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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

JUNE 6, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Recognition - Photo Show Winners
5:45 p.m. – Closed Session
6:30 p.m. – Public Meeting

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

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

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

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

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

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

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

A G E N D A

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

5:30 p.m. Public Meeting (Board Room)
 Recognition: 38th Annual Student Photography Awards

5:45 p.m. Closed Session (Business Building Room 111)

6:30 p.m. Public Meeting (Board Room)

I. *ORGANIZATIONAL FUNCTIONS*

- CALL TO ORDER

- ROLL CALL
 Dr. Andrew Walzer, Chair
 Barry Snell, Vice-Chair
 Dr. Susan Aminoff
 Dr. Nancy Greenstein
 Dr. Louise Jaffe
 Dr. Margaret Quiñones-Perez
 Rob Rader
 Chase Matthews, Incoming Student Trustee

- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. *CLOSED SESSION*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
 Agency designated representatives: Marcia Wade, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Employee Organization: CSEA Chapter #36

CONFERENCE WITH 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

- PLEDGE OF ALLEGIANCE
- INSTALLATION OF STUDENT TRUSTEE
Board Chair Andrew Walzer will administer the Oath of Allegiance to Chase Matthews and install 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:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

IV. SUPERINTENDENT'S REPORT

Recognition

Fran Chandler, Outgoing Academic Senate President

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

V. PUBLIC COMMENTS

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

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

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X. **CONSENT AGENDA – Pulled Recommendations**

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XI. **INFORMATION**

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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.

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BOARD OF TRUSTEES	ACTION
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

TOTAL PROPOSED TENTATIVE BUDGET \$468,005,590

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

BOARD OF TRUSTEES	ACTION
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:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
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:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
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:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

No.	Project	Occupancy	Source	Schedule of Funds						
				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)		

BOARD OF TRUSTEES	ACTION
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.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

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

VIII. CONSENT AGENDA

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

RECOMMENDATION:

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

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

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

IX. CONSENT AGENDA – Pulled Recommendations

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

RECOMMENDATION NO. 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

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

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 7 ELECTION OF PERSONNEL, 2017-2018

Requested Action: Approval of the following annual elections/re-elections, 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.

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

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.

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

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

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	Action
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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2016

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

BOARD OF TRUSTEES	ACTION
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			

BOARD OF TRUSTEES	ACTION
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 & Counseling Faculty, African American Collegian Center and Black Collegians Program</i> <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.	Demalogica Contract Ed Agreement
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><u>E and F</u> <i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>			

BOARD OF TRUSTEES	ACTION
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>				

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

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 18 CONTRACTS FOR CELEBRATE AMERICA 2017

Celebrate America 2017

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: *Linda Sullivan, Associate Dean Facilities Programming*

Approved By: *Don Girard, Senior Director, Government Relations/Institutional Communications*

BOARD OF TRUSTEES	ACTION
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

BOARD OF TRUSTEES	ACTION
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

Provider/Contract	Term/Amount	Service	Funding Source
<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>

BOARD OF TRUSTEES	ACTION
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

BOARD OF TRUSTEES	ACTION
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; 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
 Chavarry, Edna, Interim Director, Academic Affairs Initiatives 07/01/17 – 10/05/17
 Ellis, Reggie, Interim Athletic Director 07/01/17 – 08/31/17
 Johnson, Jackie, Interim Assistant Director, Athletics 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

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
 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
Laura Manyweather, Adult Education	07/01/17 – 06/30/18
Nathan, Pernilla, 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
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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
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BOARD OF TRUSTEES	ACTION
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.

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION

EFFECTIVE DATE

Mail Services Worker I

06/07/17

Classified Range 21

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

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

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

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

PROBATIONARY/ADVANCE STEP PLACEMENT

Abramowitz, Samuel, Laboratory Technician – Chemistry (Step B)

05/16/17

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

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%.

SEPARATION

LAST DAY OF PAID SERVICE

LEAVES OF ABSENCE- UNPAID

Banks, Jr., Joe, Custodian, Operations

02/07 – 05/31/17

(leave dates adjusted from March 7, 2017 meeting)

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

BOARD OF TRUSTEES	ACTION
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
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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
- 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

Jaclyn Johnson, Athletics (Interim)

PROJECT MANAGERS

Nancy Cardenas, LA HITech Student Support
Bonita Cooper, Upward Bound
Jenna Gausman, Grants
Ferris Kavar, Sustainability Coordination
Maria Leon-Vasquez, Workforce Development
Laura Manyweather, Adult Education Programs
Cindy Palomino, Equity Initiatives
Nathan Pernilla, Suicide Prevention Grant
Audrey Sandoval, Veterans Resource Center
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
Fariba Bolandhemat, 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 3rd 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	\$0
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 excess \$62,400 plus reimbursable expenses not to excess \$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. 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

BOARD OF TRUSTEES	INFORMATION
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:

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

- **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.

Total Bond:	\$598,500,000
Total Available:	\$528,492,559
Total Expenses:	\$467,644,546
Total Available Remaining:	\$ 60,848,013
Total Unsold Bond:	\$ 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>

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

XII. BOARD COMMENTS

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.

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

BOARD OF TRUSTEES	ACTION
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.

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-17 PROJECTED REVENUES	2017-2018 TENTATIVE BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	116,798	104,493	111,921
TOTAL FEDERAL	116,798	104,493	111,921
STATE			
GENERAL APPORTIONMENT	63,622,481	58,611,716	61,800,153
EDUCATION PROTECTION ACCOUNT - PROP 30	15,936,584	16,508,349	17,257,032
GROWTH/ACCESS-RESTORATION OF WORKLOAD REDUCTION	-	17,218	-
COLA	-	-	1,860,288
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	2,303,675	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS - EPA	-	136,283	-
HOMEOWNERS EXEMPT	96,478	95,784	95,784
STATE LOTTERY REVENUE	3,783,348	3,867,120	3,806,515
MANDATED PROGRAM COSTS	2,610,606	2,619,044	616,956
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	4,070,357	4,070,357	4,717,152
OTHER STATE	1,270,603	1,211,617	1,211,617
TOTAL STATE	91,390,457	89,441,163	91,365,497
LOCAL			
PROP TAX SHIFT (ERAF)	10,341,290	12,135,141	12,135,141
SECURED TAX	10,006,961	14,992,617	14,992,617
SUPPLEMENTAL TAXES	388,567	388,567	388,567
UNSECURED TAX	567,993	573,351	573,351
PRIOR YRS TAXES	313,955	134,030	134,030
PROPERTY TAX - RDA PASS THRU	1,196,922	664,024	664,024
PROPERTY TAX - RDA RESIDUAL	1,611,787	986,402	986,402
RENTS	300,000	206,000	186,000
INTEREST	256,500	361,000	230,200
ENROLLMENT FEES	13,892,659	14,430,627	14,051,007
STUDENT RECORDS	417,800	379,160	369,200
NON-RESIDENT TUITION/INTENSIVE ESL	33,038,107	33,446,786	32,888,429
FEE BASED INSTRUCTION	390,000	316,384	372,750
OTHER STUDENT FEES & CHARGES	112,000	111,972	109,000
F1 APPLICATION FEES	298,800	255,000	255,000
OTHER LOCAL	586,300	469,000	611,800
I. D. CARD SERVICE CHARGE	1,136,600	1,136,317	1,106,400
LIBRARY CARDS	140	140	140
LIBRARY FINES	7,834	7,834	7,834
PARKING FINES	225,465	225,465	225,465
TOTAL LOCAL	75,089,680	81,219,817	80,287,357
TOTAL REVENUE	166,596,935	170,765,473	171,764,775
TRANSFER IN	83,219	124,943	100,009
SALE OF EQUIPMENT AND SUPPLIES	-	5,356	-
TOTAL OTHER FINANCING SOURCES	83,219	130,299	100,009
TOTAL REVENUE AND TRANSFERS	166,680,154	170,895,772	171,864,784

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED EXPENDITURES	2017-2018 TENTATIVE BUDGET
INSTRUCTION	27,115,586	27,623,667	29,709,557
ACADEMIC MANAGERS	6,850,507	6,789,790	6,459,657
NON-INSTRUCTION	6,198,965	6,321,016	6,560,076
HOURLY INSTRUCTION	32,352,405	33,954,555	35,101,096
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	100,569	78,714	92,442
HOURLY NON-INSTRUCTION	4,656,702	4,559,146	4,722,290
VACANT POSITIONS	-	-	397,938
VACANCY SAVINGS	-	-	(262,639)
TOTAL ACADEMIC	77,274,734	79,326,888	82,780,417
CLASSIFIED REGULAR	22,024,140	22,839,283	23,808,167
CLASSIFIED MANAGERS	5,688,827	5,733,083	5,652,342
CLASS REG INSTRUCTION	3,160,183	3,381,841	3,438,519
CLASSIFIED HOURLY	1,521,974	2,611,939	1,390,898
CLASS HRLY INSTRUCTION	585,740	612,434	564,313
VACANT POSITIONS	1,848,722	-	1,239,728
VACANCY SAVINGS	(1,220,157)	-	(818,220)
TOTAL CLASSIFIED	33,609,429	35,178,580	35,275,747
STRS	6,919,881	7,076,657	8,019,476
STATE ON-BEHALF PENSION CONTRIB TO STRS	4,070,357	4,070,357	4,717,152
PERS	5,102,073	5,236,266	5,952,500
OASDI/MEDICARE	3,633,276	3,779,431	3,882,542
H/W	14,104,007	14,653,738	15,643,262
RETIREEES' H/W	3,414,309	3,571,593	3,964,468
RETIREEE - OPEB	2,000,000	-	-
SUI	184,978	186,194	188,563
WORKERS' COMPENSATION	1,990,850	2,068,666	2,121,924
ALTERNATIVE RETIREMENT	500,000	500,000	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	22,124	17,317	20,338
BENEFITS RELATED TO VACANT POSITIONS	443,690	-	393,042
BENEFITS RELATED TO VACANCY SAVINGS	(292,838)	-	(259,408)
TOTAL BENEFITS	42,092,707	41,160,219	45,143,859
SUPPLIES	1,094,840	965,826	1,023,897
TCO-SUPPLIES	-	100,000	-
TOTAL SUPPLIES	1,094,840	1,065,826	1,023,897
CONTRACTS/SERVICES	14,002,571	13,055,799	13,264,918
INSURANCE	995,855	927,056	927,056
UTILITIES	3,000,394	2,875,660	2,992,112
TOTAL SERVICES	17,998,820	16,858,515	17,184,086
EQUIPMENT	200,000	-	-
TECHNOLOGY REPLACEMENT	183,600	-	-
TCO - EQUIPMENT REPLACEMENT	250,000	-	-
TOTAL CAPITAL	633,600	-	-
TOTAL EXPENDITURES	172,704,130	173,590,028	181,408,006
OTHER OUTGO - TRANSFERS	314,876	314,876	324,876
OTHER OUTGO - STUDENT AID	2,500	2,500	2,500
TOTAL TRANSFERS/FINANCIAL AID	317,376	317,376	327,376
TOTAL EXPENDITURES & TRANSFERS	173,021,506	173,907,404	181,735,382

UNRESTRICTED GENERAL FUND 01.0			
2017-2018 TENTATIVE FUND BALANCE BUDGET			
ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED FUND BALANCE	2017-2018 TENTATIVE BUDGET
TOTAL REVENUE AND TRANSFERS *	164,677,905	163,578,137	167,461,871
TOTAL EXPENDITURES AND TRANSFERS	170,503,274	170,958,594	180,700,654
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	2,292,412	-	2,030,708
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(1,512,995)	-	(1,340,267)
OPERATING SURPLUS/(DEFICIT)	(6,604,786)	(7,380,457)	(13,929,224)
ONE-TIME ITEMS			
PRIOR YEAR APPORTIONMENT ADJ	-	2,439,958	-
FTES BORROWING	-	2,875,428	4,402,913
MANDATED COST BLOCK GRANT	2,002,249	2,002,249	-
ONE-TIME BUDGET AUGMENTATION	(1,105,215)	(2,848,810)	(344,287)
EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	(633,600)	(100,000)	-
OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS	(6,341,352)	(3,011,632)	(9,870,598)
BEGINNING BALANCE	23,925,591	23,925,591	20,913,959
ENDING FUND BALANCE	17,584,239	20,913,959	11,043,361
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	10.16%	12.03%	6.08%

DESIGNATION OF FUND BALANCE			
ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED FUND BALANCE	2017-2018 TENTATIVE BUDGET
UNDESIGNATED FUND BALANCE	14,236,800	17,566,520	7,003,420
UNDESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	7.84%	10.10%	3.86%
DESIGNATED RESERVE FOR:			
CLASSIFIED EMPLOYEE WELFARE FUND	467,026	467,026	467,026
NEW FACULTY TO BE HIRED	-	-	-
RESERVE FOR FUTURE STRS AND PERS INCREASES	2,880,413	2,880,413	3,572,915
TOTAL	3,347,439	3,347,439	4,039,941
DESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	1.84%	1.92%	2.22%
TOTAL ENDING FUND BALANCE	17,584,239	20,913,959	11,043,361
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	10.16%	12.03%	6.08%

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

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

ACCOUNTS	2013-2014 ACTUAL REVENUES	2014-2015 ACTUAL REVENUES	2015-2016 ACTUAL REVENUES	2016-2017 PROJECTED REVENUES	2017-2018 TENTATIVE BUDGET
FEDERAL					
FIN AID ADM ALLOWANCES	118,830	118,373	103,192	104,493	111,921
TOTAL FEDERAL	118,830	118,373	103,192	104,493	111,921
STATE					
GENERAL APPORTIONMENT	54,274,001	52,911,323	56,362,913	58,611,716	61,800,153
EDUCATION PROTECTION ACCOUNT - PROP 30	14,834,772	18,331,702	16,715,978	16,508,349	17,257,032
GROWTH/ACCESS-RESTORATION OF WORKLOAD REI	2,419,048	2,142,390	222,022	17,218	-
COLA	1,593,144	895,436	1,107,543	-	1,860,288
PRIOR YR APPORTIONMENT ADJ.	3,793,314	1,764,481	603,509	2,303,675	-
PRIOR YR APPORTIONMENT ADJ. - EPA	145,046	(27,683)	23,389	136,283	-
HOMEOWNERS EXEMPT	95,360	97,867	96,478	95,784	95,784
STATE LOTTERY REVENUE	3,347,094	3,380,950	3,958,589	3,867,120	3,806,515
MANDATED PROGRAM COSTS	578,658	1,544,990	12,635,662	2,619,044	616,956
STATE ON-BEHALF PENSION CONTR TO STRS	-	-	3,622,320	4,070,357	4,717,152
OTHER STATE	822,173	838,766	1,638,801	1,211,617	1,211,617
TOTAL STATE	81,902,610	81,880,222	96,987,204	89,441,163	91,365,497
LOCAL					
PROP TAX SHIFT (ERAF)	1,390,148	1,630,112	10,341,290	12,135,141	12,135,141
SECURED TAX	12,066,281	12,711,869	13,632,190	14,992,617	14,992,617
SUPPLEMENTAL TAXES	182,708	347,025	388,567	388,567	388,567
UNSECURED TAX	476,047	520,962	567,993	573,351	573,351
PRIOR YRS TAXES	96,987	489,691	313,955	134,030	134,030
PROPERTY TAX - RDA PASS THRU	1,405,020	512,695	1,196,922	664,024	664,024
PROPERTY TAX - RDA RESIDUAL	1,905,876	3,254,646	1,611,787	986,402	986,402
RENTS	165,744	133,293	299,735	206,000	186,000
INTEREST	171,118	177,496	235,862	361,000	230,200
ENROLLMENT FEES	13,198,472	13,551,604	13,998,414	14,430,627	14,051,007
STUDENT RECORDS	432,290	428,303	420,947	379,160	369,200
NON-RESIDENT TUITION/INTENSIVE ESL	27,182,917	31,065,989	33,038,107	33,446,786	32,888,429
FEE BASED INSTRUCTION	1,652,944	780,062	391,512	316,384	372,750
OTHER STUDENT FEES & CHARGES	106,400	103,846	112,830	111,972	109,000
F1 APPLICATION FEES	310,892	319,125	298,765	255,000	255,000
OTHER LOCAL	683,185	917,967	586,270	469,000	611,800
I. D. CARD SERVICE CHARGE	1,140,486	1,153,642	1,145,222	1,136,317	1,106,400
LIBRARY CARDS	100	120	140	140	140
LIBRARY FINES	9,718	8,745	7,834	7,834	7,834
PARKING FINES	235,697	229,772	225,465	225,465	225,465
TOTAL LOCAL	62,813,030	68,336,964	78,813,807	81,219,817	80,287,357
TOTAL REVENUE	144,834,470	150,335,559	175,904,203	170,765,473	171,764,775
TRANSFER IN	106,906	107,739	115,728	124,943	100,009
SALE OF EQUIPMENT AND SUPPLIES	4,199	13,040	12,655	5,356	-
TOTAL OTHER FINANCING SOURCES	111,105	120,779	128,383	130,299	100,009
TOTAL REVENUE AND TRANSFERS	144,945,575	150,456,338	176,032,586	170,895,772	171,864,784
BEGINNING BALANCE	8,253,478	12,609,047	11,533,449	17,730,338	17,566,520
BEGINNING DESIGNATED RESERVE	2,267,332	1,362,732	2,248,128	6,195,253	3,347,439
TOTAL FUNDS AVAILABLE	155,466,385	164,428,117	189,814,163	194,821,363	192,778,743

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

ACCOUNTS	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	PROJECTED EXPENDITURES	TENTATIVE BUDGET
INSTRUCTION	23,649,047	24,977,401	26,140,222	27,623,667	29,709,557
ACADEMIC MANAGERS	5,986,920	6,528,341	6,635,815	6,789,790	6,459,657
NON-INSTRUCTION	6,421,676	6,437,099	6,243,144	6,321,016	6,560,076
HOURLY INSTRUCTION	27,093,826	30,508,208	32,510,868	33,954,555	35,101,096
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	417,044	361,817	95,814	78,714	92,442
HOURLY NON-INSTRUCTION	3,954,813	4,395,572	4,364,614	4,559,146	4,722,290
VACANT POSITIONS	-	-	-	-	397,938
VACANCY SAVINGS	-	-	-	-	(262,639)
TOTAL ACADEMIC	67,523,326	73,208,438	75,990,477	79,326,888	82,780,417
CLASSIFIED REGULAR	19,958,051	19,929,707	20,913,003	22,839,283	23,808,167
CLASSIFIED MANAGERS	4,062,966	4,409,542	5,242,299	5,733,083	5,652,342
CLASS REG INSTRUCTION	2,797,082	3,046,037	3,198,990	3,381,841	3,438,519
CLASSIFIED HOURLY	1,997,376	2,418,778	2,554,103	2,611,939	1,390,898
CLASS HRLY INSTRUCTION	478,963	447,830	637,310	612,434	564,313
CLASSIFIED ONE-TIME PAYMENT	-	-	376,192	-	-
VACANT POSITIONS	-	-	-	-	1,239,728
VACANCY SAVINGS	-	-	-	-	(818,220)
TOTAL CLASSIFIED	29,294,438	30,251,894	32,921,897	35,178,580	35,275,747
STRS	4,405,692	4,991,289	6,158,188	7,076,657	8,019,476
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	3,622,320	4,070,357	4,717,152
PERS	3,572,393	3,774,060	4,111,904	5,236,266	5,952,500
OASDI/MEDICARE	3,198,790	3,353,552	3,620,575	3,779,431	3,882,542
H/W	12,400,869	12,757,427	13,322,989	14,653,738	15,643,262
RETIRES' H/W	2,679,913	2,747,963	3,190,943	3,571,593	3,964,468
RETIREE - OPEB	500,000	1,000,000	1,500,000	-	-
SUI	185,250	152,666	151,433	186,194	188,563
WORKERS' COMPENSATION	1,381,625	1,667,792	1,892,139	2,068,666	2,121,924
ALTERNATIVE RETIREMENT	407,740	412,235	399,950	500,000	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	72,346	54,992	20,329	17,317	20,338
BENEFITS REL TO CLASSIFIED ONE-TIME PAYMENT	-	-	35,507	-	-
BENEFITS RELATED TO VACANT POSITIONS	-	-	-	-	393,042
BENEFITS RELATED TO VACANCY SAVINGS	-	-	-	-	(259,408)
TOTAL BENEFITS	28,804,618	30,911,976	38,026,277	41,160,219	45,143,859
SUPPLIES	830,357	786,208	956,090	965,826	1,023,897
TCO-SUPPLIES	-	-	216,372	100,000	-
TOTAL SUPPLIES	830,357	786,208	1,172,462	1,065,826	1,023,897
CONTRACTS/SERVICES	10,905,263	11,333,386	12,763,772	13,055,799	13,264,918
INSURANCE	965,710	938,330	986,093	927,056	927,056
UTILITIES	2,824,530	2,887,946	2,813,098	2,875,660	2,992,112
TOTAL SERVICES	14,695,503	15,159,662	16,562,963	16,858,515	17,184,086
BLDG & SITES	-	-	-	-	-
EQUIPMENT	-	-	586,893	-	-
TECHNOLOGY REPLACEMENT	-	-	249,632	-	-
TCO - EQUIPMENT REPLACEMENT	-	-	63,980	-	-
TOTAL CAPITAL	-	-	900,505	-	-
TOTAL EXPENDITURES	141,148,242	150,318,178	165,574,581	173,590,028	181,408,006
OTHER OUTGO - TRANSFERS	346,166	328,362	313,309	314,876	324,876
OTHER OUTGO - STUDENT AID	198	-	682	2,500	2,500
TOTAL TRANSFERS/FINANCIAL AID	346,364	328,362	313,991	317,376	327,376
TOTAL EXPENDITURES & TRANSFERS	141,494,606	150,646,540	165,888,572	173,907,404	181,735,382
CONTINGENCY RESERVE	12,609,047	11,533,449	17,730,338	17,566,520	7,003,420
DESIGNATED RESERVE	1,362,732	2,248,128	6,195,253	3,347,439	4,039,941
TOTAL	155,466,385	164,428,117	189,814,163	194,821,363	192,778,743

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED REVENUES	2017-2018 TENTATIVE BUDGET
FEDERAL			
PERKINS IV TITLE I-C	677,180	677,180	636,677
FWS-FEDERAL WORK STUDY	496,100	496,100	496,100
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	58,631	59,652	56,669
FEDERAL CARRYOVERS	1,308,352	1,308,352	1,429,012
OTHER FEDERAL	1,798,372	3,050,310	1,826,883
TOTAL FEDERAL	4,338,635	5,591,594	4,445,341
STATE			
LOTTERY	1,182,296	1,182,296	1,182,674
BASIC SKILLS INITIATIVE	351,560	351,560	355,897
SFAA-STUDENT FINANCIAL AID ADMIN	887,982	887,982	843,583
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,315,554	1,315,554	1,249,776
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	88,792	88,792	84,352
DSPTS-DISABLED STUDENTS PROGRAM & SERVICES	2,232,010	2,232,010	2,082,753
CALWORKS	267,669	317,502	301,628
STUDENT SUCCESS (CREDIT)	4,922,659	4,922,659	6,054,038
STUDENT SUCCESS (NON-CREDIT)	65,883	80,031	76,029
STUDENT SUCCESS (STUDENT EQUITY)	1,523,065	1,950,876	1,853,332
ENROLLMENT GROWTH	154,000	154,000	-
STRONG WORKFORCE PROGRAM	-	871,012	-
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,464,456	1,751,382	-
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	632,052	632,052	632,052
STATE CARRYOVERS	5,302,122	5,352,122	10,862,220
OTHER STATE	2,207,621	2,396,127	498,090
TOTAL STATE	22,597,721	24,485,957	26,076,424
LOCAL			
PICO PROMISE	141,782	144,618	144,618
HEALTH FEES	1,366,750	1,366,750	1,323,151
PARKING FEES	1,844,371	1,844,371	1,795,164
DONATIONS-KCRW	2,998,849	2,903,190	3,693,344
RADIO GRANTS	1,206,947	1,286,109	-
COMMUNITY SERVICES	861,020	722,703	705,200
CONSOLIDATED CONTRACT ED-LOCAL	256,140	342,448	336,923
LOCAL CARRYOVERS	241,489	337,148	-
OTHER LOCAL	5,825,000	5,845,000	5,738,990
TOTAL LOCAL	14,742,348	14,792,337	13,737,390
TOTAL REVENUE	41,678,704	44,869,888	44,259,155

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED EXPENDITURES	2017-2018 TENTATIVE BUDGET
INSTRUCTION	76,008	37,258	68,971
MANAGEMENT	1,706,344	2,007,754	1,830,941
NON-INSTRUCTION	1,893,634	2,214,197	1,954,869
HOURLY INSTRUCTION	96,840	205,509	79,899
HOURLY NON-INSTRUCTION	5,107,514	5,556,322	5,240,280
TOTAL ACADEMIC	8,880,340	10,021,040	9,174,960
CLASSIFIED REGULAR	4,597,660	4,772,684	5,653,844
CLASSIFIED MANAGERS	578,581	576,047	598,914
CLASS REG INSTRUCTION	33,250	76,579	110,924
CLASSIFIED HOURLY	1,837,777	2,124,132	1,909,283
CLASS HRLY INSTRUCTION	232,500	204,266	273,750
TOTAL CLASSIFIED	7,279,768	7,753,708	8,546,715
BENEFITS HOLDING ACCOUNT	5,152,656	1,988,708	5,856,380
STRS	-	537,050	-
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	632,052	-
PERS	-	491,454	-
OASDI/MEDICARE	-	384,295	-
H/W	-	969,063	-
SUI	-	4,895	-
WORKERS' COMP.	-	177,718	-
ALTERNATIVE RETIREMENT	-	51,541	-
TOTAL BENEFITS	5,152,656	5,236,776	5,856,380
TOTAL SUPPLIES	1,038,863	1,469,255	1,066,418
CONTRACTS/SERVICES	7,216,393	8,330,236	8,072,818
INSURANCE	4,709,360	4,709,360	4,623,350
UTILITIES	178,800	178,800	160,050
TOTAL SERVICES	12,104,553	13,218,396	12,856,218
BLDG & SITES	1,911,110	1,753,310	1,660,763
EQUIPMENT/LEASE PURCHASE	4,001,859	4,604,537	3,763,312
TOTAL CAPITAL	5,912,969	6,357,847	5,424,075
TOTAL EXPENDITURES	40,369,149	44,057,022	42,924,766
OTHER OUTGO - STUDENT AID	548,357	638,644	660,292
OTHER OUTGO - TRANSFERS	83,219	124,943	100,009
TOTAL OTHER OUTGO	631,576	763,587	760,301
TOTAL EXPENDITURES & OTHER OUTGO	41,000,725	44,820,609	43,685,067

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED FUND BALANCE	2017-2018 TENTATIVE BUDGET
TOTAL REVENUE AND TRANSFERS	41,678,704	44,869,888	44,259,155
TOTAL EXPENDITURES AND TRANSFERS	41,000,725	44,820,609	43,685,067
OPERATING SURPLUS/(DEFICIT)	677,979	49,279	574,088
BEGINNING BALANCE	8,045,967	8,045,967	8,095,246
CONTINGENCY RESERVE/ENDING FUND BALANCE	8,723,946	8,095,246	8,669,334
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	21.28%	18.06%	19.85%

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

ACCOUNTS	2013-2014 ACTUAL REVENUES	2014-2015 ACTUAL REVENUES	2015-2016 ACTUAL REVENUES	2016-2017 PROJECTED REVENUES	2017-2018 TENTATIVE BUDGET
FEDERAL					
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	588,662	619,899	636,505	677,180	636,677
FWS-FEDERAL WORK STUDY	578,918	487,724	472,189	496,100	496,100
RADIO GRANTS	1,056,506	1,021,966	-	-	-
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	59,745	64,259	68,627	59,652	56,669
FEDERAL CARRYOVERS	1,334,368	1,191,951	910,563	1,308,352	1,429,012
OTHER FEDERAL	2,424,656	1,563,858	1,757,860	3,050,310	1,826,883
TOTAL FEDERAL	6,042,855	4,949,657	3,845,744	5,591,594	4,445,341
STATE					
LOTTERY	926,003	954,314	1,373,579	1,182,296	1,182,674
BASIC SKILLS INITIATIVE	-	339,147	351,560	351,560	355,897
SFAA-STUDENT FINANCIAL AID ADMIN	809,428	864,209	924,049	887,982	843,583
EOPS-EXTENDED OPPORTUNITY PROG & SERV	972,541	1,010,450	1,384,794	1,315,554	1,249,776
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	55,879	52,492	92,110	88,792	84,352
DSPTS-DISABLED STUDENTS PROGRAM & SERVICES	1,540,342	2,211,830	2,368,134	2,232,010	2,082,753
CALWORKS	289,931	301,105	263,141	317,502	301,628
STUDENT SUCCESS (CREDIT)	1,170,706	2,326,132	3,554,059	4,922,659	6,054,038
STUDENT SUCCESS (CREDIT) - TRANSFER RELATED	40,977	37,262	82,429	80,031	76,029
STUDENT SUCCESS (NON-CREDIT)	45,940	474,729	1,061,091	1,950,876	1,853,332
ENROLLMENT GROWTH	219,568	84,171	92,618	154,000	-
STRONG WORKDORCE PROGRAM	-	-	-	871,012	-
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	1,420,113	900,960	1,751,382	-
INSTRUCTIONAL EQUIPMENT AND LIBRARY	155,071	-	-	-	-
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	-	-	352,924	632,052	632,052
STATE CARRYOVERS	948,577	931,735	2,378,031	5,352,122	10,862,220
OTHER STATE	8,400	989,036	749,535	2,396,127	498,090
TOTAL STATE	7,183,363	11,996,725	15,929,014	24,485,957	26,076,424
LOCAL					
PICO PARTNERSHIP	151,770	150,408	141,782	144,618	144,618
HEALTH FEES	1,297,331	1,367,373	1,377,217	1,366,750	1,323,151
PARKING FEES	1,941,247	1,823,351	1,856,184	1,844,371	1,795,164
DONATIONS-KCRW	1,924,457	1,971,853	2,053,592	2,903,190	3,693,344
RADIO GRANTS	-	-	971,834	1,286,109	-
COMMUNITY SERVICES	686,387	610,637	785,233	722,703	705,200
COUNTY CALWORKS	51,000	38,000	-	-	-
CONSOLIDATED CONTRACT ED-LOCAL	93,133	96,809	68,118	342,448	336,923
LOCAL CARRYOVERS	344,237	288,888	430,743	337,148	-
OTHER LOCAL	5,792,037	6,136,263	6,297,594	5,845,000	5,738,990
TOTAL LOCAL	12,281,599	12,483,582	13,982,297	14,792,337	13,737,390
TRANSFER IN	346,399	197,825	-	-	-
TOTAL TRANSFER IN	346,399	197,825	-	-	-
TOTAL REVENUE	25,854,216	29,627,789	33,757,055	44,869,888	44,259,155
BEGINNING BALANCE	5,264,094	6,050,541	6,903,337	8,045,967	8,095,246
TOTAL FUNDS AVAILABLE	31,118,310	35,678,330	40,660,392	52,915,855	52,354,401

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

ACCOUNTS	2013-2014 ACTUAL EXPENDITURES	2014-2015 ACTUAL EXPENDITURES	2015-2016 ACTUAL EXPENDITURES	2016-2017 PROJECTED EXPENDITURES	2017-2018 TENTATIVE BUDGET
INSTRUCTION	13,779	10,334	12,986	37,258	68,971
MANAGEMENT	1,266,840	1,220,321	1,601,278	2,007,754	1,830,941
NON-INSTRUCTION	1,243,993	1,479,134	1,860,255	2,214,197	1,954,869
HOURLY INSTRUCTION	151,787	98,788	64,365	205,509	79,899
HOURLY NON-INSTRUCTION	2,482,877	3,680,966	4,163,478	5,556,322	5,240,280
TOTAL ACADEMIC	5,159,276	6,489,543	7,702,362	10,021,040	9,174,960
CLASSIFIED REGULAR	2,564,387	3,109,708	3,870,148	4,772,684	5,653,844
CLASSIFIED MANAGERS	317,746	375,981	425,980	576,047	598,914
CLASS REG INSTRUCTION	-	9,620	39,406	76,579	110,924
CLASSIFIED HOURLY	1,827,356	1,752,189	1,534,116	2,124,132	1,909,283
CLASS HRLY INSTRUCTION	225,267	311,166	195,503	204,266	273,750
TOTAL CLASSIFIED	4,934,756	5,558,664	6,065,153	7,753,708	8,546,715
BENEFITS HOLDING ACCOUNT	-	-	-	1,988,708	5,856,380
STRS	370,605	468,175	628,771	537,050	-
STATE ON-BEHALF PENSION CONTRI	-	-	352,924	632,052	-
PERS	354,346	448,150	538,843	491,454	-
OASDI/MEDICARE	343,228	405,677	494,905	384,295	-
H/W	953,742	1,097,081	1,304,783	969,063	-
SUI	6,258	5,589	6,260	4,895	-
WORKERS' COMP.	130,718	187,131	221,520	177,718	-
ALTERNATIVE RETIREMENT	51,784	73,159	45,725	51,541	-
TOTAL BENEFITS	2,210,681	2,684,962	3,593,731	5,236,776	5,856,380
TOTAL SUPPLIES	599,980	914,051	853,179	1,469,255	1,066,418
CONTRACTS/SERVICES	4,132,890	3,693,293	5,025,906	8,330,236	8,072,818
INSURANCE	4,251,442	4,465,752	4,631,832	4,709,360	4,623,350
UTILITIES	128,414	151,235	148,725	178,800	160,050
TOTAL SERVICES	8,512,746	8,310,280	9,806,463	13,218,396	12,856,218
BLDG & SITES	1,499,517	1,451,557	1,485,644	1,753,310	1,660,763
EQUIPMENT/LEASE PURCHASE	1,458,584	2,773,414	2,320,685	4,604,537	3,763,312
TOTAL CAPITAL	2,958,101	4,224,971	3,806,329	6,357,847	5,424,075
TOTAL EXPENDITURES	24,375,540	28,182,471	31,827,217	44,057,022	42,924,766
OTHER OUTGO - STUDENT AID	585,323	484,783	671,480	638,644	660,292
OTHER OUTGO - TRANSFERS	106,906	107,739	115,728	124,943	100,009
TOTAL OTHER OUTGO	692,229	592,522	787,208	763,587	760,301
TOTAL EXPENDITURES & OTHER	25,067,769	28,774,993	32,614,425	44,820,609	43,685,067
CONTINGENCY RESERVE	6,050,541	6,903,337	8,045,967	8,095,246	8,669,334
TOTAL	31,118,310	35,678,330	40,660,392	52,915,855	52,354,401

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 TENTATIVE BUDGET
REVENUE			
STATE			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,464,456	1,751,382	-
PROP 39 - CLEAN ENERGY PROJECTS	794,724	794,724	898,563
STATE CARRYOVERS	1,408,210	1,408,210	3,263,202
TOTAL STATE	3,667,390	3,954,316	4,161,765
LOCAL			
PROPERTY TAX - RDA PASS THRU	-	733,922	-
RENTS	260,817	260,817	260,817
INTEREST	142,219	142,219	214,992
NON-RESIDENT CAPITAL CHARGE	2,946,451	2,946,451	2,651,806
LOCAL INCOME	137,688	137,688	137,688
TOTAL LOCAL	3,487,175	4,221,097	3,265,303
TOTAL REVENUES	7,154,565	8,175,413	7,427,068
EXPENDITURES			
SUPPLIES	1,500	1,500	1,500
CONTRACT SERVICES	370,000	1,870,356	1,864,172
CAPITAL OUTLAY	21,449,767	2,937,405	23,594,250
TOTAL EXPENDITURES	21,821,267	4,809,261	25,459,922
TOTAL EXPENDITURES AND TRANSFERS	21,821,267	4,809,261	25,459,922
OPERATING SURPLUS/(DEFICIT)	(14,666,702)	3,366,152	(18,032,854)
BEGINNING BALANCE	14,666,702	14,666,702	18,032,854
ENDING FUND BALANCE	-	18,032,854	-

MEASURE U FUND 42.2			
2017-2018 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 TENTATIVE BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	143,673	143,673	38,118
TOTAL REVENUE	143,673	143,673	38,118
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	-	-	-
CAPITAL OUTLAY	19,007,304	14,002,611	5,042,811
TOTAL EXPENDITURES	19,007,304	14,002,611	5,042,811
OPERATING SURPLUS/(DEFICIT)	(18,863,631)	(13,858,938)	(5,004,693)
BEGINNING BALANCE	18,863,631	18,863,631	5,004,693
ENDING FUND BALANCE	-	5,004,693	-

MEASURE S FUND 42.3			
2017-2018 TENTATIVE REVENUE AND EXPENDITURE BUDGET			
ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 TENTATIVE BUDGET
REVENUE			
OTHER FINANCING SOURCES	20,000,000	20,000,000	-
INTEREST	481,920	481,920	581,255
TOTAL REVENUE	20,481,920	20,481,920	581,255
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	208,500	223,226	176,000
CAPITAL OUTLAY	65,851,327	10,864,036	55,377,820
TOTAL EXPENDITURES	66,059,827	11,087,262	55,553,820
OPERATING SURPLUS/(DEFICIT)	(45,577,907)	9,394,658	(54,972,565)
BEGINNING BALANCE	45,577,907	45,577,907	54,972,565
ENDING FUND BALANCE	-	54,972,565	-

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 TENTATIVE BUDGET
REVENUE			
OTHER FINANCING SOURCES	50,000,000	50,000,000	-
INTEREST	693,621	693,621	389,154
TOTAL REVENUE	50,693,621	50,693,621	389,154
EXPENDITURES			
SUPPLIES	4,500	32,343	37,500
CONTRACT SERVICES	138,750	172,781	195,000
CAPITAL OUTLAY	123,376,610	82,455,838	41,015,552
TOTAL EXPENDITURES	123,519,860	82,660,962	41,248,052
OPERATING SURPLUS/(DEFICIT)	(72,826,239)	(31,967,341)	(40,858,898)
BEGINNING BALANCE	72,826,239	72,826,239	40,858,898
ENDING FUND BALANCE	-	40,858,898	-

INTEREST AND REDEMPTION FUND 48.0
2017-2018 TENTATIVE REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 TENTATIVE BUDGET
BEGINNING BALANCE	31,253,945	31,253,945	24,300,255
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	31,253,945	31,253,945	24,300,255
REVENUE			
FEDERAL REVENUES	-	-	-
STATE REVENUES	-	-	-
VOTER INDEBTED TAXES	28,929,811	28,929,811	28,929,811
TOTAL REVENUE	28,929,811	28,929,811	28,929,811
TOTAL FUNDS AVAILABLE	60,183,756	60,183,756	53,230,066
EXPENDITURES			
DEBT REDEMPTION	18,643,586	18,643,586	18,643,586
INTEREST CHARGES	17,239,915	17,239,915	17,239,915
TOTAL EXPENDITURES	35,883,501	35,883,501	35,883,501
ENDING FUND BALANCE	24,300,255	24,300,255	17,346,565

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

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 TENTATIVE BUDGET
REVENUE			
FEDERAL GRANTS	31,915,627	31,915,627	29,915,627
FEDERAL LOANS	2,650,000	2,650,000	2,900,000
CAL GRANTS	2,083,000	2,083,000	2,983,500
FULL TIME STUDENT SUCCESS GRANT	518,100	518,100	733,827
TRANSFER	284,876	284,876	294,876
TOTAL REVENUE	37,451,603	37,451,603	36,827,830
EXPENDITURES			
FINANCIAL AID	37,451,603	37,451,603	36,827,830
TOTAL EXPENDITURES	37,451,603	37,451,603	36,827,830
ENDING FUND BALANCE	-	-	-

SCHOLARSHIP TRUST FUND 75.0
2017-2018 TENTATIVE REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 TENTATIVE BUDGET
BEGINNING BALANCE	15,286	15,286	15,386
REVENUE			
TRANSFER	30,000	30,000	30,000
INTEREST	100	100	100
TOTAL REVENUE	30,100	30,100	30,100
TOTAL FUNDS AVAILABLE	45,386	45,386	45,486
EXPENDITURES			
SCHOLARSHIP	30,000	30,000	30,000
TOTAL EXPENDITURES	30,000	30,000	30,000
ENDING FUND BALANCE	15,386	15,386	15,486

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	2016-2017 PROJECTED	2017-2018 TENTATIVE BUDGET
BEGINNING BALANCE	2,595,962	2,595,962	2,668,504
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>2,595,962</u>	<u>2,595,962</u>	<u>2,668,504</u>
REVENUE			
GROSS SALES	6,029,478	5,565,038	5,485,366
LESS: COST OF GOODS	<u>(4,217,863)</u>	<u>(3,873,746)</u>	<u>(3,832,214)</u>
NET	1,811,615	1,691,292	1,653,152
VENDOR INCOME	726,000	726,000	726,000
AUXILIARY PROGRAM INCOME	<u>523,615</u>	<u>497,723</u>	<u>395,803</u>
NET INCOME	3,061,230	2,915,015	2,774,955
INTEREST	<u>18,000</u>	<u>21,000</u>	<u>21,000</u>
TOTAL REVENUE	<u>3,079,230</u>	<u>2,936,015</u>	<u>2,795,955</u>
TOTAL FUNDS AVAILABLE	<u>5,675,192</u>	<u>5,531,977</u>	<u>5,464,459</u>
EXPENDITURES			
STAFFING	982,752	946,143	966,958
FRINGE BENEFITS	316,050	273,958	277,609
OPERATING	<u>1,900,681</u>	<u>1,643,372</u>	<u>1,710,117</u>
TOTAL EXPENDITURES	<u>3,199,483</u>	<u>2,863,473</u>	<u>2,954,684</u>
ENDING FUND BALANCE	<u>2,475,709</u>	<u>2,668,504</u>	<u>2,509,775</u>

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

APPENDIX B

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/Community and Academic Relations
- J Risk Management
- K Student Affairs

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

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 15 2017-2018 ANNUAL CONTRACTS AND CONSULTANTS

15-A ACADEMIC AFFAIRS

*Requested by: Erica LeBlanc, Dean of Academic Affairs
Gita Runkle, Associate Dean, Emeritus College*
Approved by: Georgia Lorenz, Vice-President, Academic Affairs

FACILITIES FOR INSTRUCTION

Provider	Service	Amount	Funding Source
1. List of providers on file in the office of Emeritus College	Off-campus facilities for Emeritus College	Payment per class is authorized as stated on the list	2017-2018 District Budget/ Emeritus College
2. List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District's nursing program. The list is on file in the Health Sciences Office.	No charge to the District	2017-2018 District Budget/ Health Sciences

DISTANCE EDUCATION

Provider	Service	Amount	Funding Source
Canvas/Instructure	Course Management System (CMS) for District-wide use.	Current funding source is being supported through the CCCCO OEI (Online Education Initiative). Cost to District: \$0 Actual dollar value of one-year Canvas contract: \$288,554	2017-2018 Academic Affairs

RECOMMENDATION NO. 15 2016-2017 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

15-A ACADEMIC AFFAIRS *(continued)*

LIBRARY VENDOR

Provider	Service	Amount	Funding Source
3. Baker and Taylor	Provider of library books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$100,000	2017-2018 California State Lottery Grant
4. CCLC (Community College Library Consortium)	Provider of Library Databases and Electronic Books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$150,000	2017-2018 California State Lottery Grant.

MALIBU CENTER

Provider	Service	Amount	Funding Source
5. SMMUSD Webster Elementary School	Reimbursement to SMMUSD for personnel services needed for SMC classes at Webster Elementary School	Not to exceed \$6,000	2017-2018 District Malibu Center

15-A ACADEMIC AFFAIRS (continued)

WORK STUDY AGREEMENTS

Provider	Service	Amount	Funding Source
<p>6. Work Study Agreements with UCLA, CSUN and LMU.</p>	<p>These are renewal agreements that allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Peer tutors have worked in English, Social Science, Math, Modern Language, Science, or Supplemental Instruction.</p>	<p><u>UCLA</u> SMC's Matching Share of payroll expense: assessed at 50% (fifty percent) of the gross WSP wage earned for all undergraduate students and which is 30% (thirty percent) for all graduate students. Note: UCLA's WSP appropriation pays the remaining fifty percent (50%) for all programs except for the Graduate work study program which is thirty percent (30%) of payroll expense. B. Administrative Fee: assessed at 15% (returning agencies) and 15% (ASUCLA) of the gross WSP wage earned. C. Misc. Charges: a. Worker's Compensation b. Medicare c. Unemployment insurance.</p> <p><u>CSUN</u> SMC's matching share of payroll expense: assessed at 25% (twenty-five percent) Off-Campus Agency/FICA Administrative Surcharge: 20% (twenty percent) Auxiliary Administrative Surcharge: 18% (eighteen percent)</p> <p><u>LMU</u> SMC's matching share of payroll expense: assessed at 75% (seventy-five percent) of students total earnings with no additional charges.</p>	<p>2017-2018 Budget/ Academic Affairs (District's share)</p>

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

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 15 2017-2018 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-B COMMUNITY AND CONTRACT EDUCATION

Requested by: Patricia Ramos, Dean, Workforce and Development

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

The contracts are needed to support infrastructure needs (e.g., the program’s web-based registration system and off-site locations) as well as content. For the contracts where no dollar amount is indicated, the amount is based on a percentage of the enrollment fees generated.

Funding Source: Contracts for Community and Contract Education (C&CE) are fully-funded by revenues generated through class enrollments.

Provider	Service
1. AHLEI American Hotel & Lodging Educational Institute	Purchase order to purchase online training and certification testing access for Customer Service Academy curriculum through Community and or Contract Education Not to exceed \$6,000
2. Augusoft Inc.	Annual maintenance agreement for Lumens Software used by Community and Contract Education for online registration and Paypal for credit card transactions. Not to exceed \$20,000
3. AUMT Institute	Agreement to offer online and in class courses through SMC’s Community and Contract Education program in exchange Community Ed will receive \$500.00 per student enrolled. AUMT will provide Phlebotomy career training, including textbooks, supplies, materials and instructors. AUMT will dispose of waste per OSHA guidelines.
4. Condensed Curriculum International (CCI)	Agreement to offer online and in class courses through SMC’s Community and Contract Education program in exchange for a percentage of the enrollment fees generated. CCI will provide the third party content, including textbooks, supplies, materials and instructors for both online and classroom based career training programs. Not to exceed \$10,000

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

15-B COMMUNITY AND CONTRACT EDUCATION *(continued)*

Provider	Service
5. Course Horse	<p>Agreement to offer selected courses from Community Education on Course Horse’s website to serve as a marketing tool to increase enrollment and publicity for the program.</p> <p>Comment: Community Ed receives from CourseHorse a percentage of course fees only when students register through the Course Horse site. Community Education will utilize this site for a select few courses that need additional registration to meet the minimum to run.</p>
6. Diablo Valley College	<p>Agreement to establish an affiliation between Diablo Valley College Community Ed Academy Support Center and SMC Community Ed. The yearly payment will cover the cost of Academy support for SMC Community Education in becoming a CISCO Networking Center. Not to exceed \$850/year</p>
7. DDI (Development Dimensions International)	<p>Agreement for training curriculum to be offered through SMC’s Community and Contract Education Program</p>
8. Distance Learning Company	<p>Agreement for online classes to be offered through SMC’s Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.</p>
9. Education to Go	<p>Agreement to offer online classes through SMC’s Community and Contract Education program in exchange for a percentage of the enrollment fees generated.</p>
10. G. Bruce Smith	<p>Agreement to provide publicity services and produce materials for content marketing for various social media and online outlets under the direction of the Program Coordinator. Not to exceed \$10,000</p>
11. Institute of Reading Development	<p>Agreement with the Institute of Reading Development for the rental of classroom space at Santa Monica College in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: The Institute of Reading Development offers reading programs for children and adults. The program will be publicized in the Community and Contract Education schedule of classes and website; however, all enrollments are done through IRD</p>
12. Learning Resources Network	<p>LERN Yearly Membership \$800</p>
13. Lisa Brand Design	<p>Agreement for graphic design and art direction/services for marketing materials that are specific to the needs of Community Education and Workforce & Economic Development.</p> <p>Comment: The services may include assistance with expeditiously developing various marketing material for electronic and print distribution.</p> <p>Not to exceed \$1,000</p>

15-B COMMUNITY AND CONTRACT EDUCATION (continued)

Provider	Service
14. Market Motive	Agreement for online classes to be offered through SMC’s Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.
15. NABCEP	Consultant service for delivery of seminars and courses for SMC Community and Contract Education courses
16. Natalie Kilpatrick	Agreement with Natalie Kilpatrick to Training through SMC’s Contract Education program in exchange for a percentage of the enrollment fees generated.
17. OMCP- Online Marketing Certified Professional	Agreement to provide prepaid OMCA Exam Vouchers for SMC Community Education Students who complete Social Media Marketing Practitioner Certification through Market Motive. Not to exceed \$4000/year
18. Siba Media	Agreement with SIBA Media to provide a film training program. Community & Contract Education will receive \$200 per registered student. Comment: SIBA Media offers a film training program. The program will be publicized in the Community and Contract Education schedule of classes and on the website.
19. SimpliLearn	Agreement for online classes to be offered through SMC’s Community and Contract Education Program in exchange for a percentage of the enrollment fees generated.
20. Trend Offset Printing	Printing services for all Community Education and Professional Development catalogs
21. We Search Research	Editorial copywriting; information research and verifications Not to exceed \$5,500
22. West LA Extension	Agreement to offer joint community education classes through SMC’s Community and Contract Education program in exchange for a percentage of the enrollment fees charged.
23. CRM Learning	Purchase videos for Customer Service Academy curriculum through Community Education
24. Complete Book.com	Purchase videos for Customer Service Academy curriculum books through Community Education
25. MC Bookstore	Purchase books for Community Education courses.
26. List of providers on file in the Office of Community and Contract Education	Payment for delivery of seminars and courses for SMC Community and Contract Education courses. Payment per class is authorized as stated on the list.

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

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 15 2017-2018 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-C CONSTRUCTION/FACILITIES SERVICES

*Requested by: Greg Brown, Director of Facilities and Planning
Bruce Wyban, Director, Facilities Management*
Approved by: Robert Isomoto, Vice President of Business and Administration

The following one-year agreements for Construction/Facilities Services are all renewals of existing contracts for services.

Provider	Services	Amount	Funding Source
1. ARC	Reprographic Services for large format building plans and construction documents	Not to exceed \$75,000	State Construction Grants/Measure AA, U or S/District Capital Funds
2. Cannon	The consultant will provide professional and land surveying services in support of planned projects at Santa Monica College specifically identifying the position and alignment of underground utilities	Not to exceed \$95,000	Measure AA, U or S/District Capital Funds
3. MDC Engineers	Security and Electrical engineering services for new building systems.	\$40 to \$180 per hour plus reimbursable expenses, not to exceed \$97,200	State Construction Grants/Measure AA, U or S/District Capital Funds
4. Hilltop Securities Inc.	Provide continue disclosure and post-issuance compliance services for all general obligation bonds and Certificates of Participation as required by the Securities and Exchange Commission (SEC).	Not to exceed \$40,000	Measure U, S, AA and District Capital Outlay Fund
5. KNN	Provide financial advisory for general obligation bonds and Certificates of Participation to the District.	Not to exceed \$50,000	Measure U, S, AA and District Capital Outlay Fund

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

15-C CONSTRUCTION/FACILITIES SERVICES *(continued)*

Provider	Services	Amount	Funding Source
6. Alma Strategies	Capital Outlay Planning, Space Utilization Study	\$80 to \$195 per hour, not to exceed \$95,000, plus reimbursable expenses.	District Capital Funds
7. Foundation for California Community Colleges	Annual license fee for state facilities planning program (FUSION)	Not to exceed \$20,000	District Capital Funds
8. Lea Associates Property Economics	Property appraisal services	Appraisal services not to exceed \$15,000 plus reimbursable expenses and any additional services not to exceed \$375 per hour	Measure AA and District Capital Funds
9. Chris Nelson & Associates, Inc.	Provide boundary determination, ALTA/ASCM land title matters, aerial photogrammetric mapping, topography, and construction control survey for the District's construction projects.	Not to exceed \$75,000	Measure U, S, AA and District Capital Outlay Fund
10. Santa Monica Airport, City of Santa Monica	Month-to-month rental of 2800 Airport Blvd., Santa Monica, CA (Airport Campus). Comment: Santa Monica College began leasing 2800 Airport Avenue, Santa Monica, CA (Airport Campus) from the City of Santa Monica in July 1988. The original lease was for a ten-year period with an option to extend the lease for an additional ten-year period which the College exercised in July 1998. Since July 1998, the College has continued to occupy the premises pursuant to a month-to-month tenancy created by operation of law. (Civil Code, Section 1945.)	\$32,116.25 per month	2017-2018 Unrestricted General Fund

15-C CONSTRUCTION/FACILITIES SERVICES *(continued)*

The following two-year agreements are for Construction/Facilities Services are renewals of existing contracts for the following projects: Academy of Entertainment and Technology, Replacement of Health/PE/Fitness, Connection of Existing Facilities to Central Plant Loop and Student Services Building.

Provider	Services	Amount	Funding Source
1. All Group Engineering, Inc.	The consultant will provide DSA Certified Class 1 inspection services for the Student Services Building project and various other projects during the term of the contract.	\$95 per hour plus reimbursable expenses	Measure U, S & AA
2. Rango Inspections, Inc.	The consultant will provide DSA Certified Class 1 inspection services for the Health PE project and various other projects during the term of the contract.	\$95 per hour plus reimbursable expenses	Measure U, S & AA
3. JL Inspection, Inc.	The consultant will provide DSA Certified Class 1 inspection services for the AET Campus and Parking Structure A project and various other projects during the term of the contract.	\$95 per hour plus reimbursable expenses	Measure U, S & AA

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RECOMMENDATION NO. 15 2017-2018 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-D ENROLLMENT DEVELOPMENT/INFORMATION TECHNOLOGY

ENROLLMENT DEVELOPMENT

*Requested by: Hannah Lawler, Dean, Institutional Research
Kelley Brayton, Dean, International Education
Esau Tovar, Dean, Enrollment Services*

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

Provider	Service	Amount	Funding Source
1. Credentials Solutions	The company will provide services for the online ordering and electronic processing of transcripts. This is an optional service for students.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
2. National Student Clearinghouse	The company will provide services for the automated processing of enrollment and degree verifications.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
3. Viatron	Imaging software and electronic forms maintenance agreement	Not to Exceed \$45,000	SSSP
4. CCC Technology Center	Participation in the use/licensing of CCCApply (online admission application)	No cost to the District.	NA
5. College Scheduler (Civitas)	Licensing of the company's "Schedule Planner" application used by students and staff to design best-fit course schedules.	\$20,000 for annual license; plus up to \$6,000 in customizations that may be requested.	SSSP
6. Lexmark	Software maintenance and support of Perceptive Intelligent Capture for Transcripts (September 14, 2017 to September 15, 2018)	Not to exceed \$29,000 Note: Additional licenses were purchased to accommodate transcript processing needs. There is also a 3% annual increase contract increase.	SSSP

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

15-D ENROLLMENT DEVELOPMENT/INFORMATION TECHNOLOGY *(continued)*

ENROLLMENT DEVELOPMENT

Provider	Service	Amount	Funding Source
7. Tableau	Business intelligence software maintenance and support	Not to exceed \$35,000	SSSP
8. Skillbuilders	The company will provide support and maintenance for MyEdPlan and the Prep2Test application. Over the course of the year, Skillbuilders will help the College restructure MyEdPlan to integrate the guided pathways framework developed by our instructional and counseling faculty, in collaboration with Academic Affairs, MIS, Enrollment Services, and SSSP.	Not to exceed \$50,000 Note: The increased costs are only an estimate of the initial cost of the work that Skillbuilders will perform to integrate the Guided Pathways framework into MyEdPlan working under the direction of MIS.	SSSP
9. TargetX	Software maintenance and support for CRM platform.	Not to exceed \$55,000	SSSP
10. Salesforce Foundation	Software maintenance and support—Enterprise Edition.	Not to exceed \$22,000 Note: Increase in annual licensing costs and storage fees.	SSSP
11. Blackboard ConnectEd	Blackboard Connect basic service (Emergency, Attendance, Outreach) 24x7x365 Support: Unlimited for 36,000 units	Not to exceed \$56,000	2017-2018 District Budget/ Enrollment Development
12. Global Datebooks	Off campus printing services 11,000 student planners for academic year 2018-19	\$25,520	SSSP
13. Screen Magic	Software maintenance, support, and 2-way SMS messaging service through TargetX—Enterprise Edition	Not to exceed \$16,000	SSSP

15-D ENROLLMENT DEVELOPMENT/INFORMATION TECHNOLOGY (continued)

ENROLLMENT DEVELOPMENT

Provider	Service	Amount	Funding Source
14. QLess Inc.	Annual license fee, maintenance, and support. QLess allows the college to manage virtual lines at select student services areas such as Assessment Center and Counseling	Not to exceed \$20,000 Plus \$15,000 for direct implementation support services in instances when SMC MIS staff is unable to assist	SSSP
15. College Source	Annual contract to CollegeSource’s Transfer Evaluation System utilized by counselors and evaluators to evaluate external coursework	Not to exceed \$10,000	SSSP
16. Ellucian Company L.P.	Banner Annual Maintenance/Software License, including Needs Analysis for 2017-2018	\$41,665	2017-2018 BFAP
17. Ellucian Company L.P.	Banner Financial Aid Remote consulting services	Not to exceed \$12,903 (@ \$187/hr.)	2017-2018 District Budget/ Financial Aid
18. Ellucian Company L.P.	UC4 Applications Manager by Automatic: Annual license Fee	\$17,444	2017-2018 BFAP
19. Work Study Agreement with Santa Monica-Malibu Unified School District. (Five year contract will expire June 30, 2019.)	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$10.50 per hour, which will be the current rate of pay for student workers—as of July 1, 2017.	Federal Work Study Program
20. Academic-works Scholarship Software	Scholarship Processing Software	\$12,566.36 annual maintenance. (\$366.01 increase)	2017-2018 BFAP
21. Ellucian Company L.P.	Fin Aid FM Need Analysis license fee for award year 2017-18	\$6,232	2017-2018 BFAP

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

15-D ENROLLMENT DEVELOPMENT/INFORMATION TECHNOLOGY *(continued)*

ENROLLMENT DEVELOPMENT

Provider	Service	Amount	Funding Source
22. Chancellor’s Office of the California Community Colleges (COCCC)	To facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). Enables online submission of mandatory reporting.	\$5,900 (increase of \$2,000 from previous year)	2017-2018 District Budget/ Institutional Research
23. Production Transcripts	Transcription services for focus groups and interviews conducted for research studies.	Not to exceed \$1,200	2017-2018 District Budget/ Institutional Research
24. Survey Gizmo	Web-based survey tool service.	\$1,574 (increase of \$143 from previous year)	2017-2018 District Budget/ Institutional Research
25. Ascension Agencies	Accident/Illness insurance for F-1 visa students (mandatory) and domestic students (optional), including on-campus training for students and staff, support in providing healthcare and coverage to students.	No cost to the District. Students will pay \$100 per month for insurance coverage.	Student Insurance Fees

15-D ENROLLMENT DEVELOPMENT/INFORMATION TECHNOLOGY (continued)

ENROLLMENT DEVELOPMENT

Provider	Service	Amount	Funding Source
26. Collaborative Institutional Training Initiative (CITI)	The CITI Program will provide customized web-based training on conducting ethical research with human subjects for researchers requesting Institutional Review Board (IRB) approval to conduct research with SMC students and employees.	\$2,500	2017-2018 District Budget/ Institutional Research
27. International Education Advising Centers (A full list of Educational Advising partners is available in IEC)	Introduce SMC to prospective students, hold college fairs, arrange seminars for visiting SMC staff to meet prospective students, help prepare applications, collect and remit fees from students to SMC.	The total for educational advising contracts not to exceed \$300,000 (one-time costs of \$500-\$1200 per enrolled student in good standing)	2017-2018 District Budget/ International Education
28.	SMC International Education Center Recruitment and processing		2017-2018 District Budget/ International Education
Education.Global	Web Advertising	No Charge	
iXplore University (renewal)	e-brochure/web advertisement	\$5,000	
Study in the USA (renewal)	Print and web ads/profiles	\$10,575	
FSA Atlas (Renewal)	Document Management/ Services Integration	\$6,300	
Mezun	Web/webinar/seminar advertising/recruiting	\$4,500	
Center for Global Advancement of Community Colleges	Web/webinar/seminar Advertising/recruiting Highlighting 2 + 2 programs	\$2,500	

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

15-D ENROLLMENT DEVELOPMENT/INFORMATION TECHNOLOGY *(continued)*

INFORMATION TECHNOLOGY

Requested by: Information Technology Team

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

Provider	Service	Amount	Funding Source
1. City of Santa Monica	Santa Monica City Co-Location agreement for 3 locations (lease agreement).	\$45,000	2017-18 District Budget/ Information Technology
2. City of Santa Monica	Santa Monica City maintained Wide Area Network (iNet) network equipment (maintenance)	\$5,793	2017-18 District Budget/ Information Technology
3. City of Santa Monica	Access to Santa Monica City owned high-speed data network to connect SMC campuses with the main SMC campus (lease agreement)	\$54,760	2017-18 District Budget/ Information Technology
4. SHI / Cisco SmartNet	Annual Network technical support & maintenance	\$ 139,600	2017-18 District Budget/ Information Technology
5. Hewlett Packard Enterprise Co	Annual campus Maintenance agreement.	\$ 122,000	2017-18 District Budget/ Information Technology

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RECOMMENDATION NO. 15 2016-2017 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-E FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS

*Requested by: Chris Bonvenuto, Chief Director, Business Services
Don Girard, Senior Director, Government Relations/Institutional Communications*
Approved by: Robert Isomoto, Vice President of Business and Administration

The following contracts for Fiscal/Advocacy are all renewals of existing contracts.

Provider	Service	Amount	Funding Source
1. Bond Logistix	Perform arbitrage rebate calculations and private use compliance calculations. Issue arbitrage rebate reports and private usage reports on all general obligation bonds and Certificates of Participation as required by the Internal Revenue Service..	Not to exceed \$15,000 per calculation/report	Measure S, U, AA, V, and the Capital Outlay Fund
2. Los Angeles County Office of Education	PeopleSoft Financial System and HRS System; i.e., general ledger, accounts payable, employee database, inventory, purchasing, 1099 reporting, payroll, retirements, PC budget, training and downloadable reports. Also includes Year 1 implementation fees for the new enterprise resource planning system to replace PeopleSoft and HRS.	Not to exceed \$500,000	2017-2018 District/Fiscal Services Budget
3. Vavrenek, Trine, Day & Co., LLP	Audit of District basic operations, grants, federal financial aid programs, radio station for the Corporation of Public Broadcasting	Not to exceed \$122,500 plus reimbursable expenses	2017-2018 District/ Board of Trustees Budget

15-E FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS (continued)

Provider	Service	Amount	Funding Source
4. Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, issues before the CCC Chancellor’s Office and Board of Governors, and represent the District with the Governor’s Office, and other state agencies that work with postsecondary educational institutions.	Not to exceed \$62,000 plus expenses	2017-2018 District/ Board of Trustees Budget
5. School Services of California, Inc.	Provide current resources in the form of bi-weekly updates on State financial and legislative matters, to assist the District with budget and cash flow analysis and projection. Includes 15 hours of business research and planning services.	Not to exceed \$7,500 plus expenses	2017-2018 District Business Administration Budget
6. Urban Dimensions (Dennis Zane)	Urban Dimensions will continue to provide advocacy to identify additional transportation funds at state and federal levels; and assist the college with business activities and relations with the City of Santa Monica and other governmental agencies.	Not to exceed \$60,000 plus expenses.	2017-2018 District Transportation Budget
7. The California Statewide Delinquent Tax Finance Authority	This is a joint powers authority that finances delinquent taxes owed allowing for the District to receive the revenue from those taxes before they are collected from the taxpayer.	Fees are paid from the financing of the taxes and are not passed on to the District	Fees are paid from the financing of the taxes and are not passed on to the District
8. Credentials Order Processing Services, Inc.	The company provides services for the online ordering and shipping of student parking decals as well as the printing of all parking decals sold on campus.	Fees include \$2.50 per decal ordered mailed to student (including printing, processing and mailing); \$.75 for printed decals sold on campus.	2017-2018 District/Parking Budget

RECOMMENDATION NO. 15 2016-2017 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

15-E FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS *(continued)*

Provider	Service	Amount	Funding Source
9. Total Compensation Systems, Inc.	Actuarial services related to retiree benefit liability calculations as required by GASB 45/74/75.	Not to exceed \$21,500 per report including on site presentations if necessary.	2017-2018 District/Fiscal Services Budget
10. The Network Inc.	In accordance with Board Policy 6116, the Network Inc. will maintain a Fraud Alert Hotline which utilizing both phone access and a website provides an anonymous reporting system.	Not to exceed \$8,500	2017-2018 District/Fiscal Services Budget
11. Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,500	2017-2018 Auxiliary Budget

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RECOMMENDATION NO. 15 2016-2017 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-F HUMAN RESOURCES/PERSONNEL COMMISSION

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

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

Provider	Service	Amount	Funding Source
1. Dr. Gina Gallivan (aka: Psychological Consulting Services, Inc.)	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test; Provide Fitness for Duty examinations for Police Officers if necessary. [Licensed Clinical Psychologist, Board Certified in Police and Public Safety Psychology since August 1998.]	Pre-employment \$400 per candidate; Fitness for Duty: \$350/hour (4-5 hours) includes interview, testing, follow-up calls, report if necessary; Debriefing \$350/hour per event (individual or group); Telephone consultation: \$350/hour or \$450/hour (9pm-5am). Not to exceed \$10,000	2017-2018 District Budget/ Human Resources
2. Dr. Paul Lane, Ph.D.	Psychological fitness for duty testing on designated employees (not Police Officer candidates) as directed by the Office of Human Resources; Results of tests and recommendations for fitness for duty based on testing to be transmitted to the VP of HR within two (2) weeks of the final testing session of each designated employee.	\$200 per hour for testing and reports. Not to exceed \$6,500	2017-2018 District Budget/ Human Resources
3. Los Angeles County of Education (LACOE)	Employee Assistance program (EASE) for eligible Santa Monica College employees. (Service is free to employees)	\$10,200	2017-2018 District Budget/ Human Resources

15-F HUMAN RESOURCES/PERSONNEL COMMISSION (continued)

Provider	Service	Amount	Funding Source
4. PeopleAdmin	Upgraded software of fully hosted basis to automate the acceptance and processing of academic employment applications; allow tracking of applications, facilitates real time reporting to assist in attaining EEO and diversity goals.	\$24,408 Annual Maintenance Fee	2017-2018 District Budget/ Human Resources
5. SCCCD ERC (Liebert Cassidy Whitmore)	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions.	Not to exceed \$3,400	2017-2018 District Budget/ Human Resources
6. ViaTRON	Scanning of active and inactive personnel files	Not to exceed \$10,100	2017-2018 District Budget/ Human Resources
7. MorphoTrust (formerly Identix, Inc.)	Annual Maintenance of LiveScan Fingerprinting System in use of Campus Police	\$2,722.98	2017-2018 District Budget/ Human Resources
8. Brentview Medical Clinic	Provide Chest X-rays to current District employees who evidence positive TB test result as required by law.	X-rays to be charged at \$35.00 per employee. Not to exceed \$2,500	2017-2018 District Budget/ Human Resources
9. Scantron	Provider of approx. 50,000 forms used for student evaluations of faculty	Not to exceed \$5,000	2017-2018 District Budget/ Human Resources
10. Hudson HR Services, LLC	Training of SMC managers through workshops focused on a variety of management issues, including collective bargaining compliance, workplace harassment prevention training, workplace communication, etc.	\$125 per hour for preparation and presentation. Not to exceed \$7,500	2017-2018 District Budget/ Human Resources

15-F HUMAN RESOURCES/PERSONNEL COMMISSION (continued)

Provider	Service	Amount	Funding Source
11. Keenen and Associates	Keenan and Associates will act as Broker in securing one or more group annuity contracts for District’s Health Reimbursement Accounts (for the management group and the classified group); conduct periodic meetings to review the status of its HRA; inform the District of any changes affecting the program, assist the District with the implementation of the HRA; provide on-going consultation to District with respect to the HRA; and will assist the District in providing educational programs about the HRA to employees.	The carrier shall pay a renewal commission of 0.75% on the deposits, and an “asset trailer” of 0.9% accumulated assets in the group annuity contract. Keenan and MidAmerica shall receive half of the total commissions paid by the annuity carrier. Keenan shall also receive \$2.00 per active employee per quarter of the Administrative Fee (\$7.00 per active Employee per quarter) paid by the District to MidAmerica.	2017-2018 District Budget/ Human Resources
12. MidAmerica Administrative Solutions, Inc.	MidAmerica, is the exclusive provider of administrative services and technical support for the Keenan HRA Program. The District engaged MidAmerica to provide technical support and administrative services in conjunction with its HRA Program.	Administrative Fee: \$7.00 per active Employment per quarter. Estimated Cost:\$3,600/ quarter Distribution Fee: \$7.00 for each claim processed up to an annual maximum of\$42.00. Estimated Cost: \$520/ quarter taxes on fees paid: Approximately \$500. (All fees paid by the employer) and shall continue year to year thereafter unless and until terminated by either party upon written notice. Not to exceed: \$17,000	2017-2018 District Budget/ Human Resources

15-F HUMAN RESOURCES/PERSONNEL COMMISSION (continued)

Provider	Service	Amount	Funding Source
13. Sintra Group	Performs background investigation services and preparation of written evaluations for each candidate applying for the positions of Police Officer, Community College Officer, and Community College Police Trainee.	Not to exceed \$20,000 plus expenses. Existing contract term from January 1, 2017 through December 30, 2018.	2017-2018 District Budget/ Human Resources
14. Total Recall Captioning	The Consultant will provide for a designated class a team of two Service Providers capable of providing real time captioning services to faculty.	Not to exceed \$5,003 On-site Teamed Service Provider -\$160/hour. On-site Single Service Provider - \$60/hour. Remove Services: \$75/hour	2017-2018 Human Resources/ ADA Accommodation
15. Sign Up Interpreting	Provides Sign Language Interpreting services for deaf and/or hard of hearing faculty and staff	Not to exceed \$5,003 Individual services - \$72/hr Team Rate: \$144/hr	2017-2018 Human Resources/ ADA Accommodation
16. First Pacific Exchange (dba Navigate HCR)	Navigate HCR ("NHCR") is the developer and exclusive owner of an Affordable Care Act ("ACA") management information system known as HCR Toolbox. This software system will enable the District to track payroll, HRIS, time and attendance as well as benefits administration and is designed to comply with current and subsequent regulations of the ACA.	Not to exceed \$10,000	2016-2017 District Budget/ Human Resources
17. Westchester Medical Group	Provide full service consulting with regard to job-related employee examinations including but not limited to return to work and fitness for duty examinations.	Fitness for duty exams @ \$600 max per exam Not to exceed \$8,000	2017-2018 District Budget/ Human Resources

15-F HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

18. SchoolsFirst Federal Credit Union (“FCU”)	SchoolsFirst FCU is the Third Party Administrator (TPA) for the administration, education and compliance reporting of the SMC District’s employees’ 403b retirement savings and 457b deferred compensation programs.	Zero cost to either the district or employee for any portion of the administrative fees.	2017-2018 District Budget/ Human Resources (Not applicable)
19. Ameriflex/ Colonial Life Insurance	Administration of the flexible spending account (“FSA”) also known as the Section 125 account. Colonial Life offers to district employees voluntary insurance policies including but not limited to supplemental life, cancer, accident, disability coverage, etc.	Zero cost to either the District or employee for any portion of the Section 125 FSA administration charges. Other insurance policies (except for the District’s life insurance policy of \$50,000 per employee) are voluntary and employee paid	2017-2018 District Budget/ Human Resources (not applicable)
20. Hearing Officer for Personnel Commission	Personnel Commission hearing officer to hear classified employee discipline appeals, review records and prepare reports.	Not to exceed \$10,000	2017-2018 District Budget/ Personnel Commission
21. Liebert, Cassidy, Whitmore	Personnel training, advice to Director of Classified Personnel	\$190 to \$295 per hour for attorney services; \$75 to \$150 per hour for paralegal services; plus expenses	2017-2018 District Budget/ Personnel Commission
22. Ad Club	An agency providing assistance in placing academic recruitment postings online in Equal Employment Opportunity focused online sites.	Not to exceed \$50,000	2017-2018 District Budget/ Human Resources

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15-G LEGAL SERVICES

*Requested by: Greg Brown, Director, Facilities and Planning
 Don Girard, Senior Director, Government Relations/Institutional Communications
 Robert Myers, Campus Counsel
 Marcia Wade, Vice-President, Human Resources
 Charlie Yen, Director, Contracts*

Approved by: Kathryn E. Jeffery, Superintendent/President

The following contracts for Legal Services are all renewals of existing contracts and services. The District uses the legal firms for personnel, facilities, fiscal issues; bond counsel, risk management, and legal services required by the Board on an as-needed basis.

Provider	Service	Amount	Funding Source
1. Harding, Larmore, Mullen, Jakle, Kutcher and Kozal	Municipal, land use and CEQA issues	\$200 to \$385 per hour plus expenses	2017-2018 Business and Administration Capital Outlay Fund Bond Measures AA, U and S funds
2. Norton Rose Fulbright US, LLP	1) Provide legal services associated with real property acquisition and Joint Powers Authority (JPA) agreement between the District and the City of Malibu, (2) Provide bond counsel, (3) Provide legal counsel for facilities contract related issues.	\$225 to \$650 per hour, plus reimbursement of actual and necessary expenses	2017-2018 Business and Administration Budget; Bond Measures AA, U and S funds; District Capital Outlay Funds
3. Fagen Friedman & Fulfroost	Provide legal advice and representation principally in the area of labor-management issues.	\$120 to \$265 per hour, plus costs and expenses in performing legal services.	2017-2018 District Budget/Business and Administration

RECOMMENDATION NO. 15 2016-2017 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

15-G LEGAL SERVICES *(continued)*

Provider	Service	Amount	Funding Source
4. Newman, Aaronson, Vanaman	Robert Myers of Newman Aaronson Vanaman is providing the services of campus counsel. The responsibilities of campus counsel include coordinating of all litigation against the College, overseeing regulatory compliance, coordinating and reducing all outside legal services, and providing legal services determined by the Superintendent/ President or her designee to reduce legal exposure and liability.	\$100 to \$375 per hour plus expenses	2017-2018 Business and Administration Capital Outlay Fund Bond Measures U and S funds

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RECOMMENDATION NO. 15 2017-2018 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-H MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA

Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications

Approved by: Kathryn E. Jeffery, Superintendent/President

The following contracts for Marketing, Community Outreach, Recruitment and Web and Social Media, are all renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Randy Bellous Productions	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$20,000 plus reimbursable expenses	2017-2018 Marketing Budget
2. Golden Cane Advertising (Gregg Lewis)	Advertising services (outdoor and print production and placement; electronic media production and supervision; strategic and creative direction; copywriting); online design and branding for institutional advancement (alumni)	Not to exceed \$92,000 plus reimbursable expenses	2017-2018 Marketing Budget
3. We Search Research	Editorial copywriting; information research & verification for schedule of classes and college catalog; comprehensive review and rewriting for SMC webpages	Not to exceed \$47,000 plus reimbursable expenses	2017-2018 Marketing Budget and 2017-2018 Web & Social Media Budget
4. KPWR 105.9 FM Radio	Fall 2017, Spring 2018, Summer 2018 radio advertising and internet/text messaging for student recruitment	Not to exceed \$200,000	2017-2018 Marketing Budget
5. KROQ 106.7 FM Radio	Fall 2017, Spring 2018, Summer 2018 radio advertising and internet/text messaging for student recruitment	Not to exceed \$250,000	2017-2018 Marketing Budget
6. iHeartMedia KIIS 102.7 FM Radio	Fall 2017, Spring 2018, Summer 2018 radio advertising and internet/text messaging for student recruitment	Not to exceed \$160,000	2017-2018 Marketing Budget

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

15-H MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA *(continued)*

Provider	Service	Amount	Funding Source
7. SantaMonica Closeup.com (Fabian Lewkowicz)	Media services (Brochure photography, including pre-production and art direction)	Not to exceed \$6,000 plus reimbursable expenses	2017-2018 Marketing Budget
8. Santa Monica Daily Press	2017-2018 print advertising for college advancement; student recruitment, and community outreach	Not to exceed \$35,000	2017-2018 Marketing Budget
9. Theo Jemison	2018 graduation webcast, photo booth, and highlight video services, for alumni development	Not to exceed \$38,000 plus reimbursable expenses	2017-2018 Marketing Budget
10. La Opinión newspaper	2017-2018 print advertising for student recruitment	Not to exceed \$15,000	2017-2018 Marketing Budget
11. Los Angeles Sentinel	2017-2018 print advertising for student recruitment	Not to exceed \$5,000	2017-2018 Marketing Budget
12. SurfSanta Monica.com	2017-2018 advertising for student recruitment	Not to exceed \$12,000	2017-2018 Marketing Budget
13. Facebook & Instagram	2017-2018 web advertising (banner) for student recruitment	Not to exceed \$4,000	2017-2018 Web & Social Media Budget
14. Twitter	2017-2018 web advertising (search) for student recruitment	Not to exceed \$2,000	2017-2018 Web & Social Media Budget
15. Snapchat	2017-2018 web outreach to increase engagement for college advancement, student recruitment and community outreach	Not to exceed \$2,000	2017-2018 Web & Social Media Budget
16. Andrew Tonkovich	2017-2018 editorial, publicity and related professional services to produce Santa Monica Review twice yearly	Not to exceed \$10,000 plus reimbursable expenses	2017-2018 Auxiliary Budget, Santa Monica Review Program Revenues
17. Douglas Wadle	Establish a master calendar for events at the SMC Performing Arts Center.	Not to exceed \$28,000 plus reimbursable expenses	2017-2018 Auxiliary Budget, SMC Performing Arts Center Program Revenues

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

15-H MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA *(continued)*

Provider	Service	Amount	Funding Source
18. Big Blue Bus	2017-2018 outdoor advertising for student recruitment	Not to exceed \$165,000	2017-2018 Marketing Budget
19. Outfront Media	2017-2018 outdoor advertising for student recruitment (CBS Outdoor is the provider for the MTA bus system & Metro Expo Line)	Not to exceed \$180,000	2017-2018 Marketing Budget
20. Hoy! (property of Los Angeles Times)	2017-2018 print advertising for college advancement, student recruitment, and community outreach.	Not to Exceed \$15,000	2017-2018 Marketing Budget
21. Youvisit	2017-2018 interactive virtual campus walking tour for student recruitment.	Not to Exceed \$30,000	2017-2018 Marketing Budget & SSSP Budget
22. Ploughshares	2017-2018 print advertising for student recruitment	Not to Exceed \$945	2017-2018 Marketing Budget
23. Mirror Media	2017-2018 print advertising for student recruitment	Not to Exceed \$20,000	2017-2018 Marketing Budget
24. UCLA Student Media	2017-2018 print advertising for student recruitment	Not to Exceed \$20,000	2017-2018 Marketing Budget
25. Google Adwords	2017-2018 digital advertising for student recruitment	Not to Exceed \$3,612	2017-2018 Social Media Budget
26. Poets & Writers	2017-2018 print advertising for student recruitment	Not to Exceed \$4,272	2017-2018 Marketing Budget
27. Malibu Times	2017-2018 print advertising for student recruitment	Not to Exceed \$5,000	2017-2018 Marketing Budget
28. Malibu Surfside News	2017-2018 print advertising for student recruitment	Not to Exceed \$5,000	2017-2018 Marketing Budget
29. Beautify Earth	2017-2018 17th street mural for student recruitment	Not to Exceed \$3,000	2017-2018 Marketing Budget
30. Karriann Hinds	2017-2018 Community Outreach for the SMC Public Policy Institute to Los Angeles based agencies and organizations; support activities for capacity building	Not to Exceed \$25,000	2017-2018 Marketing Budget & 2017-2018 Community Relations Budget
31. Argonaut	2017-2018 print advertising for student recruitment	Not to Exceed \$15,000	2017-2018 Marketing Budget

BOARD OF TRUSTEES	Action
Santa Monica Community College District	July 11, 2017

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 15 2016-2017 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-I PUBLIC AFFAIRS/COMMUNITY AND ACADEMIC RELATIONS

Requested by: Kiersten Elliott, Dean, Community and Academic Relations

Grace Smith, Public Information Officer

Approved by: Don Girard, Senior Director, Government Relations & Institutional Communications

Provider/Contract	Service	Amount	Funding Source
1. Sarah Spitz	Consultant will provide copyediting and writing support for news, features, profiles and brochures to be used across a number of communication channels for enrollment, brand management and marketing of college programs.	Not to exceed \$8,000	Public Affairs, District Budget (100%)
2. Amy Williams Photography	Consultants will provide photography services to support news releases, newsletters and other digital marketing content for Public Information Office. Includes pre- and post-production and art direction.	Not to exceed \$3,000	Public Affairs, District Budget (100%)
3. We Search Research	Consultant will provide editorial copywriting and research support for Public Information Office, highlighting College programs, initiatives and individuals, to expand external communication and media outreach efforts.	Not to exceed \$11,000	Public Affairs, District Budget (100%)
4. Chopper Films, LLC	Consultants will provide photography services to support news releases, newsletters and other digital marketing content for Public Information Office. Includes pre- and post-production and art direction.	Not to exceed \$9,000	Public Affairs, District Budget (100%)

15-I PUBLIC AFFAIRS *(continued)*

Provider/Contract	Service	Amount	Funding Source
5. Susan L. Wampler Communications	Consultant will provide copyediting and writing support for news, features, profiles and brochures to be used across a number of communication channels for enrollment, brand management and marketing of college programs.	Not to exceed \$6,000	Public Affairs, District Budget (100%)
6. Diane Krieger Communications LLC	Consultant with vast PR and feature writing experience will provide support in developing PR and marketing communications collateral including articles and brochures for a student and community audience.	Not to exceed \$5,950	Public Affairs, District Budget (100%)
7. Cision	Cision Media hosted database and email distribution service tool. Media Database North America; influencer data; editorial calendar; email distribution; on concurrent user, 5 usernames	Not to exceed \$5,000	Public Affairs, District Budget (100%)
8. Andes Translations	Consultant will translate published articles in Spanish publications from Spanish to English, for the Community & Academic Relations for dissemination to the campus and external community.	Not to exceed \$500	Community and Academic Relations Budget (100%)

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

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 15 2016-2017 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-J RISK MANAGEMENT

Requested by: Risk Management Office

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

Provider	Service	Amount	Funding Source
1. Keenan and Associates	Property and Casualty Claims Administration Services Agreement: Claims management services for the District's self-insured property and liability insurance program.	Not to exceed \$42,000	2017-2018 Risk Management Budget
2. Keenan and Associates	To provide loss control services not included in the PIPS Workers Compensation Program.	Not to exceed \$51,000	2017-2018 Risk Management Budget
3. Clean Harbors	Provides hazardous waste management and disposal services.	Not to exceed \$95,000	2017-2018 Risk Management Budget
4. Dr. Maureen Sassoon	To provide Industrial Hygiene related consultation services such as air monitoring for asbestos abatement projects, chemicals, noise levels, lab analysis, reports, training, and other health and safety issues to include training, surveys and written reports.	Not to Exceed \$3,000	2017-2018 Risk Management Budget
5. Student Insurance Agency	Accident and Injury Insurance Coverage for Domestic Students and Student Athletes Enrolled and attending regular scheduled classes/ practices. Coverage includes: Mandatory BASIC; Mandatory SCAT; Mandatory STUCAT.	Not to Exceed \$170,000	2017-2018 Risk Management Budget
6. Brentview Medical	Provides industrial injury medical services for new claims and other medical employment related services as needed.	\$3,000	2017-2018 Risk Management Budget
7. Midway Industrial Health Care Services	Provides industrial injury medical services for new claims and other medical employment related services as needed.	\$3,000	2017-2018 Risk Management Budget
8. Ellis Environmental	Provide hazardous materials testing, abatement management, indoor air quality, mold testing, chemical lab analysis	\$10,000	2017-2018 Risk Management Budget

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

CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 15 2016-2017 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-K STUDENT AFFAIRS

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

PROFESSIONAL SERVICES – CAREER SERVICES CENTER

Provider	Service	Amount	Funding Source
1. College Central Network	Provide functionality to collect, enter and approve job postings, search resumes, and refer them to prospective employers and to generate reports about students, alumni, employers and job postings.	\$1,050	2017-2018 District Budget/ Career Services Center
2. Bridges Transitions Co. (Choices 360)	Online Career Exploration program. Helps students learn about careers, education, income and some self-assessment. Helps students to both explore and plan for future careers and college majors.	\$2,000	2017-2018 District Budget/ Career Services Center

PROFESSIONAL SERVICES-CAMPUS/ALUMNI RELATIONS

Provider	Service	Amount	Funding Source
3. Mark Morale and Designory	Consultant shall provide visual communication campaign strategies for the Office of Campus and Alumni Relations.	Not to exceed: \$15,000	2017-2018 District Budget/ Campus and Alumni Relations
4. Snap! Mobile LLC dba Amplo	Company to provide a custom crowdfunding platform integrated into Alumni website to provide fundraising channel for alumni that captures donor data.	Annual fee of \$5,000	2017-2018 District Budget/ Campus and Alumni Relations

15-K STUDENT AFFAIRS (continued)

Provider	Service	Amount	Funding Source
5. LinkedIn	The LinkedIn Navigator license provides access to SMC Alumni data and connections to over 44.7 thousand LinkedIn members that have listed Santa Monica College as their school. This application include insights and customized recommendations from the world’s largest professional network and includes TeamLink, 30 InMail messages per month, extended network access, usage reporting, and other premium features.	Annual fee of \$6,000	2017-2018 District Budget/ Campus and Alumni Relations
6. Campus Tap	The CampusTap License provides an online platform for current students, alumni, faculty/staff, and members of the community to create profiles that detail the areas in which they can be a mentor and/or mentee. This is designed to engage our enrolled students, and larger community of alumni, faculty/staff, and friends of the College, to foster involvement with alumni, and promote a strong relationship with our future alumni to bridge the transition when they leave to go from being future alumni to becoming actively engaged alumni.	Annual Fee of \$4,500	2017-2018 District Budget/ Campus and Alumni Relations

PROFESSIONAL SERVICES-CRISIS PREVENTION TEAM

Provider	Service	Amount	Funding Source
7. Maxient	Annual Service Fee for conduct management software used by Student Judicial Affairs, Title IX, and the Crisis Prevention Team	Not to exceed: \$9,000	2017-2018 District Budget/ Crisis Prevention Team

PROFESSIONAL SERVICES – CAMPUS POLICE

Provider	Service	Amount	Funding Source
8. Contemporary Service Corporation	Blanket Purchase order on file to provide unarmed security for last minute events requiring supplemental security	Not to exceed: \$20,000	2017-2018 District Budget

RECOMMENDATION NO. 15 2017-2018 ANNUAL CONTRACTS AND CONSULTANTS (continued)

15-K STUDENT AFFAIRS (continued)

ATHLETICS

Provider	Service	Amount	Funding Source
9. Kaiser Permanente	Santa Monica Community College District will provide a learning environment conducive to educating the residents in the ACGME competency areas.	Not to exceed: \$4,000	2017—2018 District Budget/ Athletics
10. WellnessMart.com	Provide athletic-related pre-participation physical exams for up to 150 student athletes during the academic year 2017-2018.	\$35.00 per physical Not to exceed \$6,000	2017-2018 District Budget/ Athletics
11. Presto Sports	Host the Athletics website: www.smccorsairs.com	Not to Exceed \$2,700	2017-2018 District Budget/ Athletics

CHILD CARE AND RELATED SERVICES

Provider	Service	Amount	Funding Source
12. Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide childcare services for CalWORKS and Pico Partnership recipients. Comment: Students are required to be enrolled in at least 6 units for fall and spring, and 3 units for winter and summer. Each contract is determined by the number of units a student is enrolled in, if they are working, and the age of the child.	The reimbursement ceiling rate is consistent with the Regional Market rate.	2017-2018 CalWORKS, City of Santa Monica/ Chancellor’s Office
13. Participating Agencies: Santa Monica-Malibu Unified School District (SMMUSD) and Santa Monica Community College District (SMCCD)	Memorandum of Understanding (MOU) for Santa Monica Preschool Collaborative to provide staff for full day/full year child care and development services up to 108 children under the age of six. Services will be delivered in two sites: John Adams Child Development Center and Washington West Preschool. SMMUSD will be the operational agent for the Collaborative and will be responsible for staffing, management and oversight of the centers.	\$114,750	2017-2018 District Budget/ Child Care Services

15-K STUDENT AFFAIRS *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES

Provider	Service	Amount	Funding Source
14. Saint John’s Multispecialty Medical Group, dba: The Doctors of Saint John’s (formerly Peak Medical)	Services of one or more physicians who are specialists in Family Practice and who are uniquely qualified to provide comprehensive personal health care to college students. Provision of one licensed Medical Doctor (MD) for a maximum 10 hours per week and/or, on an as needed basis only, one licensed Nurse Practitioner (NP) for a maximum 8 hours per week to provide medical and preventive health services to the students of the college.	Fee: \$120/hour of patient care scheduled for the physician. A monthly stipend of \$2,500 per month as remuneration for the medical directorship in addition to the hourly patient care services fee. Fee for the Nurse Practitioner is \$90/hour. Amount not to exceed \$5,000. Contractor will invoice for hours on a monthly basis and College will remit payment within 30 days.	2017-2018 District Budget/ Health Services
15. ChartLogic, A Division of Medsphere Systems Corporation (aka: ClinixMD)	Electronic medical records software	Not to Exceed \$15,000	2017-2018 District Budget/ Health Services

15-K STUDENT AFFAIRS *(continued)*

SUSTAINABILITY

Provider	Service	Amount	Funding Source
16. Paradise Consulting	Provides support in administering the South Coast Air Quality Management District survey, provides summary Average Vehicle Ridership calculations and provides survey information for the Mandated Trip Reduction Plan for the City of Santa Monica.	Not to exceed: \$4,000	2017-2018 District Budget/ Sustainability
17. Right Click, DBA Ride Amigos	Provider of an online survey tool used for calculating Average Vehicle Ridership included in the annual Mandated Trip Reduction Plan for the City of Santa Monica and a monthly sustainable commuter online reporting system for all District employees.	Not to exceed: \$13,000	2017-2018 District Budget/ Sustainability

DISABLED STUDENTS PROGRAMS AND SERVICES

Provider	Service	Amount	Funding Source
18. Cheryl Brooks	A Mobility Specialist who provides orientation and mobility training for students with visual impairment so that the students may travel safely, efficiently and independently across the SMC campuses. Training will include access to and from classrooms.	Not to exceed: \$2,200	2017-2018 District Budget/ DSPS
19. Total Recall Captioning	To provide real-time captioning services on an as-needed basis to non-signing deaf and hard of hearing students	Not to exceed: \$60,000	2017-2018 District Budget/ DSPS
20. Quick Caption	To provide real-time captioning services on an as needed basis to non-signing deaf and hard of hearing students.	Not to exceed: \$43,000	2017-2018 District Budget/ DSPS
21. Sign Up Interpreting	Sign language interpreter services for both ongoing needs and for emergency substitutes.	Not to exceed: \$82,000	2017-2018 District Budget/ DSPS
22. Rise Interpreting	Sign language interpreter services for both ongoing needs and for emergency substitutes.	Not to exceed: \$58,000	2017-2018 District Budget/ DSPS