round 2

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 19 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	Office of Undergraduate Research California State Polytechnic University, Pomona	June 18-August 17 2018 Not to exceed \$2000	Research Supplies for the Summer Undergraduate Research Experience.	Title III HSI STEM Grant
<i>Requested by: Melanie Bocanegra, Associate Dean, STEM Initiatives</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
B	Salomon Davila ScopeWave, LLC	July 1 – December 31, 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	June 5, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 19 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
C	ER Consulting, LLC Dba "The Company Doctors"	2017-2018 Not to exceed \$40,000 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) \$43,000 (board approved 03/06/18) Total previous contracts: \$184,900 Total not to exceed past approved contracts (\$184,900) and current (40,000) : \$224,900	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 & 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)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 19 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
D	Kirkpatrick Enterprises International (KEI)	2017-2018 Not to exceed \$15,600 KEI Service Contacts previously approved: Not to exceed \$46,650 (board approved on 8/2/16) \$42,450 (board approved on 8/1/17) \$36,900 (board approved on 2/6/18) Total previous contracts: \$126,000 Total not to exceed past approved contracts (\$126,000) plus current (\$15,600) \$141,600	Kirkpatrick Enterprises International (KEI) 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 & 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 KEI. This contract is the sixth to be executed based on the successful performance of the previous contract.	Employment Training Panel (ETP)
<u>B, C, and D</u> <i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
E	Marisa Alimento	June 28 – July 27, 2018 (total of 40 hours) \$50 per hour, not to exceed \$2,000	The consultant will provide instruction in Latin during the 2018 Summer Program to meet the foreign language core curriculum requirement of the U.S. Department of Education Upward Bound grant.	TRIO/Upward Bound
<i>Requested by: Bonita Cooper, Project Management, TRIO/Upward Bound</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 19 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
F	MindKare	May 2018-May 2021 Not to exceed \$15,000	MindKare provides mental health screenings that can be offered via kiosk. This serves as an educational and awareness-raising tool to help normalize mental health care and reduce stigma. The screening program is embedded within the MindKare® branded machine, and the screenings are quickly conducted through self-administration. A student can walk up to the kiosk and has the option to take a screening and then review a list of local referral resources, such as Santa Monica College's counseling services. Regardless of the individual's screening results, the customized referral resources will be available at this time.	Suicide Prevention SAMHSA grant funded (year 1); Mental Health Grant State Chancellors Office (years two and three)
<i>Requested by: Susan Fila, Director of Health and Wellbeing</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: _____ CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 20 CONTRACTS FOR CELEBRATE AMERICA, 2018

Requested Action: *Approval/Ratification*

Requested Action: *Linda Sullivan, Associate Dean Facilities Programming*

Approved By: *Don Girard, Senior Director, Government Relations/Institutional Communications*

Approval of the following contracts for Celebrate America 2018, scheduled for Saturday, June 30, 2018. All activities including entertainment and community picnic will be held on Corsair Field. There will be live music and DJ curated by the Santa Monica Pier Corporation, food drive, an MC on the Corsair Stage, and a spectacular fireworks show from the top of Parking Structure 3. Costs are covered by sponsorships and donations.

	Provider	Amount	Service
A	Pyro Spectaculars - Fireworks	\$17,500	Fireworks
B	To be announced	\$2,000+	Music entertainment
C	Eddie Jauregui, MC	\$335	Master of Ceremonies
D	Denise Flachbart	\$3,000	Production services
E	Field Turf	\$5,775	Maintenance of Corsair Field
F	Sunstock Solar Productions	\$4,100	Sound and lighting
G	Santa Monica Pier Corporation	\$2,200	Staging
H	Portable Restrooms	\$2,000	Portal restrooms and 300 gallon sink
I	Athens Services	\$225	Waste collection disposal
J	Contemporary Services Corp.	\$8,900	Event security services
K	SMC Campus Police	\$9,530	Security
L	SMC Grounds Maintenance/ Custodial Services	\$8,060	Grounds & custodial cleanup
M	Smart Party Rents	\$5,500	Canopies, lighting, tables, linens, chairs
N	Go Graphics Printing	\$1,100	Flyers and programs
O	Miscellaneous Rentals and Expendables	\$2,450	Games, glow wands, chalk, banner tape, hoses

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 21 EQUAL OPPORTUNITY FUND MULTIPLE METHOD ALLOCATION MODEL CERTIFICATION FORM, FISCAL YEAR 2017-2018

Requested Action: Approval/Ratification

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

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

It is recommended that the Board of Trustees certify that the Santa Monica Community College District met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year; *and* meet at least of 6 out of 8 of the remaining Multiple Methods:

- SMC's EEO Advisory Committee has met in excess of the minimum required meetings during FY 2017-2018.
 - Santa Monica College's current EEO Plan can be found at http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/EEO_Documents/EEO_Plan-BOT_Approved_FINAL_09.05.2017.pdf; The EEO Plan is required to be updated every 3 years; it was approved in September 2017.
- The EEO Expenditure Report for FY 2016-2017 was submitted to the Chancellor's Office on 9/11/2017.
- SMC meets 9 out of 9 Multiple Methods.

Purpose

The purpose of implementing the Multiple Method model was to increase compliance with legal EEO requirements and provide our students with the educational benefits of a diverse workforce.

Background

Each year the California Community Colleges Chancellor's Office supports EEO and diversity training and education through a state-wide funding mechanism. Last year the funding mechanism was reorganized, and now requires completion of a certification form from each district requesting funding for EEO and diversity work. The funding can be used for training, publication of EEO/diversity materials, conference attendance, speakers, supplies, job fair exhibition fees, etc. (See attached EEO Expenditure Report for Fiscal Year 2016-2017.) Historically EEO funding for the Office of Human Resources has been approximately \$7,000/year. Although we expect the annual state funding allocation to continue to vary from year to year, funding for the Fiscal Year 2017-2018 was \$50,000.

Regulatory Source and Impact

"Education Code section 87100 and title 5 require the community colleges to have a richly diverse workforce that addresses the needs of our diverse student populations. Attaining a diverse workforce requires focusing on equal employment opportunities to eliminate barriers in employment, such as lack of focused outreach, a non-welcoming culture, and implicit and explicit bias. Eliminating these barriers requires a proactive, intentional effort by colleges. It also requires various institutional disciplines, such as a review of job descriptions to avoid exclusionary effect, analysis of significant underrepresentation and adverse impact to ensure recruitment efforts and hiring processes are not unintentionally discriminatory, and effective training of committee members to self-regulate unconscious bias." *2016 EEO and Diversity Best Practices Handbook*. <http://extranet.cccco.edu/Divisions/Legal/EEO.aspx>

The Chancellor's Office Equal Employment Opportunity and Diversity Advisory Committee and the Legal Affairs Division identified nine best-practice areas for success in promoting EEO. These serve as the multiple methods for reallocating the EEO Fund. In order to qualify for EEO funds, districts are required to demonstrate compliance with Multiple Method #1, and at least 6 of the remaining 8 Multiple Methods.

The certification form requires districts to report the various activities being implemented to promote Equal Employment Opportunity for each of the following 9 Multiple Methods.

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies and adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Summary.

Santa Monica College meets 9 out of 9 Multiple Methods, and therefore would qualify for EEO funding in the next fiscal year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 22 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

NEWLY TENURED FACULTY

Amerian, Stephanie, History Instructor	8/27/2018
Deloach, Chante, Psychology Instructor	8/27/2018
Donahue, Nathaniel, Art History Instructor	8/27/2018
Driscoll, Brian, Music Instructor	8/27/2018
Espinosa, Andrew, English Instructor	8/27/2018
Gartner, Gabriel, Life Science Instructor	8/27/2018
Grace, Yiching, Education/ECE Instructor	8/27/2018
Lor, Pin, Disabled Students Counselor	8/27/2018
Moreno, Marisol, History Instructor	8/27/2018
Rajski, Brian, English Instructor	8/27/2018
Romo, Rebecca, Sociology Instructor	8/27/2018
Withers, Joshua, Photography Instructor	8/27/2018

NEW FULL-TIME FACULTY

Eshaghian, Mary (Mehrnoosh), Full-Time Faculty Tenure Track, CSIS	8/21/2018
Bishop, Michael (Scott), Full-Time Faculty Tenure Track, CSIS	8/21/2018
Caggiano, Susan, Full-Time Faculty Tenure Track, English	8/21/2018

ADMINISTRATORS

PROJECT MANAGERS

Bendezu, Cyndi, Equity Initiatives	7/1/2018-6/30/2019
Cardenas, Nancy, LA Hi Tech Student Support (50%)	7/1/2018-6/30/2019
Cooper, Bonita, Upward Bound	7/1/2018-6/30/2019
Davis, Shari, Special Assignments (75%)	7/1/2018-6/30/2019
Kawar, Ferris, Sustainability	7/1/2018-6/30/2019
Leon-Vasquez, Maria, Workforce Development	7/1/2018-6/30/2019
Nathan, Pernilla, Suicide Prevention Grant (50%)	7/1/2018-6/30/2019
Sandoval, Audrey, Pico Promise (50%)	7/1/2018-6/30/2019
Williams, Ayanna, IxD Promotion and Recruitment (50%)	7/1/2018-6/30/2019
Zugic, Irena, Pathways	7/1/2018-6/30/2019

INTERIM ADMINISTRATOR

Akins-Raveling, Delores, Dean, First Year Programs	7/1/2018-6/7/2019
Brown, Nedra, Assistant Director, Athletics	7/1/2018-6/30/2019
Burson, Patricia, Dean, Learning Resources	7/1/2018-6/30/2019
Dawson, Frank, Dean, Career Education	7/1/2018-6/30/2019
Deknatel, Jane, Director, Performing Arts Center	7/1/2018-8/30/2018
Hall-Baker, Tre'Shawn, Dean, Human Resources	7/1/2018-6/30/2019
Hyeler, Maral, Associate Dean, Instructional Services/External Programs	7/1/2018-6/7/2019

Kinsella, Denise, Dean, International Education	7/1/2018-6/30/2019
Lee-Lewis, Sherri, Vice President, Human Resources	7/1/2018-6/30/2019
Mata, Nick, Dean, Students	7/1/2018-12/31/2018
Polachek, Elaine, Executive Vice President	7/1/2018-6/30/2019
Weir, Catherine, Associate Dean, International Education	7/1/2018-6/30/2019
Whitaker, Tammara, Director, Online Services	7/1/2018-6/30/2019

ACTING ADMINISTRATOR

Chavarry, Edna, Dean, Institutional Research	7/1/2018-8/3/2018
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ADJUNCT FACULTY

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

SEPARATION

RESIGNATION

Lorenz, Georgia, Vice President, Academic Affairs	7/6/2018
Galbraith, Kimberly, Full-Time Faculty (Counseling), DSPS	6/12/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 23 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.

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Gardener-Equipment Operator (1 position) Grounds, 12 months, 40 hours	06/05/2018

<u>ESTABLISH</u>	
Assistant Director of Operations (1 position) Facilities Management, 12 months, 40 hours	06/06/2018
Custodian (1 position) Operations, 12 months, 40 hours, NS-III	06/06/2018
Director of Safety & Risk Management (1 position) Fiscal Services, 12 months, 40 hours	06/06/2018
Gardener Equipment Operator (1 position) Grounds, 12 months, 40 hours	06/06/2018
Skilled Maintenance Worker II (1 position) Facilities Management, 12 months, 40 hours	06/06/2018

<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	
From: Director of Purchasing Classified Management Schedule Range M-24	06/06/2018
To: Director of Procurement, Contracts & Logistics Classified Management Schedule Range M-32	
From: Director of Contracts and Events Classified Management Schedule Range M-25	06/06/2018
To: Director of Facilities Finance Classified Management Schedule Range M-32	
From: Senior Student Services Specialist – Academic Records Evaluator Classified Regular Schedule Range 32	06/06/2018
To: Senior Academic Records Evaluator Classified Regular Schedule Range 36	
From: Student Services Specialist – Academic Records Evaluator Classified Regular Schedule Range 30	06/06/2018
To: Academic Records Evaluator Classified Regular Schedule Range 33	

NEW CLASS DESCRIPTION

Classification Title: Director of Budget

06/06/2018

Proposed Salary Range: Classified Management Schedule Range M-32

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Alex, Jocelyn, Administrative Assistant I, Dance/ESL (Step C)

05/14/2018

Sy, Dan, Associate Director of the SMC Foundation (Step C)

05/16/2018

Thomas, Reggie, Custodian, Operations (Step C)

05/16/2018

Wang, Lynn, Instructional Assistant – English (Step C)

05/16/2018

Yilma Kassaye, Rebecca, Accountant, Fiscal Services (Step C)

06/18/2018

PROBATIONARY

Hernandez, Sandra, Administrative Assistant I, Athletics/Kinesiology

06/01/2018

Ezell, Sara, Administrative Assistant I, English Department

06/18/2018

Garland, Kasey, Administrative Assistant II, Facilities Management

06/18/2018

PROMOTION

Trinh, Hai Hon (Jason)

05/01/2018

From: Budget Technician, Fiscal Services, 12 mos, 40 hrs

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

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Vargas, Alexandra

06/01/2018

From: Health Assistant, Health Office, 11 mos, 20 hrs

To: Health Assistant, Health Office, 11 mos, 20 hrs

Student Services Clerk (Step E), Scholar's Program, 11 mos, 20 hrs

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Barham, Clay

5/21/2018 – 6/30/2018

From: Instructional Assistant - English

To: Student Services Specialist, 100%

Fullard, Anisha

04/16/2018 – 6/30/2018

From: Administrative Assistant I

To: Administrative Assistant II, 100%

Hawes, Allyn

06/04/2018 – 09/28/2018

From: Skilled Maintenance Worker II

To: Journeyman Trade – HVAC, 100%

Liu, Wendy

6/4/2018 – 8/28/2018

From: Database Administrator

To: Management Information Systems (MIS) Manager, 100%

Milano, David

5/21/2018 – 9/21/2018

From: Student Services Clerk

To: Student Services Specialist – Admissions and Records, 100%

Tercero, Janet
From: Student Services Assistant
To: Student Services Specialist, 100%

04/16/2018 – 06/30/2018

Webster, Jaazer
From: Student Services Assistant
To: Student Services Specialist, 100%

5/7/2018 – 6/30/2018

The following Classification Re-Title and Salary Re-Allocations and Reclassifications are part of an ongoing, cyclical review process by the Personnel Commission.

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION (PERSONNEL COMMISSION PROCESS)

Moore, Cynthia 06/06/2018
From: Director of Purchasing
Classified Management Schedule Range M-24
To: Director of Procurement, Contracts & Logistics
Classified Management Schedule Range M-32

Yen, Charlie 06/06/2018
From: Director of Contracts and Events
Classified Management Schedule Range M-25
To: Director of Facilities Finance
Classified Management Schedule Range M-32

Rueza, Estela 06/06/2018
From: Senior Student Services Specialist – Academic Records Evaluator
Classified Regular Schedule Range 32
To: Senior Academic Records Evaluator
Classified Regular Schedule Range 36

Barton, Cleve P. 06/06/2018
From: Student Services Specialist – Academic Records Evaluator
Classified Regular Schedule Range 30
To: Academic Records Evaluator
Classified Regular Schedule Range 33

Pant, Poonam 06/06/2018
From: Student Services Specialist – Academic Records Evaluator
Classified Salary Schedule – Range 30
To: Academic Records Evaluator
Classified Salary Schedule – Range 33

Sasaki, Karen 06/06/2018
From: Student Services Specialist – Academic Records Evaluator
Classified Salary Schedule – Range 30
To: Academic Records Evaluator
Classified Salary Schedule – Range 33

Warren, Clarence 06/06/2018
From: Student Services Specialist – Academic Records Evaluator
Classified Salary Schedule – Range 30
To: Academic Records Evaluator
Classified Salary Schedule – Range 33

Young, Chris 06/06/2018
From: Student Services Specialist – Academic Records Evaluator
Classified Salary Schedule – Range 30
To: Academic Records Evaluator
Classified Salary Schedule – Range 33

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Diaz, Veronica 06/06/2018
From: Accounting Manager
Classified Salary Management Schedule - Range M-19
To: Director of Budget
Classified Salary Management Schedule - Range M-32

LEAVE OF ABSENCE – UNPAID

Michalowski, Terra, Student Services Specialist – Adm/Records 05/07/2018 – 12/21/2018
Hall Baker, Tre'Shawn, Director of Human Resources 07/01/2018 – 06/30/2019
Comment: Tre'Shawn will be on an unpaid leave from her classified assignment while working as the Interim Dean, Human Resources.
Whitaker, Tammara, Senior Student Services Specialist – Distance Education 07/01/2018 – 06/30/2019
Comment: Tammara will be on unpaid leave from her classified assignment while working as the Interim Director, Online Services.

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Alvarado, Stephanie, Administrative Assistant II, Superintendent/President 05/15/2018
Havlicek, Holly, Library Assistant, Library 06/01/2018
Morgan, Kaysha, Senior CTE Program Advisor, Workforce & Economics Dev 06/01/2018

RETIREMENT

Bottenfield, Raymond, C.C. Police Captain (9 years) 06/29/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 24 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

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

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

ELECTIONS

EFFECTIVE DATE

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

Linares, Delia, Administrative Assistant I, Human Resources

From: 04/02/2018-06/30/2018

To: 04/02/2018-04/04/2018

Monroy, Andy A., Library Assistant, LIBRARY 05/16/2018-06/29/2018

Montano, Ron T., Library Assistant, LIBRARY 05/16/2018-06/29/2018

Thomas, Adrian A., Theatre Technical Specialist, SMC Performing Arts

From: 07/01/2017-06/30/2018

To: 07/01/2017-05/10/2018

Whitfield, Justin C., Student Services Clerk, Admissions & Records 05/03/2018-06/29/2018

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.

Banks, Nichole M., Customer Service Assistant/ Bookstore 06/04/2018-06/29/2018

Carter, Ashlie, Customer Services Assistant, Bookstore 06/04/2018-06/29/2018

English, Kara J., Customer Service Assistant/ Bookstore 06/04/2018-06/29/2018

Farahani, Shahdad, Instructional Assistant -Math, Math

From: 11/20/2017-05/31/2018

To: 11/20/2017-05/09/2018

Lemon, Curly

From: Bookstore Clerk/ Cashier, Bookstore 05/29/2018-06/29/2018

To: Customer Service Assistant 05/21/2017-06/29/2018

Hernandez Solis, Edgar, Customer Service Assistant/ Bookstore 06/04/2018-06/29/2018

Higgs, Shan P., Customer Service Assistant/ Bookstore 06/04/2018-06/29/2018

Lopez, Vanessa Customer Service Assistant/ Bookstore 06/04/2018-06/29/2018

Naylor-Jones, Marisa

From: Bookstore Clerk/ Cashier, Bookstore 05/29/2018-06/29/2018

To: Customer Service Assistant 05/21/2017-06/29/2018

Nelli, Maria, Enterprise Business Services Clerk, Bursar's Office 05/14/2018-06/29/2018

Nwonwu, Vergie

From: Bookstore Clerk/ Cashier, Bookstore 05/29/2018-06/29/2018

To: Customer Service Assistant 05/21/2017-06/29/2018

Parks, David W., Customer Service Assistant/ Bookstore 06/04/2018-06/29/2018

Ramirez, David, Customer Services Assistant, Bookstore 06/04/2018-06/29/2018

Salazar, Israel I., Customer Service Assistant/ Bookstore 06/04/2018-06/29/2018

Shine, Kevin, Enterprise Business Services Clerk, Bursar's Office 05/14/2018-06/29/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 25 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, \$12.00/hour (STHP)	23
College Work-Study Student Assistant, \$12.00/hour (FWS)	15
College CalWorks	1

MINIMUM HOURLY WAGE INCREASE

EFFECTIVE DATE

Minimum wage increase from \$12.00 to \$13.25 per hour

7/1/2018

Comment: In December 2016, the Board of Trustees approved adjustments to the Santa Monica College Minimum Wage to correspond with the California Minimum Wage. In December 2017, the Board of Trustees approved incremental adjustments of the Santa Monica College Minimum Wage to coincide with the City of Santa Monica Wage Ordinance, beginning January 1, 2018, as follows:

July 1, 2016	\$10.50/hour
July 1, 2017	\$12.00
July 1, 2018	\$13.25
July 1, 2019	\$14.25
July 1, 2020	\$15.00
July 1, 2021	\$15.00

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 FACILITIES

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

26-A COMMISSIONING PROFESSIONAL SERVICE CONTRACT FOR THE EARLY CHILDHOOD LAB SCHOOL AND MALIBU CENTER SHERIFF STATION BUILDINGS

Enter into agreement with Jacobs Engineering Group Inc. to provide "Fundamental + Enhanced Commissioning" services for the Early Childhood Lab School Project and "Fundamental Commissioning" for the SMC Malibu Campus / Sheriff Station, in accordance with LEED v3 2009 NC in the amount of \$73,854.

Jacobs Engineering Group	\$73,854
3QC	\$86,100
P2S	\$101,260

Funding Source: Measure S, V

Comment: Vanir CM outreached and requested proposals from multiple contractors providing Enhanced Commissioning Services for projects with similar scope, size, magnitude, and schedule demands. Proposals for this project were received from 3Qc Engineering, P2S Inc, and Jacobs Engineering. It is recommended that the Board of Trustees enter into Contract with Jacobs Engineering Inc.

26-B CONSTRUCTION ESCROW AGREEMENT—EARLY CHILDHOOD LAB SCHOOL

Pursuant to Section 22300 of the Public Contract Code the contractor has the option to deposit securities with escrow agent as a substitute for retention earnings required to be withheld by the District for the Early Childhood Lab School project. Alternatively, on written request by the contractor, the District shall make payments of the retention earnings directly to the escrow agent, Golden State Bank. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention. Securities shall be held in the name of the District and shall designate the contractor for such funds which otherwise would be withheld from progress payments pursuant to the contract provisions, provided that the escrow agent holds securities in the form and amount specified.

Funding Source: Measure S, V and City of Santa Monica

Comment: The escrow agreement created under Section 22300 allows the contractor a method of earning interest on funds that are normally withheld and not paid until the end of the project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 FACILITIES (continued)

26-C STEM LEARNING AND LEADERSHIP INNOVATION CENTER: SMC MAKERSPACE PROJECT

It is recommended that the Board of Trustees award the architectural contract to Gwynne Pugh Urban Studio for the STEM Learning and Leadership Innovation Center: SMC Makerspace Project in the amount of \$49,500.

Architect	Amount
Gwynne Pugh Urban Studio	\$49,500
MYNG Architects	\$87,812

Funding Source: Title III HSI STEM Grant and District Capital Funds

Comment: The project includes renovating the existing storage space located on the first floor of Drescher Hall. The newly renovated space will become the STEM Learning and Leadership Innovation Center, which include a classroom and a workshop space. The project will require Division of the State Architects (DSA) approval. The college solicited four architects from the Board approved on-call architect list and received two proposals from Gwynne Pugh Urban Studio and MYNG Architects.

26-D POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$174,593.49
For the Period: January 1, 2018 – March 31, 2018 (3 months)
Funding Source: 2017-2018 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 District uses the pool compared to the total hours of pool use by all parties. Besides the usage, utilities, and lifeguard charges, this payment also includes locker room renovations/ upgrades, tile repair and replacement around the perimeters of both pools, and annual maintenance on boilers. District paid the City of Santa Monica \$82,458.83 for the same period last year.

26-E AMENDMENT NO. 1 TO AGREEMENT FOR ENGINEERING SERVICES/CONSTRUCTION ADMINISTRATION – STUDENT SERVICES BUILDING

Amendment to agreement with MDC Engineers to extend Engineering Services/Construction Administration for the Student Services building from June 30, 2018 to June 30, 2019 and increase contract amount by \$63,200.

Original Contract Amount	\$ 52,800
Amendment No. 1	\$ 63,200
Revised Contract Amount	\$ 116,000

Funding Source: Measure S, AA, V

Comment: This Amendment will bring the contract length to match the project close-out schedule for the Student Services building.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 FACILITIES (continued)

26-F CHANGE ORDER NO. 12 – STUDENT SERVICES BUILDING

Change Order No. 12 – BERNARDS BROS. on the Student Services Building project in the amount of \$270,585.

Original Contract Amount	\$ 77,438,000
Change Order No. 01	\$ 17,634
Change Order No. 02	\$ 13,169
Change Order No. 03	\$ 28,294
Change Order No. 04	\$ 204,509
Change Order No. 05	\$ 39,913
Change Order No. 06	\$ 93,862
Change Order No. 07	\$ 86,274
Change Order No. 08	\$ 67,477
Change Order No. 09	\$ 114,030
Change Order No. 10	\$ 25,628
Change Order No. 11	\$ 66,285
<u>Change Order No. 12</u>	<u>\$ 270,585</u>
Revised Contract Amount	\$ 78,465,660

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

Funding Source: Measure S, V, AA

- Comment: Change Order No. 12 includes the labor and material cost to furnish and install the following:
- Modify the moment frame beams at transitions where beam flange width is larger than column flange width, including detailing work for DSA approval;
 - Provide a 22 gauge metal cant strip around the roof perimeter;
 - Construct stem walls for two planters near the water feature and Information Kiosk;
 - Construct stem walls near the North ramp for one planter, including rebar dowels drilled and epoxied, additional framework and rebar as well as hot rubber for waterproofing.
 - Drop the western-most portion of the level 2 ceiling from 10'-6" to 9'-0" to accommodate the storm drain line that travels from column G/4 to 3/H that must cross under a beam at the G line;
 - Revise louver sizes and build duct-to-louver transition for Air Handling Unit-1 (AHU-1), AHU-2, AHU-3 & AHU-4;
 - Additional channel supports to support the glass wall stacking;
 - Fur out east and west side of column K6 in Classroom S291 so receptacles can be installed;
 - Install Z-Clip backing at exterior ACM soffits;
 - Add infill metal stud framing and roofing at third floor parapets.
 - Remove and replace concrete sidewalk on campus, between the Science Building and Art Complex, in order to repair existing underground gas line leak.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 **FACILITIES** *(continued)*

26-G **CHANGE ORDER NO. 27 – HEALTH, PE, FITNESS, DANCE & CENTRAL PLANT**

Change Order No. 27 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$175,099.

Original Contract Amount	\$ 39,556,000
Change Order No. 01	\$ 83,260
Change Order No. 02	\$ 14,491
Change Order No. 03	\$ 136,251
Change Order No. 04	\$ 65,454
Change Order No. 05	\$ 241,439
Change Order No. 06	\$ 61,814
Change Order No. 07	\$ 294,983
Change Order No. 08	\$ 51,463
Change Order No. 09	\$ 6,380
Change Order No. 10	\$ 78,438
Change Order No. 11	\$ 458,724
Change Order No. 12	\$ 9,012
Change Order No. 13	\$ 45,531
Change Order No. 14	\$ 101,998
Change Order No. 15	\$ 848,671
Change Order No. 16	\$ 151,974
Change Order No. 17	\$ 56,442
Change Order No. 18	\$ 6,965
Change Order No. 19	\$ 28,851
Change Order No. 20	\$ 34,368
Change Order No. 21	\$ 394,672
Change Order No. 22	\$ 26,323
Change Order No. 23	\$ 106,245
Change Order No. 24	\$ 19,486
Change Order No. 25	\$ 59,739
Change Order No. 26	\$ 281,810
<u>Change Order No. 27</u>	<u>\$ 175,099</u>
Revised Contract Amount	\$ 43,395,883

This change order does not result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 27 includes the labor and material cost to supply and install the following:

- Revise sump pits and sewage ejector and waterproof basement sump pit;
- New condensate drain pumps for fan coil units at Pavilion including electrical outlets provided for 3 pumps;
- Install coax-to-ethernet converter on top of each Kone Elevator cab for cameras at the Core Performance Center.

- Revise power to line voltage in lieu of low voltage to roller shades due to curtain length;
- Installation of additional 4" trim at Classroom 104;
- Install new combination fire smoke dampers, louvers and revise ductwork at Pavilion ground floor;
- Add electrical outlets and water line for vending machines and hosebib at Pavilion;
- Install mop sink and faucet at Pavilion.
- Provide required replay devices to interface the security system with the fire alarm system of the building.
- Pour concrete slab/pad and install gas meter cage to match construction of existing gas meter cage within campus along Pearl Street;
- Reimbursement for extended rental of Office Trailer at Track and Field and for the two storage containers.
- Framing/drywall in order to furr out wall that was in conflict with steel supports at third floor restroom;
- Adjust grades to protect existing telecom and electrical vaults and adjust easterly telecom and electrical vault top rings to proposed grade;
- Fire Sprinkler Discharge piping and concrete water tank at Pavilion Basement;
- Pump out oil from south elevator pit sump drain, clean and in-fill sump with concrete and build drywall cants on horizontal ledges inside the south elevator shaft;
- Installation of Monitoring devices for the new gas sub-meter located at the lower roof of the Pavilion and at the Core Performance Center building;
- Replace heat detectors with smoke detectors in Rooms P108 and P109.

26-H SUBCONTRACTOR SUBSTITUTION—EARLY CHILDHOOD LAB SCHOOL

Accept The Nazerian Group's Subcontractor Substitution Request on the Early Childhood Lab Project:

Listed Subcontractor	Requested Substitution
NST Plumbing & Fire Protection Inc.	The Nazerian Group

Funding Source: Measure S, V and City of Santa Monica

Comment: The Nazerian Group, the General Contractor for the Early Childhood Lab Project, has requested to substitute its listed Subcontractor, NST Plumbing & Fire Protection Inc., with The Nazerian Group to perform the Plumbing and Site Utilities portion of the project. The Nazerian Group stated that NST Plumbing & Fire Protection Inc. issued a letter withdrawing their bid stating that they are too busy to perform and deliver work on the project, as grounds for the proposed Substitution. Per General Conditions of the Contract the District's consent to Contractor's substitution of a listed Subcontractor shall not relieve the Contractor from its obligation to complete the Work within the Contract Time and for the Contract Price.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 **FACILITIES** *(continued)*

26-I AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES

Amend the agreement with P2S Inc. for "Engineering Services" for various projects at Santa Monica College:

- (1) Substitute the name "P2S Engineering, Inc." for "P2S Inc." wherever it appears in the contract; and
- (2) P2S Inc. hereby unconditionally assumes, and agrees to be bound by, all obligations and liabilities of Cannon Design Architects under or relating to the contract

Funding Source: Measure S, AA, V and District Capital Funds

Comment: There is no financial impact associated with this Board action

26-J AWARD OF CONTRACT FOR TEMPORARY AIR CONDITIONING

Award of bid to Murray Company, the lowest responsive bidder for Temporary Air Conditioning to various buildings on Main Campus and Performing Arts/Madison Campus for 5 months, in the amount of \$1,236,017.

Other Bidders:

Pacific Plumbing \$1,324,718

Funding Source: District Capital Fund 40

Comment: 76 Contractors were notified, 3 prime contractors attended the mandatory job walk.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 27 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

Reviewed by: Carla Spalding, Controller, Business Services

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

Title of Grant:	Guided Pathways
Granting Agency:	California Community Colleges Chancellor's Office
Augmentation Amount:	\$554,999 Year 1 (Total allocation \$2,219,994 over 5 years)
Matching Funds:	NA
Performance Period:	July 1, 2017 – June 30, 2022

Summary: The State of California provided \$150 million in one-time funding to 114 colleges to provide the opportunity to implement the Guided Pathways framework. The program will support an intensive five-year planning and implementation process, and fund expenditures such as release time for planning and professional development.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 554,999
	Expenditures	
	1000 Academic Salaries	\$ 350,000
	2000 Non-Academic Salaries	\$ 15,000
	3000 Employee Benefits	\$ 120,000
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 50,000
	6000 Capital Outlay	\$ 2,500
	7300 Other Outgo/Indirect	\$ 17,499
	7600 Student Aid	\$ 0
	Total	\$ 554,999

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 27 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

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

Reviewed by: Carla Spalding, Controller, Business Services

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

Title of Grant: ETP (Employment Training Panel) Workforce Training Program
Granting Agency: State of California, ETP
Award Amount: \$949,688
Matching Funds: Not applicable
Performance Period: March 26, 2018 - March 25, 2020

Summary: ETP is an economic development program that is administered by the Employment Training Panel (ETP), a component of the Employment Development Department (EDD). It is financed by a segment of the California State unemployment insurance revenue pool. The ETP program assists employers in strengthening their competitive edge by providing funds to off-set the costs of job skills training necessary to maintain high-performance workplaces. Third party organizations, both educational and private, are contracted with the state to administer various training programs as called for by the marketplace.

In March of 2018, Santa Monica College was awarded \$949,688 to provide a contract training program to businesses from March 26, 2018 through March 25, 2020. The ETP contract will be executed via a strategic operational plan integrating the objectives and resources of the Contract Education Office.

Budget: Restricted Fund 01.3

Revenue		
8600	State	\$ 949,688
Expenditures		
1000	Academic Salaries	\$ 130,505
2000	Non-Academic Salaries	\$ 121,078
3000	Employee Benefit	\$ 67,645
4000	Supplies & Materials	\$ 5,000
5000	Other Operating Expenditures	\$ 615,460
6000	Capital Outlay	\$ 10,000
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 949,688

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 27 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

Reviewed by: Carla Spalding, Controller, Business Services

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

Title of Grant: **California Early Childhood Mentor Program (CECMP)**
Granting Agency: California State Department of Education/Chabot College
Augmentation Amount: \$1,584
Matching Funds: NA
Performance Period: August 1, 2017 – July 31, 2018

Summary: Chabot-Las Positas Community College (CLPCCD) has awarded a sub-grant to the District for the purpose of providing 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 partially reimburses instructor's salary for one section of ECE 48 offered during the current school year.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 1,584
Expenditures		
1000	Academic Salaries	\$ 1,584
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 1,584

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 27 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

Reviewed by: Carla Spalding, Controller

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

Title of Grant: BASIC SKILLS
Granting Agency: State of California
Augmentation Amount: <\$19,915> (Amended Allocation \$752,003)
Matching Funds: \$0
Performance Period: July 1, 2017 – June 30, 2018
Summary: The purpose of Basic Skills funding is to improve outcomes of students who enter college needing at least one course in English as a Second Language (ESL) or basic skills in reading, English and mathematics.

The Chancellor's Office has issued P-1 Apportionment, on the basis of the new Basic Skills 2.0 funding formula, which has resulted in decrease of \$19,915 in the 2017-2018 funding level for Basic Skills.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	<\$19,915>
Expenditures		
1000	Academic Salaries	<\$19,915>
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		<\$19,915>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 28 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Chief Director, Business Services

Approved by: Elaine Polachek, Interim Executive Vice-President

Requested Action: Approval/Ratification

28-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: April 19, 2018 through May 23, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-27,849
2000	Classified/Student Salaries	-20,986
3000	Benefits	126,990
4000	Supplies	17
5000	Contract Services/Operating Exp	-26,319
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-51,853
Net Total:		0

28-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: April 19, 2018 through May 23, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	324,704
2000	Classified/Student Salaries	-262,207
3000	Benefits	71,540
4000	Supplies	-32,801
5000	Contract Services/Operating Exp	-31,217
6000	Sites/Buildings/Equipment	-70,019
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO.29 COMMERCIAL WARRANT REGISTER

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

Commercial Warrant Register

April 2018	7932 through 7970	\$14,301,272.63
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 30 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

Payroll Warrant Register

April 2018	C1I- C2J	\$11,635,196.74
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Comment: The detailed payroll register documents are on file in the Accounting Department.

Warrants not presented to the county treasurer within six months are void; therefore it is requested that LACOE draw a new warrant to replace the following list of expired warrants:

RECOMMENDATION NO. 31 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: Mitch Heskell, Dean, Educational Enterprise

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

Auxiliary Operations Payments and Purchase Orders

April 2018

Covered by check & voucher numbers: 016616-016892& 01477-01499

Bookstore fund Payments	\$ 296,602.05
Other Auxiliary Fund Payments	\$ 38,272.13
Trust and Fiduciary Fund Payments	<u>\$ 557,207.48</u>
TOTAL	\$892,081.66

<u>Purchase Orders issued</u>	\$4,168.92
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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	June 5, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 32 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
Approved by: Elaine Polachek, Interim Executive Vice President
Requested Action: Approval/Ratification

32-A AWARD OF PURCHASE ORDERS

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

April 2018

\$107,533,132.68

RECOMMENDATION NO. 33 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. 34 ORGANIZATIONAL MEMBERSHIPS

Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Elaine Polachek, Interim Executive Vice-President
Requested Action: Approval/Ratification

June 2018

Number of Memberships

Amount

7

\$55,897

Funding Sources: Departmental Budgets

Comment: The list of organizational memberships in 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	INFORMATION
Santa Monica Community College District	June 5, 2018

INFORMATION ITEM 35

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING – APRIL 25, 2018

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, **April 25, 2018 at 8 a.m.** in Drescher 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

1. CALL TO ORDER: 8:07 a.m.

2. ROLL CALL --- Members

- Sonya Sultan, Chair --- Present
- Katherine Reuter, Vice-Chair--- Present
- Jeffrey Graham – Absent
- Sion Roy --- Absent
- Sharon Barovsky --- Present
- Michael Dubin – Present
- Cassandra Santiago-Amzallag - Present

Others Present:

- Chris Bonvenuto, Chief Director, Business Services
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Ramin Nematollahi, Citizens' Bond Oversight Committee Coordinator
- Charlie Yen -- Director of Facilities Planning

3. APPROVAL OF MINUTES

The minutes of the Citizens' Bond Oversight Committee meeting of January 25, 2018 were approved as is. *Motion was made by Michael Dubin and seconded by Katherine Reuter and unanimously approved by the committee.*

4. REPORTS and DISCUSSION

A. SMC Bond Capital Construction Budget Summary as of March 31, 2018.

Charlie Yen, Director of Facilities Planning, discussed the SMC bond Capital Construction Budget Summary as of March 31, 2018.

- **Center for Media and Design:** The project is progressing as 90% complete. KCRW has started to move in their equipment and it may take 6 months for the move to be complete.
- **Core Performance Center:** Phase 2 (renovation of older building is now complete). Building is currently occupied and in use.
- **Student Services Building:** Construction is proceeding as planned and completion date is set for Spring/Summer 2019.
- **Malibu Campus:** A sewer line realignment has caused a delay. The bid should go to the board in August with a breaking ground of construction in September. Completion is planned for Spring 2021.
- **Early Childhood Education Center:** Construction to break ground June 2018, and expected completion date is 2020. Due to Aluminum/Steel tariffs price for construction was higher than expected.
- **Math & Science Building:** Currently at the development phase. Due to financing being matched by the state, each step must be approved by the state.

B. Bond Sales & Measure V

Chris Bonvenuto, Chief Director, Business Services, discussed the recent bond sales and refunding of the Build America Bonds. He discussed structuring the sale to generate specific premiums, so that the first year assessment and would not impact the property owners tax liability until 2019-2020. He shared that with SMC's bond rating and a cooperative market a \$1.9 million savings was generated for the taxpayer. He further clarified achieving a repayment ratio of 1.77 to 1 on the Measure V. Sonya Sultan, the chair, and the committee expressed their gratitude to Chris and Charlie and their teams for all their work in saving the tax payers money.

C. Measure U, S and AA and Bond Sales Expense Reports

The SMC Bond Capital Construction Budget Summary as of March 31, 2018 reports the following:

Measure U Budget:	\$160,000,000
Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Interest	\$ 22,867,238
Other Funding Received:	\$ 26,741,995
Other Funding Pending:	\$ 52,594,548
Total Budget:	\$ 700,703,781
Estimate at Completion:	\$ 700,703,781
Bond Funds Remaining:	\$ 59,872,153

- **Measure U:** Total Measure U Expenditures last period were **\$0**; total remaining funds are **\$1,127**; no budget variance.
- **Measure S:** Total Measure S Expenditures last period were **\$10,480,443**; total remaining funds are **\$28,512,248**; no budget variance.
- **Measure AA:** Total Measure AA Expenditures last period were **\$17,881,399**; total remaining funds are **\$31,366,219**; no budget variance.
- **The Bond Sales/Expense Report**
Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of March 31, 2018.

Total Bond:	\$598,500,000
Total Available:	\$528,492,559
Total Expenses:	\$538,620,408
Total Available Remaining:	\$ 59,872,151
Total Unsold Bond:	\$ 7,441

- The SMC Bond Construction Program Contractor List as of March 31, 2018 was included in the packet.

D. INFORMATION – EXPIRING TERMS OF MEMBERS OF THE CITIZENS’ BOND OVERSIGHT COMMITTEE

The term of the following member(s) of the Citizens’ Bond Oversight Committee is expiring effective **June 30, 2018** and is not eligible for reappointment:

- The Associate Students representative will be selected in September.

The term of the following member(s) of the Citizens’ Bond Oversight Committee is expiring effective **June 30, 2018** and is eligible for reappointment:

- Jeffrey Graham, Local Business

The term of the following member(s) of the Citizens’ Bond Oversight Committee is expiring effective **June 30, 2018** and is not eligible for reappointment, as they will have termed out having served three consecutive terms:

- Katharine Reuter, Senior Citizens’ Organization

The Board of Trustees will follow a recruitment and application process to appoint/reappoint members to fill the vacancies.

5. SCHEDULE OF MEETINGS, 2017-2018

Wednesday, July 25, 2018 at 8 a.m.

6. ADJOURNMENT: 9:08 am

The next meeting of the Citizens’ Bond Oversight Committee will be held on Wednesday, July 25, 2018 at 8 a.m. in Drescher Hall Room 300---E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

Current information on all bond construction projects is available at:
<http://smcbondprogram.com> and at <http://www.smc.edu/CBOC>

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 5, 2018

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT** -10:59 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, July 10, 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:

Major Items of Business

- Appointments to Citizens' Bond Oversight Committee
- First Reading: Board Policy Chapter 7, Human Resources

Information

- 2017-2018 Grants Office Annual Report

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 5, 2018

APPENDIX A

RECOMMENDATION NO. 1

SUBJECT: **2018-2019 TENTATIVE BUDGET**

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2018-2019 is comprised of the following nine funds:

General Fund Unrestricted	\$206,837,596
General Fund Restricted	<u>\$59,629,281</u>
<i>Total General Fund</i>	\$266,466,877
Special Reserve Fund (Capital)	\$23,441,159
Bond Fund: Measure S	\$23,185,481
Bond Fund: Measure AA	\$16,488,150
Bond Fund: Measure V	\$180,850,372
Bond Interest & Redemption Fund	\$61,499,719
Student Financial Aid Fund	\$38,960,472
Scholarship Trust Fund	\$45,975
Auxiliary Operations	<u>\$5,065,115</u>
<i>Total Other Restricted</i>	\$349,536,443
TOTAL PROPOSED TENTATIVE BUDGET	\$616,003,320

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
2018-2019 TENTATIVE BUDGET NARRATIVE**

GENERAL FUND

The 2017-2018 fiscal year is projected to close with an Unrestricted General Fund ending balance, including Designated Reserves, of \$23,950,122.

For the 2018-2019 tentative budget, the District is projecting a decrease in revenue of <~0.3%> or <\$1,118,229> and a decrease in expenditures of <~0.6%> or <\$1,101,040>. The decrease in revenue is primarily due to one-time items that occurred in FY 2017-2018 which will not repeat in 2018-2019 totaling <\$6,679,496> (E.g. *mandated costs reimbursement and prior year apportionment adjustment/borrowing*) netted by an increase in revenues due to COLA, non-resident tuition and other minor revenue items. The decrease in expenditures is primarily due to a decrease in salaries and benefits as a result of the Supplemental Retirement Plan carried out by the District in December 2017, net of an increase in expenditures for step and longevity increases with related benefits and health and welfare increases. These changes are projected to result in a structural deficit of <\$9,486,741> and, with the inclusion of one-time items, an overall operating surplus of \$2,561,159 resulting in an ending Unrestricted Fund Balance is \$26,511,281 or 14.7% of total expenditures and transfers.

It is important to note that the revenue projections contained in the tentative budget are based on District projections of the proposals contained within the May Revise, except the proposal of a new funding formula, and are extremely preliminary. Based on actions taken by the Assembly Subcommittee on Education Finance, the District assumes Apportionment in 2018-2019 will be maintained at the 2017-2018 level, adjusted for COLA. If the final State budget does not reflect this assumption the District will realize a <\$12,156,134> reduction in Apportionment in 2018-2019. Due to the high level of uncertainty related to the State Budget it is expected that variances, possibly significant in nature, will occur between the Tentative and Adopted Budgets.

General Fund Unrestricted Revenues (01.0)

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

The District has based the tentative budget on the Governor's "May Revise" budget proposal except for the proposal of a new funding formula. The Governor's 2018-2019 budget proposal provides for a one-time 2.71% Cost of Living Adjustment (COLA), and a 1.0% growth allocation for the System of which the District, under the growth allocation model, is projected to receive 0.5%. The Tentative budget also reflects no change in enrollment for both resident and non-resident FTES from 2017-2018 levels.

The largest source of revenue for the District is state funding. The state funding formula is based on the combination of property taxes, enrollment fees, and principal apportionment funds added together to equal the estimated State General Revenue. The figures in the tentative budget are based on estimates from the Chancellor's Office adjusted by the District's enrollment projections.

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

General Fund Unrestricted Expenditures (01.0)

The District's largest expenditures (88.6% of the total budget) are related to salary and benefits. The salary and benefit related expenditure projections reflect appropriate step, column and longevity increases for all qualified employees.

The discretionary section of the expenditure budget (Supplies and Services), reflects a decrease of approximately <\$768,030> from 2017-2018 projected expenditures. The decrease is primarily due to a decrease in non-recurring software licensing and online services. Conversely, utilities and insurance increased by \$630,337 due to increase in both rates and usage for new facilities.

The amount of \$13,179,958 for the Contracts/Services line item in the tentative budget includes: Rents/Leases (i.e. Performing Arts Center, Swimming Pool, Big Blue Bus) 20%; Bank Fees and Bad Debt 15%; Repairs of Equipment/Maintenance 10%; Advertising 10%; Other Contract Services 7%; Software Licensing 5%; Consultants 5%; Managed Print Services 5%; Legal Services (including those for the Personnel Commission) 4%; LACOE Contracts (i.e. PeopleSoft, HRS, BEST) 4%; Postage and Delivery Services 3%; Off-Campus Printing 3%; Conferences and Training 2%; Professional Growth 1%; Memberships and Dues 1%; Audit 1%; Recruiting-Students 1% and Other Services – all under 1% of budget per category (e.g. Repairs-Facility, Field trip, Mileage, Commencement, Fingerprinting, Board Meetings, etc.) 3%.

It is expected that adjustments to projections will occur between the tentative budget and the adopted budget as more information becomes available from the State.

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, 2019, will be carried over to the 2019-2020 budget, if permissible.

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

Special Reserve Fund (40.0) Capital

This fund is also known as the Capital Expenditures Fund. The major source of revenue for this fund is the non-resident capital surcharge. These funds are used for capital outlay related projects, including the installment payments for the AET Certificate of Participation and any required expenditure matches to State capital outlay funding. 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 Funds 42.3, 42.4 and 42.5 reflect the total expenditure allocation and the total revenue for all projects and are not limited to the current year, thus resulting in a zero ending balance. These funds are legally restricted and may not be transferred into the unrestricted general fund.

Bond Fund Measure U (42.2)

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

Bond Fund Measure S (42.3)

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

Bond Fund Measure AA (42.4)

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

Bond Fund Measure V (42.5)

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

Bond Interest and Redemption Fund (48.0)

This fund is administered by the County of Los Angeles Department of Auditor-Controller. It reflects the receipt of property tax revenues due to voted indebtedness for bond issues, the payment of interest on those bonds, plus the redemption of the bonds that mature within the 2018-2019 fiscal year. This information is provided by the County of Los Angeles Department of Auditor-Controller through the Los Angeles County Office of Education.

Student Financial Aid Fund (74.0)

This fund consists of all student financial aid programs (PELL, SEOG, Loans, Cal Grants and Full-time Student Success 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, namely the Bookstore, the food and vending concessions, and college expenditures in programs such as Athletics, Music, Theatre Arts, the *Corsair* student newspaper and transportation.

CONCLUSION

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

UNRESTRICTED GENERAL FUND 01.0
2018-2019 TENTATIVE REVENUE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED REVENUES	2018-2019 TENTATIVE BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	107,933	107,933	114,209
TOTAL FEDERAL	107,933	107,933	114,209
STATE			
GENERAL APPORTIONMENT	61,230,146	74,062,475	75,205,110
EDUCATION PROTECTION ACCOUNT - PROP 30/55	15,019,386	16,398,354	16,842,749
COLA	1,860,805	1,587,030	3,520,603
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	5,397,478	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS - EPA	-	682,425	-
HOMEOWNERS EXEMPT	95,788	94,670	94,670
STATE LOTTERY REVENUE	3,573,817	3,650,338	3,679,515
MANDATED PROGRAM COSTS	616,667	1,210,138	518,737
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	3,996,071	3,996,071	4,349,241
OTHER STATE	1,204,361	812,839	797,839
TOTAL STATE	87,597,041	107,891,818	105,008,464
LOCAL			
PROP TAX SHIFT (ERAF)	13,824,023	4,107,501	4,107,501
SECURED TAX	13,775,270	14,210,787	14,210,787
SUPPLEMENTAL TAXES	361,103	361,103	361,103
UNSECURED TAX	573,351	595,659	595,659
PRIOR YRS TAXES	100,329	1,242,356	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	150,000	150,000
INTEREST	329,900	445,000	486,547
ENROLLMENT FEES	14,132,977	13,988,868	13,988,868
UPPER DIVISION FEES	65,520	65,688	65,688
STUDENT RECORDS	405,800	403,100	403,100
NON-RESIDENT TUITION/INTENSIVE ESL	35,920,056	34,136,579	35,909,909
FEE BASED INSTRUCTION	309,069	309,069	309,069
OTHER STUDENT FEES & CHARGES	88,700	88,250	88,250
F1 APPLICATION FEES	257,100	220,000	220,000
OTHER LOCAL	706,500	706,500	706,500
I. D. CARD SERVICE CHARGE	1,078,000	1,048,600	1,048,600
LIBRARY CARDS	-	20	20
LIBRARY FINES	7,075	7,075	7,075
PARKING FINES	203,662	203,662	203,662
TOTAL LOCAL	86,011,387	75,832,357	77,647,234
TOTAL REVENUE	173,716,361	183,832,108	182,769,907
TRANSFER IN	165,891	168,491	117,567
SALE OF EQUIPMENT AND SUPPLIES	-	5,104	-
TOTAL OTHER FINANCING SOURCES	165,891	173,595	117,567
TOTAL REVENUE AND TRANSFERS	173,882,252	184,005,703	182,887,474

UNRESTRICTED GENERAL FUND 01.0
2018-2019 TENTATIVE EXPENDITURE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED EXPENDITURES	2018-2019 TENTATIVE BUDGET
INSTRUCTION	29,264,953	27,980,258	27,585,691
ACADEMIC MANAGERS	7,102,482	6,841,087	6,257,280
NON-INSTRUCTION	6,865,613	6,150,910	5,734,483
HOURLY INSTRUCTION	32,301,769	34,486,822	33,836,531
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	77,001	77,001	77,694
HOURLY NON-INSTRUCTION	4,710,045	4,726,403	4,767,869
SUPPLEMENTAL RETIREMENT PLAN - FACULTY	-	574,225	574,225
SUPPLEMENTAL RETIREMENT PLAN - ACADEMIC MANA	-	140,282	140,282
VACANT POSITIONS	139,360	-	-
VACANCY SAVINGS	(91,978)	-	-
TOTAL ACADEMIC	80,369,245	80,976,988	78,974,055
CLASSIFIED REGULAR	23,708,300	23,311,182	22,367,239
CLASSIFIED MANAGERS	6,072,998	5,815,002	4,803,312
CLASS REG INSTRUCTION	3,498,757	3,540,483	3,548,778
CLASSIFIED HOURLY	1,579,134	1,981,957	1,366,713
CLASS HRLY INSTRUCTION	566,478	573,274	564,313
SUPPLEMENTAL RETIREMENT PLAN - CSEA	-	390,191	390,191
SUPPLEMENTAL RETIREMENT PLAN - CLASSIFIED MAN	-	209,423	209,423
VACANT POSITIONS	1,052,817	1,742,574	1,619,585
VACANCY SAVINGS	(694,859)	(1,594,455)	(1,068,926)
TOTAL CLASSIFIED	35,783,625	35,969,631	33,800,628
STRS	8,179,588	7,729,039	8,412,126
STATE ON-BEHALF PENSION CONTRIB TO STRS	3,996,071	3,996,071	4,349,241
PERS	6,027,797	5,907,779	6,490,682
OASDI/MEDICARE	3,866,289	3,822,962	3,674,265
H/W	15,612,979	15,180,829	15,484,919
RETIREEES' H/W	3,930,807	4,306,085	5,601,819
SUI	167,639	187,577	165,261
WORKERS' COMPENSATION	2,128,685	2,125,284	2,223,949
ALTERNATIVE RETIREMENT	530,000	530,000	530,000
BENEFITS REL TO FEE BASED INSTRUCTION	19,844	19,844	20,022
BENEFITS RELATED TO VACANT POSITIONS	286,126	418,219	388,702
BENEFITS RELATED TO VACANCY SAVINGS	(188,843)	(345,031)	(256,543)
TOTAL BENEFITS	44,556,982	43,878,658	47,084,443
SUPPLIES	1,027,740	1,149,454	984,749
TCO-SUPPLIES	76,440	76,440	65,240
TOTAL SUPPLIES	1,104,180	1,225,894	1,049,989
CONTRACTS/SERVICES	13,731,828	13,772,083	13,179,958
INSURANCE	1,133,798	1,133,798	1,214,298
UTILITIES	3,493,432	4,134,114	4,683,951
TOTAL SERVICES	18,359,058	19,039,995	19,078,207
TOTAL EXPENDITURES	180,173,090	181,091,166	179,987,322
OTHER OUTGO - TRANSFERS	333,689	333,689	336,493
OTHER OUTGO - STUDENT AID	2,500	2,500	2,500
TOTAL TRANSFERS/FINANCIAL AID	336,189	336,189	338,993
TOTAL EXPENDITURES & TRANSFERS	180,509,279	181,427,355	180,326,315

UNRESTRICTED GENERAL FUND 01.0
2018-2019 TENTATIVE FUND BALANCE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED FUND BALANCE	2018-2019 TENTATIVE BUDGET
TOTAL REVENUE AND TRANSFERS *	171,880,003	165,170,073	170,731,340
TOTAL EXPENDITURES AND TRANSFERS	178,267,841	173,816,901	179,535,263
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	1,478,303	2,160,793	2,008,287
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(975,680)	(1,939,486)	(1,325,469)
OPERATING SURPLUS/(DEFICIT)	(6,890,461)	(8,868,135)	(9,486,741)
ONE-TIME ITEMS			
FTES BORROWING/DECLINE	-	12,156,134	12,156,134
PRIOR YEAR APPORTIONMENT ADJ	-	6,079,903	-
MANDATED COST BLOCK GRANT	2,002,249	599,593	-
SUPPLEMENTAL RETIREMENT PLAN	-	(6,219,658)	-
ONE-TIME BUDGET AUGMENTATION	(1,105,215)	(1,093,049)	(42,994)
EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	(633,600)	(76,440)	(65,240)
OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS	(6,627,027)	2,578,348	2,561,159
BEGINNING BALANCE	21,371,774	21,371,774	23,950,122
ENDING FUND BALANCE	14,744,747	23,950,122	26,511,281
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS **	8.17%	13.20%	14.70%

DESIGNATION OF FUND BALANCE

ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED FUND BALANCE	2018-2019 TENTATIVE BUDGET
UNDESIGNATED FUND BALANCE	10,907,356	20,760,061	24,152,612
UNDESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	6.04%	11.44%	13.39%
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	1,896,823
TOTAL	3,837,391	3,190,061	2,358,669
DESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	2.13%	1.76%	1.31%
TOTAL ENDING FUND BALANCE	14,744,747	23,950,122	26,511,281
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS **	8.17%	13.20%	14.70%

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

UNRESTRICTED GENERAL FUND 01.0
2018-2019 TENTATIVE REVENUE BUDGET

ACCOUNTS	2014-2015 ACTUAL REVENUES	2015-2016 ACTUAL REVENUES	2016-2017 ACTUAL REVENUES	2017-2018 PROJECTED REVENUES	2018-2019 TENTATIVE BUDGET
FEDERAL					
FIN AID ADM ALLOWANCES	118,373	103,192	104,493	107,933	114,209
TOTAL FEDERAL	118,373	103,192	104,493	107,933	114,209
STATE					
GENERAL APPORTIONMENT	52,911,323	56,362,913	56,001,655	74,062,475	75,205,110
EDUCATION PROTECTION ACCOUNT - PROP 30/55	18,331,702	16,715,978	15,951,192	16,398,354	16,842,749
GROWTH/ACCESS-RESTORATION OF WORKLOAD REI	2,142,390	222,022	3,174	-	-
COLA	895,436	1,107,543	-	1,587,030	3,520,603
PRIOR YR APPORTIONMENT ADJ.	1,764,481	603,509	1,737,350	5,397,478	-
PRIOR YEAR APPORTIONMENT ADJ-RDA SHIFT	-	-	591,580	-	-
PRIOR YR APPORTIONMENT ADJ. - EPA	(27,683)	23,389	112,504	682,425	-
HOMEOWNERS EXEMPT	97,867	96,478	95,788	94,670	94,670
STATE LOTTERY REVENUE	3,380,950	3,958,589	3,902,630	3,650,338	3,679,515
MANDATED PROGRAM COSTS	1,544,990	12,635,662	2,611,038	1,210,138	518,737
STATE ON-BEHALF PENSION CONTR TO STRS	-	3,622,320	3,591,831	3,996,071	4,349,241
OTHER STATE	838,766	1,638,801	806,230	812,839	797,839
TOTAL STATE	81,880,222	96,987,204	85,404,972	107,891,818	105,008,464
LOCAL					
PROP TAX SHIFT (ERAF)	1,630,112	10,341,290	13,824,023	4,107,501	4,107,501
SECURED TAX	12,711,869	13,632,190	14,527,492	14,210,787	14,210,787
SUPPLEMENTAL TAXES	347,025	388,567	361,103	361,103	361,103
UNSECURED TAX	520,962	567,993	573,351	595,659	595,659
PRIOR YRS TAXES	489,691	313,955	100,329	1,242,356	1,242,356
PROPERTY TAX - RDA PASS THRU	512,695	1,196,922	1,415,450	2,405,941	2,405,941
PROPERTY TAX - RDA RESIDUAL	3,254,646	1,611,787	2,307,502	1,136,599	1,136,599
RENTS	133,293	299,735	165,467	150,000	150,000
INTEREST	177,496	235,862	411,642	445,000	486,547
ENROLLMENT FEES	13,551,604	13,998,414	14,409,483	13,988,868	13,988,868
UPPER DIVISION FEES	-	-	32,760	65,688	65,688
STUDENT RECORDS	428,303	420,947	413,747	403,100	403,100
NON-RESIDENT TUITION/INTENSIVE ESL	31,065,989	33,038,107	33,434,401	34,136,579	35,909,909
FEE BASED INSTRUCTION	780,062	391,512	309,069	309,069	309,069
OTHER STUDENT FEES & CHARGES	103,846	112,830	90,422	88,250	88,250
F1 APPLICATION FEES	319,125	298,765	257,087	220,000	220,000
OTHER LOCAL	917,967	586,270	563,733	706,500	706,500
I. D. CARD SERVICE CHARGE	1,153,642	1,145,222	1,099,099	1,048,600	1,048,600
LIBRARY CARDS	120	140	-	20	20
LIBRARY FINES	8,745	7,834	7,075	7,075	7,075
PARKING FINES	229,772	225,465	203,662	203,662	203,662
TOTAL LOCAL	68,336,964	78,813,807	84,506,897	75,832,357	77,647,234
TOTAL REVENUE	150,335,559	175,904,203	170,016,362	183,832,108	182,769,907
TRANSFER IN	107,739	115,728	77,438	168,491	117,567
SALE OF EQUIPMENT AND SUPPLIES	13,040	12,655	12,797	5,104	-
TOTAL OTHER FINANCING SOURCES	120,779	128,383	90,235	173,595	117,567
TOTAL REVENUE AND TRANSFERS	150,456,338	176,032,586	170,106,597	184,005,703	182,887,474
BEGINNING BALANCE	12,609,047	11,533,449	17,730,338	18,024,335	20,760,061
BEGINNING DESIGNATED RESERVE	1,362,732	2,248,128	6,195,253	3,347,439	3,190,061
TOTAL FUNDS AVAILABLE	164,428,117	189,814,163	194,032,188	205,377,477	206,837,596

UNRESTRICTED GENERAL FUND 01.0
2018-2019 TENTATIVE EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ACTUAL EXPENDITURES	2015-2016 ACTUAL EXPENDITURES	2016-2017 ACTUAL EXPENDITURES	2017-2018 PROJECTED EXPENDITURES	2018-2019 TENTATIVE BUDGET
INSTRUCTION	24,977,401	26,140,222	27,354,343	27,980,258	27,585,691
ACADEMIC MANAGERS	6,528,341	6,635,815	7,023,106	6,841,087	6,257,280
NON-INSTRUCTION	6,437,099	6,243,144	6,525,280	6,150,910	5,734,483
HOURLY INSTRUCTION	30,508,208	32,510,868	33,047,270	34,486,822	33,836,531
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	361,817	95,814	74,686	77,001	77,694
HOURLY NON-INSTRUCTION	4,395,572	4,364,614	4,578,377	4,726,403	4,767,869
SUPPLEMENTAL RETIREMENT PLAN - FACULTY	-	-	-	574,225	574,225
SUPPLEMENTAL RETIREMENT PLAN - ACADEMIC MANAGERS	-	-	-	140,282	140,282
VACANT POSITIONS	-	-	-	-	-
VACANCY SAVINGS	-	-	-	-	-
TOTAL ACADEMIC	73,208,438	75,990,477	78,603,062	80,976,988	78,974,055
CLASSIFIED REGULAR	19,929,707	20,913,003	22,627,625	23,311,182	22,367,239
CLASSIFIED MANAGERS	4,409,542	5,242,299	5,751,991	5,815,002	4,803,312
CLASS REG INSTRUCTION	3,046,037	3,198,990	3,442,296	3,540,483	3,548,778
CLASSIFIED HOURLY	2,418,778	2,554,103	2,415,522	1,981,957	1,366,713
CLASS HRLY INSTRUCTION	447,830	637,310	495,328	573,274	564,313
CLASSIFIED ONE-TIME PAYMENT	-	376,192	-	-	-
SUPPLEMENTAL RETIREMENT PLAN - CSEA	-	-	-	390,191	390,191
SUPPLEMENTAL RETIREMENT PLAN - CLASSIFIED MANAGERS	-	-	-	209,423	209,423
VACANT POSITIONS	-	-	-	1,742,574	1,619,585
VACANCY SAVINGS	-	-	-	(1,594,455)	(1,068,926)
TOTAL CLASSIFIED	30,251,894	32,921,897	34,732,762	35,969,631	33,800,628
STRS	4,991,289	6,158,188	7,352,147	7,729,039	8,412,126
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	3,622,320	3,591,831	3,996,071	4,349,241
PERS	3,774,060	4,111,904	5,109,670	5,907,779	6,490,682
OASDI/MEDICARE	3,353,552	3,620,575	3,806,791	3,822,962	3,674,265
H/W	12,757,427	13,322,989	14,653,754	15,180,829	15,484,919
RETIREE'S H/W	2,747,963	3,190,943	3,573,461	4,306,085	5,601,819
RETIREE - OPEB	1,000,000	1,500,000	-	-	-
SUI	152,666	151,433	158,478	187,577	165,261
WORKERS' COMPENSATION	1,667,792	1,892,139	2,043,358	2,125,284	2,223,949
ALTERNATIVE RETIREMENT	412,235	399,950	528,223	530,000	530,000
BENEFITS REL TO FEE BASED INSTRUCTION	54,992	20,329	19,250	19,844	20,022
BENEFITS REL TO CLASSIFIED ONE-TIME PAYMENT	-	35,507	-	-	-
BENEFITS RELATED TO VACANT POSITIONS	-	-	-	418,219	388,702
BENEFITS RELATED TO VACANCY SAVINGS	-	-	-	(345,031)	(256,543)
TOTAL BENEFITS	30,911,976	38,026,277	40,836,963	43,878,658	47,084,443
SUPPLIES	786,208	956,090	855,634	1,149,454	984,749
TCO-SUPPLIES	-	216,372	106,573	76,440	65,240
TOTAL SUPPLIES	786,208	1,172,462	962,207	1,225,894	1,049,989
CONTRACTS/SERVICES	11,333,386	12,763,772	12,998,660	13,772,083	13,179,958
INSURANCE	938,330	986,093	930,695	1,133,798	1,214,298
UTILITIES	2,887,946	2,813,098	3,264,972	4,134,114	4,683,951
TOTAL SERVICES	15,159,662	16,562,963	17,194,327	19,039,995	19,078,207
EQUIPMENT	-	586,893	5,043	-	-
TECHNOLOGY REPLACEMENT	-	249,632	-	-	-
TCO - EQUIPMENT REPLACEMENT	-	63,980	-	-	-
TOTAL CAPITAL	-	900,505	5,043	-	-
TOTAL EXPENDITURES	150,318,178	165,574,581	172,334,364	181,091,166	179,987,322
OTHER OUTGO - TRANSFERS	328,362	313,309	324,731	333,689	336,493
OTHER OUTGO - STUDENT AID	-	682	1,319	2,500	2,500
TOTAL TRANSFERS/FINANCIAL AID	328,362	313,991	326,050	336,189	338,993
TOTAL EXPENDITURES & TRANSFERS	150,646,540	165,888,572	172,660,414	181,427,355	180,326,315
CONTINGENCY RESERVE	11,533,449	17,730,338	18,024,335	20,760,061	24,152,612
DESIGNATED RESERVE	2,248,128	6,195,253	3,347,439	3,190,061	2,358,669
TOTAL	164,428,117	189,814,163	194,032,188	205,377,477	206,837,596

RESTRICTED GENERAL FUND 01.3
2018-2019 TENTATIVE REVENUE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED REVENUES	2018-2019 TENTATIVE BUDGET
FEDERAL			
PERKINS IV TITLE I-C	709,844	709,844	709,844
FWS-FEDERAL WORK STUDY	514,817	524,966	475,283
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	56,669	59,646	56,665
FEDERAL CARRYOVERS	1,481,415	1,481,415	1,455,970
OTHER FEDERAL	2,080,856	2,484,744	1,891,948
TOTAL FEDERAL	4,843,601	5,260,615	4,589,710
STATE			
LOTTERY	1,174,954	1,174,954	1,209,704
BASIC SKILLS INITIATIVE	356,040	771,198	771,918
SFAA-STUDENT FINANCIAL AID ADMIN	907,505	902,291	857,176
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,249,776	1,269,299	1,205,834
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	84,352	85,670	77,103
DSPTS-DISABLED STUDENTS PROGRAM & SERVICES	1,759,226	2,180,143	2,071,136
CALWORKS	301,627	322,102	305,998
STUDENT SUCCESS (CREDIT)	5,098,137	6,054,037	5,751,335
STUDENT SUCCESS (NON-CREDIT)	78,714	78,114	74,208
STUDENT SUCCESS (STUDENT EQUITY)	1,560,701	1,994,770	1,895,032
VETERAN RESOURCE CENTER	-	63,285	-
EQUAL EMPLOYMENT OPPORTUNITY	50,000	50,000	-
NURSING EDUCATION-ENROLLMENT GROWTH ASSOC DEGREE NURSING PROGRAI	154,000	154,000	-
NURSING EDUCATION-ASSESSMENT, REMEDIATION, & RETENTION FOR AA	114,000	114,000	-
STRONG WORKFORCE PROGRAM	985,024	1,229,749	1,229,749
ADULT EDUCATION BLOCK GRANT	386,508	386,508	367,183
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	726,994	594,571	1,327,842
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	366,455	366,455	366,455
STATE CARRYOVERS	10,728,595	10,233,595	7,321,486
OTHER STATE	1,167,999	1,374,396	7,806,155
TOTAL STATE	27,250,607	29,399,137	32,638,314
LOCAL			
PICO PROMISE	147,800	147,800	147,800
HEALTH FEES	1,297,747	1,297,747	1,304,236
PARKING FEES	1,686,804	1,686,804	1,693,883
DONATIONS-KCRW	3,287,698	3,105,054	3,061,646
RADIO GRANTS	1,286,109	1,399,638	1,286,109
COMMUNITY SERVICES	693,991	693,991	625,000
CONSOLIDATED CONTRACT ED-LOCAL	318,059	318,059	325,000
LOCAL CARRYOVERS	221,811	404,455	345,363
OTHER LOCAL	6,311,595	6,311,595	5,777,240
TOTAL LOCAL	15,251,614	15,365,143	14,566,277
TOTAL REVENUE	47,345,822	50,024,895	51,794,301

RESTRICTED GENERAL FUND 01.3
2018-2019 TENTATIVE EXPENDITURE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED EXPENDITURES	2018-2019 TENTATIVE BUDGET
INSTRUCTION	21,515	8,700	154,600
MANAGEMENT	2,248,190	2,512,402	2,608,485
NON-INSTRUCTION	2,473,636	2,946,097	3,170,816
HOURLY INSTRUCTION	136,499	98,207	27,500
HOURLY NON-INSTRUCTION	5,851,092	6,295,176	5,130,704
TOTAL ACADEMIC	10,730,932	11,860,582	11,092,105
CLASSIFIED REGULAR	5,181,124	5,423,080	6,216,402
CLASSIFIED MANAGERS	534,162	830,491	652,459
CLASS REG INSTRUCTION	83,366	45,643	30,009
CLASSIFIED HOURLY	2,260,933	2,420,391	1,910,327
CLASS HRLY INSTRUCTION	322,000	318,135	335,500
TOTAL CLASSIFIED	8,381,585	9,037,740	9,144,697
BENEFITS HOLDING ACCOUNT	6,094,520	3,347,320	6,347,895
STRS	-	623,888	-
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	-
PERS	-	592,517	-
OASDI/MEDICARE	-	416,773	-
H/W	-	1,030,834	-
SUI	-	5,267	-
WORKERS' COMP.	-	196,648	-
ALTERNATIVE RETIREMENT	-	64,362	-
TOTAL BENEFITS	6,094,520	6,277,609	6,347,895
TOTAL SUPPLIES	1,758,690	1,691,890	1,311,177
CONTRACTS/SERVICES	9,176,621	9,702,066	12,670,537
INSURANCE	4,716,220	4,716,220	4,714,360
UTILITIES	162,600	162,600	150,361
TOTAL SERVICES	14,055,441	14,580,886	17,535,258
BLDG & SITES	1,656,974	1,708,712	1,954,684
EQUIPMENT/LEASE PURCHASE	4,284,506	4,152,658	3,561,763
TOTAL CAPITAL	5,941,480	5,861,370	5,516,447
TOTAL EXPENDITURES	46,962,648	49,310,077	50,947,579
OTHER OUTGO - STUDENT AID	620,034	945,909	1,052,774
OTHER OUTGO - TRANSFERS	165,891	171,660	117,567
TOTAL OTHER OUTGO	785,925	1,117,569	1,170,341
TOTAL EXPENDITURES & OTHER OUTGO	47,748,573	50,427,646	52,117,920

RESTRICTED GENERAL FUND 01.3
2018-2019 TENTATIVE FUND BALANCE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED FUND BALANCE	2018-2019 TENTATIVE BUDGET
TOTAL REVENUE AND TRANSFERS	47,345,822	50,024,895	51,794,301
TOTAL EXPENDITURES AND TRANSFERS	47,748,573	50,427,646	52,117,920
OPERATING SURPLUS/(DEFICIT)	(402,751)	(402,751)	(323,619)
BEGINNING BALANCE	8,237,731	8,237,731	7,834,980
CONTINGENCY RESERVE/ENDING FUND BALANCE	7,834,980	7,834,980	7,511,361
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	16.41%	15.54%	14.41%

RESTRICTED GENERAL FUND 01.3
2018-2019 TENTATIVE REVENUE BUDGET

ACCOUNTS	2014-2015 ACTUAL REVENUES	2015-2016 ACTUAL REVENUES	2016-2017 ACTUAL REVENUES	2017-2018 PROJECTED REVENUES	2018-2019 TENTATIVE BUDGET
FEDERAL					
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	619,899	636,505	677,180	709,844	709,844
FWS-FEDERAL WORK STUDY	487,724	472,189	458,220	524,966	475,283
RADIO GRANTS	1,021,966	-	-	-	-
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	64,259	68,627	59,652	59,646	56,665
FEDERAL CARRYOVERS	1,191,951	910,563	1,200,290	1,481,415	1,455,970
OTHER FEDERAL	1,563,858	1,757,860	1,676,356	2,484,744	1,891,948
TOTAL FEDERAL	4,949,657	3,845,744	4,071,698	5,260,615	4,589,710
STATE					
LOTTERY	954,314	1,373,579	1,296,591	1,174,954	1,209,704
BASIC SKILLS INITIATIVE	339,147	351,560	200,344	771,198	771,918
SFAA-STUDENT FINANCIAL AID ADMIN	864,209	924,049	889,508	902,291	857,176
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,010,450	1,384,794	1,315,554	1,269,299	1,205,834
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	52,492	92,110	88,792	85,670	77,103
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	2,211,830	2,368,134	2,192,372	2,180,143	2,071,136
CALWORKS	301,105	263,141	317,502	322,102	305,998
STUDENT SUCCESS (CREDIT)	2,326,132	3,554,059	2,979,175	6,054,037	5,751,335
STUDENT SUCCESS (NON-CREDIT)	37,262	82,429	80,031	78,114	74,208
STUDENT SUCCESS (STUDENT EQUITY)	474,729	1,061,091	935,385	1,994,770	1,895,032
VETERAN RESOURCE CENTER	-	-	-	63,285	-
EQUAL EMPLOYMENT OPPORTUNITY	-	-	-	50,000	-
NURSING EDUCATION-ENROLLMENT GROWTH ASSOC DEGREE N	84,171	92,618	140,869	154,000	-
NURSING EDUCATION-ASSESSMENT, REMEDIATION, & RETENTIO	109,605	110,006	93,081	114,000	-
STRONG WORKFORCE PROGRAM	-	-	37,751	1,229,749	1,229,749
ADULT EDUCATION BLOCK GRANT	-	-	82,261	386,508	367,183
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,420,113	900,960	361,261	594,571	1,327,842
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	-	352,924	366,455	366,455	366,455
STATE CARRYOVERS	931,735	2,378,031	5,069,623	10,233,595	7,321,486
OTHER STATE	879,431	639,529	783,262	1,374,396	7,806,155
TOTAL STATE	11,996,725	15,929,014	17,229,817	29,399,137	32,638,314
LOCAL					
PICO PARTNERSHIP	150,408	141,782	144,618	147,800	147,800
HEALTH FEES	1,367,373	1,377,217	1,356,122	1,297,747	1,304,236
PARKING FEES	1,823,351	1,856,184	1,714,518	1,686,804	1,693,883
DONATIONS-KCRW	1,971,853	2,053,592	1,739,200	3,105,054	3,061,646
RADIO GRANTS	-	971,834	1,105,364	1,399,638	1,286,109
COMMUNITY SERVICES	610,637	785,233	704,879	693,991	625,000
COUNTY CALWORKS	38,000	-	-	-	-
CONSOLIDATED CONTRACT ED-LOCAL	96,809	68,118	277,697	318,059	325,000
LOCAL CARRYOVERS	288,888	430,743	337,148	404,455	345,363
OTHER LOCAL	6,136,263	6,297,594	5,608,186	6,311,595	5,777,240
TOTAL LOCAL	12,483,582	13,982,297	12,987,732	15,365,143	14,566,277
TRANSFER IN	197,825	-	-	-	-
TOTAL TRANSFER IN	197,825	-	-	-	-
TOTAL REVENUE	29,627,789	33,757,055	34,289,247	50,024,895	51,794,301
BEGINNING BALANCE	6,050,541	6,903,337	8,045,967	8,237,731	7,834,980
TOTAL FUNDS AVAILABLE	35,678,330	40,660,392	42,335,214	58,262,626	59,629,281

RESTRICTED GENERAL FUND 01.3
2018-2019 TENTATIVE EXPENDITURE BUDGET

ACCOUNTS	2014-2015 ACTUAL EXPENDITURES	2015-2016 ACTUAL EXPENDITURES	2016-2017 ACTUAL EXPENDITURES	2017-2018 PROJECTED EXPENDITURES	2018-2019 TENTATIVE BUDGET
INSTRUCTION	10,334	12,986	-	8,700	154,600
MANAGEMENT	1,220,321	1,601,278	1,515,207	2,512,402	2,608,485
NON-INSTRUCTION	1,479,134	1,860,255	2,231,795	2,946,097	3,170,816
HOURLY INSTRUCTION	98,788	64,365	88,191	98,207	27,500
HOURLY NON-INSTRUCTION	3,680,966	4,163,478	4,521,228	6,295,176	5,130,704
TOTAL ACADEMIC	6,489,543	7,702,362	8,356,421	11,860,582	11,092,105
CLASSIFIED REGULAR	3,109,708	3,870,148	4,396,766	5,423,080	6,216,402
CLASSIFIED MANAGERS	375,981	425,980	464,701	830,491	652,459
CLASS REG INSTRUCTION	9,620	39,406	42,923	45,643	30,009
CLASSIFIED HOURLY	1,752,189	1,534,116	1,568,364	2,420,391	1,910,327
CLASS HRLY INSTRUCTION	311,166	195,503	177,122	318,135	335,500
TOTAL CLASSIFIED	5,558,664	6,065,153	6,649,876	9,037,740	9,144,697
BENEFITS HOLDING ACCOUNT	-	-	-	3,347,320	6,347,895
STRS	468,175	628,771	787,365	623,888	-
STATE ON-BEHALF PENSION CONTRI	-	352,924	366,455	-	-
PERS	448,150	538,843	755,774	592,517	-
OASDI/MEDICARE	405,677	494,905	559,794	416,773	-
H/W	1,097,081	1,304,783	1,547,613	1,030,834	-
SUI	5,589	6,260	6,991	5,267	-
WORKERS' COMP.	187,131	221,520	263,527	196,648	-
ALTERNATIVE RETIREMENT	73,159	45,725	77,479	64,362	-
TOTAL BENEFITS	2,684,962	3,593,731	4,364,998	6,277,609	6,347,895
TOTAL SUPPLIES	914,051	853,179	978,299	1,691,890	1,311,177
CONTRACTS/SERVICES	3,693,293	5,025,906	5,254,010	9,702,066	12,670,537
INSURANCE	4,465,752	4,631,832	4,489,048	4,716,220	4,714,360
UTILITIES	151,235	148,725	133,218	162,600	150,361
TOTAL SERVICES	8,310,280	9,806,463	9,876,276	14,580,886	17,535,258
BLDG & SITES	1,451,557	1,485,644	1,459,450	1,708,712	1,954,684
EQUIPMENT/LEASE PURCHASE	2,773,414	2,320,685	1,825,663	4,152,658	3,561,763
TOTAL CAPITAL	4,224,971	3,806,329	3,285,113	5,861,370	5,516,447
TOTAL EXPENDITURES	28,182,471	31,827,217	33,510,983	49,310,077	50,947,579
OTHER OUTGO - STUDENT AID	484,783	671,480	509,062	945,909	1,052,774
OTHER OUTGO - TRANSFERS	107,739	115,728	77,438	171,660	117,567
TOTAL OTHER OUTGO	592,522	787,208	586,500	1,117,569	1,170,341
TOTAL EXPENDITURES & OTHER	28,774,993	32,614,425	34,097,483	50,427,646	52,117,920
CONTINGENCY RESERVE	6,903,337	8,045,967	8,237,731	7,834,980	7,511,361
TOTAL	35,678,330	40,660,392	42,335,214	58,262,626	59,629,281

CAPITAL OUTLAY FUND 40.0			
2018-2019 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 TENTATIVE BUDGET
REVENUE			
STATE			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	726,993	726,993	1,327,842
PROP 39 - CLEAN ENERGY PROJECTS	737,067	737,067	-
STATE CARRYOVERS	3,733,269	3,733,269	55,000
TOTAL STATE	5,197,329	5,197,329	1,382,842
LOCAL			
PROPERTY TAX - RDA PASS THRU	-	1,639,200	-
RENTS	274,525	223,020	223,020
INTEREST	200,000	200,000	240,000
NON-RESIDENT CAPITAL CHARGE	2,981,120	2,981,120	2,981,120
LOCAL INCOME	6,000	6,000	6,000
TOTAL LOCAL	3,461,645	5,049,340	3,450,140
TOTAL REVENUES	8,658,974	10,246,669	4,832,982
EXPENDITURES			
SUPPLIES	1,500	-	1,500
CONTRACT SERVICES	1,864,172	1,870,595	2,207,000
CAPITAL OUTLAY	22,131,108	5,105,703	21,232,659
TOTAL EXPENDITURES	23,996,780	6,976,298	23,441,159
TOTAL EXPENDITURES AND TRANSFERS	23,996,780	6,976,298	23,441,159
OPERATING SURPLUS/(DEFICIT)	(15,337,806)	3,270,371	(18,608,177)
BEGINNING BALANCE	15,337,806	15,337,806	18,608,177
ENDING FUND BALANCE	-	18,608,177	-

MEASURE U FUND 42.2 2018-2019 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 TENTATIVE BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	75,000	75,000	-
TOTAL REVENUE	75,000	75,000	-
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	-	-	-
CAPITAL OUTLAY	9,451,289	9,451,289	-
TOTAL EXPENDITURES	9,451,289	9,451,289	-
OPERATING SURPLUS/(DEFICIT)	(9,376,289)	(9,376,289)	-
BEGINNING BALANCE	9,376,289	9,376,289	-
ENDING FUND BALANCE	-	-	-

MEASURE S FUND 42.3 2018-2019 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 TENTATIVE BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	629,000	629,000	270,000
TOTAL REVENUE	629,000	629,000	270,000
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	176,000	60,469	122,500
CAPITAL OUTLAY	54,009,256	31,209,306	23,062,981
TOTAL EXPENDITURES	54,185,256	31,269,775	23,185,481
OPERATING SURPLUS/(DEFICIT)	(53,556,256)	(30,640,775)	(22,915,481)
BEGINNING BALANCE	53,556,256	53,556,256	22,915,481
ENDING FUND BALANCE	-	22,915,481	-

MEASURE AA FUND 42.4 2018-2019 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 TENTATIVE BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	644,000	644,000	156,000
TOTAL REVENUE	644,000	644,000	156,000
EXPENDITURES			
SUPPLIES	37,500	43,405	15,000
CONTRACT SERVICES	195,000	175,597	117,750
CAPITAL OUTLAY	66,631,466	56,919,087	16,355,400
TOTAL EXPENDITURES	66,863,966	57,138,089	16,488,150
OPERATING SURPLUS/(DEFICIT)	(66,219,966)	(56,494,089)	(16,332,150)
BEGINNING BALANCE	66,219,966	72,826,239	16,332,150
ENDING FUND BALANCE	-	16,332,150	-

MEASURE V FUND 42.5 2018-2019 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 TENTATIVE BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	180,000,000	-
INTEREST	-	438,000	438,000
TOTAL REVENUE	-	180,438,000	438,000
EXPENDITURES			
SUPPLIES	-	-	500,000
CONTRACT SERVICES	-	-	1,305,000
CAPITAL OUTLAY	-	25,628	179,045,372
TOTAL EXPENDITURES	-	25,628	180,850,372
OPERATING SURPLUS/(DEFICIT)	-	180,412,372	(180,412,372)
BEGINNING BALANCE	-	-	180,412,372
ENDING FUND BALANCE	-	180,412,372	-

INTEREST AND REDEMPTION FUND 48.0
2018-2019 TENTATIVE REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 TENTATIVE BUDGET
BEGINNING BALANCE	32,835,539	32,835,539	30,033,643
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	32,835,539	32,835,539	30,033,643
REVENUE			
FEDERAL REVENUES	-	-	-
STATE REVENUES	-	-	-
VOTER INDEBTED TAXES	31,466,076	31,466,076	31,466,076
TOTAL REVENUE	31,466,076	31,466,076	31,466,076
TOTAL FUNDS AVAILABLE	64,301,615	64,301,615	61,499,719
EXPENDITURES			
DEBT REDEMPTION	15,624,292	15,624,292	15,624,292
INTEREST CHARGES	18,643,680	18,643,680	18,643,680
TOTAL EXPENDITURES	34,267,972	34,267,972	34,267,972
ENDING FUND BALANCE	30,033,643	30,033,643	27,231,747

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

STUDENT FINANCIAL AID FUND 74.0 2018-2019 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 TENTATIVE BUDGET
REVENUE			
FEDERAL GRANTS	28,927,066	28,927,066	29,035,479
FEDERAL LOANS	3,000,000	3,000,000	3,900,000
CAL GRANTS	2,954,500	3,604,500	3,958,000
FULL TIME STUDENT SUCCESS GRANT	911,908	1,386,438	1,316,500
COMMUNITY COLEGE COMPLETION GRANT	400,000	309,000	444,000
NONRESIDENT DREAMER EMERGENCY AID	-	157,723	-
TRANSFER	303,689	303,689	306,493
TOTAL REVENUE	36,497,163	37,688,416	38,960,472
EXPENDITURES			
FINANCIAL AID	36,497,163	37,688,416	38,960,472
TOTAL EXPENDITURES	36,497,163	37,688,416	38,960,472
ENDING FUND BALANCE	-	-	-

SCHOLARSHIP TRUST FUND 75.0 2018-2019 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 TENTATIVE BUDGET
BEGINNING BALANCE	15,515	15,515	15,745
REVENUE			
TRANSFER	30,000	30,000	30,000
INTEREST	230	230	230
TOTAL REVENUE	30,230	30,230	30,230
TOTAL FUNDS AVAILABLE	45,745	45,745	45,975
EXPENDITURES			
SCHOLARSHIP	30,000	30,000	30,000
TOTAL EXPENDITURES	30,000	30,000	30,000
ENDING FUND BALANCE	15,745	15,745	15,975

AUXILIARY FUND 2018-2019 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2017-2018 ADOPTED BUDGET	2017-2018 PROJECTED	2018-2019 TENTATIVE BUDGET
BEGINNING BALANCE	2,408,566	2,408,566	2,325,203
ADJ. TO BEG. BALANCE	-	20,450	-
ADJUSTED BEGINNING BALANCE	<u>2,408,566</u>	<u>2,429,016</u>	<u>2,325,203</u>
REVENUE			
GROSS SALES	5,485,366	5,485,366	5,262,000
LESS: COST OF GOODS	<u>(3,832,214)</u>	<u>(3,832,214)</u>	<u>(3,664,000)</u>
NET	1,653,152	1,653,152	1,598,000
VENDOR INCOME	726,000	726,000	771,000
AUXILIARY PROGRAM INCOME	<u>388,803</u>	<u>438,476</u>	<u>349,912</u>
NET INCOME	2,767,955	2,817,628	2,718,912
INTEREST	<u>21,000</u>	<u>22,836</u>	<u>21,000</u>
TOTAL REVENUE	<u>2,788,955</u>	<u>2,840,464</u>	<u>2,739,912</u>
TOTAL FUNDS AVAILABLE	<u>5,197,521</u>	<u>5,269,480</u>	<u>5,065,115</u>
EXPENDITURES			
STAFFING	1,053,550	1,053,550	1,036,250
FRINGE BENEFITS	319,827	319,827	319,500
OPERATING	<u>1,530,308</u>	<u>1,570,900</u>	<u>1,494,583</u>
TOTAL EXPENDITURES	<u>2,903,685</u>	<u>2,944,277</u>	<u>2,850,333</u>
ENDING FUND BALANCE	<u>2,293,836</u>	<u>2,325,203</u>	<u>2,214,782</u>

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

APPENDIX B

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2018 through June 30, 2019, unless otherwise indicated.

The list of contracts is thoroughly reviewed and evaluated by the end-users and approved by the vice-presidents before being presented to the Board for approval. The following annual contracts are primarily renewals of existing contracts.

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS

16-A ACADEMIC AFFAIRS

*Requested by: Patricia Burson, Interim Dean, Learning Resources
Reggie Ellis, Athletic Director
Erica LeBlanc, Dean of Academic Affairs
Patricia G. Ramos, Dean, Workforce and Economic Development
Scott Silverman, Associate Dean, Emeritus College
Tammara Whitaker, Interim Director, Online Services*

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

FACILITIES FOR INSTRUCTION

Provider	Service	Amount	Funding Source
1. List of providers on file in the office of Academic Affairs	Off-campus facilities for credit and noncredit programs	Payment per class is authorized as stated on the list	2018-2019 Office of Academic Affairs
2. Turnitin.com	Santa Monica Community College District will provide a plagiarism detection software owned by Turnitin.com	Not to exceed: \$70,000	2018-2019 District Budget/
3. List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District's nursing program. The list is on file in the Health Sciences Office.	No charge to the District	2018-2019 District Budget/ Health Sciences

ATHLETICS

Provider	Service	Amount	Funding Source
4. Kaiser Permanente	Santa Monica Community College District will provide a learning environment conducive to educating the residents in the ACGME competency areas.	Not to exceed: \$4,000	2018—2019 District Budget/ Athletics
5. WellnessMart.com	Provide athletic-related pre-participation physical exams for up to 150 student athletes during the academic year 2017-2018.	\$35.00 per physical Not to exceed \$6,000	2018-2019 District Budget/ Athletics
6. Presto Sports	Host the Athletics website: www.smccorsairs.com	Not to Exceed \$3,250	2018-2019 District Budget/ Athletics

16-A ACADEMIC AFFAIRS *(continued)*DISTANCE EDUCATION

Provider	Service	Amount	Funding Source
7. Canvas/ Instructure	Course Management System (CMS) for District-wide use.	Current funding source is being supported through the CCCC OEI (Online Education Initiative). Cost to District: \$0 Actual dollar value of one-year Canvas contract: \$288,554	2018-2019 Academic Affairs

LIBRARY VENDOR

Provider	Service	Amount	Funding Source
8. Yankee Book Peddler	Provider of library books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$100,000	2018-2019 California State Lottery Grant
9. CCLC (Community College Library Consortium)	Provider of Library Databases and Electronic Books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$150,000	2018-2019 California State Lottery Grant.

MALIBU CENTER

Provider	Service	Amount	Funding Source
10. SMMUSD Webster Elementary School	Reimbursement to SMMUSD for personnel services needed for SMC classes at Webster Elementary School	Not to exceed \$3,500	2018-2019 District Malibu Center

16-A ACADEMIC AFFAIRS *(continued)*WORKFORCE AND ECONOMIC DEVELOPMENT

Provider	Service	Amount	Funding Source
11. Lisa Brand	Agreement for graphic design and art direction/services for marketing materials specific to the needs of Workforce & Economic Development – Strong Workforce Program. The services may include assistance with expeditiously developing various marketing materials for electronic and print distribution to comply with the objectives of the grant; increasing CTE awareness, enrollments, completers, industry recognition.	Not to exceed \$40,000	Strong Workforce Regional Round 2 – Marketing Strong Workforce Local Round 2 – Marketing

WORK STUDY AGREEMENTS

Provider	Service	Amount	Funding Source
12. Work Study Agreements with the University of California Los Angeles, California State University Northridge and Loyola Marymount University.	These are renewal agreements that allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Peer tutors have worked in English, Social Science, Math, Modern Language, Science, or Supplemental Instruction.	<u>UCLA</u> SMC's responsibility: 50 percent of total compensation paid to students. 15 percent administrative fees. A share of Worker's Compensation, Medicare expenses, and Unemployment insurance <u>CSUN</u> SMC's responsibility: 25 percent of total compensation paid to students. 20 percent administrative fees. <u>LMU</u> SMC's responsibility: 25 percent of total compensation paid to students.	2018-2019 Budget/ Academic Affairs (District's share)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS

16-B COMMUNITY AND CONTRACT EDUCATION, 2018-2019

Requested by: Dione Carter, Dean, Non Credit and External Programs

Michelle King, Director, Career and Contract Education

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

The contracts are needed to support infrastructure needs (e.g., the program's web-based registration system and off-site locations) as well as content. For the contracts where no dollar amount is indicated, the amount is based on a percentage of the enrollment fees generated.

Funding Source: Contracts for Community and Contract Education (C&CE) are fully-funded by revenues generated through class enrollments.

Provider	Service
1. AHLEI American Hotel & Lodging Educational Institute	Purchase order to purchase online training and certification testing access for Customer Service Academy curriculum through Community and or Contract Education Not to exceed \$6,000
2. Augusoft Inc.	Annual maintenance agreement for Lumens Software used by Community and Contract Education for online registration and Paypal for credit card transactions. Not to exceed \$20,000
3. AUMT Institute	Agreement to offer online and in class courses through SMC's Community and Contract Education program in exchange Community Ed will receive \$500.00 per student enrolled. AUMT will provide Phlebotomy career training, including textbooks, supplies, materials and instructors. AUMT will dispose of waste per OSHA guidelines.
4. Condensed Curriculum International (CCI)	Agreement to offer online and in class courses through SMC's Community and Contract Education program in exchange for a percentage of the enrollment fees generated. CCI will provide the third party content, including textbooks, supplies, materials and instructors for both online and classroom based career training programs. Not to exceed \$10,000
5. Course Horse	Agreement to offer selected courses from Community Education on Course Horse's website to serve as a marketing tool to increase enrollment and publicity for the program. Comment: Community Ed receives from CourseHorse a percentage of course fees only when students register through the Course Horse site. Community Education will utilize this site for a select few courses that need additional registration to meet the minimum to run.

16-B COMMUNITY AND CONTRACT EDUCATION *(continued)*

Provider	Service
6. Diablo Valley College	Agreement to establish an affiliation between Diablo Valley College Community Ed Academy Support Center and SMC Community Ed. The yearly payment will cover the cost of Academy support for SMC Community Education in becoming a CISCO Networking Center. Not to exceed \$850/year
7. DDI (Development Dimensions International)	Agreement for training curriculum to be offered through SMC's Community and Contract Education Program
8. Distance Learning Company	Agreement for online classes to be offered through SMC's Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.
9. Education to Go	Agreement to offer online classes through SMC's Community and Contract Education program in exchange for a percentage of the enrollment fees generated.
10. G. Bruce Smith	Agreement to provide publicity services and produce materials for content marketing for various social media and online outlets under the direction of the Program Coordinator. Not to exceed \$10,000
11. Institute of Reading Development	Agreement with the Institute of Reading Development for the rental of classroom space at Santa Monica College in exchange for a percentage of the enrollment fees generated. Comment: The Institute of Reading Development offers reading programs for children and adults. The program will be publicized in the Community and Contract Education schedule of classes and website; however, all enrollments are done through IRD
12. Learning Resources Network	LERN Yearly Membership \$800
13. Lisa Brand Design	Agreement for graphic design and art direction/services for marketing materials that are specific to the needs of Community Education and Workforce & Economic Development. Comment: The services may include assistance with expeditiously developing various marketing material for electronic and print distribution. Not to exceed \$1,000
14. NABCEP	Consultant service for delivery of seminars and courses for SMC Community and Contract Education courses
15. OMCP- Online Marketing Certified Professional	Agreement to provide prepaid OMCA Exam Vouchers for SMC Community Education Students who complete Social Media Marketing Practitioner Certification through Market Motive. Not to exceed \$4000/year

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

16-B COMMUNITY AND CONTRACT EDUCATION *(continued)*

Provider	Service
16. SimpliLearn	Agreement for online classes to be offered through SMC's Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.
17. Southwest Printing	Printing services for all Community Education and Professional Development catalogs
18. We Search Research	Editorial copywriting; information research and verifications Not to exceed \$5,500
19. West LA Extension	Agreement to offer joint community education classes through SMC's Community and Contract Education program in exchange for a percentage of the enrollment fees charged.
20. CRM Learning	Purchase videos for Customer Service Academy curriculum through Community Education
21. Complete Book.com	Purchase videos for Customer Service Academy curriculum books through Community Education
22. SMC Bookstore	Purchase books for Community Education courses.
23. List of providers on file in the Office of Community and Contract Education	Payment for delivery of seminars and courses for SMC Community and Contract Education courses. Payment per class is authorized as stated on the list.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-C CONSTRUCTION/FACILITIES SERVICES

*Requested by: Charlie Yen, Director of Facilities Planning
Eric Pivovarov, Director, Facilities Management*
*Approved by: Chris Bonvenuto, Chief Director, Business Services
Elaine Polachek, Interim Executive Vice-President*

The following one-year agreements for Construction/Facilities Services are all renewals of existing contracts for services.

Provider	Services	Amount	Funding Source
1. ARC	Reprographic Services for large format building plans and construction documents	Not to exceed \$100,000	State Construction Grants/Measure S, AA, V and District Capital Funds
2. Hilltop Securities Inc.	Provide continue disclosure and post-issuance compliance services for all general obligation bonds and Certificates of Participation as required by the Securities and Exchange Commission (SEC).	Not to exceed \$40,000	Measure V, S, AA and District Capital Outlay Fund
3. KNN	Provide financial advisory for general obligation bonds and Certificates of Participation to the District.	Not to exceed \$50,000	Measure V, S, AA and District Capital Outlay Fund
4. Foundation for California Community Colleges	Annual license fee for state facilities planning program (FUSION)	Not to exceed \$25,000	District Capital Funds
5. Lea Associates	Property appraisal services	Appraisal services not to exceed \$15,000 plus reimbursable expenses and any additional services not to exceed \$375 per hour	Measure V and District Capital Funds

16-C CONSTRUCTION/FACILITIES SERVICES *(continued)*

Provider	Services	Amount	Funding Source
6. Chris Nelson & Associates, Inc.	Provide boundary determination, ALTA/ASCM land title matters, aerial photogrammetric mapping, topography, underground utilities position and alignment, and construction control survey for the District's construction projects.	Not to exceed \$95,000	Measure V, S, AA and District Capital Outlay Fund
7. Buss-Shelger Associates	Property appraisal services	Appraisal services not to exceed \$15,000 plus reimbursable expenses and any additional services not to exceed \$250 per hour	Measure V and District Capital Funds
8. Tom Erickson	Property appraisal services	Appraisal services not to exceed \$10,000 plus reimbursable expenses	Measure V and District Capital Funds
9. Twining Laboratories	The consultant will provide construction and material testing and special inspection services.	\$80 - \$395 per hour, Special Tests \$25 - \$6,200 per test and up to \$650 per report, plus reimbursable expenses and test reports.	Measure S, AA, V and District Capital Funds
10. Ellis Environmental	The consultant will provide hazardous material monitoring and testing.	\$40 - \$160 per hour, up to \$500 per report plus reimbursable expenses and test reports.	Measure S, AA, V and District Capital Funds

16-C CONSTRUCTION/FACILITIES SERVICES *(continued)*

Provider	Services	Amount	Funding Source
11. Geolabs Westlake Village	Geotechnical Services	\$62 to \$182 per hour, Special Tests \$7 to \$4,000 per test and up to \$500 per report, plus reimbursable expenses and test reports.	Measure S, AA, V and District Capital Funds
12. Ninyo & Moore Geotechnical and Environmental Sciences	The consultant will provide hazardous materials, environmental, geotechnical and hydrogeologist services	\$50 - \$125 per hour, \$15 to \$480 per report plus reimbursable expenses and test reports.	Measure V, S, AA and District Capital Outlay Fund
13. B2 Environmental, Inc.	The consultant will perform asbestos, lead inspections, hazmat abatement plans, in-door air quality testing and monitoring services	\$55 - \$160 per hour, \$50 to \$650 per report plus reimbursable expenses and test reports.	Measure V, S, AA and District Capital Outlay Fund
14. Koury Engineering & Testing Inc	The consultant will provide laboratory testing material services for Concrete, Asphalt mixes and coring.	\$75 to \$180 per hour, and up to \$700 per report, plus reimbursable expenses and test reports.	Measure V, S, AA and District Capital Outlay Fund
15. Group Delta Consultants Inc.	The consultant will perform soils lab testing, environmental and material testing and inspection services.	\$70 to \$175 per hour, and up to \$750 per report, plus reimbursable expenses and test reports.	Measure V, S, AA and District Capital Outlay Fund
16. Psomas - Surveying & Mapping	The consultant will provide laser scanning surveys, right of way Engineering, photogrammetry and GPS/Geodetic Surveys.	\$60 - \$180 per hour, \$40 to \$480 per report plus reimbursable expenses and test reports.	Measure V, S, AA and District Capital Outlay Fund

16-C CONSTRUCTION/FACILITIES SERVICES *(continued)*

Provider	Services	Amount	Funding Source
17. Kleinfelder West Inc.	The consultant will provide laboratory testing material services for Concrete, Asphalt mixes and coring.	\$89 - \$285 per hour, Special Tests \$25 - \$6,200 per test and up to \$600 per report, plus reimbursable expenses and test reports.	Measure V, S, AA and District Capital Outlay Fund
18. P.A. Arca Engineering, Inc.	The consultant will provide topographical surveys, subsurface utility location, easement and boundary survey services.	\$50 - \$175 per hour, up to \$500 per report plus reimbursable expenses and test reports.	Measure V, S, AA and District Capital Outlay Fund

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-D ENROLLMENT DEVELOPMENT

*Requested by: William Bloom, Associate Dean, Financial Aid/Scholarships
Denise Kinsella, Interim Dean, International Education
Delores Raveling, Interim Dean, First Year Programs
Esau Tovar, Dean, Enrollment Services*

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

Provider	Service	Amount	Funding Source
1. Credentials Solutions	The company will provide services for the online ordering and electronic processing of transcripts. This is an optional service for students.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
2. National Student Clearinghouse	The company will provide services for the automated processing of enrollment and degree verifications.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
3. Viatron	Imaging software and electronic forms maintenance agreement	Not to Exceed \$45,000	SSSP
4. CCC Technology Center	Participation in the use/licensing of CCCApply (online admission application)	No cost to the District.	NA
5. Civitas Learning Inc.	Licensing of the company's "Schedule Planner" application used by students and staff to design best-fit course schedules.	\$20,000 for annual license; plus up to \$6,000 in customizations that may be requested.	SSSP
6. Lexmark	Software maintenance and support of Perceptive Intelligent Capture for Transcripts	Not to exceed \$30,000 There is also a 3% annual contract increase.	SSSP
7. Tableau	Business intelligence software maintenance and support	Not to exceed \$38,000 Note: includes anticipated annual increase of about 5%	SSSP

16-D ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
8. Skillbuilders	The company will provide support and maintenance for MyEdPlan application as needed.	Not to exceed \$50,000	SSSP
9. TargetX	Software maintenance and support for CRM platform. Note: Amount of previous annual contract was increased through Board approval to \$89,500 to purchase additional professional services to assist with the maintenance of TargetX instance. A 3-5% annual increase is anticipated for services.	Not to exceed \$95,000	SSSP
10. Salesforce Foundation	Software maintenance and support—Enterprise Edition.	Not to exceed \$22,000	SSSP
11. Blackboard ConnectEd	Blackboard Connect basic service (Emergency, Attendance, Outreach) 24x7x365 Support: Unlimited for 36,000 units	Not to exceed \$60,000	2018-2019 District Budget/ Enrollment Development
12. Global Datebooks	Off campus printing services 11,000 student planners for academic year 2019-20	\$40,000	SSSP/District
13. Screen Magic	Software maintenance, support, and 2-way SMS messaging service through TargetX—Enterprise Edition	Not to exceed \$16,000	SSSP
14. QLess Inc.	Annual license fee, maintenance, and support. QLess allows the college to manage virtual lines at select student services areas such as Assessment Center and Counseling	Not to exceed \$20,000 Plus \$15,000 for direct implementation support services in instances when SMC MIS staff is unable to assist	SSSP

16-D ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
15. College Source	Annual contract to College Source's Transfer Evaluation System utilized by counselors and evaluators to evaluate external coursework	Not to exceed \$10,000	SSSP
16. Ellucian Company L.P.	Banner Annual Maintenance/ Software License, including Needs Analysis for 2018-2019	\$41,665	2018-2019 BFAP
17. Ellucian Company L.P.	Banner Financial Aid Remote consulting services	Not to exceed \$7,200 (40 hours at \$180/hr.)	2018-2019 District Budget/ Financial Aid
18. Ellucian Company L.P.	Banner 9 Essential Plus services Includes: project planning and kickoff, Ethos identity, ESM and deployment of Banner 9 Administrative pages, knowledge transfer and Go-live	Not to exceed \$23,040 (128 hours at \$180/hr.)	
19. Ellucian Company L.P.	Banner 9 project management	Not to exceed \$4,500 (25 hours at \$180/hr.)	
20. Ellucian Company L.P.	UC4 Applications Manager by Automatic: Annual license Fee	\$17,444	2018-2019 BFAP
21. Ellucian Company L.P.	Financial Aid FM Need Analysis license fee for award year 2018-2019	\$6,232	2018-2019 BFAP
22. Work Study Agreement with Santa Monica-Malibu Unified School District. (Five year contract will expire June 30, 2019.)	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$13.25 per hour, which will be the current rate of pay for student workers, as of July 1, 2018	Federal Work Study Program
23. Blackbaud, Inc. Scholarship Software	Scholarship Processing Software	\$12,942 annual maintenance.	2018-2019 BFAP
24. SHI International	Red Hat Enterprise Linus for Virtual Datacenters	\$8,749.62	2018-2019 BFAP
25. GT Software	NetCobol for Linus x64 Enterprise	\$1,496	2018-2019 BFAP

16-D ENROLLMENT DEVELOPMENT/ *(continued)*

Provider	Service	Amount	Funding Source
26. Relation Insurance Services Education, Inc.	Accident/Illness insurance for F-1 visa students (mandatory) and domestic students (optional), including on-campus training for students and staff, support in providing healthcare and coverage to students.	No cost to the District. Students will pay \$117 per month for insurance coverage.	Student Insurance Fees
27. International Education Advising Centers (A full list of Educational Advising partners is available in IEC)	Introduce SMC to prospective students, hold college fairs, arrange seminars for visiting SMC staff to meet prospective students, help prepare applications, collect and remit fees from students to SMC.	The total for educational advising contracts not to exceed \$700,000 (one-time costs of \$1000- \$2000 per enrolled student in good standing)	2018-2019 District Budget/ International Education
28.	SMC International Education Center Recruitment and processing		2018-2019 District Budget/ International Education
Education.Global (renewal)	Web Advertising	No Charge	
iXplore University (renewal)	e-brochure/web advertisement	\$5500	
Study in the USA (renewal)	Web ads/profiles	\$10,575	
ISSM (Ellucian) (Renewal)	Document Management/ Services Integration	\$6550	
Mezun	Web/webinar/seminar advertising/recruiting	\$5000	
Center for Global Advancement of Community Colleges (renewal)	Web/webinar/seminar Advertising/recruiting Highlighting 2 + 2 programs	\$2000	

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-E FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS

*Requested by: Chris Bonvenuto, Chief Director, Business Services
Don Girard, Senior Director, Government Relations/Institutional Communications
Sherri Lee-Lewis, Interim Vice-President, Human Resources*

Approved by: Elaine Polachek, Interim Executive Vice-President

The following contracts for Fiscal/Advocacy are all renewals of existing contracts.

Provider	Service	Amount	Funding Source
1. Bond Logistix	Perform arbitrage rebate calculations and private use compliance calculations. Issue arbitrage rebate reports and private usage reports on all general obligation bonds and Certificates of Participation as required by the Internal Revenue Service.	Not to exceed \$15,000 per calculation/report	Measure S, U, AA, V, and the Capital Outlay Fund
2. Los Angeles County Office of Education	PeopleSoft Financial System and HRS System; i.e., general ledger, accounts payable, employee database, inventory, purchasing, 1099 reporting, payroll, retirements, PC budget, training and downloadable reports. Also includes Year 1 implementation fees for the new enterprise resource planning system to replace PeopleSoft and HRS.	Not to exceed \$600,000	2018-2019 District/Fiscal Services Budget
3. Vavrenek, Trine, Day & Co., LLP	Audit of District basic operations, grants, federal financial aid programs, radio station for the Corporation of Public Broadcasting	Not to exceed \$126,000 plus reimbursable expenses	2018-2019 District/ Board of Trustees Budget
4. Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, issues before the CCC Chancellor's Office and Board of Governors, and represent the District with the Governor's Office, and other state agencies that work with postsecondary educational institutions.	Not to exceed \$65,000 plus expenses	2018-2019 District/ Board of Trustees Budget

16-E FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS (continued)

Provider	Service	Amount	Funding Source
5. School Services of California, Inc.	Provide current resources in the form of bi-weekly updates on State financial and legislative matters, to assist the District with budget and cash flow analysis and projection. Includes 15 hours of business research and planning services.	Not to exceed \$7,500 plus expenses	2018-2019 District Business Administration Budget
6. Urban Dimensions (Dennis Zane)	Urban Dimensions will continue to provide advocacy to identify additional transportation funds at state and federal levels; and assist the college with business activities and relations with the City of Santa Monica and other governmental agencies.	Not to exceed \$60,000 plus expenses.	2018-2019 District Transportation Budget
7. The California Statewide Delinquent Tax Finance Authority	This is a joint powers authority that finances delinquent taxes owed allowing for the District to receive the revenue from those taxes before they are collected from the taxpayer.	Fees are paid from the financing of the taxes and are not passed on to the District	Fees are paid from the financing of the taxes and are not passed on to the District
8. Credentials Order Processing Services, Inc.	The company provides services for the online ordering and shipping of student parking decals as well as the printing of all parking decals sold on campus.	Fees include \$2.50 per decal ordered mailed to student (including printing, processing and mailing); \$.75 for printed decals sold on campus.	2018-2019 District/Parking Budget
9. Total Compensation Systems, Inc.	Actuarial services related to retiree benefit liability calculations as required by GASB 45/74/75.	Not to exceed \$21,500 per report including on site presentations if necessary.	2018-2019 District/Fiscal Services Budget
10. The Network Inc.	In accordance with Board Policy 6116, the Network Inc. will maintain a Fraud Alert Hotline which utilizing both phone access and a website provides an anonymous reporting system.	Not to exceed \$8,500	2018-2019 District/Fiscal Services Budget
11. Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,500	2018-2019 Auxiliary Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-F HUMAN RESOURCES/PERSONNEL COMMISSION

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

Carol Long, Director of Classified Personnel

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

Provider	Service	Amount	Funding Source
1. Dr. Gina Gallivan (aka: Psychological Consulting Services, Inc.)	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test; Provide Fitness for Duty examinations for Police Officers if necessary. [Licensed Clinical Psychologist, Board Certified in Police and Public Safety Psychology since August 1998.]	Pre-employment \$450 per candidate; Psychotherapy (50 minute session): \$275 per person; Fitness for Duty: \$400/hour (4-5 hours) includes interview, testing, follow-up calls, report if necessary; Debriefing \$350/hour per event (individual or group); Telephone consultation: \$350/hour or \$450/hour (9pm-5am). Not to exceed \$10,000	2018-2019 District Budget/ Human Resources
2. Dr. Paul Lane, Ph.D.	Psychological fitness for duty testing on designated employees (not Police Officer candidates) as directed by the Office of Human Resources; Results of tests and recommendations for fitness for duty based on testing to be transmitted to the VP of HR within two (2) weeks of the final testing session of each designated employee.	\$200 per hour for testing and reports. Not to exceed \$6,500	2018-2019 District Budget/ Human Resources
3. Los Angeles County of Education (LACOE)	Employee Assistance program (EASE) for eligible Santa Monica College employees. (Service is free to employees)	\$10,200	2018-2019 District Budget/ Human Resources

16-F HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
4. PeopleAdmin	Upgraded software of fully hosted basis to automate the acceptance and processing of academic employment applications; will allow tracking of applications, facilitate real time reporting to assist in attaining EEO and diversity goals. [Existing software is out of date and maintaining it has become problematic]	\$26,360.64 Annual Maintenance Fee	2018-2019 District Budget/ Human Resources
5. SCCCDC ERC (Liebert Cassidy Whitmore)	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions.	Not to exceed \$3,400	2018-2019 District Budget/ Human Resources
6. ViaTRON	Scanning of active and inactive personnel files	Not to exceed \$10,100	2018-2019 District Budget/ Human Resources
7. Idemia (formerly MorphoTrust/ Identix, Inc.)	Annual Maintenance of LiveScan Fingerprinting System in use of Campus Police	\$1,599.00	2018-2019 District Budget/ Human Resources
8. Brentview Medical Clinic	Provide Chest X-rays to current District employees who evidence positive TB test result as required by law.	X-rays to be charged at \$50.00 per employee. Not to exceed \$2,500	2018-2019 District Budget/ Human Resources
9. Scantron	Provider of approx. 50,000 forms used for student evaluations of faculty	Not to exceed \$4,500	2018-2019 District Budget/ Human Resources

16-F HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
10. Hudson HR Services, LLC	Training of SMC managers through workshops focused on a variety of management issues, including collective bargaining compliance, workplace harassment prevention, training, workplace communication, etc.	\$125 per hour for preparation and presentation. Not to exceed \$7,500	2018-2019 District Budget/ Human Resources
11. Keenan and Associates	Keenan and Associates will act as Broker in securing one or more group annuity contracts for District's Health Reimbursement Accounts (for the management group and the classified group); conduct periodic meetings to review the status of its HRA; inform the District of any changes affecting the program, assist the District with the implementation of the HRA; provide on-going consultation to District with respect to the HRA.	The carrier shall pay a renewal commission of 0.75% on the deposits, and an "asset trailer" of 0.9% accumulated assets in the group annuity contract. Keenan and MidAmerica shall receive half of the total commissions paid by the annuity carrier. Keenan shall also receive \$2.00 per active employee per quarter of the Administrative Fee (\$7.00 per active Employee per quarter) paid by the District to MidAmerica.	2018-2019 District Budget/ Human Resources
12. MidAmerica Administrative Solutions, Inc.	MidAmerica, is the exclusive provider of administrative services and technical support for the Keenan HRA Program. The District engaged MidAmerica to provide technical support and administrative services in conjunction with its HRA Program.	Administrative Fee: \$7.00 per active Employment per quarter. Estimated Cost:\$3,600/ quarter Distribution Fee: \$7.00 for each claim processed up to an annual maximum of\$42.00. Estimated Cost: \$520/ quarter taxes on fees paid: Approximately \$500. (All fees paid by the employer) and shall continue year to year thereafter unless and until terminated by either party upon written notice. Not to exceed: \$15,000	2018-2019 District Budget/ Human Resources

16-F HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
13. Sintra Group	Performs background investigation services and preparation of written evaluations for each candidate applying for the positions of Police Officer, Community College Officer, and Community College Police Trainee.	Not to exceed \$20,000 plus expenses. Existing Contract Term from January 1, 2017 through December 30, 2018, with the option to renew in 1-year renewal option periods.	2018-2019 District Budget/ Human Resources
14. Total Recall Captioning	The Consultant will provide for a designated class a team of two Service Providers capable of providing real time captioning services to faculty.	Not to exceed \$5,003 On-site Teamed Service Provider -\$160/hour. On-site Single Service Provider - \$60/hour. Remove Services: \$75/hour	2018-2019 Human Resources/ ADA Accommodation
15. Sign Up Interpreting	Provides Sign Language Interpreting services for deaf and/or hard of hearing faculty and staff	Not to exceed \$5,003 Individual services - \$72/hour Team Rate: \$144/hour	2018-2019 Human Resources/ ADA Accommodation
16. First Pacific Exchange (dba Navigate HCR)	Navigate HCR ("NHCR") is the developer and exclusive owner of an Affordable Care Act ("ACA") management information system known as HCR Toolbox. This software system will enable the District to track payroll, HRIS, time and attendance as well as benefits administration and is designed to comply with current and subsequent regulations of the ACA.	Not to exceed \$7,500.00	2018-2019 District Budget/ Human Resources
17. Westchester Medical Group	Provide full service consulting with regard to job-related employee examinations including but not limited to return to work and fitness for duty examinations.	Fitness for duty exams at \$600 max per exam Not to exceed \$8,000	2018-2019 District Budget/ Human Resources

16-F HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
18. SchoolsFirst Federal Credit Union ("FCU")	SchoolsFirst FCU is the Third Party Administrator (TPA) for the administration, education and compliance reporting of the SMC District's employees' 403b retirement savings and 457b deferred compensation programs.	Zero cost to either the district or employee for any portion of the administrative fees.	2018-2019 District Budget/ Human Resources (Not applicable)
19. Ameriflex/ Colonial Life Insurance	Administration of the flexible spending account ("FSA") also known as the Section 125 account. Colonial Life offers to district employees voluntary insurance policies including but not limited to supplemental life, cancer, accident, disability coverage, etc.	Zero cost to either the District or employee for any portion of the Section 125 FSA administration charges. Other insurance policies (except for the District's life insurance policy of \$50,000 per employee) are voluntary and employee paid	2018-2019 District Budget/ Human Resources (not applicable)
20. NeoGov	Renewal for annual Insight Enterprise Software licensing and related services for Personnel Commission classified online applicant tracking system	\$10,000	2018-2019 District Budget/ Personnel Commission
21. Biddle Consulting Group	OPAC software for computer skills testing; plus maintenance renewal, unlimited toll-free phone support, user's group web site, and free automatic software upgrades	\$859	2018-2019 District Budget/ Personnel Commission
22. CODESP	Online service which provides hiring assessment tools, including written test and performance test items	\$2,050	2018-2019 District Budget/ Personnel Commission
23. Liebert, Cassidy, Whitmore	Personnel training, advice	\$190 to \$295 per hour for attorney services; \$75 to \$150 per hour for paralegal services; plus expenses	2018-2019 District Budget/ Human Resources/ Personnel Commission

16-F HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
24. Ad Club	An agency providing assistance in placing academic recruitment postings online in Equal Employment Opportunity focused online sites.	Not to exceed \$20,000	2018-2019 District Budget/ Human Resources
25. Peace of Over Violence	Provides sexual & domestic violence prevention and intervention education services to students and employees of SMC who are victims of domestic violence/sexual assault, including training (i.e., bystander intervention, peer education, trauma-informed training, sexual/domestic violence prevention)	Zero cost to either the district or employee	2018-2019 District Budget/ Human Resources (No funding required)
26. Rape Treatment Center at Santa Monica-UCLA Medical Center	Provides trauma informed services to students and employees of SMC who are victims of sexual violence, and to enhance the overall response to sexual assault at SMC. An MOU is established to meet the statutory requirements of AB 1433 (Gatto, 2014) and to promote compliance with state and federal laws related to these issues. Services include prevention education training (i.e., bystander intervention, peer education, trauma-informed training, sexual/domestic violence prevention).	Zero cost to either the district or employee	2018-2019 District Budget/ Human Resources (No funding required)

16-F HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
27. Center for Pacific Asian Family	Provides services to students and employees of SMC who are victims of domestic violence/sexual assault within the Asian and Pacific Islander communities, including training (i.e., bystander intervention, peer education, trauma-informed training, sexual/domestic violence prevention)	Zero cost to either the district or employee	2018-2019 District Budget/ Human Resources (No funding required)
28. Sojourn	Provides crisis intervention, peer counseling, resource referral, and advocacy services through Sojourn's 24/7 hotline, and will serve victims in their crisis shelter, second-stage shelter, support groups, legal and social services clinics, to students and employees of SMC who are victims of sexual violence.	Zero cost to either the district or employee	2018-2019 District Budget/ Human Resources (No funding required)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5,2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-G INFORMATION TECHNOLOGY

Requested by: Information Technology Team

Approved by: Elaine Polachek, Executive Vice-President, Business administration

Provider	Service	Amount	Funding Source
1. City of Santa Monica	Santa Monica City Co-Location agreement for 3 locations (lease agreement).	\$45,000	2018-19 District Budget/ Information Technology
2. City of Santa Monica	Santa Monica City maintained Wide Area Network (iNet) network equipment (maintenance)	\$6,048	2018-19 District Budget/ Information Technology
3. City of Santa Monica	Access to Santa Monica City owned high-speed data network to connect SMC campuses with the main SMC campus (lease agreement)	\$54,760	2018-19 District Budget/ Information Technology
4. SHI / Cisco SmartNet	Annual Network technical support & maintenance	\$ 139,600	2018-19 District Budget/ Information Technology
5. Hewlett Packard Enterprise Co	Annual campus Maintenance agreement.	\$122,000	2018-19 District Budget/ Information Technology
6. CDW-G	VEEAM – Annual renewal of server backup and recovery software licensing for VMware virtual servers (software license and support agreement).	Not to exceed \$39,000	2018-19 District Budget/ Information Technology
7. Computerland	Microsoft Campus Agreement/ Desktop for Education	\$97,252	2018-19 District Budget/ Information Technology
8. Computerland	Adobe ETLA Campus Agreement/ Creative Cloud	\$72,219	2018-19 District Budget/ Information Technology

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-H INSTITUTIONAL RESEARCH

Requested by: Edna Chavarry, Acting Dean, Institutional Research

Approved by: Elaine Polachek, Interim Executive Vice-President

Provider	Service	Amount	Funding Source
1. Chancellor's Office of the California Community Colleges (COCCC)	To facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). Enables online submission of mandatory reporting.	\$5,900	2018-2019 District Budget/ Institutional Research
2. Production Transcripts	Transcription services for focus groups and interviews conducted for research studies.	Not to exceed \$1,200	2018-2019 District Budget/ Institutional Research
3. Survey Gizmo	Web-based survey tool service.	\$1,574	2018-2019 District Budget/ Institutional Research
4. Collaborative Institutional Training Initiative (CITI)	The CITI Program will provide customized web-based training on conducting ethical research with human subjects for researchers requesting Institutional Review Board (IRB) approval to conduct research with SMC students and employees.	\$2,500	2018-2019 District Budget/ Institutional Research

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-I KCRW

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

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.American Public Media	Carryover: CPB FY 18 Expenses Period: 7-1-2018 through 9-30-2018 Affiliation/Service fee: Program Acquisition Fees: Studio Usage/Engineering time/ISDN	Payable upon billing; Not to exceed: \$3,510.27 \$30,011.01 \$500.00
	CPB FY 19: Expenses Period: 10-1-2-18 through 6-30-2019 Affiliation/Service fee: Program Acquisition: Not limited to MARKETPLACE, BBC Streaming, etc.	Payable upon billing; Not to exceed: \$10,847.25 \$122,346.00
	Automatic renewal of PIJ/PIN Partner Station Agreement: KCRW's Usage of APM's Public Insight Network database used on editorial side to find sources for show. Period: 4-1-2018 –3-31-2019	Payable upon billing; Not to exceed \$5,000.PIJ/PIN Partner Station Agreement.
	Studio usage/engineering time/ISDN lines for various KCRW programs.	Payable upon billing Not to exceed \$2,500
	Carryover: CPB FY 19 Period: 7-1-2019 through 9-30-2019	Payable upon billing Not to exceed: \$34,021.28
2. Public Radio Exchange/PRX	Institutional Membership Fee Period: 7-1- 2018 through 6-30 2019 Payable in advance	Payable upon billing; Not to exceed: \$4,500 Institutional Membership
	Program Acquisition: Annual Fees for THE MOTH RADIO HOUR (\$5,985.); THIS AMERICAN LIFE (\$17,800); and other programs to be determined. Payable in advance Period: 7-1-2018 through 6-30 2019	Not to exceed: \$23,785

16-I KCRW (continued)

Provider	Service	Amount
3. Public Radio International	Carryover CPB FY 18 Expenses Period: 7-1-18 through 9-30-18 Affiliation/Service Fee: Program Acquisition Fees: Studio Usage/Engineering time/ISDN: CPB FY 19: Expenses Period: 10-1-18 through 6-30-19 Quarterly fees for THE WORLD, BBC Streaming, etc. Affiliation/Service Fee: Program Acquisition Fees: Studio Usage/Engineering time/ISDN: Audiographics Report(s): TTP Carryover: CPB FY 19 Expenses Period: 7-1-19 through 9-30-19 Affiliation/Service Fee: Program Acquisition Fees: Studio Usage/Engineering time/ISDN:	Payable upon billing; Not to exceed \$26,274.24. Not to exceed \$21,929.94 Not to exceed \$1,250.00 Not to exceed: \$78,822.76 Not to exceed: \$65,790.00 Not to exceed: \$3,750.00 Not to exceed \$4,000 Not to exceed: \$26,274.25 Not to exceed: \$21,929.94 Not to exceed: \$1,250.00
4. WNYC	Carryover: CPB FY 18 Expenses Period: 7-1-18 through 9-30-18 Program Acquisition HD Access Package CPB FY 19: Expenses Period: 10-1-18 through 6-30-19 Program Acquisition: Not limited to: THE NEW YORKER RADIO HOUR, etc. HD Access Package: ability to air any or All WNYC programs on HD Frequencies Carryover: CPB FY 19 Expenses Period: 7-1-19 through 9-30-19	Payable upon billing: Not to exceed: \$2,875.00 \$625.00 Payable upon billing: Not to exceed: \$9,056.25 \$1,875.00 Payable upon billing: Not to exceed: \$3,643.75
5. National Public Radio	Carryover: CPB FY 18 Expenses Final Quarter Payment, CPB FY 18 Period: 7-1-18 through 9-30-18 Membership: Program Acquisition/Digital Fees: Interconnect Fees:	Not to exceed: Payable upon billing \$3,479.35 \$275,758.25 \$9,000.00

16-I KCRW (continued)

Provider	Service	Amount
6. National Public Radio:	CPB FY 19 Expenses: Period: Oct 1, 2018 thru June 30, 2019 Institutional Membership Fee Program Acquisition: NPR News Magazine/HD Programs Studio Usage/Engineering time and ISDN lines; Digital Services, includes Digital streaming + bandwidth overages iTunes: Satellite Interconnect: Annual + Monthly Interconnect Fees Carryover: CPB FY 19 Expenses Period: 7-1-19 through 9-30-19 Membership: Program Acquisition: Studios usage: Digital: iTunes: Satellite Interconnect:	Payable upon quarterly billing, Not to exceed: \$10,881.00 \$777,408.00 \$13,875.00 \$92,799.75 \$3,000.00 \$38,250.00 \$3,627.00 \$295,694.25 \$4,625.00 \$30,933.25 \$1,000.00 \$9,904.00
7. City of Los Angeles Department of Water + Power	Continuing usage of Department's Briarcrest water tank site for KCRW to maintain and operate a radio antenna facility. License Fee, payable upon billing, in advance. Period: 5-1- 2018 through 4-30 2019	Annual Administrative License Fee, not to exceed \$600
8. List of providers On file at KCRW	Various Site rentals/road access for KCRW transmitters: American Tower Corp: Red Mountain Continuation of First Amendment To Lease Agreement, #WE801623 Period: 6-1-2016 through 5-31-2021 ATC Watertown, LLC: San Miguel formerly Richland Towers Borrego Springs Collins Communications Term: 9-1-2017 through 8-31-2022 Community Radio: transmitter site for KDRW, Santa Barbara Period: 7-1-2018 through 12-31-2018 Period: 1-1-2019 through 6-30-2019 to be negotiated with new contract or an amendment to existing contract: increase to be in accordance to CPI rate.	Annual Totals not to exceed: \$20,493.00 \$9,808.00 \$3,934.00 \$27,107.00 \$4,448.00 \$TBD monthly Rental fee

	Utilities: Power and A/C charges Crown Castle: Mojave, CA KSBY Comm., LLC For KERW/San Luis Obispo Rental: 7-1-2018 through 12-31-2018 End of Contract, 12-31-18 Need new contract or addendum to existing contract Rental: 1-1-2019 through 6-30-2019 Utilities: 7-1- =2018 through 6-30-2019 Lazer Broadcast KCRW Transmitter: South Mountain, Santa Paula, CA. New 3 Year Contract, Term: 7-1-16 through 6-30-19 With 1 Additional TERM of 3 years Renewal, 7-1-19 through 6-30-22 Annual Escalator, not to exceed 3% Rental and Utilities fees. Mountain Investments: Bald Mountain Amendment #4: 7-1-16 through 6-30-20. With 4% annual increase. Mountain Investments: Copper Mountain Mountain Investments: Indio Peak Rincon Broadcasting, LLC/Point Broadcasting Period: 7-1-18 through 6-30-19 Annual escalator, not to exceed 3%, Commencing each January 1st Snow Peak Period: 7-1-18 through 8-31-19 New contract: 9-1-16 thru 8-31-21 Vertical Bridge CC FM, LLC Period: 7-1-18 through 6-30-19 Richard E. King: usage/access, repair/ maintenance of private road leading to KCRW transmitter site at South Mountain, above Santa Paula, Ventura County	\$18,617.00 \$13,442.00 \$37,904.08 \$25,513.36 \$TBD \$7,400.00 \$13,284.00 \$15,468.00 \$18,490.00 \$34,845.00 \$9,900.00 \$3,984.00 \$116,522.00 Annual usage fee: \$2,652.25 Variable fee, for Maintenance/repair: Not to exceed \$7,500 for twelve month period
9. List of providers on file at KCRW.	Miscellaneous goods and services, including but not limited to, Office/Engineering supplies, Utilities; Broadcast Liability Insurance; Short-term equipment rental; Maintenance Agreements/Services; Other Contract Services; Legal services; broadcast engineering and computer equipment for new building, as needed. Others: Unknown at this time. These expenses, to be reimbursed by KCRW Foundation, Inc.	Payment is authorized as stated on the list on file at KCRW. Not to exceed \$2,600,000

16-I KCRW (*continued*)ACCEPTANCE OF DONATIONS/GRANTS/FUNDING

Funding Source	Service	Amount
10. City of Santa Monica	Undetermined at this time.	
11. Corporation for Public Broadcasting	Acceptance of CPB FY 18 Funds, for period: 10-1-2018 through 9-30-2020 Comprised of two grants: 1. Community Service Grant; 2. National Program Production and Acquisition Grant. To be expended for programs, services and related expenses from American Public Media, National Public Radio, Public Radio Exchange, Public Radio International, WNYC Any expenses, over the grant amount that is offered and accepted, will be reimbursed by KCRW Foundation, Inc., upon billing.	To be determined: Approximately, \$1,399,638 This figure, is based on CPB FY 18 grant

MEMBERSHIPS

12. Memberships	Institutional Memberships: National Public Radio Public Radio Exchange Public Radio International California Broadcasters Association Greater Public/Public Media Development And Marketing Conference Public Broadcasting Managers Association Public Radio Program Directors So. CA Broadcasting Association	Payable upon billing, From CPB (CSG) funds Payable upon billing, From KCRW donations
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BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-J LEGAL SERVICES

*Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
 Sherri Lee-Lewis, Interim Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Charlie Yen, Director, Facilities Planning*

Approved by: Kathryn E. Jeffery, Superintendent/President

The following contracts for Legal Services are all renewals of existing contracts and services. The District uses the legal firms for personnel, facilities, fiscal issues; bond counsel, risk management, and legal services required by the Board on an as-needed basis.

Provider	Service	Amount	Funding Source
1. Harding, Larmore, Mullen, Jakle, Kutcher and Kozal	Municipal, land use and CEQA issues	\$200 to \$385 per hour plus expenses	2018-2019 Business and Administration Capital Outlay Fund Bond Measures AA, U and S funds
2. Norton Rose Fulbright US, LLP	1) Provide legal services associated with real property acquisition and Joint Powers Authority (JPA) agreement between the District and the City of Malibu, (2) Provide bond counsel, (3) Provide legal counsel for facilities contract related issues.	\$225 to \$700 per hour, plus reimbursement of actual and necessary expenses	2018-2019 Business and Administration Budget; Bond Measures AA, V and S funds; District Capital Outlay Funds
3. Fagen Friedman & Fulfrost	Provide legal advice and representation principally in the area of labor-management issues.	\$120 to \$265 per hour, plus costs and expenses in performing legal services.	2018-2019 District Budget/Business and Administration

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

16-J LEGAL SERVICES *(continued)*

Provider	Service	Amount	Funding Source
4. Newman, Aaronson, Vanaman	Robert Myers of Newman Aaronson Vanaman is providing the services of campus counsel. The responsibilities of campus counsel include coordinating of all litigation against the College, overseeing regulatory compliance, coordinating and reducing all outside legal services, and providing legal services determined by the Superintendent/ President or her designee to reduce legal exposure and liability.	\$100 to \$375 per hour plus expenses	2018-2019 Business and Administration Capital Outlay Fund Bond Measures U and S funds

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-K MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA

Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications

Approved by: Kathryn E. Jeffery, Superintendent/President

The following contracts for Marketing, Community Outreach, Recruitment and Web and Social Media, are all renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Randy Bellous Productions	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$20,000 plus reimbursable expenses	2018-2019 Marketing Budget
2. Golden Cane Advertising (Gregg Lewis)	Advertising services (outdoor and print production and placement; electronic media production and supervision; strategic and creative direction; copywriting); online design and branding for institutional advancement (alumni)	Not to exceed \$92,000 plus reimbursable expenses	2018-2019 Marketing Budget
3. We Search Research	Editorial copywriting; information research & verification for schedule of classes and college catalog; comprehensive review and rewriting for SMC webpages	Not to exceed \$47,000 plus reimbursable expenses	2018-2019 Marketing Budget and 2017-2018 Web & Social Media Budget
4. KPWR 105.9 FM Radio	Fall 2017, Spring 2018, Summer 2018 radio advertising and internet/text messaging for student recruitment	Not to exceed \$200,000	2018-2019 Marketing Budget
5. KROQ 106.7 FM Radio	Fall 2018, Spring 2019, Summer 2019 radio advertising and internet/text messaging for student recruitment	Not to exceed \$250,000	2018-2019 Marketing Budget
6. iHeartMedia KIIS 102.7 FM Radio	Fall 2018, Spring 2019, Summer 2019 radio advertising and internet/text messaging for student recruitment	Not to exceed \$160,000	2018-2019 Marketing Budget

16-K MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA *(continued)*

Provider	Service	Amount	Funding Source
7. SantaMonica Closeup.com (Fabian Lewkowicz)	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$6,000 plus reimbursable expenses	2018-2019 Marketing Budget
8. Santa Monica Daily Press	2018-2019 print advertising for college advancement; student recruitment, and community outreach	Not to exceed \$35,000	2018-2019 Marketing Budget
9. Theo Jemison	2018 graduation webcast, photo booth, and highlight video services, for alumni development	Not to exceed \$38,000 plus reimbursable expenses	2018-2019 Marketing Budget
10. La Opinión newspaper	2018-2019 print advertising for student recruitment	Not to exceed \$15,000	2018-2019 Marketing Budget
11. Los Angeles Sentinel	2018-2019 print advertising for student recruitment	Not to exceed \$5,000	2018-2019 Marketing Budget
12. SurfSanta Monica.com	2018-2019 advertising for student recruitment	Not to exceed \$12,000	2018-2019 Marketing Budget
13. Facebook & Instagram	2018-2019 web advertising (banner) for student recruitment	Not to exceed \$9,125	2018-2019 Web & Social Media Budget
14. Snapchat	2018-2019 web outreach to increase engagement for college advancement, student recruitment and community outreach	Not to exceed \$5,475	2018-2019 Web & Social Media Budget
15. Andrew Tonkovich	2018-2019 editorial, publicity and related professional services to produce Santa Monica Review twice yearly	Not to exceed \$10,000 plus reimbursable expenses	2018-2019 Auxiliary Budget, Santa Monica Review Program Revenues
16. Douglas Wadle	Establish a master calendar for events at the SMC Performing Arts Center.	Not to exceed \$28,000 plus reimbursable expenses	2018-2019 Auxiliary Budget, SMC Performing Arts Center Program Revenues

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

16-K MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA *(continued)*

Provider	Service	Amount	Funding Source
17. Big Blue Bus	2018-2019 outdoor advertising for student recruitment	Not to exceed \$165,000	2018-2019 Marketing Budget
18. Outfront Media	2018-2019 outdoor advertising for student recruitment (CBS Outdoor is the provider for the MTA bus system)	Not to exceed \$150,000	2018-2019 Marketing Budget
19. Hoy! (property of Los Angeles Times)	2018-2019 print advertising for college advancement, student recruitment, and community outreach.	Not to Exceed \$15,000	2018-2019 Marketing Budget
20. Ploughshares	2018-2019 print advertising for student recruitment	Not to Exceed \$945	2018-2019 Marketing Budget
21. Mirror Media	2018-2019 print advertising for student recruitment	Not to Exceed \$20,000	2018-2019 Marketing Budget
22. UCLA Student Media	2018-2019 print advertising for student recruitment	Not to Exceed \$20,000	2018-2019 Marketing Budget
23. Google Adwords	2018-2019 digital advertising for student recruitment	Not to Exceed \$7,300	2018-2019 Social Media Budget
24. Poets & Writers	2018-2019 print advertising for student recruitment	Not to Exceed \$4,400	2018-2019 Marketing Budget
25. Malibu Times	2018-2019 print advertising for student recruitment	Not to Exceed \$5,000	2018-2019 Marketing Budget
26. Malibu Surfside News	2018-2019 print advertising for student recruitment	Not to Exceed \$5,000	2018-2019 Marketing Budget
27. Karriann Hinds	2018-2019 Community Outreach for the SMC Public Policy Institute to Los Angeles based agencies and organizations; support activities for capacity building	Not to Exceed \$25,000	2018-2019 Public Policy Institute Budget
28. Argonaut	2018-2019 print advertising for student recruitment	Not to Exceed \$15,000	2018-2019 Marketing Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

16-L PUBLIC AFFAIRS

Requested by: Grace Smith, Public Information Officer

Approved by: Dr. Kathryn E. Jeffery, Superintendent/President

Provider/Contract	Service	Amount	Funding Source
1. Sarah Spitz	Consultant will provide copyediting and writing support for news, features, profiles and brochures to be used across a number of communication channels for enrollment, brand management and marketing of college programs.	Not to exceed \$8,000	Public Affairs, District Budget (100%)
2. Amy Williams Photography	Consultant will provide photography services to support news releases, newsletters and other digital/print marketing content for Public Information Office. Includes pre- and post-production and art direction.	Not to exceed \$3,000	Public Affairs, District Budget (100%)
3. We Search Research	Consultant will provide year-round copywriting and research support for Public Information Office to highlight College events and initiatives, as well as editorial support for institution-wide publicity materials and institutional communications collateral	Not to exceed \$11,000	Public Affairs, District Budget (100%)
4. Francine McDougall Photography	Consultant will provide photography services to support news releases, newsletters and other digital/print marketing content. Includes pre- and post-production and art direction.	Not to exceed \$4,000	Public Affairs, District Budget (100%)
5. Susan L. Wampler Communications	Consultant will provide copyediting and writing support for news, features, profiles, and brochures to be used across a number of communication channels for enrollment, brand management and marketing of college programs.	Not to exceed \$6,000	Public Affairs, District Budget (100%)

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

16-L PUBLIC AFFAIRS *(continued)*

6. Diane Krieger Communications LLC	Consultant with vast PR and feature writing experience will provide support in developing PR and marketing communications collateral including articles and brochures for a student and community audience.	Not to exceed \$6,950	Public Affairs, District Budget (100%)
7. Cision	Cision Media hosted database and email distribution service tool. Media Database North America; influencer data; editorial calendar; email distribution; on concurrent user, 5 usernames	Not to exceed \$5,000	Public Affairs, District Budget (100%)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-M PURCHASING

The annual award of competitive contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and service s as well as reduce administrative cost. These indirect (MRO) contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent

California County Superintendents Educational Services Association, with CalSave Program, ongoing contract, sponsored by Epylon

California State University Contract, Contract 1924, with PlanetBids, ongoing, for On-Line Bid/Vendor Management, Contract Management and Insurance Certificate Management Services Software Services

Educational & Institutional Cooperative Purchasing, Contract CNR-01163, with VWR & Wards Scientific, to 06/30/19, for general laboratory supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01341, with B&H Photo Video, to 7/31/23, for audio visual supplies and equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01419, with Steris Corp, to 02/28/22, for science & health laboratory Supplies/equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01366, with Xerox, to 01/31/20, for document management products and services

Educational & Institutional Cooperative Purchasing, Contract CNR-01307, with Complete Book, to 06/30/21, for books and instructional media

Educational & Institutional Cooperative Purchasing, Contract CNR-01262, with Henry Schein, to 04/30/21 for athletics training and medical supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01322, with Ferguson Supply, to 10/31/22 for plumbing supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01399, with Enterprise Fleet, to 12/31/21 for fleet vehicles

Educational & Institutional Cooperative Purchasing, Contract CNR-01362, with Airgas, to 09/30/19, for lab gases

Educational & Institutional Cooperative Purchasing, Contract CNR-01400, with Sherwin Williams, to 07/31/21, for paint

Educational & Institutional Cooperative Purchasing, Contract CNR-01394, with PPG Paint, to 04/30/21, for paint, coatings, and architectural finishes

Foundation for California Community Colleges (FCCC), Contract CB 15-016 with Office Depot, to 10/31/2018 for office supplies

Foundation for California Community Colleges (FCCC), Contract CB13-013, with Krueger International (KI), to 10/01/18, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB13-014, with Haworth, to 10/01/18, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB13-015, with Steelcase, to 10/01/18, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB15-204, with Iron Mountain, to 11/5/18 for records management, secure shredding

Foundation for California Community Colleges (FCCC), Contract CB-195-16, with Shaw Contract Flooring Group, to 01/31/19, for flooring products

Foundation for California Community Colleges (FCCC), Contract CB-194-16, with SHI, for computer hardware and software, to 12/31/18

Foundation for California Community Colleges (FCCC), Contract CB-15-206, with CDWG, to 6/1/20, for IT products and services

Glendale Unified School District Contract P-13/1314, with Apple Computers, to 10/15/18, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract 00612/7-14-99-22, with U.S. Bank, to 12/31/2018, for commercial card services

NASPO VALUEPOINT Contract 1862/7-11-51-01, with Fastenal Company to 06/30/18, for maintenance, repair, operations (MRO) supplies

NASPO VALUEPOINT Contract 1862/7-11-51-02, with Grainger to 06/30/18, for Industrial Supplies & Equipment, Janitorial Supplies and Equipment

NASPO VALUEPOINT Contract 7-11-51-03, with MSC Industrial to 06/30/18, for facilities/maintenance/industrial supplies and tools

NASPO VALUEPOINT Contract ADSP016-169901/7-17-70-41-02, with NEOPOST, Inc., to 05/14/19, for Mailroom Equipment Supplies and Maintenance

NASPO VALUEPOINT Contract ADSP016-169897/7-12-70-26, with Pitney Bowes, Inc., to 05/14/19, for Mailroom Equipment Supplies and Maintenance

NASPO VALUEPOINT Contract AR-233/7-14-70-04, with Cisco, Inc., to 05/31/19, for Cisco network communication equipment and maintenance

NASPO VALUEPOINT Contract AR1464/7-14-70-06, with Hewlett Packard Company, 05/31/19, for Data Communications Supplies/Equipment

NASPO VALUEPOINT Contract 827164/7-15-70-34-002, with Hewlett Packard Company, 03/31/20, for Computer Servers and Storage

NASPO VALUEPOINT Contract 7-15-70-34-001, with Hewlett Packard Company, 03/31/20, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract B27160/7-15-70-34-003, with Dell Computer, 03/31/20, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract MA065/7-16-99-28-02, with UPS, to 11/27/21, Express, Small Package air delivery and international shipments

NASPO VALUEPOINT Contract MA454/7-16-99-28-01, with Federal Express Corporation, to 11/27/21, Express, Small Package air delivery and international shipments

NASPO VALUEPOINT Contract 7-16-99-28-03, with Golden State Overnight, to 11/27/21, Express, Small Package air delivery and international shipments

NASPO VALUEPOINT Contract 7-16-9926-02, with Fisher Scientific to 04/1/19 for Science Supplies.

NASPO VALUEPOINT Contract 7-16-70-37, with CDWG, to 04/07/18, for Software VAR services

NASPO VALUEPOINT Contract 7-16-70-36, with SHI International, to 04/07/18, for Software VAR services

National Cooperative Purchasing Alliance (NCPA) Contract NCPA02-27 with Waxie, to 04/30/19, for janitorial supplies

State of California (CMAS) Contract 4-06-78-0031A Field Turf USA to 11/30/21 for Synthetic Turf

State of California (CMAS) Contract, Contract 4-09-71-0087A, with ALLSTEEL Inc., to 12/31/2018, for Office Furnishings Systems, seating, files and Architectural Interiors

University of California Contract A12190, with Arrowhead/Nestle Waters, for bottled and filtered drinking water services to 10/2019

U.S. Communities for the County of Fairfax VA. Contract 12-JLH-011C, with Cintas Corporation, to 03/31/19, for facilities solutions

U.S. Communities for the County of Fairfax VA. Contract 4400006644, with Insight Public Sector, Inc., to 04/30/19, for Technology Products/Equipment, Section A and Technology Services/Solutions

U.S. Communities for the County of Los Angeles Contract EV2370, with Graybar Electric Company, Inc., to 01/31/23, for Electrical, Heating, Ventilation and Supplies

U.S. Communities for the County of Maricopa City Phoenix AZ Contract 16154, with Home Depot Supply, Inc., to 12/31/21, for Maintenance and Hardware Supplies

U.S. Communities for the Harford County Public Schools MD, Contract 15-JLP-023, with TRANE, to 09/30/20, for HVAC products and services

U.S. Communities for San Diego USD Contract R-TC-18004, with Virco, to 12/31/22, for furniture

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-N RISK MANAGEMENT

Requested by: Risk Management Office

Approved by: Chris Bonvenuto, Chief Director, Business Services

Funding Source: 2018-2019 Risk Management Budget

Provider	Service	Amount
1. Keenan and Associates	Property and Casualty Claims Administration Services Agreement: Claims management services for the District's self-insured property and liability insurance program.	Not to exceed \$42,000
2. Keenan and Associates	To provide loss control services not included in the PIPS Workers Compensation Program.	Not to exceed \$51,000
3. Clean Harbors	Provides hazardous waste management and disposal services.	Not to exceed \$95,000
4. Dr. Maureen Sassoon	To provide Industrial Hygiene related consultation services such as air monitoring for asbestos abatement projects, chemicals, noise levels, lab analysis, reports, training, and other health and safety issues to include training, surveys and written reports.	Not to Exceed \$3,000
5. Student Insurance Agency	Accident and Injury Insurance Coverage for Domestic Students and Student Athletes Enrolled and attending regular scheduled classes/ practices. Coverage includes: Mandatory BASIC; Mandatory SCAT; Mandatory STUCAT.	Not to Exceed \$160,000
6. Brentview Medical	Provides industrial injury medical services for new claims and other medical employment related services as needed.	\$3,000
7. Midway Industrial Health Care Services	Provides industrial injury medical services for new claims and other medical employment related services as needed.	\$2,000
8. Ellis Environmental	Provide hazardous materials testing, abatement management, indoor air quality, mold testing, chemical lab analysis	\$8,000

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 5, 2018

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-O STUDENT AFFAIRS

*Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention, and Student Wellness
Nancy Grass, Associate Dean, Student Life
Deirdre Weaver, Director, Student and Alumni Relations
Stephanie Schlatter, Director, DSPS
Johnnie Adams, Chief of Police
Ferris Kavar, Project Manager, Sustainability Coordination
Lisa Winter, Title IX Coordinator*

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

PROFESSIONAL SERVICES – CAREER SERVICES CENTER

Provider	Service	Amount	Funding Source
1. College Central Network	Provide functionality to collect, enter and approve job postings, search resumes, and refer them to prospective employers and to generate reports about students, alumni, employers and job postings.	\$1,103	2018-2019 District Budget/ Career Services Center
2. Bridges Transitions Co. (Choices 360)	Online Career Exploration program. Helps students learn about careers, education, income and some self-assessment. Helps students to both explore and plan for future careers and college majors.	\$2,000	2018-2019 District Budget/ Career Services Center

PROFESSIONAL SERVICES-CRISIS PREVENTION TEAM

Provider	Service	Amount	Funding Source
3. Maxient	Annual Service Fee for conduct management software used by Student Judicial Affairs, Title IX, and the Crisis Prevention Team	Not to exceed: \$9,500	2018-2019 District Budget/ Crisis Prevention Team

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-O STUDENT AFFAIRS (continued)

PROFESSIONAL SERVICES-CAMPUS/ALUMNI RELATIONS

Provider	Service	Amount	Funding Source
4. Vine Up, Ltd.	Description: Digital Alumni Network platform that provides a limited license for use of white labeled version of private online skill share and mentoring platform for current and future alumni. Platform connects alumni members for mentoring and networking career development opportunities through integration with leading social networks in partnership with LinkedIn and various other technologies.	\$16,500	2018-2019 District/Campus and Alumni Relations

PROFESSIONAL SERVICES – CAMPUS POLICE

Provider	Service	Amount	Funding Source
5. Sun Ridge Systems	Annual Support Agreement (CAD, RMS, JDIC)	Not to exceed: \$17,401	2018-2019 District Budget

16-O STUDENT AFFAIRS *(continued)*CHILD CARE AND RELATED SERVICES

Provider	Service	Amount	Funding Source
6. Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide childcare services for CalWORKS and Pico Partnership recipients. Comment: Students are required to be enrolled in at least 6 units for fall and spring, and 3 units for winter and summer. Each contract is determined by the number of units a student is enrolled in, if they are working, and the age of the child.	The reimbursement ceiling rate is consistent with the Regional Market rate.	2018-2019 CalWORKS, City of Santa Monica/ Chancellor's Office
7. Participating Agencies: Santa Monica-Malibu Unified School District (SMMUSD) and Santa Monica Community College District (SMCCD)	Memorandum of Understanding (MOU) for Santa Monica Preschool Collaborative to provide staff for full day/full year child care and development services up to 108 children under the age of six. Services will be delivered in two sites: John Adams Child Development Center and Washington West Preschool. SMMUSD will be the operational agent for the Collaborative and will be responsible for staffing, management and oversight of the centers.	\$114,750	2017-2018 District Budget/ Child Care Services

16-O STUDENT AFFAIRS *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES

Provider	Service	Amount	Funding Source
8. Didi Hirsch Mental Health Services	This is a Memorandum of Understanding (MOU) with Didi Hirsch to provide educational information in the form of workshops at Santa Monica College. The Center for Wellness and Wellbeing also refers students for mental health treatment to Didi Hirsch.	No cost to District	N/A
9. Westside Family Health Center	This is a Memorandum of Understanding (MOU) with Westside Family Health Center to provide comprehensive healthcare services and educational information at Santa Monica College. The Health Center also refers students in need of healthcare services on an ongoing basis.	No cost to District	N/A
10. UCLA Health System	This is a Memorandum of Understanding (MOU) with UCLA Health System to provide educational information in the form of workshops at Santa Monica College. The Health Center also refers students in need of OBGYN services to UCLA on an ongoing basis.	No cost to the District	N/A
11. Common Ground	This is a Memorandum of Understanding (MOU) with Common Ground to provide free and confidential HIV testing, health information, and educational information in the form of workshops at Santa Monica College. The Health Center also refers students in need of these services to Common Ground on an ongoing basis.	No cost to the District	N/A

16-O STUDENT AFFAIRS *(continued)*PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES *(continued)*

Provider	Service	Amount	Funding Source
12. Jewish Family Service of Los Angeles	This is a Memorandum of Understanding (MOU) with Jewish Family Service to provide educational information on substance abuse in the form of workshops at Santa Monica College. The Health Center and Wellness Center also refers students in need of services on an ongoing basis.	No cost to the District	N/A
13. Center for Health Care Rights	This is a Memorandum of Understanding (MOU) with Center for Health Care Rights to provide educational information on MediCal and the Affordable Care Act in the form of workshops at Santa Monica College. The Health Center and Wellness Center also refers students in need of insurance related services on an ongoing basis.	No cost to the District	N/A
14. Edelman Mental Health Clinic	This is a Memorandum of Understanding (MOU) with Edelman Mental Health Clinic to provide therapeutic services to Santa Monica College students who are MediCal eligible and qualify for services. Services are provided on campus.	No cost to the District	N/A
15. La Ventana	This is a Memorandum of Understanding (MOU) with La Ventana to provide educational information on eating disorders in the form of workshops at Santa Monica College. The Wellness Center also refers students in need of services on an ongoing basis.	No cost to the District	N/A
16. Exceptional Children Foundation (ECF)	This is a Memorandum of Understanding (MOU) with ECF to provide therapeutic services to SMC students who are MediCal eligible and qualify for services. Services are provided on campus.	No cost to District	N/A

16-O STUDENT AFFAIRS (continued)

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES (continued)

Provider	Service	Amount	Funding Source
17. Red Cross	This is a Memorandum of Understanding (MOU) with the Red Cross who are present on campus several times per year promoting the importance of blood donation. The Health Center also refers students who are interested in giving blood to the Red Cross on an ongoing basis.	No cost to the District	N/A
18. UCLA School of Social Work	This is a Memorandum of Understanding (MOU) with UCLA School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
19. Columbia University School of Social Work	This is a Memorandum of Understanding (MOU) with Columbia University School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
20. USC School of Social Work	This is a Memorandum of Understanding (MOU) with USC School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
21. Titanium	This is a contract with Titanium software to provide an electronic health record platform for documentation purposes in the Center for Wellness and Wellbeing	Annual cost of \$2,500	Funded by Student Health Fees
22. Chart Logic	This is a contract with Chart Logic software to provide an electronic health record platform for documentation purposes in the Health Center	Annual cost of \$4,200	Funded by Health Services Auxiliary Account

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 16 2018-2019 ANNUAL CONTRACTS AND CONSULTANTS (continued)

16-O STUDENT AFFAIRS (continued)

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES (continued)

Provider	Service	Amount	Funding Source
23. Doctors of St. John's (formally Peak Medical Group)	This is a contract with Doctors of St. John's who act as SMC Health Services Medical Director, which is required of all California Community Colleges. Doctors are also available to come to Health Services to provide services on an as needed basis.	Annual cost of \$35,000	Funded by Student Health Fees

SUSTAINABILITY

Provider	Service	Amount	Funding Source
24. Paradise Consulting	Provides support in administering the South Coast Air Quality Management District survey, provides summary Average Vehicle Ridership calculations and provides survey information for the Mandated Trip Reduction Plan for the City of Santa Monica.	Not to exceed: \$4,000	2018-2019 District Budget/ Sustainability
25. Right Click, DBA Ride Amigos	Provider of an online survey tool used for calculating Average Vehicle Ridership included in the annual Mandated Trip Reduction Plan for the City of Santa Monica and a monthly sustainable commuter online reporting system for all District employees.	Not to exceed: \$13,000	2018-2019 District Budget/ Sustainability

16-O STUDENT AFFAIRS *(continued)*DISABLED STUDENTS PROGRAMS AND SERVICES

Provider	Service	Amount	Funding Source
26. Cheryl Brooks	A Mobility Specialist who provides orientation and mobility training for students with visual impairment so that the students may travel safely, efficiently and independently across the SMC campuses. Training will include access to and from classrooms.	Not to exceed: \$2,200	2018-2019 District Budget/ DSPS
27. Total Recall Captioning	To provide real-time captioning services on an as-needed basis to non-signing deaf and hard of hearing students	Not to exceed: \$60,000	2018-2019 District Budget/ DSPS
28. Quick Caption	To provide real-time captioning services on an as needed basis to non-signing deaf and hard of hearing students.	Not to exceed: \$43,000	2018-2019 District Budget/ DSPS
29. Sign Up Interpreting	Sign language interpreter services for both ongoing needs and for emergency substitutes.	Not to exceed: \$82,000	2018-2019 District Budget/ DSPS
30. Rise Interpreting	Sign language interpreter services for both ongoing needs and for emergency substitutes.	Not to exceed: \$58,000	2018-2019 District Budget/ DSPS
31. When to Work Inc.	Online scheduling software	Not to exceed \$200	2018-2019 District Budget/ DSPS

PROFESSIONAL SERVICES – CAMPUS HEALTH AND SAFETY AND TITLE IX

Provider	Service	Amount	Funding Source
32. Not Anymore	Title IX online training for students and staff	\$12,000	2018-2019 Title IX Grant
33. Live Safe	Application available for students and staff that provides emergency preparedness information and provides a quick, convenient, and discreet way to communicate directly with Santa Monica College Police.	\$28,000	2018-2019 Auxiliary Services Associated Students (\$20,000) CH&S (\$8,000)

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	June 5, 2018

APPENDIX C

INFORMATION ITEM NO. 17 **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT**
PARTNERSHIP AGREEMENT – COURSE OFFERINGS FOR 2018-2019

SANTA MONICA AND MALIBU SCHOOL DISTRICT 2018-2019

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Santa Monica Malibu School District hereinafter known as “SCHOOL DISTRICT”.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the COLLEGE for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Associate Dean, Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Dr. Jacqueline Mora, Assist Superintendent	310-450-0281	jmora@smmusd.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

Note: All referenced Sections from AB 288 (Education Code § 76004)

3. **CCAP AGREEMENT PROGRAM YEAR FALL 2018-SPRING 2019** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2018-2019 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Santa Monica Malibu School District

HIGH SCHOOL: Santa Monica High School

EDUCATIONAL PROGRAM: Automotive

TOTAL NUMBER OF STUDENTS TO BE SERVED: 30 per semester				TOTAL PROJECTED FTES: 6.22	
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Automotive Maintenance and Operation	Auto 40	Fall	2:20-3:40PM	T, Th	TBD	☐ CC ☒ HS	☐ CC ☒ HS
Automotive Breaking Systems	Auto 45	Spring	2:20-3:40PM	T, Th	TBD	☐ CC ☒ HS	☐ CC ☒ HS

EDUCATIONAL PROGRAM: College and Career Readiness

TOTAL NUMBER OF STUDENTS TO BE SERVED: 280 per semester				TOTAL PROJECTED FTES: 16.43	
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Study Skills	Counseling 1	Summer	10:15-11:45	TTH	Jefferson, S	☒ CC ☐ HS	☒ CC ☐ HS
Personal Finance for Students	Counseling 47 (4 sections)	Winter/Summer	TBD	TBD	Staff	☒ CC ☐ HS	☐ CC ☒ HS

Note: All referenced Sections from AB 288 (Education Code 76004

Orientation to Higher Education	Counseling 11 (3 sections)	Winter	TBD	TBD	Staff	X CC ☐ HS	☐ CC X HS
Personal and Social Awareness	Counseling 13 (3 sections)	Winter	TBD	TBD	Staff	X CC ☐ HS	☐ CC X HS
Job Success Skills	Counseling 16 (4 sections)	Winter	TBD	TBD	Staff	X CC ☐ HS	☐ CC X HS
Elementary Algebra	Math 31	Fall/Spring	8:05-9:10	MTWH	Staff	X CC ☐ HS	☐ CC X HS
Arithmetic and Prealgebra	Math 85	Fall	9:15-10:20	MTWH	Staff	X CC ☐ HS	☐ CC X HS
Intermediate Algebra	Math 20	Spring	9:15-10:20	MTWH	Staff	X CC ☐ HS	☐ CC X HS

EDUCATIONAL PROGRAM: Computer Science

TOTAL NUMBER OF STUDENTS TO BE SERVED: 70 per semester					TOTAL PROJECTED FTES: 14.50		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Computer Science	CS 3	Fall	2:20-3:40PM	T, Th	Marchand, Ken	X CC ☐ HS	☐ CC X HS
Visual Basic Programming	CS 15	Spring	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS
C Programming	CS 50	Fall	2:20-3:40PM	M	Marchand, Ken	X CC ☐ HS	☐ CC X HS
Internet Programming	CS 80	Spring	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS

Note: All referenced Sections from AB 288 (Education Code 76004

EDUCATIONAL PROGRAM: Early Childhood Education

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester					TOTAL PROJECTED FTES: 7.25		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Principal and Practice of Teaching Young Children	ECE 2	Fall	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS
Intro to Curriculum	ECE 17	Spring	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS

EDUCATIONAL PROGRAM: Graphic Design

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester				TOTAL PROJECTED FTES: 11.79			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Graphic Design Applications	Gr Des 18	Fall	TBD	TBD	Staff	☐ CC ☒ HS	☐ CC ☒ HS
Digital Imaging for Design	Gr Des 64	Spring	TBD	TBD	Staff	☐ CC ☒ HS	☐ CC ☒ HS

EDUCATIONAL PROGRAM: IGETC/ Transfer Preparation

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per class per semester					TOTAL PROJECTED FTES: 41.2		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Fundamentals of Bio	Bio 3	Summer	TBD	TBD	TBD	X CC ☐ HS	☐ CC ☒ HS
Business Information System	CIS 4	Summer	8:00-10:05	MTWTh	Canada, S	X CC ☐ HS	X CC ☐ HS
Interpersonal Communication	Com St 35	Summer	8:00-10:05	MTWTh	Broady, B	X CC ☐ HS	X CC ☐ HS
Western Civilization I	History 1	Summer	8:00-12:50	MTWTh	Fouser D C	X CC ☐ HS	X CC ☐ HS

Note: All referenced Sections from AB 288 (Education Code 76004

Western Civilization II	History 2	Summer	8:00-12:50	MTWTh	Fouser D C	X CC ☐ HS	X CC ☐ HS
US History Through Reconstruction	History 11	Summer	8:00-12:50	MTWTh	Slaughter M	X CC ☐ HS	X CC ☐ HS
US History Since Reconstruction	History 12	Summer	8:00-12:50	MTWTh	Slaughter M	X CC ☐ HS	X CC ☐ HS
Library Research Methods	Library 1	Summer	10:15-11:45	TTh	Romero, A	X CC ☐ HS	X CC ☐ HS
History of Rock Music	Music 36	Summer	12:20-2:35	MTWTh	Bergman, J	X CC ☐ HS	X CC ☐ HS
Jazz Band	Music 78	Fall/Spring	3:35-5:40pm	MW	Whaley, Tom	X CC ☐ HS	☐ CC X HS
Introduction to Sociology	Soc 1	Fall	7:50-9:10am	T, Th	Phillips, Kim	X CC ☐ HS	☐ CC X HS
Social Problems	Soc 2	Spring	7:50-9:10am	T, Th	Phillips, Kim	X CC ☐ HS	☐ CC X HS
Sociology of Family	Soc 10	Spring	7:50-9:10am	T, Th	Phillips, Kim	X CC ☐ HS	☐ CC X HS

EDUCATIONAL PROGRAM: Media Studies

TOTAL NUMBER OF STUDENTS TO BE SERVED: 30 per semester						TOTAL PROJECTED FTES: 7.775	
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Survey of Mass Media Communication	Media 1	Summer	10:15-12:20	MTWTh	Dickinson, Lynn	X CC ☐ HS	X CC ☐ HS
Survey of Mass Media Communication	Media 1	Fall	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS
Media, Gender, Race	Media 10	Spring	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS
Reading Media: Acquiring Media Literacy	Media 2	Spring	2:20-3:40PM	T, Th	Staff	X CC ☐ HS	☐ CC X HS

Note: All referenced Sections from AB 288 (Education Code 76004

EDUCATIONAL PROGRAM: Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester					TOTAL PROJECTED FTES: 4.14		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Photography	Photo 1	Fall	10:35-11:30	MTWThF	Ledford, Martin	☐ CC ☒ X HS	☐ CC ☒ X HS
Basic Photography Lab Techniques	Photo 2	Spring	10:35-11:30	MTWThF	Ledford, Martin	☐ CC ☒ X HS	☐ CC ☒ X HS

Note: All referenced Sections from AB 288 (Education Code 76004

HIGH SCHOOL: Malibu High School

EDUCATIONAL PROGRAM: Media Studies

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester					TOTAL PROJECTED FTES: 6.22		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Writing and Producing Short Form Media	Media 20	Fall	3:00-6:20pm	W	Stowell, Rachel	X CC ☐ HS	☐ CC X HS
Short Form Visual Media Production	Media 21	Spring	3:00-6:20pm	W	Stowell, Rachel	X CC ☐ HS	☐ CC X HS

EDUCATIONAL PROGRAM: Music Studies

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 per semester					TOTAL PROJECTED FTES: 11.91		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Jazz Vocal Ensemble	Music 53	Fall/Spring	3:00-5:05 M	1:00-3:10 F	Sorensen, Krysta	X CC ☐ HS	☐ CC X HS
Jazz Band	Music 78	Fall/Spring	3:00-5:05 M	1:00-3:10 F	Sorensen, Krysta	X CC ☐ HS	☐ CC X HS

Note: All referenced Sections from AB 288 (Education Code 76004

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Auto 40	Automotive Technology: A Systems Approach	\$134.75	N/A	
Bus 47	Personal Finance	\$72.25	N/A	
Bio 3	WHAT IS LIFE W/PHYSIOLOGY & ACCESS	\$102.75	N/A	
CIS 4	CIS 4 COMPUTING W/ACCESS 26 TH EDITION	\$122.00	N/A	
Com St 35	LOOKING OUT/LOOKING IN 14 TH EDITION	\$213.00	N/A	
Counseling 1, 11, 13, 16, 19	Counseling Supplemental Packet	\$4.50	N/A	
CS 3	Introduction to Computer Systems 2 nd Edition	\$109.50	N/A	
CS 15	Starting out with Visual Basic 2012 1 st Edition	\$114.50	N/A	
CS 50	C By Discovery 4 th Edition	\$166.25	N/A	

Note: All referenced Sections from AB 288 (Education Code 76004

CS 80	Internet & World Wide Web 5 th Edition	\$166.25	N/A		
ECE 2	No text required		N/A		
ECE 17	Early Education Curriculum 6 th Edition	\$238.00	N/A		
Gr Des 18	No text required		N/A		
Gr Des 64	Photoshop Cc: Visual Quickstart Guide	\$40.00	N/A		
History 1	Western Civilization Brief History Vol 1; 11 th Edition	\$162.75	N/A		
History 2	Sources of Making West Vol II; 4 th Edition	\$42.50	N/A		
History 11	Give Me Liberty Seagull Ed. Vol I; 5 th Edition	\$67.75	N/A		
History 12	Give Me Liberty Seagull Ed. Vol II; 5 th Edition	\$67.75	N/A		
Library 1	Library 1 workbook	\$4.50	N/A		
Math 31	Intro Algebra of College Students W/Math Lab 7 th Ed.	\$135.25	N/A		
Math 20	Intermediate Algebra 3 rd Ed.	\$136.25	N/A		
Math 85	Arithmetic & Pre-Algebra 1 st Ed.	\$141.25	N/A		
Media 1	Media & Culture 10 th Ed.	\$143.00	N/A		

Note: All referenced Sections from AB 288 (Education Code 76004

Media 2	Media and Society : A Brief Introduction	\$39.75	N/A		
Media 10	Race, Gender, Class & Media 2 nd Ed.	\$162.50	N/A		
Media 20	Video Production Handbook 5 th Ed.	\$59.25	N/A		
Media 21	Video Production Handbook 5 th Ed.	\$59.25	N/A		
Music 36	Rockin' In Time 8 th Edition	100.75	N/A		
Music 53	No text required		N/A		
Music 78	No text required		N/A		
Photo 1	Short Course In Photography: Digital 3 rd Ed.	\$75.25	N/A		
Photo 2	No Required Textbook		N/A		
Soc 1	Sociology	\$31.50	N/A		
Soc 2	Social Problems 11 th Ed.	\$194.50	N/A		

Note: All referenced Sections from AB 288 (Education Code 76004

5. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

BUILDING	CLASSROOM	DAYS	HOURS
Santa Monica HS	TBD	See days above	See hours above
Malibu HS	TBD	See days above	See hours above

2018-2019 Appendix Executed on June 14, 2018.

Santa Monica College District Board Meeting

- June 4, 2018
- School District Board Meetings:**
- June 14, 2018

Note: All referenced Sections from AB 288 (Education Code 76004