



AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

TUESDAY, FEBRUARY 5, 2019

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

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

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

- Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.
- Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

*Reference: Board Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 5, 2019

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, February 5, 2019.

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

I. *ORGANIZATIONAL FUNCTIONS*

- CALL TO ORDER

- ROLL CALL
Dr. Margaret Quiñones-Perez, Chair
Dr. Nancy Greenstein, Vice-Chair
Dr. Susan Aminoff
Dr. Louise Jaffe
Rob Rader
Dr. Sion Roy
Barry A. Snell
Alexandria Boyd, Student Trustee

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. *CLOSED SESSION*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Interim Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organization: CSEA Chapter #36

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(4))
Consideration of initiation of litigation (one case)

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

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Margaret Quiñones-Perez, Chair, Board of Trustees
Unrepresented Employee: Superintendent/President

III. *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS*

- PLEDGE OF ALLEGIANCE

- CLOSED SESSION REPORT (if any)

- **REVISIONS/SUPPLEMENTAL STAFF REPORTS:** A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

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

- Martin Luther King, Jr. Celebration
- Legislative Update
- Enrollment Update
- Recognition of Ana Jara's Appointment to Santa Monica City Council

V. ***PUBLIC COMMENTS***

VI. ***ACADEMIC SENATE REPORT***

VII. ***REPORTS FROM DPAC CONSTITUENCIES***

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. ***CONSENT AGENDA***

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

Approval of Minutes

- | | | |
|----|---|---|
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|----|---|---|

Contracts and Consultants

- | | | |
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Human Resources

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Facilities and Fiscal

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IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **MAJOR ITEMS OF BUSINESS**

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XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, March 5, 2019** 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	SMCCD Calendars, 2020-2021 and 2021-2022	35
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VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #1-#19.

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IX. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

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

January 15, 2019 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 5, 2019

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 APPROVAL OF CONTRACTS

2-A CONTRACT FOR CENTER FOR COMPETITIVE WORKFORCE SWP REGIONAL PROJECT, ROUND 2

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

Approved by: Jennifer Merlic, Vice President, Academic Affairs

Provider: Richard Verches

Service: Center for a Competitive Workforce and Regional Marketing Campaign Consulting

Period: September 5, 2018 – January 31, 2020

Amount: Not to exceed \$180,000 total

Funding Source: Strong Workforce Program (SWP)

Summary: The consultant's responsibilities include:

- * Plan, initiate and coordinate the activities for the Center for Competitive Workforce (CCW), SWP Regional Round 2 Project, on behalf of Santa Monica College in order to achieve the outcomes highlighted in the project application approved by the Los Angeles Orange County Regional Consortia.
- * Develop a project management plan in collaboration with Santa Monica College administrators, staff and faculty and the CCW Advisory Committee which includes representatives from multiple regional colleges, to identify project activities, schedules, and requirements that help achieve project outcomes.
- * Create a communications plan to engage college partners from all 19 community colleges, industry, and other stakeholders of the project to help implement the project at local college, regional and state levels. Activities may include development of agenda, meetings, workshops, weekly electronic communications, and regional, state and national presentations.
- * Lead in the creation, distribution, and promotion of regional workforce trend reports.
- * Attend identified conferences with participants of the Center for Competitive Workforce and industry partners in order to help the implementation of practices conducive of outcome achievement.
- * Designing work-based learning opportunities for students.
- * Present tools and technology to be considered for the assistance in pathway design.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 5, 2019

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 **APPROVAL OF CONTRACTS** *(continued)*

2-B **CONTRACT FOR CALIFORNIA CLOUD WORKFORCE SWP REGIONAL PROJECT, ROUND 2**

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

Approved by: *Jennifer Merlic, Vice President, Academic Affairs*

Provider: Salomon Davila, ScopeWave, LLC

Service: Strong Workforce Program (SWP) 2 Regional – Cloud Computing Consortia
(SMC is the lead college)

Period: July 1, 2018 - January 31, 2020

Amount: Not to exceed \$180,000 total (Increase to PO - A190276SH)

Funding Source: Strong Workforce Program (SWP)

Summary: The consultant's responsibilities include:

- * Plan, initiate and coordinate the activities for the California Cloud Workforce, SWP Regional Round 2 Project, on behalf of Santa Monica College in order to achieve the outcomes highlighted in the project application approved by the Los Angeles Orange County Regional Consortia.
- * Develop a project management plan in collaboration with Santa Monica College administrators, staff and faculty to assist and support college partners in the development of project work plans that help achieve project outcomes. This may include activities, schedules, and requirements for services to help execute outcomes of the project.
- * Create a communications plan to engage stakeholders of the project to help with implementation of the project outcomes at a local college, regional and state level. Activities may include development of agenda, meetings, workshops, weekly electronic communications, and regional, state and national presentations.
- * Attend identified conferences with participants of the California Cloud Workforce in order to help the implementation of practices conducive of outcome achievement.
- * Designing work-based learning opportunities for students.
- * Present tools and technology to be considered for the assistance in pathway design.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 5, 2019

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 2 **APPROVAL OF CONTRACTS** *(continued)*

2-C **CONTRACT FOR FIELD STUDIES ABROAD: COPENHAGEN, DENMARK, SUMMER 2019**

Requested by Denise Kinsella, Interim Dean, International Education

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

Program Vendor: STA Travel (US), Bonsai Institute (Copenhagen), CABINN hotels (Copenhagen)
 Period: June 21-28, 2019
 Amount: Field Studies program not to exceed \$102,250 which covers air travel to/from program location, in-country travel, housing, workshops, and some meals abroad for up to 25 students and two faculty.
 Funding Source: Program costs to be paid by student participants
 Cost of faculty program costs to be covered in student program price
 Summary: Field Studies Abroad program of one-unit course to take place during Summer 2019. 18-25 students will accompany up to two faculty leaders to study abroad for an intensive one-unit course of Global Studies 35 in Copenhagen, Denmark.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 5, 2019

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 3 RATIFICATION OF CONTRACTS AND CONSULTANTS

Approved by: Kathryn E. Jeffery, Superintendent/President

Requested Action: Ratification

The following contracts for goods, services, equipment and rental of facilities, and acceptance of grants in the amount specified in Public Contract Code Section 20651 or less have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6340, Bids and Contracts

Approved by Board of Trustees: 9/8/2008; revised 12/4/2018

Reference Education Code Sections 71028, 81641 et seq, 81655, 81656; Public Contract Code Sections 201650 et seq, and 10115

Provider/Contract		Term/Amount	Service	Funding Source
A	Loyola Marymount University	Jun 24, 2019 – July 9, 2019 Not to exceed \$25,285.20	Agreement for housing for the Contract Agreement between the District and Hong Kong Polytechnic University. The services may include curriculum development and 30 hours of classroom instruction in Creative Thinking for Career Development Program.	Hong Kong Polytechnic University Kowloon, Hong Kong
B	Steve Sedlic	Jun 24, 2019 – July 9, 2019 Not to exceed \$3,500	Agreement for customized instruction for the Contract Agreement between the District and Hong Kong Community College. The services may include curriculum development and 30 hours of classroom instruction in Creative Thinking for Career Development Program.	Hong Kong Polytechnic University Kowloon, Hong Kong
C	The Hong Kong Polytechnic University (Hong Kong Community College)	June 24, 2019 – July 9, 2019 \$52,320	This contract awarded to SMC for the sixth year to provide customized training to a total of 24 selected Hong Kong Polytechnic University students visiting on a tourist visa. The Program will include transportation service, housing coordination and the “Creative Thinking for Career Development” 30-hour workshop series. Students will be staying at Loyola Marymount University Housing.	The Hong Kong Polytechnic University Kowloon, Hong Kong

A, B and C

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

Approved by: Jennifer Merlic, Vice-President, Academic Affairs

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 5, 2019

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 3 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
D	Nina Revoyr March 27, 2019 \$250	Nina Revoyr, an author whose novels center on the multi-cultural people and neighborhoods of Los Angeles. She will read from her novel, <i>A Student of History</i> followed by Q & A with students.	Global Citizenship
E	Maja Mataric April 23, 2019 \$250	Maja Mataric, is a computer scientist and director of the USC Robotic Research Lab. She is the author of <i>The Robotics Primer</i> , and will discuss the social and ethical implications of robots in society followed by Q & A with students.	Global Citizenship
F	Council International Study Programs (iNext Travel Insurance Vendor) (US) June 21-28, 2019 Not to exceed \$4,000	iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States). For Field Studies Abroad: Copenhagen, Denmark, Summer 2019	Cost of insurance to be paid by student participants
<u>D, E and F</u> Requested by Denise Kinsella, Interim Dean, International Education Approved by: Teresita Rodriguez, Vice-President, Enrollment Development			
G	Susan L. Wampler Communications Not to exceed \$9,000 (increase of \$3,000 from \$6,000 previously approved on June 5, 2018)	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.	Public Affairs, District Budget (100%)
H	Camuffo Pictures, DBA Not to exceed \$8,000 (increase of \$2,000 from \$6,000 previously approved on September 4, 2018)	Consultant will produce a full-scale commercial to support a digital marketing enrollment campaign to be launched Fall 2019 or earlier.	Public Affairs, District Budget
<u>G and H</u> Requested by: Grace Smith, Public Information Officer Approved by: Dr. Kathryn E. Jeffery, Superintendent/President			

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 5, 2019

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 3 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
I	Terisa Siaganotu Poet, Educator, Activist	March 2019 (date to be determined) \$4,000	Terisa Siaganotu will speak and perform spoken poetry as well as motivational speech for an event titled, "Vision of Poetry". This event will be a part of Women's Empowerment Month celebrations in March.	Associated Students Activities Budget (100%)
<i>Requested by: Associated Students</i> <i>Approved by: Michael Tuitasi, Vice-President, Student Affairs</i>				
J	Jayme Adelson-Goldstein	May 10, 2019 \$300	Facilitator will design and deliver a two-hour face-to-face workshop for noncredit SMC ESL faculty and SMMUSD-Adult Education Center faculty in the Santa Monica Regional Consortium for Adult Education at SMC Bundy Campus. This event will promote best practices in adult education and curriculum alignment in the Santa Monica Regional Consortium.	California Adult Education Program 2018-2019 Allocation
<i>Requested by: Dione Carter, Dean of Noncredit Programs</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4 SMCCD 2020-2021 and 2021-2022 CALENDARS

Requested Action: Approval/Ratification

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

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

Approval of SMCCD Calendars: 2020-2021 and 2021-2022 (Appendix A-page 34)

Comment: The calendars have been approved by the Calendar Committee that comprises representatives of the Faculty Association, CSEA and Human Resources.

RECOMMENDATION NO. 5 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

AMENDMENT TO SUPERINTENDENT/PRESIDENT'S CONTRACT

EFFECTIVE DATE

07/01/2018

It is agreed by and between the Santa Monica Community College District (District), acting through its Board of Trustees, and Dr. Kathryn E. Jeffery, Superintendent/President (President) that the Superintendent/President's Agreement for Employment shall be amended as follows:

6) Housing Allowance:

The District will pay the Superintendent/President the total sum of \$2,000 per month for housing in an area within or adjacent to the District.

Comment: The Board of Trustees agreed to this amendment in closed session at its meeting on July 18, 2018.

ELECTIONS

NEW FULL-TIME FACULTY

Ledwith, Kelly, Full-Time Faculty Tenure Track, Kinesiology/Head Coach Football **2/11/2019**

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 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.

ELECTIONS

EFFECTIVE DATE

PROMOTION

Gray, I. Darryl

02/01/2019

From: Lead Custodian, Operations

To: Custodial Operations Supervisor, Operations

Villanueva, Robert

02/01/2019

From: Receiving, Stockroom & Delivery Worker, P, L & C

To: Custodial Operations Supervisor, Operations

PROBATIONARY/ADVANCE STEP PLACEMENT

Chaidez, Omar, Journeyman Trade- Plumbing, Maintenance (Step C)

02/19/2019

Luna, Gilbert, Skilled Maintenance Worker II, Maintenance (Step C)

02/04/2019

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Ariass, Glaurys

12/17/2018 - 05/08/2019

From: Administrative Assistant II

To: Buyer II

Percentage: More than 50%

Dammer, Michael

01/02/2019 - 04/09/2019

From: Student Services Specialist – Admissions and Records

To: Senior Student Services Specialist – Admissions and Records

Percentage: More than 50%

Milano, David

05/21/2018 – 09/21/2018

From: Student Services Clerk, Admissions and Records

09/22/2018 – 11/30/2018*

To: Student Services Specialist – Admissions and Records

(*extensions)

Percentage: More than 50%

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

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

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

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

Brown, Carla, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019
Hofland, Keri, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019
Juarez, Jessica, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019
Juarez, Tina, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019
Lopez, Vanessa, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019
Ramirez, Anthony, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019
Santhiago, Nicholas, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019

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.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
Ashby, De Anna, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
Austin, Harald, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
Brinkley, Tanisha, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
Carter, Ashlie, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019
Eichen, John, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
English, Kara, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019
Godbold, Cecil, Sr. Reprographics Technician, Reprographics	01/10/2019-06/30/2019
Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
Greenhalgh, Colleen, Enterprise Business Services Clerk, Bursar's Office	02/11/2019-02/22/2019
Guzman, Scott, Student Services Clerk, Admissions & Records	01/14/2019-06/28/2019
Lemon, Curly, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019
Lopez, Veronica, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	02/04/2019-03/08/2019
Moore, Colin, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019
Murray, Jake, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019
Naylor-Jones, Marisa, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019
Nelli, Maria, Enterprise Business Services Clerk, Bursar's Office	02/11/2019-02/22/2019
Nwonwu, Vergie, Customer Services Assistant, Bookstore 0	02/04/2019-03/08/2019
Ramirez, David, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019

Reid, Maisha, Enterprise Business Services Clerk, Bursar's Office	02/11/2019-02/22/2019
Robles Jr., Jose, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019
Salazar, Israel, Customer Services Assistant, Bookstore	02/04/2019-03/08/2019
Shine, Kevin, Enterprise Business Services Clerk, Bursar's Office	02/11/2019-02/22/2019
Stuck, Jennifer, Student Services Clerk, Bursar's Office	02/04/2019-02/22/2019

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL – NON MERIT

Requested Action: Approval/Ratification

Reviewed 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, \$13.25/hour (STHP)	30
College Work-Study Student Assistant, \$13.25/hour (FWS)	2

SPECIAL SERVICE

Community Services Specialist I, \$35.00/hour	8
Community Services Specialist II, \$50.00/hour	4

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES

*Requested by: Charlie Yen, Director, Facilities Planning
Chris Bonvenuto, Chief Director, Business Services
Devin Starnes, Interim Director, Facilities Management*

Approved by: Elaine Polachek, Interim Executive Vice-President

Requested Action: Approval/Ratification

9-A AMENDMENT TO AGREEMENT FOR ARCHITECT SERVICES –MALIBU CAMPUS

Amendment No. 5 – QDG Architecture for the Malibu Campus Project in the amount of \$290,000.

Original Contract Amount	\$ 1,350,000
Amendment No. 1	\$ 123,000
Amendment No. 2	\$ 174,700
Amendment No. 3 (name change)	\$ 0
Amendment No. 4	\$ 332,588
<u>Amendment No. 5</u>	<u>\$ 290,000</u>
Revised Contract Amount	\$ 2,270,288

Funding Source: Measure S, V

Comment: Due to Los Angeles County Sheriff Department standards update and new Bureau of State and Community Corrections (BSCC) regulatory requirements, several changes, largely within the Sheriff Substation are required by the Los Angeles County Sheriff Department.

Amendment No. 5 provides the following additional architectural and engineering services:

- Redesigning the Holding Cells to meet updated Bureau of State Community Corrections (BSCC) standards, and suicide hazards;
- Adding inmate visiting room;
- Updating security/low voltage design;
- Revising the utilities layout and connections;
- Redesigning the Reception area and Detector work stations;
- Resubmitting the revisions to DSA

Total Amendments represents 68.17% of the original contract

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES (continued)

9-B AMENDMENT TO AGREEMENT FOR ARCHITECT SERVICES – TEMPORARY CLASSROOM VILLAGE PROJECT

Amendment No. 1 – GWYNNE PUGH URBAN STUDIOS for the Temporary Classroom Village Project in the amount of \$49,530.

Original Contract Amount	\$ 199,800
<u>Amendment No. 1</u>	<u>\$ 49,530</u>
Revised Contract Amount	\$ 249,330

Funding Source: Measure V

Comment: Amendment No. 1 provides the following additional architectural and engineering services:

- Expanding the scope of the electronic security system, including cameras, blue phones, access control and intrusion detection;
- Expanding the scope of the audio-visual presentation systems and classroom technology with added capacity/performance and equipment security;
- Revising the communication and network equipment layouts for improved performance and maintenance access.

Total Amendments represents 24.78% of the original contract

9-C AGREEMENT FOR ARCHITECT SERVICES – 2019 FACILITIES MASTER PLAN

Agreement with DLR GROUP for architectural and planning services for the 2019 Facilities Master Plan in an amount not to exceed \$746,000 plus \$24,000 in reimbursable expenses.

Funding Source: Measure V

Comment: The purpose of the 2019 Facilities Master Plan is to create a useful, realistic, and visionary development framework for the Santa Monica College Main Campus that prioritizes needed future facility improvements and defines a successful roadmap for implementation. The 2019 Facilities Master Plan is to align campus development with the goals and objectives of college's short term and long-term future. The Facilities Master Plan will be created through in-depth data analysis and survey, concept development workshops, and comprehensive engagement with the SMC on-campus communities and different off-campus interest groups. The 2019 Facilities Master Plan will include a parking and traffic study, conditions of existing facilities, a needs assessment, re-forestation and landscape, and student housing. These studies are crucial in understanding the needs of SMC students, faculty, and staff and will help guide the college's development moving forward.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 9 FACILITIES (continued)

9-D (1) EMERGENCY RESOLUTION FOR REPAIRS – CENTRAL PLANT PIPING SYSTEM

The Board of Trustees hereby unanimously resolves that an emergency repairs were necessary due to a leak in the Central Plant piping system that provides cooling for the Library, Media Center, Science Building, HSS Complex, Business Building and Core Performance Center.

This emergency repair was necessary to ensure proper cooling for critical equipment campus wide. The impact from this leak had the potential to cause a significant disruption of services for students as well as potential failure to Information Technology equipment and Fire Life and Safety Systems.

Following is a description of the emergency, including the scope of work, cost estimate, and statement to indicate the effect of the emergency with regard to “permitting the continuance of existing school classes or to avoid danger to life or property” as provided under Public Contract Code 20654.

During routine maintenance checks, staff identified a leak in the piping system from the Central Plant equipment that serves essential buildings on the main campus of the College. This emergency repair was necessary to ensure proper cooling for critical equipment and buildings campus wide.

The scope of work included the cost for technician labor hours, as well as materials and equipment related to the repair of a 10-inch PVC butterfly valve along with the installation of a cast iron flange to secure the pipeline attached to the Central Plant.
The cost estimate is \$16,896.

The impact for not immediately resolving this leakage would have caused a significant disruption of services for students as well as potential failure to Information Technology equipment and Fire Life and Safety Systems.

Total Cost: 16,896

9-D (2) AWARD OF CONTRACT FOR EMERGENCY REPAIRS

Award of contract to Limbach Company in the amount of \$16,896 to provide emergency repairs to a leak in the Central Plant piping system that provides cooling for the Library, Media Center, Science Building, HSS Complex, Business Building and Core Performance Center. This contract awarded pursuant to Emergency Contracting Procedures (PCC 22050).

Funding: Capital Outlay Fund (Fund 40.0)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Teresita Rodriguez, Vice President, Enrollment Development

Reviewed by: Carla Lohr, Controller

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

Title of Grant: Student Success Completion Grant (SSCG)
Granting Agency: California Community Colleges Chancellor's Office
Augmentation Amount: \$100,000 (Total allocation \$1,931,724)
Matching Funds: NA
Performance Period: July 1, 2018 – June 30, 2019
Summary: The Student Success Completion Grant (SSCG) is the consolidation of the Full Time Student Success Grant and the California College Completion Grant for full time Cal Grant B and C recipients attending the California Community Colleges. This grant is intended to support persistence, retention and success by providing additional assistance to students to be able to attend full-time and complete their program of choice.
This increase of \$100,000 is due to the Chancellor's office revised P1 estimate that more students will qualify for the SSCG. The SSCG provides additional financial aid for Cal Grant B or C recipients who are enrolled in at least 12 units. The minimum award for students enrolled in 12 units to 14 units per term is \$1,298 and a maximum of \$4,000 for students enrolled in 15 units or more per term.

Budget Augmentation: Restricted Fund 74.0

Revenue

8600	State	\$100,000
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Expenditure

1000	Academic Salaries	0
2000	Non-Academic Salaries	0
3000	Employee Benefits	0
4000	Supplies & Materials	0
5000	Other Operating Expenditures	0
6000	Capital Outlay	0
7500	Financial Aid	\$100,000
Total		\$100,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Mike Tuitasi, Vice President, Student Affairs

Reviewed by: Carla Lohr, Controller

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

Title of Grant: **Disabled Students Programs and Services (DSPS)**
Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
Augmentation Amount: \$351,767 (Amended Amount: \$2,121,663)
Matching Funds: \$63,467 (25% of DHH Allocation of \$253,866)
Performance Period: July 1, 2018 – June 30, 2019
Summary: The DSPS program provides support services, specialized instruction, and education accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers. An Academic Accommodation Plan is developed for each student which links student goals, curriculum program, and academic adjustments, auxiliary aids, services and/or instruction to his/her disability related educational limitation.
On January 4, 2019, the CCCCCO released the final 2018-2019 allocation for DSPS which resulted in an increase in funding of \$351,767 to support the Deaf & Hard of Hearing Program, fund alternative print information and media, and increase DSPS Program Services funding. Services available through DSPS can include test-taking facilitation, assessment for learning disabilities, specialized counseling, interpreter services for the hearing-impaired, note taker services, access to adaptive equipment and specialized instruction.

Budget Augmentation: Restricted Fund 01.3

Revenue

8600	State	\$ 351,767
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Expenditures

1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 166,363
3000	Employee Benefits	\$ 149,676
4000	Supplies & Materials	\$ 232
5000	Other Operating Expenditures	\$ 33,866
6000	Capital Outlay	\$ 1,630
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0

Total		\$ 351,767
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Donald Girard, Senior Director, Government Relations & Institutional Communications

Reviewed by: Carla Lohr, Controller

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

Title of Grant: **Radio Community Service Grant**

Granting Agency: The Corporation for Public Broadcasting (CPB)

Augmentation Amount: \$76,709 (Amended Award Amount \$1,362,818)

Matching Funds: NA

Performance Period: October 1, 2018 – September 30, 2020

Summary: CPB distributes community service grants (CSGs) to noncommercial public television and radio stations that provide significant public service programming to their communities. CSGs help stations expand the quality and scope of their work, whether in educational, news, public affairs or other programming. The District qualified for an additional funding amount of \$76,709, per the Service Grant Agreement from CPB dated October 1, 2018. Funding is allocated based on station revenue reported by KCRW on fiscal year 2016-17 audited financial statements and the amount of funds available to be distributed by CPB based on appropriation from the United States Congress. This funding is allocated for the following uses: programming charges and interconnect fees to access satellites to upload KCRW programs, studio usage/ISDN lines/engineering time, access to source databases used in production of radio programs, and for professional memberships.

Budget Augmentation: Restricted Fund 01.3

Revenue

8800	Local	\$ 76,709
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Expenditures

1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 76,709
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 76,709

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Elaine Polachek, Executive Vice President

Reviewed by: Carla Lohr, Controller

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

Title of Grant:	Innovation and Effectiveness Grant Agreement		
Granting Agency:	Santa Clarita Community College District (SCCCD)		
Augmentation Amount:	\$200,000		
Matching Funds:	NA		
Performance Period:	January 8, 2019 – January 8, 2020		
Summary:	The Institutional Effectiveness Partnership Initiative (IEPI) is a statewide collaborative effort to help advance the effective practices of the California Community Colleges and in the process, significantly reduce the number of accreditation sanctions and state and federal audit issues. IEPI's comprehensive professional development and technical assistance programs, all funded by the state, overlay every division of the Chancellor's Office, including academic affairs, student services, workforce & economic development, research and fiscal. Through an agreement with SCCC, Santa Monica College will receive \$200,000 in IEPI funds to help address two areas of focus. First, to identify practices and solutions to develop an integrated and transformative technology plan and associated assessments. Second, to provide guidance for the College's process of planning, selection, procurement, and implementation of a new Student Information System. The services of consultants will be utilized to address these areas of focus.		
Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8600 State		\$ 200,000
	Expenditures		
	1000 Academic Salaries		\$ 0
	2000 Non-Academic Salaries		\$ 0
	3000 Employee Benefits		\$ 0
	4000 Supplies & Materials		\$ 0
	5000 Other Operating Expenditures		\$ 200,000
	6000 Capital Outlay		\$ 0
	7300 Other Outgo/Indirect		\$ 0
	7600 Student Aid		\$ 0
	Total		\$ 200,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 10 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Approval/Ratification

Requested by: Jennifer Merlic, Vice President, Academic Affairs

Reviewed by: Carla Lohr, Controller

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-Las Positas Community College District (CLPCCD)		
Augmentation Amount:	\$1,584		
Matching Funds:	NA		
Performance Period:	August 1, 2018 – June 30, 2019		
Summary:	The CECMP selects, trains, and compensates experienced teachers and caregivers to mentor student teachers in early childhood care settings. The program is sponsored through the California Department of Education. Through an agreement with Chabot-Las Positas Community College District, Santa Monica College will receive \$1,584 of CECMP funding. These funds will be used to partially reimburse instructor's salary for one section of ECE 48 offered during the current school year. This program provides Mentors for our Early Childhood Field Experience students in the Fall and Spring semesters.		
Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8800 Local		\$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	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 11 BUDGET TRANSFERS

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: December 20, 2018 through January 23, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	111,364
3000	Benefits	0
4000	Supplies	-640
5000	Contract Services/Operating Exp	123,766
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-234,490
Net Total:		0

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: December 20, 2018 through January 23, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	3,507
2000	Classified/Student Salaries	-9,431
3000	Benefits	-2,732
4000	Supplies	1,000
5000	Contract Services/Operating Exp	1,173
6000	Sites/Buildings/Equipment	-4,317
7100/7699	Other Outgo/Student Payments	13,600
7900	Contingency Reserve	-2,800
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	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 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

December 2018 8264 through 8294 \$10,640,414.36

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

RECOMMENDATION NO. 13 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

Payroll Warrant Register

December 2018 C1E – C2F \$13,084,410.66

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

RECOMMENDATION NO. 14 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

December 2018

Covered by check & voucher numbers: 019696-020028 & 01701-01728

Bookstore fund Payments	\$356,038.66
Other Auxiliary Fund Payments	\$80,876.40
Trust and Fiduciary Fund Payments	<u>\$435,627.51</u>
TOTAL	<u>\$872,542.57</u>

<u>Purchase Orders issued</u>	\$18,324.29
December 2018	

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 REPLACEMENT OF EXPIRED WARRANTS

Requested by: Mitchell Hesel, Dean, Education Enterprise

Approved by: Elaine Polachek, Executive Vice-President

Requested Action: Approval/Ratification

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:

<u>Student Name</u>	<u>Warrant # Issue</u>	<u>Date</u>	<u>Amount</u>
NARANJO-FALLA, IVAN	22119547	04/30/15	\$358.00
OHRT, LARRY	20530427	05/02/13	\$220.00
QUINTANILLA, GABRIELA	22026401	03/24/15	\$230.00
WONG, CLARENCE	21655777	10/08/14	\$2,807.00
WONG, CLARENCE	22868509	03/25/16	\$995.00
WONG, CLARENCE	23286844	10/04/16	\$972.50

RECOMMENDATION NO. 16 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

Requested by: Michelle King, Director, Career and Contract Education

Approved by: Dionne Carter, Dean, Noncredit/External Programs

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. 17 ORGANIZATIONAL MEMBERSHIPS

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

Organizational Memberships

February 2019	Number of Memberships	Amount
	3	\$1,430

Funding Sources: Departmental Budgets

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 RATIFICATION OF SIGNATURES TO APPROVE INVOICES, 2018-2019

Requested Action: Approval/Ratification

Requested by: Christopher Bonvenuto Chief Director, Business Services

Approved by: Elaine Polachek, Interim Executive Vice-President

Ratification of signatures for the following staff to approve invoices for 2018-2019.

Name/Title
Robert Villanueva Custodial Operations Supervisor, Operations
I. Darryl Gray Custodial Operations Supervisor, Operations

RECOMMENDATION NO. 19 PURCHASING

Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

19-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.

December 2018

\$7,015,645.09

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

SUBJECT: **2017-2018 AUDIT REPORTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2017-2018 Audit Report of the Financial and Related Statements of the Santa Monica Community College District and the Proposition 39 Financial and Performance Audits prepared by the District's contracted independent auditor Vavrinek, Trine, Day & Co., LLP.

COMMENT: The Auditor's opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2018. The Board's Audit Task Force comprising Trustees Louise Jaffe, Rob Rader and Barry Snell reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 5, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

SUBJECT: **2018-2019 QUARTERLY BUDGET REPORT AND 311Q REPORT**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the 2018-2019 Quarterly Report and the 311Q report, as of December 31, 2018 (see Appendix B-page 36).

COMMENT: The Board of Trustees is presented a quarterly budget report with the 311Q report required by the Chancellor's Office. This report summarizes the financial statements of the District's Unrestricted General Fund for review by the Chancellor's Office.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 5, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

SUBJECT: **SECOND READING AND APPROVAL – BOARD POLICY CHAPTER 2, BOARD OF TRUSTEES**
BP 2100 BOARD ELECTIONS
BP 2515 DISTRICT PLANNING AND ADVISORY COUNCIL

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve the following Board Policies in Chapter 2, Board of Trustees:

BP 2100 Board Elections
BP 2515 District Planning and Advisory Council

COMMENT: BP 2100: New legislation requires a revision to change the term of office for Board members to commence on the second Friday of December.

BP 2515: The 2017-2018 Master Plan for Education Update Objective No. 1 called for the current governance structure and charges for DPAC to be analyzed. Additionally, one of the 2017-2022 Strategic Initiatives included an objective that the District analyze the current governance structure and charges, specifically DPAC. DPAC focused on the topic of governance structure and its scope and function at meetings each month in 2017-2018. The discussions continued in 2018-2019 and resulted in recommendations regarding the restructuring of DPAC to the Superintendent/President for review and approval. One of the recommendations included a suggested revision to Board Policy 2515, District Planning and Advisory Council that clarifies DPAC's role in planning.

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

Eligibility

A member of the Board of Trustees must be a qualified elector of the District as provided by law. Any person, regardless of sex, who is 18 years of age or older, a citizen of the State of California, a resident of the Santa Monica Community College District, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of the Board of Trustees without further qualifications. An employee of the District may not be sworn into office as an elected or appointed member of the governing board until he/she resigns as an employee.

Statement Costs for Board of Trustees Candidates

To encourage broad participation in District governance, the District will bear the costs of Board of Trustees candidate statements to be included in the voter's sample ballot pamphlet provided said candidate complies with the County of Los Angeles Registrar-Records/County Clerk requirement and procedures.

Election

Election to the Board of Trustees shall be held in conjunction with the general election on Tuesday after the first Monday in November in each even-numbered year. The terms of all members shall commence on the second Friday in December next succeeding his or her election and upon certification by the County of Los Angeles. Each member shall serve until his/her successor is elected and qualified.

When three or more members are to be elected, the three or more candidates receiving the highest number of votes shall be elected. Any tie in voting shall be settled by the casting of lots by the Board of Trustees.

Before any person elected or appointed as a member of the Board of Trustees enters upon the performance of his/her duties, he/she shall execute the specified oath of office in triplicate. One of the forms shall be filed in each of the following places: The office of the Los Angeles County Superintendent of Schools, the Los Angeles County Clerk's Office, and the Superintendent/ President's Office. A copy of the form shall be given to the Board member.

Term

The term of office of an elected member of the Board of Trustees shall be four years except when he/she is seeking election to complete the unexpired term of a vacated position. The term of all members shall commence on the second Friday in December next succeeding his/her election and upon certification by the County of Los Angeles except when appointed.

The terms of office of the members shall be staggered so that some of the terms expire in December of each even-numbered year. The County Superintendent of Schools shall make any determinations and assignments necessary for these purposes.

Also see BP 2010 Board Membership

References:

Education Code Sections 5000 et seq., 72000, 72023, 72034, 72036, and 72103

BP 2515 DISTRICT PLANNING AND ADVISORY COUNCIL

The Board recognizes the District Planning and Advisory Council as the advisory body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget planning, facilities planning, human resources planning, and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

It is the responsibility of DPAC to facilitate the District's long-term planning efforts, including the assessment of the College's planning process. Every five years, DPAC develops recommendations for new Strategic Initiatives and reviews the Vision, Mission and Goals. DPAC also develops annual action plans that support the five-year strategic initiatives and objectives.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff, students (Associated Students) and management (Administration/ Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 5, 2019

XI. BOARD COMMENTS

XII. ADJOURNMENT

The meeting will be adjourned in memory of **Towigh Bolandhemat**, father of SMC faculty member Fariba Bolandhemat.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, March 5, 2019** 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

- Report: Promise Program Update



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2020 - 2021

JUNE 2020							JULY 2020							AUGUST 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	[17]	[18]	[19]	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	[17]	[18]	[19]	[20]	[21]	22
28	29	30					26	27	28	29	30	31		23	[24]	[25]	[26]	[27]	[28]	29
														30	31					
SEPTEMBER 2020							OCTOBER 2020							NOVEMBER 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30					
DECEMBER 2020							JANUARY 2021							FEBRUARY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28						
							31													
MARCH 2021							APRIL 2021							MAY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	[12]	[13]	[14]	[15]	[16]	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
JUNE 2021							JULY 2021							AUGUST 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	[16]	[17]	[18]	[19]	[20]	21
27	28	29	30				25	26	27	28	29	30	31	22	[23]	[24]	[25]	[26]	[27]	28
														29	30	31				

LEGEND

	First day of semester or session		College Holiday: Campus closed-classes not in session/campus & offices closed
	Finals Schedule		Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
	Legal Holiday (Broken box, date is bold & red):		Classes NOT in Session, BUT campus and offices are open
	Classes not in session/campus & offices closed		
	[If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday.]		

SEMESTER DATES 2020-2021

Summer 2020		Special Dates	
6-week Session:	June 22-July 31, 2020	Graduation Day 2020:	Jun. 16, 2020
8-week Session:	June 22-Aug. 14, 2020	Winter Break 2020:	Dec. 24-31, 2020
		Spring Break 2021:	Apr. 12-16, 2021
		Graduation Day 2021:	Jun. 15, 2021
Fall 2020		Faculty Flex Days 2020-2021	
Regular Session:	Aug. 31-Dec. 22, 2020	August 25, 2020	Individual
1st 8-week Session:	Aug. 31-Oct. 25, 2020	August 26, 2020	Departmental
12-week Session:	Sept. 21-Dec 13, 2020	August 27, 2020	Fall 2020 Opening Day
2nd 8-week Session:	Oct. 26-Dec. 20, 2020	August 28, 2020	Departmental
Winter 2021		March 5, 2021	Departmental
6-week Session:	Jan. 4-Feb. 11, 2021	March 18, 2021	Institutional
Spring 2021		April 14, 2021	Individual
Regular Session:	Feb. 16- Jun. 15, 2021	April 15, 2021	Individual
1st 8-week Session:	Feb. 16- Apr. 11, 2021	April 16, 2021	Individual
12-week Session:	Mar. 8-June 6, 2021		
2nd 8-week Session:	Apr. 19-Jun. 13, 2021		
Summer 2021		Faculty Flex Days Fall 2021	
6-week Session:	Jun. 21-July 30, 2021	August 24, 2021	Individual
8-week Session:	Jun. 21-Aug. 13, 2021	August 25, 2021	Departmental
		August 26, 2021	Fall 2021 Opening Day
		August 27, 2021	Departmental

Note: Fall and Spring sessions end on a Sunday; Winter and Summer sessions end on a Friday

March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Day=3rd week of March, alternate Tuesday & Thursday

LEGAL & COLLEGE HOLIDAYS

June - December 2020		January - August 2021	
Independence Day (observed):	Friday, July 3, 2020	New Year's Day:	Friday, Jan. 1, 2021
Labor Day:	Monday, Sept. 7, 2020	Martin Luther King, Jr. Day:	Monday, Jan. 18, 2021
Veterans' Day:	Wednesday, Nov. 11, 2020	Lincoln's Day:	Friday, Feb. 12, 2021
Thanksgiving Day:	Thursday, Nov. 26, 2020	Presidents' Day:	Monday, Feb. 15, 2021
College Holiday (1 of 5 days)	Friday, Nov. 27, 2020	Memorial Day:	Monday, May 31, 2021
Native American Day:*	Thursday, Dec. 24, 2020	Independence Day:	Monday, July 5, 2021
Christmas Day:	Friday, Dec. 25, 2020	Cesar Chavez Day (12-Month Classified):	April 12, 2021
College Holiday (4 of 5 days)	Monday, Dec. 28-Thursday, Dec. 31, 2020	Cesar Chavez Day (11-Month Classified):	Float*

* In lieu of the 4th Friday in September (per CA Ed Code 45206.5); aka Admissions' Day

*To be taken between Mar. 31 and Dec. 31 of each year per MOU dated 03.03.2010

Approved by the Board of Trustees:



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2021 - 2022

JUNE 2021							JULY 2021							AUGUST 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5				1	2	3	4	5	6	7	8	9	10
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
20	21	22	23	24	25	26	27	28	29	30										
27	28	29	30																	

SEPTEMBER 2021							OCTOBER 2021							NOVEMBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5					1	2	3	4	5	6	7	8	9
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
19	20	21	22	23	24	25	26	27	28	29	30									
26	27	28	29	30																

DECEMBER 2021							JANUARY 2022							FEBRUARY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5					1	2	3	4	5	6	7	8	9
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
19	20	21	22	23	24	25	26	27	28	29	30	31								
26	27	28	29	30	31															

MARCH 2022							APRIL 2022							MAY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5					1	2	3	4	5	6	7	8	9
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
20	21	22	23	24	25	26	27	28	29	30	31									
27	28	29	30	31																

JUNE 2022							JULY 2022							AUGUST 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5					1	2	3	4	5	6	7	8	9
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
19	20	21	22	23	24	25	26	27	28	29	30									
26	27	28	29	30																

LEGEND	
 First day of semester or session	 College Holiday: Campus closed-classes not in session/campus & offices closed
 Finals Schedule	 Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
 Legal Holiday (Broken box, date is bold & red):	[] Classes NOT in Session, BUT campus and offices are open
 Classes not in session/campus & offices closed	
[If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday.]	

SEMESTER DATES 2021-2022

Summer 2021		Special Dates	
6-week Session:	June 21-July 30, 2021	Graduation Day 2021:	Jun. 15, 2021
8-week Session:	June 21-Aug. 13, 2021	Winter Break 2021:	Dec. 24-31, 2021
		Spring Break 2022:	Apr. 11-15, 2022
		Graduation Day 2022:	Jun. 14, 2022
Fall 2021		Faculty Flex Days Fall 2021	
Regular Session:	Aug. 30-Dec. 21, 2021	August 24, 2021	Individual
1st 8-week Session:	Aug. 30-Oct. 24, 2021	August 25, 2021	Departmental
12-week Session:	Sept. 20-Dec. 12, 2021	August 26, 2021	Fall 2020 Opening Day
2nd 8-week Session:	Oct. 25-Dec. 19, 2021	August 27, 2021	Departmental
Winter 2022		March 4, 2022	Departmental
6-week Session:	Jan. 4-Feb. 10, 2022	March 15, 2022	Institutional
Spring 2022		April 13, 2022	Individual
Regular Session:	Feb. 14- Jun. 14, 2022	April 14, 2022	Individual
1st 8-week Session:	Feb. 14- Apr. 10, 2022	April 15, 2022	Individual
12-week Session:	Mar. 7-June 5, 2022	Faculty Flex Days Fall 2022	
2nd 8-week Session:	Apr. 18-Jun. 12, 2022	August 23, 2022	Individual
Summer 2022		August 24, 2022	Departmental
6-week Session:	Jun. 20-July 29, 2022	August 25, 2022	Fall 2022 Opening Day
8-week Session:	Jun. 20-Aug. 12, 2022	August 26, 2022	Departmental

Note: Fall and Spring sessions end on a Sunday; Winter and Summer sessions end on a Friday
 March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Day=3rd week of March, alternate Tuesday & Thursday

LEGAL & COLLEGE HOLIDAYS

June - December 2021		January - August 2022	
Independence Day: (observed)	Monday, July 5, 2021	New Year's Day (observed):	Monday, Jan. 3, 2022
Labor Day:	Monday, Sept. 6, 2021	Martin Luther King, Jr. Day:	Monday, Jan. 17, 2022
Veterans' Day:	Wednesday, Nov. 11, 2021	Lincoln's Day:	Friday, Feb. 14, 2022
Thanksgiving Day:	Thursday, Nov. 25, 2021	Presidents' Day:	Monday, Feb. 21, 2022
Native American Day:*	Friday, Nov. 26, 2021	Memorial Day:	Monday, May 30, 2022
Christmas Day (observed):	Friday, Dec. 24, 2021	Independence Day:	Monday, July 4, 2022
College Holiday (5 of 5 days):	Monday, Dec. 27-Friday, Dec. 31, 2021	Cesar Chavez Day (12-Month Classified):	April 11, 2022
* In lieu of the 4th Friday in September (per CA Ed Code 45206.5); aka Admissions' Day		Cesar Chavez Day (11-Month Classified):	Float*

Approved by the Board of Trustees:

UNRESTRICTED GENERAL FUND 01.0
2018-2019 REVENUE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL REVENUES	2018-2019 PROJECTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	109,556	69,415	109,556
TOTAL FEDERAL	109,556	69,415	109,556
STATE			
GENERAL APPORTIONMENT	68,071,886	36,825,715	67,981,055
EDUCATION PROTECTION ACCOUNT - PROP 30/55	16,961,703	8,481,458	16,961,703
COLA	3,521,260	2,011,687	3,521,260
HOMEOWNERS EXEMPT	94,669	14,006	94,700
STATE LOTTERY REVENUE	3,656,915	1,320,945	3,704,992
MANDATED PROGRAM COSTS	525,739	-	548,459
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	5,664,673	-	5,664,673
OTHER STATE	2,305,462	798,893	2,305,462
TOTAL STATE	100,802,307	49,452,704	100,782,304
LOCAL			
PROP TAX SHIFT (ERAF)	11,553,440	341,655	11,553,440
SECURED TAX	14,229,023	6,640,597	14,749,355
SUPPLEMENTAL TAXES	365,052	126,875	365,052
UNSECURED TAX	595,659	602,538	602,538
PRIOR YRS TAXES	368,454	665,560	665,560
PROPERTY TAX - RDA PASS THRU	2,312,071	-	1,449,463
PROPERTY TAX - RDA RESIDUAL	2,356,640	-	2,394,900
RENTS	193,000	31,163	193,000
INTEREST	658,100	211,100	844,400
ENROLLMENT FEES	13,293,043	8,936,098	13,385,728
UPPER DIVISION FEES	65,688	29,875	65,688
STUDENT RECORDS	443,800	72,867	443,800
NON-RESIDENT TUITION/INTENSIVE ESL	32,254,023	21,082,288	32,733,576
OTHER STUDENT FEES & CHARGES	76,600	34,258	76,600
F1 APPLICATION FEES	237,800	77,644	237,800
OTHER LOCAL	772,400	107,150	772,400
I. D. CARD SERVICE CHARGE	985,000	558,575	985,000
LIBRARY CARDS	100	-	100
LIBRARY FINES	5,022	563	5,022
PARKING FINES	190,632	19,044	190,632
TOTAL LOCAL	80,955,547	39,537,850	81,714,054
TOTAL REVENUE	181,867,410	89,059,969	182,605,914
TRANSFER IN	195,776	12,879	204,916
SALE OF EQUIPMENT AND SUPPLIES	-	3,201	-
TOTAL OTHER FINANCING SOURCES	195,776	16,080	204,916
TOTAL REVENUE AND TRANSFERS	182,063,186	89,076,049	182,810,830

UNRESTRICTED GENERAL FUND 01.0
2018-2019 EXPENDITURE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL EXPENDITURES	2018-2019 PROJECTED BUDGET
INSTRUCTION	28,097,700	10,781,670	28,229,217
ACADEMIC MANAGERS	6,303,949	2,654,695	6,442,433
NON-INSTRUCTION	5,612,014	2,364,407	5,940,800
HOURLY INSTRUCTION	32,665,825	15,865,840	33,582,460
HOURLY NON-INSTRUCTION	5,034,599	2,097,808	5,124,367
VACANT POSITIONS	-	-	-
VACANCY SAVINGS	-	-	-
TOTAL ACADEMIC	77,714,087	33,764,420	79,319,277
CLASSIFIED REGULAR	21,969,358	9,111,445	22,095,219
CLASSIFIED MANAGERS	5,038,315	2,115,590	5,249,633
CLASS REG INSTRUCTION	3,491,852	1,370,421	3,496,055
CLASSIFIED HOURLY	1,860,062	908,604	2,196,455
CLASS HRLY INSTRUCTION	578,645	191,079	637,171
VACANT POSITIONS	1,840,275	-	1,720,187
VACANCY SAVINGS	(1,214,582)	-	(1,419,154)
TOTAL CLASSIFIED	33,563,925	13,697,139	33,975,566
STRS	9,356,744	3,768,462	9,529,707
STATE ON-BEHALF PENSION CONTRIB TO STRS	5,664,673	-	5,664,673
PERS	6,441,411	2,774,058	6,513,694
OASDI/MEDICARE	3,679,243	1,623,019	3,739,220
H/W	15,636,727	5,053,255	15,636,727
RETIREEES' H/W	5,386,514	2,627,144	5,386,514
SUI	165,018	66,584	166,189
WORKERS' COMPENSATION	1,921,487	821,702	1,961,784
ALTERNATIVE RETIREMENT	500,000	244,237	500,000
SUPPLEMENTAL RETIREMENT PLAN	1,299,111	1,299,111	1,299,111
BENEFITS RELATED TO VACANT POSITIONS	515,277	-	481,652
BENEFITS RELATED TO VACANCY SAVINGS	(340,083)	-	(397,363)
TOTAL BENEFITS	50,226,122	18,277,572	50,481,908
SUPPLIES	993,536	343,890	1,053,046
TCO-SUPPLIES	65,240	-	65,240
TOTAL SUPPLIES	1,058,776	343,890	1,118,286
CONTRACTS/SERVICES	13,954,433	5,721,656	14,291,626
INSURANCE	1,258,077	927,598	1,258,077
UTILITIES	4,158,475	1,822,308	4,158,475
TOTAL SERVICES	19,370,985	8,471,562	19,708,178
TOTAL EXPENDITURES	181,933,895	74,554,583	184,603,215
OTHER OUTGO - TRANSFERS	387,063	129,728	379,563
OTHER OUTGO - STUDENT AID	2,500	-	2,500
TOTAL TRANSFERS/FINANCIAL AID	389,563	129,728	382,063
TOTAL EXPENDITURES & TRANSFERS	182,323,458	74,684,311	184,985,278

UNRESTRICTED GENERAL FUND 01.0
2018-2019 FUND BALANCE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL FUND BALANCE	2018-2019 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS *	173,967,375	89,076,049	176,085,719
TOTAL EXPENDITURES AND TRANSFERS	180,630,832	74,303,351	182,907,895
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	2,355,552	-	2,201,839
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(1,554,665)	-	(1,816,517)
OPERATING SURPLUS/(DEFICIT)	(7,464,344)	14,772,698	(7,207,498)
ONE-TIME ITEMS			
FTES BORROWING/DECLINE	8,095,811	-	6,725,111
ONE-TIME BUDGET AUGMENTATION	(826,499)	(380,960)	(1,626,821)
EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	(65,240)	-	(65,240)
OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS	(260,272)	14,391,738	(2,174,448)
BEGINNING BALANCE	27,648,342	27,648,342	27,648,342
ENDING FUND BALANCE	27,388,070	42,040,080	25,473,894
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS **	15.02%	56.29%	13.77%

DESIGNATION OF FUND BALANCE

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL FUND BALANCE	2018-2019 PROJECTED BUDGET
UNDESIGNATED FUND BALANCE	24,989,923	39,641,933	23,075,747
UNDESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	13.71%	53.08%	12.47%
DESIGNATED RESERVE FOR:			
CLASSIFIED EMPLOYEE WELFARE FUND	459,679	459,679	459,679
RESERVE FOR FUTURE STRS AND PERS INCREASES	1,938,468	1,938,468	1,938,468
TOTAL	2,398,147	2,398,147	2,398,147
DESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	1.32%	3.21%	1.30%
TOTAL ENDING FUND BALANCE	27,388,070	42,040,080	25,473,894
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS **	15.02%	56.29%	13.77%

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

RESTRICTED GENERAL FUND 01.3
2018-2019 REVENUE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL REVENUES	2018-2019 PROJECTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	743,566	111,223	743,566
FWS-FEDERAL WORK STUDY	595,987	56,142	595,987
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	58,539	-	58,539
FEDERAL CARRYOVERS	1,749,044	485,846	1,744,044
OTHER FEDERAL	2,065,207	40,435	2,122,862
TOTAL FEDERAL	5,212,343	693,646	5,264,998
STATE			
LOTTERY	1,283,553	379,516	1,283,553
SFAA-STUDENT FINANCIAL AID ADMIN	926,753	481,912	926,753
FINANCIAL AID TECHNOLOGY - ONGOING	70,106	70,106	70,106
FINANCIAL AID TECHNOLOGY - ONE TIME	-	64,777	189,284
DSPTS-DISABLED STUDENTS PROGRAM & SERVICES	1,769,896	920,346	1,769,896
CALWORKS	323,209	168,069	323,209
STUDENT EQUITY AND ACHIEVEMENT	8,907,810	4,632,061	8,907,810
EQUAL EMPLOYMENT OPPORTUNITY	50,000	50,000	50,000
STRONG WORKFORCE PROGRAM	991,313	687,773	991,313
ADULT EDUCATION BLOCK GRANT	409,733	204,867	409,733
NURSING EDUCATION PROGRAM SUPPORT	251,070	130,556	251,070
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,334,327	627,034	1,334,327
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	89,759	40,094	89,759
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	474,990	246,995	474,990
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	653,848	-	653,848
STATE CARRYOVERS	15,247,557	10,486,628	15,247,557
OTHER STATE	7,416,119	425,819	7,439,335
TOTAL STATE	40,200,043	19,616,553	40,412,543
LOCAL			
PICO PROMISE	151,347	75,674	151,347
HEALTH FEES	1,228,915	743,478	1,228,915
PARKING FEES	1,625,541	697,501	1,625,541
DONATIONS-KCRW	3,133,695	579,912	3,015,374
RADIO GRANTS	1,286,109	-	1,286,109
COMMUNITY SERVICES	625,000	240,262	625,000
CONSOLIDATED CONTRACT ED-LOCAL	325,000	39,550	325,000
LOCAL CARRYOVERS	324,060	442,380	442,381
OTHER LOCAL	5,363,240	2,967,790	5,363,240
TOTAL LOCAL	14,062,907	5,786,547	14,062,907
TOTAL REVENUE	59,475,293	26,096,746	59,740,448

**RESTRICTED GENERAL FUND 01.3
2018-2019 EXPENDITURE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL EXPENDITURES	2018-2019 PROJECTED BUDGET
INSTRUCTION	255,800	-	255,800
MANAGEMENT	2,869,553	675,968	2,921,717
NON-INSTRUCTION	3,776,322	998,019	3,093,649
HOURLY INSTRUCTION	27,500	9,091	40,282
HOURLY NON-INSTRUCTION	5,234,370	2,480,313	6,087,610
TOTAL ACADEMIC	12,163,545	4,163,391	12,399,058
CLASSIFIED REGULAR	5,727,424	1,826,031	5,615,899
CLASSIFIED MANAGERS	547,153	257,943	552,019
CLASS REG INSTRUCTION	78,506	17,596	32,350
CLASSIFIED HOURLY	2,030,993	801,093	2,176,196
CLASS HRLY INSTRUCTION	326,350	116,203	370,108
TOTAL CLASSIFIED	8,710,426	3,018,866	8,746,572
BENEFITS HOLDING ACCOUNT	6,732,039	-	4,111,277
STRS	-	464,414	464,414
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	653,848
PERS	-	432,685	432,685
OASDI/MEDICARE	-	260,899	260,899
H/W	-	678,101	678,101
SUI	-	3,377	3,377
WORKERS' COMP.	-	120,595	120,595
ALTERNATIVE RETIREMENT	-	42,006	42,006
SUPPLEMENTAL RETIREMENT PLAN	-	-	-
TOTAL BENEFITS	6,732,039	2,002,077	6,767,202
TOTAL SUPPLIES	1,469,124	346,319	1,486,727
CONTRACTS/SERVICES	18,023,054	3,479,804	18,031,311
INSURANCE	4,295,360	2,222,848	4,295,360
UTILITIES	150,361	66,567	150,361
TOTAL SERVICES	22,468,775	5,769,219	22,477,032
BLDG & SITES	1,830,115	191,850	1,830,115
EQUIPMENT/LEASE PURCHASE	3,962,210	272,382	3,876,317
TOTAL CAPITAL	5,792,325	464,232	5,706,432
TOTAL EXPENDITURES	57,336,234	15,764,104	57,583,023
OTHER OUTGO - STUDENT AID	2,341,898	299,771	2,351,124
OTHER OUTGO - TRANSFERS	195,776	12,879	204,916
TOTAL OTHER OUTGO	2,537,674	312,650	2,556,040
TOTAL EXPENDITURES & OTHER OUTGO	59,873,908	16,076,754	60,139,063

**RESTRICTED GENERAL FUND 01.3
2018-2019 FUND BALANCE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL FUND BALANCE	2018-2019 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	59,475,293	26,096,746	59,740,448
TOTAL EXPENDITURES AND TRANSFERS	59,873,908	16,076,754	60,139,063
OPERATING SURPLUS/(DEFICIT)	(398,615)	10,019,992	(398,615)
BEGINNING BALANCE	8,826,143	8,826,143	8,826,143
CONTINGENCY RESERVE/ENDING FUND BALANCE	8,427,528	18,846,135	8,427,528
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	14.08%	117.23%	14.01%

CAPITAL OUTLAY FUND 40.0
2018-2019 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL	2018-2019 PROJECTED BUDGET
REVENUE			
STATE			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	-	-
PROP 39 - CLEAN ENERGY PROJECTS	-	-	-
STATE CARRYOVERS	2,994,164	4,525,954	4,525,954
TOTAL STATE	2,994,164	4,525,954	4,525,954
LOCAL			
RENTS	226,828	-	226,828
INTEREST	316,000	97,319	316,000
NON-RESIDENT CAPITAL CHARGE	2,546,305	1,659,472	2,546,305
LOCAL INCOME	6,000	-	6,000
TOTAL LOCAL	3,095,133	1,756,791	3,095,133
TOTAL REVENUES	6,089,297	6,282,745	7,621,087
EXPENDITURES			
SUPPLIES	1,500	-	1,500
CONTRACT SERVICES	2,207,000	1,274,090	2,207,000
CAPITAL OUTLAY	19,552,721	1,356,039	21,084,511
TOTAL EXPENDITURES	21,761,221	2,630,129	23,293,011
TOTAL EXPENDITURES AND TRANSFERS	21,761,221	2,630,129	23,293,011
OPERATING SURPLUS/(DEFICIT)	(15,671,924)	3,652,616	(15,671,924)
BEGINNING BALANCE	15,671,924	15,671,924	15,671,924
ENDING FUND BALANCE	-	19,324,540	-

MEASURE S FUND 42.3
2018-2019 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL	2018-2019 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	313,000	115,741	313,000
TOTAL REVENUE	313,000	115,741	313,000
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	122,500	126,033	122,500
CAPITAL OUTLAY	23,878,793	716,500	23,878,793
TOTAL EXPENDITURES	24,001,293	842,533	24,001,293
OPERATING SURPLUS/(DEFICIT)	(23,688,293)	(726,792)	(23,688,293)
BEGINNING BALANCE	23,688,293	23,688,293	23,688,293
ENDING FUND BALANCE	-	22,961,501	-

MEASURE AA FUND 42.4 2018-2019 REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL	2018-2019 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	186,000	158,619	320,000
TOTAL REVENUE	186,000	158,619	320,000
EXPENDITURES			
SUPPLIES	15,000	1,764	15,000
CONTRACT SERVICES	117,750	1,395	117,750
CAPITAL OUTLAY	14,923,480	2,515,769	15,057,480
TOTAL EXPENDITURES	15,056,230	2,518,928	15,190,230
OPERATING SURPLUS/(DEFICIT)	(14,870,230)	(2,360,309)	(14,870,230)
BEGINNING BALANCE	14,870,230	14,870,230	14,870,230
ENDING FUND BALANCE	-	12,509,921	-

MEASURE V FUND 42.5
2018-2019 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL	2018-2019 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	663,000	843,342	1,600,000
TOTAL REVENUE	663,000	843,342	1,600,000
EXPENDITURES			
SUPPLIES	500,000	-	500,000
CONTRACT SERVICES	1,305,000	-	1,305,000
CAPITAL OUTLAY	176,454,670	15,656,048	177,391,670
TOTAL EXPENDITURES	178,259,670	15,656,048	179,196,670
OPERATING SURPLUS/(DEFICIT)	(177,596,670)	(14,812,706)	(177,596,670)
BEGINNING BALANCE	177,596,670	177,596,670	177,596,670
ENDING FUND BALANCE	-	162,783,964	-

STUDENT FINANCIAL AID FUND 74.0
2018-2019 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL	2018-2019 PROJECTED BUDGET
REVENUE			
FEDERAL GRANTS	30,096,188	14,024,718	30,096,188
FEDERAL LOANS	3,850,000	1,216,264	3,850,000
CAL GRANTS	3,958,000	1,310,298	3,958,000
SANTA MONICA COLLEGE PROMISE	1,040,845	1,040,845	1,040,845
STUDENT SUCCESS COMPLETION	1,831,724	2,012,012	2,010,762
FULL TIME STUDENT SUCCESS GRANT	89,788	20,500	89,788
COMMUNITY COLEGE COMPLETION GRANT	212,250	98,250	212,250
NONRESIDENT DREAMER EMERGENCY AID	1,300	1,300	1,300
TRANSFER	357,063	107,228	357,063
		-	
TOTAL REVENUE	41,437,158	19,831,415	41,616,196
EXPENDITURES			
FINANCIAL AID	41,437,158	18,799,896	41,616,196
TOTAL EXPENDITURES	41,437,158	18,799,896	41,616,196
ENDING FUND BALANCE*	-	1,031,519	-

SCHOLARSHIP TRUST FUND 75.0
2018-2019 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL	2018-2019 PROJECTED BUDGET
BEGINNING BALANCE	15,843	15,843	15,934
REVENUE			
TRANSFER	30,000	22,500	30,000
INTEREST	230	91	230
TOTAL REVENUE	30,230	22,591	30,230
TOTAL FUNDS AVAILABLE	46,073	38,434	46,164
EXPENDITURES			
SCHOLARSHIP	30,000	22,500	30,000
TOTAL EXPENDITURES	30,000	22,500	30,000
ENDING FUND BALANCE	16,073	15,934	16,164

AUXILIARY FUND
2018-2019 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2018-2019 ADOPTED BUDGET	December 31, 2018 ACTUAL BUDGET	2018-2019 PROJECTED BUDGET
BEGINNING BALANCE	1,792,702	1,792,702	1,792,702
ADJ. TO BEG. BALANCE	-	(554)	(554)
ADJUSTED BEGINNING BALANCE	<u>1,792,702</u>	<u>1,792,148</u>	<u>1,792,148</u>
REVENUE			
GROSS SALES	4,859,000	2,292,159	4,859,000
LESS: COST OF GOODS	<u>(3,405,500)</u>	<u>(1,570,256)</u>	<u>(3,405,500)</u>
NET	1,453,500	721,903	1,453,500
VENDOR INCOME	771,000	328,776	771,000
AUXILIARY PROGRAM INCOME	<u>399,856</u>	<u>185,374</u>	<u>399,856</u>
NET INCOME	2,624,356	1,236,053	2,624,356
INTEREST	<u>63,600</u>	<u>36,623</u>	<u>63,600</u>
TOTAL REVENUE	<u>2,687,956</u>	<u>1,272,676</u>	<u>2,687,956</u>
TOTAL FUNDS AVAILABLE	<u>4,480,658</u>	<u>3,064,824</u>	<u>4,480,104</u>
EXPENDITURES			
STAFFING	1,000,300	494,759	1,000,300
FRINGE BENEFITS	318,100	137,834	318,100
OPERATING	<u>1,446,581</u>	<u>570,441</u>	<u>1,446,581</u>
TOTAL EXPENDITURES	<u>2,764,981</u>	<u>1,203,034</u>	<u>2,764,981</u>
ENDING FUND BALANCE	<u>1,715,677</u>	<u>1,861,790</u>	<u>1,715,123</u>

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

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Fiscal Year: 2018-2019

District: (780) SANTA MONICA

Quarter Ended: (Q2) Dec 31, 2018

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	175,904,203	170,016,362	186,576,675	182,605,914
A.2	Other Financing Sources (Object 8900)	128,383	90,235	113,497	204,916
A.3	Total Unrestricted Revenue (A.1 + A.2)	176,032,586	170,106,597	186,690,172	182,810,830
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	165,574,581	172,334,364	180,098,390	184,603,215
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	313,991	326,050	315,213	382,063
B.3	Total Unrestricted Expenditures (B.1 + B.2)	165,888,572	172,660,414	180,413,603	184,985,278
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	10,144,014	-2,553,817	6,276,569	-2,174,448
D.	Fund Balance, Beginning	13,781,577	23,925,591	21,371,774	27,648,342
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	13,781,577	23,925,591	21,371,774	27,648,342
E.	Fund Balance, Ending (C. + D.2)	23,925,591	21,371,774	27,648,343	25,473,894
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.4%	12.4%	15.3%	13.8%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,727	22,024	18,684	20,327
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds		45,552,081	40,360,871	52,604,965
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	35,788,091	45,552,081	40,360,871	52,604,965

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	181,867,410	182,605,914	89,059,969	48.8%
I.2	Other Financing Sources (Object 8900)	195,776	204,916	16,080	7.8%
I.3	Total Unrestricted Revenue (I.1 + I.2)	182,063,186	182,810,830	89,076,049	48.7%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	181,933,895	184,603,215	74,554,583	40.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	389,563	382,063	129,728	34%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	182,323,458	184,985,278	74,684,311	40.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-260,272	-2,174,448	14,391,738	
L.	Adjusted Fund Balance, Beginning	27,648,342	27,648,342	27,648,342	
L.1	Fund Balance, Ending (C. + L.2)	27,388,070	25,473,894	42,040,080	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	15%	13.8%		

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

YES

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

Contract Period Settled (Specify)	Management	Academic	Classified
		Permanent	Temporary

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3: 2018-19			395,062	2%	458,687	2%		
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3: 2018-19			77,042		89,450			

* As specified in Collective Bargaining Agreement or other Employment Contract

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

The District intends to fund the salary and benefits increases from the increase in COLA object 8610.

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

NO

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

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

This year?
Next year?

NO
NO

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