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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

JANUARY 17, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

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

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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*

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| BOARD OF TRUSTEES | REGULAR MEETING |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | January 17, 2017 |

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, January 17, 2017.

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

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER

B ROLL CALL

- Dr. Andrew Walzer, Chair
- Dr. Susan Aminoff
- Dr. Nancy Greenstein
- Dr. Louise Jaffe
- Dr. Margaret Quiñones-Perez
- Rob Rader
- Barry Snell
- Laura Zwicker, Student Trustee

C INSTALLATION OF MEMBER OF THE BOARD OF TRUSTEES

Kathryn E. Jeffery, Superintendent/President and Secretary to the Board of Trustees, will administer the Oath of Allegiance for Public Officers to Margaret Quiñones-Perez and install her as a member of the Board of Trustees of the Santa Monica Community College District.

D ELECTION OF VICE-CHAIR OF THE BOARD OF TRUSTEES, 2017

It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

E SEATING ARRANGEMENT OF THE BOARD OF TRUSTEES

The Board of Trustees will be seated according to Board Policy 1260 with the Board Chair in the middle, the Vice-Chair to the left of the Chair, the Superintendent to the right of the Chair, and the Student Trustee in the designated Student Trustee position. Seating arrangement of other trustees will be determined by the drawing of numbers.

E PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. **CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organization: CSEA Chapter #36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Marcia Wade, Vice-President, Human Resources
Robert Myers, Campus Counsel
Employee Organization: SMC Faculty Association

REAL PROPERTY (Government Code Section 54956.8)

Property Address: 2019-2023 14th Street, Santa Monica, California
Under Negotiation: Terms and Conditions of Purchase
College Negotiator: Dr. Kathryn E. Jeffery
Owner's Representatives Tom Cherry, Jones Lang Lasalle Brokerage, Inc.

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

- C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC630289
- Appeal of Title 5 Complaint Determination (2 Appeals)

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)

IV. **PUBLIC COMMENTS**

V. **SUPERINTENDENT'S REPORT**

- Updates:
 - State Budget
 - Winter Session Enrollment
 - Child Care Center
 - Accreditation
 - Strategic Planning Process

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

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X. **CONSENT AGENDA – Pulled Recommendations**

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

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 7, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **RESOLUTION – SANTA MONICA COMMUNITY COLLEGE DISTRICT PROVIDES A SAFE ENVIRONMENT FOR ALL STUDENTS AND PERSONNEL**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION; It is recommended that the Board of Trustees approve the following resolution to support a safe environment for all students and personnel.

Whereas, the Santa Monica Community College District recognizes the rights of all students and their families, regardless of immigration status, family structure, sexual orientation, religious beliefs, gender identity, or marital status; and

Whereas, the Santa Monica Community College District Board of Trustees acknowledges that civil and human rights are deeply rooted in the fabric of democratic and principled societies; and

Whereas, prominent among Santa Monica College’s institutional values are mutual respect, to treat one another with dignity, trust and fairness; to appreciate the diversity of our community, students and workforce in a collegial and cooperative manner; to positively engage the college community in developing a deep appreciation of, and collegiality among all cultures; and

Whereas, Santa Monica College is a leader and innovator in learning and achievement by fostering its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness, and sustainability; and

Whereas, Santa Monica College is and will continue to be a safe environment for all students and personnel; and

Whereas, Santa Monica College will continue to work with the college community, national and state wide education leaders and elected officials to ensure that our students are able to pursue their educational goals.

Therefore Be It Resolved that the Santa Monica Community College District Board of Trustees stands united in continuing to provide a safe environment for all students who choose to better their lives through education and will maintain the following strategies to be consistent with the college’s values:

- The SMC Police Department should not detain, question, arrest any individual on the basis of suspected undocumented immigration status;
- The District will not cooperate with any effort to create a registry of individuals based on any protected characteristics such as religion, national origin, race or sexual orientation;
- No confidential student records should be released without a judicial warrant, subpoena or court order, unless authorized by the student or required by law.
- Santa Monica College will continue to advocate for educational opportunities for all students regardless of immigration status.

It is Further Resolved that:

- The Santa Monica Community College District reaffirms its current admission and financial aid policies regarding undocumented students. The College will provide confidential counseling services for undocumented students and DACA recipients regarding their educational goals;
- The Santa Monica Community College District Board of Trustees reaffirms the College's commitment to create a campus atmosphere of respect by denouncing hate speech directed at immigrant, ethnic minority, and LGBTQ students and workers, and by informing the campus community of existing resources for reporting and responding to identity-based hate incidents; and
- The Santa Monica Community College District will partner with local agencies including the City of Santa Monica, City of Malibu, the Santa Monica-Malibu Unified School District, Santa Monica Police Department, Los Angeles Sheriff's Department and non-profit agencies and legal services agencies to provide referrals to resources and support for families with deportation concerns; and
- The Board of Trustees joins the University of California, the California State University and the California Community College system to formally request that the United States government preserve the Deferred Action for Childhood Arrivals (DACA) program, which allows children of undocumented immigrants to pursue higher education in the United States.

COMMENT: The resolution incorporates many of the comments made at the December Board meeting and suggestions in the petition signed by SMC students, faculty, staff and alumni which was submitted to the Board. The revised resolution was circulated to the Student Equity Steering Committee and the Associated Students leadership for review and input.

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

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **RESOLUTION CONFIRMING ACCEPTANCE OF LOS ANGELES COUNTY
CANVASS CERTIFICATE, NOVEMBER 8, 2016 ELECTION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution confirming acceptance of the official Canvass Certificate and the official Statement of Votes Cast by precinct for the Santa Monica Community College District Special Election conducted with the General Election held on November 8, 2016.

WHEREAS, California Elections Code Section 15400 requires the governing board of a community college district to declare the results of each election under its jurisdiction; and

WHEREAS, California Education Code Section 15274 requires an equivalent declaration or certification regarding Proposition 39 general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED that the Santa Monica Community College District Board of Trustees (the "Board") certifies and declares as follows regarding the November 8, 2016 General Election:

1. Pursuant to the Los Angeles County Registrar of Voters and the official Canvass Certificate and the Official Statement of Votes Cast ("Canvass Certificate") submitted to the Board of the Santa Monica Community College District (the "District"), and in compliance with California Elections Code Section 15400, Bond Measure V (the "Bond Measure") was approved by more than 55% of the registered voters of the District who voted at the General Election.
2. Pursuant to the Los Angeles County Registrar of Voters and the official Canvass Certificate submitted to the Board of the District, and in compliance with California Education Code Section 15274, the Board certifies to the Board of Supervisors of the County of Los Angeles, and so incorporates into its minutes this resolution, that the Bond Measure was duly passed, as set forth in section 1 above, in compliance with Section 18(b) of Article XVI of the California Constitution and that all proceedings relating to the election and approval of the Bond Measure was duly had and conducted.
3. In compliance with California Education Code 15274, a copy of the resolution shall be sent to the Board of Supervisors of the County of Los Angeles.
4. This resolution shall take effect immediately upon adoption.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

**CERTIFICATE OF THE CLERK OF THE
BOARD OF TRUSTEES AS TO RESULTS OF THE
CANVASS OF ELECTION RETURNS**

STATE OF CALIFORNIA)
) ss
 COUNTY OF LOS ANGELES)

I, Kathryn E. Jeffery, Clerk of the Board of Trustees (the "Board") of the Santa Monica Community College District, do hereby certify that I have examined the results of the Election conducted within the District on November 8, 2016, reported to me by the Los Angeles County Registrar of Voters. At the Board's request, the election was conducted at the regular polling places of the County on November 8, 2016, between the hours of 7:00 a.m. and 8:00 p.m., prior to which time, the Los Angeles County Registrar of Voters delivered ballot pamphlets and absentee ballots to qualified voters.

The results of the election, as provided to the Board by the Los Angeles County Registrar of Voters are attached to this Certificate and incorporated herein by this reference. I hereby certify that the results of said election and the number of votes cast for and against Measure V are as follows:

| | |
|------------|-----------------------|
| BONDS YES: | 30,970 votes (63.90%) |
| BONDS NO: | 17,497 votes (36.10%) |

These results are officially entered into the minutes of the meeting of the Board of Trustees of the Santa Monica Community College District held on January 17, 2017.

 Secretary, Board of Trustees
 Santa Monica Community College District

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: RESOLUTION APPOINTING A GENERAL OBLIGATION BOND CITIZENS’ OVERSIGHT COMMITTEE WITH RESPECT TO MEASURE V

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution:

WHEREAS, the issuance of not to exceed \$345,000,000 aggregate principal amount of general obligation bonds (the “Authorization”) of the Santa Monica Community College District (the “District”), County of Los Angeles (the “County”), State of California, was authorized at an election (the “Election”) held in said District on November 8, 2016, the proceeds of which are to be used for the acquisition, construction, improvement, equipping and furnishing of various capital facilities of the District; and

WHEREAS, the Registrar-Recorder/County Clerk of the County has certified to the effect that the official canvass of returns for the Election reflected that more than 55% of the votes cast on the District’s bond measure submitted to the voters at the Election (the “Measure”) were cast in favor of the Measure, and such result has been entered in the minutes of this Board of Trustees of the District (the “District Board”); and

WHEREAS, the District Board has previously appointed a Citizens’ Oversight Committee with respect to the District’s Election of 2002 (Measure U), 2004 (Measure S), and 2008 (Measure AA) General Obligation Bonds (the “Committee”) in accordance with Section 15278 *et seq.* of the Education Code;

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

1. The foregoing recitals are true and correct.
2. The District Board hereby further appoints this Committee to serve as the Citizens’ Bond Oversight Committee for the Election of 2016 (Measure V) General Obligation Bonds to serve in accordance with the provisions of Section 15278 *et seq.* of the Education Code.
3. This resolution shall take effect immediately upon its adoption.

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

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| BOARD OF TRUSTEES | INFORMATION |
| Santa Monica Community College District | January 17, 2017 |

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 4

SUBJECT: **SMCCD BOND CONSTRUCTION PROGRAM**

SUBMITTED BY: Vice-President, Business and Administration

SUMMARY: Santa Monica College’s bond program is currently in the largest construction phase in its history with the Core Performance Center and the Music Hall at the Performing Arts Center nearing completion this winter. Also in construction are the Media and Design Campus and the Student Services Building. Scheduled to begin construction in 2017 pending final approvals are the Malibu Campus and the Santa Monica Early Childhood Lab School. With the passage of Measure V, an additional set of projects will be planned through the Facilities Master Plan Update process.

There will be a Powerpoint presentation showing recent construction photos and renderings of projects in design.

See Appendix A for complete report.

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **2017-2018 NONRESIDENT TUITION RATE**

SUBMITTED BY: Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the Board adopt the nonresident tuition rate of \$285 per unit and the nonresident capital outlay surcharge of \$24 per unit for 2017-2018. For 2017-2018, the lowest possible nonresident tuition rate for SMC is \$234 per semester unit, and the highest possible nonresident tuition rate is \$425 per semester unit. Option 7 (“no greater than the 2015-16 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living. That average is calculated to be \$425 per semester unit”) - was used to determine SMC’s 2017-2018 nonresident tuition rate of \$285 per semester unit. This represents a 7.5 % increase from the 2016-2017 nonresident tuition rate, for an overall 6% increase in the total per unit cost.

| | Current | Proposed | Change |
|--|--------------|--------------|--------------|
| Nonresident Tuition | \$265 | \$285 | +\$20 |
| Capital Outlay Surcharge | \$24 | \$24 | --0- |
| State Enrollment Fee for Resident and Nonresident Students | \$46 | \$46 | -0- |
| Total | \$335 | \$355 | +\$20 |

The moderate increase is considered acceptable by the International Education Center staff working with our international student population. Below is a brief comparison of the 2016-17 rates of other community colleges in the area and/or enrolling significant numbers of international students. It is not yet known what rates will be adopted by those colleges for 2017-18.

| | NR Tuition | Capital Outlay | Enrollment Fee | Total Per Unit | Annual Total (24 semester units or 36 quarter units) | |
|--------------------------------------|------------------|-----------------|-----------------|------------------|--|----------------|
| Santa Monica College | \$ 265.00 | \$ 24.00 | \$ 46.00 | \$ 335.00 | \$ 8,040.00 | |
| <i>SMC Proposed 17-18</i> | \$ 285.00 | \$ 24.00 | \$ 46.00 | \$ 355.00 | \$ 8,520.00 | |
| Santa Barbara City College | \$ 266.00 | | \$ 46.00 | \$ 338.00 | \$ 8,112.00 | |
| LACCD | \$ 243.00 | | \$ 46.00 | \$ 326.00 | \$ 7,824.00 | |
| Irvine Valley College | \$ 211.00 | \$ 65.00 | \$ 46.00 | \$ 322.00 | \$ 7,728.00 | |
| Orange Coast College | \$ 211.00 | \$ 45.00 | \$ 46.00 | \$ 302.00 | \$ 7,248.00 | |
| El Camino College | \$ 242.00 | | \$ 46.00 | \$ 288.00 | \$ 6,912.00 | |
| Mt. San Antonio | \$ 241.00 | | \$ 46.00 | \$ 287.00 | \$ 6,888.00 | |
| Foothill-DeAnza | \$ 156.00 | | \$ 31.00 | \$ 187.00 | \$ 6,732.00 | Quarter System |
| Pasadena City College | \$ 200.00 | \$ 30.00 | \$ 46.00 | \$ 276.00 | \$ 6,624.00 | |
| City College of San Francisco | \$ 211.00 | \$ 7.00 | \$ 46.00 | \$ 264.00 | \$ 6,336.00 | |
| Glendale CC | \$ 205.00 | \$ 10.00 | \$ 46.00 | \$ 261.00 | \$ 6,264.00 | |

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

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **FIRST READING: COLLEGE AND CAREER ACCESS PATHWAYS, A DUAL ENROLLMENT PARTNERSHIP AGREEMENT, 2017-2019**

SUBMITTED BY: Vice-President, Academic Affairs
Vice-President, Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of a resolution regarding College and Career Access Pathways, A Dual Enrollment Partnership Agreement, 2017-2019. The complete text of the resolution is available at the following link for Beverly Hills Unified School District.
<file:///Users/lisa/Desktop/SMC-BHSD%20AB%20288%20CCAP%20Agreement-update%20Dec%202016.2.pdf>

SUMMARY: With the passage of Assembly Bill No. 288 the governing board of a community college district can enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting must present the CCAP agreement as an informational item and then vote on the agreement at a subsequent board meeting. The agreement will give SMC new Dual Enrollment options by eliminating policy barriers, such as the ability to close courses at high school campuses during the regular school day and to offer remedial math and English classes.

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

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **FIRST READING – BOARD POLICY SECTION 6116, DEBT ISSUANCE**

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of revised Board Policy in Section 6000 – Business Services and Facilities: BP 6116, Debt Issuance.

COMMENT: Senate Bill (SB) 1029 (Hertzberg), signed into law by Governor Brown on September 12, 2016, amends the Government Code requiring school and community college districts to certify that they have adopted local debt management policies.

This certification must be in place prior to filing the Report of Proposed Debt Issuance, which is subsequently filed with the California Debt and Advisory Commission (CDIAC).

To meet statutory requirements, at a minimum the debt management policy should include:

1. The purpose for which the debt proceeds may be used.
2. The types of debt/securities that may be issued.
3. The relationship of the debt/securities to, and integration with, the issuing public agency’s capital improvement program or budget, if applicable.
4. Policy goals related to the issuing agency’s planning goals and objectives.
5. The internal control procedures that the issuing agency has implemented, or will implement, to ensure that the proceeds of each proposed securities issuance will be directed to the intended/authorized use.

This Policy update is to meet the new requirements pursuant to (SB) 1029.

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

BP 6116 Debt Issuance and Debt Management

Introduction

The Board of Trustees recognizes the importance of having Debt Management Policies (the “Debt Policies”) that provide a framework for public finance borrowing. The Debt Policies provide guidelines for public finance borrowings, ensure careful and consistent monitoring and use of debt issuances and structures, establish debt management goals and help attain the best credit ratings, preserve financial flexibility, meet all capital requirements, and guide the investment of bond proceeds.

The Board of Trustees, prior to issuance, must authorize the issuance of any of the following types of debt obligations of the District:

- General Obligation Bonds (“G.O. Bonds”)
- Bond anticipation notes (“BANs”)
- Lease-purchase agreements (“Leases”)
- Certificates of participation (“COP”)
- Tax and revenue anticipation notes (“TRANS”)
- Other issuance that constitutes debt under the California constitution

The Debt Policies set forth herein have been developed to provide guidelines for such issuance and other forms of indebtedness.

While the issuance of debt by the District is an appropriate and necessary method of financing capital projects, careful and consistent monitoring of such debt issuance is required to preserve the District’s credit strength, budget and financial flexibility. These Debt Policies will serve the District in determining the appropriate uses for debt financing, debt structures and establishing prudent debt management goals.

Compliance with State and Federal Law. The District shall maintain ~~strict compliance at all times with State and Federal law applicable to its debt instruments.~~ such records regarding the District’s debt issues as may be required pursuant to the Internal Revenue Code (the “Tax Code”) and pertinent regulations, including, without limitation, information required to calculate arbitrage rebate due to the U.S. Department of the Treasury, and to ensure compliance with the District’s continuing disclosure obligations incurred pursuant to Rule 15c2-12 of the Securities and Exchange Commission.

~~Post Closing. The District shall take such actions and maintain such records regarding the District’s debt issues as may be required pursuant to the Tax Code and pertinent regulations, including, without limitation, information required to calculate arbitrage rebate due to the Department of the Treasury, and to insure compliance with the District’s continuing disclosure obligations incurred pursuant to Rule 15c2-12 of the Securities and Exchange Commission.~~

Policy Goals

The purpose of the Debt Policies is to provide functional tools for debt management and capital planning, as well as to enhance the District’s ability to manage its debt and lease financings in a conservative and prudent manner. In following these Debt Policies, the District shall pursue the following goals:

- The District shall strive to fund capital improvements from referendum-approved bond issues to preserve the availability of its General Funds for District operating purposes and other purposes that cannot be funded by such bond issues.

- The District shall endeavor to attain the best possible credit rating, as applicable, for each debt issue (with or without bond insurance) in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.
- The District shall take all practical precautions and proactive measures to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.
- The District shall remain mindful of debt limits in relation to assessed value growth within the District and the tax burden needed to meet long-term capital requirements.
- The District shall consider market conditions and District cash flows when timing the issuance of debt.
- The District shall determine the amortization (maturity) schedule which will best fit with the overall debt structure of the District at the time the new debt is issued.
- The District shall give consideration to matching the term of the issue to the useful lives of assets whenever practicable, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
- The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt and the financing plans of local, State and other governments which overlap with the District.
- The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible categorical grants, revolving loans or other State/Federal aid, so as to minimize the encroachment on the District's General Fund.
- In order to minimize the encroachment on the District's General Fund when issuing debt, the District will clearly identify the sources of repayment.

Authorization and Purpose for Debt

The laws of the State of California authorize the issuance of debt by the District, and confer upon it the power and authority to make lease payments, contract debt, borrow money, and issue bonds for public improvement projects. Under these provisions, the District may contract debt to: pay for the cost of acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, furnishing and equipping such projects; to refund existing debt; or to provide for cash flow needs.

Alignment with District's Capital Improvement Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvements shall be aligned with current and prospective needs for acquisition, construction and/or improvement of District property and facilities as identified by the District through sources and information including the Districts facilities master plan or other needs assessment, as applicable, the projected costs of those needs, schedules for the projects, and anticipated resources.

When considering a debt issuance, the Board, Superintendent/President and the Vice President, Business/Administration or designee shall consider both the short-term and long-term implications of the debt issuance and additional operating costs associated with new projects. Such evaluation may include, but is not limited to, the projected ratio of annual debt service and tax burden on the District's taxpayers, and the ratio of annual debt service secured by the general fund to general fund expenditures.

Post Issuance Review and Update

The Debt Policies shall be reviewed and updated before and after each bond issuance and made available to the Board for review. The Vice President, Business/Administration or his or her designee is the designated administrator of the Debt Policies and has the overall responsibility, with the Board's approval, for decisions related to the structuring of all of the District's debt issues. The Vice President, Business/Administration or his or her designee may delegate the day-to-day responsibility for managing the District's debt and lease financings. The Board is the obligated issuer of all District debt and awards all purchase contracts for G.O. Bonds, COPs, TRANs, County Loans and any other debt issuances.

Internal Control Procedures

The District has implemented certain internal control procedures to ensure that the proceeds of its debt issuances will be directed to their intended use. Such internal control procedures include, but are not limited to, more detailed Administrative Regulations related to Debt Issuance, Policies and Procedures related to "Post-Issuance Tax Compliance Policy" for the District's tax-exempt issues, whether comprising G.O. Bonds, BANs, COPs, TRANs, County Loans, revenue obligations or other forms of debt issuances, and a "Continuing Disclosure Policy." The Tax Compliance Policy includes Compliance Monitoring, Record Creation and Retention, the designation of Compliance Officers and other protocols designed to ensure that proceeds of the District's debt issuances will be directed to their intended use.

Special Situations

The District acknowledges that the capital marketplace fluctuates, and such fluctuations may produce situations not anticipated or covered by this policy. Accordingly, the Board may make exceptions or modifications to this policy to achieve the debt management goals outlined herein. Management flexibility is appropriate and necessary in such situations, provided specific authorization is granted by the Board.

Revised: __/__/2017

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| BOARD OF TRUSTEES | ACTION |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | January 17, 2017 |

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-#27.

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 meeting of the Santa Monica Community College District Board of Trustees: December 6, 2016

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 9 NEW COURSES AND DEGREES, FALL 2016

Requested Action: Approval/Ratification

Requested by: Curriculum Committee

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

New Courses

- ACCTG 17 Income Tax Preparation (CTEC-Approved)
- BUS 8 Law for the Entrepreneur
- DANCE 11 Beginning Hip Hop Dance
- DANCE 12 Intermediate Hip Hop Dance
- KIN PE 12 Olympic-Style Weightlifting
- VAR PE 11A In-Season Intercollegiate Strength and Conditioning
- VAR PE 11B Off-Season Intercollegiate Strength and Conditioning

New Courses: Noncredit

- ECE NC 900 Early Childhood Education Communication Skills

Course Reinstatement

- AD JUS 1 Introduction to Administration of Justice
- AD JUS 2 Concepts of Criminal Law

Distance Education

- COSM 64 Salon Management

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 10 SUBCONTRACTUAL AGREEMENT WITH UCLA

Requested Action: Approval/Ratification

Requested by: Michelle King, Director Career & Contract Education

Approved by: Georgia Lorenz, Vice President Academic Affairs

Title of Grant/Contract: Workforce Innovation and Opportunity Act (WIOA) Cohort Training
WIOA-CH-06

Performance Period December 10, 2106 through June 30, 2017

Summary: Agreement to facilitate a training program through SMC’s Contract Education Department. The L. A. County Department of Community and Senior Services will fund \$100,000 towards training that meets the needs of businesses and growing industries in the area. Contract Education will provide training in the areas of Customer Service – Hospitality with Computer skills to eligible individuals with \$60,000 allocated for out-of-school youth and \$40,000 allocated for adults. In partnership with the local American Job and Work-Source centers, SMC will provide approximately 100 instructional hours of career training.

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Dr. Kathryn E. Jeffery, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

| Provider/Contract | Term/Amount | Service | Funding Source |
|--|---|---|----------------|
| A James Lang | March 16-17, 2017 Not to exceed: \$6,000 | The consultant will conduct a three one-hour and twenty minute workshops at SMC’s Faculty Flex Day on March 16 , 2017 and then two more in-depth two- hour workshop the next day. | GRIT |
| B WestEd/Strategic Literacy Initiative Nika Hogan & Kate Meissert | February 6 – March 24, 2017 Not to exceed: \$25,000 | The consultant will conduct six week-long online course with 20-30 SMC faculty members focused on Reading Apprenticeship, which is a research-based instructional framework. Reading Apprenticeship emphasizes students’ engagement and achievement not only in literacy, but also in learning across all academic disciplines. | Title V |

A and B

Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence

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

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| C Robin DiAngelo LLC | January 25, 2017 Not to exceed: \$7,500 | Dr. Robin DiAngelo will facilitate the Annual Equity Summit. DiAngelo is a former Associate Professor of Education. Her scholarship is in White Racial Identity and Race Relations. In addition to her academic work, Dr. DiAngelo has extensive experience as a workplace consultant in issues of race relations and racial justice. She was appointed to co-design the City of Seattle's Race & Social Justice Initiative Training. The contract will cover all planning sessions and phone calls, as well as travel costs. | Equity |
|----------------------|---|---|--------|

Requested by: Melanie Bocanegra, Associate Dean, Student Equity and STEM Programs

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

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

| Provider/Contract | Term/Amount | Service | Funding Source |
|--|---|--|--------------------------------|
| D Chris Swain | January 1 – August 30, 2017 Not to exceed \$50,000 | Game industry founder and educational consultant will assist SMC faculty in the development of a multi-disciplinary state-of-the-art of Game Design curriculum. Students who complete the curriculum will be prepared for game industry jobs and/or transfer and learn skills transferrable to broader tech industry jobs. Scope of work to include: - Assist faculty to develop model curriculum for jobs in game industry and/or transfer - Faculty professional development assistance - Identify qualified candidates to teach in new Game program. - Assist with development of Industry Advisory Board comprised of game companies with emphasis on SoCal employers. | \$50,000 from LA HI-TECH grant |
| E Sustainable Technologies Program guest speakers Stephanie Speights Seyf Naser Jaime Nack | January 3 – June 30, 2017 Not to exceed \$525, as follows: \$175 \$150 \$200 | The guest speakers will be presenting to the Sustainable Technologies Program course Recycling and Resources Management concepts, ideas, best practices on Mandatory Commercial Organics Recycling, Statewide Waste Characterization data, and Sustainable Works Business Green Programs, and Sustainability in schools including waste assessment and state mandates. These presentations will provide students with information on state regulations on commercial recycling, organic recycling, green business programs, and sustainability in schools. Students will learn about tools, resources and indicators used to achieve sustainability. | Perkins 2016-17 |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

| Provider/Contract | Term/Amount | Service | Funding Source |
|--|--|---|--|
| F | Dermalogica LLC March 2017 – June 2017 \$25,000 | Contract Education agreement to develop and facilitate a customized on-line Entrepreneurship Training Program for Cosmetologists, paid for through Dermalogica’s Foundation for a fee of \$25,000. Dermalogica, one of the world’s largest skin care product manufacturers and retailers, and educational institutions, has contracted with SMC to up-skill its Cosmetology Institute graduates to launch and/or improve their existing business. Dermalogica will recruit and choose, from a pool of applicants, a cohort of 20 students who will receive an SMC Certificate of Completion for successfully finishing this not-for-credit course. The targeted performance period is set for March 6th – April 14th, organized into 12 lessons, at 2 hours each, for a total of 24 hours of instruction. | Revenues will be recognized in Contract Education’s Budget |
| <p><i>D, E And F</i> <i>Requested by: Patricia G. Ramos, Dean, Workforce and Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p> | | | |
| G | Early Warning Labs, LLC Three years 2017-2020 Annual License fee of \$12,000 (\$1,000 per month) | The United States Geological Survey (USGS), in collaboration with university and private industry partners, is developing an earthquake early warning system (EEW) for the United States. Early Warning Labs, LLC (EWL) is an Earthquake Early Warning technology developer located in Santa Monica, California, and an official partner with the USGS. It is deploying an early warning system to provide advance notice of an earthquake. Depending on the origin of the earthquake, it can provide up to a minute of advance notice. As a demonstration school site, the College will be provided with the equipment and integration at no cost (worth \$17,000). | District Funds |
| <p><i>Requested by Mike Tuitasi, Vice-President, Student Affairs, and Robert M. Myers, Campus Counsel</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i></p> | | | |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

| | Provider/Contract | Term/Amount | Service | Funding Source |
|---|---|--|---|--|
| H | Dr. Nicki Harrington Education Specialist/ Senior Consultant | March 4, 2017 Professional fee of \$3,800, plus expenses estimated at \$1,000, for a total not to exceed \$4,800. | Dr. Nicki Harrington will facilitate an all-day workshop for the Superintendent/Board of Trustees to examine the roles, responsibilities, relationship and communication of both to provide the highest quality of leadership and governance to Santa Monica College. The session will cover the following four topics: <ul style="list-style-type: none"> • Board/CEO relationship over this past/first year • Board role as described in ACCJC standards: Maximizing trustee effectiveness • Board/staff relations and communications: appropriate and effective strategies for trustees • Review of CEO Evaluation process | District Budget/ Board of Trustees |
| I | Community College League of California (CCLC) Consultant: Dr. Jane B. Wright Director, CCLC Policy and Procedure Subscriber Service | 2017 Not to exceed \$35,000 (billed quarterly) | The District is contracting with Dr. Jane B. Wright, Director, CCLC Policy and Procedure Subscriber Service, to assist with the following: <ul style="list-style-type: none"> • Updating, revising, and aligning SMC's current Board Policies and Administrative Regulations with the templates provided by CCLC Policy and Procedure Subscriber Service; • Developing a continuous review cycle • Developing a new webpage for SMC's updated policies and regulations. | District Budget/ Board of Trustees |

*H and I
Requested by: Kathryn E. Jeffery, Superintendent/President*

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

| J Field Studies: Bio 46G Natural History of Costa Rica – Spring 2017 | | | |
|---|---|--|---|
| Provider/Contract | Term/Amount | Service | Funding Source |
| Organization for Tropical Studies (US organization) | April 7-16, 2017 Not to exceed \$40,000 which covers in-country travel, housing, lectures, and most meals in Costa Rica for up to 20 students and two faculty. | Ten-day student study abroad program in Costa Rica during Spring Break 2017. 10-20 students will accompany two faculty leaders to study abroad at the world’s pre-eminent tropical research station, La Selva Biological Station. The program also includes guest lectures, and an excursion within the country to Monteverde, a Cloud Forest reserve. This is a natural history course that satisfies one-unit of global citizenship. | Auxiliary Services account Funding Source: Paid by Participants No Scholarships provided |
| iNext Insurance (CCIE) (US) | April 2017 – travel dates only. Not to exceed \$1,800 | iNext comprehensive travel insurance to cover all participants (up to 20 students) and two faculty during duration of the trip (including travel dates to/from the United States). | Fee for student insurance paid by participants through deposits to Auxiliary Account. Cost of faculty insurance covered in participant price |

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| BOARD OF TRUSTEES | ACTION |
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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

| K | | |
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| Chinese Poets | | |
| SMC Professor Hari Vishwanadha, English Department, will moderate a panel of Chinese Poets who will read and discuss their work at SMC on Monday, March 20, 2017. The visiting poets will be in residence at Whittier College March 18-25, 2017. | | |
| Funding source: Global Citizenship District Fund Date: March 20, 2017 | | |
| Provider/Contract | Term/Amount | Service |
| Zhang Qinghua | \$100 | Zhang Qinghua is a poet and prominent literary critic in China. He has published numerous volumes of critical work and edited several important anthologies including <i>Thirty Years of Avant Garde Poetry in China 1979-2009</i> and <i>Mapping the Independent Poetry in China</i> . He is also a scholar and professor of literature at Beijing Normal University and Associate Dean of the Liberal College at BNU. |
| Zang Di | \$100 | Zang Di is one of the most original poets and influential poet-critics in China today, widely acclaimed throughout the country for his innovative use of language and ground-breaking critical essays that have defined a new generation after the misty and post-misty poets. His poems integrate the intellectual and philosophical with the pragmatic and earthy, constructing wildly imaginative spaces where the mind and body meet. |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

| <p>L Human Resources/Personnel Commission <i>Requested by: Tre'Shawn Hall-Baker, Director, Human Resources</i> <i>Approved by: Marcia Wade, Vice-President, Human Resources</i></p> | | | |
|---|--|--|---|
| Provider | Term/Amount | Service | Funding Source |
| Dr. Kevin Trutna | 2017 Workshop: \$1,000 Plus: Travel reimbursement not to exceed \$1,000 | Will provide leadership development training for the new "SMC Leadership Academy" in a workshop: Shared Language of Leadership, DiSC Profile Assessment and Evaluation, Joint Leadership Assessment & Commitment One half day workshop (one 3-4 hour session) to be scheduled prior to June 30, 2017 | 2016-2017 Human Resources (Grant Funding) |
| Internalchange.org | 2017 \$77.50 per Profile Not to exceed \$5,037.50 | For participants in the Leadership Academy: DiSC Management Profile Assessment and Evaluation, includes the EPIC account which allows access to the Myeverything.com portal. Participation to include 65 Profiles (50 in the Leadership Academy, Board of Trustees, Superintendent/ President and Senior Staff). | 2016-2017 Human Resources (Grant Funding) |
| Liebert Cassidy Whitmore (Presenter: Laura Shulkind) | 2017 Workshop: \$3,800 Travel expenses not to exceed \$1,000 | Leadership Academy: One day workshop (including all preparation) on "Silos vs Collaboration: Leadership Theories, Models and/or Competencies". Workshop to be comprised of two 3-hour sessions, also travel expenses reimbursed. | 2016-2017 Human Resources (Grant Funding) |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 SMCCD CALENDARS 2018-2019 AND 2019-2020

Requested Action: Approval

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

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

SMCCD Calendars 2018-2019 and 2019-2020 are presented for approval (see Appendix B).

Comment: These calendars have been approved by the Calendar Committee which includes administrators, Faculty Association representatives and CSEA representatives.

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 ACADEMIC PERSONNEL

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

SABBATICALS, 2017-2018

| | |
|--------------------------------------|-------------|
| Alexandra Tower, Life Sciences | Fall 2017 |
| Dorothy Chin, Psychology | Fall 2017 |
| Kevin Menton, English | Fall 2017 |
| Christina von der Ohe, Life Sciences | Fall 2017 |
| Sandra Hutchinson, Life Sciences | Fall 2017 |
| Yvonne Ortega, Life Sciences | Spring 2018 |
| Brandon Lewis, Earth Sciences | Spring 2018 |

FELLOWSHIPS, 2017-2018

| | |
|-----------------------------------|-------------|
| Elizabeth Dastin, Art | Spring 2017 |
| Kristen Lui-Martinez, Mathematics | Fall 2017 |
| Gillian Grebler, Earth Science | Fall 2017 |

ELECTIONS

EFFECTIVE DATE

ADJUNCT FACULTY

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

SEPARATIONS

Limited Retirement

| | |
|---------------------------------------|-----------|
| Azuma, Kay, Instructor, Life Sciences | Fall 2017 |
|---------------------------------------|-----------|

Comment: Reducing percentage of work assignment from 60% to 50%.

RETIREMENT

| | |
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| Gross, Diane, Instructor, CSIS (17 years of service) | 12/20/2016 |
| Lancaster, William, Instructor, Design Technology (24 years of service) | 12/30/2016 |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

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

ESTABLISH

EFFECTIVE DATE

Senior Programmer Analyst (1 position) 01/18/17
MIS, 12 months, 40 hours

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

Principal Programmer Analyst (1 position) 01/18/17
Classified Salary Schedule – Range 58
Fiscal Services, 12 months, 40 hours

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

From: Programmer Analyst IV, Classified Range 53 01/01/17
To: Senior Programmer Analyst, Classified Range 54

From: Programmer Analyst II, Classified Range 47 01/01/17
To: Programmer Analyst, Classified Range 48

ELECTIONS

RECLASSIFICATION (PERSONNEL COMMISSION PROCESS)

Chitgar, Michael 01/01/17
From: Information Systems Analyst, Classified Salary Schedule - Range 50
To: Senior Programmer Analyst, Classified Salary Schedule – Range 54

Gheorghiu, Alice 01/01/17
From: Programmer Analyst I, Classified Salary Schedule - Range 44
To: Programmer Analyst, Classified Salary Schedule – Range 48

Kwan, Micky 01/01/17
From: Information Systems Analyst, Classified Salary Schedule - Range 50
To: Senior Programmer Analyst, Classified Salary Schedule – Range 54

Reyes, Arnulfo (Arnel) 01/18/17
From: Programmer Analyst IV, Classified Salary Schedule - Range 53
To: Principal Programmer Analyst, Classified Salary Schedule – Range 58

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Fong, Yim (Fai) 01/01/17
From: Programmer Analyst IV, Classified Range 53
To: Senior Programmer Analyst, Classified Range 54

Ouwersloot, Meredith 01/01/17
From: Programmer Analyst II, Classified Range 47
To: Programmer Analyst, Classified Range 48

PROBATIONARY

Marcial, Christina, Administrative Assistant I, Athletics 01/03/17
Taylor, William-Michael S., Administrative Assistant II, Outreach Office 01/09/17

PROBATIONARY/ADVANCE STEP PLACEMENT

Zamora, Alexander R., Campus Safety Officer, Campus Police (Step B) 01/17/17
Icasiano, Jody, C. C. Police Officer, Campus Police (Step C) 08/22/16
("Step Advancement" adjusted from 08/02/16 meeting)

VOLUNTARY TRANSFER - DEMOTION (CSEA/DISTRICT AGREEMENT)

Taylor, Tyrone 01/03/17
From: Lead Custodian, Operations, 12 mos, 40 hrs, NS-II
To: Custodian, Operations, 12 mos, 40 hrs, Day

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT)

Abel, Andrew 01/03/17
From: Custodian, Operations, 12 mos, 40 hrs, NS-II
To: Custodian, Operations, 12 mos, 40 hrs, Day

Gonzalez, Domingo 01/03/17
From: Custodian, Operations, 12 mos, 40 hrs, NS-I
To: Custodian, Operations, 12 mos, 40 hrs, Day

Huddleston, Donte D. 01/03/17
From: Custodian, Operations, 12 mos, 40 hrs, NS-II
To: Custodian, Operations, 12 mos, 40 hrs, NS-I

Lopez, Oswaldo 01/03/17
From: Custodian, Operations, 12 mos, 40 hrs, NS-II
To: Custodian, Operations, 12 mos, 40 hrs, Day

Rosales Rivera, Reyna P. 01/03/17
From: Custodian, Operations, 12 mos, 40 hrs, NS-II
To: Custodian, Operations, 12 mos, 40 hrs, NS-I

PROMOTION

Huber, Teresa 12/12/16
From: Library Assistant, Library, 11 mos, 40 hrs
To: Lead Library Assistant- Technical Services, 12 mos, 40 hrs

Villegas, Idalia 01/17/17
From: CC Parking Enforcement Officer, Campus Police, 11 mos, 40 hrs
To: Campus Safety Officer, Campus Police, 12 mos, 40 hrs, Varied Hours

Henninger, Denise 01/18/17
From : Sign Language Interpreter III, DSC, 11 mos, 20 hrs, Varied Hours
To: Deaf & Hard of Hearing Supervisor, DSC

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley 02/14 – 06/06/17
From: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 40 hrs
To: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 36 hrs

WORKING OUT OF CLASSIFICATION (LIMITED -TERM)

Wilson, Bryan 01/01 – 03/31/17
From: Community College Police Officer
To: Community College Police Sergeant, 100%
Comment: not to exceed 6 months per fiscal year

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Casborn, Edgar 01/09 – 01/24/17
From: Custodian, Day
To: Lead Custodian, Day, 100%
Comment: not to exceed 90 working days per fiscal year

Lopez, Mario 01/09 – 01/24/17
From: Lead Custodian, NS-1
To: Custodial Operations Supervisor, NS-1, 100%
Comment: not to exceed 90 working days per fiscal year

Rosales Rivera, Sylvia 01/09 – 01/24/17
From: Custodian, NS-1
To: Lead Custodian, NS-1, 100%
Comment: not to exceed 90 working days per fiscal year

SEPARATION

LAST DAY OF PAID SERVICE

APPOINTMENT RESCINDED

Patterson, Sonya, C. C. Police Officer, Campus Police (Step D) 12/15/16
(Offer rescinded that was reflected on 12/6/2016 minutes)

LEAVES OF ABSENCE- UNPAID

Kolbly, Joseph, Instructional Assistant - Mathematics 01/03 – 02/09/17

RESIGNATION

Sanchez, Christopher, Information Systems Administrator, Network Services 01/02/17

RETIREMENT

Virgen, Juan M., CC Parking Enforcement Officer, Campus Police (27 years) 12/30/16

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL – LIMITED DURATION

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

The following positions will be established/abolished in accordance with district policies and salary schedules.
PROVISIONAL: Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.

PROVISIONAL EXTENDED

From:

| | |
|--|-----------------------|
| Basile, Frank, Accompanist-Voice, Music | 07/01/2016-12/30/2016 |
| Ozello, Anne, Athletic Trainer, Athletics | 08/15/2016-11/15/2016 |
| Villa, Claudia, Athletic Equipment Specialist, Athletics | 10/19/2016-12/12/2016 |

To:

| | |
|--|-----------------------|
| Basile, Frank, Accompanist-Voice, Music | 07/01/2016-02/09/2017 |
| Ozello, Anne, Athletic Trainer, Athletics | 08/15/2016-02/03/2017 |
| Villa, Claudia, Athletic Equipment Specialist, Athletics | 10/19/2016-02/28/2017 |

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.

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| Bohman, Alice Malin, Student Services Clerk, Assessment Center | 01/03/2017-06/30/2017 |
| Morrow, Kristi, Student Services Clerk, Bursar’s Office | 12/19/2016-12/23/2016 |

LIMITED-TERM CHANGE

Kessler, Mark C.
From: Police Sergeant, Campus Police 12/31/2016–05/15/2017
To: Police Captain, Campus Police (Step E) 12/31/2016–05/15/2017
Comment: Assignment revised from 12/6/16 minutes

Marcial-Santana, Christina
From: Student Services Clerk, Bursar’s Office 12/19/2016-12/23/2016
01/03/2017-01/20/2017
To: Student Services Clerk, Bursar’s Office 12/19/2016-12/23/2016

Meserve, Pamela
From: Cash Receipts Clerk, Bursar’s Office 12/19/2016-12/23/2016
01/03/2017-01/20/2017
To: Cash Receipts Clerk, Bursar’s Office 12/19/2016-12/23/2016

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 16 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, \$10.50/hour (STHP) | 31 |
| College Work-Study Student Assistant, \$10.50/hour (FWS) | 5 |
| College CalWorks | 1 |

SPECIAL SERVICE

| | |
|--|---|
| Art Model, \$23.00/hour | 1 |
| Art Model w/ Costume, \$26.00/hour | 1 |
| Community Services Specialist II, \$50.00/hour | 7 |

| | |
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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES

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

17-A PROJECT CLOSE OUT – TEMPORARY AIR CONDITIONING

Subject to completion of punch list items by PACIFIC PLUMBING CO., authorize the District Representative without further action of the Board of Trustees, to accept the project described as TEMPORARY AIR CONDITIONING as being complete upon completion of punch list items by PACIFIC PLUMBING CO. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

17-B AWARD OF BID - AET, KCRW AND PERFORMING ARTS CENTER - EAST WING SECURITY SYSTEMS RE-BID

Award the bid to the lowest responsive bidder for the AET, KCRW and Performing Arts Center – East Wing Security Systems RE-Bid project.

| <u>Bidder</u> | <u>Amount</u> |
|------------------------------------|----------------|
| Dimension Data North America, Inc. | \$2,306,442.07 |

Funding Source: Measure AA and KCRW Foundation

Comment: This project involves expanding the Main Campus Cisco Physical Security System to the AET & Performing Arts Campuses. This includes procurement of materials and components, installation and programming and additional security technologies including Visitor Management and emergency communications.

17- C OWNER CONTROLLED INSURANCE PROGRAM EXTENSION – AET CAMPUS AND PARKING STRUCTURE A

Extend the Owner Controlled Insurance Program (OCIP) for the AET Campus and Parking Structure project through ARTHUR J. GALLAGHER & CO. INSURANCE BROKERS OF CALIFORNIA, INC. for an amount not to exceed \$57,050.

Funding Source: Measure AA

Comment: The District is providing insurance for this project in lieu of contractor provided insurance. The policy expired on July 1, 2016 and must be extended until the project is fully complete. OCIP covers Workers Compensation, Commercial Liability and Builder’s Risk. Insurance to be extended through December 31, 2016.

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 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 for the following managers/staff to approve invoices as indicated for 2017.

| Name/Title | Invoices |
|---|----------|
| Lisa Davis, Supervisor Warehouse and Mail Services | X |
| Nyla Cotton, Assistant Manager Purchasing, Receiving, Mail | X |
| Robert Rudolph Production Manager, Facilities Programming | X |

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. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 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: Radio Community Service Grant
 Granting Agency: The Corporation for Public Broadcasting (CPB)
 Augmentation Amount: \$79,162 (Amended Award Amount \$1,286,109)
 Matching Funds: NA
 Performance Period: October 1, 2016 – September 30, 2018

Summary: The District qualifies for an additional funding amount of \$79,162, per the Service Grant Agreement from CPB dated October 1, 2016. This funding is allocated for the following uses:

- 1) Monthly and quarterly programming charges and interconnect fees for access to satellite to upload KCRW programs
- 2) Studio usage/ISDN lines/engineering time and usage of source databases needed to produce radio programs
- 3) Professional memberships

Funding is allocated based on station revenue reported by KCRW on fiscal year 2015 audited financial statements and the amount of funds available to be distributed by CPB based on appropriation from the United States Congress.

Budget Augmentation: Restricted Fund 01.3

| | | |
|---------------------|------------------------------|------------------|
| Revenue | | |
| 8800 | Local | \$ 79,162 |
| Expenditures | | |
| 1000 | Academic Salaries | \$ 0 |
| 2000 | Non-Academic Salaries | \$ 0 |
| 3000 | Employee Benefits | \$ 0 |
| 4000 | Supplies & Materials | \$ 0 |
| 5000 | Other Operating Expenditures | \$ 79,162 |
| 6000 | Capital Outlay | \$ 0 |
| 7300 | Other Outgo/Indirect | \$ 0 |
| 7600 | Student Aid | \$ 0 |
| Total | | \$ 79,162 |

| | |
|---|------------------|
| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 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: \$14,148 (Amended Allocation \$80,031)
 Matching Funds: \$14,148 (Amended Match \$80,031)
 Performance Period: July 1, 2016 – June 30, 2017
 Summary: The Chancellor's Office has increase allocated funds by \$14,148 for Noncredit Student Success and Support Program per letter dated November 18, 2016 to be used for additional core Noncredit SSSP Service.

| | | |
|----------------------|---------------------------------|------------------|
| Budget Augmentation: | Restricted Fund 01.3 | |
| | Revenue | |
| | 8600 State | \$ 14,148 |
| | Expenditures | |
| | 1000 Academic Salary | 0 |
| | 2000 Non-Academic Salary | \$ 2,070 |
| | 3000 Employee Benefit | \$ 578 |
| | 4000 Supplies & Materials | 0 |
| | 5000 Other Operational Expenses | \$ 3,500 |
| | 6000 Capital Outlay | \$ 8,000 |
| | 7300 Other Outgo | 0 |
| | 7500 Financial Aid | 0 |
| | Total | \$ 14,148 |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 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: \$47,879 (Year 2)

Matching Funds: Not applicable

Performance Period: September 1, 2016 – August 31, 2017 (Year 2)

Summary: This is year two of a four-year grant which 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 faculties 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 2017 semester. 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

| | | |
|---------------------|------------------------------|------------------|
| Revenue | | |
| 8100 | Federal | \$ 47,879 |
| Expenditures | | |
| 1000 | Academic Salaries | \$ 26,047 |
| 2000 | Non-Academic Salaries | \$ 0 |
| 3000 | Employee Benefits | \$ 7,814 |
| 4000 | Supplies & Materials | \$ 0 |
| 5000 | Other Operating Expenditures | \$ 0 |
| 6000 | Capital Outlay | \$ 0 |
| 7300 | Other Outgo | \$ 14,018 |
| 7500 | Financial Aid | \$ 0 |
| Total | | \$ 47,879 |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 BUDGET TRANSFERS

20-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: November 22, 2016 through December 15, 2016

| Object Code | Description | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000 | Academic Salaries | 7,507 |
| 2000 | Classified/Student Salaries | 4,642 |
| 3000 | Benefits | -52 |
| 4000 | Supplies | 9,503 |
| 5000 | Contract Services/Operating Exp | 245,554 |
| 6000 | Sites/Buildings/Equipment | 3,484 |
| 7100-7699 | Other Outgo/Student Payments | 0 |
| 7900 | Contingency Reserve | -270,638 |
| Net Total: | | 0 |

20-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: November 22, 2016 through December 15, 2016

| Object Code | Description | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000 | Academic Salaries | 79 |
| 2000 | Classified/Student Salaries | 1,435 |
| 3000 | Benefits | -3,173 |
| 4000 | Supplies | 39,010 |
| 5000 | Contract Services/Operating Exp | -37,351 |
| 6000 | Sites/Buildings/Equipment | 0 |
| 7100/7699 | Other Outgo/Student Payments | 0 |
| 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.

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 PAYROLL WARRANT REGISTER

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

| | | |
|---------------------------------|---------|-----------------|
| <u>Payroll Warrant Register</u> | | |
| November 1 – 30, 2016 | C1D-C2E | \$12,932,697.52 |
| December 1 – 31, 2016 | C1E-C2F | \$12,620,387.23 |

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

RECOMMENDATION NO. 22 REISSUE OF PAYROLL WARRANTS

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

Warrants not presented to the county treasurer within six months are void; therefore It is requested that LACOE draw new warrants to replace the following expired warrants:

| <u>Employee Name</u> | <u>Warrant #</u> | <u>Issue Date</u> | <u>Amount</u> |
|----------------------|------------------|-------------------|---------------|
| Howard K. Hodson | W4517542 | 01/02/1998 | \$5174.57 |
| Howard K. Hodson | W4704729 | 03/02/1998 | \$5174.57 |
| Howard K. Hodson | W4993445 | 06/01/1998 | \$5174.57 |
| Howard K. Hodson | W5104489 | 07/01/1998 | \$5174.57 |
| Howard K. Hodson | W5395328 | 11/02/1998 | \$3843.45 |
| Howard K. Hodson | W7162236 | 06/01/2000 | \$4082.59 |
| Howard K. Hodson | W7269228 | 07/03/2000 | \$4384.04 |
| Howard K. Hodson | W064210 | 08/06/2000 | \$2200.23 |
| Howard K. Hodson | W7575454 | 11/01/2000 | \$4416.79 |
| Howard K. Hodson | W4801530 | 10/01/2003 | \$5406.87 |
| Howard K. Hodson | W5098878 | 02/02/2004 | \$5414.28 |
| Howard K. Hodson | W5248370 | 04/01/2004 | \$5414.28 |
| Howard K. Hodson | W7690747 | 02/01/2007 | \$7681.76 |
| Howard K. Hodson | W7764275 | 03/01/2007 | \$7681.76 |
| Howard K. Hodson | W8010097 | 06/01/2007 | \$5713.31 |
| Howard K. Hodson | W8986615 | 07/01/2008 | \$7934.66 |
| Howard K. Hodson | W9137080 | 10/01/2008 | \$7936.81 |
| Howard K. Hodson | W5120018 | 05/01/2009 | \$8079.75 |
| Howard K. Hodson | W5180641 | 06/01/2009 | \$8057.20 |
| Howard K. Hodson | W5372413 | 10/01/2009 | \$8009.21 |
| Howard K. Hodson | W5598036 | 02/01/2010 | \$7877.52 |
| Howard K. Hodson | W5704823 | 04/01/2010 | \$8012.88 |

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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 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

| | | |
|-----------------------|-------------------|-----------------|
| November 1 – 30, 2016 | 7244 through 7278 | \$19,262,420.99 |
| December 1 – 31, 2016 | 7280 through 7316 | \$13,374,068.03 |

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

RECOMMENDATION NO. 24 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

November 1 – 30, 2016

Covered by check & voucher numbers: 010560-010948 & 00994-01020

| | |
|-----------------------------------|---------------------|
| Bookstore fund Payments | \$262,915.68 |
| Other Auxiliary Fund Payments | \$ 85,340.49 |
| Trust and Fiduciary Fund Payments | <u>\$395,670.48</u> |
| TOTAL | \$743,926.65 |

| | |
|-------------------------------|--------------|
| <u>Purchase Orders issued</u> | \$ 93,077.61 |
| November 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.

| | |
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| BOARD OF TRUSTEES | ACTION |
| Santa Monica Community College District | January 17, 2017 |

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 25 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. 26 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

| | | |
|--------------|-----------------------|------------|
| January 2017 | Number of Memberships | Amount |
| | 7 | \$4,204.00 |

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. 27 PURCHASING

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

27-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.

| | |
|---------------------|------------------|
| November 1-30, 2016 | \$125,910,762.04 |
| December 1-31, 2016 | \$118,940,687.15 |

| | |
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| BOARD OF TRUSTEES | REGULAR MEETING |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | January 17, 2017 |

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT

The meeting will be adjourned in memory of Jiane Li, a faculty member at Emeritus College.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, February 7, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

1. Receipt of Audit Reports
2. 2016-2017 Quarterly Budget Report and 311Q Report
3. Information: Citizens' Bond Oversight Meeting, January 18, 2017

| | |
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| BOARD OF TRUSTEES | INFORMATION |
| Santa Monica Community College District | January 17, 2017 |

APPENDIX A

INFORMATION ITEM NO. 4

SANTA MONICA COMMUNITY COLLEGE DISTRICT

Capital Outlay Program
Bond Project Descriptions
And Project Status

January 2017

Prepared by SMC Facilities Planning

Introduction

The District's capital outlay program consists of larger non-maintenance projects that are generally over \$100,000, typically financed by local taxpayer approved bonds. The capital projects include new buildings, replacement buildings, renovations, property acquisition, parking, site work, landscaping, infrastructure, security, and technology.

Over the last several decades, Santa Monica and Malibu voters have approved five safety and modernization bond measures in support of the college's career and academic programs:

| | | |
|---------------|------|---------------|
| Proposition T | 1992 | \$ 23,000,000 |
| Measure U | 2002 | \$160,000,000 |
| Measure S | 2004 | \$135,000,000 |
| Measure AA | 2008 | \$295,000,000 |
| Measure V | 2016 | \$345,000,000 |

By way of background, local bonds financed the original Main Campus, built in the 1950s and 1960s. However, in subsequent years until 1992, the District depended primarily on limited state funding, so only a few large projects were built. After the 1994 Northridge Earthquake and the extensive damage to the Main Campus, the District received federal FEMA support for rebuilding which started the current era of major construction on the campus.

In addition to the local bonds listed above, there has been significant financial support from federal, state and city sources along with the District's own capital funds.

The 1998 Facilities Master plan was a major effort in guiding the modernization and development of the Main Campus after the Northridge earthquake. Additional facility assessments were conducted in 2001, 2002, and 2003. In 2007, a master plan was added for the development of the Bundy Campus. In 2010, an update of the Facilities Master Plan was completed to address other safety and modernization improvements on the Main Campus and to incorporate the satellite campuses.

A new Facilities Master Plan Update is currently underway and will be completed in 2017 to guide the progress in completing Measure AA projects and new projects under Measure V.

Highlights of the completed projects include the purchase of the Bundy Campus and Emeritus College, and the construction of the Theatre Arts, Broad Stage, HSS Building, Campus Quad and Information Technology.

Projects expected to be completed in 2017:

Core Performance Center
Music Hall at the SMC Performing Arts Center
Center for Media and Design

Projects expected to start construction in 2017:

Malibu Campus
Santa Monica Early Childhood Lab School

Projects expected to be completed in 2018-19:

Student Services

Bond Program Overview

| Project | Funding Source | Total Cost | Status 6/30/13 |
|---|----------------------|---------------|--------------------|
| Purchase of Bundy Site | U | \$30,280,878 | Completed 2002 |
| Emeritus College | U, SMC Foundation | \$9,603,782 | Completed 2003 |
| Purchase of 1738 Pearl Street | U | \$749,208 | Completed 2003 |
| Library Renovation & Expansion | T, State, FEMA | \$23,600,000 | Completed 2003 |
| PE/Dance/Athletics Office Relocation | U | \$2,797,033 | Completed 2004 |
| Math Complex | U | \$1,458,690 | Completed 2004 |
| Bundy Campus West Building | U | \$23,291,387 | Completed 2005 |
| Malibu Storm Water Infrastructure P-I | S | \$2,500,000 | Completed 2005 |
| Renovation of Theatre Arts | U | \$19,544,314 | Completed 2006 |
| Music Complex - Performing Arts | U | \$4,623,547 | Completed 2007 |
| HSS North/South | U, State, FEMA, City | \$29,240,945 | Complete 2006/7 |
| Shuttle Parking Acquisition & Constr. | U | \$18,969,509 | Completed 2007 |
| Malibu Storm Water Infrastructure P-II | S | \$2,500,000 | Completed 2008 |
| Broad Stage - Performing Arts | S, SMC Foundation | \$40,690,201 | Completed 2008 |
| Athletic Fields - John Adams | S | \$2,969,807 | Completed 2008 |
| Main Campus Quad | U | \$11,388,463 | Completed 2008 |
| Bundy New Driveway & Signal | S | \$3,825,841 | Completed 2009 |
| Athletic Fields - Corsair Field | S | \$4,440,065 | Completed 2009 |
| Pico Phase I - Lot 6 & Structures | S | \$1,018,009 | Completed 2009 |
| Infrastructure & Safety Phase I | U | \$4,003,084 | Completed 2010 |
| Purchase of 1516 Pico Blvd. | AA | \$1,748,667 | Completed 2010 |
| Purchase of 1510 Pico Blvd. | AA | \$4,009,228 | Completed 2011 |
| Purchase of 919 Santa Monica Blvd. | AA | \$9,029,287 | Completed 2011 |
| Bundy/Airport Classroom Relocations | AA | \$3,162,183 | Completed 2012 |
| Library Village Relocation & Bike Park | AA | \$1,448,275 | Completed 2013 |
| Bundy/Airport Parking | AA | \$2,035,375 | Completed 2013 |
| Information Technology | AA | \$23,978,879 | Completed 2015 |
| Media & Technology – Academy Site | AA | \$103,219,665 | Under Construction |
| East Wing - Performing Arts Center | AA | \$27,608,816 | Finish Winter 2017 |
| Health, PE, Fitness, Dance, Cent. Plant | S, AA | \$58,272,030 | Finish Winter 2017 |
| Security and Fire Alarm Upgrade | AA | \$10,320,799 | Finish Spring 2017 |
| Central Plant Loop Connections | AA | \$11,206,164 | Finish Spring 2017 |
| Student Services | U, S, AA | \$130,224,164 | Under Construction |
| Child Development Center | AA, City | \$13,176,578 | DSA Review |
| Malibu Campus | S, AA | \$35,000,000 | DSA Approved |
| Math and Science | AA, V, State | \$87,944,336 | Future Project |

Projects Under Construction

Center for Media & Design (Academy Campus)

Project Description: This project includes the construction of a new 440-space Parking Structure. Also includes major renovation of the existing 50,000 SF AET building, a new 30,000 SF addition to the existing AET building, a new 33,000 SF building for the KCRW radio station, a new central courtyard, and new landscaping.

Current Progress: Construction on the parking structure is almost complete. Progress interior walls and finishes, electrical, mechanical and plumbing are underway on the other buildings. Site work and landscaping are underway.

Project Schedule: In Construction

Estimated Project Cost: \$103,219,665

Funding Sources: Measure AA, KCRW Foundation

Music Hall– Performing Arts Campus (East Wing Earthquake Renovation)

Project Description: Replacement of the seismically deficient East Wing of the Madison Building with a new facility for the Music Department including a Music Hall for rehearsals, performances and special events; a piano teaching lab; and a classroom for voice and choir instruction. Project includes new plaza and entry to the Edey Second Space.

Project Schedule: In final stages of construction, estimated completion February 2017

Estimated Project Cost: \$27,608,816

Funding Sources: Measure AA

Core Performance Center (Replacement Health, Fitness, Dance, and PE Building and Central Plant)

Project Description: The project consists of the demolition of the existing 1958 Locker Room building and replacing it with a new three-story 66,000 SF complex. The new building consists of athletic facilities, fitness center with climbing wall, fitness studios and dance studios.

Since this building is located in the center of campus, it is an ideal location for the central cooling plant which is an energy efficiency project designed to generate chilled water for efficiently for air cooling in buildings throughout the main campus.

Project Schedule: In final stages of construction, estimated completion February 2017

Estimated Project Cost: \$58,272,030

Funding Sources: Measure S, AA, State and Utility Energy Incentives

Security and Fire Alarm

Project Description: To better protect student and staff during emergency situations the college is upgrading all its security systems, including access control, video surveillance, and intrusion alarms as well as its fire alarm and mass notification systems to newer digital technologies.

Project Schedule: Fire alarm complete, security in construction with spring 2017 completion.

Estimated Project Cost: \$10,320,799

Funding Sources: Measure AA

Central Plant Building Connections

Project Description: To connect and retrofit individual buildings to the chilled water loop from the Central Plant. Buildings include Business, HSS, Library and Science.

Current Progress: HSS, Business, Science, and Library in final stages of construction.

Project Schedule: In construction, estimated completion spring 2017.

Estimated Project Cost: \$11,206,164

Funding Sources: Measure

Student Services Building

Project Description: The new Student Services building will facilitate the centralization of all Student Services operations that are presently dispersed throughout the campus and housed in temporary buildings. This project provides office and service space for approximately 25 Student Services functions. The new building will be sited near the Pico Boulevard main entrance to the SMC campus and thereby provide immediate access for students and members of the college community.

This proposed project also includes accommodation for vehicular access/egress, and underground parking, all in compliance with the Master Plan goal to provide more below grade vehicle parking at the main campus.

Current Progress: Parking garage in construction, level P3 almost complete, level P2 in progress.

Project Schedule: In construction, completion Fall 2018.

Estimated Project Cost: \$130,224,164

Funding Sources: Measure S, U and AA

Projects in Pre-Construction Phase

Malibu Site Campus

Project Description: In the 1970s and early 1980s, Santa Monica College offered about 70 general education classes and several non-credit classes in Malibu throughout a semester. Today, the program is limited to a few classes offered in school district buildings.

The recommended site acquisition and facility will be a classroom facility to provide general education classes, science, art and Emeritus College classes. There is also an interpretive center to highlight natural environment and history of Malibu and a Sheriff's sub-station. The District has worked cooperatively with the City of Malibu and the County of Los Angeles in planning a site at the Malibu Civic Center.

Current Progress: Approvals received from DSA, City of Malibu, and the Coastal Commission. Additional approvals from the County of Los Angeles expected in Spring 2017.

Project Schedule: Construction start in Fall 2017

Estimated Project Cost: \$35,000,000

Funding Sources: Measure S, AA

Projects in Division of State Architect (DSA) Review

Santa Monica Early Childhood Lab School

Project Description: SMC currently has no dedicated childcare facility and offers lab instruction through various local childcare providers. The District lacks a teaching laboratory facility in Early Childhood Education available at many other community colleges. This project provides for a childcare center for the community plus college instructional facilities. The City of Santa Monica is a partner in this project, providing the site at the Civic Center and a portion of the building funds.

Current Progress: Nearing completion of the DSA approval process.

Project Schedule: Pending approval by the Coastal Commission, construction start in Fall 2017.

Estimated Project Cost: \$13,176,578 (to be revised after DSA approval)

Funding Sources: Measure S with City of Santa Monica

Projects in Active Design Phases

None

Future Projects

The following projects were included in the 2016 Measure V Bond language and will be further developed during the Facilities Master Plan Update process:

Science and Math Extension. Santa Monica College is renowned for its science and allied health programs; however, the existing labs for Life, Physical and Earth Sciences are at capacity; also, the current facility for the Math Department consists of temporary trailers and lacks the infrastructure for smart classrooms or support for the use of modern technology for instructional use. Consolidating Math and Science programs into a new Science Extension building supports interdisciplinary interaction. The building extension would qualify for up to \$40 million in State funding, which requires a local match. The building will contain an upgraded planetarium and a community lab for all ages, including a nutrition and culinary lab in support of the College's nutrition program. Approval received for partial state funding.

Replacement of Temporary Classrooms. Bond proceeds would be used to replace the 1994 temporary trailer Math Village classroom complex with permanent First Year Experience classrooms, student support study space and instructional support labs. These trailers were rushed into service following the 1994 Northridge Earthquake and have exceeded their time of usable service. Additionally, proceeds would be used to replace the 1984 modular English as a Second Language classroom building. This modular building lacks fire sprinklers, is poorly ventilated and has also exceeded its time of usable service.

Upgrading, Renovation or Replacement of Two 1950's Buildings. The 1952 Liberal Arts building has the poorest Facility Condition Index rating on the College's main campus, lacks fire sprinklers and does not have an elevator. The 1952 Letters & Science building has the second poorest Facility Condition Index rating on the main campus, and also lacks both fire sprinklers and an elevator.

Renovation of Business Building. The 1981 Business Building is overdue for renovation. The building houses a large number of computer classrooms and labs.

Replacement of Campus Police Station. The current police facility is antiquated and undersized. Applying bond proceeds to the replacement, construction, renovation and relocation of the campus police station and including a public space for community and neighborhood use will improve public and campus safety.

Upgrading, Renovation or Replacement of Art Building. An upgraded, renovated or newly constructed art structure will replace aging building systems and improve space distribution for the many disciplines within the Art Department. The College is eligible to receive up to \$10 million in State funding for this project, which requires a local match.

Landscaping/ Water Conservation Improvements and Completing Pico Boulevard Frontage Improvements. Applying bond proceeds for landscaping improvements, including landscaping improvements to complete the main campus Pico Boulevard frontage, will improve water conservation through water reclamation and installation of drought resistant landscaping.

Completing Master Plan Improvements at the Santa Monica College Performing Arts Center Campus. Construction at the Performing Arts Center campus has proceeded in phases, in coordination with available funding. The first phase added the Broad Stage and the Edye Second Space theaters. The second phase has added an East Wing rehearsal hall and music performance labs. The final phase, to be funded from bond proceeds, will include an underground three-level parking structure to replace most of the existing surface parking, along with an above-ground art gallery and green-space plaza. The theaters at the Performing Arts Center are among the most heavily used theaters in Los Angeles County.

Designing and Installing an Outdoor Classroom. The design, construction, installation and improvement of a venue for outdoor plays and class lectures.

Converting Library Interiors. Conversion of existing Library floor space used for book stacks to construct and install additional student study areas, tutoring and collaborative learning spaces that will support student success.

Making Environmental Performance Improvements. Bond funds will be used to upgrade District facilities to achieve energy or resource use efficiency and water conservation and achieve sustainability for District operations.

Upgrading Technology Infrastructure. Bond proceeds will be applied to renovate, replace, upgrade, acquire, install and integrate major site, building and utility systems, equipment and related infrastructure, including lighting, electrical, wiring and related infrastructure for modern technology, classroom instructional technology, communications and security technology (including security cameras and monitoring systems), data, voice, public address and audio-visual communication, energy efficiency, management monitoring systems, networks, fixtures, controls and equipment, cable infrastructure, network expansion, wireless access points and other communications and administrative systems.



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2018 - 2019

| JUNE 2018 | | | | | | | JULY 2018 | | | | | | | AUGUST 2018 | | | | | | |
|-----------|----|----|------|------|------|----|-----------|----|----|----|----|----|----|-------------|------|------|------|------|------|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | [13] | [14] | [15] | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | [13] | [14] | [15] | [16] | [17] | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | [20] | [21] | [22] | [23] | [24] | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |

| SEPTEMBER 2018 | | | | | | | OCTOBER 2018 | | | | | | | NOVEMBER 2018 | | | | | | |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| DECEMBER 2018 | | | | | | | JANUARY 2019 | | | | | | | FEBRUARY 2019 | | | | | | |
|---------------|----|----|------|------|------|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | | | | | | 1 | | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 16 | 17 | 18 | [19] | [20] | [21] | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |

| MARCH 2019 | | | | | | | APRIL 2019 | | | | | | | MAY 2019 | | | | | | |
|------------|----|----|----|------|----|----|------------|-----|-----|------|------|------|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | | | | | | 1 | | | | | | | 1 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | [8] | [9] | [10] | [11] | [12] | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | [14] | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| 31 | | | | | | | | | | | | | | | | | | | | |

| JUNE 2019 | | | | | | | JULY 2019 | | | | | | | AUGUST 2019 | | | | | | |
|-----------|----|----|------|------|------|----|-----------|----|----|----|----|----|----|-------------|------|------|------|------|------|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | | | | | | 1 | | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | [12] | [13] | [14] | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | [12] | [13] | [14] | [15] | [16] | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | [19] | [20] | [21] | [22] | [23] | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 | | | | | | | | | | | | | | | | | | | | |

LEGEND

| | |
|--|--|
| First day of semester or session | Campus Closed: Box denotes classes not in session/campus & offices closed |
| Finals Schedule | Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days |
| Legal Holiday- Broken boxes, date is bold & red; | [] NO CLASSES/Campus open: Brackets denotes classes not in session/campus & offices open |
| Classes not in session/campus closed | |
| [If Friday is a holiday, there is no class on Saturday; if Monday is a Legal Holiday, there is no class on Sunday.] | |

LEGAL HOLIDAYS

| June - December 2018 | |
|---------------------------|-------------------------|
| Independence Day: | Wednesday, July 4, 2018 |
| Labor Day: | Monday, Sept. 3, 2018 |
| Veterans' Day (observed): | Monday, Nov. 12, 2018 |
| Thanksgiving Day: | Thursday, Nov. 22, 2018 |
| Admission's Day:* | Friday, Nov. 23, 2018 |
| Christmas Day: | Tuesday, Dec. 25, 2018 |

* In lieu of Sept. 9 (per CA Ed Code 45206.5)

| January - August 2019 | |
|---|------------------------|
| New Year's Day: | Tuesday, Jan. 1, 2019 |
| Martin Luther King, Jr. Day: | Monday, Jan. 21, 2019 |
| Lincoln's Day: | Friday, Feb. 8, 2019 |
| Presidents' Day: | Monday, Feb. 18, 2019 |
| Memorial Day: | Monday, May 27, 2019 |
| Independence Day: | Thursday, July 4, 2019 |
| Cesar Chavez Day (12-Month Classified): | April 8, 2019 |
| Cesar Chavez Day (11-Month Classified): | Float* |

*To be taken between Mar. 31 and Dec. 31, 2019

SEMESTER DATES 2018 - 2019

| Summer 2018 | |
|---------------------|------------------------|
| 6-week Session: | Jun. 18-July 27, 2018 |
| 8-week Session: | Jun. 18-Aug. 10, 2018 |
| Fall 2018 | |
| Regular Session: | Aug. 27-Dec. 18, 2018 |
| 1st 8-week Session: | Aug. 27-Oct. 21, 2018 |
| 12-week Session: | Sept. 17-Dec. 9, 2018 |
| 2nd 8-week Session: | Oct. 22-Dec. 16, 2018 |
| Winter 2019 | |
| 6-week Session: | Jan. 2-Feb. 7, 2019 |
| Spring 2019 | |
| Regular Session: | Feb. 11- Jun. 11, 2019 |
| 1st 8-week Session: | Feb. 11- Apr. 7, 2019 |
| 12-week Session: | Mar. 4-Jun. 2, 2019 |
| 2nd 8-week Session: | Apr. 15-Jun. 9 2019 |
| Summer 2019 | |
| 6-week Session: | Jun. 17-July 26, 2019 |
| 8-week Session: | Jun. 17-Aug. 9, 2019 |

| Special Dates | |
|-----------------------------|-----------------------|
| Graduation Day 2018: | Jun. 12, 2018 |
| Winter Break 2018: | Dec. 24-31, 2018 |
| Spring Break 2019: | Apr. 8-12, 2019 |
| Graduation Day 2019: | Jun. 11, 2019 |
| Faculty Flex Days 2018-2019 | |
| August 21, 2018 | Individual |
| August 22, 2018 | Departmental |
| August 23, 2018 | Fall 2018 Opening Day |
| August 24, 2018 | Departmental |
| March 1, 2019 | Departmental |
| March 14, 2019 | Institutional |
| April 10, 2019 | Individual |
| April 11, 2019 | Individual |
| April 12, 2019 | Individual |
| Faculty Flex Days Fall 2019 | |
| August 20, 2019 | Individual |
| August 21, 2019 | Departmental |
| August 22, 2019 | Fall 2018 Opening Day |
| August 23, 2019 | Departmental |

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

Approved by the Board of Trustees:

| | | | Sundays | Mondays | Tuesdays | Wednesdi | Thursday: | Fridays | Saturday: | Total/Mo | |
|-------------------------------|-------------------|-----------|---------|---------|----------|----------|-----------|---------|-----------|----------|-----------------------|
| Summer 2018 | (Jun 18-Aug 10) | June | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 10 | |
| | | July | 0 | 5 | 5 | 3 | 4 | 4 | 0 | 21 | |
| | | August | 0 | 1 | 1 | 2 | 2 | 2 | 0 | 8 | |
| | | | 0 | 8 | 8 | 7 | 8 | 8 | 0 | 39 | 7 days |
| Summer 2018 Total Days | | | | | | | | | | 39 | 5 days, Monday-Friday |
| Fall 2018 | (Aug. 27-Dec. 18) | August | | 1 | 1 | 1 | 1 | 1 | | 5 | |
| | | September | | 3 | 4 | 4 | 4 | 4 | | 19 | |
| | | October | | 5 | 5 | 5 | 4 | 4 | | 23 | |
| | | November | | 3 | 4 | 4 | 4 | 4 | | 19 | |
| | | December | | 3 | 3 | 2 | 2 | 2 | | 12 | |
| | 0 | 15 | 17 | 16 | 15 | 15 | 0 | 78 | 7 days | | |
| Fall 2018 Total Days | | | | | | | | | | 78 | 5 days, Monday-Friday |
| Winter 2019 | (Jan. 2-Feb. 7) | January | | 3 | 4 | 5 | 5 | 4 | | 21 | |
| | | February | | 1 | 1 | 1 | 1 | 1 | | 5 | |
| | 0 | 4 | 5 | 6 | 6 | 5 | 0 | 26 | 7 days | | |
| Winter 2019 Total Days | | | | | | | | | | 26 | 5 days, Monday-Friday |
| Spring 2019 | (Feb. 11-Jun. 11) | February | | 2 | 3 | 3 | 3 | 2 | | 13 | |
| | | March | | 4 | 3 | 4 | 4 | 4 | | 19 | |
| | | April | | 4 | 4 | 3 | 3 | 3 | | 17 | |
| | | May | | 3 | 4 | 5 | 5 | 5 | | 22 | |
| | | June | | 2 | 2 | 1 | 1 | 1 | | 7 | |
| | | | 0 | 15 | 16 | 16 | 16 | 15 | 0 | 78 | 7 days |
| Spring 2019 Total Days | | | | | | | | | | 78 | 5 days, Monday-Friday |
| Summer 2019 | (Jun 17-Aug. 9) | June | 0 | 2 | 2 | 2 | 2 | 2 | 0 | 10 | |
| | | July | 0 | 5 | 5 | 5 | 3 | 4 | 0 | 22 | |
| | | August | 0 | 1 | 1 | 1 | 2 | 2 | 0 | 7 | |
| | | | 0 | 8 | 8 | 8 | 7 | 8 | 0 | 39 | 7 days |
| Summer 2019 Total Days | | | | | | | | | | 39 | 5 days, Monday-Friday |

| | | |
|------------------------------|------------------|------------|
| Total Teaching Days | Fall 2018 | 78 |
| | Spr 2019 | 78 |
| Fall/Spring 2018-2019 | Subtotal | 156 |

| |
|-------------------------------|
| Lincoln's Day Options: |
| Fri, Feb. 8, 2019 |
| Mon., Feb. 11, 2019 |
| Tues., Feb. 12, 2019 |
| Fri., Feb 15, 2019 |



SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2019 - 2020

| JUNE 2019 | | | | | | | JULY 2019 | | | | | | | AUGUST 2019 | | | | | | |
|-----------|----|----|------|------|------|----|-----------|----|----|----|----|----|----|-------------|------|------|------|------|------|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | [12] | [13] | [14] | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | [12] | [13] | [14] | [15] | [16] | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | [19] | [20] | [21] | [22] | [23] | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 | | | | | | | | | | | | | | | | | | | | |

| SEPTEMBER 2019 | | | | | | | OCTOBER 2019 | | | | | | | NOVEMBER 2019 | | | | | | |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | | | | | | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| DECEMBER 2019 | | | | | | | JANUARY 2020 | | | | | | | FEBRUARY 2020 | | | | | | |
|---------------|------|------|------|------|------|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 15 | 16 | 17 | [18] | [19] | [20] | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 22 | [23] | [24] | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| MARCH 2020 | | | | | | | APRIL 2020 | | | | | | | MAY 2020 | | | | | | |
|------------|----|------|----|----|-----|----|------------|------|------|------|------|------|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | [6] | 7 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 8 | 9 | [10] | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | [13] | [14] | [15] | [16] | [17] | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| JUNE 2020 | | | | | | | JULY 2020 | | | | | | | AUGUST 2020 | | | | | | |
|-----------|----|----|------|------|------|----|-----------|----|----|----|----|----|----|-------------|------|------|------|------|------|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | | | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 14 | 15 | 16 | [17] | [18] | [19] | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | [17] | [18] | [19] | [20] | [21] | 22 |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | [24] | [25] | [26] | [27] | [28] | 29 |

| LEGEND | |
|--|---|
| | First day of semester or session |
| | Finals Schedule |
| | Legal Holiday- Broken boxes, date is bold & red ; |
| | Classes not in session/campus closed |
| [] | [If Friday is a holiday, there is no class on Saturday; if Monday is a Legal Holiday, there is no class on Sunday.] |
| | Campus Closed: Box denotes classes not in session/campus & offices closed |
| | Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days |
| [] | NO CLASSES/Campus open: Brackets denotes classes not in session/campus & offices open |

| LEGAL HOLIDAYS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|--|-------------------|------------------------|------------|-----------------------|---------------------------|-----------------------|-------------------|-------------------------|--------------------|-----------------------|----------------|--------------------------|--|-----------------------|--|-----------------|-------------------------|------------------------------|-----------------------|----------------|-----------------------|------------------|-----------------------|---------------|----------------------|-------------------|----------------------|---|----------------|---|--------|
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| June - December 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Independence Day: | Thursday, July 4, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Labor Day: | Monday, Sept. 2, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Veterans' Day (observed): | Monday, Nov. 11, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thanksgiving Day: | Thursday, Nov. 28, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Admission's Day: * | Friday, Nov. 29, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Christmas Day: | Wednesday, Dec. 25, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| January - August 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Year's Day: | Wednesday, Jan. 1, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Martin Luther King, Jr. Day: | Monday, Jan. 20, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Memorial Day: | Monday, May 25, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Independence Day: | Friday, July 3, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cesar Chavez Day (12-Month Classified): | April 13, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cesar Chavez Day (11-Month Classified): | Float* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| SEMESTER DATES 2019 - 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------------|--|-----------------|-----------------------|-----------------|-----------------------|-----------|--|------------------|-----------------------|---------------------|-----------------------|------------------|-----------------------|---------------------|----------------------|-------------|--|-----------------|----------------------|-------------|--|------------------|------------------------|---------------------|------------------------|------------------|---------------------|---------------------|-----------------------|-------------|--|-----------------|-----------------------|-----------------|-----------------------|--|---------------|--|----------------------|---------------|--------------------|------------------|--------------------|------------------|----------------------|---------------|-----------------------------|--|-----------------|------------|-----------------|--------------|-----------------|-----------------------|-----------------|--------------|---------------|--------------|----------------|---------------|----------------|------------|----------------|------------|----------------|------------|-----------------------------|--|-----------------|------------|-----------------|--------------|-----------------|-----------------------|-----------------|--------------|
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| Summer 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8-week Session: | June. 17-Aug. 9, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fall 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Regular Session: | Aug. 26-Dec. 17, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1st 8-week Session: | Aug. 26-Oct. 20, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12-week Session: | Sept. 16-Dec. 8, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2nd 8-week Session: | Oct. 21-Dec.15, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Winter 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6-week Session: | Jan. 6-Feb. 13, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Spring 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Regular Session: | Feb. 18- Jun. 16, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Summer 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6-week Session: | Jun. 22-July 31, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8-week Session: | Jun. 22-Aug. 14, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Dates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Graduation Day 2019: | Jun. 11, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Winter Break 2019: | Dec. 24-31, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Spring Break 2020: | Apr. 13-17, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Graduation Day 2020: | Jun. 16, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Faculty Flex Days 2019-2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 20, 2019 | Individual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 21, 2019 | Departmental | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 22, 2019 | Fall 2019 Opening Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 23, 2019 | Departmental | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| March 6, 2020 | Departmental | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| March 10, 2020 | Institutional | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April 15, 2020 | Individual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April 16, 2020 | Individual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April 17, 2020 | Individual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Faculty Flex Days Fall 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 25, 2020 | Individual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 26, 2020 | Departmental | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 27, 2020 | Fall 2020 Opening Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 28, 2020 | Departmental | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Note: Fall and Spring sessions end on a Sunday; Winter and Summer sessions end on a Friday
Approved by the Board of Trustees: