

M - N U T R E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

SEPTEMBER 6, 2016

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	September 6, 2016

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, September 6, 2016.

I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:32 p.m.
- ROLL CALL
 - Dr. Louise Jaffe, Chair - Present
 - Dr. Andrew Walzer, Vice-Chair - Present
 - Dr. Susan Aminoff - Present
 - Dr. Nancy Greenstein - Present
 - Dr. Margaret Quiñones-Perez - Present
 - Rob Rader - Present
 - Barry Snell - Present
 - Laura Zwicker, Student Trustee – Present (for Public Session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None
- CLOSED SESSION REPORT – Statement by Board Chair regarding three settlement agreements that have been finalized:

Item No. 1

In connection with Santa Monica Faculty Association v. Santa Monica Community College District, the Board, in closed session, approved a settlement agreement with Shane Moshiri and authorized the President/Superintendent to execute the settlement agreement.

The vote was as follows:

AYES: 6
 NOES: 0
 ABSENT: 1 (Margaret Quiñones-Perez)

Item No. 2

In connection with Santa Monica Faculty Association v. Santa Monica Community College District, the Board, in closed session, approved a settlement agreement with Gary Strathearn and authorized the President/Superintendent to execute the settlement agreement.

The vote was as follows:

AYES: 6
 NOES: 0
 ABSENT: 1 (Margaret Quiñones-Perez)

Item No. 3

The Board, in closed session, approved a settlement agreement with Raul Ruiz and authorized the President/Superintendent to execute the settlement agreement. [The agreement has not been signed by Ruiz and action is not reported out at this meeting.]

The vote was as follows:

AYES: 6
NOES: 0
ABSENT: 1 (Margaret Quiñones-Perez)

II. **CLOSED SESSION** – 5:34 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: SMC Faculty Association

REAL PROPERTY (Government Code Section 54956.8)

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

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

1. C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC630289.
2. SMC Faculty Association v. Santa Monica Community College District, Los Angeles Superior Court, Case No. SS024130
3. Crosby v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC118080.
4. Ruiz v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC525390.

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- PLEDGE OF ALLEGIANCE – Dr. Ellen Edeburn
-
- CLOSED SESSION REPORT - None
- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

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

IV. **PUBLIC COMMENTS**

David Burak

V. **SUPERINTENDENT'S REPORT**

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

- #1-A Public Hearing – 2016-2017 Budget
- #1-B Adoption of 2016-2017 Budget
- #2 2015-2016 Quarterly 311Q
- #3 Report: Noncredit and Adult Education Programs
- #4 Resolution in Support of Proposition 51
- #5 Resolution in Support of Proposition 55
- #6 Memorandum of Understanding to Increase Voter Engagement by College Students
- #7 Second Reading and Approval: College and Career Access Pathways,
A Dual Enrollment Partnership Agreement, 2016-2019
- #8 First Reading: Board Policy Sections 2162 and 2163, Conflict of Interest

IX. **CONSENT AGENDA**

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

Approval of Minutes

- #9 Approval of Minutes: August 2, 2016 (Regular Meeting)

Grants and Contracts

- #10 Contract for Oracle Modernization
- #11 Ratification of Contracts and Consultants

Human Resources

- #12 Academic Personnel
- #13 Classified Personnel – Regular
- #14 Classified Personnel – Non Merit
- #15 Classified Personnel – Limited Duration

Facilities and Fiscal

- #16 Facilities
 - A Change Order No. 22 – AET Campus and Parking Structure A
 - B Change Order No. 11 – Health, PE, Fitness, Dance and Central Plant
 - C Change Order No. 3 – Campus-Wide Fire Alarm Upgrade
 - D Change Order No. 4 – Upgrading of Security Systems
 - E Award of Bid – Center for Teaching Excellence Audio-Visual Equipment
 - F Award Professional Services Contract – Center for Teaching Excellence
 - G Change Order No. 1 – Math Complex Exterior Paint Project
- #17 Acceptance of Grants and Budget Augmentation
- #18 Gann Limit, 2015-2016
- #19 Commercial Warrant Register
- #20 Payroll Warrant Register
- #21 Reissue of Warrant
- #22 Auxiliary Payments and Purchase Orders

Facilities and Fiscal (continued)

#23 Providers for Community and Contract Education

#24 Organizational Memberships, 2016-2017

#25 Purchasing

A Award of Purchase Orders

B Purchasing Agreements

C Award of Contract

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**

26 Schedule of Board of Trustees Meetings, 2017

XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

There will be a special joint meeting with the Santa Monica-Malibu Unified School District on **Tuesday, September 20, 2016** at the Santa Monica College Bundy Campus, 3171 S. Bundy Drive, Los Angeles, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, October 4, 2016** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

APPENDIX A: 2016-2017 Budget and 2015-2016 Quarterly 311Q

APPENDIX B: Report: Noncredit and Adult Education Programs and AB Adult Education Block Grant

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 6, 2016

VI. SUPERINTENDENT'S REPORT

- California College Promise Conference: Hundreds of community college representatives from around the state attended a conference in Oakland where they learned about effective models for strengthening and expanding the California College Promise. A group from Santa Monica College attended the day-long event where they heard about College Programs already in place and ideas to start its own programs.
- Opening of Fall 2016 Semester
 - The Professional Development Committee was commended planning activities for Opening Day:
 - Nathaniel (Nate) Donahue - Vice Chair
 - Edna Chavarry - Vice Chair
 - Vicenta Arrizon
 - Dione Carter
 - Kiersten Elliot
 - Gary Huff
 - Marisol Moreno
 - Brian Rodas
 - Corsair reporter September Bottoms shadowed Superintendent/ President Jeffery on the first day of the fall semester. They spent a couple of hours walking around and connecting with students and staff.
 - VIP Welcome Day was an exceptional event, the largest ever with over 4,000 new students, parents and guests attending. 2,200 “student success” bags were given to new students. The Resource Fair had over 90 participants including representatives from academic departments, student service programs, the SMC Foundation, four-year colleges, and community agencies. Workshops were well attended. The food trucks were a big hit, serving about 2,500 lunches.
 - There was an orientation for 31 new faculty held on campus and the Chamber of Commerce is holding its annual New Heroes Celebration for police officers, firefighters and educators. On October 19th. The SMC Foundation is hosting an event for new faculty on Thursday, September 29th, 5:30-7:30 p.m., at the Albright
 - Enrollment Activities: Through a variety of activities, a more welcoming atmosphere has been created for students. Staff are proudly wearing SMC shirts and nametags, hours were extended (including Saturday) in key student services offices during the first week of classes. Staff was commended for making sure every student was processed, assisted in the enrollment process and directed.
- SMC Bond Measure Update: Since Board approval of the bond measure in July, volunteer activities are driving the campaign. Institutional endorsements include: Associated Students Board of Directors, SMC Foundation Board of Directors, KCRW Board of Directors, Broad Stage Board of Directors, SMC Associates, General Advisory Board Executive Committee, CSEA Chapter 36, Monica City Council, SMMUSD Board of Directors, Santa Monica Renters’ Rights, League of Women Voters, Santa Monica PTA, Community for Excellent Public Schools (CEPS) Downtown Neighborhood Association. Shari Davis is the volunteer chair for the Bond campaign.\

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-A

SUBJECT: **PUBLIC HEARING - 2016-2017 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the 2016-2017 budget.

OPEN PUBLIC HEARING: 8:00 p.m.
MOTION MADE BY: Barry Snell
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

PUBLIC COMMENTS: None

CLOSE PUBLIC HEARING: 8:01 p.m.
MOTION MADE BY: Barry Snell
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **2015-2016 FOURTH QUARTER FINANCIAL 311Q REPORT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge submittal of the fourth quarter financial 311Q report as of June 30, 2016 required by the Chancellor's Office.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 6, 2016

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 3

SUBJECT: **REPORT: NONCREDIT/ADULT EDUCATION PROGRAMS AND AB ADULT EDUCATION BLOCK GRANT**

SUBMITTED BY: Vice-President, Academic Affairs

SUMMARY: Noncredit/Adult Education Programs are growing at Santa Monica College (SMC) as the result of legislation and new funding focused on fulfilling the academic and occupational goals of adult learners. SMC is an active partner with the Santa Monica Malibu Unified School District (SMMUSD) in an adult education consortium to implement the Adult Educational Block grant. Noncredit courses are under development by SMC faculty to meet this state mandate and student needs. These courses will serve as a gateway to for-credit, college programs as well as successful transition to and mobility in the workplace. In addition SMC is implementing the Student Success and Support Program (SSSP) and the Workforce Innovation Opportunity Act-Adult Education and Family Literacy Act (WIOA-AEFLA) for noncredit students.

Adult Education Block Grant (AEBG) Implementation, Assembly Bill 104

Following the three-year implementation planning period for adult education (AB 86), the California Department of Education and the California Community College Chancellor’s Office established linkages for students across their systems that provide adults with the academic and career skills needed to enhance student success. As a result, the legislature allocated funds for implementation to regional consortia throughout California to establish seamless transitions for adult learners, 18 years of age and older. Regional consortia are composed of K-12 districts, community college districts, County Offices of Education (COE), and joint power authorities (JPAs). In 2015-2016, the state of California dedicated \$500 million to support AB 104 consortia, which includes Maintenance of Effort (MOE) monies for the school districts.

The Santa Monica-Malibu Regional Consortium (SMRC) for Adult Education was established in 2014 and has two members—SMC and the Santa Monica Malibu Unified School District (SMMUSD). The leaders of the consortium collaborated to identify activities and report priorities for the Consortium in alignment with AEBG objectives based on activities identified for year 2015-2016. Those activities were dedicated to professional development and noncredit CTE course development. Professional development for SMC faculty, administrators, and staff focused on noncredit/adult education, short-term vocational and workforce preparation, and noncredit ESL. Noncredit CTE courses currently in development include: Bike Repair (Business), Customer Service (Business), Integrative Health (Health), Instructional Aide (Early Childhood Education), and Rehabilitative Aide (Kinesiology). These noncredit courses will be submitted to the local and state approval processes beginning in the fall 2016 semester. For the 2016-2017 fiscal year the SMRC received an allocation totaling \$773,016, with SMC and SMMUSD each receiving \$386,508. In addition, SMMUSD will receive “maintenance of effort” funding (MOE) of \$304,147. In order for the SMMUSD to receive MOE funding, the school district must have adult education expenditures and belong to an adult education consortium.

APPENDIX B: Noncredit/Adult Education Programs Report

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **RESOLUTION IN SUPPORT OF PROPOSITION 51: KINDERGARTEN THROUGH COMMUNITY COLLEGE PUBLIC EDUCATION FACILITIES BOND ACT OF 2016**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support Proposition 51, Kindergarten through Community College Public Education Facilities Bond Act of 2016.

WHEREAS, the California Community College system is the largest postsecondary system of education in the world, enrolling approximately 2.1 million students each year at 72 districts; and

WHEREAS, Article 1 Section 28 of the California Constitution states that public schools, including community colleges, shall be safe, secure and peaceful; and

WHEREAS, the primary mission of the California Community Colleges is to offer academic and vocational instruction. Colleges may grant associate in arts degrees, associate in science degrees, and select Baccalaureate Degrees; and

WHEREAS, California Community Colleges also perform essential functions in the State's interest by providing workforce training and improvement services, remedial instruction, English as a second Language courses, adult noncredit instruction, and community service courses; and

WHEREAS, the State has met its constitutional responsibilities since 1982 by providing consistent State bond resources through programs contained in Division 1, Part 10, Article 12 and Article 12.5 of the Education Code; and

WHEREAS, the California Community College Chancellor's Office estimates unmet community college facilities needs of approximately \$29.2 billion through 2020-21; and

WHEREAS, the State is out of community college capital outlay bond funds and is unable to provide \$478 million for 21 projects approved by the Board of Governors; and

WHEREAS, Proposition 51 - the Kindergarten through Community College Public Education Facilities Bond Act of 2016 - provides \$2 billion to community colleges for construction of new classrooms to accommodate enrollment growth, repair of health and safety issues, equipping classrooms with essential technology, renovation of facilities; and

WHEREAS, the Santa Monica Community College District has identified \$50 million of its facility needs that are eligible for State bond funding but which require a local match; and

WHEREAS, the California unemployment rate is greater than the national unemployment rate; and

WHEREAS, 13,000 middle class jobs are created for each \$1 billion in school facility infrastructure investment; and

WHEREAS, these jobs will be created throughout California and will include almost all building trades; and

WHEREAS, quality community college facilities enhance the education and training of a skilled 21st Century workforce, in furtherance of the State's academic and economic goals; and

WHEREAS, Proposition 51 - the Kindergarten through Community College Public Education Facilities Bond Act of 2016 - will not raise State taxes; and

WHEREAS, the Proposition 51 - Kindergarten through Community College Public Education Facilities Bond Act of 2016 - State matching funds will reduce the need for additional local property taxes for school facilities.

NOW, THEREFORE BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees supports Proposition 51 - the Kindergarten through Community College Public Education Facilities Bond Act of 2016.

MOTION MADE BY:	Susan Aminoff
SECONDED BY:	Nancy Greenstein
STUDENT ADVISORY:	Aye
AYES:	5
NOES:	0
ABSENT:	2 (Quiñones-Perez, Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **RESOLUTION IN SUPPORT OF PROPOSITION 55: THE CHILDREN’S EDUCATION AND HEALTH CARE PROTECTION ACT OF 2016**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of Proposition 55, the Children’s Education and Health Care Protection Act of 2016:

WHEREAS , Prop. 30, passed in 2012, helped public education recover some of the funds it lost during the recession by allowing districts to hire more teachers, faculty and education support professionals; brought additional books and supplies directly to the classroom; re-opened school libraries; and improved student access to community college courses, while at the same time helped to stabilize California’s budget.

WHEREAS, California continues to lag far behind the rest of the country in education funding, ranking 46th in per-student spending. Governor Brown’s 2016-17 budget forecasts show that unless the tax on the wealthiest Californians is extended, California’s schools and colleges will come up \$4 billion short in the first year, and the state budget will face a nearly \$4 billion deficit.

WHEREAS, our students cannot afford another round of drastic cuts that would mean less money each year for lowering class sizes, providing a well-rounded education, supporting professional development, keeping school libraries open, and ensuring students have access to higher education.

WHEREAS, Proposition 55, the Children’s Education and Health Care Protection Act is not a tax increase, but maintains the current income tax rates on the wealthiest Californians and only affects the top 2% of earners in the state and will automatically expire after 12 years.

WHEREAS, Prop. 55 is expected to raise \$8-11 billion a year that will go directly into a special fund that supports K-12 schools and community colleges. By helping the state maintain and fund critical resources for public education, the measure also provided funding for other essential services like health care for low-income children and seniors. Up to \$2 billion a year will go to health care for low-income children and their families.

WHEREAS, Prop. 55 includes strict accountability provisions and will not permit any of the funds to go towards bureaucracy or administrative costs. The funds will be used to help students by reducing class sizes, updating textbooks, hiring new educators and keeping tuition costs from skyrocketing. The money is also subject to audits by the State Controller.

NOW, THEREFORE BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees supports Proposition 55, the **Children’s Education and Health Care Protection Act of 2016**, as a balanced and responsible solution that continues the much needed investment in public education and other vital services the community wants and deserves.

MOTION MADE BY: Andrew Walzer
 SECONDED BY: Barry Snell
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones-Perez, Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: MEMORANDUM OF UNDERSTANDING TO INCREASE VOTER ENGAGEMENT BY COLLEGE STUDENTS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following memorandum of understanding between Secretary of State Alex Padilla and the California Community Colleges and Universities.

OVERVIEW: This memorandum of understanding (MOU) sets forth the mutual commitments by Secretary of State Alex Padilla and The California Community Colleges (“Parties”) system to increase voter engagement by students being served by colleges and universities across California. Both Parties recognize their shared goal of increasing the democratic engagement and civic literacy of the student body. By working together, both Parties can amplify the reach and strength of their efforts that will result in students having an even greater voice in the democratic process.

Introduction: The State of Student Civic Engagement

The success of our state and nation depends on the active participation of educated and informed citizens and residents. However, we are not adequately providing access to the civic process and we are failing to inspire and inform students about the importance of civic participation in our students.

Today’s college students are part of the largest generation in history, the Millennial Generation. This generation—born between 1978 and 1996—exceeds the Baby Boomer generation by 9 million. The sheer size of the Millennial Generation points to the major role it will play in upcoming elections and the political discourse. The Millennial Generation is uniquely positioned to make vital decisions in an increasingly globalized world. It is essential to ensure that this generation – charged with such colossal responsibility – is engaged in our democracy and that as educators and leaders we provide students the tools they need to take action and participate.

A few sobering facts tell the story; The United States recently ranked the 139th in voter participation of 172 democracies around the world; Only 52% of eligible California youth were registered to vote in California before the November 2014 election and only 8% of eligible youth turned out to vote. This was the lowest turnout of any age group; in the same year, ***only 0.3% of the total students served by public colleges and universities in California were registered through online voter registration opportunities they were provided.***

It doesn’t have to be this way. By taking an active role, both parties to this MOU recognize the meaningful impact they can make on youth voter registration and turnout outcomes during the 2016 elections. Accordingly, both signatories to this MOU are committed to the following actions:

The Santa Monica Community College District is committed to the civic engagement of students on our campuses. Our institutions recognize that voting is the cornerstone of our democracy, the means of a representative government. We will play a role in advancing youth civic participation on our campuses. Accordingly, we are committed to the following actions to institutionalize voter engagement at our colleges and universities across the state:

The Parties recognize the vital role we must play in supporting youth civic engagement. We believe that, acting together, we can equip students for a lifetime of civic participation. By supporting voter education, voter registration and voter turnout efforts on campus we will both better serve the students of this state and play an active role in creating a vibrant civil society and functioning democracy in America and around the world.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Quiñones-Perez, Rader)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **SECOND READING AND APPROVAL: COLLEGE AND CAREER ACCESS PATHWAYS, A DUAL ENROLLMENT PARTNERSHIP AGREEMENT, 2016-2019**

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 the resolution regarding College and Career Access Pathways, A Dual Enrollment Partnership Agreement, 2016-2019. The complete text of the resolution is available at the following link for Los Angeles Unified School District, Palisades Charter School District and Santa Monica-Malibu Unified School District.
http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2016/CCAP-Agreements.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: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Quiñones-Perez, Rader)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 8

SUBJECT: **FIRST READING: BOARD POLICY SECTION 2000, GENERAL DISTRICT**
BP 2162, CONFLICT OF INTEREST CODE CATEGORIES
BP 2163, CONFLICT OF INTEREST CODE DESIGNATED POSITIONS

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of revised Board Policies in Section 2000 – General District:
BP 2162, Conflict of Interest Code Categories
BP 2163, Conflict of Interest Code Designated Positions

COMMENT: The County of Los Angeles Board of Supervisors recently approved the amended Conflict of Interest and Disclosure Code for the Santa Monica Community College District. Accordingly, Board Policy Sections 2162 and 2163 are amended to reflect the revisions approved by the Board of Supervisors.

MOTION MADE BY: Andrew Walzer
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 5
NOES: 0
ABSENT: 2 (Quiñones-Perez, Rader)

BP 2162 **Conflict of Interest Code Categories**

Category 1: Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable. ~~property used primarily as their residence or for personal recreational purposes.~~

Category 2: Persons in this category shall disclose all investments and business positions.

Category 3: Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

Category 4: Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts and travel payments ~~gifts and loans~~) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

Category 5: Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interest by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the Superintendent/President.

Category 6 Persons in this category shall disclose all investments, business positions and income, including gifts, loans and travel payments from persons, for-profit entities, non-profit entities and any other organization, if the source is of the type to receive grants or other monies from or through the Santa Monica Community College District.

Category 7: Persons in this category shall disclose all income (including loans, gifts, and travel payments) from any Santa Monica Community College District employee, any representative or association of such employee, and business positions or income (including loans, gifts, and travel payments) from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

BP 2163 Conflict of Interest Code Designated Positions

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member of the Board of Trustees	1, 2, 3
Superintendent / President	1, 2, 3
Campus Counsel	1, 2, 3
Executive Vice President	1, 2, 3
Vice President, Academic Affairs	4, 6
Vice President, Business and Administration	1, 2, 3
Vice President, Enrollment Development	4
Vice President, Human Resources	2, 3
Vice President, Planning & Development	4
Vice President, Student Affairs	4
Senior Director, Government Relations/Institutional Communications	4
Senior Director, Institutional Advancement/SMC Foundation Director	2,3
Dean, Academic Affairs	4
Dean, Campus Security, Student Health and Safety	4
Senior Administrative Dean, Counseling, Retention and Wellness	4
Dean, Education Enterprise	2, 3
Dean, Enrollment Services	4
Dean, Human Resources	4
Dean, International Education	4
Dean, Information Technology	4
Dean, Institutional Development	4
Dean, Institutional Research	4
Dean, Instructional Services	4
Dean, Learning Resources	4
Dean, Student Life	4,2,3
Dean, Workforce Development	4
Associate Dean, Financial Aid/Scholarships	2, 3
Associate Dean, Grants	6
Associate Dean, Health Sciences	4
Associate Dean, International Education	4
Associate Dean, On-Line Services Support	4
Associate Dean, Outreach and Recruitment	4
Associate Dean, Student Life	4
Chief of Police, Campus Police	4
Captain, Campus Police	4
Chief Director, Business Services	4
Chief Director, Facilities/Maintenance	4
Chief Director, Information Technology	4
Controller	4
Director, Academic Computing	4
Director, Athletics	4
Director, Auxiliary Services	2, 3
Director, Campus Operations	4
Director, Classified Personnel	4, 7
Director, Events and Contracts	4
Director, Facilities and Planning	4
Director, Facilities Management	4
Director, Facilities Programming	1, 4
Director, Fiscal Services	4
Director, Grants	4
Director, Library and Information Services	4
Director, Maintenance	4
Director, Management Information Services	4
Director, Network Services/Telecommunications	4
Director, Purchasing	2, 3
Assistant Director, Athletics	4
Bookstore Manager	4
Grounds Supervisor	4
Manager, Media and Reprographics	4
Risk Manager	2, 3
Consultant/New Position	5
Members of the Personnel Commission	4, 7

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 6, 2016

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 #9-#24.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #13, #17

Approval of Consent Agenda, excluding #13 and #17

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. 13 –Classified Personnel, Regular

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

Recommendation No. 17 – Acceptance of Grants and Budget Augmentation

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

RECOMMENDATION NO. 9 APPROVAL OF MINUTES

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

August 2, 2016 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 CONTRACT FOR ORACLE MODERNIZATION

Provider/Contract	Term/Amount	Service	Funding Source
PITSS America, LLC	September 2016 – December 2016 \$149,800	PITSS America, LLC has been providing Oracle modernization services for more than 15 years. SMC’s current software tools used for building the Student Information System (WebISIS) are no longer supported by Oracle. PITTS America will work with SMC’s IT staff to convert the older version of Oracle applications to the latest version. They will also provide project management services, related documentation, and knowledge transfer for the IT staff.	District Funds: Information Technology
<p><i>Requested by: Steve Chen, Chief Director, Information Technology</i> <i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i></p>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 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 approval or 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	Los Angeles Southwest College	July 1, 2015- June 30, 2016 Not to exceed \$15,000 (Amended, original amount \$30,000)	Los Angeles Southwest College, fiscal agent for the CTE EF 40% PRO-GTL consortia, is responsible for grant operational aspects that include: <ul style="list-style-type: none"> • Oversight of facilitation of grant regional projects • Compilation and submission of quarterly reports • Receipt and fiscal management of disbursed funds accordingly per project • Execution of sub-agreement with partner college regional contributions for specified fund amounts determined by each college 	Career Technical Education Enhancement Fund (CTE EF) Regional Share
B	Rancho Santiago Community College District – CCCCO-Data Unlocked Fiscal Agent	July 19, 2016 – October 31, 2017 Not to exceed \$50,000	SMC will act as a subcontractor to Rancho Santiago Community College District who serves as the fiscal agent for the region. Funds will be used to integrate the effective use of CTE data into college processes and to provide professional development training to faculty based on best practices. Training will include the use of available data tools and data integration in support of continuing quality improvement such as program review, program evaluation, and accreditation. These activities will also support program, sector planning, and regional planning.	CA Chancellor’s Office -CTE Data Unlocked Initiative

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source
C National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation (ECADA)	July 1, 2016 – June 30, 2017 Not to exceed \$6,545	Access to online community for guidance towards accreditation, including Accreditation Handbook, NAEYC Standards for Initial & Advanced Early Childhood Professional Preparation Programs, the Self-Study Report Cover Sheet, Report template, Submission Instructions, the Annual Program Information Update Form, and the Contact Information Update Form. This includes a self-study to help identify and build our program’s strengths and examine student outcomes in relation to NAEYC’s standards and a site visit.	Perkins
D Sustainable Technologies Program guest speakers: Ivannia Perez Stephanie Speights Ron Reed Fadi Hussein Andrew Beath Seth Maxwell	September 1, 2016- June 30, 2017 Not to exceed \$1,200 (\$200 for each speaker)	The guest speakers will be presenting to the Sustainable Technologies Program course Recycling and Resources Management concepts, ideas, best practices on Mandatory Commercial Organics Recycling, Statewide Waste Characterization data, and Sustainable Works Business Green Programs. These presentations will provide students with information on state regulations on commercial recycling, organic recycling, green business programs, and sustainability in schools. Students will learn about tools, resources and indicators used to achieve sustainability.	Perkins

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract	Term/Amount	Service	Funding Source
E GRID Alternatives	September 1, 2016- June 30, 2017 Not to exceed \$5,000	GRID Alternatives will provide a venue and a safe learning environment for hands-on work-based learning activities at a site of a solar job installation. It will provide all needed safety equipment, track all students' Installation hours and provide reports detailing hours worked, kilowatts installed, equipment installed, home-owner savings, and CO2 savings. They will allow concurrent teaching and training by Santa Monica College faculty at the site. As a result of this partnership, expected outcomes include: education regarding career opportunities in the solar industry, increased competitiveness of trainees in the green employment sector and the opportunity for student participants to receive advanced training and networking through Grid Alternatives Team Leader Safety & Development Training.	Perkins
<p><i>A, B, C, D and E</i> <i>Requested by: Patricia G. Ramos, Dean, Workforce and Economic Development</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>			
F Smarthinking Online Tutoring Services	November 1, 2016- October 31, 2017 \$5,000	12-month renewal for Smarthinking online tutoring services. This includes rolling over unused hours on the previous contract. Purchase of 200 hours of online tutoring for use in online & hybrid classes hosted in Canvas.	District funds.
<p><i>Requested by: Julie Yarrish, Associate Dean, Online Services & Support</i> <i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i></p>			
G Stephen Camargo Productions	2015-2016 \$150	Video Editing for Student Recruitment	2016-2017 Marketing Budget
<p><i>Requested by: Marketing</i> <i>Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications</i></p>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: GRANTS AND CONTRACTS

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

Provider/Contract		Term/Amount	Service	Funding Source
H	Carson J Spencer Foundation, Inc.	September 8, 2016 \$2,600	This consultant will be a speaker at the yearly Suicide Prevention Summit, which will focus on men and mental health specifically suicide and men. This is in collaboration with the LA County Department of Mental Health.	2016-2017 District Budget/Psychological Services- Garrett Lee Smith Suicide Prevention Grant
<i>Requested by: Sandra Rowe, Ph.D., Coordinator, Psychological Services</i> <i>Approved by: Mike Tuitasi, Vice-President, Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

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

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

ELECTIONS

All personnel will be properly elected in accordance with District policies, salary schedules, and appropriate account numbers.

ADJUNCT FACULTY

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

SEPARATIONS

REDUCED ASSIGNMENT

Rabinow-Palley, Lisette, Instructor DSPS

08/23/2016 – 12/21/2016

(Comment: Requests to reduce assignment to 75%).

RETIREMENT

Rabinow-Palley, Lisette, Instructor DSPS (15 years of service)

12/21/2016

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

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

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

ESTABLISH

C C Police Officer (2 positions) 09/01/16
 Campus Police, 12 months, 40 hours/Varied Hours

ELECTIONS

PROBATIONARY

EFFECTIVE DATE

Delaney, Sydney, Instructional Assistant – English, English 09/07/16
 Gonzalez, Nataly C., Student Services Clerk, NC Education 09/01/16
 Zamora, Diana, C C Police Officer, Campus Police 09/19/16

PROBATIONARY/ADVANCE STEP PLACEMENT

Blocklin, Sean A., Laboratory Technician – Photography (Step C) 08/31/16
 Finney, Vanessa M., Instructional Assistant – English, English (Step C) 09/06/16
 Machian, Noelle, Instructional Assistant – English (Step B) 08/29/16
 Mejia, Ashley, Student Services Specialist-Welcome Center (Step C) 09/19/16
 Orellana, Nery, Graphic Designer, Marketing (Step C) 09/19/16
 Taboada, Paulo A., Tutoring Coordinator – Science (Step C) 09/01/16
 Vargas, Alexandra, Health Assistant, Health Services (Step C) 09/02/16

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Henry, Rudy 07/21/16 – 09/30/16
 From: Mail Clerk
 To: Warehouse and Mail Services Supervisor, 100%

Henninger, Denise 09/01/16 – 12/01/16
 From: Sign Language Interpreter III, 50 %
 To: Deaf & Hard of Hearing Supervisor, 100%

Jimenez, Jorge 07/25/16 – 08/26/16
 From: Groundskeeper/Gardener
 To: Journeyman Trade – Plumbing, 100%

Lewis, Marcia 9/7/16 – 12/15/16
 To: Campus Emergency and Safety Facilitator, 100%
 From: Career Services Advisor, Career Services Advisor

STIPEND

Champagne, Michael, CC Police Officer, Campus Police +5% 08/22/16 – 05/31/17
 Comment: Field Training Officer

Echeverria, Albert, CC Police Officer, Campus Police +2.5% 10/07/16 – 05/31/17
Comment: Field Training Officer

Samano, Summer, CC Police Officer, Campus Police + 2.5% 08/22/16 – 05/31/17
Comment: Field Training Officer

Wilson, Bryan, CC Police Officer, Campus Police +5% 10/07/16 – 05/31/17
Comment: Field Training Officer

Comment: The above listed Community College Police Officers 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

CHANGE IN WORK SHIFT/TEMPORARY

Henriquez, Wendy 07/01/16– 12/31/16
From: Custodian, Operations, 12 mos, 40 hrs/Day
To: Custodian, Operations, 12 mos, 40 hrs/Swing

SPECIAL SKILLS DIFFERENTIAL

Jauregui, Luis, Student Services Specialist, NC Education, Bilingual. W & S- \$35/mo 09/01/16

SEPARATION

LAST DAY OF PAID SERVICE

RESIGNATION

Gautt, Danielle, Case Management Coordinator, Crisis Prevention 08/25/16
Harvey, Brianna, Student Services Specialist – EOPs 09/02/16
Markarian, Sandra, Instructional Assistant – English, English 08/25/16
Pierce, Courtney, Custodial Operations Supervisor, Operations 09/09/16
Tateri, Jon-Erik, Instructional Assistant – English 07/28/16

RESIGNATION

RETIREMENT

Nemeth, Pamela. Administrative Assistant I (11 years) 07/22/16
Rojas, Anna M., Administrative Assistant III (31 years) 08/23/17
Yudell, Janice, Instructional Assistant – English, (28 years) 07/28/16

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - NON MERIT

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, \$10.00/hour (STHP) 69
College Work-Study Student Assistant, \$10.00/hour (FWS) 21

SPECIAL SERVICE

Art Model, \$23.00/hour 6
Art Model w/ Costume, \$26.00/hour 6
Community Services Specialist I, \$35.00/hour 3
Community Services Specialist II, \$50.00/hour 5

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

Brown, Carla, Student Services Clerk, Bursar’s Office	07/25/2016-07/29/2016
Brown, Carla, Student Services Clerk, Bursar’s Office	08/22/2016-09/09/2016
Brzechwa-White, Jaimee, Cash Receipts Clerk, Bursar’s Office	07/25/2016-07/29/2016
Brzechwa-White, Jaimee, Cash Receipts Clerk, Bursar’s Office	08/22/2016-09/09/2016
Chavel, Sean, Student Services Clerk, Bursar’s Office	07/25/2016-07/29/2016
Chavel, Sean, Student Services Clerk, Bursar’s Office	08/22/2016-09/09/2016
Chambers, Nicholas L., Disabled Student Services Asst., DSPS	08/23/2016-12/20/2016
Dancygier, Lindsey, Sign Language Interpreter III, DSC	08/29/2016-06/30/2017
Hudson Sr., Michael E., Asst. Director – Human Resources, HR	08/09/2016-06/30/2017
Jang, Michelle, Theatre Technical Specialist, SMC Performing Arts	07/01/2016-06/30/2017
King, Jasmine D., Student Services Clerk, Admissions & Records	08/15/2016-02/15/2017
Lemke, Connie, Student Services Clerk, Bursar’s Office	07/25/2016-07/29/2016
Lemke, Connie, Student Services Clerk, Bursar’s Office	08/22/2016-09/09/2016
Lopez, Vanessa, Student Services Clerk, Bursar’s Office	07/25/2016-07/29/2016
Lopez, Vanessa, Student Services Clerk, Bursar’s Office	08/22/2016-09/09/2016
Meserve, Pamela, Student Services Clerk, Bursar’s Office	07/25/2016-07/29/2016
Meserve, Pamela, Student Services Clerk, Bursar’s Office	08/22/2016-09/09/2016
Milano, David M., Student Services Clerk, Assessment Center	08/15/2016-02/15/2017
Monzon, Ana, Student Services Clerk, Bursar’s Office	07/25/2016-07/29/2016
Monzon, Ana, Student Services Clerk, Bursar’s Office	08/22/2016-09/09/2016
Newsome, Mary, Sign Language Interpreter III, DSC	08/29/2016-06/30/2017
Nikol, Tomislav, Graphic Designer, Marketing	07/29/2016-09/09/2016
Ozello, Anne F., Athletic Trainer, Athletics	08/18/2016-11/15/2016
Romo, Olivia, Administrative Clerk, Library	07/01/2016-12/31/2016
Williams, Keinan F, Student Services Clerk, Assessment Center	08/15/2016-02/15/2017

PROVISIONAL CHANGE

From: Thomas, Sharon, Administrative Asst. I, LRC - Science	07/07/2016-07/29/2016
	08/29/2016-11/14/2016
To: Thomas, Sharon, Administrative Asst. I, LRC - Science	07/07/2016-08/11/2016

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	08/22/2016-09/23/2016
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Austin, Herald, Student Services Clerk, Bursar’s Office	07/25/2016-07/29/2016
Austin, Herald, Student Services Clerk, Bursar’s Office	08/22/2016-09/09/2016
Bae, Daniel, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016

Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Camp, Monique, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Chang, Tony, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Crawford, Lucretia M., Administrative Assistant II, Non-Credit Educ	09/19/2016-03/31/2017
Eichen, John, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Exum, Ellen, Bookstore Sales Clerk, Bookstore	08/22/2016-09/23/2016
Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Graham-Howard, Kimi K., Student Services Clerk, Bursar's Office	07/25/2016-07/29/2016
Graham-Howard, Kimi K., Student Services Clerk, Bursar's Office	08/22/2016-09/09/2016
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Hunter, Jennifer, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Jones, Jennifer, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Juarez Jr., Jorge, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Kayinamura, Firmin, Bookstore Sales Clerk, Bookstore	08/22/2016-09/23/2016
Lemon, Curly, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Lopez, Veronica, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Marcial-Santana, Christina, Student Services Clerk, Bursar's Office	07/25/2016-07/29/2016
Marcial-Santana, Christina, Student Services Clerk, Bursar's Office	08/22/2016-09/09/2016
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Mehrazer, Saman, Bookstore Clerk/ Cashier, Bookstore	08/22/2016-09/23/2016
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Navarro, Yadira, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Naylor, Marisa, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Nelli, Maria, Cash Receipts Clerk, Bursar's Office	07/25/2016-07/29/2016
Nelli, Maria, Cash Receipts Clerk, Bursar's Office	08/22/2016-09/09/2016
Nwonwu, Vergie, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Pabst, Ester, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Pacheco, Wendy, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Palacio, Dee Dee, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Robles Jr., Jose, Bookstore Sales Clerk, Bookstore	08/22/2016-09/23/2016
Shaw, Phyllis, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/20/2016
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	07/25/2016-07/29/2016
Shine, Kevin, Cash Receipts Clerk, Bursar's Office	08/22/2016-09/09/2016
Stuck, Jennifer, Student Services Clerk, Bursar's Office	07/25/2016-07/29/2016
Stuck, Jennifer, Student Services Clerk, Bursar's Office	08/22/2016-09/09/2016
Tate, Caron C., Instructional Assistant-English, English	09/06/2016-12/30/2016
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Tolentino, Casimiro, Student Services Clerk, Bursar's Office	07/25/2016-07/29/2016
Tolentino, Casimiro, Student Services Clerk, Bursar's Office	08/22/2016-09/09/2016
Torrence, Antoinette, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016
Vo, Thea, Student Services Clerk, Bursar's Office	07/25/2016-07/29/2016
Vo, Thea, Student Services Clerk, Bursar's Office	08/22/2016-09/09/2016
Weidenbenner, Nathan R., Instructional Assistant-English, English	09/06/2016-12/30/2016
Williams, Juanita, Human Resources Technician, Human Resources	08/31/2016-09/30/2016
Wilks, Susan, Cash Receipts Clerk, Bursar's Office	07/25/2016-07/29/2016
Wilks, Susan, Cash Receipts Clerk, Bursar's Office	08/22/2016-09/09/2016
Yogi, Nancy, Bookstore Clerk/Cashier, Bookstore	08/22/2016-09/23/2016

SUBSTITUTE - LIMITED TERM:

Positions established to replace temporarily absent employees. Substitute limited-term appointment may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence.

Thomas, Sharon, Administrative Asst. I, DANCE	08/16/2016-03/17/2017
Thomas, Sharon, Administrative Asst. I, ESL	08/16/2016-03/17/2017

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES

Requested by: Greg Brown, Director, Facilities Planning

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

Requested Action: Approval/Ratification

16-A CHANGE ORDER NO. 22 – AET CAMPUS AND PARKING STRUCTURE A

Change Order No. 22 – C.W. Driver on the AET Campus portion of the project in the amount of \$770,462.

Original Contract Amount	\$59,160,000
Previously Approved Change Orders (AET Campus)	\$ 2,607,130
Previously Approved Change Orders (AET Parking Structure A)	\$ 662,795
Change Order No. 22 – AET Campus	\$ <u>770,462</u>
Revised Contract Amount	\$63,200,387

Change Order No. 22 for the AET Campus portion of the project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 22 for AET Campus includes the following labor and material costs to:

- Furnish and install revised hoist beams at Building B & C elevators as directed per Bulletin 50.
- Furnish and install revised lighting control system at Building D as directed per Bulletin 57.
- Replace waterproofing and plaster at existing wall at Building D roof as directed per RFI 665.
- Furnish and install added primer, architecturally exposed structural steel, (AESS), and intumescent paint as directed per RFI 277.
- Revise ceiling finish to acoustical insulation and scrim in Production Studio 182 in Building C.
- Furnish and install framing, drywall, finishes, and firestopping required for fire rated beam wraps per CCD 57.
- Furnish and install a chemical pot feeder and accessories for the recirculating water/hydraulic system at Building D per RFI's 910 and 935.
- Upgrade and replace (9) VAV control valves at Building D to match new valves specified throughout the project.
- Furnish and install added steel at the Building C Mechanical Well to support ductwork as directed per RFI 867.
- Re-rough and provide plumbing at Building D existing restrooms as directed per the response to RFI 435.
- Furnish and install additional receptacles at Buildings B, C, and D restrooms as directed per Bulletin 89.
- Furnish and install taping finish from the bottom of existing wood trusses to the underside of the existing wood deck at Building D, Level 2, as directed per Bulletin 110.
- Furnish and install new wood doors compatible with mortise hardware at Building D.
- Furnish new tile material for Buildings B, C, and D restrooms.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-B CHANGE ORDER NO. 11 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Change Order NO. 11 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$458,724.

Original Contract Amount	\$ 39,556,000
Previously Approved Change Orders	\$ 1,033,973
Change Order No. 11	\$ 458,724
Revised Contract Amount	\$ 41,048,697

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

Funding Source: Measure AA

Comment: Change Order No. 11 includes the following:

- Labor and material cost to add the Auto Demand Response Programming, including the user interface, eco-screen displays and Pre-FTP & FTP testing;
- Replace and match concrete panels at trench for the chilled water loop to restore the original pattern;
- Remove existing telecommunication vault, protect existing lines and install a new telecommunication vault;
- Add the Audio/Visual equipment to the new HPE building, including new TVs, teacher stations, speakers and the associated electrical work;
- Add additional electrical to power solar piping controller on the high roof of the Health PE building.

16-C CHANGE ORDER NO. 3 – CAMPUS-WIDE FIRE ALARM UPGRADE 2015

Change Order No. 3 – RED HAWK FIRE & SECURITY on the Campus-Wide Fire Alarm Upgrade 2015 project for \$83,844.

Original Contract Amount	\$ 1,740,000
Previously Approved Change Orders	\$ 119,291
Change Order No. 1	\$ 83,844
Revised Contract Amount	\$ 1,943,135

This change order results in an added 29 days change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 3 includes the following:

- Labor and material cost to program and provide control relay modules (SIGA-CR) to deactivate door locks at security cabinets at multiple locations;
- Provide power supplies for NAC Circuits, add CC1 modules to split the amplifier circuits, demo of (32) duct detectors and (2) duct detectors and add fiber at the IT Building and Drescher Hall;
- Program the fire alarm system of the entire Emeritus Building.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-D CHANGE ORDER NO. 4 – UPGRADING OF SECURITY SYSTEMS

Change Order No. 4 – NEXUS IS, INC. on Upgrading of Security Systems project for a 202 day extension to contract length.

Original Contract Amount	\$5,699,482
Previously Approved Change Orders	\$387,884
Change Order No. 4	\$0
Revised Contract Amount	\$6,087,366

Funding Source: Measure AA

Comment: Change Order No. 4 adds 202 calendar days to the project contract length due to the following:

- Fire Sprinkler remediation delay at the Bundy Campus;
- Access Control/Fire Alarm Integration update, which needs to coincide with the entire FLS Upgrade which is scheduled for March 2017.
- Software managing the security system, CPAM, requires an upgrade to the ICPM, which requires additional planning and needs to be performed after the current work effort.

6-E AWARD OF BID – CENTER FOR TEACHING EXCELLENCE AUDIO-VISUAL EQUIPMENT INSTALLATION

Award the bid to EIDIM AV TECHNOLOGY for an amount not to exceed \$153,360 to install audio-visual equipment in the room M104 of the Media Center/IT Building.

Bids received:

<u>Bidder</u>	<u>Amount</u>
EIDIM AV Technology	\$153,360
Golden Star Technology (GST)	\$153,073

Funding Source: Measure AA

Comment: The Center for Teaching Excellence requested audio-visual equipment to facilitate in their mission and operations. The equipment will be used to conduct learning sessions for faculty to improve instructional skills and methods. The lower bidder omitted some required equipment in their bid and was determined to be non-responsive. When adjusted to equivalent bids, EIDIM AV Technology was \$372 lower than GST.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 FACILITIES *(continued)*

16-F AWARD PROFESSIONAL SERVICES CONTRACT – CENTER FOR TEACHING EXCELLENCE AUDIO VISUAL EQUIPMENT INSTALLATION

Award a contract to CCS Presentation Systems for an amount not to exceed \$4,500 to provide technical oversight during installation of audio visual equipment in room M104 of the Media Center/IT Building.

Funding Source: Measure AA

Comment: CCS Presentation Systems provide the specifications for the equipment to be installed in the Center for Teaching Excellence. The specifications were used in the bidding process for the project. This proposed contract will provide technical oversight, project management, and consultation during the installation of the equipment. The work will include reviewing submittals, attending project meetings, conducting final sign-offs, and reviewing as-built information that will be provided by the installation company.

16-G CHANGE ORDER NO. 1- MATH COMPLEX EXTERIOR PAINT PROJECT

Change Order No. 1 – Skyline Painting Inc. on the Math Complex Exterior Paint Project for the amount of \$ 1,790.

Original Contract Amount	\$ 17,900
Previously Approved Change Orders	\$ 0
Change Order No. 1	\$ 1,790
Revised Contract Amount	\$ 19,690

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

Funding Source: Scheduled Maintenance

Comment: Change Order No. 1 includes the following:

- Labor and material for additional work associated with painting the northeast corner of the building. This was necessary as there were scheduling conflicts of adjacent construction projects that did not allow access to that area.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Georgia Lorenz, Vice President, Academic Affairs

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

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

(1) Title of Grant: ETP (Employment Training Panel) Workforce Training Program

Granting Agency: State of California, ETP

Award Amount: \$949,611

Matching Funds: Not applicable

Performance Period: July 25, 2016 – July 24, 2018

Summary: In July of 2016, Santa Monica College was awarded \$949,611 to execute a contract training program to businesses from July 25, 2016 through July 24, 2018. This is an increase of \$200,000 from the previous contract (July 2014-June 2016) as a result of maximum revenue generation and successful performance by SMC Workforce & Economic Development, driven by a dedicated management function. In this cycle, given the substantial increase, the ETP contract will be executed via a strategic operational plan integrating the objectives and resources of the Contract Education Office. SMC will enter into multi-layered agreements with training organizations and employers to provide training to their employees to address specialized needs. These employer agreements will create a structure and process to maximize revenue goals and resource efficiency for multiple SMC WED initiatives and programs.

The ETP Program is an economic development program that is governed and administered by the Employment Training Panel, a component of the Employment Development Department (EDD). It is financed by a segment of the California State unemployment insurance revenue pool. The ETP program assists employers in strengthening their competitive edge by providing funds to off-set the costs of job skills training necessary to maintain a high-performance workplaces. Third party organizations, both educational and private, are contracted with the state to administer various training programs as called for by the marketplace.

In addition to providing a revenue stream, the ETP contract brings strategic value to the College and WED Office:

- Enhancing SMC’s leadership role within the mission of the CCC (California Community College) system.
- Providing shared resources to fund or partially fund WED salaries, supplies, and indirect costs.
- Improving SMC’s competitive position with regards to recruiting students, clients, and contractual business/revenue opportunities.
- Increasing public relations opportunities for SMC and stakeholders due to the relationships being developed with industry leaders.
- Enhancing SMC brand and visibility via marketing and execution of the program.

- Developing an on-going compilation of promising training modules for the College's archives and future business opportunities.
- Fostering valuable relationships with business and industry leaders.

Budget:

Restricted Fund 01.3

Revenue

8600 State \$ 949,611

Expenditures

1000 Academic Salaries \$ 130,505

2000 Non-Academic Salaries \$ 75,000

3000 Employee Benefit \$ 28,172

4000 Supplies & Materials \$ 5,000

5000 Other Operating Expenditures \$ 553,255

6000 Capital Outlay \$ 157,679

7300 Other Outgo/Indirect \$ 0

7600 Student Aid \$ 0

Total \$ 949,611

(2) Title of Grant:

Career Technical Education (CTE) Data Unlocked Initiative

Granting Agency:

CHANCELLOR'S OFFICE CALIFORNIA COMMUNITY COLLEGES

Fiscal Agent: Rancho Santiago Community College District (RSCCD)

Award Amount:

\$50,000

Matching Funds:

Not applicable

Performance Period:

July 19, 2016 – October 31, 2017

Summary:

The funds will provide training and assistance with pulling and formatting data from statewide data tools to support program review, biannual CTE program evaluation, and accreditation. In addition, the funds will be used to revise policies, processes, procedures, and associated documents to incorporate CTE data into college processes.

Budget:

Restricted Fund 01.3

Revenue

8600 State \$50,000

Expenditures

1000 Academic Salaries \$30,000

2000 Non-Academic Salaries \$ - 0 -

3000 Employee Benefits \$ 9,000

4000 Supplies & Materials \$ - 0 -

5000 Other Operating Expenditures \$ 7,000

6000 Capital Outlay \$ 4,000

7300 Other Outgo/Indirect \$ - 0 -

7600 Student Aid \$ - 0 -

Total \$50,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

(3) Title of Grant: LA Hi-Tech (JP Morgan Chase & Co.)

Granting Agency: JP Morgan Chase & Co.
Fiscal Agent: Los Angeles City College Foundation for LA Hi-Tech

Award Amount: \$150,000

Matching Funds: Not applicable

Performance Period: July 1, 2015 – June 30, 2018

Summary: This is new funding awarded to SMC, will improve student support services within LA Hi-Tech (West Hub) participating high schools. SMC will coordinate support services from various Santa Monica College divisions to high schools participants. Provide resources and social support to participants to proactively remove barriers to their academic and economic success. Ensure the coordination of recruitment, intake, assessment, classroom tutoring and support. Facilitate work-based learning opportunities for students in ICTE pathways. Pre- enrollment, academic services, transitional first-year student services and retention services will also be coordinated in collaboration with other SMC divisions and off campus partner agencies.

Budget: Restricted Fund 01.3

Revenue		
8800	Local	\$150,000
Expenditures		
1000	Academic Salaries	\$ -0-
2000	Non-Academic Salaries	\$102,642
3000	Employee Benefits	\$ 47,358
4000	Supplies & Materials	\$ - 0 -
5000	Other Operating Expenditures	\$ -0-
6000	Capital Outlay	\$ -0-
7300	Other Outgo/Indirect	\$ - 0 -
7600	Student Aid	\$ - 0 -
Total		\$150,000

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 GANN LIMIT, 2016-2017

Requested by: Christopher Bonvenuto, Chief Director, Business Services

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

Requested Action: Approval/Ratification

Adopt the 2016-2017 Gann Appropriations Limit for the Santa Monica Community College District as \$148,751,791 and the 2016-2017 Appropriation Subject to Limit as \$104,109,147.

Comment: Proposition 4 (November 1979, Special Election) added Article XIII B to the State Constitution to place limitations of the expenditures of State and local governments. The calculation of the GANN Limit was completed using the method and worksheets prescribed by the Chancellor's Office and approved by the Department of Finance.

The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on the Adopted Budget for 2016-2017.

The idea of the Gann is to limit the growth of government by only allowing expenditures that are tax driven to grow by a certain amount each year (Fund 01.0 only). There are two parts in the calculation: The Appropriations Limit and the Appropriations Subject to Limit. The Appropriations Limit is the maximum amount that the District can budget from tax driven revenue. (Essentially the Gann Limit). This is calculated based on previous years Gann Limit, growth/decline in FTES and an inflation factor determined by the Department of Finance. For 2016-2017, the Appropriations Limit is \$148,751,791.

The second factor, the Appropriations Subject to Limit, is how much the District has budgeted that is from tax driven revenues. This essentially is the tax driven revenue (General Apportionment, Taxes, etc.) less the budget of any unreimbursed state, court or federal mandates. For 2016-2017, the Appropriations Subject to Limit is \$104,109,147.

As long as the Appropriations Limit is more than the Appropriations Subject to Limit, the District is in compliance. For 2016-2017, there is \$44,642,644 left in the GANN Limit. This "extra" can be transferred to other Districts in the state that are over their limit. The transfer will be handled by the Chancellor's Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 COMMERCIAL WARRANT REGISTER

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

Commercial Warrant Register

July 1 - 31, 2016 7076 through 7114 \$19,417,080.59

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

RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER

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

Payroll Warrant Register

July 1-31, 2016 C1L- E4A \$12,756,818.24

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

RECOMMENDATION NO. 21 REISSUE OF WARRANT

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

Reissue a void warrant payable to Jose Carlos Lopez in the amount of \$2,933.92 and retiree Josephine R. Kidd in the amount of \$14.05.

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Jose Carlos Lopez	7241780	12-20-2012	\$180.49
Jose Carlos Lopez	7265428	01-10-2013	\$278.39
Jose Carlos Lopez	8161089	07-25-2014	\$662.48
Jose Carlos Lopez	8175050	08-08-2014	\$1003.52
Jose Carlos Lopez	8187755	08-25-2014	\$809.04
Josephine R Kidd	7058581	08-24-2012	\$14.05

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 25 PURCHASING

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

25-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.

July 1 – 31, 2016 \$52,955,924.39

25-B PURCHASING AGREEMENTS

- 1) Education and Institutional Cooperative Purchasing, contract CNR-01356 with Software House International Corporation ("SHI") to December 31, 2019 for Software Reseller Services.

25-C AWARD OF CONTRACT

Provider: Sorinex
Amount: \$165,709.36
Funding Source: 42.4 - \$140,182.68
01.3 - \$25,526.68
Summary: Purchase and Installation of Weight Room Equipment in new Fitness Facility.

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	September 6, 2016

XI. ORGANIZATIONAL FUNCTIONS

INFORMATION ITEM NO. 26

SUBJECT: SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2017

SUMMARY: A draft schedule of Board Trustees meetings for 2017 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 4, 2016.

Regular meetings (**in bold**) are scheduled on the first Tuesday of the month, except when indicated otherwise. Generally the third Tuesday of the month is held for special meetings or workshops. The schedule also includes Winter and Summer Board Study Sessions.

- | | |
|--|---------------------------------|
| January 10, 2017 (second Tuesday) | July 11 (second Tuesday) |
| January 24 (fourth Tuesday - hold) | |
| | July 25 |
| February 7 | Summer Study Session |
| February 21 (hold) | <i>Board Self-Assessment</i> |
| | |
| March 7 | August 1 |
| | August 15 (hold) |
| March 21 | |
| Winter Study Session | September 5 |
| | September 19 (hold) |
| April 4 | |
| April 18 (hold) | October 3 |
| | October 17 (hold) |
| May 2 | |
| May 16 (hold) | November 7 |
| | November 21 (hold) |
| June 6 | |
| June 20 (hold) | December 5 |

BOARD OF TRUSTEES	REGULAR MEETING
Santa Monica Community College District	September 6, 2016

XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 9:41 p.m.

The meeting was adjourned in memory of **Pam Nemeth**, former administrative assistant for the ESL and Dance departments.

There will be a special joint meeting with the Santa Monica-Malibu Unified School District on Tuesday, September 20, 2016 at the Santa Monica College Bundy Campus, Los Angeles, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, October 4, 2016** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

- Voting Delegates for ACCT Leadership Congress
- Appointment of Personnel Commissioner
- Schedule of Board of Trustees Meetings, 2017
- Legislative Update

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2016

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1-B

APPENDIX A: ADOPTION OF THE 2016-2017 BUDGET

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
2016-2017 PROPOSED ADOPTED BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2016-2017 is comprised of the following nine funds:

Unrestricted General Fund	\$190,605,745
Restricted General Fund	<u>\$ 49,724,671</u>
<i>Total General Fund</i>	\$240,330,416
Special Reserve Fund (Capital)	\$ 21,821,267
Bond Fund: Measure U	\$ 19,007,304
Bond Fund: Measure S	\$ 66,059,827
Bond Fund: Measure AA	\$123,519,860
Bond Interest & Redemption Fund	\$ 60,183,756
Student Financial Aid Fund	\$ 37,451,603
Scholarship Trust Fund	\$ 45,386
Auxiliary Operations	<u>\$ 5,675,192</u>
<i>Total Other Restricted</i>	\$333,764,195
TOTAL PROPOSED ADOPTED BUDGET	\$574,094,611

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
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<i>Total Other Restricted</i>	\$333,764,195

TOTAL PROPOSED ADOPTED BUDGET **\$574,094,611**

**The projected unrestricted general fund operating/structural deficit for 2016-2017 is <\$6,604,786>*

GENERAL FUND

General Fund Unrestricted (01.0)

These are the only funds available for the general operations of the District. All other funds are restricted in use.

Summary

Required Accounting Change

In 2015-2016, the California Community College Chancellors Office released guidance requiring Districts to make an accounting change related to GASB 68 - "Accounting and Financial Reporting for Pensions". The accounting change requires that Districts recognize, at the fund level, any on-behalf payments the State of California makes to a pension system related to creditable compensation earned by District employees. While the payment is directly from the State to the pension system, the District is required to account for both the revenue and expenditure related to the on-behalf payment. To account for this change, the budget reflects the inclusion of new budget lines entitled "State On-behalf Pension Contribution...". In 2015-2016 the State made an on-behalf payment only to the CalSTRS pension system requiring the District to recognize a revenue and corresponding expenditure of \$3,622,320.

2015-2016

The District closed the 2015-2016 fiscal year with an Unrestricted General Fund surplus, including one-time items, of \$10,144,014 (*Excluding one-time items, the operating deficit was <\$769,147>*).

During the year, the District received an increase in base apportionment of \$6,597,529 (\$5,181,788 to cover increase in ongoing operating expenses, \$1,182,062 to support full-time faculty hiring and \$233,679 to align CDCP rate to credit rate), an inflationary adjustment (COLA) of \$1,107,543 or 1.02%, and a net growth in credit and non-credit FTES of 41 FTES or \$222,022. The District also realized numerous one-time revenue and expenditure items which, when netted against each other, allowed the District to recognize a net positive gain of \$10,913,161. One-time revenue items totaled \$13,004,230 and were from sources including mandated cost reimbursements (\$12,027,332), prior year apportionment payments of (\$626,898) and funding for the establishment of a baccalaureate pilot degree program of (\$350,000). One-time expenditures items totaled to <\$2,091,069> and included funding of the technology equipment replacement plan and total cost to ownership related projects (\$900,505), one-time payment to classified staff (\$411,699), and one-time budget augmentations (\$778,865).

In 2015-2016, expenditures increased over the prior year by \$15,242,032 due primarily to the increase in salary and benefits of \$12,566,343. The primary reasons for the increase in salaries included the effect of negotiated increases to salary schedules including a settled contract with CSEA providing a 2.8% increase effective July 1, 2015 and a separate \$1,000 one-time payment, and an increase in the number of employees over the prior year. In the area of benefits, increases from prior year were primarily a result of the continued increase in the STRS and PERS employer contribution rates which are scheduled to increase annually through 2020-21, increases in rates related to Health and Welfare benefits for both current employees and retirees and an increased contribution to the OPEB (*Other Post-Employment Benefits*) Trust fund by \$500,000 as part of a funding plan to address GASB 45 retiree health and welfare related liabilities. The largest single increase in benefit costs is related to an accounting change made to comply with GASB 68 which required the District to recognize the *on-behalf payments* the State made to the CalSTRS system for District employees.

The combination of these and other items resulted in an unaudited Unrestricted General Fund ending balance, including designated reserves, of \$23,925,591 or 14.42% of expenditures and transfers.

2016-2017

The proposed adopted budget is based on the 2016-2017 state budget, updated with the latest information provided by the Chancellor's Office, and assumes a zero inflationary adjustment (COLA), an increase in base of \$1,427,229 to assist the District with ongoing expenses, and an increase of \$448,037 in State on-behalf pension contribution to STRS. The District also assumes a one-time funding of \$2,002,249 from the State as payment for prior-year state mandate claims. The District is projecting a loss in FTES of <200> which would equate to a loss of funding of <\$1,015,440>. In developing the budget, the District assumes the use of "stabilization" which is a State provided mechanism which backfills the loss of revenue from declining enrollment in the first year of decline. If the loss in FTES is not made up in the following year, the District will rebase and lose the funding related to the loss in enrollment. The single largest factor for the year over year decline in revenue was the non-reoccurrence of \$13,004,230 in one-time revenue that was received in 2015-16. The net effect of the changes in revenues has resulted in a projected decrease in total revenues of <\$9,352,432> or <5.3%> from the prior year actuals.

The District is projecting expenditure increases of approximately \$7,132,934 or 4.3% compared with prior year actuals. The breakdown of expenditures is as follows: 88.4% on salaries and benefits, 10.4% on contracts and services, 0.6% on supplies, 0.4% on equipment, technology replacement and total cost of ownership (TCO), and 0.2% on transfers/financial aid. For FY 2016-17, the largest projected expenditure increases are as follows: Employment/Retirement Benefits (\$1,998,664), Net Effect of Hiring, Termination, and Adjustments (\$1,841,084), Salary Step and Longevity (\$1,081,303), Current Employee and Retiree Health and Welfare Benefits (\$1,004,384), Supplies, contracts and equipment (\$894,272), Vacancy List (\$779,417), Other Post-Employment Benefits (OPEB) contribution (\$500,000) and increase in State *on-behalf* pension contribution to STRS (\$448,037).

The net effect of the projected changes in revenue and expenditures will result in a projected operating deficit, including one-time items, of <\$6,341,352> and a projected ending Unrestricted General Fund Balance of \$17,584,239, including designated reserves, or 10.16% of total expenditures and transfers.

Revenues

Federal Revenue

The federal revenue levels for FY 2016-2017 represent projected federal grant administrative allowances including ACA allowances for Financial Aid programs.

State Revenue – Principal Apportionment

State funding, in the form of Principal Apportionment, constitutes 71% (\$117,697,824) of the District's operating revenue. The calculation for Principal Apportionment is based on the number of FTES (*Full Time Equivalent Students*) the District serves. The District receives Principal Apportionment through a combination of direct State funds known as General Apportionment, coupled with enrollment fees, property taxes (*including Redevelopment Agency Funds*) and the Education Protection Account (EPA), which was created as a result of the passage of Prop 30. These funds are combined to equal the Principal Apportionment. If actual receipts of revenue from EPA, Redevelopment Agency (RDA), property taxes and/or enrollment fees differ from estimates, the general apportionment funding will be adjusted, subject to availability of state funding, to keep the formula constant.

The District projects to serve a total of 20,763.86 Credit FTES in 2016-2017, a decrease of <200> Credit FTES from the prior year, due to lower demand.

State Revenue – Other

The proposed adopted budget includes an increase related to the "State On-behalf Pension Contribution to STRS" and a decreased related to one-time funding received in 2015-2016 for the establishment of a baccalaureate pilot program which will not repeat in 2016-2017. All other State Revenue categories are projected to remain at approximately the same level as FY 2015-16.

Property Taxes

Based on preliminary projections, the District will receive \$24,523,953 in property tax in 2016-2017. This is a combination of property tax shift, homeowner's exemption, secured taxes, unsecured taxes, supplemental taxes, RDA pass through and prior years' taxes. If the receipt of property tax does not meet these projections, the State may impose a further workload reduction or deficit factor to offset the resulting loss in funding.

Lottery

The State Lottery revenues are paid each year according to the annual enrollment figures. The projected FY 2016-2017 non-Prop 20 lottery rate is \$144 per FTES. If lottery sales or enrollment fall below projections, lottery revenue will be adjusted accordingly.

Local Revenues

The Local Revenue section of the budget contains the District's largest revenue sources outside of Principal Apportionment, Non-resident Tuition. The non-resident tuition line item includes both revenues generated from Non-resident Tuition and revenue from special Intensive ESL classes for international students. For 2016-2017, the District did not increase the fees related to Non-resident Tuition and is projecting the same enrollment level as the prior year. The remaining local revenue categories include property taxes, enrollment fees, fee-based instruction, student fees, interest, rental of facilities, etc.

Expenditures

Salary and Benefits

Salary and benefit expenditure projections reflect appropriate step, column and longevity increases for qualified employees. For the proposed adopted budget, changes in salary, benefit and vacancy line items result in an increase from the prior year actual by approximately \$6,038,219, or 4.1%. For FY 2016-2017, salaries and benefits represent 88.4% of total expenditures and transfers for the District's unrestricted general fund.

Supplies, Services, Capital and Transfers

Supplies, Services, Capital and Transfer expenditure projections reflect departmental requests based on operational needs. For the proposed adopted budget, changes in these line items account for a decrease of approximately \$1,156,602 over prior year adopted budget allocations. For FY 2016-2017, supplies, services, capital, and transfers represent 11.6% of total expenditures and transfers for the District's unrestricted general fund.

The largest line item of non-salary and benefit related expenditure is Contracts/Services. The Contracts/Services line item in the adopted budget includes: Rents/Leases (*Performing Arts Center, Swimming Pool, Big Blue Bus*) 20%, Bank Fees and Bad Debt 11%, Repairs and Maintenance of Equipment 10%, Advertising 9%, Other Contract Services 9%, Software Licensing 7%, Consultants 5%, Legal Services (*including Personnel Commission*) 4%, Online Course Management System 4%, District Copiers 3%, Postage and Delivery Services 3%, Conferences and Training 3%, Off-Campus Printing 3%,

LACOE Contracts (*i.e. PeopleSoft, HRS*) 2%, Professional Growth 1%, Memberships and Dues 1%, Audit 1%, Recruiting-Students 1% and Other Services (*i.e. Repair-Facility, Field Trips, Fingerprinting, Board Meetings, etc.*) 3%.

Designated Reserves

The Designated Reserves serve to allocate a portion of the projected ending unrestricted fund balance towards future anticipated expenditures and/or purposes. Designated Reserves help to maintain fiscal stability by recognizing the future expenditure and its possible effect on future fund balances. For 2016-2017, there are two line items in the Designated Reserves including the Classified Employee Welfare Fund and a Reserve for Future STRS and PERS increases. The “Classified Employee Welfare Fund” was established as part of the Districts health benefit plan changes for the sole purpose of providing reimbursement to CSEA unit members who changed health plans in 2011 from PERSCare to a non PERSCare plan offered by the District and who incurred expenses for health care that would have been covered by PERSCARE and were not covered by the new insurance plan. The “Reserve for Future STRS and PERS Increases” line item has been established to partially offset projected increases in District STRS and PERS contributions through 2020-2021.

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, 2017, will be carried over to the FY 2017-2018 budget, if permissible.

The ending fund balance contains prior year balances from the following programs: Lottery, Parking, Community Services, Contract Education, Health and Psychological Services and the SMC Performing Arts Center. These balances represent revenue recognized and earned in prior years in excess of expenditures and are unavailable for transfer to other programs or funds.

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 expenditures for scheduled maintenance/physical plant, special repair projects, and architectural barrier removal. 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 Fund 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. Money in these funds may not be transferred into the general fund.

Bond Fund Prop T (42.1)

This fund has been eliminated as all bonds have been defeased or redeemed and all construction has been completed.

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 District's 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 District's 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 District's construction plan approved under Measure AA.

Bond Interest and Redemption Fund (48.0)

This fund is administered by the Los Angeles County Auditor-Controller's Office and reflects the receipt of property tax revenue due to voted indebtedness for bond issues and the payment of interest on those bonds plus the redemption of the bonds that mature within the 2016-2017 fiscal year. This information is provided by the Los Angeles County Treasurer's Office 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 and Cal 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, 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 recommended budget for adoption. While it reflects the best information currently available, it is expected that changes will occur during the year. Some changes will be the result of revised state revenue allocations based on changes in the state budget and others will be internal adjustments resulting from new or updated information.

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

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL REVENUES	2016-2017 ADOPTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	118,373	103,192	116,798
TOTAL FEDERAL	118,373	103,192	116,798
STATE			
GENERAL APPORTIONMENT	62,913,537	56,362,913	63,622,481
EDUCATION PROTECTION ACCOUNT - PROP 30	16,855,409	16,715,978	15,936,584
GROWTH/ACCESS-RESTORATION OF WORKLOAD REDUCTION	2,096,283	222,022	-
COLA	1,107,892	1,107,543	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	603,509	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS - EPA	-	23,389	-
HOMEOWNERS EXEMPT	92,844	96,478	96,478
STATE LOTTERY REVENUE	3,767,820	3,958,589	3,783,348
MANDATED PROGRAM COSTS	12,613,744	12,635,662	2,610,606
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	-	3,622,320	4,070,357
OTHER STATE	845,433	1,638,801	1,270,603
TOTAL STATE	100,292,962	96,987,204	91,390,457
LOCAL			
PROP TAX SHIFT (ERAF)	1,133,894	10,341,290	10,341,290
SECURED TAX	15,228,978	13,632,190	10,006,961
SUPPLEMENTAL TAXES	237,520	388,567	388,567
UNSECURED TAX	520,962	567,993	567,993
PRIOR YRS TAXES	439,470	313,955	313,955
PROPERTY TAX - RDA PASS THRU	213,627	1,196,922	1,196,922
PROPERTY TAX - RDA RESIDUAL	2,396,518	1,611,787	1,611,787
RENTS	135,000	299,735	300,000
INTEREST	223,700	235,862	256,500
ENROLLMENT FEES	13,903,973	13,998,414	13,892,659
STUDENT RECORDS	438,000	420,947	417,800
NON-RESIDENT TUITION/INTENSIVE ESL	32,887,749	33,038,107	33,038,107
FEE BASED INSTRUCTION	350,000	391,512	390,000
OTHER STUDENT FEES & CHARGES	106,200	112,830	112,000
F1 APPLICATION FEES	319,100	298,765	298,800
OTHER LOCAL	686,300	586,270	586,300
I. D. CARD SERVICE CHARGE	1,179,700	1,145,222	1,136,600
LIBRARY CARDS	120	140	140
LIBRARY FINES	8,745	7,834	7,834
PARKING FINES	229,772	225,465	225,465
TOTAL LOCAL	70,639,328	78,813,807	75,089,680
TOTAL REVENUE	171,050,663	175,904,203	166,596,935
TRANSFER IN	103,070	115,728	83,219
SALE OF EQUIPMENT AND SUPPLIES	-	12,655	-
TOTAL OTHER FINANCING SOURCES	103,070	128,383	83,219
TOTAL REVENUE AND TRANSFERS	171,153,733	176,032,586	166,680,154

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

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL EXPENDITURES	2016-2017 ADOPTED BUDGET
INSTRUCTION	26,413,943	26,140,222	27,115,586
ACADEMIC MANAGERS	6,156,799	6,635,815	6,850,507
NON-INSTRUCTION	6,464,172	6,243,144	6,198,965
HOURLY INSTRUCTION	32,945,787	32,510,868	32,352,405
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	166,991	95,814	100,569
HOURLY NON-INSTRUCTION	4,721,917	4,364,614	4,656,702
VACANT POSITIONS	337,000	-	-
VACANCY SAVINGS	(168,500)	-	-
TOTAL ACADEMIC	77,038,109	75,990,477	77,274,734
CLASSIFIED REGULAR	20,158,590	20,913,003	22,024,140
CLASSIFIED MANAGERS	4,780,513	5,242,299	5,688,827
CLASS REG INSTRUCTION	3,299,393	3,198,990	3,160,183
CLASSIFIED HOURLY	1,948,396	2,554,103	1,521,974
CLASS HRLY INSTRUCTION	526,525	637,310	585,740
CLASSIFIED ONE-TIME PAYMENT	-	376,192	-
VACANT POSITIONS	2,500,000	-	1,848,722
VACANCY SAVINGS	(1,650,000)	-	(1,220,157)
TOTAL CLASSIFIED	31,563,417	32,921,897	33,609,429
STRS	6,261,096	6,158,188	6,919,881
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	3,622,320	4,070,357
PERS	3,986,081	4,111,904	5,102,073
OASDI/MEDICARE	3,412,378	3,620,575	3,633,276
H/W	13,166,728	13,322,989	14,104,007
RETIREEES' H/W	2,830,402	3,190,943	3,414,309
RETIREEE - OPEB	1,500,000	1,500,000	2,000,000
SUI	182,768	151,433	184,978
WORKERS' COMPENSATION	1,856,951	1,892,139	1,990,850
ALTERNATIVE RETIREMENT	500,000	399,950	500,000
BENEFITS RELATED TO CLASSIFIED ONE-TIME PAYMEN	-	35,507	-
BENEFITS REL TO FEE BASED INSTRUCTION	26,704	20,329	22,124
BENEFITS RELATED TO VACANT POSITIONS	624,140	-	443,690
BENEFITS RELATED TO VACANCY SAVINGS	(400,070)	-	(292,838)
TOTAL BENEFITS	33,947,178	38,026,277	42,092,707
SUPPLIES	1,098,158	956,090	1,094,840
TCO-SUPPLIES	-	216,372	-
TOTAL SUPPLIES	1,098,158	1,172,462	1,094,840
CONTRACTS/SERVICES	13,912,499	12,763,772	14,002,571
INSURANCE	966,480	986,093	995,855
UTILITIES	3,005,068	2,813,098	3,000,394
TOTAL SERVICES	17,884,047	16,562,963	17,998,820
EQUIPMENT	1,030,094	586,893	200,000
TECHNOLOGY REPLACEMENT	418,100	249,632	183,600
TCO - EQUIPMENT REPLACEMENT	500,000	63,980	250,000
TOTAL CAPITAL	1,948,194	900,505	633,600
TOTAL EXPENDITURES	163,479,103	165,574,581	172,704,130
OTHER OUTGO - TRANSFERS	268,339	313,309	314,876
OTHER OUTGO - STUDENT AID	2,500	682	2,500
TOTAL TRANSFERS/FINANCIAL AID	270,839	313,991	317,376
TOTAL EXPENDITURES & TRANSFERS	163,749,942	165,888,572	173,021,506

UNRESTRICTED GENERAL FUND 01.0			
2016-2017 ADOPTED FUND BALANCE BUDGET			
ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL FUND BALANCE	2016-2017 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS *	160,245,157	163,028,356	164,677,905
TOTAL EXPENDITURES AND TRANSFERS	159,945,546	163,797,503	170,503,274
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	3,461,140	-	2,292,412
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(2,218,570)	-	(1,512,995)
OPERATING SURPLUS/(DEFICIT)	(942,959)	(769,147)	(6,604,786)
ONE-TIME ITEMS			
PRIOR YEAR APPORTIONMENT ADJ	-	626,898	-
FUNDING FOR BACCALAUREATE PILOT DEGREE	-	350,000	-
DEFICIT FACTOR TO APPORTIONMENT	(1,097,741)	-	-
MANDATED COST BLOCK GRANT	12,006,317	12,027,332	2,002,249
CLASSIFIED ONE-TIME PAYMENT	-	(411,699)	-
ONE-TIME BUDGET AUGMENTATION	(613,632)	(778,865)	(1,105,215)
EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	(1,948,194)	(900,505)	(633,600)
OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS	7,403,791	10,144,014	(6,341,352)
BEGINNING BALANCE	13,781,577	13,781,577	23,925,591
ENDING FUND BALANCE	21,185,368	23,925,591	17,584,239
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	12.94%	14.42%	10.16%

DESIGNATION OF FUND BALANCE			
ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL FUND BALANCE	2016-2017 ADOPTED BUDGET
UNDESIGNATED FUND BALANCE	14,985,387	17,730,338	14,236,800
UNDESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	8.67%	10.69%	8.24%
DESIGNATED RESERVE FOR:			
CLASSIFIED EMPLOYEE WELFARE FUND	371,754	367,026	467,026
NEW FACULTY TO BE HIRED	1,945,604	1,945,604	-
RESERVE FOR FUTURE STRS AND PERS INCREASES	3,882,623	3,882,623	2,880,413
TOTAL	6,199,981	6,195,253	3,347,439
DESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	3.58%	3.73%	1.93%
TOTAL ENDING FUND BALANCE	21,185,368	23,925,591	17,584,239
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	12.94%	14.42%	10.16%

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

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

ACCOUNTS	2012-2013 ACTUAL REVENUES	2013-2014 ACTUAL REVENUES	2014-2015 ACTUAL REVENUES	2015-2016 ACTUAL REVENUES	2016-2017 ADOPTED BUDGET
FEDERAL					
FIN AID ADM ALLOWANCES	119,436	118,830	118,373	103,192	116,798
TOTAL FEDERAL	119,436	118,830	118,373	103,192	116,798
STATE					
GENERAL APPORTIONMENT	43,258,930	54,274,001	52,911,323	56,362,913	63,622,481
EDUCATION PROTECTION ACCOUNT - PROP 30	15,065,153	14,834,772	18,331,702	16,715,978	15,936,584
GROWTH/ACCESS-RESTORATION OF WORKLOAD REI	1,108,087	2,419,048	2,142,390	222,022	-
COLA	-	1,593,144	895,436	1,107,543	-
PRIOR YR APPORTIONMENT ADJ.	416,586	3,793,314	1,764,481	603,509	-
PRIOR YR APPORTIONMENT ADJ. - EPA	-	145,046	(27,683)	23,389	-
HOMEOWNERS EXEMPT	100,571	95,360	97,867	96,478	96,478
STATE LOTTERY REVENUE	3,205,359	3,347,094	3,380,950	3,958,589	3,783,348
MANDATED PROGRAM COSTS	581,043	578,658	1,544,990	12,635,662	2,610,606
STATE ON-BEHALF PENSION CONTR TO STRS	-	-	-	3,622,320	4,070,357
OTHER STATE	822,214	822,173	838,766	1,638,801	1,270,603
TOTAL STATE	64,557,943	81,902,610	81,880,222	96,987,204	91,390,457
LOCAL					
PROP TAX SHIFT (ERAF)	5,574,362	1,390,148	1,630,112	10,341,290	10,341,290
SECURED TAX	11,304,305	12,066,281	12,711,869	13,632,190	10,006,961
SUPPLEMENTAL TAXES	94,503	182,708	347,025	388,567	388,567
UNSECURED TAX	465,484	476,047	520,962	567,993	567,993
PRIOR YRS TAXES	846,410	96,987	489,691	313,955	313,955
PROPERTY TAX - RDA PASS THRU	611,375	1,405,020	512,695	1,196,922	1,196,922
PROPERTY TAX - RDA RESIDUAL	5,636,473	1,905,876	3,254,646	1,611,787	1,611,787
PRIVATE DONATIONS	265,482	-	-	-	-
RENTS	115,110	165,744	133,293	299,735	300,000
INTEREST	95,099	171,118	177,496	235,862	256,500
ENROLLMENT FEES	13,549,257	13,198,472	13,551,604	13,998,414	13,892,659
STUDENT RECORDS	461,096	432,290	428,303	420,947	417,800
NON-RESIDENT TUITION/INTENSIVE ESL	24,731,024	27,182,917	31,065,989	33,038,107	33,038,107
FEE BASED INSTRUCTION	2,508,437	1,652,944	780,062	391,512	390,000
OTHER STUDENT FEES & CHARGES	111,578	106,400	103,846	112,830	112,000
F1 APPLICATION FEES	311,454	310,892	319,125	298,765	298,800
OTHER LOCAL	1,194,491	683,185	917,967	586,270	586,300
I. D. CARD SERVICE CHARGE	988,115	1,140,486	1,153,642	1,145,222	1,136,600
LIBRARY CARDS	80	100	120	140	140
LIBRARY FINES	11,317	9,718	8,745	7,834	7,834
PARKING FINES	238,465	235,697	229,772	225,465	225,465
TOTAL LOCAL	69,113,917	62,813,030	68,336,964	78,813,807	75,089,680
TOTAL REVENUE	133,791,296	144,834,470	150,335,559	175,904,203	166,596,935
TRANSFER IN	122,670	106,906	107,739	115,728	83,219
SALE OF EQUIPMENT AND SUPPLIES	2,887	4,199	13,040	12,655	-
TOTAL OTHER FINANCING SOURCES	125,557	111,105	120,779	128,383	83,219
TOTAL REVENUE AND TRANSFERS	133,916,853	144,945,575	150,456,338	176,032,586	166,680,154
BEGINNING BALANCE	11,662,215	8,253,478	12,609,047	11,533,449	17,730,338
BEGINNING DESIGNATED RESERVE	3,475,157	2,267,332	1,362,732	2,248,128	6,195,253
TOTAL FUNDS AVAILABLE	149,054,225	155,466,385	164,428,117	189,814,163	190,605,745

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

ACCOUNTS	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ADOPTED BUDGET
INSTRUCTION	23,978,740	23,649,047	24,977,401	26,140,222	27,115,586
ACADEMIC MANAGERS	5,493,067	5,986,920	6,528,341	6,635,815	6,850,507
NON-INSTRUCTION	6,101,545	6,421,676	6,437,099	6,243,144	6,198,965
HOURLY INSTRUCTION	24,596,735	27,093,826	30,508,208	32,510,868	32,352,405
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	693,819	417,044	361,817	95,814	100,569
HOURLY NON-INSTRUCTION	3,821,504	3,954,813	4,395,572	4,364,614	4,656,702
FACULTY RETRO AND ONE-TIME PAYMENT	338,813	-	-	-	-
TOTAL ACADEMIC	65,024,223	67,523,326	73,208,438	75,990,477	77,274,734
CLASSIFIED REGULAR	19,665,233	19,958,051	19,929,707	20,913,003	22,024,140
CLASSIFIED MANAGERS	4,182,214	4,062,966	4,409,542	5,242,299	5,688,827
CLASS REG INSTRUCTION	2,727,651	2,797,082	3,046,037	3,198,990	3,160,183
CLASSIFIED HOURLY	1,899,344	1,997,376	2,418,778	2,554,103	1,521,974
CLASS HRLY INSTRUCTION	520,741	478,963	447,830	637,310	585,740
CLASSIFIED ONE-TIME PAYMENT	331,820	-	-	376,192	-
VACANT POSITIONS	-	-	-	-	1,848,722
VACANCY SAVINGS	-	-	-	-	(1,220,157)
TOTAL CLASSIFIED	29,327,003	29,294,438	30,251,894	32,921,897	33,609,429
STRS	4,308,423	4,405,692	4,991,289	6,158,188	6,919,881
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	-	3,622,320	4,070,357
PERS	3,483,435	3,572,393	3,774,060	4,111,904	5,102,073
OASDI/MEDICARE	3,108,581	3,198,790	3,353,552	3,620,575	3,633,276
H/W	12,881,905	12,400,869	12,757,427	13,322,989	14,104,007
RETIREEES' H/W	2,667,748	2,679,913	2,747,963	3,190,943	3,414,309
RETIREEE - OPEB	-	500,000	1,000,000	1,500,000	2,000,000
SUI	1,105,414	185,250	152,666	151,433	184,978
WORKERS' COMPENSATION	1,314,043	1,381,625	1,667,792	1,892,139	1,990,850
ALTERNATIVE RETIREMENT	302,938	407,740	412,235	399,950	500,000
BENEFITS REL TO FEE BASED INSTRUCTION	120,068	72,346	54,992	20,329	22,124
BENEFITS REL TO FACULTY RETRO AND ONE-TIME PAYMENT	41,932	-	-	-	-
BENEFITS REL TO CLASSIFIED ONE-TIME PAYMENT	71,240	-	-	35,507	-
BENEFITS RELATED TO VACANT POSITIONS	-	-	-	-	443,690
BENEFITS RELATED TO VACANCY SAVINGS	-	-	-	-	(292,838)
TOTAL BENEFITS	29,405,727	28,804,618	30,911,976	38,026,277	42,092,707
SUPPLIES	792,665	830,357	786,208	956,090	1,094,840
TCO-SUPPLIES	-	-	-	216,372	-
TOTAL SUPPLIES	792,665	830,357	786,208	1,172,462	1,094,840
CONTRACTS/SERVICES	9,823,831	10,905,263	11,333,386	12,763,772	14,002,571
INSURANCE	958,843	965,710	938,330	986,093	995,855
UTILITIES	2,653,946	2,824,530	2,887,946	2,813,098	3,000,394
TOTAL SERVICES	13,436,620	14,695,503	15,159,662	16,562,963	17,998,820
BLDG & SITES	1,283	-	-	-	-
EQUIPMENT	270,883	-	-	586,893	200,000
TECHNOLOGY REPLACEMENT	-	-	-	249,632	183,600
TCO - EQUIPMENT REPLACEMENT	-	-	-	63,980	250,000
TOTAL CAPITAL	272,166	-	-	900,505	633,600
TOTAL EXPENDITURES	138,258,404	141,148,242	150,318,178	165,574,581	172,704,130
OTHER OUTGO - TRANSFERS	264,120	346,166	328,362	313,309	314,876
OTHER OUTGO - STUDENT AID	10,891	198	-	682	2,500
TOTAL TRANSFERS/FINANCIAL AID	275,011	346,364	328,362	313,991	317,376
TOTAL EXPENDITURES & TRANSFERS	138,533,415	141,494,606	150,646,540	165,888,572	173,021,506
CONTINGENCY RESERVE	8,253,478	12,609,047	11,533,449	17,730,338	14,236,800
DESIGNATED RESERVE	2,267,332	1,362,732	2,248,128	6,195,253	3,347,439
TOTAL	149,054,225	155,466,385	164,428,117	189,814,163	190,605,745

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

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL REVENUES	2016-2017 ADOPTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	636,677	636,505	677,180
FWS-FEDERAL WORK STUDY	460,327	472,189	496,100
RADIO GRANTS	1,155,218	-	-
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	61,708	68,627	58,631
FEDERAL CARRYOVERS	1,770,872	910,563	1,308,352
OTHER FEDERAL	2,324,342	1,757,860	1,798,372
TOTAL FEDERAL	6,409,144	3,845,744	4,338,635
STATE			
LOTTERY	1,103,433	1,373,579	1,182,296
BASIC SKILLS INITIATIVE	356,040	351,560	351,560
SFAA-STUDENT FINANCIAL AID ADMIN	919,049	924,049	887,982
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,384,794	1,384,794	1,315,554
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	93,465	92,110	88,792
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,696,232	2,368,134	2,232,010
CALWORKS	264,983	263,141	267,669
STUDENT SUCCESS (CREDIT)	3,022,977	3,554,059	4,922,659
STUDENT SUCCESS (NON-CREDIT)	41,933	82,429	65,883
STUDENT SUCCESS (STUDENT EQUITY)	1,035,343	1,061,091	1,523,065
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	7,940	-	-
ENROLLMENT GROWTH	106,787	92,618	154,000
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,408,210	900,960	1,464,456
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	-	352,924	632,052
STATE CARRYOVERS	3,413,521	2,378,031	5,302,122
OTHER STATE	795,250	749,535	2,207,621
TOTAL STATE	15,649,957	15,929,014	22,597,721
LOCAL			
PICO PROMISE	141,782	141,782	141,782
HEALTH FEES	1,437,117	1,377,217	1,366,750
PARKING FEES	1,858,884	1,856,184	1,844,371
DONATIONS-KCRW	2,400,417	2,053,592	2,998,849
RADIO GRANTS	-	971,834	1,206,947
COMMUNITY SERVICES	894,593	785,233	861,020
CONSOLIDATED CONTRACT ED-LOCAL	315,750	68,118	256,140
LOCAL CARRYOVERS	9,388	430,743	241,489
OTHER LOCAL	6,282,031	6,297,594	5,825,000
TOTAL LOCAL	13,339,962	13,982,297	14,742,348
TOTAL REVENUE	35,399,063	33,757,055	41,678,704

RESTRICTED GENERAL FUND 01.3
2016-2017 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL EXPENDITURES	2016-2017 ADOPTED BUDGET
INSTRUCTION	200,207	12,986	76,008
MANAGEMENT	1,673,749	1,601,278	1,706,344
NON-INSTRUCTION	1,471,557	1,860,255	1,893,634
HOURLY INSTRUCTION	55,940	64,365	96,840
HOURLY NON-INSTRUCTION	2,692,512	4,163,478	5,107,514
TOTAL ACADEMIC	6,093,965	7,702,362	8,880,340
CLASSIFIED REGULAR	3,690,915	3,870,148	4,597,660
CLASSIFIED MANAGERS	457,614	425,980	578,581
CLASS REG INSTRUCTION	79,720	39,406	33,250
CLASSIFIED HOURLY	1,856,760	1,534,116	1,837,777
CLASS HRLY INSTRUCTION	153,350	195,503	232,500
TOTAL CLASSIFIED	6,238,359	6,065,153	7,279,768
BENEFITS HOLDING ACCOUNT	3,326,154		5,152,656
STRS	-	628,771	-
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	352,924	-
PERS	-	538,843	-
OASDI/MEDICARE	-	494,905	-
H/W	-	1,304,783	-
SUI	-	6,260	-
WORKERS' COMP.	-	221,520	-
ALTERNATIVE RETIREMENT	-	45,725	-
TOTAL BENEFITS	3,326,154	3,593,731	5,152,656
TOTAL SUPPLIES	1,102,566	853,179	1,038,863
CONTRACTS/SERVICES	8,169,662	5,025,906	7,216,393
INSURANCE	4,708,640	4,631,832	4,709,360
UTILITIES	171,350	148,725	178,800
TOTAL SERVICES	13,049,652	9,806,463	12,104,553
BLDG & SITES	1,668,031	1,485,644	1,911,110
EQUIPMENT/LEASE PURCHASE	2,703,315	2,320,685	4,001,859
TOTAL CAPITAL	4,371,346	3,806,329	5,912,969
TOTAL EXPENDITURES	34,182,042	31,827,217	40,369,149
OTHER OUTGO - STUDENT AID	595,558	671,480	548,357
OTHER OUTGO - TRANSFERS	103,070	115,728	83,219
TOTAL OTHER OUTGO	698,628	787,208	631,576
TOTAL EXPENDITURES & OTHER OUTGO	34,880,670	32,614,425	41,000,725

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

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL FUND BALANCE	2016-2017 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS	35,399,063	33,757,055	41,678,704
TOTAL EXPENDITURES AND TRANSFERS	34,880,670	32,614,425	41,000,725
OPERATING SURPLUS/(DEFICIT)	518,393	1,142,630	677,979
BEGINNING BALANCE	6,903,337	6,903,337	8,045,967
CONTINGENCY RESERVE/ENDING FUND BALANCE	7,421,730	8,045,967	8,723,946
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	21.28%	24.67%	21.28%

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

ACCOUNTS	2012-2013 ACTUAL REVENUES	2013-2014 ACTUAL REVENUES	2014-2015 ACTUAL REVENUES	2015-2016 ACTUAL REVENUES	2016-2017 ADOPTED BUDGET
FEDERAL					
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	595,937	588,662	619,899	636,505	677,180
FWS-FEDERAL WORK STUDY	554,802	578,918	487,724	472,189	496,100
RADIO GRANTS	1,242,983	1,056,506	1,021,966	-	-
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	58,647	59,745	64,259	68,627	58,631
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)	59,893	-	-	-	-
FEDERAL CARRYOVERS	1,501,086	1,334,368	1,191,951	910,563	1,308,352
OTHER FEDERAL	3,349,970	2,424,656	1,563,858	1,757,860	1,798,372
TOTAL FEDERAL	7,363,318	6,042,855	4,949,657	3,845,744	4,338,635
STATE					
LOTTERY	789,946	926,003	954,314	1,373,579	1,182,296
BASIC SKILLS INITIATIVE	-	-	339,147	351,560	351,560
SFAA-STUDENT FINANCIAL AID ADMIN	809,859	809,428	864,209	924,049	887,982
EOPS-EXTENDED OPPORTUNITY PROG & SERV	828,713	972,541	1,010,450	1,384,794	1,315,554
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	58,207	55,879	52,492	92,110	88,792
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,180,832	1,540,342	2,211,830	2,368,134	2,232,010
CALWORKS	206,231	289,931	301,105	263,141	267,669
STUDENT SUCCESS (CREDIT)	646,648	1,170,706	2,326,132	3,554,059	4,922,659
STUDENT SUCCESS (CREDIT) - TRANSFER RELATED	47,500	40,977	37,262	82,429	65,883
STUDENT SUCCESS (NON-CREDIT)	21,959	45,940	474,729	1,061,091	1,523,065
ENROLLMENT GROWTH	118,187	219,568	84,171	92,618	154,000
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	-	1,420,113	900,960	1,464,456
INSTRUCTIONAL EQUIPMENT AND LIBRARY	-	155,071	-	-	-
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	-	-	-	352,924	632,052
STATE CARRYOVERS	935,108	948,577	931,735	2,378,031	5,302,122
OTHER STATE	79,391	8,400	989,036	749,535	2,207,621
TOTAL STATE	5,722,581	7,183,363	11,996,725	15,929,014	22,597,721
LOCAL					
PICO PARTNERSHIP	155,230	151,770	150,408	141,782	141,782
HEALTH FEES	1,238,895	1,297,331	1,367,373	1,377,217	1,366,750
PARKING FEES	1,602,693	1,941,247	1,823,351	1,856,184	1,844,371
DONATIONS-KCRW	1,631,936	1,924,457	1,971,853	2,053,592	2,998,849
RADIO GRANTS	-	-	-	971,834	1,206,947
COMMUNITY SERVICES	525,003	686,387	610,637	785,233	861,020
COUNTY CALWORKS	63,936	51,000	38,000	-	-
CONSOLIDATED CONTRACT ED-LOCAL	81,192	93,133	96,809	68,118	256,140
LOCAL CARRYOVERS	239,974	344,237	288,888	430,743	241,489
OTHER LOCAL	5,304,776	5,792,037	6,136,263	6,297,594	5,825,000
TOTAL LOCAL	10,843,635	12,281,599	12,483,582	13,982,297	14,742,348
TRANSFER IN	-	346,399	197,825	-	-
TOTAL TRANSFER IN	-	346,399	197,825	-	-
TOTAL REVENUE	23,929,534	25,854,216	29,627,789	33,757,055	41,678,704
BEGINNING BALANCE	4,648,310	5,264,094	6,050,541	6,903,337	8,045,967
TOTAL FUNDS AVAILABLE	28,577,844	31,118,310	35,678,330	40,660,392	49,724,671

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

ACCOUNTS	2012-2013 ACTUAL EXPENDITURES	2013-2014 ACTUAL EXPENDITURES	2014-2015 ACTUAL EXPENDITURES	2015-2016 ACTUAL EXPENDITURES	2016-2017 ADOPTED BUDGET
INSTRUCTION	11,638	13,779	10,334	12,986	76,008
MANAGEMENT	1,224,203	1,266,840	1,220,321	1,601,278	1,706,344
NON-INSTRUCTION	1,364,398	1,243,993	1,479,134	1,860,255	1,893,634
HOURLY INSTRUCTION	120,336	151,787	98,788	64,365	96,840
HOURLY NON-INSTRUCTION	1,584,391	2,482,877	3,680,966	4,163,478	5,107,514
TOTAL ACADEMIC	4,304,966	5,159,276	6,489,543	7,702,362	8,880,340
CLASSIFIED REGULAR	2,306,567	2,564,387	3,109,708	3,870,148	4,597,660
CLASSIFIED MANAGERS	289,334	317,746	375,981	425,980	578,581
CLASS REG INSTRUCTION	-	-	9,620	39,406	33,250
CLASSIFIED HOURLY	1,866,418	1,827,356	1,752,189	1,534,116	1,837,777
CLASS HRLY INSTRUCTION	223,525	225,267	311,166	195,503	232,500
TOTAL CLASSIFIED	4,685,844	4,934,756	5,558,664	6,065,153	7,279,768
BENEFITS HOLDING ACCOUNT	-	-	-	-	5,152,656
STRS	270,505	370,605	468,175	628,771	-
STATE ON-BEHALF PENSION CONTRI	-	-	-	352,924	-
PERS	313,098	354,346	448,150	538,843	-
OASDI/MEDICARE	269,708	343,228	405,677	494,905	-
H/W	786,262	953,742	1,097,081	1,304,783	-
SUI	74,064	6,258	5,589	6,260	-
WORKERS' COMP.	103,319	130,718	187,131	221,520	-
ALTERNATIVE RETIREMENT	51,464	51,784	73,159	45,725	-
TOTAL BENEFITS	1,868,420	2,210,681	2,684,962	3,593,731	5,152,656
TOTAL SUPPLIES	518,485	599,980	914,051	853,179	1,038,863
CONTRACTS/SERVICES	4,780,335	4,132,890	3,693,293	5,025,906	7,216,393
INSURANCE	3,562,848	4,251,442	4,465,752	4,631,832	4,709,360
UTILITIES	136,338	128,414	151,235	148,725	178,800
TOTAL SERVICES	8,479,521	8,512,746	8,310,280	9,806,463	12,104,553
BLDG & SITES	1,548,872	1,499,517	1,451,557	1,485,644	1,911,110
EQUIPMENT/LEASE PURCHASE	1,158,690	1,458,584	2,773,414	2,320,685	4,001,859
TOTAL CAPITAL	2,707,562	2,958,101	4,224,971	3,806,329	5,912,969
TOTAL EXPENDITURES	22,564,798	24,375,540	28,182,471	31,827,217	40,369,149
OTHER OUTGO - STUDENT AID	626,282	585,323	484,783	671,480	548,357
OTHER OUTGO - TRANSFERS	122,670	106,906	107,739	115,728	83,219
TOTAL OTHER OUTGO	748,952	692,229	592,522	787,208	631,576
TOTAL EXPENDITURES & OTHER	23,313,750	25,067,769	28,774,993	32,614,425	41,000,725
CONTINGENCY RESERVE	5,264,094	6,050,541	6,903,337	8,045,967	8,723,946
TOTAL	28,577,844	31,118,310	35,678,330	40,660,392	49,724,671

CAPITAL OUTLAY FUND 40.0
2016-2017 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET
REVENUE			
STATE			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	1,408,105	-	1,464,456
PROP 39 - CLEAN ENERGY PROJECTS	621,744	621,744	794,724
STATE CARRYOVERS	1,986,553	1,986,552	1,408,210
TOTAL STATE	4,016,402	2,608,296	3,667,390
LOCAL			
PROPERTY TAX - RDA PASS THRU	-	1,322,914	-
RENTS	-	280,361	260,817
INTEREST	103,300	124,664	142,219
NON-RESIDENT CAPITAL CHARGE	2,992,428	2,946,451	2,946,451
LOCAL INCOME	137,688	70,068	137,688
TOTAL LOCAL	3,233,416	4,744,458	3,487,175
TOTAL REVENUES	7,249,818	7,352,754	7,154,565
EXPENDITURES			
SUPPLIES	107,000	3,420	1,500
CONTRACT SERVICES	1,006,345	392,843	370,000
CAPITAL OUTLAY	18,992,730	5,146,046	21,449,767
TOTAL EXPENDITURES	20,106,075	5,542,309	21,821,267
TOTAL EXPENDITURES AND TRANSFERS	20,106,075	5,542,309	21,821,267
OPERATING SURPLUS/(DEFICIT)	(12,856,257)	1,810,445	(14,666,702)
BEGINNING BALANCE	12,856,257	12,856,257	14,666,702
ENDING FUND BALANCE	-	14,666,702	-

**MEASURE U FUND 42.2
2016-2017 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	143,800	161,851	143,673
TOTAL REVENUE	143,800	161,851	143,673
EXPENDITURES			
SUPPLIES	50,000	-	-
CONTRACT SERVICES	98,000	-	-
CAPITAL OUTLAY	21,246,063	2,548,483	19,007,304
TOTAL EXPENDITURES	21,394,063	2,548,483	19,007,304
OPERATING SURPLUS/(DEFICIT)	(21,250,263)	(2,386,632)	(18,863,631)
BEGINNING BALANCE	21,250,263	21,250,263	18,863,631
ENDING FUND BALANCE	-	18,863,631	-

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

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	20,000,000
INTEREST	359,500	376,879	481,920
TOTAL REVENUE	359,500	376,879	20,481,920
EXPENDITURES			
SUPPLIES	50,000	-	-
CONTRACT SERVICES	760,000	142,145	208,500
CAPITAL OUTLAY	50,833,810	5,941,137	65,851,327
TOTAL EXPENDITURES	51,643,810	6,083,282	66,059,827
OPERATING SURPLUS/(DEFICIT)	(51,284,310)	(5,706,403)	(45,577,907)
BEGINNING BALANCE	51,284,310	51,284,310	45,577,907
ENDING FUND BALANCE	-	45,577,907	-

**MEASURE AA FUND 42.4
2016-2017 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	50,000,000
INTEREST	1,371,800	940,375	693,621
TOTAL REVENUE	1,371,800	940,375	50,693,621
EXPENDITURES			
SUPPLIES	113,500	484	4,500
CONTRACT SERVICES	2,492,000	205,943	138,750
CAPITAL OUTLAY	131,393,920	60,535,329	123,376,610
TOTAL EXPENDITURES	133,999,420	60,741,756	123,519,860
OPERATING SURPLUS/(DEFICIT)	(132,627,620)	(59,801,381)	(72,826,239)
BEGINNING BALANCE	132,627,620	132,627,620	72,826,239
ENDING FUND BALANCE	-	72,826,239	-

INTEREST AND REDEMPTION FUND 48.0
2016-2017 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET
BEGINNING BALANCE	34,780,064	34,780,064	31,253,945
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	34,780,064	34,780,064	31,253,945
REVENUE			
FEDERAL REVENUES	-	1,436,650	-
STATE REVENUES	-	55,285	-
VOTER INDEBTED TAXES	26,631,661	28,700,428	28,929,811
TOTAL REVENUE	26,631,661	30,192,363	28,929,811
TOTAL FUNDS AVAILABLE	61,411,725	64,972,427	60,183,756
EXPENDITURES			
DEBT REDEMPTION	14,999,128	14,999,128	18,643,586
INTEREST CHARGES	18,719,353	18,719,354	17,239,915
TOTAL EXPENDITURES	33,718,481	33,718,482	35,883,501
ENDING FUND BALANCE	27,693,244	31,253,945	24,300,255

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

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

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET
REVENUE			
FEDERAL GRANTS	33,772,016	28,906,594	31,915,627
FEDERAL LOANS	2,604,000	2,486,122	2,650,000
CAL GRANTS	2,165,000	2,043,127	2,083,000
FULL TIME STUDENT SUCCESS GRANT	-	507,000	518,100
TRANSFER	240,839	283,309	284,876
TOTAL REVENUE	38,781,855	34,226,152	37,451,603
EXPENDITURES			
FINANCIAL AID	38,781,855	34,226,152	37,451,603
TOTAL EXPENDITURES	38,781,855	34,226,152	37,451,603
ENDING FUND BALANCE	-	-	-

SCHOLARSHIP TRUST FUND 75.0
2016-2017 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET
BEGINNING BALANCE	15,188	15,188	15,286
REVENUE			
TRANSFER	30,000	30,000	30,000
INTEREST	110	98	100
TOTAL REVENUE	30,110	30,098	30,100
TOTAL FUNDS AVAILABLE	45,298	45,286	45,386
EXPENDITURES			
SCHOLARSHIP	30,000	30,000	30,000
TOTAL EXPENDITURES	30,000	30,000	30,000
ENDING FUND BALANCE	15,298	15,286	15,386

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

ACCOUNTS	2015-2016 ADOPTED BUDGET	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET
BEGINNING BALANCE	2,560,512	2,560,512	2,595,962
ADJ. TO BEG. BALANCE	-	2,217	-
ADJUSTED BEGINNING BALANCE	<u>2,560,512</u>	<u>2,562,729</u>	<u>2,595,962</u>
REVENUE			
GROSS SALES	6,452,500	6,152,529	6,029,478
LESS: COST OF GOODS	<u>(4,543,800)</u>	<u>(4,282,095)</u>	<u>(4,217,863)</u>
NET	1,908,700	1,870,434	1,811,615
VENDOR INCOME	675,068	759,656	726,000
AUXILIARY PROGRAM INCOME	<u>370,450</u>	<u>417,732</u>	<u>523,615</u>
NET INCOME	2,954,218	3,047,822	3,061,230
INTEREST	<u>17,000</u>	<u>18,103</u>	<u>18,000</u>
TOTAL REVENUE	<u>2,971,218</u>	<u>3,065,925</u>	<u>3,079,230</u>
TOTAL FUNDS AVAILABLE	<u>5,531,730</u>	<u>5,628,654</u>	<u>5,675,192</u>
EXPENDITURES			
STAFFING	1,221,500	1,112,336	982,752
FRINGE BENEFITS	313,000	297,807	316,050
OPERATING	<u>2,027,994</u>	<u>1,622,549</u>	<u>1,900,681</u>
TOTAL EXPENDITURES	<u>3,562,494</u>	<u>3,032,692</u>	<u>3,199,483</u>
ENDING FUND BALANCE	<u>1,969,236</u>	<u>2,595,962</u>	<u>2,475,709</u>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD ▼

Fiscal Year: 2015-2016

District: (780) SANTA MONICA

Quarter Ended: (Q4) Jun 30, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	133,791,295	144,834,471	150,335,559	175,904,203
A.2	Other Financing Sources (Object 8900)	125,558	111,105	120,779	128,383
A.3	Total Unrestricted Revenue (A.1 + A.2)	133,916,853	144,945,576	150,456,338	176,032,586
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,258,404	141,148,243	150,318,178	165,574,581
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	275,011	346,364	328,362	313,991
B.3	Total Unrestricted Expenditures (B.1 + B.2)	138,533,415	141,494,607	150,646,540	165,888,572
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-4,616,562	3,450,969	-190,202	10,144,014
D.	Fund Balance, Beginning	15,137,372	10,520,810	13,971,779	13,781,577
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	15,137,372	10,520,810	13,971,779	13,781,577
E.	Fund Balance, Ending (C. + D.2)	10,520,810	13,971,779	13,781,577	23,925,591
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	7.6%	9.9%	9.1%	14.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,265	21,415	21,694	21,727
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-2016
H.1	Cash, excluding borrowed funds		24,252,853	37,648,157	54,283,037
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	35,967,135	24,252,853	37,648,157	54,283,037

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)	171,050,663	175,904,203	175,904,203	100%
I.2	Other Financing Sources (Object 8900)	103,070	128,383	128,383	100%
I.3	Total Unrestricted Revenue (I.1 + I.2)	171,153,733	176,032,586	176,032,586	100%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	163,479,103	165,574,581	165,574,581	100%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	270,839	313,991	313,991	100%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	163,749,942	165,888,572	165,888,572	100%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	7,403,791	10,144,014	10,144,014	
L.	Adjusted Fund Balance, Beginning	13,781,577	13,781,577	13,781,577	
L.1	Fund Balance, Ending (C. + L.2)	21,185,368	23,925,591	23,925,591	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.9%	14.4%		

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

YES

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: 2015-16							1,482,990	2.8%
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.

The salary increases consisted of both ongoing salary adjustments and one-time payments. The District funded the one-time payments using one-time funding received in 2015-2016. The ongoing salary adjustments will be funded through operating funds and reserves.

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? NO**
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 projecting a softening in enrollment which may eventually result in loss of funding. The softening in enrollment coupled with increased fixed costs in the areas of contractual agreements, pensions, and health and welfare benefits has resulted in the District projecting a sizable reduction in fund balance in 2016-2017.

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 6, 2016

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM

APPENDIX B: REPORT: NONCREDIT/ADULT AND NONCREDIT EDUCATION PROGRAMS AND AB ADULT EDUCATION BLOCK GRANT

Noncredit/Adult Education Programs are growing at Santa Monica College (SMC) as the result of legislation and new funding focused on fulfilling the academic and occupational goals of adult learners. SMC is an active partner with the Santa Monica Malibu Unified School District (SMMUSD) in an adult education consortium to implement the Assembly Bill 104 Adult Education Block Grant. Noncredit courses are under development by faculty members to meet this state mandate and student needs. These courses will serve as a gateway to for-credit, college programs as well as successful transition to and upward mobility in the workplace. In addition SMC is implementing the Student Success and Support Program (SSSP) and the Workforce Innovation Opportunity Act-Adult Education and Family Literacy Act (WIOA-AEFLA) for noncredit students.

Noncredit Instruction

Governed by Title 5 and the California Education Code, noncredit instruction is one of several education options offered within the California Community College system. Noncredit is deemed “an essential and important function of the community colleges” in the mission. Noncredit education offers students, particularly nontraditional and underserved adult learners, the opportunity to establish an academic pathway that is ideal for them with low- and no-cost course options. There are no fees for noncredit courses, but in some cases materials or books may be required. Noncredit courses are intended to provide students with lifelong learning, preparation for college, and career training opportunities. California law authorizes nine eligible categories for noncredit instruction: (1) elementary and secondary basic skills, (2) English as a second language, (3) immigrant education (citizenship and workforce preparation), (4) programs for adults with disabilities, (5) short-term career technical education (includes apprenticeship), (6) parenting, (7) older adult programs, (8) health and safety, and (9) home economics/Family and Consumer Sciences. SMC has historically offered courses for older adults, ESL, and citizenship courses. Formally recognized programs which are eligible for Chancellor’s Office approval and Career Development and College Preparation (CDCP) noncredit enhanced funding are in the areas of English as a second language, elementary and secondary basic skills, short-term vocational, and workforce preparation. CDCP courses must be sequenced (two or more) and lead to certificates.

Adult Education Block Grant (AEBG) Implementation, Assembly Bill 104

Following the three-year implementation planning period for adult education (AB 86), the California Department of Education and the California Community College Chancellor’s Office established linkages for students across their systems that provide adults with the academic and career skills needed to enhance student success. As a result, the legislature allocated funds for implementation to regional consortia throughout California to establish seamless transitions for adult learners, 18 years of age and older. Regional consortia are composed of K-12 districts, community college districts, County Offices of Education (COE), and joint power authorities (JPAs). In 2015-2016, the state of California dedicated \$500 million to support AB 104 consortia, which includes Maintenance of Effort (MOE) monies for the school districts.

The Santa Monica-Malibu Regional Consortium (SMRC) for Adult Education was established in 2014 and has two members—SMC and the Santa Monica Malibu Unified School District (SMMUSD). The SMRC is led by a governing board including: the SMC Dean of Noncredit and External Programs, the SMC Interim Project Manager of Adult Education Programs, the SMC faculty lead for noncredit ESL, the SMMUSD Director of Curriculum and Secondary Instruction, the SMMUSD Principal of Olympic High School and the Adult Education Center (AEC), a SMMUSD AEC faculty lead, and a SMMUSD AEC administrative assistant. As provided by the state of California, the following factors impact consortia allocations: educational attainment (no high school diploma), employment (unemployed adults), adult population (18 years of age and older), poverty, adult literacy (7th grade education level), and incidence of those needing instruction in English as a Second Language. For the 2016-2017 fiscal year the SMRC received an allocation totaling \$773,016, with SMC and SMMUSD each receiving \$386,508. In addition, SMMUSD will receive “maintenance of effort” funding (MOE) of \$304,147. In order for the SMMUSD to receive MOE funding, the school district must have adult education expenditures and belong to an adult education consortium. AB 104 identifies seven program areas that may be supported by AEBG funds:

- Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate;
- Programs for immigrants in citizenship, ESL, and workforce preparation;
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce;
- Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school;
- Programs for adults with disabilities;
- Programs in career technical education that are short term in nature with high employment potential; and,
- Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

The leaders of the SMRC collaborated to identify activities and report on priorities for the Consortium in alignment with AEBG objectives based on activities identified for year 2015-2016. Those activities were dedicated to professional development and noncredit CTE course development. Professional development for SMC faculty, administrators, and staff focused on noncredit/adult education, short-term vocational and workforce preparation, and noncredit ESL. Noncredit CTE courses currently in development include: Bike Repair (Business), Business Essentials (Business), Customer Service (Business), Integrative Health (Health), Instructional Aide (Early Childhood Education), and Rehabilitative Aide (Kinesiology). These noncredit courses will be submitted to the local and state approval processes beginning in the fall 2016 semester. The goal is to offer many of the noncredit CTE courses to students beginning in winter and/or spring 2017. Initially these course offerings will be supported by AEBG funds and not offered for apportionment. Once the pilot phase for these new noncredit CTE courses has concluded, faculty members and administrators will evaluate the effectiveness of the courses, including enrollment and completion. Future development of additional noncredit courses is under consideration in Computer Science and Information Systems and related disciplines as well as preparation for college-level chemistry in Physical Sciences in order to sustain the “boot camp” concept.

Other activities for 2016-2017 will include: improved noncredit counseling services and assessment, the development of a noncredit to credit transition course, enhanced noncredit ESL courses, research support to track and improve activities, and AEBG-funded learning disability assessments and DSPS advising of noncredit students. Adult education leaders were recently informed by the state of California AB 104 AEBG representative that regional consortia will likely be expected to report on performance outcomes (i.e., student progress, completion, etc.) starting in the academic year 2017-2018. The performance outcomes will determine the amount of consortia funding for future years.

In spring 2016 regional consortia were notified that they would be allocated additional funds (\$61,856.00 received by SMC in June 2016) “to resolve AEBG data collection needs required by AB104, foster regional and local system integration, coordinate regional intake, assessment, and referral, align efforts under the Workforce Innovation and Opportunity Act, and ultimately connect to a state level AEBG Data System.” Budget and work plans related to these data and accountability metrics are tentatively due December 2016. Funding will be maintained through December 31, 2017 with an expenditure report due in January 2018 and final report due in February 2018.

Noncredit Student Success and Support Program (SSSP).

In accordance with the Student Success Act of 2012, the goal of noncredit SSSP is to increase student access and success by providing the following core services: orientation; assessment; counseling, advising, student education planning, and other educational planning; and, follow-up. Colleges and noncredit adult education programs may expend noncredit SSSP funds for core services to students enrolled in the following noncredit education program categories:

- Elementary and Secondary Basic Skills
- English as a Second Language
- Short-Term Vocational
- Workforce Preparation

For the 2016-2017 fiscal year the noncredit SSSP allocation is \$65,883. The 2016-2017 allocation will primarily support noncredit ESL enrollment, assessment, counseling, educational planning, and follow-up. Once other noncredit courses are implemented (i.e., noncredit CTE courses), noncredit SSSP services may be offered to other noncredit students.

Workforce Innovation Opportunity Act-Adult Education and Family Literacy Act (WIOA-AEFLA). To promote the academic success of SMC noncredit ESL students for seamless transitions into SMC credit courses and gainful employment, 2016-2017 WIOA-AEFLA funds are targeted toward purchasing electronic testing and digital literacy equipment and supplies to support the implementation of integrated Comprehensive Adult Student Assessment Systems (CASAS) assessment data and the evaluation of digital literacy. WIOA-AEFLA funds will also be allocated to compensate faculty/staff to assist with assessment, counseling/advising, and data collection of noncredit ESL students. These funds may be allocated for WIOA-AEFLA and CASAS professional development activities. For the 2016-2017 fiscal year the WIOA-AEFLA allocation is \$238,425 (ESL) and \$8,230 (Civics).

Memorandum of Understanding (MOU) Between the Los Angeles County Workforce Development Board and Mandated Partners of Los Angeles County’s America’s Job Center of California (AJCC) System.

A Memorandum Of Understanding was signed in May 2016 to establish a cooperative working relationship and to define respective roles and responsibilities related to shared customers and shared services in designated regions identified by the L.A. County Workforce Development Board. SMC, like other Parties, agreed to participate in joint planning, coordination and evaluation of AJCC activities in order to serve shared customers and deliver services to employers, incumbent workers, job seekers and others needing workforce development services. These goals will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking for a job
- Building basic educational or occupational skills
- Earning a post-secondary certificate or degree
- Obtaining guidance on making career choices
- Seeking to identify and hire skills workers

The Parties to the MOU agreed to explore a fair and equitable cost sharing formula by March 1, 2017 to comply with the new deadline for approval of an updated MOU (June 30, 2017). Cost Sharing Agreements for L.A. County administered services will be negotiated through Community and Senior Services as the designated intermediary. The Parties will ensure that the shared costs, not excluding in-kind contributions, are supported by accurate data in accordance with local district and governing board policies.