

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

FEBRUARY 7, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2017

MINUTES

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

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER – 5:30 p.m.

B ROLL CALL

- Dr. Andrew Walzer, Chair - Present
- Barry Snell, Vice-Chair - Present
- Dr. Susan Aminoff - Present
- Dr. Nancy Greenstein - Present
- Dr. Louise Jaffe - Present
- Dr. Margaret Quiñones-Perez – Excused Absence
- Rob Rader - Present
- Laura Zwicker, Student Trustee – Present (for Public Session)

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

D 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: Nancy Greenstein
- SECONDED BY: Barry Snell
- AYES: 6
- NOES: 0
- ABSENT: 1 (Quiñones-Perez)

II. CLOSED SESSION - 5:31 p.m.

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

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

REAL PROPERTY (Government Code Section 54956.8)
 Property Address: 2019-2023 14th Street, Santa Monica, California
 1530 Pico Blvd., Santa Monica, California
 Under Negotiation: Terms and Conditions of Purchase
 College Negotiator: Dr. Kathryn E. Jeffery
 Owner's Representatives: Tom Cherry, Jones Lang Lasalle Brokerage, Inc.

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

- C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC630289

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

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

III. ***PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS***

- PLEDGE OF ALLEGIANCE – Melanie Mitchell
- CLOSED SESSION REPORT
The Board, in closed session, approved a Stipulated Settlement Agreement with Cathy Crosby in Crosby v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC118080 in the amount of \$30,000 and authorized payment of the District’s \$10,000.00 share of settlement be made payable to “Attorney Client Trust Account of Donald Karpel and CMS Medicare.”
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones-Perez)

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

V. ***ACADEMIC SENATE REPORT***

VI. ***REPORTS FROM DPAC CONSTITUENCIES***

- Associated Students
- CSEA
- Faculty Association
- Management Association

VII. ***PUBLIC COMMENTS***

David Burak
Heather Haro
Carissa Avina-Beltran
Abraham Paz
Melissa Avina-Beltran
Jessica Zapat

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

- #1 Receipt of 2015-2016 Audit Reports
- 2 Board Policy Manual Update Project
- #3 2016-2017 Quarterly Budget Report and 311Q Report
- #4 Second Reading and Approval: College and Career Access Pathways, A Dual Enrollment Partnership Agreement, 2017-2019
- #5 Resolution to Grant Sidewalk Easement to City of Santa Monica
- #6 Second Reading and Approval – Board Policy Section 6116, Debt Issuance

IX. ***CONSENT AGENDA***

Approval of Minutes

- #7 Approval of Minutes: January 17, 2017 (Regular Meeting)

Contracts and Consultants

- #8 Contract Education For Career Advancement Academy
- #9 Ratification of Contracts and Consultants

Human Resources

- #10 Academic Personnel
- #11 Classified Personnel – Regular
- #12 Classified Personnel – Limited Duration
- #13 Classified Personnel – Non Merit

Facilities and Fiscal

- #14 Facilities
 - A Change Order No. 26 AET Campus
 - B Change Order No, 17 – Performing Arts Center, East Wing
 - C Change Order No. 15 – Health, PE, Fitness Dance and Central Plant
 - D Change Order No. 5 – Connection of Existing Facilities to Central Plant Loop
 - E Agreement for Engineering Services/Construction Administration
 - F Change Order No. 6 – Upgrade of Security Systems
 - G Project Close Out – Financial Aid Relocation
 - H Change Order No. 1 – Sump Pump and Sewer Line Replacement
- #15 Budget Transfers
- #16 Auxiliary Payments and Purchase Orders
- #17 Providers for Community and Contract Education
- #18 Organizational Memberships, 2016-2017

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

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

XI. **INFORMATION ITEM**

- 19 Citizens’ Bond Oversight Committee Meeting, January 18, 2017

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

There will be a Superintendent/Board Workshop (Closed Session) on **Saturday, March 4, 2017** at 10 a.m. in HSS 301 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2017

IV. SUPERINTENDENT'S REPORT

- Enrollment: It was reported in January that enrollment was about 7-3/4 percent behind Spring 2016. The numbers are looking better, but still behind 4/47%. The Enrollment Development Office continues to communicate with students encouraging them to add classes to their schedule. Enrollment of non-resident students is relatively flat. A survey of community colleges in the region indicates that enrollment is down, ranging from 2 percent to 12 percent. Staff continues to work on efficiency by adjusting classes according to demand.
- Following last week's Executive Order on immigration, the International Education Office reviewed its records for F1 visa students from the 7 countries from which travelers could not enter the U.S. (Iraq, Iran, Libya, Somalia, Sudan, Syria, Yemen.) There are 22 international students from affected countries who are currently enrolled for the Spring 2017 semester. IE staff reached out to each of the students to inquire if they are already in the U.S. or abroad, and to offer support. Nearly all students have responded and are in the U.S.
- Accreditation: ACCJC took institutional action to assign an accredited status to SMC: "Reaffirmed Accreditation for 18 Months on the Basis of a Comprehensive Evaluation." This means that SMC has been determined to be "in substantial compliance" with the standards of the Commission. The ACCJC action detailed four recommendations to "meet the standards" – a category including institutional policies, practices, and outcomes which represent deficiencies that need to be resolved in order to bring the College into compliance with ACCJC standards. The College received six recommendations to meet standards and two to improve institutional effectiveness. Work has begun to address the recommendations to meet the standards, and this work will be accomplished in part through the strategic planning process and other activities. A follow-up report will be prepared to identify how the issues of non-compliance will be addressed. Once the Commission receives that report, a follow-up visit from their representatives is expected.
- Opening of Buildings: The CORE Performance Center and Performing Arts Center East Wing are both completed and scheduled to be operational for the spring 2017 semester.
- Black History Month: Santa Monica College is presenting a trio of free events in February honoring Black History Month. The events – which include a "Trial by Jury" presentation and informative talks and discussions – are all held on SMC's main campus at 1900 Pico Blvd., Santa Monica. Seating is on a first-arrival basis.
- Executive Order on Immigration: The Executive Order has been rescinded.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: RECEIPT OF 2015-2016 AUDIT REPORTS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2015-2016 Audit Report of the Financial and Related Statements of the Santa Monica Community College District and the Proposition 39 Financial and Performance Audits prepared by the District’s contracted independent auditor Vavrinek, Trine, Day & Co., LLP.

COMMENT: The Auditor’s opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2016. The Board’s Audit Task Force comprising Trustees Louise Jaffe, Rob Rader and Barry Snell reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	February 7, 2017

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2

SUBJECT: **BOARD POLICY MANUAL UPDATE PROJECT**

SUBMITTED BY: Superintendent/President

SUMMARY: Dr. Jane B. Wright, Director, Community College League of California (CCLC) Policy and Procedure Services, provided an overview of the Board Policy Manual Update project. Dr. Wright will be assisting the District with the following:

- Updating, revising, and aligning SMC's current board policies and administrative regulations with the 387 templates provided by the CCLC Policy & Procedure Subscriber Service.
- Developing a continuous review cycle to serve as an on-going, systematic plan for maintaining and ensuring accuracy and legal compliance for all of the college's policies and regulations in the future
- Developing a new webpage for SMC's updated policies and regulations

COMMENT: The Board of Trustees approved the contract with CCLC/Dr. Jane B. Wright at its meeting in January. Dr. Wright has worked under a special consulting contract with 23 other districts around the state including the following single college districts: Cabrillo College, Cerritos College, Chaffey College, Citrus College, College of Marin, Hancock College, MiraCosta College, Mt. San Antonio College, Palomar College, Santa Barbara City College, and several others.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **2016-2017 QUARTERLY BUDGET REPORT AND 311Q REPORT**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the 2016-2017 Quarterly Report and the 311Q report, as of December 31, 2016 (see Appendix A).

COMMENT: The Board of Trustees is presented a quarterly budget report with the 311Q report required by the Chancellor's Office. This report summarizes the financial statements of the District's Unrestricted General Fund for review by the Chancellor's Office.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

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

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

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve a resolution regarding College and Career Access Pathways, A Dual Enrollment Partnership Agreement, 2017-2019. The complete text of the resolution is available at the following link for Beverly Hills Unified School District.

http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2017/SMC-BHSD%20AB%20288%20CCAP%20Agreement-update%20Dec%202016.pdf

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

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **RESOLUTION TO GRANT SIDEWALK EASEMENT TO CITY OF SANTA MONICA**

SUBMITTED BY: Vice-President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution to grant sidewalk easement to the City of Santa Monica.

RESOLUTION: The SANTA MONICA COMMUNITY COLLEGE DISTRICT hereby grants to the CITY OF SANTA MONICA a sidewalk easement on a portion of the District’s property at 1660 Stewart Street (Center for Media and Design Campus) of varying width not to exceed five feet (5’) wide on Stewart Street for the benefit of the general public as a public sidewalk for pedestrian use. The real property is described as follows:

A PORTION OF THAT PART OF LOTS 6, 7 AND 8 OF TRACT 25003, IN THE CITY OF SANTA MONICA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 816 PAGES 79 AND 80 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, BEING AN EASEMENT FOR SIDEWALK AND PEDESTRIAN ACCESS PURPOSES DESCRIBED AS FOLLOWS:

BEGINNING AT THE POINT OF INTERSECTION OF STEWART STREET AND PENNSYLVANIA;

THENCE SOUTHEASTERLY ALONG THE EASTERLY PROPERTY LINE ON STEWART AT VARYING WIDTH UP TO 5 FEET;

THENCE ENDING APPROXIMATELY 70 FEET NORTH OF THE NEW GENERATOR YARD FOR A TOTAL LENGTH NOT TO EXCEED 400 FEET

COMMENT: As part of the Academy of Entertainment and Technology project, the District will be adding a public sidewalk on the side of the property along Stewart Street between two new driveway approaches extending 15 feet beyond to the northwest and 17 feet beyond to the southeast. The District will pay all the costs of constructing the new sidewalk improvements as part of the bond project.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **SECOND READING AND APPROVAL – BOARD POLICY SECTION 6116, DEBT ISSUANCE**

SUBMITTED BY: Vice-President, Business/Administration

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

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

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

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

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

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

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

Introduction

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

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

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

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

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

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

Policy Goals

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

- The District shall strive to fund capital improvements from referendum-approved bond issues to preserve the availability of its General Funds for District operating purposes and other purposes that cannot be funded by such bond issues.
- The District shall endeavor to attain the best possible credit rating, as applicable, for each debt issue (with or without bond insurance) in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.
- The District shall take all practical precautions and proactive measures to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.

- The District shall remain mindful of debt limits in relation to assessed value growth within the District and the tax burden needed to meet long-term capital requirements.
- The District shall consider market conditions and District cash flows when timing the issuance of debt.
- The District shall determine the amortization (maturity) schedule which will best fit with the overall debt structure of the District at the time the new debt is issued.
- The District shall give consideration to matching the term of the issue to the useful lives of assets whenever practicable, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
- The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt and the financing plans of local, State and other governments which overlap with the District.
- The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible categorical grants, revolving loans or other State/Federal aid, so as to minimize the encroachment on the District's General Fund.
- In order to minimize the encroachment on the District's General Fund when issuing debt, the District will clearly identify the sources of repayment.

Authorization and Purpose for Debt

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

Alignment with District's Capital Improvement Program and Budget

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

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

Post Issuance Review and Update

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

Internal Control Procedures

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

Special Situations

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

Revised: __/__/2017

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2017

VIII. CONSENT AGENDA

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

RECOMMENDATION: Approve Consent Agenda, Recommendations #7-#18.

Recommendations pulled for separate action and discussed in Section IX, Consent Agenda – Pulled Recommendations: #9-K, #10, #11

Action on Consent Agenda, excluding #9-K, #10, #11

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Nancy Greenstein
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 9-K: Ratification of Contracts and Consultants, OrgSync

MOTION MADE BY: Louise Jaffe
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 4
 NOES: 1 (Walzer)
 ABSTAIN: 1 (Greenstein)
 ABSENT: 1 (Quiñones-Perez)

Recommendation No. 10: Academic Personnel

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

Recommendation No. 11: Classified Personnel, Regular

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

RECOMMENDATION NO. 7 **APPROVAL OF MINUTES**

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

January 17, 2017 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: **CONTRACTS AND CONSULTANTS**

RECOMMENDATION NO. 8 CONTRACT EDUCATION FOR CAREER ADVANCEMENT ACADEMY

Requested Action: Approval/Ratification

Requested by: Michelle King, Director Career & Contract Education

Approved by: Georgia Lorenz, Vice President of Academic Affairs

Provider: El Camino College District / Chancellor’s Office

Service: Career Advancement Academy (CAA)

Period: January 25, 2017 through June 30, 2018

Amount: Not to exceed \$85,000

Funding Source: Revenues will be recognized in Contract Education’s Budget

Summary: Agreement to work as a subgrantee on El Camino College’s Chancellor’s Office grant initiative to develop targeted learning communities for Career and Technical Education students throughout the region. El Camino College is providing \$85,000 to support the development of a SMC Career Advancement Academy. Contract Education will coordinate SMC’s efforts to engage CTE instructors, basic skills instructors, counselors, and student support personnel in this effort.

Comment: SMC will act as subgrantee on El Camino College’s grant from the Chancellor’s Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Kathryn E. Jeffery, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract		Term/Amount	Service	Funding Source
A	Sintra Group	January 1, 2017 – June 30, 2017 \$25,000	Provides background investigations for police recruits, police officers, police sergeants, campus safety officers, and police dispatchers. This request is an amendment to an existing contract and is the result of a higher number of recruitments requiring background investigations than expected.	2016-2017 Human Resources
<i>Requested by: Tre'Shawn Hall-Baker, Director, Human Resources</i>				
<i>Approved by: Marcia Wade, Vice-President, Human Resources</i>				
B	Consulting Psychology Press (CPP), Inc.	March 2, 2107 Not to exceed \$10,500	The facilitator will conduct a one day on-site workshop in Strong theory and application and is designed for career counselors and academic advisors. Some of the goals will be to provide instruction on how to successfully administer assessment for career exploration and development and to provide participants with an opportunity to develop feedback skills and provide techniques to respond to client questions. Price also includes all course materials for the 18 career counselors who will be attending.	District/SSSP Funding
<i>Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention and Wellness</i>				
<i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract	Term/Amount	Service	Funding Source
C SectorPoint, Inc.	January 30 – June 30, 2017 Not to exceed \$20,000 plus reimbursable expenses	Professional services to apply a web package to SMC’s content management system (the underlying software of SMC’s website). The package includes modifications to the master template, page layouts, and new web parts. Services will also include assistance in site administrative functions for indexing and inventory to track pages, scanning of broken links, and miscellaneous other duties.	District Budget Communications/ Marketing
<i>Requested by: Kiersten Elliott, Dean, Community and Academic Relations</i> <i>Approved by: Donald Girard, Senior Director, Government Relations/Institutional Communications</i>			
D ER Consulting, LLC Dba “The Company Doctors”	January 1, 2017 – September 30, 2017 Not to exceed \$46,650	ER Consulting, LLC Dba “The Company Doctors” will provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control, are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by “The Company Doctors”.	ETP CONTRACT
<i>Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			
E Tiana Sanchez	February 15, 2017 – June 30, 2017 Not to exceed: \$10,000	The consultant will conduct ten (10) one hour and thirty minute workshops for Non-Credit Adult Education students. The workshops will occur twice a month and assist with skill building and career planning.	Adult Education Block Grant
<i>Requested by: Dione Carter, Noncredit/External Programs</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
F	Cobblestone Applied Research and Evaluation Inc. (Title III HSI STEM External Evaluation)	February 8, - September 30, 2017 Not to Exceed \$50,000	Evaluation Deliverables <ul style="list-style-type: none"> All evaluation work specified within the current project will be performed in conjunction with grant-established timelines. Assistance with initial progress report due to DoE (April 2017) A mid-year local report each Spring (beginning in 2017) An annual local reporting: Fall 2017. Annual funder-specific reporting submissions (December each year, beginning in 2017) 	Title III HSI STEM Grant
G	Veronica Neal, Director, Office of Equity Social Justice and Multicultural Education De Anza College	March 16, 2017 FLEX Day Not to exceed \$10,000, which includes an honorarium for the provider and a co-facilitator, travel and incidental expenses.	The consultant is the keynote speaker for Flex Day and will facilitate several workshops focusing on equity, emotional intelligence and cultural competency.	Student Equity

F and G

Requested by: Melanie Bocanegra, Associate Dean of STEM/Equity Programs

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

	Sojourn Services for Battered Women and their Children	2017-2021 No cost	This is an operational agreement between Sojourn and Santa Monica College with intention of working together toward the mutual goal of providing optimal available assistance to victims of domestic violence and work cooperatively toward domestic violence prevention and education. Each agency agrees to coordinate service provision through receiving and making referrals from and to one another and ethical sharing of client information.	NA
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Requested by: Lisa Winter, Compliance Administrator/Title IX Coordinator

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

H			
<u>10 + 10 Study Abroad Collaboration: Bath Spa University, April 2017</u>			
During Spring Break 16 SMC acting students will travel to Bath, England and perform plays by Samuel Beckett. The cast will be complemented with acting students from Bath Spa University. In turn, BSU will travel to Santa Monica on April 19 and will perform a Noel Coward play, Semi-Monde with some SMC students joining the cast. Local high school students in both venues will be encouraged to attend, in addition to the general public.			
Provider/Contract	Term/Amount	Service	Funding Source
Vendor British Airways or similar airline	April 6-16, 2017 Not to exceed \$22,000 which covers airfare to and from England	Round trip airfare from Los Angeles to London for 16 participants and 2 faculty	Professional Development Funds (approved for faculty members). Cost of airfare paid by participants. Fundraising is underway to minimize cost to students.
iNext Insurance (CCIE)(US)	April 2017 – travel dates only Not to exceed \$2,000	iNext Comprehensive travel insurance to cover all participants (up to 16 students) and two faculty (including dates to/from United States)	Cost of faculty insurance covered in participant price. Fee for student insurance paid by participants –
Vendor STA Travel or Similar competitive vendor	April 6-16, 2017 Not to exceed \$4,300	In country coach transport of participants- Airport to Bath-round trip and transport to off-site events	Cost of in country transport to be paid by participants. Fundraising is underway to minimize costs to students.
<i>Requested by: Gordon Dossett and Perviz Sawoski</i>			
<i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

I Chinese Poets SMC Professor Hari Vishwanadha, English Department, will moderate a panel of Chinese Poets who will read and discuss their work at SMC on Monday, March 20, 2017. The visiting poets will be in residence at Whittier College March 18-25, 2017.		
Funding source: Global Citizenship District Fund Date: March 20, 2017		
Provider/Contract	Term/Amount	Service
Li Sen	\$100	Li Sen is a poet, writer and scholar, born in 1966 in Yunnan, China. He graduated from Yunnan University, has taught there since 1988 and is currently professor of Chinese Literature and Dean of the School of Arts and Design. He has published four books of poetry and twelve other literary books. He emerged as a poet with the independent journal <i>Them</i> along with Yu Jian and Han Dong in 1985, and his work has appeared in major literary journals as well as academic journals. He is the chief editor of <i>New Poems: Kunming-Chicago</i> , a journal of poetry in translation between the two cities.
Ming Di	\$100	Ming Di is a Chinese poet and translator living in the US, author of six collections of poetry in Chinese. Her work has appeared in <i>One Hundred Years Cannon of Chinese Poetry</i> . She edited and co-translated <i>New Cathay – Contemporary Chinese Poetry</i> (Tupelo Press, 2013) and <i>One Hundred Years Solitude of Chinese New Poetry 1916-2016</i> (Valparaíso Ediciones, 2016). She also co-translated <i>Empty Chairs – Poems by Liu Xia</i> (Graywolf Press, 2015) which was a finalist for the Best Translated Book Award in 2016. She has received Sino Literature Prize and Fifth Ave Award, two Luce fellowships, and a Poetry Foundation prize. She co-curated China Night at Poetry International Rotterdam in 2013 and China Focus at Poesie festival Berlin in 2015. She is the China editor for Poetry International Rotterdam.
Shen Haobo	\$100	Shen Haobo is a Chinese poet and publisher, born in 1976 in Taixing, Jiangsu province, China. He graduated from Beijing Normal University in 1999. He began publishing and writing poetry in 1996 and had his first official publication in 1998 with “Who was joking on 1990s”. He is identified with the Lower Body Poets and the Post 70’s Generation.
Campus Kitchen	\$300	Refreshments for reception at event

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

	Provider/Contract	Term/Amount	Service	Funding Source
J	Sojourn Services for Battered Women and their Children	2017-2021 No cost	This is an operational agreement between Sojourn and Santa Monica College to work together toward the mutual goal of providing optimal available assistance to victims of domestic violence and work cooperatively toward domestic violence prevention and education. Each agency agrees to coordinate service provision through receiving and making referrals from and to one another and ethical sharing of client information.	NA
<i>Requested by: Lisa Winter, Compliance Administrator/Title IX Coordinator</i>				
<i>Approved by: Mike Tuitasi, Vice-President, Students Affairs</i>				
K	OrgSync	2016-2017 \$13,750 2018 \$11,440 2019 \$11,898	OrgSync is a software application that provides a digital platform to intake and coordinate volunteer needs, activities and opportunities of various campus programs and services such as Student Life, Alumni, Career Services, President’s Ambassadors, Service Learning, Sustainability and more. It provides a portal for student, staff and alumni to engage in volunteer service on campus and in the community and provides robust data on student and alumni engagement. The application integrates into a master calendar for campus events and activities that can be viewed on the web and mobile devices.	Alumni
<i>Requested by: Nancy Grass, Associate Dean, Student Life</i>				
<i>Approved by: Mike Tuitasi, Vice-President, Students Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

ESTABLISH

Project Manager, Interaction Design (IxD) Promotion & Recruitment (50%) 02/07/2017

ELECTIONS

Project Manager

Vruwink, Nicola, Interaction Design (IxD) Promotion & Recruitment (50%) 02/08/2017

ADJUNCT FACULTY

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

SEPARATIONS

RETIREMENT

Gauld, Suellen, Earth Sciences Instructor (17 years of service) 06/13/2017

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

The following positions will be established/abolished in accordance with district policies and salary schedules.

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Student Services Clerk (1 position) Cosmetology, 11 months, 40 hours	02/07/17
Campus Safety Emergency Facilitator (1 position) Campus Police, 12 months, 40 hours	02/07/17
Property Clerk (1 position) Purchasing/ Receiving/Mail, 12 months, 40 hours	02/07/17
Journeyman Trade-Plumber, (1 position) Maintenance Department, 12 months, 40 hours	02/07/17

ELECTIONS

PROBATIONARY

Hanna, Febe, Student Services Specialist – International Students	02/01/17
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PROBATIONARY/ADVANCE STEP PLACEMENT

Canizales Estrada, Jhosely, Campus Safety Officer, Campus Police (Step C)	02/16/17
Limon Jr., Agustin, Campus Safety Officer, Campus Police (Step B)	02/16/17
Trinh, Hai Hon "Jason", Budget Technician, Fiscal Services (Step C)	02/01/17

PROMOTION

Lewis, Marcia	02/08/17
From: Career Services Advisor, Career Services Advisor, 12 mos, 40 hours	
To: Campus Safety Emergency Facilitator, 12 mos, 40 hours	

CAREER LADDERING (LIMITED TERM)

Ordaz, Cindy	02/16 – 06/30/17
From: Administrative Assistant I, SMC/UCLA Stem, 12 mos, 40 hrs	
To: Administrative Assistant II, Adult Education, 12 mos, 40 hrs	
Comment: not to exceed 120 working days per fiscal year	

WORKING OUT OF CLASSIFICATION (PROVISIONAL) EXTENSION

Henninger, Denise	
From: Sign Language Interpreter III, 11 mos, 20 hours, 100%	
To: Deaf and Hard of Hearing Supervisor	
Initial Assignment:	9/1/2016 – 12/23/2016
Length of Extension:	12/24/2016 – 1/17/2017

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Casborn, Edgar

From: Custodian, Day

To: Lead Custodian, Day, 100%

Comment: Not to exceed 90 working days per fiscal year

01/04 – 05/09/17

(Date correction from 1/17/17 approval)

Henriquez, Fernando

From: Custodian, NS-II

To: Lead Custodian, NS-II, 100%

Comment: Not to exceed 90 working days per fiscal year

01/10 - 5/5/2017

CHANGE IN WORK SHIFT/TEMPORARY

Henriquez, Wendy

From: Custodian, Operations, 12 mos, 40 hrs/Day

To: Custodian, Operations, 12 mos, 40 hrs/Swing

01/01 – 06/30/17

Johnston, Steven

From: Journeyman Trade-Electrical, 12 mos, 40 hrs/Day

To: Journeyman Trade-Electrical, 12 mos, 40 hrs/weekend

02/27 – 06/30/17

LEAVES OF ABSENCE- UNPAID

Banks, Jr., Joe, Custodian, Operations

02/07 – 07/07/17

RESIGNATION

Gothold, Julia, Student Services Clerk, Pico Promise

Vriese, Denese, Cash Receipts Clerk, Bursars Office

03/02/17

01/22/17

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION

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

Brundage, Kirk, Accompanist-Dance, Dance	01/03/2017-06/30/2017
Carbone, John, Accompanist-Dance, Dance	01/03/2017-06/30/2017
Gerhold, Thomas, Accompanist-Performance, Emeritus	01/03/2017-06/30/2017
Muradyan, Ruzan, Accompanist-Dance, Dance	01/03/2017-06/30/2017
Nesteruk, Gary, Accompanist-Performance, Emeritus	01/03/2017-06/30/2017
Osipova, Yelena, Accompanist-Dance, Dance	01/03/2017-06/30/2017
Plotkin, Alla, Accompanist-Dance, Dance	01/03/2017-06/30/2017
Soro, Gnenemon, Accompanist-Dance, Dance	01/03/2017-06/30/2017
Sow, E. Malik, Accompanist-Dance, Dance	01/03/2017-06/30/2017
Walker, Frederick, Accompanist-Dance, Dance	01/03/2017-06/30/2017
Urban, Kevin P., Personnel Specialist, Personnel Commission	01/18/2017-05/10/2017

PROVISIONAL EXTENDED

Blair, Lauren E., Costume Designer, Facilities/Performing Arts Center	From: 07/01/2016-12/31/2016
	To: 07/01/2016-01/31/2017
Nesteruk, Gary, Accompanist-Voice, Music	From: 07/01/2016-12/30/2016
	To: 07/01/2016-06/30/2017

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.

Griego Jr., Eliu, Receiving, Stockroom and Inventory Worker, Purchasing	01/12/2017-06/30/2017
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 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)	30
College Work-Study Student Assistant, \$10.50/hour (FWS)	6
College CalWorks	3

SPECIAL SERVICE

Art Model, \$23.00/hour	43
Art Model w/ Costume, \$26.00/hour	23
Community Services Specialist I, \$35.00/hour	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES

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

14-A CHANGE ORDER NO. 26 AET CAMPUS

Change Order No. 26 – C.W. Driver on the AET Campus portion of the project in the amount of \$107,009.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 3,928,619
Previously Approved Change Orders (AET Parking Structure A)	\$ 796,870
Change Order No. 26 – AET Campus	<u>\$ 107,009</u>
Revised Contract Amount	\$63,992,498

Change Order No. 26 for the AET Campus project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 26 for AET Campus includes the following labor and material costs to:

- Furnish and install roof receptors in lieu of roof drains at Building D and tie into existing system;
- Furnish and install 2-1/2" x 2-1/2" x 3/8" x 8" long angle to both sides of beam at gridline K/5 at second floor of Building D;
- Furnish and install conduit and wire to energize power assist devices at (4) door locations at Building D;
- Revise ceiling insulation scope at Building D, 2nd level and change location of the facing scrim to the underside of the plywood deck;
- Furnish and install 92 square feet of wood paneling and cap to partial height wall at Building D Lounge;
- Modify plaza deck waterproofing at Building B and C required to satisfy manufacturer's requirements for warranty;
- Remove existing paint and graphics from west exterior elevation of Building D.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES *(continued)*

14-B CHANGE ORDER NO. 17 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 17 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the credit amount of (\$54,234).

Original Contract Amount	\$ 18,378,000
Previously Approved Change Orders	\$ 1,432,958
Change Order No. 17	\$ (54,234)
Revised Contract Amount	\$ 19,756,724

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

Funding Source: Measure AA

Comment: Change Order No. 17 includes the following:

- Credit for the deleted security equipment (to be provided under a separate construction contract);
- Credit for the deleted fixed seating in Classroom 309 and addition of choral risers and supplemental risers;
- Provide and install rebar for site sign wall extension;
- Relocate sprinkler heads in conflict with toilet partitions in restrooms;
- Labor to miter wood flooring on stair risers to eliminate visible gaps;
- Labor to install spring isolators at three rooftop condensing units;
- Labor for installation of additional drywall grille frame around original return air grille.

14-C CHANGE ORDER NO. 15 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order No. No 15 – BERNARDS BROS. on the Health, PE, Fitness, Dance and Central Plant project in the amount of \$848,671.

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ 1,649,238
Change Order No. 15	\$ 848,671
Revised Contract Amount	\$ 42,053,909

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

Funding Source: Measure AA

Comment: The college made a major change to its security system after this building was already in construction. The new system is substantially different from the system originally designed with the building and the college’s security team also added more security devices. The new Cisco system requires that only Cisco certified installers work on the system, so the contractor was limited in getting competitive bids. The cost is higher than expected even with the credit from the old system.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES *(continued)*

14-D CHANGE ORDER NO. 5 – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP

Change Order No. 5 – SJ AMOROSO on the Connection of Existing Facilities to Central Plant Loop project in the amount of \$39,989.

Original Contract Amount	\$ 8,087,000
Previously Approved Change Orders	\$ 227,809
Change Order No. 5	<u>\$ 39,989</u>
Revised Contract Amount	\$ 8,354,798

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

Funding Source: Measure AA

Comment: Change Order NO. 5 includes labor and material cost for the following:

- Relocate the existing utilities that were in the way of the new mechanical equipment and duct work in the HSS Building;
- Repaint the Business Building horizontal metal band to brown from previously specified;
- Demolish and replace the concrete adjacent to Vault 1 to protect the existing adjacent tree;
- Apply accent color paint to Science Building elevator shaft enclosure on the ground floor;
- Paint exposed galvanized pipes to match stucco color at the exterior of Science Building;
- De-water, clean up and fix the shallow two-inch water line that was damaged while removing the concrete paving;
- Feed power to Fan Coil Unit B-8 from Panel P-11;
- Investigate and repair wiring in lighting control panel for Room 155 in HSS South first floor.

14-E AGREEMENT FOR ENGINEERING SERVICES/CONSTRUCTION ADMINISTRATION – AET & KCRW DATA

NETWORK & AET, PEFORMING ARTS CENTER –EAST WING & HEALTH PE SECURITY SYSTEMS RE-BID

Agreement with MDC ENGINEERS for engineering services/construction administration for the AET & KCRW Data Network and AET/Performing Arts Center-East Wing & Health PE projects for the amount of \$118,800 plus reimbursable expenses.

Funding Source: Measure AA

Comment: This contract is for construction administration for both the AET & KCRW Data Network and the AET, Performing Arts Center-East Wing & Health PE projects including coordinating with System Integrator, sub-contractors and Campus personnel through closeout.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES *(continued)*

14-F CHANGE ORDER NO. 6 – UPGRADE OF SECURITY SYSTEMS

Change Order No. 6 – NEXUS IS, INC. on Upgrading of Security Systems project in the amount of \$99,485.

Original Contract Amount	\$ 5,699,482
Previously Approved Change Orders	\$ 431,956
Change Order No. 6	<u>\$ 99,485</u>
Revised Contract Amount	\$6,230,923

Funding Source: Measure AA

Comment: Change Order No. 6 includes labor and material cost for the following:

- De-rack and integrate the fire disconnect relay to the power supply stacks in 79 IDF's
- Pull new cable for 69 doors at the Bundy Campus
- Provide and install 10 Adam Wright Strikes and 56 SDC strikes in the Science Building;

14-G CHANGE ORDER NO. 1 – SUMP PUMP AND SEWER LINE REPLACEMENT

Change Order No. 1 – Ramona, Inc. on the Sump Pump and Sewer Line Replacement Project in the amount of \$20,150.

Original Contract Amount	\$245,000
Previously Approved Change Orders	\$0
Change Order No. 1	\$20,150
Revised Contract Amount	\$265,150

Funding Source: State Physical Plant Block Grant and District Capital Outlay Fund.

Comment: Change Order No. 1 for Ramona Inc. includes additional work at Receiving, Maintenance, and Stadium Grandstands. Through the course of investigation of existing conditions, two sewer laterals from the Grandstand area were discovered instead of the one shown in the bid documents. The installation of an additional cleanout at the Campus Police Building is also included in this change.

14-H PROJECT CLOSE OUT – FINANCIAL AID RELOCATION

Authorize the District Representative without further action of the Board of Trustees, to accept the project described as FINANCIAL AID RELOCATION as being complete by MINCO CONSTRUCTION. 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	February 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
 Period: December 16, 2017 thru January 24, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	166,796
3000	Benefits	47
4000	Supplies	9,701
5000	Contract Services/Operating Exp	51,690
6000	Sites/Buildings/Equipment	25,480
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-253,714
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED
 Period: December 16, 2017 thru January 24, 2016

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	178,235
2000	Classified/Student Salaries	-104,193
3000	Benefits	-54,041
4000	Supplies	4,416
5000	Contract Services/Operating Exp	-19,439
6000	Sites/Buildings/Equipment	-32,375
7100/7699	Other Outgo/Student Payments	27,397
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	February 7, 2017

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

Auxiliary Operations Payments and Purchase Orders

December 1 – 31, 2016

Covered by check & voucher numbers: 010949-011245 & 01026-01047

Bookstore fund Payments	\$454,871.22
Other Auxiliary Fund Payments	\$103,899.75
Trust and Fiduciary Fund Payments	<u>\$414,170.30</u>
TOTAL	\$949,941.27

Purchase Orders issued \$ 34,245.16
December 1 – 31, 2016

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

RECOMMENDATION NO. 17 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. 18 ORGANIZATIONAL MEMBERSHIPS

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

Organizational Memberships

February 2017	Number of Memberships	Amount
	6	\$3,650.00

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	INFORMATION
Santa Monica Community College District	February 7, 2017

INFORMATION ITEM 19 CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING, JANUARY 18, 2017

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, **January 18, 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: 8:05 a.m.**

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

Others Present:

- Mr. Bill Rauch – Partner, Varinek, Trine, Day & Company (VTD)– CPA
- Dr. Kathryn E. Jeffery, Superintendent/President
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Greg Brown, Director Facilities
- Chris Bonvenuto, Chief Director, Business Services
- Ramin Nematollahi, Citizens’ Bond Oversight Committee Coordinator
- Charlie Yen, Director - Contracts
- Emil Zordilla, Assistant Director, Facilities Planning

3. **APPROVAL OF MINUTES**
The minutes of the Citizens’ Bond Oversight Committee meeting of October 19, 2016 were approved as is. *Motion was made by Katherine Reuter and seconded by Jeffrey Graham and unanimously approved by the committee.*

4. **CONFLICT OF INTEREST FORM**
Members completed and endorsed forms. The forms are on file.

5. **REPORTS and DISCUSSION**
Chris Bonvenuto discussed Santa Monica College’s previous audit firm (Vicenti, Lloyd & Stuzman, CPAs), which had served as SMC’s auditor for 15 years and had given SMC “Unmodified Opinions”. Varinek, Trine, Day & Company was selected after a formal bidding process and received a 3 year contract with an option of 2 years. Dr. Jeffery commented on the common and good practice of changing auditors.

A. Santa Monica Community College District

Measure U, Measure S, Measure AA General Obligation Bonds Financial and Performance Audit, June 30, 2016

Mr. Bill Rauch, presented the 2015-2016 Financial and Performance Audit Reports and reviewed the findings with the committee. He reviewed the Opinion of the findings which state:

“In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Measure U, Measure S, Measure AA General Obligation Bond Funds (Measure U, Measure S, and Measure AA) of the District as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United State of America.” *(Page 3, of the SMCCD, Measure U, Measure S & Measure AA General Obligation Bonds Financial And Performance Audits – June 30, 2016 – Varinek, Trine, Day & Co. LLP)*

He reiterated the “unmodified opinion”, which is the highest mark that can be received for a financial and performance audit. He further reviewed, **The Statement of Revenues, Expenditures, and Changes in Fund Balance** on page 5. He also discussed the “**None Reported**” findings on Financial Statement Findings on page 17.

B. Santa Monica Community College District

Measure U, Measure S, Measure AA General Obligation Bonds Performance Audit June 30, 2016

Mr. Rauch discussed the procedures performed for the performance audit. A sample of expenditures was selected starting July 1, 2015 and ending June 30, 2016, and supporting documentation was reviewed to ensure that funds were properly expended on specific project list. The sample included transactions totaling **\$49,446,725**, which represent **71** percent of the total expenditures of **\$69,373,518**.

Based on this testing, Varinek, Trine, Day & Co. LLP, verified that funds from Measures U, Measures S, and Measures AA general Obligation Bond Funds (Measure U, Measure S, Measure AA) were expended for the construction, renovation, funding and equipment of District facilities constituting authorized bond projects.

Conclusion:

“The results of our test indicated that, in all significant respect, the Santa Monica Community College District has properly accounted for the expenditures held in the Measure, U, Measure S, and Measure AA general Obligation Bond Funds (Measure U, Measure S, Measure AA) and such expenditures were made for authorized bond projects. There were no salaries of administrative charged to the Measure U, Measure S, and Measure AA General Obligation Bond Funds for District general administration or operations.” *(Page 4, of the SMCCD, Measure U, Measure S & Measure AA General Obligation Bonds Performance Audits – June 30, 2016 – Varinek, Trine, Day & Co. LLP).*

Mr. Rauch also discussed the “none reported” comment regarding the Schedule of Findings and Questioned Costs – Page 5, (June 30, 2016) and reiterated that “There were no audit findings reported in the prior year’s Schedule of Findings and Questioned Costs.”

Motion was made by Sharon Barovsky to accept the report as is and seconded by Katharine Reuter and unanimously approved by the committee.

C. SMC Bond Capital Construction Budget Summary as of December 31, 2016.

Emil Zordilla, Assistant Director, Facilities planning, gave a visual presentation of the bond construction project:

- **Center for Media and Design:** The project is progressing as planned. Date of Completion is first quarter of 2017 with a move in date of fall 2017.
- **East Wing Performing Arts Center:** The PAC is scheduled to open for spring 2017 semester.
- **Core Performance Center:** Formerly known as the Fitness Center is going to be completed in January and will be occupied spring 2017 semester.
- **Student Services Building:** Large structure beams will be placed in the coming weeks. The student services building is schedule to open last quarter of 2018 and occupied by early 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.

D. Measure U, S and AA and Bond Sales Expense Reports

The SMC Bond Capital Construction Budget Summary as of December 31, 2016 reports the following:

Measure U Budget:	\$160,000,000
Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Other Funding Received:	\$ 26,195,758
Other Funding Pending:	\$ 52,594,548
Total Budget:	\$698,766,706
Estimate at Completion:	\$698,590,482
Bond Funds Remaining:	\$158,468,301

- **Measure U:** Total Measure U Expenditures last period were **\$3,144,064**; total remaining funds are **\$8,848,412**; no budget variance.
- **Measure S:** Total Measure S Expenditures last period were **\$180,983**; total remaining funds are **\$55,560,851**; no budget variance.
- **Measure AA:** Total Measure AA Expenditures last period were **\$17,720,703**; total remaining funds are **\$94,059,038**; no budget variance.
- The Bond Sales/Expense Report indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of December 31, 2016.

Total Bond:	\$598,500,000
Total Available:	\$528,492,559
Total Expenses:	\$440,031,699
Total Available Remaining:	\$ 88,460,860
Total Unsold Bond:	\$ 70,007,441

- The SMC Bond Construction Program Contractor List as of December 31, 2016 was included in the packet.

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

7. SCHEDULE OF MEETINGS, 2016-2017

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

8. ADJOURNMENT: 9:10 am

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 7, 2017

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT – 10:05 p.m.

The meeting was adjourned in memory of **Frank Jerome**, retired chemistry professor.

There will be a Superintendent/Board Workshop (Closed Session) on **Saturday, March 4, 2017** at 10 a.m. in HSS 301 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

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

The agenda for the next meeting will include the following:

1. Update: Strategic Planning
2. Report: Counseling/Transfer

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

ACCOUNTS	2016-17 ADOPTED BUDGET	December 31, 2016 ACTUAL REVENUES	2016-2017 PROJECTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	116,798	69,623	116,798
TOTAL FEDERAL	116,798	69,623	116,798
STATE			
GENERAL APPORTIONMENT	63,622,481	31,492,782	63,324,102
EDUCATION PROTECTION ACCOUNT - PROP 30	15,936,584	7,999,218	16,060,288
GROWTH	-	-	73,012
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	-	1,426,432
HOMEOWNERS EXEMPT	96,478	14,368	96,500
STATE LOTTERY REVENUE	3,783,348	40,635	3,858,480
MANDATED PROGRAM COSTS	2,610,606	2,611,038	2,619,044
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	4,070,357	-	4,070,357
OTHER STATE	1,270,603	450,541	1,270,603
TOTAL STATE	91,390,457	42,608,582	92,798,818
LOCAL			
PROP TAX SHIFT (ERAF)	10,341,290	481,645	8,843,144
SECURED TAX	10,006,961	5,856,668	14,421,494
SUPPLEMENTAL TAXES	388,567	79,210	427,424
UNSECURED TAX	567,993	549,595	568,000
PRIOR YRS TAXES	313,955	272,210	401,823
PROPERTY TAX - RDA PASS THRU	1,196,922	-	536,624
PROPERTY TAX - RDA RESIDUAL	1,611,787	-	1,062,116
RENTS	300,000	41,602	206,000
INTEREST	256,500	79,237	316,000
ENROLLMENT FEES	13,892,659	8,970,180	13,655,858
STUDENT RECORDS	417,800	170,920	411,900
NON-RESIDENT TUITION/INTENSIVE ESL	33,038,107	19,748,891	33,038,107
FEE BASED INSTRUCTION	390,000	154,665	316,384
OTHER STUDENT FEES & CHARGES	112,000	53,329	110,400
F1 APPLICATION FEES	298,800	107,053	298,800
OTHER LOCAL	586,300	53,429	586,300
I. D. CARD SERVICE CHARGE	1,136,600	602,074	1,120,600
LIBRARY CARDS	140	-	140
LIBRARY FINES	7,834	1,205	7,834
PARKING FINES	225,465	68,957	225,465
TOTAL LOCAL	75,089,680	37,290,870	76,554,413
TOTAL REVENUE	166,596,935	79,969,075	169,470,029
TRANSFER IN	83,219	26,127	83,219
SALE OF EQUIPMENT AND SUPPLIES	-	3,780	3,781
TOTAL OTHER FINANCING SOURCES	83,219	29,907	87,000
TOTAL REVENUE AND TRANSFERS	166,680,154	79,998,982	169,557,029

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL EXPENDITURES	2016-2017 PROJECTED BUDGET
INSTRUCTION	27,115,586	10,425,364	26,804,447
ACADEMIC MANAGERS	6,850,507	2,937,309	6,681,662
NON-INSTRUCTION	6,198,965	2,219,578	6,139,118
HOURLY INSTRUCTION	32,352,405	15,448,682	32,799,282
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	100,569	33,270	76,570
HOURLY NON-INSTRUCTION	4,656,702	1,970,740	4,656,702
VACANT POSITIONS	-	-	386,196
VACANCY SAVINGS	-	-	(318,612)
TOTAL ACADEMIC	77,274,734	33,034,943	77,225,365
CLASSIFIED REGULAR	22,024,140	9,018,588	22,151,374
CLASSIFIED MANAGERS	5,688,827	2,374,530	5,719,749
CLASS REG INSTRUCTION	3,160,183	1,311,167	3,327,225
CLASSIFIED HOURLY	1,521,974	1,123,158	1,879,868
CLASS HRLY INSTRUCTION	585,740	213,883	591,740
VACANT POSITIONS	1,848,722	-	1,218,092
VACANCY SAVINGS	(1,220,157)	-	(1,004,926)
TOTAL CLASSIFIED	33,609,429	14,041,326	33,883,122
STRS	6,919,881	2,966,364	6,883,494
STATE ON-BEHALF PENSION CONTRIB TO STRS	4,070,357	-	4,070,357
PERS	5,102,073	2,110,233	5,114,947
OASDI/MEDICARE	3,633,276	1,599,682	3,672,850
H/W	14,104,007	4,689,314	14,327,068
RETIREEES' H/W	3,414,309	2,016,406	3,637,213
RETIREEE - OPEB	2,000,000	-	2,000,000
SUI	184,978	71,312	184,355
WORKERS' COMPENSATION	1,990,850	843,918	2,002,496
ALTERNATIVE RETIREMENT	500,000	255,712	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	22,124	7,319	16,845
BENEFITS RELATED TO VACANT POSITIONS	443,690	-	385,028
BENEFITS RELATED TO VACANCY SAVINGS	(292,838)	-	(317,648)
TOTAL BENEFITS	42,092,707	14,560,260	42,477,005
SUPPLIES	1,094,840	385,644	1,103,317
TCO-SUPPLIES	-	98,654	100,000
TOTAL SUPPLIES	1,094,840	484,298	1,203,317
CONTRACTS/SERVICES	14,002,571	5,354,025	14,850,879
INSURANCE	995,855	869,811	995,855
UTILITIES	3,000,394	1,559,293	3,000,394
TOTAL SERVICES	17,998,820	7,783,129	18,847,128
EQUIPMENT	200,000	124,242	252,818
TECHNOLOGY REPLACEMENT	183,600	-	183,600
TCO - EQUIPMENT REPLACEMENT	250,000	113,125	150,000
TOTAL CAPITAL	633,600	237,367	586,418
TOTAL EXPENDITURES	172,704,130	70,141,323	174,222,355
OTHER OUTGO - TRANSFERS	314,876	151,462	314,876
OTHER OUTGO - STUDENT AID	2,500	-	2,500
TOTAL TRANSFERS/FINANCIAL AID	317,376	151,462	317,376
TOTAL EXPENDITURES & TRANSFERS	173,021,506	70,292,785	174,539,731

**UNRESTRICTED GENERAL FUND 01.0
2016-2017 FUND BALANCE BUDGET**

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL FUND BALANCE	2016-2017 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS *	164,677,905	77,996,733	164,628,904
TOTAL EXPENDITURES AND TRANSFERS	170,503,274	69,248,819	170,656,373
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	2,292,412	-	1,989,316
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(1,512,995)	-	(1,641,186)
OPERATING SURPLUS/(DEFICIT)	(6,604,786)	8,747,914	(6,375,599)
ONE-TIME ITEMS			
PRIOR YEAR APPORTIONMENT ADJ	-	-	1,426,432
FTES BORROWING	-	-	1,499,444
MANDATED COST BLOCK GRANT	2,002,249	2,002,249	2,002,249
ONE-TIME BUDGET AUGMENTATION	(1,105,215)	(707,945)	(2,848,810)
EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	(633,600)	(336,021)	(686,418)
OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS	(6,341,352)	9,706,197	(4,982,702)
BEGINNING BALANCE	23,925,591	23,925,591	23,925,591
ENDING FUND BALANCE	17,584,239	33,631,788	18,942,889
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS **	10.16%	47.85%	10.85%

DESIGNATION OF FUND BALANCE

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL FUND BALANCE	2016-2017 PROJECTED BUDGET
UNDESIGNATED FUND BALANCE	14,236,800	30,284,349	15,595,450
UNDESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	8.17%	43.08%	8.95%
DESIGNATED RESERVE FOR:			
CLASSIFIED EMPLOYEE WELFARE FUND	467,026	467,026	467,026
RESERVE FOR FUTURE STRS AND PERS INCREASES	2,880,413	2,880,413	2,880,413
TOTAL	3,347,439	3,347,439	3,347,439
DESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	1.92%	4.76%	1.92%
TOTAL ENDING FUND BALANCE	17,584,239	33,631,788	18,942,889
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS **	10.16%	47.85%	10.85%

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

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL REVENUES	2016-2017 PROJECTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	677,180	136,325	677,180
FWS-FEDERAL WORK STUDY	496,100	-	496,100
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	58,631	30,488	59,652
FEDERAL CARRYOVERS	1,308,352	804,516	1,308,352
OTHER FEDERAL	1,798,372	127,748	3,098,217
TOTAL FEDERAL	4,338,635	1,099,077	5,639,501
STATE			
LOTTERY	1,182,296	74,797	1,182,296
BASIC SKILLS INITIATIVE	351,560	182,811	351,560
SFAA-STUDENT FINANCIAL AID ADMIN	887,982	461,751	887,982
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,315,554	684,088	1,315,554
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	88,792	46,172	88,792
DSPTS-DISABLED STUDENTS PROGRAM & SERVICES	2,232,010	962,945	2,232,010
CALWORKS	267,669	139,188	317,502
STUDENT SUCCESS (CREDIT)	4,922,659	2,559,783	4,922,659
STUDENT SUCCESS (NON-CREDIT)	65,883	34,259	65,883
STUDENT SUCCESS (STUDENT EQUITY)	1,523,065	791,994	1,523,065
ENROLLMENT GROWTH	154,000	80,080	154,000
STRONG WORKFORCE PROGRAM	-	871,012	871,012
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,464,456	879,090	1,751,382
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	632,052	-	632,052
STATE CARRYOVERS	5,302,122	4,718,268	5,302,122
OTHER STATE	2,207,621	932,182	2,396,127
TOTAL STATE	22,597,721	13,418,420	23,993,998
LOCAL			
PICO PROMISE	141,782	72,309	144,618
HEALTH FEES	1,366,750	789,494	1,366,750
PARKING FEES	1,844,371	992,480	1,844,371
DONATIONS-KCRW	2,998,849	606,242	2,904,492
RADIO GRANTS	1,206,947	900,276	1,206,947
COMMUNITY SERVICES	861,020	257,324	722,703
CONSOLIDATED CONTRACT ED-LOCAL	256,140	30,803	342,448
LOCAL CARRYOVERS	241,489	330,077	335,846
OTHER LOCAL	5,825,000	2,814,791	5,845,000
TOTAL LOCAL	14,742,348	6,793,796	14,713,175
TOTAL REVENUE	41,678,704	21,311,293	44,346,674

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL EXPENDITURES	2016-2017 PROJECTED BUDGET
INSTRUCTION	76,008	-	53,328
MANAGEMENT	1,706,344	702,583	1,878,111
NON-INSTRUCTION	1,893,634	1,151,797	2,071,667
HOURLY INSTRUCTION	96,840	27,510	188,419
HOURLY NON-INSTRUCTION	5,107,514	2,248,772	5,207,875
TOTAL ACADEMIC	8,880,340	4,130,662	9,399,400
CLASSIFIED REGULAR	4,597,660	1,116,321	4,674,804
CLASSIFIED MANAGERS	578,581	893,890	579,124
CLASS REG INSTRUCTION	33,250	15,101	46,250
CLASSIFIED HOURLY	1,837,777	696,668	2,089,911
CLASS HRLY INSTRUCTION	232,500	86,082	205,321
TOTAL CLASSIFIED	7,279,768	2,808,062	7,595,410
BENEFITS HOLDING ACCOUNT	5,152,656		3,684,955
STRS	-	366,453	366,453
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	-
PERS	-	326,366	326,366
OASDI/MEDICARE	-	260,850	260,850
H/W	-	552,266	552,266
SUI	-	3,338	3,338
WORKERS' COMP.	-	120,737	120,737
ALTERNATIVE RETIREMENT	-	35,643	35,643
TOTAL BENEFITS	5,152,656	1,665,653	5,350,608
TOTAL SUPPLIES	1,038,863	255,601	1,122,100
CONTRACTS/SERVICES	7,216,393	2,899,458	8,306,274
INSURANCE	4,709,360	2,213,648	4,709,360
UTILITIES	178,800	66,308	178,800
TOTAL SERVICES	12,104,553	5,179,414	13,194,434
BLDG & SITES	1,911,110	206,400	1,753,310
EQUIPMENT/LEASE PURCHASE	4,001,859	1,218,042	4,588,232
TOTAL CAPITAL	5,912,969	1,424,442	6,341,542
TOTAL EXPENDITURES	40,369,149	15,463,834	43,003,494
OTHER OUTGO - STUDENT AID	548,357	235,627	575,098
OTHER OUTGO - TRANSFERS	83,219	26,127	90,103
TOTAL OTHER OUTGO	631,576	261,754	665,201
TOTAL EXPENDITURES & OTHER OUTGO	41,000,725	15,725,588	43,668,695

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL FUND BALANCE	2016-2017 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	41,678,704	21,311,293	44,346,674
TOTAL EXPENDITURES AND TRANSFERS	41,000,725	15,725,588	43,668,695
OPERATING SURPLUS/(DEFICIT)	677,979	5,585,705	677,979
BEGINNING BALANCE	8,045,967	8,045,967	8,045,967
CONTINGENCY RESERVE/ENDING FUND BALANCE	8,723,946	13,631,672	8,723,946
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	21.28%	86.68%	19.98%

CAPITAL OUTLAY FUND 40.0
2016-2017 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL	2016-2017 PROJECTED BUDGET
REVENUE			
STATE			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,464,456	879,090	1,751,382
PROP 39 - CLEAN ENERGY PROJECTS	794,724	-	794,724
STATE CARRYOVERS	1,408,210	1,408,210	1,408,210
TOTAL STATE	3,667,390	2,287,300	3,954,316
LOCAL			
PROPERTY TAX - RDA PASS THRU	-	-	-
RENTS	260,817	-	260,817
INTEREST	142,219	38,166	142,219
NON-RESIDENT CAPITAL CHARGE	2,946,451	1,752,030	2,946,451
LOCAL INCOME	137,688	2,903	137,688
TOTAL LOCAL	3,487,175	1,793,099	3,487,175
TOTAL REVENUES	7,154,565	4,080,399	7,441,491
EXPENDITURES			
SUPPLIES	1,500	-	1,500
CONTRACT SERVICES	370,000	1,271,520	1,700,000
CAPITAL OUTLAY	21,449,767	1,468,928	20,406,693
TOTAL EXPENDITURES	21,821,267	2,740,448	22,108,193
TOTAL EXPENDITURES AND TRANSFERS	21,821,267	2,740,448	22,108,193
OPERATING SURPLUS/(DEFICIT)	(14,666,702)	1,339,951	(14,666,702)
BEGINNING BALANCE	14,666,702	14,666,702	14,666,702
ENDING FUND BALANCE	-	16,006,653	-

MEASURE U FUND 42.2
2016-2017 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL	2016-2017 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	143,673	45,375	143,673
TOTAL REVENUE	143,673	45,375	143,673
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	-	-	-
CAPITAL OUTLAY	19,007,304	5,684,782	19,007,304
TOTAL EXPENDITURES	19,007,304	5,684,782	19,007,304
OPERATING SURPLUS/(DEFICIT)	(18,863,631)	(5,639,407)	(18,863,631)
BEGINNING BALANCE	18,863,631	18,863,631	18,863,631
ENDING FUND BALANCE	-	13,224,224	-

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL	2016-2017 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	20,000,000	-	20,000,000
INTEREST	481,920	107,873	481,920
TOTAL REVENUE	20,481,920	107,873	20,481,920
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	208,500	31,479	208,500
CAPITAL OUTLAY	65,851,327	212,827	65,851,327
TOTAL EXPENDITURES	66,059,827	244,306	66,059,827
OPERATING SURPLUS/(DEFICIT)	(45,577,907)	(136,433)	(45,577,907)
BEGINNING BALANCE	45,577,907	45,577,907	45,577,907
ENDING FUND BALANCE	-	45,441,474	-

MEASURE AA FUND 42.4
2016-2017 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL	2016-2017 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	50,000,000	-	50,000,000
INTEREST	693,621	188,757	693,621
TOTAL REVENUE	50,693,621	188,757	50,693,621
EXPENDITURES			
SUPPLIES	4,500	-	4,500
CONTRACT SERVICES	138,750	18,585	138,750
CAPITAL OUTLAY	123,376,610	25,097,903	123,376,610
TOTAL EXPENDITURES	123,519,860	25,116,488	123,519,860
OPERATING SURPLUS/(DEFICIT)	(72,826,239)	(24,927,731)	(72,826,239)
BEGINNING BALANCE	72,826,239	72,826,239	72,826,239
ENDING FUND BALANCE	-	47,898,508	-

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

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL	2016-2017 PROJECTED BUDGET
REVENUE			
FEDERAL GRANTS	31,915,627	12,758,148	31,915,627
FEDERAL LOANS	2,650,000	996,144	2,650,000
CAL GRANTS	2,083,000	1,977,395	2,083,000
FULL TIME STUDENT SUCCESS GRANT	518,100	610,482	610,482
TRANSFER	284,876	121,463	284,876
TOTAL REVENUE	37,451,603	16,463,632	37,543,985
EXPENDITURES			
FINANCIAL AID	37,451,603	16,720,073	37,543,985
TOTAL EXPENDITURES	37,451,603	16,720,073	37,543,985
ENDING FUND BALANCE*	-	(256,441)	-

*Negative ending balance is a result of a timing difference between financial aid check issuance and deposit of Federal and CAL Grant Funds.

SCHOLARSHIP TRUST FUND 75.0
2016-2017 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL	2016-2017 PROJECTED BUDGET
BEGINNING BALANCE	15,286	15,286	15,286
REVENUE			
TRANSFER	30,000	30,000	30,000
INTEREST	100	5	100
TOTAL REVENUE	30,100	30,005	30,100
TOTAL FUNDS AVAILABLE	45,386	45,291	45,386
EXPENDITURES			
SCHOLARSHIP	30,000	15,000	30,000
TOTAL EXPENDITURES	30,000	15,000	30,000
ENDING FUND BALANCE	15,386	30,291	15,386

**AUXILIARY FUND
2016-2017 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2016-2017 ADOPTED BUDGET	December 31, 2016 ACTUAL	2016-2017 PROJECTED BUDGET
BEGINNING BALANCE	2,595,962	2,595,962	2,595,962
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>2,595,962</u>	<u>2,595,962</u>	<u>2,595,962</u>
REVENUE			
GROSS SALES	6,029,478	2,630,504	5,760,502
LESS: COST OF GOODS	<u>(4,217,863)</u>	<u>(1,935,168)</u>	<u>(4,071,856)</u>
NET	1,811,615	695,336	1,688,646
VENDOR INCOME	726,000	335,473	726,000
AUXILIARY PROGRAM INCOME	<u>523,615</u>	<u>292,283</u>	<u>523,615</u>
NET INCOME	3,061,230	1,323,092	2,938,261
INTEREST	<u>18,000</u>	<u>10,207</u>	<u>18,000</u>
TOTAL REVENUE	<u>3,079,230</u>	<u>1,333,299</u>	<u>2,956,261</u>
TOTAL FUNDS AVAILABLE	<u>5,675,192</u>	<u>3,929,261</u>	<u>5,552,223</u>
EXPENDITURES			
STAFFING	982,752	418,292	902,000
FRINGE BENEFITS	316,050	109,932	291,050
OPERATING	<u>1,900,681</u>	<u>557,517</u>	<u>1,883,439</u>
TOTAL EXPENDITURES	<u>3,199,483</u>	<u>1,085,741</u>	<u>3,076,489</u>
ENDING FUND BALANCE	<u>2,475,709</u>	<u>2,843,520</u>	<u>2,475,734</u>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD ▼

Fiscal Year: 2016-2017

District: (780) SANTA MONICA

Quarter Ended: (Q2) Dec 31, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	144,834,471	150,335,559	175,904,203	169,470,029
A.2	Other Financing Sources (Object 8900)	111,105	120,779	128,383	87,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	144,945,576	150,456,338	176,032,586	169,557,029
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	141,148,243	150,318,178	165,574,581	174,222,355
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	346,364	328,362	313,991	317,376
B.3	Total Unrestricted Expenditures (B.1 + B.2)	141,494,607	150,646,540	165,888,572	174,539,731
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	3,450,969	-190,202	10,144,014	-4,982,702
D.	Fund Balance, Beginning	10,520,810	13,971,779	13,781,577	23,925,591
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,520,810	13,971,779	13,781,577	23,925,591
E.	Fund Balance, Ending (C. + D.2)	13,971,779	13,781,577	23,925,591	18,942,889
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.9%	9.1%	14.4%	10.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,415	21,694	21,727	21,205
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		32,588,528	35,788,091	45,552,081
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	28,793,874	32,588,528	35,788,091	45,552,081

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	166,596,935	169,470,029	79,969,075	47.2%
I.2	Other Financing Sources (Object 8900)	83,219	87,000	29,907	34.4%
I.3	Total Unrestricted Revenue (I.1 + I.2)	166,680,154	169,557,029	79,998,982	47.2%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	172,704,130	174,222,355	70,141,323	40.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	317,376	317,376	151,462	47.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	173,021,506	174,539,731	70,292,785	40.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-6,341,352	-4,982,702	9,706,197	
L.	Adjusted Fund Balance, Beginning	23,925,591	23,925,591	23,925,591	
L.1	Fund Balance, Ending (C. + L.2)	17,584,239	18,942,889	33,631,788	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.2%	10.9%		

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

NO

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

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

VII. Does the district have significant fiscal problems that must be addressed? **This year? YES**
Next year? YES

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

The District is currently experiencing a decline in enrollment that exceeds what was planned for at the Adopted Budget. This decline in enrollment coupled with a lack of growth in the area of non-resident FTES has impaired the District's ability to generate revenue. This projected impairment in generating additional revenues coupled with increases in expenditures related to salary (step/column, longevity and negotiated increases to the salary schedule), increases in pension contribution rates and increases in health and welfare costs has resulted in an operating deficit for the current year. Additionally, in 2015-2016 the District borrowed credit FTES to meet budgetary targets and maximize growth funding. The current decline in enrollment, coupled with the borrowing, will result in a loss of more than <\$4.5> million in apportionment funding in 2018-2019 if enrollment does not improve dramatically. While District reserves are healthy, without additional revenue generation or expense reductions, the District will face serious budgetary restraints in 2017-2018 and beyond.