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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

THURSDAY,
SEPTEMBER 6, 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/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:

- 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

REAL PROPERTY (Government Code Section 54956.8)

Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.
Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica
College Negotiators: Dr. Chui Tsang, Robert M. Myers, and Don Girard
City of Santa of Monica's Representative: Rod Gould, Joseph Lawrence

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

(Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9):
Two cases.

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

F PUBLIC COMMENT

IV. SUPERINTENDENT'S REPORT

- Updates:
 - ♦ Fall 2012 Semester

V. ACADEMIC SENATE REPORT

VI. MAJOR ITEMS OF BUSINESS

#1-A	Public Hearing – 2012-2013 Budget	6
#1-B	Adoption of 2012-2013 Budget	7
#2	2011-2012 Quarterly 311Q	8
#3	Resolution in Support of Community College System Budget Priorities and the Governor's November Ballot Initiative	9
#4	Resolution in Support of SMMUSD Bond Measure ES on the November Ballot	11
#5	SMCCD Revised Proposal to CSEA Chapter #36 for Successor Collective Bargaining Agreement	12
#6	Agreement for Architectural Services – Early Childhood Education Center	13
#7	Agreement for Consultant – Early Childhood Education Center	14
#8-A	Notice of Public Hearing for Energy Service Contract for Energy-Related Improvements	16
#8-B	Resolution for Energy Service Contract	16
#8-C	Energy Services Agreement with Compass Energy Solutions	17
G	Update: Student Services Building	18
H	Report: SMC Distance Education Program, 2011-2012 Update	19
I	Report: Financial Aid and Scholarships	20
J	Board of Trustees Goals and Priorities, 2012-2013	21

VII. CONSENT AGENDA

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

Approval of Minutes

#9	Approval of Minutes: August 7, 2012 (Regular Meeting) August 30, 2012 (Special Meeting)	23
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Grants and Contracts

#10	Acceptance of Grant and Budget Augmentation	24
#11	Subcontractual Agreement with Regents of the University of California	25
#12	Ratification of Contracts and Consultants	27

Human Resources

#13	Academic Personnel	28
#14	Classified Personnel – Regular	29
#15	Classified Personnel – Limited Duration	30
#16	Classified Personnel – Non Merit	30

Facilities and Fiscal

#17	Gann Limit, 2012-2013	31
#18	Facilities	
	A Termination of Contract and Project Close out – AET Parking Structure Rd-Bid	32
	B Agreement for Consulting Services – Campus Parking	33
	C Award of Bid– Repair, Seal and Restoration of Building Moisture Protection for 1510 Pico Boulevard	34
#19	Payroll Warrant Register	35
#20	Commercial Warrant Register	35
#21	Auxiliary Payments and Purchase Orders	35
#22	Purchasing	
	A Award of Purchase Orders	35

VIII. **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.

IX. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

X. **INFORMATION**

K	Schedule of Board of Trustees Meetings, 2013	36
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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 **Tuesday, October 2, 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:	2012-2013 Adopted Budget	38
APPENDIX B:	SMC Distance Education Program, 2011-2012 Report	64
APPENDIX C:	Financial Aid and Scholarships	71

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-A

SUBJECT: **PUBLIC HEARING, 2012-2013 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the 2012-2013 budget.

OPEN PUBLIC HEARING:
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

PUBLIC COMMENTS:

CLOSE PUBLIC HEARING:
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-B

SUBJECT: **ADOPTION OF 2012-2013 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2012-2013 budget as stated in the following pages detailing the various funds of the District.

The detailed budgets are included in Appendix A.

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2012-2013 is comprised of the following nine funds:

General Fund Unrestricted	\$149,989,868
General Fund Restricted	\$31,772,198
<i>Total General Fund</i>	<i>\$181,762,066</i>
Special Reserve Fund (Capital)	\$11,517,420
Earthquake Fund	\$2,262,272
Bond Fund: Measure U	\$23,906,739
Bond Fund: Measure S	\$59,715,500
Bond Fund: Measure AA	\$69,344,900
Bond Interest & Redemption Fund	\$54,037,999
Student Financial Aid Fund	\$40,672,885
Auxiliary Operations	\$4,461,688
<i>Total Other Restricted</i>	<i>\$265,919,403</i>

TOTAL PROPOSED ADOPTED BUDGET \$447,681,469

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION September 6, 2012
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **2011-2012 FOURTH QUARTER FINANCIAL 311Q REPORT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge submittal of the fourth quarter financial 311Q report as of June 30, 2012 required by the Chancellor's Office.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: RESOLUTION IN SUPPORT OF COMMUNITY COLLEGE SYSTEM BUDGET PRIORITIES AND THE GOVERNOR'S NOVEMBER BALLOT INITIATIVE

SUBMITTED BY: Superintendent/President

WHEREAS, community colleges have taken extensive cuts to funding over recent years, while trying to educate the largest high school graduating classes in California history and need funding to provide the programs and services necessary to increase the number of successful degree and certificate holders;

WHEREAS, community colleges have been forced to turn away as many as 130,000 potential students in a single year due to the need to reduce course sections, generally from 5 to 15 percent annually per district;

WHEREAS, community colleges have carried an estimated 252,000 students over the last five years (2007-08 to 2011-12) for whom they have not received any apportionment, categorical, or student support funding;

WHEREAS, community colleges operated with \$809 million (12%) less in unrestricted apportionment funding 2011-12 than in 2008-09, including cuts to both apportionment and categorical funding;

WHEREAS, per-student funding in community colleges has been reduced from \$5,659 in 2007-08 to \$5,115 in 2011-12, a loss of 9.6% over this five-year period, while the unfunded cost-of-living (2008-09 to 2012-13) has increased by a compounded 16.3%;

WHEREAS, the Legislature has increased fees from \$600 annually in 2008-09 to \$1,380 for the 2012-13 school year, while the majority of community college students have incomes so low that they are eligible for the Board of Governors' (BOG) Fee Waiver;

WHEREAS, California community colleges are essential for providing higher education opportunity for over two million Californians annually;

WHEREAS, California community colleges are essential for providing students with the skills to be economically success in the California economy;

WHEREAS, Proposition 30 would temporarily increase the state sales tax by 0.25% and the marginal personal income tax rate for individuals earning over \$250,000 and households earning over \$500,000 and dedicate the funds to K-12 schools and community colleges;

WHEREAS, Proposition 30 will avoid the elimination of funding for an additional 85,000 students by providing \$548.5 million in 2012-13;

WHEREAS, Proposition 30 will enable California's community colleges to restore essential student service programs that were cut by up to 60% over the last three years;

THEREFORE, the Board of Trustees of the Santa Monica Community College District supports Proposition 30, The School and Local public Safety Protection Act, which has the official title, "Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding," on the November 2012 ballot.

Comment: The Board of Trustees approved a resolution in support of Proposition 30 at its meeting on March 6, 2012. This updated resolution reaffirms the Board's support of Proposition 30.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: RESOLUTION IN SUPPORT OF SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT'S BOND MEASURE ES ON THE NOVEMBER BALLOT

SUBMITTED BY: Superintendent/President

WHEREAS, our local Santa Monica and Malibu schools are committed to improving the quality of public education by upgrading aging schools, classrooms, science labs and computer systems to keep pace with learning technology; and

WHEREAS, for students to be prepared for college and career choices they must be skilled in the use of 21st century technologies and have a solid background in math, science and technology; and

WHEREAS, the State of California is unable to provide our local public schools with enough money to adequately maintain their educational facilities notwithstanding ongoing efforts to obtain such monies; and

WHEREAS, it is in the best interest of the schools to continue to address facility improvements now before they become more pressing and more costly; and

WHEREAS, ongoing state budget cuts threaten the quality of our local schools by forcing teacher layoffs, larger class sizes and deep cuts to instructional programs and their only remedy is securing local funding that the State cannot take away; and

WHEREAS, a local measure will help provide funds that cannot be taken away by the State to upgrade aging schools, protect student safety, offset State budget cuts through increased efficiency, and help the Santa Monica-Malibu Unified School District qualify for millions of dollars of State matching funds; and

WHEREAS, such measure will include mandatory taxpayer protections, including an independent citizens' oversight committee and mandatory audits to ensure funds are spent as promised; and

WHEREAS, the School Board has solicited stakeholder and community input on school priorities from parents, teachers, staff, the community and civic leaders; and

WHEREAS, Measure ES, authorizing the issuance of bonds in the aggregate principal amount of \$385,000,000, for projects as identified by the School Board, will appear on the November 2012 ballot to be voted on by voters of the Santa Monica-Malibu Unified School District; and

WHEREAS, Measure ES is supported by classroom teachers, parent groups, business leaders, police and firefighters, homeowners, renters, and senior citizens throughout Santa Monica and Malibu; and

WHEREAS, the Superintendent of the Santa Monica-Malibu Unified School District has requested of the Superintendent/President of the Santa Monica Community College District, the placement of this resolution before the Board of Trustees for adoption;

THEREFORE, the Board of Trustees of the Santa Monica Community College District supports Measure ES, the Santa Monica-Malibu Unified School District bond measure, which has the ballot title, "Local School Modernization, Academic Improvement, and Earthquake and Fire Safety Bond," on the November 2012 ballot.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **SMCCD REVISED PROPOSAL TO CSEA CHAPTER #36 FOR SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees make the following revised proposal to CSEA Chapter #36 for successor collective bargaining agreement and schedule a public hearing on the proposal for the Board of Trustees meeting on October 2, 2012.

The District is prepared to enter into agreement with CSEA to extend the collective bargaining agreement to June 30, 2013, with the following revisions:

1. Deletion of Article 11.1.4.
2. Deletion of Article 12.16.
3. Relinquishment of any “me too” obligation in exchange for no reduction in positions/hours as result of cancellation of Winter 2013, subject to the passage and implementation of Proposition 30.
4. Revision of 3.7.2 to provide for 10 month work year and to allow the non-duty period for 10 month employees to be established in the same manner as it is for 11 month employees.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **AGREEMENT FOR ARCHITECTURAL SERVICES – EARLY CHILDHOOD EDUCATION CENTER**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the contract with CARDE TEN ARCHITECTS for the Early Childhood Education Center project for \$1,079,000 plus reimbursable expenses.

FUNDING SOURCE: Measure AA, City of Santa Monica

SUMMARY: The proposed project constructs a state licensed Early Childhood Education Center to provide a teaching laboratory for Santa Monica College’s Early Childhood Education curriculum serving up to 100 infants, toddlers and preschool age children in the community. The proposed project would provide the College with a much needed permanent facility to create a centralized laboratory building for Early Childhood Education instruction.

Realization of the child care center/demonstration school is the result of a partnership between the City of Santa Monica and Santa Monica College, with ongoing participation and input from the Rand Corporation and the Santa Monica Child Care Task Force.

The center will be approximately 16,000 square feet located in the Santa Monica Civic Center. In 2005, the City of Santa Monica adopted an update to the 1993 Civic Center Specific Plan (CCSP) setting forth planning policies and land use and development regulations for the 67-acre Civic Center area. The Civic Center is the principal location of city and county governmental functions, including Santa Monica City Hall, the Santa Monica Public Safety Facility and the Los Angeles County Courthouse. The Santa Monica Civic Auditorium and the RAND Corporation are also located within the Civic Center core along, the Village, a new mixed use residential complex with market rate condominiums and affordable rental apartments with walkable plazas and gardens.

Carde Ten Architects is a full service architectural firm located in Santa Monica well known for their child care expertise. Their child care project clients include community colleges, universities, and civic centers.

The selection process started with outreach to over 120 local architects plus newspaper and Internet advertising. The selection committee included SMC faculty and staff plus representatives from the City of Santa Monica, Rand and the Child Care task force. The committee reviewed the applications, held two interview sessions with architects, and recommended the finalist.

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

RECOMMENDATION NO. 7

SUBJECT: **AGREEMENT FOR CONSULTANT – EARLY CHILDHOOD EDUCATION CENTER**

SUBMITTED BY Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the contract with ERIC NELSON for the Early Childhood Education Center project for \$148,500 plus reimbursable expenses.

FUNDING SOURCE: Measure AA, City of Santa Monica

COMMENT: The consultant will provide advice and expert guidance to City and SMC staff, collaborative partners, and the project architect on best practices to be incorporated into the design of the child development center, and will be asked to develop a business plan for the new Center to predict operational and maintenance costs and fee structure to ensure ongoing financial sustainability. The consultant will also provide guidance in the selection of a permanent operator for the facility.

Eric Nelson is the co-founder of the Child Educational Center (http://www.ceonline.org/about_cec/index.aspx) and has delivered professional consulting services to employers, developers, municipalities, educational institutions and child care professionals since 1985. Eric is also an author of numerous books on child care and is considered the leading expert on outdoor classrooms.

The selection process started with outreach that included newspaper and Internet advertising. The selection committee included SMC faculty and staff plus representatives from the City of Santa Monica, Rand and the Child Care task force. The committee reviewed the applications, held interview sessions and recommended the consultant.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 8

SUBJECT: **ENERGY SERVICE CONTRACT FOR ENERGY RELATED IMPROVEMENTS**

SUBMITTED BY: Superintendent/President

SUMMARY: The Board of Trustees will conduct a public hearing, adopt a resolution and approve an energy services contract with Compass Energy Solutions in accordance with California Government Code Section 4217.10-4217.18 for the purpose of designing, supplying and installing the following energy conservation and alternative energy measures:

- Heating boiler retrofit will install new generation high efficiency condensing boilers which use less natural gas and produce less emissions. The new boilers meet or exceed SCAQMD standards. There is an estimated savings of over \$63,000 on an annual basis.
- Campus-wide exterior and interior high-efficiency lighting retrofit will provide more consistent and better lighting on the campus and parking lots. The new fluorescent and LED lighting will also enhance safety. There will be an increase in bulb life expectancy with the installation of occupancy sensors and a decrease in maintenance and inventory. Estimated savings are over \$247,000 per year.
- Various energy efficiency projects for the Center of Environmental and Urban Studies: The improvements to the CEUS building will enhance the “demonstration of sustainability” concept of the center. The CEUS building will be totally insulated with recycled material and be fitted with solar tubes and a heat recycling system.

This project is part of the District’s ongoing efforts to conserve energy. California Government Code Section 4217.10 to 4217.18, authorizes the Board of Trustees to enter into an Energy Service Contract for the implementation of energy related improvements. Compass Energy Solutions is an energy services company that will provide the District with "turn-key" operations that include evaluation, design, engineering, project management, construction, and rebate redemptions for the energy conservation projects. Compass Energy Solutions is highly recommended by other community colleges in the State of California for its performance, timely project delivery, and quality results. Compass has recently worked with College of the Canyons, Santa Barbara City College, Mt. San Jacinto College, and Victor Valley College.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 8-A

SUBJECT: **NOTICE OF PUBLIC HEARING FOR ENERGY SERVICE CONTRACT FOR ENERGY-RELATED IMPROVEMENTS**

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a Public Hearing on the Energy Services Contract for Energy -Related Improvements.

PUBLIC HEARING OPENED:

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:

RECOMMENDATION NO. 8-B

SUBJECT: **RESOLUTION FOR ENERGY SERVICE CONTRACT**

RESOLUTION: WHEREAS, California Government Code Section 4217.10 to 4217.18, authorizes the Board of Trustees to enter into an Energy Service Contract for the implementation of energy related improvements if the Board of Trustees finds that it is in the best interest of the College to enter into such Energy Service Contract and that the anticipated cost to the College for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the College of thermal, electrical, or other energy that would have been consumed by the College in absence of those purchases; and

Now, therefore, the Board of Trustees adopts the following resolution:

“The Board of Trustees finds that (1) it is in the best interest of Santa Monica College to enter into an Energy Service Contract with Compass Energy Solutions for the implementation of certain energy related improvements to College facilities, and (2) the anticipated cost to College for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the College of thermal, electrical, or other energy that would have been consumed by the College in absence of those purchases. Therefore, the Board of Trustees hereby authorizes the Chairman to execute the Energy Service Contract by and between Santa Monica Community College and Compass Energy Solutions Company. for the implementation of certain energy related improvements to College facilities in accordance with these findings and California Government Code Section 4217.10 to 4217.18.”

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 8-C

SUBJECT: **ENERGY SERVICES AGREEMENT WITH COMPASS ENERGY SOLUTIONS**

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the District to enter into an Energy Service Contract with Compass Energy Solutions in the amount of \$3,070,407 for the following services:

- Heating boiler retrofit will install new generation high efficiency condensing boilers which use less natural gas and produce less emissions. The new boilers meet or exceed SCAQMD standards. There is an estimated savings of over \$63,000 on an annual basis.
- Campus-wide exterior and interior high-efficiency lighting retrofit will provide more consistent and better lighting on the campus and parking lots. The new fluorescent and LED lighting will also enhance safety. There will be an increase in bulb life expectancy with the installation of occupancy sensors and a decrease in maintenance and inventory. Estimated savings are over \$247,000 per year.
- Various energy efficiency projects for the Center of Environmental and Urban Studies: The improvements to the CEUS building will enhance the “demonstration of sustainability” concept of the center. The CEUS building will be totally insulated with recycled material and be fitted with solar tubes and a heat recycling system.

FUNDING SOURCE: Measure AA; State and Utility Incentives, STEM Grant

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **UPDATE – STUDENT SERVICES BUILDING**

SUBMITTED BY: Superintendent/President

SUMMARY: The District has taken steps to communicate the importance of the completion of the review process to the Division of the State Architect (DSA) and the college’s architectural team.

On August 10, 2012, the District received a letter from DSA Regional Manager Craig Rush with an update on the project and assurance that they anticipate the project to be approved after the backcheck review is completed, probably in early September.

David Hart, Vice President of Steinberg Architects, will provide further updates on the DSA backcheck process and the revised timeline.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: **SANTA MONICA COLLEGE DISTANCE EDUCATION PROGRAM
2011-2012 UPDATE**

SUBMITTED BY: Superintendent/President

SUMMARY: With over 23,000 course enrollment seats, Distance Education represented close to 12% of the total credit enrollment for the 2011-12 academic year. In addition, 30% of our credit students enrolled in at least one Distance Education course last year. The Distance Education program continues to be a growing technology-based environment that presents new challenges each year while striving to meet the needs of all users as creatively, efficiently and effectively as possible. The District continues to work with the distance education course management system Pearson (eCollege) to support a growing community of student and faculty users of online education.

See detailed report in Appendix B.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM I

SUBJECT: **REPORT: FINANCIAL AID AND SCHOLARSHIPS**

SUBMITTED BY: Superintendent/President

SUMMARY: Financial Aid and Scholarships oversees 18 different aid programs, with funding provided by federal, state, institutional, and private sources. While Financial Aid and Scholarships will provide over \$45,000,000 of assistance this year, the primary focus of the operation goes beyond the awarding and disbursing of aid. The true goal of the operation is helping students succeed in their academic endeavors. Financial aid is very important to the thousands of students that receive aid – assisting with paying for fees, books, and supplies, or helping cover transportation, child care, and living expenses. From an enrollment development perspective, early notification of Board of Governors (BOG) Enrollment Fee Waiver awards and federal aid awards is often a factor in the decision to attend SMC.

The full report included in Appendix C includes the status of Financial Aid at SMC over the past seven years; the state of financial aid during the current economic downturn; the technology changes in financial aid; and the recent regulatory changes in federal and state financial aid.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM J

SUBJECT: **BOARD OF TRUSTEES GOALS AND PRIORITIES, 2012-2013**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended review and discuss the following draft of the Board of Trustees Goals and Priorities, 2012-2013:

BOARD OF TRUSTEES GOALS AND PRIORITIES, 2012-2013
Ensure the Academic and Fiscal Integrity of SMC

Goal 1 – Educational Advancement and Quality

1. Create a “culture of evidence” based on data. Develop an “institutional dashboard” and an equitable outcomes report to reflect and monitor institutional effectiveness and student progress. *(revised)*
2. Institutionalize initiatives that are effective in improving student success, with particular emphasis on accelerating mastery of basic skills and strengthening students’ non-cognitive skills. *(revised)*
3. Strengthen and promote workforce/career technical programs. *(revised)*
4. Infuse global citizenship into faculty instructional practices and student learning.
5. Maintain the number of full-time faculty members *(revised and moved from other section)*
6. Promote professional development activities for all classified and academic staff, including adjunct faculty. *(revised and moved from other section)*

Goal 2 – Fiscal Health and Internal Operations *(new heading and moved)*

7. Ensure the financial health of the College through revenue-generation and cost-reductions. *(revised)*
8. Ensure inclusiveness in the budget development process and transparency in budget communication efforts.
9. Maintain a reserve sufficient to protect against unforeseen or drastic cuts. *(new)*
10. Strengthen and expand the fundraising capacity of the SMC Foundation.
11. Pursue and obtain federal funds as well as other grant opportunities.
12. Maximize revenue-generation from facility rentals. *(revised)*

Goal 3 – Community and Government Relationships (Local/State/National) *(revised/moved)*

13. Foster community and government relationships and partnerships in fulfillment of SMC’s mission. *(revised)*
14. Develop a plan to ensure the continued success of Emeritus College. *(revised)*
15. Strengthen and expand programs and partnerships that serve SMMUSD students.
16. Develop and implement priority registration for district residents. *(new)*

Goal 4 – Facilities and Sustainability *(moved)*

17. Continue advocacy on the local, state and national level for mass transit solutions including the naming of the Santa Monica College station for Expo and funding to support the “Any Line, Any Time” program. *(revised)*
18. Maintain progress on all SMC facilities planning and construction projects, including all campus projects and the Civic Center ECE and Malibu centers.
19. Continue to adopt sustainability designs and practices for construction and maintain effective staffing for maintenance and operations of facilities.

Goal 5 – Articulating a Vision *(revised)*

20. Continue planning the development and implementation of a vision for the future of the college that delivers both access and quality. *(revised)*

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 6, 2012

VII. 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 #9-#20.

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

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

VIII. 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.

IX. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 9 APPROVAL OF MINUTES

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

- August 7, 2012 (Regular Board of Trustees Meeting)
- August 30, 2012 (Special Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 ACCEPTANCE OF GRANT AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification
Reviewed by: Laurie McQuay-Peninger
Approved by: Randal Lawson, Executive Vice-President

Title of Grant: California Teach Program

Granting Agency: University of California, Los Angeles/UCLA CalTeach Program

Award Amount: \$20,000

Matching Funds: Not Applicable

Performance Period: September 1, 2012 – June 30, 2013

Summary: The statewide California Teach Program is an initiative through the State of California to improve both the quality and quantity of the state’s Math and Science teachers. UCLA will partner with Santa Monica College to develop and implement this program locally, thus facilitating transfer student preparation for secondary math and science teaching careers. Specifically, SMC will utilize grant funds to hire a counselor to: 1) provide academic/transfer services to STEM students, with a focus on completion of lower division coursework while also ensuring knowledge of teaching career options; 2) Conduct classroom presentations focused on STEM teaching options; 3) Update the K-12 teaching brochure; 4) Teach career planning workshops; and 5) Meet with CalTeach staff at UCLA.

Budget Augmentation: Restricted fund 01.3

Revenue (2012 - 2013)		
8600	Other State Revenue	\$ 20,000
Expenditures		
1000	Academic Salaries	\$ 16,640
2000	Non-Academic Salaries	\$ 3,360
	Total	\$ 20,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 SUBCONTRACTUAL AGREEMENT WITH REGENTS OF THE UNIVERSITY OF CALIFORNIA

Requested Action: *Approval/Ratification*
Reviewed by: *Laurie McQuay-Peninger*
Approved by: *Randal Lawson, Executive Vice-President*

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

Contract Amount: \$175,888

Performance Period: October 2, 2012 – September 30, 2013

Funding Source: U.S. Department of Education/HSI STEM and Articulation Grant
Note: This is year two of a five year grant.

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, expands student services to support STEM students, and develops outreach materials to attract students to STEM career pathways;
- Collaborate with SMC STEM faculty to develop Introduction to Research and Research Techniques courses to prepare students for field research;
- Assist with the implementation of STEM career days and a Summer STEM Orientation at SMC;
- Recruit and organize UCLA students to serve as mentors for SMC students enrolled in the SMC/UCLA Science and Research Initiative;
- Provide a Summer Bridge Program for SMC students enrolled in the SMC/UCLA Science and Research Initiative;
- Provide outreach to local high schools, encouraging students to pursue careers in STEM; and
- Participate on grant advisory teams.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 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 Collins Tower Communications	September 1, 2012– August 31, 2017 (term one of a five-year term) Payable at \$2,193.03 per month; not to exceed \$26,317.08; with CPI increase for each year within the five-year term.	Site rental: Laguna Peak	KCRW Donations.
<i>Requested by: Cheryl Gee, KCRW</i>			
<i>Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications</i>			
B 1. Myesha Jones	Not to exceed: \$100 September 17, 2012	Consultants are guest lecturers for the Recycling and Resource Management (RRM) program, providing industry expertise to RRM students. Additionally, they provide real world perspectives on RRM curriculum and connect students to industry professionals.	Dept. of Labor Community-Based Job Training (CBJT) Grant (100%)
2. Adam Holt	\$100 September 17, 2012		
3. Elham Ebiza	\$100 September 17, 2012		
4. Anna Cummins	\$150 October 8, 2012		
5. Richard Hammer	\$500 total October 10,11, 2012		
6. Richard Ludt	\$440 total October 3, 4, 2012		
7. John C. Davis	\$500 total October 17, 18, 2012		
<i>Requested by: Genevieve Bertone, Director, Sustainability</i>			
<i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

Provider/Contract		Term/Amount	Service	Funding Source
C	Amy Rosenblatt, PsyD. Post Doctoral Intern	\$25,000 September 10, 2012 - July 26, 2013 (40 hours per week)	The consultant will provide wellness counseling for program participants. Services also include, life skills workshops, personal counseling, and training for program faculty and staff.”	Pico Promise Transfer Academy funded by the City of Santa Monica. District Funds/ Psychological Services
<i>Requested by: Brenda Benson, Dean, Counseling/Retention</i>				
<i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				
D	Tree Pros, Inc.	\$30,000 August-September, 2012	Award of Contract for Tree Trimming for 25FT and above Trees for Main/Satellite campuses. Seven (7) bidders downloaded the bid documents from PlanetBids and (3) three bids were received; Tree Pros, Inc. was the lowest, responsive, responsible bidder.	General Fund
<i>Requested by: Cynthia Moore, Director of Purchasing</i>				
<i>Approved by: Robert Isomoto, Vice President of Business Administration</i>				
E	Ixplore Name changed from DSC e-brochure (previously approved annual contract)	\$5,000 2012-2013	SMC International Education Center Recruitment e-brochure/web advertisement	2012-2013 District Budget/ International Education
<i>Requested by: Kelley Brayton, Dean, International Education</i>				
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 ACADEMIC PERSONNEL

Requested Action: *Approval/Ratification*
Reviewed by: *Sherrri 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.

ADMINISTRATIVE ASSIGNMENT

EFFECTIVE

Butler, Vanessa Interim Senior Director Institutional Advancement/SMC Foundation Director	10/1/12–06/30/13
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PROJECT MANAGERS

Cascio, Joe, Athletics (extension)	09/01/12–12/31/12
Prestby, Anthony, Supplemental Instruction	09/05/12–06/30/13

ADJUNCT FACULTY

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - REGULAR

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

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

ELECTIONS

WORKING OUT OF CLASS ASSIGNMENT

Yu, Michelle, Administrative Assistant II (50%) 07/11/12 - 08/10/12

PROMOTION

Locke, Debra 09/05/12
 From: Student Services Specialist – EOPS, EOPS
 To: Sr. Student Services Specialist – EOPS/CARE, EOPS

ADVANCED STEP PLACEMENT

Williams, Jeremiah B., C. C. Police Sergeant, Campus Police Step B 03/01/12

LEAVES OF ABSENCE

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley 08/27/12 – 12/13/12
 From: Lab. Tech.-Broadcasting/Electronic Media, Comm. 11 mos, 40 hrs, NS-I
 To: Lab. Tech.-Broadcasting/Electronic Media, Comm. 11 mos, 36 hrs, NS-I

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 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.

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

Baumgartner, Aline, Tutoring Coordinator – Modern Language, LRC	08/27/12-10/22/12
Chaudhry, Omar Y., Theatre Technical Specialist, SMC Performing	08/18/12-06/30/13
Choquette, Andrew L., Theatre Technical Specialist, SMC Performing	08/03/12-06/30/13
Ganelis, Inna, Accompanist - Voice, MUSIC	08/27/12-12/31/12
Inatsugu, Barbara, Administrative Asst. III, Personnel Commission	07/01/12-06/30/13
Jorgensen, Jason, Sign Language Interpreter III, DSC	08/09/12-09/30/12
Wemischner, Lauren, Theatre Technical Specialist, SMC Performing	08/03/12-06/30/13
Zawinul, Ivan, Theatre Technical Specialist, SMC Performing	08/03/12-06/30/13

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.

Jacobsen, Nancy, Instructional Assistant/ English, English	09/04/12-11/30/12
Miller, Nicole, Instructional Assistant/ English, English	09/04/12-11/30/12
Pennington, Ginger, Instructional Assistant/ English, English	09/04/12-11/30/12
Walker, Griffy, Instructional Assistant/ English, English	09/04/12-12/10/12
Williams, Juanita, Human Resources Technician, Human Resources	08/27/12-09/28/12
Woldt, Lisa, Instructional Assistant/ English, English	09/04/12-11/30/12

SUBSTITUTE – LIMITED TERM: Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Maaza, Saba M, Administrative Assistant I, TRIO	06/27/12-11/01/12
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RECOMMENDATION NO. 16 CLASSIFIED PERSONNEL - NON MERIT

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hour (STHP)	37
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SPECIAL SERVICE

Art Models, \$18.00/hour	1
Community Services Specialist 1, \$35.00/hour	1
Community Services Specialist 2, \$50.00/hour	8

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 GANN LIMIT, 2012-2013

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

Adopt the 2012-2013 Gann Appropriations Limit for the Santa Monica Community College District as \$127,382,590 and the 2012-2013 Appropriation Subject to Limit as \$89,357,031.

Comment: Proposition 4 (November 1979, Special Election) added Article XIIB to the State Constitution to place limitations of the expenditures of State and local governments. The calculation of the GANN Limit was completed using the method and worksheets prescribed by the Chancellor’s Office and approved by the Department of Finance.

The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on the Adopted Budget for 2012-2013.

The idea of the Gann is to limit the growth of government by only allowing expenditures that are tax driven to grow by a certain amount each year (Fund 01.0 only). There are two parts in the calculation: The Appropriations Limit and the Appropriations Subject to Limit. The Appropriations Limit is the maximum amount that the District can budget from tax driven revenue. (Essentially the Gann Limit). This is calculated based on previous years Gann Limit, growth/decline in FTES and an inflation factor determined by the Department of Finance. For 2012-2013 the Appropriations Limit is \$127,382,590.

The second factor, the Appropriations Subject to Limit, is how much the District has budgeted that is from tax driven revenues. This essentially is the tax driven revenue (General Apportionment, Taxes, etc.) less the budget of any unreimbursed state, court or federal mandates. For 2012-2013 the Appropriations Subject to Limit is \$89,357,031.

As long as the Appropriations Limit is more than the Appropriations Subject to Limit, the District is in compliance. For 2012-2013 there is \$38,025,559 left in the GANN Limit. This “extra” can be transferred to other Districts in the state that are over their limit. The transfer will be handled by the Chancellor’s Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 FACILITIES

Requested Action: *Approval/Ratification*
Requested by: *Greg Brown, Director, Facilities Planning*
 JC Keurjian, Chief Director, Facilities Management
Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*

18-A TERMINATION OF CONTRACT AND PROJECT CLOSE OUT – AET PARKING STRUCTURE RE-BID

It is recommended that the Board of Trustees:

1. Terminate the contract with HB PARKO CONSTRUCTION, INC. for the AET Parking Structure Re-Bid and authorize the District to give written notice of such termination in accordance with the terms of the contract.

2. Authorize the District without further action of the Board of Trustees, to accept the project described as AET PARKING STRUCTURE REBID as being closed and direct that final disbursement be made to the contractor in strict accordance with all applicable provisions and requirements of the contract documents relating thereto.

Comment: The contract provides in relevant part:

I.1 Termination for Convenience of the District. The District may at any time, in its sole and exclusive discretion, by written notice to the Contractor, terminate the Contract or the Contractor’s performance of the Contract, in whole or in part, when it is in the interest of, or for the convenience of, the District. In such case, the Contractor shall be entitled to payment for: (i) Work actually performed and in place as of the effective date of such termination for convenience of the District, with a reasonable allowance for profit and overhead on such Work, and (ii) reasonable termination expenses for reasonable protection of Work in place and suitable storage and protection of materials and equipment delivered to the site of the Work but not yet incorporated into the Work, provided that such payments exclusive of termination expenses shall not exceed the total Contract Price as reduced by payments previously made to the Contractor and as further reduced by the value of the Work as not yet completed. The Contractor shall not be entitled to profit and overhead on Work which was not performed as of the effective date of the termination for convenience of the District or for any other damages, direct or indirect, which the Contractor or anyone claiming through the Contractor alleges resulted from the District’s election to terminate under Article 15.2 or where a termination under Article 15.1 has been converted to a termination for convenience under Article 15.1.7. The District may, in its sole discretion, elect to have subcontracts assigned pursuant to Article 15.1.4 above after exercising the right hereunder to terminate for the District’s convenience.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

18-B AGREEMENT FOR CONSULTING SERVICES – CAMPUS PARKING

Agreement with WALKER PARKING for Parking Consulting Services for \$53,100 plus reimbursable expenses.

Funding Source: Measure AA

Comment: The District wishes to maintain its current progress in achieving transportation self-sufficiency for each of its campuses. Programs are now in place for bus, bicycle, and ride-share transit for students and staff. Additionally, the District has largely achieved parking self-sufficiency for its campus system as a whole during normal operating conditions. However, a number of areas require additional study: improving parking conditions during peak operating times, such as at the start of semester; accommodating the parking needs of visitors attracted to the campuses by the many programs and events of the College; monetizing the commercial use of the District’s parking resources; and protecting campus parking resources from encroachment by non-authorized users.

With new parking resources now in planning or underway, the District wishes to avail itself of new technologies available to improve parking conditions, including permit systems that can accommodate multiple categories of users; permit distribution systems; fee collection systems; real-time space allocation systems; enforcement systems; and entry/exiting systems where appropriate.

To conduct the evaluations and studies needed, the District is recommending a contract with Walker Parking, the largest parking consultant and parking design firm in the nation with more than 10,000 parking projects completed. Walker Parking has conducted multiple studies for the City of Santa Monica, including a downtown study and a commercial boulevards study. Other clients have included the University of California, Los Angeles International Airport, Universal Studios, and Disneyland.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

18-C AWARD OF BID – REPAIR, SEAL AND RESTORATION OF BUILDING MOISTURE PROTECTION FOR 1510 PICO BOULEVARD

Award the bid to the lowest responsive bidder for the Repair, Seal and Restoration of Building Moisture Protection for 1510 Pico Boulevard.

<u>Bidder</u>	<u>Amount</u>
Omega Construction	\$129,000.00
Slater Waterproofing Inc.	\$189,880.00
Real Estate Consulting & Services, Inc.	\$202,965.46
Trimax Construction	\$231,273.00
Prime Axis General Builder, Inc.	\$295,000.00

Funding Source: Measure AA

Comment: During the renovation of 1510 Pico Blvd. water intrusion was discovered due to poor moisture protection in the original building construction. The cost of repairing and restoring the moisture protection under the original renovation contract would have exceeded the limit of allowable change orders as per the Public Contract Code so the work is required to be bid as a separate project. The purpose of the project is to bring the installed window system to required waterproofing and moisture protection standards in order to avoid the water infiltration-related problems.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 PAYROLL WARRANT REGISTER

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

July 1, 2012 – July 31, 2012 CIL – E4A \$7,962,200.42

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

RECOMMENDATION NO. 20 COMMERCIAL WARRANT REGISTER

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

July 1 – July 31, 2012 5108 – 5148 \$11,241,200.64

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

RECOMMENDATION NO. 21 AUXILIARY PAYMENTS & PURCHASE ORDERS

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

	Payments	Purchase Orders
July 1 – July 31, 2012	\$1,718,629.92	\$277,893.31

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. 22 PURCHASING

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

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.

July 1 – July 31, 2012 \$9,354,793.33

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 6, 2012

INFORMATION ITEM K

SUBJECT: SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2013

SUBMITTED BY: Superintendent/President

SUMMARY: A draft schedule of Board Trustees meetings for 2013 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 2, 2012.

Regular meetings (**in bold**) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally the third Tuesday of the month is held for special meetings or workshops.

Winter and summer Board Study Sessions are held on the third Tuesday in February and July (hold dates).

January 15, 2013 (third Tuesday)
January 29 (fifth Tuesday - hold)

February 5

February 19
Winter Study Session
Superintendent's Evaluation

March 5
March 16 (hold)

April 2
April 17 (hold)

May 7
May 21 (hold)

June 4
June 18 (hold)

July 2

July 17
Summer Study Session
Board Self-Assessment

August 3
August 20 (hold)

September 3
September 17 (hold)

October 1
October 15 (hold)

November 5
November 19 (hold)

December 10 (second Tuesday)

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 6 2012

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, October 2, 2012** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Report: Global Citizenship
2. Report: Workforce Development/Career Tech Pathways
3. Master Plan for Education Update, 2012-2013
4. Schedule of Board of Trustees Meetings, 2013

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

APPENDIX A: ADOPTION OF 2011-2012 BUDGET

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
2012-2013 PROPOSED ADOPTED BUDGET NARRATIVE**

Santa Monica College has developed the 2012-2013 Adopted Budget during a time of state funding reductions that are unprecedented, and the College faces significant additional reductions if the Governor’s tax initiative (Proposition 30) does not pass in November. In 2011-2012, the College’s budget continued to honor the Board’s Budget Principles by maintaining full employment of permanent employees and by prioritizing student access in serving almost 1000 full-time equivalent students beyond the number funded by the State. Despite ending 2011-2012 with an operating deficit of \$8.84 million, the College has managed to develop a recommended Adopted Budget that reduces the operating deficit to \$4 million and still does not negatively impact permanent employees. Given the cumulative state revenue reductions over the past several years, this is a truly impressive accomplishment for the entire college community. While recommending this highly optimistic Adopted Budget that assumes passage of Proposition 30, the District continues to act responsibly by simultaneously planning how to deal with the devastating mid-year reductions it will suffer if Proposition 30 fails. The magnitude of these mid-year reductions is such that the College would need to permanently restructure its operations and would no longer be able to avoid impacting permanent employment.

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2012-2013 is comprised of the following nine funds:

General Fund Unrestricted	\$149,989,868
General Fund Restricted	<u>\$31,772,198</u>
<i>Total General Fund</i>	\$181,762,066
Special Reserve Fund (Capital)	\$11,517,420
Earthquake Fund	\$2,262,272
Bond Fund: Measure U	\$23,906,739
Bond Fund: Measure S	\$59,715,500
Bond Fund: Measure AA	\$69,344,900
Bond Interest & Redemption Fund	\$54,037,999
Student Financial Aid Fund	\$40,672,885
Auxiliary Operations	<u>\$4,461,688</u>
<i>Total Other Restricted</i>	\$265,919,403
TOTAL PROPOSED ADOPTED BUDGET	\$447,681,469

GENERAL FUND

General Fund Unrestricted (01.0)

These are the only funds available for the general operations of the District. All other funds are restricted in use.

2011-2012 State Funding Reductions

The State implemented a reduction in funding to the District of approximately ~~<9.4%>~~ (~~<\$10,087,522>~~). The largest reduction of State funding in the history of the District, it came in the form of two permanent workload reductions totaling ~~<7.1%>~~ (~~<\$7,735,903>~~) and two one-time deficit factor reductions totaling ~~<2.3%>~~ (~~<\$2,351,619>~~). These reductions in State funding, the District's primary source of revenue, were the main factor resulting in the District ending the 2011-2012 fiscal year with a ~~<\$8,840,474>~~ operating deficit, based on a comparison of all revenues and expenditures.

2012-2013 State Funding

The state budget, which is predicated on the passage of Proposition 30, "The School and Local Public Safety Protection Act", provides an increase in funding, in the form of a 1% restoration of workload reduction, which will result in approximately a \$1,000,641 increase in state funding for the District. Additionally the state budget requires that if Proposition 30 does not pass the state will implement funding reductions of approximately ~~<\$7,800,000>~~ that will be applied to the District through mid-year reductions.

2012-2013 Summary

The District is projecting revenue increases of approximately 3.5% or \$4,595,978 and expenditure reductions of .2% or \$216,871. The net effect of the projected changes in revenue and expenditures will result in a projected operating deficit, with one-time items, of ~~<\$4,027,625>~~ and a projected ending Unrestricted General Fund Balance of \$8,842,415, excluding designated reserves, or 6.37% of total expenditures and transfers.

Revenues

Summary

The proposed adopted budget is highly optimistic in that it is based on the 2012-2013 state budget which assumes the passage of Proposition 30. The largest projected increases to revenue are the Non-Reoccurrence of Deficit Factors (\$2,351,619), Restoration of Workload Reduction Funding (\$1,000,641), increase in Non-Resident Tuition (\$939,975) and Mandated Cost Recovery (\$570,157). The net effect of the changes in revenues has resulted in a projected 3.5% increase in total revenues from the prior year actuals.

Federal Revenue

The federal revenue levels for 2012-2013 represent projected federal grant administrative allowances including ACA allowances for Financial Aid programs.

State Revenue – Principal Apportionment

State funding, in the form of Principal Apportionment, constitutes 75% (\$101,093,354) of the District's operating revenue. The calculation for Principal Apportionment is based on the number of FTES (Full Time Equivalent Students) the District serves, but is capped based on the state adopted budget. The District receives Principal Apportionment through a combination of direct State funds known as General Apportionment, coupled with enrollment fees and property taxes, which are combined to equal the Principal Apportionment. If actual receipts of property taxes or enrollment fees differ from projections, General Apportionment funding will be adjusted, provided that state funding is available, to keep the formula constant.

The District has based its Principal Apportionment revenue projections on the state budget which has implemented a 1.0% restoration of workload reduction for 2012-2013. This will result in the District being funded by the State to serve approximately 20,005 Credit FTES in 2012-2013. As of the proposed adopted budget, the target is to serve approximately 20,255 Credit FTES, which is 250 FTES more than what the State is funding the District to serve. Between 2008-2009 and 2012-2013 the District, using its reserves to cover instruction-related expenditures, has served approximately 4,633 Credit FTES beyond what the state has provided funding for.

It is important to note that if Proposition 30 fails to pass, the state budget will automatically impose mid-year reductions to funding projected to be approximately <\$7,800,000>. Additionally, if the State does not meet its revenue projections the CCCCCO may impose further reductions in funding. Each 1% reduction by the State is equivalent to approximately \$1,000,000 in reduced funding for the District.

State Revenue – Other

The proposed adopted budget includes the inflationary adjustment at 0.00% and growth funding at 1.00%. All other State Revenue categories, including all Part-time Faculty allocations, are projected to remain at approximately 2011-2012 levels with the exception of BOGG Fee Waiver Administration funding which will increase due to the projected increase in BOGG Fee Waivers for 2012-2013.

Property Taxes

Based on preliminary projections, the District will receive \$13,951,082 in property tax in the current year. This is a combination of property tax shift, homeowner's exemption, secured taxes, unsecured taxes, supplemental taxes, RDA pass through and prior years' taxes. If the receipt of property tax does not meet these projections, the State may impose a further workload reduction or deficit factor to offset the loss in funding.

Lottery

The State Lottery revenues are paid each year according to the annual enrollment figures. The District is projecting a decrease in lottery revenue of <\$59,136> from prior year actuals. If lottery sales or enrollment fall below projections, lottery revenue will be adjusted lower.

Enrollment Fees

The State required that all Community College Districts raise the Enrollment Fee from \$36 a unit to \$46 a unit for 2012-2013. This mandated increase in fee coupled with expected increases in BOGG Fee Waiver eligibility is expected to generate \$462,261 in additional enrollment fee revenue. It is important to note that Enrollment Fee revenue belongs to the State, and this increase does not result in an increase in revenue for the District.

Local Revenues

The Local Revenue section of the budget contains the District's largest revenue sources outside of Principal Apportionment in the form of Non-resident Tuition. The non-resident tuition line item includes both revenue generated from non-resident tuition and revenue from special Intensive ESL classes for international students. The District increased non-resident tuition for the 2012-2013 year. This increase is expected to result in an increase in revenue of \$939,975 from prior year actuals. The remaining local revenue categories include property taxes, enrollment fees, student fees, interest, rental of facilities and others.

Expenditures

Summary

The General Fund Unrestricted Expenditure budget is where the District accounts for all operational expenditures. The breakdown of expenditures is as follows: 88.13% on salaries and benefits, 10.68% on other operational expenses and services, 0.67% on supplies, .33% on capital, and 0.19% on transfers/financial aid. For 2012-2013, the largest projected increases in expenditures are Salary-Related Increases and One-time Payments (\$1,356,613), Salary Step and Longevity (\$1,081,636), Vacancy List (\$665,903), and Retiree Health and Welfare Benefits (\$300,751), with the largest decrease in expenditure related to course schedule reduction (<\$1,692,116>) to reduce unfunded FTES.

Salary and Benefits

Salary and benefit expenditure projections reflect appropriate step, column and longevity increases for qualified employees. For the proposed adopted budget, changes in salary and benefit line items account for approximately a \$287,372 increase in expenditures from prior year actuals. For 2012-2013, salaries and benefits represent 88.13% of total expenditures and transfers for the District's unrestricted general fund. Consistent with Board principles, these projections do not include any assumptions for [1]layoffs of permanent employees in the 2012-2013 fiscal year.

Supplies, Services, Capital and Transfers

Supplies, Services, Capital and Transfer expenditure projections reflect departmental requests based on operational needs. For the proposed adopted budget, changes in these line items account for approximately a <\$504,243> decrease from prior year actual. For 2012-2013 supplies, service, capital and transfers represent 11.87% of total expenditures and transfers for the District's unrestricted general fund.

The largest line item of non-salary and benefit related expenditure is contracts/services. The Contracts/Services line item in the adopted budget includes:

Rents/Leases (Madison Site, Swimming Pool, Big Blue Bus) 21%, Bank Fees and Bad Debt 12%, Repairs and Maintenance of Equipment 9%, Advertising 7%,

Online Course Management System 6%, Other Contract Services 6%, Legal Services (including Personnel Commission) 6%, Consultants 5%, District Copiers 4%, Postage and Delivery Services 4%, Global Citizenship 3%, Off-Campus Printing 3%, Software Licensing 3%, LACOE Contracts (i.e. PeopleSoft, HRS) 2%, Conferences and Training 2%, Repairs/Improvement of Facilities 1%, Memberships and Dues 1%, Audit 1%, Professional Growth 1% and Other Services (i.e. Mileage, Fingerprinting, Board Meetings, Field Trips) 3%.

RESTRICTED FUNDS

General Fund Restricted (01.3)

This fund represents restricted funding that is received by the District from Federal, State and Local sources. All grants that do not end by June 30, 2013 will be carried over to the 2013-2014 budget, if permissible.

The ending fund balance contains prior year balances from the following programs: Lottery, Contract Education, Parking, Community Services, Health and Psychological Services and the SMC Performing Arts Center. These balances represent revenue recognized and earned in prior years in excess of expenditures and are unavailable for transfer to other programs or funds.

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

Special Reserve Fund (40.0) Capital

This fund is also known as the Capital Expenditures Fund. The major source of revenue for this fund is the non-resident capital surcharge. These funds are used for capital outlay related projects, including the installment payments for the AET Certificate of Participation and any required expenditure matches for scheduled maintenance/physical plant, special repair projects and architectural barrier removal. State funding for capital projects is also accounted for in this fund.

All capital expenditures and revenue in the Special Reserve Fund, as well as Fund 41.0, Fund 42.1, Fund 42.2, 42.3, and 42.4 reflect the total expenditure allocation and the total revenue for all projects, and are not limited to the current year, thus resulting in a zero ending balance. Money in these funds may not be transferred into the general fund.

Earthquake Fund (41.0)

This fund reflects the FEMA and OES funding received and expended as a result of the damage incurred at Santa Monica College from the 1994 Northridge Earthquake. These funds are for the Humanities and Social Sciences (Liberal Arts Replacement) Project, the District's last earthquake project.

Bond Fund Measure U (42.2)

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

Bond Fund Measure S (42.3)

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

Bond Fund Measure AA (42.4)

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

Bond Interest and Redemption Fund (48.0)

This fund is administered by the Los Angeles County Auditor-Controller's Office and reflects the receipt of property tax revenue due to voted indebtedness for bond issues and the payment of interest on those bonds plus the redemption of the bonds that mature within the 2012-2013 fiscal year. This information is provided by the Los Angeles County Treasurer's Office through the Los Angeles County Office of Education.

Student Financial Aid Fund (74.0)

This fund consists of all student financial aid programs (PELL, SEOG, Loans and Cal Grants). The transfer line items reflect a transfer from the Unrestricted General Fund to meet the match requirements of the individual grant programs.

Auxiliary Operations

This budget reflects the revenue and expenditures of the auxiliary operations of the District, namely the Bookstore, the food and vending concessions, and college expenditures in programs such as Athletics, Music, Theatre Arts, the *Corsair* student newspaper and transportation.

CONCLUSION

This is the recommended budget for fiscal year 2012-2013. It assumes passage of Proposition 30 and reflects the best information currently available. It is inevitable that there will be changes during this particular fiscal year. In addition to the usual changes resulting from minor state revenue revisions and internal adjustments, the College is facing devastating mid-year reductions if voters do not approve Proposition 30 in November.

**UNRESTRICTED GENERAL FUND 01.0
2012-2013 ADOPTED REVENUE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL REVENUE	2012-2013 ADOPTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	125,576	127,218	126,921
TOTAL FEDERAL	125,576	127,218	126,921
STATE			
GENERAL APPORTIONMENT	74,962,216	72,321,053	74,405,308
GROWTH	-	-	1,000,641
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	213,590	-
HOMEOWNERS EXEMPT	101,222	101,571	101,571
STATE LOTTERY REVENUE	3,071,618	3,124,856	3,065,720
MANDATED COST RECOVERY	-	-	570,157
OTHER STATE	633,259	642,683	812,336
TOTAL STATE	78,768,315	76,403,753	79,955,733
LOCAL			
PROP TAX SHIFT (ERAF)	1,549,779	739,934	-
SECURED TAX	9,581,287	10,633,722	10,633,722
SUPPLEMENTAL TAXES	92,383	84,532	84,532
UNSECURED TAX	443,088	434,813	434,813
PRIOR YRS TAXES	732,120	889,399	889,399
PROPERTY TAX - RDA PASS THRU	374,175	1,252,763	1,807,045
PRIVATE DONATIONS	83,510	72,418	-
RENTS	125,919	136,393	150,000
INTEREST	192,664	193,413	135,000
ENROLLMENT FEES	13,998,803	11,513,579	11,975,840
STUDENT RECORDS	431,634	428,499	420,100
NON-RESIDENT TUITION/INTENSIVE ESL	24,332,560	24,544,282	25,484,257
FEE BASED INSTRUCTION	150,000	410,269	400,000
OTHER STUDENT FEES & CHARGES	139,084	133,964	131,400
F1 APPLICATION FEES	170,040	330,751	324,300
OTHER LOCAL	482,340	549,220	549,200
I. D. CARD SERVICE CHARGE	866,521	1,037,815	1,017,600
LIBRARY CARDS	140	200	200
LIBRARY FINES	15,000	10,464	11,000
PARKING FINES	190,000	185,230	185,500
TOTAL LOCAL	53,951,047	53,581,660	54,633,908
TOTAL REVENUE	132,844,938	130,112,631	134,716,562
TRANSFER IN	170,540	143,887	135,934
TOTAL REVENUE AND TRANSFERS	133,015,478	130,256,518	134,852,496

UNRESTRICTED GENERAL FUND 01.0
2012-2013 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL EXPENDITURES	2012-2013 ADOPTED BUDGET
INSTRUCTION	23,190,440	22,956,851	24,154,803
ACADEMIC MANAGERS	5,475,177	5,609,726	5,458,060
NON-INSTRUCTION	5,878,973	6,038,634	6,067,119
HOURLY INSTRUCTION	23,307,962	24,270,814	23,114,767
HOURLY NON-INSTRUCTION	3,505,368	3,603,470	3,827,673
FACULTY RETRO AND ONE-TIME PAYMENT	-	-	338,813
VACANT POSITIONS	173,864	-	367,708
VACANCY SAVINGS	(86,932)	-	(183,854)
RESTORATION OF STUDENT SERVICES	744,200	360,532	-
TOTAL ACADEMIC	62,189,052	62,840,027	63,145,089
CLASSIFIED REGULAR	20,056,289	19,889,059	19,890,887
CLASSIFIED MANAGERS	3,809,068	3,992,534	4,125,430
CLASS REG INSTRUCTION	2,925,769	2,917,147	2,756,222
CLASSIFIED HOURLY	1,687,901	1,728,258	1,854,079
CLASS HRLY INSTRUCTION	614,071	489,794	590,031
VACANT POSITIONS	1,158,979	-	723,939
VACANCY SAVINGS	(579,490)	-	(361,970)
RESTORATION OF STUDENT SERVICES	102,295	75,642	-
TOTAL CLASSIFIED	29,774,882	29,092,434	29,578,618
STRS	3,882,940	4,022,059	3,939,453
PERS	3,370,726	3,391,323	3,741,008
OASDI/MEDICARE	2,969,664	2,999,115	2,919,877
H/W	13,110,209	13,017,368	13,054,283
HRA FOR ADMIN, MANAGERS & CSEA MEMBERS-ONE-TIME	-	684,472	-
RETIREEES' H/W	2,559,772	2,532,754	2,833,505
SUI	1,638,836	1,632,323	1,195,460
WORKERS' COMPENSATION	1,370,311	1,389,775	1,329,323
ALTERNATIVE RETIREMENT	500,000	417,745	500,000
BENEFITS REL TO FACULTY RETRO AND ONE-TIME PAYMENT	-	-	41,932
BENEFITS RELATED TO VACANT POSITIONS	266,569	-	240,161
BENEFITS RELATED TO VACANCY SAVINGS	(133,285)	-	(120,081)
RESTORATION OF STUDENT SERVICES	130,498	91,861	-
TOTAL BENEFITS	29,666,240	30,178,795	29,674,921
SUPPLIES	947,872	851,281	931,471
RESTORATION OF STUDENT SERVICES	-	176	-
TOTAL SUPPLIES	947,872	851,457	931,471
CONTRACTS/SERVICES	10,079,198	11,012,791	10,975,354
INSURANCE	913,397	871,706	968,215
UTILITIES	2,940,844	2,795,710	2,884,437
RESTORATION OF STUDENT SERVICES	43,807	1,370	-
TOTAL SERVICES	13,977,246	14,681,577	14,828,006
BLDG & SITES	288,250	-	38,250
EQUIPMENT	1,230,677	1,176,729	347,435
LEASE PURCHASES	72,090	-	67,735
RESTORATION OF STUDENT SERVICES	9,200	-	-
TOTAL CAPITAL	1,600,217	1,176,729	453,420
TOTAL EXPENDITURES	138,155,509	138,821,019	138,611,525
OUTGOING TRANSFER/FINANCIAL AID	252,137	275,973	268,596
RESTORATION OF STUDENT SERVICES	45,000	-	-
TOTAL TRANSFERS/FINANCIAL AID	297,137	275,973	268,596
TOTAL EXPENDITURES & TRANSFERS	138,452,646	139,096,992	138,880,121

UNRESTRICTED GENERAL FUND 01.0
2012-2013 ADOPTED FUND BALANCE BUDGET

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL FUND BALANCE	2012-2013 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS	133,015,478	132,394,547	134,282,339
TOTAL EXPENDITURES AND TRANSFERS	136,193,864	137,126,046	137,833,473
RESTORATION OF STUDENT SERVICES	1,075,000	529,581	-
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	1,599,412	-	1,331,808
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(799,707)	-	(665,905)
OPERATING SURPLUS/(DEFICIT)	(5,053,091)	(5,261,080)	(4,217,037)
ONE-TIME ITEMS			
PRIOR YEAR APPORTIONMENT ADJ	-	213,590	-
MANDATED COST RECOVERY	-	-	570,157
DEFICIT FACTOR TO APPORTIONMENT	-	(2,351,619)	-
HRA FOR ADMIN, MANAGERS & CSEA MEMBERS-ONE-TIME	-	(684,472)	-
FACULTY RETRO AND ONE-TIME PAYMENT WITH RELATED BENE	-	-	(380,745)
FINANCIAL AID SYSTEM	-	(385,359)	-
COMPUTER LAB REPLACEMENTS-DEFERRED FROM 2010-11	(384,077)	(371,534)	-
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	(5,437,168)	(8,840,474)	(4,027,625)
BEGINNING BALANCE***	20,675,673	20,675,673	11,662,215
TRANSFER TO DESIGNATED RESERVE - NET	(2,576,776)	(1,061,989)	1,207,825
ADJUSTMENT TO BEGINNING BALANCE	-	889,005	-
ENDING FUND BALANCE ***	12,661,729	11,662,215	8,842,415
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS**	9.15%	8.38%	6.37%
ENDING FUND BALANCE - UNDESIGNATED	12,661,729	11,662,215	8,842,415
DESIGNATED RESERVE FOR:			
UNFUNDED RETIREE BENEFITS	2,000,000	2,000,000	2,000,000
CLASSIFIED EMPLOYEE WELFARE FUND	-	-	100,000
POSSIBLE MID-YEAR CUT - < \$2 BILLION NEW REVENUE	1,238,608	-	-
NEW FACULTY TO BE HIRED	826,336	1,074,237	167,332
SUPPLEMENTAL INSTRUCTION	500,000	400,920	-
FINANCIAL AID SYSTEM	425,000	-	-
TOTAL	4,989,944	3,475,157	2,267,332
TOTAL FUND BALANCE	17,651,673	15,137,372	11,109,747
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS**	12.75%	10.88%	8.00%

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

*** Fund Balance excludes Designated Reserves.

**UNRESTRICTED GENERAL FUND 01.0
2012-2013 ADOPTED REVENUE BUDGET**

ACCOUNTS	2008-2009 ACTUAL REVENUE	2009-2010 ACTUAL REVENUE	2010-2011 ACTUAL REVENUE	2011-2012 ACTUAL REVENUE	2012-2013 ADOPTED BUDGET
FEDERAL					
FIN AID ADM ALLOWANCES	112,922	111,669	121,269	127,218	126,921
AMERICAN RECOVERY AND REINVESTMENT ACT	-	415,294	-	-	-
TOTAL FEDERAL	112,922	526,963	121,269	127,218	126,921
STATE					
PRINCIPAL APPORTIONMENT	87,063,646	81,667,004	81,732,986	72,321,053	74,405,308
CREDIT REVENUE GROWTH	-	-	2,554,764	-	1,000,641
PRIOR YR APPORTIONMENT ADJ.	1,480,188	675,100	103,957	213,590	-
HOMEOWNERS EXEMPT	94,813	101,768	101,222	101,571	101,571
STATE LOTTERY REVENUE	3,097,994	3,076,260	3,098,011	3,124,856	3,065,720
MANDATED COST RECOVERY	-	270,993	413,930	-	570,157
OTHER STATE	1,224,716	593,863	636,762	642,683	812,336
TOTAL STATE	92,961,357	86,384,988	88,641,632	76,403,753	79,955,733
LOCAL					
PROP TAX SHIFT (ERAF)	1,025,602	1,935,724	1,549,779	739,934	-
SECURED TAX	9,794,419	10,136,023	10,286,796	10,633,722	10,633,722
SUPPLEMENTAL TAXES	183,764	75,884	92,383	84,532	84,532
UNSECURED TAX	408,589	475,136	443,088	434,813	434,813
PRIOR YRS TAXES	416,358	235,666	732,120	889,399	889,399
PROPERTY TAX - RDA PASS THRU	317,365	357,977	374,175	1,252,763	1,807,045
PRIVATE DONATIONS	-	-	253,123	72,418	-
RENTS	69,960	56,919	114,919	136,393	150,000
INTEREST	414,554	234,374	222,864	193,413	135,000
ENROLLMENT FEES	8,244,191	9,945,255	9,595,086	11,513,579	11,975,840
STUDENT RECORDS	305,867	415,482	446,728	428,499	420,100
NON-RES TUITION/INTENSIVE ESL	17,961,185	20,199,343	21,387,129	24,544,282	25,484,257
FEE BASED INSTRUCTION	-	-	259,871	410,269	400,000
OTHER STUDENT FEES & CHARGES	140,060	193,886	143,948	133,964	131,400
F1 APPLICATION FEES	108,580	102,273	128,003	330,751	324,300
OTHER LOCAL	1,021,785	755,437	482,340	549,220	549,200
I. D. CARD SERVICE CHARGE	832,049	889,640	896,822	1,037,815	1,017,600
LIBRARY CARDS	280	160	140	200	200
LIBRARY FINES	17,114	15,247	14,949	10,464	11,000
PARKING FINES	273,447	268,497	196,264	185,230	185,500
TOTAL LOCAL	41,535,169	46,292,923	47,620,527	53,581,660	54,633,908
TOTAL REVENUE	134,609,448	133,204,874	136,383,428	130,112,631	134,716,562
TRANSFER IN	162,613	145,184	147,494	143,887	135,934
TOTAL REVENUE AND TRANSFERS	134,772,061	133,350,058	136,530,922	130,256,518	134,852,496
BEGINNING BALANCE	16,797,976	17,408,758	18,470,103	20,675,673	11,662,215
BEGINNING DESIGNATED RESERVE	2,000,000	2,000,000	2,000,000	2,413,168	3,475,157
ADJUSTMENT TO BEGINNING BALANCE	-	-	-	889,005	-
TOTAL FUNDS AVAILABLE	153,570,037	152,758,816	157,001,025	154,234,364	149,989,868

**UNRESTRICTED GENERAL FUND 01.0
2012-2013 ADOPTED EXPENDITURE BUDGET**

ACCOUNTS	2008-2009 ACTUAL EXPENDITURES	2009-2010 ACTUAL EXPENDITURES	2010-2011 ACTUAL EXPENDITURES	2011-2012 ACTUAL EXPENDITURES	2012-2013 ADOPTED BUDGET
INSTRUCTION	23,070,875	22,953,111	22,757,111	22,956,851	24,154,803
ACADEMIC MANAGERS	4,892,447	5,272,095	5,580,839	5,609,726	5,458,060
NON-INSTRUCTION	5,337,375	5,746,275	5,894,175	6,038,634	6,067,119
HOURLY INSTRUCTION	27,304,843	25,298,301	24,851,260	24,270,814	23,114,767
HOURLY NON-INSTRUCTION	3,301,483	3,418,355	3,588,756	3,603,470	3,827,673
FACULTY RETRO AND ONE-TIME PAYMENT	-	-	-	-	338,813
VACANT POSITIONS	-	-	-	-	367,708
VACANCY SAVINGS	-	-	-	-	(183,854)
RESTORATION OF STUDENT SERVICES	-	236,300	51,861	360,532	-
TOTAL ACADEMIC	63,907,023	62,924,437	62,724,002	62,840,027	63,145,089
CLASSIFIED REGULAR	19,099,152	19,372,790	19,882,179	19,889,059	19,890,887
CLASSIFIED MANAGERS	3,254,311	3,805,018	3,844,842	3,992,534	4,125,430
CLASS REG INSTRUCTION	2,841,378	2,889,770	2,833,721	2,917,147	2,756,222
CLASSIFIED HOURLY	1,885,963	1,669,226	1,717,282	1,728,258	1,854,079
CLASS HRLY INSTRUCTION	690,790	483,922	478,136	489,794	590,031
CLASSIFIED ONE-TIME OFF SCHEDULE PAY/RETRO	329,129	-	-	-	-
VACANT POSITIONS	-	-	-	-	723,939
VACANCY SAVINGS	-	-	-	-	(361,970)
RESTORATION OF STUDENT SERVICES	-	96,232	291,118	75,642	-
TOTAL CLASSIFIED	28,100,723	28,316,958	29,047,278	29,092,434	29,578,618
STRS	4,146,298	3,936,454	3,908,039	4,022,059	3,939,453
PERS	3,124,820	3,336,441	3,249,096	3,391,323	3,741,008
OASDI/MEDICARE	2,841,693	2,875,813	2,947,130	2,999,115	2,919,877
H/W	11,546,784	12,400,909	12,349,193	13,017,368	13,054,283
CALPERS PPO PREMIUM HOLIDAY	-	(901,830)	-	-	-
HRA FOR ADMIN, MANAGERS & CSEA MEMBERS-ONE-TIME	-	-	148,000	684,472	-
RETIREEES' H/W	1,895,557	1,870,564	2,348,543	2,532,754	2,833,505
CALPERS PPO PREMIUM HOLIDAY - RETIREE H & W	-	(220,000)	-	-	-
SUI	344,132	465,123	900,865	1,632,323	1,195,460
WORKERS' COMPENSATION	1,140,082	1,302,437	1,294,230	1,389,775	1,329,323
ALTERNATIVE RETIREMENT	562,302	476,982	485,202	417,745	500,000
BENEFITS REL TO FACULTY RETRO AND ONE-TIME PAYMENT	-	-	-	-	41,932
BENEFITS REL TO NON-FACULTY ONE-TIME OFF SCH PAY	61,613	-	-	-	-
BENEFITS RELATED TO VACANT POSITIONS	-	-	-	-	240,161
BENEFITS RELATED TO VACANCY SAVINGS	-	-	-	-	(120,081)
RESTORATION OF STUDENT SERVICES	-	72,182	136,100	91,861	-
TOTAL BENEFITS	25,663,281	25,615,075	27,766,398	30,178,795	29,674,921
SUPPLIES	909,098	839,780	868,674	851,281	931,471
RESTORATION OF STUDENT SERVICES	-	60,876	162,410	176	-
TOTAL SUPPLIES	909,098	900,656	1,031,084	851,457	931,471
CONTRACTS/SERVICES	11,150,163	9,997,598	9,043,464	11,012,791	10,975,354
INSURANCE	810,921	782,256	924,486	871,706	968,215
UTILITIES	3,107,023	2,991,819	2,754,582	2,795,710	2,884,437
RESTORATION OF STUDENT SERVICES	-	173,354	43,242	1,370	-
TOTAL SERVICES	15,068,107	13,945,027	12,765,774	14,681,577	14,828,006
BLDG & SITES	4,760	30,471	32,346	-	38,250
EQUIPMENT	193,224	191,189	208,956	1,176,729	347,435
LEASE PURCHASES	75,717	-	216	-	67,735
RESTORATION OF STUDENT SERVICES	-	34,822	58,536	-	-
TOTAL CAPITAL	273,701	256,482	300,054	1,176,729	453,420
TOTAL EXPENDITURES	133,921,933	131,958,635	133,634,590	138,821,019	138,611,525
OUTGOING TRANSFER/FINANCIAL AID	239,346	241,473	254,866	275,973	268,596
RESTORATION OF STUDENT SERVICES	-	88,605	22,728	-	-
TOTAL TRANSFERS/FINANCIAL AID	239,346	330,078	277,594	275,973	268,596
TOTAL EXPENDITURES & TRANSFERS	134,161,279	132,288,713	133,912,184	139,096,992	138,880,121
CONTINGENCY RESERVE	17,408,758	18,470,103	20,675,673	11,662,215	8,842,415
DESIGNATED RESERVE	2,000,000	2,000,000	2,413,168	3,475,157	2,267,332
TOTAL	153,570,037	152,758,816	157,001,025	154,234,364	149,989,868

**RESTRICTED GENERAL FUND 01.3
2012-2013 ADOPTED REVENUE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL REVENUE	2012-2013 ADOPTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	570,647	564,868	595,937
FWS-FEDERAL WORK STUDY	553,353	537,374	549,819
RADIO GRANTS	1,620,125	1,094,606	1,706,035
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	53,534	56,367	53,549
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)	490,977	297,161	82,554
FEDERAL CARRYOVERS	2,226,682	2,012,451	1,709,005
OTHER FEDERAL	5,001,178	2,818,282	4,453,717
TOTAL FEDERAL	10,516,496	7,381,109	9,150,616
STATE			
LOTTERY	460,915	738,152	703,608
BASIC SKILLS INITIATIVE	422,233	-	420,248
SFAA-STUDENT FINANCIAL AID ADMIN	702,062	721,342	782,717
EOPS-EXTENDED OPPORTUNITY PROG & SERV	827,320	836,169	820,970
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	55,879	56,762	53,086
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	766,831	1,114,820	804,706
NON-CREDIT MATRICULATION	20,861	21,959	21,959
MATRICULATION	613,223	647,687	646,648
MATRICULATION-TRANSFER RELATED	50,000	50,000	47,500
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	8,696	2,552	8,696
CALWORKS	154,188	172,595	163,965
ENROLLMENT GROWTH	160,937	127,577	118,187
STATE CARRYOVERS	1,257,658	810,899	1,572,999
OTHER STATE	3,800	31,630	101,656
TOTAL STATE	5,504,603	5,332,144	6,266,945
LOCAL			
PICO PARTNERSHIP	151,440	144,405	155,230
HEALTH FEES	1,142,326	1,235,344	1,363,000
PARKING FEES	1,746,196	1,705,966	1,780,000
DONATIONS-KCRW	5,047,836	1,736,379	2,364,514
COMMUNITY SERVICES	707,518	671,112	1,040,000
COUNTY CALWORKS	64,000	64,000	64,000
CONSOLIDATED CONTRACT ED-LOCAL	353,069	43,167	200,070
LOCAL CARRYOVERS	38,139	34,066	327,681
OTHER LOCAL	4,363,651	4,217,245	4,411,832
TOTAL LOCAL	13,614,175	9,851,684	11,706,327
TOTAL REVENUE	29,635,274	22,564,937	27,123,888

RESTRICTED GENERAL FUND 01.3
2012-2013 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL EXPENDITURES	2012-2013 ADOPTED BUDGET
INSTRUCTION	15,288	-	-
MANAGEMENT	1,223,435	1,002,155	1,372,831
NON-INSTRUCTION	1,128,465	1,283,377	1,270,417
HOURLY INSTRUCTION	383,395	147,786	286,703
HOURLY NON-INSTRUCTION	1,228,022	1,279,744	1,338,179
TOTAL ACADEMIC	3,978,605	3,713,062	4,268,130
CLASSIFIED REGULAR	2,405,717	2,379,810	2,333,773
CLASSIFIED MANAGERS	328,316	229,170	390,392
CLASS REG INSTRUCTION	-	-	-
CLASSIFIED HOURLY	1,927,791	1,923,732	1,866,598
CLASS HRLY INSTRUCTION	398,339	230,869	439,630
TOTAL CLASSIFIED	5,060,163	4,763,581	5,030,393
BENEFITS HOLDING ACCOUNT	2,076,475		2,233,706
STRS	-	250,542	-
PERS	-	324,623	-
OASDI/MEDICARE	-	281,923	-
H/W	-	778,484	-
SUI	-	103,371	-
WORKERS' COMP.	-	96,286	-
ALTERNATIVE RETIREMENT	-	51,423	-
TOTAL BENEFITS	2,076,475	1,886,652	2,233,706
TOTAL SUPPLIES	1,181,188	616,106	1,045,652
CONTRACTS/SERVICES	10,532,128	4,804,507	7,133,722
INSURANCE	2,909,000	2,749,680	3,012,000
UTILITIES	231,700	142,272	222,350
TOTAL SERVICES	13,672,828	7,696,459	10,368,072
BLDG & SITES	1,585,000	1,460,492	1,725,000
EQUIPMENT/LEASE PURCHASE	1,454,302	1,020,396	1,668,610
TOTAL CAPITAL	3,039,302	2,480,888	3,393,610
TOTAL EXPENDITURES	29,008,561	21,156,748	26,339,563
OTHER OUTGO - STUDENT AID	626,703	619,390	480,783
OTHER OUTGO - TRANSFERS	170,540	143,887	135,934
TOTAL OTHER OUTGO	797,243	763,277	616,717
TOTAL EXPENDITURES & OTHER OUTGO	29,805,804	21,920,025	26,956,280

**RESTRICTED GENERAL FUND 01.3
2012-2013 ADOPTED FUND BALANCE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL FUND BALANCE	2012-2013 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS	29,635,274	22,564,937	27,123,888
TOTAL EXPENDITURES AND TRANSFERS	29,805,804	21,920,025	26,956,280
OPERATING SURPLUS/(DEFICIT)	(170,530)	644,912	167,608
BEGINNING BALANCE	4,003,398	4,003,398	4,648,310
CONTINGENCY RESERVE/ENDING FUND BALANCE	3,832,868	4,648,310	4,815,918
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	12.86%	21.21%	17.87%

**RESTRICTED GENERAL FUND 01.3
2012-2013 ADOPTED REVENUE BUDGET**

ACCOUNTS	2008-2009 ACTUAL REVENUE	2009-2010 ACTUAL REVENUE	2010-2011 ACTUAL REVENUE	2011-2012 ACTUAL REVENUE	2012-2013 ADOPTED BUDGET
FEDERAL					
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	544,463	526,491	619,408	564,868	595,937
FWS-FEDERAL WORK STUDY	551,852	622,799	505,002	537,374	549,819
RADIO GRANTS	988,620	1,361,188	1,120,125	1,094,606	1,706,035
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	63,502	52,105	53,534	56,367	53,549
TECH PREP	81,405	57,252	69,708	-	-
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)	-	-	428,222	297,161	82,554
FEDERAL CARRYOVERS	1,375,715	1,158,027	1,723,699	2,012,451	1,709,005
OTHER FEDERAL	1,897,927	1,385,556	2,155,891	2,818,282	4,453,717
TOTAL FEDERAL	5,503,484	5,163,418	6,675,589	7,381,109	9,150,616
STATE					
LOTTERY	367,949	421,314	497,315	738,152	703,608
BASIC SKILLS INITIATIVE	-	91,349	-	-	420,248
SFAA-STUDENT FINANCIAL AID ADMIN	629,706	605,970	688,499	721,342	782,717
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,424,488	864,179	827,320	836,169	820,970
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	98,579	58,820	55,879	56,762	53,086
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,512,738	1,032,033	1,154,499	1,114,820	804,706
NON-CREDIT MATRICULATION	47,233	20,962	21,959	21,959	21,959
MATRICULATION	1,223,762	638,242	698,129	647,687	646,648
MATRICULATION-TRANSFER RELATED	67,088	54,629	-	50,000	47,500
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	-	-	4,600	2,552	8,696
CALWORKS	322,783	173,562	162,303	172,595	163,965
ENROLLMENT GROWTH	242,005	122,457	124,516	127,577	118,187
STATE CARRYOVERS	3,105,910	2,869,019	1,157,225	810,899	1,572,999
OTHER STATE	780,128	443,240	246,968	31,630	101,656
TOTAL STATE	9,822,369	7,395,776	5,639,212	5,332,144	6,266,945
LOCAL					
PICO PARTNERSHIP	140,007	153,127	135,203	144,405	155,230
HEALTH FEES	884,710	1,032,598	1,040,589	1,235,344	1,363,000
PARKING FEES	1,637,321	1,279,828	1,795,561	1,705,966	1,780,000
DONATIONS-KCRW	4,048,708	3,177,164	3,836,995	1,736,379	2,364,514
COMMUNITY SERVICES	812,348	747,128	664,103	671,112	1,040,000
COUNTY CALWORKS	72,417	64,000	64,000	64,000	64,000
CONSOLIDATED CONTRACT ED-LOCAL	49,565	74,881	353,069	43,167	200,070
LOCAL CARRYOVERS	728,482	805,943	23,135	34,066	327,681
OTHER LOCAL	2,287,116	2,704,152	4,121,960	4,217,245	4,411,832
TOTAL LOCAL	10,660,674	10,038,821	12,034,615	9,851,684	11,706,327
TOTAL REVENUE	25,986,527	22,598,015	24,349,416	22,564,937	27,123,888
BEGINNING BALANCE	-	-	-	4,003,398	4,648,310
ADJUSTMENT TO BEGINNING BALANCE	-	-	3,627,475	-	-
TOTAL FUNDS AVAILABLE	25,986,527	22,598,015	27,976,891	26,568,335	31,772,198

**RESTRICTED GENERAL FUND 01.3
2012-2013 ADOPTED EXPENDITURE BUDGET**

ACCOUNTS	2008-2009 ACTUAL EXPENDITURES	2009-2010 ACTUAL EXPENDITURES	2010-2011 ACTUAL EXPENDITURES	2011-2012 ACTUAL EXPENDITURES	2012-2013 ADOPTED BUDGET
INSTRUCTION	342,717	220,506	78,905	-	-
MANAGEMENT	1,686,401	1,434,912	1,172,287	1,002,155	1,372,831
NON-INSTRUCTION	1,385,907	1,000,375	1,323,213	1,283,377	1,270,417
HOURLY INSTRUCTION	146,703	421,468	240,474	147,786	286,703
HOURLY NON-INSTRUCTION	2,057,493	1,570,689	1,673,188	1,279,744	1,338,179
TOTAL ACADEMIC	5,619,221	4,647,950	4,488,067	3,713,062	4,268,130
CLASSIFIED REGULAR	2,504,992	2,359,447	2,307,285	2,379,810	2,333,773
CLASSIFIED MANAGERS	367,907	320,940	255,021	229,170	390,392
CLASS REG INSTRUCTION	-	-	-	-	-
CLASSIFIED HOURLY	2,447,461	1,965,992	1,986,322	1,923,732	1,866,598
CLASS HRLY INSTRUCTION	287,990	339,970	268,607	230,869	439,630
TOTAL CLASSIFIED	5,608,350	4,986,349	4,817,235	4,763,581	5,030,393
BENEFITS HOLDING ACCOUNT	-	-	-	-	2,233,706
STRS	408,782	331,598	276,367	250,542	-
PERS	322,418	323,195	322,019	324,623	-
OASDI/MEDICARE	366,184	333,480	303,972	281,923	-
H/W	838,609	688,411	843,071	778,484	-
SUI	26,527	25,119	59,189	103,371	-
WORKERS' COMP.	122,499	110,606	103,159	96,286	-
ALTERNATIVE RETIREMENT	57,495	58,415	62,133	51,423	-
TOTAL BENEFITS	2,142,514	1,870,824	1,969,910	1,886,652	2,233,706
TOTAL SUPPLIES	755,776	652,480	721,959	616,106	1,045,652
CONTRACTS/SERVICES	5,616,217	4,882,853	5,646,547	4,804,507	7,133,722
INSURANCE	2,018,046	2,413,622	2,678,199	2,749,680	3,012,000
UTILITIES	174,215	179,551	270,484	142,272	222,350
TOTAL SERVICES	7,808,478	7,476,026	8,595,230	7,696,459	10,368,072
BLDG & SITES	1,929,592	1,187,335	1,522,788	1,460,492	1,725,000
EQUIPMENT/LEASE PURCHASE	1,239,779	1,205,996	1,132,022	1,020,396	1,668,610
TOTAL CAPITAL	3,169,371	2,393,331	2,654,810	2,480,888	3,393,610
TOTAL EXPENDITURES	25,103,710	22,026,960	23,247,211	21,156,748	26,339,563
OTHER OUTGO - STUDENT AID	720,204	425,871	578,788	619,390	480,783
OTHER OUTGO - TRANSFERS	162,613	145,184	147,494	143,887	135,934
TOTAL OTHER OUTGO	882,817	571,055	726,282	763,277	616,717
TOTAL EXPENDITURES & OTHER OUTGO	25,986,527	22,598,015	23,973,493	21,920,025	26,956,280
ENDING FUND BALANCE	-	-	4,003,398	4,648,310	4,815,918
TOTAL	25,986,527	22,598,015	27,976,891	26,568,335	31,772,198

CAPITAL OUTLAY FUND 40.0
2012-2013 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL	2012-2013 ADOPTED BUDGET
REVENUE			
RENTS	-	148,495	90,000
INTEREST	64,235	113,403	130,800
NON-RESIDENT CAPITAL CHARGE	2,758,527	2,486,483	2,105,543
LOCAL INCOME	-	151,400	151,500
TOTAL REVENUE	2,822,762	2,899,781	2,477,843
EXPENDITURES			
SUPPLIES	60,250	-	50,000
CONTRACT SERVICES	365,369	158,603	425,000
CAPITAL OUTLAY	10,232,341	1,536,799	11,042,420
TOTAL EXPENDITURES	10,657,960	1,695,402	11,517,420
OPERATING SURPLUS/(DEFICIT)	(7,835,198)	1,204,379	(9,039,577)
BEGINNING BALANCE	7,835,198	7,835,198	9,039,577
ENDING FUND BALANCE	-	9,039,577	-

EARTHQUAKE FUND 41.0
2012-2013 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-12 ACTUAL	2012-2013 ADOPTED BUDGET
REVENUE			
FEDERAL/FEMA FUNDING	-	-	-
INTEREST	1,000	8	8
TOTAL REVENUE	1,000	8	8
EXPENDITURES			
CONTRACT SERVICES	-	-	-
CAPITAL OUTLAY	2,263,256	-	2,262,272
TRANSFER OUT	-	-	-
TOTAL EXPENDITURES	2,263,256	-	2,262,272
OPERATING SURPLUS/(DEFICIT)	(2,262,256)	8	(2,262,264)
BEGINNING BALANCE	2,262,256	2,262,256	2,262,264
ENDING FUND BALANCE	-	2,262,264	-

**MEASURE U FUND 42.2
2012-2013 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-12 ADOPTED BUDGET	2011-2012 ACTUAL	2012-2013 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	302,000	222,174	223,400
TOTAL REVENUE	302,000	222,174	223,400
EXPENDITURES			
SUPPLIES	50,000	-	25,000
CONTRACT SERVICES	519,500	12,979	340,000
CAPITAL OUTLAY	23,285,005	78,361	23,541,739
TOTAL EXPENDITURES	23,854,505	91,340	23,906,739
OPERATING SURPLUS/(DEFICIT)	(23,552,505)	130,834	(23,683,339)
BEGINNING BALANCE	23,552,505	23,552,505	23,683,339
ENDING FUND BALANCE	-	23,683,339	-

**MEASURE S FUND 42.3
2012-2013 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL	2012-2013 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	775,000	556,765	555,900
TOTAL REVENUE	775,000	556,765	555,900
EXPENDITURES			
SUPPLIES	100,000	648	100,000
CONTRACT SERVICES	1,627,500	120,303	1,826,500
CAPITAL OUTLAY	58,301,776	530,490	57,789,000
TOTAL EXPENDITURES	60,029,276	651,441	59,715,500
OPERATING SURPLUS/(DEFICIT)	(59,254,276)	(94,676)	(59,159,600)
BEGINNING BALANCE	59,254,276	59,254,276	59,159,600
ENDING FUND BALANCE	-	59,159,600	-

MEASURE AA FUND 42.4
2012-2013 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL	2012-2013 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	1,100,000	738,606	591,300
TOTAL REVENUE	1,100,000	738,606	591,300
EXPENDITURES			
SUPPLIES	100,000	14,612	100,000
CONTRACT SERVICES	2,337,500	184,830	1,667,250
CAPITAL OUTLAY	84,541,901	17,664,965	67,577,650
TOTAL EXPENDITURES	86,979,401	17,864,407	69,344,900
OPERATING SURPLUS/(DEFICIT)	(85,879,401)	(17,125,801)	(68,753,600)
BEGINNING BALANCE	85,879,401	85,879,401	68,753,600
ENDING FUND BALANCE	-	68,753,600	-

INTEREST AND REDEMPTION FUND 48.0
2012-2013 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL	2012-2013 ADOPTED BUDGET
BEGINNING BALANCE	24,467,046	24,467,046	25,560,973
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	24,467,046	24,467,046	25,560,973
REVENUE			
FEDERAL REVENUES	-	1,545,616	-
STATE REVENUES	-	76,780	-
VOTER INDEBTED TAXES	29,669,485	29,312,265	28,477,026
TOTAL REVENUE	29,669,485	30,934,661	28,477,026
TOTAL FUNDS AVAILABLE	54,136,531	55,401,707	54,037,999
EXPENDITURES			
DEBT REDEMPTION	14,515,096	14,515,095	16,152,857
INTEREST CHARGES	15,325,638	15,325,639	15,849,564
TOTAL EXPENDITURES	29,840,734	29,840,734	32,002,421
ENDING FUND BALANCE	24,295,797	25,560,973	22,035,578
**The Bond Interest and Redemption Fund is controlled by the County of Los Angeles Department of Auditor-Controller.			

**STUDENT FINANCIAL AID FUND 74.0
2012-2013 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL	2012-2013 ADOPTED BUDGET
REVENUE			
FEDERAL GRANTS	29,537,561	29,723,124	35,599,989
FEDERAL LOANS	3,000,000	2,428,249	3,300,000
CAL GRANTS	1,004,600	1,391,165	1,504,300
TRANSFER	252,137	273,043	268,596
TOTAL REVENUE	33,794,298	33,815,581	40,672,885
EXPENDITURES			
FINANCIAL AID	33,794,298	33,815,581	40,672,885
TOTAL EXPENDITURES	33,794,298	33,815,581	40,672,885
ENDING FUND BALANCE	-	-	-

**AUXILIARY FUND
2012-2013 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2011-2012 ADOPTED BUDGET	2011-2012 ACTUAL	2012-2013 ADOPTED BUDGET
BEGINNING BALANCE	1,788,840	1,788,840	1,888,758
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>1,788,840</u>	<u>1,788,840</u>	<u>1,888,758</u>
REVENUE			
GROSS SALES	7,142,698	6,324,713	5,523,972
LESS: COST OF GOODS	<u>(4,960,987)</u>	<u>(4,511,555)</u>	<u>(3,871,766)</u>
NET	2,181,711	1,813,158	1,652,206
VENDOR INCOME	567,496	829,318	648,175
AUXILIARY PROGRAM INCOME	<u>266,239</u>	<u>485,796</u>	<u>245,499</u>
NET INCOME	3,015,446	3,128,272	2,545,880
INTEREST	<u>33,300</u>	<u>38,115</u>	<u>27,050</u>
TOTAL REVENUE	<u>3,048,746</u>	<u>3,166,387</u>	<u>2,572,930</u>
TOTAL FUNDS AVAILABLE	<u>4,837,586</u>	<u>4,955,227</u>	<u>4,461,688</u>
EXPENDITURES			
STAFFING	1,237,496	1,173,093	1,129,793
FRINGE BENEFITS	331,643	337,429	337,981
OPERATING	<u>1,995,085</u>	<u>1,555,947</u>	<u>2,040,386</u>
TOTAL EXPENDITURES	<u>3,564,224</u>	<u>3,066,469</u>	<u>3,508,160</u>
ENDING FUND BALANCE	<u>1,273,362</u>	<u>1,888,758</u>	<u>953,528</u>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

District: (780) SANTA MONICA

**Fiscal Year: 2011-2012
Quarter Ended: (Q4) Jun 30, 2012**

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	130,112,631
A.2	Other Financing Sources (Object 8900)	162,613	145,184	147,494	143,887
A.3	Total Unrestricted Revenue (A.1 + A.2)	134,772,061	133,350,058	136,530,923	130,256,518
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	133,921,933	131,958,636	133,634,588	138,821,019
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	239,346	330,078	277,594	275,973
B.3	Total Unrestricted Expenditures (B.1 + B.2)	134,161,279	132,288,714	133,912,182	139,096,992
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	610,782	1,061,344	2,618,741	-8,840,474
D.	Fund Balance, Beginning	18,797,976	19,408,758	20,470,102	23,088,843
D.1	Prior Year Adjustments + (-)	0	0	0	889,005
D.2	Adjusted Fund Balance, Beginning (D + D.1)	18,797,976	19,408,758	20,470,102	23,977,848
E.	Fund Balance, Ending (C. + D.2)	19,408,758	20,470,102	23,088,843	15,137,374
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.5%	15.5%	17.2%	10.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	23,547	23,443	22,545	21,359
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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		18,392,817	17,561,926	8,748,105
H.2	Cash, borrowed funds only		0	0	6,500,000
H.3	Total Cash (H.1+ H.2)	20,184,936	18,392,817	17,561,926	15,248,105

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	130,112,631	130,112,631	100%
I.2	Other Financing Sources (Object 8900)	170,540	143,887	143,887	100%
I.3	Total Unrestricted Revenue (I.1 + I.2)	133,015,478	130,256,518	130,256,518	100%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,155,509	138,821,019	138,821,019	100%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	297,137	275,973	275,973	100%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	138,452,646	139,096,992	139,096,992	100%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-5,437,168	-8,840,474	-8,840,474	
L.	Adjusted Fund Balance, Beginning	23,088,843	23,977,848	23,977,848	
L.1	Fund Balance, Ending (C. + L.2)	17,651,675	15,137,374	15,137,374	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.7%	10.9%		

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: 2010-11								
Year 2: 2011-12								
Year 3: 2012-13			1,089,585	1.25%	434,716	1.25%		
b. BENEFITS:								
Year 1: 2010-11								
Year 2: 2011-12								
Year 3: 2012-13			-1,870,000					

* 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 increased cost of the contract are offset by health care savings resulting from the shift from PERS Care to PERS Choice.

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? 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 General Apportionment for 2011-2012 of at least <\$10,087,522> resulting in a projected reduction in fund balance of <\$8,840,474> which has placed strain on the District's reserves. Other issues that must be addressed:

- 1) The extensive cash deferral mechanism in the State General Apportionment dispersal process is expected to cause the District cash flow issues that may require borrowing and additional borrowing related expenditures.
- 2) The District is currently in negotiations with two of the three collective bargaining units. Any increases in compensation will need to be funded from reserves 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) If the state tax proposition fails, the ensuing workload reduction, projected to be a reduction of <\$6.8> million and <1508> FTES, coupled with the District ongoing operating deficit will require the District take substantial steps to remain solvent.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 6, 2012

APPENDIX B: SANTA MONICA COLLEGE DISTANCE EDUCATION PROGRAM 2011-2012 REPORT

The Santa Monica College Distance Education (DE) Program continues to support the needs of busy students by providing them with options for flexible class schedules as they juggle jobs and family obligations while continuing to pursue their educational goals. Given campus classroom constraints and schedule creation challenges, the online classes also provide the District with a nimble solution to adding additional classes if necessary without having to consider the logistics of classroom availability and room conflict databases. Easing campus and neighborhood congestion and helping to eliminate parking problems has also been an advantage.

Statewide Trends

According to the most recent California Community College Chancellor’s office report* on Distance Education, “in 1995/96 DE course sessions represented only 0.63 percent of all course sessions; today they have grown to represent 9.06 percent of all course sessions”. To further emphasize these growth trends, the Chancellor’s office report mentions that “for DE credit sessions, in 2005/2006 campuses offered 21,407 credit sessions, representing 4.69 percent of total traditional education credit sessions. In 2009/2010, DE sessions increased by 93 percent to represent 9.06 percent of all educational sessions offered”.

The California Virtual Campus (www.cvc.edu) is a website which is a project funded by the California Community College Chancellor’s Office and provides online course and program information for higher education. This website now has 18,973 online classes listed in their database and a total of 167 California-based institutions which offer online classes and programs. This includes data not only for the California Community Colleges but also four-year institutions, continuing education and extension programs (i.e. certificates, etc.) online. Below is a sampling of offerings which has been posted to the cvc.edu website by each institution. It should be noted that the CVC website is used as a resource for students who are shopping for online classes and is a website we refer students to when they are unable to find open/available classes at Santa Monica College.

Institution	Number of DE Classes	Number of Programs
Chapman University	276	10
Coastline Community College	248	40
El Camino Community College	61	0
Glendale Community College	44	0
Mt. San Antonio College	41	0
Long Beach City College	140	0
Mt. San Jacinto College	251	0
National University	1,881	120
Pasadena Community College	64	0
Palomar Community College	479	0
Rio Hondo Community College	56	1
Riverside Community College	108	0
San Diego Miramar Comm. College	258	21
Santa Barbara Community College	175	7
Santa Monica College	250	15
Stanford School of Engineering	197	26
UCLA Extension	276	10
USC	161	46
West L.A. Community College	242	1

*Chancellor’s Office DE report website:
<http://extranet.cccco.edu/Portals/1/AA/DE/FinalDE2011Report.pdf>

Santa Monica College Trends

While sections and enrollments mirror District trends including course reductions, demand for online classes remains high. During the 2011-2012 year, 725 online classes were offered, 57 of which were hybrids. This reflects a drop of 54 classes from the previous year when the District offered 779 sections, 54 of which were hybrids. This decrease in class offerings from the previous year is reflected in a drop in seats and FTES earned. According to a report authored by Hannah Alford from the SMC Office of Institutional Research (including the data in tables 1-6 below) “approximately 12% of all credit course enrollments are in distance education courses. A large majority of the distance education enrollments are in online courses (versus hybrids)” and “in the main terms (fall and spring), approximately 22% of credit students were enrolled in at least one distance education course during the terms and about 30% of credit students enrolled in at least one distance education course during the entire year.” The average percentage of Distance Education classes vs. non DE classes among the California Community Colleges is 10.4%. Coastline CC leads the pack attributing 68.8% of their enrollments as DE. Palo Verde comes in second with 46.9% of their classes flagged as DE.

Table 1: Course Enrollments (Seats) by Course Type

2010-2011				2011-2012			
Online	Hybrid	Total DE	DE % of Total Credit Enrollments	Online	Hybrid	Total DE	DE % of Total Credit Enrollments
23850	1642	25524	12.1%	22037	1523	23560	11.8%

Table 2: Online/Hybrid FTES by Term

Term	2010-2011	2011-2012
Summer	548.069	362.9276
Fall	1073.084	1038.385
Winter	235.735	192.6686
Spring	1125.105	1054.884
Total	2981.992	2648.865

*FTES calculated by dividing the sum of total hours for all enrollment records by 525

An interesting finding from the Office of Institutional Research report is the gender and age differences between our online and traditional non-DE students. Females have higher enrollments in online classes vs. males for the online classes.

Table 3: Breakdown by Gender

Gender	Distance Ed	Non-Distance Ed
Female	57.6%	52.6%
Male	42.4%	47.4%

Table 4: Breakdown by Age Group

Age Group	Distance Education	Non-Distance Education
19 and younger	19.0%	36.5%
20-24	42.8%	36.4%
25-29	16.7%	11.2%
30-39	13.5%	8.7%
40-49	5.4%	3.9%
50 and older	2.7%	3.4%

Table 5: Distance Education Student by Ethnicity/Race

Ethnicity/Race	DE Count	DE Percentage	Non-DE Count	Non-DE Percentage
Asian/Pacific Islander	3064	23.9%	4396	14.7%
Black	1202	9.4%	3071	10.3%
Hispanic	3039	23.7%	10837	36.2%
Native Am/Alaskan	30	0.2%	75	0.3%
Multi-races	485	3.8%	1051	3.5%
White	4346	33.9%	9079	30.3%
Unreported	636	5.0%	1423	4.8%
Total	12802	100.0%	29932	100.0%

Data provided by the SMC Office of Institutional Research – Reporting year: 2011-2012. Numbers are for unique/individual students over a 12-month cycle

The table below is a breakdown of fall 2011 student success and retention data and was provided of the SMC Office of Institutional Research and focuses on the differences between statewide and District trends for both categories. The District continues to improve both retention and success rates for online students with each year.

Table 6: Student Retention and Success

Student Outcomes	Statewide DE	SMC DE	SMC Non DE
Retention	78.15%	81.63%	85.68%
Success	58.36%	66.34%	69.09%

In spite of overall course reductions District-wide, six new online classes debuted this past year many of which satisfied our global citizenship initiative, career and technical education, certificate critical or grant-based projects. The table below lists the new to online classes which debuted this past year.

Course Number/Title	Units	Semester First Offered
Business 81 - Transportation Management	3	Summer 2011
Computer Science 73 - Computer Security Concepts	3	Spring 2012
Geography 8/Urban Studies 8 - Introduction To Urban Studies	3	Spring 2012
Graphic Design 65 - Web Design	3	Fall 2011
Interior Architectural Design 38 - Advance Computer Aided Design and Drafting	3	Spring 2012
Office Technology 31 - Legal Terms and Transcription	3	Spring 2012

With the six new classes launched this past year, there are now a total 216 classes which have been converted for online delivery since the Distance Education Program began in 1998.

The table below is a sample listing the total number of individual classes, by department, which have been converted for online delivery to date. All but four of the twenty-five departments/programs have offered at least one class as an online or hybrid. Of those “non-participating” departments, the curriculum committee has approved classes to be converted in the future (i.e. History of Dance). The departments with the highest number of courses support a very high volume of certificate track and career tech education classes. Many of the other offerings below meet the general education requirements which are very high demand among our online classes and support global citizenship initiatives and also basic skills (English 21A & English 21B).

Department	Total Number of Courses Converted
Life Science	10 Courses Converted
CSIS	50 Courses Converted
History	9 Courses Converted
Kinesiology & Athletics	1 Course Converted
Art (Art History)	9 Courses Converted
Communications	8 Courses Converted
Dance	Non-Participant
Earth Science	3 Courses Converted
Math	Non-Participant
Psychology	3 Courses Converted
Design Technology	17 Courses Converted
Counseling	1 Course Converted (Counseling 20)
Photo/Fashion	1 Course Converted
Cosmetology	Non-Participant
Education	2 Courses Converted
Music	1 Course Converted (Music Appreciation)
Physical Science	4 Courses Converted
Early Childhood Education	11 Courses Converted
ESL	9 Courses Converted
Theater Arts	Non-Participant
Philosophy/Social Science	10 Courses Converted
English	13 Courses Converted
Modern Language	1 Course Converted (Spanish)
Accounting/Business	38 Courses Converted
Health Sciences	8 Courses Converted

Course Management System/Platform (Pearson eCollege) User Data, Metrics & Facts

Of the 23,560 online/hybrid seats used this past year, all but 1,792 were hosted on the SMCOnline (Pearson eCollege) platform. The other “self-hosted” course enrollments can be attributed primarily to our Music 32 Music Appreciation course which relies heavily on students purchasing a content rich music CD and runs through a proprietary platform. For the 21,768 enrollments which are hosted by eCollege, students and faculty users had full access to the Pearson eCollege 24/7/365 helpdesk support (phone, live-chat and email) and faculty had access to the eCollege iSupport team which provides course design and pedagogical support Monday-Saturday by email and toll-free phone.

To provide an idea of traffic, volume and scalability, last year, the SMC MIS Department reported that there are approximately 8,700 Corsair Connect logins daily during non-peak periods (non-enrollment season) most of which are attributed to students accessing their online, hybrid or eCompanion course shells. Below is a thumbnail sketch of enrollments, user data and volume for platform usage.

2011-2012 Enrollments (by seat) - Classes Hosted on Pearson/eCollege

Term	Online Classes	Hybrids	eCompanion
Summer 2011	2610	24	7218
Fall 2011	8344	560	41015
Winter 2012	1533	113	6063
Spring 2012	7842	742	47141
Totals	20329	1439	101437

The eCollege helpdesk receives nearly 4,000 contacts from our District and this number reflects students, faculty and the DE campus administrators.

Helpdesk Contact Data

Highest number of contacts in a single month: October @ 385 contacts

Lowest number of contacts in a single month: December @ 122 contacts (half month = prior to winter break)

Helpdesk Contacts by Media

60% Phone

29% Email

11% Live Chat

Busiest Day for Users: Monday 17.71% (other Pearson/eCollege clients average is 16.60%)

Slowest Day for Users: Saturday 10.20% (other Pearson/eCollege clients average is 10.47%)

Busiest Hour for SMC Users: 10:00 p.m. (900+ unique users with a total of 32,000 minutes)

Slowest Hour for SMC Users: 5:00 a.m. (50+ unique users with a total 3,000 minutes)

11,800 unique Santa Monica College users logged into the SMCOOnline (Pearson eCollege) platform in a single day and the average user session length for an online student was 110 minutes.

Santa Monica College CMS Platform (eCollege) Usage and Load 2010-2012*

Metric	2010	2011	2012	2012 Relative to eCollege Total
Unique Users (high in one day)	10,154	11,291	11,800	1.65%
Usage Minutes (high in one day)	803,292	889,891	946,065	1.26%
Average Usage Minutes per Day	402,958	458,572	477,589	0.85%
% of Active Enrollments Logging In Average Per Day (Online Course)	50%	53%	42%	21%
Average Session Length in Minutes (Online Course)	110	111	110	115

*2012 Report Snapshot period was 1/1/2012-4/18/2012

Distance Education Program & Department Current Projects, Challenges and Solutions

During this past year, several important national, statewide and District issues came to the forefront some of which are detailed below. Tackling these issues with a department staffed by four people who manage thousands of users always invites a creative and team approach. One challenge was to find a creative way to more effectively reach out to our faculty group, so the DE Department launched a quarterly newsletter this past fall highlighting current topics and concerns impacting the distance education community. Topics included building student communities in the online classroom to curb cheating, reminding faculty about the various support services which are available to online faculty for creative course building and improvements, Distance Education student financial aid fraud, and featured articles from faculty contributors on their best practice and classroom management tips.

Distance Education Student Financial Aid Fraud

Challenge: Last fall, the topic of a new type of online student fraud was hitting newswire services and educational periodicals. Bringing this issue to the forefront was an NPR piece <http://www.npr.org/2011/10/05/141070032/thieves-scam-aid-from-online-education-sites> and a warning from the Department of Education which provided a spotlight on an emerging problem. With the growth of distance learning, so has a new way for “students” to exploit DE in order to reap benefits from financial aid.

Solution: The DE department messaged all online faculty about this troubling new trend and reminded them about their obligation and the importance of keeping their rosters clean and dropping no activity and low activity students and ensure students are substantively participating.

The DE department also presented this issue to the DE Committee for its guidance on a solution and also invited both the Dean of Enrollment Services and Associate Dean of Financial Aid to meet with the DE Committee to explore options on how to abate this trend on our campus. As an ongoing project, the DE Committee has been working on crafting a “best practices” recommendation tip sheet to be made available to all online faculty.

This project is still pending and the document on best practices for substantive student participation is in the very early stages of being drafted.

Course Management Options

Project: The DE Department, along with the DE Committee, continues to discuss the most efficient way to assess our needs for our learning management system/course management system including our options and short and long-term goals.

Solution: This has been an ongoing focus and project for the Distance Education Department and Distance Education Committee. A suggestion made by the Distance Education Committee chair was to do a needs assessment by running small focus groups vs. a broader survey of all online faculty and students. The committee raised questions about the potential challenges with doing a needs assessment in this manner since focus groups can be challenging, time consuming and expensive to put into place. As has been the past practice, a more inclusive way to query users would be to create and launch a comprehensive user evaluation survey and offer all online faculty the chance to participate and have their voices “heard”. The next phase would be to quantitatively and qualitatively assess those needs then move forward with exploring other CMS’ and open source options.

The last faculty user survey which was created by the Distance Education Committee was launched in the spring of 2009. Much has changed in the area of online learning and technology over these past three and a half years so an updated faculty and student survey would seem to be in order. While technology evolves at a lightning pace and there are many new promising products and companies on the horizon for both open source and course managements systems, any migration will need to be well planned and carefully executed so it will be as minimally disruptive as possible to faculty and students and cost effective for the District.

Academic Integrity - Cheating and Impersonating

Challenge: Online faculty continue to be faced with the issue of ensuring the academic integrity of their online classrooms. While cheating takes place in both the online and traditional classrooms, there are special pedagogical practices which can be instituted to minimize cheating in online classes. There are several archived webinars available to our faculty who want to learn the best way to curb online cheating. Beyond course pedagogy there are other support networks and technological options available to provide a multi-pronged approach in curbing cheating and impersonating.

Solution: While some disciplines seem to more easily identify plagiarism (i.e. English essay-based classes), the SMC Disciplinarian's office and Honor Council have recently proven to be a great ally to the DE community. To open a discussion on faculty options and support networks on campus, the DE Department invited Deyna Hearn and Esau Tovar to attend a Distance Education Committee meeting to dialogue on what faculty should do in terms of procedure. To that end, several faculty have asked students who they suspect of cheating and impersonating to come to campus or meet via Skype for a discussion. If the Disciplinarian and Honor Council determine academic cheating or other troubling behaviors have been committed, these students are now managed in a very focused and efficient manner. DE faculty have recently commented on how pleased they are to have such wonderful campus allies and that this ongoing discussion and search for solutions has been helpful. It is the hope of the Distance Ed. Dept. and faculty that once the news that consequences will be put into place for academic lapses, such behavior will be curbed. The Distance Education department continues to support online faculty with resources and creative ways to minimize opportunities for student academic dishonesty on a course building and pedagogical level. Many of the faculty training webinars which have been hosted by this department focus on solid course design and other best practices which can be implemented to narrow opportunities for students cheating and impersonation.

Online Course Quality: Faculty Training and Support

Challenge: The Distance Education Committee continues to work on finding a solution to meet the training needs and assess the readiness of online faculty. Many scenarios have been explored including investigating how other California Community Colleges have gone about defining readiness, certifying their faculty and how to implement the best practices recommendations which were created years ago by a subcommittee of the Distance Education committee.

Solution: Supporting faculty in their training needs continues to be ongoing challenge primarily how to find the most ideal venue to reach the highest number of faculty.

The most convenient methodology seems to be via live webinar which has a secondary gain of being captured and saved as an archive. These webinars are led by the eCollege Academic Training Institute and these expenses are covered under our service credit portion of our contract.

This past winter term faculty were invited to attend three eCollege hosted webinars on the topics of "Universal Design", "Designing Effective Online Assessment" and "Design and Implementation Strategies to Promote Academic Integrity."

To date, the DE department has run over a dozen faculty training webinars all of which are now available to all faculty on demand, 24/7/365 for viewing.

Flex day has also been a viable way to meet with and train faculty since these events are campus-wide. Last spring the Distance Education Department hosted a flex day session focused on how to train faculty on how to use the new faculty duper tool. The session was well attended and the tool itself is slowly being embraced by faculty who wish to be able to move their own content forward from semester to semester.

Summary

The Distance Education program, supported by a department of four staff (Multimedia Specialist, Senior Student Services Specialist, Student Services Specialist and Associate Dean), continues to work with the District and our course management system (eCollege) in trying to support a growing community of student and faculty users. Online education is a rapidly changing technology-based environment and an exciting and dynamic one at that. In spite of ongoing and new challenges each year, including a troubling fiscal forecast, we continue to strive to meet the needs of all users as creatively, efficiently and effectively as possible.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 6, 2012

APPENDIX C: REPORT: FINANCIAL AID AND SCHOLARSHIPS

I. Introduction

Financial Aid and Scholarships oversees 18 different aid programs—with funding provided by federal, state, institutional, and private sources. While Financial Aid and Scholarships will provide over \$45,000,000 of assistance this year, the primary focus of the operation goes beyond the awarding and disbursing of aid. The true goal of the operation is helping students succeed in their academic endeavors. Financial aid is very important to the thousands of students that receive aid – assisting with paying for fees, books, and supplies, or helping cover transportation, child care, and living expenses. We also know, from an enrollment development perspective, that early notification of Board of Governors (BOG) Enrollment Fee Waiver awards and federal aid awards is often a factor in the decision to attend SMC.

This report will cover the status of Financial Aid at SMC over the past seven years; will address the state of financial aid during the current economic downturn; will look at the technology changes in financial aid; and finally, will examine the recent regulatory changes in federal and state financial aid.

II. Financial Aid Student Profile

The size of the Financial Aid student population has substantially grown in recent years. In 2011-12, 44.3% of all credit students received some type of assistance. Only 2.1% of those receiving aid are non-residents. Financial Aid serves all segments of the population, including California residents, non-California residents, and even international students, who do receive scholarships. Students from most socio-economic segments receive financial aid—with an ever growing number of middle and upper-middle income families requesting help for their children. In addition, a look at the demographics of aid recipients in previous fall terms clearly shows the diversity of the Financial Aid student population.

Financial Aid Recipient by Ethnicity/Race

	Fall 2006		Fall 2007		Fall 2008		Fall 2009		Fall 2010	
	Count	%								
Asian/Pacific Islander	963	11.4%	1,115	12.2%	1,138	11.1%	1,350	11.1%	1,438	10.9%
Black	1,509	17.8%	1,617	17.7%	1,817	17.7%	2,121	17.5%	2,043	15.5%
Hispanic	3,187	37.6%	3,417	37.4%	3,928	38.2%	5,046	41.5%	5,914	44.8%
Native Am/Alaskan Nat	48	0.6%	55	0.6%	55	0.5%	47	0.4%	36	0.3%
Other, Non-White	266	3.1%	290	3.2%	350	3.4%	206	1.7%	--	--
White	1,880	22.2%	1,965	21.5%	2,222	21.6%	2,564	21.1%	2,787	21.1%
Two or More Races	--	--	--	--	--	--	--	--	399	3.0%
Decline to State/Unreported	619	7.3%	679	7.4%	783	7.6%	813	6.7%	527	4.0%
Total	8,472	100%	9,138	100%	10,293	100%	12,147	100%	13,212	100%

The average “paid amount” to students (counting only grants, loans, and work study) has been increasing—going from \$3116 in 2004-05 to \$3638 in 2008-09 and then to \$3897 in 2011-12. Many students, though, receive considerably more than these amounts—with current Pell awards up to \$5550/year, Cal Grant B awards at \$1473/year, Federal Work Study awards beginning at \$2500, and first year “Subsidized” Stafford Loans at \$3500. SMC students with the greatest need can actually receive a total grant package exceeding \$7000—with Pell, Cal B, and SEOG grants. The income threshold for Pell Grant eligibility has also been gradually increasing, with \$19,000 as the current (approximate) limit for single independent students and \$57,000 as the current (approximate) parental income limit for a dependent student in a two parent/two child household.

For non-residents, Pell and Stafford Loans are almost always applied to non-resident fees and books. For California residents, federal and state aid is more likely to be used (primarily) for books/supplies, room & board, and transportation expenses.

III. Financial Aid Applicants, Recipients, and Total Aid

The SMC Financial Aid Office has seen an explosion of federal aid applications over the past five years. Driven by the nation’s economic downturn, the number of federal aid applicants has more than doubled—going from 16,171 students in 2007-08 to 39,206 students in 2011-12. 2012-13 promises to continue this trend, with SMC already receiving federal aid applications for over 38,000 students—by the first day of the Fall 2012 semester. (See chart below.)

Federal Financial Aid Applicants: 2002-03 through 2012-13

Academic Year	Number of Federal Aid Applicants
2012 - 2013	38,161*
2011 - 2012	39,206
2010 - 2011	32,215
2009 - 2010	26,042
2008 - 2009	20,392
2007 - 2008	16,171
2006 - 2007	15,546
2005 - 2006	18,033
2004 - 2005	16,507
2003 - 2004	16,034
2002 - 2003	15,810

* Through 8/27/2012

With more students applying for assistance, the office has responded with more awards—and more financial aid. As with the number of aid applications, the total financial aid has more than doubled since 2007-08. That year, the office generated \$20,085,514 of financial assistance. In 2011-12, total financial aid exceeded \$45,000,000. For 2012-13, all indicators lead to an even higher amount of financial assistance for SMC students. (See chart below regarding “Total Financial Aid.”) In addition, the number of students receiving financial aid continues to grow, with almost 19,000 students receiving some type of financial aid in 2011-12. (See chart below regarding “Financial Aid Recipients.”)

Total Financial Aid: 2002-03 through 2011-12

Academic Year	Total Aid
2011 - 2012	\$45,186,315*
2010 - 2011	\$39,484,636
2009 - 2010	\$33,533,842
2008 - 2009	\$24,403,380
2007 - 2008	\$20,085,514
2006 - 2007	\$18,423,845
2005 - 2006	\$18,027,843
2004 - 2005	\$16,202,508
2003 - 2004	\$13,196,229
2002 - 2003	\$12,688,418

* Through 8/24/2012

Financial Aid Recipients: 2004-05 through 2011-12

Academic Year	Total Aid Recipients	% of SMC Students Receiving Aid
2011-12	18,923	44.3%
2010-11	17,557	37.8%
2009-10	16,092	32.4%
2008-09	14,051	27.7%
2007-08	12,293	26%
2006-07	11,255	24.5%
2005-06	10,877	23.7%
2004-05	9,909	22.1%

IV. Pell Grants and BOG Enrollment Fee Waivers

SMC's two major aid programs, the Federal Pell Grant Program and the Board of Governor's (BOG) Enrollment Fee Waiver Program, have certainly seen dramatic increases over the past five years. In 2011-12, over 8620 students have received Pell Grants—to date. (Late 2011-12 aid applicants are still submitting verification documents, so this number will increase.) Again, this is more than twice the number of students that received Pell Grants in 2007-08. In addition, the addition, the total Pell dollars has increased from just under \$11 million to almost \$29 million.

The BOG Enrollment Fee Waiver Program has seen unprecedented growth, as well, with a 50% increase over the five year span between 2007-08 and 2011-12. For 2011-12, the total number of students with classes waived by the BOG Waiver Program has grown to over 18,000. (See *BOG Stats below*.)

Pell Grant Statistics: 2005-06 through 2011-12

Academic Year	Number of Students	Amount Paid
2011 / 2012	8620*	\$28,660,003
2010 / 2011	7691	\$26,105,070
2009/ 2010	6448	\$21,320,224
2008 / 2009	5052	\$14,575,948
2007 / 2008	4160	\$10,957,399
2006 / 2007	3733	\$9,255,219
2005 / 2006	4144	\$9,643,904

*Through 8/24/2012

BOG Fee Waiver Statistics: 2005-06 through 2011-12

Academic Year	Number of Students Awarded	Number of Students who had Fees Waived	Total Dollars Waived
2011 / 2012	30335	18732	\$10,834,375
2010 / 2011	25769	17266	\$7,421,973
2009 / 2010	22331	15790	\$6,460,966
2008 / 2009	18375	13747	\$4,575,640
2007 / 2008	15518	12017	\$4,036,700
2006 / 2007	14475	11053	\$4,306,968
2005 / 2006	11761	10653	\$4,675,255

V. Delivery of Grant Checks

Over the past seven years, the SMC Financial Aid Office has substantially improved its operation. Many of these changes—which include providing grants in winter sessions, using technology to help with aid program administration, attending to long-deferred regulatory and compliance matters, and improving communication with students—are addressed later in this section. However, the office’s primary, and most visible, contribution to student success is in the awarding and distributing of student aid.

Historically, student awards and grant checks had not been processed on a timely basis—impacting especially, low income students and others with limited resources. Therefore, in Spring 2005 the entire delivery system was redesigned, electronic solutions were created, and internal verification policies were modified—resulting in expedited awards beginning Fall 2005. Financial Aid then changed the long standing SMC policy of mailing the first fall checks in the third or fourth week of the term. With the help of Business Services in August of 2005, a new check delivery process was implemented—which led to SMC students getting Pell, SEOG, and Cal Grant checks by the first week (and usually by day #1) of the semester—for the first time in SMC history. These early disbursements have been maintained, with each year seeing record early check disbursements for both fall and spring terms. (See tables below.)

Fall Check Disbursement Comparisons: Fall Semesters 2005 to 2012

	1st Week of Fall Check Disbursement Data	Fall Mid-Term “Full Payment” Disbursement Data
Fall 2012	5348 grant checks / \$3,637,358	TBD
Fall 2011	5043 grant checks* / \$3,444,246	7971 grant checks / \$5,803,662
Fall 2010	4050 grant checks* / \$2,616,447	7009 grant checks / \$4,944,943
Fall 2009	3866 grant checks* / \$2,479,186	5642 grant checks / \$3,786,827
Fall 2008	3286 grant checks* / \$1,907,256	4986 grant checks / \$2,753,514
Fall 2007	3032 grant checks / \$1,504,480	4741 grant checks / \$2,670,580
Fall 2006	2286 grant checks / \$1,148,255	3503 grant checks / \$2,008,303
Fall 2005	2452 grant checks / \$1,239,342	4270 grant checks / \$2,179,963

Spring Check Disbursement Comparisons: Spring Semesters 2006 to 2012

	1st Week of Spring Check Disbursement Data	Spring Mid-Term “Full Payment” Disbursement Data
Spring 2012	8414 grant checks / \$6,363,120	7857 grant checks / \$5,806,793
Spring 2011	6762 grant checks / \$5,236,438	7934 grant checks / \$5,495,371
Spring 2010	6266 grant checks / \$4,344,128	6295 grant checks / \$4,252,982
Spring 2009	5271 grant checks / \$2,976,455	5188 grant checks / \$2,927,093
Spring 2008	4731 grant checks / \$2,427,367	4352 grant checks / \$2,287,607
Spring 2007	4400 grant checks / \$2,199,815	3940 grant checks / \$1,985,799
Spring 2006	4721 grant checks / \$2,290,829	4241 grant checks / \$2,167,171

VI. Technology

Financial Aid not only is the most regulated segment of academia, but it is also the most technology driven area—with tremendous federal (and state) data processing and fund management requirements. It daily receives federal aid applications and processes Free Applications for Federal Student Aid (FAFSA) corrections. Incoming applications must be reviewed for default and overpayment issues. It must also originate federal Pell Grants and Direct loans and report each disbursement before a check is issued. Students who withdraw from classes after payment must be assessed for overpayments. For students who withdraw from all classes, SMC often needs to return the “school share” of their Title IV aid. SMC needs to check with the National Student Loan Data System (NSLDS) before awarding and disbursement. Staff log into a host of federal websites (on a daily basis)—including NSLDS, Pell Grant (COD), the Direct Loan Program (COD), and FAA Access.

For years, the Financial Aid Office struggled with the limitations of processing federal aid with the free Federal EdExpress software. EdExpress, which is a Microsoft Access based software system, could not handle SMC’s large number of federal aid applications—even when the college was receiving federal aid applications from “only” 16,000 students in the 2007-08 school year. There was obviously a need for a more robust system and the college moved to Regent Financial Aid software from 2009-10 through 2011-12. Regent allowed SMC to improve the communications with student aid applicants, but by 2010-11 the limitations in Regent Financial Aid software became apparent.

Banner Financial Aid Software

In spring of 2011, discussions between SMC and Sungard Higher Education (now called Ellucian) began—regarding the implementation of the financial aid module of the Banner integrated software system. Although the standard Banner implementation would include the full complement of modules—an agreement was reached for SMC to only implement the Financial Aid module and a small portion of the Student and Finance modules.

Beginning in Fall of 2011, with Lee Johnston as the project coordinator, SMC and Sungard Higher Education fast-tracked the implementation of the Banner products and actually went live—with the 2012-13 processing year—by April of 2012. For most weeks, the small group of SMC staff met with the SunGard team for three full days—as they programmed the software and set up the hardware and processing needs of the system.

With the help of the Board of Trustees, which approved the contract with Sungard Higher Education, SMC now has a “state of the art” financial aid processing system that will improve the processing of federal aid applicants and help SMC with federal and state regulatory compliance matters.

Financial Aid Portal

In addition to the implementation of Banner Financial Aid software, Lee Johnston’s IT team also designed a “financial aid portal” as part of Corsair Connect. There, students can check the status of their federal aid application, see which documents or actions are required, view their financial aid awards—and the disbursements of those awards.

VII. Regulatory Updates for 2012

Federal financial aid programs are influenced by the political landscape in Washington (and Sacramento), and as a result, we regularly see new policies and procedures, fund management rules, and changes in existing programs. The Obama Administration has been very active on the regulatory front, focusing on program integrity and what many perceive as abuses by “for-profit” institutions.

Federal Pell Grant Program

Several changes have been made in the Pell Grant Program for the 2012-13 school year, including the following:

- Pell Grants capped at 600%. Students can now only receive a Pell grant for 6 full time years. Schools are required to inform students who have used 450% or more of their eligibility.
- The Pell Payment schedule has changed for some students. Students with high need still get the same maximum Pell—which is \$5550/ year. Students with moderate need are seeing a reduction in their Pell awards.
- Two Pell Grants in one year funding eliminated

Federal Need Analysis Formula

- The “adjusted gross income” eligible for an “auto zero” family contribution was reduced from \$31,000 to \$23,000. (Note: students with an “auto zero” family contribution receive the maximum Pell Grant.)

Federal Direct Subsidized Loans

- The interest rate of 3.4% was reinstated for 2012-13.
- The Direct Lending (DL) interest rebate is discontinued, so the DL loan fee will be 1%.
- The 6-month Grace Period no longer applies to the interest rate for Subsidized Stafford Direct loans. Interest on Subsidized Direct Loans begins accruing immediately when the student is no longer enrolled at least ½-time. The 6-month Grace Period for repayments for both Subsidized and Unsubsidized loans has not changed.
- Graduate students are no longer eligible for Subsidized loans.
- 3-year Cohort Default Rates become effective with the 2009 “Official” Cohort Rates release in 2012. This is a change from the historic 2-year cohort rates which looked at borrowers for two years after they went into repayment. Cohort rates will rise. The threshold, though, for sanctions go to 30%.
- Proposal to reduce eligibility for subsidized loans to 150% of program length (3 years for 2-year program/6 years for 4-year program.)

Federal Ability to Benefit

- Students who enroll in college for the first time after July 1 must have a high school diploma, its equivalent as determined by the state, a GED certificate or have completed a home schooling program. Previously, students could demonstrate their “ability to benefit” (ATB) from a college education by taking an ATB test or by completing 6 units of college level work.

Federal Gainful Employment Regulations

- Schools with vocational programs are required to provide data regarding loan debt and program completion rates. In addition, they are required to provide data regarding students finding jobs in the field of study.

Federal IRS Data Retrieval

- Students and families can now verify income by selecting the IRS data retrieval option on FAFSA.
- However, traditional IRS deadline (April 15) and FAFSA priority deadline (March 2) remain.

Federal SAP (Satisfactory Academic Progress)

- Requires the standard use of certain terms: Financial Aid Warning (when student is not meeting minimum qualitative or quantitative standards), Financial Aid Probation (when student's appeal has been approved for one term), Pace of Progress (maintaining a completion rate that will ensure completion of student's educational goal within the maximum time frame.)
- Requires progress assessment after every payment period (Fall, Spring, and Summer)
- Specifies what student's appeal must include

Cal Grants tied to Federal Student Loan Default Rate

- Schools with default rates of 15.5% and less than 30% graduation rates cannot participate in the Cal Grant program in 2012
- Schools with fewer than 40% of students taking out federal loans are exempt. (SMC and most other California Community Colleges have much less than 40% borrowing rates.)

Cal Grant B and Cal Grant C Award Reductions

- Cal Grant B awards reduced from \$1555/year to \$1473/year
- Cal Grant C awards reduced from \$555 to \$547

Dream Act (AB 131)

- Qualifying students may be eligible for Cal Grants, BOG Waivers, and EOPS benefits in Spring 2013
- Dream Act Application available on line at California Student Aid Commission's website.

VIII. Conclusion

Financial Aid plays an important role in student services at Santa Monica College, annually providing aid to over 44% of the full time credit population. Over 18,000 students received some type of financial assistance in 2011-12--with total financial aid exceeding \$45,000,000. Financial Aid figures for 2012-13 will likely exceed those from 2011-12.

As the college moves forward with its Master Plan and other initiatives, the Financial Aid Office continues to proactively seek strategies to meet student demand and help students succeed.