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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
FEBRUARY 7, 2012

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/ACG/Pages/Trustees-Meeting-Information.aspx>

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

PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

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 7, 2012.

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

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

I. ORGANIZATIONAL FUNCTIONS**A CALL TO ORDER****B ROLL CALL**

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

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS**II. CLOSED SESSION****CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

Agency designated representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel

Employee Organization: Santa Monica College Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel

Employee Organization: Santa Monica College Police Officers Association

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS****D PLEDGE OF ALLEGIANCE****E CLOSED SESSION REPORT (if any)****F PUBLIC COMMENT**

IV. SUPERINTENDENT'S REPORT

- Recognition:
- Updates:
 - CCLC Annual Legislative Conference
 - State Budget
 - State of the City
 - Malibu Campus Planning

V. ACADEMIC SENATE REPORT

VI. MAJOR ITEMS OF BUSINESS

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VII. CONSENT AGENDA

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

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VIII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

IX. **CONSENT AGENDA – Pulled Recommendations**

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

X. **INFORMATION ITEM**

- I Citizens' Bond Oversight Committee Meeting, January 18, 2012 30

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

There will be a Board of Trustees Study Session on Tuesday, February 21, 2012 at 5:30 p.m.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, March 6, 2012** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

Appendix A: Complete Memorandum of Understanding

Exhibit A: Scope of Work and Budget

Exhibit B: Schedule of Performance

Appendix B: 2011-2012 Quarterly Budget Report and 311Q

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. I

SUBJECT: **MEMORANDUM OF UNDERSTANDING WITH CITY OF SANTA MONICA REGARDING THE EARLY CHILDHOOD EDUCATION CENTER**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a Memorandum of Understanding (MOU) with the City of Santa Monica regarding the Early Childhood Education Center.

BACKGROUND: The Center will be a childcare teaching facility that will accommodate up to 100 infant, toddler, and pre-school children, and will include classroom, observation facilities, and office and meeting spaces for parenting workshops and early childhood research and development.

The College has agreed to develop and construct the Center. In November 2004, the voters approved Measure S, a \$135 million College Bond measure. The Center was included in the list of bond projects to be funded under the bond measure.

On March 24, 2009, the Santa Monica City Council authorized the City Manager to negotiate an agreement with the College for the development of the Center.

Based on budget commitments to date by the City (\$5.563 million) and the College (\$7 million), a total of \$12.5 million has been identified for design and construction of the Center.

The City and College need to enter into this MOU in order to advance planning and design of the Center while negotiating the terms of a Development Agreement and Ground Lease and have a comprehensive plan for the Center's operation.

Appendix A: Complete Memorandum of Understanding
 Exhibit A: Scope of Work and Budget
 Exhibit B: Schedule of Performance

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **RECEIPT OF AUDIT REPORTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge receipt of the 2010-2011 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 Vicente, Lloyd & Stutzman, 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, 2011. . The Board’s Audit Task Force comprising Trustees Rob Rader and Louise Jaffe 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	INFORMATION
Santa Monica Community College District	February 7, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: UPDATE ON DIGITAL MEDIA PROGRAMS

SUBMITTED BY: Superintendent/President

SUMMARY:

We live in the era of digital media. From iPhones to Xboxes, the convergence of media and technology has reshaped the way we communicate, educate, conduct business, entertain, interact socially and, in general, express ourselves as human beings. It is a challenge for any educational institution to adapt to this ever-changing technological landscape. Santa Monica College has not only adjusted, it has lead by investing in programs and curriculum that innovate, respond to industry needs, and prepare students to be competitive--both in the workplace and at the baccalaureate level.

This innovation and responsiveness is evident in many areas of study across campus. One example is the Design Technology department, which consists of three programs: Entertainment Technology, Graphic Design and Interior Architectural Design. This department offers degrees and certificates in 13 areas including animation, digital media, game design, and web design. The discipline of Entertainment Technology alone has 59 different courses and has 3000 enrollments per academic year.

It is the mission of the Design Technology department to provide students with a comprehensive and well-rounded education in rapidly evolving media fields such as animation, game development, motion graphics, post-production, web and mobile design, and visual effects. The ongoing effectiveness of the Design Technology curriculum can be attributed to three key considerations:

1. Industry involvement and support
2. Interdisciplinary collaboration
3. College investment

Industry involvement and Support

The programs of the Design Technology department are able to establish and maintain long-term strategies in line with the needs of industry through active collaboration with adjunct faculty and advisory board members, both of whom represent working professionals from a diverse range of fields in highly respected companies such as Rhythm & Hues Studios, Gensler, and Sony Computer Entertainment. Please see the attached document for a listing of Advisory Board members for Entertainment Technology as an example. Recruiting educators and advisory board members directly from industry ensures that students learn practical, job-oriented skills and current methodologies as curriculum is developed and revised. This collaboration also has a significant influence on technology adoption as well as interaction with the community.

The following represents a number of the recent developments within the Design Technology department that have been based on feedback from advisory boards and/or faculty:

The Entertainment Technology program has made significant changes to its Animation certificate track, creating areas of concentration and department certificates to provide students with more flexibility to pursue their chosen fields. These certificates include 2D Animation, 3D Animation, 3D Modeling, 3D Rendering, Digital Effects, and Game Design. In addition, the program has adopted high-end software tools. For example, in Fall 2012 Santa Monica College will be offering courses using Nuke, the standard visual effects compositing application typically reserved for profit-based training institutions that charge thousands of dollars per student.

The Graphic Design program created a course dealing with conceptualizing, designing and implementing mobile touchscreen interfaces. Whether through mobile apps or mobile web sites, the course is the first of its kind in dealing with the design process, interface design elements and interaction design patterns for mobile devices.

The Interior Architectural Design program is in the process of implementing major changes to its certificate offerings. The program will retain fundamental skills of manual drafting and design while incorporating industry standard 2D and 3D software applications such as Google SketchUp and Autodesk Revit Architecture. Beginning in Spring 2012, SMC will be designated an IIDA Campus Center, a student charter of the International Interior Design Association.

During the Winter session, the Academy of Entertainment & Technology campus is hosting a week-long series of training workshops using Mental Ray, a high performance, photorealistic rendering software application which produces images of unsurpassed realism from computer-aided design and digital content creation data. The workshops, provided by the Nvidia Corporation and open to the public, will help raise community awareness of the department and the Academy of Entertainment & Technology facility.

Another example of industry involvement and support comes from our own KCRW and the Greenberg-Steinhauser Internship Program. This program has provided internships to students with interests from journalism to business to broadcasting the opportunity to gain professional skills and experience. The interns have played a role in all of KCRW's operations which has enhanced their own education. KCRW hopes to extend this internship to more students and increase the areas of education to include video editing as well as audio production which is a perfect fit with their new location at the AET site.

Interdisciplinary Collaboration

The traditional disciplinary boundaries continue to blur as the integration of technology and media becomes critical to all fields. It seems more and more that the discipline names are more a convention for organizing the schedule of classes than a reflection of divisions between them. There is ongoing collaboration between Design Technology and programs such as Photography, Film Studies and Journalism. The fact that we are bringing together the disciplines of Design Technology with Film Studies, Broadcasting, Media Studies and Journalism under one roof with the remodel and addition at the AET site is reflective of the way things are developing in these fields.

The “Promo Pathway” program provides an example of successful interdisciplinary collaboration. This program includes courses in Entertainment Technology and Broadcasting as well as a “business boot camp” and skill building in English and math to train students for positions as promotional writers, editors and producers in high-paying careers in the media industry. There is great potential for productive interdisciplinary collaborations designed to prepare students for emerging fields going forward. For example, like Graphic Design the CSIS department has responded to a recommendation from their advisory board focused on mobile apps. The Computer Science faculty created a series of courses including a course focused on learning Objective-C (the language designed for iOS, Apple’s advanced mobile platform), and two subsequent courses on the development of applications that run on Apple iOS. These courses will be offered beginning in Spring 2012.

College Investment

Santa Monica College continues to make significant commitments to staying at the forefront of digital media. Every year, SMC invests in updating technology, equipment and materials to ensure students are obtaining the best possible learning experience--at or above present industry standards. The hiring of new full-time faculty in areas such as Digital Post Production and Interior Architectural Design is a long-term investment in the future of the Design Technology programs. The expansion of the AET campus and the added presence of KCRW in their new facility at that site will establish SMC as the digital media hub of the Westside.

There is a tradition of innovation at SMC, and there is no place that this is more true than the education provided in media arts and technology. Media arts and technology are not distinct, and the way the faculty of SMC integrate the two is a hallmark of our programs. Our students become technically competent and are able to use those skills to showcase their own creativity and artistry. SMC has developed the capacity to respond to developments in the field in order to benefit our students and the college.

Entertainment Technology Advisory Board Members

Adam Taylor, President
Associated Production Music

Karen J. Smith
FX Animator

Bob Hoffman
Vice President of Marketing
Technicolor Entertainment Services

Kevin A. Brown
Manager, Art Development
Sony Computer Entertainment

Brooke Keesling, Manager
Animation Talent Development Cartoon Network

Mark Grasso
Cal Media Group

Chanel Summers
Co-founder/Executive Producer
Syndicate 17

Mike Young
Mike Young Productions

Greg Talmage, Executive Producer
Iron Claw

Peter Anton, Vice President
Digital Me

James Reilly
Senior Training and Technical Support Specialist
ALELO

Steve Michaels, Co-Owner
Brickyard VFX

John Brooks, Senior Partner
BFA, LLC

Tim Kittleson, Director
UCLA Film & Television Archive

John Ridgway
Via Worldwide

Pam Hogarth
LOOK Effects

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: IMPLEMENTATION OF ENHANCED TRANSCRIPT PROCESSING OPTIONS

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees approve the implementation of enhanced transcript processing options and corresponding fee structure:

Service	Time Frame	Current Fee		New/Proposed Fee		Fed Ex Option (No Change)
		Electronic	Paper	Electronic	Paper	
Regular						
-Online	5-7 business days	N/A	\$5 *	\$5 *	\$7 *	N/A
-In Person	10-15 business days	N/A	\$5	\$5	\$7	N/A
Rush						
-Online	1-3 business days	N/A	\$15 *	\$15 *	\$17 *	Additional \$18.75
-In Person	1-3 business days	N/A	\$15	\$15	\$17	N/A
-On the Spot	Within 1 hour	N/A	N/A	\$25	\$27	N/A

* Online orders incur an additional convenience fee charged by the third party vendor (Credentials, Inc.)

SUMMARY: Education Code Section 76223 authorizes districts to make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any student records (allowing for the first two copies to be free). Electronic transmission of transcripts offers the ability to provide students more timely service, as well as better tracking and communication. Electronic transmission of transcripts will become the standard format unless a student specifically requests to have a paper copy mailed on their behalf. Electronic transmission will allow the Admissions and Records office to add an “on the spot” transcript processing service for SMC students which is in high demand. The current transcript fee (\$5) remains the same with the addition of a \$2 charge for transcripts to be produced on security paper. A majority of schools surveyed charge a \$10 fee to expedite the processing of the transcript (typically 1-3 days). Very few schools offer this service “on demand” as suggested. The \$25 is consistent with the very few Southern California CCCs who reported offering “on demand” service. This fee structure is in alignment with peer institutions.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **AMENDMENT NO. 1 TO AGREEMENT FOR ARCHITECTURAL SERVICES – INFORMATION TECHNOLOGY RELOCATION (BICYCLE RACK RELOCATION)**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees approve Amendment No 1 with MORRIS ARCHITECTS not to exceed \$63,765 for the permanent relocation of bicycle racks currently located at the Library Village.

Original Contract Amount	\$1,114,124
Previously Approved Amendments	\$0
Amendment No. 1	\$63,765
Revised Contract Amount	\$1,177,889

FUNDING SOURCE: Measure AA

COMMENT: Due to the construction of the Information Technology project, the bicycle racks in the Library Village area need to be relocated. Instead of a temporary relocation, this amendment will provide for the planning and design of a large permanent bicycle parking facility on the south side of the campus. The project will provide paving for circulation, anchorage of bicycle racks, retaining walls as necessary, grading for drainage and accessibility, storm water management for clean discharge or retention, area lighting, and security systems. Lastly, this project will also include landscape and irrigation design and be submitted to Division of the State Architect.

SUMMARY OF BICYCLE PARKING PLAN

Students, faculty and staff are increasing the use of bicycles as a method of alternative transportation to the college. A recent campus survey reported that 5.5% of students bicycle to campus during the week. The importance of bike transit and parking was recognized in the Board of Trustees-approved 2010 Career & Educational Facilities Master Plan Update.

The City of Santa Monica has recently adopted a comprehensive Bike Action Plan. The plan encourages the use of bikes with many recommendations to make cycling safer and more convenient. The college is recognized in several sections of the plan as a major user of bike transportation. A number of the recommendations from the plan are already being implemented.

The college currently has 470 bike parking spaces on the main campus, making it the largest single location for bike parking in the City. However, some of these are temporary or moveable units and do not properly secure the bikes.

SMC Facilities has been working with students, faculty and staff to plan for the increase in number of bike parking spaces on campus and to find the best possible bike parking equipment. The attached draft plan for the main campus was recently reviewed by the Transportation Task Force, which includes students and faculty who bike to campus.

The plan recommends more than doubling the number of bike parking spaces from 470 to 1,000 on the main campus. The increase can be considered even more sizeable as many of the current bike racks cannot hold their rated capacities. The plan also recommends that a “Bike Center” be part of the Drescher Hall and Pico Promenade Modernization project. The Bike Center would include a variety of bike services and support, including training and repairs. Showers and lockers for bike riders will be available in the new Health, PE, Fitness and Dance building.

The plan recommends new bike parking areas on the perimeter of the campus. The SMC campus is small compared to other colleges and the amount of pedestrians in the center of campus during peak periods makes it dangerous to have bike traffic pass through the campus.

Each bike parking area would be provided with enhanced lighting, security cameras, instructions on how to best secure a bike, and emergency phones. Most bike areas would also have a “Skateboard Dock” available so skateboard riders could lock their boards up. In general, the new bike parking areas would be constructed in tandem with each new bond project beginning with the Information Technology Relocation project.

Increases in bike parking are also planned on the satellite campuses, starting at the Academy of Entertainment and Technology in the new AET parking structure.

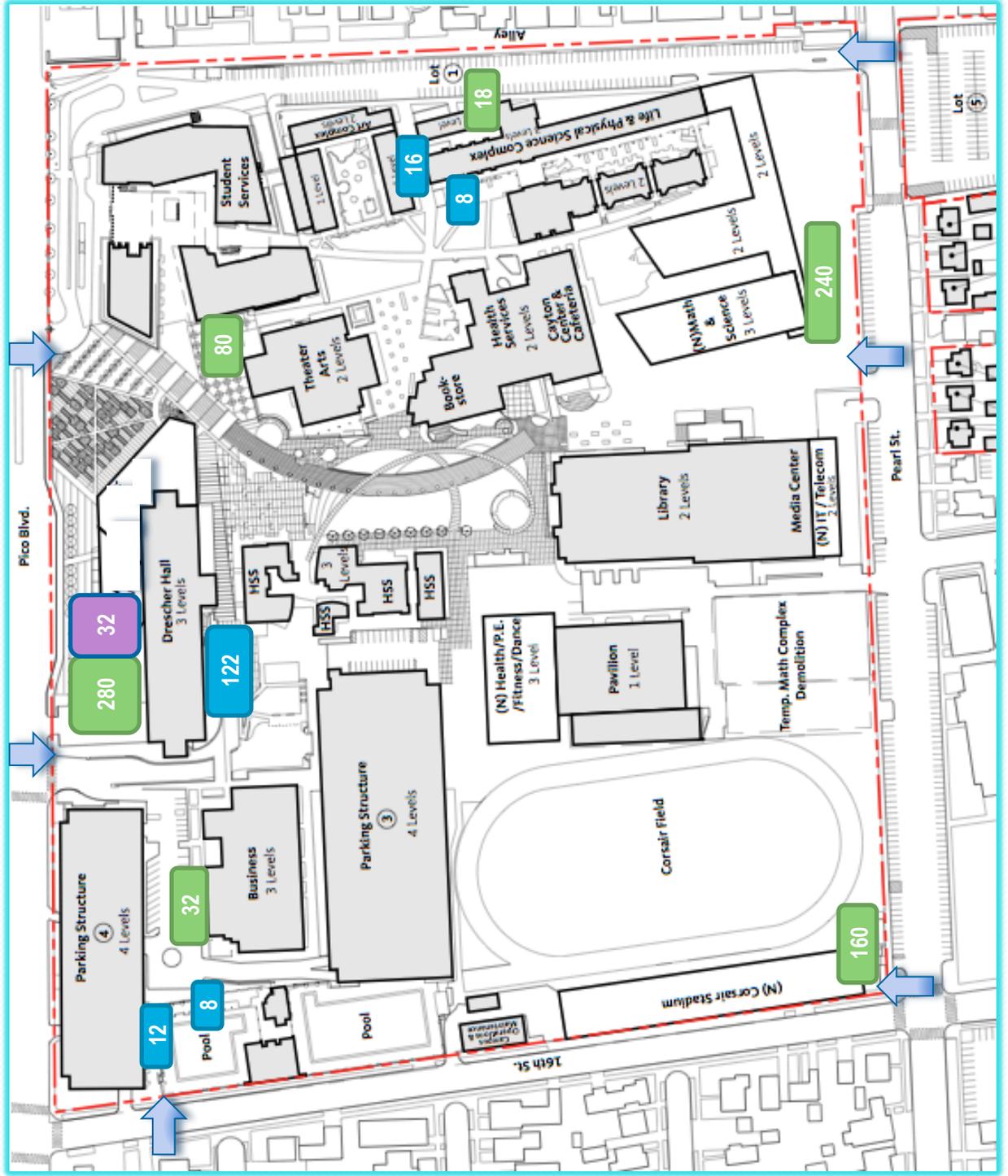
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

Bicycle Parking Plan

- Existing Permanent
- New
- Bike Center
- Entry Point to Campus

- 1,000 Bike Parking Spaces:
- 968 Permanent
- 32 For-Pay Lockers in Bike Ctr.

Currently there are 470 permanent and temporary bike parking spaces on campus.



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **2011-2012 QUARTERLY BUDGET REPORT AND 311Q REPORT**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the 2011-2012 Quarterly Report and the 311Q report, as of December 31, 2011 (see Appendix B).

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 Chancellors Office.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **SUPPORT THE TAX OIL TO FUND EDUCATION ACT**

SUBMITTED BY: Student Trustee

REQUESTED ACTION: It is recommended that the Board of Trustees support the Tax Oil to Fund Education Act.

SUMMARY: The Tax Oil to Fund Education Act imposes a 15 percent tax on value of oil and natural gas extracted in California to supplement education funding, for purposes of reducing class size, reducing tuition, restoring classes cut, providing instructional materials and hiring teachers and professors.

It allocates tax revenues as follows: 11 percent to University of California; 14 percent to California State University; 38 percent to community colleges; 37 percent to K-12.

It prohibits reduction of existing education funding levels based on these additional tax revenues.

It prohibits passing tax through to consumers by way of higher fuel prices. Summary of estimate by Legislative Analyst and Director of Finance of fiscal impact on state and local government:

Increased state revenues from a new oil and gas severance tax of around \$3 billion per year would be allocated to education and would likely result in increased state funding of various education programs.

COMMENT: A petition is being circulated for signatures to place an initiative measure to be submitted to the voters of California.

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

VII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #7-#21

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

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

VIII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

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. 7 APPROVAL OF MINUTES

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

January 11, 2011 (Regular Board of Trustees Meeting)
 January 31, 2012 (Adjourned Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 1, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 ACCEPTANCE OF GRANT

Requested Action: Approval/Ratification

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

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Small Business Development Center (SBDC)

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

Award Amount: \$322,000 (fiscal year 2011-2012)

Matching Funds: 50% cash match
 50% in kind, inclusive of donations to the SBDC

Performance Period: January 1, 2012 – December 31, 2012

Summary: SMC has been receiving the Small Business Development Center (SBDC) grant since 2006 and has again been awarded a one-year grant that involves the united efforts of Santa Monica College (SMC), the SBA, LBCC and local business/industry partners. The collaboration will deploy short-term training activities and small business one-on-one free counseling that will enable individuals to learn entrepreneurship and become more viable candidates for business financing. This service is available for any community member who has a business idea and needs assistance to develop small business ownership, or business owner who needs start up or expansion assistance and consultation.

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

Budget Augmentation: Restricted Fund 01.3

Revenue:
 8000 Federal Revenue \$322,000

Expenditures:
 1000 Academic Salaries \$123,000
 2000 Classified and Nonacademic Salaries 123,473
 3000 Employee Benefits 40,894
 4000 Supplies and Materials 4,000
 5000 Other Operating Expenses 15,300
 7000 Indirect Expenditures 15,333
 Total Expenditures \$322,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **SUBCONTRACTUAL AGREEMENT WITH REGENTS OF THE UNIVERSITY OF CALIFORNIA**

Requested Action: Approval/Ratification

Requested by: Laurie McQuay-Peninger, Director, Grants

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Subcontractor: **The Regents of the University of California**

Contract Amount: **\$79,078**

Funding Source: U.S. Department of Education/Hispanic Serving Institutions (HSI) STEM (Science, Technology, Engineering and Mathematics) and Articulation Grant

Performance Period: January 1, 2012 – September 30, 2012
Note: This is year one of a five-year grant. Activities and services will expand in years two through five as the grant develops.

Purpose of Contract: University of California, Los Angeles, will serve as the university cooperative partner in Santa Monica College’s HSI STEM and Articulation Cooperative Grant. The purpose of this cooperative project is to increase the number of community college students, particularly students traditionally underrepresented in STEM, who transfer to a baccalaureate program in a STEM discipline. Santa Monica College and University of California, Los Angeles, specifically the Center for Community College Partnerships and the Undergraduate Research Center, will work together to achieve this goal.

As part of this partnership, UCLA will be responsible for the following:

- Provide technical assistance to student support and instructional personnel at SMC as the college strengthens its STEM programming, expand student services to support STEM students, and develop outreach materials to attract students to STEM career pathways;
- Assist with the development and implementation of STEM career days and a Summer STEM Orientation at SMC; and
- Collaborate with SMC STEM faculty to develop Introduction to Research and Research Techniques courses to prepare students for field research.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: *Ratification*
 Approved by: *Chui L. Tsang, Superintendent/President*

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

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts
 Approved by Board of Trustees: 9/8/08
 Reference: Education Code Sections 81655, 81656

Provider/Contract		Term/Amount	Service	Funding Source
A	MediaMate, L.L.C.	January 1, 2012 – December 31, 2013 Not to exceed 37 percent commission of revenues received up to \$35,000; 50 percent of revenue for gross sales over \$35,000.	This contract replaces the previous vendor. MediaMate, L.L.C. will handle all aspects of national and regional advertising for the Corsair, including solicitation of ads and management of the advertising process. MediaMate is a company used by several colleges across the country. The company will develop a media kit, recruit advertisers, process ads and handle all billing and accounting.	Revenues generated by advertising in the Corsair
Requested by: <i>Saul Rubin, Faculty Advisor, The Corsair</i> Approved by: <i>Jeff Shimizu, Vice-President, Academic Affairs</i>				
B	Eric Weiner	March 1, 2012 \$8,500, plus accommodations for two nights	As part of the annual Global Citizenship theme for 2011–2012 of Health, Wellness, and the Pursuit of Happiness, Eric Weiner will come for a speaking engagement at SMC during the activity hour, a faculty luncheon, interview with KCRW and an evening community event from 7-8 p.m. Eric Weiner is an award-winning national and international correspondent and his bestseller <i>The Geography of Bliss</i> is a “philosophical self-help humorous travel memoir” that sets out to describe, not what happiness is, but <i>where it is</i> , and what can be learned about happiness from different cultures.	Department of Education, Title VIA Grant/ Global Citizenship Initiative/ SMC Associates
Requested by: <i>Kelley Brayton, Dean, International Education</i> Approved by: <i>Teresita Rodriguez, Vice-President, Enrollment Development</i>				

BOARD OF TRUSTEES Santa Monica Community College District	ACTION February 7, 2012
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CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

ELECTIONS

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

REASSIGNMENT OF DIRECTOR

King, Michele

To: Director Career and Contract Education
From: Director, Small Business Development Center

02/13/12

Comment: This is a lateral restructuring in Workforce Development to address departmental priorities in Career Technical Education, Community Service and Contract Education. Human Resources will conduct an open search to replace the SBDC Director position.

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 7, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

ESTABLISH/ABOLISH POSITIONS

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

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Student Services Specialist- International Students (1 position) International Student Center, 12 months/40 hours	02/07/12
Media Services Technician (1 position) Media Center/Graphics Center, 12 months/40 hours	02/08/12

ELECTIONS

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

PROBATIONARY

Garrison, Brenden, Instructional Assistant-Math, Mathematics Dept.	01/31/12
Krockel, Caroline, Student Services Spec. – International Students, ISC	02/21/12

PROMOTION

Barcega, Meredith D. From: Programmer Analyst I, MIS To: Programmer Analyst II, MIS	01/20/12
Yan, Yongjian From: Programmer Analyst I, MIS To: Programmer Analyst II, MIS	01/20/12

WORKING OUT OF CLASS ASSIGNMENT

Kilian, Leticia Assignment: Administrative Assistant IV-Confidential, Varied Hours, 100% Length of Assignment: 90 working days	01/03/12
Melton, Brandi Assignment: Student Services Assistant, 100% Length of Assignment: 90 working days	01/06/12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – REGULAR (continued)

LEAVES OF ABSENCE

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley 01/03/12 – 02/09/12
 From: Laboratory Technician-Broadcasting/Electronic Media, Communications, 11 mos, 40 hrs
 To: Laboratory Technician-Broadcasting/Electronic Media, Communications, 11 mos, 36 hrs

SEPARATIONS

RESIGNATION

Kitagawa, Brent M., Bookstore Sales Clerk, Campus Bookstore 02/14/12
 Villafuerte, Roger H. Telecomm Technician I, Telecommunications 01/31/12

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

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

ELECTIONS

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.

Jones, Dionne, Student Services Clerk, Admissions & Records 02/09/12-02/23/12
 Moskowitz, Elisa, Instructional Assistant-Math, Mathematics 02/13/12-08/13/12
 Murphy, Diane, Student Services Clerk, Admissions & Records 02/09/12-02/23/12
 Orcutt, Joe, Student Services Clerk, Admissions & Records 02/09/12-02/23/12
 Sims, Krysten, Student Services Clerk, Admissions & Records 02/09/12-02/23/12

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - NON MERIT

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

STUDENT EMPLOYEES (11/19/11 – 01/25/12)

College Student Assistant, \$8/hour (STHP) 37
 College Work-Study Student Assistant, \$8/hour (FWS) 25

SPECIAL SERVICES

Art Models, \$18/hour 17
 Community Services Specialist 2, \$50.00/hour 2
 Recreation Director 2, \$10.59/hour 1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 FACILITIES

Requested by: *Greg Brown, Director, Facilities Planning*
 JC Keurjian, Senior Director, Facilities Management
 Approved by: *Robert Isomoto, Vice President of Business and Administration*
 Requested Action: *Approval/Ratification*

15-A CHANGE ORDER NO. 5 – BUNDY CLASSROOM COMPLETION

Change Order No. 5 – WAISMAN CONSTRUCTION on the Bundy Classroom Completion project in the credit amount of (-\$193,396):

Original Contract Amount	\$1,860,000
Previously Approved Change Orders	\$42,449
Change Order No. 5	<u>(-\$193,396)</u>
Revised Contract Amount	\$1,709,050

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

Funding Source: Measure AA

Comment: Change Order No. 5 – Provides credit for the elimination of the roofing from the scope of work from the project and to replace and repair areas of damaged sheet metal on the roof. The roofing will be bid later as a separate project.

15-B REVISED CHANGE ORDER NO. 1 – TEMPORARY OFFICES FOR BROAD STAGE STAFF

Revised Change Order No. 1 – TRIMAX CONSTRUCTION on the Temporary Offices for Broad Stage Staff project for the amount of \$21,006

Original Contract Amount	\$276,600
Revised Change Order No. 1	<u>\$21,006</u>
Revised Contract Amount	\$297,606

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

Funding Source: Measure AA

Comment: There was a clerical error in the Change Order No. 1 approved at the January meeting in the amount of \$35,035. The revised Change Order No. 1 provides for an upgrade to end wall fire rating of modular office building, extension of underground utility lines, the removal and disposal of landscape materials, power for sewage pump, and installation of pump controller. It also provides the engineering, design, and layout of sewer pump.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

15-C AGREEMENT FOR CONSULTING SERVICES FOR ENERGY CONSERVATION PROJECT

Agreement with COMPASS ENERGY SOLUTIONS not to exceed \$20,000 plus reimbursable expenses for Consulting Services for an Energy Conservation Project

Funding Source: Measure AA

Comment: The District frequently evaluates measures to save energy on campus. In the past, the District has replaced boilers, mechanical equipment, lighting and installed a photovoltaic system in order to achieve energy savings and reduce the carbon footprint. The consultant will assist the District in evaluating systems that could be upgraded, replaced or retrofitted to achieve savings. Further expansion of the college's photovoltaic systems will also be examined. The consultant will provide financial analysis for each project that will include applicable incentives from the State and public utilities.

15-D AMENDMENT NO. I TO AGREEMENT FOR CONSTRUCTION MATERIAL TESTING AND SPECIAL INSPECTION SERVICES

Amend the agreement with BTC LABS for Construction Material Testing and Special Inspection Services changing the name and adding a service, as follows:

Name Change: BTC Labs to BTCLABS – VERTICAL FIVE

Add Service: Storm Water Pollution Prevention Plan (SWPPP) preparation, review and inspection

Original Contract Amount	\$1,800,000
Previously Approved Amendments	\$0
Amendment No. I	<u>\$0</u>
Revised Contract Amount	\$1,800,000

This is a three-year agreement July 1, 2011 to June 30, 2014.

Funding Source: State Construction Grants, Measure AA, S or U, District Capital Funds

Comment: This is a previously approved contract for the consultants to assist the District in keeping up to date with current regulations, preparing plans and providing for certified inspection of construction sites. The regulations for storm water pollution prevention for construction sites are constantly changing and increasingly complex.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

15-E CHANGE ORDER NO 1 - CONTRACT FOR REMOVAL OF ASBESTOS, MOLD AND LEAD ABATEMENT

Change Order No. 1– CONTRACT FOR REMOVAL OF ASBESTOS, MOLD AND LEAD ABATEMENT at the SMC Airport Campus.

Provider:	Asbestos Instance Response Inc.
Amount:	\$900
Funding Source:	General Fund

Comment: Change Order No. 1 provides for the removal and disposal of additional areas that required remediation.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 BUDGET TRANSFERS

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

16-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: December 22, 2011 to January 25, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	17,131
2000	Classified/Student Salaries	0
3000	Benefits	635,168
4000	Supplies	62,428
5000	Contract Services/Operating Expenses	313,264
6000	Sites/Buildings/Equipment	-262,776
7000	Other Outgo/Student Payments	-765,215
Net Total:		0

16-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: December 22, 2011 to January 25, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-7,083
2000	Classified/Student Salaries	12,051
3000	Benefits	-23,839
4000	Supplies	-990
5000	Contract Services/Operating Expenses	18,860
6000	Sites/Buildings/Equipment	1,251
7000	Other Outgo/Student Payments	-250
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 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 BUDGET AUGMENTATION

Requested by: *Chris Bonvenuto, Director, Fiscal Services*
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*
 Requested Action: *Approval/Ratification*

The 2011-2012 Adopted Budget will be amended to reflect the following budget increase

Title of Grant: Frontier Opportunities in Computing for Underrepresented Students (FOCUS)

Granting Agency: University of California, Los Angeles/National Science Foundation, Broadening Participation in Computing Grant

Award Amount: \$20,000

Performance Period: January 10, 2011- June 30, 2012

Summary: UCLA's Center for Excellence in Engineering and Diversity (CEED) will provide an additional \$20,000 to Santa Monica College as part of its efforts to increase the number and preparation of underrepresented minority students who meet the admissions requirements for Computer Science and Engineering majors at UCLA. With these funds a designated SMC counselor will continue to recruit and work with a cohort of SMC students and provide counseling, workshops, and mentor network opportunities.

Budget Augmentation:	Revenue:		
	8100	Other Federal Revenue	\$20,000
	Expenditures:		
	1000	Academic Salaries	\$17,721
	3000	Employee Benefits	\$ 2,279

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 PAYROLL WARRANT REGISTER

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

December 1 – December 31, 2011 CIE – C2F \$10,471,819.66

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

RECOMMENDATION NO. 19 COMMERCIAL WARRANT REGISTER

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

December 1 – December 31, 2011 4820 – 4856 \$5,926,433.88

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

RECOMMENDATION NO. 20 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

December 1 – December 31, 2011	Payments \$539,840.31	Purchase Orders \$9,075.68
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Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds. The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

RECOMMENDATION NO. 21 PURCHASING

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

21-A AWARD OF PURCHASE ORDERS

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

December 1 – December 31, 2011 \$3,301,332.33

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	February 7, 2012

**X. INFORMATION ITEM I CITIZENS' BOND OVERSIGHT COMMITTEE MEETING,
JANUARY 18, 2012**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, January 18, 2012 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

1. CALL TO ORDER - 8:09 a.m.

2. ROLL CALL

Bruce Sultan, Chair – Present
 Todd Flora – Present
 Corin Kahn – Present
 Nimish Patel – Absent
 Barry Snell - Present
 Christine Thornton – Present
 Harrison Wills – Absent

Others Present:

Sara Banda, representing Vicenti Lloyd & Stutzman, LLP
 Greg Brown, Director of Facilities and Planning
 Don Girard, Senior Director, Government Relations/Institutional Communications
 Lee Paul, LPI Inc.
 Lisa Rose, Committee Coordinator
 Charlie Yen, Director, Contracts

3. APPROVAL OF MINUTES – October 19, 2011

Motion was made by Christine Thornton and seconded by Corin Kahn to approve the minutes of Citizen's Bond Oversight Committee meeting on October 19, 2011. *Unanimously approved.*

4. CONFLICT OF INTEREST FORMS

Members were reminded to sign and submit their Conflict of Interest forms for 2012.

5. REPORTS and DISCUSSION

2010-2011 Prop 39 Financial Audit and Performance Audit Reports

Sara Banda, representing the District's auditing firm of Vicenti Lloyd & Stutzman, LLP, and Chris Bonvenuto, Director of Fiscal Services, provided an overview of the 2010-2011 Prop 39 Financial Audit and Performance Audit Reports. The Auditor indicated that there were no instances of noncompliance in both audits and did not identify any exceptions or deficiencies. *Highlights are attached.*

Motion was made by Corin Kahn and seconded by Barry Snell to accept without exception the 2010-2011 Prop 39 Financial and Performance Audit Reports: *Unanimously approved.*

5. REPORTS and DISCUSSION (continued)

Measure U, S and AA and Bond Sales Expenses Reports (reports included with agenda)

- The following new projects will be underway this year:
 - Parking Structure at the Academy of Entertainment and Technology (first phase of the Media and Technology Complex project)
 - Information Technology Relocation
 - Performing Arts East Wing
 - Health/PE/Fitness/Dance Replacement

There will be several relocations associated with the above projects.

- The District purchased property (office building) at 919 Santa Monica Blvd. adjacent to the Performing Arts campus (Measure AA funds). A plan will be developed for short-term, mid-term and long-term uses for the building.
- Expenditures for the next year will include plans for the Malibu site (required by Los Angeles County before property acquisition is finalized) and the child care facility at the Santa Monica Civic Center.
- There will some re-prioritization of Measure AA projects because of the lack of state funds for future buildings, specifically for the Replacement Math and Science Extension project. The facilities staff will be consulting with appropriate campus groups in order to develop recommendations for proceeding with plans for the project.
- Expenditures for the last period are minimal since most projects are in the planning process.

Bond Sales/Expenses Report

The Bond Sales/Expenses Report indicates total bond amounts, bond issue dates/amounts, unsold bond amount and total available as of January 1, 2012.

6. PUBLIC COMMENTS - None

7. SCHEDULE OF MEETINGS, 2011-2012

Wednesdays at 8 a.m.
April 18, 2012

8. ADJOURNMENT - 9:13 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, April 18, 2012 at 8 a.m. (location to be determined).

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2012

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of **Jack Hedges**, retired SMC History/Political Science professor, and **Mae La Borde**, a long-time Santa Monica College supporter.

Board Study Session – February 21, 2012 at 5:30 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California

Agenda

- Discussion of the next steps for the *College of the Future*

Regular Board of Trustees Meeting – March 6, 2012 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

Agenda – Major Items of Business

- Report: SMCCD and SMMUSD Collaborations – Spring 2012 Update
- Community Relations and Government Relations

**MEMORANDUM OF UNDERSTANDING
REGARDING THE EARLY CHILDHOOD EDUCATION CENTER
BY AND BETWEEN THE CITY OF SANTA MONICA AND
THE SANTA MONICA COMMUNITY COLLEGE DISTRICT**

This Memorandum of Understanding (“MOU”) is entered into as of January ____, 2012, by and between the CITY OF SANTA MONICA (“City”), a municipal corporation, and the SANTA MONICA COMMUNITY COLLEGE DISTRICT (“College”), with reference to the following facts:

RECITALS

- A. On November 23, 1993, the City adopted Resolution No. 8685 (CCS), adopting the Civic Center Specific Plan (“Specific Plan”) to redevelop and improve the Civic Center area, which is comprised of 67 acres of land, and is bounded by Pico Boulevard to the south, Fourth Street on the east, Ocean Avenue on the west, and Colorado Avenue on the north.
- B. The City is the owner of certain real property located within the Specific Plan, in an area designated as the Auditorium Special Use District (“District”), which is bounded by Pico Boulevard on the south, Fourth Street on the east, Main Street on the west, and Civic Center Drive on the north.
- C. On June 28, 2005, the City certified a Final Environmental Impact Report for amendments to the Specific Plan to provide for, among other things, the development of an Early Childhood Education Center (“Center”) in the District.
- D. The Center will be a childcare teaching facility that will accommodate up to 100 infant, toddler, and pre-school children, and will include classroom, observation facilities, and office and meeting spaces for parenting workshops and early childhood research and development.
- E. The College has agreed to develop and construct the Center. In November 2004, the voters approved Measure S, a \$135 million College Bond measure. The Center was included in the list of bond projects to be funded under the bond measure.
- F. On March 24, 2009, the Santa Monica City Council (“Council”) authorized the City Manager to negotiate an agreement with the College for the development of the Center.
- G. On June 14, 2011, the City adopted Resolution No. 10581 (CCS), adopting amendments to the Civic Center Specific Plan modifying certain aspects of the Center, including increasing the maximum square footage of the building to 16,000 square feet and modifying certain parking and setback requirements.
- H. On June 21, 2011, Council adopted a Biennial Budget for Fiscal Years 2011-12 and 2012-13. In the Capital Improvement Budget section of that Biennial Budget, Council appropriated \$1 million in Fiscal Year 2011-12 and identified \$4 million

in Fiscal Year 2012-13 of General Fund monies for the development and construction of the Center. In addition, the City will budget an additional \$563,000 in Fiscal Year 2012-13 for construction of the Center.

- I. Based on budget commitments to date by the City (\$5.563 million) and the College (\$7 million), a total of \$12.5 million has been identified for design and construction of the Center.
- J. The City and College desire to enter into this MOU in order to advance planning and design of the Center while negotiating the terms of a Development Agreement and Ground Lease in order to complete design and construction of the Center, and have a comprehensive plan for the Center's operation.

NOW, THEREFORE, the parties agree as follows:

TERMS AND CONDITIONS

- 1. **Purpose and Intent.** The purpose and intent of this MOU is to provide for:
 - 1.1. The College's planning and preliminary design work for the Center; and
 - 1.2. The cooperative, mutual endeavor in which the parties will actively participate and work together, in good faith and with due diligence, for the planning of the Center.
- 2. **Additional Planning and Design Work for the Center.**
 - 2.1. **The College's Obligations – General**
 - A. The College agrees to provide planning and preliminary design work for the Center, as lead agency and in accordance with this MOU (including, without limitation, the Scope of Work and Budget ("Scope of Work") attached to this MOU as Exhibit A and incorporated by this reference and the Schedule of Performance attached to this MOU as Exhibit B and incorporated by this reference).
 - B. The College agrees to commence and complete all of the work and other milestones set forth in the Scope of Work and Schedule of Performance within the times provided therefor in the Schedule of Performance, and to obtain the City's approval for any such work or other milestones as may be set forth in the Scope of Work and Schedule of Performance.
 - C. The Scope of Work and Schedule of Performance may be revised from time to time upon the mutual written agreement of both the College and the City. The City Manager or his or her designee has the authority to revise the Schedule of Performance on behalf of the City; however, the City Manager has the right, in his or her sole discretion, to refer any such revision to the City Council for its consideration.
- 3. **Cooperation.** The College agrees that the College staff and the College's consultant team will work cooperatively with City staff to structure and refine the

planning, development, and design of the Center and agrees to consult with City staff and to carefully consider any recommendations and objections raised by City staff regarding the planning, development, and construction of the Center. It is the intention of the parties to enter into a Development Agreement and Ground Lease. The parties will also explore options for the operation of the Center, which may include establishment of a Joint Powers Authority. The parties agree to meet and confer and negotiate in good faith to prepare and execute a Development Agreement and Ground Lease, and any related documents, as soon as reasonably practicable, subject to the final discretion and approval of the City Council and the Board of Trustees, respectively.

4. **General Provisions.**

- 4.1. **College's Findings, Determinations, Studies, and Reports.** From time to time, as requested by City, College agrees to submit to City reports and analyses, advising the City on all matters related to the Center, including without limitation, financial feasibility analyses, construction cost estimates, and similar due diligence matters.
- 4.2. **No City Liability for Costs.** College acknowledges and agrees that the City has no responsibility to pay or reimburse College for costs and expenses incurred by the College in connection with this MOU; the compliance by College with its obligations under this MOU; the planning or preliminary design work as contemplated in this MOU or otherwise, unless the City expressly assumes any such specific responsibility in a separate, fully executed instrument in writing.
- 4.3. **Time is of the Essence.** Time is of the essence in this MOU.
- 4.4. **Attachments, Exhibits, and Recitals.** Each of the attachments and exhibits attached to this MOU and the above recitals are incorporated and made part of this MOU by this reference.
- 4.5. **Counterpart Originals; Entire Agreement.** This MOU may be executed in counterpart originals, each of which is deemed to be an original. This MOU constitutes the entire understanding and agreement of the parties. This MOU integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the parties with respect to the subject matter of this MOU.
- 4.6. **Successors and Assigns; No Third Party Beneficiaries.** This MOU is binding on and will inure to the benefit of the respective successors and assigns of the parties. This MOU is intended solely for the benefit of the parties hereto, and there will be no third party beneficiaries under this MOU.

- 4.7. **Waivers and Amendments.** All waivers of the provisions of this MOU and all amendments to this MOU must be in writing and signed by the authorized representatives of the parties.
- 4.8. **Defaults/Termination.**
- A. Failure or delay by either party to perform any term or provision of this MOU constitutes a default under this MOU. The party that fails or delays must immediately commence to cure, correct or remedy such failure or delay and will complete such cure, correction or remedy with reasonable diligence.
 - B. The injured party will give written notice of default to the party in default, specifying the default complained of by the injured party. Failure or delay in giving such notice does not constitute a waiver of any default, nor change the time of default. Except as otherwise expressly provided in this MOU, any failures or delays by either party in asserting any of its rights and remedies as to any default will not operate as a waiver of any default or of any such rights or remedies. Delays by either party in asserting any of its rights and remedies will not deprive either party of its right to institute and maintain any actions or proceedings that it may deem necessary to protect, assert or enforce any such rights or remedies.
 - C. Prior to exercising any remedies hereunder, the injured party will give the party in default notice of such default. If the default is reasonably capable of being cured within 30 calendar days after such notice is received or deemed received, the party in default will have such period to effectuate a cure prior to exercise of remedies by the injured party. If the default is such that it is not reasonably capable of being cured within 30 days, and the party in default (i) initiates corrective action within said period, and (ii) diligently, continually, and in good faith works to effect a cure as soon as possible, then the party in default will have such additional time as is reasonably necessary to cure the default prior to the exercise of any remedies by the injured party; provided, however, in no event will the injured party be precluded from exercising remedies if the event of default is not cured within 90 days, or the injured party's rights under this MOU becomes or is about to become materially jeopardized by any failure to cure a default.
 - D. Except with respect to rights and remedies expressly declared to be exclusive in this MOU, the rights and remedies of the parties are cumulative, and the exercise by either party of one or more of such rights or remedies will not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.
 - E. In addition to any other rights and remedies the City may have at law or in equity, the City may immediately terminate this MOU by

providing written notice to the College in the event that any of the following occurs:

- i. The College fails to commence or complete any of the work and other milestones set forth in the Scope of Work and Schedule of Performance within the times provided therefor in the Schedule of Performance in accordance with this MOU; or
- ii. There is any other uncured default by the College under this MOU, subject to the notice and cure provisions of this Section 4.

4.9. **Notices.** Any notice to be given or other document to be delivered by either party to the other may be delivered in person or may be deposited in the United States mail, with first class postage prepaid, and addressed as follows:

- A. City: City of Santa Monica
1685 Main Street, Room 210
Santa Monica, CA 90401
Attn: Karen Ginsberg, Director
Community and Cultural Services
- B. City Attorney: City Attorney's Office
1685 Main Street, Room 310
Santa Monica, CA 90401
Attn: City Attorney
- C. College: Santa Monica Community College District
1900 Pico Boulevard
Santa Monica, CA 90405
Attn: Superintendent/President

4.10. **No Assignment.** The College may not assign or transfer in any way any of its rights or obligations under this MOU to any third party without the prior written consent of the City, which consent is subject to the City's sole and absolute discretion.

4.11. **Invalidity.** If any term or provision of this MOU, the deletion of which would not adversely affect the receipt of any material benefit by any party hereunder, is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this MOU will not be affected thereby and each other term and provision of this MOU will be valid and enforceable to the fullest extent permitted by law. It is the intention of the parties hereto that in lieu of each clause or provision of this MOU that is illegal, invalid or unenforceable, there be added as a part of this MOU an enforceable clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible.

- 4.12. **Interpretation.** No provision in this MOU is to be interpreted for or against any party because that party or its legal representatives drafted such provision. The language in all parts of this MOU will in all cases be construed according to its fair meaning as a whole.
- 4.13. **Voluntary Agreement.** The parties hereto further represent and declare that they carefully read this MOU and know the contents thereof, and that they sign the same freely and voluntarily.
- 4.14. **Conflict of Interest.** No elected official, officer or employee of any party having any conflict of interest, direct or indirect, related to this MOU will participate in any decision relating to this MOU. The parties represent and warrant that they do not have knowledge of any conflict of interest related to or arising from the subject matter of this MOU.
- 4.15. **Non-liability of Officials, Employees or Consultants.** No elected official, officer, employee, consultant, attorney or agent of any party will be personally liable to any other party, or any successor in interest of any other party, in the event of any default or breach by a party under this MOU or for any amount that may become due to another party or to its successor, or on any obligations under the terms or conditions of this MOU.
- 4.16. **Force Majeure.** Except as otherwise specified in this MOU, neither party hereto will be liable or be deemed in default of this MOU for any delay or failure to perform caused by Acts of God, war, acts of terrorism, disasters, strikes, occurrences of fire, casualties, unavoidable accidents, failures of usual source of supply, labor conditions, lockouts, the enactment of any Federal or State law, or the issuance of any executive or judicial order, whether Federal, State, or municipal, or of any other legally constituted authority, or any other cause not within the control of the party claiming relief or any similar cause beyond the control of the parties.
- 4.17. **Captions.** Captions or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this MOU are solely for the convenience of the parties, are not a part of this MOU, and shall not be used for the interpretation or determination of validity of this MOU or any provision hereof.
- 4.18. **Further Actions.** Each party will execute, acknowledge, and deliver such additional documents, and take such further action(s), as may be reasonably required from time to time to carry out each of the provisions, and the intent, of this MOU.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first set forth above.

ATTEST:

THE CITY OF SANTA MONICA
a municipal corporation

Maria Stewart
City Clerk

By: _____
Rod Gould
City Manager

APPROVED AS TO FORM:

Marsha Jones Moutrie
City Attorney

SANTA MONICA COMMUNITY
COLLEGE DISTRICT

By: _____

Print Name: _____

Title: _____

EXHIBIT A
SCOPE OF WORK AND BUDGET

The Scope of Work will include technical studies, programming and architectural services for completion of a final operational program and design plans for the development of the Early Childhood Education Center. Santa Monica College will be responsible for the hiring of third party consultants, such as architects, engineers, childcare facilities specialists, landscape architects, geotechnical, and other experts for this project. It is anticipated that this initial work will lead to a Development Agreement and Ground Lease for the project. The Center will be developed in accordance with the development standards established in the Civic Center Specific Plan and analyzed in the Final Civic Center Specific Plan Environmental Impact Report. During the period of this MOU, the following expenditures are anticipated:

<u>Task Description</u>	<u>Consultant</u>	<u>Cost</u>
Program Management Architecture	SMC/LPI	\$215,000
Preliminary Planning	To be selected	\$ 273,663
Construction Drawings	To be selected	\$ 351,853
Engineering Consultants	To be selected	\$ 85,000
Geotechnical Investigation	Geolabs/Twining	\$ 40,000
Surveyor	Peak Surveys	\$ 15,000
Child Care Planning Consultant	To be selected	\$ 35,000
Total		\$1,015,516

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

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL REVENUE	2011-2012 PROJECTED REVENUE
FEDERAL			
FIN AID ADM ALLOWANCES	125,576	86,608	125,576
TOTAL FEDERAL	125,576	86,608	125,576
STATE			
GENERAL APPORTIONMENT	74,962,216	38,980,352	74,340,856
HOMEOWNERS EXEMPT	101,222	15,235	101,200
STATE LOTTERY REVENUE	3,071,618	141,545	2,993,364
OTHER STATE	633,259	329,294	633,259
TOTAL STATE	78,768,315	39,466,426	78,068,679
LOCAL			
PROP TAX SHIFT (ERAF)	1,549,779	695,496	695,496
SECURED TAX	9,581,287	4,562,669	9,705,541
SUPPLEMENTAL TAXES	92,383	16,650	96,078
UNSECURED TAX	443,088	411,162	443,000
PRIOR YRS TAXES	732,120	652,540	652,540
PROPERTY TAX - RDA PASS THRU	374,175	370,354	370,354
PRIVATE DONATIONS	83,510	-	83,510
RENTS	125,919	58,404	150,000
INTEREST	192,664	55,272	221,000
ENROLLMENT FEES	13,998,803	8,573,779	11,570,531
STUDENT RECORDS	431,634	99,890	448,800
NON-RESIDENT TUITION/INTENSIVE ESL	24,332,560	17,610,855	23,065,555
FEE BASED INSTRUCTION	150,000	137,660	150,000
OTHER STUDENT FEES & CHARGES	139,084	61,472	139,084
F1 APPLICATION FEES	170,040	161,940	170,040
OTHER LOCAL	482,340	102,277	482,340
I. D. CARD SERVICE CHARGE	866,521	724,446	866,521
LIBRARY CARDS	140	20	140
LIBRARY FINES	15,000	-	15,000
PARKING FINES	190,000	57,245	113,500
TOTAL LOCAL	53,951,047	34,352,131	49,439,030
TOTAL REVENUE	132,844,938	73,905,165	127,633,285
TRANSFER IN	170,540	48,789	163,672
TOTAL REVENUE AND TRANSFERS	133,015,478	73,953,954	127,796,957

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

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL EXPENDITURES	2011-2012 PROJECTED EXPENDITURES
INSTRUCTION	23,190,440	8,817,725	23,126,194
ACADEMIC MANAGERS	5,475,177	2,306,046	5,526,569
NON-INSTRUCTION	5,878,973	2,142,626	5,973,729
HOURLY INSTRUCTION	23,307,962	11,730,489	23,307,962
HOURLY NON-INSTRUCTION	3,505,368	1,633,803	3,693,172
VACANT POSITIONS	173,864	-	173,864
VACANCY SAVINGS	(86,932)	-	(130,398)
RESTORATION OF STUDENT SERVICES	744,200	62,771	744,200
TOTAL ACADEMIC	62,189,052	26,693,460	62,415,292
CLASSIFIED REGULAR	20,056,289	8,181,459	19,865,086
CLASSIFIED MANAGERS	3,809,068	1,601,491	3,877,184
CLASS REG INSTRUCTION	2,925,769	1,149,247	2,993,020
CLASSIFIED HOURLY	1,687,901	724,849	1,716,714
CLASS HRLY INSTRUCTION	614,071	258,439	586,754
VACANT POSITIONS	1,158,979	-	1,311,828
VACANCY SAVINGS	(579,490)	-	(983,871)
RESTORATION OF STUDENT SERVICES	102,295	18,697	102,295
TOTAL CLASSIFIED	29,774,882	11,934,182	29,469,010
STRS	3,882,940	1,615,847	3,899,931
PERS	3,370,726	1,397,698	3,366,365
OASDI/MEDICARE	2,969,664	1,295,661	2,969,325
H/W	13,110,209	4,141,533	12,711,044
HRA FOR ADMIN, MANAGERS & CSEA MEMBERS-ONE-TIME	-	-	777,100
RETIREEES' H/W	2,559,772	1,270,591	2,559,772
SUI	1,638,836	740,368	1,642,303
WORKERS' COMPENSATION	1,370,311	548,154	1,370,311
ALTERNATIVE RETIREMENT	500,000	215,279	500,000
BENEFITS RELATED TO VACANT POSITIONS	266,569	-	297,143
BENEFITS RELATED TO VACANCY SAVINGS	(133,285)	-	(222,854)
RESTORATION OF STUDENT SERVICES	130,498	21,067	130,498
TOTAL BENEFITS	29,666,240	11,246,198	30,000,938
SUPPLIES	947,872	376,486	981,752
RESTORATION OF STUDENT SERVICES	-	-	-
TOTAL SUPPLIES	947,872	376,486	981,752
CONTRACTS/SERVICES	10,079,198	5,636,434	10,993,492
INSURANCE	913,397	844,639	913,397
UTILITIES	2,940,844	1,317,074	2,940,844
RESTORATION OF STUDENT SERVICES	43,807	-	43,807
TOTAL SERVICES	13,977,246	7,798,147	14,891,540
BLDG & SITES	288,250	-	-
EQUIPMENT	1,230,677	439,364	1,224,242
LEASE PURCHASES	72,090	-	72,090
RESTORATION OF STUDENT SERVICES	9,200	-	9,200
TOTAL CAPITAL	1,600,217	439,364	1,305,532
TOTAL EXPENDITURES	138,155,509	58,487,837	139,064,064
OUTGOING TRANSFER/FINANCIAL AID	252,137	92,333	252,137
RESTORATION OF STUDENT SERVICES	45,000	-	45,000
TOTAL TRANSFERS/FINANCIAL AID	297,137	92,333	297,137
TOTAL EXPENDITURES & TRANSFERS	138,452,646	58,580,170	139,361,201

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

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL FUND BALANCE	2011-2012 PROJECTED FUND BALANCE
TOTAL REVENUE AND TRANSFERS	133,015,478	73,953,954	130,200,503
TOTAL EXPENDITURES AND TRANSFERS	136,193,864	57,938,928	136,254,312
RESTORATION OF STUDENT SERVICES	1,075,000	102,535	1,075,000
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	1,599,412	-	1,782,835
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(799,707)	-	(1,337,123)
OPERATING SURPLUS/(DEFICIT)	(5,053,091)	15,912,491	(7,574,521)
ONE-TIME FUNDING			
DEFICIT FACTOR TO APPORTIONMENT	-	-	(2,403,546)
HRA FOR ADMIN, MANAGERS & CSEA MEMBERS-ONE-TIME	-	-	(777,100)
FINANCIAL AID SYSTEM	-	(223,631)	(425,000)
COMPUTER LAB REPLACEMENTS-DEFERRED FROM 2010-11	(384,077)	(315,076)	(384,077)
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	(5,437,168)	15,373,784	(11,564,244)
BEGINNING BALANCE***	20,675,673	20,675,673	20,675,673
TRANSFER TO DESIGNATED RESERVE - NET	(2,576,776)	(1,094,269)	(1,094,269)
ENDING FUND BALANCE ***	12,661,729	34,955,188	8,017,160
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS **	9.15%	59.67%	5.75%

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

*** Fund Balance excludes Designated Reserves.

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

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL REVENUE	2011-2012 PROJECTED REVENUE
FEDERAL			
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	570,647	75,102	563,416
FWS-FEDERAL WORK STUDY	553,353	103,320	553,353
RADIO GRANTS	1,620,125	603,018	1,620,125
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	53,534	-	53,534
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)	490,977	29,572	490,977
FEDERAL CARRYOVERS	2,226,682	784,665	2,490,454
OTHER FEDERAL	5,001,178	444,868	6,122,331
TOTAL FEDERAL	10,516,496	2,040,545	11,894,190
STATE			
LOTTERY	460,915	80,695	460,915
BASIC SKILLS INITIATIVE	422,233	219,561	422,233
SFAA-STUDENT FINANCIAL AID ADMIN	702,062	367,672	707,062
EOPS-EXTENDED OPPORTUNITY PROG & SERV	827,320	408,696	827,320
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	55,879	27,605	55,879
DSPTS-DISABLED STUDENTS PROGRAM & SERVICES	766,831	398,752	766,831
NON-CREDIT MATRICULATION	20,861	10,848	20,861
MATRICULATION	613,223	318,876	613,223
MATRICULATION-TRANSFER RELATED	50,000	26,000	50,000
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	8,696	4,522	8,696
CALWORKS	154,188	80,178	154,188
ENROLLMENT GROWTH	160,937	-	160,937
STATE CARRYOVERS	1,257,658	821,950	1,190,896
OTHER STATE	3,800	-	11,300
TOTAL STATE	5,504,603	2,765,355	5,450,341
LOCAL			
PICO PARTNERSHIP	151,440	75,772	151,440
HEALTH FEES	1,142,326	856,133	1,142,326
PARKING FEES	1,746,196	1,012,242	1,746,196
DONATIONS-KCRW	5,047,836	796,794	5,047,836
COMMUNITY SERVICES	707,518	320,996	707,518
COUNTY CALWORKS	64,000	38,225	64,000
CONSOLIDATED CONTRACT ED-LOCAL	353,069	8,550	353,069
LOCAL CARRYOVERS	38,139	34,335	38,139
OTHER LOCAL	4,363,651	1,492,166	4,328,185
TOTAL LOCAL	13,614,175	4,635,213	13,578,709
TOTAL REVENUE	29,635,274	9,441,113	30,923,240

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

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL EXPENDITURES	2011-2012 PROJECTED EXPENDITURES
INSTRUCTION	15,288	-	10,000
MANAGEMENT	1,223,435	464,883	1,303,936
NON-INSTRUCTION	1,128,465	613,351	1,121,782
HOURLY INSTRUCTION	383,395	60,842	402,014
HOURLY NON-INSTRUCTION	1,228,022	733,742	1,375,103
TOTAL ACADEMIC	3,978,605	1,872,818	4,212,835
CLASSIFIED REGULAR	2,405,717	1,196,036	2,585,456
CLASSIFIED MANAGERS	328,316	135,513	231,020
CLASS REG INSTRUCTION	-	-	-
CLASSIFIED HOURLY	1,927,791	896,483	1,952,115
CLASS HRLY INSTRUCTION	398,339	114,986	397,339
TOTAL CLASSIFIED	5,060,163	2,343,018	5,165,930
BENEFITS HOLDING ACCOUNT	2,076,475		1,226,786
STRS	-	128,148	128,148
PERS	-	154,857	154,857
OASDI/MEDICARE	-	155,931	155,931
H/W	-	328,827	328,827
SUI	-	63,088	63,088
WORKERS' COMP.	-	55,842	55,842
ALTERNATIVE RETIREMENT	-	26,553	26,553
TOTAL BENEFITS	2,076,475	913,246	2,140,032
TOTAL SUPPLIES	1,181,188	144,322	1,151,161
CONTRACTS/SERVICES	10,532,128	1,636,620	10,807,865
INSURANCE	2,909,000	1,310,246	2,909,000
UTILITIES	231,700	75,852	231,700
TOTAL SERVICES	13,672,828	3,022,718	13,948,565
BLDG & SITES	1,585,000	286,995	1,585,000
EQUIPMENT/LEASE PURCHASE	1,454,302	429,840	2,032,731
TOTAL CAPITAL	3,039,302	716,835	3,617,731
TOTAL EXPENDITURES	29,008,561	9,012,957	30,236,254
OTHER OUTGO - STUDENT AID	626,703	109,241	693,844
OTHER OUTGO - TRANSFERS	170,540	48,790	163,672
TOTAL OTHER OUTGO	797,243	158,031	857,516
TOTAL EXPENDITURES & OTHER OUTGO	29,805,804	9,170,988	31,093,770

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

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL FUND BALANCE	2011-2012 PROJECTED FUND BALANCE
TOTAL REVENUE AND TRANSFERS	29,635,274	9,441,113	30,923,240
TOTAL EXPENDITURES AND TRANSFERS	29,805,804	9,170,988	31,093,770
OPERATING SURPLUS/(DEFICIT)	(170,530)	270,125	(170,530)
BEGINNING BALANCE	4,003,398	4,003,398	4,003,398
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
CONTINGENCY RESERVE/ENDING FUND BALANCE	3,832,868	4,273,523	3,832,868
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	12.86%	46.60%	12.33%

**CAPITAL OUTLAY FUND 40.0
2011-2012 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL	2011-2012 PROJECTED
REVENUE			
RENTS	-	28,500	163,500
INTEREST	64,235	21,707	64,235
NON-RESIDENT CAPITAL CHARGE	2,758,527	1,568,224	2,758,527
LOCAL INCOME	-	68,047	68,047
TOTAL REVENUE	2,822,762	1,686,478	3,054,309
EXPENDITURES			
SUPPLIES	60,250	-	60,250
CONTRACT SERVICES	365,369	70,569	365,369
CAPITAL OUTLAY	10,232,341	1,231,754	10,463,888
TOTAL EXPENDITURES	10,657,960	1,302,323	10,889,507
OPERATING SURPLUS/(DEFICIT)	(7,835,198)	384,155	(7,835,198)
BEGINNING BALANCE	7,835,198	7,835,198	7,835,198
ENDING FUND BALANCE	-	8,219,353	-

EARTHQUAKE FUND 41.0
2011-2012 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL	2011-2012 PROJECTED
REVENUE			
FEDERAL/FEMA FUNDING	-	-	-
INTEREST	1,000	2	8
TOTAL REVENUE	1,000	2	8
EXPENDITURES			
CAPITAL OUTLAY	2,263,256	-	2,262,264
TOTAL EXPENDITURES	2,263,256	-	2,262,264
OPERATING SURPLUS/(DEFICIT)	(2,262,256)	2	(2,262,256)
BEGINNING BALANCE	2,262,256	2,262,256	2,262,256
ENDING FUND BALANCE	-	2,262,258	-

**MEASURE U FUND 42.2
2011-2012 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL	2011-2012 PROJECTED
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	302,000	68,179	302,000
TOTAL REVENUE	302,000	68,179	302,000
EXPENDITURES			
SUPPLIES	50,000	-	50,000
CONTRACT SERVICES	519,500	12,979	519,500
CAPITAL OUTLAY	23,285,005	48,671	23,285,005
TOTAL EXPENDITURES	23,854,505	61,650	23,854,505
OPERATING SURPLUS/(DEFICIT)	(23,552,505)	6,529	(23,552,505)
BEGINNING BALANCE	23,552,505	23,552,505	23,552,505
ENDING FUND BALANCE	-	23,559,034	-

**MEASURE S FUND 42.3
2011-2012 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL	2011-2012 PROJECTED
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	775,000	171,265	775,000
TOTAL REVENUE	775,000	171,265	775,000
EXPENDITURES			
SUPPLIES	100,000	648	100,000
CONTRACT SERVICES	1,627,500	31,827	1,627,500
CAPITAL OUTLAY	58,301,776	315,765	58,301,776
TOTAL EXPENDITURES	60,029,276	348,240	60,029,276
OPERATING SURPLUS/(DEFICIT)	(59,254,276)	(176,975)	(59,254,276)
BEGINNING BALANCE	59,254,276	59,254,276	59,254,276
ENDING FUND BALANCE	-	59,077,301	-

**MEASURE AA FUND 42.4
2011-2012 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL	2011-2012 PROJECTED
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	1,100,000	248,226	1,100,000
TOTAL REVENUE	1,100,000	248,226	1,100,000
EXPENDITURES			
SUPPLIES	100,000	-	100,000
CONTRACT SERVICES	2,337,500	63,988	2,337,500
CAPITAL OUTLAY	84,541,901	12,449,711	84,541,901
TOTAL EXPENDITURES	86,979,401	12,513,699	86,979,401
OPERATING SURPLUS/(DEFICIT)	(85,879,401)	(12,265,473)	(85,879,401)
BEGINNING BALANCE	85,879,401	85,879,401	85,879,401
ENDING FUND BALANCE	-	73,613,928	-

**STUDENT FINANCIAL AID FUND 74.0
2011-2012 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL	2011-2012 PROJECTED
REVENUE			
FEDERAL GRANTS	29,537,561	14,377,464	29,537,561
FEDERAL LOANS	3,000,000	769,197	3,000,000
CAL GRANTS	1,004,600	336,755	1,004,600
TRANSFER	252,137	89,834	252,137
TOTAL REVENUE	33,794,298	15,573,250	33,794,298
EXPENDITURES			
FINANCIAL AID	33,794,298	15,995,793	33,794,298
TOTAL EXPENDITURES	33,794,298	15,995,793	33,794,298
ENDING FUND BALANCE***	-	(422,543)	-

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

**AUXILIARY FUND
2011-2012 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL	2011-2012 PROJECTED
BEGINNING BALANCE	1,788,840	1,788,840	1,788,840
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>1,788,840</u>	<u>1,788,840</u>	<u>1,788,840</u>
REVENUE			
GROSS SALES	7,142,698	2,981,934	7,142,698
LESS: COST OF GOODS	<u>(4,960,987)</u>	<u>(2,255,014)</u>	<u>(4,960,987)</u>
NET	2,181,711	726,920	2,181,711
VENDOR INCOME	567,496	365,003	567,496
AUXILIARY PROGRAM INCOME	<u>266,239</u>	<u>186,737</u>	<u>266,239</u>
NET INCOME	3,015,446	1,278,660	3,015,446
INTEREST	<u>33,300</u>	<u>18,384</u>	<u>33,300</u>
TOTAL REVENUE	<u>3,048,746</u>	<u>1,297,044</u>	<u>3,048,746</u>
TOTAL FUNDS AVAILABLE	<u>4,837,586</u>	<u>3,085,884</u>	<u>4,837,586</u>
EXPENDITURES			
STAFFING	1,237,496	483,141	1,237,496
FRINGE BENEFITS	331,643	122,939	331,643
OPERATING	<u>1,995,085</u>	<u>635,780</u>	<u>1,995,085</u>
TOTAL EXPENDITURES	<u>3,564,224</u>	<u>1,241,860</u>	<u>3,564,224</u>
ENDING FUND BALANCE	<u>1,273,362</u>	<u>1,844,024</u>	<u>1,273,362</u>

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

ACCOUNTS	2011-2012 ADOPTED BUDGET	December 31, 2011 ACTUAL	2011-2012 PROJECTED
DESIGNATED RESERVE FOR:			
UNFUNDED RETIREE BENEFITS	2,000,000	2,000,000	2,000,000
POSSIBLE MID-YEAR CUT - < \$2 BILLION NEW REVENUE	1,238,608	-	-
NEW FACULTY TO BE HIRED	826,336	1,074,237	1,074,237
SUPPLEMENTAL INSTRUCTION	500,000	433,200	433,200
FINANCIAL AID SYSTEM	425,000	-	-
TOTAL	4,989,944	3,507,437	3,507,437

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2011-2012

Quarter Ended: (Q2) Dec 31, 2011

District: (780) SANTA MONICA

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	134,609,448	133,204,874	136,383,429	127,633,285
A.2	Other Financing Sources (Object 8900)	162,613	145,184	147,494	163,672
A.3	Total Unrestricted Revenue (A.1 + A.2)	134,772,061	133,350,058	136,530,923	127,796,957
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	133,921,933	131,958,636	133,634,588	139,064,064
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	239,346	330,078	277,594	297,137
B.3	Total Unrestricted Expenditures (B.1 + B.2)	134,161,279	132,288,714	133,912,182	139,361,201
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	610,782	1,061,344	2,618,741	-11,564,244
D.	Fund Balance, Beginning	18,797,976	19,408,758	20,470,102	23,088,843
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	18,797,976	19,408,758	20,470,102	23,088,843
E.	Fund Balance, Ending (C. + D.2)	19,408,758	20,470,102	23,088,843	11,524,599
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.5%	15.5%	17.2%	8.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	23,547	23,443	22,545	21,353
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		36,246,398	35,826,696	38,571,129
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	30,135,884	36,246,398	35,826,696	38,571,129

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)	132,844,938	127,633,285	73,905,165	57.9%
I.2	Other Financing Sources (Object 8900)	170,540	163,672	48,789	29.8%
I.3	Total Unrestricted Revenue (I.1 + I.2)	133,015,478	127,796,957	73,953,954	57.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,155,509	139,064,064	58,487,837	42.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	297,137	297,137	92,333	31.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	138,452,646	139,361,201	58,580,170	42%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-5,437,168	-11,564,244	15,373,784	
L.	Adjusted Fund Balance, Beginning	23,088,843	23,088,843	23,088,843	
L.1	Fund Balance, Ending (C. + L.2)	17,651,675	11,524,599	38,462,627	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.7%	8.3%		

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) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1: 2009-10								
Year 2: 2010-11								
Year 3: 2011-12								
b. BENEFITS:								
Year 1: 2009-10								
Year 2: 2010-11								
Year 3: 2011-12								

* 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 settled its contract with classified staff in the 2nd quarter. The CBA specified salary increases are to be equal to state generated COLA allocations as they relate to the General Apportionment calculation minus 1.5%. The District can not specify total projected increased costs as they will be dependent on the percentage of COLA received in future years. Any amount of increased salary and related benefits will be funded through the additional funding received for COLA through apportionment.

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.)? **YES**

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

The mid year reduction in State funding through both additional workload reductions and deficit factors has increased the District's operating deficit significantly. The District is projected to use a significant portion of its reserves to maintain operations in the current year and may need to make significant changes in operations, services and offerings in future years as a result of these additional reductions.

VII. Does the district have significant fiscal problems that must be addressed? **This year? YES**
Next year? YES

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

The District is currently projecting a reduction in funding in 2011-2012 of at least <\$10,098,304> due to State budget reductions which will place a significant strain on the District's reserves. Other issues that must be addressed include:

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