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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING

WEDNESDAY,  
NOVEMBER 7, 2018

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

Board Room (Business Building Room 117)

5:30 p.m. – Closed Session  
7:00 p.m. – Public Meeting

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

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

*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 2350  
Education Code Section 72121.5  
Government Code Sections 54950 et seq*

***A G E N D A***

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Wednesday, November 7, 2018.

5:30 p.m. Closed Session (Business Building Room 111)

7:00 p.m. Public Meeting (Board Room)

**I. ORGANIZATIONAL FUNCTIONS**

- CALL TO ORDER
- ROLL CALL  
Barry A. Snell, Chair  
Dr. Margaret Quiñones-Perez, Vice-Chair  
Dr. Susan Aminoff  
Dr. Nancy Greenstein  
Dr. Louise Jaffe  
Rob Rader  
Dr. Andrew Walzer  
Alexandria Boyd, Student Trustee
- PUBLIC COMMENTS ON CLOSED SESSION ITEMS

**II. CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Employee Organization: CSEA Chapter #36

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

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

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION (Government Code Section

54956.9(d)(2)) Significant Exposure to Litigation (one case):

Claim of Bernards Bros., Inc. against Santa Monica Community College District concerning Health, P.E., Fitness, Dance and Central Plant Facility

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

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- PLEDGE OF ALLEGIANCE
- CLOSED SESSION REPORT (if any)

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** (continued)

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

IV. **SUPERINTENDENT'S REPORT**

- The Great Shake Out – October 18, 2018
- Homecoming 2018 – October 20, 2018
- New Heroes Celebration – October 30, 2018
- The Corsair Wins Top Awards from JACC
- Update: Annual Strategic Planning Report, 2018-2019

V. **PUBLIC COMMENTS**

VI. **ACADEMIC SENATE REPORT**

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. **MAJOR ITEMS OF BUSINESS**

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2	Update: Interaction Design (IxD) Bachelor Degree Program	7
3	Report: Noncredit CDCP Offerings and Emeritus	8
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#6	2018-2019 Quarterly Budget Report and 311Q	11
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IX. **CONSENT AGENDA**

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

**Approval of Minutes**

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X. **CONSENT AGENDA – Pulled Recommendations**  
*Recommendations pulled from the Section IX. Consent Agenda to be discussed and voted separately. Depending on time constraints, these items might be carried over to another meeting.*

XI. **INFORMATION**  
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XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, December 4, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

Appendix A	Report: Noncredit CDCP Offerings and Emeritus	37
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<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

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 5-8, 2018.

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 5-8, 2018, 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 in the community, especially students who are veterans, teachers, classified professionals, and employees at Santa Monica College; and

BE IT FURTHER RESOLVED, that the Santa Monica Community College District supports the program utilizing Armed Forces students who are veterans and 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:

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 7, 2018

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM 2

**SUBJECT:**                    **UPDATE: INTERACTION DESIGN (IXD) BACHELOR DEGREE PROGRAM**

**SUBMITTED BY:**        Vice-President, Academic Affairs

**SUMMARY:**                On September 28, 2014, Governor Jerry Brown signed Senate Bill 850 (Block, 2014) authorizing the California Community Colleges Board of Governors, in consultation with the representatives of the California State University and University of California, to establish a statewide baccalaureate degree pilot program with no more than 15 California Community Colleges. Santa Monica College’s program application was one of the 15 eventually approved by the Board of Governors.

The Academic Affairs Division, Academic Senate for California Community Colleges, and the Bachelor’s Degree Program colleges worked together to ensure the successful implementation of the these programs and the success of the students enrolled in these programs. This collaboration continues today, through meetings and workgroups that focus on issues pertinent to the bachelor’s degree program. In spring 2018, nine colleges celebrated the historic graduations of their first cohort of students.

Two community colleges, San Diego Mesa and Santa Monica College, were selected to present their programs accomplishments to the Board of Governors. This report will update the Board of Trustees on that presentation and the current status of the Interaction Design Bachelor Degree Program.



<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 7, 2018

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM 3**

**SUBJECT:**                    **REPORT: NONCREDIT CDCP OFFERINGS AND EMERITUS**

**SUBMITTED BY:**            Vice-President, Academic Affairs

**SUMMARY:**                Noncredit (Adult Education) Programs are continuing to grow at Santa Monica College (SMC) as the result of noncredit and adult education initiatives focused on fulfilling the academic and occupational goals of adult learners. SMC is an active partner with the Santa Monica Malibu Unified School District (SMMUSD) in an adult education consortium with a vision of becoming the regional hub for literacy, high school/high school equivalency completion, and offering noncredit Career Development and College Preparation (CDCP) programs in alignment with the Adult Education Program of California (AEP), formerly, Assembly Bill 104, the Adult Education Block Grant (AEBG).

Dr. Dionne Carter, Dr. Scott Silverman, Laura Manson and Lizbeth Koenig will provide a brief overview of Noncredit CDCP Programs and Emeritus.

The complete report is included in Appendix A.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:**                   **REAPPOINTMENTS TO PERSONNEL COMMISSION**

**SUBMITTED BY:**           Superintendent/President

**REQUESTED ACTION:**   It is recommended that the Board of Trustees reappoint Dr, Joe Metoyer to the SMC Personnel Commission for a three-year term, December 1, 2018 through December 1, 2021.

It is further recommended that the Board of Trustees confirm CSEA's reappointment of Deborah Jansen to the SMC Personnel Commission for a three-year term, December 1, 2018 through December 1, 2021.

**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.

MOTION MADE BY:

SECONDED BY:

ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 5**

**SUBJECT:** **SMCCD EMERGENCY OPERATIONS PLAN**

**SUBMITTED BY:** Vice-President, Student Affairs

**REQUESTED ACTION:** It is recommended that the Board of Trustees approve the Santa Monica Community College District Emergency Operations Plan.

**SUMMARY:** The material presented in this emergency operations plan, including all supplemental materials have been written in accordance with federal and state guidelines and makes every effort to be in compliance with local, state and federal mandates, guidelines, regulations, laws, and current standards. It is not the intent of this Plan to replace or void other mandated plans or operational directives. For example, this Plan is not a tactical manual for law enforcement or an operations manual for fire fighters or hazardous materials specialists responding to events on campus. This Plan cannot anticipate all possible emergency events or situations and emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals and where relevant, legal counsel.

To remain current, this Plan should be reviewed annually and changed or updated as necessary. The members of the Incident Management Team and other elements identified by the District’s Emergency Operations Plan should test this Plan and its various elements through training and exercises. Conditions may develop during operations where standard methods will not suffice and nothing in this Plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

The report is available at:  
[http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board\\_of\\_Trustees\\_Meetings/2018/SMC%20EOP%20Manual%20Draft1%20-September%2019%202018\\_.pdf](http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2018/SMC%20EOP%20Manual%20Draft1%20-September%2019%202018_.pdf)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 6**

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

**SUBMITTED BY:**           Superintendent/President

**REQUESTED ACTION:**   Acknowledge receipt of the 2018-2019 Quarterly Budget Report and 311 Quarterly State Financials, as of September 30, 2018 (Appendix B).

**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:

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2018

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 7**

**SUBJECT:** **FIRST READING: BOARD POLICY CHAPTER 6 – BUSINESS AND FISCAL AFFAIRS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of updated Board Policy Chapter 6, Business and Fiscal Affairs.

COMMENT: Updated Board Policy Chapter 6 – Business and Fiscal Affairs, includes suggestions made by the District’s consultant who incorporated all current policy language with legally required language, legally advised language and good practices. The policies were renumbered to coincide with the League’s format. The chapter was then reviewed by senior administrative staff and forwarded to the Board’s subcommittee (Trustee Susan Aminoff, Trustee Louise Jaffe, and Board Recording Secretary Lisa Rose), Chief Director of Business Services Chris Bonvenuto and Interim Executive Vice-President Elaine Polachek for review before presentation to the Board for a first reading.

Chapter 6, Business and Fiscal Affairs is available at:  
[http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board\\_of\\_Trustees\\_Meetings/2018/BP%20Chapter%206,%20Business%20and%20Fiscal.pdf](http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2018/BP%20Chapter%206,%20Business%20and%20Fiscal.pdf)

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2018

**IX. 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 #8-#25.

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

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

**X. 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.*

**RECOMMENDATION NO. 8 APPROVAL OF MINUTES**

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

October 2, 2018 (Regular Board of Trustees Meeting)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 9 RATIFICATION OF CONTRACTS AND CONSULTANTS**

Approved by: Kathryn E. Jeffery, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

Provider/Contract		Term/Amount	Service	Funding Source
A	GeckoEngage	November 15, 2018 - November 14, 2019  Not to exceed \$30,000 total  "Talk" module: \$15,000 annually  "Capture" module: \$10,000 annually  Plus costs for training and integration not to exceed \$5,000	Licensing of GeckoEngage "Talk" and "Capture" modules to allow SMC to establish an outbound call center focused on student onboarding and ongoing call campaigns. "Talk" allows for the calling of students from ones web browser, following dynamic scripts to help guide the conversation. Call outcomes may readily be logged for tracking, training, etc. Text messages or emails can be programmed and sent based on call outcomes.  The "Capture" modules will allow the college to create customized contact forms to be used at college fairs, community events, SMC events, SMC website, etc., by prospective or current students requesting information on SMC programs and services, including admissions and enrollment. The forms will allow for better integration into existing operations and in the timely delivery of the information requested.  GeckoEngage will integrate directly with SMC Salesforce platform.	SSSP
Requested by: Esau Tovar, Dean, Enrollment Services Approved by: Teresita Rodriguez, Vice-President, Enrollment Development				



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 9      RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

	Provider/Contract	Term/Amount	Service	Funding Source
B	Salomon Davila ScopeWave, LLC	July 1, 2018 – June 30, 2019  Increase A190276SH by \$50,000  New total not to exceed \$100,000	Continuation of planning, initiating and coordinating the activities for the California Cloud Workforce, a.k.a. Los Angeles Cloud Computing, Strong Workforce Project on behalf of Santa Monica College. Outcomes include: Create a community of faculty learners across 19-college consortia to develop cloud computing programs at each participating community college and partner high school, common core curriculum development for dual enrollment, four-year university articulation, and pathways model. Engage with industry, develop and align industry certifications, engage stakeholders, design work-based learning opportunities for students.	Strong Workforce Program (SWP) 2 Regional – Cloud Computing Consortia (SMC is the lead college)
C	Move Media, LLC	November 8, 2018 – March 31, 2019  Not to exceed \$25,000	Move Media, LLC will assist in the project coordination of the regional marketing campaign. Move Media, LLC will coordinate the development of brand hierarchy and creative assets for use across multiple channels; in master campaign development for the LA regional marketing campaign to promote CTE programs; and in delivering the results to the 19 community colleges in the LA region.	Strong Workforce Program (SWP) Local Round 2
D	Chico Research Foundation, CSU Chico	January 1, 2019 – December 31, 2019  Not to exceed \$8,000	SAP software host Cal State Chico, to provide access and technical support to SAP – an enterprise resource planning system used as a learning tool in the Business department. Access allows for running financial and accounting real world simulations such as but not limited to running reports, reconciling accounts, and book journal entries.	SWP Local Round 2

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 9      RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

	Provider/Contract	Term/Amount	Service	Funding Source
E	Stebbin Rinehart	November 8, 2018 – March 31, 2019  Not to exceed \$25,000	Stebbin Rinehart will assist as the project manager for the marketing research conducted by LAEDC to support the initiatives of the Strong Workforce Program.  Stebbin Rinehart will assist in the coordination of regional focus group meetings; marketing campaign; development and implementation of a CRM system that works with a call center; help with the customer journey mapping, email campaign drafting and routing process. Additionally, assist in identifying programs that align with Strong Workforce areas of focus; and help delivering the results to the 19 community colleges in the LA region.	Strong Workforce Program (SWP) Local Round 2
F	Chico Research Foundation, CSU Chico	January 1, 2019 – December 31, 2019  Not to exceed \$8,000	SAP software host Cal State Chico, to provide access and technical support to SAP – an enterprise resource planning system used as a learning tool in the Business department. Access allows for running financial and accounting real world simulations such as but not limited to running reports, reconciling accounts, and book journal entries.	SWP Local Round 2
G	Rikke Rosengren	November 8, 2018 – December 31, 2018  Not to exceed \$1,200	Rikke Rosengren, author and co-founder/director of Borneoen Bonsai Forest Kindergarten (serving students through age 6) will present a one-day interactive lecture to the ECE department. The lecture will include information on forest kindergartens, and explore how outdoor Danish philosophies of early education can benefit children and families in the US.	Strong Workforce Program (SWP) Regional Round 1: ECE Teacher Prep Pipeline

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 9      RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

Provider/Contract	Term/Amount	Service	Funding Source
H PromaxBDA 5700 Wilshire Blvd, Suite 275, Los Angeles, CA 90036	November 7, 2018 – August 19, 2019  Not to exceed \$30,000	This new funding awarded to SMC will be to improve the Promo Pathway Program student services provided by the office of Workforce & Economic Development and its industry partner PromaxBDA. Ensure the coordination of recruitment, intake, assessment, classroom tutoring, and overall students support services.	Consolidated Contract Education
<i>B, C, D, E, F, G and H</i> <i>Requested by: Patricia G. Ramos, Dean, Workforce &amp; Economic Development</i> <i>Approved by: Jennifer Merlic, Vice President, Academic Affairs</i>			
I Dr. Paul Nolting, Academic Success Press, Inc.	November 3, 2018 – April 3, 2019  Not to exceed: \$10,000	Dr. Paul Nolting is an expert of math study skills curriculum and redesigning math courses. Dr. Nolting will consult with the math department as they redesign the math sequence with co-requisites in order to be compliant to AB 705. Dr. Nolting will travel to SMC to conduct a two day in person training on November 29th and 30th and subsequent consulting work over the next 6 months.	Basic Skills Initiatives
<i>Requested by: Edna Chavarry, Director, Academic Affairs Initiatives</i> <i>Approved by: Jennifer Merlic, Vice President, Academic Affairs</i>			
J SchoolApply	November 7, 2018 - June 30, 2019  \$5,000	Marketing Services to be provided: Premium Profile (Associate), 2 Social Media Campaigns, Dedicated Account Manager, Dashboard Access	International Education
<i>Requested by: Denise Kinsella, Interim Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>			

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2018

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 9      RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)**

**AMENDMENT TO ANNUAL CONTRACT (approved June 5, 2018)**

Provider/Contract	Term	Service	Funding Source
K Amend contract with KROQ 106.7 to reflect change in company name to Entercomm Communications Corp.	Fall 2018 Summer 2019  The name of the company has changed; all other terms of the contract are the same	Fall 2018, Spring 2019, Summer 2019 radio advertising and internet/text messaging for student recruitment	2018-2019 Marketing Budget
<i>Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications</i> <i>Approved by: Kathryn E. Jeffery, Superintendent/President</i>			

**RECOMMENDATION NO. 10      CONTRACTS FOR FIELD STUDIES ABROAD: COSTA RICA, SPRING BREAK 2019**

Provider/Contract	Term/Amount	Service	Funding Source
A Program vendors  STA Travel (US)  UPeace –University of Peace Center for Executive Education	April 5-13, 2019  Each Field Studies program not to exceed \$85,000 which covers air travel to/from program location, in-country travel, housing, lectures, and some meals abroad for up to 25 students and 2 faculty.	Field Studies Abroad program of one-unit course to take place during Spring Break 2019. 18-25 students will accompany up to 2 faculty leaders to study abroad for an intensive 1-unit course of Global Studies 35 in Costa Rica.	Majority cost of program in-country costs to be paid by student participants
B Council International Study Programs (iNext Travel Insurance Vendor) (US)	April 2019 April 5-13, 2019  Not to exceed \$4,100	iNext comprehensive travel insurance to cover all participants (up to 25 students) and up to two faculty during duration of the trip (including travel dates to/from the United States).	Cost of insurance to be paid by student participants
<i>Requested by: Denise Kinsella, Interim Dean, International Education</i> <i>Approved by: Teresita Rodriguez, Vice President, Enrollment Development</i>			

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11 ACADEMIC PERSONNEL**

*Requested Action: Approval/Ratification*

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

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

ESTABLISH

Project Manager, Veterans Resource Center Grant 50% 11/07/2018

ELECTIONS

ACADEMIC MANAGEMENT

Balfus, Lisa, Project Manager- Mental Health Grant 50% 11/12/2018

ADJUNCT FACULTY

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

RETIREMENT

Vaughn, Dawn, Full-Time Faculty, Life Sciences 12/19/2018

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - REGULAR**

*Requested Action: Approval/Ratification*

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

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

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

<u>ESTABLISH NEW CLASS DESCRIPTION AND POSITION</u>	<u>EFFECTIVE DATE</u>
Assistant Director of Facilities Operations (1 position) Facilities, 12 months, 40 hours Proposed Salary Range: Classified Management Range M24	11/07/2018
Outreach and Recruitment Specialist (1 position) Outreach, 12 months, 40 hours Proposed Salary Range: Classified Range 34	11/07/2018
<u>NEW CLASS DESCRIPTION</u>	
Online Learning Services Specialist Classified Range: 30	
<u>CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION</u>	
From: Senior Student Services Specialist – Distance Education Classified Range: 32	11/07/2018
To: Senior Online Learning Services Specialist Classified Range: 36	
<u>ABOLISH</u>	
Administrative Assistant II (1 position) Campus Events, 12 months, 40 hours	10/29/2018
HR Analyst - Employee and Labor Relations (Conf.) (2 positions) Human Resources, 12 months, 40 hours	11/07/2018
Programmer Analyst (1 position) Information Management, 12 months, 40 hours/NSI	10/31/2018
<u>ESTABLISH</u>	
Administrative Assistant I (1 position) Campus Events, 12 months, 40 hours	10/29/2018
HR Analyst - Employee and Labor Relations (Conf.) (2 positions) Human Resources, 12 months, 40 hours, Variable Hours	11/07/2018
Programmer Analyst (1 position) Information Management, 12 months, 40 hours	11/01/2018

ELECTIONS

CLASSIFICATION RE-TITLE AND SALARY RE-ALLOCATION

Whitaker, Tammara 11/07/2018  
From: Senior Student Services Specialist – Distance Education  
Classified Range 32  
To: Senior Online Learning Services Specialist  
Classified Range 36  
Comment: Ms. Whittaker is currently on leave from her classified assignment to work as a certificated administrator.

RECLASSIFICATION

Barton, Willis 11/07/2018  
From: Student Services Specialist  
Classified Range 30  
To: Online Learning Services Specialist  
Classified Range 30

PROBATIONARY/ADVANCE STEP PLACEMENT

Carter, Quitman Vincent, CC Police Captain, Campus Police (Step D) 11/08/2018  
Deresse, Getahun B., Instructional Assistant- Math, Math, 11 months (Step C) 10/16/2018  
Phillips, Daniel, Assistant Director of Safety and Risk Management (Step C) 11/13/2018

VOLUNTARY TRANSFER (CSEA/DISTRICT AGREEMENT) – INCREASE IN HOURS

Basile, Frank J. 02/11/2019  
From: Accompanist Performance, Music, 8 months, 20 hours  
To: Accompanist Performance, Music, 8 months, 25 hours

Li, Keyang 10/16/2018  
From: Instructional Assistant- Math, Math, 11 months, 20 hours  
To: Instructional Assistant- Math, Math, 11 months, 30 hours

ADMINISTRATIVE TRANSFER

Penate, Yesenia F., 10/29/2018  
From: Administrative Assistant I, Art/Communication Dept.  
To: Administrative Assistant I, Campus Events

ADMINISTRATIVE CHANGE IN WORK SHIFT/PERMANENT

Barlow, Anthony 11/05/2018  
From: Custodial Operations Supervisor, Operations, 12 months, 40 hours/NSI  
To: Custodial Operations Supervisor, Operations, 12 months, 40 hours/NSII

VOLUNTARY CHANGE IN WORK SHIFT/PERMANENT

Gheorghiu, Alice 11/01/2018  
From: Programmer Analyst, Information Management, 12 months, 40 hours/NSI  
To: Programmer Analyst, Information Management, 12 months, 40 hours

PROMOTION

Tercero, Janet 10/16/2018  
From: Student Services Assistant, Latino Center/AACC  
To: Student Services Specialist, Latino Center/AACC

WORKING OUT OF CLASSIFICATION (PROVISIONAL)

Biddle, Dennis 11/7/2018 – 12/21/2018  
From: Custodial Operations Supervisor, Day  
To: Assistant Director of Facilities Operations  
Percentage: 50% or more

REINSTATEMENT

Ordaz, Cindy, Administrative Assistant I, Art/Communication 10/29/2018

Gray, I. Darryl 10/12/2018 – 2/4/2019  
From: Lead Custodian, NSII  
To: Custodial Operations Supervisor, NS II  
Percentage: 50% or more

Hightower, LaToya 09/24/2018 – 10/22/2018  
From: Student Services Clerk, ISC  
To: Student Services Assistant  
Percentage: Less than 50%

Hudson, Felicia 10/12/2018 – 2/4/2019  
From: Custodian, Day  
To: Custodial Operations Supervisor, Day  
Percentage: More than 50%

WORKING OUT OF CLASSIFICATION (PROVISIONAL) - EXTENSION

Chang, Leon 01/02/2018 to 05/14/2018  
From: Enterprise Business Services Clerk, 12 months, 40 hours 05/14/2018 to 06/29/2018  
To: Enterprise Business Services Specialist, 12 months, 40 hours (extension)  
Percentage: 50% or more  
Comment: Late submission of WOC extension to the PC department.

Hawes, Allyn 06/04/2018 – 09/28/2018  
From: Skilled Maintenance Worker II 10/01/2018 – 10/09/2018  
To: Journeyman Trade – HVAC (extension)  
Percentage: 50% or more

Robinson, Rhonda 01/02/2018 to 05/14/2018  
From: Enterprise Business Services Clerk, 12 months, 40 hours 05/14/2018 to 06/29/2018  
To: Enterprise Business Services Specialist, 12 months, 40 hours (extension)  
Percentage: 50% or more  
Comment: Late submission of WOC extension to the PC department.

Yen, Charlie 04/04/2018 to 06/30/2018  
From: Director of Facilities Finance 11/07/2018 – 12/07/2018  
To: Director of Facilities Planning (extension)  
Percentage: 50% or more

RATIFICATION OF SUBSTITUTE LIMITED TERM ASSIGNMENT- EXTENSION

Henriquez, Fernando 6/13/2018 – 10/22/2018  
From: Custodian, NS II 10/23/2018 – 12/21/2018  
To: Receiving, Stockroom and Delivery Worker, Day (extension)  
Percentage: 100%



Valadez, Jorge  
From: Campus Store Operations Assistant, Bookstore  
To: Course Materials Buyer, Bookstore  
Percentage: 100%

08/01/2018 – 08/15/2018  
09/13/2018 – 12/21/2018  
(extension)

EDUCATIONAL PAY DIFFERENTIAL (per CSEA contract)

Aviles, Wendy, Disabled Student Services Assistant	1.5%	11/01/2018
Carrion-Palomares, Silvana, Supplemental Inst. Coordinator	1.5%	11/01/2018
Green, Kennisha, Disabled Student Services Assistant	1.5%	11/01/2018
Johnson, Trena, Administrative Assistant II	1.5%	11/01/2018
Juan, Mercedes, Accompanist- Performance	1.5%	11/01/2018
Suzuki, Marcus, Instructional Assistant – Math	1.5%	11/01/2018
Thomas, Jessica, Instructional Assistant – English	1.5%	11/01/2018
Valle, Dahlia, Disabled Student Services Assistant	1.5%	11/01/2018

SEPARATION

RESIGNATION

LAST DAY OF PAID SERVICE

Medina-Martin, Flavio, HR Analyst - Employee and Labor Relations (Conf.)	11/02/2018
Yura, Benjamin, Instructional Assistant – Math	10/18/2018

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL – LIMITED DURATION**

*Requested Action: Approval/Ratification*

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

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

ELECTIONS

EFFECTIVE DATE

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

Morales Martinez, Saloman, Groundskeeper/Gardener, Grounds	10/02/2018-12/26/2018
Olivera, Armando, Groundskeeper/Gardener, Grounds	10/02/2018-12/26/2018
Romaine, Desean, Student Services Clerk, Assessment Center	
From:	07/02/2018-10/05/2018
To:	07/02/2018-11/02/2018
Starnes, Devin, Director – Facilities Management/Facilities	11/07/2018-03/01/2019

LIMITED TERM: Positions established to perform duties not expected to exceed 6 months in one fiscal year or positions established to replace temporarily absent employees; all appointments are made from eligibility lists or former employees in good standing.

Abdulhafiz, Meymuna, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
Abel, Teneka, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
Ashby, De Anna, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
Baskin, Patricia, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
Brinkley, Tanisha, Customer Services Assistant, Bookstore	11/26/2018-12/21/2018
Carter, Ashlie, Customer Services Assistant, Bookstore	11/26/2018-12/21/2018
Eichen, John, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
English, Kara, Customer Services Assistant	11/26/2018-12/21/2018
Grau, Donald, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
Lemon, Curly, Customer Services Assistant,	11/26/2018-12/21/2018
Lopez, Jose C., Bookstore Clerk/Cashier, Bookstore	11/21/2018-12/21/2018
Lopez, Veronica, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
Marutyan, Nelli, Instrtuational Assistant - ESL, ESL	
From:	07/01/2018-12/31/2018
To:	07/01/2018-10/22/2018
Mehary, Mehret, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
Micas, Donna, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
Miles, Erik, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018
Munoz, Maria D., Administrative Asst. I, President's/Superintendent Office	
From:	07/02/2018-11/02/2018
To:	07/02/2018-03/31/2019
Murray, Jake, Customer Services Assistant	11/26/2018-12/21/2018
Naylor-Jones, Marisa, Customer Services Assistant	11/26/2018-12/21/2018
Nwonwu, Vergie, Customer Services Assistant	11/26/2018-12/21/2018
Ramirez, David, Customer Services Assistant	11/26/2018-12/21/2018
Thielking, Alan, Bookstore Clerk/Cashier, Bookstore	11/26/2018-12/21/2018

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 14 CLASSIFIED PERSONNEL – NON MERIT**

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

STUDENT EMPLOYEES

College Student Assistant, \$13.25/hour (STHP)	46
College Work-Study Student Assistant, \$13.25/hour (FWS)	85
College CalWorks, \$13.25/hour	1

SPECIAL SERVICE

Community Services Specialist I, \$35.00/hour	5
Community Services Specialist II, \$50.00/hour	4

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15 FACILITIES**

*Requested by: Charlie Yen, Director, Facilities Planning  
Chris Bonvenuto, Chief Director, Business Services*  
*Approved by: Elaine Polachek, Interim Executive Vice-President*  
*Requested Action: Approval/Ratification*

-A PROJECT CLOSE OUT – EMERITUS DECKS PROJECT

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

-B PROJECT CLOSE OUT – CAMPUS DOOR REMEDIATION RE-BID

Subject to completion of punch list items by MEDALLION CONTRACTING INC., authorize the District Representative without further action of the Board of Trustees, to accept the project described as CAMPUS DOOR REMEDIATION RE-BID as being complete. Upon completion of punch list items by MEDALLION CONTRACTING INC. the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

-C PROJECT CLOSE OUT – AET/KCRW/PAC EW SECURITY SYSTEMS

Subject to completion of punch list items by DIMENSION DATA, authorize the District Representative without further action of the Board of Trustees, to accept the project described as AET/KCRW/PAC EW SECURITY SYSTEMS as being complete. Upon completion of punch list items by DIMENSION DATA the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

-D PROJECT CLOSE OUT – CORE PERFORMANCE CENTER

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15** FACILITIES (continued)

-E PROJECT CLOSE OUT – AET/CMD CAMPUS AND PARKING STRUCTURE

Subject to completion of punch list items by CW Driver, authorize the District Representative without further action of the Board of Trustees, to accept the project described as AET CAMPUS AND PARKING STRUCTURE as being complete. Upon completion of punch list items by CW DRIVER the District Representative shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance disbursement of the final payment is authorized.

-F OWNER CONTROLLED INSURANCE PROGRAM - CMD CAMPUS AND PARKING STRUCTURE A

Approve payment for the final cost of the Owner Controlled Insurance Program (OCIP) for the CMD Campus and Parking Structure A project through the Alliance of Schools for Cooperative Insurance Programs (ASCIP) for the amount of \$208,177.

Original Premium	\$1,774,800
Additional Premium	<u>\$ 208,177</u>
Total Premium	\$1,982,977

Funding Source: Measure AA

Comment: The District provided insurance for this project in lieu of contractor provided insurance. OCIP covered Workers Compensation, and Commercial Liability. This policy was extended to the final completion of the project of September 30, 2018. This final premium also covers all change orders for the project, the total insurance premium represents 3% of the construction hard cost.

-G BUILDER’S RISK INSURANCE - CMD CAMPUS AND PARKING STRUCTURE A

Approve payment for the final cost of the Builder’s Risk Insurance for the CMD Campus and Parking Structure project through ARTHUR J. GALLAGHER & CO. INSURANCE BROKERS OF CALIFORNIA, INC. for an amount of \$34,148.88.

Funding Source: Measure AA

Comment: The District provided insurance for this project in lieu of contractor provided insurance.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15    FACILITIES (continued)**

-H    AMENDMENT FOR ARCHITECTURAL SERVICES - MALIBU CAMPUS

Amendment to the contract for Architectural Services for the Malibu Campus, as follows:

Original Contract Amount	\$1,285,300
Amendment No. 1	\$ 123,000
Amendment No. 2	\$ 174,700
Amendment No.3 (name change)	\$ 0
Amendment No. 4	<u>\$ 332,588</u>
Revised Contract Amount	\$ 1,915,588

Comment: Amendment No. 4 for QDG Architecture on the Malibu Campus was approved at the March 2018 Board of Trustees meeting. However, the incorrect original contract amount of \$1,350,000 and amendment No. 4 amount of \$332,700 were shown on the agenda. The corrected revised original contract amount, amendment No. 4 amount, and the total revised contract amount are shown and no other corrections are made.

-I    STRUCTURAL INVESTIGATION SERVICES FOR THE EXISTING BUILDING - BUNDY CAMPUS

Enter into agreement with Engekirk Structural Engineers to conduct an initial structural investigation and complete the LADBS "Notice to Comply checklist" (Seismic) for the Bundy campus building in the amount of \$2,000.

Funding Source: District Capital Fund

Comment: The College received an "Order to Comply" letter from Los Angeles Department of Building and Safety on December 11, 2017 regarding the seismic safety of the SMC Bundy campus building. Within three years, the college has to conduct an initial investigation and complete the "Order to Comply checklist" for LADBS to review and approval.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 15    FACILITIES (continued)**

-J    CONCEPT DESIGN COST PLAN FOR THE OUTDOOR AMPHITHEATER

Enter into agreement with Directional Logic to conduct a concept design cost study for the outdoor amphitheater project in the amount of \$9,500 plus a reimbursable amount not to exceed \$500.

Funding Source: Measure V

Comment:        The concept design of the outdoor amphitheater project was completed by Gehry Partners, LLP. A concept design cost estimate is needed in order to understand the project budget at the early stage.

-K    AWARD OF CONTRACT FOR MODERNIZATION OF EXISTING ELEVATOR AT CMD

Award of Contract to the lowest responsive bidder Excelsior Elevator Corporation to modernize the existing elevator in Center for Media and Design (CMD) Building D, in the amount of \$150,995.

Other Bidders: EnPro Elevator Inc. \$129,230, however, this bid is considered non-responsive

Funding Source: Bond Fund 42.4

Comment: 117 notified vendors, 8 bidders attended job walk, 2 bids received.

-L    POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to:            City of Santa Monica  
Amount:                 \$72,932.28  
For the Period:         April 1, 2018 –June 30, 2018 (3 months)  
Funding Source:        2017-2018 District General Fund

Comment:            Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the District uses the pool compared to the total hours of pool use by all parties. District paid the City of Santa Monica \$66,012.75 for the same period last year.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 16 BUDGET TRANSFERS**

-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: September 20, 2018 through October 24, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-5,921
2000	Classified/Student Salaries	67,090
3000	Benefits	-2,314
4000	Supplies	67,937
5000	Contract Services/Operating Exp	12,566
6000	Sites/Buildings/Equipment	0
7100-7699	Other Outgo/Student Payments	0
7900	Contingency Reserve	-139,358
Net Total:		0

-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: September 20, 2018 through October 24, 2018

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	-14,838
2000	Classified/Student Salaries	14,838
3000	Benefits	0
4000	Supplies	-19,559
5000	Contract Services/Operating Exp	19,059
6000	Sites/Buildings/Equipment	0
7100/7699	Other Outgo/Student Payments	500
7900	Contingency Reserve	0
Net Total:		0

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	November 7, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 17 PROVIDERS FOR COMMUNITY AND CONTRACT EDUCATION**

*Requested by: Michelle King, Director, Career and Contract Education*

*Approved by: Dionne Carter, Dean, Noncredit/External Programs*

*Requested Action: Approval/Ratification*

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

**RECOMMENDATION NO. 18 ORGANIZATIONAL MEMBERSHIPS**

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

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

*Requested Action: Approval/Ratification*

Organizational Memberships

November 2018	Number of Memberships	Amount
	8	\$25,590

Funding Sources: Departmental Budgets

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

**RECOMMENDATION NO. 19 AUTHORIZATION OF SIGNATURE TO APPROVE INVOICES, 2018-2019**

*Requested Action: Approval/Ratification*

*Requested by: Christopher Bonvenuto Chief Director, Business Services*

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

Authorization of signature for the following staff to approve invoices for 2018-2019.

Name/Title
Balfus, Lisa Project Manager- Mental Health Grant

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 20 COMMERCIAL WARRANT REGISTER**

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

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

*Requested Action: Approval/Ratification*

Commercial Warrant Register

September 2018                      8146 through 8182                      \$12,838,449.52

**RECOMMENDATION NO. 21 PAYROLL WARRANT REGISTER**

*Requested by: Ian Fraser, Payroll Manager*

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

*Requested Action: Approval/Ratification*

Payroll Warrant Register

September 1<sup>st</sup> through September 30, 2018                      C1B – C2C                      \$10,980,962.10

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

**RECOMMENDATION NO. 22 AUXILIARY PAYMENTS AND PURCHASE ORDERS**

*Requested by: Mitch Heskell, Dean, Educational Enterprise*

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

*Requested Action: Approval/Ratification*

Auxiliary Operations Payments and Purchase Orders

September 2018

Covered by check & voucher numbers: 018266-018659 & 01621-01638

Bookstore fund Payments	\$654,086.60
Other Auxiliary Fund Payments	\$ 39,512.00
Trust and Fiduciary Fund Payments	<u>\$340,934.04</u>
TOTAL	\$1,034,532.64

<u>Purchase Orders issued</u>	\$33,511.87
September 2018	

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 2, 2018

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 23 PURCHASING**

*Requested by: Cynthia Moore, Director of Procurement, Contracts & Logistics*

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

*Requested Action: Approval/Ratification*

23-A AWARD OF PURCHASE ORDERS

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

September 2018                      \$2,411,314.95

23-B USE OF COMPETITIVE PURCHASING CONTRACTS

Approval of the following competitive purchasing contracts:

1. Foundation for California Community Colleges (FCCC), CB-144-18, with Haworth, to 08/21, for furniture and fixtures applications
2. Foundation for California Community Colleges (FCCC), Contract CB-266-18, with Haworth, to 08/21, for furniture and fixtures applications
3. Foundation for California Community Colleges (FCCC), Contract CB-146-18, with Platinum Visual, to 08/21, for furniture and fixtures applications
4. National Cooperative Purchasing Alliance (NCPA) Contract 07-53 with Landscape Forms to 09/20, for furniture and fixtures applications
5. State of California (CMAS) Contract 4-15-71-0145A with Arcadia to 02/20 for furniture and fixtures applications

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

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 7, 2018

**INFORMATION ITEM 24      CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING – OCTOBER 10, 2018**

A meeting of the Santa Monica Community College District Citizens’ Bond Oversight Committee was held on Wednesday, October 10, 2018 at 8 a.m. in HSS 301 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

1.      CALL TO ORDER: 8:06 a.m.
  
2.      ROLL CALL -- Members
  - Sonya Sultan, Chair --- Present
  - Jeffrey Graham – Present
  - Sion Roy --- Absent
  - Sharon Barovsky --- Absent
  - Michael Dubin – Present
  - Alfred Barrett – Present
  - Garrison Finley – Present

Others Present:

  - Elaine Polachek, Interim Executive Vice President
  - Don Girard, Senior Director, Government Relations/Institutional Communications
  - Christopher Bonvenuto, Chief Director, Business Services
  - Ramin Nematollahi, Citizens’ Bond Oversight Committee Coordinator
  - Charlie Yen, Interim Director of Facilities Planning
  
3.      ELECTION OF CHAIR AND VICE-CHAIR 2018-2020  
Action was delayed to the next executive meeting as committee member Sharon Barovsky tendered her resignation.
  
4.      APPROVAL OF MINUTES  
The minutes of the August 22, 2018 meeting were approved as is. *Motion was made by Sonya Sultan and seconded by Michael Dubin and unanimously approved by the committee.*
  
5.      CITIZEN’S BOND OVERSIGHT COMMITTEE ANNUAL REPORT 2017-2018:  
Annual Report 2017-2018 was approved with an amendment to page 20 to change the date from 2017 to 2019 of: “A new Facilities Master Plan Update is currently underway and will be completed in 2019 to guide the progress in completing Measure AA projects and new projects under Measure V.”  
Motion was made by Michael Dubin, seconded Sonya Sultan and unanimously approved .
  
6.      SMC BOND CAPITAL CONSTRUCTION BUDGET SUMMARY  
Charlie Yen, discussed the SMC Bond Capital Construction Budget Summary as of September 30, 2018.
  - Student Services Building: Construction is proceeding as planned and completion date is Spring 2019. The interiors are being completed and it is proceeding as schedule.
  - Early Childhood Education Center: Project has started and proceeding as planned. The completion date is June 2020.
  - Malibu Campus: Groundbreaking took place September 21, 2018. Project to be completed in December 2021.

- Math and Science Complex: The plans have all been submitted to DSA and awaiting approval. The completion date is September 2022.
- Demolition Projects:
  - Formerly YWCA - 2019 14<sup>th</sup> Street: The structure is being demolished and will be the future home of the art department.
  - Formerly Foster Freeze – 1530 Pico Boulevard: The structure has been demolished; a construction trailer will be installed for Vanir to oversee SMC projects.

**7. MEASURE U, S, AA AND V AND BOND SALES EXPENSE REPORTS**

The SMC Bond Capital Construction Budget Summary as of September 30, 2018 reports the following:

Measure U Budget:	\$ 160,000,000
Measure S Budget:	\$ 143,500,000
Measure AA Budget:	\$ 295,000,000
Measure V Budget:	\$ 345,000,000
Interest	\$ 25,559,233
Other Funding Received:	\$ 26,741,995
Other Funding Pending:	\$ 73,978,548
Total Budget:	\$1,069,779,776
Estimate at Completion:	\$1,069,779,776
Bond Funds Remaining:	\$ 365,428,187

- Measure U: Measure U funds have been completely expended and there is a balance of \$0.
- Measure S: Total Measure S Expenditures last period were \$602,587; total remaining funds are \$20,776,494; no budget variance.
- Measure AA: Total Measure AA Expenditures last period were \$182,381; total remaining funds are \$8,316,698; no budget variance.
- Measure V: Total Measure V Expenditures last period were \$5,579,250; total remaining funds are \$336,341,309; no budget variance.
- The Bond Sales/Expense Report  
Indicates total bond amounts, bond issue dates/amounts unsold bond amount and total available as of September 30, 2018.

Total Bond:	\$943,500,000
Total Available:	\$778,492,559
Total Expenses:	\$549,488,342
Total Available Remaining:	\$200,428,188
<b>Total Unsold Bond:</b>	<b>\$165,007,441</b>

The SMC Bond Construction Program Contractor List as of September 30, 2018 was included in the packet.

**8. SCHEDULE OF MEETINGS, 2018--2019**

- ~~Wednesday, August 22, 2018~~
- ~~Wednesday, October 10, 2018~~
- Wednesday, January 23, 2019
- Wednesday, April 24, 2019

**9. ADJOURNMENT: 8:59 a.m.**

The next meeting of the Citizens’ Bond Oversight Committee will be held on Wednesday, January 23, 2019 at 8 a.m. in HSS 301 at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

Current information on all bond construction projects is available at:  
<http://smcbondprogram.com> and at <http://www.smc.edu/CBOC>

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	November 7, 2018

XI. **BOARD COMMENTS**

XII. **ADJOURNMENT**

The meeting will be adjourned in memory of **James Edward Akins**, brother of Delores Akins Raveling, Interim Dean of First Year Programs; **Hope Copeland**, Emeritus student; **Linda Michalowski**, retired Vice-Chancellor and mother of Terra Michalowski, Student Services Specialist and **the victims of the Pittsburgh Synagogue Shooting**.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, December 4, 2018** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The agenda for the next meeting will include the following:

Major Items of Business

- Annual Organizational Functions (Election of Officers, Authorization of Signatures)
- Second Reading: Board Policy Chapter 6, Business and Fiscal Affairs

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	November 7, 2018

APPENDIX A

**INFORMATION ITEM 3**

**SUBJECT:                   REPORT: NONCREDIT CDCP OFFERINGS AND EMERITUS**

Noncredit (Adult Education) Programs are rapidly growing at Santa Monica College (SMC) as the result of noncredit and adult education initiatives focused on fulfilling the academic and occupational goals of adult learners. SMC is an active partner with the Santa Monica Malibu Unified School District (SMMUSD) in an adult education consortium with a vision of becoming the regional hub for literacy, high school/high school equivalency completion, and offering noncredit Career Development and College Preparation (CDCP) programs in alignment with the Adult Education Program of California (AEP), formerly, Assembly Bill 104, the Adult Education Block Grant (AEBG).

Noncredit Career Development College Preparation (CDCP) courses and programs are now being offered and continue to be under development by faculty members to meet the needs of diverse student learners through accessible and equitable pathways. These new noncredit CDCP programs serve as a gateway to credit programs as well as successful transition to and upward mobility in the workplace. In addition, SMC continues to successfully implement the Noncredit Student Success and Support Program (Noncredit SSSP) through the Student Equity Achievement Program (SEAP), and the Workforce Innovation Opportunity Act-Adult Education and Family Literacy Act (WIOA-AEFLA) for noncredit students.

SMC Emeritus, a noncredit, non-CDCP older adult program, is on its way of becoming an even stronger community of teachers and learners. The noncredit Deans are committed to fostering a positive, safe, healthy, and collaborative environment for students, faculty, and classified staff. Since August 2017, noncredit Deans have facilitated successful student forums, faculty planning and discussions, engaging visits to Emeritus on and off-site classes and activities, a featured performance of the SMC Emeritus Gospel Choir at the spring 2018 flex day, completion of facility and maintenance projects, improved technology in classrooms, and most important, crucial conversations with Emeritus students in an effort to increase understanding and comradery.

**Noncredit Instruction**

Governed by Title 5 and the California Education Code, noncredit instruction is one of several education options offered within the California Community College system. Noncredit is deemed “an essential and important function of the community colleges” in the mission. Noncredit education offers students, particularly nontraditional and underserved adult learners, the opportunity to establish an academic pathway that is ideal for them with low- and no-cost course options. There is no enrollment fee for noncredit courses, but in some cases materials or books may be required. Noncredit courses are intended to provide students with lifelong learning, preparation for college, and career training opportunities. California law authorizes ten eligible categories for noncredit instruction: (1) elementary and secondary basic skills, (2) English as a second language, (3) immigrant education (citizenship and workforce preparation), (4) programs for adults with disabilities, (5) short-term vocational, (6) workforce preparation, (7) parenting, (8) older adult programs, (9) health and safety, and (10) home economics/family and consumer sciences. SMC has historically offered noncredit courses and programs in ESL, immigrant education, and older adult. Formally recognized programs which are eligible for Chancellor’s Office approval and noncredit CDCP enhanced funding are in the areas of elementary and secondary basic skills, ESL, short-term vocational, and workforce preparation. CDCP courses must be sequenced (two or more) and lead to a noncredit certificate of completion or competency.

### **Adult Education Program of California (formerly, Adult Education Block Grant)**

The Santa Monica-Malibu Regional Consortium (SMRC) for Adult Education was established in 2014 and has two members—SMC and the Santa Monica Malibu Unified School District (SMMUSD). The SMRC for Adult Education is led by a governing board including the: SMC Dean, Noncredit and External Programs; SMC Project Manager, Noncredit (Adult Education) Initiatives; SMC Faculty Leader, Noncredit Initiatives; SMC Administrative Assistant, Noncredit Programs; SMMUSD Teacher On Special Assignment (TOSA) / Coordinator, Learning and Innovation; SMMUSD Principal, Olympic High School and the Adult Education Center (AEC); SMMUSD Faculty Leader, Olympic High School and the Adult Education Center; and, SMMUSD Administrative Assistant, Olympic High School and the Adult Education Center.

As provided by the state of California, the following factors impact consortia allocations: educational attainment (no high school diploma), employment (unemployed adults), adult population (18 years of age and older), poverty, adult literacy (7<sup>th</sup> grade education level), and incidence of those needing instruction in English as a Second Language. For the 2018-2019 fiscal year the SMRC for Adult Education received an allocation totaling \$818,466, with SMC and SMMUSD each receiving \$409,733. In addition, SMMUSD receives “maintenance of effort” funding (MOE) of \$304,146. In order for the SMMUSD to receive MOE funding, the school district must have adult education expenditures and belong to an adult education consortium.

#### *2017-2018 adult education consortium accomplishments:*

- Enhanced and aligned ESL and high school curriculum.
- Updated the student pathways counseling folder that includes California Community Colleges Chancellor’s Office (CCCCO) approved noncredit CDCP programs.
- Local approval of new noncredit CDCP programs: Gerontology/Elder Care, Transitioning to College and Career Readiness, and Sustainable Technologies.
- Completed training for the initial implementation of the CommunityPro data and accountability web-based, student referral and tracking system.
- Implemented technical plans to increase faculty and student digital literacy.
- Hosted the second annual Business and Community Partners’ Event.
- Hosted the first Career Resource Fair for noncredit/adult education students.
- Distributed the consortium’s first adult education newspaper (inserted in the Los Angeles Times and in local newspapers).
- Participated in noncredit professional development events to increase knowledge of noncredit academic programs and student services.
- Participated in adult education conferences and trainings.

#### *2018-2019 adult education consortium primary goals:*

- Full implementation of the CommunityPro web-based, student referral and tracking application in collaboration with community and industry partners.
- Offer and assess the effectiveness of CCCCCO approved noncredit CDCP programs: Bicycle Maintenance, Business Essentials Level 1, Customer Service, Introduction to Early Care and Education, and Rehabilitation Therapy Aide.
- Explore the development of new noncredit CDCP programs.
- Participate in professional development.
- Identify and develop successful marketing strategies/technology to increase student awareness/completion and faculty, industry, and community engagement.
- Participate in City of Santa Monica Cradle to Career and Chamber of Commerce meetings.
- Connect with local employers and agencies to determine academic and employee training needs.
- Recruit classified staff to better support noncredit and adult education programs.



**Featured Noncredit CDCP Program: Early Care and Education.** Due to funding received from the SMRC for Adult Education, SMC's Early Childhood Education (ECE) Department developed three noncredit courses that lead to a certificate of completion in Introduction to Early Care and Education. This noncredit certificate of completion provides professional hours for Child Development Permit renewal as well as a springboard to credit ECE offerings. Future noncredit courses are pending the ECE Advisory Board's approval in spring 2019. These courses and programs may include: Parent Class, Parent and Me, and Early Experience Internships. SMC students enrolled in fall 2018 courses are primarily noncredit ESL and first year credit students. Enrollment for fall 2018 as of October 2018 for ECE 901: Introduction to Early Care and Education, 28 students; ECE 902: Culturally Relevant Curriculum, 26 students; and, ECE 903: Licensing and Workforce Readiness, 28 students. This program will prepare students for an entry-level position as an assistant in a private early childhood program.

### **Noncredit ESL and Workforce Opportunity Innovation Act**

The Noncredit ESL program has an estimated 600 enrolled students (unduplicated headcount). Noncredit ESL offers integrated skills courses, which include instruction in listening, speaking, reading, and writing. The integrated skills courses are offered at five levels: ESL 902 (High Beginning ESL), ESL 903 (Intermediate ESL), ESL 904 (High Intermediate ESL), ESL 905 (Advanced ESL), and ESL 906 (High Advanced ESL). In addition to the integrated skills courses, noncredit ESL offers support courses in ESL Listening, Speaking and Pronunciation (ESL 911, ESL 913, and 915), ESL Reading and Writing (ESL 961, 963, and 965), and ESL Idioms, Prepositions, and Vocabulary (ESL 971, 973, and 975). Each support course is offered at the beginning, intermediate, and advanced levels. Noncredit ESL courses are offered Monday through Saturday mornings and afternoons. There is one evening course offered 6:00 to 8:00 p.m. on Mondays and Wednesdays (ESL 980-ESL/Citizenship). Noncredit ESL students are diverse in terms of age, ethnicity, nationality, educational background, gender, and academic and professional goals. Like other noncredit courses, noncredit ESL generates apportionment and receives funding from the Adult Education Program of California (AEP); Noncredit Student Success and Support Program (Noncredit SSSP), now part of the Student Equity and Achievement Program (SEAP); and, the Workforce Opportunity Innovation Act, Title II: The Adult Education and Family Literacy Act (WIOA-AEFLA), which is awarded to supplement state and local funds for adult literacy educational initiatives. In the case of SMC, the WIOA-AEFLA grant supplements instruction for English Language Learners. In year 2018-2019, SMC Noncredit Programs received an increased WIOA-AEFLA award in the amount of \$131,882.

**Noncredit ESL Assessments and Skills Gains.** As part of the Adult Education Program and the WIOA-AEFLA grant, the noncredit ESL program is required to assess students at several points in the year to determine learning gains. The grant requires that grantees use the TOPSpro® Enterprise (TE) computerized database system to collect and report adult learner demographics and program information. In addition, all agencies in California must track adult learner progress through the administration of the Comprehensive Adult Student Assessment Systems (CASAS) tests. Having paired CASAS pre- and post-tests is critical to demonstrating measurable skills gains. Measurable skills gains can be demonstrated when students improve their literacy skills by making pre-post-test learning gains and/or when students advance one Educational Functioning Level (EFL) on the National Reporting System (NRS) chart. Last year, 393 SMC noncredit ESL students completed an educational level as measured by the CASAS pre- and post-testing, a significant increase from the previous year when 65 students demonstrated such gains.

**EL Civics Education and Workforce Training.** Under Section 231 of WIOA-AEFLA, agencies must include education services that enable adult English language learners (ELL) to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. This is known as EL Civics Education and it is granted to agencies that develop specialized instruction and administer locally developed additional assessments based on these instructional objectives. ESL students who pass EL Civics additional assessments earn pay points for the agency. In 2017-2018, 15 SMC noncredit ESL classes (ESL 902-906) offered this specialized EL Civics instruction, which focused on digital literacy, workforce readiness skills,

and transition skills. SMC noncredit ESL students passed 537 of these additional assessments in 2017-2018. This year, the California Department of Education (CDE) is newly requiring the development of an Integrated EL Civics Program Plan which is consistent with a career pathway and requires that some ESL students be co-enrolled in workforce training. In 2018-2019, ELLs will get relevant English language instruction and workforce preparation skills that support success in the business career pathway. To meet the workforce training requirement, ESL students also have the opportunity to enroll in one of SMC's newly developed short-term vocational courses in customer service and/or business essentials. This semester, the noncredit Business Essentials program was launched with 44 noncredit ESL students enrolled in the first course, BUS 901: Introduction to Business (Basics).

### **SMC Emeritus**

SMC Emeritus is a celebration of lifelong learning. Students embrace Emeritus offerings, services, and activities while expressing their satisfaction with overall operations, particularly this past year. The Associate Dean facilitates open student forums, distributes an electronic SMC Emeritus newsletter in partnership with the SMC Foundation, and collaborates with SMC Facilities and Maintenance to ensure a clean and safe campus. Suggestion boxes are located on all four floors of the Emeritus Campus and students are welcome to visit the Associate Dean to share feedback in-person. Emeritus hosts special activities and events to recognize its community of teachers and learners, such as but not limited to Art Exhibits and Desserts with the Deans. In November 2018, the Deans will facilitate a joint meeting between the SMC Emeritus Student Advisory Council (ESAC) and the external student organization, Emeritus Student Union (ESU). The purpose of this joint meeting is to discuss areas of mutual interest and to bring the two groups together in an effort to build a culture of understanding, acceptance, respect, and collaboration.

**Student Enrollment, Attendance, and Learning Outcomes.** SMC Emeritus currently has an estimated 3,000 enrolled students (unduplicated headcount). While maintaining the past enrollment cap of four classes per student in fall and spring, Emeritus now allows students to add more classes if classes are not at capacity. This enables Emeritus to fill more seats and increase FTES. The Deans remind students and faculty on the importance of regular attendance, and the impact on FTES and revenue generation for the District. The Associate Dean makes it a priority to identify new approaches to increasing FTES. This includes scheduling classes in existing and new spaces to accommodate higher enrollment, and potentially broadcasting future classes at off-site locations or via a form of distance education to accommodate a larger number of students. Recently, Emeritus adjusted the process for assessing Student Learning Outcomes (SLOs) to align with other noncredit programs, like Noncredit ESL, and credit courses. This will result in the elimination of paper used for the SLO assessment and reporting process resulting in efficient and accurate reporting.

**Local and Statewide Advocacy.** In response to the State's proposed budget cuts to noncredit non-Career Development College Preparation (CDCP) classes, the Dean of Noncredit and External Programs and Associate Dean of SMC Emeritus hosted an open forum in spring 2018. The purpose of the forum was to inform the Emeritus community about the proposed funding formula, which excludes noncredit non-CDCP, in addition to the funding formula's potential impact on Emeritus. Following this forum, the Associate Dean convened a student workgroup with an invitation for faculty input. This workgroup was formed to coordinate advocacy efforts. The workgroup consisted of student representatives from the SMC Emeritus Student Advisory Council (ESAC), several members of the Emeritus Student Union (ESU), and a few other Emeritus students. Additional input was gathered from Emeritus faculty and classified staff. This transparent and unifying advocacy led to coordinated student efforts composing letters to Sacramento, scheduling a visit with State Senator Ben Allen, and a future visit with Assemblymember Richard Bloom. Students were vocally appreciative of the coordinated effort, and felt well supported by SMC, and ultimately contributed to efforts statewide to mitigate the proposed funding formula's impact on noncredit, non-CDCP programs.

**Facility and Maintenance.** The Associate Dean is working on the installation of digital signage to better inform and increase communication with Emeritus students and faculty. The exterior deck, courtyard, and stairs were repaired, replaced, and re-waterproofed in fall 2018. In summer and fall 2017, the interior carpet throughout the building was replaced, along with the chairs in the Emeritus auditorium located on the first floor. Upcoming projects include rewiring thermostats throughout the building, replacing equipment in the art classrooms, and exploring the possibilities for the aforementioned streaming of selected Emeritus classes. The Associate Dean is partnering with students, faculty, and classified staff to prioritize facility and media related needs, and collaborate with campus partners accordingly.

**Fundraising and Club 250.** In September 2018, the SMC Foundation, in partnership with SMC Emeritus, hosted the annual Club 250 event to recognize donors who gave at least \$250 in the past year. The event was well attended and very much enjoyed by donors and honored guests. As of September 2018, the 2018 Calendar Year fundraising total was \$125,364. Two new fundraising efforts included a fundraising arrangement with California Pizza Kitchen in spring 2018 and the launch of a car donation program in fall 2018. Emeritus students and the SMC Emeritus Student Advisory Council (ESAC) in particular, are very involved in the fundraising process. Funds support instruction and special events for SMC Emeritus students.

**New Ideas and Collaboration.** In the next year, the Associate Dean, noncredit Older Adult Program faculty, and full-time credit faculty will begin reviewing and updating Emeritus curriculum. This will provide an opportunity to explore new enrichment and lifelong learning courses. SMC Emeritus will also partner with credit faculty and students in an effort to build a bridge of shared learning and collaboration across SMC programs. One example is hosting a “lunch and learn” activity for Emeritus French and Spanish literature noncredit students and Modern Languages credit students. The Associate Dean is exploring new community partnerships with resources relevant to the Emeritus population so that students are more informed and know how to access community resources. This includes active participation in the Older Adult Task Force and developing a positive rapport with the City of Santa Monica. In October 2018, the Deans and Executive Vice President met with the City Manager and his staff to discuss opportunities for older adults and to address student concerns pertaining to public parking, electric scooters, and bicycles. In November 2018, SMC Emeritus will host a special event in partnership with the United States Securities and Exchange Commission on Senior Consumer and Financial Fraud. In addition, the Associate Dean has vetted a number of community resources that could be made available to SMC Emeritus students on and off-campus.

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

<b>ACCOUNTS</b>	<b>2018-2019 ADOPTED BUDGET</b>	<b>September 30, 2018 ACTUAL REVENUES</b>	<b>2018-2019 PROJECTED BUDGET</b>
<b>FEDERAL</b>			
FIN AID ADM ALLOWANCES	109,556	5,237	109,556
<b>TOTAL FEDERAL</b>	<b>109,556</b>	<b>5,237</b>	<b>109,556</b>
<b>STATE</b>			
GENERAL APPORTIONMENT	68,071,886	21,089,880	68,071,886
EDUCATION PROTECTION ACCOUNT - PROP 30/55	16,961,703	4,240,426	16,961,703
COLA	3,521,260	1,150,461	3,521,260
HOMEOWNERS EXEMPT	94,669	-	94,669
STATE LOTTERY REVENUE	3,656,915	772,486	3,656,915
MANDATED PROGRAM COSTS	525,739	-	548,459
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	5,664,673	-	5,664,673
OTHER STATE	2,305,462	197,277	2,305,462
<b>TOTAL STATE</b>	<b>100,802,307</b>	<b>27,450,530</b>	<b>100,825,027</b>
<b>LOCAL</b>			
PROP TAX SHIFT (ERAF)	11,553,440	51,204	11,553,440
SECURED TAX	14,229,023	-	14,229,023
SUPPLEMENTAL TAXES	365,052	50,015	365,052
UNSECURED TAX	595,659	480,264	595,659
PRIOR YRS TAXES	368,454	504,691	368,454
PROPERTY TAX - RDA PASS THRU	2,312,071	-	2,312,071
PROPERTY TAX - RDA RESIDUAL	2,356,640	-	2,356,640
RENTS	193,000	6,792	193,000
INTEREST	658,100	-	658,100
ENROLLMENT FEES	13,293,043	5,978,684	13,293,043
UPPER DIVISION FEES	65,688	15,338	65,688
STUDENT RECORDS	443,800	67,773	443,800
NON-RESIDENT TUITION/INTENSIVE ESL	32,254,023	15,120,961	32,254,023
OTHER STUDENT FEES & CHARGES	76,600	31,680	76,600
F1 APPLICATION FEES	237,800	30,284	237,800
OTHER LOCAL	772,400	5,450	772,400
I. D. CARD SERVICE CHARGE	985,000	373,683	985,000
LIBRARY CARDS	100	-	100
LIBRARY FINES	5,022	518	5,022
PARKING FINES	190,632	5,038	190,632
<b>TOTAL LOCAL</b>	<b>80,955,547</b>	<b>22,722,375</b>	<b>80,955,547</b>
<b>TOTAL REVENUE</b>	<b>181,867,410</b>	<b>50,178,142</b>	<b>181,890,130</b>
TRANSFER IN	195,776	10,409	195,776
SALE OF EQUIPMENT AND SUPPLIES	-	2,509	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>195,776</b>	<b>12,918</b>	<b>195,776</b>
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>182,063,186</b>	<b>50,191,060</b>	<b>182,085,906</b>

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

<b>ACCOUNTS</b>	<b>2018-2019 ADOPTED BUDGET</b>	<b>September 30, 2018 ACTUAL EXPENDITURES</b>	<b>2018-2019 PROJECTED BUDGET</b>
INSTRUCTION	28,097,700	3,518,770	28,558,303
ACADEMIC MANAGERS	6,303,949	1,083,554	6,333,679
NON-INSTRUCTION	5,612,014	744,626	5,680,144
HOURLY INSTRUCTION	32,665,825	6,095,084	33,004,370
HOURLY NON-INSTRUCTION	5,034,599	931,095	5,093,367
VACANT POSITIONS	-	-	286,830
VACANCY SAVINGS	-	-	(189,308)
<b>TOTAL ACADEMIC</b>	<b>77,714,087</b>	<b>12,373,129</b>	<b>78,767,385</b>
CLASSIFIED REGULAR	21,969,358	3,597,900	22,399,736
CLASSIFIED MANAGERS	5,038,315	821,662	4,993,195
CLASS REG INSTRUCTION	3,491,852	482,828	3,507,626
CLASSIFIED HOURLY	1,860,062	387,583	1,889,889
CLASS HRLY INSTRUCTION	578,645	57,291	621,739
VACANT POSITIONS	1,840,275	-	1,435,229
VACANCY SAVINGS	(1,214,582)	-	(947,251)
<b>TOTAL CLASSIFIED</b>	<b>33,563,925</b>	<b>5,347,264</b>	<b>33,900,163</b>
STRS	9,356,744	1,329,983	9,477,460
STATE ON-BEHALF PENSION CONTRIB TO STRS	5,664,673	-	5,664,673
PERS	6,441,411	1,205,545	6,523,482
OASDI/MEDICARE	3,679,243	689,523	3,728,722
H/W	15,636,727	397,193	15,636,727
RETIREEES' H/W	5,386,514	1,161,623	5,386,514
SUI	165,018	9,336	165,733
WORKERS' COMPENSATION	1,921,487	305,612	1,946,093
ALTERNATIVE RETIREMENT	500,000	83,259	500,000
SUPPLEMENTAL RETIREMENT PLAN	1,299,111	-	1,299,111
BENEFITS RELATED TO VACANT POSITIONS	515,277	-	482,176
BENEFITS RELATED TO VACANCY SAVINGS	(340,083)	-	(318,236)
<b>TOTAL BENEFITS</b>	<b>50,226,122</b>	<b>5,182,074</b>	<b>50,492,455</b>
SUPPLIES	993,536	176,938	1,053,046
TCO-SUPPLIES	65,240	-	65,240
<b>TOTAL SUPPLIES</b>	<b>1,058,776</b>	<b>176,938</b>	<b>1,118,286</b>
CONTRACTS/SERVICES	13,954,433	2,226,457	13,988,565
INSURANCE	1,258,077	924,609	1,258,077
UTILITIES	4,158,475	947,761	4,158,475
<b>TOTAL SERVICES</b>	<b>19,370,985</b>	<b>4,098,827</b>	<b>19,405,117</b>
<b>TOTAL EXPENDITURES</b>	<b>181,933,895</b>	<b>27,178,232</b>	<b>183,683,406</b>
OTHER OUTGO - TRANSFERS	387,063	49,471	387,063
OTHER OUTGO - STUDENT AID	2,500	-	2,500
<b>TOTAL TRANSFERS/FINANCIAL AID</b>	<b>389,563</b>	<b>49,471</b>	<b>389,563</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>182,323,458</b>	<b>27,227,703</b>	<b>184,072,969</b>

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

ACCOUNTS	2018-2019 ADOPTED BUDGET	September 30, 2018 ACTUAL FUND BALANCE	2018-2019 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS *	173,967,375	50,191,060	174,065,293
TOTAL EXPENDITURES AND TRANSFERS	180,630,832	27,227,703	182,287,527
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	2,355,552	-	2,204,235
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(1,554,665)	-	(1,454,795)
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(7,464,344)</b>	<b>22,963,357</b>	<b>(8,971,674)</b>
ONE-TIME ITEMS			
FTES BORROWING/DECLINE	8,095,811	-	8,020,613
ONE-TIME BUDGET AUGMENTATION	(826,499)	-	(970,762)
EQUIPMENT, TECHNOLOGY REPLACEMENT, TCO-EQPT REPL	(65,240)	-	(65,240)
<b>OPERATING SURPLUS/(DEFICIT) INCLUDING ONE-TIME ITEMS</b>	<b>(260,272)</b>	<b>22,963,357</b>	<b>(1,987,063)</b>
BEGINNING BALANCE	27,648,342	27,648,342	27,648,342
<b>ENDING FUND BALANCE</b>	<b>27,388,070</b>	<b>50,611,699</b>	<b>25,661,279</b>
<b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS **</b>	<b>15.02%</b>	<b>185.88%</b>	<b>13.94%</b>

**DESIGNATION OF FUND BALANCE**

ACCOUNTS	2018-2019 ADOPTED BUDGET	September 30, 2018 ACTUAL FUND BALANCE	2018-2019 PROJECTED BUDGET
<b>UNDESIGNATED FUND BALANCE</b>	<b>24,989,923</b>	<b>48,213,552</b>	<b>23,263,132</b>
<b>UNDESIGNATED FB RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>13.71%</b>	<b>177.08%</b>	<b>12.64%</b>
<b>DESIGNATED RESERVE FOR:</b>			
CLASSIFIED EMPLOYEE WELFARE FUND	459,679	459,679	459,679
RESERVE FOR FUTURE STRS AND PERS INCREASES	1,938,468	1,938,468	1,938,468
<b>TOTAL</b>	<b>2,398,147</b>	<b>2,398,147</b>	<b>2,398,147</b>
<b>DESIGNATED FB RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>1.32%</b>	<b>8.81%</b>	<b>1.30%</b>
<b>TOTAL ENDING FUND BALANCE</b>	<b>27,388,070</b>	<b>50,611,699</b>	<b>25,661,279</b>
<b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS **</b>	<b>15.02%</b>	<b>185.88%</b>	<b>13.94%</b>

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

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

ACCOUNTS	2018-2019 ADOPTED BUDGET	September 30, 2018 ACTUAL REVENUES	2018-2019 PROJECTED BUDGET
<b>FEDERAL</b>			
PERKINS IV TITLE I-C	743,566	-	743,566
FWS-FEDERAL WORK STUDY	595,987	-	595,987
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	58,539	-	58,539
FEDERAL CARRYOVERS	1,749,044	9,533	1,749,044
OTHER FEDERAL	2,065,207	-	2,065,207
<b>TOTAL FEDERAL</b>	<b>5,212,343</b>	<b>9,533</b>	<b>5,212,343</b>
<b>STATE</b>			
LOTTERY	1,283,553	379,516	1,283,553
BASIC SKILLS INITIATIVE	-	-	-
SFAA-STUDENT FINANCIAL AID ADMIN	926,753	259,491	926,753
FINANCIAL AID TECHNOLOGY	70,106	19,630	70,106
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,769,896	495,571	1,769,896
CALWORKS	323,209	90,499	323,209
STUDENT EQUITY AND ACHIEVEMENT	8,907,810	2,494,187	8,907,810
STUDENT SUCCESS (CREDIT)	-	-	-
STUDENT SUCCESS (NON-CREDIT)	-	-	-
STUDENT SUCCESS (STUDENT EQUITY)	-	-	-
EQUAL EMPLOYMENT OPPORTUNITY	50,000	50,000	50,000
STRONG WORKFORCE PROGRAM	991,313	277,568	991,313
ADULT EDUCATION BLOCK GRANT	409,733	102,433	409,733
NURSING EDUCATION PROGRAM SUPPORT	251,070	70,300	251,070
NURSING EDUCATION-ENROLLMENT GROWTH ASSOC DEGREE NURSING PROGRAM	-	-	-
NURSING EDUCATION-ASSESSMENT, REMEDIATION, & RETENTION FOR AA	-	-	-
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,334,327	337,634	1,334,327
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	89,759	21,589	89,759
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	474,990	25,530	474,990
STATE ON-BEHALF PENSION CONTRIBUTION TO STRS	653,848	-	653,848
STATE CARRYOVERS	15,247,557	10,057,239	15,247,557
OTHER STATE	7,416,119	-	7,416,119
<b>TOTAL STATE</b>	<b>40,200,043</b>	<b>14,681,187</b>	<b>40,200,043</b>
<b>LOCAL</b>			
PICO PROMISE	151,347	-	151,347
HEALTH FEES	1,228,915	489,505	1,228,915
PARKING FEES	1,625,541	610,752	1,625,541
DONATIONS-KCRW	3,133,695	180,917	3,133,695
RADIO GRANTS	1,286,109	-	1,286,109
COMMUNITY SERVICES	625,000	187,379	625,000
CONSOLIDATED CONTRACT ED-LOCAL	325,000	38,340	325,000
LOCAL CARRYOVERS	324,060	324,058	324,060
OTHER LOCAL	5,363,240	2,324,747	5,363,240
<b>TOTAL LOCAL</b>	<b>14,062,907</b>	<b>4,155,698</b>	<b>14,062,907</b>
<b>TOTAL REVENUE</b>	<b>59,475,293</b>	<b>18,846,418</b>	<b>59,475,293</b>

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

<b>ACCOUNTS</b>	<b>2018-2019 ADOPTED BUDGET</b>	<b>September 30, 2018 ACTUAL EXPENDITURES</b>	<b>2018-2019 PROJECTED BUDGET</b>
INSTRUCTION	255,800	-	255,800
MANAGEMENT	2,869,553	269,772	2,869,553
NON-INSTRUCTION	3,776,322	311,807	3,776,322
HOURLY INSTRUCTION	27,500	6,213	27,500
HOURLY NON-INSTRUCTION	5,234,370	963,652	5,234,370
<b>TOTAL ACADEMIC</b>	<b>12,163,545</b>	<b>1,551,444</b>	<b>12,163,545</b>
CLASSIFIED REGULAR	5,727,424	710,008	5,727,424
CLASSIFIED MANAGERS	547,153	98,775	547,153
CLASS REG INSTRUCTION	78,506	4,799	78,506
CLASSIFIED HOURLY	2,030,993	242,109	2,030,993
CLASS HRLY INSTRUCTION	326,350	33,225	326,350
<b>TOTAL CLASSIFIED</b>	<b>8,710,426</b>	<b>1,088,916</b>	<b>8,710,426</b>
BENEFITS HOLDING ACCOUNT	6,732,039	-	6,170,480
STRS	-	177,049	177,049
STATE ON-BEHALF PENSION CONTRIB TO STRS	-	-	-
PERS	-	165,928	165,928
OASDI/MEDICARE	-	111,237	111,237
H/W	-	46,020	46,020
SUI	-	1,325	1,325
WORKERS' COMP.	-	45,223	45,223
ALTERNATIVE RETIREMENT	-	14,777	14,777
SUPPLEMENTAL RETIREMENT PLAN	-	-	-
<b>TOTAL BENEFITS</b>	<b>6,732,039</b>	<b>561,559</b>	<b>6,732,039</b>
<b>TOTAL SUPPLIES</b>	<b>1,469,124</b>	<b>97,330</b>	<b>1,469,124</b>
CONTRACTS/SERVICES	18,023,054	2,035,238	18,023,054
INSURANCE	4,295,360	529,546	4,295,360
UTILITIES	150,361	30,845	150,361
<b>TOTAL SERVICES</b>	<b>22,468,775</b>	<b>2,595,629</b>	<b>22,468,775</b>
BLDG & SITES	1,830,115	4,750	1,830,115
EQUIPMENT/LEASE PURCHASE	3,962,210	110,966	3,962,210
<b>TOTAL CAPITAL</b>	<b>5,792,325</b>	<b>115,716</b>	<b>5,792,325</b>
<b>TOTAL EXPENDITURES</b>	<b>57,336,234</b>	<b>6,010,594</b>	<b>57,336,234</b>
OTHER OUTGO - STUDENT AID	2,341,898	129,222	2,341,898
OTHER OUTGO - TRANSFERS	195,776	10,409	195,776
<b>TOTAL OTHER OUTGO</b>	<b>2,537,674</b>	<b>139,631</b>	<b>2,537,674</b>
<b>TOTAL EXPENDITURES &amp; OTHER OUTGO</b>	<b>59,873,908</b>	<b>6,150,225</b>	<b>59,873,908</b>



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

ACCOUNTS	2018-2019 ADOPTED BUDGET	September 30, 2018 ACTUAL FUND BALANCE	2018-2019 PROJECTED BUDGET
TOTAL REVENUE AND TRANSFERS	59,475,293	18,846,418	59,475,293
TOTAL EXPENDITURES AND TRANSFERS	59,873,908	6,150,225	59,873,908
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(398,615)</b>	<b>12,696,193</b>	<b>(398,615)</b>
BEGINNING BALANCE	8,826,143	8,826,143	8,826,143
<b>CONTINGENCY RESERVE/ENDING FUND BALANCE</b>	<b>8,427,528</b>	<b>21,522,336</b>	<b>8,427,528</b>
<b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS</b>	<b>14.08%</b>	<b>349.94%</b>	<b>14.08%</b>

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

ACCOUNTS	2018-2019 ADOPTED BUDGET	September 30, 2018 ACTUAL	2018-2019 PROJECTED BUDGET
<b>REVENUE</b>			
<b>STATE</b>			
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-	-	-
PROP 39 - CLEAN ENERGY PROJECTS	-	-	-
STATE CARRYOVERS	2,994,164	4,525,954	4,525,954
<b>TOTAL STATE</b>	<b>2,994,164</b>	<b>4,525,954</b>	<b>4,525,954</b>
<b>LOCAL</b>			
PROPERTY TAX - RDA PASS THRU	-	-	-
RENTS	226,828	-	226,828
INTEREST	316,000	-	316,000
NON-RESIDENT CAPITAL CHARGE	2,546,305	1,185,245	2,546,305
LOCAL INCOME	6,000	-	6,000
<b>TOTAL LOCAL</b>	<b>3,095,133</b>	<b>1,185,245</b>	<b>3,095,133</b>
<b>TOTAL REVENUES</b>	<b>6,089,297</b>	<b>5,711,199</b>	<b>7,621,087</b>
<b>EXPENDITURES</b>			
SUPPLIES	1,500	-	1,500
CONTRACT SERVICES	2,207,000	453,527	2,207,000
CAPITAL OUTLAY	19,552,721	732,030	21,084,511
<b>TOTAL EXPENDITURES</b>	<b>21,761,221</b>	<b>1,185,557</b>	<b>23,293,011</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>21,761,221</b>	<b>1,185,557</b>	<b>23,293,011</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(15,671,924)</b>	<b>4,525,642</b>	<b>(15,671,924)</b>
<b>BEGINNING BALANCE</b>	15,671,924	15,671,924	15,671,924
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>20,197,566</b>	<b>-</b>

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

<b>ACCOUNTS</b>	<b>2018-2019 ADOPTED BUDGET</b>	<b>September 30, 2018 ACTUAL</b>	<b>2018-2019 PROJECTED BUDGET</b>
<b>REVENUE</b>			
OTHER FINANCING SOURCES	-	-	-
INTEREST	313,000	-	313,000
<b>TOTAL REVENUE</b>	<b>313,000</b>	<b>-</b>	<b>313,000</b>
<b>EXPENDITURES</b>			
SUPPLIES	-	-	-
CONTRACT SERVICES	122,500	19,630	122,500
CAPITAL OUTLAY	23,878,793	1,176,069	23,878,793
<b>TOTAL EXPENDITURES</b>	<b>24,001,293</b>	<b>1,195,699</b>	<b>24,001,293</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(23,688,293)</b>	<b>(1,195,699)</b>	<b>(23,688,293)</b>
<b>BEGINNING BALANCE</b>	<b>23,688,293</b>	<b>23,688,293</b>	<b>23,688,293</b>
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>22,492,594</b>	<b>-</b>

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

<b>ACCOUNTS</b>	<b>2018-2019 ADOPTED BUDGET</b>	<b>September 30, 2018 ACTUAL</b>	<b>2018-2019 PROJECTED BUDGET</b>
<b>REVENUE</b>			
OTHER FINANCING SOURCES	-	-	-
INTEREST	186,000	-	186,000
<b>TOTAL REVENUE</b>	<b>186,000</b>	<b>-</b>	<b>186,000</b>
<b>EXPENDITURES</b>			
SUPPLIES	15,000	-	15,000
CONTRACT SERVICES	117,750	1,395	117,750
CAPITAL OUTLAY	14,923,480	215,384	14,923,480
<b>TOTAL EXPENDITURES</b>	<b>15,056,230</b>	<b>216,779</b>	<b>15,056,230</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(14,870,230)</b>	<b>(216,779)</b>	<b>(14,870,230)</b>
<b>BEGINNING BALANCE</b>	<b>14,870,230</b>	<b>14,870,230</b>	<b>14,870,230</b>
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>14,653,451</b>	<b>-</b>

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

ACCOUNTS	2018-2019 ADOPTED BUDGET	September 30, 2018 ACTUAL	2018-2019 PROJECTED BUDGET
<b>REVENUE</b>			
OTHER FINANCING SOURCES	-	-	-
INTEREST	663,000	-	663,000
<b>TOTAL REVENUE</b>	<b>663,000</b>	<b>-</b>	<b>663,000</b>
<b>EXPENDITURES</b>			
SUPPLIES	500,000	-	500,000
CONTRACT SERVICES	1,305,000	-	1,305,000
CAPITAL OUTLAY	176,454,670	5,616,146	176,454,670
<b>TOTAL EXPENDITURES</b>	<b>178,259,670</b>	<b>5,616,146</b>	<b>178,259,670</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(177,596,670)</b>	<b>(5,616,146)</b>	<b>(177,596,670)</b>
<b>BEGINNING BALANCE</b>	177,596,670	177,596,670	177,596,670
<b>ENDING FUND BALANCE</b>	<b>-</b>	<b>171,980,524</b>	<b>-</b>

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

<b>ACCOUNTS</b>	<b>2018-2019 ADOPTED BUDGET</b>	<b>September 30, 2018 ACTUAL</b>	<b>2018-2019 PROJECTED BUDGET</b>
<b>REVENUE</b>			
FEDERAL GRANTS	30,096,188	4,662,636	30,096,188
FEDERAL LOANS	3,850,000	259	3,850,000
CAL GRANTS	3,958,000	673,922	3,958,000
SANTA MONICA COLLEGE PROMISE	1,040,845	1,040,845	1,040,845
STUDENT SUCCESS COMPLETION	1,831,724	2,010,762	2,010,762
FULL TIME STUDENT SUCCESS GRANT	89,788	25,500	89,788
COMMUNITY COLEGE COMPLETION GRANT	212,250	97,500	212,250
NONRESIDENT DREAMER EMERGENCY AID	1,300	1,300	1,300
TRANSFER	357,063	19,471	357,063
<b>TOTAL REVENUE</b>	<b>41,437,158</b>	<b>8,532,195</b>	<b>41,616,196</b>
<b>EXPENDITURES</b>			
FINANCIAL AID	41,437,158	8,804,557	41,616,196
<b>TOTAL EXPENDITURES</b>	<b>41,437,158</b>	<b>8,804,557</b>	<b>41,616,196</b>
<b>ENDING FUND BALANCE*</b>	<b>-</b>	<b>(272,362)</b>	<b>-</b>

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

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

ACCOUNTS	2018-2019 ADOPTED BUDGET	September 30, 2018 ACTUAL	2018-2019 PROJECTED BUDGET
<b>BEGINNING BALANCE</b>	15,843	15,843	30,843
<b>REVENUE</b>			
TRANSFER	30,000	30,000	30,000
INTEREST	230	-	230
<b>TOTAL REVENUE</b>	<b>30,230</b>	<b>30,000</b>	<b>30,230</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>46,073</b>	<b>45,843</b>	<b>61,073</b>
<b>EXPENDITURES</b>			
SCHOLARSHIP	30,000	15,000	30,000
<b>TOTAL EXPENDITURES</b>	<b>30,000</b>	<b>15,000</b>	<b>30,000</b>
<b>ENDING FUND BALANCE</b>	<b>16,073</b>	<b>30,843</b>	<b>31,073</b>

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

ACCOUNTS	2018-2019 ADOPTED BUDGET	September 30, 2018 ACTUAL BUDGET	2018-2019 PROJECTED BUDGET
<b>BEGINNING BALANCE</b>	1,792,702	1,792,702	1,792,702
ADJ. TO BEG. BALANCE	-	(554)	(554)
<b>ADJUSTED BEGINNING BALANCE</b>	<u>1,792,702</u>	<u>1,792,148</u>	<u>1,792,148</u>
<b>REVENUE</b>			
GROSS SALES	4,859,000	1,991,457	4,859,000
LESS: COST OF GOODS	<u>(3,405,500)</u>	<u>(1,348,328)</u>	<u>(3,405,500)</u>
NET	1,453,500	643,129	1,453,500
VENDOR INCOME	771,000	116,967	771,000
AUXILIARY PROGRAM INCOME	<u>399,856</u>	<u>14,588</u>	<u>399,856</u>
NET INCOME	2,624,356	774,684	2,624,356
INTEREST	<u>63,600</u>	<u>17,075</u>	<u>63,600</u>
<b>TOTAL REVENUE</b>	<u>2,687,956</u>	<u>791,759</u>	<u>2,687,956</u>
<b>TOTAL FUNDS AVAILABLE</b>	<u>4,480,658</u>	<u>2,583,907</u>	<u>4,480,104</u>
<b>EXPENDITURES</b>			
STAFFING	1,000,300	226,017	1,000,300
FRINGE BENEFITS	318,100	39,290	318,100
OPERATING	<u>1,446,581</u>	<u>220,572</u>	<u>1,446,581</u>
<b>TOTAL EXPENDITURES</b>	<u>2,764,981</u>	<u>485,879</u>	<u>2,764,981</u>
<b>ENDING FUND BALANCE</b>	<u>1,715,677</u>	<u>2,098,028</u>	<u>1,715,123</u>



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2018-2019**

**District: (780) SANTA MONICA**

**Quarter Ended: (Q1) Sep 30, 2018**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	175,904,203	170,016,362	186,576,675	181,890,130
A.2	Other Financing Sources (Object 8900)	128,383	90,235	113,497	195,776
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>176,032,586</b>	<b>170,106,597</b>	<b>186,690,172</b>	<b>182,085,906</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	165,574,581	172,334,364	180,098,390	183,683,406
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	313,991	326,050	315,213	389,563
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>165,888,572</b>	<b>172,660,414</b>	<b>180,413,603</b>	<b>184,072,969</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>10,144,014</b>	<b>-2,553,817</b>	<b>6,276,569</b>	<b>-1,987,063</b>
D.	<b>Fund Balance, Beginning</b>	<b>13,781,577</b>	<b>23,925,591</b>	<b>21,371,774</b>	<b>27,648,342</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>13,781,577</b>	<b>23,925,591</b>	<b>21,371,774</b>	<b>27,648,342</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>23,925,591</b>	<b>21,371,774</b>	<b>27,648,343</b>	<b>25,661,279</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.4%	12.4%	15.3%	13.9%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	21,727	22,024	18,684	20,071
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds		54,684,728	51,217,708	63,416,024
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>41,708,719</b>	<b>54,684,728</b>	<b>51,217,708</b>	<b>63,416,024</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	181,867,410	181,890,130	50,178,142	27.6%
I.2	Other Financing Sources (Object 8900)	195,776	195,776	12,918	6.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>182,063,186</b>	<b>182,085,906</b>	<b>50,191,060</b>	<b>27.6%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	181,933,895	183,683,406	27,178,232	14.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	389,563	389,563	49,471	12.7%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>182,323,458</b>	<b>184,072,969</b>	<b>27,227,703</b>	<b>14.8%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-260,272</b>	<b>-1,987,063</b>	<b>22,963,357</b>	
L.	Adjusted Fund Balance, Beginning	27,648,342	27,648,342	27,648,342	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>27,388,070</b>	<b>25,661,279</b>	<b>50,611,699</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	15%	13.9%		

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

**NO**

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

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

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**  
**Next year? NO**

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