

M - N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

FEBRUARY 6, 2018

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

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

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

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 6 2018

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, February 6, 2018.

I. *ORGANIZATIONAL FUNCTIONS*

A CALL TO ORDER – 5:35 p.m.

B ROLL CALL

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

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. *CLOSED SESSION*

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Interim Vice-President, Human Resources
 Robert Myers, Campus Counsel

Employee Organization: CSEA Chapter #36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency designated representatives: Sherri Lee-Lewis, Interim Vice-President, Human Resources
 Robert Myers, Campus Counsel

Employee Organization: SMC Faculty Association

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

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

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

III. *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS*

- PLEDGE OF ALLEGIANCE – Deyna Hearn
- 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: Susan Aminoff
 SECONDED BY: Margaret Quiñones-Perez
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

IV. **PUBLIC COMMENTS**

David Burak
 Ellen Hannan

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**

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IX. **CONSENT AGENDA**

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

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X. **CONSENT AGENDA – Pulled Recommendations**

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

XI. **INFORMATION ITEM**

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XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, March 6, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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BOARD OF TRUSTEES	SUPERINTENDENT'S REPORT
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 6, 2018

SUPERINTENDENT'S REPORT

- **Recognition** - SMC Police Officers Steve Hearn, Brian Wilson and Sonya Patterson

On November 13, 2017, Officer Hearn and Sergeant Wilson responded to Drescher Hall on the Santa Monica College campus to a female unconscious, non-responsive and possibly not breathing. The officers administered life-saving measures that saved the life of the individual. Officer Patterson controlled the scene, interviewed witnesses and coordinated with the Fire Department to assist with their arrival. Officer Hearn and Sergeant Wilson received the SMC PD Lifesaving award and Officer Patterson received a Distinguished Service Commendation.

- **Updates:**

Budget:

Chris Bonvenuto, Chief Director of Business Services, reported that the Governor released his 2018-2019 proposed budget a month ago. The main focus for community colleges is a new funding formula. Community college leaders are trying to interpret the language in the complicated trailer bill which is 30 pages long. The CCC Chief Business Officers (CBOs) and Chief Executive Officers (CEOs) each created a task force to develop recommendations related to the proposed funding formula to forward to the Governor. The impact on SMC as it is currently written would be beneficial, but the funding formula is not final. It will likely be revised in the coming weeks. .

Enrollment:

Teresita Rodriguez, Vice-President of Enrollment Development, reported that there is not a huge change in spring enrollment since the last report to the Board. At this time, enrollment is 1.94% behind last spring in resident FTES, and 2.25% in nonresident FTES. There was a successful spring enrollment sprint last Saturday which was attended by approximately 200 students who were assisted with enrollment for the spring semester. There will be another one in April and more will be planned through late spring to assist students with summer and fall enrollment.

Black History Month:

Sherri Bradford, Program Leader for the Black Collegians, reported on activities scheduled for Black History Month. She recognized Kiersten Elliott, Marilyn Landau, David Burak, the SMC Associates, campus events staff, media center staff, and the department of Communication and Media Studies for their efforts to facilitate the month-long series of activities, including the following:

- Thursday, February 15 at 11:15 a.m. in Humanities & Social Sciences Lecture Hall 165: Kyle Bowser: *"Black Representation in Media"*
- Tuesday, February 20 at 11:15 a.m. in Humanities & Social Sciences Lecture Hall 165: *"A Conversation with the Producers and Talent of the Films Break Dance Revolution and Not Without A Lonzo: The Story of West Coast Hip-Hop"*
- Thursday, February 22 at 11:15 a.m. in Humanities & Social Sciences Lecture Hall 165: Carolyne Edwards & Guests: *"Black History in Santa Monica: The Philomatheans"*
- Tuesday, February 27 at 11:15 a.m. in Humanities & Social Sciences Lecture Hall 165: Susan Burton: *"Champion for Justice – Leading the Fight for the Formerly Incarcerated"*

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	February 6, 2018

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 1

SUBJECT: **PRESENTATION: CONCEPT DESIGN FOR MATH/SCIENCE BUILDING**

SUBMITTED BY: Superintendent/President

PRESENTATION: Representatives of Cannon Design Architects presented the concept design for the Math/Science Building. Their presentation provided background on the three concepts and the process for selecting the one moving forward. They addressed open space, and connections to other areas of the campus and the community.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **2016-2017 AUDIT REPORTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the 2016-2017 Audit Report of the Financial and Related Statements of the Santa Monica Community College District and the Proposition 39 Financial and Performance Audits prepared by the District's contracted independent auditor Vavrinek, Trine, Day & Co., LLP.

COMMENT: The Auditor's opinion is that the basic financial statements present fairly, in all material respects, the financial position of the Santa Monica Community College District as of June 30, 2017. Trustee Louise Jaffe, representing the Board's Audit Task Force, reviewed and discussed the reports with the auditors and fiscal staff to prepare for the presentation of the audit to the Board.

MOTION MADE BY: Nancy Greenstein

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

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

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the 2017-2018 Quarterly Report and the 311Q report, as of December 31, 2017 (see Appendix A).

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

MOTION MADE BY: Nancy Greenstein

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Walzer)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 6, 2018

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 #4-#19.

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

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation 12: Facilities

#12-J: Approval of On-Call Architectural/Engineering Professional Services for Various Capital Improvement Projects Under \$5 Million

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

#12-K: Approval of Commissioning Professional Services Contract for the Math and Science Building

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

RECOMMENDATION NO. 4 APPROVAL OF MINUTES

Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees: January 16, 2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Dr. Kathryn E. Jeffery, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

	Provider/Contract	Term/Amount	Service	Funding Source
A	Brustein & Manasevit LLC (Facilitator: Michael Brustein)	April 11, 2018 Not to exceed \$3,750	National leading expert Michael Brustein, will present on current Perkins CTE implementation issues along with a detailed walk through of the reauthorization of Perkins – Perkins V. Topics covered will include financial reporting, performance metrics, accounting records, internal controls, budget control, and allowable expenditures.	Perkins IV Grant (100%)
B	Kirkpatrick Enterprises International (KEI)	January 8, 2017 – June 30, 2018 Not to exceed \$36,900	Kirkpatrick Enterprises International (KEI) will provide specialized training to ETP (Employer Training Panel) clients who request specialized training. Classes in Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control, are approved categories of training for ETP contractors. Scope of work and class learning outcomes are clearly outlined by the Santa Monica College ETP Program, and adhered to by KEI. This contract is the sixth to be executed based on the successful performance of the previous contract.	Employment Training Panel (ETP) Contract

A and B

Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
C	Joyce Kaufman	August 1, 2017 – June 30, 2018 Not to exceed \$5,000	Dr. Kaufman is serving as the external evaluator for Santa Monica College’s Title VIA Undergraduate International Studies and Foreign Languages grant. This is year two of a three-year grant. Dr. Kaufman previously evaluated SMC’s first UISFL grant, and her findings were instrumental in documenting the need and design for this current proposal. In addition, her background in service learning and community engagement will further help inform and add value to this project as faculty and staff work to integrate language\based service learning and other applied learning experiences into the College’s CTE curriculum.	U.S. Department of Education, Title VIA, USIFL Grant
<i>Requested by: Laurie McQuay-Peninger and the Modern Languages and Cultures Department</i>				
<i>Approved by: Georgia Lorenz, Vice-President, Academic Affairs</i>				
D	Kerwin and Associates	February 2018 Not to exceed \$3,000	Consultant, facilitator Patrick Kerwin, will provide an essential team building activity for all Health Service Staff. The training is entitled: Getting the Best from Yourself Using the MBTI Assessment.	Auxiliary Services/Student Health Services Center
<i>Requested by: Susan Fila, Director Student Health and Wellbeing</i>				
<i>Approved by: Michael Tuitasi, Vice President of Student Affairs</i>				
E	Dr. Karen Gunn	March, 2018 – June, 2018 Not to exceed \$9,000	Consultant will provide several equity training sessions for counselors, counseling interns as well as special program counselors and students.	Student Success and Support Program (SSSP)
<i>Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention and Student Wellness</i>				
<i>Approved by: Michael Tuitasi, Vice-President of Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
F	Modo Labs	<p>Year Two Contract Renewal: April 15, 2018 to April 14, 2019</p> <p>Not to exceed \$45,000.</p> <p>Year Three Contract Renewal: April 15, 2019 to April 14, 2020</p> <p>Not to exceed \$45,000</p>	Contract renewal of Modos Labs to continue to assist SMC with further development/augmentation and hosting of the SMC GO app.	Student Success and Support Program (SSSP).
G	TargetX	<p>Previously approved: Not to exceed \$86,000</p> <p>Increase by: \$3,500</p> <p>Total: \$89,500</p>	This an increase with a previously approved contract with Tartget X to support text messaging capability. TargetX is a leading higher education company providing a cloud-based Constituent Relationship Management (CRM) platform to support prospect and current student recruitment and communications across the life cycle. Santa Monica College currently licenses the TargetX Recruitment Suite, which permits staff to broadcast mass email notifications to students starting at the point of admission, and continuing through enrollment, and graduation. This contract is for software maintenance and support for Customer Relationship Management (CRM) platform.	Student Success and Support Program (SSSP).
<p><i>Requested by: Esau Tovar, Dean, Enrollment Services</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i></p>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 5 RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

Provider/Contract		Term/Amount	Service	Funding Source
H	James Altuner	March 24, April 21, May 19 and June 18-30, 2018 (65 hours) \$50 per hour, not to exceed \$3,250	Instruction in high school English Literature and Composition at the Upward Bound monthly Saturday Academy sessions and Summer Program, as required by the U.S. Department of Education Grant	TRIO/Upward Bound
<i>Requested by: Bonita Cooper, Project Manager, TRIO/Upward Bound</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>				
I	Meka Webb	Correction of dates approved at January Board meeting: January 22, 2018 - January 21, 2019 Not to exceed \$35,000	Ms. Meka Webb will serve as a full- time consultant to assist the Office of Student Life in implementing a comprehensive food security program consistent with the guidelines of the California Community College Chancellor's Office -Hunger Free Campus Support Allocation.	Hunger Free Campus Support Allocation Funds (100%)
<i>Requested by: Nancy Grass, Associate Dean of Student Life</i> <i>Approved by: Michael Tuitasi, Vice-President of Student Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 6 ACCEPTANCE OF EQUIPMENT DONATIONS TO KCRW

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

Provider	Service	Amount
KCRW Foundation, Inc	KCRW/SMC acceptance of equipment Donations; included, but not limited to:	
	KCRW New Studios: Dalet Galaxy Software for all KCRW Production Studios. Dalet is the audio automation system controlling recording/playback of broadcast audio (\$99,151.83). One of several core systems that services KCRW operations.	October 2017: \$100,994.83
	KDRW/Santa Barbara: Custom studio furniture for upgrade project (\$1843.00/50% balance due).	
	KDRW/Santa Barbara studio upgrade project: Mic boom/mic arm, monitor arm; tax and freight. (\$1,495.34)	November 2017: \$98,489.47
	KCRW New Studios: custom mic cabinets (\$5,335.50/50% deposit); Dalet Hardware for new software, as stated above (\$91,658.63)	
	KCRW New Studios: Donor signage for Grand opening (\$18,306.40); Donor graphics for building grand Opening (\$4,079.90) Donor Recognition Wall in new building. (\$20,000.)	December 2017: \$42,386.30
	TOTAL DONATIONS: October-December 2017	\$241,870.60

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

Reviewed by: Tre-Shawn Hall-Baker, Interim Dean, Human Resources

Approved by: Sherri Lee-Lewis, Interim Vice-President, Human Resources

ELECTIONS

EFFECTIVE DATE

ADJUNCT FACULTY

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

REDUCED ASSIGNMENT

Chen, Thomas, Instructor, Life Sciences

01/02/2018 – 06/30/2018

Reduced assignment to 40%

LIMITED RETIREMENT

Chen, Thomas, Instructor, Life Sciences

Comment: Reducing percentage of work assignment to 60% commencing Fall 2018.

Kelly, Marcella, Instructor, Business

Comment: Reducing percentage of work assignment to 50% commencing Fall 2018.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 CLASSIFIED PERSONNEL - REGULAR

Requested Action: Approval/Ratification

Reviewed by: Tre-Shawn Hall-Baker, Interim Dean, Human Resources

Approved by: Sherri Lee-Lewis, Interim Vice-President, Human Resources

All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.

<u>NEW CLASS DESCRIPTION</u>	<u>EFFECTIVE DATE</u>
Classification Title: Merchandising Buyer Proposed Salary Range: Classified Range 33	02/07/2018

<u>CLASSIFICATION RE-TITLE</u>	<u>EFFECTIVE DATE</u>
From: Bookstore Manager To: Campus Store Manager	02/07/2018

From: Assistant Bookstore Manager To: Campus Store Assistant Manager	02/07/2018
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From: Bookstore Operations Assistant To: Campus Store Operations Assistant	02/07/2018
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<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	<u>EFFECTIVE DATE</u>
From: Lead Bookstore Operations Assistant Classified Range 28 To: Campus Store Operations Coordinator Classified Range 30	02/07/2018

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Student Services Specialist (2 positions) African American Collegian Center/Latino Center, 12 months, 40 hours Funding Source: Student Equity Funds	02/07/2018

<u>ELECTIONS</u>	<u>EFFECTIVE DATE</u>
<u>PROMOTION</u> Juarez, Elise From: Bookstore Operations Assistant, Campus Store To: Campus Store Assistant Manager, Campus Store	02/07/2018

<u>PROBATIONARY/ADVANCE STEP PLACEMENT</u>	<u>EFFECTIVE DATE</u>
Yancy, Tymia, W & E Development Project Asst, Community & Contract Ed (Step B)	02/01/18
Yura, Benjamin S., Instructional Assistant – Math (Step B)	02/01/18

<u>WORKING OUT OF CLASSIFICATION (PROVISIONAL)</u>	<u>EFFECTIVE DATE</u>
Jimenez, Jorge From: Groundskeeper/Gardener, Grounds To: Irrigation Specialist, Grounds 100% Comment: Correction to length of Assignment	12/18/2017 – 02/28/2018

Landau, Marilyn 01/08/2018 - 04/08/2018
From: Administrative Assistant II, Community & Academic Relations
To: Administrative Assistant III, Community & Academic Relations, 100%

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Lemons, Bradley 02/13/2018– 06/05/2018
From: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 40 hrs
To: Lab. Tech.-Broadcasting/Electronic Media, Communications, 11 mos, 36 hrs

RE-ORGANIZATION

ESTABLISH

Administrative Assistant I (1 position) 01/02/2018
Athletics and Kinesiology, 12 months, 40 hours

Administrative Assistant I (1 position) 01/02/2018
Art and Communications, 12 months, 40 hours

Administrative Assistant I (1 position) 01/02/2018
Modern Languages, 11 months, 20 hours

ABOLISH

Administrative Assistant I (1 position) 01/02/2018
Athletics, 12 months, 40 hours

Administrative Assistant I (1 position) 01/02/2018
Art, 12 months, 40 hours

Administrative Assistant I (1 position) 01/02/2018
Communications, 12 months, 40 hours

Administrative Assistant I (1 position) 01/02/2018
Kinesiology, 12 months, 40 hours

Administrative Assistant I (1 position) 01/02/2018
Modern Languages, 12 months, 40 hours

TRANSFER

Fullard, Anisha 01/02/2018

From: Administrative Assistant I, Earth Science, 11 mos, 20 hrs
Administrative Assistant I, Academic Senate, 11 mos, 20 hrs
To: Administrative Assistant I, Earth Science, 11 mos, 20 hrs
Administrative Assistant I, Modern Languages, 11 mos, 20 hrs

Marcial, Christina 01/02/2018

From: Administrative Assistant I, Athletics, 12 mos, 40 hrs
To: Administrative Assistant I, Athletics and Kinesiology, 12 mos, 40 hrs

Pardo, Melissa 01/02/2018

From: Administrative Assistant I, Kinesiology, 12 mos, 40 hrs
To: Administrative Assistant I, English, 12 mos, 40 hrs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 CLASSIFIED PERSONNEL – LIMITED DURATION

Requested Action: Approval/Ratification

Reviewed by: Tre-Shawn Hall-Baker, Interim Dean, Human Resources

Approved by: Sherri Lee-Lewis, Interim Vice-President, Human Resources

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

ELECTIONS

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

	<u>Corrected Dates</u>
Blair, Lauren E., Costume Designer, Theatre Arts	07/01/2017-06/30/2018
Ramirez, Anthony M., Student Services Clerk, Matriculation	12/04/2017-01/18/2018
Sanchez, Ana M., Accounting Specialist, Fiscal Services	11/01/2017-06/30/2018
Woods, Christian R., Costume Designer, Theatre Arts	07/01/2017-06/30/2018

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL - NON MERIT SALARY SCHEDULE 2018

Reviewed by: Tre-Shawn Hall-Baker, Interim Dean, Human Resources

Approved by: Sherri Lee-Lewis, Interim Vice-President, Human Resources

Requested Action: Approval/Ratification

It is recommended that the non-merit salary schedule be approved with increases for Student Positions and Physical Education Department Employees, effective March 1, 2018.

SHORT TERM TEMPORARY – NON-MERIT CLASSIFICATIONS (Seasonal – as needed)
(Exempt from Classified Service under the provisions of Education Code Sections 88076)

STUDENT POSITIONS

College Student Assistant	\$12.00
College Student Intern	\$12.00
Tutorial Aide	\$12.00
College Work Study Student Assistant	\$12.00
EOP&S Student Tutor	\$12.00

PHYSICAL EDUCATION DEPARTMENT EMPLOYEES

Coaching Assistant	\$12.00
Recreation Director II	\$12.00

SPECIAL SERVICES

Art Model	\$23.00
Art Model with Costume	\$26.00
Community Services Specialist I	\$35.00
Community Services Specialist II (Extension)	\$50.00

SUMMER DAY CAMP

Recreation Director/Day Camp I	\$55.00
Recreation Director/Day Camp II	\$70.00
Recreation Director/Day Camp III	\$85.00

Comment: This salary schedule reflects the Board’s approval of incremental adjustments of the Santa Monica College Minimum Wage to coincide with the City of Santa Monica Wage Ordinance, beginning January 1, 2018. It affects student positions and physical education department employees. Hourly rates for Special Services and Summer Day Camp remain unchanged.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL - NON MERIT

Requested Action: Approval/Ratification

Reviewed by: Tre-Shawn Hall-Baker, Interim Dean, Human Resources

Approved by: Sherri Lee-Lewis, Interim Vice-President, Human Resources

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

College Student Assistant, \$12.00/hour (STHP)	8
College Work-Study Student Assistant, \$12.00/hour (FWS)	3

SPECIAL SERVICE

Community Services Specialist II, \$50.00/hour	3
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES

Requested Action: Approval/Ratification

*Requested by: Emil Zordilla, Assistant Director, Facilities Planning
Eric Pivovarovoff, Director, Facilities Management*

Approved by: Elaine Polachek, Interim Executive Vice-President

12-A CHANGE ORDER NO. 24 – HEALTH, PE, FITNESS, DANCE & CENTRAL PLANT

Change Order No. 24 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of \$19,486.

<u>Original Contract Amount</u>	\$ 39,556,000
Change Order No. 1	\$ 83,260
Change Order No. 2	\$ 14,491
Change Order No. 3	\$ 136,251
Change Order No. 4	\$ 65,454
Change Order No. 5	\$ 241,439
Change Order No. 6	\$ 61,814
Change Order No. 7	\$ 294,983
Change Order No. 8	\$ 51,463
Change Order No. 9	\$ 6,380
Change Order No. 10	\$ 78,438
Change Order No. 11	\$ 458,724
Change Order No. 12	\$ 9,012
Change Order No. 13	\$ 45,531
Change Order No. 14	\$ 101,998
Change Order No. 15	\$ 848,671
Change Order No. 16	\$ 151,974
Change Order No. 17	\$ 56,442
Change Order No. 18	\$ 6,965
Change Order No. 19	\$ 28,851
Change Order No. 20	\$ 34,368
Change Order No. 21	\$ 394,672
Change Order No. 22	\$ 26,323
Change Order No. 23	\$ 106,245
Change Order No. 24	\$ 19,486
Revised Contract Amount	\$ 42,879,235

Project Schedule: This change order does not result in a change to the contract length. The construction portion is substantially complete. Punch list items are currently being worked on and estimated to be complete February 2018.

Funding Source: Measure AA

Comment: Change Order No. 24 includes the labor and material cost for the following:

- Add control joints in interior drywall to minimize cracking for large monolithic surfaces in Core Performance Center;
- Provide concrete pad and electrical connection to Uninterruptable Power Supply (UPS) for leak detection system in Core Performance Center;
- Pavilion Drywall repair to relocate ductwork to accommodate existing conditions, provide additional support for toilet accessories & fill-in existing wall opening;
- Pavilion Drywall repair for installation of new media equipment required for classroom usage;
- Install drywall ceiling inside Pavilion elevator machine room to replace abated plaster ceiling;
- Build enclosure around exposed wall-mounted utility piping at south Pavilion corridor.

12-B CHANGE ORDER NO. 8 – STUDENT SERVICES BUILDING

Change Order No. 8 – BERNARDS BROS. on the Student Services Building project in the amount of \$67,477.

<u>Original Contract Amount</u>	<u>\$ 77,438,000</u>
Change Order No. 1	\$ 17,634
Change Order No. 2	\$ 13,169
Change Order No. 3	\$ 28,294
Change Order No. 4	\$ 204,509
Change Order No. 5	\$ 39,913
Change Order No. 6	\$ 93,862
Change Order No. 7	\$ 86,274
Change Order No. 8	<u>\$ 67,477</u>
Revised Contract Amount	\$ 77,989,132

Project Schedule: This change order does not result in a change to the contract length. As of this change order, estimated project completion is January 2019

Funding Source: Measure U

Comment: Change Order No. 8 includes the labor and material cost to furnish and install the following (The first three bullets are changes related to accommodating existing site conditions. The fourth and fifth bullet (steel beams and alternate fuse clips) are architect errors/omissions)

- Revise Sub-Surface Draining (SSD) piping at Parking Level 3 to avoid grade beam;
- Dewater existing fire line pipe and add a tee and shut-off valve and tie into new fire line pipe for the new building;
- Install metal wall panel as an alternate attachment method to the original basis of design;
- Additional steel beams for Stair Number 5 to support landing at Level 2 and 3;
- Provide alternate fuse clips for the existing high voltage switchgear on campus to be code compliant

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES *(continued)*

12-C CHANGE ORDER NO. 3 – AET/KCRW/PAC EW SECURITY SYSTEMS

Change Order No. 3 – DIMENSION DATA on AET/KCRW/PAC EW Security Systems project for \$52,506.

<u>Original Contract Amount</u>	\$2,306,442.07
Change Order No. 1	\$ 17,268
Change Order No. 2	0
Change Order No. 3	\$ 52,506
Revised Contract Amount	\$2,376,216.07

Project Schedule: As of this change order, estimated project completion is May 2018.

Funding Source: Measure AA

Comment: Change Order No. 3 includes labor and material cost to furnish and install the following:

- Access control to six (6) doors in the Academy of Entertainment Technology (AET) Parking Structure;
- Move camera location near door 270A and reroute cable to support improved camera view and change camera mount for AET Buildings C and D;
- Replace transfer hinge and wire door from hinge to lock at AET Building D Door 130;
- Conduit cables and connection for relocating wall mount talk-a-phone by first floor elevator;
- Relocate roadside camera to KCRW Building roof;
- Access control hardware for Doors 182A, 180G, 217A and 200A;
- Additional cabling inside door and installation of electrical supply at AET Building D doors 100D & 100E;
- Communication cabling required for AET and Performing Arts Center East Fire Life Safety (FLS) integration;
- Diagnosis and replacement of lock at Door 106 at the Performing Arts Center.

12-D CORRECTION TO AGREEMENT FOR ARCHITECTURAL SERVICES – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Correct Amendment Number and Revised Contract Amount for Architectural Services with GENSLER for the HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT project approved at the January 16, 2018 Board of Trustees meeting. The correct Amendment Number should have been Amendment No. 11 and correct Revised Contract Amount should have been \$5,528,936. Amendment No. 11 price was correct at \$190,000.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES *(continued)*

12-E AMENDMENT NO. 18 and 19 TO AGREEMENT FOR ARCHITECTURAL SERVICES – ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

Amend agreement with CLIVE WILKINSON ARCHITECTS for the Academy of Entertainment and Technology project for \$350,000 plus reimbursable expenses.

Original Contract Amount	\$5,550,000
Amendment No. 1	496,000
Amendment No. 2	78,868
Amendment No. 3	121,095
Amendment No. 4	74,500
Amendment No. 5	144,126
Amendment No. 6	2,925
Amendment No. 7	109,585
Amendment No. 8	90,585
Amendment No. 9	94,500
Amendment No. 10	163,500
Amendment No. 11	81,775
Amendment No. 12	850,000
Amendment No. 13	38,990
Amendment No. 14	67,580
Amendment No. 15	512,560
Amendment No. 16	141,410
Amendment No. 17	730,250
Amendment No. 18	250,000
<u>Amendment No. 19</u>	<u>100,000</u>
Revised Contract Amount	\$9,698,249

Funding Source: Measure AA

Comment: Amendment No. 18 provides for supplemental construction administration due to project extended schedule through substantial and final completion of the AET Campus & Parking Structure and the AV/Broadcast projects. This includes additional design work for changes necessitated to address work error and lack of coordination, extra coordination with sub-contractors, and extended punch list activities.

Amendment No. 19 provides for review of claims which include contractor's schedule impact claims and attending additional Potential Change Orders (PCOs) meetings, schedule review, and settlement negotiation meetings.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES *(continued)*

12-F AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – THE MATH AND SCIENCES BUILDING (PROJECT)

Amend the agreement with Cannon Design Architects for “Architectural Services” for the Math and Sciences Building (Project) at Santa Monica College:

- (1) Substitute the name “Cannon Design Architects” with “Cannon/Parkin, Inc.” wherever it appears in the contract; and
- (2) Cannon/Parkin, Inc. hereby unconditionally assumes and agrees to be bound by all obligations and liabilities of Cannon Design Architects under or relating to the contract.

Funding Source: Measure S, V

Comment: There is no financial impact associated with this Board action.

12-G PROJECT CLOSE OUT - ROOFS AND DECKS

Subject to completion of punch list items by LETNER ROOFING CO., authorize the District Representative without further action of the Board of Trustees, to accept the project described as ROOFS AND DECK as being complete upon completion of punch list items by LETNER ROOFING CO. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

12-H PROJECT CLOSE OUT - TEMPORARY AIR CONDITIONING PROJECT

Subject to completion of punch list items by MURRAY COMPANY, authorize the District Representative without further action of the Board of Trustees, to accept the project described as TEMPORARY AIR CONDITIONING PROJECT as being complete upon completion of punch list items by MURRAY COMPANY. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

12-I PROJECT CLOSE OUT – PERFORMING ARTS CENTER, EAST WING PROJECT

Subject to completion of punch list items by BERNARDS BROS. authorize the District Representative without further action of the Board of Trustees, to accept the project described as PERFORMING ARTS CENTER –EAST WING as being complete. Upon completion of punch list items by Bernards the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES *(continued)*

12-J APPROVAL OF ON-CALL ARCHITECTURAL/ENGINEERING PROFESSIONAL SERVICES FOR VARIOUS CAPITAL IMPROVEMENT PROJECTS UNDER \$5 MILLION

Approve list of qualified on-call consultants to provide engineering and architectural-related services on an on-call basis in an amount not to exceed \$750,000 plus \$50,000 in reimbursable expenses.

While a firm must be on the approved list of on-call architects to be selected, this Board action does not guarantee that a consultant will be asked to submit on any project, nor that the consultant will receive any assignments. The volume of work assigned to consultants will be dependent on workload and funding availability.

The following firms are deemed prequalified to provide professional services:

1. Architecture 9 P PLLLP
2. Carde Ten Architecture + Consulting
3. DLR Group
4. Dougherty
5. Gonzalez Goodale Architects
6. Gwynne Pugh Urban Studio
7. HGA Architects
8. Huitt-Zollars, Inc.
9. IBI Group
10. Johnson Fain
11. Lionakis Architects
12. MYNG Architects
13. PBK
14. PBWS
15. SVA Architect
16. TR Design Group Inc.
17. Westberg + White, Inc.
18. TSK
19. CSDA Design Group

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

Comment: The Facilities Planning Department solicited a Request for Qualifications (RFQ's) for on-call professional Architecture Services to assist with the delivery of capital improvement projects, District planning activities, and other services. Requests for proposals will be solicited from the list of qualified firms as projects are identified.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12 FACILITIES *(continued)*

12-K APPROVAL OF COMMISSIONING PROFESSIONAL SERVICES CONTRACT FOR THE MATH AND SCIENCE BUILDING

Agreement with ARUP to provide "Enhanced Commissioning" services for the Math and Science Project in the amount of \$73,920.

Funding Source: Measure V Funds

Comment: Vanir Construction Management reviewed qualifications from multiple contractors providing Enhanced Commissioning Services for projects with similar scope, size, magnitude, and schedule demands. 3Qc Engineering, Arup, and Jacobs Engineered were deemed the most competent and appropriate teams to participate in the project and were invited to submit a cost proposal. The qualifications based competitive process identified ARUP as the lowest responsible bidder.

The scope of services in this contract includes,

- Developing of the Owner's Project Requirements (OPR),
- Developing Basis of Design (BOD),
- Preparation of technical specification,
- Commissioning the mechanical, electrical, plumbing, and renewable energy systems to satisfy LEED® V.4 certification requirement,
- Review building operations 10 months after substantial completion, and
- Develop an on-going commissioning plan

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 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: Elaine Polachek, Interim Executive Vice President

Title of Grant: Workforce Innovation and Opportunity Act, Title II (WIOA):
Adult Education and Family Literacy Act

Granting Agency: California Department of Education (bypass for U.S. Department of Education)

Augmentation Amount: \$57,650

Matching Funds: NA

Performance Period: July 1, 2017 – June 30, 2018

Summary: The Workforce Innovation & Opportunity Act (WIOA) is a federally-funded program that is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.
Santa Monica College (SMC) noncredit division received funding from the Workforce Innovation and Opportunity Act Title II (WIOA II) in the amount of \$57,650. These grant funds will be used to Integrate English Literacy and Civics Education (IELCE) into the ESL curriculum. This grant will fund our (IELCE) Program development which allows the noncredit faculty to provide workforce preparation to the students and to increase the use of technology, for noncredit faculty and students.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8100	Federal	\$ 57,650
Expenditures		
1000	Academic Salaries	\$ 35,698
2000	Non-Academic Salaries	\$ 8,165
3000	Employee Benefits	\$ 12,270
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 1,517
6000	Capital Outlay	\$ 0
7300	Other Outgo/Indirect	\$ 0
7600	Student Aid	\$ 0
Total		\$ 57,650

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification

Requested by: Mike Tuitasi, Vice President, Student Affairs

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

Approved by: Elaine Polachek, Interim Executive Vice President

Title of Grant: Disabled Students Program and Services (DSPS)
 Granting Agency: California Community Colleges Chancellor's Office (CCCCO)
 Augmentation Amount: \$420,917 (Amended Allocation \$2,180,143)
 Matching Funds: \$76,253 Amended Match based on 25% of DHH allocation of \$305,012
 Performance Period: July 1, 2017 – June 30, 2018
 Summary: The DSPS program provides support services, specialized instruction, and educational accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their non-disabled peers. An Academic Accommodation Plan is developed for each student which links student goals, curriculum program, and academic adjustments, auxiliary aids, services and/or instruction to his/her disability related educational limitation.
 The CCCCCO released the P1 allocation Summary on November 9, 2017, providing an additional \$420,917 to be used as funding for Deaf & Hard of Hearing, Access to Print & Electronic information and an increase to the DSPS Program Services advance allocation.

Budget Augmentation: Restricted Fund 01.3

Revenue		
8600	State	\$ 420,917
Expenditures		
1000	Academic Salaries	\$ 81,142
2000	Non-Academic Salaries	\$ 211,727
3000	Employee Benefits	\$ 93,026
4000	Supplies & Materials	\$ 0
5000	Other Operating Expenditures	\$ 35,022
6000	Capital Outlay	\$ 0
7300	Other Outgo	\$ 0
7600	Student Aid	\$ 0
Total		\$ 420,917

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Chief Director of Business Services

Approved by: Elaine Polachek, Interim Executive Vice President

Requested Action: Approval/Ratification

14-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: December 19, 2017 through January 23, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	236,249
3000	Benefits	39
4000	Supplies	11,407
5000	Contract Services/Operating Exp	-15,157
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-232,538
Net Total:		0

14-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: December 19, 2017 through January 23, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	105,000
3000	Benefits	0
4000	Supplies	-131,247
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	26,247
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 BUDGET TRANSFERS

14-C FUND 40.0 – CAPITAL PROJECTS FUND

Period: December 19, 2017 through January 23, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	0
5000	Contract Services/Operating Exp	49,086
6000	Sites/Buildings/Equipment	-49,086
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

14-D FUND 42.4 – REVENUE BOND CONSTRUCTION FUND (MEASURE AA)

Period: December 19, 2017 through January 23, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	0
4000	Supplies	1,008
5000	Contract Services/Operating Exp	20,520
6000	Sites/Buildings/Equipment	-21,528
7100/7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager
Approved by: Elaine Polachek, Interim Executive Vice President
Requested Action: Approval/Ratification

<u>Payroll Warrant Register</u>		
December 2017	C1E-C2F	\$13,468,634.55

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

RECOMMENDATION NO. 16 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested by: Mitch Heskel, Dean, Educational Enterprise
Approved by: Elaine Polachek, Interim Executive Vice President
Requested Action: Approval/Ratification

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

Auxiliary Operations Payments and Purchase Orders

December 2017

Covered by check & voucher numbers: 015026-015282 & 01383-01400

Bookstore fund Payments	\$278,705.29
Other Auxiliary Fund Payments	\$ 79,596.93
Trust and Fiduciary Fund Payments	<u>\$264,802.50</u>
TOTAL	\$623,104.72

<u>Purchase Orders issued</u>	\$2,780.00
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December 2017

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 6, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION

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

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

RECOMMENDATION NO. 18 ORGANIZATIONAL MEMBERSHIPS

Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Elaine Polachek, Interim Executive Vice President
Requested Action: Approval/Ratification

Organizational Memberships

February 2018	Number of Memberships	Amount
	7	\$35,005

Funding Sources: Departmental Budgets

Comment: The list of organizational memberships in on file in the Offices of the Superintendent/President and Fiscal Services. The Los Angeles County Office of Education requires monthly approval of the list on file.

RECOMMENDATION NO. 19 PURCHASING

Requested by: Cynthia Moore, Director of Purchasing
Approved by: Elaine Polachek, Interim Executive Vice President
Requested Action: Approval/Ratification

19-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.

December 2017

\$133,062,173.23

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	February 6, 2018

INFORMATION ITEM 20 **CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING, JANUARY 18, 2017**

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, **January 24, 2018 at 8 a.m.** in Drescher 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

1. **CALL TO ORDER: 8:05 a.m.**

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

Others Present:

- Alicia Herrera – Varinek, Trine, Day & Company (VTD)– CPA
- Dr. Kathryn E. Jeffery, Superintendent/President
- Elaine Polachek, Interim Executive Vice President
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Chris Bonvenuto, Chief Director, Business Services
- Ramin Nematollahi, Citizens’ Bond Oversight Committee Coordinator
- Charlie Yen, Director, Contracts
- Emil Zordilla, Assistant Director, Facilities Planning

Community Member(s) Present:

- Stacy Dagleish

3. **APPROVAL OF MINUTES**
The minutes of the Citizens’ Bond Oversight Committee meeting of October 25, 2017 were approved as is. *Motion was made by Katherine Reuter and seconded by Sion Roy and unanimously approved by the committee.*

4. **CONFLICT OF INTEREST FORM**
Members completed and endorsed forms. The forms are on file. Members absent from meeting will mail in forms.

5. **REPORTS and DISCUSSION**

Ms. Alicia Herrera, Auditor for Varinek, Trine, Day & Company presented the 2016-2017 Financial and Performance Audit Reports.

A. Santa Monica Community College District
Measure U, Measure S, Measure AA General Obligation Bonds Financial and Performance Audit, June 30, 2017

She reviewed the Opinion of the findings which state:

“In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Measure U, Measure S, Measure AA General Obligation Bond Funds (Measure U, Measure S, and Measure AA) of the District as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United State of America.” (Page 3, of the SMCCD, Measure U, Measure S & Measure AA General Obligation Bonds Financial And Performance Audits – June 30, 2017 – Varinek, Trine, Day & Co. LLP)

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

**B. Santa Monica Community College District
Measure U, Measure S, Measure AA General Obligation Bonds
Performance Audit June 30, 2016**

Ms. Herrera discussed the procedures performed for the performance audit. A sample of expenditures was selected starting July 1, 2016 and ending June 30, 2017, and supporting documentation was reviewed to ensure that funds were properly expended on specific project list. The dollar value of transactions tested totaled \$50,600,727, which represent 63 percent of the total expenditures of \$79,817,120. *(Page 4, of the SMCCD, Measure U, Measure S & Measure AA General Obligation Bonds Performance Audits – June 30, 2017 – Varinek, Trine, Day & Co. LLP)*

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

Conclusion:

“The results of our test indicated that, in all significant respect, the Santa Monica Community College District has properly accounted for the expenditures held in the Measure, U, Measure S, and Measure AA general Obligation Bond Funds (Measure U, Measure S, Measure AA) and such expenditures were made for authorized bond projects. There were no salaries of administrative charged to the Measure U, Measure S, and Measure AA General Obligation Bond Funds for District general administration or operations.” (Page 4, of the SMCCD, Measure U, Measure S & Measure AA General Obligation Bonds Performance Audits – June 30, 2017 – Varinek, Trine, Day & Co. LLP)

Ms. Herrera also discussed the “none reported” comment regarding the Schedule of Findings and Questioned Costs – Page 5, (June 30, 2017) and reiterated that “There were no audit findings reported in the prior year’s Schedule of Findings and Questioned Costs.”

Motion was made by Sion Roy to accept the report as is and seconded by Jeffrey Graham and unanimously approved by the committee.

C. SMC Bond Capital Construction Budget Summary as of December 31, 2017.

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

- Center for Media and Design: The project had its grand opening December 2, 2017. KCRW is set to occupy space spring of 2018.
- East Wing Performing Arts Center: The PAC is completed.
- Core Performance Center: Is completed and currently hosting classes.
- Student Services Building: Structural steel is completely assembled and the building envelope is being installed, completion by 2018/2019.
- Malibu Campus: All regulatory agency approvals have been attained. Project to break ground in July 2018.
- Santa Monica Early Childhood Lab School: All regulatory agencies approvals have been attained and ground breaking Spring 2018.
- Math & Science Building Extension: The design phase is being finalized, and early renderings were shared with the committee. The design is to be completed summer of 2018 and submitted for DSA approval.

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

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

Measure U Budget:	\$160,000,000
Measure S Budget:	\$143,500,000
Measure AA Budget:	\$295,000,000
Other Funding Received:	\$ 26,741,995
Other Funding Pending:	\$ 52,594,548
Total Budget:	\$698,766,706
Estimate at Completion:	\$698,590,482
Bond Funds Remaining:	\$88,233,955

- Measure U: Total Measure U Expenditures last period were \$0; total remaining funds are \$1,127.00; no budget variance.
- Measure S: Total Measure S Expenditures last period were \$4,057,782; total remaining funds are \$38,992,691; no budget variance.
- Measure AA: Total Measure AA Expenditures last period were \$7,412,494; total remaining funds are \$49,247,618; no budget variance.

The committee requested a “more detailed financial report” and one will be provided at a subsequent meeting.

The Bond Sales/Expense Report indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of December 31, 2017.

Total Bond:	\$598,500,000
Total Available:	\$528,492,559
Total Expenses:	\$510,258,564
Total Available Remaining:	\$ 88,233,995
Total Unsold Bond:	\$ 7,441

- The SMC Bond Construction Program Contractor List as of December 31, 2017 was included in the packet.
- Current information on all bond construction projects is available at: <http://smcbondprogram.com> and at <http://www.smc.edu/CBOC>

6. SCHEDULE OF MEETINGS, 2017-2018

Wednesday, April 25, 2018 at 8 a.m.

Wednesday, July 25, 2018 at 8 a.m.

7. ADJOURNMENT: 9:05 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, April 25, 2018 at 8 a.m. in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 6, 2018

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT – 10:12 p.m.

The meeting was adjourned in memory of SMC student **David Taylor Sliff**.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, March 6, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL REVENUES	2017-2018 PROJECTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	107,933	63,937	107,933
TOTAL FEDERAL	107,933	63,937	107,933
STATE			
GENERAL APPORTIONMENT	61,230,146	31,986,478	62,700,349
EDUCATION PROTECTION ACCOUNT - PROP 30/55	15,019,386	7,509,694	15,019,386
COLA	1,860,805		1,879,856
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-		1,221,218
HOMEOWNERS EXEMPT	95,788	14,200	95,800
STATE LOTTERY REVENUE	3,573,817	1,807,882	3,402,371
MANDATED PROGRAM COSTS	616,667	1,210,138	1,232,791
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	3,996,071	-	3,996,071
OTHER STATE	1,204,361	410,963	1,204,361
TOTAL STATE	87,597,041	42,939,355	90,752,203
LOCAL			
PROP TAX SHIFT (ERAF)	13,824,023	531,901	12,405,701
SECURED TAX	13,775,270	6,213,111	14,519,220
SUPPLEMENTAL TAXES	361,103	119,782	361,103
UNSECURED TAX	573,351	562,937	573,000
PRIOR YRS TAXES	100,329	554,950	554,950
PROPERTY TAX - RDA PASS THRU	1,415,450	1,757,821	1,757,821
PROPERTY TAX - RDA RESIDUAL	2,307,502	-	2,185,221
RENTS	150,000	37,126	150,000
INTEREST	329,900	111,398	445,000
ENROLLMENT FEES	14,132,977	9,207,221	13,878,911
UPPER DIVISION FEES	65,520	26,394	65,520
STUDENT RECORDS	405,800	92,710	402,800
NON-RESIDENT TUITION/INTENSIVE ESL	35,920,056	21,448,135	34,790,856
FEE BASED INSTRUCTION	309,069	1,005	309,069
OTHER STUDENT FEES & CHARGES	88,700	50,331	88,050
F1 APPLICATION FEES	257,100	90,888	218,000
OTHER LOCAL	706,500	95,977	706,500
I. D. CARD SERVICE CHARGE	1,078,000	604,997	1,104,400
LIBRARY FINES	7,075	222	7,075
PARKING FINES	203,662	65,316	203,662
TOTAL LOCAL	86,011,387	41,572,222	84,726,859
TOTAL REVENUE	173,716,361	84,575,514	175,586,995
TRANSFER IN	165,891	31,134	168,491
SALE OF EQUIPMENT AND SUPPLIES	-	5,104	5,104
TOTAL OTHER FINANCING SOURCES	165,891	36,238	173,595
TOTAL REVENUE AND TRANSFERS	173,882,252	84,611,752	175,760,590

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL EXPENDITURES	2017-2018 PROJECTED BUDGET
INSTRUCTION	29,264,953	11,497,479	28,256,826
ACADEMIC MANAGERS	7,102,482	2,957,567	6,784,103
NON-INSTRUCTION	6,865,613	2,457,080	6,288,925
HOURLY INSTRUCTION	32,301,769	15,956,857	34,769,968
HOURLY INSTRUCTION - FEE BASED INSTRUCTION	77,001	-	77,001
HOURLY NON-INSTRUCTION	4,710,045	1,953,046	4,720,045
SUPPLEMENTAL RETIREMENT PLAN - FACULTY	-	574,225	574,225
SUPPLEMENTAL RETIREMENT PLAN - ACADEMIC MANAGERS	-	140,282	140,282
VACANT POSITIONS	139,360	-	-
VACANCY SAVINGS	(91,978)	-	-
TOTAL ACADEMIC	80,369,245	35,536,536	81,611,375
CLASSIFIED REGULAR	23,708,300	9,670,185	22,772,032
CLASSIFIED MANAGERS	6,072,998	2,548,647	5,926,865
CLASS REG INSTRUCTION	3,498,757	1,410,191	3,541,208
CLASSIFIED HOURLY	1,579,134	1,010,108	1,869,740
CLASS HRLY INSTRUCTION	566,478	183,553	573,081
SUPPLEMENTAL RETIREMENT PLAN - CSEA	-	390,191	390,191
SUPPLEMENTAL RETIREMENT PLAN - CLASSIFIED MANAGERS	-	209,423	209,423
VACANT POSITIONS	1,052,817	-	815,604
VACANCY SAVINGS	(694,859)	-	(672,873)
TOTAL CLASSIFIED	35,783,625	15,422,298	35,425,271
STRS	8,179,588	3,686,370	7,792,710
STATE ON-BEHALF PENSION CONTRIB TO STRS	3,996,071	-	3,996,071
PERS	6,027,797	2,540,547	5,846,446
OASDI/MEDICARE	3,866,289	1,707,682	3,799,896
H/W	15,612,979	5,204,293	15,180,829
RETIREEES' H/W	3,930,807	1,905,963	4,306,085
SUI	167,639	73,119	187,624
WORKERS' COMPENSATION	2,128,685	913,719	2,127,018
ALTERNATIVE RETIREMENT	530,000	240,092	530,000
BENEFITS REL TO FEE BASED INSTRUCTION	19,844	-	19,844
BENEFITS RELATED TO VACANT POSITIONS	286,126	-	195,747
BENEFITS RELATED TO VACANCY SAVINGS	(188,843)	-	(161,491)
TOTAL BENEFITS	44,556,982	16,271,785	43,820,779
SUPPLIES	1,027,740	351,199	1,062,120
TCO-SUPPLIES	76,440	30,999	76,440
TOTAL SUPPLIES	1,104,180	382,198	1,138,560
CONTRACTS/SERVICES	13,731,828	5,150,424	13,766,975
INSURANCE	1,133,798	997,046	1,133,798
UTILITIES	3,493,432	1,959,137	3,857,971
TOTAL SERVICES	18,359,058	8,106,607	18,758,744
EQUIPMENT	-	-	-
TECHNOLOGY REPLACEMENT	-	-	-
TCO - EQUIPMENT REPLACEMENT	-	-	-
TOTAL CAPITAL	-	-	-
TOTAL EXPENDITURES	180,173,090	75,719,424	180,754,729
OTHER OUTGO - TRANSFERS	333,689	130,294	333,689
OTHER OUTGO - STUDENT AID	2,500	-	2,500
TOTAL TRANSFERS/FINANCIAL AID	336,189	130,294	336,189
TOTAL EXPENDITURES & TRANSFERS	180,509,279	75,849,718	181,090,918

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS *	167,277,982	84,012,159	167,423,928
TOTAL EXPENDITURES AND TRANSFERS	179,140,050	69,346,474	174,127,451
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	1,478,303	-	1,011,351
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(975,680)	-	(834,364)
OPERATING SURPLUS/(DEFICIT)	(12,364,691)	14,665,685	(6,880,510)
ONE-TIME ITEMS			
FTES BORROWING	6,604,270	-	6,515,851
PRIOR YEAR APPORTIONMENT ADJ	-	-	1,221,218
MANDATED COST BLOCK GRANT	-	599,593	599,593
SUPPLEMENTAL RETIREMENT PLAN	-	(6,229,422)	(6,229,422)
ONE-TIME BUDGET AUGMENTATION	(790,166)	(242,823)	(480,618)
TOTAL COST OF OWNERSHIP-SUPPLIES	(76,440)	(30,999)	(76,440)
OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS	(6,627,027)	8,762,034	(5,330,328)
BEGINNING BALANCE	21,371,774	21,371,774	21,371,774
ENDING FUND BALANCE	14,744,747	30,133,808	16,041,446
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	8.17%	39.73%	8.86%

DESIGNATION OF FUND BALANCE

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
UNDESIGNATED FUND BALANCE	10,907,356	26,420,725	12,328,363
UNDESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	6.03%	34.83%	6.82%
DESIGNATED RESERVE FOR:			
CLASSIFIED EMPLOYEE WELFARE FUND	461,846	461,846	461,846
RESERVE FOR FUTURE STRS AND PERS INCREASES	3,375,545	3,251,237	3,251,237
TOTAL	3,837,391	3,713,083	3,713,083
DESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	2.12%	4.90%	2.05%
TOTAL ENDING FUND BALANCE	14,744,747	30,133,808	16,041,446
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS**	8.17%	39.73%	8.86%

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

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	709,844	88,280	709,844
FWS-FEDERAL WORK STUDY	514,817	17,274	514,817
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	56,669	-	59,646
FEDERAL CARRYOVERS	1,481,415	509,902	1,481,415
OTHER FEDERAL	2,080,856	7,771	2,427,094
TOTAL FEDERAL	4,843,601	623,227	5,192,816
STATE			
LOTTERY	1,174,954	196,740	1,174,954
BASIC SKILLS INITIATIVE	356,040	248,120	477,154
SFAA-STUDENT FINANCIAL AID ADMIN	907,505	469,191	907,505
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,249,776	649,884	1,269,299
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	84,352	43,863	85,670
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,759,226	914,798	1,759,226
CALWORKS	301,627	156,846	322,102
STUDENT SUCCESS (CREDIT)	5,098,137	2,651,031	5,098,137
STUDENT SUCCESS (NON-CREDIT)	78,714	33,293	78,714
STUDENT SUCCESS (STUDENT EQUITY)	1,560,701	811,565	1,994,770
EQUAL EMPLOYMENT OPPORTUNITY	50,000	50,000	50,000
NURSING EDUCATION-ENROLLMENT GROWTH ASSOC DEGREE NURSING P	154,000	-	154,000
NURSING EDUCATION-ASSESSMENT, REMEDIATION, & RETENTION FOR AA	114,000	-	114,000
STRONG WORKFORCE PROGRAM	985,024	512,212	985,024
ADULT EDUCATION BLOCK GRANT	386,508	193,254	386,508
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	726,994	320,877	594,571
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	366,455	-	366,455
STATE CARRYOVERS	10,728,595	7,662,141	10,728,595
OTHER STATE	1,167,999	882,652	1,224,396
TOTAL STATE	27,250,607	15,796,467	27,771,080
LOCAL			
PICO PROMISE	147,800	73,900	147,800
HEALTH FEES	1,297,747	805,486	1,297,747
PARKING FEES	1,686,804	979,366	1,686,804
DONATIONS-KCRW	3,287,698	989,447	3,105,054
RADIO GRANTS	1,286,109	979,746	1,399,638
COMMUNITY SERVICES	693,991	241,942	693,991
CONSOLIDATED CONTRACT ED-LOCAL	318,059	55,012	318,059
LOCAL CARRYOVERS	221,811	408,187	404,455
OTHER LOCAL	6,311,595	2,963,924	6,311,595
TOTAL LOCAL	15,251,614	7,497,010	15,365,143
TOTAL REVENUE	47,345,822	23,916,704	48,329,039

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
INSTRUCTION	21,515	-	21,515
MANAGEMENT	2,248,190	671,363	2,377,863
NON-INSTRUCTION	2,473,636	956,797	2,504,227
HOURLY INSTRUCTION	136,499	-	114,745
HOURLY NON-INSTRUCTION	5,851,092	2,378,024	6,039,253
TOTAL ACADEMIC	10,730,932	4,006,184	11,057,603
CLASSIFIED REGULAR	5,181,124	1,942,333	5,121,134
CLASSIFIED MANAGERS	534,162	239,165	564,148
CLASS REG INSTRUCTION	83,366	16,762	51,778
CLASSIFIED HOURLY	2,260,933	835,292	2,345,101
CLASS HRLY INSTRUCTION	322,000	76,488	322,000
TOTAL CLASSIFIED	8,381,585	3,110,040	8,404,161
BENEFITS HOLDING ACCOUNT	6,094,520	-	4,345,355
STRS	-	410,474	410,474
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	-
PERS	-	385,428	385,428
OASDI/MEDICARE	-	270,057	270,057
H/W	-	599,927	599,927
SUI	-	3,445	3,445
WORKERS' COMP.	-	127,122	127,122
ALTERNATIVE RETIREMENT	-	46,511	46,511
TOTAL BENEFITS	6,094,520	1,842,964	6,188,319
TOTAL SUPPLIES	1,758,690	366,660	1,785,239
CONTRACTS/SERVICES	9,176,621	2,852,560	9,511,480
INSURANCE	4,716,220	2,033,660	4,716,220
UTILITIES	162,600	69,278	162,600
TOTAL SERVICES	14,055,441	4,955,498	14,390,300
BLDG & SITES	1,656,974	185,500	1,708,712
EQUIPMENT/LEASE PURCHASE	4,284,506	1,293,920	4,148,061
TOTAL CAPITAL	5,941,480	1,479,420	5,856,773
TOTAL EXPENDITURES	46,962,648	15,760,766	47,682,395
OTHER OUTGO - STUDENT AID	620,034	194,019	880,904
OTHER OUTGO - TRANSFERS	165,891	31,134	168,491
TOTAL OTHER OUTGO	785,925	225,153	1,049,395
TOTAL EXPENDITURES & OTHER OUTGO	47,748,573	15,985,919	48,731,790

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	47,345,822	23,916,704	48,329,039
TOTAL EXPENDITURES AND TRANSFERS	47,748,573	15,985,919	48,731,790
OPERATING SURPLUS/(DEFICIT)	(402,751)	7,930,785	(402,751)
BEGINNING BALANCE	8,237,731	8,237,731	8,237,731
CONTINGENCY RESERVE/ENDING FUND BALANCE	7,834,980	16,168,516	7,834,980
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	16.41%	101.14%	16.08%

CAPITAL OUTLAY FUND 40.0
2017-2018 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
REVENUE			
STATE			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	726,993	366,336	726,993
PROP 39 - CLEAN ENERGY PROJECTS	737,067	737,067	737,067
STATE CARRYOVERS	3,733,269	3,733,269	3,733,269
TOTAL STATE	5,197,329	4,836,672	5,197,329
LOCAL			
PROPERTY TAX - RDA PASS THRU	-	-	-
RENTS	274,525	-	274,525
INTEREST	200,000	68,570	200,000
NON-RESIDENT CAPITAL CHARGE	2,981,120	1,764,553	2,981,120
LOCAL INCOME	6,000	1,812	6,000
TOTAL LOCAL	3,461,645	1,834,935	3,461,645
TOTAL REVENUES	8,658,974	6,671,607	8,658,974
EXPENDITURES			
SUPPLIES	1,500	-	1,500
CONTRACT SERVICES	1,864,172	1,069,714	1,864,172
CAPITAL OUTLAY	22,131,108	1,778,787	22,131,108
TOTAL EXPENDITURES	23,996,780	2,848,501	23,996,780
TOTAL EXPENDITURES AND TRANSFERS	23,996,780	2,848,501	23,996,780
OPERATING SURPLUS/(DEFICIT)	(15,337,806)	3,823,106	(15,337,806)
BEGINNING BALANCE	15,337,806	15,337,806	15,337,806
ENDING FUND BALANCE	-	19,160,912	-

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	75,000	28,532	75,000
TOTAL REVENUE	75,000	28,532	75,000
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	-	-	-
CAPITAL OUTLAY	9,451,289	9,404,805	9,451,289
TOTAL EXPENDITURES	9,451,289	9,404,805	9,451,289
OPERATING SURPLUS/(DEFICIT)	(9,376,289)	(9,376,273)	(9,376,289)
BEGINNING BALANCE	9,376,289	9,376,289	9,376,289
ENDING FUND BALANCE	-	16	-

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	629,000	188,526	629,000
TOTAL REVENUE	629,000	188,526	629,000
EXPENDITURES			
SUPPLIES	-	-	-
CONTRACT SERVICES	176,000	33,594	176,000
CAPITAL OUTLAY	54,009,256	4,318,371	54,009,256
TOTAL EXPENDITURES	54,185,256	4,351,965	54,185,256
OPERATING SURPLUS/(DEFICIT)	(53,556,256)	(4,163,439)	(53,556,256)
BEGINNING BALANCE	53,556,256	53,556,256	53,556,256
ENDING FUND BALANCE	-	49,392,817	-

MEASURE AA FUND 42.4
2017-2018 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	644,000	244,590	644,000
TOTAL REVENUE	644,000	244,590	644,000
EXPENDITURES			
SUPPLIES	37,500	28,043	37,500
CONTRACT SERVICES	195,000	136,434	195,000
CAPITAL OUTLAY	66,631,466	12,345,738	66,631,466
TOTAL EXPENDITURES	66,863,966	12,510,215	66,863,966
OPERATING SURPLUS/(DEFICIT)	(66,219,966)	(12,265,625)	(66,219,966)
BEGINNING BALANCE	66,219,966	66,219,966	66,219,966
ENDING FUND BALANCE	-	53,954,341	-

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
REVENUE			
FEDERAL GRANTS	28,927,066	14,283,404	28,927,066
FEDERAL LOANS	3,000,000	1,139,129	3,000,000
CAL GRANTS	2,954,500	1,279,306	2,954,500
FULL TIME STUDENT SUCCESS GRANT	911,908	911,608	911,908
CALIFORNIA COMPETITION GRANT	400,000	309,000	400,000
NON-RESIDENT DREAMER WORLD	-	157,723	157,723
TRANSFER	303,689	100,294	303,689
TOTAL REVENUE	36,497,163	18,180,464	36,654,886
EXPENDITURES			
FINANCIAL AID	36,497,163	18,110,208	36,654,886
TOTAL EXPENDITURES	36,497,163	18,110,208	36,654,886
ENDING FUND BALANCE	-	70,256	-

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL FUND BALANCE	2017-2018 PROJECTED BUDGET
BEGINNING BALANCE	15,515	15,515	15,515
REVENUE			
TRANSFER	30,000	30,000	30,000
INTEREST	230	24	230
TOTAL REVENUE	30,230	30,024	30,230
TOTAL FUNDS AVAILABLE	45,745	45,539	45,745
EXPENDITURES			
SCHOLARSHIP	30,000	15,000	30,000
TOTAL EXPENDITURES	30,000	15,000	30,000
ENDING FUND BALANCE	15,745	30,539	15,745

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

ACCOUNTS	2017-2018 ADOPTED BUDGET	December 31, 2017 ACTUAL	2017-2018 PROJECTED BUDGET
BEGINNING BALANCE	2,408,566	2,429,016	2,408,566
ADJ. TO BEG. BALANCE	-	-	20,452
ADJUSTED BEGINNING BALANCE	<u>2,408,566</u>	<u>2,429,016</u>	<u>2,429,018</u>
REVENUE			
GROSS SALES	5,485,366	2,349,438	5,485,366
LESS: COST OF GOODS	<u>(3,832,214)</u>	<u>(1,631,406)</u>	<u>(3,832,214)</u>
NET	1,653,152	718,032	1,653,152
VENDOR INCOME	726,000	318,013	726,000
AUXILIARY PROGRAM INCOME	<u>388,803</u>	<u>187,269</u>	<u>382,303</u>
NET INCOME	2,767,955	1,223,314	2,761,455
INTEREST	<u>21,000</u>	<u>12,475</u>	<u>21,000</u>
TOTAL REVENUE	<u>2,788,955</u>	<u>1,235,789</u>	<u>2,782,455</u>
TOTAL FUNDS AVAILABLE	<u>5,197,521</u>	<u>3,664,805</u>	<u>5,211,473</u>
EXPENDITURES			
STAFFING	1,053,550	446,786	1,053,550
FRINGE BENEFITS	319,827	120,932	319,827
OPERATING	<u>1,530,308</u>	<u>506,390</u>	<u>1,530,308</u>
TOTAL EXPENDITURES	<u>2,903,685</u>	<u>1,074,108</u>	<u>2,903,685</u>
ENDING FUND BALANCE	<u>2,293,836</u>	<u>2,590,697</u>	<u>2,307,788</u>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD ▼

Fiscal Year: 2017-2018

District: (780) SANTA MONICA

Quarter Ended: (Q2) Dec 31, 2017

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	150,335,559	175,904,203	170,016,362	175,586,995
A.2	Other Financing Sources (Object 8900)	120,779	128,383	90,235	173,595
A.3	Total Unrestricted Revenue (A.1 + A.2)	150,456,338	176,032,586	170,106,597	175,760,590
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	150,318,178	165,574,581	172,334,364	180,754,729
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	328,362	313,991	326,050	336,189
B.3	Total Unrestricted Expenditures (B.1 + B.2)	150,646,540	165,888,572	172,660,414	181,090,918
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-190,202	10,144,014	-2,553,817	-5,330,328
D.	Fund Balance, Beginning	13,971,779	13,781,577	23,925,591	21,371,774
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	13,971,779	13,781,577	23,925,591	21,371,774
E.	Fund Balance, Ending (C. + D.2)	13,781,577	23,925,591	21,371,774	16,041,446
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.1%	14.4%	12.4%	8.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,694	21,727	22,024	18,654
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		35,788,091	45,552,081	40,360,871
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	32,588,528	35,788,091	45,552,081	40,360,871

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)	173,716,361	175,586,995	84,575,514	48.2%
I.2	Other Financing Sources (Object 8900)	165,891	173,595	36,238	20.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	173,882,252	175,760,590	84,611,752	48.1%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	180,173,090	180,754,729	75,719,424	41.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	336,189	336,189	130,294	38.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	180,509,279	181,090,918	75,849,718	41.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-6,627,027	-5,330,328	8,762,034	
L.	Adjusted Fund Balance, Beginning	21,371,774	21,371,774	21,371,774	
L.1	Fund Balance, Ending (C. + L.2)	14,744,747	16,041,446	30,133,808	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.2%	8.9%		

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

NO

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

The District is currently experiencing a decline in enrollment and is currently in Stabilization. This decline in enrollment coupled with increases in expenditures related to salary (step/column, longevity), increases in pension contributions and increases in health and welfare costs has resulted in a significant current year deficit. The District projects this deficit to grow in 2018-2019 as the District emerges from Stabilization and recognizes a reduction in State Apportionment as a result of the lower enrollment. To help mitigate the severity of the deficit, the District offered a Supplemental Retirement Program in December which resulted in the early retirement of 78 employees resulting in several millions of dollars in savings. While the District reserves are healthy, without additional revenue generation and/or expenditure reduction, the District faces serious budgetary complications in 2018-2019 and beyond.