

# M - N U T E S



## SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

JUNE 6, 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	June 6, 2017

# **MINUTES**

A meeting of the Board of Trustees of the Santa Monica Community College District held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, June 6, 2017.

**I. ORGANIZATIONAL FUNCTIONS**

- CALL TO ORDER – 5:35 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 - Present  
 Chase Matthews, Incoming Student Trustee – Present (for Public Session)
- RECOGNITION: 38<sup>th</sup> Annual Student Photography Awards
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

**II. CLOSED SESSION – 5:45 p.m.**

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 LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)  
 • C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC630289

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

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 6:35 p.m.**

- PLEDGE OF ALLEGIANCE – Incoming Student Trustee Chase Matthews
- INSTALLATION OF STUDENT TRUSTEE  
 Board Chair Andrew Walzer administered the Oath of Allegiance to Chase Matthews and installed him as Student Trustee for 2017-2018.
- CLOSED SESSION REPORT (if any)

- **REVISIONS/SUPPLEMENTAL STAFF REPORTS:** A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

MOTION MADE BY: Barry Snell  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0  
 ABSENT: 1 (Quiñones-Perez)

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

V. ***PUBLIC COMMENTS***

Ben Kolodny  
 Nate Brown  
 Matthew Linsky  
 David Burak

VI. ***ACADEMIC SENATE REPORT***

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

- Associated Students
- CSEA
- Faculty Association
- Management Association

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

- #1 2017-2018 Tentative Budget
- #2 Salary Schedule Adjustments for Academic Administrators, Classified Managers, and Classified Confidential Employees
- #3 Temporary Air Conditioning
- #4 Five-Year Construction Plan 2017-2018 through 2022-2023
- #5 Second Reading and Approval: Board Policy Chapter 1 – The District, and Chapter 2 – Board of Trustees

IX. ***CONSENT AGENDA***

**Approval of Minutes**

- #6 Approval of Minutes: May 2, 2017 (Regular Meeting)  
 May 16, 2017 (Special Meeting)

**Annual Recommendations**

- #7 Election of Personnel, 2017-2018
- #8 Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act
- #9 Destruction of Class 3 Records
- #10 Year-End Appropriations Transfers
- #11 Disposal of Surplus Property
- #12 Authorization of Signatures for JP Morgan Chase Bank, 2017-2018
- #13 Annual Resolution – Temporary Inter-Fund Cash Borrowing
- #14 Annual Resolution – Cash Borrowing from the County Treasury
- #15 2017-2018 Annual Contracts and Consultants

**Academic and Student Affairs**

#16 New Courses and Degrees, Spring 2017

**Grants and Contracts**

#17 Ratification of Contracts and Consultants

#18 Contracts for Celebrate America 2017

#19 Contracts for Study Abroad, 2018

**Human Resources**

#20 Certification of Equal Opportunity Fund Multiple Method Allocation Model  
Certification Form, Fiscal Year 2016-2017

#21 Academic Personnel

#22 Classified Personnel – Regular

#23 Classified Personnel – Limited Duration

#24 Classified Personnel – Non Merit

**Facilities and Fiscal**

#25 Authorization of Signatures to Approve Invoices, 2017-2018

#26 Facilities

A Change Order No. 30 – AET Campus

B Change Order No. 17 – Health, PE, Fitness, Dance and Central Plant

C Change Order No. 7 – Connection of Existing Facilities to Central Plant Loop

D Change Order No. 20 – Performing Arts Center East Wing

E Change Order No 7 – Upgrading of Security Systems

F Change Order No. 1 – AET Audiovisual and Broadcast Systems

G Project Close Out – Campus Wide Fire Alarm Upgrade 2015 Project

H Amendment No. 8 to Agreement for Engineering Services – Security and Fire  
Alarm Upgrade

I Amendment No. 9 to Agreement for Architectural Services – Health, PE,  
Fitness, Dance and Central Plant

J Agreement for Engineering Services – Student Services Building

K Pool Payment Under Joint Use Facilities Agreement

L Agreement for Program/Project Management Software

M Agreement for Program/Project Management Software Customization  
and Implementation

N Project Close Out – Center For Teaching Excellence AV System

O Project Close Out – Sump Pump and Sewer Line Replacement

#27 Budget Transfers

#28 Commercial Warrant Register

#29 Payroll Warrant Register

#30 Auxiliary Payments and Purchase Orders

#31 Providers for Community and Contract Education

#32 Organizational Memberships

#33 Purchasing

A Award of Purchase Orders

B Award of Contracts

C Annual Award of Contracts, 2017-2018

X. **CONSENT AGENDA – Pulled Recommendations**

XI. **INFORMATION**

34 Citizens' Bond Oversight Committee Meeting, April 26, 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, July 11, 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.

APPENDIX A 2016-2017 Tentative Budget

APPENDIX B #15 Annual Contracts and Consultants

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2017

**IV. SUPERINTENDENT’S REPORT – Dr. Kathryn E. Jeffery**

SMC Campus Police: Chief Johnnie Adams reported that ten new staff have been added to the SMC Campus Police Department. He introduced those who were present: Sergeants Bryan Wilson and Chiquita Brown, Officers Diane Zamora and Ahmad Bitar, and Campus Security Officer Jhosely Estrada. Others will be introduced at the next meeting.

Updates

Graduation and Related Activities

- Graduation – June 13, 2017
- Recognition Program and Lunch – June 14, 2017
- Professor Harvey Strong Hall Dedication, June 14, 2017
- Celebrate America – June 24, 2017
- Fourth of July Parade – Emeritus College Band

Recognition: Outgoing Academic Senate President

Superintendent/President Jeffery commended Academic Senate President Fran Chandler for her leadership of the Academic Senate for the past two years.

Full-Time Faculty Hiring

Dr. Jeffery reported that the District has had a successful year of full time faculty hiring -- 19 positions plus one roll over position were originally approved for hiring. This agenda includes a recommendation for final approval of 17 new faculty members. Previous hires included French and Japanese. Two more counselors and one faculty member in the Business Department than were originally approved were hired. The Office Technology position has been extended. The Computer Science and Psychology searches will be rolled over to Fall 2017. If all remaining searches are successful, there will be 25 new full-time faculty hires as a result of this hiring cycle, five more than were originally approved to be hired. In these budgetary times, this serves as evidence of how committed the College is to hiring full-time faculty to serve its students and the community.

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

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:**                   **2017-2018 TENTATIVE BUDGET**

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

**REQUESTED ACTION:**     It is recommended that the Board of Trustees adopt the 2017-2018 Tentative Budgets (Appendix A).

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2017-2018 is comprised of the following nine funds:

General Fund Unrestricted	\$192,778,743
General Fund Restricted	<u>\$52,354,401</u>
<i>Total General Fund</i>	\$245,133,144
Special Reserve Fund (Capital)	\$25,459,922
Bond Fund: Measure U	\$5,042,811
Bond Fund: Measure S	\$55,553,820
Bond Fund: Measure AA	\$41,248,052
Bond Interest & Redemption Fund	\$53,230,066
Student Financial Aid Fund	\$36,827,830
Scholarship Trust Fund	\$45,486
Auxiliary Operations	<u>\$5,464,459</u>
<i>Total Other Restricted</i>	\$222,872,446
<b>TOTAL PROPOSED TENTATIVE BUDGET</b>	<b>\$468,005,590</b>

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT: SALARY SCHEDULE ADJUSTMENTS FOR ACADEMIC ADMINISTRATORS, CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES**

**SUBMITTED BY:** Superintendent/President

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the following salary adjustments for academic administrators, classified managers and classified confidential employees:

- 1) Classified Confidential Employees will receive a 2.8% salary adjustment retroactive to July 1, 2016. The amount of this adjustment is \$22,060.
- 2) Academic Administrators and Classified Administrators and Managers, will receive a 2.8% salary adjustment retroactive to January 1, 2017. The amount of this adjustment is \$242,604.

The cumulative effect of recommendations 1 and 2 for fiscal year 2016-2017 is \$264,664.

- 3) Effective July 1, 2017, a 2.2% increase will be implemented for all Classified Confidential, Academic Administrators and Classified Administrators and Managers. The cumulative amount of this adjustment is \$415,756.

The cumulative effect for all three recommendations will be \$680,420.

MOTION MADE BY: Susan Aminoff  
 SECONDED BY: Barry Snell

Substitute Motion on 2): Salary adjustment retroactive to July 1, 2016.

MOTION MADE BY: Rob Rader  
 SECONDED BY: Margaret Quiñones-Perez  
 STUDENT ADVISORY: No  
 AYES: 1 (Rader)  
 NOES: 6 (Aminoff, Greenstein, Jaffe, Quiñones-Perez, Snell, Walzer)

*Motion Fails*

Vote on recommendation as originally presented:

STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 3**

**SUBJECT:** **TEMPORARY AIR CONDITIONING**

**SUBMITTED BY:** Vice President, Business and Administration

**REQUESTED ACTION:** It is recommended that the Board of Trustees award the bid to Murray Company for an amount not to exceed \$1,274,560 for five months of service for the Temporary Air Conditioning project.

Bids received:

<u>Bidder</u>	<u>Amount</u>
Murray Company	\$1,274,560
United Riggers & Erectors	\$1,352,576
PPC Air Conditioning	\$1,528,440

**FUNDING SOURCE:** District Capital Fund 40

**COMMENT:** This is a continuation of the temporary air conditioning systems put into place for last summer and early fall to mitigate unusually high temperatures in buildings without permanent air conditioning. With the passage of Measure V, the District is in progress with the planning of permanent air conditioning for any building that is not scheduled to be renovated in the future. However, due to the long lead time for public works projects, which may include Division of the State Architect (DSA) approval we need to provide temporary relief from the heat during this period.

The buildings to be cooled include Counseling, Liberal Arts, Letters & Science, Cayton, Science first floor west wing, and Madison north building.

The cost is about the same as last year.

**MOTION MADE BY:** Barry Snell  
**SECONDED BY:** Louise Jaffe  
**STUDENT ADVISORY:** Aye  
**AYES:** 5  
**NOES:** 1 (Quiñones-Perez)  
**ABSENT:** 1 (Rader)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:** **FIVE-YEAR CONSTRUCTION PLAN, 2017-2018 THROUGH 2022-2023**

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the filing of the Five Year Construction Plan, 2017-2018 through 2022-2023 with the State Chancellor’s Office.

Five Year Plan Project Listing: See attached listing  
 Final Project Proposal (FPP): Art Complex  
 Initial Project Proposal (IPP): Business Renovation

FUNDING SOURCE Local Bonds; State Capital Funds; District Capital Funds

COMMENT: The Five Year Construction Plan identifies all potential future projects, including those in which the State may be asked to provide funding. The District selects projects that are expected to have the greatest possibility of state funding to be developed into an IPP. If the state approves the IPP, then the project can be developed into an FPP the following year.

These projects follow the 1998 Facilities Master Plan and the Career and Educational Facilities Master Plan 2010 Update. As part of ongoing planning, the District has begun a new 2016 master plan update process.

**Math/Science Addition (Approved FPP):** The proposed project would consolidate and increase laboratory capacity for Mathematics and Science programs by constructing a new building addition that will be connected to the existing Science building at Santa Monica College. The Mathematics department is one of the largest academic programs at Santa Monica College and is growing beyond what can be reasonably accommodated for students within existing facilities. Currently, Math and Science programs are forced to offer instruction in classrooms and laboratories located within a number of different buildings on campus, many of which are located across campus from each other. The proposed project would construct a 69,565 ASF addition to the existing Science building that will provide 15,815 ASF classroom lecture space, 41,387 ASF laboratory space, 8,069 ASF office space, 2,320 ASF library space, and 1,974 ASF of other support space. The new facility would result in consolidation of the Mathematics, Earth Science, Life Science, and Physical Science programs into a single complex. The project would include demolition of the existing Letters & Science building, Liberal Arts building, and Library Village/Math Complex Portables as a secondary effect. *The state has approved this project and it is awaiting the passage November bond measure for funding.*

**Art Complex Replacement (Pending FPP):** The Art Complex at Santa Monica College was originally constructed in 1952. Although the building had a minor renovation of space in 2002, the Art program is currently split between the main campus and satellite Airport site. The proposed project would construct a new building to replace the existing Art Complex and fine arts space at the Airport campus. Building systems, infrastructure and space distribution within the existing Art Complex at Santa Monica College no longer meets the needs of the program. A replacement building will allow the College to construct a functionally efficient building for the Art program and allow the program to function in a single location with dedicated space. The existing Art Complex will be demolished and fine arts space at the Airport Campus will be inactivated as a secondary effect of the proposed project.

**Business Renovation (Pending IPP):** The Business Building at Santa Monica College was originally constructed in 1980 and received a minor renovation in 1997. The building currently houses multiple departments, including Business, Accounting, Information Technology, Fashion, Cosmetology, and Photography. The existing building no longer meets the instructional capacity needs of the campus. The proposed project will reconstruct the Business Building to modernize instructional spaces and reconfigure space for functional adjacencies and increased efficiency.

The Malibu Campus and the Santa Monica Early Childhood Lab School are scheduled to start construction during 2017. Future projects that are to be funded by Measure V have been added to the list and will be more fully detailed as part of the Facilities Master Plan Update process currently in progress.

The chart indicates the following phases: (P) Planning, (W) Working Drawings, (C) Construction and (E) Equipment

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

No.	Project	Occupancy		Source	Schedule of Funds							
		ASF	Total Cost		2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	
1	Math/Science Addition				Santa Monica College							
	8,681	2020/2021			(P)(W)	(C)(E)						
		\$40,088,000	State		\$2,594,000	\$37,494,000						
		\$38,937,000	NonState		\$2,596,000	\$36,341,000						
2	Art Complex Replacement				Santa Monica College							
		2022/2023				(P)(W)	(C)(E)					
		\$8,914,000	State			\$644,000	\$8,270,000					
		\$8,914,000	NonState			\$644,000	\$8,270,000					
3	Media and Technology Complex - Acad				Academy of Entertainment & Technology Center							
	37,383	2017/2018										
		\$110,055,056	NonState									
4	Student Services Building				Santa Monica College							
	43,089	2018/2019			(E)							
		\$130,224,164	NonState		\$6,836,769							
5	Malibu Center				Santa Monica College							
	16,621	2019/2020			(C)	(E)						
		\$26,775,991	NonState		\$19,307,935	\$750,000						
6	Early Childhood Education Center				Santa Monica College							
	13,534	2019/2020			(C)	(E)						
		\$15,520,176	NonState		\$13,230,950	\$814,809						
7	Drescher Hall Modernization & Pico Pro				Santa Monica College							
		2020/2021			(P)	(W)	(C)	(E)				
8	Business Renovation				Santa Monica College							
		2023/2024					(P)(W)	(C)(E)				
		\$12,028,000	State				\$951,000	\$11,077,000				
		\$12,099,000	NonState				\$1,030,000	\$11,069,000				
9	New Classroom Building				Santa Monica College							
		2023/2024				(P)	(W)	(C)	(E)			
10	Campus Police				Santa Monica College							
		2023/2024					(P)	(W)	(C)	(E)		
11	Outdoor Classroom				Santa Monica College							
		2023/2024				(P)	(W)	(C)				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2017

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 5**

**SUBJECT:** SECOND READING AND APPROVAL: BOARD POLICY CHAPTERS 1 AND 2

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees conduct a second reading of and approve updated Board Policies Chapter 1, The District, and Chapter 2, Board of Trustees.

**COMMENT:** Trustee Susan Aminoff, former Student Trustee Laura Zwicker, and Board Recording Secretary Lisa Rose reviewed all documents, made necessary adjustments and revisions, and present Chapters 1 and 2 to the Board of Trustees for a first reading on May 2, 2017. Additional revisions since the first reading have been incorporated.

Public Comment  
Laura Zwicker

Motion to approve Board Policies Chapter 1 and 2, excluding BP 2015, 2340, 2345, 2350, 2610, 2715 which were pulled for separate consideration (see below)

**MOTION MADE BY:** Susan Aminoff  
**SECONDED BY:** Louise Jaffe  
**STUDENT ADVISORY:** Aye  
**AYES:** 7  
**NOES:** 0

<u>Board Policy 2015- Approved as presented</u> <b>MOTION MADE BY:</b> Susan Aminoff <b>SECONDED BY:</b> Louise Jaffe <b>STUDENT ADVISORY:</b> Aye <b>AYES:</b> 7 <b>NOES:</b> 0	<u>Board Policy 2350 – Approved as presented</u> <b>MOTION MADE BY:</b> Susan Aminoff <b>SECONDED BY:</b> Margaret Quiñones-Perez <b>STUDENT ADVISORY:</b> Aye <b>AYES:</b> 7 <b>NOES:</b> 0
<u>Board Policy 2340 – Approved as presented</u> <b>MOTION MADE BY:</b> Louise Jaffe <b>SECONDED BY:</b> Barry Snell <b>STUDENT ADVISORY:</b> Aye <b>AYES:</b> 7 <b>NOES:</b> 0	<u>Board Policy 2610 – Approved as amended</u> <b>MOTION MADE BY:</b> Susan Aminoff <b>SECONDED BY:</b> Louise Jaffe <b>STUDENT ADVISORY:</b> Aye <b>AYES:</b> 7 <b>NOES:</b> 0
<u>Board Policy 2345 – Approved as amended</u> <b>MOTION MADE BY:</b> Louise Jaffe <b>SECONDED BY:</b> Barry Snell <b>STUDENT ADVISORY:</b> Aye <b>AYES:</b> 7 <b>NOES:</b> 0	<u>Board Policy 2715 – Approved as amended</u> <b>MOTION MADE BY:</b> Susan Aminoff <b>SECONDED BY:</b> Louise Jaffe <b>STUDENT ADVISORY:</b> Aye <b>AYES:</b> 7 <b>NOES:</b> 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2017

**VIII. CONSENT AGENDA**

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #6-#33.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #15-E(4), (10), #15-G(4), 20, 21, 26-K

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

**IX. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. #15: 2017-2018 Annual Contracts and Consultants

15-E, Fiscal/Advocacy/Government Relations/Institutional Communications

(4) Strategic Education Services

MOTION MADE BY: Louise Jaffe  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 1 (Quiñones-Perez)

(10) The Network Inc.

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

15-G, Legal Services

(4) Newman, Aaronson, Vanaman

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

Recommendation No. 20: Certification of the Equal Opportunity Fund Multiple Method Application Model Certification Form, Fiscal Year 2016-2017

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

Recommendation No. 21: Academic Personnel

MOTION MADE BY: Nancy Greenstein  
SECONDED BY: Louise Jaffe  
STUDENT ADVISORY: Aye  
AYES: 7  
NOES: 0

Recommendation No. 26-K, Facilities, Pool Payments Under Joint Use Facilities Agreement

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

**RECOMMENDATION NO. 6      APPROVAL OF MINUTES**

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

- May 2, 2017 (Regular Board of Trustees Meeting)
- May 16, 2017 (Special Board of Trustees Meeting)

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 6, 2017

**CONSENT AGENDA: ANNUAL RECOMMENDATIONS**

The following annual recommendations are presented for approval by the Board of Trustees:

- #7 Election of Personnel, 2017-2018
- #8 Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act
- #9 Destruction of Class 3 Records
- #10 Year-End Appropriations Transfers
- #11 Disposal of Surplus Property
- #12 Authorization of Signatures, for JP Morgan Chase Bank and Union Bank, 2016-2017
- #13 Annual Resolution – Temporary Inter-Fund Cash Borrowing
- #14 Annual Resolution – Cash Borrowing from the County Treasury



**CONSENT AGENDA: ANNUAL RECOMMENDATIONS****RECOMMENDATION NO. 7 ELECTION OF PERSONNEL, 2017-2018**

*Requested Action: Approval of the following annual elections/reelections, effective July 1, 2017*

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

Academic Personnel: Declare salary schedules indefinite for 2017-2018 and place academic personnel to the appropriate place on their respective salary schedules for the 2017-2018 fiscal year.

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

Classified Personnel: Declare salary schedules indefinite for 2017-2018 and place classified personnel to the appropriate place on their respective 2017 salary schedules for the period such salary schedules are effective.

Academic Management and Classified Management and Confidential employees other unrepresented personnel except those with individual employment contracts: Declare salary schedules indefinite for 2017-2018 and place unrepresented personnel to the appropriate place on their respective 2017 salary schedules.

Academic Management with individual employment contracts: Employment of all current academic administrators with individual employment contracts in the following positions, effective July 1, 2017:

Executive Vice-President  
Vice-President  
Special Assistant to the Superintendent/President  
Senior Director  
Senior Administrative Dean  
Dean  
Associate Dean  
Director  
Assistant Director

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

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)**RECOMMENDATION NO. 8****RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE***Requested Action: Adoption***PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT***Reviewed by: Sherri Lee-Lewis, Dean, Human Resources**Approved by: Marcia Wade, Vice-President, Human Resources*

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

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

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of \$911.52 per month, plus administrative fees and Contingency Reserve Fund Assessments.

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

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)**RECOMMENDATION NO. 9 DESTRUCTION OF CLASS 3 RECORDS**

*Requested Action: Approval*

*Approved by: Kathryn E. Jeffery, Superintendent/President  
Robert Isomoto, Vice President, Business and Administration  
Teresita Rodriguez, Vice-President, Enrollment Development  
Marcia Wade, Vice-President, Human Resources*

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

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

**RECOMMENDATION NO. 10 YEAR-END APPROPRIATIONS TRANSFERS**

*Requested Action: Approval*

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

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2016-2017 to permit the payment of obligations of the district incurred during the year.

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

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 6, 2017

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)**RECOMMENDATION NO. 11 DISPOSAL OF SURPLUS PROPERTY***Requested Action: Approval**Approved by: Robert Isomoto, Vice President, Business and Administration*

Authorize the disposal of surplus equipment through means deemed appropriate as required during fiscal year 2017-2018.

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

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 AUTHORIZATION OF SIGNATURES FOR JP MORGAN CHASE BANK, 2017-2018**

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

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

*Requested Action: Approval*

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on JP Morgan Chase Bank existing and new accounts for 2017-2018.

1. District Accounts

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

Designated Signatories for District Accounts

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

2. Auxiliary Services/Associated Students Accounts

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

Designated Signatories

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

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

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

**RECOMMENDATION NO. 13 ANNUAL RESOLUTION – TEMPORARY INTER-FUND CASH BORROWING**

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

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

*Requested Action: Approval*

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

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

WHEREAS, The following restrictions apply to this authorization:  
1) Maximum amount of authorized borrowing: \$13,000,000  
2) For Fiscal Year 2017-2018.  
3) Shall not exceed 75 percent of any moneys held in any fund.  
4) Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.  
5) Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amount borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be \$13,000,000.

Comment: Given the instability inherent in the Apportionment payment process Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2017-2018 fiscal year.

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 6, 2017

CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)**RECOMMENDATION NO. 14 ANNUAL RESOLUTION – CASH BORROWING FROM THE COUNTY TREASURY***Requested by: Christopher Bonvenuto, Chief Director, Business Services**Approved by: Robert Isomoto, Vice-President, Business Administration**Requested Action: Approval*

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

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

WHEREAS, The following restrictions apply to this authorization:

- 1) Maximum amount of authorized borrowing: \$25,000,000
- 2) For Fiscal Year 2017-2018.
- 3) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
- 4) Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the 2017-2018 fiscal year.
- 5) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds, if so deemed appropriate during the 2017-2018 fiscal year by the Superintendent/President, to ensure that the District can meet its financial obligations.

Comment: Given the instability inherent in the Apportionment payment process Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2017-2018 fiscal year.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 15 2017-2018 ANNUAL CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2017 through June 30, 2018, unless otherwise indicated.*

The list of contracts is thoroughly reviewed and evaluated by the end-users and approved by the vice-presidents before being presented to the Board for approval. The following annual contracts are primarily renewals of existing contracts.

- A Academic Affairs
- B Community and Contract Education
- C Construction/Facilities Services
- D Enrollment Development/Information Technology
- E Fiscal/Advocacy/ Government Relations and Institutional Communications
- F Human Resources/Personnel Commission
- G Legal Services
- H Marketing, Community Outreach, Recruitment and Web/Social Media
- I Public Affairs
- J Risk Management
- K Student Affairs

*The full list of Annual Contracts and Consultants is included in Appendix B*



CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**RECOMMENDATION NO. 16 NEW COURSES AND DEGREES, SPRING 2017***Requested by: Curriculum Committee**Approved by: Georgia Lorenz, Vice-President, Academic Affairs**Requested Action: Approval/Ratification*New Courses

GEOG 25 Introduction to Cartography  
GIS 26 Introduction to Remote Sensing  
GIS 27 Applications in GIS  
HIST 27 History of Southeast Asia  
MATH 4 College Algebra for STEM Majors  
PRO CR 80 Athletes and Leadership  
PSYCH 8 Community Psychology

New Courses: Noncredit

BCYCLE NC 901 Bicycle Maintenance Level 1  
BCYCLE NC 902 Bicycle Maintenance Level 2  
BUS NC 901 Introduction to Business Basic  
BUS NC 902 Introduction to Business Mindset  
BUS NC 911 Customer Service Level 1  
BUS NC 912 Customer Service Level 2  
ECE NC 901 Introduction to Early Care & Education  
ECE NC 902 Culturally Relevant Curriculum  
ECE NC 903 Early Care Licensing & Workforce Readiness  
HEALTH NC 900 Introduction to the Career of a Rehabilitation Aide  
HEALTH NC 902 Clinical Practice for a Rehabilitation Aide  
HEALTH NC 904 Kinesiology for a Rehabilitation Therapy Aide

Course Reinstatements

MATH 3 Trigonometry with Applications

Distance Education

ASTRON 6 Archaeoastronomy  
COM ST 16 Fundamentals of Small Group Discussion (hybrid only)  
COM ST 36 Gender and Communication  
GIS 23 / GEOG 23 Intermediate Geographic Information Systems

Global Citizenship

PSYCH 8 Community Psychology  
Addition of Genders & Sexualities as a new category of Global Citizenship

New Programs

Electronic Medical Records Clerk Department Certificate  
Sociology Associate in Arts for Transfer (AA-T)  
Transitional Kindergarten Certificate of Achievement

New Programs: Noncredit

Basic Computer Operations Certificate of Completion

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 17 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	Art With Impact	May 2017  \$1,600	Art With Impact is a nonprofit organization that uses short films to reduce the stigma around mental illness. They will conduct workshops on campus during May 2017 and will feature interactive discussions among students and a discussion of films from their media library.	SAMHSA Garret Lee Smith Suicide Prevention Grant
Requested by: Pernilla Nathan, Project Manager, Suicide Prevention Grant Approved by: Michael Tuitasi, Vice-President, Student Affairs				
B	East Los Angeles College and Santa Monica College	July 1, 2017 through June 30, 2022	East Los Angeles College (ELAC) and Santa Monica College (SMC) agree to renew the "Consortium Agreement for a Respiratory Therapy program" via a cooperative program that will enable students of the two campuses to complete a program of study in Respiratory Therapy.	N/A
Requested by: Salvador Santana, Faculty member, Respiratory Therapy Approved by: Georgia Lorenz, Vice-President, Academic Affairs				
C	News and Review Publication	May 15- August 15, 2017  Not to exceed \$22,000	News and Review Publication will compose and print an adult education newspaper (50K copies) and digital file. The newspaper and digital file will be used to promote the Santa Monica Regional Consortium for Adult Education and SMC noncredit (adult education) academic and student success and support objectives and activities.	SSSP Noncredit
Requested by: Laura Manyweather Project Manager, Adult Education Programs; Dione Carter, Dean, Noncredit and External Programs Approved by: Georgia Lorenz, Vice-President, Academic Affairs				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 17 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract	Term/Amount	Service	Funding Source
D Loyola Marymount University – URSA Summer Program	June 7 – October 30, 2017  Program costs not to exceed \$45,558	Loyola Marymount University (LMU) will support costs associated with hosting a 10-day residential summer research program in Summer 2017 for 26 SMC students in Black Collegians and Adelante. This activity is part of a larger effort related to Student Equity. LMU will provide accurate expenditures related to the grant. LMU will submit a final report to SMC by October 30, 2017	Student Equity
<p><i>Requested by: Sherri Bradford, Program Leader &amp; Counseling Faculty, African American Collegian Center and Black Collegians Program</i></p> <p><i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>			
E Steve Sedlic	June 26, 2017 – July 11, 2017  Not to exceed \$3,500	Agreement for customized instruction for the Contract Agreement between the District and Hong Kong Community College. The services may include curriculum development and 27 hours of classroom instruction in Creative Thinking for Career Development Program.	Contract Agreement Revenue
F Lisa Brand	Fiscal Year 2017-18 July 1, 2017 – June 30, 2018  Not to exceed \$40,000	Agreement for graphic design and art direction/services for marketing materials specific to the needs of Workforce & Economic Development – Strong Workforce Program. The services may include assistance with expeditiously developing various marketing materials for electronic and print distribution to comply with the objectives of the grant; increasing CTE awareness, enrollments, completers, industry recognition.	StrongWorkforce Local \$20,000  StrongWorkforce Regional \$20,000
<p><i>E and F</i></p> <p><i>Requested by: Patricia G. Ramos, Dean - Workforce &amp; Economic Development</i></p> <p><i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 17 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract		Term/Amount	Service	Funding Source
G	Sam Gliksman	August 1, 2017  Not to exceed \$1,800	Mr. Gliksman, will conduct a hands-on workshop with SMC Faculty Members at the Faculty Summer Institute. This workshop will be focused on how to successfully use technology in the classroom. The consultant will be presenting a lecture focused on the using Mobile Devices in Education. All FSI faculty will complete the workshop with an introductory/welcoming video for one class.	Title V
<i>Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
H	Chad Walker \$200  Josh Feng \$200	May 23, 2017  Not to exceed \$200 for each consultant	Chad Walker and Josh Feng served members of the Foreign Language Advantage speaker panel on May 23, 2017, as part of Asian Heritage Month. This panel promoted the benefits of knowing Chinese, Korean, and Japanese in the domestic and international workplace and address the goal of Santa Monica College's Undergraduate International Studies and Foreign Languages (UISFL) project.	Title VIA Undergraduate International Studies and Foreign Languages grant
<i>Requested by: Toni Trives, Project Director, UISFL</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 18    CONTRACTS FOR CELEBRATE AMERICA 2017**

<b>Celebrate America 2017</b>			
Approval of the following contracts for Celebrate America 2017, scheduled for Saturday, June 24, 2017. All activities including entertainment and community picnic will be held on Corsair Field. There will be live music, food drive, a Master of Ceremonies on the Corsair Stage, and a spectacular fireworks show from the top of Parking Structure 3. Costs are covered by sponsorships and donations.			
	Provider	Amount	Service
A.	Pyro Spectaculars - Fireworks	\$17,500	Fireworks
B.	Chris Mulkey Band	\$1,500	Music entertainment
C.	Eddie Jauregui, MC	\$335	Master of Ceremonies
D.	Denise Flachbart	\$3,000	Production services
E.	Field Turf	\$3,500	Maintenance of Corsair Field
F.	Ling Audio Prod. – Stage and Sound	\$4,310	Stage and Sound System
G.	Festival Lighting – Stage Lighting	\$1,975	Lighting rental
H.	Portable Restrooms	\$2,000	Portal restrooms and 300 gallon sink
I.	Athens Services	\$225	Waste Collection Disposal
J.	Contemporary Services Corp.	\$9,440	Event Security Services
K.	SMC Campus Police	\$9,530	Security
L.	SMC Grounds Maintenance/ Custodial Services	\$8,060	Grounds and Custodial Cleanup
M.	Smart Party Rents	\$4,500	Canopies, lighting, tables, and chairs
N.	West Coast Litho, Inc.	\$1,755	Flyers and programs
O.	Commercial Landscape Supply	\$200	Caution Banner and Hoses
Requested By: <i>Linda Sullivan, Associate Dean Facilities Programming</i>			
Approved By: <i>Don Girard, Senior Director, Government Relations/Institutional Communications</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 19 CONTRACTS FOR STUDY ABROAD, 2018**

*Requested Action: Approval/Ratification*

*Reviewed by: Kelley Brayton, Dean, International Education*

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

**Study Abroad: South Africa Winter 2018**

Provider/Contract		Term/Amount	Service	Funding Source
A	African Angel Tours (South Africa)	January-February 2018 (departure/return dates to be determined)  Not to exceed \$74,600 (final program price to be determined, awaiting final quote from vendor) which covers in-country travel, housing, lectures, and some meals abroad for up to 25 students and 2 faculty.	Three-week student study abroad program in South Africa during winter session 2018. 18-25 Students will accompany 2 faculty leaders to study at the University of Cape Town and visit the historical and cultural sites in Johannesburg, Kruger National park, and Cape Town, South Africa. The South Africa program combines a solid background in the history and culture of South Africa and students will experience first-hand the places studied in SMC course, service learning activities guest lectures from University of Cape Town, and excursions within the country.	Majority cost of program in-country costs to be paid by student participants  Cost of faculty program costs to be covered in student program price  Scholarships in the amounts of \$500-\$2,000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.
B	Protea Travel Services (US)	Airline Deposit not to exceed \$3,500 (final deposit to be determined, awaiting final quote from vendor)  Remaining airfare balance not to exceed \$50,000 (final airfare amount to be determined, awaiting final quote from vendor)	Deposit and final payment of round trip LAX to/from Johannesburg/Cape Town for group of up to 25 students and two faculty for annual winter session study abroad program in South Africa led by SMC faculty	Global Citizenship Fund. Cost to be reimbursed by program participants.  Remaining cost of insurance to be paid by student participants  Cost of faculty airline tickets to be covered in Student program price.
C	Council International Study Programs (iNext Travel Insurance Vendor) (US)	January-February 2018 travel dates (specific departure/return dates to be determined)  Not to exceed \$4815	iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States).	Cost of insurance to be paid by student participants  Cost of faculty insurance to be covered in student program price

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 19 CONTRACTS FOR STUDY ABROAD, 2018** *(continued)*

**Field Studies Abroad: Venice, Italy and Buenos Aires, Argentina: Spring Break 2018**

<b>Provider/Contract</b>	<b>Term/Amount</b>	<b>Service</b>	<b>Funding Source</b>
<p>A</p> <p>Program vendor</p> <p>STA Travel (US)</p> <p>Loi Suites Recoleta, Buenos Aires and Cordoba</p> <p>Buenos Tours, Buenos Aires</p>	<p>April 7-15, 2018</p> <p>(Final travel/ program dates to be determined, pending faculty proposals and approvals)</p> <p>Each Field Studies program not to exceed \$85,000 which covers air travel to/from program location, in-country travel, housing, lectures, and some meals abroad for up to 25 students and 2 faculty.</p>	<p>Field Studies Abroad program of one-unit course to take place during Spring Break 2018. 18-25 students will accompany up to 2 faculty leaders to study abroad for an intensive 1-unit course of Global Studies 35 or a Field Studies course. Location and course information to be determined pending faculty proposals and approvals.</p>	<p>Majority cost of program in-country costs to be paid by student participants</p> <p>Cost of faculty program costs to be covered in student program price</p> <p>Scholarships in the amounts of \$500-\$1,000 will be awarded to students through (00222) Global Citizenship Fund. Final total to be covered by scholarships to be determined based on number, eligibility, and financial need of applications received.</p>
<p>B</p> <p>Council International Study Programs (iNext Travel Insurance Vendor) (US)</p>	<p>April 2018 travel dates (specific departure/return dates to be determined)</p> <p>Not to exceed \$4,100</p>	<p>iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States).</p>	<p>Cost of insurance to be paid by student participants</p> <p>Cost of faculty insurance to be covered in student program price</p>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 19 CONTRACTS FOR STUDY ABROAD, 2018** *(continued)*

**Study Abroad: Belize and Guatemala Summer 2018**

Provider/Contract		Term/Amount	Service	Funding Source
A	Programme for Belize	June-July 2018  Not to exceed \$33,300 which covers in-country travel, housing, lectures, and some meals in Belize for up to 25 students and 2 faculty.	Three-week student study abroad program in Belize and Guatemala during Summer session 2018. 18-25 students will accompany 2 faculty leaders to study abroad and visit historical and cultural sites in La Milpa, Lamanai, and River Valley in Belize, and Flores in Guatemala.  The Latin America program also includes service learning projects, guest lectures, and excursions within the country	Majority cost of program in-country costs to be paid by student participants  Cost of faculty program costs to be covered in student program price  Scholarships in the amounts of \$500-\$1000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.
B	Cahal Pech	June-July 2018  Not to exceed \$37,000 which covers in-country travel, housing, lectures, and some meals in Belize for up to 25 students and 2 faculty.	Three-week student study abroad program in Belize and Guatemala during Summer session 2018. 18-25 students will accompany 2 faculty leaders to study abroad and visit historical and cultural sites in La Milpa, Lamanai, and River Valley in Belize, and Flores in Guatemala.  The Latin America program also includes service learning projects, guest lectures, and excursions within the country	Majority cost of program in-country costs to be paid by student participants  Cost of faculty program costs to be covered in student program price  Scholarships in the amounts of \$500-\$1000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.
C	Council International Study Programs (iNext Travel Insurance Vendor) (US)	June-July 2018 travel dates (specific departure/return dates to be determined)  Not to exceed \$4,700	iNext comprehensive travel insurance to cover all participants (up to 25 students) and two faculty during duration of the trip (including travel dates to/from the United States).	Cost of insurance to be paid by student participants  Cost of faculty insurance to be covered in student program price



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 20 CERTIFICATION OF THE EQUAL OPPORTUNITY FUND MULTIPLE METHOD ALLOCATION MODEL CERTIFICATION FORM, FISCAL YEAR 2016-2017**

*Requested Action: Approval/Ratification*  
*Reviewed by: Tre'Shawn Hall-Baker, Director, Human Resources*  
*Approved by: Marcia Wade, Vice-President, Human Resources*

It is recommended that the Board of Trustees certify that the Santa Monica Community College District met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year; *and* meet at least of 5 out of 8 of the remaining Multiple Methods:

- SMC's EEO Advisory Committee has met in excess of the minimum required meetings during FY 2016-2017.
- Santa Monica College's current EEO Plan can be found at [http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/EEO\\_Plan.pdf](http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/EEO_Plan.pdf); The EEO Plan is required to be updated every 3 years; it was approved in October 2014, and is currently in the process of being revised and updated.
- The EEO Expenditure Report for FY 2015-2016 was submitted to the Chancellor's Office on 9/27/2016.
- SMC meets 8 out of 9 Multiple Methods.

Purpose.

The purpose of implementing the Multiple Method model was to increase compliance with legal EEO requirements and provide our students with the educational benefits of a diverse workforce.

Background.

Each year the California Community Colleges Chancellor's Office supports EEO and diversity training and education through a state-wide funding mechanism. Last year the funding mechanism was reorganized, and now requires completion of a certification form from each district requesting funding for EEO and diversity work. The funding can be used for training, publication of EEO/diversity materials, conference attendance, speakers, supplies, job fair exhibition fees, etc. (See attached EEO Expenditure Report for Fiscal Year 2015-2016.) Historically EEO funding for the Office of Human Resources has been approximately \$7,000/year, although that amount varies from year to year depending on state funding allocation.

Regulatory Source and Impact.

"Education Code section 87100 and title 5 require the community colleges to have a richly diverse workforce that addresses the needs of our diverse student populations. Attaining a diverse workforce requires focusing on equal employment opportunities to eliminate barriers in employment, such as lack of focused outreach, a non-welcoming culture, and implicit and explicit bias. Eliminating these barriers requires a proactive, intentional effort by colleges. It also requires various institutional disciplines, such as a review of job descriptions to avoid exclusionary effect, analysis of significant underrepresentation and adverse impact to ensure recruitment efforts and hiring processes are not unintentionally discriminatory, and effective training of committee members to self-regulate unconscious bias." 2016 EEO and Diversity Best Practices Handbook. <http://extranet.cccco.edu/Divisions/Legal/EEO.aspx>

The Chancellor's Office Equal Employment Opportunity and Diversity Advisory Committee and the Legal Affairs Division identified nine best-practice areas for success in promoting EEO. These serve as the multiple methods for reallocating the EEO Fund. In order to qualify for EEO funds, districts are required to demonstrate compliance with Multiple Method #1, and at least 5 of the remaining 8 Multiple Methods.

The certification form requires districts to report the various activities being implemented to promote Equal Employment Opportunity for each of the following 9 Multiple Methods.

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies and adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Summary.

Santa Monica College meets 8 out of 9 Multiple Methods, and therefore would qualify for EEO funding in the next fiscal year.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 21 ACADEMIC PERSONNEL**

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

ABOLISH

Associate Dean, Student Success and Outreach  
 Dean, Student Success Initiatives  
 Associate Dean for Instructional and Student Programs

ESTABLISH

Dean, First Year Programs 06/06/17  
 Associate Dean, Instructional Services and External Programs

ELECTIONS

Administrative Restructure

Akins-Raveling, Delores, Interim Dean, First Year Programs 06/07/17  
 Hyeler, Maral, Interim Associate Dean, Instructional Services and External Programs 06/07/17

RESCIND LONG-TERM SUBSTITUTE ASSIGNMENT

Adamson, Gerald (Todd), Counselor, Center for Wellness and Well-Being 07/01/17

ADMINISTRATOR

Bloom, William, Associate Dean, Financial Aid & Scholarships 06/15/17  
 Burson, Patricia, Interim Director Library and Information Services 07/01/17 – 08-15/17  
 Chavarry, Edna, Interim Director, Academic Affairs Initiatives 07/01/17 – 10/05/17  
 Ellis, Reggie, Interim Athletic Director 07/01/17 – 08/31/17  
 Deknatel, Jane, Interim Director, Performing Arts Center 07/01/17 – 06/30/18  
 DeMorst, Wendi, Interim Director, Supplemental Instruction 07/01/17 – 07/30/17  
 Grass, Nancy, Interim Associate Dean, Student Life 07/01/17 – 08/15/17  
 Johnson, Jackie, Interim Assistant Director, Athletics 07/01/17 – 08/31/17  
 Heskell, Mitch, Interim Dean, Education Enterprise 07/01/17 – 08-15/17  
 Moore Lizzy, Interim Dean, Foundation 07/01/17 – 08-15/17

FULL-TIME FACULTY

Fall 2017

Baccus, Chris (Carl), General Counseling  
 Bonilla, Vanessa, Counseling 20  
 Cheesman, James, Music, Instrumental/History/Theory  
 Dowd, Tiffany, General Counseling  
 Everett, Keith, Business-Global Trades and Logistics.  
 Faridian, Forouzan, Physics  
 Hancock, Matthew, Mathematics-Applied/Cross Level  
 Jimenez, Paul, General Counseling  
 Paccioretti, Thomas, Business, Entrepreneurship  
 Rodriguez, Katya, Business-Global Trades and Logistics  
 Selvey, Jeremiah, Music/Chorale

FULL-TIME FACULTY (continued)

Simo, Aaron, Mathematics-Applied/Cross-Level  
Simmons, Brianna, Art History  
Soleymani, Saman, Mathematics-Applied/Cross-Level  
Steinberger, Erin, Business-Accounting  
Thomas, Joshua, Kinesiology/Head Men's Basketball Coach  
Westerband, Yasmisette, Women's/Gender Studies

PROJECT MANAGERS

Cadenas, Nancy, LA Hi TECH Student Support (50%)	07/01/17 – 06/30/18
Cooper, Bonita, Upward Bound	07/01/17 – 06/30/18
Gausman, Jenna, Grants (25%)	07/01/17 – 06/30/18
Kawar, Ferris, Sustainability Coordination	07/01/17 – 06/30/18
Leon-Vasquez, Maria, Workforce Development	07/01/17 – 06/30/18
Manyweather, Laura Manyweather, Adult Education	07/01/17 – 06/30/18
Pernilla, Nathan, Suicide Prevention Grant (50%)	07/01/17 – 06/30/18
Palamino, Cindy, Equity Initiatives	07/01/17 – 06/30/18
Sandoval, Audrey, Pico Promise (50%)	07/01/17 – 06/30/18
Vruwink, Nicola, IxD Promotion and Recruitment (50%)	07/01/17 – 06/30/18
Yahnian, Vanan, Acting, STEM-HSI-Title III	07/01/ 17 -
08/11/17	

LONG-TERM SUBSTITUTE

Zarrabi, Roxana, Counselor, Center for Wellness and Well-Being	Fall 2017
--	-----------

ADJUNCT FACULTY

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

SEPARATIONS

RESIGNATION

Gonzalez, Roberto, Dean, Student Success Initiatives	05/19/17
--	----------

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 22 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.

<u>ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION</u>	<u>EFFECTIVE DATE</u>
Mail Services Worker I Classified Range 21	06/07/17

<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	<u>EFFECTIVE DATE</u>
From: Information Systems Support Analyst, Range 50 To: IT Project Analyst, Range 51	06/07/17
From: Mail Clerk, Range 23 To: Mail Services Worker II, Range 25	06/07/17
From: Transportation Operations Assistant, Range 26 To: Transportation Operations Coordinator, Range 31	06/07/17

ELECTIONS

<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	<u>EFFECTIVE DATE</u>
Henry, Rudy From: Mail Clerk, Range 23 To: Mail Services Worker II, Range 25	06/07/17
Islas, Manuel From: Transportation Operations Assistant, Range 26 To: Transportation Operations Coordinator, Range 31	06/07/17
Pena, Brian From: Information Systems Support Analyst, Range 50 To: IT Project Analyst, Range 51	06/07/17
Young, Frederick From: Mail Clerk, Range 23 To: Mail Services Worker II, Range 25	06/07/17

<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	<u>EFFECTIVE DATE</u>
Abramowitz, Samuel, Laboratory Technician – Chemistry (Step B)	05/16/17
Ibrahim, John A., Property Clerk, Fiscal Services (Step C)	06/19/17
Tran, Trang, Information Systems Administrator, Center for Media Design (Step C)	06/05/17
Villa, Claudia, Athletic Activities Assistant, Kinesiology (Step C)	05/08/17

PROBATIONARY

Lopez, David C., CC Police Officer Recruit

06/16/17

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Johnson, Anthony T.

05/01/2017 – 09/02/2017

To: Journeyman Trade - Carpentry, 100%

From: Skilled Maintenance Worker

STIPEND

Cadena, Ruben, CC Police Officer, College Police +5%

07/01 – 06/30/18

Comment: Fire Life Safety Coordinator (Access Control & Surveillance Cameras)

Cadena, Ruben, CC Police Officer, College Police +2.5%

07/01 – 06/30/18

Comment: Rangemaster (Vehicle Maintenance)

Champagne, Michael, CC Police Officer, Campus Police +5%

06/01 – 06/30/18

Comment: Field Training Officer

Echeverria, Alberto, CC Police Officer, College Police +5%

07/01– 06/30/18

Comment: Motorcycle Officer

Echeverria, Alberto, CC Police Officer, Campus Police + 2.5%

06/01 – 06/30/18

Comment: Field Training Officer

Gordon, Sean, CC Police Officer, Campus Police +5%

06/01 – 06/30/18

Comment: Field Training Officer

Hearn, Steve, CC Police Officer, Campus Police +5%

06/01 – 06/30/18

Comment: Field Training Officer

Samano, Summer, CC Police Officer, College Police +5%

07/01– 06/30/18

Comment: Training Coordinator

Samano, Summer, CC Police Officer, Campus Police + 2.5%

06/01 – 06/30/18

Comment: Field Training Officer

Comment: The above listed Community College Police Officer's will be receiving the noted additional pay, for rotating hours assigned as Field Training Officers. In accordance with the collective bargaining agreement, if an employee has more than one special assignment, the maximum stipend shall be 7.5%.

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Solis, Kathy

06/19 – 08/11/17

From: Sign Language Interpreter III, DSC, 11 mos, 40 hrs

To: Sign Language Interpreter III, DSC, 11 mos, 20 hrs

SEPARATIONLAST DAY OF PAID SERVICELEAVES OF ABSENCE- UNPAID

Banks, Jr., Joe, Custodian, Operations

02/07 – 05/31/17

Comment: Leave dates adjusted from March 7, 2017 meeting

Johnson, Jaclyn, Athletic Equipment Specialist, Athletics

07/01 - 08/31/17

Comment: Jaclyn will be on an unpaid leave from her classified assignment while working as the Interim Assistant Athletic Director.

Kolbly, Joseph, Instructional Assistant - Mathematics

06/19 – 07/29/17

RESIGNATION

Ezike, Dolaris F. C., Accounting Specialist, Fiscal Services

05/24/17

Kim, Dawny, Instructional Assistant – Learning Disabilities, DSPS

06/08/17

King, Jasmine, Student Services Clerk, AACC/Latino Center

06/15/17

RETIREMENT

Brown, Gregory, Director of Facilities Planning (41 years)	06/30/17
Dappa, Uche, Sr. Student Services Specialist – Assessment Services (12 years)	06/13/17
De Salles, Albert J., Media & Reprographics Services Manager (31 years)	06/30/17
Munoz, Maria D. (Angela), Admissions & Records Supervisor (37 years)	06/30/17
Steele, Audrey, C. C. Parking Enforcement Officer (15 years)	05/29/17



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 23 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.

Brzechwa-White, Jaimee, Cash Receipts Clerk, Bursar’s Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Brown, Carla, Student Services Clerk, Bursar’s Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Chavel, Sean, Student Services Clerk, Bursar’s Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Connor, Patrick T., On-Call Laboratory Technician -Photography, Photo	05/25/2017-06/30/2017
Lemke, Connie, Student Services Clerk, Bursar’s Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Lopez, Vanessa, Student Services Clerk, Bursar’s Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Monzon, Ana, Student Services Clerk, Bursar’s Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Hudson Sr., Michael, Asst. Director – Human Resources, Human Resources	
From:	08/09/2016-06/30/2017
To:	08/09/2016-04/11/2017

**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	06/05/2017-06/30/2017
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Adebowale, Lena, Cash Receipts Clerk, Bursar’s Office	05/31/2017-06/09/2017
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Austin, Harald, Student Services Clerk, Bursar’s Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Bae, Daniel, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Eichen, John, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Exum, Ellen, Bookstore Sales Clerk, Bookstore	06/05/2017-06/30/2017
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Graham-Howard, Kimi, Student Services Cle	06/19/2017-06/30/2017
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Hudson Sr., Michael, Asst. Director, Human Resources, Human Resources	04/12/2017-06/30/2017

Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Jones, Jennifer, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Lopez, Veronica, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Medernach, Katherine Y., Accounting Specialist, Fiscal Services	From: 11/28/2016-05/25/2017 To: 11/28/2016-06/14/2017
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Navarro, Yadira, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Nelli, Maria, Cash Receipts Clerk, Bursar's Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Namit, Student Services Clerk, Matriculation	From: 04/12/2017-06/30/2017 To: 04/12/2017-05/16/2017
From: Pant, Namit, Student Services Clerk, Matriculation	From: 04/12/2017-06/30/2017 To: 04/12/2017-05/16/2017
Ramos, Eugene S., Administrative Asst. I, LRC	05/09/2017-12/31/2017
Robles Jr., Jose, Bookstore Sales Clerk, Bookstore	06/05/2017-06/30/2017
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Stuck, Jennifer, Student Services Clerk, Bursar's Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Torrence, Antoinette, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017
Vo, Thea, Student Services Clerk, Bursar's Office	05/30/2017-06/09/2017 06/19/2017-06/30/2017
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	06/05/2017-06/30/2017

**RECOMMENDATION NO. 24 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)	25
College Work-Study Student Assistant, \$10.50/hour (FWS)	26

**SPECIAL SERVICE**

Community Services Specialist I, \$35.00/hour	8
---	---

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 25 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2017-2018**

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

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

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices and payments on contracts.

The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board. The Superintendent/President and Vice-Presidents continue to be the only authorized signatures for orders of salary payments, notices of employment, orders for commercial warrants and approval of contracts.

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

SENIOR ADMINISTRATIVE STAFF

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

SENIOR ADMINISTRATIVE DEAN

Brenda Benson, Counseling, Retention and Student Wellness

DEANS

Kelley Brayton, International Education  
Dione Carter, Noncredit/External Programs  
Fabienne Chauderlot, Dean, Learning Resources  
Kiersten Elliott, Community and Academic Relations  
Deyna Hearn, Students  
Mitchell Heskell, Education Enterprise (Interim)  
Hannah Lawler, Institutional Research  
Erica LeBlanc, Academic Affairs  
Sherri Lee-Lewis, Human Resources  
Jennifer Merlic, Instructional Services  
Lizzy Moore, SMC Foundation/Institutional Advancement (Interim)  
Patricia Ramos, Workforce Development  
Esau Tovar, Enrollment Services

#### ASSOCIATE DEANS

Dolores Akins-Raveling, Student Success and Outreach (Interim)  
Melanie Bocanegra, Student Equity and STEM Programs  
Frank Dawson, Career Technical Education  
Nancy Grass, Student Life (Interim)  
Denise Kinsella, International Education  
Laurel McQuay-Peninger, Grants  
Gita Runkle, Emeritus College  
Linda Sullivan, Facilities Programming  
Julie Yarrish, Online Services and Support

#### DIRECTORS (Academic)

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

#### ASSISTANT DIRECTOR

Jaelyn Johnson, Athletics (Interim)

#### PROJECT MANAGERS

Nancy Cardenas, LA HITech Student Support  
Bonita Cooper, Upward Bound  
Jenna Gausman, Grants  
Ferris Kawar, Sustainability Coordination  
Maria Leon-Vasquez, Workforce Development  
Laura Manyweather, Adult Education Programs  
Cindy Palomino, Equity Initiatives  
Nathan Pernilla, Suicide Prevention Grant (50%)  
Audrey Sandoval, Pico Promise  
Nicola Vruwink, IxD Promotion and Recruitment (50%)

#### CLASSIFIED ADMINISTRATORS

Johnnie Adams, Chief of Police  
Rupinder Bhatia, Director, Management Information Services  
Chris Bonvenuto, Chief Director, Business Services  
Bob Dammer, Chief Director of Information Technology (WOC)  
Carol Long, Director of Classified Personnel  
Jennifer Ferro, Director, Radio Station KCRW

## **CLASSIFIED MANAGERS**

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

## **Department Chairs**

Ronald Davis, Art  
Sal Veas, Business  
Maria Munoz, Communication  
Howard Stahl, Computer Science & Information Systems  
Deborah Perret, Cosmetology  
Laurie Guglielmo, Counseling  
Judith Douglas, Dance

Chris Fria, Design Technology  
Eric Minzenberg, Earth Sciences  
Laura Manson, ECE/Education  
Jason Beardsley, English  
Janet Harclerode, ESL  
Eric Williams, Health Sciences  
Suzanne Borghei, History  
Elaine Roque, Kinesiology/Athletics  
Mary Colavito, Life Sciences  
Mitra Moassessi, Mathematics  
Toni Trives, Modern Languages & Cultures  
Yulia Kozlova, Music  
Ford Lowcock, Photography and Fashion  
Jamey Anderson, Physical Sciences  
Alex Schwartz, Psychology  
Christine Schultz, Philosophy and Women Studies  
Adrienne Harrop, Theatre Arts

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 FACILITIES**

*Requested by: Greg Brown, Director, Facilities Planning*

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

*Requested Action: Approval/Ratification*

**26-A CHANGE ORDER NO. 30 – AET CAMPUS**

Change Order No. 30 – C.W. Driver on the AET Campus portion of the project in the amount of \$134,310.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 4,684,340
Previously Approved Change Orders (AET Parking Structure A)	\$ 796,870
Change Order No. 30 – AET Campus	\$ <u>134,310</u>
Revised Contract Amount	\$64,775,520

Change Order No. 30 for the AET Campus project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 30 for AET Campus includes the following labor and material costs to:

- Provide a complete joint penetration weld (CJP) to splice section of stair landing to accommodate new bolted connection;
- Furnish and install back-up BAS Sensors at Building D;
- Revise layout and revise layout of generator due to fuel tank changes;
- Furnish and install Jumpax underlayment below VCT tiles in lieu of GenieMat underlayment;
- Revise type BB boxes to type BC boxes at Building C Rooms 106 and 238;
- Furnish and install new door hardware at opening D-300.A;
- Provide services to engineer & design isolated ceilings in Building B Rooms 129D, 118B, 140 & 130 and Room 180 in Building C;
- Furnish and install clip angles and ledger angles to support brick on the exterior of stair # 2 and the elevator in Building B;
- Furnish and install seismic stand with 2" deflection spring mounts at CRAC units 3B, 4B, 5B, 6B, 7B, 8B and 3C.
- Furnish and install mechanical roof supports at Building B;
- Paint building elements that are exposed behind storefront glass;
- Furnish and install sprinkler heads at soffit outside of opening 100.1;
- Furnish and install one additional pull through at Building B, Room 300 at office furniture;
- Revise ceiling splay wire attachment from bottom of metal deck at wall.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 FACILITIES** *(continued)*

26-B CHANGE ORDER NO. 17 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. 17 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$56,442.

Original Contract Amount	\$39,556,000
Previously Approved Change Orders	\$ 2,649,883
Change Order No. 17	<u>\$56,442</u>
Revised Contract Amount	\$42,262,325

This change order may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 17 includes the labor and material cost for the following:

- Repair Pavillion Sump Pump for the BMS connection;
- Re-route new fire water line to avoid existing underground unforeseen utilities;
- Create drainage wells at Chilled Water Vaults;
- Add beam at second floor metal deck required for structural integrity;
- Procure and install metal awning near the northwest corner of the Gym;
- Relocate elevator machine room to be between Rooms 316 & 318;
- Change Soffit elevation at ADA bench in Varsity Locker Room from 6’4” to 7’6”.
- Supply college with 100 additional interchangeable cores;
- Revise wall and framing to allow plumbing to fit inside wall on second floor.



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26** FACILITIES (continued)

26-C CHANGE ORDER NO. 7 – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP

Change Order No. 7 – SJ AMOROSO on the Connection of Existing Facilities to Central Plant Loop project in the amount of \$58,867.

Original Contract Amount	\$8,087,000
Previously Approved Change Orders	\$275,868
Change Order No. 7	<u>\$58,867</u>
Revised Contract Amount	\$8,421,735

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

Funding Source: Measure AA

Comment: Change Order No. 7 includes labor and material cost for the following:

- Paint exposed 2” waste line in Business Building;
- Additional filters, filter grilles, access doors & gravity vent with roof curb in HSS Building;
- Additional college requested carpet cleaning on HSS 3<sup>rd</sup> floor common areas and offices;
- Credit to the college for engineering services required due to mechanical contractor cutting the reinforcing bars within the retaining wall in the Science basement which required strong backs added to the wall to restore its strength;
- Order and install new exterior building signage at two locations at the Business Building;
- Framing leveling walls under AHU C-1, C-2 & C-3 mechanical roof curbs to accommodate the existing slope of the Business Building roof;
- Provide additional conduit required to loop the VFDs at each mechanical unit in the event of a fire alarm shutdown;
- Remove and replace two existing VFDs in the basement of the Science Building.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26** FACILITIES (continued)

26-D CHANGE ORDER NO. 20 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 20 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of \$10,047.

Original Contract Amount	\$18,378,000
Previously Approved Change Orders	\$1,417,106
Change Order No. 20	<u>\$10,047</u>
Revised Contract Amount	\$19,795,106

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

Funding Source: Measure AA

Comment: Change Order No. 20 includes the labor and material costs for the following:

- Added unistrut in lieu of air craft cable for all three (3) projection screens already installed in Rooms 309 & 310;
- LED light fixtures for F3, F5, F5A, F5B, F6 & F6A;
- Credit to college for changing the Mac Pro to Mac Mini computers to fit inside the racks in each lectern;
- Modify Door 110D to center of door frame, remove and replace existing closer and patch holes in door and frame as required.

26-E CHANGE ORDER 7 – UPGRADING OF SECURITY SYSTEMS

Change Order 7 – NEXUS IS, INC. on Upgrading of Security Systems project in the amount of \$11,038

Original Contract Amount	\$5,699,482
Previously Approved Change Orders	\$499,058
Change Order 7	<u>\$11,038</u>
Revised Contract Amount	\$6,209,578

This change order results in 64 non-compensable calendar days added to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 7 includes labor and material cost for the following:

- Replace existing Pelco mounts on poles at the Broad State to install nine new cameras as well as upgrades to the coax converters;
- Cut over twenty-seven alarm inputs at math building.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 FACILITIES (continued)**

26-F CHANGE ORDER NO. 1 – AET AUDIOVISUAL AND BROADCAST SYSTEMS

Change Order No. 1 – Key Code Media on the AET Audiovisual & Broadcast Systems project for an 11 day extension to the contract length

Original Contract Amount	\$3,992,558
Previously Approved Change Orders	\$0
Change Order No. 1	<u>\$0</u>
Revised Contract Amount	\$3,992,558

Funding Source: Measure AA

Comment: Change Order No. 1 adds eleven (11) calendar days to the contract length due to long lead items on the project.

26-G PROJECT CLOSE OUT – CAMPUS WIDE FIRE ALARM UPGRADE 2015 PROJECT

Subject to completion of punch list items by RED HAWK FIRE & SECURITY authorize the District Representative without further action of the Board of Trustees, to accept the project described as CAMPUS WIDE FIRE ALARM UPGRADE 2015 as being complete. Upon completion of punch list items by Red Hawk the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26** FACILITIES (continued)

**26-H** AMENDMENT NO. 8 TO AGREEMENT FOR ENGINEERING SERVICES – SECURITY AND FIRE ALARM UPGRADE

Amend the agreement with MDC ENGINEERS for the SECURITY UPGRADE project in the amount of \$78,400 plus reimbursable expenses.

Original Contract Amount	\$365,000
Amendment # 1	\$275,000
Amendment # 2	\$81,340
Amendment # 3	\$58,400
Amendment # 4	\$50,850
Amendment # 5	\$58,400
Amendment # 6	\$118,800
Amendment # 7	\$72,500
<u>Amendment # 8</u>	<u>\$78,400</u>
Total To Date	\$1,080,290

Funding Source: Measure AA

Comment: Amendment No. 8 provides for the extended construction administration through December 31, 2017. The completion of the project is dependent on the successful completion of the Campus Door Remediation Re-Bid project which is anticipated to take six months to complete. The involvement of the security consultant is needed for the completion of the project in coordinating with the System Integrator and campus.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26 FACILITIES (continued)**

26-I AMENDMENT NO. 9 TO AGREEMENT FOR ARCHITECTURAL SERVICES – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Amend agreement with GENSLER for the Health, PE, Fitness, Dance and Central Plant project for \$10,000 plus reimbursable expenses.

Original Contract Amount	\$3,589,000
Amendment No. 1	675,000
Amendment No. 2	198,000
Amendment No. 3	4,500
Amendment No. 4	8,400
Amendment No. 5	29,500
Amendment No. 6	150,000
Amendment No. 7	497,786
Amendment No. 8	175,200
<u>Amendment No. 9</u>	<u>10,000</u>
Revised Contract Amount	\$5,337,386

Funding Source: Measure AA

Comment: Amendment No. 9 provides for professional design and consulting services for architect to work on achieving LEED Platinum for the building, current design meets LEED Gold classification.

26-J AGREEMENT FOR ENGINEERING SERVICES – STUDENT SERVICES BUILDING

Agreement with MDC ENGINEERS for the construction administration of the security systems for the STUDENT SERVICES BUILDING project in the amount of \$52,800 plus reimbursable expenses.

Funding Source: Measures AA, S, and U

Comment: The engineering consultant will provide construction administration for the Security Systems phase of the project. Services will include attending user meetings for coordination with the college and design team members during the construction administration phase, punch list visits, closeout and warranty phase and attendance at coordination meetings and designs meeting as required.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26** FACILITIES (continued)

26-K POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica  
Amount: \$82,458.83  
For the Period: January 1, 2017 – March 31, 2017 (3 months)  
Funding Source: 2016-2017 District General Fund  
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica \$44,630.83 for the same period last year. Last year’s payment was lower due to closure of the pool for the first 6 weeks of the quarter for maintenance repairs.

26-L AGREEMENT FOR PROGRAM/PROJECT MANAGEMENT SOFTWARE

Enter into agreement with PMWeb to provide program/project management software for the Facilities Planning Department to manage Bond projects in the amount not to exceed \$51,250.

Funding Source: Measure AA, District Capital Funds

Comment: With the passage of Measure V, the District is now managing a bond program that, with federal, state, and other local sources combined, is nearing a billion dollars. The District has been using a variety of separate software systems to manage the program, but currently lacks a comprehensive system to monitor the entire program. PMWeb is a comprehensive, web-based portfolio, program, and project management solution combining workflow, estimating/planning, project management, scheduling, asset management, and document management. The new program and construction management firm, Vanir, uses this system for other clients and is fully familiar with its operation.

26-M AGREEMENT FOR PROGRAM/PROJECT MANAGEMENT SOFTWARE CUSTOMIZATION AND IMPLEMENTATION

Enter into agreement with HKA to provide customization and implementation of the PMWeb program/project management software for the Facilities Planning Department to manage Bond projects in the amount not to exceed \$62,400 plus reimbursable expenses not to exceed \$6,000.

Funding Source: Measure AA, District Capital Funds

Comment: HKA will assist the District with implementation, configuration, customization, and training for the program/project management software PMWeb.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 26** FACILITIES (continued)

26-N PROJECT CLOSE OUT – CENTER FOR TEACHING EXCELLENCE AV SYSTEM

Subject to completion of punch list items by EIDIM AV TECHNOLOGY, authorize the District Representative without further action of the Board of Trustees, to accept the project described as CENTER for TEACHING EXCELLENCE AV SYSTEM as being complete upon completion of punch list items by EIDIM AV TECHNOLOGY. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

26-O PROJECT CLOSE OUT – SUMP PUMP AND SEWER LINE REPLACEMENT

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 27 BUDGET TRANSFERS**

27-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: April 20, 2017 through May 24, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	19,432
3000	Benefits	88
4000	Supplies	806
5000	Contract Services/Operating Exp	-1,207
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-19,119
Net Total:		0

27-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: April 20, 2017 through May 24, 2017

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-21,265
2000	Classified/Student Salaries	-24,168
3000	Benefits	28,150
4000	Supplies	-13,012
5000	Contract Services/Operating Exp	33,107
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	-2,812
7900	Contingency Reserve	0
Net Total:		0

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



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 28 COMMERCIAL WARRANT REGISTER**

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

Commercial Warrant Register

April 1 -30, 2017                      7440 through 7478                      \$9,252,322.91

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

**RECOMMENDATION NO. 29 PAYROLL WARRANT REGISTER**

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

Payroll Warrant Register

April 1-30, 2017                      C1I- C2J                      \$8,628,978.69

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

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

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

Auxiliary Operations Payments and Purchase Orders

April 1 – 30, 2017

Covered by check & voucher numbers: 012437-012689 & 01140-01166

Bookstore fund Payments	\$ 280,206.82
Other Auxiliary Fund Payments	\$ 54,728.56
Trust and Fiduciary Fund Payments	\$ 873,938.33
TOTAL	\$1,208,873.71

Purchase Orders issued

April 1 – 30, 2017    \$24,791.80

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 31 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

*Requested by: Michelle King, Director, Career and Contract Education*  
*Approved by: Georgia Lorenz, Vice-President, Academic Affairs*  
*Requested Action: Approval/Ratification*

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

**RECOMMENDATION NO. 32 ORGANIZATIONAL MEMBERSHIPS**

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

<u>Organizational Memberships</u>	Number of Memberships	Amount
	2	\$12,000.00
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.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 33 PURCHASING**

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

33-A AWARD OF PURCHASE ORDERS

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

April 1 – 30, 2017 \$59,355,627.29

33-B AWARD OF CONTRACTS

1. Provider: Excelsior Elevator (Revised)  
Amount: \$67,104  
Funding Source: Capital Projects Fund  
Summary: This reflects a revised award of contract for modernization and modification of north science building lobby elevator required by campus fire system upgrade project (modernization service rates per bid A151783NC). The previous proposal submitted for approval in March included the incorrect elevator; the science north lobby elevator has two additional stops resulting in additional cost of \$9,191.
  
2. Provider: TourCoach Charter and Tours  
Amount: \$142,996.03  
Funding Source: General Fund Transportation Budget  
Summary: Renewal of shuttle services under Bid# 1314003SF Shuttle Transportation Services; includes 128 days for evening shuttle route and airport arts shuttle route and up to 7 days for PAC shuttle route, if needed

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	June 6, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

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

33-C ANNUAL AWARD OF CONTRACTS- 2017-2018

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

California County Superintendents Educational Services Association, with CalSave Program, ongoing contract, sponsored by Epylon

California State University Contract, Contract 1924, with PlanetBids, ongoing, for On-Line Bid/Vendor Management, Contract Management and Insurance Certificate Management Services Software Services

Committee on Institutional Purchasing Consortium (CIPC) Master agreement 111, with Office Max, to 12/31/20 for office supplies, furnishings, equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01163, with VWR & Wards Scientific, to 06/30/2018, for general laboratory supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01341, with B&H Photo Video, to 7/31/2018, for audio visual supplies and equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01419, with Steris Corp, to 02/28/22, for science & health laboratory Supplies/equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01288, with School Health, to 05/31/17, for health and sports medicine supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01366, with Xerox, to 01/01/20, for document management products and services

Educational & Institutional Cooperative Purchasing, Contract CNR-01307, with Complete Book, to 06/30/21, for books and instructional media

Educational & Institutional Cooperative Purchasing, Contract CNR-01262, with Henry Schein, to 04/30/18 for athletics training and medical supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01322, with Ferguson Supply, to 10/31/17 for plumbing supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01399, with Enterprise Fleet, to 12/31/21 for fleet vehicles Educational & Institutional Cooperative Purchasing, Contract CNR-01362, with Airgas, to 09/30/19, for lab gases

Educational & Institutional Cooperative Purchasing, Contract CNR-01400, with Sherwin Williams, to 07/31/21, for paint

Educational & Institutional Cooperative Purchasing, Contract CNR-01394, with PPG Paint, to 04/30/21, for paint, coatings, and architectural finishes

Foundation for California Community Colleges (FCCC), Contract CB 15-016 with Office Depot, to 10/31/2018 for office supplies

Foundation for California Community Colleges (FCCC), Contract CB13-013, with Krueger International (KI), to 10/01/17, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB13-014, with Haworth, to 10/01/17, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB13-015, with Steelcase, to 10/01/17, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), California Higher Education Shared Services (CHESS) Consortium, with CDWG, information technology products and services

Foundation for California Community Colleges (FCCC), with Iron Mountain, for records management, secure shredding

Foundation for California Community Colleges (FCCC), Contract CB-195-16, with Shaw Contract Flooring Group, to 01/31/18, for flooring products

Foundation for California Community Colleges (FCCC), Contract CB-194-16, with SHI, for computer hardware and software

Glendale Unified School District Contract P-13/1314, with Apple Computers, to 10/15/17, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract 00612/7-14-99-22, with U.S. Bank, to 12/31/2018, for commercial card services

NASPO VALUEPOINT Contract 1862/7-11-51-01, with Fastenal Company to 06/30/18, for maintenance, repair, operations (MRO) supplies

NASPO VALUEPOINT Contract 1862/7-11-51-02, with Grainger to 06/30/18, for Industrial Supplies & Equipment, Janitorial Supplies and Equipment

NASPO VALUEPOINT Contract 7-11-51-03, with MSC Industrial to 06/30/18, for facilities/maintenance/industrial supplies and tools

NASPO VALUEPOINT Contract ADSP011-00000411-4/7-12-70-25, with NEOPOST, Inc., to 07/11/17, for Mailroom Equipment Supplies and Maintenance

NASPO VALUEPOINT Contract ADSP011-00000411-7/7-12-70-26, with Pitney Bowes, Inc., to 07/11/17, for Mailroom Equipment Supplies and Maintenance

NASPO VALUEPOINT Contract AR-233/7-14-70-04, with Cisco, Inc., to 05/31/19, for Cisco network communication equipment and maintenance

NASPO VALUEPOINT Contract AR1464/7-14-70-06, with Hewlett Packard Company, 05/31/19, for Data Communications Supplies/Equipment

NASPO VALUEPOINT Contract 827164/7-15-70-34-002, with Hewlett Packard Company, 03/31/20, for Computer Servers and Storage

NASPO VALUEPOINT Contract 7-15-70-34-001, with Hewlett Packard Company, 03/31/20, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract B27160/7-15-70-34-003, with Dell Computer, 03/31/20, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract MA065/7-16-99-28-02, with UPS, to 11/28/21, Express, Small Package air delivery and international shipments

NASPO VALUEPOINT Contract MA454/7-16-99-28-01, with Federal Express Corporation, to 11/28/21, Express, Small Package air delivery and international shipments

NASPO VALUEPOINT Contract 7-16-99-28-03, with Golden State Overnight, to 11/28/21, Express, Small Package air delivery and international shipments

NASPO VALUEPOINT Contract 7-16-9926-02, with Fisher Scientific to 03/31/19 for Science Supplies. NASPO VALUEPOINT Contract 7-16-70-37, with CDWG, to 04/07/18, for Software VAR services

NASPO VALUEPOINT Contract 7-16-70-36, with SHI International, to 04/07/18, for Software VAR services

National Cooperative Purchasing Alliance (NCPA) Contract NCPA02-27 with Waxie, to 04/30/19, for janitorial supplies State of California (CMAS) Contract 4-06-78-0031A Field Turf USA to 11/30/21 for Synthetic Turf

State of California (CMAS) Contract, Contract 4-09-71-0087A, with ALLSTEEL Inc., to 12/31/2018, for Office Furnishings Systems, seating, files and Architectural Interiors

U.S. Communities for the County of Fairfax VA. Contract 12-JLH-011C, with Cintas Corporation, to 03/31/2019, for facilities solutions

U.S. Communities for the County of Fairfax VA. Contract 4400006644, with Insight Public Sector, Inc., to 04/30/2019, for Technology Products/Equipment, Section A and Technology Services/Solutions

U.S. Communities for the County of Los Angeles Contract MA-IS-1340234, with Graybar Electric Company, Inc., to 03/31/18, for Electrical, Heating, Ventilation and Supplies

U.S. Communities for the County of Maricopa City Phoenix AZ Contract 16154, with Home Depot Supply, Inc., to 12/31/21, for Maintenance and Hardware Supplies

U.S. Communities for the Harford County Public Schools MD, Contract 15-JLP-023, with TRANE, to 09/30/18, for HVAC products and services

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

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	June 6, 2017

**INFORMATION ITEM 34**

**CITIZENS' BOND OVERSIGHT COMMITTEE MEETING – APRIL 26, 2017**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, **April 26, 2017 at 8 a.m.** in Drescher 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

**1. CALL TO ORDER: 8:02 a.m.**

**2. ROLL CALL --- Members**

- Sonya Sultan, Chair --- Present
- Katherine Reuter, Vice-Chair --- **Absent**
- Jeffrey Graham – Present
- Sion Roy --- Present
- Sharon Barovsky --- Present
- Michael Dubin – Present
- Zavanna Negron – Present

Others Present:

- Chris Bonvenuto, Chief Director, Business Services
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Ramin Nematollahi, Citizens' Bond Oversight Committee Coordinator
- Lee Paul, LPI Inc.
- Charlie Yen, Director --- Contracts
- Emil Zordilla, Assistant Director, Facilities Planning

**3. APPROVAL OF MINUTES**

The minutes of the Citizens' Bond Oversight Committee meeting of January 18, 2017 were approved as is. *Motion was made by Michael Dubin and seconded by Sharon Barovsky and unanimously approved by the committee.*

**4. REPORTS and DISCUSSION**

**A. SMC Bond Capital Construction Budget Summary as of March 31, 2017.**

Charlie Yen and Emil Zordilla discussed the SMC bond Capital Construction Budget Summary as of March 31, 2017.

- **Center for Media and Design:** The project is progressing as planned. Date of Completion, first quarter of 2017 with a move in date of fall 2017.
- **East Wing Performing Arts Center:** The PAC is currently open and being occupied.
- **Core Performance Center:** First phase has been completed the second phase, has started with the older-locker-rooms and bathrooms being renovated.
- **Student Services Building:** Construction is proceeding as planned and completion date is set for 2019.

- **Malibu Campus:** Currently awaiting the finalization of lease from Los Angeles County. Bidding for the project will take place in the summer of 2017 with construction to begin in fall of 2017. Completion date is last quarter of 2019.
- **Early Childhood Education Center:** Awaiting coastal commission approval. Bidding for the project is expected in the summer of 2017 with construction to commence fall 2017. The project is schedule to be completed fall of 2018.

#### **B. Measure U, S and AA and Bond Sales Expense Reports**

The SMC Bond Capital Construction Budget Summary as of March 31, 2017 reports the following:

<b>Measure U Budget:</b>	\$160,000,000
<b>Measure S Budget:</b>	\$143,500,000
<b>Measure AA Budget:</b>	\$295,000,000
<b>Interest</b>	\$ 21,476,400
<b>Other Funding Received:</b>	\$ 26,210,381
<b>Other Funding Pending:</b>	\$ 52,594,548
<b>Total Budget:</b>	\$ 698,781,329
<b>Estimate at Completion:</b>	\$ 698,781,329
<b>Bond Funds Remaining:</b>	\$ <b>130,855,454</b>

- **Measure U:** Total Measure U Expenditures last period were **\$6,803,747**; total remaining funds are **\$2,044,655**; no budget variance.
- **Measure S:** Total Measure S Expenditures last period were **\$4,153,959**; total remaining funds are **\$51,406,892**; no budget variance.
- **Measure AA:** Total Measure AA Expenditures last period were **\$16,655,141**; total remaining funds are **\$77,403,897**; no budget variance.

- **The Bond Sales/Expense Report**

Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of March 31, 2017.

<b>Total Bond:</b>	\$598,500,000
<b>Total Available:</b>	\$528,492,559
<b>Total Expenses:</b>	\$467,644,546
<b>Total Available Remaining:</b>	\$ 60,848,013
<b>Total Unsold Bond:</b>	\$ 70,007,441

- Measure V funds will be issued in August 2018 and will be reflected in 2018-2019 tax rolls. Funds will be used for joint use auditorium project with JAMS (John Adams Middle School). Upgrade the 'Face of the College', Drescher Hall North side to compliment the Student Services Building.
- The SMC Bond Construction Program Contractor List as of March 31, 2017 was included in the packet.



**C. INFORMATION – EXPIRING TERMS OF MEMBERS OF THE CITIZENS’ BOND OVERSIGHT COMMITTEE**

The term of the following member(s) of the Citizens’ Bond Oversight Committee is expiring effective **June 30, 2017** and is eligible for reappointment:

- Sharon Barovsky, Local Community/Malibu
- Michael Dubin, Business Community / Taxpayers’ Organization
- Sonya Sultan, Local/Business Community
- Sion Roy, Business Community/Taxpayers’ Organization
- The Associated Student representative will be selected in September.

The term of the following member(s) of the Citizens’ Bond Oversight Committee is expiring effective **June 30, 2018** and is eligible for reappointment:

- Jeffrey Graham, Local Business

The term of the following member(s) of the Citizens’ Bond Oversight Committee is expiring effective **June 30, 2018** and is not eligible for reappointment, as they will have served 3 consecutive terms:

- Katharine Reuter, Senior Citizens’ Organization

The Board of Trustees will follow a recruitment and application process to appoint/reappoint members to fill the vacancies.

**7. SCHEDULE OF MEETINGS, 2016---2017**

Wednesday, July 19, 2017 at 8 a.m.

**8. ADJOURNMENT: 8:37 am**

The next meeting of the Citizens’ Bond Oversight Committee will be held on **Wednesday, July 19, 2017 at 8 a.m. in Drescher Hall Room 300---E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.**

Current information on all bond construction projects is available at:  
<http://smcbondprogram.com> and at <http://www.smc.edu/CBOC>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2017

XII. BOARD COMMENTS

XIII. ADJOURNMENT – 10:31 p.m.

The meeting was adjourned in memory of Carlos Franco, Marcela Franco, and Margarita Gomez, victims of the shooting at Santa Monica College in June 2013.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, July 11, 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

- Appointments to Citizens' Bond Oversight Committee

Information

- 2017-2018 Grants Office Annual Report
- 2017-2018 Curriculum Committee Annual Report
- Facilities Master Plan Update

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	June 6, 2017

APPENDIX A

**RECOMMENDATION NO. 2**

**SUBJECT:** 2017-2018 TENTATIVE BUDGET

SUBMITTED BY: Vice-President, Business/Administration

**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
2017-2018 TENTATIVE BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2017-2018 is comprised of the following nine funds:

General Fund Unrestricted	\$192,778,743
General Fund Restricted	<u>\$52,354,401</u>
<i>Total General Fund</i>	\$245,133,144
Special Reserve Fund (Capital)	\$25,459,922
Bond Fund: Measure U	\$5,042,811
Bond Fund: Measure S	\$55,553,820
Bond Fund: Measure AA	\$41,248,052
Bond Interest & Redemption Fund	\$53,230,066
Student Financial Aid Fund	\$36,827,830
Scholarship Trust Fund	\$45,486
Auxiliary Operations	<u>\$5,464,459</u>
<i>Total Other Restricted</i>	\$222,872,446

**TOTAL PROPOSED TENTATIVE BUDGET \$468,005,590**

**GENERAL FUND**

The 2016-2017 fiscal year is projected to close with an Unrestricted General Fund ending balance, including Designated Reserves of \$20,913,959.

For the 2017-2018 tentative budget, the District is projecting an increase in revenue of 0.6% or \$969,012 and an increase in expenditures of ~4.5% or \$7,827,978, resulting in a projected structural deficit of **<\$13,929,224>** and an overall operating deficit, with one-time items, of **<\$9,870,598>**. The increase in revenue is primarily due to increase in apportionment base revenue and COLA totaling to \$5,408,162 reduced by one-time items (mandated costs reimbursement and prior year apportionment adjustment) totaling to **<\$4,442,207>** that occurred in FY 2016-2017 and will not repeat in FY 2017-2018. The increase in expenditures is primarily due to increases in salaries and benefits. The projected ending Unrestricted Fund Balance is \$11,043,361 or 6.08% of total expenditures and transfers.

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

General Fund Unrestricted Revenues (01.0)

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

The District has based the tentative budget on the Governor's "May Revise" budget proposal for the State. The Governor's 2017-18 budget proposal provides for a 1.56% Cost of Living Adjustment (COLA), an increase in the base for support of district general operating expenses, and a 1.0% growth allocation for the System of which the District, under the new growth allocation model, is projected to receive 0.46%. The Tentative budget also reflects a continued decline in enrollment, with a projected decline of <277.57> FTES resulting in FTES borrowing of 1,723.43 in 2017-2018.

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

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

#### General Fund Unrestricted Expenditures (01.0)

The District's largest expenditures (90.0% of the total budget) are related to salary and benefits. The salary and benefit related expenditure projections reflect appropriate step, column and longevity increases for all qualified employees. Expenditure projections also include a negotiated salary increase of 2.2%, increased parity and part-time office hours in the salary of SMC Faculty Association and a 2.2% "me too" increase for Classified Schools Employee Association and SMC Police Officer Association.

The discretionary section of the expenditure budget (Supplies and Services), reflects a increase of approximately \$283,642 from 2016-2017 projected expenditures. The increase is primarily due to increase in bad-debts for students, managed print services, software upgrades reduced by non-recurring items and budget cuts from the prior year.

The amount of \$13,264,918 for the Contracts/Services line item in the tentative budget includes: Rents/Leases (i.e. Performing Arts Center, Swimming Pool, Big Blue Bus) 21%; Bank Fees and Bad Debt 15%; Repairs of Equipment/Maintenance 10%; Advertising 10%; Software Licensing 6%; Other Contract Services 6%; Consultants 5%; Managed Print Services 4%; Legal Services (including those for the Personnel Commission) 4%; Postage and Delivery Services 3%; Conferences and Training 3%; Off-Campus Printing 3%; LACOE Contracts (i.e. PeopleSoft, HRS) 2%; Professional Growth 2%; Memberships and Dues 1%; Audit 1%; Recruiting-Students 1% and Other Services – all under 1% of budget per category (e.g. Repairs-Facility, Field trip, Mileage, Commencement, Fingerprinting, Board Meetings, etc.) 3%.

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

## **RESTRICTED FUNDS**

### General Fund Restricted (01.3)

This fund represents restricted funding that is received by the District from Federal, State, and Local sources. All grants that do not end by June 30, 2018, will be carried over to the 2018-2019 budget, if permissible.

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

### Special Reserve Fund (40.0) Capital

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

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

### Bond Fund Measure U (42.2)

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

### Bond Fund Measure S (42.3)

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

### Bond Fund Measure AA (42.4)

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

### Bond Interest and Redemption Fund (48.0)

This fund is administered by the County of Los Angeles Department of Auditor-Controller. It reflects the receipt of property tax revenues due to voted indebtedness for bond issues, the payment of interest on those bonds, plus the redemption of the bonds that mature within the 2017-2018 fiscal year. This information is provided by the County of Los Angeles Department of Auditor-Controller through the Los Angeles County Office of Education.

### Student Financial Aid Fund (74.0)

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

### Scholarship Trust Fund (75.0)

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

### Auxiliary Operations

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

### **CONCLUSION**

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