



# MINUTES

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

TUESDAY, MAY 7, 2019

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/>

## 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, May 7, 2019.

### I. ORGANIZATIONAL FUNCTIONS

- CALL TO ORDER – 5:30 p.m.
- ROLL CALL  
 Dr. Margaret Quiñones-Perez, Chair - Present  
 Dr. Nancy Greenstein, Vice-Chair - Present  
 Dr. Susan Aminoff - Present  
 Dr. Louise Jaffe - Present  
 Rob Rader - Present  
 Dr. Sion Roy - Present  
 Barry A. Snell - Present  
 Alexandria Boyd, Student Trustee – Present (for public session)
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

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

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

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

### III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:01 p.m.

Board Chair Margaret Quiñones-Perez announced that Superintendent/President Kathryn Jeffery is not present for this meeting and Executive Vice-President Elaine Polachek is sitting at the dais with the Board.

Motion was made by Barry Snell and seconded by Sion Roy to move Recommendation #23 – Receipt of Personnel Commission Proposed Budget, and Recommendation No 30 – SMC’s Vision for Success Goals and Equity Plan Priorities before the Consent Agenda. The motion was unanimously approved.

- PLEDGE OF ALLEGIANCE- Maria Martinez

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

**IV. SUPERINTENDENT'S REPORT**

**V. PUBLIC COMMENTS**

Paniz Karimpour  
Joshua Roizman  
Abigail Yosian  
Chloe Levian  
Maria Damian  
Lizzy Moore  
Hesham Jarmakani  
Judith Douglas

**VI. ACADEMIC SENATE REPORT**

**VII. REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

**VIII. CONSENT AGENDA**

**Approval of Minutes**

- #1 Approval of Minutes: April 2, 2019 (Regular Meeting)  
April 17, 2019 (Special Meeting/Workshop)

**Academic and Student Affairs**

- #2 New Courses and Degrees, Spring 2019

**Contracts and Consultants**

- #3 Contracts and Consultants  
#4 Ratification of Contracts and Consultants

**Human Resources**

- #5 Equal Opportunity Fund Multiple Method Allocation Model Certification Form  
#6 Academic Personnel  
#7 Classified Personnel – Regular  
#8 Classified Personnel – Limited Duration  
#9 Classified Personnel – Non Merit  
#10 Resolution: Volunteers Eligible for Workers' Compensation Benefits

**Facilities and Fiscal**

- #11 Acceptance of Grants and Budget Augmentation
- #12 Budget Transfers
- #13 Commercial Warrant Register
- #14 Payroll Warrant Register
- #15 Reissue of Void Payroll Warrants
- #16 Auxiliary Payments and Purchase Orders
- #17 Reissue of Void Auxiliary Warrants
- #18 Providers for Community and Contract Education
- #19 Organizational Memberships
- #20 Authorization of Signatures to Approve Invoices, 2018-2019
- #21 Purchasing
  - A Award of Purchase Orders

**IX. CONSENT AGENDA – Pulled Recommendations**

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

**X. MAJOR ITEMS OF BUSINESS**

- #22 Classified School Employees Week
- #23 Receipt of Personnel Commission 2019-2020 Proposed Budget
- #24 Faculty Association Initial Collective Bargaining Proposal
- #25 Agreement for Early Childhood Lab School Operations
- #26 2018-2019 Quarterly Budget Report and 311Q
- #27 Annual Adoption of Education Protection Account (EPA) Funding and Expenditures
- #28 Process to Appoint Members of the Citizens’ Bond Oversight Committee
- #29 Annual Authorization of Privileges for Student Trustee
- #30 SMC’s Vision for Success Goals and Equity Plan Priorities

**XI. CONSENT AGENDA (continued)**

**Facilities and Fiscal**

- #31-A Resolution for Emergency Repairs – Main Campus Central Plant Pipeline
- #31-B Award of Contract for Emergency Repairs

**XII. BOARD COMMENTS AND REQUESTS**

**XIII. ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, June 4, 2019 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: 2018-2019 Quarterly Budget Report and 311Q

## IV. SUPERINTENDENT'S REPORT

Recognition and Acknowledgement

- **Alexandria Boyd, Student Trustee, 2018-2019** was commended for her outstanding year as Student Trustee and presented with a certificate of appreciation on behalf of the Board of Trustees..
- **Corsair Wins Multiple Regional and State Awards for Excellence in Journalism**  
The Corsair won 12 awards from the Journalism Association of Community Colleges (JACC). SMC Student photojournalists also won top awards at the Press Photographers' Association of Greater Los Angeles (PPAGLA). Corsair staffers Zane Meyer-Thornton was PPAGLA 2018 Student Photojournalist of the Year, and Matthew Martin was the runner-up. Additionally, the Corsair was nominated as a finalist in several categories for the California News Publishers Association (CNPA) California Journalism Awards.
- **Jack Kent Cooke Scholarship Winner**  
Santa Monica College student Hesham Jarmakani has won the prestigious Jack Kent Cooke Foundation (JKCF) Undergraduate Transfer Scholarship. The highly competitive scholarship will provide him with up to \$40,000 annually for a maximum of three years to complete his bachelor's degree.

Jarmakani is one of 61 JKCF recipients this year, chosen from a pool of nearly 1,500 applicants. An Economics major with a minor in Political Science and part of the SMC Public Policy Institute, he is also currently vice president for SMC's Associated Students. His goal is to become a lawyer and work for the United Nations Human Rights Commission, and he hopes to transfer to UC Berkeley, UCLA, or Columbia University.

- **Second Annual SMC STEM Festival**  
Over 100 schoolchildren from Santa Monica and the Westside of Los Angeles took part in the free second annual Santa Monica College STEM Festival, organized in celebration of EarthWeek on Saturday, May 4 at the college's main campus in Santa Monica, Calif. It was a day of discovering that learning about things like the principles of gravity and the non-Newtonian properties of Oobleck can be fun. And parents who showed up joined their children in a day of taking delight in learning.

Organized by the student-run SMC Chemistry Club—which recently earned the highest honors from the American Chemical Society for the second straight year—the free community festival was also co-sponsored by the Associated Students of Santa Monica College. A total of 59 student and faculty volunteers—from various STEM departments, Music, and the SMC Drescher Planetarium included—presented activity after activity designed to help participants learn about STEM in an engaging way. Live demos and experiments featuring the extraction of genomic DNA from strawberries, a coding activity, a hydrogen fuel cell demo, and many more were highlighted at the festival.

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**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 #1-#18 #31.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #2, #3 A-D, #4-D, #5, #31-A

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

**IX. CONSENT AGENDA – Pulled Recommendations**

Recommendation No. 2 – New Courses and Degrees, Spring 2019

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

Recommendation No. 3-A and -D –Contracts and Consultants

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

Recommendation No. 4-D – Ratification of Contracts and Consultants

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

Recommendation No. 5 – Equal Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2018-2019

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

Recommendation No. 31-A – Resolution for Emergency Repairs – Main Campus Central Plant Pipeline

MOTION MADE BY: Rob Rader

SECONDED BY: Barry Snell

STUDENT ADVISORY: Absent

AYES: 7

NOES: 0

**RECOMMENDATION NO. 1**      **APPROVAL OF MINUTES**

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

April 2, 2019 (Regular Board of Trustees Meeting)

April 17, 2019 (Special Meeting/Workshop)

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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 2 NEW COURSES AND DEGREES, SPRING 2019**

*Requested Action: Approval/Ratification*

*Requested by: Curriculum Committee*

*Approved by: Jennifer Merlic, Vice-President, Academic Affairs*

New Courses

HUM 9A South Asia: Culture and Civilization

This course explores popular and traditional cultures and civilizations of South Asia through an interdisciplinary perspective. The course examines the characteristic qualities of the region with a focus on its religious and linguistic traditions, music, art forms, and literatures.

MEDIA 26/SPAN 26 Digital Storytelling in Spanish

This survey class, taught in Spanish, will introduce students to the historical and current trends in Spanish-language media and LatinX-oriented media in the United States. Students will compare demographic evolution and resultant effects on media contexts. Students will practice media production techniques and create media content. As a part of this course, students will experience work in the communications field through experiential learning placements.

MUSIC 38 A World of Music

This course offers an exploration of Global cultures through music. Student will study musical instruments, musical elements in composition, styles, and performance practices of different regions of the world. This course also explores artistic, social and historical contexts that lead to the development of different/cultural forms of music.

COSM 50R Written Preparation for Barbering State Board Exam

This course is designed to prepare students for the National-Interstate Council of State Boards of Cosmetology (NIC) exam required to obtain a barbering license. The course covers all topics in the written exam, including: disinfection, sanitation, health and safety, rules and regulations, bacteriology, anatomy, and physiology, advanced shaving and facial hair design, men's hair cutting and styling, men's chemical services and men's facial massage and treatments.

COSM 77 Barbering

This course provides training required for the barbering license for the state of California. This course includes facial hair design, health and safety, and preparation and performance of shaving.

COSM 78 Barbering 2

This course is required for the barbering license for the state of California. This course will prepare students for the practical portion of the comprehensive test with emphasis on shaving techniques.



### PRO CR 26 Exercise Programming for Special Populations

This course is designed to provide the student with the environment to explore and discuss various modalities by which fitness assessment and prescription may be adapted to accommodate individuals with specific needs. Topics that will be explored include but are not limited to: general principles of exercise testing and prescription, holistic approaches to assessment and prescription, variables of exercise testing and prescription, exercise adherence, neuromuscular and skeletal conditions, metabolic conditions, respiratory conditions, cardiovascular conditions, and behavioral & psychological conditions. Regarding each of these conditions, we will explore the condition itself, the role of exercise in the disease/condition process (prevention, treatment, management), challenges these cases might pose to exercise assessment and prescription, and potential adaptations.

### Deactivation

CIS 62A Flash I  
CIS 62B Flash II  
CIS 65 Flash Catalyst

### Distance Education

ANTHRO 2 Cultural Anthropology  
GEOG 26/GIS 26 Introduction to Remote Sensing  
GIS 27 Applications in GIS  
MEDIA 3/GLOBAL 3 Global Media  
PRO CR 10 Introduction to Kinesiology

### Global Citizenship

HUM 9A South Asia: Culture and Civilization  
MUSIC 38 A World of Music

### New Programs

Animation Foundation Certificate of Achievement

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS**

The following contracts are greater than the amount specified in Public Contract Code Section 20651.

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS (A, B and C)

	Provider/Contract	Term/Amount	Service	Funding Source
A	Lieberman Research Worldwide (LRW)	December 6, 2018 – December 31, 2019 (extension of contract)  Increase of \$94,300 to previously approved contract, total not to exceed \$592,800.  (Original amount: \$498,500 Original term: December 6, 2018 – June 30, 2019 Board approved December 4, 2018)	This increase is for Market Research Strategy and Innovation Services for the Strong Workforce Program.  Lieberman Research Worldwide will conduct additional research for the LA Regional Strategy and Innovation Initiative by adding 8 focus groups	Strong Workforce Program (SWP) Regional Funds
B	International Optimum Solutions, LLC dba Kirkpatrick Enterprises International	July 1, 2018 – June 30, 2019  Increase A191041CM by \$100,000  New total not to exceed \$400,000	This increase is for the continuation of specialized training to ETP (Employer Training Panel) clients who request specialized training. A minimum of 25 classes will be provided in, but not limited to, Manufacturing Skills (LEAN and Six Sigma) and Continuous Improvement & Quality Control, and Business Skills which 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 Kirkpatrick Enterprises International.	Employment Training Panel (ETP of California State EDD)

A and B  
*Requested by: Patricia G. Ramos, Dean, Workforce & Economic Development*  
*Approved by: Jennifer Merlic, Vice-President, Academic Affairs*

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 3**      CONTRACTS AND CONSULTANTS *(continued)*

➤ AMENDMENTS TO PREVIOUSLY APPROVED CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
C	Clean Harbors	2018-2019  Not to exceed \$195,000  (Increase of \$100,000; previously approved on June 5, 2018 for \$95,000)	This increase is for additional hazardous waste management and disposal services at various college departments. A recent back up of the grease clarifier required emergency services from Clean Harbors to address the overflow and attempt to unblock the pipe.	District Budget - Risk Management

*Requested by: Risk Management*

*Approved by: Elaine Polachek, Interim Executive Vice-President*

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 3      CONTRACTS AND CONSULTANTS

➤ NEW CONTRACT

Provider/Contract	Term/Amount	Service	Funding Source
D Lieberman Research Worldwide (LRW)	May 7, 2019 – December 31, 2019  Contract Amount: \$324,000	This contract is for additional market research strategy and innovation services for the Strong Workforce Program using the piggyback clause in the original regional contract. It is for local Santa Monica College students.  Lieberman Research Worldwide will: (1) Conduct 14 focus groups with SMC students. LRW will be responsible for: <ul style="list-style-type: none"> <li>• Screener and discussion guide development</li> <li>• Respondent recruitment and rescreening</li> <li>• Focus group moderation</li> <li>• FocusVision live interview streaming</li> <li>• Full integration of findings in a qualitative PowerPoint report</li> <li>• Presentation of results</li> </ul> 2) Additional work to better understand student needs by program specific CTE areas. This work will be done with the segmentation and profiling and co-creation work outlined in the scope.	Strong Workforce Program (SWP) Local Funds

*Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development*  
*Approved by: Jennifer Merlic, Vice President, Academic Affairs*

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 4 RATIFICATION OF CONTRACTS AND CONSULTANTS**

Approved by: Kathryn E. Jeffery, Superintendent/President  
 Requested Action: Ratification

The following contracts are less than the amount specified in Public Contract Code Section 20651, have been entered into by the Superintendent/President and are presented to the Board of Trustees for ratification.

Authorization: Board Policy Section 6340, Bids and Contracts

Approved by Board of Trustees: 9/8/2008; revised 12/4/2018

Reference Education Code Sections 71028, 81641 et seq, 81655, 81656; Public Contract Code Sections 201650 et seq, and 10115

➤ AMENDMENTS TO PREVIOUSLY RATIFIED CONTRACTS AND CONSULTANTS (A and B)

Provider/Contract		Term/Amount	Service	Funding Source
A	Dr. Paul Lane	2018-2019  Not to exceed \$11,500  (Increase of \$5,000; previously approved on June 5, 2018 for \$6,500)	Psychological fitness for duty testing on designated employees (not Police Officer candidates) as directed by the Office of Human Resources; Results of tests and recommendations for fitness for duty based on testing to be transmitted to the Vice-President of Human Resources within two weeks of the final testing session of each designated employee.	2018-2019 District Budget/ Human Resources
<i>Reviewed by: Tre'Shawn Hall-Baker, Interim Dean, Human Resources</i> <i>Approved by: Sherri Lee- Lewis, Interim Vice President, Human Resources</i>				
B	Community Radio, Inc.	Increase Existing purchase order #A-190215-SH  Originally opened for not to exceed: \$23,064.66 Rental increase: to \$771.72 from \$741.33 No increase: Power: \$1,401.39 monthly No increase: A/C: \$150 monthly Payable upon Billing: Increase not to exceed: \$4,630.32	Radio Station Tower Gibraltar Site rental: use by KCRW/KDRW  Rental rate increase, commencing January 1, 2019, through December 31, 2019, determined by CPI  CPI for Los Angeles/Long Beach/Anaheim area, from annual October report. Lease term, ends 2023	CPB Grant Money and KCRW Donations
<i>Requested by: Jennifer Ferro, General Manager, KCRW</i> <i>Approved by: Don Girard, Government Relations/Institutional Communications</i>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 4      RATIFICATION OF CONTRACTS AND CONSULTANTS** (continued)

➤ NEW CONTRACTS AND CONSULTANTS SUBMITTED FOR RATIFICATION (C, D, E, F, G, H, I,)

Provider/Contract		Term/Amount	Service	Funding Source
C	Aero Theatre, Santa Monica	PPI Spring Symposium: May 8, 2019  \$3,100	Venue rental for purpose of screening “City Rising: Gentrification and Displacement”. The film will be screened as part of the 2019 annual PPI Spring Symposium. “City Rising” will screen on Wednesday, May 8 <sup>th</sup> at 6:30 p.m. at the Aero Theatre in Santa Monica, CA. The screening is open to all SMC students and Santa Monica Community members.	2018-2019 District Budget: Public Policy Institute (PPI)
<i>Requested by: Kiersten Elliott, Dean, Community and Academic Relations</i>				
<i>Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications</i>				
D	JA Elhardt Consulting LLC	May 15 – October 15, 2019  \$7,000	JA Elhardt Consulting LLC will assist college personnel in implementing and configuring comprehensive communication flows for prospective students and for new students based on a soon to be released Student Connections Survey. Setup will be done on the college’s CRM, TargetX.  This project is part of a larger effort seeking to improve enrollment yield and retention. Communication flows will be aligned to Guided Pathways pillars and to the newly created Areas of Interests (meta majors).	Student Success and Achievement Program (SEAP)
<i>Requested by: Esau Tovar, Dean, Enrollment Services</i>				
<i>Approved by: Teresita Rodriguez, Vice-President, Enrollment Development</i>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 4**      **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
E	TSNE Mission Works: Station 1 Institutional Student Fellowship Sponsorship	September 30, 2019  Not to exceed \$30,000	Sponsor a fellowship for (2) SMC students enrolled at the institution to participate in a 10-week paid internship program (~\$13,300 per student). Costs Include: Travel, Lodging, Living wage, and industry internship placement in Boston, MA. Students will gain authentic, hands-on experience through a 10-week internship in a leading science and technology company or university research laboratory, and participate in exciting, state-of-the-art, team-based research and development projects in science and technology.	Title III HSI STEM Grant
<i>Requested by: Melanie Bocanegra, Associate Dean of STEM/Equity Programs</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				
F	Ann Kaneko	July 1, 2018 – June 30, 2019  Not to exceed \$500	Agreement for guest lecture for APIA on the foreign language advantage in her work. She will discuss two films: Overstay and Against the Grain: An Artist’s Survival Guide to Peru. She will explain the intersection of Japanese and Hispano-Peruvian cultures in addition to how Japanese and Spanish languages are tools for her research on Japanese diaspora and identity.	UISFL Title VIA grant.
<i>Requested by: Toni Trives, Department Chair, Modern Languages &amp; Cultures Department</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				

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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 4**      **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
G	Stebbin Rinehart	April 3, 2019 – December 31, 2019  Not to exceed: \$30,000	Stebbin Rinehart will assist in the coordination of regional focus group meetings; marketing campaign; costumer journey mapping, email campaign drafting and routing process; identify programs that align with Strong Workforce areas of focus; provide suggestions for program changes that will make community colleges programs more attractive to students; and help delivering the results to the 19 community colleges in the LA region.  Additionally, Stebbin will create an Enrollment Specialist toolkit to include program overviews, a set of FAQs focused on commonly asked enrollment action steps, key deadlines (e.g. financial aid dates, enrollment dates) and program-level questions for Enrollment Specialists as part of the overall Enrollment Communications Communication Strategy. Also, create a marketing communication playbook that outlines action steps for all major program activities, campus events, etc., including timing, tactics, responsibilities and rollout.	Strong Workforce Program (SWP) Regional, Round 2
H	Interior Architectural Design Program guest speakers	April 15 – June 11, 2019  Not to exceed \$400  Becky Yam \$100 Brian Reiff \$100 Liz Mohler \$200	The guest speakers will be presenting to the Interior Architectural Design Program regarding Interior Design career paths. Specifically, how designers evolve into being lighting designers. Other topics include interior architectural design in the Hospitality field, residential and commercial design, and job search optimization.	Strong Workforce Program (SWP) Local  2018-19



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CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 4**      **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
I	Sustainable Technologies Program guest speakers	April 15 – June 11, 2019  Not to exceed \$600  Mallory Burden \$150 Apollo Fraidany \$150 Susy Borlido \$150 Tashanda Giles \$150  Josh Sanchez \$150	The guest speakers will be presenting to the Sustainable Technologies Program regarding Recycling and Resource Management concepts, best practices in Mandatory Commercial Organics Recycling, Statewide Waste Characterization data, Sustainable Works Business Green Programs, and Sustainability in schools including waste assessment and state mandates. 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  2018-19
<u>G, H, and I</u> <i>Requested by: Patricia G. Ramos, Dean, Workforce &amp; Economic Development</i> <i>Approved by: Jennifer Merlic, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 5 EQUAL OPPORTUNITY FUND MULTIPLE METHOD ALLOCATION MODEL CERTIFICATION FORM, FISCAL YEAR 2018-2019**

*Requested Action: Approval/Ratification*  
*Reviewed by: Tre'Shawn Hall-Baker, Interim Dean, Human Resources*  
*Approved by: Sherri Lee-Lewis, Interim Vice-President, Human Resources*

It is recommended that the Board of Trustees certify that the Santa Monica Community College District met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year; and meet at least of 6 out of 8 of the remaining Multiple Methods:

- SMC's EEO Advisory Committee has met in excess of the minimum required meetings during fiscal year 2018-2019.
  - Santa Monica College's current EEO Plan can be found at
  - [http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/EEO\\_Documents/EEO\\_Plan.pdf](http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/EEO_Documents/EEO_Plan.pdf)
  - The EEO Plan is required to be updated every 3 years; it was approved in September 2017.
- The EEO Expenditure Report for FY 2017-2018 was submitted to the Chancellor's Office on 9/18/2018.
- SMC meets 9 out of 9 Multiple Methods.

Purpose

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

Background

Each year the California Community Colleges Chancellor's Office supports EEO and diversity training and education through a state-wide funding mechanism. The funding process requires completion of a certification form from each district requesting funding for EEO and diversity work. The funding can be used for training, publication of EEO/diversity materials, conference attendance, speakers, supplies, job fair exhibition fees, etc. Historically EEO funding for the Office of Human Resources has been approximately \$7,000/year. Based on reported EEO activity for fiscal year 2016-2017, EEO funding for fiscal year 2017-2018 was \$50,000. It is important to note that the Chancellor's Office has notified districts to expect the annual state funding allocation to continue to vary from year to year.

Regulatory Source and Impact

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

The Chancellor's Office Equal Employment Opportunity and Diversity Advisory Committee and the Legal Affairs Division identified nine best-practice areas for success in promoting EEO. These serve as the multiple

methods for reallocating the EEO Fund. In order to qualify for EEO funds, districts are required to demonstrate compliance with Multiple Method #1, and at least 6 of the remaining 8 Multiple Methods.

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

Mandatory for Funding

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

Pre-Hiring

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

Hiring

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

Post-Hiring

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

Summary.

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

BOARD OF TRUSTEES	ACTION
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CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 6 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

ACADEMIC MANAGEMENT

Akins Raveling, Delores Dean, First Year Programs	5/8/2019
Washington, Daniella, Project Manager, Veterans Resource Center Grant (50%)	5/8/2019
Hyeler, Maral, Associate Dean, Instructional Services/External Programs (Interim)	6/8/2019-6/30/2019

NEW FULL-TIME FACULTY

Allie, Sharon, Full-Time Tenure Track Instructor - English as a Second Language (ESL)	8/26/2019
Donoso, Danilo Full-Time Tenure Track Counselor - Center for Wellness and Wellbeing	8/26/2019
Eskridge, Brian Full-Time Tenure Track Instructor Athletics and Kinesiology (Kinesiology/Aquatics Coach)	8/26/2019
Falce-Robinson, Juliet Full-Time Tenure Track Instructor - Modern Languages (Linguistics)	8/26/2019
Ishihara, Annie Full-Time Tenure Track Counselor - Disabled Student Programs and Services (DSPS)	8/26/2019
Khalil, Nathan, Full-Time Tenure Track Instructor - Business (Business Law)	8/26/2019
Manuel, Samantha, Full-Time Tenure Track Instructor – Cosmetology	8/26/2019
Minekawa, Yuki, Full-Time Tenure Track Instructor - Modern Languages (Japanese)	8/26/2019
Monge, Jacqueline, Full-Time Tenure Track Instructor – Cosmetology	8/26/2019
Moreno, Marissa Full-Time Tenure Track Instructor – Dance	8/26/2019
Phua, Novita, Full-Time Tenure Track Instructor - Mathematics (Statistics/Pre-Statistics)	8/26/2019
Strohmaier, Kyle, Full-Time Tenure Track Instructor – Physical Science-Physics	8/26/2019
Susilowati, Sri, Full-Time Tenure Track Instructor – Dance	8/26/2019
Thing, James, Full-Time Tenure Track Instructor - Philosophy & Social Sciences (Sociology)	8/26/2019

ADJUNCT FACULTY

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

SEPARATION

RETIREMENT

Borghei, Suzanne, Full-Time Faculty, History	6/11/2019
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BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 7 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>CLASSIFICATION SALARY REALLOCATION</u>	<u>EFFECTIVE DATE</u>
Accounting Manager From: Classified Management Salary Schedule – M19 To: Classified Management Salary Schedule – M21	05/01/2019
Payroll Manager From: Classified Management Salary Schedule – M14 To: Classified Management Salary Schedule – M16	05/01/2019

ELECTIONS

PROBATIONARY

Guzman, Jazmin, Administrative Assistant II, Workforce & Economic Development 04/16/2019

PROBATIONARY/ADVANCE STEP PLACEMENT

Bice, Jonathan W. Mail Services Clerk I, PCAL (Step C) 04/16/2019

Connor, Patrick, Laboratory Technician – Photography (C) 05/01/2019

Starnes, Devin, Director of Facilities Maintenance & Operations (Step D) 05/08/2019

PROMOTION

Faustino, August L. 04/16/2019

From: Personnel Technician, Personnel Commission

To: Personnel Analyst, Personnel Commission

Hernandez, Ronald 05/01/2019

From: Grounds Worker, Grounds

To: Grounds Equipment Operator, Grounds

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Basra, Bairaj 03/29/2019 – 06/27/2019

From: Student Services Clerk

To: Student Services Specialist

Percentage: More than 50%

Chen, Connie 01/14/2019 – 05/31/2019\*  
From: Student Services Clerk  
To: Student Services Specialist- Scholarship  
Percentage: More than 50%  
(\*date correction from 01/15/2019 Board meeting)

Plascencia, Omar 02/19/2019 – 04/05/2019  
04/06/2019 – 04/19/2019\*  
From: Journeyman Trade- Electrical  
To: Construction Systems Supervisor  
Percentage: More than 50%  
(\*extension)

Tostado, Jose 04/22/2019 – 08/22/2019  
From: Journeyman Trade- Carpentry  
To: Construction Systems Supervisor  
Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (LIMITED TERM)

Ezell, Sara 04/16/2019 – 06/30/2019  
From: Administrative Assistant I, English Department  
To: Administrative Assistant II, Academic Affairs  
Percentage: More than 50%

SEPARATION

LEAVE OF ABSENCE - UNPAID

Cardenas, Sergio, Grounds Equipment Operator 04/16/2019 – 06/30/2019  
Suzuki, Marcus, Instructional Assistant - Math 08/26/2019 – 12/31/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 8 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*

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.

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

Abdulhafiz, Meymuna M., Property Clerk, Purchasing	04/08/2019-04/12/2019
Ashby, Deanna, Property Clerk, Purchasing	04/08/2019-04/12/2019
Enriquez Jr., Marco A., Administrative Asst. I, Student Life	
From:	09/24/2018-03/31/2019
To:	09/24/2018-05/01/2019
To:	09/24/2018-05/20/2019
Gallego, Luis M., Administrative Assistant II, PLC	04/22/2019-06/28/2019
Hall, Martha L., Administrative Assistant I, PLC	04/17/2019-06/28/2019
Lopez, Jose C., Property Clerk, Purchasing	04/08/2019-04/12/2019
Mateo, Patricia, Instructional Assistant – English, English	
From:	07/01/2018-03/31/2019
To:	07/01/2018-05/16/2019
To:	07/01/2018-06/21/2019

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.

Carter, Ashlie, Customer Service Assistant, Bookstore	04/15/2019-06/29/2019
Connor, Patrick, Laboratory Technician-Photography, Photography	04/01/2019-04/30/2019
De Los Santos, Wilmer, Skilled Maintenance Worker II, Facilities	05/16/2019-10/22/2019
English, Kara, Customer Service Assistant, Bookstore	04/15/2019-06/29/2019
Lemon, Curly R., Customer Service Assistant, Bookstore	04/15/2019-06/29/2019
Luna, Leonardo, Journeyman Trade-HVAC, Maintenance	05/20/2019-11/29/2019
Ramirez, David, Customer Service Assistant, Bookstore	04/15/2019-06/29/2019
Singleton, Clyde L., Journeyman Trade-HVAC, Maintenance	04/08/2019-06/28/2019
Zarkades, Zoe, Instructional Assistant-English, English	
From:	03/18/2019-06/15/2019
To:	03/18/2019-04/18/2019
Tigner, Christine, Accounting Specialist, Fiscal Services	
From:	03/18/2019-04/02/2019
To:	03/18/2019-06/27/2019
To:	03/18/2019-05/03/2019

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9 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, \$13.25/hour (STHP)	40
College Work-Study Student Assistant, \$13.25/hour (FWS)	35

SPECIAL SERVICE

Art Model, \$23.00/hour	1
Community Services Specialist I, \$35.00/hour	1



BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10 RESOLUTION: VOLUNTEERS ELIGIBLE FOR WORKERS' COMPENSATION BENEFITS**

*Requested Action: Approval/Ratification*

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

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

WHEREAS, Santa Monica Community College District may from time to time, have occasion to utilize the services of volunteers in the operation of its programs; and

WHEREAS, the Santa Monica Community College District desires to have such volunteers become eligible for Workers' Compensation benefits;

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Section 3364.5 of the Labor Code, approved volunteers shall be entitled to Workers' Compensation benefits for any injury sustained by him/her while in the performance of any service under direction and control of the Santa Monica Community College District; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District shall cause a current list of such volunteers to be filed with the Santa Monica Community College District.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

*Requested Action: Approval/Ratification*

*Requested by: Mike Tuitasi, Vice President, Student Affairs*

*Reviewed by: Brenda Benson, Counseling, Retention and Student Wellness*

*Approved by: Christopher M. Bonvenuto, Chief Director, Business Services*

Title of Grant: Umoja Program – African American Collegiate  
Granting Agency: California Community Colleges Chancellor’s Office  
Augmentation Amount: \$15,500 (Total allocation \$15,500)  
Matching Funds: NA  
Performance Period: January 1, 2019 – December 31, 2019  
Summary: The Umoja Program aims to increase postsecondary educational success rate for Umoja program students with an emphasis on African American students. In responding to the Umoja Programs request for application, the SMC African American Collegiate was awarded \$15,500. The SMC Umoja program through the African American Collegiate intend to use the funds to increase visibility and marketing to add to the sense of community-building; promote leadership opportunities within the program; increase the chances of persistence and retention of first-time Black Collegians Umoja students; to expose students to transfer opportunities outside of the immediate area; and to increase the successful completion of Umoja students and Adelante students who take the Chemistry 10 in the Umoja Community.

Budget Augmentation:	Restricted Fund 01.3		
	Revenue		
	8600 State	\$	15,500
	Expenditure		
	1000 Academic Salaries	\$	0
	2000 Non-Academic Salaries	\$	0
	3000 Employee Benefits	\$	0
	4000 Supplies & Materials	\$	11,340
	5000 Other Operating Expenditures	\$	4,260
	6000 Capital Outlay	\$	0
	Total	\$	15,500

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 11 ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

*Requested Action: Approval/Ratification*

*Requested by: Jennifer Merlic, Vice-President*

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

*Approved by: Elaine Polachek, Interim Executive Vice-President*

Title of Grant: Basic Skills  
Granting Agency: California Community Colleges Chancellor’s Office (CCCCO)  
Augmentation Amount: \$28,886 (Amended Allocation \$780,889)  
Matching Funds: NA  
Performance Period: July 1, 2018 – June 30, 2019  
Summary: The purpose of Basic Skills funding is to improve outcomes of students who enter college needing at least one course in English as a Second Language (ESL) or basic skills in reading, English, and mathematics. The Chancellor’s Office has issued Recalculation Apportionment which has resulted in increase of \$ 28,886 in the 2017-2018 funding level for Basic Skills.

Budget Augmentation:	Restricted Fund 01.3	
	Revenue	
	8600 State	\$ 28,886
	Expenditures	
	1000 Academic Salaries	\$ 16,920
	2000 Non-Academic Salaries	\$ 0
	3000 Employee Benefits	\$ 0
	4000 Supplies & Materials	\$ 0
	5000 Other Operating Expenditures	\$ 0
	6000 Capital Outlay	\$ 11,966
	7300 Other Outgo/Indirect	\$ 0
	7600 Student Aid	\$ 0
	Total	\$ 28,886

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 12 BUDGET TRANSFERS**

*Requested Action: Approval/Ratification*

*Requested by: Chris Bonvenuto, Chief Director of Business Services*

*Approved by: Elaine Polachek, Interim Executive Vice President*

12-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: March 21, 2019 through April 24, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	49,604
3000	Benefits	0
4000	Supplies	11,393
5000	Contract Services/Operating Exp	44,373
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-105,370
Net Total:		0

12-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: March 21, 2019 through April 24, 2019

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	22,774
2000	Classified/Student Salaries	3,007
3000	Benefits	741
4000	Supplies	0
5000	Contract Services/Operating Exp	63,624
6000	Sites/Buildings/Equipment	-90,146
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	May 7, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 13 COMMERCIAL WARRANT REGISTER**

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

Commercial Warrant Register  
 March 2019 8378 through 8418 \$10,445,554.55

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

**RECOMMENDATION NO. 14 PAYROLL WARRANT REGISTER**

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

Payroll Warrant Register  
 March 2019 C1H – C2I \$12,012,924.93

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

**RECOMMENDATION NO. 15 REISSUE OF VOID PAYROLL WARRANTS**

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

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

<u>Employee Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Bonnie j. Nakasuji	W7246633	12/28/2012	\$1,439.61

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

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

Auxiliary Operations Payments and Purchase Orders

March 2019 Covered by check & voucher numbers: 020849-021282 & 01770-01801

Bookstore fund Payments	\$560,558.59
Other Auxiliary Fund Payments	\$ 77,935.96
Trust and Fiduciary Fund Payments	<u>\$290,894.87</u>
TOTAL	\$929,389.42

Purchase Orders issued

March 2019 \$18,925.58

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

**RECOMMENDATION NO. 17 REISSUE OF VOID COMMERCIAL WARRANTS**

*Requested Action: Approval/Ratification*  
*Requested by: Mitch Heskell, Dean of Education Enterprise*  
*Approved by: Elaine Polachek, Executive Vice-President*

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 expired warrants.

<u>Student Name</u>	<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>
Hayashibara, Kelley A.	23284160	09/28/16	\$331.00
Stevenson, Franklin J	22574956	11/19/15	\$147.00

**RECOMMENDATION NO. 18 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

*Requested Action: Approval/Ratification*  
*Requested by: Michelle King, Director, Career and Contract Education*  
*Approved by: Dionne Carter, Dean, Noncredit/External Programs*

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.

BOARD OF TRUSTEES  Santa Monica Community College District	ACTION  May 7, 2019
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CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 19 ORGANIZATIONAL MEMBERSHIPS**

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

<u>Organizational Memberships</u>		
May 2019	Number of Memberships	Amount
	6	\$24,359

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. 20 AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2018-2019**

*Requested Action: Approval/Ratification*  
*Requested by: Christopher Bonvenuto Chief Director, Business Services*  
*Approved by: Elaine Polachek, Interim Vice-President*

Authorization of signatures for the following staff members to approve invoices for 2018-2019

Name/Title
Lisa Golden Grant Manager, Mental Health Grant
Jaime Gonzalez Accounting Supervisor, Auxiliary Services
Elisa Meyer, Incoming Chair English Department

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices. The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board.

**RECOMMENDATION NO. 21 PURCHASING**

*Requested Action: Approval/Ratification*  
*Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics*  
*Approved by: Elaine Polachek, Interim Executive Vice President*

**21-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.

March 2019 \$7,963,107.71

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

**SUBJECT:** CLASSIFIED SCHOOL EMPLOYEES WEEK

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified School Employees Week, May 19-25, 2019.

WHEREAS, classified employees provide valuable services to the College and students of the Santa Monica Community College District; and

WHEREAS, classified employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students; and

WHEREAS, classified employees employed by the Santa Monica Community College District strive for excellence in all areas relative to their workplace,

THEREFORE BE IT RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 19-25, 2019 as Classified School Employees Week in the Santa Monica Community College District.

**COMMENT:** The District will recognize classified service employees during Classified School Employees Week. Activities may include breakfasts hosted by Vice-Presidents, Management Association Ice Cream Socials, and Classified Employee Luncheon and Dinner.

MOTION MADE BY: Barry Snell

SECONDED BY: Rob Rader

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0



BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2019

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 23**

**SUBJECT:**                    **RECEIPT OF PERSONNEL COMMISSION 2019-2020 PROPOSED BUDGET**

**SUBMITTED BY:**           Personnel Commission

**REQUESTED ACTION:**    It is recommended that the Board of Trustees acknowledge receipt of the 2019-2020 proposed budget for the Santa Monica Community College District Personnel Commission. The Personnel Commission Budget will be discussed as part of the District’s regular budget process.

**SUMMARY:**                Per Merit Rule 2.4, the Director of Classified Personnel shall prepare and submit to the Personnel Commission a proposed operating budget for the Commission for the next fiscal year. The budget shall be submitted no later than the appropriate Commission meeting in April.

The Director of Classified Personnel presented an initial draft of the proposed operating budget for a first reading at the Personnel Commission meeting on April 17, 2019. The Personnel Commission will hold a public hearing on its proposed budget on May 15, 2019 at which time it will fully consider all comments and suggestions that may be offered by District administration, the Board, or other concerned persons or organizations.

The Personnel Commission budget for fiscal year 2019-2020 reflects the following adjustments against the prior year’s budget:

- 5.5% increase in total salary and benefits due to the following changes:
  - Mandatory 10.2% increase in employee benefits (including a 14.6% increase in PERS employer contribution rates)
  - Mandatory step and column increases in salary
  - Two internal promotions
- 3.6% increase in Total Operating Expenses, based on an additional increase in software licensing rates for NeoGov, the applicant management system; and the inclusion of OPAC Computer Testing software

Overall, the Personnel Commission is requesting a 5.5% increase to its budget for fiscal year 2019-2020.

MOTION MADE BY:        Susan Aminoff

SECONDED BY:            Barry Snell

STUDENT ADVISORY:    Aye

AYES:                        7

NOES:                        0

PERSONNEL COMMISSION BUDGET 2019-20

Description	Object	2018/19	2019/20	Difference	% Change
Administrative & Management	2110	\$ 369,686.00	\$ 377,414.00	\$7,728.00	2.1%
Clerical	2120	\$ 459,345.00	\$485,800.00	\$26,455.00	5.8%
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	-	
Clerical Overtime	2324	2,000.00	2,000.00	-	
Personnel Commissioners	2380	7,725.00	7,725.00	-	
Other Classified Hourly	2393	0.00	0.00	-	
Benefits (Staff - 47%)	Various	\$ 372,964.00	\$411,191.00	38,227.00	10.2%
Benefits (Commissioners)	Various	\$ 82,990.00	\$ 82,990.00	-	
<b>Total Salary &amp; Benefits</b>		<b>\$1,305,710.00</b>	<b>\$ 1,378,120.00</b>	<b>\$72,410.00</b>	<b>5.5%</b>
Supplies	4550	\$ 4,396.00	\$ 4,396.00	-	
Mileage	5210	\$ 150.00	\$ 150.00	-	
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	-	
Meeting Reimbursements	5241	\$ -	\$ -	-	
Meals/Catering for Raters	5242	\$ 2,000.00	\$2,000.00	-	
Dues & Memberships	5310	\$3,500.00	\$ 3,500.00	-	
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	-	
Legal	5730	\$ 20,000.00	\$ 20,000.00	-	
Off Campus Printing	5820	\$ -	\$ -	-	
Advertising	5830	\$ 6,500.00	\$ 6,500.00	-	
Software Licensing	5840	\$ 9,500.00	\$ 11,400.00	\$1,900.00	20.0%
Postage	5850	-	-	-	
Other Contract Services	5890	-	-	-	
<b>Total Operating Expenses</b>		<b>\$52,646.00</b>	<b>\$54,546.00</b>	<b>\$1,900.00</b>	<b>3.6%</b>
<b>Total Budget</b>		<b>\$1,358,356.00</b>	<b>\$ 1,432,666.00</b>	<b>\$ 74,310.00</b>	<b>5.5%</b>

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 7, 2019
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24

SUBJECT: FACULTY ASSOCIATION INITIAL COLLECTIVE BARGAINING PROPOSAL FOR NEGOTIATIONS FOR A SUCCESSOR AGREEMENT

SUBMITTED BY: SMC Faculty Association

REQUESTED ACTION: It is recommended that the Board of Trustees acknowledge receipt of the following proposal for negotiations for a successor agreement submitted by the SMC Faculty Association.

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

Board of Trustees  
Santa Monica College  
1900 Pico Boulevard  
Santa Monica, CA 90405

Dear Members of the Board,

In order to comply with Section 3547 of the California Education Code and current PERB guidelines, the Faculty Association presents the following negotiable items for the contract period beginning August 20, 2019.

1. Reorganization of contract form and correction of language for clarity; incorporation of all language settled upon since the prior contract, including but not limited to all Memoranda of Understanding
2. Compensation
  - a. Adjustment and modification of all existing salary schedules for all faculty to incorporate across-the-board salary increases and equal pay for equal work provisions
  - b. Increased reassigned time and compensation for all faculty performing leadership positions, department chair and/or additional tasks and duties, and incorporation of CalSTRS guidelines
  - c. Adjustment and clarification of step and group advancement policies for all faculty
  - d. Transition the frequency of pay for part-time faculty members from four times per semester to five times per semester
3. Assignment and Load
  - a. Increase and clarification of course load factors, particularly in vocational, technology and other areas of inequity
  - b. Noncredit workload and compensation clarification
  - c. Calendar
  - d. Inclusion of all reassigned time and stipends in the contract
  - e. Class size including, but not limited to, the definition and/or reduction in stated sizes
  - f. Strengthen provisions for Associate Faculty protections
  - g. Enhanced consideration of in-house applicants for full-time faculty positions
  - h. Library Faculty Chair and Health Sciences Faculty Chair duties and responsibilities
  - i. Athletic coaching compensation and added responsibility stipends
  - j. Scheduling
  - k. CalPERS reduced workload
4. Professional Development
  - a. Increase of professional development funds
5. Working Conditions
  - a. On-Campus Parking
  - b. Campus health and safety conditions
  - c. Clarification of the process and notification of faculty investigations
6. Leave
  - a. Clarification, expansion and improvement of language and policies governing all leaves
  - b. Address maternity leave
7. Association Rights
  - a. Updates to organizational security and dues deduction article
8. Grievance Procedure
  - a. Enhance grievance process time period
  - b. Right to information
  - c. Due process language
  - d. Clarify article 28.2.
9. Replacement and new faculty positions
10. Any additional subjects within the scope of EERA.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

**SUBJECT:** **AGREEMENT FOR EARLY CHILDHOOD LAB SCHOOL OPERATIONS BY AND BETWEEN THE SANTA MONICA COMMUNITY COLLEGE DISTRICT AND GROWING PLACE**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the execution of an Agreement with Growing Place, a nonprofit early childhood development organization accredited by the National Association for the Education of Young Children (NAEYC), to operate the Early Childhood Lab School, intended to provide for up to 110 infants, toddlers and preschoolers, for a term of eight years, with three renewal options of eight years each. Santa Monica College’s Early Childhood Education Department will use the Early Childhood Lab School as a training facility for students enrolled in SMC’s Early Childhood Education program. Operations are expected to begin in 2020.

**SUMMARY:** The Santa Monica Early Childhood Lab School is a joint project of Santa Monica College and the City of Santa Monica. The facility is under construction on property leased from the City within the Santa Monica Civic Center. SMC is funding the building of the Early Childhood Lab School through bond funds, with additional funds provided by the City.

Growing Place’s Board of Directors approved and signed the Agreement on April 23, 2019.

Growing Place was selected through a Request for Proposal (RFP) process that concluded in 2017, with approval by both SMC and City of Santa Monica staff.

Term of this Agreement is for eight years, with three renewal options of eight years each. The start of the Agreement commences on the date that SMC notifies Growing Place that construction has been substantially completed. The facility is to operate eleven hours a day, Monday through Friday, with a schedule of holidays and breaks.

SMC will participate with Growing Place in the development of job descriptions; Growing Place is responsible for the hiring of all staff. A program of staff development is outlined in the Agreement. SMC will provide a faculty member to act as Instructional Liaison on-site. SMC and Growing Place have agreed upon a curriculum related to the operations of the facility.

SMC is responsible for facility maintenance and repair and grounds upkeep. Growing Place is responsible for supplies and services required for the operation of the child-related parts of the facility.

Growing Place will implement priority enrollment considerations with the objective that a minimum of 30 percent of the total enrollment are Santa Monica residents and a minimum of 15 percent are of low income status. However, in the event there are insufficient applications or funding in any priority group, or insufficient funds to support tuition assistance goals, spaces may be filled with others so that no space remains vacant.

Growing Place is responsible for setting the tuition rates, which will be set to cover costs of operation and not to make a profit. The City and other sources may provide subsidies to Growing Place with the intent to maintain diversity in enrollment.

Growing Place is to maintain insurance as specified at its own cost. Either party may terminate this agreement for convenience with one year's prior notice.

The entire Agreement is available at:

[http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board\\_of\\_Trustees\\_Meetings/2019/ECLS%20Operator%20Agreement%20FINAL.pdf](http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2019/ECLS%20Operator%20Agreement%20FINAL.pdf)

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

BOARD OF TRUSTEES Santa Monica Community College District	ACTION May 7, 2019
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MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 26**

**SUBJECT:**                    **2018-2019 QUARTERLY BUDGET REPORT AND 311Q**

**SUBMITTED BY:**            Interim Executive Vice-President

**REQUESTED ACTION:**      Acknowledge receipt of the 2018-2019 Quarterly Budget Report, as of March 31, 2019 (Appendix A).

**COMMENT:**                    The Board of Trustees is presented on a quarterly basis with a set of financial statements for the general fund along with the quarterly 311Q report required by the Chancellor's Office.

MOTION MADE BY:            Louise Jaffe

SECONDED BY:                Barry Snell

STUDENT ADVISORY:        Aye

AYES:                            7

NOES:                            0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27

**SUBJECT:** **ANNUAL ADOPTION OF EDUCATION PROTECTION ACCOUNT (EPA – PROP 30) FUNDING AND EXPENDITURES**

**SUBMITTED BY:** Chief Director, Business Services  
Interim Executive Vice-President

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the plan to expend the 2018-2019 Education Protection Account (EPA) funds of \$18,189,085 on instructional salaries.

**SUMMARY:** Proposition 55, The California Children’s Education and Health Care Protection Act of 2016, which was an extension of Proposition 30, temporarily raises the income tax rate for upper-income-earners (over \$250,000 for single filers, over \$500,000 for joint filers, and over \$340,000 for heads of households) through 2030-2031 to fund the State’s Educational Protection Account which provides funding for local school districts and community colleges.

Under Proposition 55, Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided by the EPA have been properly disbursed and expended as required by law.

This annual recommendation is submitted to comply with Proposition 55 provisions requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA that our District will receive for 2018-2019, as of P1, is \$18,340,237. Accordingly, the amount of EPA funds as of the recalculation of apportionment for 2017-2018 decreased from the P2 amount of \$17,177,447 to \$17,026,295 or a decrease of <\$151,152>. The entire amount for 2018-2019 less the decrease in 2017-2018 funding will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculations and will be offset by a decrease in apportionment funding received by the State.

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



BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2019

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 28**

**SUBJECT:** **PROCESS TO APPOINT MEMBERS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE**

**SUBMITTED BY:** Superintendent/President

**REQUESTED ACTION:** It is recommended that the Board of Trustees commence the application process (1) to fill a vacancy on the Citizens' Bond Oversight Committee (CBOC) caused by the expiring terms of current members, effective July 1, 2019, and (2) to possibly appoint additional members to serve on the Citizens' Bond Oversight Committee.

**SUMMARY:** The Government Code and Education Code require that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees, with at least:

1. one representative of the business community within the District
2. one person active in a senior citizens' organization
3. one person active in a bona fide taxpayers' organization
4. one student who is currently enrolled at SMC
5. one person active in the support and organization of the District
6. additional appointees to represent the communities of Santa Monica and Malibu

Following is the status of Citizens' Bond Oversight Committee membership:

Members with continuing terms through June 30, 2019	Garrison Finley, Associated Students representative (a new representative will be appointed for 2019-2020)
Members with continuing terms through June 30, 2020	Alfred Barrett, Senior Citizens' Organization
Members with continuing terms through June 30, 2021	Heather Anderson, Local Community (Malibu) Donald Schort, Local Business Community
Members with terms expiring June 30, 2019 who are eligible to apply for reappointment	Michael Dubin, Business Community, Taxpayers Organization Sonya Sultan, Local/Business Community
Members with terms expiring June 30, 2019 who are not eligible to apply for reappointment	Jeffrey Graham, Local Business

The Committee meets quarterly (July, October, January and April) and reviews quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses; (c) bond proceeds are maximized. Members of the Citizens' Bond Oversight Committee shall serve for no more than three consecutive terms (Education Code Section 15282.)

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

MAJOR ITEMS OF BUSINESSRECOMMENDATION NO. 29**SUBJECT:** **ANNUAL AUTHORIZATION OF PRIVILEGES FOR STUDENT TRUSTEE****SUBMITTED BY:** Superintendent/President**REQUESTED ACTION:** It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy 2015 and Education Code Section 72023.5.

1. The student trustee may make and second motions.
2. The Student Trustee is entitled to an advisory vote which shall be cast before the rest of the Board of Trustees and be recorded as such in the official minutes. The vote shall not be included in determining the vote required to carry any measure before the Board.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy. The term of compensation for the student trustee shall run from June through May.

**SUMMARY:** Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15<sup>th</sup> for the succeeding year.

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy.

MOTION MADE BY: Alex Boyd  
 SECONDED BY: Rob Rader  
 STUDENT ADVISORY: Aye  
 AYES: 7  
 NOES: 0

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2019

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 30

SUBJECT: **SANTA MONICA COLLEGE’S VISION FOR SUCCESS GOALS AND EQUITY PLAN PRIORITIES**

SUBMITTED BY: Executive Vice-President  
Vice-Presidents, Academic Affairs, Student Affairs and Enrollment Development

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the local Vision for Success goals as required by legislation.

SUMMARY: Recently enacted [state law](#) (AB 1809, Chapter 33) requires all colleges to identify locally-set numeric goals for the Vision for Success to be achieved by 2021-2022, produce integrated plans that detail strategies and activities that incorporate the goals, and adopt a budget to implement the plan. Melanie Bocanegra, Hannah Lawler, and Elisa Meyer will present Santa Monica College’s local goals for the Vision for Success metrics, the process used by the Institutional Effectiveness Committee to determine the local Vision for Success goals for SMC and discuss how the goals align with the Student Equity Plan priorities.

The following table describes Santa Monica College’s Vision for Success goals to be achieved by 2021-2022 (as mandated by AB 1809) and longer-term goals to be achieved by 2026-2027.

Vision Goal Statement	Metric*	Baseline Performance (Baseline Year**)	Target Goal by 2021-2022 (Improve by)	Target Goal by 2026-2027*** – Equity Gaps Eliminated (Improve by)
Goal 1: Completion	1A: All Students Who Earned Associate Degree	2,504 (2016-2017)	2,986 (+482)	3,467 (+963)
Goal 1: Completion	1B: All Students Who Earned Certificate of Achievement	1,537 (2016-2017)	2,472 (+935)	3,407 (+1,870)
Goal 2: Transfer	2: All Students Who Transferred to UC/CSU	2,031 (2015-2016)	2,590 (+559)	3,148 (+1,117)
Goal 3: Decrease Units Accumulated	3: Average Units Accumulated by All Associate Degree Earners	84 (2016-2017)	79 (-5)	79 (-5)
Goal 4: Employed in Field of Study	4: Employed in Field of Study	71% (2014-2015)	76% (+5%)	78% (+7%)

\*Data source: [Student Success Metrics](#); metrics and data source for the Vision goals were prescribed to colleges by the Chancellor’s Office

\*\*Baseline years were prescribed to colleges by the Chancellor’s Office

\*\*\*Represents the ultimate goals; calculates what the goal would be (based on the baseline year) if equity was achieved and gaps for racially minorized students were eliminated.

Public Comments

Leslie Kawaguchi

Sherri Bradford

MOTION TO MOVE THE TARGET GOALS TO 2021-2022

Vision Goal Statement	Metric*	Baseline Performance (Baseline Year**)	Target Goal by 2021-2022*** – Equity Gaps Eliminated (Improve by)
Goal 1: Completion	1A: All Students Who Earned Associate Degree	2,504 (2016-2017)	3,467 (+963)
Goal 1: Completion	1B: All Students Who Earned Certificate of Achievement	1,537 (2016-2017)	3,407 (+1,870)
Goal 2: Transfer	2: All Students Who Transferred to UC/CSU	2,031 (2015-2016)	3,148 (+1,117)
Goal 3: Decrease Units Accumulated	3: Average Units Accumulated by All Associate Degree Earners	84 (2016-2017)	79 (-5)
Goal 4: Employed in Field of Study	4: Employed in Field of Study	71% (2014-2015)	78% (+7%)

MOTION MADE BY: Barry Snell

SECONDED BY: Alex Boyd

STUDENT ADVISORY: Aye

AYES: 7

NOES: 0

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 7, 2019

CONSENT AGENDA: FACILITIES AND FISCAL

**31-A RESOLUTION FOR EMERGENCY REPAIRS – MAIN CAMPUS CENTRAL PLANT PIPELINE**

The Board of Trustees hereby unanimously resolves that emergency repairs were necessary because of an underground leak near the Media Center.

Comment: On Sunday, April 28, 2019, Campus Police notified SMC Maintenance of an underground leak near the Media Center. After investigation, SMC Maintenance determined the leak was from the piping system from the Central Plant equipment that serves essential buildings on the main campus of the College. This emergency repair was necessary to ensure proper cooling for critical equipment and buildings campus wide. The impact for not immediately resolving this leakage, would have caused a significant disruption of services for students as well as potential failure to Information Technology equipment and Fire Life and Safety Systems.

**31-B AWARD OF CONTRACT FOR EMERGENCY REPAIRS**

Award of contract to Limbach in the amount of \$23,521 to provide emergency repairs to the piping system from the Central Plant equipment that serves essential buildings on the main campus of the college.

This contract awarded pursuant to Emergency Contracting Procedures (PCC 20654).

Funding Source - District Capital Funds

Comment: The scope of work included the cost for technician labor hours, as well as materials and equipment related to the repair of the 10' chiller pipeline attached to the Central Plant.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 7, 2019

XI. BOARD COMMENTS

XII. ADJOURNMENT - 10:48 p.m.

The meeting was adjourned in memory of Santa Monica Police Officer Rashad Riley.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, June 4, 2019 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

Major Items of Business

The agenda for the next meeting will include the following:

1. Tentative 2019-2020 Budget
2. Five-Year Construction Plan
3. Annual Recommendations, Consultants and Contracts

**UNRESTRICTED GENERAL FUND 01.0  
2018-2019 REVENUE BUDGET**

ACCOUNTS		2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL REVENUES	2018-2019 PROJECTED BUDGET
<b>FEDERAL</b>				
01	FIN AID ADM ALLOWANCES	109,556	102,225	102,225
02	<b>TOTAL FEDERAL</b>	<b>109,556</b>	<b>102,225</b>	<b>102,225</b>
<b>STATE</b>				
03	GENERAL APPORTIONMENT	68,071,886	52,225,549	73,390,069
04	EDUCATION PROTECTION ACCOUNT - PROP 30/55	16,961,703	13,755,178	18,340,237
05	GROWTH/ACCESS-RESTORATION OF WORKLOAD REDUCTION	-	-	-
06	COLA	3,521,260	2,631,706	3,520,794
07	PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	146,450	146,450
08	PRIOR YEAR APPORTIONMENT ADJUSTMENTS - EPA	-	(151,152)	(151,152)
09	HOMEOWNERS EXEMPT	94,669	46,692	93,379
10	STATE LOTTERY REVENUE	3,656,915	2,640,484	3,721,872
11	MANDATED PROGRAM COSTS	525,739	548,459	548,459
12	STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	5,664,673	-	5,664,673
13	OTHER STATE	2,305,462	1,189,165	2,973,406
14	<b>TOTAL STATE</b>	<b>100,802,307</b>	<b>73,032,531</b>	<b>108,248,187</b>
<b>LOCAL</b>				
15	PROP TAX SHIFT (ERAF)	11,553,440	434,107	3,775,563
16	SECURED TAX	14,229,023	9,367,450	17,230,437
17	SUPPLEMENTAL TAXES	365,052	239,985	383,305
18	UNSECURED TAX	595,659	600,542	600,542
19	PRIOR YRS TAXES	368,454	596,449	596,449
20	PROPERTY TAX - RDA PASS THRU	2,312,071	769,643	769,643
21	PROPERTY TAX - RDA RESIDUAL	2,356,640	1,290,013	1,290,013
22	RENTS	193,000	43,764	193,000
23	INTEREST	658,100	448,781	897,600
24	ENROLLMENT FEES	13,293,043	12,564,795	13,723,420
25	UPPER DIVISION FEES	65,688	49,729	66,780
26	STUDENT RECORDS	443,800	145,979	375,600
27	NON-RESIDENT TUITION/INTENSIVE ESL	32,254,023	31,522,769	33,116,689
28	OTHER STUDENT FEES & CHARGES	76,600	63,740	64,900
29	F1 APPLICATION FEES	237,800	126,962	207,000
30	OTHER LOCAL	772,400	225,530	772,400
31	I. D. CARD SERVICE CHARGE	985,000	754,518	930,600
32	LIBRARY CARDS	100	20	100
33	LIBRARY FINES	5,022	2,053	5,022
34	PARKING FINES	190,632	50,872	190,632
35	<b>TOTAL LOCAL</b>	<b>80,955,547</b>	<b>59,297,701</b>	<b>75,189,695</b>
36	<b>TOTAL REVENUE</b>	<b>181,867,410</b>	<b>132,432,457</b>	<b>183,540,107</b>
37	TRANSFER IN	195,776	47,622	231,205
38	SALE OF EQUIPMENT AND SUPPLIES	-	6,131	6,131
39	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>195,776</b>	<b>53,753</b>	<b>237,336</b>
40	<b>TOTAL REVENUE AND TRANSFERS</b>	<b>182,063,186</b>	<b>132,486,210</b>	<b>183,777,443</b>



**UNRESTRICTED GENERAL FUND 01.0  
2018-2019 EXPENDITURE BUDGET**

ACCOUNTS		2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL EXPENDITURES	2018-2019 PROJECTED BUDGET
01	INSTRUCTION	28,097,700	18,068,856	28,165,926
02	ACADEMIC MANAGERS	6,303,949	4,268,335	6,491,955
03	NON-INSTRUCTION	5,612,014	3,833,678	5,985,060
04	HOURLY INSTRUCTION	32,665,825	22,258,697	33,347,004
05	HOURLY NON-INSTRUCTION	5,034,599	3,281,283	5,124,367
06	VACANT POSITIONS	-	-	214,939
07	VACANCY SAVINGS	-	-	(196,669)
08	<b>TOTAL ACADEMIC</b>	<b>77,714,087</b>	<b>51,710,849</b>	<b>79,132,582</b>
09	CLASSIFIED REGULAR	21,969,358	14,599,179	22,091,180
10	CLASSIFIED MANAGERS	5,038,315	3,483,234	5,298,521
11	CLASS REG INSTRUCTION	3,491,852	2,284,156	3,487,855
12	CLASSIFIED HOURLY	1,860,062	1,480,187	2,413,370
13	CLASS HRLY INSTRUCTION	578,645	270,124	637,171
14	VACANT POSITIONS	1,840,275	-	1,932,472
15	VACANCY SAVINGS	(1,214,582)	-	(1,768,212)
16	<b>TOTAL CLASSIFIED</b>	<b>33,563,925</b>	<b>22,116,880</b>	<b>34,092,357</b>
17	STRS	9,356,744	6,049,021	9,517,012
18	STATE ON-BEHALF PENSION CONTRIB TO STRS	5,664,673	-	5,664,673
19	PERS	6,441,411	4,371,049	6,520,711
20	OASDI/MEDICARE	3,679,243	2,562,900	3,742,101
21	H/W	15,636,727	9,004,698	15,403,367
22	RETIREEES' H/W	5,386,514	3,774,459	5,215,808
23	SUI	165,018	91,791	166,213
24	WORKERS' COMPENSATION	1,921,487	1,278,174	1,962,621
25	ALTERNATIVE RETIREMENT	500,000	335,641	398,799
26	SUPPLEMENTAL RETIREMENT PLAN	1,299,111	1,299,111	1,299,111
27	BENEFITS RELATED TO VACANT POSITIONS	515,277	-	601,278
28	BENEFITS RELATED TO VACANCY SAVINGS	(340,083)	-	(550,169)
29	<b>TOTAL BENEFITS</b>	<b>50,226,122</b>	<b>28,766,844</b>	<b>49,941,525</b>
30	SUPPLIES	993,536	560,515	842,385
31	TCO-SUPPLIES	65,240	-	65,240
32	<b>TOTAL SUPPLIES</b>	<b>1,058,776</b>	<b>560,515</b>	<b>907,625</b>
33	CONTRACTS/SERVICES	13,954,433	8,987,300	14,791,352
34	INSURANCE	1,258,077	942,664	1,258,077
35	UTILITIES	4,158,475	2,495,719	3,840,468
36	<b>TOTAL SERVICES</b>	<b>19,370,985</b>	<b>12,425,683</b>	<b>19,889,897</b>
37	<b>TOTAL EXPENDITURES</b>	<b>181,933,895</b>	<b>115,580,771</b>	<b>183,963,986</b>
38	OTHER OUTGO - TRANSFERS	387,063	185,216	379,563
39	OTHER OUTGO - STUDENT AID	2,500	-	2,500
40	<b>TOTAL TRANSFERS/FINANCIAL AID</b>	<b>389,563</b>	<b>185,216</b>	<b>382,063</b>
41	<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>182,323,458</b>	<b>115,765,987</b>	<b>184,346,049</b>

**UNRESTRICTED GENERAL FUND 01.0  
2018-2019 FUND BALANCE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL FUND BALANCE	2018-2019 PROJECTED BUDGET
01 TOTAL REVENUE AND TRANSFERS *	173,967,375	132,490,912	175,760,623
02 TOTAL EXPENDITURES AND TRANSFERS	180,630,832	114,541,337	181,662,805
03 VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	2,355,552	-	2,748,689
04 VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(1,554,665)	-	(2,515,050)
05 <b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(7,464,344)</b>	<b>17,949,575</b>	<b>(6,135,821)</b>
ONE-TIME ITEMS			
06 FTES BORROWING/DECLINE	8,095,811	-	8,021,522
07 PRIOR YEAR APPORTIONMENT ADJ	-	(4,702)	(4,702)
08 ONE-TIME BUDGET AUGMENTATION	(826,499)	(1,224,650)	(2,384,365)
09 EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	(65,240)	-	(65,240)
10 <b>OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS</b>	<b>(260,272)</b>	<b>16,720,223</b>	<b>(568,606)</b>
11 BEGINNING BALANCE	27,648,342	27,648,342	27,648,342
12 <b>ENDING FUND BALANCE</b>	<b>27,388,070</b>	<b>44,368,565</b>	<b>27,079,736</b>
13 <b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS **</b>	<b>15.02%</b>	<b>38.33%</b>	<b>14.69%</b>

**DESIGNATION OF FUND BALANCE**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL FUND BALANCE	2018-2019 PROJECTED BUDGET
21 UNDESIGNATED FUND BALANCE	24,989,923	41,970,418	24,681,589
22 UNDESIGNATED FB RATIO TO TTL EXPENDITURES & TRANSFERS	13.71%	36.25%	13.39%
DESIGNATED RESERVE FOR:			
23 CLASSIFIED EMPLOYEE WELFARE FUND	459,679	459,679	459,679
24 RESERVE FOR FUTURE STRS AND PERS INCREASES	1,938,468	1,938,468	1,938,468
25 <b>TOTAL</b>	<b>2,398,147</b>	<b>2,398,147</b>	<b>2,398,147</b>
26 <b>DESIGNATED FB RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>1.32%</b>	<b>2.07%</b>	<b>1.30%</b>
27 <b>TOTAL ENDING FUND BALANCE</b>	<b>27,388,070</b>	<b>44,368,565</b>	<b>27,079,736</b>
28 <b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS **</b>	<b>15.02%</b>	<b>38.33%</b>	<b>14.69%</b>

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

**RESTRICTED GENERAL FUND 01.3  
2018-2019 REVENUE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL REVENUES	2018-2019 PROJECTED BUDGET
<b>FEDERAL</b>			
01 PERKINS IV TITLE I-C	743,566	198,174	743,566
02 FWS-FEDERAL WORK STUDY	595,987	249,201	595,987
03 TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	58,539	30,440	58,539
04 FEDERAL CARRYOVERS	1,749,044	598,499	1,744,044
05 OTHER FEDERAL	2,065,207	145,210	2,287,577
06 <b>TOTAL FEDERAL</b>	<b>5,212,343</b>	<b>1,221,524</b>	<b>5,429,713</b>
<b>STATE</b>			
07 LOTTERY	1,283,553	379,516	1,283,553
08 SFAA-STUDENT FINANCIAL AID ADMIN	926,753	704,332	926,753
09 FINANCIAL AID TECHNOLOGY - ONGOING	70,106	70,106	70,106
10 FINANCIAL AID TECHNOLOGY - ONE TIME	-	127,030	189,284
11 DSPTS-DISABLED STUDENTS PROGRAM & SERVICES	1,769,896	1,612,464	2,121,663
12 CALWORKS	323,209	245,639	323,209
13 MENTAL HEALTH SUPPORT	-	204,643	204,643
14 HUNGER FREE CAMPUS	-	200,417	200,417
15 VETERANS RESOURCE CENTER	-	43,480	57,211
16 STUDENT EQUITY AND ACHIEVEMENT	8,907,810	6,769,936	8,907,810
17 EQUAL EMPLOYMENT OPPORTUNITY	50,000	50,000	50,000
18 STRONG WORKFORCE PROGRAM	991,313	1,005,207	1,322,641
19 ADULT EDUCATION BLOCK GRANT	409,733	311,397	409,733
20 NURSING EDUCATION PROGRAM SUPPORT	251,070	190,813	251,070
23 EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,334,327	1,014,089	1,334,327
24 CARE-COOP AGENCIES RESOURCES FOR EDUCATION	89,759	68,217	89,759
25 PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	474,990	360,992	474,990
26 STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	653,848	-	653,848
27 STATE CARRYOVERS	15,247,557	12,365,501	15,247,557
28 OTHER STATE	7,416,119	593,830	7,639,335
29 <b>TOTAL STATE</b>	<b>40,200,043</b>	<b>26,317,609</b>	<b>41,757,909</b>
<b>LOCAL</b>			
30 PICO PROMISE	151,347	151,347	151,347
31 HEALTH FEES	1,228,915	1,066,093	1,228,915
32 PARKING FEES	1,625,541	1,180,089	1,625,541
33 DONATIONS-KCRW	3,133,695	1,000,790	3,015,374
34 RADIO GRANTS	1,286,109	953,972	1,362,818
35 COMMUNITY SERVICES	625,000	420,730	625,000
36 CONSOLIDATED CONTRACT ED-LOCAL	325,000	39,550	325,000
37 LOCAL CARRYOVERS	324,060	442,380	442,380
38 OTHER LOCAL	5,363,240	5,002,787	5,364,825
39 <b>TOTAL LOCAL</b>	<b>14,062,907</b>	<b>10,257,738</b>	<b>14,141,200</b>
40 <b>TOTAL REVENUE</b>	<b>59,475,293</b>	<b>37,796,871</b>	<b>61,328,822</b>

**RESTRICTED GENERAL FUND 01.3  
2018-2019 EXPENDITURE BUDGET**

ACCOUNTS		2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL EXPENDITURES	2018-2019 PROJECTED BUDGET
01	INSTRUCTION	255,800	-	255,800
02	MANAGEMENT	2,869,553	1,114,929	2,975,011
03	NON-INSTRUCTION	3,776,322	1,694,136	3,257,339
04	HOURLY INSTRUCTION	27,500	14,325	41,866
05	HOURLY NON-INSTRUCTION	5,234,370	3,729,348	6,363,285
06	<b>TOTAL ACADEMIC</b>	<b>12,163,545</b>	<b>6,552,738</b>	<b>12,893,301</b>
07	CLASSIFIED REGULAR	5,727,424	2,877,390	5,738,790
08	CLASSIFIED MANAGERS	547,153	416,944	593,743
09	CLASS REG INSTRUCTION	78,506	30,810	32,350
10	CLASSIFIED HOURLY	2,030,993	1,224,215	2,179,274
11	CLASS HRLY INSTRUCTION	326,350	156,914	370,108
12	<b>TOTAL CLASSIFIED</b>	<b>8,710,426</b>	<b>4,706,273</b>	<b>8,914,265</b>
13	BENEFITS HOLDING ACCOUNT	6,732,039	-	3,704,833
14	STRS	-	747,280	747,280
15	STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	-
16	PERS	-	686,937	686,937
17	OASDI/MEDICARE	-	407,369	407,369
18	H/W	-	1,251,425	1,251,425
19	SUI	-	5,247	5,247
20	WORKERS' COMP.	-	188,911	188,911
21	ALTERNATIVE RETIREMENT	-	59,086	59,086
22	SUPPLEMENTAL RETIREMENT PLAN	-	14,705	14,705
23	<b>TOTAL BENEFITS</b>	<b>6,732,039</b>	<b>3,360,960</b>	<b>7,065,793</b>
24	<b>TOTAL SUPPLIES</b>	<b>1,469,124</b>	<b>559,216</b>	<b>1,484,844</b>
25	CONTRACTS/SERVICES	18,023,054	6,106,340	18,522,807
26	INSURANCE	4,295,360	4,281,746	4,295,360
27	UTILITIES	150,361	104,660	150,361
28	<b>TOTAL SERVICES</b>	<b>22,468,775</b>	<b>10,492,746</b>	<b>22,968,528</b>
29	BLDG & SITES	1,830,115	191,850	1,830,115
30	EQUIPMENT/LEASE PURCHASE	3,962,210	721,738	3,952,407
31	<b>TOTAL CAPITAL</b>	<b>5,792,325</b>	<b>913,588</b>	<b>5,782,522</b>
32	<b>TOTAL EXPENDITURES</b>	<b>57,336,234</b>	<b>26,585,521</b>	<b>59,109,253</b>
33	OTHER OUTGO - STUDENT AID	2,341,898	434,328	2,386,979
34	OTHER OUTGO - TRANSFERS	195,776	47,622	231,205
35	<b>TOTAL OTHER OUTGO</b>	<b>2,537,674</b>	<b>481,950</b>	<b>2,618,184</b>
36	<b>TOTAL EXPENDITURES &amp; OTHER OUTGO</b>	<b>59,873,908</b>	<b>27,067,471</b>	<b>61,727,437</b>

**RESTRICTED GENERAL FUND 01.3  
2018-2019 FUND BALANCE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL FUND BALANCE	2018-2019 PROJECTED BUDGET
01 TOTAL REVENUE AND TRANSFERS	59,475,293	37,796,871	61,328,822
02 TOTAL EXPENDITURES AND TRANSFERS	59,873,908	27,067,471	61,727,437
03 <b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(398,615)</b>	<b>10,729,400</b>	<b>(398,615)</b>
04 BEGINNING BALANCE	8,826,143	8,826,143	8,826,143
05 <b>CONTINGENCY RESERVE/ENDING FUND BALANCE</b>	<b>8,427,528</b>	<b>19,555,543</b>	<b>8,427,528</b>
06 <b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>14.08%</b>	<b>72.25%</b>	<b>13.65%</b>

**CAPITAL OUTLAY FUND 40.0**  
**2018-2019 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL	2018-2019 PROJECTED BUDGET
<b>REVENUE</b>			
<b>STATE</b>			
01 PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	-	-
02 PROP 39 - CLEAN ENERGY PROJECTS	-	-	-
03 STATE CARRYOVERS	2,994,164	4,525,954	4,525,954
04 <b>TOTAL STATE</b>	<b>2,994,164</b>	<b>4,525,954</b>	<b>4,525,954</b>
<b>LOCAL</b>			
05 PROPERTY TAX - RDA PASS THRU	-	850,659	850,659
06 RENTS	226,828	-	226,828
07 INTEREST	316,000	198,480	316,000
08 NON-RESIDENT CAPITAL CHARGE	2,546,305	2,484,644	2,546,305
09 OTHER FINANCING SOURCES	-	7,577	7,577
10 LOCAL INCOME	6,000	16,666	16,666
11 <b>TOTAL LOCAL</b>	<b>3,095,133</b>	<b>3,558,026</b>	<b>3,964,035</b>
12 <b>TOTAL REVENUES</b>	<b>6,089,297</b>	<b>8,083,980</b>	<b>8,489,989</b>
<b>EXPENDITURES</b>			
13 SUPPLIES	1,500	-	1,500
14 CONTRACT SERVICES	2,207,000	1,418,705	2,207,000
15 CAPITAL OUTLAY	19,552,721	2,420,240	21,953,413
16 <b>TOTAL EXPENDITURES</b>	<b>21,761,221</b>	<b>3,838,945</b>	<b>24,161,913</b>
17 <b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>21,761,221</b>	<b>3,838,945</b>	<b>24,161,913</b>
18 <b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(15,671,924)</b>	<b>4,245,035</b>	<b>(15,671,924)</b>
19 <b>BEGINNING BALANCE</b>	15,671,924	15,671,924	15,671,924
20 <b>ENDING FUND BALANCE</b>	-	<b>19,916,959</b>	-

**MEASURE S FUND 42.3  
2018-2019 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL	2018-2019 PROJECTED BUDGET
<b>REVENUE</b>			
01 OTHER FINANCING SOURCES	-	-	-
02 INTEREST	313,000	230,177	313,000
03 <b>TOTAL REVENUE</b>	<b>313,000</b>	<b>230,177</b>	<b>313,000</b>
<b>EXPENDITURES</b>			
04 SUPPLIES	-	-	-
05 CONTRACT SERVICES	122,500	144,650	160,000
06 CAPITAL OUTLAY	23,878,793	2,192,395	23,841,293
07 <b>TOTAL EXPENDITURES</b>	<b>24,001,293</b>	<b>2,337,045</b>	<b>24,001,293</b>
08 <b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(23,688,293)</b>	<b>(2,106,868)</b>	<b>(23,688,293)</b>
09 <b>BEGINNING BALANCE</b>	23,688,293	23,688,293	23,688,293
10 <b>ENDING FUND BALANCE</b>	-	<b>21,581,425</b>	-

**MEASURE AA FUND 42.4  
2018-2019 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL	2018-2019 PROJECTED BUDGET
<b>REVENUE</b>			
01 OTHER FINANCING SOURCES	-	-	-
02 INTEREST	186,000	269,614	320,000
03 <b>TOTAL REVENUE</b>	<b>186,000</b>	<b>269,614</b>	<b>320,000</b>
<b>EXPENDITURES</b>			
04 SUPPLIES	15,000	1,764	15,000
05 CONTRACT SERVICES	117,750	81,423	117,750
06 CAPITAL OUTLAY	14,923,480	220,227	15,057,480
07 <b>TOTAL EXPENDITURES</b>	<b>15,056,230</b>	<b>303,414</b>	<b>15,190,230</b>
08 <b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(14,870,230)</b>	<b>(33,800)</b>	<b>(14,870,230)</b>
09 <b>BEGINNING BALANCE</b>	14,870,230	14,870,230	14,870,230
10 <b>ENDING FUND BALANCE</b>	-	<b>14,836,430</b>	-



**MEASURE V FUND 42.5  
2018-2019 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS		2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL	2018-2019 PROJECTED BUDGET
<b>REVENUE</b>				
01	OTHER FINANCING SOURCES	-	-	-
02	INTEREST	663,000	1,697,234	2,550,000
03	<b>TOTAL REVENUE</b>	<b>663,000</b>	<b>1,697,234</b>	<b>2,550,000</b>
<b>EXPENDITURES</b>				
04	SUPPLIES	500,000	-	500,000
05	CONTRACT SERVICES	1,305,000	770	1,305,000
06	CAPITAL OUTLAY	176,454,670	23,137,936	178,341,670
07	<b>TOTAL EXPENDITURES</b>	<b>178,259,670</b>	<b>23,138,706</b>	<b>180,146,670</b>
08	<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(177,596,670)</b>	<b>(21,441,472)</b>	<b>(177,596,670)</b>
09	<b>BEGINNING BALANCE</b>	177,596,670	177,596,670	177,596,670
10	<b>ENDING FUND BALANCE</b>	-	<b>156,155,198</b>	-

**STUDENT FINANCIAL AID FUND 74.0  
2018-2019 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL	2018-2019 PROJECTED BUDGET
<b>REVENUE</b>			
01 FEDERAL GRANTS	30,096,188	20,894,712	30,096,188
02 FEDERAL LOANS	3,850,000	2,514,736	3,850,000
03 CAL GRANTS	3,958,000	2,079,650	3,958,000
04 SANTA MONICA COLLEGE PROMISE	1,040,845	1,040,845	1,040,845
05 STUDENT SUCCESS COMPLETION	1,831,724	2,112,012	2,112,012
06 FULL TIME STUDENT SUCCESS GRANT	89,788	20,500	20,500
07 COMMUNITY COLEGE COMPLETION GRANT	212,250	98,250	98,250
08 NONRESIDENT DREAMER EMERGENCY AID	1,300	1,300	1,300
09 TRANSFER	357,063	162,716	357,063
10 <b>TOTAL REVENUE</b>	<b>41,437,158</b>	<b>28,924,721</b>	<b>41,534,158</b>
<b>EXPENDITURES</b>			
11 FINANCIAL AID	41,437,158	30,610,046	41,534,158
12 <b>TOTAL EXPENDITURES</b>	<b>41,437,158</b>	<b>30,610,046</b>	<b>41,534,158</b>
13 <b>ENDING FUND BALANCE*</b>	<b>-</b>	<b>(1,685,325)</b>	<b>-</b>

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

**SCHOLARSHIP TRUST FUND 75.0**  
**2018-2019 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL	2018-2019 PROJECTED BUDGET
01 <b>BEGINNING BALANCE</b>	15,843	15,843	15,843
<b>REVENUE</b>			
02 TRANSFER	30,000	22,500	30,000
03 INTEREST	230	188	230
04 <b>TOTAL REVENUE</b>	<b>30,230</b>	<b>22,688</b>	<b>30,230</b>
05 <b>TOTAL FUNDS AVAILABLE</b>	<b>46,073</b>	<b>38,531</b>	<b>46,073</b>
<b>EXPENDITURES</b>			
06 SCHOLARSHIP	30,000	22,500	30,000
07 <b>TOTAL EXPENDITURES</b>	<b>30,000</b>	<b>22,500</b>	<b>30,000</b>
08 <b>ENDING FUND BALANCE</b>	<b>16,073</b>	<b>16,031</b>	<b>16,073</b>

**AUXILIARY FUND  
2018-2019 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2018-2019 ADOPTED BUDGET	March 31, 2019 ACTUAL BUDGET	2018-2019 PROJECTED BUDGET
01 <b>BEGINNING BALANCE</b>	1,792,702	1,792,702	1,792,702
02 ADJ. TO BEG. BALANCE	-	(554)	(554)
03 <b>ADJUSTED BEGINNING BALANCE</b>	<u>1,792,702</u>	<u>1,792,148</u>	<u>1,792,148</u>
<b>REVENUE</b>			
04 GROSS SALES	4,859,000	4,169,185	4,859,000
05 LESS: COST OF GOODS	<u>(3,405,500)</u>	<u>(3,002,701)</u>	<u>(3,405,500)</u>
06 NET	1,453,500	1,166,484	1,453,500
07 VENDOR INCOME	771,000	508,615	771,000
08 AUXILIARY PROGRAM INCOME	<u>399,856</u>	<u>205,515</u>	<u>399,856</u>
09 NET INCOME	2,624,356	1,880,614	2,624,356
10 INTEREST	<u>63,600</u>	<u>60,473</u>	<u>63,600</u>
11 <b>TOTAL REVENUE</b>	<u>2,687,956</u>	<u>1,941,087</u>	<u>2,687,956</u>
12 <b>TOTAL FUNDS AVAILABLE</b>	<u>4,480,658</u>	<u>3,733,235</u>	<u>4,480,104</u>
<b>EXPENDITURES</b>			
13 STAFFING	1,000,300	801,544	1,000,300
14 FRINGE BENEFITS	318,100	241,560	318,100
15 OPERATING	<u>1,446,581</u>	<u>814,993</u>	<u>1,446,581</u>
16 <b>TOTAL EXPENDITURES</b>	<u>2,764,981</u>	<u>1,858,097</u>	<u>2,764,981</u>
17 <b>ENDING FUND BALANCE</b>	<u>1,715,677</u>	<u>1,875,138</u>	<u>1,715,123</u>

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2018-2019**

**District: (780) SANTA MONICA**

**Quarter Ended: (Q3) Mar 31, 2019**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	175,904,203	170,016,362	186,576,675	183,540,107
A.2	Other Financing Sources (Object 8900)	128,383	90,235	113,497	237,336
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>176,032,586</b>	<b>170,106,597</b>	<b>186,690,172</b>	<b>183,777,443</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	165,574,581	172,334,364	180,098,390	183,963,986
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	313,991	326,050	315,213	382,063
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>165,888,572</b>	<b>172,660,414</b>	<b>180,413,603</b>	<b>184,346,049</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>10,144,014</b>	<b>-2,553,817</b>	<b>6,276,569</b>	<b>-568,606</b>
D.	<b>Fund Balance, Beginning</b>	<b>13,781,577</b>	<b>23,925,591</b>	<b>21,371,774</b>	<b>27,648,342</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>13,781,577</b>	<b>23,925,591</b>	<b>21,371,774</b>	<b>27,648,342</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>23,925,591</b>	<b>21,371,774</b>	<b>27,648,343</b>	<b>27,079,736</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.4%	12.4%	15.3%	14.7%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	21,727	22,024	18,684	20,379
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds		49,331,842	56,766,442	55,211,223
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>46,753,379</b>	<b>49,331,842</b>	<b>56,766,442</b>	<b>55,211,223</b>

**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)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	181,867,410	183,540,107	132,432,457	72.2%
I.2	Other Financing Sources (Object 8900)	195,776	237,336	53,753	22.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>182,063,186</b>	<b>183,777,443</b>	<b>132,486,210</b>	<b>72.1%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	181,933,895	183,963,986	115,580,771	62.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	389,563	382,063	185,216	48.5%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>182,323,458</b>	<b>184,346,049</b>	<b>115,765,987</b>	<b>62.8%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-260,272</b>	<b>-568,606</b>	<b>16,720,223</b>	
L.	Adjusted Fund Balance, Beginning	27,648,342	27,648,342	27,648,342	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>27,388,070</b>	<b>27,079,736</b>	<b>44,368,565</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	15%	14.7%		

**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	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
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?  
Next year?

**NO**  
**NO**

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