SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

JUNE 6, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

The complete minutes may be accessed on the Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/
A meeting of the Board of Trustees of the Santa Monica Community College District held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, June 6, 2017.

I. **ORGANIZATIONAL FUNCTIONS**

- **CALL TO ORDER** – 5:35 p.m.

- **ROLL CALL**
  Dr. Andrew Walzer, Chair - Present
  Barry Snell, Vice-Chair - Present
  Dr. Susan Aminoff - Present
  Dr. Nancy Greenstein - Present
  Dr. Louise Jaffe - Present
  Dr. Margaret Quiñones-Perez - Present
  Rob Rader - Present
  Chase Matthews, Incoming Student Trustee – Present (for Public Session)

- **RECOGNITION:** 38th Annual Student Photography Awards

- **PUBLIC COMMENTS ON CLOSED SESSION ITEMS** - None

II. **CLOSED SESSION** – 5:45 p.m.

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

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)
- C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC630289

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 6:35 p.m.

- **PLEDGE OF ALLEGIANCE** – Incoming Student Trustee Chase Matthews

- **INSTALLATION OF STUDENT TRUSTEE**
  Board Chair Andrew Walzer administered the Oath of Allegiance to Chase Matthews and installed him as Student Trustee for 2017-2018.

- **CLOSED SESSION REPORT** (if any)
• REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

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

IV. SUPERINTENDENT’S REPORT

V. PUBLIC COMMENTS
   Ben Kolodny
   Nate Brown
   Matthew Linsky
   David Burak

VI. ACADEMIC SENATE REPORT

VII. REPORTS FROM DPAC CONSTITUENCIES
   • Associated Students
   • CSEA
   • Faculty Association
   • Management Association

VIII. MAJOR ITEMS OF BUSINESS
   #1 2017-2018 Tentative Budget
   #2 Salary Schedule Adjustments for Academic Administrators, Classified Managers, and Classified Confidential Employees
   #3 Temporary Air Conditioning
   #4 Five-Year Construction Plan 2017-2018 through 2022-2023
   #5 Second Reading and Approval: Board Policy Chapter 1 – The District, and Chapter 2 – Board of Trustees

IX. CONSENT AGENDA

Approval of Minutes
#6 Approval of Minutes: May 2, 2017 (Regular Meeting)
   May 16, 2017 (Special Meeting)

Annual Recommendations
#7 Election of Personnel, 2017-2018
#8 Resolution Fixing the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act
#9 Destruction of Class 3 Records
#10 Year-End Appropriations Transfers
#11 Disposal of Surplus Property
#12 Authorization of Signatures for JP Morgan Chase Bank, 2017-2018
#13 Annual Resolution – Temporary Inter-Fund Cash Borrowing
#14 Annual Resolution – Cash Borrowing from the County Treasury
#15 2017-2018 Annual Contracts and Consultants
Academic and Student Affairs
#16 New Courses and Degrees, Spring 2017

Grants and Contracts
#17 Ratification of Contracts and Consultants
#18 Contracts for Celebrate America 2017
#19 Contracts for Study Abroad, 2018

Human Resources
#20 Certification of Equal Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2016-2017
#21 Academic Personnel
#22 Classified Personnel – Regular
#23 Classified Personnel – Limited Duration
#24 Classified Personnel – Non Merit

Facilities and Fiscal
#25 Authorization of Signatures to Approve Invoices, 2017-2018
#26 Facilities
A Change Order No. 30 – AET Campus
B Change Order No. 17 – Health, PE, Fitness, Dance and Central Plant
C Change Order No. 7 – Connection of Existing Facilities to Central Plant Loop
D Change Order No. 20 – Performing Arts Center East Wing
E Change Order No 7 – Upgrading of Security Systems
F Change Order No. 1 – AET Audiovisual and Broadcast Systems
G Project Close Out – Campus Wide Fire Alarm Upgrade 2015 Project
H Amendment No. 8 to Agreement for Engineering Services – Security and Fire Alarm Upgrade
I Amendment No. 9 to Agreement for Architectural Services – Health, PE, Fitness, Dance and Central Plant
J Agreement for Engineering Services – Student Services Building
K Pool Payment Under Joint Use Facilities Agreement
L Agreement for Program/Project Management Software
M Agreement for Program/Project Management Software Customization and Implementation
N Project Close Out – Center For Teaching Excellence AV System
O Project Close Out – Sump Pump and Sewer Line Replacement
#27 Budget Transfers
#28 Commercial Warrant Register
#29 Payroll Warrant Register
#30 Auxiliary Payments and Purchase Orders
#31 Providers for Community and Contract Education
#32 Organizational Memberships
#33 Purchasing
A Award of Purchase Orders
B Award of Contracts
C Annual Award of Contracts, 2017-2018

X. CONSENT AGENDA – Pulled Recommendations
XI. INFORMATION
   34   Citizens’ Bond Oversight Committee Meeting, April 26, 2017

XII. BOARD COMMENTS AND REQUESTS

XIII. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, July 11, 2017 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

APPENDIX A  2016-2017 Tentative Budget
APPENDIX B  #15 Annual Contracts and Consultants
SMC Campus Police: Chief Johnnie Adams reported that ten new staff have been added to the SMC Campus Police Department. He introduced those who were present: Sergeants Bryan Wilson and Chiquita Brown, Officers Diane Zamora and Ahmad Bitar, and Campus Security Officer Jhosely Estrada. Others will be introduced at the next meeting.

Updates
Graduation and Related Activities
- Graduation – June 13, 2017
- Recognition Program and Lunch – June 14, 2017
- Professor Harvey Strong Hall Dedication, June 14, 2017
- Celebrate America – June 24, 2017
- Fourth of July Parade – Emeritus College Band

Recognition: Outgoing Academic Senate President
Superintendent/President Jeffery commended Academic Senate President Fran Chandler for her leadership of the Academic Senate for the past two years.

Full-Time Faculty Hiring
Dr. Jeffery reported that the District has had a successful year of full time faculty hiring -- 19 positions plus one roll over position were originally approved for hiring. This agenda includes a recommendation for final approval of 17 new faculty members. Previous hires included French and Japanese. Two more counselors and one faculty member in the Business Department than were originally approved were hired. The Office Technology position has been extended. The Computer Science and Psychology searches will be rolled over to Fall 2017. If all remaining searches are successful, there will be 25 new full-time faculty hires as a result of this hiring cycle, five more than were originally approved to be hired. In these budgetary times, this serves as evidence of how committed the College is to hiring full-time faculty to serve its students and the community.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: 2017-2018 TENTATIVE BUDGET

SUBMITTED BY: Vice-President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2017-2018 Tentative Budgets (Appendix A).

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2017-2018 is comprised of the following nine funds:

- General Fund Unrestricted $192,778,743
- General Fund Restricted $52,354,401
- **Total General Fund** $245,133,144

- Special Reserve Fund (Capital) $25,459,922
- Bond Fund: Measure U $5,042,811
- Bond Fund: Measure S $55,553,820
- Bond Fund: Measure AA $41,248,052
- Bond Interest & Redemption Fund $53,230,066
- Student Financial Aid Fund $36,827,830
- Scholarship Trust Fund $45,486
- Auxiliary Operations $5,464,459
- **Total Other Restricted** $222,872,446

**TOTAL PROPOSED TENTATIVE BUDGET** $468,005,590

MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye

AYES: 7
NOES: 0
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: SALARY SCHEDULE ADJUSTMENTS FOR ACADEMIC ADMINISTRATORS, CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees approve the following salary adjustments for academic administrators, classified managers and classified confidential employees:

1) Classified Confidential Employees will receive a 2.8% salary adjustment retroactive to July 1, 2016. The amount of this adjustment is $22,060.

2) Academic Administrators and Classified Administrators and Managers, will receive a 2.8% salary adjustment retroactive to January 1, 2017. The amount of this adjustment is $242,604.

   The cumulative effect of recommendations 1 and 2 for fiscal year 2016-2017 is $264,664.

3) Effective July 1, 2017, a 2.2% increase will be implemented for all Classified Confidential, Academic Administrators and Classified Administrators and Managers. The cumulative amount of this adjustment is $415,756.

   The cumulative effect for all three recommendations will be $680,420.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Barry Snell

Substitute Motion on 2): Salary adjustment retroactive to July 1, 2016.
MOTION MADE BY: Rob Rader
SECONDED BY: Margaret Quiñones-Perez
STUDENT ADVISORY: No
AYES: 1 (Rader)
NOES: 6 (Aminoff, Greenstein, Jaffe, Quiñones-Perez, Snell, Walzer)

Motion Fails

Vote on recommendation as originally presented:
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: TEMPORARY AIR CONDITIONING

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees award the bid to Murray Company for an amount not to exceed $1,274,560 for five months of service for the Temporary Air Conditioning project.

Bids received:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Murray Company</td>
<td>$1,274,560</td>
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<tr>
<td>United Riggers &amp; Erectors</td>
<td>$1,352,576</td>
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<tr>
<td>PPC Air Conditioning</td>
<td>$1,528,440</td>
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FUNDING SOURCE: District Capital Fund 40

COMMENT: This is a continuation of the temporary air conditioning systems put into place for last summer and early fall to mitigate unusually high temperatures in buildings without permanent air conditioning. With the passage of Measure V, the District is in progress with the planning of permanent air conditioning for any building that is not scheduled to be renovated in the future. However, due to the long lead time for public works projects, which may include Division of the State Architect (DSA) approval we need to provide temporary relief from the heat during this period.

The buildings to be cooled include Counseling, Liberal Arts, Letters & Science, Cayton, Science first floor west wing, and Madison north building.

The cost is about the same as last year.

MOTION MADE BY: Barry Snell
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 5
NOES: 1 (Quiñones-Perez)
ABSENT: 1 (Rader)
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: FIVE-YEAR CONSTRUCTION PLAN, 2017-2018 THROUGH 2022-2023

SUBMITTED BY: Vice President, Business and Administration

REQUESTED ACTION: It is recommended that the Board of Trustees approve the filing of the Five Year Construction Plan, 2017-2018 through 2022-2023 with the State Chancellor’s Office.

Five Year Plan Project Listing: See attached listing
Final Project Proposal (FPP): Art Complex
Initial Project Proposal (IPP): Business Renovation

FUNDING SOURCE Local Bonds; State Capital Funds; District Capital Funds

COMMENT: The Five Year Construction Plan identifies all potential future projects, including those in which the State may be asked to provide funding. The District selects projects that are expected to have the greatest possibility of state funding to be developed into an IPP. If the state approves the IPP, then the project can be developed into an FPP the following year.

These projects follow the 1998 Facilities Master Plan and the Career and Educational Facilities Master Plan 2010 Update. As part of ongoing planning, the District has begun a new 2016 master plan update process.

Math/Science Addition (Approved FPP): The proposed project would consolidate and increase laboratory capacity for Mathematics and Science programs by constructing a new building addition that will be connected to the existing Science building at Santa Monica College. The Mathematics department is one of the largest academic programs at Santa Monica College and is growing beyond what can be reasonably accommodated for students within existing facilities. Currently, Math and Science programs are forced to offer instruction in classrooms and laboratories located within a number of different buildings on campus, many of which are located across campus from each other. The proposed project would construct a 69,565 ASF addition to the existing Science building that will provide 15,815 ASF classroom lecture space, 41,387 ASF laboratory space, 8,069 ASF office space, 2,320 ASF library space, and 1,974 ASF of other support space. The new facility would result in consolidation of the Mathematics, Earth Science, Life Science, and Physical Science programs into a single complex. The project would include demolition of the existing Letters & Science building, Liberal Arts building, and Library Village/Math Complex Portables as a secondary effect. The state has approved this project and it is awaiting the passage November bond measure for funding.
Art Complex Replacement (Pending FPP): The Art Complex at Santa Monica College was originally constructed in 1952. Although the building had a minor renovation of space in 2002, the Art program is currently split between the main campus and satellite Airport site. The proposed project would construct a new building to replace the existing Art Complex and fine arts space at the Airport campus. Building systems, infrastructure and space distribution within the existing Art Complex at Santa Monica College no longer meets the needs of the program. A replacement building will allow the College to construct a functionally efficient building for the Art program and allow the program to function in a single location with dedicated space. The existing Art Complex will be demolished and fine arts space at the Airport Campus will be inactivated as a secondary effect of the proposed project.

Business Renovation (Pending IPP): The Business Building at Santa Monica College was originally constructed in 1980 and received a minor renovation in 1997. The building currently houses multiple departments, including Business, Accounting, Information Technology, Fashion, Cosmetology, and Photography. The existing building no longer meets the instructional capacity needs of the campus. The proposed project will reconstruct the Business Building to modernize instructional spaces and reconfigure space for functional adjacencies and increased efficiency.

The Malibu Campus and the Santa Monica Early Childhood Lab School are scheduled to start construction during 2017. Future projects that are to be funded by Measure V have been added to the list and will be more fully detailed as part of the Facilities Master Plan Update process currently in progress.

The chart indicates the following phases:  (P) Planning, (W) Working Drawings, (C) Construction and (E) Equipment

MOTION MADE BY: Barry Snell
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0
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<tr>
<td>1</td>
<td>Math/Science Addition</td>
<td>Santa Monica College</td>
<td>8,681</td>
<td>2020/2021</td>
<td>(P)(W)</td>
<td>(C)(E)</td>
<td>$40,088,000</td>
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<td>2</td>
<td>Art Complex Replacement</td>
<td>Santa Monica College</td>
<td></td>
<td>2022/2023</td>
<td>(P)(W)</td>
<td>(C)(E)</td>
<td>$6,914,000</td>
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<td>$8,270,000</td>
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<td>$8,270,000</td>
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<td>3</td>
<td>Media and Technology Complex - Acad</td>
<td>Academy of Entertainment &amp; Technology Center</td>
<td>37,383</td>
<td>2017/2018</td>
<td>$10,055,056</td>
<td>NonState</td>
<td>$6,835,769</td>
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<td>4</td>
<td>Student Services Building</td>
<td>Santa Monica College</td>
<td>43,089</td>
<td>2018/2019</td>
<td>(E)</td>
<td></td>
<td>$130,224,164</td>
<td>$6,835,769</td>
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<td>5</td>
<td>Malibu Center</td>
<td>Santa Monica College</td>
<td>16,621</td>
<td>2019/2020</td>
<td>(C)</td>
<td>(E)</td>
<td>$26,775,991</td>
<td>$19,307,285</td>
<td>$750,000</td>
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<td>6</td>
<td>Early Childhood Education Center</td>
<td>Santa Monica College</td>
<td>13,534</td>
<td>2019/2020</td>
<td>(C)</td>
<td>(E)</td>
<td>$15,520,176</td>
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<td>$814,809</td>
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<td>Drescher Hall Modernization &amp; Pico Pro</td>
<td>Santa Monica College</td>
<td></td>
<td>2020/2021</td>
<td>(P)</td>
<td>(C)</td>
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<td>8</td>
<td>Business Renovation</td>
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<td>(C)(E)</td>
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<td>9</td>
<td>New Classroom Building</td>
<td>Santa Monica College</td>
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<td>2023/2024</td>
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<td>(W)</td>
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<td>10</td>
<td>Campus Police</td>
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<td>2023/2024</td>
<td>(P)</td>
<td>(W)</td>
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<td>11</td>
<td>Outdoor Classroom</td>
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<td>2023/2024</td>
<td>(P)</td>
<td>(W)</td>
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: SECOND READING AND APPROVAL: BOARD POLICY CHAPTERS 1 AND 2

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve updated Board Policies Chapter 1, The District, and Chapter 2, Board of Trustees.

COMMENT: Trustee Susan Aminoff, former Student Trustee Laura Zwicker, and Board Recording Secretary Lisa Rose reviewed all documents, made necessary adjustments and revisions, and present Chapters 1 and 2 to the Board of Trustees for a first reading on May 2, 2017. Additional revisions since the first reading have been incorporated.

Public Comment
Laura Zwicker

Motion to approve Board Policies Chapter 1 and 2, excluding BP 2015, 2340, 2345, 2350, 2610, 2715 which were pulled for separate consideration (see below)

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<th>Board Policy 2350 – Approved as presented</th>
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<td>MOTION MADE BY: Susan Aminoff</td>
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<tr>
<td>SECONDED BY: Louise Jaffe</td>
<td>SECONDED BY: Margaret Quiñones-Perez</td>
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<td>STUDENT ADVISORY: Aye</td>
<td>STUDENT ADVISORY: Aye</td>
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<tr>
<td>AYES: 7</td>
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<th>Board Policy 2610 – Approved as amended</th>
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<td>STUDENT ADVISORY: Aye</td>
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<tr>
<td>AYES: 7</td>
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<th>Board Policy 2345 – Approved as amended</th>
<th>Board Policy 2715 – Approved as amended</th>
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<td>STUDENT ADVISORY: Aye</td>
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<tr>
<td>NOES: 0</td>
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VIII. CONSENT AGENDA

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

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #15-E(4), (10), #15-G(4), 20, 21, 26-K

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendation No. #15: 2017-2018 Annual Contracts and Consultants

15-E, Fiscal/Advocacy/Government Relations/Institutional Communications
(4) Strategic Education Services
MOTION MADE BY: Louise Jaffe
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 6
NOES: 1 (Quiñones-Perez)

(10) The Network Inc.
MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

15-G, Legal Services
(4) Newman, Aaronson, Vanaman
MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
RECUSED: 1 (Rader)
Recommendation No. 20: Certification of the Equal Opportunity Fund Multiple Method Application Model Certification Form, Fiscal Year 2016-2017

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

Recommendation No. 21: Academic Personnel

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 26-K, Facilities, Pool Payments Under Joint Use Facilities Agreement

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

RECOMMENDATION NO. 6 APPROVAL OF MINUTES

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

May 2, 2017 (Regular Board of Trustees Meeting)
May 16, 2017 (Special Board of Trustees Meeting)
CONSENT AGENDA: ANNUAL RECOMMENDATIONS

The following annual recommendations are presented for approval by the Board of Trustees:

#7 Election of Personnel, 2017-2018
#8 Resolution Fixing the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act
#9 Destruction of Class 3 Records
#10 Year-End Appropriations Transfers
#11 Disposal of Surplus Property
#12 Authorization of Signatures, for JP Morgan Chase Bank and Union Bank, 2016-2017
#13 Annual Resolution – Temporary Inter-Fund Cash Borrowing
#14 Annual Resolution – Cash Borrowing from the County Treasury
CONSENT AGENDA: ANNUAL RECOMMENDATIONS

RECOMMENDATION NO. 7 ELECTION OF PERSONNEL, 2017-2018
Requested Action: Approval of the following annual elections/reelections, effective July 1, 2017
Approved by: Marcia Wade, Vice-President, Human Resources

Academic Personnel: Declare salary schedules indefinite for 2017-2018 and place academic personnel to the appropriate place on their respective salary schedules for the 2017-2018 fiscal year.
   1. Contract and Regular Academic Personnel
   2. Academic Hourly, Adult Education, Emeritus College and Substitutes

Classified Personnel: Declare salary schedules indefinite for 2017-2018 and place classified personnel to the appropriate place on their respective 2017 salary schedules for the period such salary schedules are effective.

Academic Management and Classified Management and Confidential employees other unrepresented personnel except those with individual employment contracts: Declare salary schedules indefinite for 2017-2018 and place unrepresented personnel to the appropriate place on their respective 2017 salary schedules.

Academic Management with individual employment contracts: Employment of all current academic administrators with individual employment contracts in the following positions, effective July 1, 2017:

   Executive Vice-President
   Vice-President
   Special Assistant to the Superintendent/President
   Senior Director
   Senior Administrative Dean
   Dean
   Associate Dean
   Director
   Assistant Director

Comment: Lists on file in the Human Resources office and attached to the permanent minutes. All academic and classified personnel (including managers and confidentials) are required by the Los Angeles County Office of Education re-elected for the upcoming fiscal year for budgetary reasons and payroll processing.
CONSENT AGENDA:  ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 8    RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
Requested Action: Adoption  PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
Approved by: Marcia Wade, Vice-President, Human Resources

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the
Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's
contribution at an amount not less than the amount required under Section 22892(b)(1)
of the Act, and

WHEREAS, (2) SANTA MONICA COLLEGE, hereinafter referred to as Special District is a contracting
agency under the Act for participation by members of the Board of Trustees now, therefore be it

RESOLVED, That the employer's contribution for each employee, retiree, or survivor shall be the
amount necessary to pay the full cost of his/her enrollment, including the enrollment of
his/her family members in a health benefits plan up to a maximum of $911.52 per
month, plus administrative fees and Contingency Reserve Fund Assessments.

Comment: The base medical benefit amount is to be increased annually in accordance with the
benefits article in the contract agreements with CSEA, the SMC Faculty Association, and
the SMC Police Officers Association and by Board Resolution covering the Special
Districts.
## RECOMMENDATION NO. 9  
**DESTRUCTION OF CLASS 3 RECORDS**

**Requested Action:** Approval  
**Approved by:**  
- Kathryn E. Jeffery, Superintendent/President  
- Robert Isomoto, Vice President, Business and Administration  
- Teresita Rodriguez, Vice-President, Enrollment Development  
- Marcia Wade, Vice-President, Human Resources

Approve the destruction of class 3 records (older than three years) stored for Admissions and Records, Financial Aid, Outreach, Assessment, EOP&S, Business Services, Human Resources and Personnel Commission.

**Comment:** This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. This also includes such items for the Human Resources and the Personnel Commission as recruitment and examination records for classified personnel. All data from these source documents has been recorded on a higher classification record that is stored.

## RECOMMENDATION NO. 10  
**YEAR-END APPROPRIATIONS TRANSFERS**

**Requested Action:** Approval  
**Approved by:** Robert Isomoto, Vice President, Business and Administration

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2016-2017 to permit the payment of obligations of the district incurred during the year.

**Comment:** This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.
CONSENT AGENDA:  ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 11  DISPOSAL OF SURPLUS PROPERTY
Requested Action: Approval
Approved by: Robert Isomoto, Vice President, Business and Administration

Authorize the disposal of surplus equipment through means deemed appropriate as required during fiscal year 2017-2018.

Comment: Education Code Section 81450 defines surplus equipment as equipment no longer required or suitable for college use or equipment that should be disposed of for the purpose of replacement. Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed by:

- Transfer to other institutions;
- Transfer to State agencies;
- Sale to other eligible political sub-divisions of the state and other governmental agencies;
- Donation to a public school or public school system;
- Sale by Public or Internet auction
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 12  AUTHORIZATION OF SIGNATURES FOR JP MORGAN CHASE BANK, 2017-2018

Requested by: Christopher Bonvenuto, Chief Director, Business Services
Approved by: Robert Isomoto, Vice-President, Business Administration
Requested Action: Approval

Authorization of the following Santa Monica Community College District employees to be the designated signatories for the District on JP Morgan Chase Bank existing and new accounts for 2017-2018.

1. District Accounts
   District Clearing Account
   Community Services Account
   Bursar’s Office Cash Account
   Parking Account
   Bursar’s Office Credit Card Account
   Cal B and C Account
   Revolving Cash Account

   Designated Signatories for District Accounts
   Kathryn E. Jeffery
   Robert Isomoto
   Christopher Bonvenuto
   Carla Spalding

2. Auxiliary Services/Associated Students Accounts
   Associated Students Account
   Associated Students Money Market Account
   Associated Students Investment Account
   Auxiliary Services Accounts
   Auxiliary Services Money Market Account

   Designated Signatories
   Kathryn E. Jeffery
   Robert Isomoto
   Christopher Bonvenuto
   Carla Spalding
   Mitch Heskell
   David Dever

Authorization for the District to use one facsimile signature of a designated signatory when two signatures are required. Two signatures are required on all checks for more than $500.
CONSENT AGENDA:  ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 13  ANNUAL RESOLUTION – TEMPORARY INTER-FUND CASH BORROWING

Requested by:  Christopher Bonvenuto, Chief Director, Business Services
Approved by:  Robert Isomoto, Vice-President, Business Administration
Requested Action:  Approval

WHEREAS,  Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS,  Temporary transfer of cash between District funds is permitted by Education Code Section 42603, and;

WHEREAS,  The following restrictions apply to this authorization:
1) Maximum amount of authorized borrowing: $13,000,000
2) For Fiscal Year 2017-2018.
3) Shall not exceed 75 percent of any moneys held in any fund.
4) Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5) Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amount borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW THEREFORE,  The Governing Board of the Santa Monica Community College District hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be $13,000,000.

Comment:  Given the instability inherent in the Apportionment payment process Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2017-2018 fiscal year.
CONSENT AGENDA: ANNUAL RECOMMENDATIONS (continued)

RECOMMENDATION NO. 14 ANNUAL RESOLUTION – CASH BORROWING FROM THE COUNTY TREASURY

Requested by: Christopher Bonvenuto, Chief Director, Business Services
Approved by: Robert Isomoto, Vice-President, Business Administration
Requested Action: Approval

WHEREAS, Sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer, and;

WHEREAS, The following restrictions apply to this authorization:
1) Maximum amount of authorized borrowing: $25,000,000
2) For Fiscal Year 2017-2018.
3) Shall not exceed 85 percent of the anticipated revenues accruing to the District.
4) Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the 2017-2018 fiscal year.
5) Shall be replaced from revenues accruing to the District before any other obligation of the District is met from such revenue

NOW THEREFORE, The Governing Board of the Santa Monica Community College District hereby approves this resolution to authorize the request to the Los Angeles County Treasurer to make temporary transfer of funds, if so deemed appropriate during the 2017-2018 fiscal year by the Superintendent/President, to ensure that the District can meet its financial obligations.

Comment: Given the instability inherent in the Apportionment payment process Fiscal Services believes it is prudent to pass this resolution to ensure that all financial responsibilities and obligations of the District can be met during the 2017-2018 fiscal year.
CONSENT AGENDA:  CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 15  2017-2018 ANNUAL CONTRACTS AND CONSULTANTS
Requested Action:  Approval/Renewal of the following annual contracts for the period of July 1, 2017 through June 30, 2018, unless otherwise indicated.

The list of contracts is thoroughly reviewed and evaluated by the end-users and approved by the vice-presidents before being presented to the Board for approval. The following annual contracts are primarily renewals of existing contracts.

A  Academic Affairs
B  Community and Contract Education
C  Construction/Facilities Services
D  Enrollment Development/Information Technology
E  Fiscal/Advocacy/ Government Relations and Institutional Communications
F  Human Resources/Personnel Commission
G  Legal Services
H  Marketing, Community Outreach, Recruitment and Web/Social Media
I  Public Affairs
J  Risk Management
K  Student Affairs

The full list of Annual Contracts and Consultants is included in Appendix B
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 16 NEW COURSES AND DEGREES, SPRING 2017
Requested by: Curriculum Committee
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
Requested Action: Approval/Ratification

New Courses
- GEOG 25 Introduction to Cartography
- GIS 26 Introduction to Remote Sensing
- GIS 27 Applications in GIS
- HIST 27 History of Southeast Asia
- MATH 4 College Algebra for STEM Majors
- PRO CR 80 Athletes and Leadership
- PSYCH 8 Community Psychology

New Courses: Noncredit
- BCYCLE NC 901 Bicycle Maintenance Level 1
- BCYCLE NC 902 Bicycle Maintenance Level 2
- BUS NC 901 Introduction to Business Basic
- BUS NC 902 Introduction to Business Mindset
- BUS NC 911 Customer Service Level 1
- BUS NC 912 Customer Service Level 2
- ECE NC 901 Introduction to Early Care & Education
- ECE NC 902 Culturally Relevant Curriculum
- ECE NC 903 Early Care Licensing & Workforce Readiness
- HEALTH NC 900 Introduction to the Career of a Rehabilitation Aide
- HEALTH NC 902 Clinical Practice for a Rehabilitation Aide
- HEALTH NC 904 Kinesiology for a Rehabilitation Therapy Aide

Course Reinstatements
- MATH 3 Trigonometry with Applications

Distance Education
- ASTRON 6 Archaeoastronomy
- COM ST 16 Fundamentals of Small Group Discussion (hybrid only)
- COM ST 36 Gender and Communication
- GIS 23 / GEOG 23 Intermediate Geographic Information Systems

Global Citizenship
- PSYCH 8 Community Psychology
- Addition of Genders & Sexualities as a new category of Global Citizenship

New Programs
- Electronic Medical Records Clerk Department Certificate
- Sociology Associate in Arts for Transfer (AA-T)
- Transitional Kindergarten Certificate of Achievement

New Programs: Noncredit
- Basic Computer Operations Certificate of Completion
**CONSENT AGENDA: GRANTS AND CONTRACTS**

**RECOMMENDATION NO. 17 RATIFICATION OF CONTRACTS AND CONSULTANTS**

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

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

Authorization: Board Policy Section 6255, Delegation to Enter Into and Amend Contracts  
Approved by Board of Trustees: 9/8/08  
Reference: Education Code Sections 81655, 81656

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Art With Impact</td>
<td>May 2017, $1,600</td>
<td>Art With Impact is a nonprofit organization that uses short films to reduce the stigma around mental illness. They will conduct workshops on campus during May 2017 and will feature interactive discussions among students and a discussion of films from their media library.</td>
<td>SAMHSA Garret Lee Smith Suicide Prevention Grant</td>
</tr>
<tr>
<td>B East Los Angeles College and Santa Monica College</td>
<td>July 1, 2017 through June 30, 2022</td>
<td>East Los Angeles College (ELAC) and Santa Monica College (SMC) agree to renew the “Consortium Agreement for a Respiratory Therapy program” via a cooperative program that will enable students of the two campuses to complete a program of study in Respiratory Therapy.</td>
<td>N/A</td>
</tr>
<tr>
<td>C News and Review Publication</td>
<td>May 15- August 15, 2017, Not to exceed $22,000</td>
<td>News and Review Publication will compose and print an adult education newspaper (50K copies) and digital file. The newspaper and digital file will be used to promote the Santa Monica Regional Consortium for Adult Education and SMC noncredit (adult education) academic and student success and support objectives and activities.</td>
<td>SSSP Noncredit</td>
</tr>
</tbody>
</table>

Requested by: Pernilla Nathan, Project Manager, Suicide Prevention Grant  
Approved by: Michael Tuitasi, Vice-President, Student Affairs

Requested by: Salvador Santana, Faculty member, Respiratory Therapy  
Approved by: Georgia Lorenz, Vice-President, Academic Affairs

Requested by: Laura Manyweather Project Manager, Adult Education Programs; Dione Carter, Dean, Noncredit and External Programs  
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
CONSENT AGENDA:  GRANTS AND CONTRACTS

RECOMMENDATION NO. 17  RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

<table>
<thead>
<tr>
<th>Provider/Contract</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Loyola Marymount University – URSA</td>
<td>June 7 – October 30, 2017</td>
<td>Loyola Marymount University (LMU) will support costs associated with hosting a 10-day residential summer research program in Summer 2017 for 26 SMC students in Black Collegians and Adelante. This activity is part of a larger effort related to Student Equity. LMU will provide accurate expenditures related to the grant. LMU will submit a final report to SMC by October 30, 2017.</td>
<td>Student Equity</td>
</tr>
<tr>
<td>Summer Program</td>
<td>Program costs not to exceed $45,558</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested by: Sherri Bradford, Program Leader & Counseling Faculty, African American Collegian Center and Black Collegians Program
Approved by: Georgia Lorenz, Vice-President, Academic Affairs

| Steve Sedlic                             | June 26, 2017 – July 11, 2017 | Agreement for customized instruction for the Contract Agreement between the District and Hong Kong Community College. The services may include curriculum development and 27 hours of classroom instruction in Creative Thinking for Career Development Program. | Contract Agreement   |
|------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|                      |
|                                          | Not to exceed $3,500         |                                                                                                                                                                                                       | Revenue              |

| Lisa Brand                               | Fiscal Year 2017-18          | Agreement for graphic design and art direction/services for marketing materials specific to the needs of Workforce & Economic Development – Strong Workforce Program. The services may include assistance with expeditiously developing various marketing materials for electronic and print distribution to comply with the objectives of the grant; increasing CTE awareness, enrollments, completers, industry recognition. | StrongWorkforce       |
|                                          | July 1, 2017 – June 30, 2018 |                                                                                                                                                                                                       | Local $20,000         |
|                                          | Not to exceed $40,000        |                                                                                                                                                                                                       | Regional $20,000      |

Requested by: Patricia G. Ramos, Dean - Workforce & Economic Development
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 17  RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Sam Gliksman</td>
<td>August 1, 2017 Not to exceed $1,800 Mr. Gliksman, will conduct a hands-on workshop with SMC Faculty Members at the Faculty Summer Institute. This workshop will be focused on how to successfully use technology in the classroom. The consultant will be presenting a lecture focused on the using Mobile Devices in Education. All FSI faculty will complete the workshop with an introductory/welcoming video for one class.</td>
<td>Title V</td>
</tr>
<tr>
<td>H</td>
<td>Chad Walker $200</td>
<td>May 23, 2017 Not to exceed $200 for each consultant Chad Walker and Josh Feng served members of the Foreign Language Advantage speaker panel on May 23, 2017, as part of Asian Heritage Month. This panel promoted the benefits of knowing Chinese, Korean, and Japanese in the domestic and international workplace and address the goal of Santa Monica College's Undergraduate International Studies and Foreign Languages (UISFL) project.</td>
<td>Title VIA</td>
</tr>
</tbody>
</table>

Requested by: Roberto Gonzalez, Dean of Student Success under Title V, Center for Teaching Excellence
Approved by: Georgia Lorenz, Vice-President, Academic Affairs

Requested by: Toni Trives, Project Director, UISFL
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
CONSENT AGENDA:  GRANTS AND CONTRACTS

RECOMMENDATION NO. 18  CONTRACTS FOR CELEBRATE AMERICA 2017

Celebrate America 2017
Approval of the following contracts for Celebrate America 2017, scheduled for Saturday, June 24, 2017. All activities including entertainment and community picnic will be held on Corsair Field. There will be live music, food drive, a Master of Ceremonies on the Corsair Stage, and a spectacular fireworks show from the top of Parking Structure 3. Costs are covered by sponsorships and donations.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Amount</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>$17,500</td>
<td>Fireworks</td>
</tr>
<tr>
<td>B.</td>
<td>$1,500</td>
<td>Music entertainment</td>
</tr>
<tr>
<td>C.</td>
<td>$335</td>
<td>Master of Ceremonies</td>
</tr>
<tr>
<td>D.</td>
<td>$3,000</td>
<td>Production services</td>
</tr>
<tr>
<td>E.</td>
<td>$3,500</td>
<td>Maintenance of Corsair Field</td>
</tr>
<tr>
<td>F.</td>
<td>$4,310</td>
<td>Stage and Sound System</td>
</tr>
<tr>
<td>G.</td>
<td>$1,975</td>
<td>Lighting rental</td>
</tr>
<tr>
<td>H.</td>
<td>$2,000</td>
<td>Portal restrooms and 300 gallon sink</td>
</tr>
<tr>
<td>I.</td>
<td>$225</td>
<td>Waste Collection Disposal</td>
</tr>
<tr>
<td>J.</td>
<td>$9,440</td>
<td>Event Security Services</td>
</tr>
<tr>
<td>K.</td>
<td>$9,530</td>
<td>Security</td>
</tr>
<tr>
<td>L.</td>
<td>$8,060</td>
<td>Grounds and Custodial Cleanup</td>
</tr>
<tr>
<td>M.</td>
<td>$4,500</td>
<td>Canopies, lighting, tables, and chairs</td>
</tr>
<tr>
<td>N.</td>
<td>$1,755</td>
<td>Flyers and programs</td>
</tr>
<tr>
<td>O.</td>
<td>$200</td>
<td>Caution Banner and Hoses</td>
</tr>
</tbody>
</table>

Requested By: Linda Sullivan, Associate Dean Facilities Programming
Approved By: Don Girard, Senior Director, Government Relations/Institutional Communications
CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 19    CONTRACTS FOR STUDY ABROAD, 2018
Requested Action: Approval/Ratification
Reviewed by: Kelley Brayton, Dean, International Education
Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

Study Abroad: South Africa Winter 2018

<table>
<thead>
<tr>
<th>Provider/Contract</th>
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<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>A African Angel Tours (South Africa)</td>
<td>January-February 2018 (departure/return dates to be determined) Not to exceed $74,600 (final program price to be determined, awaiting final quote from vendor) which covers in-country travel, housing, lectures, and some meals abroad for up to 25 students and 2 faculty.</td>
<td>Three-week student study abroad program in South Africa during winter session 2018. 18-25 Students will accompany 2 faculty leaders to study at the University of Cape Town and visit the historical and cultural sites in Johannesburg, Kruger National park, and Cape Town, South Africa. The South Africa program combines a solid background in the history and culture of South Africa and students will experience first-hand the places studied in SMC course, service learning activities guest lectures from University of Cape Town, and excursions within the country.</td>
<td>Majority cost of program in-country costs to be paid by student participants Cost of faculty program costs to be covered in student program price Scholarships in the amounts of $500-$2,000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.</td>
</tr>
<tr>
<td>B Protea Travel Services (US)</td>
<td>Airline Deposit not to exceed $3,500 (final deposit to be determined, awaiting final quote from vendor) Remaining airfare balance not to exceed $50,000 (final airfare amount to be determined, awaiting final quote from vendor)</td>
<td>Deposit and final payment of round trip LAX to/from Johannesburg/Cape Town for group of up to 25 students and two faculty for annual winter session study abroad program in South Africa led by SMC faculty</td>
<td>Global Citizenship Fund. Cost to be reimbursed by program participants. Remaining cost of insurance to be paid by student participants Cost of faculty airline tickets to be covered in Student program price.</td>
</tr>
<tr>
<td>C Council International Study Programs (iNext Travel Insurance Vendor) (US)</td>
<td>January-February 2018 travel dates (specific departure/return dates to be determined) Not to exceed $4815</td>
<td>iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States).</td>
<td>Cost of insurance to be paid by student participants Cost of faculty insurance to be covered in student program price</td>
</tr>
</tbody>
</table>
**CONSENT AGENDA: GRANTS AND CONTRACTS**

**RECOMMENDATION NO. 19  CONTRACTS FOR STUDY ABROAD, 2018 (continued)**

### Field Studies Abroad: Venice, Italy and Buenos Aires, Argentina: Spring Break 2018

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>STA Travel (US)</td>
<td>April 7-15, 2018 (Final travel/program dates to be determined, pending faculty proposals and approvals)</td>
<td>Field Studies Abroad program of one-unit course to take place during Spring Break 2018. 18-25 students will accompany up to 2 faculty leaders to study abroad for an intensive 1-unit course of Global Studies 35 or a Field Studies course. Location and course information to be determined pending faculty proposals and approvals.</td>
</tr>
<tr>
<td></td>
<td>Loi Suites Recoleta, Buenos Aires and Cordoba</td>
<td>Each Field Studies program not to exceed $85,000 which covers air travel to/from program location, in-country travel, housing, lectures, and some meals abroad for up to 25 students and 2 faculty.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Buenos Tours, Buenos Aires</td>
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<td></td>
</tr>
<tr>
<td>B</td>
<td>Council International Study Programs (iNext Travel Insurance Vendor) (US)</td>
<td>April 2018 travel dates (specific departure/return dates to be determined)</td>
<td>iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States).</td>
</tr>
<tr>
<td></td>
<td>Not to exceed $4,100</td>
<td></td>
<td>Cost of faculty insurance to be covered in student program price</td>
</tr>
</tbody>
</table>
## CONSENT AGENDA: GRANTS AND CONTRACTS

### RECOMMENDATION NO. 19  CONTRACTIONS FOR STUDY ABROAD, 2018 (continued)

#### Study Abroad: Belize and Guatemala Summer 2018

<table>
<thead>
<tr>
<th>Provider/Contract</th>
<th>Term/Amount</th>
<th>Service</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Programme for Belize</td>
<td>June-July 2018</td>
<td>Three-week student study abroad program in Belize and Guatemala during Summer session 2018. 18-25 students will accompany 2 faculty leaders to study abroad and visit historical and cultural sites in La Milpa, Lamanai, and River Valley in Belize, and Flores in Guatemala. The Latin America program also includes service learning projects, guest lectures, and excursions within the country</td>
<td>Majority cost of program in-country costs to be paid by student participants. Cost of faculty program costs to be covered in student program price. Scholarships in the amounts of $500-$1000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.</td>
</tr>
<tr>
<td><strong>B</strong> Cahal Pech</td>
<td>June-July 2018</td>
<td>Three-week student study abroad program in Belize and Guatemala during Summer session 2018. 18-25 students will accompany 2 faculty leaders to study abroad and visit historical and cultural sites in La Milpa, Lamanai, and River Valley in Belize, and Flores in Guatemala. The Latin America program also includes service learning projects, guest lectures, and excursions within the country</td>
<td>Majority cost of program in-country costs to be paid by student participants. Cost of faculty program costs to be covered in student program price. Scholarships in the amounts of $500-$1000 will be awarded to students through the District Global Citizenship fund (00222). Final total to be covered by scholarships TBD based on number, eligibility, and financial need of applications received.</td>
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<tr>
<td><strong>C</strong> Council International Study Programs (iNext Travel Insurance Vendor) (US)</td>
<td>June-July 2018 travel dates (specific departure/return dates to be determined)</td>
<td>iNext comprehensive travel insurance to cover all participants (up to 25 students) and two faculty during duration of the trip (including travel dates to/from the United States).</td>
<td>Cost of insurance to be paid by student participants. Cost of faculty insurance to be covered in student program price.</td>
</tr>
</tbody>
</table>
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 20  CERTIFICATION OF THE EQUAL OPPORTUNITY FUND MULTIPLE METHOD ALLOCATION MODEL CERTIFICATION FORM, FISCAL YEAR 2016-2017

Requested Action: Approval/Ratification  
Reviewed by: Tre'Shawn Hall-Baker, Director, Human Resources  
Approved by: Marcia Wade, Vice-President, Human Resources

It is recommended that the Board of Trustees certify that the Santa Monica Community College District met Multiple Method #1 (Mandatory for Funding): District’s EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year; and meet at least of 5 out of 8 of the remaining Multiple Methods:

- SMC’s EEO Advisory Committee has met in excess of the minimum required meetings during FY 2016-2017.
- Santa Monica College’s current EEO Plan can be found at http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/EEO_Plan.pdf; The EEO Plan is required to be updated every 3 years; it was approved in October 2014, and is currently in the process of being revised and updated.
- The EEO Expenditure Report for FY 2015-2016 was submitted to the Chancellor’s Office on 9/27/2016.
- SMC meets 8 out of 9 Multiple Methods.

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

Background.
Each year the California Community Colleges Chancellor’s Office supports EEO and diversity training and education through a state-wide funding mechanism. Last year the funding mechanism was reorganized, and now requires completion of a certification form from each district requesting funding for EEO and diversity work. The funding can be used for training, publication of EEO/diversity materials, conference attendance, speakers, supplies, job fair exhibition fees, etc. (See attached EEO Expenditure Report for Fiscal Year 2015-2016.) Historically EEO funding for the Office of Human Resources has been approximately $7,000/year, although that amount varies from year to year depending on state funding allocation.

Regulatory Source and Impact.
“Education Code section 87100 and title 5 require the community colleges to have a richly diverse workforce that addresses the needs of our diverse student populations. Attaining a diverse workforce requires focusing on equal employment opportunities to eliminate barriers in employment, such as lack of focused outreach, a non-welcoming culture, and implicit and explicit bias. Eliminating these barriers requires a proactive, intentional effort by colleges. It also requires various institutional disciplines, such as a review of job descriptions to avoid exclusionary effect, analysis of significant underrepresentation and adverse impact to ensure recruitment efforts and hiring processes are not unintentionally discriminatory, and effective training of committee members to self-regulate unconscious bias.” 2016 EEO and Diversity Best Practices Handbook. http://extranet.cccco.edu/Divisions/Legal/EEO.aspx
The Chancellor’s Office Equal Employment Opportunity and Diversity Advisory Committee and the Legal Affairs Division identified nine best-practice areas for success in promoting EEO. These serve as the multiple methods for reallocating the EEO Fund. In order to qualify for EEO funds, districts are required to demonstrate compliance with Multiple Method #1, and at least 5 of the remaining 8 Multiple Methods.

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

**Mandatory for Funding**
1. District’s EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

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

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

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

**Summary.**
Santa Monica College meets 8 out of 9 Multiple Methods, and therefore would qualify for EEO funding in the next fiscal year.
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 21  ACADEMIC PERSONNEL

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

ABOLISH
Associate Dean, Student Success and Outreach
Dean, Student Success Initiatives
Associate Dean for Instructional and Student Programs

ESTABLISH
Dean, First Year Programs 06/06/17
Associate Dean, Instructional Services and External Programs

ELECTIONS

Administrative Restructure
Akins-Raveling, Delores, Interim Dean. First Year Programs 06/07/17
Hyeler, Maral, Interim Associate Dean, Instructional Services and External Programs 06/07/17

RESCIND LONG-TERM SUBSTITUTE ASSIGNMENT
Adamson, Gerald (Todd), Counselor, Center for Wellness and Well-Being 07/01/17

ADMINISTRATOR
Bloom, William, Associate Dean, Financial Aid & Scholarships 06/15/17
Burson, Patricia, Interim Director Library and Information Services 07/01/17 – 08-15/17
Chavarry, Edna, Interim Director, Academic Affairs Initiatives 07/01/17 – 10/05/17
Ellis, Reggie, Interim Athletic Director 07/01/17 – 08/31/17
Deknatel, Jane, Interim Director, Performing Arts Center 07/01/17 – 06/30/18
DeMorst, Wendi, Interim Director, Supplemental Instruction 07/01/17 – 07/30/17
Grass, Nancy, Interim Associate Dean, Student Life 07/01/17 – 08/15/17
Johnson, Jackie, Interim Assistant Director, Athletics 07/01/17 – 08/31/17
Heskel, Mitch, Interim Dean, Education Enterprise 07/01/17 – 08-15/17
Moore Lizzy, Interim Dean, Foundation 07/01/17 – 08-15/17

FULL-TIME FACULTY Fall 2017
Baccus, Chris (Carl), General Counseling
Bonilla, Vanessa, Counseling 20
Cheesman, James, Music, Instrumental/History/Theory
Dowd, Tiffany, General Counseling
Everett, Keith, Business-Global Trades and Logistics.
Faridian, Forouzan, Physics
Hancock, Matthew, Mathematics-Applied/Cross Level
Jimenez, Paul, General Counseling
Pacciotelli, Thomas, Business, Entrepreneurship
Rodriguez, Katya, Business-Global Trades and Logistics
Selvey, Jeremiah, Music/Chorale

FULL-TIME FACULTY (continued)
Simo, Aaron, Mathematics-Applied/Cross-Level  
Simmons, Brianna, Art History  
Soleymani, Saman, Mathematics-Applied/Cross-Level  
Steinberger, Erin, Business-Accounting  
Thomas, Joshua, Kinesiology/Head Men’s Basketball Coach  
Westerband, Yasmisette, Women's/Gender Studies

PROJECT MANAGERS
Cadenas, Nancy, LA Hi TECH Student Support (50%) 07/01/17 – 06/30/18
Cooper, Bonita, Upward Bound 07/01/17 – 06/30/18
Gausman, Jenna, Grants (25%) 07/01/17 – 06/30/18
Kawar, Ferris, Sustainability Coordination 07/01/17 – 06/30/18
Leon-Vasquez, Maria, Workforce Development 07/01/17 – 06/30/18
Manyweather, Laura Manyweather, Adult Education 07/01/17 – 06/30/18
Pernilla, Nathan, Suicide Prevention Grant (50%) 07/01/17 – 06/30/18
Palamino, Cindy, Equity Initiatives 07/01/17 – 06/30/18
Sandoval, Audrey, Pico Promise (50%) 07/01/17 – 06/30/18
Vruwink, Nicola, IxD Promotion and Recruitment (50%) 07/01/17 – 06/30/18
Yahnian, Vanan, Acting, STEM-HSI-Title III 07/01/17 - 08/11/17

LONG-TERM SUBSTITUTE
Zarrabi, Roxana, Counselor, Center for Wellness and Well-Being Fall 2017

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

SEPARATIONS

RESIGNATION
Gonzalez, Roberto, Dean, Student Success Initiatives 05/19/17
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 22  CLASSIFIED PERSONNEL - REGULAR

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

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

ESTABLISH NEW CLASS DESCRIPTION AND SALARY ALLOCATION
Mail Services Worker I 06/07/17
Classified Range 21

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION
From: Information Systems Support Analyst, Range 50
To: IT Project Analyst, Range 51 06/07/17

From: Mail Clerk, Range 23
To: Mail Services Worker II, Range 25 06/07/17

From: Transportation Operations Assistant, Range 26
To: Transportation Operations Coordinator, Range 31 06/07/17

ELECTIONS

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION
Henry, Rudy
From: Mail Clerk, Range 23
To: Mail Services Worker II, Range 25 06/07/17

Igas, Manuel
From: Transportation Operations Assistant, Range 26
To: Transportation Operations Coordinator, Range 31 06/07/17

Pena, Brian
From: Information Systems Support Analyst, Range 50
To: IT Project Analyst, Range 51 06/07/17

Young, Frederick
From: Mail Clerk, Range 23
To: Mail Services Worker II, Range 25 06/07/17

PROBATIONARY/ADVANCE STEP PLACEMENT
Abramowitz, Samuel, Laboratory Technician – Chemistry (Step B) 05/16/17
Ibrahim, John A., Property Clerk, Fiscal Services (Step C) 06/19/17
Tran, Trang, Information Systems Administrator, Center for Media Design (Step C) 06/05/17
Villa, Claudia, Athletic Activities Assistant, Kinesiology (Step C) 05/08/17
PROBATIONARY
Lopez, David C., CC Police Officer Recruit 06/16/17

WORKING OUT OF CLASSIFICATION (PROVISIONAL)
Johnson, Anthony T. 05/01/2017 – 09/02/2017
To: Journeyman Trade - Carpentry, 100%
From: Skilled Maintenance Worker

STIPEND

Cadena, Ruben, CC Police Officer, College Police +5% 07/01 – 06/30/18
Comment: Fire Life Safety Coordinator (Access Control & Surveillance Cameras)

Cadena, Ruben, CC Police Officer, College Police +2.5% 07/01 – 06/30/18
Comment: Rangemaster (Vehicle Maintenance)

Champagne, Michael, CC Police Officer, Campus Police +5% 06/01 – 06/30/18
Comment: Field Training Officer

Echeverria, Alberto, CC Police Officer, College Police +5% 07/01– 06/30/18
Comment: Motorcycle Officer

Echeverria, Alberto, CC Police Officer, Campus Police + 2.5% 06/01 – 06/30/18
Comment: Field Training Officer

Gordon, Sean, CC Police Officer, Campus Police +5% 06/01 – 06/30/18
Comment: Field Training Officer

Hearn, Steve, CC Police Officer, Campus Police +5% 06/01 – 06/30/18
Comment: Field Training Officer

Samano, Summer, CC Police Officer, College Police +5% 07/01– 06/30/18
Comment: Training Coordinator

Samano, Summer, CC Police Officer, Campus Police + 2.5% 06/01 – 06/30/18
Comment: Field Training Officer

Comment: The above listed Community College Police Officer’s will be receiving the noted additional pay, for rotating hours assigned as Field Training Officers. In accordance with the collective bargaining agreement, if an employee has more than one special assignment, the maximum stipend shall be 7.5%.

VOLUNTARY REDUCTION IN HOURS/TEMPORARY
Solis, Kathy 06/19 – 08/11/17
From: Sign Language Interpreter III, DSC, 11 mos, 40 hrs
To: Sign Language Interpreter III, DSC, 11 mos, 20 hrs
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Office</th>
<th>Last Day of Paid Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAVES OF ABSENCE - UNPAID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banks, Jr., Joe</td>
<td>Custodian, Operations</td>
<td>Operations</td>
<td>02/07 – 05/31/17</td>
</tr>
<tr>
<td>Johnson, Jaclyn</td>
<td>Athletic Equipment Specialist, Athletics</td>
<td></td>
<td>07/01 - 08/31/17</td>
</tr>
<tr>
<td>Looking for Interim</td>
<td>Assistant Athletic Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kolbly, Joseph</td>
<td>Instructional Assistant - Mathematics</td>
<td></td>
<td>06/19 – 07/29/17</td>
</tr>
<tr>
<td>RESIGNATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ezike, Dolaris F. C.</td>
<td>Accounting Specialist</td>
<td>Fiscal Services</td>
<td>05/24/17</td>
</tr>
<tr>
<td>Kim, Dawny</td>
<td>Instructional Assistant – Learning Disabilities, DSPS</td>
<td></td>
<td>06/08/17</td>
</tr>
<tr>
<td>King, Jasmine</td>
<td>Student Services Clerk</td>
<td>AACC/Latino Center</td>
<td>06/15/17</td>
</tr>
</tbody>
</table>
RETIREMENT
Brown, Gregory, Director of Facilities Planning (41 years) 06/30/17
Dappa, Uche, Sr. Student Services Specialist – Assessment Services (12 years) 06/13/17
De Salles, Albert J., Media & Reprographics Services Manager (31 years) 06/30/17
Munoz, Maria D. (Angela), Admissions & Records Supervisor (37 years) 06/30/17
Steele, Audrey, C. C. Parking Enforcement Officer (15 years) 05/29/17
<table>
<thead>
<tr>
<th>PROVISIONAL:</th>
<th>Temporary personnel who meet minimum qualifications and are assigned to work 90 working days; who have not come from an eligibility list.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name (First), (Last), Title, Location (From: To: Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brzechwa-White, Jaimee, Cash Receipts Clerk, Bursar’s Office (05/30/2017-06/09/2017)</td>
</tr>
<tr>
<td>Brown, Carla, Student Services Clerk, Bursar’s Office (05/30/2017-06/09/2017)</td>
</tr>
<tr>
<td>Chavel, Sean, Student Services Clerk, Bursar’s Office (05/30/2017-06/09/2017)</td>
</tr>
<tr>
<td>Connor, Patrick T., On-Call Laboratory Technician -Photography, Photo (05/25/2017-06/30/2017)</td>
</tr>
<tr>
<td>Lemke, Connie, Student Services Clerk, Bursar’s Office (05/30/2017-06/09/2017)</td>
</tr>
<tr>
<td>Lopez, Vanessa, Student Services Clerk, Bursar’s Office (05/30/2017-06/09/2017)</td>
</tr>
<tr>
<td>Monzon, Ana, Student Services Clerk, Bursar’s Office (05/30/2017-06/09/2017)</td>
</tr>
<tr>
<td>Hudson Sr., Michael, Asst. Director – Human Resources, Human Resources (08/09/2016-06/30/2017)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIMITED TERM:</th>
<th>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.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name (First), (Last), Title, Location (From: To: Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Abel, Teneka, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Adebowale, Lena, Cash Receipts Clerk, Bursar’s Office (05/31/2017-06/09/2017)</td>
</tr>
<tr>
<td>Ashby, Deanna, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Austin, Harald, Student Services Clerk, Bursar’s Office (05/30/2017-06/09/2017)</td>
</tr>
<tr>
<td>Bae, Daniel, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Camp, Monique, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Chang, Tony, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Eichen, John, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Exum, Ellen, Bookstore Sales Clerk, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Garcia, Lucy, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Graham-Howard, Kimi, Student Services Cle (06/19/2017-06/30/2017)</td>
</tr>
<tr>
<td>Grau, Donald, Bookstore Clerk/Cashier, Bookstore (06/05/2017-06/30/2017)</td>
</tr>
<tr>
<td>Hudson Sr., Michael, Asst. Director, Human Resources, Human Resources (04/12/2017-06/30/2017)</td>
</tr>
</tbody>
</table>

**CONSENT AGENDA: HUMAN RESOURCES**

**RECOMMENDATION NO. 23  CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action:* Approval/Ratification  
*Reviewed by:* Sherri Lee-Lewis, Dean, Human Resources

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunter, Jennifer</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>06/05/2017-06/30/2017</td>
</tr>
<tr>
<td>Jones, Jennifer</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>06/05/2017-06/30/2017</td>
</tr>
<tr>
<td>Lemon, Curly</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>06/05/2017-06/30/2017</td>
</tr>
<tr>
<td>Lopez, Jose C.</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>06/05/2017-06/30/2017</td>
</tr>
<tr>
<td>Lopez, Veronica</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>06/05/2017-06/30/2017</td>
</tr>
<tr>
<td>Medernach, Katherine Y.</td>
<td>Accounting Specialist, Fiscal Services</td>
<td>From: 11/28/2016-05/25/2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To: 11/28/2016-06/14/2017</td>
</tr>
<tr>
<td>Jones, Jennifer</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>06/05/2017-06/30/2017</td>
</tr>
<tr>
<td>Lemon, Curly</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>06/05/2017-06/30/2017</td>
</tr>
<tr>
<td>Lopez, Jose C.</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>06/05/2017-06/30/2017</td>
</tr>
<tr>
<td>Lopez, Veronica</td>
<td>Bookstore Clerk/Cashier, Bookstore</td>
<td>06/05/2017-06/30/2017</td>
</tr>
</tbody>
</table>

**RECOMMENDATION NO. 24  CLASSIFIED PERSONNEL - NON MERIT**

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

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

**STUDENT EMPLOYEES**

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate (hour)</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Student Assistant</td>
<td>$10.50</td>
<td>25</td>
</tr>
<tr>
<td>College Work-Study Student Assistant</td>
<td>$10.50</td>
<td>26</td>
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</table>

**SPECIAL SERVICE**

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate (hour)</th>
<th>ID</th>
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</thead>
<tbody>
<tr>
<td>Community Services Specialist I</td>
<td>$35.00</td>
<td>8</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 25  AUTHORIZATION OF SIGNATURES TO APPROVE INVOICES, 2017-2018

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

Authorization of signatures of all academic and classified managers, and department chairs (see following lists) to approve invoices and payments on contracts for the Santa Monica Community College District for 2016-2017.

Comment: To comply with Education Code Sections 85232 and 85233 and the Los Angeles County Office of Education (LACOE), the Board of Trustees is required to authorize signatures of those persons who approve invoices and payments on contracts.

The auditing system at LACOE reviews each phase of the payment process including the authorized signatures approved by the Board. The Superintendent/President and Vice-Presidents continue to be the only authorized signatures for orders of salary payments, notices of employment, orders for commercial warrants and approval of contracts.

Education Code Section 85233 states: “No order on the funds of any district shall be approved by the county superintendent of schools unless the signatures are on file in the Superintendent’s Office and he/she is satisfied that the signatures on the order are those of persons authorized to sign the order.”

SENIOR ADMINISTRATIVE STAFF
Kathryn E. Jeffery, Superintendent/President
Donald Girard, Senior Director, Government Relations/Institutional Communications
Robert Isomoto, Vice-President, Business/Administration
Georgia Lorenz, Vice-President, Academic Affairs
Katharine Muller, Special Assistant to the Superintendent/President
Teresita Rodriguez, Vice-President, Enrollment Development
Michael Tuitasi, Vice-President, Student Affairs
Marcia Wade, Vice-President, Human Resources

SENIOR ADMINISTRATIVE DEAN
Brenda Benson, Counseling, Retention and Student Wellness

DEANS
Kelley Brayton, International Education
Dione Carter, Noncredit/External Programs
Fabienne Chauderlot, Dean, Learning Resources
Kiersten Elliott, Community and Academic Relations
Deyna Hearn, Students
Mitchell Heskel, Education Enterprise (Interim)
Hannah Lawler, Institutional Research
Erica LeBlanc, Academic Affairs
Sherri Lee-Lewis, Human Resources
Jennifer Merlic, Instructional Services
Lizzy Moore, SMC Foundation/Institutional Advancement (Interim)
Paticia Ramos, Workforce Development
Esau Tovar, Enrollment Services
ASSOCIATE DEANS
Dolores Akins-Raveling, Student Success and Outreach (Interim)
Melanie Bocanegra, Student Equity and STEM Programs
Frank Dawson, Career Technical Education
Nancy Grass, Student Life (Interim)
Denise Kinsella, International Education
Laurel McQuay-Peninger, Grants
Gita Runkle, Emeritus College
Linda Sullivan, Facilities Programming
Julie Yarrish, Online Services and Support

DIRECTORS (Academic)
Patricia Burson, Library and Information Services (Interim)
Edna Chavarry, Academic Affairs Initiatives (Interim)
Jane Deknatel, Performing Arts Center (Interim)
Wendi DeMorst, Supplemental Instruction/Tutoring (Interim)
Reggie Ellis, Athletics (Interim)
Maral Hyeler, Instructional Services and External Programs
Michelle King, Career and Contract Education
Sasha King, Small Business Development Center
Nick Mata, Special Programs
Stephanie Schlatter, DSPS
Deirdre Weaver, Student and Alumni Development
Catherine Weir, International Development

ASSISTANT DIRECTOR
Jaclyn Johnson, Athletics (Interim)

PROJECT MANAGERS
Nancy Cardenas, LA HITech Student Support
Bonita Cooper, Upward Bound
Jenna Gausman, Grants
Ferris Kawar, Sustainability Coordination
Maria Leon-Vasquez, Workforce Development
Laura Manyweather, Adult Education Programs
Cindy Palomino, Equity Initiatives
Nathan Pernilla, Suicide Prevention Grant (50%)
Audrey Sandoval, Pico Promise
Nicola Vruwink, IxD Promotion and Recruitment (50%)

CLASSIFIED ADMINISTRATORS
Johnnie Adams, Chief of Police
Rupinder Bhatia, Director, Management Information Services
Chris Bonvenuto, Chief Director, Business Services
Bob Dammer, Chief Director of Information Technology (WOC)
Carol Long, Director of Classified Personnel
Jennifer Ferro, Director, Radio Station KCRW
CLASSIFIED MANAGERS
Anthony Barlow, Custodial Services Supervisor
Raymond Bottenfield, Campus Police Captain
James Bradney, Supervisor, Mechanical/Energy Mgmt. Systems
Chiquita Brown, Campus Police Sergeant
Raymond Bruce, Supervisor, Custodial Services
Tom Corpus, Grounds and Landscape Supervisor
Nyla Cotton, Asset Manager, Purchasing
Robert Dammer, Director, Network Services/Telecommunications
Lisa Davis, Warehouse and Mail Services Supervisor
David Dever, Bookstore Manager/Acting Director of Auxiliary Services
Veronica Diaz, Budget Manager
Mark Engfer, Network Communications Manager
Ian Fraser, Payroll Manager
Amy Gurjian, Classification and Compensation Manager
Tre’Shawn Hall-Baker, Director, Human Resources
Cristina Hamblet, Accounts Payable Supervisor
Denise Henninger, Deaf and Hard of Hearing Supervisor (WOC)
Regina Ip, Web/Social Media Manager
Roberto Jauregui, Warehouse and Mail Services Supervisor
Joshi John, Instructional Technology Services Managers
Stacey Jones, Assessment Center Supervisor
Joanne Lau, Accounting Manager
John Linke, Supervising Personnel Analyst
Debra Locke, EOPS/CARE Supervisor
Brant Looney, Instructional Technology Services Manager
Cynthia Moore, Director of Purchasing
Stacy Neal, Financial Aid Supervisor
Mike Newport, KCRW Radio Station Operations Manager
Steven Peterson, Technology Logistics Manager
Charles Potts, Associate Director, SMC Foundation
Patrick Qualey, Construction Services Supervisor
Jaime Recinos, Assistant Bookstore Manager
Dan Rojas, Network Services Manager
Jere Romano, Campus Police Sergeant
Robert Rudolph, Production Manager, Facilities Programming
Carl Sheaffer, Assistant Director, Facilities Management
Grace Smith, Public Information Officer
Carla Spalding, Controller
Jenny Trickey, Child Care Services Supervisor
George Webb, Custodial Operations Supervisor
Bryan Wilson, Campus Police Sergeant
Lisa Winter, Compliance Administrator/Title IX Coordinator
Bruce Wyban, Director, Facilities Management
Charlie Yen, Director, Contracts
Emil Zordilla, Assistant Director, Facilities Planning

Department Chairs
Ronald Davis, Art
Sal Veas, Business
Maria Munoz, Communication
Howard Stahl, Computer Science & Information Systems
Deborah Perret, Cosmetology
Laurie Gugielmo, Counseling
Judith Douglas, Dance
Chris Fria, Design Technology
Eric Minzenberg, Earth Sciences
Laura Manson, ECE/Education
Jason Beardsley, English
Janet Harclerode, ESL
Eric Williams, Health Sciences
Suzanne Borghei, History
Elaine Roque, Kinesiology/Athletics
Mary Colavito, Life Sciences
Mitra Moassessi, Mathematics
Toni Trives, Modern Languages & Cultures
Yulia Kozlova, Music
Ford Lowcock, Photography and Fashion
Jamey Anderson, Physical Sciences
Alex Schwartz, Psychology
Christine Schultz, Philosophy and Women Studies
Adrienne Harrop, Theatre Arts
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 FACILITIES

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

26-A CHANGE ORDER NO. 30 – AET CAMPUS

Change Order No. 30 – C.W. Driver on the AET Campus portion of the project in the amount of $134,310.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$59,160,000</td>
</tr>
<tr>
<td>Previously Approved Change Orders (AET Campus)</td>
<td>$4,684,340</td>
</tr>
<tr>
<td>Previously Approved Change Orders (AET Parking Structure A)</td>
<td>$796,870</td>
</tr>
<tr>
<td>Change Order No. 30 – AET Campus</td>
<td>$134,310</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$64,775,520</td>
</tr>
</tbody>
</table>

Change Order No. 30 for the AET Campus project may result in a change to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 30 for AET Campus includes the following labor and material costs to:

- Provide a complete joint penetration weld (CJP) to splice section of stair landing to accommodate new bolted connection;
- Furnish and install back-up BAS Sensors at Building D;
- Revise layout and revise layout of generator due to fuel tank changes;
- Furnish and install Jumpax underlayment below VCT tiles in lieu of GenieMat underlayment;
- Revise type BB boxes to type BC boxes at Building C Rooms 106 and 238;
- Furnish and install new door hardware at opening D-300.A;
- Provide services to engineer & design isolated ceilings in Building B Rooms 129D, 118B, 140 & 130 and Room 180 in Building C;
- Furnish and install clip angles and ledger angles to support brick on the exterior of stair # 2 and the elevator in Building B;
- Furnish and install seismic stand with 2” deflection spring mounts at CRAC units 3B, 4B, 5B, 6B, 7B, 8B and 3C.
- Furnish and install mechanical roof supports at Building B;
- Paint building elements that are exposed behind storefront glass;
- Furnish and install sprinkler heads at soffit outside of opening 100.1;
- Furnish and install one additional pull through at Building B, Room 300 at office furniture;
- Revise ceiling splay wire attachment from bottom of metal deck at wall.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 FACILITIES (continued)

26-B CHANGE ORDER NO. 17 – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT
Change Order No. 17 – BERNARDS BROS. on the Health, PE, Fitness, Dance & Central Plant project in the amount of $56,442.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$39,556,000</td>
</tr>
<tr>
<td>Previously Approved Change Orders</td>
<td>$2,649,883</td>
</tr>
<tr>
<td>Change Order No. 17</td>
<td>$56,442</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$42,262,325</td>
</tr>
</tbody>
</table>

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

Funding Source: Measure AA

Comment: Change Order No. 17 includes the labor and material cost for the following:

- Repair Paviillion Sump Pump for the BMS connection;
- Re-route new fire water line to avoid existing underground unforeseen utilities;
- Create drainage wells at Chilled Water Vaults;
- Add beam at second floor metal deck required for structural integrity;
- Procure and install metal awning near the northwest corner of the Gym;
- Relocate elevator machine room to be between Rooms 316 & 318;
- Change Soffit elevation at ADA bench in Varsity Locker Room from 6'4” to 7’6”.
- Supply college with 100 additional interchangeable cores;
- Revise wall and framing to allow plumbing to fit inside wall on second floor.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26  FACILITIES (continued)

26-C  CHANGE ORDER NO. 7 – CONNECTION OF EXISTING FACILITIES TO CENTRAL PLANT LOOP

Change Order No. 7 – SJ AMOROSO on the Connection of Existing Facilities to Central Plant Loop project in the amount of $58,867.

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>$8,087,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously Approved Change Orders</td>
<td>$275,868</td>
</tr>
<tr>
<td>Change Order No. 7</td>
<td>$58,867</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$8,421,735</td>
</tr>
</tbody>
</table>

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

Funding Source: Measure AA

Comment: Change Order No. 7 includes labor and material cost for the following:

- Paint exposed 2” waste line in Business Building;
- Additional filters, filter grilles, access doors & gravity vent with roof curb in HSS Building;
- Additional college requested carpet cleaning on HSS 3rd floor common areas and offices;
- Credit to the college for engineering services required due to mechanical contractor cutting the reinforcing bars within the retaining wall in the Science basement which required strong backs added to the wall to restore its strength;
- Order and install new exterior building signage at two locations at the Business Building;
- Framing leveling walls under AHU C-1, C-2 & C-3 mechanical roof curbs to accommodate the existing slope of the Business Building roof;
- Provide additional conduit required to loop the VFDs at each mechanical unit in the event of a fire alarm shutdown;
- Remove and replace two existing VFDs in the basement of the Science Building.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 26  FACILITIES (continued)

26-D  CHANGE ORDER NO. 20 – PERFORMING ARTS CENTER – EAST WING

Change Order No. 20 – BERNARDS BROS. on the Performing Arts Center – East Wing project in the amount of $10,047.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$18,378,000</td>
</tr>
<tr>
<td>Previously Approved Change Orders</td>
<td>$1,417,106</td>
</tr>
<tr>
<td>Change Order No. 20</td>
<td>$10,047</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$19,795,106</td>
</tr>
</tbody>
</table>

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

Funding Source: Measure AA

Comment: Change Order No. 20 includes the labor and material costs for the following:

- Added unistrut in lieu of air craft cable for all three (3) projection screens already installed in Rooms 309 & 310;
- LED light fixtures for F3, F5, F5A, F5B, F6 & F6A;
- Credit to college for changing the Mac Pro to Mac Mini computers to fit inside the racks in each lectern;
- Modify Door 110D to center of door frame, remove and replace existing closer and patch holes in door and frame as required.

26-E  CHANGE ORDER 7 – UPGRADING OF SECURITY SYSTEMS

Change Order 7 – NEXUS IS, INC. on Upgrading of Security Systems project in the amount of $11,038

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$5,699,482</td>
</tr>
<tr>
<td>Previously Approved Change Orders</td>
<td>$499,058</td>
</tr>
<tr>
<td>Change Order 7</td>
<td>$11,038</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$6,209,578</td>
</tr>
</tbody>
</table>

This change order results in 64 non-compensable calendar days added to the contract length.

Funding Source: Measure AA

Comment: Change Order No. 7 includes labor and material cost for the following:

- Replace existing Pelco mounts on poles at the Broad State to install nine new cameras as well as upgrades to the coax converters;
- Cut over twenty-seven alarm inputs at math building.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 FACILITIES (continued)

26-F CHANGE ORDER NO. 1 – AET AUDIOVISUAL AND BROADCAST SYSTEMS
Change Order No. 1 – Key Code Media on the AET Audiovisual & Broadcast Systems project for an 11 day extension to the contract length

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$3,992,558</td>
</tr>
<tr>
<td>Previously Approved Change Orders</td>
<td>$0</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>$0</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$3,992,558</td>
</tr>
</tbody>
</table>

Funding Source: Measure AA

Comment: Change Order No. 1 adds eleven (11) calendar days to the contract length due to long lead items on the project.

26-G PROJECT CLOSE OUT – CAMPUS WIDE FIRE ALARM UPGRADE 2015 PROJECT
Subject to completion of punch list items by RED HAWK FIRE & SECURITY authorize the District Representative without further action of the Board of Trustees, to accept the project described as CAMPUS WIDE FIRE ALARM UPGRADE 2015 as being complete. Upon completion of punch list items by Red Hawk the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.
CONSENT AGENDA:  FACILITIES AND FISCAL

RECOMMENDATION NO. 26  FACILITIES (continued)

26-H  AMENDMENT NO. 8 TO AGREEMENT FOR ENGINEERING SERVICES – SECURITY AND FIRE ALARM UPGRADE

Amend the agreement with MDC ENGINEERS for the SECURITY UPGRADE project in the amount of $78,400 plus reimbursable expenses.

<table>
<thead>
<tr>
<th>Amendment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$365,000</td>
</tr>
<tr>
<td>Amendment # 1</td>
<td>$275,000</td>
</tr>
<tr>
<td>Amendment # 2</td>
<td>$81,340</td>
</tr>
<tr>
<td>Amendment # 3</td>
<td>$58,400</td>
</tr>
<tr>
<td>Amendment # 4</td>
<td>$50,850</td>
</tr>
<tr>
<td>Amendment # 5</td>
<td>$58,400</td>
</tr>
<tr>
<td>Amendment # 6</td>
<td>$118,800</td>
</tr>
<tr>
<td>Amendment # 7</td>
<td>$72,500</td>
</tr>
<tr>
<td>Amendment # 8</td>
<td>$78,400</td>
</tr>
<tr>
<td>Total To Date</td>
<td>$1,080,290</td>
</tr>
</tbody>
</table>

Funding Source: Measure AA

Comment: Amendment No. 8 provides for the extended construction administration through December 31, 2017. The completion of the project is dependent on the successful completion of the Campus Door Remediation Re-Bid project which is anticipated to take six months to complete. The involvement of the security consultant is needed for the completion of the project in coordinating with the System Integrator and campus.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 FACILITIES (continued)

26-I AMENDMENT NO. 9 TO AGREEMENT FOR ARCHITECTURAL SERVICES – HEALTH, PE, FITNESS, DANCE AND CENTRAL PLANT

Amend agreement with GENSLER for the Health, PE, Fitness, Dance and Central Plant project for $10,000 plus reimbursable expenses.

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$3,589,000</td>
</tr>
<tr>
<td>Amendment No. 1</td>
<td>675,000</td>
</tr>
<tr>
<td>Amendment No. 2</td>
<td>198,000</td>
</tr>
<tr>
<td>Amendment No. 3</td>
<td>4,500</td>
</tr>
<tr>
<td>Amendment No. 4</td>
<td>8,400</td>
</tr>
<tr>
<td>Amendment No. 5</td>
<td>29,500</td>
</tr>
<tr>
<td>Amendment No. 6</td>
<td>150,000</td>
</tr>
<tr>
<td>Amendment No. 7</td>
<td>497,786</td>
</tr>
<tr>
<td>Amendment No. 8</td>
<td>175,200</td>
</tr>
<tr>
<td>Amendment No. 9</td>
<td>10,000</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$5,337,386</td>
</tr>
</tbody>
</table>

Funding Source: Measure AA

Comment: Amendment No. 9 provides for professional design and consulting services for architect to work on achieving LEED Platinum for the building, current design meets LEED Gold classification.

26-J AGREEMENT FOR ENGINEERING SERVICES – STUDENT SERVICES BUILDING

Agreement with MDC ENGINEERS for the construction administration of the security systems for the STUDENT SERVICES BUILDING project in the amount of $52,800 plus reimbursable expenses.

Funding Source: Measures AA, S, and U

Comment: The engineering consultant will provide construction administration for the Security Systems phase of the project. Services will include attending user meetings for coordination with the college and design team members during the construction administration phase, punch list visits, closeout and warranty phase and attendance at coordination meetings and designs meeting as required.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 FACILITIES (continued)

26-K POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: $82,458.83
For the Period: January 1, 2017 – March 31, 2017 (3 months)
Funding Source: 2016-2017 District General Fund
Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. College paid the City of Santa Monica $44,630.83 for the same period last year. Last year’s payment was lower due to closure of the pool for the first 6 weeks of the quarter for maintenance repairs.

26-L AGREEMENT FOR PROGRAM/PROJECT MANAGEMENT SOFTWARE

Enter into agreement with PMWeb to provide program/project management software for the Facilities Planning Department to manage Bond projects in the amount not to exceed $51,250.

Funding Source: Measure AA, District Capital Funds

Comment: With the passage of Measure V, the District is now managing a bond program that, with federal, state, and other local sources combined, is nearing a billion dollars. The District has been using a variety of separate software systems to manage the program, but currently lacks a comprehensive system to monitor the entire program. PMWeb is a comprehensive, web-based portfolio, program, and project management solution combining workflow, estimating/planning, project management, scheduling, asset management, and document management. The new program and construction management firm, Vanir, uses this system for other clients and is fully familiar with its operation.

26-M AGREEMENT FOR PROGRAM/PROJECT MANAGEMENT SOFTWARE CUSTOMIZATION AND IMPLEMENTATION

Enter into agreement with HKA to provide customization and implementation of the PMWeb program/project management software for the Facilities Planning Department to manage Bond projects in the amount not to exceed $62,400 plus reimbursable expenses not to exceed $6,000.

Funding Source: Measure AA, District Capital Funds

Comment: HKA will assist the District with implementation, configuration, customization, and training for the program/project management software PMWeb.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 26 FACILITIES (continued)

26-N PROJECT CLOSE OUT – CENTER FOR TEACHING EXCELLENCE AV SYSTEM
Subject to completion of punch list items by EIDIM AV TECHNOLOGY, authorize the District Representative without further action of the Board of Trustees, to accept the project described as CENTER for TEACHING EXCELLENCE AV SYSTEM as being complete upon completion of punch list items by EIDIM AV TECHNOLOGY. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

26-O PROJECT CLOSE OUT – SUMP PUMP AND SEWER LINE REPLACEMENT
Subject to completion of punch list items by RAMONA INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as SUMP PUMP & SEWER LINE REPLACEMENT as being complete upon completion of punch list items by RAMONA INC. The District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 27  BUDGET TRANSFERS

27-A  FUND 01.0 – GENERAL FUND - UNRESTRICTED
   Period: April 20, 2017 through May 24, 2017

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>0</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>19,432</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>88</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>806</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
<td>-1,207</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Buildings/Equipment</td>
<td>0</td>
</tr>
<tr>
<td>7100-7699</td>
<td>Other Outgo/Student Payments</td>
<td>0</td>
</tr>
<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>-19,119</td>
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<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

27-B  FUND 01.3 – GENERAL FUND - RESTRICTED
   Period: April 20, 2017 through May 24, 2017

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>-21,265</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>-24,168</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>28,150</td>
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<tr>
<td>4000</td>
<td>Supplies</td>
<td>-13,012</td>
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<tr>
<td>5000</td>
<td>Contract Services/Operating Exp</td>
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<td>7100/7699</td>
<td>Other Outgo/Student Payments</td>
<td>-2,812</td>
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<tr>
<td>7900</td>
<td>Contingency Reserve</td>
<td>0</td>
</tr>
<tr>
<td>Net Total:</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

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.
CONSENT AGENDA:  FACILITIES AND FISCAL

**RECOMMENDATION NO. 28  COMMERCIAL WARRANT REGISTER**

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

<table>
<thead>
<tr>
<th>Commercial Warrant Register</th>
<th>April 1-30, 2017</th>
<th>7440 through 7478</th>
<th>$9,252,322.91</th>
</tr>
</thead>
</table>

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

**RECOMMENDATION NO. 29  PAYROLL WARRANT REGISTER**

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

<table>
<thead>
<tr>
<th>Payroll Warrant Register</th>
<th>April 1-30, 2017</th>
<th>C1I- C2J</th>
<th>$8,628,978.69</th>
</tr>
</thead>
</table>

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

**RECOMMENDATION NO. 30  AUXILIARY PAYMENTS AND PURCHASE ORDERS**

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore fund Payments</td>
<td>$ 280,206.82</td>
<td></td>
</tr>
<tr>
<td>Other Auxiliary Fund Payments</td>
<td>$ 54,728.56</td>
<td></td>
</tr>
<tr>
<td>Trust and Fiduciary Fund Payments</td>
<td>$ 873,938.33</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,208,873.71</td>
<td></td>
</tr>
</tbody>
</table>

*Purchase Orders issued*  
| April 1 – 30, 2017 | $24,791.80 |

*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.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 31 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION
Requested by: Michelle King, Director, Career and Contract Education
Approved by: Georgia Lorenz, Vice-President, Academic Affairs
Requested Action: Approval/Ratification

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

RECOMMENDATION NO. 32 ORGANIZATIONAL MEMBERSHIPS
Requested by: Chris Bonvenuto, Chief Director of Business Services
Approved by: Robert Isomoto, Vice-President, Business/Administration
Requested Action: Approval/Ratification

<table>
<thead>
<tr>
<th>Organizational Memberships</th>
<th>Number of Memberships</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

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.
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 33 PURCHASING

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

33-A AWARD OF PURCHASE ORDERS

Establish purchase orders and authorize payments to all vendors upon delivery and acceptance of services or goods ordered. The amount includes payments related to bond construction projects. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists of vendors on file in the Purchasing Department.

33-B AWARD OF CONTRACTS

1. Provider: Excelsior Elevator (Revised)
   Amount: $67,104
   Funding Source: Capital Projects Fund
   Summary: This reflects a revised award of contract for modernization and modification of north science building lobby elevator required by campus fire system upgrade project (modernization service rates per bid A151783NC). The previous proposal submitted for approval in March included the incorrect elevator; the science north lobby elevator has two additional stops resulting in additional cost of $9,191.

2. Provider: TourCoach Charter and Tours
   Amount: $142,996.03
   Funding Source: General Fund Transportation Budget
   Summary: Renewal of shuttle services under Bid# 1314003SF Shuttle Transportation Services; includes 128 days for evening shuttle route and airport arts shuttle route and up to 7 days for PAC shuttle route, if needed
CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 33 PURCHASING (continued)

33-C ANNUAL AWARD OF CONTRACTS- 2017-2018

The annual award of competitive contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and service savings as well as reduce administrative cost. These indirect (MRO) contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent.

California County Superintendents Educational Services Association, with CalSave Program, ongoing contract, sponsored by Epylon

California State University Contract, Contract 1924, with PlanetBids, ongoing, for On-Line Bid/Vendor Management, Contract Management and Insurance Certificate Management Services Software Services

Committee on Institutional Purchasing Consortium (CIPC) Master agreement 111, with Office Max, to 12/31/20 for office supplies, furnishings, equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01163, with VWR & Wards Scientific, to 06/30/2018, for general laboratory supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01341, with B&H Photo Video, to 7/31/2018, for audio visual supplies and equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01419, with Steris Corp, to 02/28/22, for science & health laboratory Supplies/equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01288, with School Health, to 05/31/17, for health and sports medicine supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01366, with Xerox, to 01/01/20, for document management products and services

Educational & Institutional Cooperative Purchasing, Contract CNR-01307, with Complete Book, to 06/30/21, for books and instructional media

Educational & Institutional Cooperative Purchasing, Contract CNR-01262, with Henry Schein, to 04/30/18 for athletics training and medical supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01322, with Ferguson Supply, to 10/31/17 for plumbing supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01399, with Enterprise Fleet, to 12/31/21 for fleet vehicles Educational & Institutional Cooperative Purchasing, Contract CNR-01362, with Airgas, to 09/30/19, for lab gases
Educational & Institutional Cooperative Purchasing, Contract CNR-01400, with Sherwin Williams, to 07/31/21, for paint

Educational & Institutional Cooperative Purchasing, Contract CNR-01394, with PPG Paint, to 04/30/21, for paint, coatings, and architectural finishes

Foundation for California Community Colleges (FCCC), Contract CB 15-016 with Office Depot, to 10/31/2018 for office supplies

Foundation for California Community Colleges (FCCC), Contract CB13-013, with Krueger International (KI), to 10/01/17, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB13-014, with Haworth, to 10/01/17, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB13-015, with Steelcase, to 10/01/17, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), California Higher Education Shared Services (CHESS) Consortium, with CDWG, information technology products and services

Foundation for California Community Colleges (FCCC), with Iron Mountain, for records management, secure shredding

Foundation for California Community Colleges (FCCC), Contract CB-195-16, with Shaw Contract Flooring Group, to 01/31/18, for flooring products

Foundation for California Community Colleges (FCCC), Contract CB-194-16, with SHI, for computer hardware and software

Glendale Unified School District Contract P-13/1314, with Apple Computers, to 10/15/17, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract 00612/7-14-99-22, with U.S. Bank, to 12/31/2018, for commercial card services

NASPO VALUEPOINT Contract 1862/7-11-51-01, with Fastenal Company to 06/30/18, for maintenance, repair, operations (MRO) supplies

NASPO VALUEPOINT Contract 1862/7-11-51-02, with Grainger to 06/30/18, for Industrial Supplies & Equipment, Janitorial Supplies and Equipment

NASPO VALUEPOINT Contract 7-11-51-03, with MSC Industrial to 06/30/18, for facilities/maintenance/industrial supplies and tools

NASPO VALUEPOINT Contract ADSP011-00000411-4/7-12-70-25, with NEOPOST, Inc., to 07/11/17, for Mailroom Equipment Supplies and Maintenance

NASPO VALUEPOINT Contract ADSP011-00000411-7/7-12-70-26, with Pitney Bowes, Inc., to 07/11/17, for Mailroom Equipment Supplies and Maintenance

NASPO VALUEPOINT Contract AR-233/7-14-70-04, with Cisco, Inc., to 05/31/19, for Cisco network communication equipment and maintenance

NASPO VALUEPOINT Contract AR1464/7-14-70-06, with Hewlett Packard Company, 05/31/19, for Data Communications Supplies/Equipment
NASPO VALUEPOINT Contract 827164/7-15-70-34-002, with Hewlett Packard Company, 03/31/20, for Computer Servers and Storage

NASPO VALUEPOINT Contract 7-15-70-34-001, with Hewlett Packard Company, 03/31/20, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract B27160/7-15-70-34-003, with Dell Computer, 03/31/20, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract MA065/7-16-99-28-02, with UPS, to 11/28/21, Express, Small Package air delivery and international shipments

NASPO VALUEPOINT Contract MA454/7-16-99-28-01, with Federal Express Corporation, to 11/28/21, Express, Small Package air delivery and international shipments

NASPO VALUEPOINT Contract 7-16-99-28-03, with Golden State Overnight, to 11/28/21, Express, Small Package air delivery and international shipments

NASPO VALUEPOINT Contract 7-16-9926-02, with Fisher Scientific to 03/31/19 for Science Supplies. NASPO VALUEPOINT Contract 7-16-70-37, with CDWG, to 04/07/18, for Software VAR services

NASPO VALUEPOINT Contract 7-16-70-36, with SHI International, to 04/07/18, for Software VAR services

National Cooperative Purchasing Alliance (NCPA) Contract NCPA02-27 with Waxie, to 04/30/19, for janitorial supplies State of California (CMAS) Contract 4-06-78-0031A Field Turf USA to 11/30/21 for Synthetic Turf

State of California (CMAS) Contract, Contract 4-09-71-0087A, with ALLSTEEL Inc., to 12/31/2018, for Office Furnishings Systems, seating, files and Architectural Interiors

U.S. Communities for the County of Fairfax VA. Contract 12-JLH-011C, with Cintas Corporation, to 03/31/2019, for facilities solutions

U.S. Communities for the County of Fairfax VA. Contract 4400006644, with Insight Public Sector, Inc., to 04/30/2019, for Technology Products/Equipment, Section A and Technology Services/Solutions

U.S. Communities for the County of Los Angeles Contract MA-IS-1340234, with Graybar Electric Company, Inc., to 03/31/18, for Electrical, Heating, Ventilation and Supplies

U.S. Communities for the County of Maricopa City Phoenix AZ Contract 16154, with Home Depot Supply, Inc., to 12/31/21, for Maintenance and Hardware Supplies

U.S. Communities for the Harford County Public Schools MD, Contract 15-JLP-023, with TRANE, to 09/30/18, for HVAC products and services

U.S. Communities for San Diego USD Contract SV-15-0028, with Virco, to 12/31/2017, for furniture
A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, April 26, 2017 at 8 a.m. in Drescher 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

1. CALL TO ORDER: 8:02 a.m.

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

Others Present:
• Chris Bonvenuto, Chief Director, Business Services
• Don Girard, Senior Director, Government Relations/Institutional Communications
• Ramin Nematollahi, Citizens’ Bond Oversight Committee Coordinator
• Lee Paul, LPI Inc.
• Charlie Yen, Director --- Contracts
• Emil Zordilla, Assistant Director, Facilities Planning

3. APPROVAL OF MINUTES
   The minutes of the Citizens’ Bond Oversight Committee meeting of January 18, 2017 were approved as is. Motion was made by Michael Dubin and seconded by Sharon Barovsky and unanimously approved by the committee.

4. REPORTS and DISCUSSION

   A. SMC Bond Capital Construction Budget Summary as of March 31, 2017.

   Charlie Yen and Emil Zordilla discussed the SMC bond Capital Construction Budget Summary as of March 31, 2017.

   • Center for Media and Design: The project is progressing as planned. Date of Completion, first quarter of 2017 with a move in date of fall 2017.
   • East Wing Performing Arts Center: The PAC is currently open and being occupied.
   • Core Performance Center: First phase has been completed the second phase, has started with the older-locker-rooms and bathrooms being renovated.
   • Student Services Building: Construction is proceeding as planned and completion date is set for 2019.
• **Malibu Campus:** Currently awaiting the finalization of lease from Los Angeles County. Bidding for the project will take place in the summer of 2017 with construction to begin in fall of 2017. Completion date is last quarter of 2019.

• **Early Childhood Education Center:** Awaiting coastal commission approval. Bidding for the project is expected in the summer of 2017 with construction to commence fall 2017. The project is schedule to be completed fall of 2018.

B. **Measure U, S and AA and Bond Sales Expense Reports**

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

<table>
<thead>
<tr>
<th>Measure</th>
<th>Budget</th>
<th>Total Bond:</th>
<th>$598,500,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>$160,000,000</td>
<td>Available:</td>
<td>$528,492,559</td>
</tr>
<tr>
<td>S</td>
<td>$143,500,000</td>
<td>Expenses:</td>
<td>$467,644,546</td>
</tr>
<tr>
<td>AA</td>
<td>$295,000,000</td>
<td>Remaining:</td>
<td>$60,848,013</td>
</tr>
<tr>
<td></td>
<td>Interest:</td>
<td>Available:</td>
<td>$528,492,559</td>
</tr>
<tr>
<td></td>
<td>$21,476,400</td>
<td>Expenses:</td>
<td>$467,644,546</td>
</tr>
<tr>
<td></td>
<td>$26,210,381</td>
<td>Remaining:</td>
<td>$60,848,013</td>
</tr>
<tr>
<td></td>
<td>$130,855,454</td>
<td>Available:</td>
<td>$528,492,559</td>
</tr>
</tbody>
</table>

• **Measure U:** Total Measure U Expenditures last period were $6,803,747; total remaining funds are $2,044,655; no budget variance.

• **Measure S:** Total Measure S Expenditures last period were $4,153,959; total remaining funds are $51,406,892; no budget variance.

• **Measure AA:** Total Measure AA Expenditures last period were $16,655,141; total remaining funds are $77,403,897; no budget variance.

• **The Bond Sales/Expense Report**

Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of March 31, 2017.

- Measure V funds will be issued in August 2018 and will be reflected in 2018-2019 tax rolls. Funds will be used for joint use auditorium project with JAMS (John Adams Middle School). Upgrade the ‘Face of the College’, Drescher Hall North side to compliment the Student Services Building.

- The SMC Bond Construction Program Contractor List as of March 31, 2017 was included in the packet.
C. INFORMATION – EXPIRING TERMS OF MEMBERS OF THE CITIZENS’ BOND OVERSIGHT COMMITTEE

The term of the following member(s) of the Citizens’ Bond Oversight Committee is expiring effective **June 30, 2017** and is eligible for reappointment:

- Sharon Barovsky, Local Community/Malibu
- Michael Dubin, Business Community / Taxpayers’ Organization
- Sonya Sultan, Local/Business Community
- Sion Roy, Business Community/Taxpayers’ Organization
- The Associated Student representative will be selected in September.

The term of the following member(s) of the Citizens’ Bond Oversight Committee is expiring effective **June 30, 2018** and is eligible for reappointment:

- Jeffrey Graham, Local Business

The term of the following member(s) of the Citizens’ Bond Oversight Committee is expiring effective **June 30, 2018** and is not eligible for reappointment, as they will have served 3 consecutive terms:

- Katharine Reuter, Senior Citizens’ Organization

The Board of Trustees will follow a recruitment and application process to appoint/reappoint members to fill the vacancies.

7. **SCHEDULE OF MEETINGS, 2016---2017**
   
   Wednesday, July 19, 2017 at 8 a.m.

8. **ADJOURNMENT: 8:37 am**

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

   Current information on all bond construction projects is available at: [http://smcbondprogram.com](http://smcbondprogram.com) and at [http://www.smc.edu/CBOC](http://www.smc.edu/CBOC)
XII. BOARD COMMENTS

XIII. ADJOURNMENT – 10:31 p.m.

The meeting was adjourned in memory of Carlos Franco, Marcela Franco, and Margarita Gomez, victims of the shooting at Santa Monica College in June 2013.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, July 11, 2017 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

Major Items of Business
• Appointments to Citizens’ Bond Oversight Committee

Information
• 2017-2018 Grants Office Annual Report
• 2017-2018 Curriculum Committee Annual Report
• Facilities Master Plan Update
SANTA MONICA COMMUNITY COLLEGE DISTRICT
2017-2018 TENTATIVE BUDGET NARRATIVE

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2017-2018 is comprised of the following nine funds:

- General Fund Unrestricted: $192,778,743
- General Fund Restricted: $52,354,401
- Total General Fund: $245,133,144
- Special Reserve Fund (Capital): $25,459,922
- Bond Fund: Measure U: $5,042,811
- Bond Fund: Measure S: $55,553,820
- Bond Fund: Measure AA: $41,248,052
- Bond Interest & Redemption Fund: $53,230,066
- Student Financial Aid Fund: $36,827,830
- Scholarship Trust Fund: $45,486
- Auxiliary Operations: $5,464,459
- Total Other Restricted: $222,872,446

**TOTAL PROPOSED TENTATIVE BUDGET** $468,005,590

**GENERAL FUND**

The 2016-2017 fiscal year is projected to close with an Unrestricted General Fund ending balance, including Designated Reserves of $20,913,959.

For the 2017-2018 tentative budget, the District is projecting an increase in revenue of 0.6% or $969,012 and an increase in expenditures of ~4.5% or $7,827,978, resulting in a projected structural deficit of <$13,929,224> and an overall operating deficit, with one-time items, of <$9,870,598>. The increase in revenue is primarily due to increase in apportionment base revenue and COLA totaling to $5,408,162 reduced by one-time items (mandated costs reimbursement and prior year apportionment adjustment) totaling to <$4,442,207> that occurred in FY 2016-2017 and will not repeat in FY 2017-2018. The increase in expenditures is primarily due to increases in salaries and benefits. The projected ending Unrestricted Fund Balance is $11,043,361 or 6.08% of total expenditures and transfers.

It is important to note that the revenue projections contained in the tentative budget are based on District projections of the proposals contained within the May Revise and are extremely preliminary. It is expected that variances, possibly significant in nature, will occur between the Tentative and Adopted Budgets

General Fund Unrestricted Revenues (01.0)
These are the only funds available for the general operations of the College. All other funds are restricted with the exception of some parts of the Auxiliary fund.

The District has based the tentative budget on the Governor’s “May Revise” budget proposal for the State. The Governor’s 2017-18 budget proposal provides for a 1.56% Cost of Living Adjustment (COLA), an increase in the base for support of district general operating expenses, and a 1.0% growth allocation for the System of which the District, under the new growth allocation model, is projected to receive 0.46%. The Tentative budget also reflects a continued decline in enrollment, with a projected decline of 3%.

The largest source of revenue for the District is state funding. The state funding formula is based on the combination of property taxes, enrollment fees, and principal apportionment funds added together to equal the estimated State General Revenue. The figures in the tentative budget are based on estimates from the Chancellor’s Office adjusted by the District’s enrollment projections.

Local revenues are a combination of property taxes and revenue generated at the college level through the charging of fees and fines, through interest earned on cash and non-resident tuition revenue.

**General Fund Unrestricted Expenditures (01.0)**

The District’s largest expenditures (90.0% of the total budget) are related to salary and benefits. The salary and benefit related expenditure projections reflect appropriate step, column and longevity increases for all qualified employees. Expenditure projections also include a negotiated salary increase of 2.2%, increased parity and part-time office hours in the salary of SMC Faculty Association and a 2.2% “me too” increase for Classified Schools Employee Association and SMC Police Officer Association.

The discretionary section of the expenditure budget (Supplies and Services), reflects a increase of approximately $283,642 from 2016-2017 projected expenditures. The increase is primarily due to increase in bad-debts for students, managed print services, software upgrades reduced by non-recurring items and budget cuts from the prior year.

The amount of $13,264,918 for the Contracts/Services line item in the tentative budget includes: Rents/Leases (i.e. Performing Arts Center, Swimming Pool, Big Blue Bus) 21%; Bank Fees and Bad Debt 15%; Repairs of Equipment/Maintenance 10%; Advertising 10%; Software Licensing 6%; Other Contract Services 6%; Consultants 5%; Managed Print Services 4%; Legal Services (including those for the Personnel Commission) 4%; Postage and Delivery Services 3%; Conferences and Training 3%; Off-Campus Printing 3%; LACOE Contracts (i.e. PeopleSoft, HRS) 2%; Professional Growth 2%; Memberships and Dues 1%; Audit 1%; Recruiting-Students 1% and Other Services – all under 1% of budget per category (e.g. Repairs-Facility, Field trip, Mileage, Commencement, Fingerprinting, Board Meetings, etc.) 3%.

It is expected that adjustments to projections will occur between the tentative budget and adopted the budget as more information becomes available from the State.
RESTRICTED FUNDS

General Fund Restricted (01.3)

This fund represents restricted funding that is received by the District from Federal, State, and Local sources. All grants that do not end by June 30, 2018, will be carried over to the 2018-2019 budget, if permissible.

When received, new grants will be presented to the Board of Trustees for approval, and the District's budget will be augmented to reflect the increase.

Special Reserve Fund (40.0) Capital

This fund is also known as the Capital Expenditures Fund. The major source of revenue for this fund is the non-resident capital surcharge. These funds are used for capital outlay related projects, including the installment payments for the AET Certificate of Participation and any required expenditure matches to State capital outlay funding. State funding for capital projects is also accounted for in this fund.

All capital expenditures and revenue in the Special Reserve Fund, as well as Funds 42.2, 42.3, and 42.4 reflect the total expenditure allocation and the total revenue for all projects and are not limited to the current year, thus resulting in a zero ending balance. These funds are legally restricted and may not be transferred into the unrestricted general fund.

Bond Fund Measure U (42.2)

This fund reflects the revenue from the sale of bonds approved through Measure U and the interest earned in the fund. The expenditures in this fund relate to the College construction plan approved under Measure U.

Bond Fund Measure S (42.3)

This fund reflects the revenue from the sale of bonds approved through Measure S and the interest earned in the fund. The expenditures in this fund relate to the College construction plan approved under Measure S.

Bond Fund Measure AA (42.4)

This fund reflects the revenue from the sale of bonds approved through Measure AA and the interest earned in the fund. The expenditures in this fund relate to the College construction plan approved under Measure AA.

Bond Interest and Redemption Fund (48.0)

This fund is administered by the County of Los Angeles Department of Auditor-Controller. It reflects the receipt of property tax revenues due to voted indebtedness for bond issues, the payment of interest on those bonds, plus the redemption of the bonds that mature within the 2017-2018 fiscal year. This information is provided by the County of Los Angeles Department of Auditor-Controller through the Los Angeles County Office of Education.

Student Financial Aid Fund (74.0)

This fund consists of all student financial aid programs (PELL, SEOG, Loans, Cal Grants and Full-time Student Success Grants). The transfer line items reflect a transfer from the Unrestricted General Fund to meet the match requirements of the individual grant programs.
Scholarship Trust Fund (75.0)

This fund is to account for gifts, donations, bequests, and devises (subject to donor restrictions) which are to be used for scholarships or for grants in aid to students.

Auxiliary Operations

This budget reflects the revenue and expenditures of the auxiliary operations of the District, namely the Bookstore, the food and vending concessions, and college expenditures in programs such as Athletics, Music, Theatre Arts, the Corsair student newspaper and transportation.

CONCLUSION

This is the tentative budget recommended for acceptance. It is expected that changes will occur between now and the Adopted Budget. Some changes will be the result of revised state revenue, and others will be internal adjustments resulting from new or updated revenue information and expenditure reduction efforts.