

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

SEPTEMBER 2, 2014

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
(Business Building Room 111)

Regular Public Meeting
Board Room (Business Building Room 117)

The complete minutes may be accessed on the
Santa Monica College website:
<http://www.smc.edu/admin/trustees/meetings/>

IV. **PUBLIC COMMENTS**

David Burak
Alexander Abramoff
Nancy Morse

V. **SUPERINTENDENT'S REPORT**

- Opening of Fall 2014 Semester

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS**

- #1 Issuance and Sale of SMCCD General Obligation Bonds and Approving Certain Other Matters Relating to the Bonds
- #2 Resolution Authorizing Reimbursement of Qualified Project Expenditures in Contemplation of a Future Tax-Exempt Financing
- #3-A Public Hearing – 2014-2015 Budget
- #3-B Adoption of 2014-2015 Budget
- #4 2013-2014 Quarterly 311Q
- 5 Report: SMC Distance Education 2013-2014 Report
- #6 Second Reading: Board Policy Section 3120, Equal Employment Opportunity and Nondiscrimination in Employment

VIII. **CONSENT AGENDA**

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

Approval of Minutes

- #7 Approval of Minutes: August 5, 2014 (Regular Meeting)

Grants and Contracts

- #8 Contracts for KCRW
- #9 Contracts and Consultants

Human Resources

- #10 Academic Personnel
- #11 Classified Personnel – Regular
- #12 Classified Personnel – Limited Duration
- #13 Classified Personnel – Non Merit

Facilities and Fiscal

- #14 Authorized Signatures Resolution
- #15 Acceptance of Grants and Budget Augmentation
- #16 Gann Limit, 2014-2015
- #17 Facilities
 - A Construction Escrow Agreement – Health, PE, Fitness, Dance and Central Plant
 - B Award of Bid – 14th Street Warehouse Project
 - C Change Order No. 8 – Information Technology Relocation
 - D Change Order No 2 – AET Campus and Parking Structure A
 - E Change Order No. 1 – 1510 Pico Electrical Project
 - F Revocable Access License Agreement – AET Campus and Parking Structure A
 - G Subcontractor Substitutions – AET Campus and Parking Structure A
 - H Project Close Out – Student Activities Building Switchgear Replacement
 - I Agreement for Disposition of Three Coral Trees

- #18 Commercial Warrant Register
- #19 Payroll Warrant Register
- #20 Auxiliary Payments and Purchase Orders
- #21 Providers for Community and Contract Education
- #22 Organizational Memberships, 2014-2015
- #23 Purchasing
 - A Award of Purchase Orders
 - B Award of Contracts

IX. **CONSENT AGENDA – *Pulled Recommendations***

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

X. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. **INFORMATION**

- 24 Schedule of Board of Trustees Meetings, 2015

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, October 7, 2014** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

APPENDIX A: 2014-2015 Budget

APPENDIX B: 311Q

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2014

V. SUPERINTENDENT'S REPORT

Opening of Fall 2014 Semester

- Opening day was Thursday, August 28th; VIP Welcome Day for new students and parents was Friday, August 29th.
- The campus community and neighbors were notified about the first day of classes and students were encouraged to park at college shuttle lots.
- Lines at Admissions and Records, Financial Aid and the Bursar's Office are being managed.
- There is a new bus stop on Pico Boulevard in front of the college.
- New initiatives to deal with softening enrollment such as increased communication with students, as well as marketing initiatives, including radio ads and social media, have been successful in increasing enrollment. Currently, enrollment is about ½ percent behind Fall 2013. The plan is to make up any shortfall in enrollment in fall by increasing FTES for winter 2014.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 2, 2014

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 1

SUBJECT: ISSUANCE AND SALE OF SANTA MONICA COMMUNITY COLLEGE DISTRICT GENERAL OBLIGATION BONDS, 2008 ELECTION, 2014 SERIES B, IN AN AGGREGATE PRINCIPAL AND DENOMINATIONAL AMOUNT NOT TO EXCEED \$145,000,000, CERTAIN OF WHICH ARE PROPOSED TO BE ISSUED IN THE FORM OF CAPITAL APPRECIATION BONDS AND CONVERTIBLE CAPITAL APPRECIATION BONDS PROVIDING FOR THE COMPOUNDING OF INTEREST, AND APPROVING CERTAIN OTHER MATTERS RELATING TO THE BONDS

SUBMITTED BY: Vice-President, Business/Administration

SUMMARY: The District is planning to issue \$145,000,000 from 2008 Election (Measure AA) for the Media and Technology Complex–Academy Site, PE/Health/Fitness Dance building, Information Technology relocation, Environmental Performance-Central Plant, Madison East Wing seismic upgrade, Fire Alarm and Security System, Replacement Math and Science Extension building, and Student Services building.

AB182 requires that when a district issues bonds that allow for the compounding of interest, including, but not limited to, capital appreciation bonds, the resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item.

**RESOLUTION OF THE BOARD OF TRUSTEES OF
SANTA MONICA COMMUNITY COLLEGE DISTRICT
AUTHORIZING REIMBURSEMENT OF
QUALIFIED PROJECT EXPENDITURES
IN CONTEMPLATION OF A
FUTURE TAX-EXEMPT FINANCING**

WHEREAS, the Board of Trustees (the “**Board**”) of Santa Monica Community College District (the “**District**”) has determined the necessity to provide a number of improvements and to engage in the construction, equipping and furnishing of certain of its facilities outlined in the project list approved by the requisite fifty-five (55%) of the voters of the District at an election held within the District’s boundaries on November 4, 2008 (collectively, the “**Capital Projects**”); and

WHEREAS, the Board now anticipates the need for the District to borrow moneys on a tax-exempt basis through the issuance of general obligation bonds (the “**Tax-Exempt Obligations**”), in order to fund the Capital Projects; and

WHEREAS, in contemplation of the issuance of the Tax-Exempt Obligations to finance some or all of the Capital Projects, the Board desires to adopt this Resolution in order to permit reimbursement of qualified project expenditures described herein made prior to the date of issuance of the Tax-Exempt Obligations;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF SANTA MONICA COMMUNITY COLLEGE DISTRICT HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:

Section 1. Reimbursement of Qualified Project Expenditures. The Board presently intends and reasonably expects to have the Tax-Exempt Obligations issued on its behalf no later than 18 months of (i) the date of the expenditure of moneys, if any, made with respect to the Capital Projects or (ii) the date upon which the Capital Projects for which expenditures are to be reimbursed is placed in service or abandoned, whichever is later (but in no event more than 3 years after the date the original expenditure of such moneys is paid), and to allocate an amount of the proceeds thereof to reimbursable expenditures in connection with the Capital Projects, as may be qualified under the provisions of Section 1.150-2 of the Treasury Regulations of the Internal Revenue Service (the “**Reimbursable Expenditures**”). All of the Reimbursable Expenditures covered by this Section were paid not earlier than 60 days prior to the date of this Resolution or constitute preliminary expenditures within the meaning of Section 1.150-2 of the Treasury Regulations. The Board intends to allocate within 30 days after the date of issue of the Tax-Exempt Obligations, the proceeds therefrom to reimburse the District for the Reimbursable Expenditures. With respect to the proceeds of the Obligations allocated to reimburse the District for prior expenditures, the Board hereby covenants not to employ an abusive device under Treasury Regulation Section 1.148-10, including using within one year of the reimbursement allocation, the funds corresponding to the proceeds of the Tax-Exempt Obligations in a manner that results in the creation of replacement proceeds, as defined in Treasury Regulation Section 1.148-1, of the Tax-Exempt Obligations.

The above provisions are made solely for the purpose of establishing compliance with the requirements of said Section 1.150-2 of the Treasury Regulations. This provision does not bind the District or the Board to make any expenditure, incur any indebtedness, or proceed with the financing, acquisition or construction of the Capital Projects.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3-A

SUBJECT: **PUBLIC HEARING - 2014-2015 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the 2014-2015 budget.

OPEN PUBLIC HEARING: 7:53 p.m.
MOTION MADE BY: Rob Rader
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Walzer)

PUBLIC COMMENTS: None

CLOSE PUBLIC HEARING: 7:54 p.m.
MOTION MADE BY: Nancy Greenstein
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Walzer)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **2013-2014 FOURTH QUARTER FINANCIAL 311Q REPORT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge submittal of the fourth quarter financial 311Q report as of June 30, 2014 required by the Chancellor's Office (see Appendix B).

MOTION MADE BY: Nancy Greenstein

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Absent

AYES: 7

NOES: 0

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 2, 2014

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 5

SUBJECT: SANTA MONICA COLLEGE DISTANCE EDUCATION 2013-2014 REPORT

SUBMITTED BY: Vice-President, Academic Affairs

The SMC Distance Education 2013-2014 Annual Report provides an update on the trends, successes and challenges that the Distance Education (DE) program faced this past year.

Unless otherwise stated, all data in this report is specific only to DE classes which are delivered asynchronously via the internet or, as defined by the Chancellor’s Office as “delayed interaction, internet-based” category. In terms of delivery methods specific to Distance Education, the CCC Chancellor’s Office cites that online asynchronous education represents 94% of all delivery methods.

The numbers in the table below reflect statewide and District FTES for online classes by year. The increasing and decreasing enrollment numbers are due to shifts mostly in funding and include data from a six-year cycle. Year 2008-2009 was the largest year at SMC for online FTES at 3,141 while 2009-2010 was the largest year on a statewide level reporting 103,156 FTES. This past year, SMC grew back to 2011-2012 in terms of FTES.

Statewide and SMC FTES DE Breakdown by Year*

Year	Statewide DE FTES	SMC DE FTES
2008-2009	91,247	3,141
2009-2010	103,156	2,895
2010-2011	101,861	2,850
2011-2012	96,588	2,511
2012-2013	55,924	2,390
2013-2014	81,959	2,559

*Source: CCCCO Datamart

According to the Office of Institutional Research (OIR), DE offerings continue to represent an average of 21.91% of overall credit enrollments annually. The table below represents the duplicated headcount, i.e. the number of enrollments or “seats” used by students in online courses. Actual unique student headcount for online classes is 10,885. 2,223 students maintained an online-only schedule, and 8,662 students maintained a combination of online and on-campus coursework.

Distance Education Students by Location: Percentage of Overall District Credit Enrollments **

Fall Term	2009	2010	2011	2012	2013
Percentage	21.4%	21.16%	22.3%	22.9%	21.8%

**Source: SMC Office of Institutional Research – duplicated headcount

In terms of statewide enrollment trends among the California Community Colleges, Santa Monica College continues to maintain its place among the top five largest online programs. This information is included to demonstrate the size of the SMC online program compared to other institutions and how those other institutions are increasing or decreasing their online offerings as SMC moves into what is becoming a highly competitive and crowded market. Institutions are trying to find new ways to increase enrollments locally, nationally and internationally.

Pulling data from the California Community College Chancellor's Office data-mart, the table below illustrates the placement of the state's ten largest DE programs using the fall 2013, 2012 and 2011 FTES statistics as a sampling of the ebb and flow of online program growth and enrollments over a three-year cycle. SMC moved down from the third to fifth position during this past year with American River College occupying the number one position for the past two years and Coastline College holding strong in the number two spot.

California Community Colleges FTES Rankings of DE Programs

Ranking	College	FTES FALL 2013	FTES FALL 2012	FTES FALL 2011
1	American River	1,283.82	1,204.35	1,164.96
2	Coastline	1,162.88	1,099.90	1,197.09
3	San Joaquin Delta	1,078.55	930.84	1,064.78
4	Foothill	1,072.69	881.42	967.7
5	Santa Monica	952.51	937.38	985.99
6	Modesto	931.17	835.96	922.88
7	Santa Barbara	893.63	827.76	766.23
8	Mira Costa	861.35	847.01	723.44
9	Rio Hondo	731.2	824.54	733.7
10	Mt. San Jacinto	740.41	775.96	809.92

*Source: CCCC Datamart

Santa Monica College Distance Education (Online/Hybrid) Course Offerings

Over the past year, the District began to move out of the statewide budget crisis and increase course offerings overall. This can be reflected in the increased number of online and hybrid sections compared to the previous year. Below is a breakdown comparing the number of sections per term over a three-year academic cycle. This past year online offerings increased by 94 to a total of 857 sections. This is attributed primarily to a robust winter and spring schedule. Hybrid classes typically represent less than 5% of all offerings annually.

Number of Online Sections Offered by Semester

Term	2011-2012	2012-2013	2013-2014
Summer	86	119	112
Fall	296	315	335
Winter	55	72	72
Spring	299	292	338
Total	736	798	857

The table below illustrates the changes in offerings over a seven year time-frame. 2013-2014 represents the second largest year since the college began to offer online classes. The highest year was 2008-2009 which peaked at 950 sections.

Number of Online Sections – Seven Year Overview

Year	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Sections	826	950	802	737	736	798	857

SMC online classes have continued to remain in high demand in spite of growing competition among the community colleges who now have established their own foothold in the arena of online education. SMC online classes are in high demand, fill quickly and consistently hold their enrollments throughout the enrollment cycle. It is noteworthy to mention that online classes are rarely, if ever, part of that cancelled due to low enrollment.

eCompanion provides use of the eCollege platform and suite of tools to supplement traditional on-campus classes. All faculty teaching “on ground,” face-to-face classes have access to this robust tool to provide syllabi, host online discussions, provide additional course reference material, and communicate efficiently with their students. As illustrated in the table below, many faculty take advantage of eCompanion.

Enrollments (by seat) - Classes Hosted on eCollege/Pearson Learning Studio**

Term	Online Classes	Hybrids	ECompanion
Summer 2013	3,553	36	30,649
Fall 2013	7,157	957	62,112
Winter 2014	2,262	36	8,607
Spring 2014	9,302	713	82,565
Annual Totals	22,274	1,742	183,933

**The seat-counts in the table above represent the majority (@ 97%) of all of our online classes. All but three online classes use eCollege. Music 32 “Appreciation of Music” is only offered via a proprietary platform and a few computer science sections each term are offered on the instructor’s website.

Who Are SMC’s Online Students? An Update on Demographics

The SMC Office of Institutional Research recently provided the DE department with an updated demographics report through fall 2013. This data below represent two groups—students taking a fully online schedule and those taking a combination of online and on-ground classes (“mixed schedule”).

Table 1: Age Range and Schedule Patterns – Fully Online Schedule vs. Mixed/On-Ground and Online Schedule*

Age Range	Fully Online Schedule	Mixed Schedule
19 or Younger	6.1%	22.6%
20-24	28.2%	52.8%
25-29	25%	13.4%
30-39	24.9%	7.1%
40-49	10.1%	2.1%
50 or Older	5.7%	3.0%

Table 2: Percentage and Count: Gender and Schedule Patterns Fully Online Schedule vs. Mixed/On-Ground & Online Schedule

Gender	Fully Online Schedule	Mixed Schedule
Female	61.0% (1,357)	55.8% (4,834)
Male	39.0% (886)	44.2% (3,828)

Table 3: Ethnicity and Schedule Patterns Fully Online Schedule vs. Mixed/On-Ground and Online Schedule

Ethnicity	Fully Online Schedule	Mixed Schedule
Asian/PI	17.1%	19.4%
Black	11.3%	7.6%
Hispanic	27.0%	25.9%
Native Am	0.4%	0.1%
White	36.6%	24.6%
Multi-Race	4.7%	3.5%
Unreported	2.9%	18.9%

Distance Ed Student Residence Status

Location	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013
California	97.2%	97.6%	98.0%	97.8%	82.6%
Out-of-State	2.3%	2.3%	1.9%	2.0%	6.3%
Foreign	0.5%	0.1%	0.1%	0.1%	0.2%

In relationship to the college’s online student population and residency status, it is important to note that the federal legislation regarding state authorization is moving forward but doing so with much debate. The Department of Education is expecting that all institutions who deliver their coursework online seek authorization to legally offer distance education classes to students in a state in which is it not physically located. While the various stakeholders in this initiative continue to clarify expectations, rulings, and deadlines on compliance, the SMC DE department monitors the situation via the CCC Chancellor’s Office and the “state authorization reciprocity agreement” (SARA) team. The team includes “Western Cooperative for Educational Technologies” and “Western Interstate Commission for Higher Education” (WCET-WICHE) who continues to advocate for educational institutions. With so many states each with their own individual requirements, authorization is an onerous and expensive venture. Some institutions have hired full-time state compliance officers who have the sole duty of managing authorization with each state and insuring they are current on changes. Prices vary for authorization but can run into thousands of dollars for annual certification. Some local community colleges (e.g., Pasadena City College and Las Positas) have decided that due to the low number of students served outside of California, they forgo the expensive and laborious certification processes and restrict students from outside their state from taking online classes. In the fall of 2013 there were seventy-five students identified as being “out of state” enrolled in SMC online classes. The District will, at some point, need to decide if serving these students is cost-effective once the state authorization mandate is clarified and becomes law.

Student Retention and Success

According to the Chancellor’s Office data-mart, the disparity between student success and retention rates continues to narrow between the traditional, campus classroom and the online classroom. Details on DE vs. face-to-face success and retention rates are reflected in the table below. While student success and retention rates for online classes fluctuate over terms, rates continue to improve.

SMC DE vs. Non-DE Retention and Success Rates*

Student Outcomes	Statewide DE	SMC DE	SMC Non DE
Retention	80.32%	82.24%	83.46%
Success	60.71%	69.35%	67.90%

*Source: CCCCO Datamart – fall 2013

Update: Online Course Offerings

All but three SMC departments, Math, Theater Arts and Cosmetology, now offer at least one online or hybrid class on a regular basis. There is a wide array of general education, transferrable classes as well as a large representation from the Career Technical Education areas including certificate programs.

As of the spring 2014, nearly 250 courses had been converted by faculty for online delivery. The District continues to add new courses each year to provide options to students. These include courses that are part of certificates, emerging programs and technology such as CS 73 “Computer Security Concepts,” new programs such as public policy, as well as new options to fulfill general education requirements. During 2013-2014 the District added eight new classes to its online program.

New Online Classes 2013-2014

Course Number	Course Title	Year/Semester First Offered
Bus47/Couns47	Personal Finance for Students	Spring 2014
CIS 70	Social Media Applications	Spring 2014
CS 87	Python Programming	Spring 2014
EDUC 2	Early Childhood through 12 th Grade	Spring 2014
PolSci 31	Introduction to Public Policy	Spring 2014
AHIS 18	Introduction to African Art History	Fall 2013
CS 73	Computer Security Concepts	Fall 2013
Dance 5	Introduction to Dance History	Fall 2013

Supporting and Sustaining Growth: Managing a Virtual Metropolis

The 857 sections per year are taught by an average of 175 faculty members each semester. Of those 175 faculty members approximately 44% are full-time and 56% are part-time instructors.

Insuring that these faculty members are building high quality online courses that support student success is an ongoing priority for the District. And, on a more granular level, the Distance Education department and the Distance Education Joint Senate Committee are charged with deciding how to provide training options.

The SMC DE department consists of four staff: the Associate Dean, a Multimedia Specialist, and two Student Services Specialists. Given the small size of the DE staff and the large number of faculty and students supported, the college’s course management system (CMS), eCollege/Pearson Learning Studio, is relied upon heavily. Their services include, but are not limited to, hosting all current content, archiving of previous course content (including student work and all records and grades), and offering 24/7/365 technical support to the entire community of instructors and learners. The helpdesk services also support eCompanion users which represent over 800 faculty and 20,495 students (unique users) each term. In terms of the volume handled by the helpdesk support, last year there were over 4,000 helpdesk contacts from the campus, 75% of which were by phone (vs. email or live chat).

During Spring 2014 the Distance Education Multimedia Specialist offered five on-campus trainings for faculty wanting to use eCompanion and learn how to master the tools of the eCollege/Pearson Learning Studio platform. The goal is to bring new users to the community and utilize the CMS wherever feasible to maximize use of the eCollege platform.

To support the District’s core value of sustainability, a great effort was put forward in encouraging faculty to use the eCollege platform to house as many documents as possible and consider moving to a paperless classroom whenever feasible including posting, rather than printing, their course syllabi. With over 21 million impressions printed a year by the reprographics unit, which includes syllabi, it is more efficient and sustainable to move to posting documents online whenever possible.

As part of the eCollege/Pearson Learning Studio contract, the college is provided with valuable service credit which is used in the form of faculty training via webinars on topics relevant to online teaching and the use of supplemental educational technology in the traditional classroom. These faculty training webinars provide a convenient way for instructors to participate in training not only as live sessions but, if their schedule prohibits attending in real time, the sessions are archived for viewing at a more convenient time and are available for review as well.

This past year eight webinars were offered as live sessions and then archived and added to the webinar library which now consists of 32 one-hour sessions. The trainings the DE department provided is listed below. Many of the sessions were specific to deploying enhancements and new tools from eCollege/Pearson Learning Studio that provide additional options for faculty and methods to stay current with online pedagogy and technology.

Training Webinars for Online and eCompanion Faculty 2013-2014

1. From On-Ground to eCompanion: Using eCompanion for teaching and fostering higher learning.
2. Group-Work Using Pearson Learning Studio: Learning how to use the eCollege features and tools to promote group-work, collaboration and support engagement of learners in the online and on-campus classroom.
3. Grading with Rubrics: Why it is important to create rubrics to insure quality teaching, how to create them, use them, and grade with them in LearningStudio. (New tool release)
4. Gradebook Import/Export and Attendance Tool: Learn how to use the eCollege Pearson Learning Studio option whereby faculty can now upload (vs. the previous download-only option) files containing student grades such as from an Excel spreadsheet directly into Learning Studio, providing ease of use with the gradebook. Attendance tool allows faculty to use eCompanion to quickly and easily take attendance and keep these records for ongoing use. (Two new tool releases)
5. Enhanced Course Scheduler Tool: Allows instructors to schedule dates one time then have those dates into additional course shells including upcoming semesters. A system-wide solution for faculty vs. having to set dates each semester. A “set it and forget it” option. (New tool release)
6. Academic Integrity – Using the new integrated version of “Turn-It-In”: Seamless, single sign-on integration for students and faculty to access the Turn-It-In website directly from inside their online, hybrid, and eCompanion course shells. Students no longer have to go to the vendor website but can just click a link inside their eCollege course to submit their assignments. Faculty now enjoy the same ease of access. (New tool/integration release)
7. Gradebook Q&A: Best practices on using the eCollege/Pearson Learning Studio gradebook to provide students with instant and ongoing feedback as they progress through their classes. Session includes general tips for gradebook set up, entering comments, using the rubrics tool, and viewing student activity. Includes the newest Learning Studio enhancement which streamlines item creation and making items gradable. (Enhancement release)
8. Neuroscience+Learning Design+Education Technology=Education 3.0: Dr. Jeff Borden presents what neo-millennial learning can and should be. From game changers based on cognitive science to meaningful uses of data to personalization to best practices found in education psychology and support for it all through technology platforms and frameworks. What technology and bells and whistle do and do not work in the online classroom and what reaches today’s learners.

Insuring Online Faculty Readiness and Supporting Student Success

The DE Department constantly strives to meet the evolving technological and pedagogical training needs of faculty so they are better prepared to support the success of their students. In terms of an overarching goal, the department has been challenged with how to best insure faculty are “ready for prime time” at the time that they receive their first online teaching assignment. The DE Dept. has been working with the Distance Education Committee to put a formal certification process in place.

The two stakeholders, the DE Dept. and DE committee have had many robust discussions over the past seven years on how to establish a readiness process. While progress on realizing the project of DE faculty readiness or “certification” has been slow, during the spring of 2014 the DE Dept. and DE committee agreed upon a DE Faculty Readiness pilot to debut fall 2014. Funded in part by Academic Affairs and The Center for Teaching Excellence, a model from Cypress College will be followed whereby eligible faculty are provided with tuition-free access to the Chancellor’s Office four-week @ONE foundation course (online) titled “How to Learn and Teach Online”. To supplement the @ONE online class component, there will be four, three-hour, on campus, faculty-led mentoring sessions during which learners can apply their pedagogical experience from the @ONE class while learning how to effectively use our course management system (eCollege) tools and resources. Applicants were referred by their department chairs. This pilot is set to accommodate 30 faculty members. This will be an interesting journey, and it is the hope of many that this is the first step in moving closer to actually certifying SMC online faculty. Having a faculty readiness/certification in place would help the District insure preparedness for accreditation and would also serve the District well if it is to be part of the “Open Education Initiative” (OEI), detailed later in this report.

Thinking Outside the Box: Maximizing CMS Usage in Innovative Ways

Beyond supporting thousands of online, hybrid, and eCompanion shells tied to classes, the DE department utilizes the eCollege/Pearson Learning Studio resources in other creative ways. There are now approximately 30 shells used as collaborative workgroups for faculty. This past year a special project was also launched whereby eCollege hosts the Modern Language Lab orientation which supports students in taking their lab orientation online and providing important user report metrics to faculty on student readiness for the language lab. Many departments have their own shells which they use to share teaching materials and serve as virtual communities focusing on student success strategies. This past year use of the eCompanion shells has been expanded to include tutoring resources by providing access to Supplemental Instruction leaders who work with their faculty and students enrolled in science (including STEM), Math, English, Business, Econ, CIS and Modern Language.

Ongoing Projects - Course Management System Needs Assessment

During the spring of 2014, the Distance Education Committee and DE Dept. wanted to learn more about a new Course Management System called “Canvas.” The vendor was invited to campus to give the DE committee and all other interested DE faculty a tour of this new CMS. The session was a very well attended. The platform was demonstrated and a Q&A session followed. To keep the momentum going on the exploration of this CMS, the vendor offered to provide DE committee faculty with a “sandbox” or private shell to test the platform at their leisure. The vendor had also offered to provide virtual meetings should the committee have further questions and to provide an option to discuss ongoing questions about their product.

Another activity related to the CMS needs assessment project was the creation of a new Distance Education student survey. After several semesters of discussion among DE committee members, a student survey was authored and deployed. This was achieved with the assistance of the Office of Institutional Research (OIR) and by using the Chancellor's Office survey as a guide. According to the OIR summary, 570 students responded to the survey which represents a 5.3% response rate. The OIR confirmed that this was a solid number of participants reaping reliable information on students' attitudes toward online learning and rating the value of the platform tools among other measured variables.

In terms of student satisfaction levels, 73.3% reported being very satisfied with their course and 42.7% reported being satisfied. When asked how likely they would be to take another DE course at SMC, 68.5% responded "very likely" with 17.4% responding "likely". Other interesting survey findings included:

- 65% of the respondents were taking one online course during spring 2014
- 23% of the respondents were taking two online courses during spring 2014
- 6% of the respondents were taking three online courses during spring 2014
- 7% of the respondents were taking four or more online courses during spring 2014

Of this pool of respondents, 61% of the respondents identified as having been enrolled in an online class prior to the current term, and 39% responded that this was their first online course.

After many years absence, the California Community College Chancellor's Office resumed its process of querying all CCC DE faculty via their own survey. Santa Monica College opted in as participants. The survey was distributed to DE faculty directly from the Chancellor's Office late in the spring semester. The results will be specific to SMC and also provide a statewide comparison in what should be a comprehensive report on faculty opinions on being an online instructor, their use of technology, and feedback on their institution's course management system and their related services.

Another serendipitous change on the horizon which could impact CMS decision-making is the recent formation of the OEI "Open Education Initiative." According to their website (<http://ccconlineed.org/about>), "The mission of the California Community Colleges Online Education Initiative (OEI) is to dramatically increase the number of California Community Colleges (CCC) students who obtain college associate degrees and transfer to four-year colleges each year by providing online courses and services within a statewide CCC Online Education Ecosystem (OEE). Special attention will be given to ensuring retention and success through basic skills support and other support services, especially for underserved and underrepresented cohort groups."

Participating community colleges should be able to reap many benefits if the current plan is realized. One of many objectives of this project is to identify a single course management system to deliver all coursework through the OEI. There are also discussions about migrating content over to the new CMS, funding for training faculty on how to use their CMS, as well as insuring all coursework meets minimum quality standards via a certification process. Also in the plans are tutoring, test proctoring, and impersonation and identity fraud solutions.

While the fall 2014 OEI pilot has been pushed back, possibly to spring 2015, there are many outstanding items which need to be put into place before this project can launch. A few of these items include: a way to centralize cut scores, a common assessment, and methods to accept enrollment dates for classes across the participating CCC's. Once these unknown factors are resolved, the Santa Monica College might find participating in the OEI an effective way to remain competitive in the DE market.

To summarize, there seem to be many changes on the horizon for online learning. Educational technology is changing at a rapid pace. Vendors, including MOOC companies and publishers, are seeing great monetary value in jumping into the online teaching arena and are flooding in with many new, exciting options and ideas. To curb one's enthusiasm is the encroaching hand of the Department of Education as they move forward with new initiatives and laws which will affect the way all educational institutions offer their coursework. A third variable will be how California realizes and manages its ambitious goal of a centralized online educational consortia via the OEI, given how high the stakes are in insuring it succeeds. As is always the case in online education, it is an exciting and dynamic area in academia. Never boring.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **SECOND READING - BOARD POLICY SECTION 3120, EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION IN EMPLOYMENT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Section 3120, Equal Employment Opportunity and Nondiscrimination in Employment.

SUMMARY: The recommended revisions to Board Policy 3120 reflecting Chancellor’s Office regulations were approved by the DPAC Human Resources Planning Subcommittee and approved by DPAC on June 25, 2014. The revised policy combines former policy sections 3120 and 3122.

Board Policy Section 3120: Equal Employment Opportunity and Nondiscrimination in Employment

The Santa Monica Community College District is committed to the principles of equal employment opportunity. The District will provide equal employment opportunity in accordance with all applicable federal, state, and local laws, and will implement a comprehensive program to put those principles into practice.

No person shall be subjected to unlawful discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin (including language and accent), religious creed, age, sex, gender, physical disability, mental disability, ancestry, sexual orientation, citizenship status, gender identity, gender expression, familial status, marital status, socio-economic status, military and veteran status, genetic information, or medical condition. No person shall be subjected to discrimination on the basis of these actual or perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Board commits the District to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District will strive to achieve a workforce that reflects and welcomes diversity to ensure an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

The Board of Trustees approves the Equal Employment Opportunity Plan and assumes overall responsibility for the success or failure of the Plan. The Board delegates to the Superintendent/President the responsibility for implementing this policy consistent with all applicable provisions of the Education Code and Title 5. The Equal Employment Opportunity Plan will be maintained to ensure principles that conform to all applicable federal, state, and local laws.

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Absent
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2014

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #7-#23.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #8, #9, #10, #11, #15, #17-A, #17-B, #22, #23

Approval of Consent Agenda excluding #8, #9, #10, #11, #15, #17-A, #17-B, #22, #23

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 8, Contracts for KCRW

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 9, Contracts and Consultants

MOTION MADE BY: Barry Snell
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 10, Academic Personnel

MOTION MADE BY: Rob Rader
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 11, Classified Personnel - Regular

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 2, 2014

VIII. CONSENT AGENDA

IX. CONSENT AGENDA – Pulled Recommendations (continued)

Recommendation No. 15, Acceptance of Grants and Budget Augmentation

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 17-A, Facilities – Construction Escrow Agreement

MOTION MADE BY: Rob Rader
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 17-B, Facilities – Award of Bid, 14th Street Warehouse Project

MOTION MADE BY: Rob Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

Recommendation No. 22, Organizational Memberships, 2014-2015

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

Recommendation No. 23-B, Purchasing – Award of Contracts

MOTION MADE BY: Rpb Rader
 SECONDED BY: Louise Jaffe
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

RECOMMENDATION NO. 7 APPROVAL OF MINUTES

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

August 5, 2014 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 CONTRACTS FOR KCRW

Requested by: Jennifer Ferro, Director, KCRW Radio Station

Approved by: Donald Girard, Senior Director, Government Relations/Institutional Communications

Provider/Contract	Term/Service	Amount
1. National Public Radio	<p>Programming Fees: Carry-over expenses of final quarter of Federal year, July 1,– September 30. 2014</p> <p>Institutional membership</p> <p>Program Acquisition</p> <p>Annual one-time Interconnect fee (for access to Content Depot)</p> <p>Monthly Interconnect charges (Upload of KCRW programs to NPR Network)</p> <p>Studio usage/ISDN lines/engineering time for various KCRW programs.</p>	<p>Payable upon billing; \$223,661.50 Carry-Over expenses</p> <p>Not to exceed \$13,000 Membership</p> <p>Not to exceed \$870,657 Program Acquisition</p> <p>Not to exceed \$9,000 Annual Interconnect</p> <p>Not to exceed \$25,000 Monthly interconnect</p> <p>Not to exceed \$15,000. Studio usage</p> <p>Funding Source: CPB Grant and KCRW donations</p>
2. Corporation for Public Broadcasting	<p>Acceptance of grant monies.</p> <p>CSG @ approx. 73%; NPPAG @ approx. 26%</p> <p>Grant Period of October 1, 2014 – September 30, 2016; KCRW will expend this grant between October 1, 2014 – September 30, 2015</p>	<p>Rough Estimate: \$1,095,218, as of August 20, 2014</p>
3. KCRW Foundation, Inc.	<p>KCRW/SMC acceptance of equipment Donation; including, but not limited to:</p> <p>List of donations on file at KCRW and Office of Fiscal Services</p> <p>Period: June 1, 2013 – June 30, 2014</p>	<p>Fiscal Year 2013-2014: \$283,806</p>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 CONTRACTS AND CONSULTANTS

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

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 approval or 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	Qless	September 1, 2014- September 1, 2017 \$35,157	QLess is a mobile app that enables remote queuing for campus services for students, decreasing long lines and perceived wait times. Reminders regarding appointments can also be emailed and texted to students to help ensure students keep the appointments they have made. QLess enables the college to map Student IDs to transaction types within the QLess database. QLess, a hosted solution offers a web services layer that allows SMC's ISIS/ERP system to interact real-time and integrates directly into the student portal (both mobile and desktop versions of CC are supported).	Student Success and Support Program (SSSP) Account

Requested by: Kiersten Elliott, Dean, Enrollment Services

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

B	Community Radio, Inc., a California Corporation	September 1, 2014- October 8, 2023 \$396.59 for 2014; increasing to \$696.59 on January 1, 2015, with CPI increases annually starting on January 1, 2016.	Site use agreement for KCRW with Community Radio for space on Gibraltar Peak, County of Santa Barbara, California for the installation, operation and maintenance of radio station equipment.	KCRW Donations
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Requested by: Jennifer Ferro, Director, KCRW Radio Station

Approved by: Donald Girard, Senior Director, Government Relations/Institutional Communications

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
C	Mark Morale Design	September 1, 2014- June 30, 2015 Not to exceed \$50,000	Consultant will provide services for Alumni Relations' campaign strategy including design, production, and implementation. Consultant will develop, design, and create brand engagement materials for promoting alumni identity, engagement, and future alumni outreach. Consultant will also coordinate and oversee web design, online user experience, web content and design integration for digital infrastructure implementation. Finally, Consultant will design services to promote a cohesive integrated alumni brand and identity.	2014-2015 District Budget/ Campus and Alumni Relations
D	VineUp, LTD	October 1, 2014- September 30, 2015 Total: \$0 (First Year) (Note: This is a one-year trial period, renewal of the annual contract and fee to be determined)	Consultant will provide a limited license for use of a white labeled version of a private online skill share and mentoring community platform for current and future alumni. Platform connects alumni members for mentoring and career development opportunities through integration with leading social networks (including Facebook and LinkedIn) and various other technologies.	2014-2015 District Budget/ Campus and Alumni Relations

C and D

Requested by: Deirdre Weaver, Project Manager, Campus and Alumni Relations

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **CONTRACTS AND CONSULTANTS** *(continued)*

Provider/Contract	Term/Amount	Service	Funding Source
E Jennifer Jeanne Jones	September 1, 2014- June 30, 2015 Not to exceed \$2,000	Ms. Jones will provide artistic scenic design and creation for Theatre Arts productions.	District Budget/ Theatre Arts Department (100%)
<p><i>Requested By: Perviz Sawoski, Theatre Arts Department Chair</i> <i>Approved By: Georgia Lorenz, Vice President, Academic Affairs</i></p>			
<p>Acceptance of Cash Match for Small Business Development Center (SBDC) Grant, granted by Small Business Administration (SBA) and Long Beach Community College Lead Center (LBCC), approved by the Board of Trustees on February 4, 2014.</p>			
F City of Los Angeles District 11 Office	July 1, 2014 – June 30, 2015 Cash Match provided by City of Los Angeles District 11 Office: \$27,216	<p>As mandated by the SBA Service Agreement, each SBDC service center is required to provide cash match for the grant received by the SBA/LBCC. As such, the SMC SBDC will provide satellite services at the City of Los Angeles District 11 Office for a \$27,216 cash match. An SMC SBDC consultant will conduct one-on-one business consulting, attend business development meetings, and provide one workshop per month on marketing, legal, financing, accounting and other topics as needed.</p> <p>Restricted fund 01.3 Revenue 8800 Local Income \$27,216</p> <p>Expenditures 2000 Non-instructional Salaries 25,038</p> <p>3000 Employee Benefits \$2,178</p>	n/a
<p><i>Requested by: Sasha King, Acting Director, Small Business Development Center</i> <i>Approved by: Georgia Lorenz, Vice President, Academic Affairs</i></p>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

EFFECTIVE DATE

APPOINTMENT

Shimizu, Jeffery, Interim Executive Vice President

Effective Date: Pending STRS approval of reinstatement after retirement

ELECTION (correction)

Murphy, Dawn, Project Manager, Mental Health Grant (50%)

09/02/14-6/30/15

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 2, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

Instructional Technology Services Manager (1 position) 09/03/14
 Information Technology, 12 months
 Range 20 on the Classified Manager Schedule

Instructional Technology Services Manager – Entertainment Technology (1 position) 09/03/14
 AET, 12 month,
 Range 20 on the Classified Manager Schedule

Risk and Insurance Coordinator (1 position) 09/03/14
 Risk Management, 12 months, 40 hours
 Range 45 on the Classified Salary Schedule

Student Services Specialist – Educational Planning and Curriculum (1 position) 09/03/14
 Counseling/Academic Affairs, 12 months, 40 hours
 Range 30 on the Classified Salary Schedule

ESTABLISH

Student Services Assistant (1 position) 09/03/14
 CalWorks Office, 12 months, 20 hours

Student Services Specialist – Admissions & Records (1 position) 09/03/14
 Admissions and Records, 12 months, 40 hours

ABOLISH

Costume Designer (1 position) 09/03/14
 Theatre Arts, 11 mos, 30 hrs

SALARY REALLOCATION

Executive Coordinator – District and Board of Trustees 09/01/14
 From: Range 39 on the Confidential Salary Schedule
 To: Range 41 on the Confidential Salary Schedule

POSITION INCREASE IN WORK CALENDAR /PERMANENT

From: Student Services Clerk, EOP&S, 11 mos, 20 hours (2 positions) 09/03/14
 To: Student Services Clerk, EOP&S, 12 mos, 20 hours

ELECTIONS

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Smith, Adriene 09/03/14
 From: Insurance Program Specialist, Risk Management, 12 months, 40 hours
 To: Risk and Insurance Coordinator, Risk Management, 12 months, 40 hours

REASSIGNMENT OF PERMANENT EMPLOYEE

Glaves, Paige 08/06/14
From: Administrative Secretary, Academic Senate, 11 mos, 20 hrs, 50%
Administrative Secretary, Title V, 11 mos, 20 hrs, 50%
To: Administrative Secretary, Title V, 11 mos, 40 hrs, 100%

PROMOTION

Chavira, Cristina 08/12/14
From: Accounting Specialist II, Fiscal Services
To: Accounts Payable Supervisor, Business/Administration

Colimitras, Kathleen 09/08/14
From: Administrative Secretary, TRIO11 mos, 20 hours
Administrative Secretary, Sustainability, 12 mos, 20 hours
To: Administrative Assistant II, Human Resources, 12 mos, 40 hours

Chung, Sandy 09/03/14
From: Assistant Director of Human Resources, Human Resources
To: Director of Human Resources, Human Resources

Monzon, Karen 08/14/14
From: Personnel Technician, Personnel Commission
To: Personnel Analyst, Personnel Commission

Vaccaro, Maria Belen 09/15/14
From: Student Services Assistant, Latino Center/AACC, 12 mos, 40 hours
To: Student Services Specialist – Financial Aid, Financial Aid, 12 mos, 40 hours

PROBATIONARY

Borella, Jonathan, Disabled Student Services Assistant, DSC 09/02/14
Markarian, Sandra, Instructional Assistant – English Department 09/04/14
Roberts, Iotha, Students Services Clerk, Admissions & Records 09/02/14
Thomas, Lori, Administrative Clerk, Human Resources 09/22/14

PROBATIONARY/ADVANCE STEP PLACEMENT

Arps-Bumbera, Meredith, Instructional Assistant – English Department (Step B) 09/04/14
Chen, Connie, Student Services Clerk, EOP&S (Step C) 08/18/14
Juan, Mercedes R., Accompanist Performance, Music Department (Step C) 09/02/14
Ortega, Elva, Instructional Assistant – English Department (Step B) 09/04/14
Tateri, Jon-Erik, Instructional Assistant – English Department (Step B) 09/04/14

INCREASE IN WORK MONTHS/PERMANENT

Chen, Connie 09/03/14
From: Student Services Clerk, EOP&S, 11 mos, 20 hours
To: Student Services Clerk, EOP&S, 12 mos, 20 hours

De La Torre, Aaron 09/03/14
From: Student Services Clerk, EOP&S, 11 mos, 20 hours
To: Student Services Clerk, EOP&S, 12 mos, 20 hours

WORKING OUT OF CLASSIFICATION (PROVISIONAL) – CORRECTION TO EXTENSION

Qualey, Patrick 07/01 - 08/30/14
To: Journeyman Level – Carpentry, 100%
From: Skilled Maintenance Worker I
Comment: not to exceed 59 working days

Sheaffer, Carl 07/07 - 08/30/14
To: Skilled Maintenance Worker II, 100%
From: Skilled Maintenance Worker I
Comment: not to exceed 59 additional working days

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Hernandez, Wendy 09/02/14
From: Disabled Student Services Assistant, DSC, 11 mos, 35 hours
To: Disabled Student Services Assistant, DSC, 11 mos, 40 hours

Williams, Torrance 09/08/14
From: Student Services Clerk, A & R, 12 mos, 40 hours
To: Student Services Clerk, Financial Aid, 12 mos, 40 hours

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Felder, Ronnie 08/25 – 12/12/14
From: Senior Student Services Specialist-Admissions & Records, A& R, 12mos, 40 hrs
To: Senior Student Services Specialist-Admissions & Records, A& R, 12mos, 36 hrs

UNPAID LEAVE OF ABSENCE

Bedworth, Sheila, Instructional Aide, English 09/01 - 12/31/14

SEPARATION

RESIGNATION

Porter, Helen, Web Content and Digital Marketing Facilitator, Enrollment Services 08/20/14

LAST DAY OF PAY SERVICE

RETIREMENT

Garcia, Kathleen M., Custodian, Operations (26 years) 09/02/14

Hernandez, Linda, CC Parking Enforcement Officer, Campus Police (13 years) 09/09/14

(Comment: Modified date of retirement from 9/12/14 to 9/9/14)

Simons, Marilyn, Sr. Student Services Specialist- Distance Education (24 years) 08/15/14

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

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

Blair, Lauren E., Costume Designer, Theatre Arts	08/01/14-06/30/15
Cortes, Dalia, Administrative Assistant I, Student Judicial Affairs	07/24/14-10/10/14
Forsyth, Phoenix, Stage Construction Technician, Theatre Arts	08/06/14-09/26/14
Hong, Jina, Administrative Assistant I, Workforce & Econ. Dev.	07/29/14-08/13/14
Hong, Jina, Academic Secretary, Academic Senate	08/18/14-12/31/14
Jimenez Oaxaca, Jose E., Shuttle Driver, TRIO	07/01/14-12/31/14
Martin, Esteban, Shuttle Driver, TRIO	07/01/14-12/31/14
Martin, Esteban, Shuttle Driver (On Call), Auxiliary/ Transportation	08/19/14-06/30/15
Prado, Melissa C., Administrative Assistant I, Kinesiology	07/24/14-09/22/14
Postley, Colin, Stage Construction Technician, Theatre Arts	09/02/14-10/24/14
Sanchez, Luisa, Administrative Assistant I, Student Life	08/05/14-08/29/14
Stone, Robert M., Stage Construction Tech - Lighting, Theatre Arts	08/06/14-06/30/15

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one Fiscal Year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Arenas, Leyla, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Banks, Nichole, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Baza, Paul, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Brazier, Quiniece, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Caceres, Karla, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Callender, Shana, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Cannon, Ameenah, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Dittmar, James, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Friedland, Shane, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Hardister III, Harold, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Harge, Ronyee, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Harris, Yolanda, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Lam, Albert, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14

Laurance, Marissa A., Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Navarro, Yadira, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Perry, Nakeya, Cash Receipts Clerk, Bursar's	07/28/14-08/01/14
Perry, Nakeya, Cash Receipts Clerk, Bursar's	08/28/14-09/12/14
Shaw, Phyllis, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Swaim, Nancy, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Thomas, Gabrielle, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Torrence, Antoinette, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Valadez, Jorge, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Yapkovitz, David, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	08/18/14-09/19/14

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - NON MERIT

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

STUDENT EMPLOYEES

College Student Assistant, \$10.00/hour (STHP)	45
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SPECIAL SERVICE

Art Models, \$18.00/hour	3
Community Services Specialist I, \$35.00/hour	1
Community Serviced Specialist II, \$50.00/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 AUTHORIZED SIGNATURES RESOLUTION

Requested by: Chris Bonvenuto, Chief Director, Business Services

Approved by: Robert Isomoto, Vice President of Business and Administration

Requested Action: Approval/Ratification

Name/Title	Warrants	Contracts
Georgia Lorenz Vice-President, Academic Affairs		X
Cristina Chavira Accounts Payable Supervisor	X	

Comment: The "Certification of Signatures" shall be completed and filed with the County Superintendent of Schools. The signature shall be considered valid for the period of September 3, 2014 through December 31, 2014.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Reviewed by: Chris Bonvenuto, Director Fiscal Services

Approved by: Bob Isomoto, Vice President Business and Administration

Title of Grant: Assessment, Remediation and Retention For Associate Degree Nursing (RN) Programs

Granting Agency: California Community Colleges Chancellor's Office

Award Amount: \$114,000

Matching Funds: Not applicable

Performance Period: July 1, 2014 – June 30, 2015

Summary: Description. Provide faculty development related to enhancing retention of nursing students (decreasing attrition rate) including but not limited to sustaining a supportive learning environment, evidenced based strategies that enhance student success, and strengthening strategies to empower students and faculty to assume accountability for the learning experience and environment.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue (2014 – 2015)	
	8600 State Revenue	\$114,000
	Expenditures	
	1000 Academic Salaries	\$ 69,200
	2000 Non Academic Salaries	\$ 12,500
	3000 Employee Benefits	\$ 22,876
	4000 Supplies & Materials	\$ 40
	5000 Other Operating Expenditures	\$ 5,000
	7000 Indirect	\$ 4,384
	Total	\$114,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Title of Grant: Enrollment Growth for Associate Degree Nursing Program

Granting Agency: California Community Colleges Chancellor's Office

Award Amount: \$106,787

Matching Funds: Not applicable

Performance Period: July 1, 2014 – June 30, 2015

Summary: To fund clinical faculty for 10 students who were admitted to the program in fall 2013 and in spring 2014 for the next academic year. To provide remediation and retention (support services) services and activities for cohort of students, including but not limited to supervised tutorials and counseling services.

Budget Augmentation: Restricted Fund 01.3
Revenue (2014 – 2015)
8600 State Revenue \$106,787

Expenditures

1000	Academic Salaries	\$ 63,570
2000	Non Academic Salaries	\$ 12,500
3000	Employee Benefits	\$ 21,300
4000	Supplies & Materials	\$ 810
5000	Other Operating Expenditures	\$ 4,500
7000	Indirect	\$ 4,107

Total \$ 106,787

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Title of Grant: **AB86 Adult Education Consortium Planning Grant**

Granting Agency: California Community Colleges Chancellor's Office – (Santa Monica Unified School District Acting as Fiscal Agent)

Award Amount: \$86,972

Matching Funds: Not applicable

Performance Period: March 5, 2014 – June 30, 2015

Summary: AB86 provides funding for the development of a regional consortium consisting of the Santa Monica Unified School District and Santa Monica College with the goal of developing a comprehensive plan to address adult education needs in the region.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue (2014 – 2015)	
	8600 State Revenue	\$86,972
	Expenditures	
	1000 Academic Salaries	\$ 69,578
	3000 Employee Benefits	\$ 17,394
	Total	\$ 86,972

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 GANN LIMIT, 2014-2015

Requested by: Christopher Bonvenuto, Chief Director, Business Services

Approved by: Robert Isomoto, Vice President, Business and Administration

Requested Action: Approval/Ratification

Adopt the 2014-2015 Gann Appropriations Limit for the Santa Monica Community College District as \$134,523,065 and the 2014-2015 Appropriation Subject to Limit as \$95,420,306.

Comment: Proposition 4 (November 1979, Special Election) added Article XIII B 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 2014-2015.

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 2014-2015, the Appropriations Limit is \$134,523,065.

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 2014-2015, the Appropriations Subject to Limit is \$95,420,306.

As long as the Appropriations Limit is more than the Appropriations Subject to Limit, the District is in compliance. For 2014-2015, there is \$39,102,759 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 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

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

RECOMMENDATION NO. 17 FACILITIES

17-A CONSTRUCTION ESCROW AGREEMENT – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

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

Funding Source: Measure AA

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

17-B AWARD OF BID – 14th STREET WAREHOUSE PROJECT

Award the bid to the lowest responsive bidder for the 14th Street Warehouse project:

<u>Bidder</u>	<u>Amount</u>
Hoffman Management & Construction	\$ 386,563
CJ Pro, Inc.	\$ 500,000
AMG Association	\$ 643,000
Omega Construction	\$ 674,000
Minco Construction	\$3,377,000

Funding Source: District Capital Funds

Comment: This is for improvements to the new District warehouse on 14th Street. The warehouse will be used for Bookstore and general campus storage needs that are currently located on the first floor of Drescher Hall. This will open up valuable main campus space for academic and student services uses.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES *(continued)*

17-C CHANGE ORDER NO. 8 – INFORMATION TECHNOLOGY RELOCATION

Change Order No. 8 – BERNARDS BROS. on the IT Relocation project in the credit amount of (\$4,875).

Original Contract Amount	\$12,392,000
Previously Approved Change Orders	\$ 1,565,137
Change Order No. 8	\$ (4,875)
Revised Contract Amount	\$13,952,262

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

Funding Source: Measure AA

Comment: Change Order No. 8 provides labor and material to costs to add electrical boxes in various rooms, enlarging a utility enclosure due to unforeseen field conditions and for testing and calibration of the Main Electrical Breaker serving the project. Change Order also includes a credit to the college by the contractor for architectural and engineering services required due to the contractor’s installation of an elevator different than that shown on the approved drawings and therefore necessitating redesign of associated details.

17-D CHANGE ORDER NO. 2 – AET CAMPUS AND PARKING STRUCTURE A

Change Order No. 2 – C.W. Driver on the Academy of Entertainment and Technology Campus portion of the project in the amount of \$14,780.

Original Contract Amount	\$ 59,160,000
Previously Approved Change Orders (AET Campus)	\$ 23,067
Previously Approved Change Orders (AET Parking Structure A)	\$ 40,548
Change Order No. 2 – AET Campus	\$ 14,780
Revised Contract Amount	\$ 59,197,847

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

Funding Source: Measure AA

Comment: Change Order No. 2 provides labor and material to costs to provide additional beam repairs/restoration to structural framing in the existing building that was found to be deficient during demolition, additional demolition required for unforeseen layer of roofing material discovered under the visible roof and costs to provide and install additional circuit breakers and lighting controls to tie exterior lighting to campus energy management system.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES *(continued)*

17-E CHANGE ORDER NO. 1 – 1510 PICO ELECTRICAL PROJECT

Change Order No. 1 – OMEGA CONSTRUCTION on the 1510 PICO ELECTRICAL project in the amount of \$9,353.

Original Contract Amount	\$ 102,000
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ 9,353
Revised Contract Amount	\$ 111,353

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

Funding Source: District Capital Funds

Comment: Change Order No. 1 provides labor and material to provide and relocate data cabinet from designated location to location requested by SMC IT department and to provide power and data outlets to wall mounted video monitors added to the scope of work after bid.

17-F REVOCABLE ACCESS LICENSE AGREEMENT – AET CAMPUS AND PARKING STRUCTURE A

Approve the Revocable Access License Agreement with RED BULL NORTH AMERICA, INC. for temporary access to 1740 Stewart Street, Santa Monica, during construction of the Academy of Entertainment and Technology Campus and Parking Structure A.

Comment: The new KCRW Building at the AET Campus is adjacent to the property line of the Red Bull property. In order to facilitate construction, the contractor will need to access the Red Bull site. Red Bull is providing access to the site without charge.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES *(continued)*

17-G SUBCONTRACTOR SUBSTITUTIONS – AET CAMPUS AND PARKING STRUCTURE A

Accept the following C.W. Driver’s Subcontractor Substitution Requests on the Academy of Entertainment and Technology Campus and Parking Structure A project.

- | | | |
|-----|---|---|
| (1) | <u>Listed Subcontractor</u>
Marne Construction | <u>Requested Substitution</u>
Trademark Concrete Systems, Inc. |
|-----|---|---|

Comment: C.W. Driver, the General Contractor for the AET Campus & Parking Structure A, has requested to substitute their listed Subcontractor, Marne Construction with Trademark Concrete Systems, Inc. to perform the Site Concrete portion of the project. C.W. Driver provided a letter of withdrawal from Marne Construction as grounds for the proposed Substitution.

- | | | |
|-----|--|---|
| (2) | <u>Listed Subcontractor</u>
Southcoast Acoustical Interiors, Inc. | <u>Requested Substitution</u>
Elljay Acoustics, Inc. |
|-----|--|---|

Comment: C.W. Driver, the General Contractor for the AET Campus and Parking Structure A, has requested to substitute their listed Subcontractor, Southcoast Acoustical Interiors, Inc. with Elljay Acoustics, Inc. to perform the Acoustical Ceilings and Baffles portion of the project. C.W. Driver provided a letter of withdrawal from Southcoast Acoustical Interiors, Inc. as grounds for the proposed Substitution.

- (3) Correction on C.W. Driver’s Subcontractor Substitution Request on the Academy of Entertainment and Technology Campus and Parking Structure A project that was approved at the August 5, 2014 Board of Trustees meeting.

- | | |
|---|--|
| <u>Listed Subcontractor</u>
Alert Insulation | <u>Requested Substitution</u>
Alcal Specialty Contracting, Inc. |
|---|--|

Comment: At the August 5, 2014 Board of Trustees meeting there was an error on the Subcontractor Substitution Item, the correct information is as follows: C.W. Driver, the General Contractor for the AET Campus & Parking Structure A, has requested to substitute their listed Subcontractor, Alert Insulation with Alcal Specialty Contracting, Inc. to perform the Thermal and Acoustical portion of the project. C.W. Driver provided a letter of withdrawal from Alert Insulation as grounds for the proposed Substitution.

Comment: Per the General Conditions of the contract the District's consent to Contractor's substitution of a listed Subcontractor shall not relieve Contractor from its obligation to complete the Work within the Contract Time and for the Contract Price.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES *(continued)*

17-H PROJECT CLOSE OUT – STUDENT ACTIVITIES BUILDING SWITCHGEAR REPLACEMENT

Subject to completion of punch list items by ROBNETT ELECTRIC, INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as STUDENT ACTIVITIES BUILDING SWITCHGEAR REPLACEMENT as being complete upon completion of punch list items by ROBNETT ELECTRIC, INC. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

17-I AGREEMENT FOR DISPOSITION OF THREE CORAL TREES

Approve an agreement with Baron Brothers Nursery concerning disposition of three coral trees in construction area for Health, PE, Fitness, Dance and Central Plant project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 COMMERCIAL WARRANT REGISTER

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

It is recommended that the Board of Trustees approve the Commercial Warrant Register for the following period:

July 1 – July 31, 2014 6090 through 6132 \$16,608,968.28

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

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 – July 31, 2014 C1L – E4A \$9,236,503.09

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

RECOMMENDATION NO. 20 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

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

	Payments	Purchase Orders
July 1 – July 31, 2014	\$522,724.85	\$528,514.08

Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

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

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

Requested Action: Approval/Ratification

Authorization of payment for delivery of seminars and courses for SMC Community and Contract Education. The list of providers is on file in the office of Community and Contract Education. Payment per class is authorized as stated on the list on file.

RECOMMENDATION NO. 22 ORGANIZATIONAL MEMBERSHIPS, 2014-2015

Requested by: Chris Bonvenuto, Chief Director of Business Services

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

Requested Action: Approval

Approval of the list of Organizational Memberships, 2014-2015 updated for the month of September 2014. The list of organizational memberships is on file in the Offices of the Superintendent/President and Fiscal Services. Major categories of memberships include the following:

- Accreditation
- Board Organizations
- District-wide Organizations
- KCRW
- Personnel Commission
- Athletics

Funding Sources: Departmental Budgets

Comment: The Los Angeles County Office of Education requires monthly approval of the list on file.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
Approved by: Robert G. Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

23-A AWARD OF PURCHASE ORDERS

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

July 1 – July 31, 2014 \$22,112,900.03

23-B AWARD OF CONTRACTS

Provider: CCS Presentation Systems Bid
 Services: Change Order for additional materials and labor needed for projector installation
 Term: August 11-22, 2014
 Amount: \$684.19
 Funding Source: 2014-15 Fund 40

Provider: Pyramid Design and Construction Bid
 Services: Change Order for custom cuts needed in carpet tile installation
 Term: August 11-27, 2014, December 26-30, 2014
 Amount: \$735.00
 Funding Source: 2014-15 Fund 01

Provider: Santa Monica Airport, City of Santa Monica
 Services: Month-to-month rental of 2800 Airport Blvd., Santa Monica, CA (Airport Campus)
 Term: 2014-2015
 Amount: \$21,410.83 per month
 Funding Source: Unrestricted General Fund
 Comment: Santa Monica College began leasing 2800 Airport Avenue, Santa Monica, CA (Airport Campus) from the City of Santa Monica in July 1988. The original lease was for a ten-year period with an option to extend the lease for an additional ten-year period which the College exercised in July 1998. Since July 1998, the College has continued to occupy the premises pursuant to a month-to-month tenancy created by operation of law. (Civil Code, § 1945.) The monthly rent for the property is \$21,410.83. If the College does not pay the monthly rent, it risks loss of the property.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 PURCHASING *(continued)*

23-B AWARD OF CONTRACTS *(continued)*

Provider: TourCoach Charter and Tours
 Services: To add a route between main campus and Performing Arts Center campus for seven days
 Term: September 2-11, 2014
 Amount: \$2,520
 Funding Source: General Fund Transportation

Provider: Robnett Electric
 Services: Switchgear Replacement Cayton Center, Change Order No. 1 Overtime Wage, in order to minimize construction impact on classes
 Term: July 26 and 28, 2014
 Amount: Increase of \$1,554
 Funding Source: State Scheduled Maintenance District Capital Funds

23-C AWARD OF COMPETITIVE CONTRACTS

City of Santa Ana, Contract 09-055, Enterprise Fleet Services for leasing of vehicles, expiration January 2016.

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

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	September 2, 2014

XI. ORGANIZATIONAL FUNCTIONS

INFORMATION ITEM NO. 24

SUBJECT: SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2015

SUMMARY: A draft schedule of Board Trustees meetings for 2015 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 7, 2014.

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 13, 2015 (second Tuesday)
January 27 (fourth Tuesday - hold)

February 3

February 17
Winter Study Session

March 3
March 17 (hold)

April 7
April 21 (hold)

May 5

May 19
Special Meeting
Evaluation of Superintendent

June 2
June 16 (hold)

July 7

July 21
Summer Study Session
Board Self-Assessment

August 4
August 18 (hold)

September 1
September 16 (hold)

October 6
October 20 (hold)

November 3
November 17 (hold)

December 1

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	September 2, 2014

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The meeting was adjourned in memory of **Randal Lawson**, SMC Executive Vice-President. A memorial service will be held on Wednesday, September 17, 2014 at 4 p.m. at the Broad Stage.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, October 7, 2014** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Schedule of Board of Trustees Meetings, 2015
- Report: Enrollment Development
- Report: Resource Development, SMC Foundation

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 2, 2014

APPENDIX A: ADOPTION OF THE 2014-2015 BUDGET

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
2014-2015 PROPOSED ADOPTED BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2014-2015 is comprised of the following nine funds:

General Fund Unrestricted	\$162,168,551
General Fund Restricted	\$34,976,294
<i>Total General Fund</i>	\$197,144,845
Special Reserve Fund (Capital)	\$17,542,632
Bond Fund: Measure U	\$23,814,409
Bond Fund: Measure S	\$58,104,254
Bond Fund: Measure AA	\$171,902,803
Bond Interest & Redemption Fund	\$46,202,472
Student Financial Aid Fund	\$37,256,333
Scholarship Trust Fund	\$45,158
Auxiliary Operations	\$5,048,082
<i>Total Other Restricted</i>	\$359,916,143
TOTAL PROPOSED ADOPTED BUDGET	\$557,060,988

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.

Summary

2013-2014

The District closed the 2013-2014 fiscal year with an Unrestricted General Fund surplus, including one-time items, of \$3,450,969 (*Excluding one-time items the operating surplus was \$736,115*).

During the year, the District realized one-time revenue items totaling \$2,970,359, net of deficit factor, from sources including mandated cost reimbursements and prior year apportionment payments and one-time expenditures totaling <\$255,505> consisting of TRANS related expenditures . Further, the District received a restoration of workload reduction of \$2,419,048 (*equivalent to approximately 550 credit FTES*), a COLA payment of \$1,593,144 (*1.57%*) and was successful in increasing non-resident tuition and fee-based instruction by \$1,596,400. The District was also subject to a deficit factor of <\$1,812,425> or approximately <1.7%> due to the State’s inability to pay the District the entire amount of apportionment it was entitled to.

Expenditures in the area of salaries increased from prior year by \$2,466,538 while benefit expenditures decreased by \$601,109 primarily as a result of saving in the area of health and welfare and State Unemployment Insurance. Additionally, the District increased its contribution to the OPEB (*Other Post-Employment Benefits*) Trust fund by \$500,000 as part of a funding plan to address GASB 45. The District also experienced increased costs related to other contract services, insurance and utilities of \$1,258,883 and offset all capital outlay/equipment expenditures to the non-resident capital surcharge for a savings to the unrestricted general fund of \$346,399.

The combination of these and other items resulted in an unaudited Unrestricted General Fund ending balance estimated at \$13,971,779, including designated reserves, or 9.87% of expenditures and transfers.

2014-2015

The proposed adopted budget is based on the 2014-2015 state budget, updated with the latest information provided by the Chancellor's Office, and assumes a 0.85% COLA increase (\$896,634), 2.75% Access/Restoration (\$2,696,760 – approximately 564 credit FTES) and a 0.55% deficit factor <\$604,987>. The proposed adopted budget does not assume repayment of the 2013-2014 deficit factor (<\$1,812,425>) nor does it assume full repayment of the 2014-2015 apportionment deferrals (approximately \$1,800,000). The District is assuming an increase in non-resident tuition of \$3,205,452 which reflects a shift of FTES from fee based classes, an increase in new FTES of 2.75% and an increase in in the fee. Additionally, fee based tuition is projected to decrease by <\$902,944> as FTES moves back to non-fee based classes. The net effect of the changes in revenues has resulted in a projected 2.2% or \$3,251,197 increase in total revenues from the prior year actuals.

The District is projecting expenditure increases of approximately 8.2% or \$11,615,913 compared with prior year actuals. The breakdown of expenditures is as follows: 88.6% on salaries and benefits, 10.6% on other operational expenses and services, 0.6% on supplies, and 0.2% on transfers/financial aid. For FY 2014-2015, the largest projected expenditure increases are as follows: Salary increases (\$2,869,247), Vacancy List (\$2,458,641), Hourly Instruction and Non-teaching (\$1,635,433), Supplies and Contracts (\$1,615,133), Salary Step and Longevity (\$1,045,457), Employment/Retirement Benefits (\$865,207), Current Employee and Retiree Health and Welfare Benefits (\$597,435), and Other Post-Employment Benefits (OPEB) contribution (\$500,000).

The net effect of the projected changes in revenue and expenditures will result in a projected operating deficit, with one-time items, of <\$4,913,748> and a projected ending Unrestricted General Fund Balance of \$9,058,031, including designated reserves, or 5.92% of total expenditures and transfers.

Revenues

Federal Revenue

The federal revenue levels for FY 2014-2015 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 73% (\$108,474,727) 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, property taxes and the Education Protection Account (*EPA*), newly created as a result of the passage of Prop 30. These funds are combined to equal the Principal Apportionment. If actual receipts of revenue from EPA, Redevelopment Agency (*RDA*), property taxes and/or enrollment fees differ from estimates, the general apportionment funding will be adjusted, subject to availability of state funding, to keep the formula constant.

The District has based its Principal Apportionment revenue projections on the state budget which includes a 2.75% access funding. This will result in the District being funded by the State to serve approximately 21,104 Credit FTES in FY 2014-2015. As of the proposed adopted budget, the target is to serve approximately 21,382 Credit FTES, which is 278 FTES more than the State is funding the District to serve. Between FY 2008-2009 thru FY 2013-2014, the District, using its reserves to cover instructional related expenditures, has served approximately 5,103 Credit FTES beyond what the state has funded.

State Revenue – Other

The proposed adopted budget includes an inflationary adjustment of 0.85%. All other State Revenue categories are projected to remain at approximately the same level as FY 2013-2014.

Property Taxes

Based on preliminary projections, the District will receive \$16,673,847 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 resulting loss in funding.

Lottery

The State Lottery revenues are paid each year according to the annual enrollment figures. The estimated FY 2014-2015 non-Prop 20 lottery rate is \$128 per FTES. If lottery sales or enrollment fall below projections, lottery revenue will be adjusted accordingly.

Local Revenues

The Local Revenue section of the budget contains the District's largest revenue sources outside of Principal Apportionment, 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's increase in non-resident tuition fee and FTES is expected to result in revenue increase of \$3,205,452 over prior year actual. The remaining local revenue categories include property taxes, enrollment fees, fee based instruction, student fees, interest, rental of facilities, etc.

Expenditures

Salary and Benefits

Salary and benefit expenditure projections reflect appropriate step, column and longevity increases for qualified employees. Additionally, all applicable salary categories have been increased by 2.3% for the approved compensation adjustment. For the proposed adopted budget, changes in salary, benefit and vacancy line items account for approximately a \$9,937,766 increase in expenditures from prior year actuals. For FY 2014-2015 salaries and benefits represent 88.6% of total expenditures and transfers for the District's unrestricted general fund.

Supplies, Services and Transfers

Supplies, Services, and Transfer expenditure projections reflect departmental requests based on operational needs. For the proposed adopted budget, changes in these line items account for an increase of approximately \$1,678,148 over prior year actual expenditures. For FY 2014-2015, supplies, services, and transfers represent 11.4% 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 (*Performing Arts Center, Swimming Pool, Big Blue Bus*) 20%, Bank Fees and Bad Debt 13%, Advertising 11%, Other Contract Services 9%, Repairs and Maintenance of Equipment 8%, Consultants 5%, Software Licensing 5%, Legal Services (*including Personnel Commission*) 5%, Online Course Management System 4%, Postage and Delivery Services 3%, Conferences and Training 3%, District Copiers 3%, Off-Campus Printing 2%, LACOE Contracts (*i.e. PeopleSoft, HRS*) 2%, Professional Growth 1%, Repairs/Improvement of Facilities 1%, Memberships and Dues 1%, Audit 1%, Recruiting-Students 1% and Other Services (*i.e. Mileage, Fingerprinting, Board Meetings, Field Trips, etc.*) 2%.

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, 2015 will be carried over to the FY 2015-2016 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 expenditures 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 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.

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 District's 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 District's 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 District's construction plan approved under Measure AA.

In FY 2014-2015, the District is proposing the issuance of the 2008 Election, 2014 Series B General Obligation Bond in the amount of \$145,000,000 to enable the continuance of the District's approved construction plan.

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 2014-2015 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.

Scholarship Trust Fund (75.0)

This fund is to account for gifts, donations bequests, and devises (*subject to donor restrictions*) which are to be used for scholarships or for grants in aid to students.

Auxiliary Operations

This budget reflects the revenue and expenditures of the auxiliary operations of the District, 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 adoption. While it reflects the best information currently available, it is expected that changes will occur during the year. Some changes will be the result of revised state revenue allocations based on changes in the state budget and others will be internal adjustments resulting from new or updated information.

**UNRESTRICTED GENERAL FUND 01.0
2014-2015 ADOPTED REVENUE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL REVENUE	2014-2015 ADOPTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	126,654	118,830	120,468
TOTAL FEDERAL	126,654	118,830	120,468
STATE			
GENERAL APPORTIONMENT	55,597,141	54,274,001	59,394,673
EDUCATION PROTECTION ACCOUNT - PROP 30	13,046,096	14,834,772	15,754,781
ACCESS/RESTORATION OF WORKLOAD REDUCTION	1,539,504	2,419,048	2,696,760
COLA	1,613,023	1,593,144	896,634
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	1,428,055	3,793,314	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS - EPA	-	145,046	-
HOMEOWNERS EXEMPT	100,594	95,360	95,357
STATE LOTTERY REVENUE	3,207,089	3,347,094	3,402,888
MANDATED COST BLOCK GRANT	578,658	578,658	594,489
OTHER STATE	792,292	822,173	833,411
TOTAL STATE	77,902,452	81,902,610	83,668,993
LOCAL			
PROP TAX SHIFT (ERAF)	-	1,390,148	1,721,467
SECURED TAX	12,195,634	12,066,281	12,960,567
SUPPLEMENTAL TAXES	135,251	182,708	132,304
UNSECURED TAX	465,484	476,047	476,047
PRIOR YRS TAXES	648,775	96,987	99,794
PROPERTY TAX - RDA PASS THRU	5,147,840	1,405,020	522,824
PROPERTY TAX - RDA RESIDUAL	532,805	1,905,876	665,487
RENTS	115,000	165,744	150,000
INTEREST	67,600	171,118	155,200
ENROLLMENT FEES	13,603,245	13,198,472	13,324,522
STUDENT RECORDS	463,600	432,290	447,300
NON-RESIDENT TUITION/INTENSIVE ESL	25,671,416	27,182,917	30,388,369
FEE BASED INSTRUCTION	1,681,000	1,652,944	750,000
OTHER STUDENT FEES & CHARGES	112,200	106,400	110,100
F1 APPLICATION FEES	313,200	310,892	310,900
OTHER LOCAL	421,800	683,185	649,100
I. D. CARD SERVICE CHARGE	993,500	1,140,486	1,180,100
LIBRARY CARDS	80	100	100
LIBRARY FINES	11,300	9,718	9,720
PARKING FINES	226,300	235,697	235,700
TOTAL LOCAL	62,806,030	62,813,030	64,289,601
TOTAL REVENUE	140,835,136	144,834,470	148,079,062
TRANSFER IN	113,965	106,906	117,710
SALE OF EQUIPMENT AND SUPPLIES	-	4,199	-
TOTAL OTHER FINANCING SOURCES	113,965	111,105	117,710
TOTAL REVENUE AND TRANSFERS	140,949,101	144,945,575	148,196,772

**UNRESTRICTED GENERAL FUND 01.0
2014-2015 ADOPTED EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL EXPENDITURES	2014-2015 ADOPTED BUDGET
INSTRUCTION	23,222,657	23,649,047	25,052,003
ACADEMIC MANAGERS	5,549,877	5,986,920	6,160,401
NON-INSTRUCTION	6,133,131	6,421,676	6,619,309
HOURLY INSTRUCTION	26,434,285	27,093,826	29,791,549
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	467,950	417,044	188,758
HOURLY NON-INSTRUCTION	3,955,679	3,954,813	4,284,683
VACANT POSITIONS	371,285		1,072,543
VACANCY SAVINGS	(185,643)		(536,272)
TOTAL ACADEMIC	65,949,221	67,523,326	72,632,974
CLASSIFIED REGULAR	19,863,028	19,958,051	20,427,173
CLASSIFIED MANAGERS	3,925,968	4,062,966	4,130,193
CLASS REG INSTRUCTION	2,775,567	2,797,082	3,005,933
CLASSIFIED HOURLY	1,826,113	1,997,376	1,776,979
CLASS HRLY INSTRUCTION	580,197	478,963	565,197
VACANT POSITIONS	1,384,872	-	2,958,019
VACANCY SAVINGS	(692,436)	-	(1,479,009)
TOTAL CLASSIFIED	29,663,309	29,294,438	31,384,485
STRS	4,238,754	4,405,692	4,902,396
PERS	3,728,988	3,572,393	3,835,787
OASDI/MEDICARE	3,123,050	3,198,790	3,300,210
H/W	13,014,488	12,400,869	12,864,112
RETIREEES' H/W	3,014,555	2,679,913	2,813,910
RETIREEE - OPEB	500,000	500,000	1,000,000
SUI	220,755	185,250	180,749
WORKERS' COMPENSATION	1,392,161	1,381,625	1,669,415
ALTERNATIVE RETIREMENT	500,000	407,740	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	79,552	72,346	32,750
BENEFITS RELATED TO VACANT POSITIONS	386,356	-	886,720
BENEFITS RELATED TO VACANCY SAVINGS	(193,178)	-	(443,360)
TOTAL BENEFITS	30,005,481	28,804,618	31,542,689
SUPPLIES	967,703	830,357	979,115
TOTAL SUPPLIES	967,703	830,357	979,115
CONTRACTS/SERVICES	11,573,456	10,905,263	12,371,638
INSURANCE	951,960	965,710	981,837
UTILITIES	3,019,195	2,824,530	2,913,574
TOTAL SERVICES	15,544,611	14,695,503	16,267,049
BLDG & SITES	30,000	-	-
EQUIPMENT	444,005	-	-
LEASE PURCHASES	66,130	-	-
TOTAL CAPITAL	540,135	-	-
TOTAL EXPENDITURES	142,670,460	141,148,242	152,806,312
OUTGOING TRANSFER/FINANCIAL AID	285,498	346,364	304,208
TOTAL TRANSFERS/FINANCIAL AID	285,498	346,364	304,208
TOTAL EXPENDITURES & TRANSFERS	142,955,958	141,494,606	153,110,520

**UNRESTRICTED GENERAL FUND 01.0
2014-2015 ADOPTED FUND BALANCE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL FUND BALANCE	2014-2015 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS	140,370,443	141,975,216	147,975,622
TOTAL EXPENDITURES AND TRANSFERS	141,884,702	141,239,101	150,651,879
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	2,142,513	-	4,917,282
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(1,071,257)	-	(2,458,641)
OPERATING SURPLUS/(DEFICIT)	(2,585,515)	736,115	(5,134,898)
ONE-TIME ITEMS			
PRIOR YEAR APPORTIONMENT ADJ	-	3,938,360	-
DEFICIT FACTOR TO APPORTIONMENT	-	(1,812,425)	(604,987)
MANDATED COST BLOCK GRANT	578,658	578,658	594,489
MEDICARE PART D SUBS & EDD REFUND	-	265,766	231,648
INTEREST ON TRANS BORROWING, NET OF REVENUE	-	(255,505)	-
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	(2,006,857)	3,450,969	(4,913,748)
BEGINNING BALANCE***	8,253,478	8,253,478	12,609,047
TRANSFER TO DESIGNATED RESERVE - NET	(595,400)	904,600	(892,504)
ENDING FUND BALANCE, NET OF DESIGNATED RESERVES	5,651,221	12,609,047	6,802,795
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	3.95%	8.91%	4.44%
ENDING FUND BALANCE - UNDESIGNATED	5,651,221	12,609,047	6,802,795
DESIGNATED RESERVE FOR:			
UNFUNDED RETIREE BENEFITS	1,500,000	-	-
CLASSIFIED EMPLOYEE WELFARE FUND	191,405	191,405	278,862
NEW FACULTY TO BE HIRED	1,171,327	1,171,327	1,976,374
TOTAL	2,862,732	1,362,732	2,255,236
TOTAL FUND BALANCE	8,513,953	13,971,779	9,058,031
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	5.96%	9.87%	5.92%

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

**UNRESTRICTED GENERAL FUND 01.0
2014-2015 ADOPTED REVENUE BUDGET**

ACCOUNTS	2010-2011 ACTUAL REVENUE	2011-2012 ACTUAL REVENUE	2012-2013 ACTUAL REVENUE	2013-2014 ACTUAL REVENUE	2014-2015 ADOPTED BUDGET
FEDERAL					
FIN AID ADM ALLOWANCES	121,269	127,218	119,436	118,830	120,468
AMERICAN RECOVERY AND REINVESTMENT ACT	-	-	-	-	-
TOTAL FEDERAL	121,269	127,218	119,436	118,830	120,468
STATE					
GENERAL APPORTIONMENT	81,732,986	72,321,053	43,258,930	54,274,001	59,394,673
EDUCATION PROTECTION ACCOUNT - PROP 30	-	-	15,065,153	14,834,772	15,754,781
GROWTH/RESTORATION OF WORKLOAD REDUCTION	2,554,764	-	1,108,087	2,419,048	2,696,760
COLA	-	-	-	1,593,144	896,634
PRIOR YR APPORTIONMENT ADJ.	103,957	213,590	416,586	3,793,314	-
PRIOR YR APPORTIONMENT ADJ. - EPA	-	-	-	145,046	-
HOMEOWNERS EXEMPT	101,222	101,571	100,571	95,360	95,357
STATE LOTTERY REVENUE	3,098,011	3,124,856	3,205,359	3,347,094	3,402,888
MANDATED COST BLOCK GRANT	413,930	-	581,043	578,658	594,489
OTHER STATE	636,762	642,683	822,214	822,173	833,411
TOTAL STATE	88,641,632	76,403,753	64,557,943	81,902,610	83,668,993
LOCAL					
PROP TAX SHIFT (ERAF)	1,549,779	739,934	5,574,362	1,390,148	1,721,467
SECURED TAX	10,286,796	10,633,722	11,304,305	12,066,281	12,960,567
SUPPLEMENTAL TAXES	92,383	84,532	94,503	182,708	132,304
UNSECURED TAX	443,088	434,813	465,484	476,047	476,047
PRIOR YRS TAXES	732,120	889,399	846,410	96,987	99,794
PROPERTY TAX - RDA PASS THRU	374,175	1,252,763	611,375	1,405,020	522,824
PROPERTY TAX - RDA RESIDUAL	-	-	5,636,473	1,905,876	665,487
PRIVATE DONATIONS	253,123	72,418	265,482	-	-
RENTS	114,919	136,393	115,110	165,744	150,000
INTEREST	222,864	193,413	95,099	171,118	155,200
ENROLLMENT FEES	9,595,086	11,513,579	13,549,257	13,198,472	13,324,522
STUDENT RECORDS	446,728	428,499	461,096	432,290	447,300
NON-RESIDENT TUITION/INTENSIVE ESL	21,387,129	24,544,282	24,731,024	27,182,917	30,388,369
FEE BASED INSTRUCTION	259,871	410,269	2,508,437	1,652,944	750,000
OTHER STUDENT FEES & CHARGES	143,948	133,964	111,578	106,400	110,100
F1 APPLICATION FEES	128,003	330,751	311,454	310,892	310,900
OTHER LOCAL	482,340	549,220	1,194,491	683,185	649,100
I. D. CARD SERVICE CHARGE	896,822	1,037,815	988,115	1,140,486	1,180,100
LIBRARY CARDS	140	200	80	100	100
LIBRARY FINES	14,949	10,464	11,317	9,718	9,720
PARKING FINES	196,264	185,230	238,465	235,697	235,700
TOTAL LOCAL	47,620,527	53,581,660	69,113,917	62,813,030	64,289,601
TOTAL REVENUE	136,383,428	130,112,631	133,791,296	144,834,470	148,079,062
TRANSFER IN	147,494	143,887	122,670	106,906	117,710
SALE OF EQUIPMENT AND SUPPLIES	-	-	2,887	4,199	-
TOTAL OTHER FINANCING SOURCES	147,494	143,887	125,557	111,105	117,710
TOTAL REVENUE AND TRANSFERS	136,530,922	130,256,518	133,916,853	144,945,575	148,196,772
BEGINNING BALANCE	18,470,103	20,675,673	11,662,215	8,253,478	12,609,047
BEGINNING DESIGNATED RESERVE	2,000,000	2,413,168	3,475,157	2,267,332	1,362,732
ADJUSTMENT TO BEGINNING BALANCE	-	889,005	-	-	-
TOTAL FUNDS AVAILABLE	157,001,025	154,234,364	149,054,225	155,466,385	162,168,551

**UNRESTRICTED GENERAL FUND 01.0
2014-2015 ADOPTED EXPENDITURE BUDGET**

ACCOUNTS	2010-2011 ACTUAL EXPENDITURES	2011-2012 ACTUAL EXPENDITURES	2012-2013 ACTUAL EXPENDITURES	2013-2014 ACTUAL EXPENDITURES	2014-2015 ADOPTED BUDGET
INSTRUCTION	22,757,111	22,956,851	23,978,740	23,649,047	25,052,003
ACADEMIC MANAGERS	5,580,839	5,609,726	5,493,067	5,986,920	6,160,401
NON-INSTRUCTION	5,894,175	6,038,634	6,101,545	6,421,676	6,619,309
HOURLY INSTRUCTION	24,851,260	24,270,814	24,596,735	27,093,826	29,791,549
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	-	-	693,819	417,044	188,758
HOURLY NON-INSTRUCTION	3,588,756	3,603,470	3,821,504	3,954,813	4,284,683
FACULTY RETRO AND ONE-TIME PAYMENT	-	-	338,813	-	-
VACANT POSITIONS	-	-	-	-	1,072,543
VACANCY SAVINGS	-	-	-	-	(536,272)
RESTORATION OF STUDENT SERVICES	51,861	360,532	-	-	-
TOTAL ACADEMIC	62,724,002	62,840,027	65,024,223	67,523,326	72,632,974
CLASSIFIED REGULAR	19,882,179	19,889,059	19,665,233	19,958,051	20,427,173
CLASSIFIED MANAGERS	3,844,842	3,992,534	4,182,214	4,062,966	4,130,193
CLASS REG INSTRUCTION	2,833,721	2,917,147	2,727,651	2,797,082	3,005,933
CLASSIFIED HOURLY	1,717,282	1,728,258	1,899,344	1,997,376	1,776,979
CLASS HRLY INSTRUCTION	478,136	489,794	520,741	478,963	565,197
CLASSIFIED ONE-TIME PAYMENT	-	-	331,820	-	-
VACANT POSITIONS	-	-	-	-	2,958,019
VACANCY SAVINGS	-	-	-	-	(1,479,009)
RESTORATION OF STUDENT SERVICES	291,118	75,642	-	-	-
TOTAL CLASSIFIED	29,047,278	29,092,434	29,327,003	29,294,438	31,384,485
STRS	3,908,039	4,022,059	4,308,423	4,405,692	4,902,396
PERS	3,249,096	3,391,323	3,483,435	3,572,393	3,835,787
OASDI/MEDICARE	2,947,130	2,999,115	3,108,581	3,198,790	3,300,210
H/W	12,349,193	13,017,368	12,881,905	12,400,869	12,864,112
HRA FOR ADMIN, MANAGERS & CSEA MEMBERS-ONE-TIME	148,000	684,472	-	-	-
RETIREE'S H/W	2,348,543	2,532,754	2,667,748	2,679,913	2,813,910
RETIREE - OPEB	-	-	-	500,000	1,000,000
SUI	900,865	1,632,323	1,105,414	185,250	180,749
WORKERS' COMPENSATION	1,294,230	1,389,775	1,314,043	1,381,625	1,669,415
ALTERNATIVE RETIREMENT	485,202	417,745	302,938	407,740	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	-	-	120,068	72,346	32,750
BENEFITS REL TO FACULTY RETRO AND ONE-TIME PAYMENT	-	-	41,932	-	-
BENEFITS REL TO CLASSIFIED ONE-TIME PAYMENT	-	-	71,240	-	-
BENEFITS RELATED TO VACANT POSITIONS	-	-	-	-	886,720
BENEFITS RELATED TO VACANCY SAVINGS	-	-	-	-	(443,360)
RESTORATION OF STUDENT SERVICES	136,100	91,861	-	-	-
TOTAL BENEFITS	27,766,398	30,178,795	29,405,727	28,804,618	31,542,689
SUPPLIES	868,674	851,281	792,665	830,357	979,115
RESTORATION OF STUDENT SERVICES	162,410	176	-	-	-
TOTAL SUPPLIES	1,031,084	851,457	792,665	830,357	979,115
CONTRACTS/SERVICES	9,043,464	11,012,791	9,823,831	10,905,263	12,371,638
INSURANCE	924,486	871,706	958,843	965,710	981,837
UTILITIES	2,754,582	2,795,710	2,653,946	2,824,530	2,913,574
RESTORATION OF STUDENT SERVICES	43,242	1,370	-	-	-
TOTAL SERVICES	12,765,774	14,681,577	13,436,620	14,695,503	16,267,049
BLDG & SITES	32,346	-	1,283	-	-
EQUIPMENT	208,956	1,176,729	270,883	-	-
LEASE PURCHASES	216	-	-	-	-
RESTORATION OF STUDENT SERVICES	58,536	-	-	-	-
TOTAL CAPITAL	300,054	1,176,729	272,166	-	-
TOTAL EXPENDITURES	133,634,590	138,821,019	138,258,404	141,148,242	152,806,312
OUTGOING TRANSFER/FINANCIAL AID	254,866	275,973	275,011	346,364	304,208
RESTORATION OF STUDENT SERVICES	22,728	-	-	-	-
TOTAL TRANSFERS/FINANCIAL AID	277,594	275,973	275,011	346,364	304,208
TOTAL EXPENDITURES & TRANSFERS	133,912,184	139,096,992	138,533,415	141,494,606	153,110,520
CONTINGENCY RESERVE	20,675,673	11,662,215	8,253,478	12,609,047	6,802,795
DESIGNATED RESERVE	2,413,168	3,475,157	2,267,332	1,362,732	2,255,236
TOTAL	157,001,025	154,234,364	149,054,225	155,466,385	162,168,551

**RESTRICTED GENERAL FUND 01.3
2014-2015 ADOPTED REVENUE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL REVENUE	2014-2015 ADOPTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	588,705	588,662	619,899
FWS-FEDERAL WORK STUDY	558,814	578,918	447,536
RADIO GRANTS	1,706,035	1,056,506	1,095,218
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	55,715	59,745	58,251
FEDERAL CARRYOVERS	1,989,209	1,334,368	1,594,704
OTHER FEDERAL	2,932,797	2,424,656	2,360,575
TOTAL FEDERAL	7,831,275	6,042,855	6,176,183
STATE			
LOTTERY	789,046	926,003	903,926
BASIC SKILLS INITIATIVE	420,248	-	359,257
SFAA-STUDENT FINANCIAL AID ADMIN	804,428	809,428	864,209
EOPS-EXTENDED OPPORTUNITY PROG & SERV	785,954	972,541	969,639
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	53,086	55,879	53,086
DSPTS-DISABLED STUDENTS PROGRAM & SERVICES	842,638	1,540,342	1,310,405
CALWORKS	172,169	289,931	285,634
STUDENT SUCCESS (CREDIT)	611,941	1,170,706	1,645,754
STUDENT SUCCESS (CREDIT) - TRANSFER RELATED	47,500	40,977	-
STUDENT SUCCESS (NON-CREDIT)	20,861	45,940	57,425
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	8,696	-	7,940
ENROLLMENT GROWTH	221,000	219,568	-
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	-	1,420,113
INSTRUCTIONAL EQUIPMENT AND LIBRARY	218,736	155,071	-
SCHEDULED MAINTENANCE AND REPAIRS	218,732	-	-
STATE CARRYOVERS	1,358,319	948,577	942,386
OTHER STATE	7,500	8,400	756,628
TOTAL STATE	6,580,854	7,183,363	9,576,402
LOCAL			
PICO PROMISE	155,230	151,770	156,782
HEALTH FEES	1,246,000	1,297,331	1,384,094
PARKING FEES	1,607,000	1,941,247	1,893,552
DONATIONS-KCRW	1,902,447	1,924,457	2,174,594
COMMUNITY SERVICES	822,734	686,387	704,503
COUNTY CALWORKS	51,000	51,000	38,000
CONSOLIDATED CONTRACT ED-LOCAL	225,070	93,133	350,000
LOCAL CARRYOVERS	131,138	344,237	195,733
OTHER LOCAL	5,087,352	5,792,037	5,913,914
TOTAL LOCAL	11,227,971	12,281,599	12,811,172
TRANSFER IN	-	346,399	361,996
TOTAL TRANSFER IN	-	346,399	361,996
TOTAL REVENUE	25,640,100	25,854,216	28,925,753

RESTRICTED GENERAL FUND 01.3
2014-2015 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL EXPENDITURES	2014-2015 ADOPTED BUDGET
INSTRUCTION	-	13,779	16,000
MANAGEMENT	1,510,536	1,266,840	1,301,365
NON-INSTRUCTION	1,210,050	1,243,993	1,126,184
HOURLY INSTRUCTION	253,601	151,787	258,940
HOURLY NON-INSTRUCTION	1,791,885	2,482,877	2,335,616
TOTAL ACADEMIC	4,766,072	5,159,276	5,038,105
CLASSIFIED REGULAR	2,411,328	2,564,387	2,885,679
CLASSIFIED MANAGERS	247,543	317,746	373,219
CLASS REG INSTRUCTION	5,000	-	172,677
CLASSIFIED HOURLY	1,891,700	1,827,356	1,902,884
CLASS HRLY INSTRUCTION	184,000	225,267	234,376
TOTAL CLASSIFIED	4,739,571	4,934,756	5,568,835
BENEFITS HOLDING ACCOUNT	2,388,525		2,575,095
STRS	-	370,605	-
PERS	-	354,346	-
OASDI/MEDICARE	-	343,228	-
H/W	-	953,742	-
SUI	-	6,258	-
WORKERS' COMP.	-	130,718	-
ALTERNATIVE RETIREMENT	-	51,784	-
TOTAL BENEFITS	2,388,525	2,210,681	2,575,095
TOTAL SUPPLIES	977,256	599,980	1,061,299
CONTRACTS/SERVICES	5,330,140	4,132,890	4,915,591
INSURANCE	3,610,140	4,251,442	4,309,140
UTILITIES	224,150	128,414	140,600
TOTAL SERVICES	9,164,430	8,512,746	9,365,331
BLDG & SITES	1,883,712	1,499,517	1,738,394
EQUIPMENT/LEASE PURCHASE	1,236,890	1,458,584	2,894,647
TOTAL CAPITAL	3,120,602	2,958,101	4,633,041
TOTAL EXPENDITURES	25,156,456	24,375,540	28,241,706
OTHER OUTGO - STUDENT AID	499,633	585,323	475,065
OTHER OUTGO - TRANSFERS	113,965	106,906	117,710
TOTAL OTHER OUTGO	613,598	692,229	592,775
TOTAL EXPENDITURES & OTHER OUTGO	25,770,054	25,067,769	28,834,481

**RESTRICTED GENERAL FUND 01.3
2014-2015 ADOPTED FUND BALANCE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL FUND BALANCE	2014-2015 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS	25,640,100	25,854,216	28,925,753
TOTAL EXPENDITURES AND TRANSFERS	25,770,054	25,067,769	28,834,481
OPERATING SURPLUS/(DEFICIT)	(129,954)	786,447	91,272
BEGINNING BALANCE	5,264,094	5,264,094	6,050,541
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
CONTINGENCY RESERVE/ENDING FUND BALANCE	5,134,140	6,050,541	6,141,813
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	19.92%	24.14%	21.30%

**RESTRICTED GENERAL FUND 01.3
2014-2015 ADOPTED REVENUE BUDGET**

ACCOUNTS	2010-2011 ACTUAL REVENUE	2011-2012 ACTUAL REVENUE	2012-2013 ACTUAL REVENUE	2013-2014 ACTUAL REVENUE	2014-2015 ADOPTED BUDGET
FEDERAL					
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	619,408	564,868	595,937	588,662	619,899
FWS-FEDERAL WORK STUDY	505,002	537,374	554,802	578,918	447,536
RADIO GRANTS	1,120,125	1,094,606	1,242,983	1,056,506	1,095,218
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	53,534	56,367	58,647	59,745	58,251
TECH PREP	69,708	-	-	-	-
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)	428,222	297,161	59,893	-	-
FEDERAL CARRYOVERS	1,723,699	2,012,451	1,501,086	1,334,368	1,594,704
OTHER FEDERAL	2,155,891	2,818,282	3,349,970	2,424,656	2,360,575
TOTAL FEDERAL	6,675,589	7,381,109	7,363,318	6,042,855	6,176,183
STATE					
LOTTERY	497,315	738,152	789,946	926,003	903,926
BASIC SKILLS INITIATIVE	-	-	-	-	359,257
SFAA-STUDENT FINANCIAL AID ADMIN	688,499	721,342	809,859	809,428	864,209
EOPS-EXTENDED OPPORTUNITY PROG & SERV	827,320	836,169	828,713	972,541	969,639
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	55,879	56,762	58,207	55,879	53,086
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,154,499	1,114,820	1,180,832	1,540,342	1,310,405
CALWORKS	162,303	172,595	206,231	289,931	285,634
STUDENT SUCCESS (CREDIT)	698,129	647,687	646,648	1,170,706	1,645,754
STUDENT SUCCESS (CREDIT) - TRANSFER RELATED	-	50,000	47,500	40,977	-
STUDENT SUCCESS (NON-CREDIT)	21,959	21,959	21,959	45,940	57,425
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	4,600	2,552	-	-	7,940
ENROLLMENT GROWTH	124,516	127,577	118,187	219,568	-
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	-	-	-	1,420,113
INSTRUCTIONAL EQUIPMENT AND LIBRARY	-	-	-	155,071	-
STATE CARRYOVERS	1,157,225	810,899	935,108	948,577	942,386
OTHER STATE	246,968	31,630	79,391	8,400	756,628
TOTAL STATE	5,639,212	5,332,144	5,722,581	7,183,363	9,576,402
LOCAL					
PICO PARTNERSHIP	135,203	144,405	155,230	151,770	156,782
HEALTH FEES	1,040,589	1,235,344	1,238,895	1,297,331	1,384,094
PARKING FEES	1,795,561	1,705,966	1,602,693	1,941,247	1,893,552
DONATIONS-KCRW	3,836,995	1,736,379	1,631,936	1,924,457	2,174,594
COMMUNITY SERVICES	664,103	671,112	525,003	686,387	704,503
COUNTY CALWORKS	64,000	64,000	63,936	51,000	38,000
CONSOLIDATED CONTRACT ED-LOCAL	353,069	43,167	81,192	93,133	350,000
LOCAL CARRYOVERS	23,135	34,066	239,974	344,237	195,733
OTHER LOCAL	4,121,960	4,217,245	5,304,776	5,792,037	5,913,914
TOTAL LOCAL	12,034,615	9,851,684	10,843,635	12,281,599	12,811,172
TRANSFER IN	-	-	-	346,399	361,996
TOTAL TRANSFER IN	-	-	-	346,399	361,996
TOTAL REVENUE	24,349,416	22,564,937	23,929,534	25,854,216	28,925,753
BEGINNING BALANCE	-	4,003,398	4,648,310	5,264,094	6,050,541
ADJUSTMENT TO BEGINNING BALANCE	3,627,475	-	-	-	-
TOTAL FUNDS AVAILABLE	27,976,891	26,568,335	28,577,844	31,118,310	34,976,294

**RESTRICTED GENERAL FUND 01.3
2014-2015 ADOPTED EXPENDITURE BUDGET**

ACCOUNTS	2010-2011 ACTUAL EXPENDITURES	2011-2012 ACTUAL EXPENDITURES	2012-2013 ACTUAL EXPENDITURES	2013-2014 ACTUAL EXPENDITURES	2014-2015 ADOPTED BUDGET
INSTRUCTION	78,905	-	11,638	13,779	16,000
MANAGEMENT	1,172,287	1,002,155	1,224,203	1,266,840	1,301,365
NON-INSTRUCTION	1,323,213	1,283,377	1,364,398	1,243,993	1,126,184
HOURLY INSTRUCTION	240,474	147,786	120,336	151,787	258,940
HOURLY NON-INSTRUCTION	1,673,188	1,279,744	1,584,391	2,482,877	2,335,616
TOTAL ACADEMIC	4,488,067	3,713,062	4,304,966	5,159,276	5,038,105
CLASSIFIED REGULAR	2,307,285	2,379,810	2,306,567	2,564,387	2,885,679
CLASSIFIED MANAGERS	255,021	229,170	289,334	317,746	373,219
CLASS REG INSTRUCTION	-	-	-	-	172,677
CLASSIFIED HOURLY	1,986,322	1,923,732	1,866,418	1,827,356	1,902,884
CLASS HRLY INSTRUCTION	268,607	230,869	223,525	225,267	234,376
TOTAL CLASSIFIED	4,817,235	4,763,581	4,685,844	4,934,756	5,568,835
BENEFITS HOLDING ACCOUNT	-	-	-	-	2,575,095
STRS	276,367	250,542	270,505	370,605	-
PERS	322,019	324,623	313,098	354,346	-
OASDI/MEDICARE	303,972	281,923	269,708	343,228	-
H/W	843,071	778,484	786,262	953,742	-
SUI	59,189	103,371	74,064	6,258	-
WORKERS' COMP.	103,159	96,286	103,319	130,718	-
ALTERNATIVE RETIREMENT	62,133	51,423	51,464	51,784	-
TOTAL BENEFITS	1,969,910	1,886,652	1,868,420	2,210,681	2,575,095
TOTAL SUPPLIES	721,959	616,106	518,485	599,980	1,061,299
CONTRACTS/SERVICES	5,646,547	4,804,507	4,780,335	4,132,890	4,915,591
INSURANCE	2,678,199	2,749,680	3,562,848	4,251,442	4,309,140
UTILITIES	270,484	142,272	136,338	128,414	140,600
TOTAL SERVICES	8,595,230	7,696,459	8,479,521	8,512,746	9,365,331
BLDG & SITES	1,522,788	1,460,492	1,548,872	1,499,517	1,738,394
EQUIPMENT/LEASE PURCHASE	1,132,022	1,020,396	1,158,690	1,458,584	2,894,647
TOTAL CAPITAL	2,654,810	2,480,888	2,707,562	2,958,101	4,633,041
TOTAL EXPENDITURES	23,247,211	21,156,748	22,564,798	24,375,540	28,241,706
OTHER OUTGO - STUDENT AID	578,788	619,390	626,282	585,323	475,065
OTHER OUTGO - TRANSFERS	147,494	143,887	122,670	106,906	117,710
TOTAL OTHER OUTGO	726,282	763,277	748,952	692,229	592,775
TOTAL EXPENDITURES & OTHER OUTGO	23,973,493	21,920,025	23,313,750	25,067,769	28,834,481
ENDING FUND BALANCE	4,003,398	4,648,310	5,264,094	6,050,541	6,141,813
TOTAL	27,976,891	26,568,335	28,577,844	31,118,310	34,976,294

CAPITAL OUTLAY FUND 40.0
2014-2015 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET
REVENUE			
STATE			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	-	1,420,112
PROP 39 - CLEAN ENERGY PROJECTS	-	746,804	606,330
SCHEDULE MAINTENANCE AND REPAIRS		121,866	-
STATE CARRYOVERS	-	-	96,870
TOTAL STATE	-	868,670	2,123,312
LOCAL			
PROPERTY TAX - RDA PASS THRU	-	1,552,918	-
RENTS	-	42,200	47,000
INTEREST	66,000	71,742	88,000
NON-RESIDENT CAPITAL CHARGE	3,092,000	3,279,742	2,623,794
LOCAL INCOME	151,500	213,995	151,500
TOTAL LOCAL	3,309,500	5,160,597	2,910,294
TOTAL REVENUES	3,309,500	6,029,267	5,033,606
EXPENDITURES			
SUPPLIES	57,500	30,297	57,500
CONTRACT SERVICES	460,000	435,919	570,450
CAPITAL OUTLAY	12,987,727	2,903,353	16,552,686
TOTAL EXPENDITURES	13,505,227	3,369,569	17,180,636
OTHER OUTGO - TRANSFERS	-	346,399	361,996
TOTAL TRANSFERS	-	346,399	361,996
TOTAL EXPENDITURES AND TRANSFERS	13,505,227	3,715,968	17,542,632
OPERATING SURPLUS/(DEFICIT)	(10,195,727)	2,313,299	(12,509,026)
BEGINNING BALANCE	10,195,727	10,195,727	12,509,026
ENDING FUND BALANCE	-	12,509,026	-

**MEASURE U FUND 42.2
2014-2015 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	159,000	154,428	148,000
TOTAL REVENUE	159,000	154,428	148,000
EXPENDITURES			
SUPPLIES	25,000	-	25,000
CONTRACT SERVICES	340,000	-	327,000
CAPITAL OUTLAY*	24,347,713	1,041,732	23,462,409
TOTAL EXPENDITURES	24,712,713	1,041,732	23,814,409
OPERATING SURPLUS/(DEFICIT)	(24,553,713)	(887,304)	(23,666,409)
BEGINNING BALANCE	24,553,713	24,553,713	23,666,409
ENDING FUND BALANCE	-	23,666,409	-

**MEASURE S FUND 42.3
2014-2015 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	376,000	369,230	362,000
TOTAL REVENUE	376,000	369,230	362,000
EXPENDITURES			
SUPPLIES	100,000	-	100,000
CONTRACT SERVICES	2,779,400	88,653	2,340,000
CAPITAL OUTLAY	56,156,908	1,198,631	55,664,254
TOTAL EXPENDITURES	59,036,308	1,287,284	58,104,254
OPERATING SURPLUS/(DEFICIT)	(58,660,308)	(918,054)	(57,742,254)
BEGINNING BALANCE	58,660,308	58,660,308	57,742,254
ENDING FUND BALANCE	-	57,742,254	-

**MEASURE AA FUND 42.4
2014-2015 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	145,000,000
INTEREST	338,000	305,358	931,000
TOTAL REVENUE	338,000	305,358	145,931,000
EXPENDITURES			
SUPPLIES	100,500	23,078	112,500
CONTRACT SERVICES	1,800,500	384,718	2,523,000
CAPITAL OUTLAY	54,491,693	29,980,452	169,267,303
TOTAL EXPENDITURES	56,392,693	30,388,248	171,902,803
OPERATING SURPLUS/(DEFICIT)	(56,054,693)	(30,082,890)	(25,971,803)
BEGINNING BALANCE	56,054,693	56,054,693	25,971,803
ENDING FUND BALANCE	-	25,971,803	-

INTEREST AND REDEMPTION FUND 48.0
2014-2015 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET
BEGINNING BALANCE	25,604,606	25,604,606	21,965,305
ADJUSTMENT TO BEGINNING BALANCE	-		
ADJUSTED BEGINNING BALANCE	25,604,606	25,604,606	21,965,305
REVENUE			
FEDERAL REVENUES	-	1,422,739	-
STATE REVENUES	-	123,437	-
VOTER INDEBTED TAXES	21,587,956	25,411,870	24,237,167
TOTAL REVENUE	21,587,956	26,958,046	24,237,167
TOTAL FUNDS AVAILABLE	47,192,562	52,562,652	46,202,472
EXPENDITURES			
DEBT REDEMPTION	14,007,664	14,007,665	11,366,314
INTEREST CHARGES	16,589,683	16,589,682	13,093,180
TOTAL EXPENDITURES	30,597,347	30,597,347	24,459,494
ENDING FUND BALANCE	16,595,215	21,965,305	21,742,978

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

**STUDENT FINANCIAL AID FUND 74.0
2014-2015 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET
REVENUE			
FEDERAL GRANTS	32,098,075	29,569,917	32,812,125
FEDERAL LOANS	2,800,000	2,074,187	2,800,000
CAL GRANTS	1,236,000	1,336,687	1,370,000
TRANSFER	255,498	316,165	274,208
TOTAL REVENUE	36,389,573	33,296,956	37,256,333
EXPENDITURES			
FINANCIAL AID	36,389,573	33,296,956	37,256,333
TOTAL EXPENDITURES	36,389,573	33,296,956	37,256,333
ENDING FUND BALANCE	-	-	-

SCHOLARSHIP TRUST FUND 75.0
2014-2015 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET
BEGINNING BALANCE	-	-	15,078
REVENUE			
TRANSFER	30,000	30,000	30,000
INTEREST	-	78	80
TOTAL REVENUE	30,000	30,078	30,080
TOTAL FUNDS AVAILABLE	30,000	30,078	45,158
EXPENDITURES			
SCHOLARSHIP	15,000	15,000	30,000
TOTAL EXPENDITURES	15,000	15,000	30,000
ENDING FUND BALANCE	15,000	15,078	15,158

**AUXILIARY FUND
2014-2015 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2013-2014 ADOPTED BUDGET	2013-2014 ACTUAL	2014-2015 ADOPTED BUDGET
BEGINNING BALANCE	2,210,290	2,210,290	2,163,320
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>2,210,290</u>	<u>2,210,290</u>	<u>2,163,320</u>
REVENUE			
GROSS SALES	6,152,765	6,208,437	6,160,920
LESS: COST OF GOODS	<u>(4,204,000)</u>	<u>(4,696,444)</u>	<u>(4,254,164)</u>
NET	1,948,765	1,511,993	1,906,756
VENDOR INCOME	674,469	721,740	624,969
AUXILIARY PROGRAM INCOME	<u>249,550</u>	<u>420,299</u>	<u>339,037</u>
NET INCOME	2,872,784	2,654,032	2,870,762
INTEREST	14,515	14,947	14,000
OTHER INCOME	-	3,003	-
TOTAL REVENUE	<u>2,887,299</u>	<u>2,671,982</u>	<u>2,884,762</u>
TOTAL FUNDS AVAILABLE	<u>5,097,589</u>	<u>4,882,272</u>	<u>5,048,082</u>
EXPENDITURES			
STAFFING	1,116,400	1,096,047	1,116,400
FRINGE BENEFITS	303,500	285,891	304,500
OPERATING	<u>2,027,313</u>	<u>1,337,014</u>	<u>2,089,226</u>
TOTAL EXPENDITURES	<u>3,447,213</u>	<u>2,718,952</u>	<u>3,510,126</u>
ENDING FUND BALANCE	<u>1,650,376</u>	<u>2,163,320</u>	<u>1,537,956</u>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2013-2014

District: (780) SANTA MONICA

Quarter Ended: (Q4) Jun 30, 2014

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-2014
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,383,429	130,112,632	133,791,295	144,834,470
A.2	Other Financing Sources (Object 8900)	147,494	143,887	125,558	111,105
A.3	Total Unrestricted Revenue (A.1 + A.2)	136,530,923	130,256,519	133,916,853	144,945,575
B	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	133,634,588	138,821,019	138,258,404	141,148,242
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	277,594	275,973	275,011	346,364
B.3	Total Unrestricted Expenditures (B.1 + B.2)	133,912,182	139,096,992	138,533,415	141,494,606
C	Revenues Over(Under) Expenditures (A.3 - B.3)	2,618,741	-8,840,473	-4,616,562	3,450,969
D	Fund Balance, Beginning	20,470,102	23,088,843	15,137,372	10,520,810
D.1	Prior Year Adjustments + (-)	0	889,002	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	20,470,102	23,977,845	15,137,372	10,520,810
E	Fund Balance, Ending (C. + D.2)	23,088,843	15,137,372	10,520,810	13,971,779
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.2%	10.9%	7.6%	9.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	22,545	21,359	21,265	21,415
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-2014
H.1	Cash, excluding borrowed funds		8,748,105	8,967,135	24,252,853
H.2	Cash, borrowed funds only		6,500,000	27,000,000	0
H.3	Total Cash (H.1+ H.2)	17,561,926	15,248,105	35,967,135	24,252,853

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)	140,835,136	144,834,470	144,834,470	100%
I.2	Other Financing Sources (Object 8900)	113,965	111,105	111,105	100%
I.3	Total Unrestricted Revenue (I.1 + I.2)	140,949,101	144,945,575	144,945,575	100%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	142,670,460	141,148,242	141,148,242	100%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	285,498	346,364	346,364	100%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	142,955,958	141,494,606	141,494,606	100%
K	Revenues Over(Under) Expenditures (I.3 - J.3)	-2,006,857	3,450,969	3,450,969	
L	Adjusted Fund Balance, Beginning	10,520,810	10,520,810	10,520,810	
L.1	Fund Balance, Ending (C. + L.2)	8,513,953	13,971,779	13,971,779	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6%	9.9%		

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)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2013-14	282,904	2.7%	1,005,718	2.7%	912,887	2.7%	659,502	2.7%
Year 2: 2014-15	244,869	2.3%	946,091	2.3%	950,066	2.3%	576,967	2.3%
Year 3: 2015-16			957,623	2.2%	1,242,493	2.2%		
b. BENEFITS:								
Year 1: 2013-14	43,339	2.7%	112,440	2.7%	63,262	2.7%	138,364	2.7%
Year 2: 2014-15	39,506	2.3%	117,599	2.3%	65,840	2.3%	123,067	2.3%
Year 3: 2015-16			134,355	2.2%	86,105	2.2%		

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
 The District intends to fund salary increases from anticipated increases in non-resident tuition. (object code 8880) In addition the District has implemented a hiring review process by Senior Administration to control personnel related expenditures.

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? **NO**
Next year? **YES**

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

The uncertainty related to the proposed revisions to the growth formula coupled with the increased required employer contributions for retirement plans (STRS and PERS) may result in larger deficits in future years than the District is currently projecting.