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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING

NOVEMBER 13, 2012

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

- 6 p.m. Closed Session
(Business Building Room 111)
- 7 p.m. Regular Public Meeting
Board Room (Business Building Room 117)

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

<http://www.smc.edu/ACG/Pages/Trustees-Meeting-Information.aspx>

*Written requests for disability-related modifications or accommodations,
including for auxiliary aids or services that are needed in order to
participate in the Board meeting are to be directed to the Office of the
Superintendent/President as soon in advance of the meeting as possible.*

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda

Reference: *Board Policy Section 1570*
 Education Code Section 72121.5
 Government Code Sections 54954.2, 54954.3, 54957.9

AGENDA

A meeting of the Board of Trustees of the Santa Monica Community College District will be held at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California, on Tuesday, November 13, 2012.

- 6 p.m. *Call to Order*
 Closed Session (Business Building Room 111)
- 7 p.m. *Public Meeting (Board Room-Business Building Room 117)*

The agenda includes the following items: (Items for action - recommendations - are listed numerically; items for information are listed alphabetically).

I. *ORGANIZATIONAL FUNCTIONS*

A CALL TO ORDER

B ROLL CALL

- Dr. Margaret Quiñones-Perez, Chair
- Dr. Nancy Greenstein, Vice-Chair
- Dr. Susan Aminoff
- Judge David Finkel (Ret.)
- Louise Jaffe
- Rob Rader
- Dr. Andrew Walzer
- Michelle Olivarez, Student Trustee

C PUBLIC COMMENT ON CLOSED SESSION ITEMS

II. *CLOSED SESSION*

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

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

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

II. **CLOSED SESSION** (continued)

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

REAL PROPERTY (Government Code Section 54956.8)

Property Address: Santa Monica College Olympic Shuttle Lot/3400-3500 Airport Ave.

Under Negotiation: Terms and Conditions of Land Swap with City of Santa Monica

College Negotiators: Dr. Chui Tsang, Robert M. Myers, and Don Girard

City of Santa of Monica's Representative: Rod Gould, Joseph Lawrence

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

F PUBLIC COMMENT

IV. **SUPERINTENDENT'S REPORT**

- Updates:
 - Corsair Wins 14 Awards at 2012 Southern California Conference of JACC
 - UCLA Extension
 - November 2012 Election Results

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

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VII. **CONSENT AGENDA**

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VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

X. **INFORMATION**

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XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, December 4, 2012** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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SUPPLEMENTS TO THE AGENDA:

- Agreement Between SMCCD and SMC Police Officers Association
- Institutional Effectiveness Data
- Accountability Reporting for Community Colleges (ARCC) Report

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Santa Monica Community College District	November 13, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **RESOLUTION: VETERANS AWARENESS WEEK**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the following resolution in support of Veterans Awareness Week, November 11-17, 2012.

WHEREAS, the United States Congress has declared the second week of November as National Veterans Awareness Week since 2000 to emphasize the need to develop educational programs regarding the contributions of veterans to the country; and

WHEREAS, the United States Department of Veterans Affairs, as well as many other education-focused organizations have produced educator’s guides, which advocate multiple ways to recognize veterans and teach youth about veterans; and

WHEREAS, many veterans continue to serve their country in public schools and colleges as teachers, classified professionals, and other school employees providing valuable instructional and support services to the schools and students of Santa Monica College; and

WHEREAS, the veterans on staff deserve recognition for their continued service to the future of our country and education and safety of the students of Santa Monica College; and

WHEREAS, the veterans on staff can best provide a meaningful personal connection between the students of the Santa Monica College, Armed Forces veterans and service to our country;

THEREFORE, BE IT RESOLVED, that the Santa Monica Community College District Board of Trustees declares the week of November 11–17, 2012, as Veterans Awareness Week at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the continued contributions and sacrifices of the Armed Forces veterans, especially those serving as teachers, classified professionals, and employees at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District encourages the development of a program utilizing Armed Forces veterans on staff to educate the students of Santa Monica College about the sacrifices and contributions of the Armed Forces veterans.

- MOTION MADE BY:
- SECONDED BY:
- STUDENT ADVISORY:
- AYES:
- NOES:

BOARD OF TRUSTEES Santa Monica Community College District	ACTION November 13, 2012
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MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **MEMORANDUM OF UNDERSTANDING WITH CSEA CHAPTER 36 – IMPLEMENTATION OF SECTIONS 11.1.4 AND 12.16 OF THE COLLECTIVE BARGAINING AGREEMENT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the Memorandum of Understanding with California School Employees Association SMC Chapter 36 concerning the implementation of Sections 11.1.4 and 12.16 of the collective bargaining agreement

This MOU was ratified by CSEA membership on November 1, 2012.

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

**SANTA MONICA COLLEGE
MEMORANDUM OF UNDERSTANDING
October 12, 2012**

This Memorandum of Understanding ("MOU") is entered into by and between the Santa Monica Community College District (the "District") and the California School Employees Association Chapter 36 ("CSEA") as of this 12th day of October, 2012.

WHEREAS, by letter dated June 28, 2012, CSEA requested to meet and negotiate with the District concerning the implementation of Sections 11.1.4 and 12.16 of the Collective Bargaining Agreement; and

WHEREAS, the parties have met and negotiated,

NOW, THEREFORE, in consideration of mutual agreements set forth herein, the parties agree as follows:

1. On July 1, 2013, the salary schedules shall be increased by a percentage equal to 1.25% retroactive to January 1, 2013.
2. In July 2013, each unit member shall receive a one-time bonus of \$1,000.00. Part-time employees shall receive pro-rated payment of the applicable benefit equal to the percentage of the part-time employees fulltime equivalency.
3. The District agrees that it shall not involuntarily reduce the hours of any unit member and shall not layoff any unit member during the period from July 1, 2012, through July 31, 2013.
4. The following additional benefit shall be provided to unit members who retire on or after December 1, 2012, and are eligible to purchase or receive Medicare: The District shall pay the full cost of the premium of the dental and vision insurance care plans selected by the retiree for the retiree and his/her eligible dependents. The dental and vision insurance care plans offered to retirees shall be the same as those offered to active employees.
5. Paragraphs 1, 2, and 3 of this MOU shall be automatically rescinded and of no further force or effect if Proposition 30 does not pass and become law. Upon such rescission, these rescinded paragraphs shall not be used as evidence in any subsequent dispute between the parties. Paragraph 4 above shall be effective whether or not Proposition 30 passes.
6. The time period for CSEA to file a grievance concerning the implementation of Section 11.1.4 and 12.16 shall be deemed tolled during the period this MOU is in effect. Upon passage of Proposition 30, this MOU resolves all issues concerning implementation of Section 11.1.4 and 12.16 as a result of the 2012 Faculty Association Contract. This MOU does not resolve issues concerning a successor contract, which remains under negotiations.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **MEMORANDUM OF UNDERSTANDING WITH CSEA CHAPTER 36 – REASSIGNMENT OF SCHEDULES, WINTER SESSION 2013**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the Memorandum of Understanding with California School Employees Association SMC Chapter 36 that covers the reassignment of schedules and/or locations for 54 members of the bargaining unit for the winter 2013 session. (Exhibit A included in Appendix A)

This MOU was ratified by CSEA membership on November 1, 2012.

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is entered into by and between the Santa Monica Community College District (the "District") and the California School Employees Association Chapter 36 ("CSEA") as of this 23rd day of October, 2012.

WHEREAS, the Santa Monica College has cancelled Winter session for 2013 because of cuts in State funding; and

WHEREAS, the hours and locations of certain classified employees must change because of the cancellation of Winter session since no work would exist for certain employees if current schedules and locations were maintained;

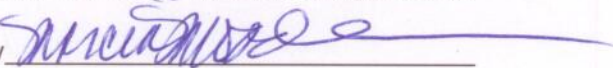
WHEREAS, CSEA and the District have met and conferred concerning this matter and have reached an agreement to implement schedule changes for the Winter session,

NOW, THEREFORE, the District and CSEA agree as follows:

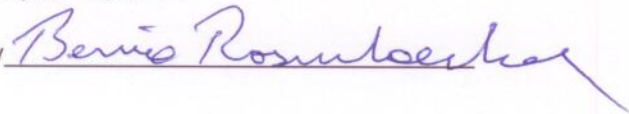
1. The hours and locations of the employees listed in Exhibit "A" attached hereto may be changed as set forth therein during the period from January 2, 2013, to February 7, 2013 ("Winter Session"). The hours and locations for these employees shall return to the schedule in effect prior to the change at the beginning of the Spring Semester on February 11, 2013. In the event that such a schedule change results in an unfair hardship to an employee, District and CSEA shall meet and confer to try to find a mutually agreed alternative to the change in schedule.
2. Any stipend that an employee is receiving pursuant to the collective bargaining agreement between CSEA and the District shall continue to be paid during the Winter Session notwithstanding the temporary change in working hours. It is the intent of the parties that any employee who works the revised schedule shall not suffer a loss of pay as result of this Agreement.
3. During the Winter Session, Parking Enforcement Officers shall be provided with communication equipment when working by themselves and, if working together, at least one of them shall have communication equipment.
4. Upon request, the District agrees to approve an Unpaid Leave of Absence during Winter Session for any employee whose hours are being changed from an evening shift to a daytime shift as set forth in Exhibit A. Notwithstanding Section 7.10.2 of the collective bargaining agreement, the District will pay the full premium for health insurance benefits during such unpaid leave. Notwithstanding any other provision of the collective bargaining agreement, any employee who takes such an Unpaid Leave of Absence during the Winter Session shall be deemed in paid status for purpose of calculating seniority and longevity.

5. Upon request, the District will consider approving an Unpaid Leave of Absence for all or part of the Winter Session for any employee not set forth in Exhibit A. Notwithstanding Section 7.10.2 of the collective bargaining agreement, the District will pay the full premium for health insurance benefits during such unpaid leave. Notwithstanding any other provision of the collective bargaining agreement, any employee who takes such an Unpaid Leave of Absence during the Winter Session shall be deemed in paid status for purpose of calculating seniority and longevity.
6. In the event there is insufficient work within the job classification during the Winter Session, any such employee shall be reassigned to job duties that are consistent with his or her abilities as determined by the Vice President of Human Resources after consultation with CSEA. If there is insufficient work available in any classification, the work that is available shall be assigned on a seniority basis. The District shall not contract with any private shuttle service during the period covered by this MOU if the District's shuttle drivers have been assigned non-shuttle work.
7. In the event the District makes a request to change the schedule of any employee who is not set forth in Exhibit "A," such schedule change shall require the approval of CSEA and the employee. In the event that either CSEA or the employee do not agree to the schedule change, the employee shall perform work during his or her normal schedule.
8. It is the intent of this agreement that all employees have the right to work the same number of hours during the Winter Session as they currently work. In the event the exhibits attached hereto are in error, the District and CSEA shall by mutual agreement adjust the hours to correct the error.
9. Any employee who has indicated an intention to take vacation time or a leave of absence may elect to work by cancelling the scheduled vacation time or the leave of absence in accordance with established District policies.

Santa Monica Community College District

By 

Chapter 36/CSEA

By 

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **COLLECTIVE BARGAINING AGREEMENT WITH SANTA MONICA COLLEGE POLICE OFFICERS ASSOCIATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the collective bargaining agreement between the Santa Monica Community College District and the Santa Monica College Police Officers Association, effective July 1, 2012 – June 30, 2014.

COMMENT: This is the first collective bargaining agreement with the Santa Monica College Police Officers Association. The full text of the agreement can be found at the following:
<http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/POA%20Agreement,%20Mous/SMC%20SMCPOA%20Final%20Contract.pdf>

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **SMC EQUAL EMPLOYMENT OPPORTUNITY PLAN**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the SMC Equal Employment Opportunity Plan (Appendix B).

SUMMARY: The plan reflects the District’s commitment to equal employment opportunity in its recruitment and hiring policies and practices pursuant to applicable Title 5 regulations. It was reviewed and approved by the District Planning and Advisory Council (DPAC) on September 26, 2012.

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **APPOINTMENT OF PERSONNEL COMMISSIONER**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees reappoint Joe Metoyer to the SMC Personnel Commission for a three-year term that commences December 1, 2012 and expires November 30, 2015.

SUMMARY: The process of filling a position on the Personnel Commission requires that two members be appointed by Board of Trustees; two members be appointed by the classified employees of the District; and the fifth member is appointed by the four appointed commissioners. The Board of Trustees advertised the vacancy created by the expiration of Joe Metoyer’s term, reviewed applications received and is reappointing Mr. Metoyer to the Personnel Commission. CSEA Chapter 36 unanimously elected Deborah Jansen for the term December 1, 2012 through December 1, 2015.

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY:
 AYES:
 NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7

SUBJECT: **RENEWAL OF AGREEMENT FOR PROGRAM AND CONSTRUCTION MANAGEMENT FOR DISTRICT BOND CONSTRUCTION PROGRAM**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the renewal of the Program and Construction Management agreement with LPI, Inc. for a period of an additional three years, January 1, 2013 through June 30, 2016; for program management, construction management, project management, and labor compliance monitoring services; at the rate of \$95 to \$155 per hour, not to exceed \$5,700,000 plus reimbursable expenses; plus \$5,560 per month for Project Management Software development and support.

FUNDING SOURCE: Measures U, S, AA / District Capital Funds / State Construction Grants

SUMMARY: This contract provides program and construction management services for the District’s bond construction program. Program management includes assisting District staff with budgeting and scheduling bond projects, managing the design process, and maintaining effective communications internally and externally. Construction management includes the bidding process, construction administration, and project closeout of bond projects.

LPI, Inc., under Lee Paul, is currently providing the above construction services under a Board-approved three-year contract that ends December 31, 2012. Since starting with the District in 1990, LPI has been involved with all major construction projects including Science, Library, Bundy Campus, Theater Arts, Broad Stage, HSS and the Quad. During this time, the District has become known statewide for award winning building designs along with the lowest overhead cost for any major bond program.

LPI has recently worked on the planning and design for the Student Services, AET/KCRW, Information Technology Relocation, Performing Arts East Wing, and Health, PE, Fitness, Dance and Central Plant projects all of which will begin construction within the next 12 months. LPI has worked through difficult and complex issues with DSA along with state, city and county agencies. In all cases LPI’s expertise and superior documentation have resulted in favorable outcomes for the projects.

The District has recently reviewed similar sized bond programs at several community college districts and the Santa Monica Unified School District. In all cases the hourly rates for LPI, Inc. and the total program management expenses are less than those at the other schools.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 8

SUBJECT: **2012-2013 QUARTERLY BUDGET REPORT and 311Q**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge receipt of the 2012-2013 Quarterly Budget Report and 311 Quarterly State Financials, as of September 30, 2012 (Appendix C).

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	November 13, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: INSTITUTIONAL EFFECTIVENESS DATA AND ARCC REPORT

SUBMITTED BY: Superintendent/President

SUMMARY: Institutional Effectiveness is the systematic and continuous process of measuring the extent to which a college achieves its mission, as expressed through the goals developed in a strategic or educational master plan. The current report provides longitudinal data for the set of key indicators identified as appropriate measures of institutional effectiveness for Santa Monica Collage (SMC) in 2011-2012. Prior years of institutional effectiveness focused on compiling and refining an inventory of key indicators to track and report institutional effectiveness. The current document reports the progress of institutional effectiveness, including an assessment of the colleges’ progress towards target goals for indicators on the Institutional Priorities Dashboard and a discussion of the follow-up research studies being conducted in 2012-2013 to address gaps in performance on the key indicators. In addition, a summary of the findings of the Community College Survey of Student Engagement (CCSSE) is provided in the report. The five benchmarks of CCSSE were added to the Institutional Effectiveness Dashboard related to the Supportive Learning Environment goal of the college.

The ultimate purpose of the institutional effectiveness process is to build and sustain college effectiveness. Institutional effectiveness identifies and prioritizes the college areas that need critical attention and improvement. Institutional effectiveness supports the process of collaborative inquiry among campus constituents by prompting questions and sparking robust discussion around college performance; it aims to drive evidence-based college planning and decision-making processes.

Institutional effectiveness involves the work and commitment of campus groups; therefore, the dialogue of key participatory groups and campus leadership drive the process of identifying the appropriate indicators and target goals. Through this process, a total of 38 key indicators were developed to assess the major areas of the college.

The 2012 Institutional Effectiveness Report can be found in the Supplement to the agenda. The discussions related to setting targets for each indicator are currently underway. The report should serve as a starting point from which to conduct further analyses of key indicators and engage the college community in further inquiry to identify ways to improve institutional effectiveness.

ARCC

Accountability Reporting in the Community Colleges (ARCC) contains seven measures of student progress and achievement as they relate to the broad mission of the California Community Colleges to support transfer, degree and certificate completion, and basic skills. The measures developed for ARCC reflect a refinement of some of the measures from previous accountability initiatives, such as the Partnership for Excellence (PFE), as well as an expansive consultation process with education scholars and community college practitioners from the field. The legislation for Accountability Reporting in the Community Colleges (ARCC) requires that a college’s local Board of Trustees annually review the college’s ARCC report. No action is required by the Board; review of the narrative, and the selection of material contained in Supplement to the agenda fulfills this legislative requirement.

Teresita Rodriguez, Vice President of Enrollment Development and Dr. Hannah Lawler, Director of Institutional Research, will present the Institutional Effectiveness data, as well as an overview of the Accountability Reporting for Community Colleges (ARCC).

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	November 13, 2012

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM H

SUBJECT: SYSTEM-WIDE ENROLLMENT PRIORITIES

SUBMITTED BY: Superintendent/President

SUMMARY: The Student Success Task Force recommended that the California Community Colleges "adopt system-wide enrollment priorities to: (1) reflect the core mission of transfer, career technical education, and basic skills development; (2) encourage students to identify their educational objective and follow a prescribed path most likely to lead to success; (3) ensure access and the opportunity for success for new students; and (4) incentivize students to make progress toward their educational goal. In March 2012, the Chancellor's Office convened a 17-member workgroup to discuss the implementation of this recommendation and to develop a regulatory proposal.

The resulting amended Title 5 regulations were unanimously approved by the Board of Governors in September 2012. The key elements of the revised regulations include the following:

- Enrollment priorities first for existing student groups identified in Education Code (active duty military and veterans and foster youth and former foster youth) and second for students participating in EOPS and DSPS programs who have completed orientation, assessment, and developed student education plans are maintained in the proposed regulations (first and second level of priority, respectively). A provision was added to allow districts the discretion to collapse the first and second levels of priority if sufficient capacity exists to do so without displacing students in the first level.
- New students who have completed orientation, assessment, and developed student education plans and continuing students in good standing (defined as a student who is not on academic or progress probation for two consecutive terms and has not earned 100 degree-applicable units) constitute a large level three priority group. Districts have discretion to establish local priorities among students in this group.
- Districts have discretion to establish local priorities below level three for all other students.
- Continuing students would lose enrollment priority if they earn more than 100 units (not including non-degree applicable basic skills and ESL units) or if they are placed on academic or progress probation (as defined by existing title 5 regulations) for two consecutive terms.
- Districts would have authority to adopt policies exempting categories of students from the 100-unit limit, such as those in high unit majors or programs.

- Districts would be required to adopt an appeals policy and process for students who lose enrollment priority due to extenuating circumstances (verified cases of accidents, illnesses or other circumstances beyond the control of the student) or where a student with a disability applied for, but did not receive, reasonable accommodation in a timely manner. Districts could also allow appeals for students who demonstrate satisfactory academic improvement in a subsequent term or terms, but whose term GPA is not high enough to raise the cumulative GPA.
- Districts would be required to ensure that all policies and course catalogs reflect the new enrollment priority requirements and that appropriate and timely notice is provided to students for full implementation by Fall 2014 and must begin to inform current students of the new policy in the Spring 2013 term so that those on probation will have an opportunity to seek help to improve their academic standing and those nearing the unit cap can carefully plan their remaining courses.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2012

VIII. CONSENT AGENDA

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

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #9-#23

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

- MOTION MADE BY:
- SECONDED BY:
- STUDENT ADVISORY:
- AYES:
- NOES:

IX. CONSENT AGENDA – Pulled Recommendations

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

X. REPORTS FROM DPAC CONSTITUENCIES

- Associated Students
- CSEA
- Faculty Association
- Management Association

RECOMMENDATION NO. 9 APPROVAL OF MINUTES

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

October 2, 2012 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 ACCEPTANCE OF GRANT AND BUDGET AUGMENTATION

Requested Action: Approval/Ratification
Requested by: Laurie McQuay-Peninger, Director, Grants
Approved by: Teresita Rodriguez,, Vice President, Enrollment Development

Title of Grant: Guardian Scholars Partnership Project
Granting Agency: Loyola Marymount University with funding from the Stuart Foundation
Award Amount: \$16,333
Matching Funds: Not applicable
Performance Period: 09/01/2012 – 02/28/2013

Summary: Santa Monica College will partner with Loyola Marymount University and the University of California, Los Angeles, to implement a planning grant from the Stuart Foundation to assess the feasibility of a Guardian Scholars Program that supports foster youth as they progress from community college to university. The Guardian Scholars Program is a comprehensive program model designed to support former foster youth in their efforts to gain a university, community college or trade school education. The program has been replicated throughout the country, including at several California universities and community colleges. Through this planning grant from the Stuart Foundation, for which LMU is the fiscal agent, SMC will work with its partners to:

- 1) Conduct an internal assessment, documenting and identifying successful elements already in place and areas in need of strengthening to implement a robust Guardian Scholars program;
- 2) Create a program design for each campus that addresses such needs as dedicated support staff, housing, financial aid, academic and career counseling, mental health counseling, extracurricular engagement, and community development/partnership building;
- 3) Develop a budget that accounts for all necessary program components and a financial plan that demonstrates long-term sustainability;
- 4) Conduct a fundraising feasibility study to help shape the Guardian Scholars sustainability plan;
- 5) Create Guardian Scholars program planning committee consisting of key campus leaders; and
- 6) Develop internal systems for communication, program administration, and data management that link LMU, UCLA, and SMC in order to engage with the external foster care system.

Budget Augmentation:	Restricted fund 01.3	
	Revenue (2012 - 2013)	
	8820 Private Donations	\$ 16,333
	Expenditures	
	1000 Academic Salaries	\$ 8,000
	3000 Employee Benefits	\$ 2,000
	4000 Supplies and Materials	\$ 300
	5000 Other Operating Expenditures	\$ 3,833
	7600 Other Student Aid	\$ 2,200
	Total	\$ 16,333

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 REVISED AGREEMENTS FOR COMMUNITY BASED JOB TRAINING GRANT

Requested Action: Approval/Ratification

*Reviewed by: Patricia Ramos, Dean, Workforce and Economic Development
Laina Long, Project Manager, CBJT RRM Grant*

Approved by: Jeff Shimizu, Vice President, Academic Affairs

Title of Grant: Community Based Job Training Grant in Recycling and Resource Management

Granting Agency: Department of Labor Education and Training Administration

1. **Subcontractor:** Coast Community College District fbo Golden West College
Approved September 7, 2010: \$193,428 (2012-2013)
Revised Contract Amount: \$267,140 (2012-2013)

2. **Subcontractor:** South Orange County Community College District
fbo Irvine Valley College
Approved September 7, 2010: \$185,000 (2012-2013)
Revised Contract Amount: \$264,251 (2012-2013)

Performance Period: July 1, 2012 – June 30, 2013

Summary: The Board of Trustees accepted the Community Based Job Training Grant (\$4.87 million) on August 3, 2010 and approved the subcontracts detailed above on September 7, 2010. Santa Monica College (SMC) is the lead agency in this large consortium grant developed to create a certificate and Associate Degree in Recycling and Resource Management and place participants in emerging green jobs related to this training.

Both Golden West College and Irvine Valley College, SMC's regional academic partners for the grant, had funding left over from their approved budgeted 2010-11 subcontracts with SMC, and the current budget revision allows them to carry-forward adequate funding to meet their deliverables while allowing SMC to use the additional carry-forward subcontractor funds to increase industry certificate training. This will insure the overall success of this multiple-partner grant program managed by SMC. This revision has also been approved and is supported by the Department of Labor grant officer.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 RATIFICATION OF CONTRACTS AND CONSULTANTS

Requested Action: Ratification

Approved by: Chui L. Tsang, Superintendent/President

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

	Provider/Contract	Term/Amount	Service	Funding Source
A	Name change Andrea Schulte- Peevers (approved as Peevers Creative Services on July 17, 2012)	2012-2013 Not to exceed \$22,000 plus reimbursable expenses	Editorial copywriting, photography for student profiles used in print, web and cable media	2012-2013 Marketing Budget
<i>Requested by:</i>		<i>Don Girard, Senior Director, Government Relations/Institutional Communications</i>		
<i>Approved by:</i>		<i>Chui Tsang, Superintendent/President</i>		

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

REDUCED ASSIGNMENT

Winsryg, Marian, Art (75% of contract)

02/11/13 – 06/7/13

ADJUNCT FACULTY

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

New Kaiser Permanente 2013 Rate for Plan 1156

As per Article 10.5 – Hourly Employees in the agreement between the SMCCD and the Faculty Association, the District shall contribute an amount equal to the single party Kaiser Health Maintenance Plan premium not under PERS. Effective January 1, 2013, the single party Kaiser Health Maintenance Plan premium will increase by 12.5%. The annual dollar change will be \$277,381. The District contribution shall be as follows:

\$532.77 per month (or \$799.15 per month eighthly), effective January 1, 2013.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL - REGULAR

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

	<u>EFFECTIVE DATE</u>
<u>RESTRUCTURE</u>	
<u>ABOLISH</u>	
*Administrative Assistant 1 (1 position) Business/CSIS, 12 mos, 40 hrs	12/31/12
**Stage Construction Technician - Sound, (1 position) Theatre Arts, 12 mos, 27 hrs	07/01/12
<u>ESTABLISH</u>	
*Administrative Assistant 1 (1 position) Business/CSIS, 11 mos, 40 hrs	12/31/12
**Stage Construction Technician - Sound, (1 position) Theatre Arts, 12 mos, 40 hrs	07/01/12
*Comment: The establishment of this position does not create a new position. The months are being reduced for the current vacancy.	
**Comment: The establishment of this position does not create a new position. The position will be filled by the individual who currently holds the 12 mos, 27 hrs position.	
All personnel assigned into authorized positions will be elected to employment (merit system) in accordance with district policies and salary schedules.	
<u>ELECTIONS</u>	
<u>PROBATIONARY</u>	
Chavez, Rick, Gardener/Equipment Operator, Grounds Comment: This is a corrected effective date approved on June 7, 2011.	06/01/11
<u>CHANGE IN POSITION</u>	
Rutledge, Gregory From: Stage Constructions Technician, Sound, Theatre Arts, 12 mos, 27 hours To: Stage Constructions Technician, Sound, Theatre Arts, 12 mos, 40 hours	07/01/12
<u>ADVANCE STEP PLACEMENT</u>	
McCoy, Paul, Payroll Specialist, Fiscal Services	Step B 09/10/12

EDUCATIONAL PAY DIFFERENTIAL

Brodie, Madeline, Recycling Program Specialist, Grounds	.75%	11/01/12
Davis, Linda B., Administrative Assistant I, Counseling	1.5%	11/01/12
Kuykendall, Alan, Payroll Specialist, Fiscal Services	.75%	11/01/12
McKenzie, Darren, Student Services Clerk, A & R	1.5%	11/01/12
Munoz, Andres, Student Services Clerk, ISC	1.5%	11/01/12

WORKING OUT OF CLASSIFICATION

Daniels, Adriene, Risk Manager (100%)		11/13/12-03/15/13
Heximer, Brent, Administrative Assistant II, Personnel Commission (100%)		10/04/12-11/21/12
Kilian, Leticia, Administrative Assistant IV, Confidential (100%)	9/19/2012 until incumbent returns	
Monzon, Karen, Personnel Analyst (100%)		10/01/12-11/21/12

RECLASSIFICATION CLASSIFICATION TITLE CORRECTION

Morris, Teresa 01/01/07
From: Student Services Specialist
To: Student Services Specialist – International Students
Comment: On May 14, 2007 the reclassification for Ms. Morris was approved under the incorrect title.

CLASSIFICATION TITLE CORRECTION

From: Student Services Specialist – International
To: Student Services Specialist – International Students
Comment: To correct the titles and establishments of the positions for the four incumbents.

LEAVES OF ABSENCE - UNPAID

Pekerol, Shirstan, C. C. Parking Enforcement Officer, Campus Police 10/11 – 10/19/12

SEPARATION

RESIGNATION

Williams, Jeremiah B., CC Police Sergeant, Campus Police 10/25/12

RETIREMENT

Blom, Steve B., CC Parking Enforcement Officer, Campus Police (19+ years)	12/28/12
Brideau, Rachel O., Student Services Specialist, Admissions and Records (31 + years)	03/25/13
Jensen, Dorothy, Health Assistant, Health Services (14+ years)	12/30/12
Mac Briar, Susan, Employee Benefits Support Tech., Human Resources (5+ years)	12/30/12
Osterhout, Roy E., CC Parking Enforcement Officer, Campus Police (20+ years)	12/28/12
Smith, G. Bruce, Public Info. Officer, Superintendent/President's Office (24+ years)	12/28/12
Tesdahl, Edith, Administrative Assistant I, Business/CSIS (36+ years)	12/30/12
Woods, Brenda D., Student Services Specialist – Financial Aid, Fin. Aid (5+ years)	10/22/12

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

Aghabala, Elham, Theatre Technical Specialist, SMC Performing Arts Center	11/08/12-06/30/13
Castellanos, John, Theatre Technical Specialist, SMC Performing Arts Center	10/08/12-06/30/13
Crawford, David, Theatre Technical Specialist, SMC Performing Arts Center	10/22/12-06/30/13
Joshi, Nisha O., Student Services Clerk/ EOPS, EOPS	10/04/12-02/25/13
Yoneda, Scott, Sign Language Interpreter III, DSC	10/08/12-12/31/12

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

Marcus, Liza, Administrative Assistant I, Bundy Campus	10/10/12-12/31/12
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RECOMMENDATION NO. 16 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hour (STHP)	91
College Work-Study Student Assistant, \$8.00/hour (FWS)	129
Cal Works, \$8.00/hour	4

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 FACILITIES

Requested Action: Approval/Ratification

*Requested by: Greg Brown, Director, Facilities Planning
JC Keurjian, Chief Director, Facilities Management*

Approved by: Robert G. Isomoto, Vice-President, Business/Administration

17-A ADDENDUM TO AGREEMENT FOR FIBER OPTIC NETWORK

Amend agreement with the CITY OF SANTA MONICA for fiber optic cable and network service to add the connection of 919 Santa Monica Blvd., Construction/Installation fee—not to exceed \$17,250; Connection fee—not to exceed \$2,500; Annual Service Fee—\$12,885.

Funding Source: Measure AA (construction/installation/connection)
District Budget/Network Services (annual service fee)

Comment: The fiber optic cable will directly connect the new property to the SMC network and will enable high speed/low cost voice and data services.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

Requested Action: Approval/Ratification

Requested by: Chris Bonvenuto, Director, Fiscal Services

Approved by: Robert G. Isomoto, Vice-President, Business/Administration

RECOMMENDATION NO.18 BUDGET TRANSFERS

18-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: September 19, 2012 to October 29, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-896
3000	Benefits	0
4000	Supplies	27,000
5000	Contract Services/Operating Exp	-26,057
6000	Sites/Buildings/Equipment	-47
7000	Other Outgo/Student Payments	0
Net Total:		0

18-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: September 19, 2012 to October 29, 2012

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	7,269
2000	Classified/Student Salaries	-5,356
3000	Benefits	-363
4000	Supplies	-15,814
5000	Contract Services/Operating Exp	11,466
6000	Sites/Buildings/Equipment	2,798
7000	Other Outgo/Student Payments	0
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

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

RECOMMENDATION NO. 19 BUDGET DECREASE

The 2012-2013 Adopted Budget will be amended to reflect the following budget decrease.

TRIO STUDENT SUPPORT SERVICES

Granting Agency: U.S. Department of Education

Appropriated Funding: (\$9,006)

Matching Funds: \$73,000

Performance Period: September 1, 2010 - August 31, 2015

Budget Period: September 1, 2012 - August 31, 2013

Summary: The U.S. Department of Education reduced our fiscal year 2012 budget for TRIO/SSS program by 3.1 percent. All Student Support Services (SSS) program budgets were reduced by the same amount. As a result of the reduction, the fiscal year 2012 budget will be \$281,509. The budget before the reduction was \$290,515.

Budget Decrease:	Revenue:	
	8100 Federal Revenue	(9,006)
	Expenditures:	
	4000 Supplies & Materials	(3,000)
	5000 Other Operating Svc.	(6,006)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 20 PAYROLL WARRANT REGISTER

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

September 1 – September 30, 2012	C1B – C2C	\$8,980,326.27
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 21 COMMERCIAL WARRANT REGISTER

Requested Action: Approval/Ratification
Requested by: Robin Quaile, Accounts Payable Supervisor
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

September 1 – September 30, 2012	5196 – 5232	\$6,396,371.32
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 22 AUXILIARY PAYMENTS AND PURCHASE ORDERS

Requested Action: Approval/Ratification
Requested by: George Prather, Director of Auxiliary Services
Approved by: Robert G. Isomoto, Vice-President, Business/Administration

	Payments	Purchase Orders
September 1 – September 30, 2012	\$1,309,437.01	\$67,804.57

Comment: All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds. The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 13, 2012

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 23 PURCHASING

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

23-A AWARD OF PURCHASE ORDERS

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

September 4 – September 28, 2012 \$12,005,129.48

23-B AWARD OF CONTRACTS

1. Provider: KEYCODE MEDIA
Amount: \$133,000
Funding Source: Restricted Fund
Summary: Award of Contract for the AVID Isis 5000 Real Time Media Storage Equipment to include installation/training for the Academy and Entertainment Technology. This equipment allows multiple computer workstations to use high definition video content simultaneously with an Ethernet-based network. AET programs will work with HD video files, shared storage application for Post Production, broadcast, and support education productions groups. The equipment will be installed at the Academy of Entertainment and Technology and moved when the change in facility takes place. Authorized dealers downloaded the Request for Proposal (RFP) document from PlanetBids and (2) two companies responded. Keycode Media was awarded a total of 91 out of a possible 100 points by the selection committee.

2. Provider: AWR Inc.
Amount: \$12,800
Funding Source: General Fund
Summary: Award of contract for Science West Wing Roof Repair and warranty. Five (5) bidders attended the mandatory pre-bid conference. AWR Inc. was the lowest, responsive, responsible bidder.

		Alternative	
<u>Bidder</u>	<u>Base Bid</u>	<u>(three-year warranty)</u>	<u>Total Bid</u>
AWR Inc.	9,800	3,000	12,800
ADH Enterprises	8,200	4,600	13,800
Best Contractor	19,666	1,200	20,866
Orion Construction	68,000	7,500	75,500

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	November 13, 2012

INFORMATION ITEM H CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING – OCTOBER 17, 2012

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, October 17, 2012 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

I. CALL TO ORDER - 8:10 a.m.

2. ROLL CALL

- Bruce Sultan, Chair – Present
- Heather Anderson – Present
- Todd Flora – Present
- Parker Jean, President
- Corin Kahn – Present
- Katherine Reuter – Present
- Barry Snell - Present
- Sam Zivi – Not Present

Others Present:

- Greg Brown, Director of Facilities and Planning
- Bob Isomoto, Vice-President, Business/Administration
- Lee Paul, LPI Inc.
- Lisa Rose, Citizens’ Bond Oversight Committee Coordinator
- Charlie Yen, Director, Contracts

3. APPROVAL OF MINUTES – July 25, 2012

Motion was made by Corin Kahn and seconded by Barry Snell to approve the minutes of the Citizens’ Bond Oversight Committee meeting on July 25, 2012. *Unanimously approved.*

4. INTRODUCTION OF NEW MEMBERS

Parker Jean, newly-appointed student representative, and Katherine Reuter, were introduced and welcomed to the Citizens’ Bond Oversight Committee.

5. ELECTION CHAIR AND VICE-CHAIR FOR 2012-2014

Motion was made by Bruce Sultan and seconded by Heather Anderson to elect Todd Flora as Chair of the Citizens’ Bond Oversight Committee. *Todd Flora was elected by acclamation.*

Motion was made by Barry Snell and seconded by Bruce Sultan to elect Corin Kahn as Vice-Chair of the Citizens’ Bond Oversight Committee. *Corin Kahn was elected by acclamation.*

6. CITIZENS’ BOND OVERSIGHT COMMITTEE ANNUAL REPORT, 2011-2012

Motion was made by Todd Flora and seconded by Parker Jean to approve the Citizens’ Bond Oversight Committee Annual Report, 2011-2012. *Unanimously approved.*

7. REPORTS and DISCUSSION

SMC Bond Construction Update

- Malibu Campus: In response to questions about the status of the Malibu campus project, staff will be forwarding documents with more detailed information.

Upcoming Construction Projects currently in DSA

- Student Services, bidding process to start November 2012
- Information Technology, bidding process to start December 2012
- East Wing of Performing Arts Center, starts February 2013
- Health, PE, Fitness, Dance, starts June 2013

Academy of Entertainment and Technology/KCRW Project Delayed

- This project was planned in phases, however the contract for the first phase of the project (the parking structure) has been terminated. Therefore, the entire project (parking structure, AET remodel and KCRW building) will be bid as one contract which will probably result in a reduction in the total cost of the project. In order to do this, all classes at the AET will be moved to the Bundy/Airport Arts campuses. A summary of the changes to the construction schedule and the costs of the project will be provided at the next meeting.

Land Swap with City of Santa Monica

- The College and the City of Santa Monica are negotiating a land swap agreement involving the Olympic Shuttle lot and a three-acre site next to the Bundy campus

Measure U, S and AA and Bond Sales Expenses Reports (*reports included with agenda*)

- *Expenditure Reports*: Most of the expenditures reported for Measure AA are for architectural services because the projects are still in the planning stages.
- The *Bond Sales/Expenses Report* indicates total bond amounts, bond issue dates/amounts, unsold bond amount and total available as of September 30, 2012.
- The *SMC Bond Construction Program Contractor List* as of September 30, 2102 was presented for information. In response to a question raised at the last meeting, it was reported that a conflict of interest would exist if any member of the Citizens' Bond Oversight or a relative works for any of these contractors.
- Current information on all bond construction projects is available at: <http://smcbondprogram.com/>

8. SCHEDULE OF MEETINGS, 2012-2013

Wednesdays at 8 a.m.

January 16, 2013

April 17, 2013

9. ADJOURNMENT – 9:15 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, January 16, 2013 at 8 a.m. in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 13, 2012

X. BOARD COMMENTS AND REQUESTS

XI. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, December 4, 2012** 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:

- Resolution Seating Board Members in Accordance with Education Code Sections 5326 and 5328
- Organizational Functions: Election of Officers for 2013, Seating, Authorization of Signatures
- Reports:
 - Transfer Program
 - Global Citizenship

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Academic Affairs							
Ann Mirsky	Media Resources Assistant	Learning Resource Center	Monday-Thursday, Saturday	M-TH 4:00-10:00pm, S 11:00am-3:00pm	Learning Resource Center	Monday-Thursday	9:00am-4:00pm
Nichelle Monroe	Administrative Clerk	Learning Resource Center	Monday-Thursday, Saturday	4:00pm-8:00pm, 11:00am-3:00pm	Learning Resource Center	Monday-Thursday	11:30am-4:30pm
Aurora Sealana	Lead Library Assistant - Circulation	Library	Monday-Thursday, Friday	1:00pm-10:00pm 8:00am- 5:00pm	Library	Monday-Friday	8:00am-5:00pm
Doreen Barnes	Library Assistant - Circulation	Library	Monday-Thursday, Friday	10:00am-7:00pm. 8:00am-5:00pm	Library	Monday-Friday	8:00am-5:00pm
Bell, Vernene (Retiring)	Instructional Assistant - English	English Lab	Monday-Thursday	8:00am-1:00pm	English Lab	Monday-Thursday	8:30am-1:30pm
Bedworth, Sheila	Instructional Assistant - English	English Lab	Monday-Thursday	10:15am-3:15pm	English Lab	Monday-Thursday	10:00am-3:00pm
Chon, Jane	Instructional Assistant - English	English Lab	Monday-Thursday	1:00pm-6:30pm	English Lab	Monday-Thursday	10:30am-3:30pm
Cheney, Joyce	Tutoring Coordinator	English/Humanities Lab	Monday-Friday	M-TH 8:30am-5:45pm F 9:30am-2:30 pm	English/Humanities Lab	Monday-Friday	M-TH 8:00am-5:15 pm F 9:30am-2:30pm
Gever, Diyanna	Instructional Assistant - English	English Lab	Monday-Thursday	9:15am-2:15pm	English Lab	Monday-Thursday	9:30am-2:30pm
Montgomery, Edgar	Instructional Assistant - English	English Lab	Monday-Thursday	9:30am-3:00pm	English Lab	Monday-Thursday	10:00am-3:00pm
Moore, Monica	Instructional Assistant - English	English Lab	Monday-Thursday	8:00am-1:00pm	English Lab	Monday-Thursday	830am - 1:30pm
Rabito, Rosanne	Instructional Assistant - English	English Lab	Monday-Thursday	10:30am - 3:30 pm	English Lab	Monday-Thursday	9:30am-2:30pm

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Schelbert, Barbara	Instructional Assistant - English	English Labs	M-Th	MW 1:45pm- 6:45pm, T/TH 10:15am-3:15pm	English Lab	M-Th	8am - 1pm
Yudell, Janice	Instructional Assistant - English	English Lab	Monday-Thursday	MW 12:45pm-2:00pm & 5:00pm-6:15pm TTH 12:30pm-7:30pm	English Lab	Monday-Thursday	10:30am-3:30pm
Nakamura, L	Media Services Technician	Media Services	Monday-Friday	Mon-Thur 1:00-10:00pm, Fri 8:30am-5pm	Media Services	Monday-Friday	7:30am-4:30pm
Bando, G	Administrative Clerk	Reprographics	Monday-Thursday	2:00pm-7:30pm	Reprographics	Monday-Thursday	7:30am-1:00pm
Cancilla, W	Reprographics Technician	Reprographics	Monday-Thursday	Mon-Thur 1pm-10pm, Fri 8:30am-5pm	Reprographics	Monday-Friday	7:30am-4:30pm
Ozaeta, M	Reprographics Technician	Reprographics	Monday-Friday	Mon-Thur 1pm-10pm, Fri 8:30am-5pm	Reprographics	Monday-Friday	7:30am-4:30pm
Williams, Brandon	Media Services Technician	Reprographics	M-Th	7:30am - 6:30pm	Reprographics	M-Th	7:00 - 6pm
Ben Prong	Multimedia Specialist - AET	AET	Monday-Friday	1:00pm-10:00pm	AET	Monday-Friday	8:00am-5:00pm
Bob Hershon	Multimedia Specialist - AET	AET	Tuesday-Saturday	Tues-Fri 11:00am-8:00pm, Sat 8:00am-5:00pm	AET	Monday-Friday	8:00am-5:00pm
Savinelli, Robert	Laboratory Technician- Chemistry	Chem	Monday-Friday		Chemistry	Monday-Friday	7:30am-4:00pm
Gary Fung	Instructional Assistant - Math	AET Math Lab	Monday-Friday	9:00am-3:00pm	Math Lab	Monday-Friday	10:00pm-4:00pm
Randy Smith	Instructional Assistant - Math	Math Lab	Monday-Thursday	2:30-7:30pm	Math Lab	Monday-Thursday	12 - 5pm
Marcus Suzuki	Instructional Assistant - Math	AET Math Lab	Monday-Thursday	1:30 p.m.-6:30 p.m.	Math Lab	Monday-Thursday	12:00 a.m.-5:00 p.m.

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Kenny Ha (Kham Ha)	Laboratory Technician - Physics	Physical Sci	Monday-Thursday	10:30 a.m. - 8:00 p.m	Physical Sci	Monday-Friday	8:00 a.m. - 5:00 p.m.
Garrison, Brenden	Instructional Assistant - Math	AET Lab	M-Th	4pm - 9pm	Math Lab	M-TH	9am - 2pm
Kolbyly, Jeff	Instructional Assistant - Math	Math Lab	M - Th	5:15 - 10:15	Leave of Absence	N/A- LOA	N/A- LOA
Smith, Peter	Music Equipment Assistant	Music	M - Th	5pm - 10pm	Music	M-Th	8am - 1pm
Gray, Gary	Accompanist - Performance	Music			Music		Same number of hours per week to be arranged by employee between 8:00 a.m. and 6:00 p.m. Monday to Friday not to exceed 8 hours in any one day
Lemonds, Bradley	Laboratory Technician - Broadcasting/Electronic Media	Communications	Varies due to teaching schedule	Varied	Communications	M-F	M-F 8 - 5pm
Courtney, Margaurite	Laboratory Technician - Photography	Photography	M-F	5:30 - 9:30	Photography Lab	M-F	12:00pm - 4pm
Cabrera, Gonzalo	Laboratory Technician - Life Science	Life Science	M- Th	1pm - 10:30pm + F 8 - 3	Life Science Lab	M - F	8 - 5pm
Wheeler, Brennon	Laboratory Technician - Art	Art			Art		Same number of hours per week to be arranged by employee between 8:00 a.m. and 6:00 p.m. Monday to Friday not to exceed 8 hours in any one day

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
ACADEMIC COMPUTING							
Maja Korzeniewska	Academic Computing Instructional Specialist	B231	Mon-Fri	Mon-Thur 4:00 PM to 11:15 PM, Fri 1:30 PM to 10:00 PM	B231	Mon-Fri	Mon-Fri 9:30 AM to 5:00 PM
Larry Padilla	Academic Computing Instructional Specialist	B231	Mon-Fri	Mon-Fri 12:00 PM to 8:30 PM, Fri	B231	Mon-Fri	Mon-Fri 8:30 AM to 5:00 PM
Agnius Griskevicius	Academic Computing Instructional Specialist	B131	Mon-Fri	Mon-Fri 1:30 PM to 10:00 PM	B131	Mon-Fri	Mon-Fri 8:30AM to 5:00PM
Ramon Salcedo	Academic Computing Instructional Specialist	Cayton 203	Mon-Thur, Sat	Mon-Thur 2:45 PM to 10:00 PM Sat 7:45 AM to 4:15 PM	Cayton 203	Mon-Fri	Mon-Fri 9:30 AM to 5:00 PM
Mohamad Fakh	Academic Computing Instructional Specialist	B231, Bundy Camp	Tue - Sat	Tue - Sat 7:30 AM to 4:00 PM	B231, Bundy Camp	Mon-Fri	Mon-Fri 7:30 AM to 4:00 PM
POLICE							
Adshade, Thomas	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Dindial, Bharose	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Henry, Ashward	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Hernandez, Linda	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Hudson, Gayle	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Walter, Craig	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Cisneros, Ed	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Williams, Joel	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Fierro, Yolanda	Parking Enforcement Officer 11 Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
BURSAR'S							
Rogno, Veronica	Cash Receipts Specialist	Bursar's Office	Monday-Friday	Monday-Thursday 9:00am-5:30pm, Tues & Weds 10:30am-7:00pm, Friday 8:00am-4:30pm	Bursar's Office	Monday-Friday	8:00am-4:30pm
Fisher, Marie	Cash Receipts Clerk	Bursar's Office	Monday-Friday	Monday-Thursday 9:00am-5:30pm, Tues & Weds 10:30am-7:00pm, Friday 8:00am-4:30pm	Bursar's Office	Monday-Friday	8:00am-4:30pm
Hartel, Collin	Cash Receipts Clerk	Bursar's Office	Monday-Thursday	Monday & Thurs 12:30pm-5:30pm, Tues & Weds 2:00pm-7:00pm	Bursar's Office	Monday-Thurs	8:00am-1:00pm
Coston, JoAnn	Lead Bookstore Operations Assistant	Bookstore	Monday-Friday	9:00am-7:30pm	Bookstore	Monday-Friday	8:00am-5:00pm
Juarez, Elease	Bookstore Operations Assistant		Monday-Friday	11:00am-7:30pm	Bookstore	Monday-Friday	8:00am-5:00pm
Watson-Orenstein	Bookstore Sales Clerk	Bookstore	Monday-Friday	11:00am-7:30pm	Bookstore	Monday-Friday	8:00am-5:00pm



Santa Monica College Equal Employment Opportunity Plan

The Equal Employment Opportunity Plan reflects the District's commitment to equal employment opportunity. The District takes active and vigorous steps to ensure equal employment opportunity and create a working and academic environment, which is welcoming to all, to foster diversity and promote excellence.

Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

Approved by DPAC: 09/26/2012
Approved by Board of Trustees: 00/00/2012

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Plan Component 1: Introduction

The Equal Employment Opportunity Plan (hereafter referred to as the Plan) reflects the District's commitment to equal employment opportunity. The District takes active and vigorous steps to ensure equal employment opportunity and create a working and academic environment, which is welcoming to all, to foster diversity and promote excellence.

Through an educational experience in an inclusive environment, our students are better prepared to work and live in an increasingly global society. The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et seq.) and the steps the District takes in the event of underrepresentation of monitored groups. The District's Diversity Report, a component of the EEO Plan, contains an analysis of the demographic makeup of the District's workforce population and an analysis of whether underrepresentation of monitored groups exists. It also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all¹; and procedures for dissemination of the Plan. To properly serve a growing diverse population, the District endeavors to hire, promote, and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves. This plan reflects a work in progress and is meant to be a living document subject to clarification and revision as the college's diversity goals are met.

(Signature of Superintendent/President)

¹ Diversity and equal employment opportunity are related but separate concepts. An environment that promotes principles of diversity simultaneously promotes an accepting environment for implementation of equal employment opportunity. Because of the interrelationship of diversity and EEO, Plan Component 11 is dedicated to diversity programs and projects as a way to further EEO efforts.

Plan Component 2: Definitions

- a) *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process is not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b) *Business Necessity*: circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section results in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- c) *Diversity*: means a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes and appreciates the benefits derived from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics.
- d) *Equal Employment Opportunity*: means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity exists at all levels and in all job categories listed in section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Title 5, section 53000 et seq.
- e) *Equal Employment Opportunity Plan*: a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- f) *Equal Employment Opportunity Programs*: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.

- g) *Ethnic Group Identification*: means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups may be more specifically defined by the Chancellor consistent with state and federal law.
- h) *Goals for Persons with Disabilities*: a statement that the District will strive to attract and hire additional persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
- i) *In-house or Promotional Only Hiring*: means that only existing District employees are allowed to apply for a position.
- j) *Monitored Group*: means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
- k) *Person with a Disability*: see the American with Disabilities Act (ADA) Amendment Act which went into effect on January 1, 2009 and the final regulations to implement the ADA Amendment Act which was published in the Federal Register on March 25, 2011. Note: <http://www.eeoc.gov/laws/statutes/adaaacfm>
<http://www.gpo.gov/fdsys/pkg/FR-2011-03-25/pdf/2011-6056.pdf>.
- l) *Projected Representation*: the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question.
- m) *Reasonable Accommodation*: the efforts made on the part of the District to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025.
- n) *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
- o) *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the District in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

- p) *Target Date:* a point in time by which the District plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.
- q) *Timetable:* a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

Plan Component 3: Policy Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. All qualified applicants for employment and employees shall have full and equal access to employment opportunity. No person shall be subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, transgender, parental status, marital status, economic status, veteran status or medical condition. No person shall be subject to discrimination on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Board commits the District to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District will strive to achieve a workforce that reflects the diversity of the state's adult population and is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups as specified in the preceding paragraph to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

The Board of Trustees shall approve the Equal Employment Opportunity Plan, and assume overall responsibility for the success or failure of the Plan. The Board delegates to the Superintendent/President the responsibility for implementing this policy consistent with all applicable provisions of the Education Code and Title 5. The Equal Employment Opportunity Plan will be maintained to ensure principles that conform to federal and state laws.

Reference: Education Code 87100, et. Seq., Title 5, 53000, et seq
Approved by DPAC 2/10/10

Plan Component 4: Delegation of Responsibility, Authority and Compliance

It is the goal of the Santa Monica College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every constituency group of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

1. *Board of Trustees*

The Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

2. *Superintendent/President*

The Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Superintendent/President shall advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Superintendent/President shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

3. *Equal Employment Opportunity Officer²*

The District will designate an equal employment opportunity officer who is responsible for the day-to-day implementation of the Plan. The District will give notice if the designation of the equal employment opportunity officer changes. The equal employment opportunity officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored. The Superintendent/President and Vice President of Human Resources are responsible for ensuring that the equal employment opportunity officer is adequately trained.

² Some Districts have "diversity" directors who perform these EEO functions; other Districts delegate these functions to human resources or other administrative staff. Whoever performs these functions should have the independence and authority to properly implement the Plan. Some Districts have this officer report directly to the chief executive officer.

4. *Equal Employment Opportunity Advisory Committee*³

Santa Monica College will establish an Equal Employment Opportunity Advisory Committee to act as an advisory body to the equal employment opportunity officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

5. *Agents of the District*

Any organization or individual, whether or not an employee of the District, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

6. *Good Faith Effort*

The District shall make a continuous good faith effort to comply with all the requirements of its Plan.

Plan Component 5: Advisory Committee

The District will establish an Equal Employment Opportunity Advisory Committee to assist the District in implementing its Plan. The Human Resources Subcommittee to the District Planning and Advisory Council will form the core membership of the Advisory Committee. The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this expectation, it will document that efforts were made to recruit advisory committee members who are members of monitored groups. When necessary or for appropriate committee business, the committee will be expanded and will be complemented by two community members nominated by the Board of Trustees and ex officio members including the Vice President of Human Resources, the equal employment opportunity officer, the Title IX officer, the Director of the Personnel Commission, and the ADA Compliance Officer.

The Equal Employment Opportunity Advisory Committee shall hold a minimum of two (2) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Board of Trustees, the Superintendent/President and the equal employment opportunity officer.

³ Many Districts continue to call these advisory committees Diversity Advisory Committees, as they were called in the prior Title 5 language. The committee name is not critical; the important thing is for the committee to carry out the duties described in section 53005 of Title 5.

In order to support and promote equal opportunity, nondiscrimination, retention and diversity, the committee may sponsor events, training, or other activities. The equal employment opportunity officer shall train the advisory committee on equal employment compliance and the Plan itself.

Plan Component 6: Complaints

The procedure for filing complaints alleging violation of the Equal Employment Opportunity regulations shall be set forth in the SMC Administrative Regulations, which are maintained on the District's website.

Plan Component 7: Notification to District Employees

The commitment of the Santa Monica Community College District to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The policy statement is posted on the Human Resources website and is printed in all employment announcements and recruitment materials. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, Superintendent/President, administrators, the academic senate president, union representatives and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the District's website, and when appropriate, may be distributed by campus bulletin or e-mail. Each year, the District office will provide all employees with a copy of the board's Equal Employment Opportunity Policy Statement (located in Plan Component 3 of the Plan) and written notice summarizing the provisions of the District's Equal Employment Opportunity Plan. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the District.

The annual notice will contain the following provisions:

- 1) The importance of the employee's participation and responsibility in ensuring the Plan's implementation.
- 2) The availability of the Plan on the District website, at the Office of the Superintendent/President, and the Office of Human Resources.

Plan Component 8: Training for Screening/Selection Committee

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Each committee member serving in the above capacities will be required to participate in a recruitment training session or sessions each time he or she is appointed to a screening/selection committee. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. Other periodic training may be offered for those who might serve on a screening committee. The District Equal Employment Opportunity Office is responsible for organization and verification of the required training. Any individual, whether or not he or she is an employee of the District, acting on behalf of the District with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

Plan Component 9: Annual Written Notice to Community Organizations

The Equal Employment Opportunity Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations how they can access or obtain a copy of the Plan and shall solicit their assistance in identifying diverse qualified candidates. The notice will include the EEO Policy Statement and an Internet link to the Plan. The notice will also include the internet address where the District advertises its job openings and contact information to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. The District's Equal Employment Opportunity Officer will maintain a list of organizations which will receive this notice.

Plan Component 10: Workforce Analysis

A workforce analysis (Diversity Report) is available on the District's Human Resources website. The analysis will be updated as required by the Chancellor's Office.

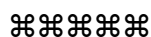
Plan Component 11: Other Measures Necessary to Further Equal Employment Opportunity

The District acknowledges that various approaches are required to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal Employment Opportunity should exist at all levels and in all job categories. This also requires creating an environment that fosters cooperation, democracy, and free expression of ideas welcoming to men, women, persons with disabilities and individuals from all ethnic groups and other groups protected from discrimination.

The District will promote learning opportunities and personal growth in the area of diversity and establish and maintain the desired academic and working environment. The District will implement a diversity program under the direction of the Equal Employment Opportunity Officer.

The District's diversity program may include, but is not limited to, the following activities:

1. Conduct campus climate surveys of faculty, staff, administrators, and students.
2. Present guest speakers on diversity topics and issues relevant to District employees.
3. Highlight the District's equal employment opportunity and diversity policies in job announcements and in recruitment, marketing and other publications.
4. Develop and update District publications, web sites, and marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
5. Promote multicultural celebrations on campus.
6. Provide continuous diversity training opportunities for faculty, staff, and administrators.
7. Encourage, develop and support mentor programs for faculty, staff and students that serve to develop leadership potential in faculty, staff and students from underrepresented and diverse groups.
8. Conduct outreach to student, professional, community and other organizations that represent the diverse community the District serves.



**UNRESTRICTED GENERAL FUND 01.0
2012-2013 REVENUE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL REVENUE	2012-2013 PROJECTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	126,921	3,830	126,921
TOTAL FEDERAL	126,921	3,830	126,921
STATE			
GENERAL APPORTIONMENT	74,405,308	8,506,972	74,405,308
GROWTH/RESTORATION OF WORKLOAD REDUCTION	1,000,641	-	1,000,641
HOMEOWNERS EXEMPT	101,571	-	101,571
STATE LOTTERY REVENUE	3,065,720	-	3,065,720
MANDATED COST RECOVERY	570,157	10,886	570,157
OTHER STATE	812,336	227,454	812,336
TOTAL STATE	79,955,733	8,745,312	79,955,733
LOCAL			
PROP TAX SHIFT (ERAF)	-	121,535	121,535
SECURED TAX	10,633,722	1,033	10,512,187
SUPPLEMENTAL TAXES	84,532	21,896	84,532
UNSECURED TAX	434,813	349,740	434,813
PRIOR YRS TAXES	889,399	434,620	889,399
PROPERTY TAX - RDA PASS THRU	1,807,045	-	1,807,045
PRIVATE DONATIONS	-	10,000	10,000
RENTS	150,000	16,617	150,000
INTEREST	135,000	-	135,000
ENROLLMENT FEES	11,975,840	9,703,840	11,975,840
STUDENT RECORDS	420,100	7,907	420,100
NON-RESIDENT TUITION/INTENSIVE ESL	25,484,257	13,479,030	25,484,257
FEE BASED INSTRUCTION	400,000	-	400,000
OTHER STUDENT FEES & CHARGES	131,400	61,747	131,400
F1 APPLICATION FEES	324,300	48,000	324,300
OTHER LOCAL	549,200	68,836	549,200
I. D. CARD SERVICE CHARGE	1,017,600	516,047	1,017,600
LIBRARY CARDS	200	-	200
LIBRARY FINES	11,000	-	11,000
PARKING FINES	185,500	32,497	185,500
TOTAL LOCAL	54,633,908	24,873,345	54,643,908
TOTAL REVENUE	134,716,562	33,622,487	134,726,562
TRANSFER IN	135,934	32,752	135,934
TOTAL REVENUE AND TRANSFERS	134,852,496	33,655,239	134,862,496

**UNRESTRICTED GENERAL FUND 01.0
2012-2013 EXPENDITURE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL EXPENDITURES	2012-2013 PROJECTED BUDGET
INSTRUCTION	24,154,803	3,014,568	24,154,803
ACADEMIC MANAGERS	5,458,060	901,699	5,458,060
NON-INSTRUCTION	6,067,119	695,047	6,067,119
HOURLY INSTRUCTION	23,114,767	4,954,094	23,114,767
HOURLY NON-INSTRUCTION	3,827,673	770,222	3,827,673
FACULTY RETRO AND ONE-TIME PAYMENT	338,813	338,813	338,813
VACANT POSITIONS	367,708	-	367,708
VACANCY SAVINGS	(183,854)	-	(183,854)
TOTAL ACADEMIC	63,145,089	10,674,443	63,145,089
CLASSIFIED REGULAR	19,890,887	3,149,343	19,890,887
CLASSIFIED MANAGERS	4,125,430	669,269	4,125,430
CLASS REG INSTRUCTION	2,756,222	366,460	2,756,222
CLASSIFIED HOURLY	1,854,079	349,843	1,854,079
CLASS HRLY INSTRUCTION	590,031	182,230	590,031
VACANT POSITIONS	723,939	-	723,939
VACANCY SAVINGS	(361,970)	-	(361,970)
TOTAL CLASSIFIED	29,578,618	4,717,145	29,578,618
STRS	3,939,453	688,199	3,939,453
PERS	3,741,008	562,059	3,741,008
OASDI/MEDICARE	2,919,877	576,007	2,919,877
H/W	13,054,283	278,150	13,054,283
RETIREEES' H/W	2,833,505	882,017	2,833,505
SUI	1,195,460	198,980	1,195,460
WORKERS' COMPENSATION	1,329,323	206,077	1,329,323
ALTERNATIVE RETIREMENT	500,000	42,310	500,000
BENEFITS REL TO FACULTY RETRO AND ONE-TIME PAYMENT	41,932	41,932	41,932
BENEFITS RELATED TO VACANT POSITIONS	240,161	-	240,161
BENEFITS RELATED TO VACANCY SAVINGS	(120,081)	-	(120,081)
TOTAL BENEFITS	29,674,921	3,475,731	29,674,921
SUPPLIES	931,471	153,917	931,471
TOTAL SUPPLIES	931,471	153,917	931,471
CONTRACTS/SERVICES	10,975,354	3,132,639	10,975,354
INSURANCE	968,215	910,509	968,215
UTILITIES	2,884,437	492,581	2,884,437
TOTAL SERVICES	14,828,006	4,535,729	14,828,006
BLDG & SITES	38,250	-	38,250
EQUIPMENT	347,435	6,997	347,435
LEASE PURCHASES	67,735	-	67,735
TOTAL CAPITAL	453,420	6,997	453,420
TOTAL EXPENDITURES	138,611,525	23,563,962	138,611,525
OUTGOING TRANSFER/FINANCIAL AID	268,596	34,063	268,596
TOTAL TRANSFERS/FINANCIAL AID	268,596	34,063	268,596
TOTAL EXPENDITURES & TRANSFERS	138,880,121	23,598,025	138,880,121

**UNRESTRICTED GENERAL FUND 01.0
2012-2013 FUND BALANCE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL FUND BALANCE	2012-2013 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	134,282,339	33,644,353	134,292,339
TOTAL EXPENDITURES AND TRANSFERS	137,833,473	23,217,280	137,833,473
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	1,331,808	-	1,331,808
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(665,905)	-	(665,905)
OPERATING SURPLUS/(DEFICIT)	(4,217,037)	10,427,073	(4,207,037)
ONE-TIME ITEMS			
MANDATED COST RECOVERY	570,157	10,886	570,157
FACULTY RETRO AND ONE-TIME PAYMENT WITH RELATED BENE	(380,745)	(380,745)	(380,745)
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	(4,027,625)	10,057,214	(4,017,625)
BEGINNING BALANCE***	11,662,215	11,662,215	11,662,215
TRANSFER TO DESIGNATED RESERVE - NET	1,207,825	1,207,825	1,207,825
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
ENDING FUND BALANCE ***	8,842,415	22,927,254	8,852,415
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS**	6.37%	97.16%	6.37%
ENDING FUND BALANCE - UNDESIGNATED	8,842,415	22,927,254	8,852,415
DESIGNATED RESERVE FOR:			
UNFUNDED RETIREE BENEFITS	2,000,000	2,000,000	2,000,000
CLASSIFIED EMPLOYEE WELFARE FUND	100,000	100,000	100,000
NEW FACULTY TO BE HIRED	167,332	167,332	167,332
TOTAL	2,267,332	2,267,332	2,267,332
TOTAL FUND BALANCE	11,109,747	25,194,586	11,119,747
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS**	8.00%	106.77%	8.01%

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

*** Fund Balance excludes Designated Reserves.

**RESTRICTED GENERAL FUND 01.3
2012-2013 REVENUE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL REVENUE	2012-2013 PROJECTED BUDGET
FEDERAL			
PERKINS IV TITLE I-C	595,937	-	595,937
FWS-FEDERAL WORK STUDY	549,819	-	549,819
RADIO GRANTS	1,706,035	-	1,706,035
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	53,549	14,994	53,549
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)	82,554	48,228	82,554
FEDERAL CARRYOVERS	1,709,005	279,595	1,709,005
OTHER FEDERAL	4,453,717	-	5,102,167
TOTAL FEDERAL	9,150,616	342,817	9,799,066
STATE			
LOTTERY	703,608	188,915	703,608
BASIC SKILLS INITIATIVE	420,248	117,669	420,248
SFAA-STUDENT FINANCIAL AID ADMIN	782,717	219,161	782,717
EOPS-EXTENDED OPPORTUNITY PROG & SERV	820,970	229,872	820,970
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	53,086	14,864	53,086
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	804,706	225,318	804,706
NON-CREDIT MATRICULATION	21,959	5,841	21,959
MATRICULATION	646,648	172,285	646,648
MATRICULATION-TRANSFER RELATED	47,500	13,300	47,500
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	8,696	2,435	8,696
CALWORKS	163,965	45,910	163,965
ENROLLMENT GROWTH	118,187	-	118,187
STATE CARRYOVERS	1,572,999	1,096,249	1,572,999
OTHER STATE	101,656	2,500	121,656
TOTAL STATE	6,266,945	2,334,319	6,286,945
LOCAL			
PICO PARTNERSHIP	155,230	70,576	155,230
HEALTH FEES	1,363,000	637,562	1,363,000
PARKING FEES	1,780,000	821,042	1,780,000
DONATIONS-KCRW	2,364,514	-	2,364,514
COMMUNITY SERVICES	1,040,000	173,232	1,040,000
COUNTY CALWORKS	64,000	13,929	64,000
CONSOLIDATED CONTRACT ED-LOCAL	200,070	-	200,070
LOCAL CARRYOVERS	327,681	106,218	327,681
OTHER LOCAL	4,411,832	1,743,870	4,411,832
TOTAL LOCAL	11,706,327	3,566,429	11,706,327
TOTAL REVENUE	27,123,888	6,243,565	27,792,338

**RESTRICTED GENERAL FUND 01.3
2012-2013 EXPENDITURE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL EXPENDITURES	2012-2013 PROJECTED BUDGET
INSTRUCTION	-	2,480	2,480
MANAGEMENT	1,372,831	172,877	1,480,831
NON-INSTRUCTION	1,270,417	233,354	1,335,417
HOURLY INSTRUCTION	286,703	22,764	383,923
HOURLY NON-INSTRUCTION	1,338,179	388,265	1,381,209
TOTAL ACADEMIC	4,268,130	819,740	4,583,860
CLASSIFIED REGULAR	2,333,773	440,511	2,378,773
CLASSIFIED MANAGERS	390,392	55,565	358,892
CLASS REG INSTRUCTION	-	-	-
CLASSIFIED HOURLY	1,866,598	260,397	1,898,098
CLASS HRLY INSTRUCTION	439,630	30,403	439,630
TOTAL CLASSIFIED	5,030,393	786,876	5,075,393
BENEFITS HOLDING ACCOUNT	2,233,706		2,106,337
STRS	-	55,373	55,373
PERS	-	56,460	56,460
OASDI/MEDICARE	-	64,464	64,464
H/W	-	10,150	10,150
SUI	-	17,698	17,698
WORKERS' COMP.	-	21,063	21,063
ALTERNATIVE RETIREMENT	-	471	471
TOTAL BENEFITS	2,233,706	225,679	2,332,016
TOTAL SUPPLIES	1,045,652	88,792	1,066,352
CONTRACTS/SERVICES	7,133,722	767,360	7,158,548
INSURANCE	3,012,000	1,671,846	3,012,000
UTILITIES	222,350	37,769	222,700
TOTAL SERVICES	10,368,072	2,476,975	10,393,248
BLDG & SITES	1,725,000	-	1,725,000
EQUIPMENT/LEASE PURCHASE	1,668,610	350,051	1,832,144
TOTAL CAPITAL	3,393,610	350,051	3,557,144
TOTAL EXPENDITURES	26,339,563	4,748,113	27,008,013
OTHER OUTGO - STUDENT AID	480,783	74,380	480,783
OTHER OUTGO - TRANSFERS	135,934	32,752	135,934
TOTAL OTHER OUTGO	616,717	107,132	616,717
TOTAL EXPENDITURES & OTHER OUTGO	26,956,280	4,855,245	27,624,730

**RESTRICTED GENERAL FUND 01.3
2012-2013 FUND BALANCE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL FUND BALANCE	2012-2013 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	27,123,888	6,243,565	27,792,338
TOTAL EXPENDITURES AND TRANSFERS	26,956,280	4,855,245	27,624,730
OPERATING SURPLUS/(DEFICIT)	167,608	1,388,321	167,608
BEGINNING BALANCE	4,648,310	4,648,310	4,648,310
CONTINGENCY RESERVE/ENDING FUND BALANCE	4,815,918	6,036,631	4,815,918
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	17.87%	124.33%	17.43%

**CAPITAL OUTLAY FUND 40.0
2012-2013 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL	2012-2013 PROJECTED BUDGET
REVENUE			
RENTS	90,000	66,050	90,000
INTEREST	130,800	-	130,800
NON-RESIDENT CAPITAL CHARGE	2,105,543	-	2,105,543
LOCAL INCOME	151,500	60,402	151,500
TOTAL REVENUE	2,477,843	126,452	2,477,843
EXPENDITURES			
SUPPLIES	50,000	1,103	50,000
CONTRACT SERVICES	425,000	43,088	425,000
CAPITAL OUTLAY	11,042,420	361,869	11,042,420
TOTAL EXPENDITURES	11,517,420	406,060	11,517,420
OPERATING SURPLUS/(DEFICIT)	(9,039,577)	(279,608)	(9,039,577)
BEGINNING BALANCE	9,039,577	9,039,577	9,039,577
ENDING FUND BALANCE	-	8,759,969	-

EARTHQUAKE FUND 41.0
2012-2013 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL	2012-2013 PROJECTED BUDGET
REVENUE			
FEDERAL/FEMA FUNDING	-	-	-
INTEREST	8	-	8
TOTAL REVENUE	8	-	8
EXPENDITURES			
CONTRACT SERVICES	-	-	-
CAPITAL OUTLAY	2,262,272	-	2,262,272
TRANSFER OUT	-	-	-
TOTAL EXPENDITURES	2,262,272	-	2,262,272
OPERATING SURPLUS/(DEFICIT)	(2,262,264)	-	(2,262,264)
BEGINNING BALANCE	2,262,264	2,262,264	2,262,264
ENDING FUND BALANCE	-	2,262,264	-

**MEASURE U FUND 42.2
2012-2013 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL	2012-2013 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	223,400	-	223,400
TOTAL REVENUE	223,400	-	223,400
EXPENDITURES			
SUPPLIES	25,000	-	25,000
CONTRACT SERVICES	340,000	-	340,000
CAPITAL OUTLAY	23,541,739	66,317	23,541,739
TOTAL EXPENDITURES	23,906,739	66,317	23,906,739
OPERATING SURPLUS/(DEFICIT)	(23,683,339)	(66,317)	(23,683,339)
BEGINNING BALANCE	23,683,339	23,683,339	23,683,339
ENDING FUND BALANCE	-	23,617,022	-

MEASURE S FUND 42.3
2012-2013 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL	2012-2013 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	555,900	-	555,900
TOTAL REVENUE	555,900	-	555,900
EXPENDITURES			
SUPPLIES	100,000	-	100,000
CONTRACT SERVICES	1,826,500	39,816	1,826,500
CAPITAL OUTLAY	57,789,000	60,770	57,789,000
TOTAL EXPENDITURES	59,715,500	100,586	59,715,500
OPERATING SURPLUS/(DEFICIT)	(59,159,600)	(100,586)	(59,159,600)
BEGINNING BALANCE	59,159,600	59,159,600	59,159,600
ENDING FUND BALANCE	-	59,059,014	-

**MEASURE AA FUND 42.4
2012-2013 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL	2012-2013 PROJECTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	591,300	-	591,300
TOTAL REVENUE	591,300	-	591,300
EXPENDITURES			
SUPPLIES	100,000	7,711	100,000
CONTRACT SERVICES	1,667,250	53,310	1,667,250
CAPITAL OUTLAY	67,577,650	1,398,366	67,577,650
TOTAL EXPENDITURES	69,344,900	1,459,387	69,344,900
OPERATING SURPLUS/(DEFICIT)	(68,753,600)	(1,459,387)	(68,753,600)
BEGINNING BALANCE	68,753,600	68,753,600	68,753,600
ENDING FUND BALANCE	-	67,294,213	-

**STUDENT FINANCIAL AID FUND 74.0
2012-2013 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL	2012-2013 PROJECTED BUDGET
REVENUE			
FEDERAL GRANTS	35,599,989	6,026,583	35,599,989
FEDERAL LOANS	3,300,000	-	3,300,000
CAL GRANTS	1,504,300	9,752	1,504,300
TRANSFER	268,596	34,051	268,596
TOTAL REVENUE	40,672,885	6,070,386	40,672,885
EXPENDITURES			
FINANCIAL AID	40,672,885	6,660,404	40,672,885
TOTAL EXPENDITURES	40,672,885	6,660,404	40,672,885
ENDING FUND BALANCE*	-	(590,018)	-

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

**AUXILIARY FUND
2012-2013 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2012-2013 ADOPTED BUDGET	September 30, 2012 ACTUAL	2012-2013 PROJECTED BUDGET
BEGINNING BALANCE	1,888,758	1,888,758	1,888,758
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>1,888,758</u>	<u>1,888,758</u>	<u>1,888,758</u>
REVENUE			
GROSS SALES	5,523,972	2,555,347	5,523,972
LESS: COST OF GOODS	<u>(3,871,766)</u>	<u>(1,702,025)</u>	<u>(3,871,766)</u>
NET	1,652,206	853,322	1,652,206
VENDOR INCOME	648,175	117,777	648,175
AUXILIARY PROGRAM INCOME	<u>245,499</u>	<u>72,229</u>	<u>245,499</u>
NET INCOME	2,545,880	1,043,328	2,545,880
INTEREST	<u>27,050</u>	<u>7,049</u>	<u>27,050</u>
TOTAL REVENUE	<u>2,572,930</u>	<u>1,050,377</u>	<u>2,572,930</u>
TOTAL FUNDS AVAILABLE	<u>4,461,688</u>	<u>2,939,135</u>	<u>4,461,688</u>
EXPENDITURES			
STAFFING	1,129,793	222,797	1,129,793
FRINGE BENEFITS	337,981	32,716	337,981
OPERATING	<u>2,040,386</u>	<u>305,720</u>	<u>2,040,386</u>
TOTAL EXPENDITURES	<u>3,508,160</u>	<u>561,233</u>	<u>3,508,160</u>
ENDING FUND BALANCE	<u>953,528</u>	<u>2,377,902</u>	<u>953,528</u>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-31 IQ

VIEW QUARTERLY DATA

[CHANGE THE PERIOD](#)

Fiscal Year: 2012-2013

Quarter Ended: (Q1) Sep 30, 2012

District: (780) SANTA MONICA

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	133,204,874	136,383,429	130,112,632	134,726,562
A.2	Other Financing Sources (Object 8900)	145,184	147,494	143,887	135,934
A.3	Total Unrestricted Revenue (A.1 + A.2)	133,350,058	136,530,923	130,256,519	134,862,496
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	131,958,636	133,634,588	138,821,019	138,611,525
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	330,078	277,594	275,973	268,596
B.3	Total Unrestricted Expenditures (B.1 + B.2)	132,288,714	133,912,182	139,096,992	138,880,121
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,061,344	2,618,741	-8,840,473	-4,017,625
D.	Fund Balance, Beginning	19,408,758	20,470,102	23,088,843	15,137,372
D.1	Prior Year Adjustments + (-)	0	0	889,002	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	19,408,758	20,470,102	23,977,845	15,137,372
E.	Fund Balance, Ending (C. + D.2)	20,470,102	23,088,843	15,137,372	11,119,747
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	15.5%	17.2%	10.9%	8%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	23,443	22,545	21,359	20,943
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		13,938,651	37,277,464	23,432,786
H.2	Cash, borrowed funds only		6,000,000	0	6,500,000
H.3	Total Cash (H.1+ H.2)	33,563,976	19,938,651	37,277,464	29,932,786

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	134,716,562	134,726,562	33,622,487	25%
I.2	Other Financing Sources (Object 8900)	135,934	135,934	32,752	24.1%
I.3	Total Unrestricted Revenue (I.1 + I.2)	134,852,496	134,862,496	33,655,239	25%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,611,525	138,611,525	23,563,962	17%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	268,596	268,596	34,063	12.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	138,880,121	138,880,121	23,598,025	17%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-4,027,625	-4,017,625	10,057,214	
L.	Adjusted Fund Balance, Beginning	15,137,372	15,137,372	15,137,372	
L.1	Fund Balance, Ending (C. + L.2)	11,109,747	11,119,747	25,194,586	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8%	8%		

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

65

NO

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

In 2011-2012 the District realized a reduction in fund balance of <8,840,474> due to State budget reductions which has placed a strain on the District's reserves. Other issues that must be addressed include:

- 1) The ever growing and extensive cash deferral mechanism in the State General Apportionment dispersal process has, and is expected to continue to, cause the District cash flow issues that will require borrowing and additional borrowing related expenditures.
- 2) The District is currently in negotiations with 2 of the 3 bargaining units. Any increase in compensation will need to be funded from Fund Balance and would further increase the District's operating deficit unless equal reductions are obtained.
- 3) Due to a lack of scheduled maintenance and instructional block grant funding the District has had to redirect monies from the Unrestricted General Fund, until funding is reinstated, placing further burden on the Unrestricted Fund.