

# M - N U T R E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

NOVEMBER 7, 2017

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

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

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2017

## **MINUTES**

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, November 7, 2017.

### **I. ORGANIZATIONAL FUNCTIONS**

- CALL TO ORDER – 5:33 p.m.
- ROLL CALL  
 Dr. Andrew Walzer, Chair - Present  
 Barry Snell, Vice-Chair - Present  
 Dr. Susan Aminoff - Present  
 Dr. Nancy Greenstein - Present  
 Dr. Louise Jaffe - Present  
 Dr. Margaret Quiñones-Perez - Present  
 Rob Rader – Not Present (Excused)  
 Chase Matthews, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

### **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

#### 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

#### REAL PROPERTY (Government Code Section 54956.8)

Property Address: 1530 Pico Blvd., Santa Monica, California  
 Under Negotiation: Terms and Conditions of Purchase  
 College Negotiator: Dr. Kathryn E. Jeffery  
 Owner's Representatives: Richard Park

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

III. ***PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS - 7:30 p.m.***

- PLEDGE OF ALLEGIANCE – Eric Pivovarov, Director of Facilities Management
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)  
MOTION MADE BY: Barry Snell  
SECONDED BY: Susan Aminoff  
STUDENT ADVISORY: Aye  
AYES: 6  
NOES: 0  
ABSENT: 1 (Rader)

IV. ***SUPERINTENDENT'S REPORT***

V. ***PUBLIC COMMENTS***

Jeanne Laurie  
Ludmila Posner  
Maria Muñoz

VI. ***ACADEMIC SENATE REPORT***

VII. ***REPORTS FROM DPAC CONSTITUENCIES***

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. ***MAJOR ITEMS OF BUSINESS***

- #1 Resolution: Veterans Awareness Week
- #2 Resolution to Restore the Proposition 98 Test 3B Reduction
- #3 Resolutions: Supplemental Retirement Incentive Program
- #4 Naming of KCRW Building Entrance Lobby in Recognition of \$500,000 Gift from the S. Mark Taper Foundation
- #5 Confirmation of Reappointment to Personnel Commission
- 6 SMC Diversity Report
- #7 2017-2018 Quarterly Budget Report and 311Q

IX. ***CONSENT AGENDA***

***Approval of Minutes***

- #8 Approval of Minutes: October 3, 2017 (Regular Meeting)

***Contracts and Consultants***

- #9 Contract for CTE Promotion and Marketing
- #10 Ratification of Contracts and Consultants

### **Human Resources**

- #11 MOU – Family Leave for Full-Time Faculty
- #12 Academic Personnel
- #13 Classified Personnel – Regular
- #14 Classified Personnel – Non Merit
- #15 Classified Personnel – Limited Duration

### **Facilities and Fiscal**

- #16 Facilities
  - A Change Order No. 33 – AET Campus
  - B Change Order No. 12 – Connection of Existing Facilities to Central Plant Loop
  - C Change Order No. 6 – Student Services Building
  - D Change Order No. 21 – Health, PE, Fitness, Dance and Central Plant
  - E Change Order No. 6 – AET Audiovisual and Broadcast Systems
  - F Change Order No. 8 – Upgrading of Security Systems
  - G Change Order No. 4 – Group 2 Switchgear Replacement
  - H Award of Bid – Fire Alarm System Integration to Campus Physical Security System
  - I Amendment No. 8 to Agreement for Architectural Services – Student Services Building
  - J Agreement with LCP Tracker
  - K Agreement for Consulting Services – Bond Construction Program
  - L Emergency Resolution for Gas Line Repair and Award of Contract
- #17 Acceptance of Grants and Budget Augmentation
- #18 Budget Transfers
- #19 Commercial Warrant Register
- #20 Payroll Warrant Register
- #21 Auxiliary Payments and Purchase Orders
- #22 Providers for Community and Contract Education
- #23 Organizational Memberships
- #24 Purchasing
  - A Award of Purchase Orders
  - B Award of Contract

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

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

XI. **INFORMATION**

- 25 Citizens' Bond Oversight Committee Meeting, October 25, 2017

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

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

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
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#### **IV. SUPERINTENDENT'S REPORT – Dr. Kathryn E. Jeffery**

- **New Heroes Celebration – October 18, 2017**  
For the past 23 years, SMMUSD and SMC have participated in the annual New Heroes Celebration produced by the Santa Monica Chamber of Commerce to welcome Santa Monica and Malibu's newest educators, firefighters and police officers. Every year inspirational heroes are honored for their tremendous contributions and outstanding work in the community. This year's celebration was held on Wednesday, October 18<sup>th</sup> at St. Monica's Grand Pavilion. The event was very well attended with a terrific turn out of SMC faculty.
- **The Great Shake Out – October 19, 2017:** SMC participated in the annual California shake out drill to practice drop, cover and hold. There were four different scenarios to test emergency personnel, maintenance workers, equipment and communications.
- **Live NASA Event at Santa Monica High School – October 30, 2017**  
NASA Astronauts Commander Randy Bresnik and Joe Acaba took time out from space walks and science missions to talk to elementary, middle school, high school and college students at Samohi Barnum Hall, live from space. Students from SMMUSD and Santa Monica College were invited to ask questions of the astronauts. Randy Bresnik calls Santa Monica his home, and during a recent flyover he tweeted a photo of Santa Monica from space, pointing out his two alma maters: Samohi and SMC. Among the many questions, students asked what space smells like. "Cream of Mushroom Soup" was Randy's response.
- **Homecoming 2017:** A number of events were held throughout the week culminating with the football game on Saturday (a loss for SMC).
- **The SMC Early Childhood Lab School** was approved by California Coastal Commission on October 12<sup>th</sup>. Staff is working on prequalifications for contractors and will be receiving bids in the next couple of months. Groundbreaking is anticipated in March 2018.
- **SMC Chemistry Club** won highest honors as an "Outstanding" student chapter for the 2016-2017 academic school year. In addition, the club has been recognized for its activities in Green Chemistry for 2016-2017 and will additionally receive the Green Chemistry Award from the American Chemical Society (ACS.) Each year, student clubs submit a chapter report outlining the activities that they organized and participated in and the reports are subjected to a review process by academic faculty throughout the country. To put things in perspective, over 1000 clubs are registered with the ACS. For the 2016-2017 academic year, the ACS honored 52 chapters with "Outstanding," 114 with "Commendable," and 139 with "Honorable Mention." Only 56 chapters were honored with the "Green Chemistry" award.
- **The Corsair** won two national Pinnacle Awards – first place for Best Sports Feature Photo and second place for Website of the Year – in a nationwide competition organized by the College Media Association. The Corsair also won 14 awards in the Journalism Association of Community Colleges 2017 state publication awards, including General Excellence – Print Edition, first place for News Photo and first place for Photo-Story Essay. The awards were announced October 14<sup>th</sup> during the JACC's Southern California convention where SMC student journalism students also won 3 awards during onsite competitions. The Corsair was also a 2017 nominee for the Associated Collegiate Press' Pacemaker Award, highly regarded as the Pulitzer Prize of collegiate media.
- **SMC Women's Soccer** won the Conference Championship. Congratulations to Head Coach Aaron Benditson and the SMC Women's Soccer team on winning the Conference Championship!!

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:**                    **RESOLUTION: VETERANS AWARENESS WEEK**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**    It is recommended that the Board of Trustees approve the following resolution in support of Veterans Awareness Week, November 6-10, 2017.

WHEREAS, the United States Congress has declared the second week of November as National Veterans Awareness Week since 2000 to emphasize the need to develop educational programs regarding the contributions of veterans to the country; and

WHEREAS, the United States Department of Veterans Affairs, as well as many other education-focused organizations have produced educator’s guides, which advocate multiple ways to recognize veterans and teach youth about veterans; and

WHEREAS, many veterans continue to serve their country in public schools and colleges as teachers, classified professionals, and other school employees providing valuable instructional and support services to the schools and students of Santa Monica College; and

WHEREAS, the veterans on staff deserve recognition for their continued service to the future of our country and education and safety of the students of Santa Monica College; and

WHEREAS, the veterans on staff can best provide a meaningful personal connection between the students of the Santa Monica College, Armed Forces veterans and service to our country;

THEREFORE, BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees declares the week of November 6-10, 2017, as Veterans Awareness Week at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the continued contributions and sacrifices of the Armed Forces veterans in the community, especially students who are veterans, teachers, classified professionals, and employees at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District supports the program utilizing Armed Forces students who are veterans and veterans on staff to educate the students of Santa Monica College about the sacrifices and contributions of the Armed Forces veterans.

Public Comment

Martha Romano

MOTION MADE BY:        Susan Aminoff  
 SECONDED BY:            Margaret Quiñones-Perez  
 STUDENT ADVISORY:      Aye  
 AYES:                        6  
 NOES:                        0  
 ABSENT:                    1 (Rader)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:**                    **RESOLUTION TO RESTORE THE PROPOSITION 98 TEST 3B REDUCTION**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**    It is recommended that the Board of Trustees approve the following resolution to restore the Proposition 98 Test 3B Reduction.

WHEREAS, the voters approved Proposition 98, a constitutional initiative to provide a minimum level of funding to K-12 schools and community colleges in 1988; and

WHEREAS, the voters approved Proposition 30 in 2012 to prevent \$4.5 billion in cuts to K-12 and higher education by increasing the sales tax by one-half cent and income tax on high income earners; and

WHEREAS, the voters approved Proposition 55 in 2018 to increase the income tax on high income earners to support K-12 education; and

WHEREAS, despite these efforts California still ranks 46<sup>th</sup> in per pupil funding based on data from Education Week; and

WHEREAS, one of the goals of Proposition 98 is to increase education funding to the average of the top 10 states in per pupil spending; and

WHEREAS, the education community is grateful for the Governor and Legislature’s effort to fully fund Proposition 98 pursuant to the Constitution and statute for the 2017-18 year; and

WHEREAS, the Governor and Legislature adopted language in the 2017-18 budget act to waive the statute for Proposition 98 Test 3B funding for the 2018-19, 2019-20, and 2020-21 years; and

WHEREAS, the action taken will reduce Proposition 98 funding by \$450 million in 2018-19, \$290 million in 2019-20 and \$110 million in 2020-21; and

WHEREAS, no state agency and local government entity received a reduction in their budgets for the 2018-19; 2019-20 and 2020-21 years; and

WHEREAS, there are no estimates available on revenues or expenditures to demonstrate that this reduction is justified over the 2018-19; 2019-20; and 2020-21 years; and

WHEREAS, Over six million K-12 students and one million community college students will be directly affected from these reductions over the 2018-19; 2019-20; and 2020-21 years;

NOW THEREFORE IT BE RESOLVED that, the Santa Monica Community College District Board of Trustees opposes the Proposition 98 Test 3B reduction for the 2018-19; 2019-20; and 2020-21 years; and

BE IT FURTHER RESOLVED that, the reduction be restored in the 2018-19 budget, the 2019-20 budget and 2020-21 budget; and

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Governor and to the Santa Monica Community College District's respective Assembly and Senate representative[s].

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:** RESOLUTIONS: SUPPLEMENTAL RETIREMENT INCENTIVE PROGRAM

**SUBMITTED BY:** Superintendent/President

**ACTION REQUESTED:** It is recommended that the Board of Trustees adopt Resolution No. 1 concerning the Supplemental Retirement Program adopted at its meeting on August 1, 2017.

**RESOLUTION NO. 1**

**WHEREAS**, on August 1, 2017, the Board of Trustees approved a resolution indicating its intention to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to retire from District Service; and

**WHEREAS**, the Public Agency Retirement Services (PARS) has made available to the District a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code; and

**WHEREAS**, the adopted Supplemental Retirement Plans for faculty, classified, and managerial employees and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider,

**WHEREAS**, the Board of Trustees, based on the enrollments received and the cost-benefit analysis associated with them, finds that the District will achieve significant monetary savings by implementing the Supplemental Retirement Plans.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board of Trustees elects to implement the Supplemental Retirement Plans.
2. The resignations/retirements of the employees set forth in Attachment 1 hereto are hereby accepted.
3. The Board of Trustees appoints the Superintendent/President or her designee to serve as the District's Plan Administrator. The District's Plan Administrator is authorized to execute contracts, custodial agreement facilitating the payment of contributions to the 403(b) arrangement, and other legal documents related to a trust or the plan on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the plan and to maintain compliance of any relevant regulations issued.
4. Phase II Systems, doing business as Public Agency Retirement Services ("PARS") is designated as the contracted administrator of the Supplemental Retirement Plans. The Superintendent/President is authorized to execute with PARS an Agreement for Administrative Services.

**Financial Analysis Summary:** At the August Board of Trustees meeting Public Agency Retirement Services (PARS) presented a pre-analysis of the early retirement incentive which assumed 68 eligible employees with an average salary of \$106,428 was needed to achieve the assumed savings. Post analysis reveals that the District received 80 total enrollees with an average salary of \$106,219; materially meeting the average salary assumptions and exceeding the enrollee assumptions. If the incentive is approved, gross salary savings is projected to be approximately \$8,497,497 which is approximately \$1,260,397 more than what was assumed in the pre-analysis performed by PARS.

Motion was made to approve Resolution No. 1, with revised Attachment 1 reflecting the deletion of Stuart Cooley and Yolanda Fierro

MOTION MADE BY:	Barry Snell (with deletion of from Attachment 1)
SECONDED BY:	Margaret Quiñones-Perez
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Rader)

ATTACHMENT 1  
ENROLLMENT LIST  
Santa Monica Community College District

Faculty

1 Cavanaugh, Jamie Yench  
2 Chandler, Frances  
3 Contarsy, Steven  
4 Dell, Maria  
5 Dobbs III, Clifton  
6 Fonseca, Mary  
7 Fouts, Gary A  
8 Gill, Harjinder S  
9 Hall, Teresa Tipton  
10 Hurley, Daniel  
11 Jones, Janie  
12 Kluckhohn Jones, Lucy  
13 Kravitz, Margaret  
14 Legg, Karen  
15 Lopez, Gloria  
16 Lowcock, Ford  
17 Martin, James  
18 Murray, Donald  
19 Nightingale, Melody  
20 Padilla, Ernest  
21 Rodgers, John  
22 Schrader Kojelis, Eleanor  
23 Sinclair, Linda  
24 Singleton, Eleanor  
25 Sterr, Susan Dee  
26 Tannatt, Maria  
27 Thiercof, Holly  
28 Zehr, David

Academic Administrator

1 Hearn, Deyna  
2 Isomoto, Robert G  
3 Muller, Katharine E  
4 Wade, Marcia M  
5 Yarrish, Julie R

Classified Manager/Administrator

1 Brown, Gregory R  
2 Bruce III, Raymond  
3 Corpus, Martin T  
4 Dammer, Robert  
5 DeSalles, Albert  
6 Lau, Joan SC  
7 Munoz, Maria De La  
8 Peterson, Stephen S  
9 Potts, Charles

CSEA Represented Classified

1 Barragan, Valentine  
2 Baumert, William J  
3 Belcher, Ernest  
4 Botello, Mary  
5 Brodie, Madeline  
6 Camacho, Carlos  
7 Clark, Kim  
8 Davis, Linda Bernie  
9 Dhruv, Chanda R  
10 Diaz, Eliseo  
11 Felix, Emerita  
12 Fisher, Marie-Claude  
13 Fuqoa, Lynne  
14 Galligan, James  
15 Galloway, Patricia E  
16 Godbold, Cecil  
17 Greene, Robert David  
18 Guercio, Joanne  
19 Gutierrez, Hector  
20 Henriquez, Ana  
21 Laurance, Joanne  
22 Laurie, Jeanne  
23 Lieberman, Nan  
24 Martinez, Dennis  
25 McAllister, Elmer Kevin  
26 Mendoza, Antonio Generoso  
27 Morris, Audrey  
28 Oseguera Malone, Ismenia C  
29 Rogers, Cheryle  
30 Rojas, Anna  
31 Sallovitz, Linda  
32 Sealana, Aurora  
33 Tang, Yvonne  
34 Tigner, Christine  
35 Vazquez, Natividad  
36 Vu, Nhuhua

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT: NAMING OF KCRW BUILDING ENTRANCE LOBBY IN RECOGNITION OF \$500,000 GIFT FROM THE S. MARK TAPER FOUNDATION**

**SUBMITTED BY:** Superintendent/President

**ACTION REQUESTED:** It is recommended that the Board of Trustees approve naming the Entrance Lobby to the new KCRW Building at SMC's Center for Media and Design campus the "S. Mark Taper Foundation Lobby" in recognition of a gift of \$500,000 to benefit the radio station. It is also recommended that the Board of Trustees authorize the SMC Superintendent/President to negotiate and execute an agreement with the S. Mark Taper Foundation and the KCRW Foundation memorializing the terms and conditions of the gift.

**COMMENT:** At its June 3, 2014 regular meeting, the Board of Trustees unanimously approved an agreement between the District and the KCRW Foundation. The agreement provides the KCRW Foundation with the opportunity to raise capital and endowment funds by committing naming rights for the new building and for parts of the new building, subject to the approval of SMC.

The KCRW building includes a state-of-the-art performance studio and various broadcasting studios and creative spaces, including a digital lab. The main entry point for staff, guests and volunteers is the entrance lobby. Located on the first floor, the light-filled entrance lobby is an area of approximately 670 square feet that leads to a dramatic staircase and from there to performance, broadcast and administrative spaces on the floors above.

The S. Mark Taper Foundation has offered to contribute \$500,000 to the KCRW Foundation to support the KCRW Foundation capital campaign, which will provide funding for the purchase, installation, and integration of broadcast and digital equipment. The contribution is in two payments, \$300,000 by the end of 2017 and \$200,000 by the end of 2018. The agreement between the District, the KCRW Foundation, and the S. Mark Taper Foundation provides that the entrance lobby to the new, three-story, media center housing KCRW will be named the "S. Mark Taper Foundation Lobby" for so long as the KCRW building is in existence.

The agreement requires that the KCRW Foundation provide certain reports to the S. Mark Taper Foundation on an ongoing basis and specifies the nature of the recognition signage. The agreement also makes arrangements for future recognition of the gift through on-air announcements in the case of any future loss of the building or its use.

**MOTION MADE BY:** Susan Aminoff  
**SECONDED BY:** Louise Jaffe  
**STUDENT ADVISORY:** Aye  
**AYES:** 6  
**NOES:** 0  
**ABSENT:** 1 (Rader)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 5**

**SUBJECT:** **CONFIRMATION OF REAPPOINTMENT TO PERSONNEL COMMISSION**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees reappoint Barbara Greenstein to the SMC Personnel Commission for a three-year term, December 1, 2017 through December 1, 2020.

**SUMMARY:** The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees of the District; and the fifth member is appointed by the four appointed commissioners. CSEA is reappointing Barbara Greenstein for a three-year term, December 1, 2017 through December 1, 2020

**MOTION MADE BY:** Susan Aminoff  
**SECONDED BY:** Nancy Greenstein  
**STUDENT ADVISORY:** Aye  
**AYES:** 6  
**NOES:** 0  
**ABSENT:** 1 (Rader)

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 7, 2017

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 6**

**SUBJECT:** **SMC DIVERSITY REPORT**

**SUBMITTED BY:** Vice-President, Human Resources

**SUMMARY:** Santa Monica Community College District provides a rich, inclusive, global, higher education learning environment for its diverse student population. It is a renown institution of higher education and a key employer within the west side of Los Angeles County. The institution attracts and retains a talented workforce of faculty, staff and administrators dedicated to helping students succeed.

The Office of Human Resources prepares this report biennially to assist in monitoring Santa Monica College's progress towards achieving a workforce representative of the richly varied populations within the State of California, County of Los Angeles, and most importantly, the students of SMC. Data for this report is displayed within a six year window from Fall semesters 2012 to 2017.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 7**

**SUBJECT:**                   **2017-2018 QUARTERLY BUDGET REPORT and 311Q**

**SUBMITTED BY:**           Superintendent/President

**REQUESTED ACTION:**   Acknowledge receipt of the 2017-2018 Quarterly Budget Report and 311 Quarterly State Financials, as of September 30, 2017 (Appendix A).

**COMMENT:**                The Board of Trustees is presented on a quarterly basis with a set of financial statements for the general fund along with the quarterly 311Q report required by the Chancellor’s Office.

MOTION MADE BY:       Susan Aminoff  
 SECONDED BY:           Andrew Walzer  
 STUDENT ADVISORY:     Aye  
 AYES:                     6  
 NOES:                    0  
 ABSENT:                 1 (Rader)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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**IX. 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-#25.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #12

**Action on Consent Agenda, excluding Recommendation No. 12**

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

**X. CONSENT AGENDA – Pulled Recommendations**

**Recommendation No. 12 – Academic Personnel**

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Nancy Greenstein  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Rader)

**RECOMMENDATION NO. 8 APPROVAL OF MINUTES**

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

October 3, 2017 (Regular Board of Trustees Meeting)



**BOARD OF TRUSTEES****ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 7, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS**RECOMMENDATION NO. 9 CONTRACT FOR CTE PROMOTION AND MARKETING***Requested Action: Approval/Ratification**Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development**Approved by: Georgia Lorenz, Vice President, Academic Affairs*

Provider: MU/DAI

Service: Promotion and Marketing of SMC CTE Programs

Period: November 7, 2017 through June 30, 2018

Amount: \$72,000

Funding Source: Strong Workforce Program – Local – Marketing

Summary: MU/DAI will perform market research to ascertain the position of Santa Monica College's CTE programs in collaboration with Santa Monica College's marketing department as a career education provider. MU/DAI will develop a long-term, focus group tested marketing strategy in alignment with the state's Strong Workforce program goals to increase enrollments, completions, and job placements with competitive salaries. This project will be executed with current CTE/WED resources and Santa Monica College's marketing team. In partnership with SMC students, MU/DAI will create informational/brand videos and hi-resolution still photography promoting student and alumni stories in an effort to connect future and current students and business and industry leaders. Using the results of the brand development efforts, MU/DAI will develop multi-platform assets for a brand-consistent social media plan along with social media advertising, and create, design, and produce pop up banners for CTE programs.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS**

Approved by: Kathryn E. Jeffery, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract	Term/Amount	Service	Funding Source
A Tina McClurkin and Dyeneka Campa (I-BEST Instructors)	Fall 2017  \$250 per consultant. Amount not to exceed \$500 total	NOCCCD Co-Instructors conduct a simulation of the I-BEST collaborative teaching model, share their experiences in co- teaching, and will field questions.	2017-2018 Adult Education Block Grant (AEBG)
<i>Requested by: Dione Carter, Dean, Noncredit/External Programs</i>			
<i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
B Integrated Planning Consultant: Veronica Neal, Ed.D. Organizational Equity and Cultural Humility Specialist  Department Chair, International Peace and Justice Studies  Faculty Advisor (and inaugural Faculty Director) to the De Anza College Office of Equity, Social Justice, and Multicultural Education	November 1, 2017- June 30, 2018  Not to Exceed: 48,000	Integrated Planning and Equity Praxis Development  Fall 2017 (November-December) Facilitated Integrated Planning Session: Equity Framework Development, emotional intelligence, cultural competency (Applies to SSSP/BSI/SE)  Winter 2018 (January-February) Equity Summit- Equity Framework/Equity Core Team Development (SSSP/BSI/SE), Calling In Training (Equity) Equitable practices in student services, academic affairs, & tutoring centers (SSSP & BSI) Equitable practices in the classroom (BSI)  Spring/Summer 2018 FSI presentation (BSI) Leading a self-evaluation of practices (SSSP)	Student Equity Basic Skills SSSP
<i>Requested by: Melanie Bocanegra, Associate Dean of STEM/Equity Programs</i>			
<i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract		Term/Amount	Service	Funding Source
C	Center for the Pacific Asian Family (CPAF)	2017-2018  -0-	This is a Memorandum of Understanding (MOU) with CPAF to provide services for victims of domestic violence and sexual trauma. Services may include crisis intervention, paraprofessional counseling, resources referral, case management, emergency or transitional shelter as needed on a case by case basis, healing groups for sexual assault survivors on or off campus, trainings, outreach and education.	N/A
<i>Requested by: Lisa Winter, Compliance Administrator, Title IX Coordinator</i> <i>Approved by: Michael Tuitasi, Vice-President, Student Affairs</i>				
D	Ms. Patrice Kane	November 2017 through July 2018. 40 hours per week  Not to exceed \$27,000	Ms. Patrice Kane, a Marriage and Family Therapist intern from University of Southern California Graduate School, will serve as a full-time Intern to assist the Center for Wellness & Wellbeing staff in working with individual students, conducting group workshops, and providing training and consultation to faculty and staff.  Ms. Kane has experience working in a college setting as part of her graduate school training, and is currently in the process of working toward her license as a Marriage and Family Therapist. Ms. Kane will replace a post-doctoral intern, Ms. Victoria Moran, who is resigning from her position on October 31, 2017.	Student Health and Wellness Budget (100%)
<i>Requested by: Susan Fila, Director of Health and Wellbeing</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract		Term/Amount	Service	Funding Source
E	TargetX	2017-2018  Previously approved: Not to exceed \$55,000  Increase by: \$31,000  Total not to exceed: \$86,000	Software maintenance and support for Customer Relationship Management (CRM) platform.  Request to increase total contract amount to engage additional professional services: 1) Ongoing Technical Services to assist with the technical administration of the CRM such as gap analysis, package upgrades, workflow automations, development of custom forms, data deduplication and scrubbing, product training and documentation, etc. 2) Communications consulting services to include a full audit of communication flow setup in the CRM; 1 day on-site communication working session with Enrollment and Student Services program leaders; mapping out, editing, and setting up a communication workflows related to enrollment, retention, transfer, and student success.	SSSP
<i>Requested by: Esau Tovar, Dean, Enrollment Services</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				
F	Panel Presenters: Jan Fish Veronica Cabello	October 10, 2017  \$250 each	These individuals served as panel members on the Foreign Language Advantage presentation focused on Education. In this capacity, they shared their experiences regarding the value of multilingualism in the workplace and how it can increase one's competitiveness in the workforce.	Title VIA UISFL
<i>Requested by: Toni Trives, Department Chairperson of Modern Languages</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 10 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract		Term/Amount	Service	Funding Source
G	Lime Design Associates, Inc. Attn: Maureen Carroll	December 15, 2017 – December 16, 2017  Not to exceed \$27,550	Agreement to provide a two day training course, <i>Design Thinking Studio 2.0: Building a Culture of Human-Centered Innovation</i> , to SMC CTE Faculty. Trainees will learn and apply the design thinking process. The overall goal of the two day workshop is to develop fluid and responsive design thinkers who are able to innovate, create, and act as empowered change agents prepared to meet the challenges and opportunities of leading and learning in the 21st century.	SWP Local, Professional Development funds
<i>Requested by: Patricia G. Ramos, Dean - Workforce &amp; Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
<b>H and I: Field Studies: Bio 46G Natural History of Costa Rica – Spring 2018</b>				
H	Organization for Tropical Studies (US organization)	April 6-15, 2018  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 2018. 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 one-unit natural history course that satisfies one-unit of global citizenship.	Auxiliary Services account  Funding source: paid by participants  No scholarships provided
I	iNext Insurance (CCIE) (US)	April 2018 – 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.
<i>Requested by: Jennifer Merlic, Dean Instructional Services</i> <i>Approved by: Georgia Lorenz, Vice-,President, Academic Affairs</i>				

**BOARD OF TRUSTEES****ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

November 7, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS**RECOMMENDATION NO. 10** RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

Provider/Contract		Term/Amount	Service	Funding Source
J	Gibney Dance Center, New York City	April 9-15, 2018  Six-day curated program with Gibney Dance Center including performances: \$8,188.	18 SMC dance students will participate in a study tour in New York City, in conjunction with Gibney Dance Center, and various venues including The Ailey School, City Center, Peri Dance, Mark Morris Dance Center, Broadway, New York Live Arts, etc. Gibney Dance Center will provide daily lessons and studios for the participants and will arrange for the college tours and performances.	Funding Sources: <ul style="list-style-type: none"> <li>• Participants</li> <li>• Associated Students</li> <li>• Anonymous Donation</li> </ul>
<i>Requested by: Jennifer Merlic, Dean of Instruction, Academic Affairs</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11**    **MEMORANDUM OF UNDERSTANDING – FAMILY LEAVE FOR FULL-TIME FACULTY**

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

It is recommended that the Board of Trustees approve a Memorandum of Understanding (MOU) between the Santa Monica Community College District and the SMC Faculty Association to resolve a potential grievance, effective September 26, 2017.

The MOU is included as Appendix B.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12 ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

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

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

ESTABLISH

ACADEMIC ADMINISTRATOR

Director, Online Services and Support

ELECTIONS

ADMINISTRATOR

Heskel, Mitchell, Dean Education Enterprise

10/16/17

Whitaker, Tammara, Interim Director, Online Services and Support

11/13 /17 – 06/30/18

ADJUNCT FACULTY

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 13 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.

ELECTIONS

EFFECTIVE DATE

PROBATIONARY/ADVANCE STEP PLACEMENT

Ismaily, Siamanto, Theatre Technical Director (Step C) 10/16/17

Mahfouz, Mark I., Skilled Maintenance Worker, Maintenance (Step C) 10/16/17

PROBATIONARY

Casillas, J. Jesus, Skilled Maintenance Worker, Maintenance 11/01/17

Havlicek, Holly A., Library Assistant, Library 10/16/17

Rojas Querubin, Maria Corazon, Programmer Analyst, MIS 11/01/17

PROMOTION

Virgen, Manuel 11/01/17

From: C. C. Parking Enforcement Officer, Campus Police, 11 mos, 40 hrs

To: Campus Safety Officer, Campus Police, 12 mos, 40 hrs, Variable Hours

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Dammer, Michael 09/13 – 12/21/17

From: Student Services Specialist – Admissions and Records, A & R 100%

To: Senior Student Services Specialist – Admissions and Records, A & R 100%

Ingro, Tiffany 05/06 – 08/24/17

From: Administrative Assistant II, Community & Academic Relations 100%

To: Administrative Assistant III, Community & Academic Relations 100%

CSEA EDUCATIONAL PAY DIFFERENTIAL

Fakih, Mohamad, Academic Computing Inst. Spec 1.5% 11/01/17

Johnson, Benjamin, Network Communication Technician I .75% 11/01/17

Murray, Peter, Administrative Assistant I 1.5% 11/01/17

Taboada, Natalia, CC Police Dispatcher 1.5% 11/01/17

Tyus, Tonya, Accounting Specialist 1.5% 11/01/17

Williams, Torrance, Student Services Clerk 1.5% 11/01/17

POA EDUCATIONAL PAY DIFFERENTIAL

Cadena, Ruben, CC Police Officer Advance Certificate \*3.00% 11/01/17

\*Comment: Per SMCPOA 11.10.3.4 upon when Officer Cadena receives the 3% for the advance post certificate, his 2% intermediate post will terminate.

LEAVE OF ABSENCE - UNPAID

Whitaker, Tammara, Senior Student Services Specialist – Distance Education 11/13/17 – 06/30/18

Comment: Tammara will be on unpaid leave from her classified assignment while working in an interim academic administrative assignment.

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Chan, Jessica, Accountant, Fiscal Services

11/03/17

**RECOMMENDATION NO. 14 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)	56
College Work-Study Student Assistant, \$10.50/hour (FWS)	84

SPECIAL SERVICE

Community Services Specialist I, \$35.00/hour	6
Community Serviced Specialist II, \$50.00/hour	3

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action: Approval/Ratification*

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

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

**ELECTIONS**

**EFFECTIVE DATE**

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

Alvarez, Ana M., Library Assistant, Library

From:

07/01/2017-10/31/2017

To:

07/01/2017-09/18/2017

Brown, Carla, Student Services Clerk, Bursar's Office

12/11/2017-12/22/2017

Brzechwa-White, Jaimee, Enterprise Business Services Clerk, Bursar's Office

12/04/2017-12/15/2017

Carter, Ashlee M., Customer Service Assistant, Bookstore

11/27/2017-12/21/2017

Conner, Patrick T., Laboratory Technician-Photography, Photo-Fashion

10/26/2017-06/30/2018

Hofland, Keri, Student Services Clerk, Bursar's Office

12/11/2017-12/22/2017

Juarez, Jessica, Student Services Clerk, Bursar's Office

12/11/2017-12/22/2017

Juarez, Tina, Student Services Clerk, Bursar's Office

12/11/2017-12/22/2017

Lemke, Connie, Student Services Clerk, Bursar's Office

12/11/2017-12/22/2017

Lopez, Vanessa, Student Services Clerk, Bursar's Office

12/11/2017-12/22/2017

Mathews, Marcus C., Stage Construction Tech-Lighting

10/31/2017-06/30/2018

Ramirez, Anthony, Student Services Clerk, Bursar's Office

12/11/2017-12/22/2017

Ramirez, David M., Customer Service Assistant, Bookstore

11/27/2017-12/21/2017

Sanchez, Ana M., Accounting Specialist, Fiscal Services

11/01/2017-01/03/2018

Santhiago, Nicholas, Student Services Clerk, Bursar's Office

12/11/2017-12/22/2017

Sutherland, Fitzgerald O., Customer Service Assistant, Bookstore

11/27/2017-12/21/2017

**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.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore

11/27/2017-12/21/2017

Abel, Teneka, Bookstore Clerk/Cashier, Bookstore

11/27/2017-12/21/2017

Adebowale, Lena, Enterprise Business Services Clerk, Bursar's Office

08/01/2017-08/04/2017

12/04/2017-12/15/2017

Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore

11/27/2017-12/21/2017

Austin, Harald, Student Services Clerk, Bursar's Office

12/11/2017-12/22/2017

Camp, Monique, Bookstore Clerk/Cashier, Bookstore

11/27/2017-12/21/2017

Chang, Tony, Bookstore Clerk/Cashier, Bookstore

11/27/2017-12/21/2017

Eichen, John, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Exum, Ellen, Customer Service Assistant, Bookstore	11/27/2017-12/21/2017
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Graham-Howard, Kimi, Student Services Clerk, Bursar's Office	12/11/2017-12/22/2017
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Jones, Jennifer, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Lopez, Veronica, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Mahfouz, Mark I., Skilled Worker, Maintenance	
From:	07/24/2017-11/10/2017
To:	07/24/2017-10/15/2017
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Navarro, Yadira, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Nelli, Maria, Enterprise Business Services Clerk, Bursar's Office	12/04/2017-12/15/2017
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Robles Jr., Jose, Customer Service Assistant, Bookstore	11/27/2017-12/21/2017
Shine, Kevin, Enterprise Business Services Clerk, Bursar's Office	12/04/2017-12/15/2017
Stuck, Jennifer, Student Services Clerk, Bursar's Office	12/11/2017-12/22/2017
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Torrence, Antoinette, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017
Vo, Thea, Student Services Clerk, Bursar's Office	12/11/2017-12/22/2017
Wang, Lynn Z., Instructional Asst. – English, ENGLISH	11/01/2017-06/30/2018
Williams, Daniel T., Instructional Asst. – English, ENGLISH	11/01/2017-06/30/2018
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	11/27/2017-12/21/2017

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES**

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

16-A CHANGE ORDER NO. 33 AET CAMPUS

Change Order No. 33 – C.W. Driver on the AET Campus portion of the project in the amount of \$12,368.

Original Contract Amount	\$ 59,160,000
Previously Approved Change Orders (AET Campus)	\$ 5,540,210
Previously Approved Change Orders (AET Parking Structure A)	\$ 801,621
Change Order No. 33 – AET Campus	<u>\$ 12,368</u>
Revised Contract Amount	\$65,514,199

Change Order No. 33 for the AET Campus project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 33 for AET Campus includes the following labor and material costs to:

- Rework L12 light fixtures at Building B, open office 300;
- Remove top interior of soffit at the exterior side of storefront entrances 100.D and 100.E to allow for the installation of fire sprinkler lines within soffit.

16-B CHANGE ORDER NO. 12 – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP

Change Order No. 12 – SJ AMOROSO on the Connection of Existing Facilities to Central Plant Loop project in the amount of \$58,302.

Original Contract Amount	\$ 8,087,000
Previously Approved Change Orders	\$ 466,016
Change Order No. 12	<u>\$ 58,302</u>
Revised Contract Amount	\$ 8,611,318

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

Funding Source: Measure AA

Comment: Change Order No. 12 includes labor and material cost for the following:

- Monokote MEP hangers and supports and associated protection and clean up in HSS;
- Emergency repair of broken gas line at Science Building;
- Repair collapsed trench adjacent to Science Building;
- Additional roof curb leveling in HSS;
- Installation of 6 x 16 sleepers (wood support beams) on Library Building roof to support new chilled water piping.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES** *(continued)*

16-C CHANGE ORDER NO. 6 – STUDENT SERVICES BUILDING

Change Order No. 6 – BERNARDS BROS. on the Student Services Building project in the amount of \$93,862.

Original Contract Amount	\$ 77,438,000
Previously Approved Change Orders	\$ 303,519
Change Order No. 6	<u>\$ 93,862</u>
Revised Contract Amount	\$ 77,835,381

This change order does not result in a change to the contract length.

Funding Source: Measure U

- Comment: Change Order No. 6 includes the labor and material cost to furnish and install the following:
- Temporary pedestrian concrete pavement immediately east of the existing Administration Office;
  - Add and epoxy dowels and add concrete to walls at the north and south entry ramps, rework forms and remove and replace existing electrical boxes.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16**    **FACILITIES** *(continued)*

16-D CHANGE ORDER NO. 21 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 21 – BERNARDS BROS. on the Health, PE, Fitness, Dance and Central Plant project in the amount of \$394,672.

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ 2,776,509
Change Order No. 21	<u>\$ 394,672</u>
Revised Contract Amount	\$ 42,732,791

This change order does not result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 21 includes the labor and material cost for the following:

- Revise fire alarm devices and restore finished surfaces;
- Additional cabinets in Gym Room P003;
- Revisions to ceiling in men and women’s restroom corridors;
- Demolition of existing non-load bearing black iron and wood framing;
- Revised Gym design resulting from additional abatement and demolition due to existing site conditions. This includes replacing walls, hollow-metal door frames and hardware and new storefront doors and windows;
- Add drag reinforcement strength at E-5;
- Removal of two concrete stair landings at the west side of the Gym;
- Reframing of T-Bar ceilings due to light fixture model changes;
- SMC extended rental of 12x40 office trailer provided by Bernards through October 14, 2017;
- Extended rental cost for two 8 x 10 storage containers through December 23, 2017;
- Additional power outlets in the Gym corridors.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES** *(continued)*

16-E CHANGE ORDER NO. 6 – AET AUDIOVISUAL & BROADCAST SYSTEMS

Change Order No. 6 – Key Code Media on the AET Audiovisual & Broadcast Systems project in the amount of \$8,204.

Original Contract Amount	\$ 3,992,558
Previously Approved Change Orders	\$ 380,163
Change Order NO. 6	<u>\$ 8,204</u>
Revised Contract Amount	\$ 4,380,925

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

Funding Source: Measure AA

- Comment: Change Order No. 6 includes labor and material costs for the following:
- SMC user requested additional training by WideOrbit to SMC personnel, back up hub, rack rail kits and custom under-counter rack.

16-F CHANGE ORDER NO. 8 – UPGRADING OF SECURITY SYSTEMS

Change Order No. 8 – NEXUS IS, INC. on Upgrading of Security Systems project for a 243 day extension to the contract length.

Original Contract Amount	\$ 5,699,482
Previously Approved Change Orders	\$ 510,096
Change Order 8	<u>\$ 0</u>
Revised Contract Amount	\$ 6,209,578

Funding Source: Measure AA

- Comment: Change Order No. 8 adds 243 non-compensable calendar days to the project contract length in order for coordinated testing to be done after the Campus Door Remediation and Fire Alarm Integration projects are complete.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES** *(continued)*

16-G CHANGE ORDER NO. 4 – GROUP 2 SWITCHGEAR REPLACEMENT

Change Order No. 4 – Robnett Electric, Inc. on Group 2 Switchgear Replacement project for \$71,999.06.

Original Contract Amount	\$ 1,018,100
Previously Approved Change Orders	\$ 21,225
Change Order No. 4	<u>\$ 72,000</u>
Revised Contract Amount	\$ 1,111,325

Funding Source: State Scheduled Maintenance Funding

Comment: The planned upgrade of the switchgear in Drescher Hall was not compliant with the existing transformer of the utility service as discovered in a pre-construction inspection. Change Order No. 4 for Robnett Electric Inc. includes compensation and additional time for demobilization and remobilization as required in addressing that unforeseen condition. This also includes research time and an alternate specification for replacing and upgrading the existing switch gear that is allowable and compliant with the utility service.

16-H AWARD OF BID – FIRE ALARM SYSTEM INTEGRATION TO CAMPUS PHYSICAL SECURITY SYSTEM

Award the bid to the lowest responsive bidder for the Fire Alarm System Integration to Campus Physical Security System project.

<u>Bidder</u>	<u>Amount</u>
Red Hawk	\$59,000

Funding Source: Measure AA

Comment: This project includes providing additional Fire Alarm control relay output modules (SIGA-CR) adjacent to Security Access Control System power supplies to interface with Security access control systems at IDF's at various buildings on the main and satellite campuses.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES** *(continued)*

16-I AMENDMENT NO. 8 TO AGREEMENT FOR ARCHITECTURAL SERVICES – STUDENT SERVICES BUILDING  
 Amendment No. 8 to agreement for architectural services with MORRIS ARCHITECTS for the Student Services Building in the amount of \$32,910.

Original Contract Amount	\$ 3,825,500
Amendment # 1	\$ 150,896
Amendment # 2	\$ 2,680
Amendment # 3	\$ 620,000
Amendment # 4	\$ 59,230
Amendment # 5	\$ 16,710
Amendment # 6	\$ 10,525
Amendment # 7	\$ 22,535
Amendment # 8	\$ 32,910
Revised Contract Amount	\$ 4,740,986

Funding Source: Measure U & S

Comment: Amendment No. 8 provides for architectural and engineering services for design and documentation for structural repair review and design of podium level cold joint mitigation, mitigation of north podium slab filled conditions and crane load evaluation. This will be back charged to the contractor.

16-J AGREEMENT WITH LCP TRACKER

Renew agreement with LCP Tracker through June 30, 2018 in the amount not to exceed \$18,900.

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

Comment: LCP Tracker is a web-based software used to collect, verify and manage contractors and subcontractors prevailing wage certified payroll records and related labor compliance documentation.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 FACILITIES** *(continued)*

16-K AGREEMENT FOR CONSULTING SERVICES – BOND CONSTRUCTION PROGRAM

Agreement for consulting services with YNL ARCHITECTS for the Bond Construction Program for an amount not to exceed \$195,000 plus \$10,000 in reimbursable expenses for the period of December 1, 2017 through November 30, 2018.

Funding Source: Measure U, S, AA, V and District Capital Funds

Comment: With the continued work on Measure U, S, AA projects plus the addition of Measure V, the District’s small staff is managing over \$400 million in active projects. The college is currently in one of the busiest times for the bond program, with the completion of the KCRW building at CMD coming soon, the Student Services Building in peak construction, both the Early Childhood Lab School and Malibu Campus starting construction soon and the planning now in progress for the Math-Science Expansion. With an expectation of a future retirement it is proposed that an interim plan to assist the Facilities Planning department to coordinate the increasing complex bond construction program. It is necessary to have a consultant who is already familiar with the District, its procedures, and faculty and staff. YNL Architects, led by Yu-Ngok Lo has been successfully working with college projects and staff for many years. They are currently working on the Core Performance Center, Connection to the Central Plant and Student Services. They have a good working relationship with Facilities Planning and Facilities Maintenance. This plan would provide immediate expert assistance in managing a complex bond program and will give the college time to determine how the Facilities Planning department should be best structured for future needs.

16-L EMERGENCY RESOLUTION FOR GAS LINE REPAIR AND AWARD OF CONTRACT

The Board of Trustees hereby unanimously resolves that an emergency exists because of a leaking gas line wherein repairs are necessary to permit the use of the facility or to avoid danger to life or property. The Board of Trustees hereby approves a contract with Moe Plumbing Services in the amount (to be presented) to provide emergency repairs to a gas line that services the Art Building, the Theater Arts Building, and the Science Building. In accordance with Public Contract Code Section 20654, this contract is awarded without advertising for or inviting bids because the above-described emergency situation.

Funding Source: District Capital Funds

Summary: On Monday October 23, 2017 a medium pressure gas line in the construction zone of the Student Services Building incurred an unexpected break. SMC facilities plumber turned off the gas line. There was a report of a fire but after further investigation by SMCPD and SMFD no fire was confirmed. The contractor made the repairs to the damaged line. SMFD reported the gas line break to the Gas Company. The Gas Company required a pressure test to reinstate the line. The existing gas line feeds the Art, Theater Arts and Science Buildings. After a pressure drop test was conducted by the Gas Company, it was determined there was a leak from the main manifold to the building regulators. Moe Plumbing Services was called out to quickly identify and repair the gas leak.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requested by: Teresita Rodriguez, Vice-President, Enrollment Development*

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

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

**Title of Grant:** TRIO – Upward Bound  
**Granting Agency:** U.S. Department of Education  
**Augmentation Amount:** \$ 6,438 (Amended Allocation \$ 263,938 in 2017-2018)  
**Matching Funds:** Not applicable  
**Performance Period:** September 1, 2017 – August 31, 2022

**Summary:** The TRIO/Upward Bound grant is a pre-college program funded by the U.S. Department of Education under Title IV of the Higher Education Act of 1965. It is designed to encourage students from low-income families and from a home where neither parent graduated from college, to develop the skills and motivation necessary for success in post-secondary education and beyond.

Santa Monica College is receiving an additional \$6,438, a 2.5% increase, for fiscal year 2017-18 as a result of the Congressional Omnibus Bill passed in September 2017. SMC will use these additional funds to help cover the cost of supplies and student aids during the 30-day Summer 2018 program.

**Budget Augmentation:** Restricted Fund 01.3

<b>Revenue</b>		
8100	Federal	\$ 6,438
<b>Expenditures</b>		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 2,838
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 3,600
<b>Total</b>		<b>\$ 6,438</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 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: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** Title III HSI STEM and Articulation Program  
**Granting Agency:** U.S. Department of Education  
**Augmentation Amount:** \$ 55,238 (Amended Allocation \$ 1,194,682 in 2017-2018)

**Matching Funds:** Not applicable  
**Performance Period:** October 1, 2016 – September 30, 2021 (5 Years)

**Summary:** STEM Learning and Leadership Innovation Center will increase the number of Hispanic and other low income community college students who pursue, graduate, and transfer to a baccalaureate program in a STEM discipline. Through the Center, Santa Monica College will work with the University of California Los Angeles and other education and industry partners to increase enrollment, improve student success, and strengthen articulation and transfer in STEM.

Santa Monica College received grant award notification from the US Department of Education on September 21, 2017, resulting in an increase in funding of \$ 55,238, from \$1,139,444 to \$1,194,682. SMC will utilize these funds to establish and develop a Makerspace Center to foster interdisciplinary learning for engineering and computer science students and faculty.

**Budget Augmentation:** Restricted Fund 01.3

<b>Revenue</b>		
8100	Federal	\$ 55,238
<b>Expenditures</b>		
1000	Academic Salaries	\$ 0
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 0
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 0
6000	Capital Outlay	\$ 55,238
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
<b>Total</b>		<b>\$ 55,238</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 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: Bob Isomoto, Vice President, Business and Administration*

**Title of Grant:** Student Equity  
**Granting Agency:** California Community Colleges Chancellor's Office  
**Augmentation Amount:** \$ 434,069 (Amended Allocation \$ 1,994,770 in 2017-2018)

**Matching Funds:** Not applicable  
**Performance Period:** July 1, 2017 – June 30, 2019

**Summary:** The 2017-18 State Budget allocates \$140 million to community college districts to address disproportionately impacted students.

The State uses its existing Student Equity funding formula, which includes factors for Annual FTEs, High Need Students, Educational Attainment of Residential Zip Code, Participation Rate, Poverty Rate, Unemployment Rate, and unduplicated Foster Youth headcount, to calculate the allocation. As the result, Santa Monica College will be receiving an additional allocation of \$434,069 in fiscal year 2017-18, from \$1,560,701 to \$1,994,770. These additional funds will be used on faculty development, conference training, on campus consultant training, and data driven initiatives aligned with student equity, to support the goals and initiatives proposed by the integrated planning group and to support closing the achievement gaps at SMC.

**Budget Augmentation:** Restricted Fund 01.3

<b>Revenue</b>		
8600	State	\$ 434,069
<b>Expenditures</b>		
1000	Academic Salaries	\$ 180,000
2000	Non-Academic Salaries	\$ 0
3000	Employee Benefits	\$ 75,000
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 179,069
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
<b>Total</b>		<b>\$ 434,069</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

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

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

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

Title of Grant: California Work Opportunity and Responsibility to Kids (CalWORKS)  
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)  
 Augmentation Amount: \$20,475 (Amended Allocation \$322,102)  
 Matching Funds: Not applicable  
 Performance Period: July 1, 2017 – June 30, 2018

Summary: The District qualifies for an additional \$20,475 in fiscal year 2017-18 funding per the CalWORKS Program allocation letter from the CCCCCO dated September 13, 2017.

CalWORKS funds are for the purpose of assisting welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services including: work study, job placement, child care, coordination, curriculum development and instructional services.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8600 State	\$20,475
	<b>Expenditures</b>	
	1000 Academic Salaries	\$10,654
	2000 Non-Academic Salaries	\$ 2,106
	3000 Employee Benefits	\$ 4,930
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ (344)
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 0
	7600 Student Aid	\$ 3,129
	<b>Total</b>	<b>\$20,475</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

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

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

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

Title of Grant: Temporary Assistance for Needy Families (TANF)  
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)  
 Augmentation Amount: \$2,977 (Amended Allocation \$59,646)  
 Matching Funds: Not applicable  
 Performance Period: July 1, 2017 – June 30, 2018

Summary: The District received an additional allocation for fiscal year 2017-18 of \$2,977 per the CalWORKS/TANF allocation letter from the CCCCCO dated September 13, 2017.

The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency.

Budget Augmentation:

Restricted Fund 01.3

**Revenue**

8100 Federal \$ 2,977

**Expenditures**

1000 Academic Salaries \$ 4,675  
 2000 Non-Academic Salaries \$ (882)  
 3000 Employee Benefits \$ (816)  
 4000 Supplies & Materials \$ 0  
 5000 Other Operating Expenditures \$ 0  
 6000 Capital Outlay \$ 0  
 7000 Other Outgo \$ 0  
 7600 Student Aid \$ 0  
**Total \$ 2,977**



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

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

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

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

Title of Grant: Childcare Access Means Parents in School (CCAMPIS)  
 Granting Agency: U.S. Department of Education  
 Augmentation Amount: \$284,562 for Year 1  
 (Total four year allocation \$1,138,248 ends September 30, 2021)  
 Matching Funds: Not applicable  
 Performance Period: October 1, 2017 – September 30, 2018 for Year 1

Summary: The District has been awarded fiscal year 2017-18 funding in the amount of \$284,562 from the US Department of Education per Grant Award Notification signed September 28, 2017.

The purpose of the CCAMPIS grant is to fund programs that provide child care services at minimal cost to qualified Pell eligible student-parents, thereby making it easier for them to finish college or graduate school.

The funding will support up to 20 low-income families, traditionally single mothers from racial and ethnic groups traditionally under-represented in postsecondary education, struggling to overcome the challenges of parenting, academic study and maintaining the financial wellbeing of their family.

The CCAMPIS Program will work closely with SMC’s Early Childhood Education Department, which will offer professional development workshops to childcare staff as they pursue accreditation and/or address the needs of low-income parent students.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8100 Federal	\$ 284,562
	<b>Expenditures</b>	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 20,000
	3000 Employee Benefits	\$ 6,000
	4000 Supplies & Materials	\$ 1,500
	5000 Other Operating Expenditures	\$ 2,000
	6000 Capital Outlay	\$ 0
	7300 Other Outgo	\$ 2,600
	7600 Student Aid	\$ 252,462
	<b>Total</b>	<b>\$ 284,562</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

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

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

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

Title of Grant: Cooperative Agencies Resources for Education (CARE) Program  
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)  
 Augmentation Amount: \$1,318 (Amended Allocation \$85,670)  
 Matching Funds: Not applicable  
 Performance Period: July 1, 2017 – June 30, 2018

Summary: The District qualifies for an additional \$1,318 in fiscal year 2017-18 funding per the CARE Program allocation letter from the CCCCCO dated October 5, 2017.

The CARE program was established by the State of California to help welfare recipients become convinced that they and their children are important, that they are capable, and that with proper support they can break the welfare dependency cycle through education and job training. CARE is a supplemental component of EOPS that specifically assists EOPS students, who are single heads of welfare households with young children, by offering supportive services so they are able to acquire the education, training and marketable skills needed to transition from welfare-dependency to employment and eventual self-sufficiency for their families. Every CARE student is an EOPS student who must meet the eligibility criteria for both programs.

Budget Augmentation: Restricted Fund 01.3

**Revenue**

8600	State	\$	1,318
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**Expenditures**

1000	Academic Salaries	\$	0
2000	Non-Academic Salaries	\$	-1,764
3000	Employee Benefits	\$	1,848
4000	Supplies & Materials	\$	0
5000	Other Operating Expenditures	\$	0
6000	Capital Outlay	\$	0
7300	Other Outgo	\$	0
7600	Student Aid	\$	1,234
<b>Total</b>		<b>\$</b>	<b>1,318</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

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

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

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

Title of Grant: Extended Opportunity Programs and Services (EOPS)  
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)  
 Augmentation Amount: \$19,523 (Amended Allocation \$1,269,299)  
 Matching Funds: \$330 (Amended matching funds \$207,367)  
 Performance Period: July 1, 2017 – June 30, 2018

Summary: The District qualifies for an additional \$19,523 in fiscal year 2017-18 funding per the EOPS Program allocation letter from the CCCCCO dated October 5, 2017.

The EOPS program's primary goal is to encourage the enrollment, retention and transfer of students disadvantaged by language, social, economic and educational circumstances, and to facilitate the successful completion of their goals and objectives in college. EOPS offers academic and support counseling, financial aid and other support services.

Budget Augmentation: Restricted Fund 01.3

<b>Revenue</b>		
8600	State	\$ 19,523
<b>Expenditures</b>		
1000	Academic Salaries	\$ 11,907
2000	Non-Academic Salaries	\$ 1,953
3000	Employee Benefits	\$ 3,357
4000	Supplies & Materials	\$ 1,500
5000	Other Operating Expenditures	\$ 361
6000	Capital Outlay	\$ 0
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 445
<b>Total</b>		<b>\$ 19,523</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

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

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

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

Title of Grant: Hunger Free Campus Support Allocations  
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)  
 Augmentation Amount: \$56,397  
 Matching Funds: Not applicable  
 Performance Period: October 1, 2017 – June 30, 2019

Summary: In an effort to address the issue of food insecurity among community college students, the California State Legislature approved \$2.5 million dollars of one-time funding in the 2017-18 State Budget for California Community Colleges willing to provide particular services that address the food security of their students.

The amount Santa Monica College is eligible to receive is \$56,397. This allocation is based on total student enrollment per the final 2015-16 Recalculation FTES Report. Funded activities include a campus employee designated to help ensure students have the needed information to enroll in CalFresh. The campus will host a food pantry or regular food distributions which may include partnering with a local food bank or food pantry to support this activity.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8600 State	\$ 56,397
	<b>Expenditures</b>	
	1000 Academic Salaries	\$ 0
	2000 Non-Academic Salaries	\$ 1,960
	3000 Employee Benefits	\$ 40
	4000 Supplies & Materials	\$ 3,000
	5000 Other Operating Expenditures	\$ 46,397
	6000 Capital Outlay	\$ 5,000
	7300 Other Outgo	\$ 0
	7600 Student Aid	\$ 0
	<b>Total</b>	<b>\$ 56,397</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 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: Bob Isomoto, Vice President, Business and Administration*

Title of Grant: BASIC SKILLS  
 Granting Agency: State of California  
 Augmentation Amount: \$121,114 (Amended Allocation \$477,154)  
 Matching Funds: \$0  
 Performance Period: July 1, 2017 – June 30, 2018  
 Summary: The purpose of Basic Skills funding is to improve outcomes of students who enter college needing at least one course in English as a Second Language (ESL) or basic skills: English reading, English writing, and mathematics.  
 The Chancellor’s Office has issued Advance Apportionment, on the basis of total Full Time Equivalent Data (FTES) submitted by the college 320 report, which has resulted an increase of \$121,114 in the 2017-2018 funding level for Basic Skills.

Budget Augmentation:	Restricted Fund 01.3	
	<b>Revenue</b>	
	8600 State	\$121,114
	<b>Expenditures</b>	
	1000 Academic Salaries	\$121,114
	2000 Non-Academic Salaries	\$0
	3000 Employee Benefits	\$0
	4000 Supplies & Materials	\$0
	5000 Other Operating Expenditures	\$0
	6000 Capital Outlay	\$0
	7300 Other Outgo/Indirect	\$0
	7600 Student Aid	\$0
	<b>Total</b>	<b>\$121,114</b>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18 BUDGET TRANSFERS**

18-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: September 21, 2017 thru October 25, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	10,779
2000	Classified/Student Salaries	16,272
3000	Benefits	0
4000	Supplies	-4,939
5000	Contract Services/Operating Exp	25,180
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-47,292
Net Total:		0

18-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: September 21, 2017 thru October 25, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	4,761
2000	Classified/Student Salaries	0
3000	Benefits	-292
4000	Supplies	21,829
5000	Contract Services/Operating Exp	-9,918
6000	Sites/Buildings/Equipment	-16,380
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

18-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: September 21, 2017 thru October 25, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	82,684
6000	Sites/Buildings/Equipment	-82,684
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 18 BUDGET TRANSFERS** *(continued)*

18-D FUND 42.3 – REVENUE BOND CONSTRUCTION FUND (MEASURE S)

Period: September 21, 2017 thru October 25, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	7,566
6000	Sites/Buildings/Equipment	-7,566
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

18-E FUND 42.4 – REVENUE BOND CONSTRUCTION FUND (MEASURE AA)

Period: September 21, 2017 thru October 25, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	12,698
5000	Contract Services/Operating Exp	30,547
6000	Sites/Buildings/Equipment	-43,245
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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 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

September 1 - 30, 2017 7654 through 7692 \$10,164,554.75

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

**RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER**

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

Payroll Warrant Register

September 1-30, 2017 C1B- C2C \$11,627,216.41

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

**RECOMMENDATION NO. 21 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

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

Auxiliary Operations Payments and Purchase Orders

September 1 – 30, 2017

Covered by check & voucher numbers: 013911-014194 & 01297-01321

Bookstore fund Payments	\$588,439.53
Other Auxiliary Fund Payments	\$45,852.21
Trust and Fiduciary Fund Payments	\$290,754.07
<b>TOTAL</b>	<b>\$925,045.81</b>

Purchase Orders issued \$161,326.67  
 September 1 – 30, 2017

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.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 22 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. 23 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

October 2017	Number of Memberships	Amount
	6	\$25,517.00

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. 24 PURCHASING**

*Requested by: Cynthia Moore, Director of Purchasing*

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

*Requested Action: Approval/Ratification*

24-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.

September 1 – 30, 2017	\$191,598,722.23
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24-B AWARD OF CONTRACT

Provider: Excelsior Elevator

Amount: \$85,126.25

Funding Source: Capital Projects Fund

Summary: Award of contract for the modernization of 2714 Pico elevator (replace controller, switches, doors, tank unit). Modernization rates per bid A151783NC.

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 7, 2017

**INFORMATION ITEM 25      CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING – OCTOBER 25, 2017**

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, October 25, 2017 at 8 a.m. at the Center for Media Design Conference Room 216, 1660 Stewart Street, Santa Monica, CA 90404.

1. **CALL TO ORDER:** 8:06 a.m.
2. **PUBLIC COMMENTS:** None
3. **ROLL CALL:**
  - Sonya Sultan, Chair - Present
  - Katherine Reuter, Vice-Chair - Present
  - Sharon Barovsky - *Absent*
  - Michael Dubin - Present
  - Jeffrey Graham – *Absent*
  - Sion Roy – *Absent*
  - Cassandra Santiago-Amzallag – AS representative – Present

Others Present:

- Elaine Polachek, Executive Vice President, Santa Monica College
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Greg Brown, Director Facilities
- Chris Bonvenuto, Chief Director, Business Services
- Ramin Nematollahi, Citizens’ Bond Oversight Committee Coordinator
- Charlie Yen, Director, Contracts
- Emil Zordilla, Assistant Director, Facilities Planning

**3. APPROVAL OF MINUTES:**

The minutes for the Citizens’ Bond Oversight Committee Meeting of April 26, 2017 and July 19, 2017 were approved as is. *Motion was made by Katherine Reuter and seconded by Michael Dubin and unanimously approved.*

**4. CITIZEN’S BOND OVERSIGHT COMMITTEE ANNUAL REPORT, 2016-2017:**

The Annual Report 2016-2017 was approved as presented. *Motion was made by Katherine Reuter and seconded Michael Dubin and unanimously approved.*

**5. REPORTS and DISCUSSION**

- I. **SMC Bond Construction Projects Update:** Greg Brown, Director of Facilities, Charlie Yen, Director of Contracts, and Emil Zordilla, Assistant Director, Facilities Planning, gave an overview of bond construction projects:
  - **Center for Media and Design:** The building is open for operation, and will have an official grand opening on December 2<sup>nd</sup>. The KCRW building will be open for operation in spring 2018.
  - **Core Performance Center:** Formerly known as Center Health/P.E./Fitness/Central Plant, first phase is complete and building is open to occupancy. The second phase which will focus on updating the training room, weight room and additional facilities will be completed in early 2018.
  - **Student Services Building:** All framing for the building is complete and a “topping off” ceremony took place. The building is projected to be completed late 2019.

- **Malibu Campus:** All approvals have been received. Currently awaiting approval from County of Los Angeles expected fall of 2017.
- **Early Childhood Education Center:** The coastal commission unanimously approved the plans, construction start spring of 2018.
- **Math & Sciences:** The building extension and upgrade 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. Canon design has been selected to provide architectural design, anticipated in May of 2018.
- Measure U, S and AA and Bond Sales Expenses Reports (*reports included with agenda*)
- The SMC Bond Capital Construction Budget Summary as of September 30, 2017 reports the following:

<b>Measure U Budget:</b>	<b>\$160,000,000</b>
<b>Measure S Budget:</b>	<b>\$143,500,000</b>
<b>Measure AA Budget</b>	<b>\$295,000,000</b>
<b>Other Funding Received:</b>	<b>\$ 26,736,062</b>
<b>Other Funding Pending:</b>	<b>\$ 52,594,548</b>
<b>Total Budget:</b>	<b>\$677,830,610</b>
<b>Estimate at Completion:</b>	<b>\$677,830,610</b>
<b>Bond Funds Remaining:</b>	<b>\$99,704,270</b>

- **Measure U:** Total Measure U expenditures last period were \$2,362,100; total remaining funds are \$1,127; no budget variance.
- **Measure S:** Total expenditures last period were \$186,893 total remaining funds are \$43,050,473;
- **Measure AA:** Total expenditures last period were \$4,032,012; total remaining funds are \$56,660,112; no budget variance.
- *The Bond Sales/Expenses Report* indicates total bond amounts, bond issue dates/amounts, unsold bond amount and total available as of September 30, 2017.

<b>Total Bond:</b>	<b>\$598,500,000</b>
<b>Total Available:</b>	<b>\$598,500,000</b>
<b>Total Expenses:</b>	<b>\$498,788,289</b>
<b>Total Available Remaining:</b>	<b>\$ 99,704,270</b>
<b>Total Unsold Bond:</b>	<b>\$ 7,441</b>

- The *SMC Bond Construction Program Contractor List* as of September 30, 2017 was presented for information.
- Current information on all bond construction projects is available at: <http://smcbondprogram.com> and at <http://www.smc.edu/CBOC>
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## 6. SCHEDULE OF MEETINGS FUTURE MEETINGS, 2017-2018

Wednesdays at 8 a.m.

- ✓ January 24, 2018
- ✓ April 25, 2018
- ✓ July 25, 2018

## 7. ADJOURNMENT: 9:06 AM

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, January 24, 2018 at 8 a.m. in Drescher 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2017

XI. BOARD COMMENTS

XII. ADJOURNMENT: 9:52 p.m.

The meeting was adjourned in memory of **Dakota Black**, former EOPS and CARE student; **Kelley Brayton**, Dean of International Education; **Ron Guercio**, husband of Joanne Guercio, administrative assistant in Counseling, Retention and Student Wellness; and SMC student **Alyson Marie Powers**.

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

Major Items of Business

- Annual Organizational Functions (Election of Officers, Authorization of Signatures)
- Report: Integrated Student Success and Equity

**UNRESTRICTED GENERAL FUND 01.0  
2017-2018 REVENUE BUDGET**

<b>ACCOUNTS</b>	<b>2017-2018 ADOPTED BUDGET</b>	<b>September 30, 2017 ACTUAL REVENUES</b>	<b>2017-2018 PROJECTED BUDGET</b>
<b>FEDERAL</b>			
FIN AID ADM ALLOWANCES	107,933	-	107,933
<b>TOTAL FEDERAL</b>	<b>107,933</b>	<b>-</b>	<b>107,933</b>
<b>STATE</b>			
GENERAL APPORTIONMENT	61,230,146	16,700,060	61,230,146
EDUCATION PROTECTION ACCOUNT - PROP 30/55	15,019,386	3,754,847	15,019,386
COLA	1,860,805	523,428	1,860,805
PRIOR YEAR APPORTIONMENT ADJUSTMENTS - EPA	-	15,518	-
HOMEOWNERS EXEMPT	95,788	-	95,788
STATE LOTTERY REVENUE	3,573,817	34,558	3,573,817
MANDATED PROGRAM COSTS	616,667	-	616,667
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	3,996,071	-	3,996,071
OTHER STATE	1,204,361	228,211	1,204,361
<b>TOTAL STATE</b>	<b>87,597,041</b>	<b>21,256,622</b>	<b>87,597,041</b>
<b>LOCAL</b>			
PROP TAX SHIFT (ERAF)	13,824,023	105,496	13,824,023
SECURED TAX	13,775,270	-	13,775,270
SUPPLEMENTAL TAXES	361,103	47,755	361,103
UNSECURED TAX	573,351	470,610	573,351
PRIOR YRS TAXES	100,329	375,728	100,329
PROPERTY TAX - RDA PASS THRU	1,415,450	-	1,415,450
PROPERTY TAX - RDA RESIDUAL	2,307,502	-	2,307,502
RENTS	150,000	19,636	150,000
INTEREST	329,900	74	329,900
ENROLLMENT FEES	14,132,977	7,938,477	14,132,977
UPPER DIVISION FEES	65,520	13,454	65,520
STUDENT RECORDS	405,800	86,730	405,800
NON-RESIDENT TUITION/INTENSIVE ESL	35,920,056	15,638,832	35,920,056
FEE BASED INSTRUCTION	309,069	-	309,069
OTHER STUDENT FEES & CHARGES	88,700	47,574	88,700
F1 APPLICATION FEES	257,100	41,238	257,100
OTHER LOCAL	706,500	40,989	706,500
I. D. CARD SERVICE CHARGE	1,078,000	423,671	1,078,000
LIBRARY CARDS	-	-	-
LIBRARY FINES	7,075	222	7,075
PARKING FINES	203,662	44,403	203,662
<b>TOTAL LOCAL</b>	<b>86,011,387</b>	<b>25,294,889</b>	<b>86,011,387</b>
<b>TOTAL REVENUE</b>	<b>173,716,361</b>	<b>46,551,511</b>	<b>173,716,361</b>
TRANSFER IN	165,891	905	165,891
SALE OF EQUIPMENT AND SUPPLIES	-	3,851	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>165,891</b>	<b>4,756</b>	<b>165,891</b>
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>173,882,252</b>	<b>46,556,267</b>	<b>173,882,252</b>

**UNRESTRICTED GENERAL FUND 01.0  
2017-2018 EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2017-2018 ADOPTED BUDGET</b>	<b>September 30, 2017 ACTUAL EXPENDITURES</b>	<b>2017-2018 PROJECTED BUDGET</b>
INSTRUCTION	29,264,953	3,745,944	29,264,953
ACADEMIC MANAGERS	7,102,482	1,210,258	7,102,482
NON-INSTRUCTION	6,865,613	871,999	6,865,613
HOURLY INSTRUCTION	32,301,769	6,310,892	32,301,769
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	77,001	-	77,001
HOURLY NON-INSTRUCTION	4,710,045	865,224	4,710,045
VACANT POSITIONS	139,360	-	139,360
VACANCY SAVINGS	(91,978)	-	(91,978)
<b>TOTAL ACADEMIC</b>	<b>80,369,245</b>	<b>13,004,317</b>	<b>80,369,245</b>
CLASSIFIED REGULAR	23,708,300	3,867,878	23,708,300
CLASSIFIED MANAGERS	6,072,998	1,004,263	6,072,998
CLASS REG INSTRUCTION	3,498,757	483,342	3,498,757
CLASSIFIED HOURLY	1,579,134	370,861	1,579,134
CLASS HRLY INSTRUCTION	566,478	43,581	566,478
VACANT POSITIONS	1,052,817	-	1,052,817
VACANCY SAVINGS	(694,859)	-	(694,859)
<b>TOTAL CLASSIFIED</b>	<b>35,783,625</b>	<b>5,769,925</b>	<b>35,783,625</b>
STRS	8,179,588	1,390,857	8,179,588
STATE ON-BEHALF PENSION CONTRIB TO STRS	3,996,071	-	3,996,071
PERS	6,027,797	1,085,020	6,027,797
OASDI/MEDICARE	3,866,289	729,509	3,866,289
H/W	15,612,979	840,136	15,612,979
RETIREEES' H/W	3,930,807	370,272	3,930,807
SUI	167,639	9,940	167,639
WORKERS' COMPENSATION	2,128,685	344,659	2,128,685
ALTERNATIVE RETIREMENT	530,000	77,336	530,000
BENEFITS REL TO FEE BASED INSTRUCTION	19,844	-	19,844
BENEFITS RELATED TO VACANT POSITIONS	286,126	-	286,126
BENEFITS RELATED TO VACANCY SAVINGS	(188,843)	-	(188,843)
<b>TOTAL BENEFITS</b>	<b>44,556,982</b>	<b>4,847,729</b>	<b>44,556,982</b>
SUPPLIES	1,027,740	158,107	1,027,740
TCO-SUPPLIES	76,440	30,999	76,440
<b>TOTAL SUPPLIES</b>	<b>1,104,180</b>	<b>189,106</b>	<b>1,104,180</b>
CONTRACTS/SERVICES	13,731,828	3,283,408	13,731,828
INSURANCE	1,133,798	995,526	1,133,798
UTILITIES	3,493,432	1,032,349	3,493,432
<b>TOTAL SERVICES</b>	<b>18,359,058</b>	<b>5,311,283</b>	<b>18,359,058</b>
EQUIPMENT	-	-	-
TECHNOLOGY REPLACEMENT	-	-	-
TCO - EQUIPMENT REPLACEMENT	-	-	-
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>180,173,090</b>	<b>29,122,360</b>	<b>180,173,090</b>
OTHER OUTGO - TRANSFERS	333,689	49,966	333,689
OTHER OUTGO - STUDENT AID	2,500	-	2,500
<b>TOTAL TRANSFERS/FINANCIAL AID</b>	<b>336,189</b>	<b>49,966</b>	<b>336,189</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>180,509,279</b>	<b>29,172,326</b>	<b>180,509,279</b>

**UNRESTRICTED GENERAL FUND 01.0  
2017-2018 FUND BALANCE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	September 30, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS *	167,277,982	46,540,749	167,277,982
TOTAL EXPENDITURES AND TRANSFERS	179,140,050	29,114,619	179,140,050
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	1,478,303	-	1,478,303
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(975,680)	-	(975,680)
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(12,364,691)</b>	<b>17,426,130</b>	<b>(12,364,691)</b>
ONE-TIME ITEMS			
FTES BORROWING	6,604,270	-	6,604,270
PRIOR YEAR APPORTIONMENT ADJ	-	15,518	-
MANDATED COST BLOCK GRANT	-	-	-
ONE-TIME BUDGET AUGMENTATION	(790,166)	(26,708)	(790,166)
EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	(76,440)	(30,999)	(76,440)
<b>OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS</b>	<b>(6,627,027)</b>	<b>17,383,941</b>	<b>(6,627,027)</b>
BEGINNING BALANCE	21,371,774	21,371,774	21,371,774
<b>ENDING FUND BALANCE</b>	<b>14,744,747</b>	<b>38,755,715</b>	<b>14,744,747</b>
<b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS**</b>	<b>8.17%</b>	<b>132.85%</b>	<b>8.17%</b>

**DESIGNATION OF FUND BALANCE**

ACCOUNTS	2017-2018 ADOPTED BUDGET	September 30, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
<b>UNDESIGNATED FUND BALANCE</b>	<b>10,907,356</b>	<b>34,918,324</b>	<b>10,907,356</b>
<b>UNDESIGNATED FB RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>6.05%</b>	<b>119.70%</b>	<b>6.05%</b>
<b>DESIGNATED RESERVE FOR:</b>			
CLASSIFIED EMPLOYEE WELFARE FUND	461,846	461,846	461,846
RESERVE FOR FUTURE STRS AND PERS INCREASES	3,375,545	3,375,545	3,375,545
<b>TOTAL</b>	<b>3,837,391</b>	<b>3,837,391</b>	<b>3,837,391</b>
<b>DESIGNATED FB RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>2.13%</b>	<b>13.15%</b>	<b>2.13%</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>14,744,747</b>	<b>38,755,715</b>	<b>14,744,747</b>
<b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS**</b>	<b>8.17%</b>	<b>132.85%</b>	<b>8.17%</b>

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

**RESTRICTED GENERAL FUND 01.3  
2017-2018 REVENUE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	September 30, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
<b>FEDERAL</b>			
PERKINS IV TITLE I-C	709,844	-	709,844
FWS-FEDERAL WORK STUDY	514,817	-	514,817
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	56,669	-	56,669
FEDERAL CARRYOVERS	1,481,415	427,253	1,481,415
OTHER FEDERAL	2,080,856	-	2,080,856
<b>TOTAL FEDERAL</b>	<b>4,843,601</b>	<b>427,253</b>	<b>4,843,601</b>
<b>STATE</b>			
LOTTERY	1,174,954	112,696	1,174,954
BASIC SKILLS INITIATIVE	356,040	99,691	356,040
SFAA-STUDENT FINANCIAL AID ADMIN	907,505	254,101	907,505
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,249,776	349,937	1,249,776
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	84,352	23,619	84,352
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,759,226	492,583	1,759,226
CALWORKS	301,627	77,311	301,627
STUDENT SUCCESS (CREDIT)	5,098,137	1,427,478	5,098,137
STUDENT SUCCESS (NON-CREDIT)	78,714	17,927	78,714
STUDENT SUCCESS (STUDENT EQUITY)	1,560,701	436,996	1,560,701
EQUAL EMPLOYMENT OPPORTUNITY	50,000	50,000	50,000
NURSING EDUCATION-ENROLLMENT GROWTH ASSOC DEGREE NURSING P	154,000	-	154,000
NURSING EDUCATION-ASSESSMENT, REMEDIATION, & RETENTION FOR AA	114,000	-	114,000
STRONG WORKFORCE PROGRAM	985,024	275,807	985,024
ADULT EDUCATION BLOCK GRANT	386,508	96,627	386,508
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	726,994	194,834	726,994
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	366,455	-	366,455
STATE CARRYOVERS	10,728,595	7,664,090	10,728,595
OTHER STATE	1,167,999	2,000,000	1,167,999
<b>TOTAL STATE</b>	<b>27,250,607</b>	<b>13,573,697</b>	<b>27,250,607</b>
<b>LOCAL</b>			
PICO PROMISE	147,800	73,900	147,800
HEALTH FEES	1,297,747	559,998	1,297,747
PARKING FEES	1,686,804	807,305	1,686,804
DONATIONS-KCRW	3,287,698	189,451	3,287,698
RADIO GRANTS	1,286,109	-	1,286,109
COMMUNITY SERVICES	693,991	144,802	693,991
CONSOLIDATED CONTRACT ED-LOCAL	318,059	6,512	318,059
LOCAL CARRYOVERS	221,811	221,810	221,811
OTHER LOCAL	6,311,595	2,233,760	6,311,595
<b>TOTAL LOCAL</b>	<b>15,251,614</b>	<b>4,237,538</b>	<b>15,251,614</b>
<b>TOTAL REVENUE</b>	<b>47,345,822</b>	<b>18,238,488</b>	<b>47,345,822</b>



**RESTRICTED GENERAL FUND 01.3  
2017-2018 EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2017-2018 ADOPTED BUDGET</b>	<b>September 30, 2017 ACTUAL FUND BALANCE</b>	<b>2017-2018 PROJECTED BUDGET</b>
INSTRUCTION	21,515	-	21,515
MANAGEMENT	2,248,190	252,303	2,248,190
NON-INSTRUCTION	2,473,636	279,700	2,473,636
HOURLY INSTRUCTION	136,499	-	136,499
HOURLY NON-INSTRUCTION	5,851,092	1,135,775	5,851,092
<b>TOTAL ACADEMIC</b>	<b>10,730,932</b>	<b>1,667,778</b>	<b>10,730,932</b>
CLASSIFIED REGULAR	5,181,124	748,372	5,181,124
CLASSIFIED MANAGERS	534,162	96,256	534,162
CLASS REG INSTRUCTION	83,366	4,572	83,366
CLASSIFIED HOURLY	2,260,933	383,744	2,260,933
CLASS HRLY INSTRUCTION	322,000	33,380	322,000
<b>TOTAL CLASSIFIED</b>	<b>8,381,585</b>	<b>1,266,324</b>	<b>8,381,585</b>
BENEFITS HOLDING ACCOUNT	6,094,520	-	5,535,900
STRS	-	171,555	171,555
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	-
PERS	-	150,161	150,161
OASDI/MEDICARE	-	120,976	120,976
H/W	-	39,319	39,319
SUI	-	1,511	1,511
WORKERS' COMP.	-	53,439	53,439
ALTERNATIVE RETIREMENT	-	21,659	21,659
<b>TOTAL BENEFITS</b>	<b>6,094,520</b>	<b>558,620</b>	<b>6,094,520</b>
<b>TOTAL SUPPLIES</b>	<b>1,758,690</b>	<b>180,106</b>	<b>1,758,690</b>
CONTRACTS/SERVICES	9,176,621	1,999,987	9,176,621
INSURANCE	4,716,220	80,660	4,716,220
UTILITIES	162,600	30,665	162,600
<b>TOTAL SERVICES</b>	<b>14,055,441</b>	<b>2,111,312</b>	<b>14,055,441</b>
BLDG & SITES	1,656,974	-	1,656,974
EQUIPMENT/LEASE PURCHASE	4,284,506	548,046	4,284,506
<b>TOTAL CAPITAL</b>	<b>5,941,480</b>	<b>548,046</b>	<b>5,941,480</b>
<b>TOTAL EXPENDITURES</b>	<b>46,962,648</b>	<b>6,332,186</b>	<b>46,962,648</b>
OTHER OUTGO - STUDENT AID	620,034	905	620,034
OTHER OUTGO - TRANSFERS	165,891	40,210	165,891
<b>TOTAL OTHER OUTGO</b>	<b>785,925</b>	<b>41,115</b>	<b>785,925</b>
<b>TOTAL EXPENDITURES &amp; OTHER OUTGO</b>	<b>47,748,573</b>	<b>6,373,301</b>	<b>47,748,573</b>

**RESTRICTED GENERAL FUND 01.3  
2017-2018 FUND BALANCE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	September 30, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	47,345,822	18,238,488	47,345,822
TOTAL EXPENDITURES AND TRANSFERS	47,748,573	6,373,301	47,748,573
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(402,751)</b>	<b>11,865,187</b>	<b>(402,751)</b>
BEGINNING BALANCE	8,237,731	8,237,731	8,237,731
<b>CONTINGENCY RESERVE/ENDING FUND BALANCE</b>	<b>7,834,980</b>	<b>20,102,918</b>	<b>7,834,980</b>
<b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>16.41%</b>	<b>315.42%</b>	<b>16.41%</b>

**CAPITAL OUTLAY FUND 40.0**  
**2017-2018 REVENUE AND EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2017-2018 ADOPTED BUDGET</b>	<b>September 30, 2017 ACTUAL FUND BALANCE</b>	<b>2017-2018 PROJECTED BUDGET</b>
<b>REVENUE</b>			
<b>STATE</b>			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	726,993	212,282	726,993
PROP 39 - CLEAN ENERGY PROJECTS	737,067	737,067	737,067
STATE CARRYOVERS	3,733,269	3,733,269	3,733,269
<b>TOTAL STATE</b>	<b>5,197,329</b>	<b>4,682,618</b>	<b>5,197,329</b>
<b>LOCAL</b>			
PROPERTY TAX - RDA PASS THRU	-	-	-
RENTS	274,525	-	274,525
INTEREST	200,000	33	200,000
NON-RESIDENT CAPITAL CHARGE	2,981,120	1,286,107	2,981,120
LOCAL INCOME	6,000	628	6,000
<b>TOTAL LOCAL</b>	<b>3,461,645</b>	<b>1,286,768</b>	<b>3,461,645</b>
<b>TOTAL REVENUES</b>	<b>8,658,974</b>	<b>5,969,386</b>	<b>8,658,974</b>
<b>EXPENDITURES</b>			
SUPPLIES	1,500	-	1,500
CONTRACT SERVICES	1,864,172	580,324	1,864,172
CAPITAL OUTLAY	22,131,108	772,515	22,131,108
<b>TOTAL EXPENDITURES</b>	<b>23,996,780</b>	<b>1,352,839</b>	<b>23,996,780</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>23,996,780</b>	<b>1,352,839</b>	<b>23,996,780</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(15,337,806)</b>	<b>4,616,547</b>	<b>(15,337,806)</b>
<b>BEGINNING BALANCE</b>	15,337,806	15,337,806	15,337,806
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>19,954,353</b>	<b>-</b>

**MEASURE U FUND 42.2  
2017-2018 ADOPTED REVENUE AND EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2017-2018 ADOPTED BUDGET</b>	<b>September 30, 2017 ACTUAL FUND BALANCE</b>	<b>2017-2018 PROJECTED BUDGET</b>
<b>REVENUE</b>			
OTHER FINANCING SOURCES	-	-	-
INTEREST	75,000	17	75,000
<b>TOTAL REVENUE</b>	<b>75,000</b>	<b>17</b>	<b>75,000</b>
<b>EXPENDITURES</b>			
SUPPLIES	-	-	-
CONTRACT SERVICES	-	-	-
CAPITAL OUTLAY	9,451,289	2,432,383	9,451,289
<b>TOTAL EXPENDITURES</b>	<b>9,451,289</b>	<b>2,432,383</b>	<b>9,451,289</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(9,376,289)</b>	<b>(2,432,366)</b>	<b>(9,376,289)</b>
<b>BEGINNING BALANCE</b>	9,376,289	9,376,289	9,376,289
<b>ENDING FUND BALANCE</b>	-	<b>6,943,923</b>	-

**MEASURE S FUND 42.3**  
**2017-2018 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	September 30, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
<b>REVENUE</b>			
OTHER FINANCING SOURCES	-	-	-
INTEREST	629,000	105	629,000
<b>TOTAL REVENUE</b>	<b>629,000</b>	<b>105</b>	<b>629,000</b>
<b>EXPENDITURES</b>			
SUPPLIES	-	-	-
CONTRACT SERVICES	176,000	3,793	176,000
CAPITAL OUTLAY	54,009,256	278,625	54,009,256
<b>TOTAL EXPENDITURES</b>	<b>54,185,256</b>	<b>282,418</b>	<b>54,185,256</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(53,556,256)</b>	<b>(282,313)</b>	<b>(53,556,256)</b>
<b>BEGINNING BALANCE</b>	53,556,256	53,556,256	53,556,256
<b>ENDING FUND BALANCE</b>	-	<b>53,273,943</b>	-

**MEASURE AA FUND 42.4**  
**2017-2018 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	September 30, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
<b>REVENUE</b>			
OTHER FINANCING SOURCES	-	-	-
INTEREST	644,000	137	644,000
<b>TOTAL REVENUE</b>	<b>644,000</b>	<b>137</b>	<b>644,000</b>
<b>EXPENDITURES</b>			
SUPPLIES	37,500	27,106	37,500
CONTRACT SERVICES	195,000	112,320	195,000
CAPITAL OUTLAY	66,631,466	6,411,483	66,631,466
<b>TOTAL EXPENDITURES</b>	<b>66,863,966</b>	<b>6,550,909</b>	<b>66,863,966</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(66,219,966)</b>	<b>(6,550,772)</b>	<b>(66,219,966)</b>
<b>BEGINNING BALANCE</b>	66,219,966	66,219,966	66,219,966
<b>ENDING FUND BALANCE</b>	-	<b>59,669,194</b>	-

**STUDENT FINANCIAL AID FUND 74.0  
2017-2018 REVENUE AND EXPENDITURE BUDGET**

<b>ACCOUNTS</b>	<b>2017-2018 ADOPTED BUDGET</b>	<b>September 30, 2017 ACTUAL FUND BALANCE</b>	<b>2017-2018 PROJECTED BUDGET</b>
<b>REVENUE</b>			
FEDERAL GRANTS	28,927,066	5,511,888	28,927,066
FEDERAL LOANS	3,000,000	3,464	3,000,000
CAL GRANTS	2,954,500	463,047	2,954,500
FULL TIME STUDENT SUCCESS GRANT	911,908	911,908	911,908
CALIFORNIA COMPETITION GRANT	400,000	309,000	400,000
TRANSFER	303,689	19,966	303,689
<b>TOTAL REVENUE</b>	<b>36,497,163</b>	<b>7,219,273</b>	<b>36,497,163</b>
<b>EXPENDITURES</b>			
FINANCIAL AID	36,497,163	9,020,008	36,497,163
<b>TOTAL EXPENDITURES</b>	<b>36,497,163</b>	<b>9,020,008</b>	<b>36,497,163</b>
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>(1,800,735)</b>	<b>-</b>
*Negative ending balance is a result of a timing difference between financial aid check issuance and deposit of Federal and CAL Grant Funds.			

**SCHOLARSHIP TRUST FUND 75.0**  
**2017-2018 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	September 30, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
<b>BEGINNING BALANCE</b>	15,515	15,515	15,515
<b>REVENUE</b>			
TRANSFER	30,000	30,000	30,000
INTEREST	230	-	230
<b>TOTAL REVENUE</b>	<b>30,230</b>	<b>30,000</b>	<b>30,230</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>45,745</b>	<b>45,515</b>	<b>45,745</b>
<b>EXPENDITURES</b>			
SCHOLARSHIP	30,000	7,500	30,000
<b>TOTAL EXPENDITURES</b>	<b>30,000</b>	<b>7,500</b>	<b>30,000</b>
<b>ENDING FUND BALANCE</b>	<b>15,745</b>	<b>38,015</b>	<b>15,745</b>



**AUXILIARY FUND  
2017-2018 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2017-2018 ADOPTED BUDGET	September 30, 2017 ACTUAL	2017-2018 PROJECTED BUDGET
<b>BEGINNING BALANCE</b>	2,408,566	2,429,016	2,408,566
ADJ. TO BEG. BALANCE	-	-	-
<b>ADJUSTED BEGINNING BALANCE</b>	<u>2,408,566</u>	<u>2,429,016</u>	<u>2,408,566</u>
<b>REVENUE</b>			
GROSS SALES	5,485,366	2,039,748	5,485,366
LESS: COST OF GOODS	<u>(3,832,214)</u>	<u>(1,467,812)</u>	<u>(3,832,214)</u>
NET	1,653,152	571,936	1,653,152
VENDOR INCOME	726,000	121,698	726,000
AUXILIARY PROGRAM INCOME	<u>388,803</u>	<u>18,082</u>	<u>388,803</u>
NET INCOME	2,767,955	711,716	2,767,955
INTEREST	<u>21,000</u>	<u>6,272</u>	<u>21,000</u>
<b>TOTAL REVENUE</b>	<u>2,788,955</u>	<u>717,988</u>	<u>2,788,955</u>
<b>TOTAL FUNDS AVAILABLE</b>	<u>5,197,521</u>	<u>3,147,004</u>	<u>5,197,521</u>
<b>EXPENDITURES</b>			
STAFFING	1,053,550	199,029	1,053,550
FRINGE BENEFITS	319,827	34,474	319,827
OPERATING	<u>1,530,308</u>	<u>203,624</u>	<u>1,530,308</u>
<b>TOTAL EXPENDITURES</b>	<u>2,903,685</u>	<u>437,127</u>	<u>2,903,685</u>
<b>ENDING FUND BALANCE</b>	<u>2,293,836</u>	<u>2,709,877</u>	<u>2,293,836</u>

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2017-2018**

**District: (780) SANTA MONICA**

**Quarter Ended: (Q1) Sep 30, 2017**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	150,335,559	175,904,203	170,016,362	173,716,361
A.2	Other Financing Sources (Object 8900)	120,779	128,383	90,235	165,891
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>150,456,338</b>	<b>176,032,586</b>	<b>170,106,597</b>	<b>173,882,252</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	150,318,178	165,574,581	172,334,364	180,173,090
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	328,362	313,991	326,050	336,189
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>150,646,540</b>	<b>165,888,572</b>	<b>172,660,414</b>	<b>180,509,279</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-190,202</b>	<b>10,144,014</b>	<b>-2,553,817</b>	<b>-6,627,027</b>
D.	<b>Fund Balance, Beginning</b>	<b>13,971,779</b>	<b>13,781,577</b>	<b>23,925,591</b>	<b>21,371,774</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>13,971,779</b>	<b>13,781,577</b>	<b>23,925,591</b>	<b>21,371,774</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>13,781,577</b>	<b>23,925,591</b>	<b>21,371,774</b>	<b>14,744,747</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.1%	14.4%	12.4%	8.2%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	21,694	21,727	22,024	19,681
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		41,708,719	54,684,728	51,217,708
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>42,207,822</b>	<b>41,708,719</b>	<b>54,684,728</b>	<b>51,217,708</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	173,716,361	173,716,361	46,551,511	26.8%
I.2	Other Financing Sources (Object 8900)	165,891	165,891	4,756	2.9%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>173,882,252</b>	<b>173,882,252</b>	<b>46,556,267</b>	<b>26.8%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	180,173,090	180,173,090	29,122,360	16.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	336,189	336,189	49,966	14.9%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>180,509,279</b>	<b>180,509,279</b>	<b>29,172,326</b>	<b>16.2%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-6,627,027</b>	<b>-6,627,027</b>	<b>17,383,941</b>	
L.	Adjusted Fund Balance, Beginning	21,371,774	21,371,774	21,371,774	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>14,744,747</b>	<b>14,744,747</b>	<b>38,755,715</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.2%	8.2%		

**V. Has the district settled any employee contracts during this quarter?**

**NO**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

**NO**

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

VII. Does the district have significant fiscal problems that must be addressed?

**This year?  
Next year?**

**NO  
YES**

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

The decline in resident enrollment coupled with a lack of growth in non-resident environment had impaired the District's ability to generate additional revenue. This impairment coupled with increases in expenditures related to salary (step/column, and longevity), increases in pension contributions and increases in health and welfare costs has resulted in a projected operating deficit in the upcoming year. While the district reserves are healthy, without additional revenue generation or expenditure reduction, the District will face serious budget complications in 2018-19 and beyond.

**MEMORANDUM OF UNDERSTANDING  
FAMILY LEAVE FOR FULL TIME FACULTY**

This **MEMORANDUM OF UNDERSTANDING** ("MOU") is entered into by and between the Santa Monica Community College District ("District") and Santa Monica College Faculty Association ("FA") as of September 26, 2017.

**WHEREAS**, the FA has raised concerns about the application of Article 17.9 and has indicated its intent to file grievance if the matter is not resolved ("Potential Grievance"); and

**WHEREAS**, the District and FA desire to resolve the "Potential Grievance" by entering into this MOU; and


**NOW, THEREFORE**, in consideration of the covenants and agreements herein contained, the parties agree as follows:

1. The parties agree to revise Article 17.9 of the collective bargaining agreement as set forth in Exhibit 1 hereto.
2. This MOU shall apply prospectively with the exception that Professor Peter Lee may convert to available sick leave any banked time that he used for family leave starting with the Summer 2017 intersession.
3. This MOU fully and finally resolves the Potential Grievance.
4. Nothing in this Agreement shall be deemed to be an admission of wrongdoing or liability whatsoever by either party.
5. This MOU shall be subject to ratification by the Board of Trustees of the Santa Monica Community College District and shall become effective on the date of ratification.

IN WITNESS WHEREOF, the parties have hereunto set their hand by their respective representatives as of the date first set forth above.

THE DISTRICT

FA



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## EXHIBIT 1

### 17.9 Family Leave

17.9.1 Family leave of up to 18 workweeks during any twelve-month period shall be granted to tenured and probationary faculty who have completed at least one year of full-time service, for the following purposes:

1. Caring for the spouse, or domestic partner, or a son, daughter or parent of the faculty member if such person has a serious health condition as defined under the Family and Medical Leave Act of 1993.
2. Caring for his/her child after birth of the child.
3. Caring for his/her child immediately after completion of appropriate adoption or foster care papers.
4. Caring for a serious health condition that makes the faculty member unable to perform his or her duties.

17.9.2 Faculty members on family leave will receive health and welfare coverage the same as if they were not on family leave.

17.9.3 Extensions of family leave may be granted under the provisions of 17.10.3.

17.9.4 Family leave shall be unpaid except under the following circumstances:

1. Family leave shall be paid at the full rate or pro-rata for full-time faculty members who elect to use their overloads banked under Article 21. Partial pay may be granted to a faculty member under the banking provisions of this contract; pro-rata pay shall be granted only for contracts greater than or equal to 60%.
2. During Fall and Spring semesters, faculty members may elect to use earned sick leave for family leave.
3. During intersessions, faculty members may elect to use their accumulated hourly sick leave for family leave. .
4. No more than 12 weeks of sick leave may be used for family leave in any twelve-month period. Faculty members may elect to use a combination of overload banked hours and sick leave for family leave consistent with the provisions of this Section 17.9.

17.9.5 Partial and/or discontinuous leaves of absence for reasons in Section 17.9.1 may also be granted.

17.9.6 Family Leave shall begin on the first day of absence with the exception of family leave pursuant to section 17.9.1.2 shall begin after the faculty member has utilized all available paid leave and/or pregnancy disability leave.