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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING

JUNE 7, 2016

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Recognition - Photo Show Winners

5:45 p.m. – Closed Session

7 p.m. – Public Meeting

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

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

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

***PUBLIC PARTICIPATION***  
***ADDRESSING THE BOARD OF TRUSTEES***

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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



II. **CLOSED SESSION** (continued)

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)

1. C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC567227.
2. Ruiz v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC525390.
3. Crosby v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC118080.

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- PLEDGE OF ALLEGIANCE
- INSTALLATION OF STUDENT TRUSTEE  
Board Chair Louise Jaffe will administer the Oath of Allegiance to Laura Zwicker and install her as Student Trustee for 2016-2017.
- CLOSED SESSION REPORT (if any)
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)  
MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES:

IV. **PUBLIC COMMENTS**

V. **SUPERINTENDENT'S REPORT**

Recognition

SMC Police Captain Ray Bottenfield Received Medal of Valor  
Bob Dammer, SMC Management Association President, 2014-2016

Updates

Graduation and Related Activities

- Graduation – June 14, 2016
- Recognition Program and Lunch – June 15, 2016
- Celebrate America – June 25, 2016
- Fourth of July Parade

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

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- CSEA
- Faculty Association
- Management Association

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

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

XI. ***BOARD COMMENTS AND REQUESTS***

XII. ***ADJOURNMENT***

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, July 5, 2016** 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.

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<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	June 7, 2016

**DISCUSSION ITEM 1**

**SUBJECT:** **BOARD OF TRUSTEES' BUDGET OBJECTIVES AND PRINCIPLES**

**SUBMITTED BY:** Chair and Vice-Chair  
Board of Trustees

**SUMMARY:** The Board of Trustees will review and discuss updating Budget Objectives and Principles adopted on May 1, 2012 to reflect current budget realities and projections. The staff report below was prepared by the Superintendent/President and Vice-President, Business/Administration. Suggested revisions to the Budget Objectives and Principles are included.

**STAFF REPORT:** During the last five years, the California Community Colleges have experienced the worst and the best budgets in the State's history. For example, in 2011-12, at the heart of the recession, the State reduced the Districts apportionment payment by <\$9.3> million. At the opposite end of the spectrum in 2015-16, the State increased the Districts apportionment by more than \$8 million, mostly due to one-time adjustments to the base. The college's previous high water mark for apportionment came in 2008-09 at \$108 million; the lowest in 2011-12 at \$98 million. The District did not recover to the \$108 million mark until 2014-15. While the District's apportionment has recovered from the lows of the recession, mostly due to one-time base allocations in 2015-16, there are still some major issues of budgetary concerns that need to be addressed including:

1. New state growth allocation formula
2. Funding of STRS/PERS benefits increases
3. Funding of STRS/PERS future pension obligations
4. Funding of OPEB obligations
5. Flattening of enrollment for Resident and Non-Resident students
6. Reliance on one-time funds to offset the operating deficit
7. Uncertainty of Proposition 30 funding
8. Increases in expenses higher than COLA
9. Finalization of the Governor's Budget for 2016-2017

The District managed through the state budget funding decreases during the recession and avoided layoffs of permanent employees by using a portion of its fund balance of over \$23 million and maintaining unfunded FTES, which was used to capture growth/access funding when available. Currently, the projection for the fund balance is \$18 million with the District only able to capture 65 credit FTES of the available 432 credit FTES of growth. However, a review of the Board's strategic planning Principles and Guidelines is needed. With this as guidance to aid college-wide planning, SMC can develop a budget strategic plan that aligns more realistically to the dynamic fiscal changes and continue to move forward as the premier community college in the State.

Santa Monica Community College District  
**Board of Trustees ~~2012-2013-2015-2016~~**  
**Budget Objectives and Principles**  
Adopted May 1, 2012

OBJECTIVES

- ~~1.~~ Develop a budget plan ~~guided by benchmarks~~ that brings available ongoing revenues and expenditures into balance effective with the adoption budget for ~~2013-2014-~~**2016-2017**.
2. Protect the College's ongoing operation by maintaining a fund balance for the District of ~~5%~~**7.5%** or more going forward from ~~2012-2013-~~**2016-2017**.

~~In a time of state-mandated limits on resources, the following are the Board of Trustees guiding principles.~~

**The following budget principles have been developed in response to the changing environment, including enrollment trends and funding formulas.**

PRINCIPLES

- A. The College is committed to student access and success and service to the community.
- B. Ensure that enrollment targets are consistent with the state-funded FTES cap, and, to the degree that they are the basis for revenue projections, can realistically be achieved within the fiscal limitations of the College.
- C. Maintain course offerings that are responsive to student needs and consistent with the State priorities of **student success**, transfer, career technical, and basic skills education.
- D. Programs will not be eliminated or reduced without careful review **of program viability**.
- E. Establish and maintain an acceptable cost effective level of learning resources and student support services based on comparative performance data as determined by the College.
- F. Develop **and implement** a variety of expenditure reduction strategies.
- G. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
- H. ~~Where possible and practicable,~~ Use staff attrition and/or existing vacancies as one means of reaching budget targets, **where possible, or as an opportunity for reorganization to increase efficiency**.
- I. Seek to spread cost reductions ~~equitably.~~ **strategically**.
- J. **Budget planning should attempt** to avoid **future** layoffs of permanent employees. **If necessary, the District may** seek salary freezes, furloughs, salary reductions, and other temporary or ongoing adjustments.



- K. Continue to seek external sources of funding, such as grants, to support the College's core missions, but avoid those with matching, management, or reporting requirements that demand significant college resources.
- L. Develop a budget process that manages the growth of expenditures based on: analysis of program need (rather than historical allocations); realistic expectations of revenues; updated ~~market~~ **financial** information; and performance measurements.
- M. ~~In light of the current State imposed funding reductions,~~ review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for **classes and** services, improving student success outcomes, or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College's core missions and goals.
- N. Make effective use of the College's established planning structures and processes to recommend specific actions to reach the stated objectives, following the principles listed above. The College President shall clarify how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.
- O. ~~Benchmarks will be used as a guide to inform the decision-making process.~~ **Develop strategies to address employee health and benefit increases as well as future retiree health and pension liabilities.**
- P. **Encourage the generation of revenue through entrepreneurial and asset management activity.**

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:**                    **2016-2017 TENTATIVE BUDGET**

**SUBMITTED BY:**            Vice-President, Business/Administration

**REQUESTED ACTION:**      It is recommended that the Board of Trustees adopt the 2016-2017 Tentative Budgets (Appendix A).

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2016-2017 is comprised of the following nine funds:

General Fund Unrestricted	\$180,742,580
General Fund Restricted	<u>\$47,066,129</u>
<i>Total General Fund</i>	<i>\$227,808,709</i>
Special Reserve Fund (Capital)	\$25,358,535
Bond Fund: Measure U	\$20,019,593
Bond Fund: Measure S	\$66,178,204
Bond Fund: Measure AA	\$151,995,073
Bond Interest & Redemption Fund	\$54,324,905
Student Financial Aid Fund	\$38,792,699
Scholarship Trust Fund	\$45,408
Auxiliary Operations	<u>\$4,718,073</u>
<i>Total Other Restricted</i>	<i>\$361,432,490</i>
<b>TOTAL PROPOSED TENTATIVE BUDGET</b>	<b>\$589,241,199</b>

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:** **COLLECTIVE BARGAINING AGREEMENT WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 36**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees ratify the collective bargaining contract with the California School Employees Association (CSEA) Chapter 36 for a term beginning on July 1, 2015, and ending on June 30, 2018.

SUMMARY: On May, 5, 2015, CSEA's initial collective bargaining agreement proposals were presented to the Board in accordance with the public disclosure requirements of Government Code Section 3547. On June 2, 2015, the Board invited the public to make comments on the proposals.

The District's negotiation team and the CSEA representatives concluded negotiations on May 5, 2016. CSEA members are scheduled to vote on the agreement on June 6, 2016.

Projected Cost Impact of CSEA Increase

	<b><u>2016-2017</u></b>
Salary Increase	\$745,913
One-Time Pay	477,000
Total Salary	1,222,913
Benefits	260,077
<b>Total Salary and Benefits:</b>	<b>\$1,482,990</b>

The agreement is on the District's website at:  
[http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board\\_of\\_Trustees\\_Meetings/2016/CSEA%202015-18%20Contract%20Redlined.pdf](http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2016/CSEA%202015-18%20Contract%20Redlined.pdf)

A copy of the agreement is provided as a supplement to the agenda.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:**                   **ACCEPTANCE OF FINAL DRAFT OF THE SMCCD 2016 ACCREDITATION INSTITUTIONAL SELF-EVALUATION REPORT**

SUBMITTED BY:           Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees accept the final draft of the Santa Monica Community College District 2016 Accreditation Institutional Self-Evaluation Report.

SUMMARY:                   The Institutional Self-Evaluation Report is presented to the Board of Trustees in preparation for its submission to the Accrediting Commission. It is believed to be a true and accurate depiction of Santa Monica College at this time. The body of the report is substantially complete, but the co-editors continue to refine it, organize the supplementary sections, and deal with formatting and publication details. The self-study process has been reflective and rewarding, and the discussions that have occurred throughout the College during the development of the document have resulted in an opportunity to reflect on the College’s many accomplishments, challenges, and evolution over the past six years, acknowledge areas in need of improvement, and create a focused action plan that explores, in-depth, two planning areas: Student Success/Equity and Technology. These topics form the basis of the Quality Focus Essay and, with the Master Plan for Education update and the Strategic Planning Cycle that is currently underway, will ensure that Santa Monica College continues to assess and improve its student learning programs.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 5**

**SUBJECT:** **RESOLUTION OF THE BOARD OF TRUSTEES OF SANTA MONICA COMMUNITY COLLEGE DISTRICT REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO LEVY AN AD VALOREM TAX IN ANTICIPATION OF A SALE OF GENERAL OBLIGATION BONDS OF THE DISTRICT**

**SUBMITTED BY:** Vice-President, Business/Administration

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the following resolution requesting the Board of Supervisors of the County of Los Angeles to levy an *ad valorem* tax in anticipation of a sale of general obligation bonds of the District previously approved by the voters.

**SUMMARY:** The County of Los Angeles County now requires this notification of the District’s intent to offer bonds for sale in the next fiscal year, and it must be approved before June 30, 2016. Additional items as part of the process to actually sell the bonds will be coming later in the fiscal year 2016-2017.

**WHEREAS**, Santa Monica Community College District, Los Angeles County, California (the “District”) has \$20,002,142 of authorized but unissued general obligation bonds under an election conducted within the District on November 2, 2004 (the “2004 Authorization”); and

**WHEREAS**, the District has \$50,004,171 of authorized but unissued general obligation bonds under an election conducted within the District on November 4, 2008 (the “2008 Authorization”); and

**WHEREAS**, the Board of Trustees of the District (the “Governing Board”) has determined that the capital needs of the District require the issuance of some or all of the bonds remaining under the 2004 Authorization and the 2008 Authorization on a date during the 2016-17 fiscal year (collectively, the “Bonds”); and

**WHEREAS**, pursuant to Section 15252 of the Education Code, the District is authorized to request the board of supervisors of the county, the superintendent of schools for which has jurisdiction over the District, to order a levy of *ad valorem* taxes within the District, as necessary to pay estimated debt service on the Bonds; and

**WHEREAS**, the Los Angeles County Superintendent of Schools has jurisdiction over the District, and the Board of Supervisors of the County of Los Angeles (the “County Board”) is therefore authorized to take action in this regard; and

**WHEREAS**, this Governing Board hereby informs the County Board of its intention that \$20,002,142 aggregate principal amount of Bonds under the 2004 Authorization and \$50,004,171 aggregate principal amount of 2008 Election Bonds under the 2008 Authorization are anticipated to be issued on or about April 5, 2017, and requests that the County Assessor of the County of Los Angeles levy an *ad valorem* tax to pay debt service thereon; and

**WHEREAS**, this Governing Board has caused to be prepared, and has reviewed, a debt service estimate (the “Debt Service Estimate”) for the necessary repayment of the Bonds and provides herewith a copy of the Debt Service Estimate to the County Board;

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Trustees of the Santa Monica Community College District as follows:

**SECTION 1.** Recitals. The Governing Board hereby determines that the foregoing recitals are true and correct.

**SECTION 2.** Estimated Debt Service on General Obligation Bonds of the District. The Governing Board hereby authorizes the Superintendent/President of the District or designee to submit a certified copy of this Resolution, together with the Debt Service Estimate, to the County Board for purpose of effecting a levy for the 2016-17 fiscal year. The Governing Board certifies that it anticipates the issuance of the Bonds in the aggregate principal amount of \$70,001,867.30 with an estimated preliminary total debt service payment of approximately \$137,102,414.85 (based on interest rates as of May 2016).

**SECTION 3.** Request to County for Levy. The County Assessor is hereby requested to effect the levy in accordance with Section 2 hereof.

**SECTION 4.** Effective Date. This Resolution shall take effect immediately upon its adoption.

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

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 6**

**SUBJECT:                    MULTIPLE MEASURES PLACEMENT: IMPLEMENTATION STATUS REPORT**

**SUBMITTED BY:**        Vice-President, Enrollment Development

The report in Appendix B describes the implementation and preliminary outcomes of multiple measures placement at Santa Monica College. The Student Success Act of 2012 requires California Community Colleges to utilize multiple indicators of student readiness as part of its assessment process in English, ESL, and mathematics. The SMC multiple measures workgroup consisting of administrators, staff, and faculty from the English, ESL, mathematics, and counseling departments collaborated for the past few months to implement multiple measures at the College. After several research studies and numerous discussions, the team identified high school 11<sup>th</sup> grade GPA, highest math class successfully completed, and grade received in the class to derive a multiple measures placement recommendation for students. Multiple measures-based placement is currently used in concert with the “regular” assessment test. The process yielding the highest subject placement for the student is used to determine the starting point in the course sequence.

Preliminary outcomes suggest that combining the placement approaches (i.e., regular testing with multiple measures) results in a higher number of students being placed into transfer-level courses than by using either one of the individual approaches. Specifically, the percent of students placing into transfer-level English increases from 27.2% using assessment test results alone to 44.4% by also using multiple measures. In the case of mathematics, the percent of students placing into transfer-level courses increases from 24.6% using assessment test results alone to 43.1% by also using multiple measures. While a disproportionate impact analysis suggests there is no equity gap among females and males, there continues to be an equity gap by race/ethnicity. However, underrepresented students such as Hispanic and African American students do make considerable gains in overall college-level placement by doubling their numbers into said courses.

In addition to participating as a pilot institution for the multiple measures project above, Santa Monica College was also selected to serve as a pilot institution for the Common Assessment Initiative, which is in the process of developing a testing and placement platform called CCCAssess. CCCAssess will enable colleges to assess students in English, ESL, and mathematics via subject tests and multiple measures. Several staff members at the College have participated in CAI workgroups for the past two years. At the time of this report, Santa Monica College concluded its involvement with the administration of CCCAssess tests in the three subject areas, for pilot testing purposes. A total of 1,250 students participated in the pilot. College staff will continue to provide feedback to the CAI leadership on the technical aspects of the platform in the next few weeks. A launch date of the CCCAssess platform is expected in early fall 2016.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 7**

**SUBJECT:** **FIRST READING: BOARD POLICY SECTION 1000 – BYLAWS OF THE BOARD**  
**BP 1210, POWERS AND RESPONSIBILITIES**  
**BP 1220, BOARD OF TRUSTEES POLICIES**  
**BP 1280, EVALUATION OF THE SUPERINTENDENT/PRESIDENT**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees conduct a first reading of revised Board Policies in Section 1000 – Bylaws of the Board of Trustees:  
BP 1210, Powers and Responsibilities  
BP 1220, Board of Trustees Policies  
BP 1280, Evaluation of the Superintendent/President

**COMMENT:** Board Policies 1210 and 1220: The College’s accrediting agency, ACCJC, has revised the standards that guide the college’s self-evaluation report, developed as part of the process of its accreditation reaffirmation. Some of those changes, reviewed in conjunction with board policies, resulted in the identification of needed revisions to board policies.

- Board Policy 1210 Powers and Responsibilities: Changes to the wording of Standard IV.C.5 asks whether the college’s governing board establishes policies consistent with the college mission “to ensure the quality, integrity, and improvement of student learning programs and services and the resources to support them.” The proposed revision to BP 1210 addresses that question.
- Board Policy 1220, Board of Trustees Policies: ACCJC has also added emphasis on tying the college’s policies and processes to the college’s mission. The change to BP 1220, Board of Trustees Policies, confirms that polices are developed and implemented in accordance with the college’s Vision, Mission, Supporting Goals and Institutional Learning Outcomes.

Board Policy 1280, Evaluation of the Superintendent/President: The proposed revision (delete date of June 1<sup>st</sup>) to bring the policy in line with the current Superintendent’s contract.

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



## **Section 1000 – Bylaws of the Board of Trustees**

### **BP 1210 Powers and Responsibilities**

The Board of Trustees of the Santa Monica Community College District derives its powers from the Constitution of the State of California (Article IX; Section 14), and laws enacted by the Legislature of the State of California (Education Code).

The Board of Trustees has the Power(s) and Responsibility:

1. to determine the educational program of the Santa Monica Community College District and to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them..
2. to hire, evaluate and terminate the Superintendent/President.
3. to make rules and regulations for the operation of the District; generally it delegates that authority to the Superintendent/President, retaining the right to review rules and regulations for harmony with Board of Trustees policies.
4. to call or cause to call the elections for certain purposes among the voters of the District.
5. to hold and convey property for the use and benefit of the District.
6. to impose the authorization of eminent domain.
7. to contract for goods and services necessary for the operation of the District.
8. to be fiscally independent from the County Department of Education for the purpose of processing payroll, retirement and payment of expenditures, or of causing special assessments to be levied on property within the District.
9. to fix and prescribe duties to be performed by employees of the District.
10. to establish its own procedures.
11. to sue and be sued.
12. to appraise and review its actions and policies.

Reference: Education Code Sections 5304, 72000, 72400

*Reviewed and Adopted: 5/1/2000*

## **Section 1000 – Bylaws of the Board of Trustees**

### **BP 1220          Board of Trustees Policies**

The Board of Trustees shall be the policy-making body of the Santa Monica Community College District and shall establish general policies governing the operations of the college in accordance with its Vision, Mission, Supporting Goals, and Institutional Learning Outcomes. Implicit in the adoption of policies is the understanding that the Superintendent/President is delegated the authority to carry them out. The policies adopted by the Board of Trustees are consistent with the provisions of the law, but do not encompass all laws relating to the District's activities.

The Board of Trustees shall determine the general scope and nature of the operation of the District, but shall not make specific administrative regulations, unless:

1. law requires the Board of Trustees to do so, or
2. a particular matter is of such magnitude that the Superintendent/President should not bear the responsibility alone and needs specific action of the Board of Trustees on such matter.

The Board of Trustees shall seek the recommendation of the Superintendent/President prior to adopting, amending, repealing, or suspending any policy. The formal adoption of policies shall be recorded in the minutes of the Board of Trustees. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

The bylaws and the policies of the Board of Trustees shall be subject to adoption, amendment, or repeal only upon the affirmative vote of four or more members of the Board of Trustees at a meeting held subsequent to a meeting in which the proposed amendment has been submitted in writing. However, revisions of a technical nature that do not affect the intent of the bylaws may be adopted, amended, or repealed at a meeting in which the proposal has been submitted in writing.

The bylaws and the policies of the Board of Trustees shall be subject to temporary suspension upon the affirmative vote of four or more members of the Board of Trustees.

The Board of Trustees does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent/President. Adoption and amendment of such adopted regulations shall be by the same procedure as that specified for policies.

The Board of Trustees reserves the right to review and direct revisions of administrative regulations should they, in the judgment of the Board, be inconsistent with the policies adopted by the Board.

Reference:      Education Code Section 72000

*Reviewed and Adopted: 5/1/2000*

## **Section 1000 – Bylaws of the Board of Trustees**

### **BP 1280 Evaluation of the Superintendent/President**

The Board of Trustees shall hold an annual evaluation of the Superintendent/President ~~by June 1<sup>st</sup>~~ each year at a special meeting scheduled on a mutually agreed upon date.

Each member of the Board will individually rate the Superintendent's performance on the following criteria:

#### **Standard Leadership Criteria**

- Educational Advancement and Quality
- Fiscal Health and Internal Operations
- Community and Government Relations (Local/State/National)
- Facilities and Sustainability
- Partnership with the Board of Trustees

#### **Annual Performance Criteria**

The performance criteria will be drawn each year from goals and priorities identified by the Board of Trustees.

*Reviewed and Adopted: 5/1/2000*

*Revised 12/1/2003, 5/6/2014*



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

**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 #8-#26.

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

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

**IX. CONSENT AGENDA – Pulled Recommendations**

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

**RECOMMENDATION NO. 8 APPROVAL OF MINUTES**

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

May 3, 2016 (Regular Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

**CONSENT AGENDA: ANNUAL RECOMMENDATIONS**

The following recommendations are required to be approved annually by Board of Trustees:

- #9 Election of Personnel, 2016-2017
- #10 Resolution Fixing the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act
- #11 Destruction of Class 3 Records
- #12 Year-End Appropriations Transfers
- #13 Disposal of Surplus Property
- #14 Authorization of Signatures, for JP Morgan Chase Bank and Union Bank, 2016-2017
- #15 Annual Resolution – Temporary Inter-Fund Cash Borrowing
- #16 Annual Resolution – Cash Borrowing from the County Treasury

**RECOMMENDATION NO. 9 ELECTION OF PERSONNEL, 2016-2017**

*Requested Action: Approval of the following annual elections/reelections, effective July 1, 20165*  
*Approved by: Marcia Wade, Vice-President, Human Resources*

Academic Personnel: Declare salary schedules indefinite for 2016-2017 and place academic personnel to the appropriate place on their respective salary schedules for the 2016-2017 fiscal year.

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

Classified Personnel: Declare salary schedules indefinite for 2016-2017 and place classified personnel to the appropriate place on their respective 2016 salary schedules for the period such salary schedules are effective.

Academic Management and Classified Management and Confidential employees other unrepresented personnel except those with individual employment contracts: Declare salary schedules indefinite for 2015-2016 and place unrepresented personnel to the appropriate place on their respective 2015 salary schedules.

Academic Management with individual employment contracts: Employment of all current academic administrators with individual employment contracts in the following positions, effective July 1, 2016:

- Executive Vice-President
- Vice-President
- Senior Director
- Senior Administrative Dean
- Dean
- Associate Dean
- Director
- Assistant Director

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

**RECOMMENDATION NO. 10 RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE  
Requested Action: Adoption PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

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

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

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

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

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of \$857.14 per month, plus administrative fees and Contingency Reserve Fund Assessments.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

**RECOMMENDATION NO. 11 DESTRUCTION OF CLASS 3 RECORDS**

*Requested Action: Approval*

*Approved by: Jeff Shimizu, Interim Executive Vice-President  
 Robert Isomoto, Vice President, Business and Administration  
 Teresita Rodriguez, Vice-President, Enrollment Development  
 Marcia Wade, Vice-President, Human Resources*

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

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

**RECOMMENDATION NO. 12 YEAR-END APPROPRIATIONS TRANSFERS**

*Requested Action: Approval*

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

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2015-2016 to permit the payment of obligations of the district incurred during the year.

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

**RECOMMENDATION NO. 13 DISPOSAL OF SURPLUS PROPERTY**

*Requested Action: Approval*

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

Authorize the disposal of surplus equipment through means deemed appropriate as required during fiscal year 2016-2017.

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 2, 2015

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 14 AUTHORIZATION OF SIGNATURES FOR JP MORGAN CHASE BANK, 2016-2017**

*Requested by: Christopher Bonvenuto, Chief Director, Business Services*

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

*Requested Action: Approval*

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on JP Morgan Chase Bank existing and new accounts for 2016-2017.

1. District Accounts

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

Designated Signatories for District Accounts

- Kathryn E. Jeffery
- Jeffery Shimizu
- Robert Isomoto
- Christopher Bonvenuto
- Carla Spalding

2. Auxiliary Services/Associated Students Accounts

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

Designated Signatories

- Kathryn E. Jeffery
- Jeffery Shimizu
- Robert Isomoto
- Christopher Bonvenuto
- Carla Spalding
- Mitch Heskell

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2015

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

**RECOMMENDATION NO. 15 ANNUAL RESOLUTION – TEMPORARY INTER-FUND CASH BORROWING**

*Requested by: Christopher Bonvenuto, Chief Director, Business Services*

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

*Requested Action: Approval*

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

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

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$11,500,000
- 2) For Fiscal Year 2016-2017.
- 3) Shall not exceed 75 percent of any moneys held in any fund.
- 4) Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
- 5) Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amount borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be \$11,500,000.

Comment: Given the instability inherent in the Apportionment payment process coupled with continued issues with inconsistent cash flow from property tax and Redevelopment Agency (RDA) collections, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2016-2017 fiscal year.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

**RECOMMENDATION NO. 16 ANNUAL RESOLUTION – CASH BORROWING FROM THE COUNTY TREASURY**

*Requested by: Christopher Bonvenuto, Chief Director, Business Services*

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

*Requested Action: Approval*

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

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

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$25,000,000
- 2) For Fiscal Year 2016-2017.
- 3) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
- 4) Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the 2016-2017 fiscal year.
- 5) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds, if so deemed appropriate during the 2016-2017 fiscal year by the Superintendent/President, to ensure that the District can meet its financial obligations.

Comment: Given the instability inherent in the Apportionment payment process coupled with continued issues with inconsistent cash flow from property tax and Redevelopment Agency (RDA) collections, Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2016-2017 fiscal year.

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**RECOMMENDATION NO. 17 NEW COURSES AND DEGREES, SPRING 2016***Requested by: Curriculum Committee**Approved by: Georgia Lorenz, Vice-President, Academic Affairs**Requested Action: Approval/Ratification*New Courses

COSM 38B Mechanical Exfoliation

COSM 38C Chemical Exfoliation

ECE 32 Communicating With Families

ET 41M Digital Music Production

HEALTH 11 First Aid and Cardio-Pulmonary Resuscitation

MEDIA 4 Introduction to Game Studies

New Programs

Infant/Toddler Teacher Associate in Science (AS) / Certificate of Achievement

Distance Education

ECE 32 Communicating With Families

Global Citizenship

HIST 6 History Of Latin America II

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 18 RATIFICATION OF CONTRACTS AND CONSULTANTS**

Approved by: Kathryn E. Jeffery, Superintendent/President

Requested Action: Ratification

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

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Term/Amount	Service	Funding Source
A Jewels Solheim-Roe	May 13, 2016  Not to exceed \$2,000	Jewels Solheim-Roe will conduct work as part of the 2016 PPI Spring Symposium. She will be a speaker and performance art coordinator for the symposium. Jewels has been an active supporter of the arts and ecological issues for four decades, focusing her work on conservation, sustainability, the arts, and grass-roots fund raising. She works with Art Matters, the Santa Monica Mountains Conservancy, MUSE school, Westside Ballet of Santa Monica, the Topanga Film Festival, Venice Family Clinic, the Girls and Boys Club of Malibu, and Malibu Unites/ America Unites for Kids.	PPI District Budget
Requested by: Kiersten Elliott, Dean, Community and Academic Relations Approved by: Don Girard, Government Relations/Institutional Communications			
B Cheryl Brooks	July 1, 2016 – June 30, 2017  \$55 per hour, not to exceed \$2,200	Cheryl Brooks is a mobility specialist who will provide orientation and mobility training for students with visual impairment so they may travel safely, efficiently, and independently across the SMC campuses. Training will include access to and from classrooms.	DSPS
Requested by: Disabled Students Programs and Services (DSPS) Approved by: Don Girard, Government Relations/Institutional Communications			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 18 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract	Term/Amount	Service	Funding Source
C Various Site rentals/road access for KCRW Transmitters	June 2016 – May 31, 2021  Not to exceed \$1,575 for June 2016	American Towers, LLC First Amendment to Lease Agreement for tower usage by KCRW at 1750 Casitas Vista Road; Ventura, CA 93001-9739 Red Mountain site #1; Tower #8016 Contract #WE801623  Agreement for 5 years, commencing June 1, 2016; for rental and utilities; annual escalator, not to exceed 4%, On anniversary of Start Date.  Agreement can be renewed for 2 additional 5-year Terms.  Termination notice must be submitted in writing, at least 90 days, prior to expiration of the then-current Term.	CPB Grant money and KCRW Donations
<i>Requested by: Jennifer Ferro, Director, KCRW Radio Station</i> <i>Approved by: Don Girard, Government Relations/Institutional Communications</i>			
D eCollege	July 1, 2016- June 30, 2017  \$186,000  July 1, 2017- June 30, 2018  \$10,000	The first period represents an extension of the existing contract with eCollege for one additional year during the transition to Canvas as the online course management system.  The second period represents an “extended access period” during which SMC can access inactive courses and historic student data on the eCollege System.	District
<i>Requested by: Julie Yarrish, Associate Dean Online Services/Support</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 18 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract	Term/Amount	Service	Funding Source
E   Tavarez & Associates, LLC	June 8-30, 2016  \$1,500	The provider will facilitate a Mission, Vision, Values, Goals and Activities development meeting of the Santa Monica Regional Consortium for Adult Education.	Adult Education Block Grant
F   Cynthia Wood	June 8-30, 2016  Not to exceed \$500	The provider will participate in an Physical Therapy Aide workgroup providing expertise in the Physical Therapy content area.	Adult Education Block Grant
<i>E and F</i> <i>Requested by: Dawn Murphy, Project Manager, Adult Education Programs</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
G   Vicenti, Lloyd and Stuzman LLP	Not to exceed \$8,000	Final billing for the presentations to the Board of Trustees, Citizen’s Bond Oversight Committee and Board Audit Sub-committee for the 2014-2015 audit.	District General Fund
<i>Requested by: Cynthia Moore, Director, Purchasing</i> <i>Approved by: Robert G. Isomoto, Vice President, Business/Administration</i>			
H   Rinat Subbotovsky	June 16 & 20 – July 29, 2016  \$50 per hour, not to exceed \$3,050	Consultant will provide instruction in high school mathematics through pre-calculus in the Upward Bound summer program as required by the U.S. Department of Education grant.	TRIO/ Upward Bound
I   James Altuner	June 16 & 20 – July 29, 2016  \$50 per hour, not to exceed \$4,850	Consultant will provide instruction in project-based English Literature and Composition in the Upward Bound summer program as required by the U.S. Department of Education grant.	TRIO/ Upward Bound
<i>H and I</i> <i>Requested by: Bonita Cooper, Project Manager, Upward Bound</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>			



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 18 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

<b>J Celebrate America 2016</b>			
Approval of the following contracts for Celebrate America 2016, scheduled for Saturday, June 25, 2016. All activities including entertainment and community picnic will be held on Corsair Field. There will be live music, "Welcome Lounge", food drive, an MC on the Corsair Stage, and a spectacular fireworks show from the top of Parking Structure 3. Costs are covered by sponsorships and donations.			
	Provider	Amount	Service
1.	Pyro Spectaculars - Fireworks	\$17,500	Fireworks
2.	Chris Mulkey Band	\$1,500	Music entertainment
3.	Eddie Jauregui, MC	\$335	Master of Ceremonies
4.	Denise Flachbart	\$3,000	Production services
5.	Field Turf	\$3,500	Maintenance of Corsair Field
6.	Ling Audio Prod. – Stage and Sound	\$4,310	Stage and Sound System
7.	Festival Lighting – Stage Lighting	\$1,975	Lighting rental
8.	Portable Restrooms	\$2,000	Portal restrooms and 300 gallon sink
9.	Athens Services	\$225	Waste Collection Disposal
10.	Contemporary Services Corp.	\$9,440	Event Security Services
11.	SMC Campus Police	\$9,530	Security
12.	SMC Grounds Maintenance/ Custodial Services	\$8,060	Grounds & Custodial Cleanup
13.	Smart Party Rents	\$5,400	Canopies, lighting, tables, and chairs
14.	West Coast Litho, Inc.	\$1,755	Flyers and programs
15.	Commercial Landscape Supply	\$200	Caution Banner and Hoses
Requested By: <i>Linda Sullivan, Associate Dean Facilities Programming</i>			
Approved By: <i>Don Girard, Senior Director, Government Relations/Institutional Communications</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 19 CONTRACTS FOR HUMAN RESOURCES**

*Requested Action: Approval/Ratification*

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

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

Provider	Service	Amount	Funding Source
1. Ameriflex/ Colonial Life Insurance	<p>Colonial Life &amp; Accident Insurance Company has agreed to pay the “per participant per month fees” for flexible benefits administration services of participating employees.</p> <p>Fees are based on a “per participant per month” basis for 12 months (2017).</p> <p>Colonial Life will pay fees through term of agreement \$4/participant/month and with Ameriflex serving as the Flexible Spending Account (FSA) administrator.</p> <p>Payment terms will be renegotiated annually and continue as long as Colonial Life is allowed to meet face to face with at least 75% of benefits eligible employees during open enrollment.</p> <p>Enrollment period: September 1 – October 31, 2016 Effective Date: July 1, 2016 – July 31, 2017</p>	<p>No cost to either the District or employee for any portion of the Section 125 FSA administration charges.</p> <p>Other insurance policies are voluntary and employee paid (except for the District’s life insurance policy of \$50,000 per employee.)</p>	(not applicable)
2. SchoolsFirst Federal Credit Union	<p>SchoolsFirst FCU replaces Tax Deferred Service Group as the Third Party Administrator for the 403b and 457b retirement savings accounts.</p> <p>Effective Date: July 1, 2016</p>	No cost to the District for any portion of the administrative fees.	(Not applicable)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 20 ACADEMIC PERSONNEL**

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

ELECTIONS

FACULTY

Cordova, Sheila, Interior Architecture Design	08/23/2016
Chan, Nicole, Graphic Design Instructor	08/23/2016
Klumpe, Paul, Philosophy Instructor	08/23/2016
Metzler, Karen, Exercise Physiology Instructor	08/23/2016
Moshen, Ali, Philosophy Instructor	08/23/2016
Melendez, Christyanne, Geology Instructor	08/23/2016

ADMINISTRATOR

PROJECT MANAGER

Adamson, Gerald, Suicide Prevention Grant (50%)	07/01/2016 – 06/30/2017
Cardenas, Nancy, LA Hi Tech Student Support (50%)	07/01/2016 – 06/30/2017
Cooper, Bonita, Upward Bound	07/01/2016 – 06/30/2017
Gausman, Jenna, Grants (25%)	07/01/2016 – 06/30/2017
Kawar, Ferris, Sustainability Coordination	07/01/2016 – 06/30/2017
Leon-Vasquez, Maria, Workforce Development	07/01/2016 – 06/30/2017
Palomino, Cyndi B., Equity Initiatives	06/08/2016 – 06/30/2017
Sandoval, Audrey, Pico Promise (50%)	07/01/2017 – 06/30/2017

INTERIM ADMINISTRATORS

Akins-Raveling, Delores, Associate Dean, Student Success & Outreach	07/01/2016 – 06/30/2017
Burson, Patricia, Director, Library Services	07/01/2016 – 06/30/2017
Chavarry, Edna, Director, Academic Affairs Initiatives	07/01/2016 – 06/30/2017
Deknatel, Jane, Director, Performing Arts Center (Range 6, Step 6)	06/08/2016 – 05/31/2018
DeMorst, Wendi, Director, Supplemental Instruction/Tutoring	07/01/2016 – 06/30/2017
Ellis, Reggie, Athletic Director	07/01/2016 – 06/30/2017
Grass, Nancy, Associate Dean, Student Life	07/01/2016 – 06/30/2017
Heskel, Mitch, Dean, Education Enterprise	07/10/2016 – 06/30/2017
Johnson, Jaclyn, Assistant Director, Athletics	07/01/2016 – 06/30/2017
Moore, Lizzy, Dean, SMC Foundation/Institutional Advancement	07/01/2016 – 06/30/2017
Tovar, Esau, Dean, Enrollment Services	07/01/2016 – 06/30/2017

ADJUNCT FACULTY

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

LEAVES

REDUCED ASSIGNMENT

Dworsky, Amy, Counseling  
Comment: 60% assignment

08/23/2016 – 06/30/2016

SEPARATIONS

LIMITED RETIREMENT (REDUCED WORKLOAD PROGRAM)

Dophna, Gwendolyn, Early Childhood Education

07/01/2016

RESIGNATION

Murphy, Dawn, Project Manager, Adult Education Programs

06/30/2016

RETIREMENTS

Bernstein, Teri, Business Accounting (31 years of service)

06/30/2016

Breedlove, Karin, Modern Language (31 years of service)

06/30/2016

Burnett, Sandra, DSPS Counseling (36 years of service)

06/14/2016

Halliday, Patricia, Business (27 years of service)

08/12/2016

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 21 CLASSIFIED PERSONNEL - REGULAR**

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

EFFECTIVE DATE

CLASSIFICATION SALARY RE-ALLOCATION

Admissions and Records Supervisor 06/01/16  
 From: Classified Management Salary Schedule – Range M11  
 To: Classified Management Salary Schedule – Range M15

ELECTIONS

PROBATIONARY/ADVANCE STEP PLACEMENT

Brooke, Alanna, Administrative Assistant I, Counseling (B) 05/17/16  
 Johnson, Anthony T., Skilled Maintenance Worker, Maintenance (C) 06/06/16  
 Ly, Philloon, Audio/Visual Equipment Technician, Media Services (B) 05/16/16  
 Peters, Erica, Human Resources Specialist, Human Resources (C) 06/01/16

PROBATIONARY

Kim, Dawny L., Instructional Assistant- Learning Disabilities 06/13/16  
 Lea, Stephanie, Human Resources Specialist, Human Resources 06/01/16  
 Kim, Dawny, Instructional Assistant – Learning Disabilities 06/13/16

PROMOTION

Moreno Hernandez, Blanca 06/01/16  
 From: Lab. Tech. – Chemistry, 11 mos, 40 hrs, NS-I  
 To: Lead Lab. Tech. – Chemistry, 12 mos, 40 hrs, Varied Hours

Yancey, Robin 05/16/16  
 From: Administrative Clerk, Academic Affairs (50%)  
 To: Student Services Assistant, Welcome Center (100%)

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Jauregui, Luis 06/01/16  
 From: Student Services Assistant, Community Services, 12 mos, 40 hrs  
 To: Student Services Specialist, Community Services, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Dever, David 07/01/6 – 12/31/16  
 To: Director of Auxiliary Services, 100%  
 From: Bookstore Manager

Silva, Juan 03/21/16 - TBD  
 To: Senior Student Services Specialist – Admissions and Records, 100%  
 From: Student Services Specialist – Admissions and Records  
 Comment: Continuing until the permanent employee returns from leave or permanently separates from the District.

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Juarez, Elise 07/01/16 – 11/04/16  
 To: Assistant Bookstore Manager, 100%  
 From: Bookstore Operations Assistant

Recinos, Jaime 07/01/16 – 11/04/16  
 To: Bookstore Manager, 100%  
 From: Assistant Bookstore Manager

Rogers George 06/01/16 – 07/08/16  
 From: Student Services Clerk, Assessment  
 To: Student Services Specialist, Assessment, 100%

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley 08/30/16 – 12/13/16  
 From: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 40 hrs  
 To: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 36 hrs

LEAVES OF ABSENCE- UNPAID

Bedworth, Sheila, Instructional Assistant - English 06/20/16 – 07/29/16  
 Kolbly, Joseph, Instructional Assistant- Mathematics 06/20/16 – 07/29/16  
 Markarian, Sandra, Instructional Assistant - English 06/20/16 – 07/29/16

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Hong, Damhee, Student Services Specialist- ISC 06/01/16  
 Comment: Revised end date from 5/3/16 meeting  
 Meza, Katarina, Instructional Assistant, English 05/05/16  
 Sanabria Jr, Milton A., Administrative Assistant I, A & R 05/27/16  
 Ortega, Elva, Instructional Assistant- English 06/09/16

RETIREMENT

Bennett, Carlota, Administrative Assistant I, Photo/Fashion & Acad. Prog. Dev (16 years) 04/08/16  
 Burgueno, Michael, CC Parking Enforcement Officer, Campus Police (31 years) 07/29/16

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 22 CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action: Approval/Ratification*

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

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

ELECTIONS

EFFECTIVE DATE

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

Cortes, Dalia, Admin. Asst. III-Confidential, Student Affairs	04/18/2016-06/13/2016
Lepe, Jose B., Laboratory Technician-Chemistry, Physical Science	05/16/2016-06/30/2016
Klimek, Stanley, Laboratory Technician-Photo, Photo & Fashion	05/05/2016-06/13/2016
Postley, Colin, Theatre Technical Specialist, SMC Performing Arts	05/23/2016-06/30/2016
Reyes-Flores, Jonathan, Theatre Tech Specialist, SMC Performing Arts	05/25/2016-06/30/2016
Thomas, Angela D., Administrative Clerk, Human Resources	05/23/2016-06/30/2016

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.

Drozek, Sun, Student Services Clerk, Academic Affairs	05/17/2016-08/13/2016
Mehraser, Saman, Student Services Clerk, Welcome Center	05/17/2016-08/31/2016

LIMITED TERM – SUBSTITUTE:

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

Mendoza, David O., Admin. Asst. I, Photo-Fashion and Dual Enrollment	05/10/2016-06/30/2016
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**RECOMMENDATION NO. 23 CLASSIFIED PERSONNEL - NON MERIT**

*Requested Action: Approval/Ratification*

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

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

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

STUDENT EMPLOYEES

College Student Assistant, \$10.00/hour (STHP)	34
College Work-Study Student Assistant, \$10.00/hour (FWS)	17
College CalWorks	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 24 AUTHORIZATION OF SIGNATURES, 2016-2017**

*Requested by: Christopher Bonvenuto Chief Director, Business Services*  
*Approved by: Robert Isomoto, Vice President of Business and Administration*  
*Requested Action: Approval/Ratification*

Authorization of signatures of all academic and classified managers, and department chairs (see following lists) to approve invoices and payments on contracts for the Santa Monica Community College District for 2016-2017.

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

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

SENIOR ADMINISTRATIVE STAFF

- Kathryn E. Jeffery, Superintendent/President
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Robert Isomoto, Vice-President, Business/Administration
- Georgia Lorenz, Vice-President, Academic Affairs
- Katharine Muller, Special Assistant to the Superintendent/President
- Teresita Rodriguez, Vice-President, Enrollment Development
- Shimizu, Jeffery, Interim Executive Vice-President
- Michael Tuitasi, Vice-President, Student Affairs
- Marcia Wade, Vice-President, Human Resources

SENIOR ADMINISTRATIVE DEAN

- Brenda Benson, Counseling, Retention and Student Wellness

DEANS

- Kelley Brayton, International Education
- Dione Carter, Noncredit/External Programs
- Fabienne Chauderlot, Dean, Learning Resources
- Kiersten Elliott, Community and Academic Relations
- Deyna Hearn, Students
- Roberto Gonzalez, Student Success Initiatives
- Mitchell Heskell, Education Enterprise (Interim)
- Hannah Lawler, Institutional Research
- Erica LeBlanc, Academic Affairs



Jennifer Merlic, Instructional Services  
Lizzy Moore, SMC Foundation/Institutional Advancement (Interim)  
Patricia Ramos, Workforce Development  
Esau Tovar, Enrollment Services (Interim)

ASSOCIATE DEANS

Dolores Akins-Raveling, Student Success and Outreach (Interim)  
Melanie Bocanegra, Student Equity and STEM Programs  
Ida Danzey, Health Sciences  
Frank Dawson, Career Technical Education  
Ron Furuyama, Instructional/Student Programs  
Nancy Grass, Student Life (Interim)  
Denise Kinsella, International Education  
Laurel McQuay-Peninger, Grants  
Steve Myrow, Financial Aid/Scholarships  
Nancy Grass, Student Life (Interim)  
Gita Runkle, Emeritus College  
Linda Sullivan, Facilities Programming  
Julie Yarrish, Online Services and Support

DIRECTORS (Academic)

Patricia Burson, Library and Information Services (Interim)  
Edna Chavarry, Academic Affairs Initiatives (Interim)  
Wendi DeMorst, Supplemental Instruction/Tutoring (Interim)  
Reggie Ellis, Athletics (Interim)  
Maral Hyeler, Instructional Services and External Programs  
Michelle King, Career and Contract Education  
Sasha King, Small Business Development Center  
Nick Mata, Special Programs  
Stephanie Schlatter, DSPS  
Deirdre Weaver, Student and Alumni Development  
Catherine Weir, International Development

ASSISTANT DIRECTOR

Jaclyn Johnson, Athletics (Interim)

PROJECT MANAGERS

Gerald Adamson, Suicide Prevention Grant  
Nancy Cardenas, LA HITech Student Support  
Bonita Cooper, Upward Bound  
Jenna Gausman, Grants  
Ferris Kawar, Sustainability Coordination  
Maria Leon-Vasquez, Workforce Development  
Audrey Sandoval, Veterans Resource Center

**CLASSIFIED ADMINISTRATORS**

Johnnie Adams, Chief of Police  
Chris Bonvenuto, Chief Director, Business Services  
Carol Long, Director of Classified Personnel  
Jennifer Ferro, Director, Radio Station KCRW  
Steve Chen, Chief Director of Information Technology

## **CLASSIFIED MANAGERS**

Anthony Barlow, Custodial Services Supervisor  
Raymond Bottenfield, Campus Police Captain  
James Bradney, Supervisor, Mechanical/Energy Mgmt. Systems  
Raymond Bruce, Supervisor, Custodial Services  
Greg Brown, Director of Facilities Planning  
Tom Corpus, Grounds and Landscape Supervisor  
Robert Dammer, Director, Network Services/Telecommunications  
Al DeSalles, Manager, Media and Reprographic Services  
David Dever, Bookstore Manager/Acting Director of Auxiliary Services  
Veronica Diaz, Budget Manager  
Mark Engfer, Network Communications Manager  
Ian Fraser, Payroll Manager  
Amy Gurjian, Classification and Compensation Manager  
Tre'Shawn Hall-Baker, Director, Human Resources  
Cristina Hamblet, Accounts Payable Supervisor  
Denise Henninger, Deaf and Hard of Hearing Supervisor (WOC)  
Regina Ip, Web/Social Media Manager  
Roberto Jauregui, Warehouse and Mail Services Supervisor  
Joshi John, Instructional Technology Services Managers  
Stacey Jones, Assessment Center Supervisor  
Mark Kessler, Campus Police Sergeant  
Joanne Lau, Accounting Manager  
John Linke, Supervising Personnel Analyst  
Debra Locke, EOPS/CARE Supervisor  
Brant Looney, Instructional Technology Services Manager  
Cynthia Moore, Director of Purchasing  
Angela Munoz, Admissions and Records Supervisor  
Stacy Neal, Financial Aid Supervisor  
Mike Newport, KCRW Radio Station Operations Manager  
Courtney Pierce, Custodial Services Supervisor  
Steven Peterson, Technology Logistics Manager  
Charles Potts, Associate Director, SMC Foundation  
Jaime Recinos, Assistant Bookstore Manager  
Michael Roberts, Construction Services Supervisor  
Dan Rojas, Network Services Manager  
Jere Romano, Campus Police Sergeant  
Robert Rudolph, Production Manager, Facilities Programming  
Carl Sheaffer, Assistant Director, Facilities Management  
Grace Smith, Public Information Officer  
Carla Spalding, Controller  
Jenny Trickey, Child Care Services Supervisor  
George Webb, Custodial Operations Supervisor  
Lisa Winter, Compliance Administrator/Title IX Coordinator  
Bruce Wyban, Director, Facilities Management  
Charlie Yen, Director, Contracts  
Emil Zordilla, Assistant Director, Facilities Planning

Department Chairs

Ronald Davis, Art

Sal Veas, Business

Maria Munoz, Communication

Fariba Bolandhemat , Computer Science & Information Systems

John Rogers, Cosmetology

Deborah Perret, Cosmetology

Laurie Guglielmo, Counseling

Judith Douglas, Dance

Chris Fria, Design Technology

Vicki Drake, Earth Sciences

Eric Minzenberg, Earth Sciences

Laura Manson, ECE/Education

Jason Beardsley, English

Melody Nightingale, ESL

Janet Harclerode, ESL

Eric Williams, Health Sciences

Suzanne Borghei, History

Elaine Roque, Kinesiology/Athletics

Mary Colavito, Life Sciences

Mitra Moassessi, Mathematics

Toni Trives, Modern Languages & Cultures

Yulia Kozlova, Music

Ford Lowcock, Photography and Fashion

Jamey Anderson, Physical Sciences

Alex Schwartz, Psychology

Christine Schultz, Philosophy and Social Sciences

Perviz Sawoski, Theatre Arts

Adrienne Harrop, Theatre Arts

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 25 FACILITIES**

25-A CHANGE ORDER NO. 19 – AET CAMPUS AND PARKING STRUCTURE A

Change Order No. 19 – C.W. Driver on the AET Campus portion of the project in the amount of \$1,082,962.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 1,434,836
Previously Approved Change Orders (AET Parking Structure A)	\$ 647,836
Change Order No. 19 – AET Campus	<u>\$ 1,082,962</u>
Revised Contract Amount	62,325,634

Change Order No. 19 for the AET Campus & AET Parking Structure A, project may result in a change to the contract length.

Funding Source: Measure AA and KCRW Foundation

Comment:

Change Order No. 19 for AET Campus includes the following:

- Reroute CHW lines to air-conditioning units CRU 1 & 2 at Building D;
- Fill deck penetrations at Level 2, Building D floors where existing MEPF systems were previously routed;
- Furnish and install additional framing, drywall, trim, and taping to extend soffits at Building D, Level 1 & 2, as directed by Bulletin 34R;
- Furnish banner poles as directed in response to RFI 447;
- Furnish and install two (2) additional ship ladders and credit one (1) roof access ladder at Building C;
- Furnish and install support beams and bases for (3) ship ladders at Building C roof as directed by Bulletin 47;
- Furnish and install additional roof supports, below deck, for mechanical duct at Building B as directed per RFI 143;
- Furnish and install power to the booster pump and the irrigation controller as directed per RFI 500;
- Furnish and install revised electrical, AV, telecommunications and broadcast infrastructure at Building B Performance Studio and under floor raceway at Performance Audio Control Room;
- Revise audio-visual, telecommunication, and broadcast infrastructure, and other items to include floor plan reconfiguration, data outlet and floor box locations, cable tray depth, and location and quantity of security devices;
- Relocate two (2) deck penetrations and replace deck reinforcing angles with flat plate reinforcing at Building B, Level 2;
- Change toilet flush valves and lavatory faucets to hardwired at Buildings B, C, and D;
- Furnish updated furniture per specification and quantity changes in Bulletin 37 and other documentation for Buildings C & D only;
- Relocate fire sprinkler main line at Building C corridor as directed per Bulletin 94;
- Re-rough Building D existing restrooms to relocate fixtures to comply with

current code requirement and replace damaged plumbing lines, valves, trip primers, access doors, backing, etc;

- Perform lead abatement at steel beams to allow for installation of steel duct supports at Building D;
- Revise electrical, audio/visual, telecommunications, and broadcast infrastructure at the Building B Performance Studio and under floor raceway at Performance Audio Control Room.

25-B SUBCONTRACTOR SUBSTITUTION REQUEST – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT  
Accept Bernard Bros’ Subcontractor Substitution Request on the Health, PE, Fitness, Dance and Central Plant project.

Listed Subcontractor  
JMS A/C and Heating

Requested Substitution  
PPC Air Conditioning, Inc.

Funding Source: Measure AA

Comment: Bernards Bros., the General Contractor for the Health, PE, Fitness, Dance & Central Plant project, has requested to substitute their listed Subcontractor, JMS A/C and Heating with PPC Air Conditioning, Inc. for the Heating, Ventilating and Air Conditioning portion of the project. The District reviewed the information and held a hearing which determined that the causes of substitution are valid.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 25 FACILITIES (continued)**

25-C CHANGE ORDER NO. 11 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 11 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of \$227,415.

Original Contract Amount	\$18,378,000
Previously Approved Change Orders	\$941,836
Change Order No. 11	<u>\$227,415</u>
Revised Contract Amount	\$19,547,251

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

Funding Source: Measure AA

Comment:

Change Order No. 11 includes the following:

- Labor and material for installation of PVC roofing at mechanical platform in lieu of traffic coating and additional roof insulation at Edge Canopy Roof;
- Interior framing details and coordination of exterior wall framing at Grid Lines 1, A and G;
- Carpet installation in Rehearsal Room 309 where no floor finish was shown on plans;
- Electrical rough-in for changes to theatrical lighting and theatrical lighting control;
- Replacement of existing storm drain lines that were removed due to unforeseen oil tank and unforeseen soil subsidence at the existing building foundation;
- Arborist evaluation of existing pine tree, relocation of monument sign, tree trimming, and installation of temporary vinyl signage;
- Demolition and disposal of plaza paving concrete that was thicker than originally specified;
- Additional framing around the sagging structural steel at the new Edge canopy structure.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 25    FACILITIES (continued)**

**25-D CONSTRUCTION ESCROW AGREEMENT – STUDENT SERVICES BUILDING**

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 Student Services Building 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, U and S

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.

**25-E AMEND AGREEMENT FOR ENGINEERING SERVICES - SCHEDULED MAINTENANCE, ENERGY MANAGEMENT SYSTEMS (EMS) PROJECT AND BUSINESS BUILDING ROOF COATING PROJECT**

Original Contract Amount -	\$ 40,774
Previously Approved Change Orders	\$208,845
Change Order No. 4	<u>\$ 6,050</u>
Revised Contract Amount	\$255,669

Funding Source: State Proposition 39 Clean Energy Fund, District Capital Funds, and Utility Incentives

Comment: Change Order No. 4 for Base Architecture Planning & Engineering, Inc. includes the following: Labor and material to conduct additional construction observation reports and create punch lists that ensure project completion. The reports will record the extent of contractors work to be in compliance with the contract documents.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 25** FACILITIES *(continued)*

25-F AGREEMENT FOR ELEVATOR INSTALLATION SERVICES – SECURITY UPGRADE PROJECT

Agreement with EXCELSIOR ELEVATOR for Elevator Installation Services the Security Upgrade project not to exceed \$10,000.

Funding Source: Measure AA

Comment: Excelsior Elevator will assist the security contractor with the installation of security cameras in elevators. State law allows only licensed elevator technicians to install any device in an elevator. Excelsior Elevator was awarded the bid this year to service the college’s elevators.

25-G AGREEMENT FOR SCHEDULE ANALYSIS – AET CAMPUS AND PARKING STRUCTURE A

Agreement with CUMMING for Schedule Analysis for the AET Campus and Parking Structure A project not to exceed \$98,000 plus reimbursable expenses.

Funding Source: Measure AA

Comment: In contemplation of litigation with C.W. Driver, Inc., Cumming will provide expert services to assist the District in analyzing the project schedule and addressing the causes for any delays. Cumming is an international project and cost consulting firm that has provided assistance to us in the past on this project.

25-H AGREEMENT FOR ENGINEERING SERVICES – INFORMATION TECHNOLOGY RELOCATION

Agreement with P2S ENGINEERING for Engineering Services for the Information Technology Relocation project not to exceed \$9,000 plus reimbursable expenses.

Funding Source: Measure AA

Comment: This provides for engineering and commissioning services for the emergency back up systems in Information Technology. Services will include engineering of any needed system upgrades, testing of emergency systems and documenting emergency procedures.



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 25** FACILITIES (continued)

25-I POOL PAYMENT UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica  
Amount: \$44,630.83  
For the Period: January 1, 2016 – March 31, 2016 (3 months)  
Funding Source: 2015-2016 District General Fund  
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica \$97,266.84 for the same period last year. This payment is lower than last year due to closure of the pool for the first 6 weeks of the quarter for maintenance repairs.

25-J AWARD OF BID – AET KCRW AUDIO VISUAL AND BROADCAST SYSTEMS

Award the bid to the lowest responsive bidder for the AET KCRW Audio Visual and Broadcast Systems project.

<u>Bidder</u>	<u>Amount</u>
Key Code Media, Inc.	\$5,981,109.00
Diversified Systems	\$6,506,459.13
Integrated Media Technologies, Inc.	No Bid Submitted

Funding Source: Measure AA and KCRW Foundation

Comment: This project includes the installation of infrastructure and equipment for Radio Broadcast, Live Performance, Audio, Film and 4K Video Production along with the installation of rooftop satellite, microwave and antenna equipment and theatrical lighting.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

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

*Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services*

*Approved by: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** BASIC SKILLS  
**Granting Agency:** State of California  
**Augmentation Amount:** <\$5,679> (Amended Allocation \$346,520)  
**Matching Funds:** \$0  
**Performance Period:** July 1, 2015 – June 30, 2016  
**Summary:** The purpose of Basic Skills funding is to improve outcomes of students who enter college needing at least one course in English as a Second Language (ESL) or basic skills: English reading, English writing, and mathematics. The Chancellor’s Office has issued a revised P1 Apportionment report, on the basis of total Full Time Equivalent Data (FTES) submitted by the college 320 report, which has resulted in a change in the 2015-2016 funding level for Basic Skills.

**Budget Augmentation:** Restricted Fund 01.3

<b>Revenue</b>		
8600	State	((\$5,679)
<b>Expenditures</b>		
1000	Academic Salaries	\$0
2000	Non-Academic Salaries	((\$5,679)
3000	Employee Benefits	\$0
4000	Supplies & Materials	\$0
5000	Other Operating Expenditures	\$0
6000	Capital Outlay	\$0
7300	Other Outgo/Indirect	\$0
7600	Student Aid	\$0
<b>Total</b>		<b>((\$5,679)</b>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)**

*Requested Action: Approval/Ratification*

*Requestor: Dione Carter, Dean of Continuing Education*

*Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services*

*Approved by: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** Student Success and Support Program Non-Credit (SSSP Non-Credit)  
**Granting Agency:** California Community Colleges Chancellor's Office  
**Augmentation Amount:** \$15,000 (Amended Allocation \$97,354)  
**Matching Funds:** \$15,000 (Amended Match \$97,354)  
**Performance Period:** July 1, 2015 – June 30, 2016  
**Summary:** The Chancellor's Office has approved our request for reallocated funds of \$15,000 for Noncredit Student Success and Support Program per letter dated May 12, 2016 to be used for additional core Noncredit SSSP Service.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8600 State	\$15,000
	<b>Expenditures</b>	
	1000 Academic Salary	\$0
	2000 Non-Academic Salary	\$0
	3000 Employee Benefit	\$0
	4000 Supplies & Materials	\$0
	5000 Other Operational Expenses	\$0
	6000 Capital Outlay	\$15,000
	7300 Other Outgo	\$0
	7500 Financial Aid	\$0
	<b>Total</b>	<b>\$15,000</b>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)**

*Requested Action: Approval/Ratification*

*Requestor: Teresita Rodriguez, Vice President, Enrollment Development*

*Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services*

*Approved by: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** Student Financial Assistance Program (SFAA-BFAP)  
**Granting Agency:** California Community Colleges Chancellor's Office  
**Augmentation Amount:** \$5,000 (Amended Allocation \$924,049)  
**Matching Funds:** \$0 (Original Match \$854,760)  
**Performance Period:** July 1, 2015 – June 30, 2016  
**Summary:** The Chancellor's Office has released the \$5,000 Financial Aid Outreach holdback funding because the SMC Fin. Aid Office has conducted a Financial Aid Outreach event on April 30, 2016.

**Budget Augmentation:** Restricted Fund 01.3

<b>Revenue</b>		
8600	State	\$5,000
<b>Expenditures</b>		
1000	Academic Salary	\$0
2000	Non-Academic Salary	\$0
3000	Employee Benefit	\$0
4000	Supplies & Materials	\$0
5000	Other Operational Expenses	\$0
6000	Capital Outlay	\$5,000
7300	Other Outgo	\$0
7500	Financial Aid	\$0
<b>Total</b>		<b>\$5,000</b>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)**

*Requested Action: Approval/Ratification*

*Requestor: Teresita Rodriguez, Vice President Enrollment Development*

*Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services*

*Approved by: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** Full Time Student Success Grant (FTSSG49)  
**Granting Agency:** California Community Colleges Chancellor's Office  
**Augmentation Amount:** \$141,582 (Amended Allocation \$599,382)  
**Matching Funds:** none  
**Performance Period:** July 1, 2015 – June 30, 2016  
**Summary:** The Chancellor's Office has increased the Full Time Student Success Grant by \$141,582 per Second Period Apportionment (P2) in anticipation of more students qualifying for this Financial Aid Grant.

**Budget Augmentation:** Restricted Fund 01.3

<b>Revenue</b>		
8600	State	\$141,582
<b>Expenditures</b>		
1000	Academic Salary	\$0
2000	Non-Academic Salary	\$0
3000	Employee Benefit	\$0
4000	Supplies & Materials	\$0
5000	Other Operational Expenses	\$0
6000	Capital Outlay	\$0
7300	Other Outgo	\$0
7500	Financial Aid	\$ 141,582
<b>Total</b>		<b>\$ 141,582</b>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)**

*Requested Action: Approval/Ratification*

*Requestor: Michael Tuitasi, Vice President, Student Services*

*Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services*

*Approved by: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** Disabled Student Program and Services (DSPS)  
**Granting Agency:** California Community Colleges Chancellor's Office  
**Augmentation Amount:** \$17,734 (Amended Allocation \$2,367,218)  
**Matching Funds:** \$21,574 (Amended Match \$97,574; 25% of DHH allocation of \$390,297)  
**Performance Period:** July 1, 2015 – June 30, 2016  
**Summary:** Additional funds were requested by the DSPS program during the Chancellor's Office mid-year reallocation of unused/returned funds to offset the cost of the College's efforts to provide services to students with disabilities.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8600 State	\$17,734
	<b>Expenditures</b>	
	1000 Academic Salaries	\$0
	2000 Non-Academic Salaries	\$0
	3000 Employee Benefits	\$17,734
	4000 Supplies & Materials	\$0
	5000 Other Operating Expenditures	\$0
	6000 Capital Outlay	\$0
	7300 Other Outgo	\$0
	7500 Financial Aid	\$0
	<b>Total</b>	<b>\$17,734</b>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION (continued)**

*Requested Action: Approval/Ratification*

*Requestor: Erica LeBlanc, Dean, Academic Affairs*

*Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services*

*Approved by: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** Child Development Workforce Initiative Grant  
**Granting Agency:** Los Angeles Universal Preschool (LAUP)  
**Augmentation Amount:** \$48,200 (Amended Allocation \$452,034)  
**Matching Funds:** NA  
**Performance Period:** July 1, 2015 – June 30, 2016  
**Summary:** LAUP funding is used by the College to attract and develop a skilled and diverse Early Care and Education workforce. This is the last year of the grant. LAUP decided to provide each participant with additional funds to be used toward building a lending library. Reference books will be purchased to develop a lending library for Santa Monica College’s Early Childhood Education (ECE) students.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8800 Local	\$48,200
	<b>Expenditures</b>	
	1000 Academic Salaries	\$0
	2000 Non-Academic Salaries	\$0
	3000 Employee Benefits	\$0
	4000 Supplies & Materials	\$48,200
	5000 Other Operating Expenditures	\$0
	6000 Capital Outlay	\$0
	7300 Other Outgo	\$0
	7500 Financial Aid	\$0
	<b>Total</b>	<b>\$48,200</b>

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

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

*Reviewed by: Christopher M. Bonvenuto, Chief Director, Business Services*

*Approved by: Robert G. Isomoto, Vice President, Business and Administration*

**Title of Grant:** **A Scalable Growth Mindset Intervention to Raise Achievement and Persistence in Community College (Subaward Agreement awarded by Stanford University)**

Granting Agency: U.S. Dept. of Education – Institute of Education Sciences (IES)

Award Amount: \$46,484 (Year 1)

Matching Funds: Not applicable

Performance Period: September 1, 2015 – August 31, 2016 (Year 1)

Summary: This four-year grant will fund a research study to investigate whether an internet-based growth mindset intervention can reliably raise community college students' persistence in developmental and gateway courses.

Santa Monica College agrees to implement the study with developmental math classes including Math 81, Basic Arithmetic; Math 84, Pre-Algebra; and Math 85, Arithmetic and Prealgebra. All faculty who teach these classes (25-30 faculty) will be invited to enroll their students to participate (1700-2000 students). It is anticipated that 85% of faculty will participate. Maral Hyeler, Director of Instructional Services, will act as the Campus Coordinator.

Faculty will schedule their classes to participate in the two different intervention sessions during the Fall 2015 and Fall 2016 semesters. Each session will take students between 30-45 minutes to complete. All students will complete the entire intervention as a homework assignment completed outside of class time for credit.

Budget:

Restricted Fund 01.3		
<b>Revenue</b>		
8100	Federal	\$46,484
<b>Expenditures</b>		
1000	Academic Salaries	\$25,288
2000	Non-Academic Salaries	\$0
3000	Employee Benefits	\$7,586
4000	Supplies & Materials	\$0
5000	Other Operating Expenditures	\$0
6000	Capital Outlay	\$0
7300	Other Outgo	\$13,610
7500	Financial Aid	\$0
<b>Total</b>		<b>\$46,484</b>



BOARD OF TRUSTEES Santa Monica Community College District	ACTION June 7, 2016
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 27 BUDGET TRANSFERS**

27-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: April 21, 2016 through May 24, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	\$650
2000	Classified/Student Salaries	\$37,618
3000	Benefits	\$39
4000	Supplies	\$202,480
5000	Contract Services/Operating Exp	\$-376,075
6000	Sites/Buildings/Equipment	\$-876,767
7100-7699	Other Outgo/Student Payments	\$0
7900	Contingency Reserve	\$1,012,055
Net Total:		\$0

27-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: April 21, 2016 through May 24, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	\$-7,075
2000	Classified/Student Salaries	\$-4,190
3000	Benefits	\$40,204
4000	Supplies	\$-8,272
5000	Contract Services/Operating Exp	\$-15,072
6000	Sites/Buildings/Equipment	\$-12,285
7100/7699	Other Outgo/Student Payments	\$6,690
7900	Contingency Reserve	\$0
Net Total:		\$0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 28 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*

Commercial Warrant Register  
 April 1 - 30, 2016                      6948 through 6988                      \$13,683,863.43

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

**RECOMMENDATION NO.29 PAYROLL WARRANT REGISTER**

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

Payroll Warrant Register  
 April 1-30, 2016                      C1I- C2J                      \$11,407,400.81

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

**RECOMMENDATION NO. 30 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

*Requested by: Mitch Heskel, Dean (Interim), Educational Enterprise*  
*Approved by: Robert G. Isomoto, Vice-President, Business/Administration*  
*Requested Action: Approval/Ratification*

Auxiliary Operations Payments and Purchase Orders  
 April 1 – 30, 2016  
 Covered by check & voucher numbers: 008347-008615 & 00736-00773

Bookstore fund Payments	\$179,352.27
Other Auxiliary Fund Payments	\$ 46,208.73
Trust and Fiduciary Fund Payments	<u>\$275,585.47</u>
TOTAL	\$501,146.47

Purchase Orders issued                      \$ 36,576.26  
 April 1 – 30, 2016

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 31 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. 32 ORGANIZATIONAL MEMBERSHIPS**

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

Organizational Memberships

June 1, 2016	Number of Memberships	Amount
	6	\$51,652

Funding Sources: Departmental Budgets

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

**RECOMMENDATION NO. 33 PURCHASING**

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

33-A AWARD OF PURCHASE ORDERS

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

April 1 – 30, 2016	\$2,459,310.03
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 33 PURCHASING (continued)**

33-B AWARD OF CONTRACTS

(1) Service: Drinking Water Delivery for bottled and filtered water  
 Provider: Arrowhead Nestle Waters  
 Term: July 1, 2016 – June 30, 2017  
 Amount: Not to Exceed \$60,000  
 Funding Source: Auxiliary Services

(2) Services: Sign Language and Real Time Captioning Services  
 Providers: Real Time Captioning  
 Total Recall: 60% \$55,800-\$64,800 per year  
 Quick Captioning: 40% \$37,200-\$43,200 per fiscal year  
Sign Language Interpreting  
 Sign Up 60% \$57,000-\$87,000 per fiscal year  
 Rise 40% \$38,000-\$58,000 per fiscal year  
 Comment: The range in the contract value is due to the fact that the requesting department is unable to determine a how many students/faculty will require these services  
 Term: July 1, 2016 – June 30, 2017  
 Amount: \$188,000 – \$253,000  
 Funding Source: General Fund  
 Summary:

The District issued a Request for Proposal (RFP) for Sign Language Interpreting and Real Time Captioning Services. An evaluation committee was created consisting of key faculty, management and staff from the DSPS program whom received and ranked eight (8) responses to the RFP. To ensure that the District has the capacity to meet the needs of the students and faculty multiple awards shall be issued as follows:

Sign Language Interpreting Services – The District received four (4) qualified proposals. The two highest ranked providers were selected for award. Sign Up received the number one (1) ranking and Rise was ranked number two (2), as the most responsive, responsible firms.

Real Time Captioning Services – The District received four (4) qualified proposals. The two highest ranked providers were selected for award. Total Recall received the number one (1) ranking and Quick Captioning was ranked number two (2), as the most responsive, responsible firms.

Each award shall be issue at 60/40 split amongst each category of service.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 7, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO.**      **PURCHASING** *(continued)*

**33-C AWARD OF ANNUAL CONTRACTS**

The annual award of competitive contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and service 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 SMC to achieve savings ranging from 20 to 65 percent.

Effective Immediately

U.S. Communities for San Diego USD Contract SV-15-0028, with Virco, valid through 12/31/2017, for furniture

Effective July 1, 2016

List on file in the Purchasing Department

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

XII. BOARD COMMENTS

XIII. ADJOURNMENT

The meeting will be adjourned in memory of **Danielle Culhane**, niece of Nancy Grass and Deirdre Weaver.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, July 5, 2016** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

Major Items of Business

- Five-Year Construction Plan 2016-2017 through 2021-2022
- Report: Workforce and Economic Development
- Resolution for the Order of Bond Election Under Sections 15100 and 15120 of the Education Code and Specification of the Election Order
- Appointment to Citizens' Bond Oversight Committee
- Second Reading and Approval: Board Policies 1210, 1220 and 1280

Information

- 2015-2016 Grants Office Annual Report
- 2015-2016 Curriculum Committee Annual Report

Consent Agenda

- Annual Recommendations: Contracts and Consultants

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 7, 2016

APPENDIX A

**RECOMMENDATION NO. 2**

**SUBJECT:**                    **2016-2017 TENTATIVE BUDGET**

**SUBMITTED BY:**            Vice-President, Business/Administration

**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
2016-2017 TENTATIVE BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2016-2017 is comprised of the following nine funds:

General Fund Unrestricted	\$180,742,580
General Fund Restricted	<u>\$47,066,129</u>
<i>Total General Fund</i>	\$227,808,709
Special Reserve Fund (Capital)	\$25,358,535
Bond Fund: Measure U	\$20,019,593
Bond Fund: Measure S	\$66,178,204
Bond Fund: Measure AA	\$151,995,073
Bond Interest & Redemption Fund	\$54,324,905
Student Financial Aid Fund	\$38,792,699
Scholarship Trust Fund	\$45,408
Auxiliary Operations	<u>\$4,718,073</u>
<i>Total Other Restricted</i>	\$361,432,490
<b>TOTAL PROPOSED TENTATIVE BUDGET</b>	<b>\$589,241,199</b>

**GENERAL FUND**

The 2015-2016 fiscal year is projected to close with an Unrestricted General Fund ending balance, including Designated Reserves of \$18,785,907. This includes the estimated cost of salary increase and a one-time payment for CSEA and SMCPOA of ~\$1.3M.

For the 2016-2017 tentative budget, the District is projecting a decrease in revenue of ~<5%> or <\$8,590,894> and an increase in expenditures of ~2.6% or \$4,244,014, resulting in a projected structural deficit of <\$7,667,123> and an overall operating deficit, with one-time items, of <\$7,830,578>. The decrease in revenue is primarily due to one-time items totaling to 12,007,775 that occurred in FY 2015-2016 and will not repeat in FY 2016-2017. The projected ending Unrestricted Fund Balance is \$10,955,329 or 6.45% of total expenditures and transfers.

It is important to note that the revenue projections contained in the tentative budget are based on District projections of the proposals contained within the May Revise and are extremely preliminary. It is expected that variances, possibly significant in nature, will occur between the Tentative and Adopted Budgets.

### General Fund Unrestricted Revenues (01.0)

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

The District has based the tentative budget on the Governor's "May Revise" budget proposal for the State. The Governor's 2016-2017 budget proposal provides for a 0% Cost of Living Adjustment (COLA), an increase in the base for support of district general operating expenses and a one-time funding to pay down prior mandate obligations. Additionally, the Governor has proposed a 2.0% growth allocation for the System of which the District, under the new growth allocation model, is projected to receive 0.88%. The tentative budget reflects the District's current projection of achieving zero growth in 2016-2017.

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

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

### General Fund Unrestricted Expenditures (01.0)

The District's largest expenditures (87.8% of the total budget) are related to salary and benefits. The salary and benefit related expenditure projections reflect appropriate step, column and longevity increases for all qualified employees coupled with any negotiated increases.

The discretionary section of the expenditure budget (Supplies, Services, and Capital), reflects a decrease of approximately <\$424,743> from 2015-2016 projected expenditures. The decrease is primarily due to non-recurring expenditures in the prior year.

The amount of \$13,728,425 for the Contracts/Services line item in the tentative budget includes: Rents/Leases (i.e. Performing Arts Center, Swimming Pool, Big Blue Bus) 20%; Bank Fees and Bad Debt 11%; Repairs of Equipment/Maintenance 10%; Advertising 9%; Other Contract Services 9%; Software Licensing 7%; Consultants 5%; Legal Services (including those for the Personnel Commission) 4%; Online Course Management System 4%; Managed Print Services 3%; Postage and Delivery Services 3%; Conferences and Training 3%; Off-Campus Printing 3%; LACOE Contracts (i.e. PeopleSoft, HRS) 2%; Memberships and Dues 1%; Audit 1%; Professional Growth 1%; Recruiting-Students 1% and Other Services – all under 1% of budget per category (e.g. Repairs-Facility, Field trip, Mileage, Commencement, Fingerprinting, Board Meetings, Field Trips, etc.) 3%.

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

## **RESTRICTED FUNDS**

### General Fund Restricted (01.3)

This fund represents restricted funding that is received by the District from Federal, State, and Local sources. All grants that do not end by June 30, 2017, will be carried over to the 2017-2018 budget, if permissible.



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

#### Special Reserve Fund (40.0) Capital

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

All capital expenditures and revenue in the Special Reserve Fund, as well as Funds 42.2, 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. These funds are legally restricted and may not be transferred into the unrestricted general fund.

#### Bond Fund Measure U (42.2)

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

#### Bond Fund Measure S (42.3)

This fund reflects the revenue from the sale of bonds approved through Measure S and the interest earned in the fund. The expenditures in this fund relate to the College construction plan approved under Measure S. The tentative budget reflects the Districts intent to issue Measure S general obligation bonds in 2016-2017.

#### Bond Fund Measure AA (42.4)

This fund reflects the revenue from the sale of bonds approved through Measure AA and the interest earned in the fund. The expenditures in this fund relate to the College construction plan approved under Measure AA. The tentative budget reflects the Districts intent to issue Measure AA general obligation bonds in 2016-2017.

#### Bond Interest and Redemption Fund (48.0)

This fund is administered by the County of Los Angeles Department of Auditor-Controller. It reflects the receipt of property tax revenues due to voted indebtedness for bond issues, the payment of interest on those bonds, plus the redemption of the bonds that mature within the 2016-2017 fiscal year. This information is provided by the County of Los Angeles Department of Auditor-Controller through the Los Angeles County Office of Education.

#### Student Financial Aid Fund (74.0)

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

### **CONCLUSION**

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

**UNRESTRICTED GENERAL FUND 01.0  
2016-2017 TENTATIVE REVENUE BUDGET**

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 PROJECTED REVENUES	2016-2017 TENTATIVE BUDGET
<b>FEDERAL</b>			
FIN AID ADM ALLOWANCES	118,373	120,812	122,085
<b>TOTAL FEDERAL</b>	<b>118,373</b>	<b>120,812</b>	<b>122,085</b>
<b>STATE</b>			
GENERAL APPORTIONMENT	62,913,537	61,666,685	64,970,332
EDUCATION PROTECTION ACCOUNT - PROP 30	16,855,409	16,894,391	17,101,420
GROWTH/ACCESS-RESTORATION OF WORKLOAD REDUCTION	2,096,283	293,833	-
COLA	1,107,892	1,107,543	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	363,002	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS - EPA	-	(48,279)	-
HOMEOWNERS EXEMPT	92,844	97,900	97,900
STATE LOTTERY REVENUE	3,767,820	3,707,157	3,707,157
MANDATED PROGRAM COSTS	12,613,744	12,634,554	2,587,355
OTHER STATE	845,433	1,195,433	845,433
<b>TOTAL STATE</b>	<b>100,292,962</b>	<b>97,912,219</b>	<b>89,309,597</b>
<b>LOCAL</b>			
PROP TAX SHIFT (ERAF)	1,133,894	5,995,062	5,995,062
SECURED TAX	15,228,978	13,255,817	13,255,817
SUPPLEMENTAL TAXES	237,520	433,781	433,781
UNSECURED TAX	520,962	567,993	567,993
PRIOR YRS TAXES	439,470	448,317	448,317
PROPERTY TAX - RDA PASS THRU	213,627	473,520	473,520
PROPERTY TAX - RDA RESIDUAL	2,396,518	630,842	630,842
RENTS	135,000	215,000	215,000
INTEREST	223,700	204,000	199,300
ENROLLMENT FEES	13,903,973	14,016,228	14,016,228
STUDENT RECORDS	438,000	430,900	430,900
NON-RESIDENT TUITION/INTENSIVE ESL	32,887,749	32,967,485	32,967,485
FEE BASED INSTRUCTION	350,000	288,869	350,000
OTHER STUDENT FEES & CHARGES	106,200	102,100	102,100
F1 APPLICATION FEES	319,100	319,100	319,100
OTHER LOCAL	686,300	686,300	686,300
I. D. CARD SERVICE CHARGE	1,179,700	1,135,000	1,135,000
LIBRARY CARDS	120	120	120
LIBRARY FINES	8,745	8,745	8,745
PARKING FINES	229,772	229,772	229,772
<b>TOTAL LOCAL</b>	<b>70,639,328</b>	<b>72,408,951</b>	<b>72,465,382</b>
<b>TOTAL REVENUE</b>	<b>171,050,663</b>	<b>170,441,982</b>	<b>161,897,064</b>
TRANSFER IN	103,070	105,003	59,609
SALE OF EQUIPMENT AND SUPPLIES	-	582	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>103,070</b>	<b>105,585</b>	<b>59,609</b>
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>171,153,733</b>	<b>170,547,567</b>	<b>161,956,673</b>

**UNRESTRICTED GENERAL FUND 01.0  
2016-2017 TENTATIVE EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2015-2016 ADOPTED BUDGET</b>	<b>2015-2016 PROJECTED EXPENDITURES</b>	<b>2016-2017 TENTATIVE BUDGET</b>
INSTRUCTION	26,413,943	25,957,855	26,998,041
ACADEMIC MANAGERS	6,156,799	6,461,121	6,828,647
NON-INSTRUCTION	6,464,172	6,431,886	6,397,809
HOURLY INSTRUCTION	32,945,787	32,593,679	32,556,320
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	166,991	223,141	219,729
HOURLY NON-INSTRUCTION	4,721,917	4,662,214	4,716,001
VACANT POSITIONS	337,000	-	-
VACANCY SAVINGS	(168,500)	-	-
<b>TOTAL ACADEMIC</b>	<b>77,038,109</b>	<b>76,329,896</b>	<b>77,716,547</b>
CLASSIFIED REGULAR	20,158,590	21,076,232	22,131,982
CLASSIFIED MANAGERS	4,780,513	5,062,261	5,445,007
CLASS REG INSTRUCTION	3,299,393	3,336,057	3,398,448
CLASSIFIED HOURLY	1,948,396	2,569,903	1,082,465
CLASS HRLY INSTRUCTION	526,525	604,653	275,250
CLASSIFIED ONE-TIME PAYMENT	-	416,000	-
VACANT POSITIONS	2,500,000	2,500,000	2,430,607
VACANCY SAVINGS	(1,650,000)	(2,287,500)	(1,604,200)
<b>TOTAL CLASSIFIED</b>	<b>31,563,417</b>	<b>33,277,606</b>	<b>33,159,559</b>
STRS	6,261,096	6,218,218	6,946,973
PERS	3,986,081	4,133,667	5,079,084
OASDI/MEDICARE	3,412,378	3,507,191	3,641,004
H/W	13,166,728	13,538,500	14,315,942
RETIREEES' H/W	2,830,402	3,194,445	3,418,056
RETIREEE - OPEB	1,500,000	1,500,000	2,000,000
SUI	182,768	183,466	184,966
WORKERS' COMPENSATION	1,856,951	1,879,836	1,897,256
ALTERNATIVE RETIREMENT	500,000	500,000	500,000
BENEFITS RELATED TO CLASSIFIED ONE-TIME PAYMEN	-	88,471	-
BENEFITS REL TO FEE BASED INSTRUCTION	26,704	35,703	34,945
BENEFITS RELATED TO VACANT POSITIONS	624,140	550,000	583,346
BENEFITS RELATED TO VACANCY SAVINGS	(400,070)	(503,250)	(385,008)
<b>TOTAL BENEFITS</b>	<b>33,947,178</b>	<b>34,826,247</b>	<b>38,216,564</b>
SUPPLIES	1,098,158	1,243,353	1,046,853
<b>TOTAL SUPPLIES</b>	<b>1,098,158</b>	<b>1,243,353</b>	<b>1,046,853</b>
CONTRACTS/SERVICES	13,912,499	14,031,115	13,728,425
INSURANCE	966,480	967,380	1,079,380
UTILITIES	3,005,068	3,007,568	3,160,909
<b>TOTAL SERVICES</b>	<b>17,884,047</b>	<b>18,006,063</b>	<b>17,968,714</b>
EQUIPMENT	1,030,094	668,633	620,339
TECHNOLOGY REPLACEMENT	418,100	418,100	275,500
TCO - EQUIPMENT REPLACEMENT	500,000	500,000	500,000
<b>TOTAL CAPITAL</b>	<b>1,948,194</b>	<b>1,586,733</b>	<b>1,395,839</b>
<b>TOTAL EXPENDITURES</b>	<b>163,479,103</b>	<b>165,269,898</b>	<b>169,504,076</b>
OTHER OUTGO - TRANSFERS	268,339	270,839	280,675
OTHER OUTGO - STUDENT AID	2,500	2,500	2,500
<b>TOTAL TRANSFERS/FINANCIAL AID</b>	<b>270,839</b>	<b>273,339</b>	<b>283,175</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>163,749,942</b>	<b>165,543,237</b>	<b>169,787,251</b>

<b>UNRESTRICTED GENERAL FUND 01.0</b>			
<b>2016-2017 TENTATIVE FUND BALANCE BUDGET</b>			
<b>ACCOUNTS</b>	<b>2015-2016 ADOPTED BUDGET</b>	<b>2015-2016 PROJECTED FUND BALANCE</b>	<b>2016-2017 TENTATIVE BUDGET</b>
TOTAL REVENUE AND TRANSFERS *	160,245,157	158,539,812	159,978,107
TOTAL EXPENDITURES AND TRANSFERS	159,945,546	162,437,532	166,620,485
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	3,461,140	3,050,000	3,013,953
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(2,218,570)	(2,790,750)	(1,989,208)
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(942,959)</b>	<b>(4,156,970)</b>	<b>(7,667,123)</b>
ONE-TIME ITEMS			
PRIOR YEAR APPORTIONMENT ADJ	-	314,723	-
FUNDING FOR BACCALAUREATE PILOT DEGREE	-	350,000	-
DEFICIT FACTOR TO APPORTIONMENT	(1,097,741)	(684,300)	-
MANDATED COST BLOCK GRANT	12,006,317	12,027,332	1,978,566
CLASSIFIED ONE-TIME PAYMENT	-	(504,471)	-
ONE-TIME BUDGET AUGMENTATION	(613,632)	(755,251)	(746,182)
EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	(1,948,194)	(1,586,733)	(1,395,839)
<b>OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS</b>	<b>7,403,791</b>	<b>5,004,330</b>	<b>(7,830,578)</b>
BEGINNING BALANCE	13,781,577	13,781,577	18,785,907
<b>ENDING FUND BALANCE</b>	<b>21,185,368</b>	<b>18,785,907</b>	<b>10,955,329</b>
<b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS**</b>	<b>12.94%</b>	<b>11.35%</b>	<b>6.45%</b>

<b>DESIGNATION OF FUND BALANCE</b>			
<b>ACCOUNTS</b>	<b>2015-2016 ADOPTED BUDGET</b>	<b>2015-2016 PROJECTED FUND BALANCE</b>	<b>2016-2017 TENTATIVE BUDGET</b>
<b>UNDESIGNATED FUND BALANCE</b>	<b>14,985,387</b>	<b>12,585,926</b>	<b>7,492,550</b>
<b>UNDESIGNATED FB RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>8.84%</b>	<b>7.60%</b>	<b>4.42%</b>
<b>DESIGNATED RESERVE FOR:</b>			
CLASSIFIED EMPLOYEE WELFARE FUND	371,754	371,754	471,754
NEW FACULTY TO BE HIRED	1,945,604	1,945,604	-
RESERVE FOR FUTURE STRS AND PERS INCREASES	3,882,623	3,882,623	2,991,025
<b>TOTAL</b>	<b>6,199,981</b>	<b>6,199,981</b>	<b>3,462,779</b>
<b>DESIGNATED FB RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>3.65%</b>	<b>3.75%</b>	<b>2.04%</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>21,185,368</b>	<b>18,785,907</b>	<b>10,955,329</b>
<b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS**</b>	<b>12.94%</b>	<b>11.35%</b>	<b>6.45%</b>

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

**UNRESTRICTED GENERAL FUND 01.0  
2016-2017 TENTATIVE REVENUE BUDGET**

<b>ACCOUNTS</b>	<b>2012-2013 ACTUAL REVENUES</b>	<b>2013-2014 ACTUAL REVENUES</b>	<b>2014-2015 ACTUAL REVENUES</b>	<b>2015-2016 PROJECTED REVENUES</b>	<b>2016-2017 TENTATIVE BUDGET</b>
<b>FEDERAL</b>					
FIN AID ADM ALLOWANCES	119,436	118,830	118,373	120,812	122,085
<b>TOTAL FEDERAL</b>	<b>119,436</b>	<b>118,830</b>	<b>118,373</b>	<b>120,812</b>	<b>122,085</b>
<b>STATE</b>					
GENERAL APPORTIONMENT	43,258,930	54,274,001	52,911,323	61,666,685	64,970,332
EDUCATION PROTECTION ACCOUNT - PROP 30	15,065,153	14,834,772	18,331,702	16,894,391	17,101,420
GROWTH/ACCESS-RESTORATION OF WORKLOAD REI	1,108,087	2,419,048	2,142,390	293,833	-
COLA	-	1,593,144	895,436	1,107,543	-
PRIOR YR APPORTIONMENT ADJ.	416,586	3,793,314	1,764,481	363,002	-
PRIOR YR APPORTIONMENT ADJ. - EPA	-	145,046	(27,683)	(48,279)	-
HOMEOWNERS EXEMPT	100,571	95,360	97,867	97,900	97,900
STATE LOTTERY REVENUE	3,205,359	3,347,094	3,380,950	3,707,157	3,707,157
MANDATED PROGRAM COSTS	581,043	578,658	1,544,990	12,634,554	2,587,355
OTHER STATE	822,214	822,173	838,766	1,195,433	845,433
<b>TOTAL STATE</b>	<b>64,557,943</b>	<b>81,902,610</b>	<b>81,880,222</b>	<b>97,912,219</b>	<b>89,309,597</b>
<b>LOCAL</b>					
PROP TAX SHIFT (ERAF)	5,574,362	1,390,148	1,630,112	5,995,062	5,995,062
SECURED TAX	11,304,305	12,066,281	12,711,869	13,255,817	13,255,817
SUPPLEMENTAL TAXES	94,503	182,708	347,025	433,781	433,781
UNSECURED TAX	465,484	476,047	520,962	567,993	567,993
PRIOR YRS TAXES	846,410	96,987	489,691	448,317	448,317
PROPERTY TAX - RDA PASS THRU	611,375	1,405,020	512,695	473,520	473,520
PROPERTY TAX - RDA RESIDUAL	5,636,473	1,905,876	3,254,646	630,842	630,842
PRIVATE DONATIONS	265,482	-	-	-	-
RENTS	115,110	165,744	133,293	215,000	215,000
INTEREST	95,099	171,118	177,496	204,000	199,300
ENROLLMENT FEES	13,549,257	13,198,472	13,551,604	14,016,228	14,016,228
STUDENT RECORDS	461,096	432,290	428,303	430,900	430,900
NON-RESIDENT TUITION/INTENSIVE ESL	24,731,024	27,182,917	31,065,989	32,967,485	32,967,485
FEE BASED INSTRUCTION	2,508,437	1,652,944	780,062	288,869	350,000
OTHER STUDENT FEES & CHARGES	111,578	106,400	103,846	102,100	102,100
F1 APPLICATION FEES	311,454	310,892	319,125	319,100	319,100
OTHER LOCAL	1,194,491	683,185	917,967	686,300	686,300
I. D. CARD SERVICE CHARGE	988,115	1,140,486	1,153,642	1,135,000	1,135,000
LIBRARY CARDS	80	100	120	120	120
LIBRARY FINES	11,317	9,718	8,745	8,745	8,745
PARKING FINES	238,465	235,697	229,772	229,772	229,772
<b>TOTAL LOCAL</b>	<b>69,113,917</b>	<b>62,813,030</b>	<b>68,336,964</b>	<b>72,408,951</b>	<b>72,465,382</b>
<b>TOTAL REVENUE</b>	<b>133,791,296</b>	<b>144,834,470</b>	<b>150,335,559</b>	<b>170,441,982</b>	<b>161,897,064</b>
TRANSFER IN	122,670	106,906	107,739	105,003	59,609
SALE OF EQUIPMENT AND SUPPLIES	2,887	4,199	13,040	582	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>125,557</b>	<b>111,105</b>	<b>120,779</b>	<b>105,585</b>	<b>59,609</b>
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>133,916,853</b>	<b>144,945,575</b>	<b>150,456,338</b>	<b>170,547,567</b>	<b>161,956,673</b>
BEGINNING BALANCE	11,662,215	8,253,478	12,609,047	11,533,449	12,585,926
BEGINNING DESIGNATED RESERVE	3,475,157	2,267,332	1,362,732	2,248,128	6,199,981
ADJUSTMENT TO BEGINNING BALANCE	-	-	-	-	-
<b>TOTAL FUNDS AVAILABLE</b>	<b>149,054,225</b>	<b>155,466,385</b>	<b>164,428,117</b>	<b>184,329,144</b>	<b>180,742,580</b>

**UNRESTRICTED GENERAL FUND 01.0  
2016-2017 TENTATIVE EXPENDITURE BUDGET**

ACCOUNTS	2012-2013 ACTUAL EXPENDITURES	2013-2014 ACTUAL EXPENDITURES	2014-2015 ACTUAL EXPENDITURES	2015-2016 PROJECTED BUDGET	2016-2017 TENTATIVE BUDGET
INSTRUCTION	23,978,740	23,649,047	24,977,401	25,957,855	26,998,041
ACADEMIC MANAGERS	5,493,067	5,986,920	6,528,341	6,461,121	6,828,647
NON-INSTRUCTION	6,101,545	6,421,676	6,437,099	6,431,886	6,397,809
HOURLY INSTRUCTION	24,596,735	27,093,826	30,508,208	32,593,679	32,556,320
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	693,819	417,044	361,817	223,141	219,729
HOURLY NON-INSTRUCTION	3,821,504	3,954,813	4,395,572	4,662,214	4,716,001
FACULTY RETRO AND ONE-TIME PAYMENT	338,813	-	-	-	-
<b>TOTAL ACADEMIC</b>	<b>65,024,223</b>	<b>67,523,326</b>	<b>73,208,438</b>	<b>76,329,896</b>	<b>77,716,547</b>
CLASSIFIED REGULAR	19,665,233	19,958,051	19,929,707	21,076,232	22,131,982
CLASSIFIED MANAGERS	4,182,214	4,062,966	4,409,542	5,062,261	5,445,007
CLASS REG INSTRUCTION	2,727,651	2,797,082	3,046,037	3,336,057	3,398,448
CLASSIFIED HOURLY	1,899,344	1,997,376	2,418,778	2,569,903	1,082,465
CLASS HRLY INSTRUCTION	520,741	478,963	447,830	604,653	275,250
CLASSIFIED ONE-TIME PAYMENT	331,820	-	-	416,000	-
VACANT POSITIONS	-	-	-	2,500,000	2,430,607
VACANCY SAVINGS	-	-	-	(2,287,500)	(1,604,200)
<b>TOTAL CLASSIFIED</b>	<b>29,327,003</b>	<b>29,294,438</b>	<b>30,251,894</b>	<b>33,277,606</b>	<b>33,159,559</b>
STRS	4,308,423	4,405,692	4,991,289	6,218,218	6,946,973
PERS	3,483,435	3,572,393	3,774,060	4,133,667	5,079,084
OASDI/MEDICARE	3,108,581	3,198,790	3,353,552	3,507,191	3,641,004
H/W	12,881,905	12,400,869	12,757,427	13,538,500	14,315,942
RETIRES' H/W	2,667,748	2,679,913	2,747,963	3,194,445	3,418,056
RETIREE - OPEB	-	500,000	1,000,000	1,500,000	2,000,000
SUI	1,105,414	185,250	152,666	183,466	184,966
WORKERS' COMPENSATION	1,314,043	1,381,625	1,667,792	1,879,836	1,897,256
ALTERNATIVE RETIREMENT	302,938	407,740	412,235	500,000	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	120,068	72,346	54,992	35,703	34,945
BENEFITS REL TO FACULTY RETRO AND ONE-TIME PAYMENT	41,932	-	-	-	-
BENEFITS REL TO CLASSIFIED ONE-TIME PAYMENT	71,240	-	-	88,471	-
BENEFITS RELATED TO VACANT POSITIONS	-	-	-	550,000	583,346
BENEFITS RELATED TO VACANCY SAVINGS	-	-	-	(503,250)	(385,008)
<b>TOTAL BENEFITS</b>	<b>29,405,727</b>	<b>28,804,618</b>	<b>30,911,976</b>	<b>34,826,247</b>	<b>38,216,564</b>
SUPPLIES	792,665	830,357	786,208	1,243,353	1,046,853
<b>TOTAL SUPPLIES</b>	<b>792,665</b>	<b>830,357</b>	<b>786,208</b>	<b>1,243,353</b>	<b>1,046,853</b>
CONTRACTS/SERVICES	9,823,831	10,905,263	11,333,386	14,031,115	13,728,425
INSURANCE	958,843	965,710	938,330	967,380	1,079,380
UTILITIES	2,653,946	2,824,530	2,887,946	3,007,568	3,160,909
<b>TOTAL SERVICES</b>	<b>13,436,620</b>	<b>14,695,503</b>	<b>15,159,662</b>	<b>18,006,063</b>	<b>17,968,714</b>
BLDG & SITES	1,283	-	-	-	-
EQUIPMENT	270,883	-	-	668,633	620,339
TECHNOLOGY REPLACEMENT	-	-	-	418,100	275,500
TCO - EQUIPMENT REPLACEMENT	-	-	-	500,000	500,000
<b>TOTAL CAPITAL</b>	<b>272,166</b>	<b>-</b>	<b>-</b>	<b>1,586,733</b>	<b>1,395,839</b>
<b>TOTAL EXPENDITURES</b>	<b>138,258,404</b>	<b>141,148,242</b>	<b>150,318,178</b>	<b>165,269,898</b>	<b>169,504,076</b>
OTHER OUTGO - TRANSFERS	264,120	346,166	328,362	270,839	280,675
OTHER OUTGO - STUDENT AID	10,891	198	-	2,500	2,500
<b>TOTAL TRANSFERS/FINANCIAL AID</b>	<b>275,011</b>	<b>346,364</b>	<b>328,362</b>	<b>273,339</b>	<b>283,175</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>138,533,415</b>	<b>141,494,606</b>	<b>150,646,540</b>	<b>165,543,237</b>	<b>169,787,251</b>
CONTINGENCY RESERVE	8,253,478	12,609,047	11,533,449	12,585,926	7,492,550
DESIGNATED RESERVE	2,267,332	1,362,732	2,248,128	6,199,981	3,462,779
<b>TOTAL</b>	<b>149,054,225</b>	<b>155,466,385</b>	<b>164,428,117</b>	<b>184,329,144</b>	<b>180,742,580</b>

**RESTRICTED GENERAL FUND 01.3  
2016-2017 TENTATIVE REVENUE BUDGET**

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 PROJECTED REVENUES	2016-2017 TENTATIVE BUDGET
<b>FEDERAL</b>			
PERKINS IV TITLE I-C	636,677	636,677	636,677
FWS-FEDERAL WORK STUDY	460,327	460,327	490,044
RADIO GRANTS	1,155,218	1,155,218	1,206,947
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	61,708	61,717	58,631
FEDERAL CARRYOVERS	1,770,872	1,770,872	292,253
OTHER FEDERAL	2,324,342	2,718,650	1,635,911
<b>TOTAL FEDERAL</b>	<b>6,409,144</b>	<b>6,803,461</b>	<b>4,320,463</b>
<b>STATE</b>			
LOTTERY	1,103,433	1,103,433	1,085,667
BASIC SKILLS INITIATIVE	356,040	352,199	352,199
SFAA-STUDENT FINANCIAL AID ADMIN	919,049	919,049	873,097
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,384,794	1,384,794	1,315,554
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	93,465	93,465	88,792
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,696,232	2,349,484	2,232,010
CALWORKS	264,983	267,669	254,286
STUDENT SUCCESS (CREDIT)	3,022,977	6,153,324	5,845,658
STUDENT SUCCESS (NON-CREDIT)	41,933	82,354	157,597
STUDENT SUCCESS (STUDENT EQUITY)	1,035,343	1,903,831	1,808,639
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	7,940	7,940	8,261
ENROLLMENT GROWTH	106,787	106,787	101,448
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,408,210	1,408,210	2,084,300
STATE CARRYOVERS	3,413,521	3,413,521	4,999,313
OTHER STATE	795,250	1,170,250	1,190,454
<b>TOTAL STATE</b>	<b>15,649,957</b>	<b>20,716,310</b>	<b>22,397,275</b>
<b>LOCAL</b>			
PICO PROMISE	141,782	141,782	141,782
HEALTH FEES	1,437,117	1,437,117	1,437,117
PARKING FEES	1,858,884	1,858,884	1,858,884
DONATIONS-KCRW	2,400,417	2,452,146	2,904,480
COMMUNITY SERVICES	894,593	894,593	878,658
CONSOLIDATED CONTRACT ED-LOCAL	315,750	315,750	256,140
LOCAL CARRYOVERS	9,388	9,388	-
OTHER LOCAL	6,282,031	6,313,015	5,775,000
<b>TOTAL LOCAL</b>	<b>13,339,962</b>	<b>13,422,675</b>	<b>13,252,061</b>
<b>TOTAL REVENUE</b>	<b>35,399,063</b>	<b>40,942,446</b>	<b>39,969,799</b>



**RESTRICTED GENERAL FUND 01.3  
2016-2017 TENTATIVE EXPENDITURE BUDGET**

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 PROJECTED EXPENDITURES	2016-2017 TENTATIVE BUDGET
INSTRUCTION	200,207	191,378	88,285
MANAGEMENT	1,673,749	1,948,165	1,982,673
NON-INSTRUCTION	1,471,557	1,768,794	1,970,024
HOURLY INSTRUCTION	55,940	80,450	63,000
HOURLY NON-INSTRUCTION	2,692,512	4,882,523	4,953,328
<b>TOTAL ACADEMIC</b>	<b>6,093,965</b>	<b>8,871,310</b>	<b>9,057,310</b>
CLASSIFIED REGULAR	3,690,915	4,330,736	4,927,880
CLASSIFIED MANAGERS	457,614	541,336	602,075
CLASS REG INSTRUCTION	79,720	74,113	59,705
CLASSIFIED HOURLY	1,856,760	2,000,781	1,815,203
CLASS HRLY INSTRUCTION	153,350	176,362	172,365
<b>TOTAL CLASSIFIED</b>	<b>6,238,359</b>	<b>7,123,328</b>	<b>7,577,228</b>
BENEFITS HOLDING ACCOUNT	3,326,154	2,084,685	4,527,265
STRS	-	413,038	-
PERS	-	352,063	-
OASDI/MEDICARE	-	335,691	-
H/W	-	773,424	-
SUI	-	4,342	-
WORKERS' COMP.	-	150,942	-
ALTERNATIVE RETIREMENT	-	26,015	-
<b>TOTAL BENEFITS</b>	<b>3,326,154</b>	<b>4,140,200</b>	<b>4,527,265</b>
<b>TOTAL SUPPLIES</b>	<b>1,102,566</b>	<b>1,350,260</b>	<b>1,051,503</b>
CONTRACTS/SERVICES	8,169,662	8,956,354	6,181,737
INSURANCE	4,708,640	4,708,640	4,708,886
UTILITIES	171,350	171,350	178,800
<b>TOTAL SERVICES</b>	<b>13,049,652</b>	<b>13,836,344</b>	<b>11,069,423</b>
BLDG & SITES	1,668,031	1,632,601	1,596,500
EQUIPMENT/LEASE PURCHASE	2,703,315	2,984,096	4,130,305
<b>TOTAL CAPITAL</b>	<b>4,371,346</b>	<b>4,616,697</b>	<b>5,726,805</b>
<b>TOTAL EXPENDITURES</b>	<b>34,182,042</b>	<b>39,938,139</b>	<b>39,009,534</b>
OTHER OUTGO - STUDENT AID	595,558	706,311	405,049
OTHER OUTGO - TRANSFERS	103,070	105,003	59,609
<b>TOTAL OTHER OUTGO</b>	<b>698,628</b>	<b>811,314</b>	<b>464,658</b>
<b>TOTAL EXPENDITURES &amp; OTHER OUTGO</b>	<b>34,880,670</b>	<b>40,749,453</b>	<b>39,474,192</b>

**RESTRICTED GENERAL FUND 01.3  
2016-2017 TENTATIVE FUND BALANCE BUDGET**

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 PROJECTED FUND BALANCE	2016-2017 TENTATIVE BUDGET
TOTAL REVENUE AND TRANSFERS	35,399,063	40,942,446	39,969,799
TOTAL EXPENDITURES AND TRANSFERS	34,880,670	40,749,453	39,474,192
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>518,393</b>	<b>192,993</b>	<b>495,607</b>
BEGINNING BALANCE	6,903,337	6,903,337	7,096,330
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
<b>CONTINGENCY RESERVE/ENDING FUND BALANCE</b>	<b>7,421,730</b>	<b>7,096,330</b>	<b>7,591,937</b>
<b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>21.28%</b>	<b>17.41%</b>	<b>19.23%</b>

**RESTRICTED GENERAL FUND 01.3  
2016-2017 TENTATIVE REVENUE BUDGET**

<b>ACCOUNTS</b>	<b>2012-2013 ACTUAL REVENUES</b>	<b>2013-2014 ACTUAL REVENUES</b>	<b>2014-2015 ACTUAL REVENUES</b>	<b>2015-2016 PROJECTED BUDGET</b>	<b>2016-2017 TENTATIVE BUDGET</b>
<b>FEDERAL</b>					
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	595,937	588,662	619,899	636,677	636,677
FWS-FEDERAL WORK STUDY	554,802	578,918	487,724	460,327	490,044
RADIO GRANTS	1,242,983	1,056,506	1,021,966	1,155,218	1,206,947
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	58,647	59,745	64,259	61,717	58,631
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)	59,893	-	-	-	-
FEDERAL CARRYOVERS	1,501,086	1,334,368	1,191,951	1,770,872	292,253
OTHER FEDERAL	3,349,970	2,424,656	1,563,858	2,718,650	1,635,911
<b>TOTAL FEDERAL</b>	<b>7,363,318</b>	<b>6,042,855</b>	<b>4,949,657</b>	<b>6,803,461</b>	<b>4,320,463</b>
<b>STATE</b>					
LOTTERY	789,946	926,003	954,314	1,103,433	1,085,667
BASIC SKILLS INITIATIVE	-	-	339,147	352,199	352,199
SFAA-STUDENT FINANCIAL AID ADMIN	809,859	809,428	864,209	919,049	873,097
EOPS-EXTENDED OPPORTUNITY PROG & SERV	828,713	972,541	1,010,450	1,384,794	1,315,554
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	58,207	55,879	52,492	93,465	88,792
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,180,832	1,540,342	2,211,830	2,349,484	2,232,010
CALWORKS	206,231	289,931	301,105	267,669	254,286
STUDENT SUCCESS (CREDIT)	646,648	1,170,706	2,326,132	6,153,324	5,845,658
STUDENT SUCCESS (CREDIT) - TRANSFER RELATED	47,500	40,977	37,262	82,354	157,597
STUDENT SUCCESS (NON-CREDIT)	21,959	45,940	474,729	1,903,831	1,808,639
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	-	-	-	7,940	8,261
ENROLLMENT GROWTH	118,187	219,568	84,171	106,787	101,448
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	-	1,420,113	1,408,210	2,084,300
INSTRUCTIONAL EQUIPMENT AND LIBRARY	-	155,071	-	-	-
STATE CARRYOVERS	935,108	948,577	931,735	3,413,521	4,999,313
OTHER STATE	79,391	8,400	989,036	1,170,250	1,190,454
<b>TOTAL STATE</b>	<b>5,722,581</b>	<b>7,183,363</b>	<b>11,996,725</b>	<b>20,716,310</b>	<b>22,397,275</b>
<b>LOCAL</b>					
PICO PARTNERSHIP	155,230	151,770	150,408	141,782	141,782
HEALTH FEES	1,238,895	1,297,331	1,367,373	1,437,117	1,437,117
PARKING FEES	1,602,693	1,941,247	1,823,351	1,858,884	1,858,884
DONATIONS-KCRW	1,631,936	1,924,457	1,971,853	2,452,146	2,904,480
COMMUNITY SERVICES	525,003	686,387	610,637	894,593	878,658
COUNTY CALWORKS	63,936	51,000	38,000	-	-
CONSOLIDATED CONTRACT ED-LOCAL	81,192	93,133	96,809	315,750	256,140
LOCAL CARRYOVERS	239,974	344,237	288,888	9,388	-
OTHER LOCAL	5,304,776	5,792,037	6,136,263	6,313,015	5,775,000
<b>TOTAL LOCAL</b>	<b>10,843,635</b>	<b>12,281,599</b>	<b>12,483,582</b>	<b>13,422,675</b>	<b>13,252,061</b>
TRANSFER IN	-	346,399	197,825	-	-
<b>TOTAL TRANSFER IN</b>	<b>-</b>	<b>346,399</b>	<b>197,825</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>23,929,534</b>	<b>25,854,216</b>	<b>29,627,789</b>	<b>40,942,446</b>	<b>39,969,799</b>
BEGINNING BALANCE	4,648,310	5,264,094	6,050,541	6,903,337	7,096,330
<b>TOTAL FUNDS AVAILABLE</b>	<b>28,577,844</b>	<b>31,118,310</b>	<b>35,678,330</b>	<b>47,845,783</b>	<b>47,066,129</b>

**RESTRICTED GENERAL FUND 01.3  
2016-2017 TENTATIVE EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2012-2013 ACTUAL EXPENDITURES</b>	<b>2013-2014 ACTUAL EXPENDITURES</b>	<b>2014-2015 ACTUAL EXPENDITURES</b>	<b>2015-2016 PROJECTED BUDGET</b>	<b>2016-2017 TENTATIVE BUDGET</b>
INSTRUCTION	11,638	13,779	10,334	191,378	88,285
MANAGEMENT	1,224,203	1,266,840	1,220,321	1,948,165	1,982,673
NON-INSTRUCTION	1,364,398	1,243,993	1,479,134	1,768,794	1,970,024
HOURLY INSTRUCTION	120,336	151,787	98,788	80,450	63,000
HOURLY NON-INSTRUCTION	1,584,391	2,482,877	3,680,966	4,882,523	4,953,328
<b>TOTAL ACADEMIC</b>	<b>4,304,966</b>	<b>5,159,276</b>	<b>6,489,543</b>	<b>8,871,310</b>	<b>9,057,310</b>
CLASSIFIED REGULAR	2,306,567	2,564,387	3,109,708	4,330,736	4,927,880
CLASSIFIED MANAGERS	289,334	317,746	375,981	541,336	602,075
CLASS REG INSTRUCTION	-	-	9,620	74,113	59,705
CLASSIFIED HOURLY	1,866,418	1,827,356	1,752,189	2,000,781	1,815,203
CLASS HRLY INSTRUCTION	223,525	225,267	311,166	176,362	172,365
<b>TOTAL CLASSIFIED</b>	<b>4,685,844</b>	<b>4,934,756</b>	<b>5,558,664</b>	<b>7,123,328</b>	<b>7,577,228</b>
BENEFITS HOLDING ACCOUNT	-	-	-	2,084,685	4,527,265
STRS	270,505	370,605	468,175	413,038	-
PERS	313,098	354,346	448,150	352,063	-
OASDI/MEDICARE	269,708	343,228	405,677	335,691	-
H/W	786,262	953,742	1,097,081	773,424	-
SUI	74,064	6,258	5,589	4,342	-
WORKERS' COMP.	103,319	130,718	187,131	150,942	-
ALTERNATIVE RETIREMENT	51,464	51,784	73,159	26,015	-
<b>TOTAL BENEFITS</b>	<b>1,868,420</b>	<b>2,210,681</b>	<b>2,684,962</b>	<b>4,140,200</b>	<b>4,527,265</b>
<b>TOTAL SUPPLIES</b>	<b>518,485</b>	<b>599,980</b>	<b>914,051</b>	<b>1,350,260</b>	<b>1,051,503</b>
CONTRACTS/SERVICES	4,780,335	4,132,890	3,693,293	8,956,354	6,181,737
INSURANCE	3,562,848	4,251,442	4,465,752	4,708,640	4,708,886
UTILITIES	136,338	128,414	151,235	171,350	178,800
<b>TOTAL SERVICES</b>	<b>8,479,521</b>	<b>8,512,746</b>	<b>8,310,280</b>	<b>13,836,344</b>	<b>11,069,423</b>
BLDG & SITES	1,548,872	1,499,517	1,451,557	1,632,601	1,596,500
EQUIPMENT/LEASE PURCHASE	1,158,690	1,458,584	2,773,414	2,984,096	4,130,305
<b>TOTAL CAPITAL</b>	<b>2,707,562</b>	<b>2,958,101</b>	<b>4,224,971</b>	<b>4,616,697</b>	<b>5,726,805</b>
<b>TOTAL EXPENDITURES</b>	<b>22,564,798</b>	<b>24,375,540</b>	<b>28,182,471</b>	<b>39,938,139</b>	<b>39,009,534</b>
OTHER OUTGO - STUDENT AID	626,282	585,323	484,783	706,311	405,049
OTHER OUTGO - TRANSFERS	122,670	106,906	107,739	105,003	59,609
<b>TOTAL OTHER OUTGO</b>	<b>748,952</b>	<b>692,229</b>	<b>592,522</b>	<b>811,314</b>	<b>464,658</b>
<b>TOTAL EXPENDITURES &amp; OTHER</b>	<b>23,313,750</b>	<b>25,067,769</b>	<b>28,774,993</b>	<b>40,749,453</b>	<b>39,474,192</b>
CONTINGENCY RESERVE	5,264,094	6,050,541	6,903,337	7,096,330	7,591,937
<b>TOTAL</b>	<b>28,577,844</b>	<b>31,118,310</b>	<b>35,678,330</b>	<b>47,845,783</b>	<b>47,066,129</b>

**CAPITAL OUTLAY FUND 40.0**  
**2016-2017 TENTATIVE REVENUE AND EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2015-2016 ADOPTED BUDGET</b>	<b>2015-2016 PROJECTED BUDGET</b>	<b>2016-2017 TENTATIVE BUDGET</b>
<b>REVENUE</b>			
<b>STATE</b>			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,408,105	1,408,210	2,084,300
PROP 39 - CLEAN ENERGY PROJECTS	621,744	621,744	858,800
SCHEDULE MAINTENANCE AND REPAIRS			
STATE CARRYOVERS	1,986,553	1,986,553	1,408,210
<b>TOTAL STATE</b>	<b>4,016,402</b>	<b>4,016,507</b>	<b>4,351,310</b>
<b>LOCAL</b>			
PROPERTY TAX - RDA PASS THRU	-	523,370	-
RENTS	-	2,850	280,000
INTEREST	103,300	103,300	140,266
NON-RESIDENT CAPITAL CHARGE	2,992,428	2,992,428	2,992,428
LOCAL INCOME	137,688	137,688	137,688
<b>TOTAL LOCAL</b>	<b>3,233,416</b>	<b>3,759,636</b>	<b>3,550,382</b>
<b>TOTAL REVENUES</b>	<b>7,249,818</b>	<b>7,776,143</b>	<b>7,901,692</b>
<b>EXPENDITURES</b>			
SUPPLIES	107,000	-	1,500
CONTRACT SERVICES	1,006,345	303,028	370,000
CAPITAL OUTLAY	18,992,730	2,872,529	24,987,035
<b>TOTAL EXPENDITURES</b>	<b>20,106,075</b>	<b>3,175,557</b>	<b>25,358,535</b>
OTHER OUTGO - TRANSFERS	-	-	-
<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>20,106,075</b>	<b>3,175,557</b>	<b>25,358,535</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(12,856,257)</b>	<b>4,600,586</b>	<b>(17,456,843)</b>
<b>BEGINNING BALANCE</b>	12,856,257	12,856,257	17,456,843
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>17,456,843</b>	<b>-</b>

**MEASURE U FUND 42.2  
2016-2017 TENTATIVE REVENUE AND EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2015-2016 ADOPTED BUDGET</b>	<b>2015-2016 PROJECTED BUDGET</b>	<b>2016-2017 TENTATIVE BUDGET</b>
<b>REVENUE</b>			
OTHER FINANCING SOURCES	-	-	-
INTEREST	143,800	143,800	134,562
<b>TOTAL REVENUE</b>	<b>143,800</b>	<b>143,800</b>	<b>134,562</b>
<b>EXPENDITURES</b>			
SUPPLIES	50,000	-	-
CONTRACT SERVICES	98,000	-	-
CAPITAL OUTLAY	21,246,063	1,509,032	20,019,593
<b>TOTAL EXPENDITURES</b>	<b>21,394,063</b>	<b>1,509,032</b>	<b>20,019,593</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(21,250,263)</b>	<b>(1,365,232)</b>	<b>(19,885,031)</b>
<b>BEGINNING BALANCE</b>	21,250,263	21,250,263	19,885,031
<b>ENDING FUND BALANCE</b>	-	<b>19,885,031</b>	-

**MEASURE S FUND 42.3  
2016-2017 TENTATIVE REVENUE AND EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2015-2016 ADOPTED BUDGET</b>	<b>2015-2016 PROJECTED BUDGET</b>	<b>2016-2017 TENTATIVE BUDGET</b>
<b>REVENUE</b>			
OTHER FINANCING SOURCES	-	-	20,000,000
INTEREST	359,500	359,500	460,676
<b>TOTAL REVENUE</b>	<b>359,500</b>	<b>359,500</b>	<b>20,460,676</b>
<b>EXPENDITURES</b>			
SUPPLIES	50,000	-	-
CONTRACT SERVICES	760,000	132,546	208,500
CAPITAL OUTLAY	50,833,810	5,793,736	65,969,704
<b>TOTAL EXPENDITURES</b>	<b>51,643,810</b>	<b>5,926,282</b>	<b>66,178,204</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(51,284,310)</b>	<b>(5,566,782)</b>	<b>(45,717,528)</b>
<b>BEGINNING BALANCE</b>	51,284,310	51,284,310	45,717,528
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>45,717,528</b>	<b>-</b>

**MEASURE AA FUND 42.4**  
**2016-2017 TENTATIVE REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 PROJECTED BUDGET	2016-2017 TENTATIVE BUDGET
<b>REVENUE</b>			
OTHER FINANCING SOURCES	-	-	50,000,000
INTEREST	1,371,800	1,371,800	1,300,094
<b>TOTAL REVENUE</b>	<b>1,371,800</b>	<b>1,371,800</b>	<b>51,300,094</b>
<b>EXPENDITURES</b>			
SUPPLIES	113,500	484	4,500
CONTRACT SERVICES	2,492,000	179,866	138,750
CAPITAL OUTLAY	131,393,920	33,124,091	151,851,823
<b>TOTAL EXPENDITURES</b>	<b>133,999,420</b>	<b>33,304,441</b>	<b>151,995,073</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(132,627,620)</b>	<b>(31,932,641)</b>	<b>(100,694,979)</b>
<b>BEGINNING BALANCE</b>	132,627,620	132,627,620	100,694,979
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>100,694,979</b>	<b>-</b>



**INTEREST AND REDEMPTION FUND 48.0**  
**2016-2017 TENTATIVE REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 PROJECTED BUDGET	2016-2017 TENTATIVE BUDGET
<b>BEGINNING BALANCE</b>	34,780,064	34,780,064	27,693,244
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
<b>ADJUSTED BEGINNING BALANCE</b>	<b>34,780,064</b>	<b>34,780,064</b>	<b>27,693,244</b>
<b>REVENUE</b>			
FEDERAL REVENUES	-	-	-
STATE REVENUES	-	-	-
VOTER INDEBTED TAXES	26,631,661	26,631,661	26,631,661
<b>TOTAL REVENUE</b>	<b>26,631,661</b>	<b>26,631,661</b>	<b>26,631,661</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>61,411,725</b>	<b>61,411,725</b>	<b>54,324,905</b>
<b>EXPENDITURES</b>			
DEBT REDEMPTION	14,999,128	14,999,128	14,999,128
INTEREST CHARGES	18,719,353	18,719,353	18,719,353
<b>TOTAL EXPENDITURES</b>	<b>33,718,481</b>	<b>33,718,481</b>	<b>33,718,481</b>
<b>ENDING FUND BALANCE</b>	<b>27,693,244</b>	<b>27,693,244</b>	<b>20,606,424</b>

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

**STUDENT FINANCIAL AID FUND 74.0  
2016-2017 TENTATIVE REVENUE AND EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2015-2016 ADOPTED BUDGET</b>	<b>2015-2016 PROJECTED BUDGET</b>	<b>2016-2017 TENTATIVE BUDGET</b>
<b>REVENUE</b>			
FEDERAL GRANTS	33,772,016	33,772,016	33,803,024
FEDERAL LOANS	2,604,000	2,604,000	2,650,000
CAL GRANTS	2,165,000	2,165,000	2,089,000
TRANSFER	240,839	240,839	250,675
<b>TOTAL REVENUE</b>	<b>38,781,855</b>	<b>38,781,855</b>	<b>38,792,699</b>
<b>EXPENDITURES</b>			
FINANCIAL AID	38,781,855	38,781,855	38,792,699
<b>TOTAL EXPENDITURES</b>	<b>38,781,855</b>	<b>38,781,855</b>	<b>38,792,699</b>
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>

**SCHOLARSHIP TRUST FUND 75.0**  
**2016-2017 TENTATIVE REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 PROJECTED BUDGET	2016-2017 TENTATIVE BUDGET
<b>BEGINNING BALANCE</b>	15,188	15,188	15,298
<b>REVENUE</b>			
TRANSFER	30,000	30,000	30,000
INTEREST	110	110	110
<b>TOTAL REVENUE</b>	<b>30,110</b>	<b>30,110</b>	<b>30,110</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>45,298</b>	<b>45,298</b>	<b>45,408</b>
<b>EXPENDITURES</b>			
SCHOLARSHIP	30,000	30,000	30,000
<b>TOTAL EXPENDITURES</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>ENDING FUND BALANCE</b>	<b>15,298</b>	<b>15,298</b>	<b>15,408</b>

<b>AUXILIARY FUND</b>			
<b>2016-2017 TENTATIVE REVENUE AND EXPENDITURE BUDGET</b>			
<b>ACCOUNTS</b>	<b>2015-2016 ADOPTED BUDGET</b>	<b>2015-2016 PROJECTED BUDGET</b>	<b>2016-2017 TENTATIVE BUDGET</b>
<b>BEGINNING BALANCE</b>	2,560,512	2,560,512	1,971,453
ADJ. TO BEG. BALANCE	-	2,217	-
<b>ADJUSTED BEGINNING BALANCE</b>	<u><b>2,560,512</b></u>	<u><b>2,562,729</b></u>	<u><b>1,971,453</b></u>
<b>REVENUE</b>			
GROSS SALES	6,452,500	6,452,500	6,220,500
LESS: COST OF GOODS	<u>(4,543,800)</u>	<u>(4,543,800)</u>	<u>(4,505,500)</u>
NET	1,908,700	1,908,700	1,715,000
VENDOR INCOME	675,068	675,068	718,965
AUXILIARY PROGRAM INCOME	<u>370,450</u>	<u>370,450</u>	<u>295,655</u>
NET INCOME	2,954,218	2,954,218	2,729,620
INTEREST	17,000	17,000	17,000
OTHER INCOME	-	-	-
<b>TOTAL REVENUE</b>	<u><b>2,971,218</b></u>	<u><b>2,971,218</b></u>	<u><b>2,746,620</b></u>
<b>TOTAL FUNDS AVAILABLE</b>	<u><b>5,531,730</b></u>	<u><b>5,533,947</b></u>	<u><b>4,718,073</b></u>
<b>EXPENDITURES</b>			
STAFFING	1,221,500	1,221,500	982,386
FRINGE BENEFITS	313,000	313,000	313,000
OPERATING	<u>2,027,994</u>	<u>2,027,994</u>	<u>1,709,837</u>
<b>TOTAL EXPENDITURES</b>	<u><b>3,562,494</b></u>	<u><b>3,562,494</b></u>	<u><b>3,005,223</b></u>
<b>ENDING FUND BALANCE</b>	<u><u><b>1,969,236</b></u></u>	<u><u><b>1,971,453</b></u></u>	<u><u><b>1,712,850</b></u></u>

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	June 7, 2016

APPENDIX B

**INFORMATION ITEM 6**

**SUBJECT:**                   **MULTIPLE MEASURE PLACEMENT IMPLEMENTATION STATUS REPORT**

**SUMMARY:**

This brief report describes the implementation and preliminary outcomes of multiple measures placement at Santa Monica College. The Student Success Act of 2012 requires California Community Colleges to utilize multiple indicators of student readiness as part of its assessment process in English, ESL, and mathematics. The SMC multiple measures workgroup consisting of administrators, staff, and faculty from the English, ESL, mathematics, and counseling departments collaborated for the past few months to implement multiple measures at the College. After several research studies and numerous discussions, the team identified high school 11<sup>th</sup> grade GPA, highest math class successfully completed, and grade received in the class to derive a multiple measures placement recommendation for students. Multiple measures-based placement is currently used in concert with the “regular” assessment test. The process yielding the highest subject placement for the student is used to determine the starting point in the course sequence.

Preliminary outcomes suggest that combining the placement approaches (i.e., regular testing with multiple measures) results in a higher number of students being placed into transfer-level courses than by using either one of the individual approaches. Specifically, the percent of students placing into transfer-level English increases from 27.2% using assessment test results alone to 44.4% by also using multiple measures. In the case of mathematics, the percent of students placing into transfer-level courses increases from 24.6% using assessment test results alone to 43.1% by also using multiple measures. While a disproportionate impact analysis suggests there is no equity gap among females and males, there continues to be an equity gap by race/ethnicity. However, underrepresented students such as Hispanic and African American students do make considerable gains in overall college-level placement by doubling their numbers into said courses.

In addition to participating as a pilot institution for the multiple measures project above, Santa Monica College was also selected to serve as a pilot institution for the Common Assessment Initiative, which is in the process of developing a testing and placement platform called CCCAssess. CCCAssess will enable colleges to assess students in English, ESL, and mathematics via subject tests and multiple measures. Several staff members at the College have participated in CAI workgroups for the past two years. At the time of this report, Santa Monica College concluded its involvement with the administration of CCCAssess tests in the three subject areas, for pilot testing purposes. A total of 1,250 students participated in the pilot. College staff will continue to provide feedback to the CAI leadership on the technical aspects of the platform in the next few weeks. A launch date of the CCCAssess platform is expected in early fall 2016.

## Background

Following the implementation of the Student Success Act of 2012, California Community Colleges were required by the Legislature to design, develop, pilot, and assess the effectiveness of a statewide placement tool that incorporates “multiple measures” as part of the student assessment and placement process for English, ESL, and mathematics. The work is spearheaded by the CCC Common Assessment Initiative (CAI), which is in the process of developing the testing and placement platform called CCCAssess. While colleges have relied heavily on test results over the past two decades to generate placement recommendations for English, mathematics, and ESL courses, colleges can no longer do so. Course placement decisions must now be based on multiple indicators of student readiness and may be used in concert with test results to generate a final placement recommendation.

As part of the CAI, the Multiple Measures Assessment Project (MMAP) was also implemented. MMAP is a collaborative effort of the RP Group and the Educational Results Partnerships’ Cal-PASS Plus system, and is supported by the CCC Chancellor’s Office. While the technical aspects of the work being conducted by MMAP is beyond the scope of this report, their work on the creation of predictive models that utilize students’ high school academic information as multiple measures to determine placement, guided the implementation of multiple measures at Santa Monica College. Since SMC was selected as a pilot institution for both the CAI and the MMAP, a workgroup composed of administrators, staff, and discipline faculty/chairs from Mathematics, English, ESL, and Counseling came together in late spring 2015 to plan and implement multiple measures at the College.

Data utilized by the Institutional Research team to derive potential predictive models of student success in English and mathematics courses included high school 11<sup>th</sup> grade cumulative GPA, courses taken, course grades, whether they took/passed a particular type of course in high school (AP, Expository, Remedial, Algebra I, Calculus, etc.), time between completing high school and attending SMC, SMC courses taken and grades received. Research analysts also examined related high school academic information collected directly from SMC students when they took their English and mathematics placement tests to derive multiple measures placement models based on self-reported data. Once potential placement models were created, IR analysts met with English and mathematics faculty to review and discuss these. The goal in implementing the project was to strike a balance between access to higher level placement courses with the opportunity for students to be successful in them, and not set them up to fail.

Key decisions in the implementation included: (1) availing multiple measures placement only to first-time college students who would start taking classes in either summer or fall 2016; (2) use multiple measures derived placement in conjunction with the traditional assessment test; (3) place students into the highest mathematics or English class derived from either process above. The team successfully implemented the project on May 13, 2016 and integrated it with the College’s enrollment system. It also instituted a communication campaign to inform students benefitting of a higher placement on the basis of multiple measures (as relevant).

The multiple measures project team will monitor student placement for the next academic year and conduct additional validation studies once course outcome data are available to validate the multiple measures models. For the time being, preliminary outcomes for first-time college students taking the English and mathematics placement tests between February 22 and May 20, 2016 and for whom self-reported multiple measures data was available is presented below.

## Multiple Measures Placement Criteria

Tables 1 and 2 below summarize the criteria utilized to derive multiple measures placement recommendations in English and mathematics, respectively. At the time of this report, the College has not yet derived multiple measures criteria for ESL as it is awaiting further guidance from the MMAP project.

Table 1. English Multiple Measures Placement Criteria

If 11th Grade GPA was:	Place student into:
$\geq 3.1$	English 1
$\geq 2.9$ and $< 3.1$	English 21A
$< 2.9$	English 85

Table 2. Mathematics Multiple Measures Placement Criteria

If 11 <sup>th</sup> Grade GPA was:	& Last Math Course taken was:	& Grade received was:	Place student into:
$\geq 3.3$	Calculus*, Pre-Calculus*	C or higher	Math 7
$\geq 3.3$	Algebra 2* or Integrated Math 3* or Trigonometry	C or higher	Math 2
$\geq 2.9$ and $< 3.3$	Calculus*, Pre-Calculus or Integrated Math 3*	B- or higher	Math 21/26/41/54
$\geq 2.6$ and $< 2.9$	Calculus*, Pre-Calculus or Integrated Math 3*	B- or higher	Math 18/20/32
$\geq 3.1$	Algebra 1* or Statistics* or Integrated Math 2* or Geometry	C or higher	Math 18/20/32
$\geq 3.0$	Pre-Algebra* or Integrated Math 1*	C or higher	Math 31/49/50
$\geq 2.3$	<i>Placement based on GPA only—if students do not report last course taken and grade received</i>		Math 81/85
$< 2.3$			No placement

*\*Not included in the MMAP model, but identified by faculty as reflecting minimum skill requirements at entry to succeed in the course placed.*

## Preliminary Outcomes in Student Placement

Between February 22 and May 20, 2016, a total of 3,173 first-time college students with a goal of transfer, degree, certificate, or basic skills completed the English placement test and 3,283 the math placement test. Placement statistics by test type are presented below.

### English Placement Results

#### English Placement by Course

- According to Table 3, over one-quarter (27%) of students originally placing into English 85 moved into English 21A or English 1 when multiple measures were applied to the ACCUPLACER test scores, while nearly one-third of those originally placing into English 21A moved up into English 1; resulting in an overall “moving up” rate of 22% (Table 4).

Table 3. Number and Percent of Students Moving Up by English Course

ACCUPLACER Placement	Moved to			Total
	English 85*	English 21A*	English 1	
English 85	720 72.9%	142 14.4%	125 12.7%	987 100.0%
English 21A		896 68.0%	422 32.0%	1318 100.0%
English 1			846 100.0%	846 100.0%
<b>Total</b>	<b>720</b> <b>22.8%</b>	<b>1038</b> <b>32.9%</b>	<b>1393</b> <b>44.2%</b>	<b>3151</b> <b>100.0%</b>

\*Pre-transfer level

Table 4. Number and Percent of Students Moving Up to a Higher English Course

Moved Up	#	%
Yes	689	21.7%
No	2484	78.3%
<b>Grand Total</b>	<b>3173</b>	<b>100.00%</b>



## Placement into Transfer-Level English

- According to Figure 1, 44% (n=1,409) of students were placed into transfer level English when multiple measures and ACCUPLACER criteria were utilized, compared to 34% (n=1,076) with multiple measures alone, and 27% (n=862) with ACCUPLACER test scores alone.
- Placement into transfer level English increased by 17.2 percentage points, with those students appearing to come from English 21A and English 85 equally.

Figure 1

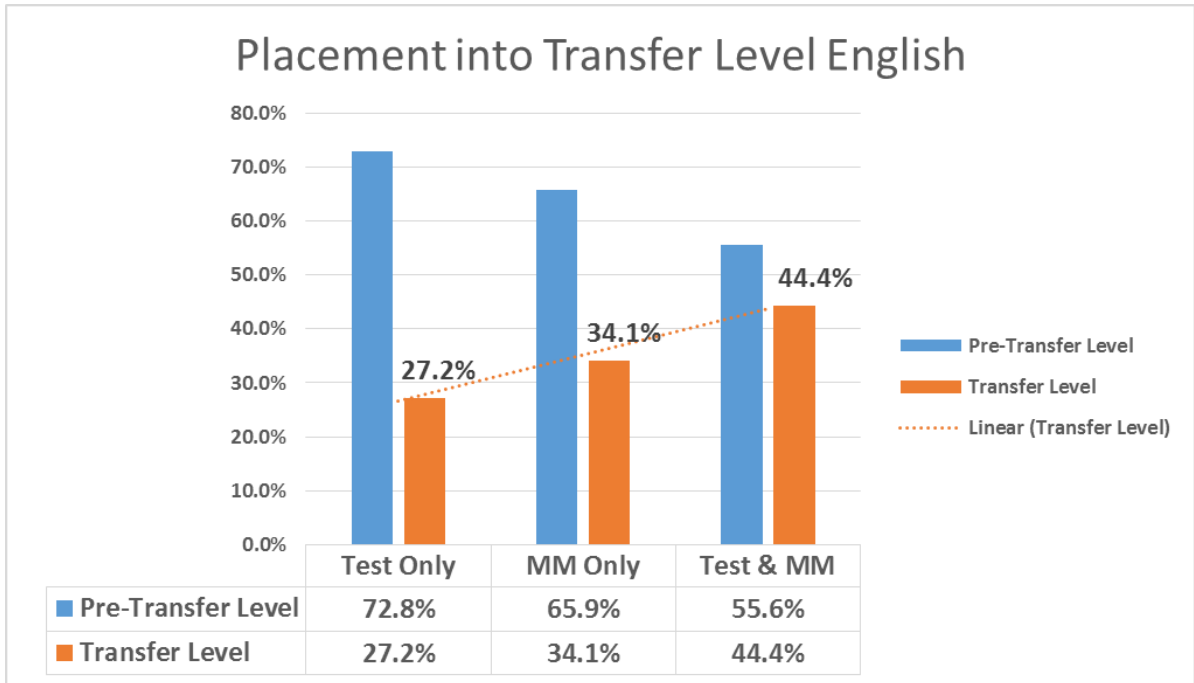


Table 5. Count and Percent of Students Placing in Transfer Level English by Placement Method

Placement Method	Transfer Level		Pre-Transfer Level	
	#	%	#	%
Test & MM	1409	44.41%	1764	55.59%
MM Only	1076	34.15%	2075	65.85%
Test Only	862	27.17%	2311	72.83%

Table 6. English Placement into Transfer Levels by Placement Method with Difference from 'Test Only' to 'Test and MM'

Placement	Test Only		Test and MM		Difference	
	#	%	#	%	#	%
English 1 or English 48	862	27.2%	1409	44.4%	547	17.2%
English 21A*	1322	41.7%	1042	32.8%	-280	-8.8%
English 85 and (81A, 80 or 83)*	989	31.2%	722	22.8%	-267	-8.4%

\*Pre-transfer

## Disproportionate Impact in Transfer Level English by Ethnicity and Placement Method

- **Definition from the 2014-15 SMC Student Equity Data report:** *Disproportionate impact occurs when “the percentage of persons from a particular racial, ethnic, gender, age or disability group who are directed to a particular service or placement based on an assessment instrument, method, or procedure is significantly different from the representation of that group in the population of persons being assessed, and that discrepancy is not justified by empirical evidence demonstrating that the assessment instrument, method or procedure is a valid and reliable predictor of performance in the relevant educational setting” [Title 5 Section 55502(d)].* To estimate the degree of disproportionate impact, “an equity ratio is calculated for each of the student subgroups by dividing the percentage of a subgroup who successfully completed an outcome by the percentage of the same subgroup in the initial cohort (outcome percentage/cohort percentage). A cohort is a group of students who share a common characteristic or experience within a defined period. A ratio of 1.0 indicates that a subgroup is equally represented in the outcome variable when compared with the subgroup’s representation in the cohort. A ratio of less than 1.0 indicates that disproportionately fewer students in a subgroup are represented in the outcome variable when compared with the subgroup’s representation in the cohort, and an equity gap exists for the subgroup for the specific metric. A ratio greater than 1.0 indicates that the subgroup is overrepresented in the outcome variable than the cohort. The value of the ratio represents the extent to which a student group is underrepresented or overrepresented in the outcome.”
- For purposes of the studies described herein, equity ratios < .80 are judged significant, indicating an equity gap in transfer course placement exists. Accordingly:
- There is evidence of disproportionate impact (reflected in an equity ratio lower than 0.80) for Black and Hispanic students for all forms of English placement method. However, using ACCUPLACER scores alone yielded the worst impact on both groups. Using multiple measures criteria alone showed a slightly improved impact for this group of students, while using both placement methods decreased the equity gap further for both Black and Hispanic students.
- While females outperform males in placing into transfer level English, there is no equity gap for gender at this time.

Table 7. Disproportionate Impact Analysis for Students Placing into Transfer Level English by Race/Ethnicity\* and Placement Method

Ethnicity	Placement Method	Transfer Level		All Students		Equity Ratio <sup>+</sup>	Percent Gap
		#	%	#	%		
African American	Test & MM	90	6.4%	250	7.9%	0.81	-1.5%
	MM Only	67	6.2%	249	7.9%	0.79	-1.7%
	Test Only	38	4.4%	250	7.9%	0.56	-3.5%
Asian	Test & MM	164	11.6%	234	7.4%	1.58	4.3%
	MM Only	137	12.7%	232	7.4%	1.73	5.4%
	Test Only	101	11.7%	234	7.4%	1.59	4.3%
Hispanic	Test & MM	619	43.9%	1977	62.3%	0.71	-18.4%
	MM Only	438	40.7%	1967	62.4%	0.65	-21.7%
	Test Only	334	38.7%	1977	62.3%	0.62	-23.6%
Multi-Race	Test & MM	66	4.7%	113	3.6%	1.32	1.1%
	MM Only	48	4.5%	113	3.6%	1.24	0.9%
	Test Only	48	5.6%	113	3.6%	1.56	2.0%
White	Test & MM	461	32.7%	582	18.3%	1.78	14.4%
	MM Only	381	35.4%	573	18.2%	1.95	17.2%
	Test Only	334	38.7%	582	18.3%	2.11	20.4%

\*Excludes groups with fewer than 10 students

<sup>+</sup>For purposes of this study an equity ratio < .80 is judged to be significant and indicates an equity gap in transfer course placement level exists.

Table 8. Disproportionate Impact Analysis for Students Placing into Transfer Level English by Gender by Placement Method

Gender	Placement Method	Transfer Level		All Students		Equity Ratio <sup>+</sup>	Percent Gap
		#	%	#	%		
F	Test & MM	779	55.3%	1684	53.1%	1.04	2.2%
	MM Only	634	58.9%	1672	53.1%	1.11	5.9%
	Test Only	444	51.5%	1684	53.1%	0.97	-1.6%
M	Test & MM	630	44.7%	1489	46.9%	0.95	-2.2%
	MM Only	442	41.1%	1479	46.9%	0.88	-5.9%
	Test Only	418	48.5%	1489	46.9%	1.03	1.6%

<sup>+</sup>For purposes of this study an equity ratio < .80 is judged to be significant and indicates an equity gap in transfer course placement level exists.

**Fall 2016 English Enrollment**

- A review of student enrollment records for Fall 2016 (as of May 21, 2016) showed that the vast majority of students who are starting their English course sequence are in fact enrolling in the appropriate course they were placed into using the combined placement methods, with a few exceptions.

Table 9. Fall 2016 Actual English Enrollment (as of 5-21-16) by Placement Level of First-Time College Students in Study (N=3,173)

Highest Placement (based on Test & MM)	Enrollment Type			Not Enrolled
	At Placement	Under Placement	Over Placement	
English 85	218			502
English 21A	433	22	12	571
English 1	526	52	22	793
<b>Total</b>	<b>1177 (37%)</b>	<b>74</b>	<b>34</b>	<b>1866 (59%)</b>

## Mathematics Placement Results

### Mathematics Placement by Course

- According to Table 10, more than one third (37.4%) of students who took the Math assessment ended up with a higher placement when multiple measures criteria were considered, over COMPASS test scores alone.
- Differences by course level may be observed. Most notably is the percent of students who moved up by one and up to six levels in the course sequence. Most importantly, a good number of students moved from developmental math into college level math. For example, 17% of students placing into the lowest math (Math 81/85) based on the placement test, moved up to a college-level class; 37% of those placing into elementary algebra (Math 31) or Intermediate algebra moved up to college math, including the STEM path.

Table 10. Number and Percent of Students Moving Up by Math Course

COMPASS Placement	Moved To								Total
	MATH 81, 85*	MATH 84*	MATH 31, 49, 50*	MATH 18, 20, 32*	MATH 21, 26, 41, 54	MATH 28	MATH 2	MATH 7	
MATH 81, 85*	647 63.7%		35 3.4%	155 15.3%	125 12.3%		45 4.4%	9 0.9%	1016 100.0%
MATH 84*		294 53.3%	20 3.6%	87 15.8%	94 17.0%		41 7.4%	16 2.9%	552 100.0%
MATH 31, 49, 50*			137 46.9%	46 15.8%	55 18.8%		35 12.0%	19 6.5%	292 100.0%
MATH 18, 20, 32*				264 61.1%	80 18.5%		59 13.7%	29 6.7%	432 100.0%
MATH 21, 26, 41, 54					309 63.2%		88 18.0%	92 18.8%	489 100.0%
MATH 28						54 58.1%	18 19.4%	21 22.6%	93 100.0%
MATH 2							96 62.3%	58 37.7%	154 100.0%
MATH 7								68 100.0%	68 100.0%
	647 20.9%	294 9.5%	192 6.2%	552 17.8%	663 21.4%	54 1.7%	382 12.3%	312 10.1%	3096 100.0%

\*Pre-transfer level

Table 11. Number and Percent of Students Moving Up to a Higher Math Course

Moved Up	#	%
Yes	1227	37.37%
No	2056	62.63%
<b>Grand Total</b>	<b>3283</b>	<b>100.00%</b>

### Placement into Transfer-Level Mathematics

- According to Figure 2, 43% (n=1,416) of students placed into transfer level Math when both COMPASS test scores and multiple measures criteria were considered, compared to 37% (n=1,143) with multiple measures alone, and 25% (n=809) with COMAPSS scores alone.
- Placement into transfer level math increased by 18.5 percentage points overall.

Figure 2

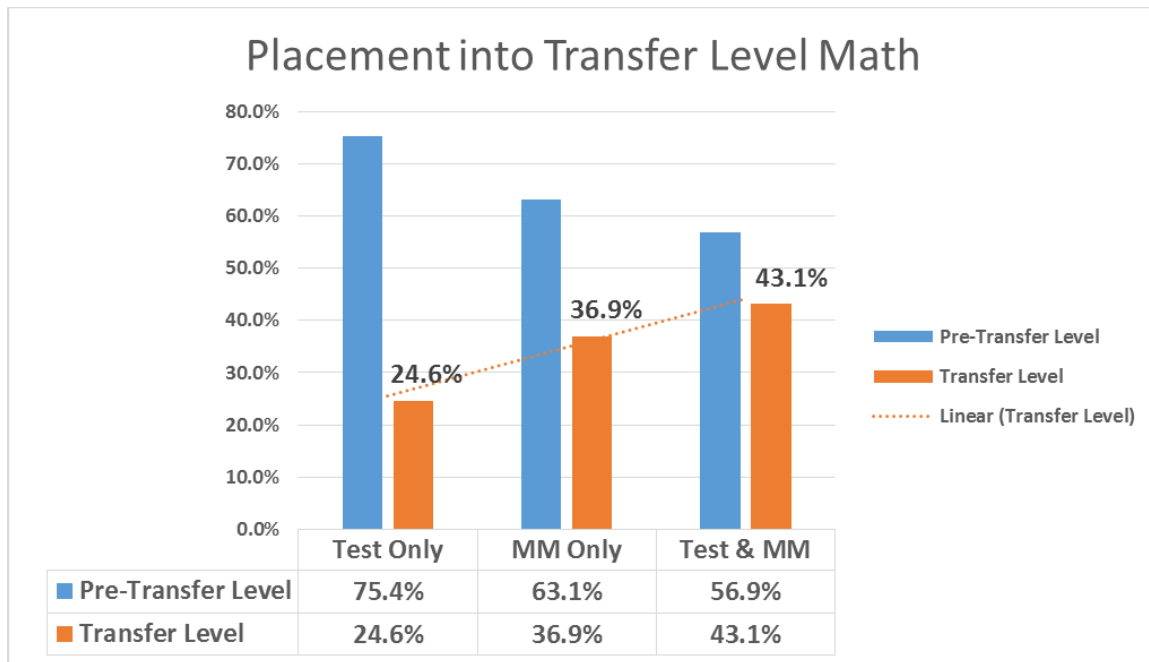


Table 12. Count and Percent of Students Placing in Transfer Level Math by Placement Method

Placement Method	Transfer Level		Pre-Transfer Level	
	#	%	#	%
Test & MM	1416	43.13%	1867	56.87%
MM Only	1143	36.92%	1953	63.08%
Test Only	809	24.64%	2474	75.36%

Table 13. Math Placement Levels by Placement Method with Difference from 'Test Only' to 'Test and MM'

Placement	Test Only		Test and MM		Difference	
	#	%	#	%	#	%
MATH 7	69	2.1%	313	9.5%	244	7.4%
MATH 2	154	4.7%	382	11.6%	228	6.9%
MATH 28	93	2.8%	54	1.6%	-39	-1.2%
MATH 21, 26, 41, 54	493	15.0%	667	20.3%	174	5.3%
MATH 18, 20, 32*	434	13.2%	554	16.9%	120	3.7%
MATH 31, MATH 49, MATH 50*	293	8.9%	193	5.9%	-100	-3.0%
MATH 84*	553	16.8%	295	9.0%	-258	-7.9%
MATH 81, 85*	1194	36.4%	825	25.1%	-369	-11.2%

\*Pre-transfer

### Disproportionate Impact in Transfer Level Mathematics by Ethnicity and Placement Method

- Definition from the 2014-15 SMC Student Equity Data report:** *Disproportionate impact occurs when “the percentage of persons from a particular racial, ethnic, gender, age or disability group who are directed to a particular service or placement based on an assessment instrument, method, or procedure is significantly different from the representation of that group in the population of persons being assessed, and that discrepancy is not justified by empirical evidence demonstrating that the assessment instrument, method or procedure is a valid and reliable predictor of performance in the relevant educational setting” [Title 5 Section 55502(d)].* To estimate the degree of disproportionate impact, “an equity ratio is calculated for each of the student subgroups by dividing the percentage of a subgroup who successfully completed an outcome by the percentage of the same subgroup in the initial cohort (outcome percentage/cohort percentage). A cohort is a group of students who share a common characteristic or experience within a defined period. A ratio of 1.0 indicates that a subgroup is equally represented in the outcome variable when compared with the subgroup’s representation in the cohort. A ratio of less than 1.0 indicates that disproportionately fewer students in a subgroup are represented in the outcome variable when compared with the subgroup’s representation in the cohort, and an equity gap exists for the subgroup for the specific metric. A ratio greater than 1.0 indicates that the subgroup is overrepresented in the outcome variable than the cohort. The value of the ratio represents the extent to which a student group is underrepresented or overrepresented in the outcome.”

- For purposes of the studies described herein, equity ratios < .80 are judged significant, indicating an equity gap in transfer course placement exists. Accordingly:
- There is evidence of disproportionate impact for Black and Hispanic students, reflected in an equity ratio lower than 0.80, for all forms of math placement. Using COMPASS test scores alone yielded the worst impact on both groups. Using multiple measures criteria alone showed a slightly improved impact, while using both placement methods combined closed the equity gap further for both Black and Hispanic students. It is encouraging that when COMPASS and the multiple measures criteria were combined, the equity ratio for Hispanic students improved beyond the 0.80 threshold for this sample of students.
- While males outperform females by a few percentage points in placing into transfer level math with the COMPASS test, the roles are reversed once the combined placement methods are applied. But more students of both genders are placed into transfer-level courses using both placement methods. There does not seem to be an equity gap for gender at this time.

Table 14. Disproportionate Impact Analysis for Students Placing into Transfer Level English by Race/Ethnicity\* and Placement Method

Ethnicity	Placement Method	Transfer Level		All Students		Equity Ratio <sup>+</sup>	Percent Gap
		#	%	#	%		
African American	Test & MM	76	5.4%	256	7.8%	0.69	-2.4%
	MM Only	56	4.9%	244	7.9%	0.62	-3.0%
	Test Only	34	4.2%	256	7.8%	0.54	-3.6%
Asian	Test & MM	181	12.8%	251	7.6%	1.67	5.1%
	MM Only	139	12.2%	231	7.5%	1.63	4.7%
	Test Only	133	16.4%	251	7.6%	2.15	8.8%
Hispanic	Test & MM	711	50.2%	2019	61.5%	0.82	-11.3%
	MM Only	557	48.7%	1957	63.2%	0.77	-14.5%
	Test Only	356	44.0%	2019	61.5%	0.72	-17.5%
Multi-Race	Test & MM	70	4.9%	123	3.7%	1.32	1.2%
	MM Only	57	5.0%	115	3.7%	1.34	1.3%
	Test Only	41	5.1%	123	3.7%	1.35	1.3%
White	Test & MM	370	26.1%	615	18.7%	1.39	7.4%
	MM Only	329	28.8%	531	17.2%	1.68	11.6%
	Test Only	239	29.5%	615	18.7%	1.58	10.8%

\*Excludes groups with fewer than 10 students

<sup>+</sup>For purposes of this study an equity ratio < .80 is judged to be significant and indicates an equity gap in transfer course placement level exists.



Table 15. Disproportionate Impact Analysis for Students Placing into Transfer Level Math by Gender by Placement Method

Gender	Placement Method	Transfer Level		All Students		Equity Ratio <sup>+</sup>	Percent Gap
		#	%	#	%		
F	Test & MM	749	52.9%	1745	53.2%	1.00	-0.3%
	MM Only	634	55.5%	1632	52.7%	1.05	2.8%
	Test Only	385	47.6%	1745	53.2%	0.90	-5.6%
M	Test & MM	667	47.1%	1538	46.8%	1.01	0.3%
	MM Only	509	44.5%	1464	47.3%	0.94	-2.8%
	Test Only	424	52.4%	1538	46.8%	1.12	5.6%

<sup>+</sup>For purposes of this study an equity ratio < .80 is judged to be significant and indicates an equity gap in transfer course placement level exists.

### Fall 2016 Mathematics Enrollment

- A review of student enrollment records for Fall 2016 (as of May 21, 2016) showed that the vast majority of students who are starting their math course sequence are in fact enrolling in the appropriate course they were placed into using the combined placement methods, with some exceptions. Most notably is the 103 (16%) of students who placed into Math 21, 26, 41, 54 who opted instead to enroll in a lower course.

Table 16. Fall 2016 Actual Math Enrollment (as of 5-21-16) by Placement Level of First-Time College Students in Study (N=3,283)

Highest Placement (based on Test & MM)	Enrollment Type			
	At Placement	Under Placement	Over Placement	Not Enrolled
MATH 81, 85*	193			454
MATH 84*	99	2	3	190
MATH 31, MATH 49, MATH 50*	41	13	0	138
MATH 18, 20, 32*	155	39		358
MATH 21, 26, 41, 54	167	103	0	393
MATH 28	8	9	3	34
MATH 2	90	72	16	204
MATH 7	88	34	1	189
<b>Total</b>	722 23.3%	272 8.8%	142 4.6%	1960 63.3%

## **SMC Multiple Measures Project Team**

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