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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

MONDAY,
SEPTEMBER 8, 2008

Santa Monica College
Board Room (Business Building Room 117)
1900 Pico Boulevard
Santa Monica, California

*The complete minutes 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.

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, September 8, 2008.

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

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call
- C Public Comments on Closed Session Items: None

II. CLOSED SESSION

- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(a))
Two cases
- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- D Pledge of Allegiance
- E Closed Session Report: None
- F Public Comments

IV. SUPERINTENDENT'S REPORT

- Management Association Update
- Updates:
 - First Week of Instruction, Fall 2008
 - Enrollment
 - Opening Day and VIP Day Activities
 - Transportation and Parking
 - State Budget
 - Bond Measure
 - Santa Monica College Performing Arts Center

V. ACADEMIC SENATE REPORT

VI. **MAJOR ITEMS OF BUSINESS**

- #1 Public Hearing, 2008-2009 Budget
- #2 Adoption of 2008-09 Budget
- #3 2007-08 Quarterly Budget Report and 311Q
G Report: Career Technical Education
- #4 Appointment to Citizens' Bond Oversight Committee
- #5 Second Reading and Approval: Board Policy 6255, Delegation to Enter Into
and Amend Contracts

VII. **CONSENT AGENDA**

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

Approval of Minutes

- #6 Approval of Minutes: August 11, 2008 (Regular Meeting)

Grants and Contracts

- #7 Annual Contracts and Consultants
 - 7-A Enrollment Development
 - 7-B Legal Services (Correction)
- #8 Contracts and Consultants
 - 8-A TRIO Student Services Program
 - 8-B Letter of Agreement – Sustainable Building Advisor Certificate Program
 - 8-C Memorandum of Understanding for Santa Monica Preschool Collaborative

Human Resources

- #9 Academic Personnel
- #10 Classified Personnel – Regular
- #11 Classified Personnel – Limited Duration
- #12 Classified Personnel – Non Merit

Facilities and Fiscal

- #13 Facilities
 - 13-A Change Order No. 5 – Re-Bid Campus Quad
 - 13-B Change Order No. 1 – Parking Structure A Improvements
 - 13-C Amendment to Agreement for Architectural Services – Bundy Campus
Northeast Driveway Project
 - 13-D Project Closeout -2006-07 Energy Services Contract
 - 13-E Amendment to Agreement for Traffic Consulting Services – Master
Plan Update
 - 13-F Quarterly Pool Payments Under Joint Use Facilities Agreement
- #14 Commercial Warrant Register
- #15 Payroll Warrant Register
- #16 Auxiliary Payments and Purchase Orders
- #17 Direct, Benefit and Student Grant Payments
- #18 Purchasing
 - 18-A Award of Purchase Orders
 - 18-B Declaration and Donation of Surplus Computer Equipment and Vehicle
 - 18-C ~~Purchasing Agreements and Authorization of Purchase Orders~~– PULLED

- VIII. **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.
- IX. **BOARD POLICY**
#19 First Reading: Board Policy 1511 – Meetings of the Board of Trustees
- X. **INFORMATION**
H Schedule of Board of Trustees Meetings, 2009
- XI. **BOARD COMMENTS AND REQUESTS**
- XII. **ADJOURNMENT**
The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, October 7, 2008** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 8, 2008

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER – 5:31 p.m.

B ROLL CALL

Rob Rader, Chair - Present

Louise Jaffe, Vice-Chair - Present

Dr. Susan Aminoff - Present

David Finkel, Superior Court Judge (Ret.) - Present

Dr. Nancy Greenstein - Present

Dr. Margaret Quiñones-Perez - Present

Dr. Andrew Walzer - Present

Cameron Henton, Student Trustee – Present (for public session)

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(a))
One case
- Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 6:40 p.m.

D PLEDGE OF ALLEGIANCE

E CLOSED SESSION REPORT (if any)

F PUBLIC COMMENTS

Jabe Bruton

Tron Burdick

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 8, 2008

IV. SUPERINTENDENT’S REPORT

Management Association Update: Kiersten Elliott, President of the Management Association, reported that the Management Association held its first meeting of the 2008-09 academic year on August 28th.

Introduction of New Managers

President Dr. Chui L. Tsang introduced several new managers: Kelley Brayton, Dean of International Education; Madjid Niroumand, Associate Dean of International Education; Sonali Perera-Bridges, Associate Dean of Outreach and Recruitment; Victor Manchik, Director of Matriculation Research; Al Vasquez, Director of Police and Safety Services; Gregg Simmons, Interim Athletic Director; and Bonita Cooper, Upward Bound Project Manager.

First Week of Classes, Fall 2008:

The school year is off to a great start, with enrollment up and faculty and staff working hard to accommodate students in classes and give them a warm welcome. Traffic and parking have been smooth and ridership is up on the Big Blue Bus lines, which are currently free for students and employees with Santa Monica College identification.

State Budget Update:

The state is still “hopelessly deadlocked” on passing a 2008-09 budget, with the major point of contention being how to address the multi-billion-dollar deficit. Because SMC has built up a historically high level of reserves, it has enough cash to meet its obligations despite the fact that no funding is coming in from the state. However, the college is losing interest on money it has in savings that has to be withdrawn to pay its expenses.

Bond Update:

Don Girard, Senior Director of Government Relations and Institutional Communications, reported that the campaign for Measure AA – the \$295 million SMC bond measure that will be on the Santa Monica-Malibu ballot November 4, 2008 – is under way, with the formation of a campaign committee (Committee for Safety and Modernization at SMC) and field operation, phone banking starting soon, and preparation of a direct mail piece. He said that the measure has received a wide range of endorsements, including the Santa Monica Chamber of Commerce, Santa Monica-Malibu Unified School District Board, Pico Neighborhood Association, all members of the Santa Monica City Council, and local state legislators. A fundraiser is scheduled for October 6th.

SMC Performing Arts Center

Dale Franzen, director of The Broad Stage at the SMC Performing Arts Center, reported that the new theater is gearing up for its inaugural gala on September 20th, which will feature singer Barbara Cook in concert.

V. ACADEMIC SENATE REPORT

Richard Tahvildaran-Jesswein

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **PUBLIC HEARING, 2008-2009 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a public hearing on the 2008-2009 budget.

OPEN PUBLIC HEARING: 7:35 p.m.
MOTION MADE BY: Nancy Greenstein
SECONDED BY: David Finkel

PUBLIC COMMENTS: Mona Martin

CLOSE PUBLIC HEARING: 7:42 p.m.
MOTION MADE BY: Margaret Quiñones-Perez
SECONDED BY: Susan Aminoff
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Andrew Walzer)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: ADOPTION OF 2008-2009 BUDGET

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the 2008-2009 budget as stated in the following pages detailing the various funds of the District.

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

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
 2008-2009 ADOPTED BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Adopted Budget for fiscal year 2008-2009 is comprised of the following eight funds:

General Fund Unrestricted	\$149,289,308
General Fund Restricted	<u>\$32,060,073</u>
<i>Total General Fund</i>	\$181,349,381
Special Reserve Fund (Capital)	\$7,224,784
Earthquake Fund	\$3,094,515
Bond Fund: Measure U	\$29,820,354
Bond Fund: Measure S	\$81,515,724
Bond Interest & Redemption Fund	\$33,325,377
Student Financial Aid Fund	\$13,940,009
Auxiliary Operations	<u>\$5,298,694</u>
<i>Total Other Restricted</i>	\$174,219,457

TOTAL PROPOSED ADOPTED BUDGET **\$355,568,838**

The 2008-2009 Adopted Budget features a change in presentation to incorporate the potential expenditures related to filling approved vacant positions. In the prior fiscal year, the Adopted Budget did not include in the major line item budget projected costs of vacancies or their related benefit costs; instead they were represented in the Designated Reserve section. For fiscal year 2008-2009, such costs have been included in the major line item budget to represent the potential expenditures when filling vacant positions during the course of the fiscal year. As the year progresses a new line will be added to the major line item budget called "Vacancy Savings". This line will represent the savings to the District during the year generated by unfilled vacancies.

The 2007-2008 fiscal year closed with an Unrestricted General Fund ending balance estimated at \$18,797,976 or 14.48%. The Adopted Budget for 2008-2009 projects an ending Unrestricted General Fund Balance of \$9,674,791 or 6.93%.

It is important to note that, due to the late adoption of the State budget, the California Community College Chancellor's Office has yet to distribute accurate budgetary information. While the District feels reasonably comfortable with its projections, there may need to be significant revisions once the CCCCCO releases its budgetary information.

GENERAL FUND

General Fund Unrestricted Revenues (01.0)

These are the only funds available for the general operations of the College. All other funds are restricted.

Federal Revenue

The federal revenue levels for 2008-2009 are projected at the 2007-2008 rate adjusted for projected increases in financial aid, as notification has not been received regarding all of the 2008-2009 funding.

State Revenue

During the 2007-2008 fiscal year the District went into stabilization. This essentially means that the District reported to the State a loss of credit FTES (Full Time Equivalent Students) from the prior fiscal year. Under stabilization, the District was given a one year window to make up the lost FTES without losing funding. During the 2007-2008 fiscal year the District exceeded the projected 2007-2008 FTES restoration of 500 FTES by generating 873.27 of the 1,741.31 FTES needed to bring the District back to the FTES level prior to stabilization. This adopted budget includes projected FTES restoration in 2008-2009 of 450 FTES, bringing the District much closer to full restoration than was projected in the 2007-2008 adopted budget.

The state funding formula is based on the combination of property taxes, enrollment fees and principal apportionment funds added together to equal the estimated State General Revenue. The figures in the adopted budget are based on preliminary information from the Chancellor's Office adjusted by the District's projections. If actual receipts of either property taxes or enrollment fees differ from projections, principal apportionment funding will be adjusted to keep the formula constant.

The State Lottery revenues are paid each year according to the annual enrollment figures. The projected growth in enrollment will result in an increase of Lottery related revenue.

In the revenue account titled "Other State Revenue" the District has placed the estimated 2008-2009 revenue for part-time faculty compensation, health insurance, and office hours.

Local revenue figures reflect the preliminary projection of property taxes of \$10,478,051. This is a combination of property tax shift, homeowner's exemption, secured taxes, unsecured taxes, supplemental taxes, RDA pass through and prior years' taxes. The non-resident tuition line item includes both revenue generated from non-resident tuition and revenue from special Intensive ESL classes for international students. The revenue generated by the capital surcharge for non-resident students is shown in Fund 40.0.

General Fund Unrestricted Expenditures (01.0)

The expenditure projections reflect appropriate step, column and longevity increases for all qualified employees. They also include the incorporation of costs related to any contractual increases and filling of vacant positions as noted. (These are included in the budget under the new lines titled "Vacant Positions" and "Benefits Related to Vacant Positions")

The expenditure budget also reflects increases in hourly instruction and non-instruction expenditures to reflect the District's efforts to achieve increased FTES. There are also increased operational expenditures associated with the opening of new facilities.

The Contracts/Services line item in the adopted budget include: Rents/Leases (i.e. Madison Site, Swimming Pool, Big Blue Bus) 20%, Other Contract Services (i.e. Pest Control, Elevator Maintenance) 18%, Advertising (targeted to increase FTES) 12%, Repairs and Maintenance of Equipment/Facilities 11%, Bank Fees and Bad Debt 7%, Postage and Delivery Services 6%, Legal Services (including Personnel Commission) 6%, Conferences and Training 5%, Consultants 4%, Off Campus Printing 4%, LACOE Contracts (i.e. PeopleSoft, HRS) 2%, Memberships and Dues 1%, Audit 1%, and Other Services (i.e. Software Licensing, Mileage, Professional Growth, Fingerprinting, Board Meetings, Field Trips) 3%.

RESTRICTED FUNDS

General Fund Restricted (01.3)

This fund represents restricted funding that is received by the District from Federal, State and Local sources. The restricted lottery revenue is by law allocated to the purchase of instructional materials. All grants that do not end by June 30, 2009 will be carried over to the 2009-2010 budget.

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

Special Reserve Fund (40.0) Capital

This fund is also known as the Capital Expenditures Fund. State funding for capital projects and required expenditure matches to State funding for scheduled maintenance/physical plant and special repair projects and architectural barrier removal are reflected in this fund. The non-resident capital charge is also a revenue source to this fund. These funds are used for capital outlay related projects, including the installment payments for the AET Certificate of Participation and any District required expenditure matches for scheduled maintenance/physical plant and special repair projects and architectural barrier removal.

In the 2007-2008 fiscal year the District received the last payment related to the Redevelopment Agreement with the City of Santa Monica-Redevelopment Agency for the Humanities and Social Sciences (Liberal Arts Replacement) Project. The line item titled "Local Income – Redevelopment" is presented in this budget as reference to 2007-2008 activity only.

All capital expenditures and revenue in the Special Reserve Fund, as well as Fund 41.0, Fund 42.1, Fund 42.2, and 42.3 reflect the total expenditure allocation and the total revenue for all projects, and are not limited to the current year, thus resulting in a zero ending balance. Money in these funds may not be transferred into the general fund.

Earthquake Fund (41.0)

This fund reflects the FEMA and OES funding received and expended as a result of the damage incurred at Santa Monica College due to the 1994 Northridge Earthquake. These funds are for the Humanities and Social Sciences (Liberal Arts Replacement) Project, the District's last earthquake project.

Bond Fund Measure U (42.2)

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

Bond Fund Measure S (42.3)

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

Bond Interest and Redemption Fund (48.0)

This fund is administered by the Los Angeles County Treasurer's Office and reflects the receipt of property tax revenue due to voted indebtedness for bond issues and the payment of interest on those bonds plus the redemption of the bonds that mature within the 2008-2009 fiscal year. This information is provided by the Los Angeles County Treasurer's Office through the Los Angeles County Office of Education.

Student Financial Aid Fund (74.0)

This fund consists of all student financial aid programs (PELL, SEOG, EOPS and Cal Grants). Transfer line items reflect a transfer from the Unrestricted General Fund to meet the match requirements of the individual grant programs.

Auxiliary Operations

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

CONCLUSION

This is the recommended budget for adoption. It reflects the best information currently available. It is expected that changes will occur during the year. Some changes will be the result of revised state revenue, and others will be internal adjustments resulting from new or updated information.

UNRESTRICTED GENERAL FUND 01.0
2008-2009 ADOPTED REVENUE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL REVENUE	2008-2009 ADOPTED BUDGET
FEDERAL			
FIN AID ADM ALLOWANCES	117,101	101,674	125,012
OTHER FEDERAL REVENUE	-		-
TOTAL FEDERAL	117,101	101,674	125,012
STATE			
PRINCIPAL APPORTIONMENT	67,940,795	69,005,261	87,354,857
STABILIZATION ADJUSTMENT	12,824,009	14,708,968	-
COLA	4,035,423	4,037,782	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	1,783,352	-
HOMEOWNERS EXEMPT	99,401	94,458	94,458
STATE LOTTERY REVENUE	2,862,134	2,799,931	3,068,670
MANDATED COST RECOVERY	-	25,681	-
OTHER STATE	1,239,344	1,249,191	1,244,726
TOTAL STATE	89,001,106	93,704,624	91,762,711
LOCAL			
PROP TAX SHIFT (ERAF)	2,350,423	-	-
SECURED TAX	8,975,712	8,878,263	8,878,263
SUPPLEMENTAL TAXES	506,685	454,539	454,539
UNSECURED TAX	384,262	363,604	363,604
PRIOR YRS TAXES	450,713	449,187	449,187
PROPERTY TAX - RDA PASS THRU	-	238,648	238,000
RENTS	125,000	134,025	135,000
INTEREST	400,000	1,184,250	615,800
ENROLLMENT FEES	8,374,195	7,867,266	7,975,266
STUDENT RECORDS	280,000	294,285	300,000
NON-RESIDENT TUITION/INTENSIVE ESL	14,450,743	17,227,972	17,228,000
OTHER STUDENT FEES & CHARGES	150,000	172,049	182,000
F1 APPLICATION FEES	82,000	96,432	96,500
OTHER LOCAL	420,000	450,927	450,000
I. D. CARD SERVICE CHARGE	365,000	506,730	728,159
LIBRARY CARDS	500	260	500
LIBRARY FINES	16,000	20,435	20,000
PARKING FINES	250,000	311,339	300,000
TOTAL LOCAL	37,581,233	38,650,211	38,414,818
TOTAL REVENUE	126,699,440	132,456,509	130,302,541
TRANSFER IN	210,999	213,913	188,791
TOTAL REVENUE AND TRANSFERS	126,910,439	132,670,422	130,491,332

UNRESTRICTED GENERAL FUND 01.0
2008-2009 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL EXPENDITURES	2008-2009 ADOPTED BUDGET
INSTRUCTION	21,203,756	22,903,542	23,370,823
ACADEMIC MANAGERS	3,977,087	4,373,445	4,823,670
NON-INSTRUCTION	5,035,094	5,601,931	5,701,691
HOURLY INSTRUCTION	25,176,718	26,099,322	27,842,843
HOURLY NON-INSTRUCTION	3,452,393	3,312,981	3,520,000
VACANT POSITIONS	-	-	646,754
TOTAL ACADEMIC	58,845,048	62,291,221	65,905,781
CLASSIFIED REGULAR	16,148,029	17,642,386	19,569,704
CLASSIFIED MANAGERS	2,560,389	2,791,070	2,894,234
CLASS REG INSTRUCTION	2,128,000	2,355,121	2,668,243
CLASSIFIED HOURLY	1,922,731	2,107,281	1,566,869
CLASS HRLY INSTRUCTION	600,245	776,274	861,659
CLASSIFIED ONE-TIME OFF SCHEDULE PAY/RETRO	-	838,567	313,260
VACANT POSITIONS	-	-	2,422,861
TOTAL CLASSIFIED	23,359,394	26,510,699	30,296,830
STRS	3,913,196	3,981,094	4,368,069
PERS	2,604,552	2,846,879	3,143,349
OASDI/MEDICARE	2,473,817	2,621,421	2,890,755
H/W	10,506,849	10,676,007	11,296,283
RETIREE'S H/W	1,891,904	1,844,861	1,952,047
SUI	140,757	105,383	326,087
WORKERS' COMP.	1,285,889	1,227,681	1,247,045
ALTERNATIVE RETIREMENT	525,000	469,055	525,000
BENEFITS REL TO NON-FACULTY ONE-TIME OFF SCH/RETR	-	167,450	62,652
BENEFITS RELATED TO VACANT POSITIONS	-	-	613,923
TOTAL BENEFITS	23,341,964	23,939,831	26,425,210
TOTAL SUPPLIES	1,031,665	929,899	1,081,020
CONTRACTS/SERVICES	10,482,412	10,283,931	10,811,357
INSURANCE	851,930	860,891	801,000
UTILITIES	3,382,115	3,006,397	3,251,811
TOTAL SERVICES	14,716,457	14,151,219	14,864,168
BLDG & SITES	10,000	245	2,000
EQUIPMENT	127,200	170,923	173,270
LEASE PURCHASES	673,986	571,975	607,986
TOTAL CAPITAL	811,186	743,143	783,256
TOTAL EXPENDITURES	122,105,714	128,566,012	139,356,265
OTHER TRANSFER FOR FIN AID	296,118	267,030	258,252
OTHER OUTGOING TRANSFER	1,000,000	1,000,000	-
TOTAL EXPENDITURES & TRANSFERS	123,401,832	129,833,042	139,614,517

**UNRESTRICTED GENERAL FUND 01.0
2008-2009 ADOPTED FUND BALANCE BUDGET**

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL FUND BALANCE	2008-2009 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS	123,949,191	128,945,918	130,491,332
TOTAL EXPENDITURES AND TRANSFERS	122,401,832	127,827,025	135,555,067
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	-	-	3,683,538
OPERATING SURPLUS/(DEFICIT)	1,547,359	1,118,893	(8,747,273)
ONE-TIME FUNDING/(EXPENDITURES):			
STABILIZATION 08-09	2,961,248	1,941,152	-
PRIOR YEAR APPORTIONMENT ADJ	-	1,783,352	-
ONE-TIME OFF SCHEDULE/RETRO PAY WITH RELATED BENEFIT	-	(1,006,017)	(375,912)
PERFORMING ARTS CENTER	(1,000,000)	(1,000,000)	-
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	3,508,607	2,837,380	(9,123,185)
BEGINNING BALANCE	15,960,596	15,960,596	18,797,976
ENDING FUND BALANCE PRIOR TO DESIGNATED RESERVES	19,469,203	18,797,976	9,674,791
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS **	15.78%	14.48%	6.93%

** Chancellor's Office recommended ratio is 5%. Please see ADDENDUM for Designated Reserves.

**UNRESTRICTED GENERAL FUND 01.0
2008-2009 ADOPTED REVENUE BUDGET**

ACCOUNTS	2004-2005 ACTUAL REVENUE	2005-2006 ACTUAL REVENUE	2006-2007 ACTUAL REVENUE	2007-2008 ACTUAL REVENUE	2008-2009 ADOPTED BUDGET
FEDERAL					
FIN AID ADM ALLOWANCES	144,445	115,864	100,212	101,674	125,012
OTHER FEDERAL REVENUE	-	-	-	-	-
TOTAL FEDERAL	144,445	115,864	100,212	101,674	125,012
STATE					
PRINCIPAL APPORTIONMENT w/ STABILIZATION	53,839,551	62,038,681	72,590,365	83,714,229	87,354,857
PRIOR YR APPORTIONMENT - COMPTON	-	-	987,069	-	-
CREDIT REVENUE GROWTH	-	-	2,404,891	-	-
COLA	3,607,904	3,718,656	5,580,297	4,037,782	-
EQUALIZATION AUGMENTATION	-	951,769	3,172,563	-	-
ONE-TIME FTES BLOCK GRANT	-	-	1,931,782	-	-
PRIOR YR APPORTIONMENT ADJ.	354,548	812,352	(3,159)	1,783,352	-
HOMEOWNERS EXEMPT	96,195	95,305	93,686	94,458	94,458
STATE LOTTERY REVENUE	2,705,193	3,213,071	3,262,395	2,799,931	3,068,670
MANDATED COST RECOVERY	-	294,831	714,191	25,681	-
PARTNERSHIP FOR EXCELLENCE	3,661,884	4,276,362	-	-	-
OTHER STATE	1,331,151	1,226,550	1,259,898	1,249,191	1,244,726
TOTAL STATE	65,596,426	76,627,577	91,993,978	93,704,624	91,762,711
LOCAL					
PROP TAX SHIFT (ERAF)	8,058,717	4,052,395	2,215,290	-	-
SECURED TAX	7,174,389	7,467,473	8,459,672	8,878,263	8,878,263
SUPPLEMENTAL TAXES	405,910	468,060	477,554	454,539	454,539
UNSECURED TAX	381,106	380,949	362,170	363,604	363,604
PRIOR YRS TAXES	315,633	349,522	751,189	449,187	449,187
PROPERTY TAX - RDA PASS THRU	-	-	-	238,648	238,000
RENTS	60,575	54,750	124,847	134,025	135,000
INTEREST	334,669	147,492	683,323	1,184,250	615,800
ENROLLMENT FEES	9,420,875	9,510,565	8,209,995	7,867,266	7,975,266
STUDENT RECORDS	280,252	279,718	272,744	294,285	300,000
NON-RES TUITION/INTENSIVE ESL	13,068,506	13,685,553	14,700,743	17,227,972	17,228,000
OTHER STUDENT FEES & CHARGES	202,790	184,554	146,489	172,049	182,000
F1 APPLICATION FEES	64,510	69,174	80,951	96,432	96,500
OTHER LOCAL	559,446	426,533	416,689	450,927	450,000
I. D. CARD SERVICE CHARGE	434,100	396,465	366,632	506,730	728,159
LIBRARY CARDS	6,639	420	360	260	500
LIBRARY FINES	15,690	15,416	16,343	20,435	20,000
PARKING FINES	373,596	316,581	279,913	311,339	300,000
SALE OF EQUIP AND SUPPLIES	150	-	-	-	-
TOTAL LOCAL	41,157,553	37,805,620	37,564,904	38,650,211	38,414,818
TOTAL REVENUE	106,898,424	114,549,061	129,659,094	132,456,509	130,302,541
TRANSFER IN	51,683	82,991	100,705	213,913	188,791
TOTAL REVENUE AND TRANSFERS	106,950,107	114,632,052	129,759,799	132,670,422	130,491,332
BEGINNING BALANCE	6,834,088	5,586,996	8,385,633	15,960,596	18,797,976
ADJUSTMENT TO BEGINNING BALANCE	(1,564,387)	386,417	-	-	-
TOTAL FUNDS AVAILABLE	112,219,808	120,605,465	138,145,432	148,631,018	149,289,308

UNRESTRICTED GENERAL FUND 01.0
2008-2009 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ADOPTED BUDGET
INSTRUCTION	21,745,648	21,125,509	20,954,375	22,903,542	23,370,823
ACADEMIC MANAGERS	3,854,003	4,358,126	4,169,071	4,373,445	4,823,670
NON-INSTRUCTION	4,289,451	4,491,827	5,040,308	5,601,931	5,701,691
HOURLY INSTRUCTION	20,668,876	21,654,116	23,887,295	26,099,322	27,842,843
HOURLY NON-INSTRUCTION	2,730,973	2,887,230	3,244,178	3,312,981	3,520,000
FACULTY RETRO AND ONE-TIME OFF SCHEDULE PAY	-	-	2,157,561	-	-
ACADEMIC MANAGER ONE-TIME OFF SCHEDULE PAY	-	-	117,141	-	-
VACANT POSITIONS	-	-	-	-	646,754
TOTAL ACADEMIC	53,288,951	54,516,808	59,569,929	62,291,221	65,905,781
CLASSIFIED REGULAR	14,460,879	16,137,063	15,993,029	17,642,386	19,569,704
CLASSIFIED MANAGERS	2,515,706	2,682,966	2,649,286	2,791,070	2,894,234
CLASS REG INSTRUCTION	1,829,489	2,046,452	2,182,013	2,355,121	2,668,243
CLASSIFIED HOURLY	1,658,358	1,644,135	1,829,310	2,107,281	1,566,869
CLASS HRLY INSTRUCTION	541,007	629,360	627,725	776,274	861,659
CLASSIFIED ONE-TIME OFF SCHEDULE PAY/RETRO	-	-	677,575	838,567	313,260
VACANT POSITIONS	-	-	-	-	2,422,861
TOTAL CLASSIFIED	21,005,439	23,139,976	23,958,938	26,510,699	30,296,830
STRS	3,287,618	3,479,021	3,727,663	3,981,094	4,368,069
PERS	2,195,902	2,412,882	2,522,492	2,846,879	3,143,349
OASDI/MEDICARE	2,145,540	2,332,240	2,387,329	2,621,421	2,890,755
H/W	8,540,335	9,265,433	9,839,716	10,676,007	11,296,283
RETIREE'S H/W	1,355,143	1,446,254	1,771,778	1,844,861	1,952,047
SUI	470,690	426,904	93,554	105,383	326,087
WORKERS' COMP.	1,501,094	1,089,084	1,179,391	1,227,681	1,247,045
ALTERNATIVE RETIREMENT	645,902	495,821	471,435	469,055	525,000
BENEFITS REL TO FACULTY ONE-TIME OFF SCH PAY	-	-	222,898	-	-
BENEFITS REL TO NON-FACULTY ONE-TIME OFF SCH PAY	-	-	142,197	167,450	62,652
BENEFITS RELATED TO VACANT POSITIONS	-	-	-	-	613,923
TOTAL BENEFITS	20,142,224	20,947,639	22,358,453	23,939,831	26,425,210
TOTAL SUPPLIES	908,283	903,300	869,469	929,899	1,081,020
CONTRACTS/SERVICES	7,289,128	8,452,505	10,564,651	10,283,931	10,811,357
INSURANCE	597,237	618,707	770,606	860,891	801,000
UTILITIES	2,297,437	2,665,353	2,919,575	3,006,397	3,251,811
TOTAL SERVICES	10,183,802	11,736,565	14,254,832	14,151,219	14,864,168
BLDG & SITES	15,620	6,455	4,700	245	2,000
EQUIPMENT	208,372	119,297	318,454	170,923	173,270
LEASE PURCHASES	469,021	541,760	567,789	571,975	607,986
TOTAL CAPITAL	693,013	667,512	890,943	743,143	783,256
TOTAL EXPENDITURES	106,221,712	111,911,800	121,902,564	128,566,012	139,356,265
OTHER TRANSFER FOR FIN AID	411,100	308,032	274,350	267,030	258,252
OTHER OUTGOING TRANSFER	-	-	7,922	1,000,000	-
TOTAL EXPENDITURES & TRANSFERS	106,632,812	112,219,832	122,184,836	129,833,042	139,614,517
DESIGNATED RESERVES	-	-	-	-	2,200,000
CONTINGENCY RESERVE	5,586,996	8,385,633	15,960,596	18,797,976	7,474,791
TOTAL	112,219,808	120,605,465	138,145,432	148,631,018	149,289,308

RESTRICTED GENERAL FUND 01.3
2008-2009 ADOPTED REVENUE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL REVENUE	2008-2009 ADOPTED BUDGET
FEDERAL			
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	434,168	428,652	562,109
FWS-FEDERAL WORK STUDY	639,087	564,251	576,502
RADIO GRANTS	1,938,202	1,488,206	1,988,206
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	79,378	78,697	63,502
TECH PREP	76,648	63,139	81,405
FEDERAL CARRYOVERS	957,258	877,757	1,689,552
OTHER FEDERAL	2,943,756	1,870,881	2,675,709
TOTAL FEDERAL	7,068,497	5,371,583	7,636,985
STATE			
LOTTERY	686,309	375,748	686,309
INSTRUCTIONAL EQUIP/LIBRARY MATERIALS-ONGOING	238,055	-	228,995
TTIP-TELECOM & TECH INFO PROGRAMS	36,363	-	34,545
SFAA-STUDENT FINANCIAL AID ADMIN	628,089	629,463	641,566
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,198,092	1,404,206	1,339,171
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	94,422	100,094	97,813
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,234,100	1,523,248	1,447,086
NON-CREDIT MATRICULATION	25,735	47,338	44,971
MATRICULATION	1,270,698	1,323,552	1,233,180
MATRICULATION-TRANSFER RELATED	64,500	68,881	59,500
STAFF/FACULTY DIVERSITY	21,117	1,466	21,126
CALWORKS	343,114	367,982	274,468
ENROLLMENT GROWTH	57,142	97,522	221,000
TRANSFER AND ARTICULATION	5,000	5,000	-
SCHEDULE OF MAINTENANCE-ONGOING	238,076	-	229,016
STATE CARRYOVERS	2,575,682	1,456,826	4,206,043
OTHER STATE	3,764,661	1,962,889	1,489,231
TOTAL STATE	12,481,155	9,364,215	12,254,020
LOCAL			
PERFORMING ARTS CENTER	1,322,055	109,703	-
PICO PARTNERSHIP	150,000	150,000	153,750
HEALTH FEES	895,797	907,956	947,108
PARKING FEES	1,661,300	1,575,508	1,662,000
DONATIONS-KCRW	4,764,294	4,475,780	5,070,136
COMMUNITY SERVICES	750,000	722,451	750,000
COUNTY CALWORKS	81,144	80,393	81,144
CONSOLIDATED CONTRACT ED-LOCAL	22,530	-	120,000
LOCAL CARRYOVERS	280,567	142,553	890,298
OTHER LOCAL	2,194,778	2,621,799	2,494,632
TOTAL LOCAL	12,122,465	10,786,143	12,169,068
TOTAL REVENUE	31,672,117	25,521,941	32,060,073

RESTRICTED GENERAL FUND 01.3
2008-2009 ADOPTED EXPENDITURE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL EXPENDITURES	2008-2009 ADOPTED BUDGET
INSTRUCTION	87,023	8,530	280,000
MANAGEMENT	1,669,461	1,251,646	2,089,263
NON-INSTRUCTION	993,699	1,153,067	1,408,803
HOURLY INSTRUCTION	129,503	57,135	111,773
HOURLY NON-INSTRUCTION	2,127,823	2,307,569	2,456,605
TOTAL ACADEMIC	5,007,509	4,777,947	6,346,444
CLASSIFIED REGULAR	2,018,504	2,045,501	2,253,848
CLASSIFIED MANAGERS	444,364	333,305	355,847
CLASS REG INSTRUCTION	57,750	-	23,591
CLASSIFIED HOURLY	2,362,952	2,362,440	2,170,494
CLASS HRLY INSTRUCTION	788,000	252,061	762,306
TOTAL CLASSIFIED	5,671,570	4,993,307	5,566,086
BENEFITS HOLDING ACCOUNT	2,422,648	-	2,619,372
STRS	-	374,997	-
PERS	-	251,214	-
OASDI/MEDICARE	-	295,375	-
H/W	-	771,400	-
SUI	-	6,447	-
WORKERS' COMP.	-	131,602	-
ALTERNATIVE RETIREMENT	-	58,086	-
TOTAL BENEFITS	2,422,648	1,889,121	2,619,372
TOTAL SUPPLIES	1,439,172	733,126	1,287,267
CONTRACTS/SERVICES	9,114,493	6,931,553	8,639,887
INSURANCE	1,972,500	2,061,046	2,137,970
UTILITIES	257,720	176,682	226,800
TOTAL SERVICES	11,344,713	9,169,281	11,004,657
BLDG & SITES	2,394,063	1,693,274	2,296,985
EQUIPMENT/LEASE PURCHASE	2,546,105	1,270,373	2,151,681
TOTAL CAPITAL	4,940,168	2,963,647	4,448,666
TOTAL EXPENDITURES	30,825,780	24,526,429	31,272,492
OTHER OUTGO - FINANCIAL AIDS	635,338	781,599	598,790
OTHER OUTGO - TRANSFERS	210,999	213,913	188,791
TOTAL OTHER OUTGO	846,337	995,512	787,581
TOTAL EXPENDITURES & OTHER OUTGO	31,672,117	25,521,941	32,060,073

**RESTRICTED GENERAL FUND 01.3
2008-2009 ADOPTED FUND BALANCE BUDGET**

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL FUND BALANCE	2008-2009 ADOPTED BUDGET
TOTAL REVENUE AND TRANSFERS	31,672,117	25,521,941	32,060,073
TOTAL EXPENDITURES AND TRANSFERS	31,672,117	25,521,941	32,060,073
OPERATING SURPLUS/(DEFICIT)	-	-	-
BEGINNING BALANCE	-	-	-
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
CONTINGENCY RESERVE/ENDING FUND BALANCE	-	-	-
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFER	0.00%	0.00%	0.00%

CAPITAL OUTLAY FUND 40.0
2008-2009 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL	2008-2009 ADOPTED BUDGET
REVENUE			
CAPITAL OUTLAY - LIBERAL ARTS	495,000	495,000	-
CAPITAL OUTLAY - STUDENT SERVICES & ADMIN	-	-	1,321,000
INTEREST	100,000	195,810	90,000
NON-RESIDENT CAPITAL CHARGE	1,925,000	2,257,201	2,257,200
LOCAL INCOME - REDEVELOPMENT	6,167,070	6,167,070	-
TOTAL REVENUE	8,687,070	9,115,081	3,668,200
EXPENDITURES			
SUPPLIES	46,550	3,075	55,000
CONTRACT SERVICES	568,743	242,120	446,000
CAPITAL OUTLAY	11,029,943	8,271,468	6,723,784
TOTAL EXPENDITURES	11,645,236	8,516,663	7,224,784
OPERATING SURPLUS/(DEFICIT)	(2,958,166)	598,418	(3,556,584)
BEGINNING BALANCE	2,958,166	2,958,166	3,556,584
ENDING FUND BALANCE	-	3,556,584	-

EARTHQUAKE FUND 41.0
2008-2009 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL	2008-2009 ADOPTED BUDGET
REVENUE			
FEDERAL/FEMA FUNDING	-	-	-
INTEREST	-	-	-
TOTAL REVENUE	-	-	-
EXPENDITURES			
CONTRACT SERVICES	4,515	-	4,515
CAPITAL OUTLAY	3,090,000	-	3,090,000
TRANSFER OUT	-	-	-
TOTAL EXPENDITURES	3,094,515	-	3,094,515
OPERATING SURPLUS/(DEFICIT)	(3,094,515)	-	(3,094,515)
BEGINNING BALANCE	3,094,515	3,094,515	3,094,515
ENDING FUND BALANCE	-	3,094,515	-

PROP T 42.1
2008-2009 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL	2008-2009 ADOPTED BUDGET
REVENUE			
INTEREST	-	2,027	-
OTHER FINANCING SOURCES	-	-	-
TOTAL REVENUE	-	2,027	-
EXPENDITURES			
SUPPLIES	-	-	-
CAPITAL OUTLAY	18,113	20,140	-
TOTAL EXPENDITURES	18,113	20,140	-
OPERATING SURPLUS/(DEFICIT)	(18,113)	(18,113)	-
BEGINNING BALANCE	18,113	18,113	-
ENDING FUND BALANCE	-	-	-

**MEASURE U FUND 42.2
2008-2009 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL	2008-2009 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	2,039	11,000,000
INTEREST	500,000	1,189,455	432,000
TOTAL REVENUE	500,000	1,191,494	11,432,000
EXPENDITURES			
SUPPLIES	10,000	44,252	50,000
CONTRACT SERVICES	55,000	157,979	90,000
CAPITAL OUTLAY	22,915,713	5,081,622	29,680,354
TOTAL EXPENDITURES	22,980,713	5,283,853	29,820,354
OPERATING SURPLUS/(DEFICIT)	(22,480,713)	(4,092,359)	(18,388,354)
BEGINNING BALANCE	22,480,713	22,480,713	18,388,354
ENDING FUND BALANCE	-	18,388,354	-

**MEASURE S FUND 42.3
2008-2009 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL	2008-2009 ADOPTED BUDGET
REVENUE			
OTHER FINANCING SOURCES	-	4,748	50,000,000
INTEREST	1,600,000	1,710,762	960,000
TOTAL REVENUE	1,600,000	1,715,510	50,960,000
EXPENDITURES			
SUPPLIES	25,000	14,565	50,000
CONTRACT SERVICES	450,000	407,953	520,000
CAPITAL OUTLAY	38,287,131	7,899,399	80,945,724
TOTAL EXPENDITURES	38,762,131	8,321,917	81,515,724
OPERATING SURPLUS/(DEFICIT)	(37,162,131)	(6,606,407)	(30,555,724)
BEGINNING BALANCE	37,162,131	37,162,131	30,555,724
ENDING FUND BALANCE	-	30,555,724	-

INTEREST AND REDEMPTION FUND 48.0
2008-2009 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL	2008-2009 ADOPTED BUDGET
BEGINNING BALANCE	10,236,421	10,236,421	16,796,991
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	10,236,421	10,236,421	16,796,991
REVENUE			
STATE REVENUES	-	49,940	
VOTER INDEBTED TAXES	15,015,998	17,160,322	16,528,386
TOTAL REVENUE	15,015,998	17,210,262	16,528,386
TOTAL FUNDS AVAILABLE	25,252,419	27,446,683	33,325,377
EXPENDITURES			
DEBT REDEMPTION	6,456,572	6,456,572	13,085,103
INTEREST CHARGES	4,193,120	4,193,120	5,457,361
TOTAL EXPENDITURES	10,649,692	10,649,692	18,542,464
ENDING FUND BALANCE	14,602,727	16,796,991	14,782,913

**LACOE has complete control of this fund since it is the fiscal agent for the Bond Fund tax revenue and interest and Bond Redemption and interest.

**STUDENT FINANCIAL AID FUND 74.0
2008-2009 ADOPTED REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL	2008-2009 ADOPTED BUDGET
REVENUE			
FEDERAL GRANTS	12,554,354	11,706,641	12,452,757
CAL GRANTS	1,226,500	962,455	1,229,000
TRANSFER	296,118	266,444	258,252
TOTAL REVENUE	14,076,972	12,935,540	13,940,009
EXPENDITURES			
FINANCIAL AID	14,076,972	12,935,540	13,940,009
TOTAL EXPENDITURES	14,076,972	12,935,540	13,940,009
ENDING FUND BALANCE	-	-	-

AUXILIARY FUND
2008-2009 ADOPTED REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	2007-2008 ACTUAL	2008-2009 ADOPTED BUDGET
BEGINNING BALANCE	2,604,032	2,604,032	1,912,815
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>2,604,032</u>	<u>2,604,032</u>	<u>1,912,815</u>
REVENUE			
GROSS SALES	7,846,932	8,427,499	8,174,674
LESS: COST OF GOODS	<u>(5,589,513)</u>	<u>(6,633,285)</u>	<u>(5,885,765)</u>
NET	2,257,419	1,794,214	2,288,909
VENDOR INCOME	655,120	718,989	685,120
AUXILIARY PROGRAM INCOME	<u>239,600</u>	<u>350,982</u>	<u>315,850</u>
NET INCOME	3,152,139	2,864,185	3,289,879
INTEREST	<u>300,000</u>	<u>230,651</u>	<u>96,000</u>
TOTAL REVENUE	<u>3,452,139</u>	<u>3,094,836</u>	<u>3,385,879</u>
TOTAL FUNDS AVAILABLE	<u>6,056,171</u>	<u>5,698,868</u>	<u>5,298,694</u>
EXPENDITURES			
STAFFING	1,133,585	1,293,564	1,176,207
FRINGE BENEFITS	255,109	247,888	257,208
OPERATING	<u>2,647,265</u>	<u>2,244,601</u>	<u>2,097,460</u>
TOTAL EXPENDITURES	<u>4,035,959</u>	<u>3,786,053</u>	<u>3,530,875</u>
ENDING FUND BALANCE	<u>2,020,212</u>	<u>1,912,815</u>	<u>1,767,819</u>

**ADDENDUM TO UNRESTRICTED GENERAL FUND 01.0
2008-2009 ADOPTED DESIGNATED RESERVES**

ACCOUNTS	2008-2009 ADOPTED BUDGET
ENDING FUND BALANCE PRIOR TO DESIGNATED RESERVES	9,674,791
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS **	6.93%
DESIGNATED RESERVES FOR:	
GLOBAL EDUCATION INITIATIVE 2009-2010	(200,000)
UNFUNDED RETIREE BENEFITS	(2,000,000)
CONTINGENCY RESERVE/ENDING FUND BALANCE	7,474,791
FUND BALANCE RATIO TO TOTAL EXPENDITURES/TRF **	5.27%
** Chancellor's Office recommended ratio is 5%.	

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **2007-2008 QUARTERLY 311Q**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge submittal of the quarterly 311Q report as of June 30, 2008 required by the Chancellor's Office.

MOTION MADE BY: Nancy Greenstein

SECONDED BY: Louise Jaffe

STUDENT ADVISORY: Aye

AYES: 6

NOES: 0

ABSENT: 1 (Quiñones-Perez)

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD

Fiscal Year: 2007-2008

District: (780) SANTA MONICA

Quarter Ended: (Q4) Jun 30, 2008

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2004-05	Actual 2005-06	Actual 2006-07	Projected 2007-2008
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,898,273	114,549,061	129,659,094	132,456,509
A.2	Other Financing Sources (Object 8900)	51,833	82,991	100,705	213,913
A.3	Total Unrestricted Revenue (A.1 + A.2)	106,950,106	114,632,052	129,759,799	132,670,422
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	106,221,712	111,911,800	121,902,564	128,566,012
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	411,100	308,032	282,272	1,267,030
B.3	Total Unrestricted Expenditures (B.1 + B.2)	106,632,812	112,219,832	122,184,836	129,833,042
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	317,294	2,412,220	7,574,963	2,837,380
D.	Fund Balance, Beginning	6,834,088	5,586,996	8,385,633	15,960,596
D.1	Prior Year Adjustments + (-)	-1,564,387	386,417	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	5,269,701	5,973,413	8,385,633	15,960,596
E.	Fund Balance, Ending (C. + D.2)	5,586,995	8,385,633	15,960,596	18,797,976
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	5.2%	7.5%	13.1%	14.5%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,041	21,066	21,684	18,843
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2004-05	2005-06	2006-07	2007-2008
H.1	Cash, excluding borrowed funds				28,696,345
H.2	Cash, borrowed funds only				0
H.3	Total Cash (H.1+ H.2)	11,836,517	7,712,494	26,143,303	28,696,345

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	126,699,440	132,456,509	132,456,509	100%
I.2	Other Financing Sources (Object 8900)	210,999	213,913	213,913	100%
I.3	Total Unrestricted Revenue (I.1 + I.2)	126,910,439	132,670,422	132,670,422	100%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	122,105,714	128,566,012	128,566,012	100%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,296,118	1,267,030	1,267,030	100%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	123,401,832	129,833,042	129,833,042	100%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	3,508,607	2,837,380	2,837,380	
L.	Adjusted Fund Balance, Beginning	15,960,596	15,960,596	15,960,596	
L.1	Fund Balance, Ending (C. + L.2)	19,469,203	18,797,976	18,797,976	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	15.8%	14.5%		

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	Management	Academic	Classified

(Specify) YYYY-YY			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

As the District comes out of stabilization, it is projecting a decrease from the 2007-2008 base of 418.04 credit FTES in 2008-2009. (This is related to Summer 2006 borrowing/Compton Instructional Services Agreement.) This decrease in FTES and the current outlook for the System Budget in 2008-2009 (No COLA, limited funding) will require the District to draw down on its Reserves. Additionally due to the late adoption of the State budget and the related delay in apportionment payments coupled with the deferral of payments projected at the beginning of the calendar year the District will face serious cashflow issues. These cash flow issues will result in interfund borrowing and borrowing from the County Treasurer. The negative effect of this borrowing will be a significant drop in revenue generated from interest earned on cash. In 2008-2009 the reduction of revenue will be approximately \$568,000 from 2007-2008 levels.

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION September 8, 2008
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **CAREER TECHNICAL EDUCATION**

SUBMITTED BY: Superintendent/President

SUMMARY: Vice-President of Academic Affairs Jeff Shimizu and Dean of Workforce Development/Occupational Education Chito Cajayon presented an overview of the following report on Santa Monica College Career Technical Education programs.

CAREER & TECHNICAL EDUCATION

Goal: Academic Advancement and Quality

- Improve student achievement /improve retention for all student populations
- Strengthen Vocational Program Offerings

Santa Monica College (SMC) is in a good position to address the changing dynamics of the Westside region. A positive business climate and a collaborative theme permeating throughout the region's educational system allow many opportunities for the college enabling it to be in alignment with the trends of business and industry.

Current Vocational Educational Menu

SMC is approved by the CA Chancellor's Office to offer 43 certificate and 31 degree programs. The following degree/certificate programs are offered through 9 vocational departments:

Area	Name of degree/certificate	Approx. # of students	AA degree	Certificate
Accounting	Accounting	1801	X	X
	Computer Accounting			X
Business	Business Administration	2518	X	
	Management		X	X
	Entrepreneurship		X	X
	International Business		X	X
	Management Leadership		X	X
	Marketing		X	X
	Merchandising		X	X
Animation	Animation	636	X	X
Early Childhood Education	Early Childhood Education	651	X	
	Early Childhood Intervention Assistant		X	X
	Early Childhood Intervention Teacher		X	X
Office Technology	Clerical/Data Entry	323		X
	Office Assistant: General Office		X	X
	Word Processing			X
	Medical Coding/Billing			X
	Desktop Publishing			X
	Medical Transcription			X
Photography	Photography	1229	X	X
Computer Information Systems Other Information Technology Computer Programming	Information Systems Management	1544		X
	Computer Business Applications		X	X
	Database Applications Developer		X	X
	Networking			X
	Website Creator/ Web Programmer			X
	Website Project Management			X
	Robotics and Artificial Intelligence			X
	Website Software Specialist		X	X
	Computer Programming		X	X
Computer Science	Computer Science	1005	X	X
Cosmetology	Cosmetology	440	X	X
	Nail Care Cosmetology			X
	Salon Business			X
	Skin Care Cosmetology			X

Fashion Design Fashion Merchandising Interior Architectural Design	Fashion Design	342	X	
	Fashion Merchandising			X
	Interior Architectural Design I			X
	Interior Architectural Design II		X	X
	CAD Production and Design			X
	Set Design & Art Direction for Film and TV			
Graphic Design Multimedia	Graphic Art and Design	451	X	X
	Digital Media Level I			X
	Digital Media Level II		X	X
Film Studies	Film Studies	722		X
Radio and Television	Broadcast Programming & Production	252	X	X
	Broadcast Sales & Management		X	X
Journalism	Journalism	214	X	
Respiratory Therapy	Respiratory Therapy	89	X	
Registered Nursing	ADN Curriculum	314	X	
	LVN to ADN, Career Ladder Curriculum		X	

Highlights

AET - Revised certificates in Digital Media (level 1 & 2), Digital Effects and Game Development have been revised to meet industry standards. New certificates in 3D Modeling and 3D Animation are currently in production.

Accounting – The Business Department has developed one of the few select programs statewide that offer a full online certificate program and the Professional Accountant Program which allows advanced students to sit for the CPA Board exam.

Business – Continues to be our largest major course of study with 8 degree/certificate options

ECE – Faculty are working on the Curriculum Alignment Project – CAP: Revising 8 ECE course outlines to align with the CAP course outlines. This will assist students to transfer to CSU and continue their education without having to repeat coursework.

Graphic Design – Increased student enrollments as a result of curriculum revisions and the addition of online courses beginning Spring 2008. The Department has instituted a Student Portfolio Review, Student survey, and tracking system for students moving into the industry. Currently working on a Web Design Certificate

Interior Architectural Design – SMC students and faculty continue to receive numerous industry awards. Course conversions to online platform have been submitted to the Curriculum Committee. A new Green Design course has been developed for review. The Department continues to expand the internship program and recruitment of top professionals in the field as adjunct faculty.

Logistics - The Business Department offered its new 3-unit logistics course in the Spring of 2008. There were 19 enrollments at the start of the class and 18 successfully completed at the end of the semester. SMC intends to build upon the success of this 3-unit course by developing more courses that align with the trends of the logistics industry. It hopes to be approved by the CA Chancellor's Office as a full program that offer a degree recognized throughout the industry. With a limited number in educational options throughout the Southern California region, SMC is poised to address this emerging area and should expect more enrollments in the future.

Nursing – 74 Graduates for 2007-8. The Department has increased new student enrollment by 20 for a total of 50 for Fall 2008. The generic program has been converted to an online platform. Attrition rate in

first semester nursing course for Spring 2008 (7.5%) compared to Fall 2007 (20%). Director of Grants and Health Science Department managing over 1.4 million in Nursing related grants.

Respiratory Therapy - Record enrollments for Fall 2008. Increased clinical program participation by 20% (62 students). The graduating class of June 2008 have a 96% pass rate on their CA License Board exams. All graduates have been offered employment.

SIGGRAPH – Dean Katharine Muller organized conference participation in August 2008. 26 faculty and 19 student volunteers handed out 2800 brochures on Digital Programs at SMC. 500 student contacts were established.

Strengths

SMC is constantly procuring local, state and federal grants to add support to the CTE development process. This strength enables the college to work closely with business and industry and create the necessary partnerships to ensure a strong support mechanism from external educational sources. More and more, grants are being aligned to address emerging trends as they relate to career and technical education. The development and deployment of the logistics course is an example of these efforts - with more courses in a range of occupational disciplines anticipated in the future.

Emerging Trends

For the Westside region, there are trends which have transcending qualities that affect many types of jobs in a variety of industries. Any effort to create career and technical education courses need to be in alignment with such trends in order to better prepare students for their future jobs and careers. The following gives an indication to the factors that exist in the local region – with some having a direct affect on the way businesses operate:

- The Environmental Movement – more and more jobs are being recognized as having a connection with the environmental movement.
- Expanding Digital Skill Sets – more jobs are requiring a combination of digital skills as part of the normal day-to-day job duty.
- Allied Health Care – the aging population will continually need a bigger workforce in the provision of specialized health services.
- Multi-Media/Arts – many software applications are constantly being made available to allow the end-user’s creativity to thrive.

Westside Region Market Analysis/Industry Scan

The Westside region hosts a variety of industries. Based on City of Santa Monica labor market information data, the top five industries include the following:

1. Professional, technical, and scientific
2. Healthcare and Social Assistance
3. Retail Trade
4. Information
5. Arts, Recreation, and Entertainment

Plans to Expand/Enhance Career & Technical Education – Future Courses

To ensure SMC's status as a premier institute of higher learning, efforts to broaden its menu of career and technical education are needed. Course offerings that align with the trends of business and industry and cater to the diverse schedules of the college's customers (including the working professional) will be best received. To accomplish this objective, SMC will consider the following:

EXPAND EDUCATION MENU TOWARDS EMERGING TOPICS

Beginning in 2008, new topics in vocational education will be pursued that include, but are not limited to, the following:

• Solar Technology	• Allied Healthcare (medical/technology)
• Digital Media (Creative Industries)	• Financial Management/Insurance
• Sustainable Design	• Advanced Transportation / Alternative Fuels

DEVELOP A NON-CREDIT VOCATIONAL EDUCATION MENU

SMC currently does not offer vocational non-credit courses - only English-as-a Second Language courses. A closer look at this area needs to be made in order to address the local community's need for more short-term and cost-effective training options. Such courses can be the 'feeder-mechanism' for the college's credit-based vocational departments - assisting many economically-disadvantaged individuals in accessing affordable skills training activities. The following list describes the initial non-credit course topics that relate to college's Career and Technical Education strategy:

- Job-Readiness and Workforce Preparation
- Front Desk Representative/Administrative Assistant
- Shipping/Receiving
- Customer Service/Reservation Clerk

NOTE: SMC's vocational departments will be encouraged to provide input as to the development of all future non-credit vocational education topics. This will ensure their complementary role to the credit-based course menu and eliminate concerns relative to competition and duplication.

Conclusion

Santa Monica College needs to continue expanding and enhancing its educational service to address the needs of all students. This includes people seeking to obtain affordable education in order to transfer credits to the four-year university level as well as those in need of new skills just to become competitive in today's job market. Both cohorts of students need to have the fullest array in options – short-term, non-credit vocational, certificate, and credit-based courses.

Santa Monica College Automotive Program

Overview

Santa Monica College (SMC) has developed a partnership with Lexus/Toyota in order to deploy an automotive program that aligns with the emerging trends of the automotive industry. Through this partnership, the college will have access to Lexus/Toyota facilities in order to conduct an initial list of automotive courses.

The following initial courses have been approved through SMC's standard process and are designed to develop the foundational skills of people wishing to enter the automotive industry or expand existing skills to meet emerging trends:

- AUTO 40 Automotive Maintenance and Operation (3 units)
- AUTO 45 Automotive Braking Systems (3 units)
- AUTO 46 Automotive Electrical Systems (3 units)
- AUTO 50 Hybrid Technology (3 units-under development)

Industry Partnership Strategy

Due to facility constraints, the college has reached out to the local community and obtained support directly from a sponsoring company (Lexus/Toyota). By doing so, SMC will be able to meet the educational training needs of the Westside region's automotive sector while assisting people wishing to transition in to another career.

College Commitment and Supportive Resources

SMC is committed to supporting this partnership and has procured/set-aside VTEA funds in order to facilitate the start-up of the training activities and cover the costs of the initial training aides and equipment. With support from business/industry, coming primarily in the form of facilities, the college can begin offering the course(s) listed above as soon as Spring of 2009.

Santa Monica College personnel will also leverage support from its categorically-funded projects to inform frontline counselors and other faculty in the region's high school system. This will promote the new courses and help increase the potential for student enrollments.

At the end of Spring 2010, SMC will assess whether the initial courses (per semester) have reached SMC's enrollment goals and re-evaluate the topic of a dedicated automotive program. The college will determine if enough students successfully enrolled and completed the course(s) – solidifying the need for a separate and distinct program. Should the courses meet expected enrollment goals and be deemed viable as a Career and Technical Education program, SMC will review all its options taking into consideration the following:

- Consider possible leasing options which have the capacity to meet total program requirements
- Consider college campus locations that have the capacity to meet industry trends
- Consider other industry-related locations as an alternative to those of the Lexus/Toyota facilities

SMC hopes that this pilot effort, as supported by business and industry, will provide the educational service that addresses the short- and long-term needs of the Westside automotive sector. Furthermore, the college hopes to continually refine its course offerings in order to stay abreast of the industry's emerging trends.

Operational Strategy

SMC will offer company-located courses in accordance with the following details:

- Evenings (6:00 – 10:30 p.m.) (Faculty set-up will begin at 6 pm; classes will be held from 7-10 pm; cleanup from 10-10:30 pm.)
- Monday through Friday
- Facilities: designated auto-lifts/bays

SMC instructors will be responsible for all course set-ups ensuring the safe and secure maintenance of all SMC property. Instructors will also ensure all facilities provided by partner companies (including any rented parking spaces) will be maintained in accordance with pre-established standards. Risk to students and faculty will be assumed by the college in accordance with standard risk management policies.

Anticipated Outcomes

By deploying these courses in partnership with Lexus/Toyota, SMC will be able to meet industry's need for qualified skilled workers while allowing the college to benefit from a well-recognized automotive corporation.

Specifically, these courses will be able to achieve the following:

- Allow convenient access by incumbent workers to the education and training needed to meet industry trends (i.e., hybrid technology, alternative fuels, etc.)
- Develop the skills of new workers who are interested in working within the automotive industry

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 8, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **APPOINTMENT TO CITIZENS' BOND OVERSIGHT COMMITTEE**

SUBMITTED BY: Trustee Nancy Greenstein

REQUESTED ACTION: It is recommended that the Board of Trustees approve the appointment of Luis Suarez as the student representative to the Citizens' Bond Oversight Committee for 2008-09.

SUMMARY: The bylaws state that the Citizens' Bond Oversight Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees as required by Government Code Sections 54950-54962 and Education Code Sections 15278, 15280 and 15282, with at least:

Category

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

MOTION MADE BY: Susan Aminoff
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **SECOND READING AND APPROVAL – BOARD POLICY SECTION 6255, DELEGATION TO ENTER INTO AND AMEND CONTRACTS**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Section 6255 – Delegation to Enter Into and Amend Contracts, are presented for a second reading and approval.

BP 6255 Delegation to Enter Into and Amend Contracts

The Superintendent/President is authorized by the Board of Trustees to:

- a. Contract for goods, services, equipment and rental of facilities, and accept grants as authorized by statutes for amounts of \$50,000 or less.
- b. Amend any contractual arrangement provided that changing the rate, period of time for the contract, and/or any other contractual term or condition does not result in a total expenditure of funds that would exceed \$50,000.
- c. Agree to binding arbitration if the Superintendent/President determines that it is an appropriate business decision to do so.
- d. All actions will be subject to Board approval and will be presented to the Board in summary format on a monthly basis for ratification.

Signatures on contracts are limited to those designated by the Superintendent/President and included on the annual Authorized Signature Resolution on file in the Los Angeles County Office of Education. The Board of Trustees will periodically review this policy.

Reference: Education Code Sections 81655, 81656
 Public Contract Code Section 20651

SUMMARY: This authorization is requested in order to implement contracts and payments in amounts of \$50,000 or less in a timely manner. Authorization includes, but is not limited to, acceptance of grants, payment of stipends, contracts for services and facilities. Revisions suggested at the first reading on July 7, 2008 have been incorporated.

Education Code Section 81655 states that the Board of Trustees may delegate the power to contract to the Superintendent/President and that such delegation of power may be limited as to time, money or subject matter. This policy is consistent with the practice of the City Manager of Santa Monica and the Los Angeles Community College District.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 8, 2008

VII. CONSENT AGENDA

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #6-#18

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #13-E, #14, #18-C

Approval of Consent Agenda, excluding #13-E, #14, #18-C

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

VIII. CONSENT AGENDA – Pulled Recommendations

Recommendations pulled from the Section VII, Consent Agenda discussed and voted on separately.

Recommendation No 13-E: Amendment to Agreement for Traffic Consulting Services – Master Plan Update

Motion Made By: Louise Jaffe
 Seconded By: David Finkel
 Student Advisory: Aye
 Ayes: 6
 Noes: 0
 Absent: 1 (Quiñones-Perez)

Recommendation No 14: Commercial Warrant Register

Motion Made By: Louise Jaffe
 Seconded By: David Finkel
 Student Advisory: Aye
 Ayes: 6
 Noes: 0
 Absent: 1 (Quiñones-Perez)

Recommendation No 18-C: Purchasing Agreements and Authorization of Purchase Orders
 This recommendation was tabled.

RECOMMENDATION NO. 6 APPROVAL OF MINUTES

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

August 11, 2008 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 7 ANNUAL CONTRACTS AND CONSULTANTS

7-A ENROLLMENT DEVELOPMENT

Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

Requested Action: Approval/Ratification

Provider	Service	Amount	Funding Source
National Student Clearinghouse	The company will provide services for the automated processing of Enrollment and Degree Verifications and online transcript ordering.	A small convenience fee is charged to the requestor.	User fees
Blackboard Connect Ed (formerly The NTI Group, Inc.)	Renewal of the service that enables staff to record, schedule, send, and track thousands of voice and text messages. The service has improved student communication throughout the enrollment management process, providing opportunities to improve outreach and retention services through targeted messages, by telephone, to students.	\$32,000 for 180,000 message units (including support fee)	2008-2009 District Budget/Enrollment Development

7-B LEGAL SERVICES (Correction)

Requested by: Marcia Wade, Vice-President, Human Resources

Approved by: Randal Lawson, Executive Vice-President

Provider	Service	Amount	Funding Source
Liebert, Cassidy, Whitmore	Human Resources, Student issues	\$210 \$160 to \$260 \$290 per hour for attorney services; \$100 to \$110 \$130 per hour for paralegal services; plus expenses	2008-2009 Human Resources Budget

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 **CONTRACTS AND CONSULTANTS**

8-A **TRIO STUDENT SUPPORT SERVICES PROGRAM**

Requested by: *Darrell Goode, , Director, TRIO/Pico Partnerships*
Approved by: *Mike Tuitasi, Vice-President, Student Affairs*
Requested Action: *Approval/Ratification*

Provider: William B. Clark, Senior Consultant, Clark & Associates
Fees: \$3,500
Funding Source: 2008-09 District Grants Department Budget
Effective dates: September 9 - December 15, 2008
Service: Grant writing, including coordination of SMC's submission for the upcoming competition for the TRIO Student Support Services grant.

8-B **LETTER OF AGREEMENT – SUSTAINABLE BUILDING ADVISOR CERTIFICATE PROGRAM**

Requested by: *Chito Cajayon, Dean of Workforce & Economic Development*
Approved by: *Jeff Shimizu, Vice President, Academic Affairs*
Requested Action: *Approval/Ratification*

Provider: The National Sustainable Building Advisor Program (NaSBAP)
Amount: Not to exceed \$7,500 (\$2,500 deposit to be paid 30 days in advance).
Term: September 1, 2008 – June 30, 2009
Funding Source: SMC Continuing and Community Education Department budget.
Service: NaSBAP, a non-profit, will provide the use of its instructional materials as well as up to five hours of technical and ancillary support in the delivery of the educational service. The nine-month (two days per month) specialized training program focuses on the creation of environmentally-friendly structures. It is geared toward architects, developers, contractors and other building professionals. Blair Siebert, Verde Concepts, will be the Lead Instructor and help coordinate the SMC program with NaSBAP. Ms. Siebert has previously worked with SMC for its Master Plan and EIR for Bundy.

Summary: SMC's Continuing and Community Education Department will offer this fee-based program at the Bundy Campus. The registration fee will be \$1,950 per student.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 **CONTRACTS AND CONSULTANTS**

8-C **MEMORANDUM OF UNDERSTANDING (MOU) FOR SANTA MONICA PRESCHOOL COLLABORATIVE, 2008-2009**

Requested by: *Jenny Trickey, Director, Childcare Services*
Approved by: *Michael Tuitasi, Vice President, Academic Affairs*
Requested Action: *Approval/Ratification*

Participating Agencies: Santa Monica-Malibu Unified School District, (SMMUSD) and Santa Monica Community College District (SMCCD)

Services: The mission of the Santa Monica Preschool Collaborative is to provide staff for full day/full year child care and development services to approximately 84 Santa Monica area children under the age of six. Services will be delivered in two sites: John Adams Child Development Center and Washington West Preschool. SMMUSD will be the operational agent for the Collaborative and will be responsible for staffing, management and oversight of the centers.

Duration of MOU: July 1, 2008 – June 30, 2009

Funding Source: 2008-09 District Budget

Terms of MOU: The Program Advisory Committee composed of representatives of the SMMUSD and SMC will guide the Collaborative (the terms are the same as those for the 2007-08 agreement):

As a participating agency, SMMUSD will:

- With input from the Program Advisory Committee, will be responsible for recruiting, selection, training and supervising the staff at Adams and Washington West.
- work with SMC to establish Collaborative preschools at work study sites,
- work with SMC to offer an internship program and implement a Mentor program
- assume responsibility for daily operations of Adams and Washington West sites
- be responsible for meeting all requirements as set forth by the preschool services contract with the Department of Education
- identify and refer children, and offer priority enrollment to students, faculty and staff of SMC when there are vacancies
- be responsible for meeting all Head Start requirements
- provide teaching staff for 20 children for a 3.5-hour per day program, up to eleven months per year
- provide materials and supplies for children in the Head Start program

As a participating agency, SMCCD will:

- supervise practicum students from child development and early childhood education classes at all sites
- provide training on desired results and assist with professional development plans for teachers and assistants
- coordinate recruitment efforts with others members of the collaborative
- underwrite the Collaborative in an amount not to exceed \$200,000 annually to assure that SMMUSD expenses are covered to that limit.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 ACADEMIC PERSONNEL

Requested Action: Approval/Ratification

Reviewed by: Sherril Lee-Lewis, Dean, Human Resources

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

All personnel will be properly elected in accordance with district policies, salary schedules, and appropriate account numbers.

ELECTION

McLaughlin, Larry,
Acting Director, Bundy Campus/Workforce Development (extension)

10/01/08 – 12/31/08
or until the position is filled

Simmons, Gregg, Acting Athletic Director

9/9/08 - 6/30/09
or until the position is filled

Jerome Jenkins, Project Manager, Men's Basketball

9/9/08 - 6/30/09

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – REGULAR

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

Approval/ratification of the establishment of classified positions, and other actions involving classified personnel including hiring, promoting, changing work shifts, working out of classification, and advanced step placements. All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

ESTABLISH EFFECTIVE DATE

Disabled Student Services Assistant (4 positions) Disabled Student Center, 11 mos, 30 hrs	09/09/08
--	----------

ABOLISH

Accountant (1 position) Institutional Advancement, 12 mos, 40 hrs	09/09/08
--	----------

Administrative Assistant I (1 position) Library, 12 mos, 40 hrs	09/09/08
--	----------

Disabled Student Services Assistant (3 positions) Disabled Student Center, 11 mos, 15 hrs	09/09/08
--	----------

Lead Interpreter Hearing Impaired- VH-I (1 position) Disabled Student Center, 12 mos, 40 hrs	09/09/08
---	----------

Public Programs Office Coordinator (1 position) Community Relations, 12 mos, 40 hrs	09/09/08
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ACCELERATING HIRING RATE

POSITIONS

Personnel Analyst, Personnel Commission	Step C
Registered Nurse – Health Science	Step E

Reference Merit Rule 12.2.4 (A)

All new employees shall be appointed at the hiring rate for the class as approved by the Personnel Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set with the approval of the Board and the Personnel Commission at any step on the schedule of the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 CLASSIFIED PERSONNEL – REGULAR *(continued)*

ELECTIONS

PROBATIONARY

Bice, Joy M., Lead Events Technician, SMC Performing Art	08/11/08
Bobby, Betty J., Disabled Student Services Assistant, DSC	08/25/08
Brundige, Emily, Disabled Student Services Assistant, DSC	08/25/08
Carlson, Ingrid, Disabled Student Services Assistant, DSC	08/25/08
Ganser, Amy J., Disabled Student Services Assistant, DSC	08/25/08
Godinez, Marco A., Custodian, Operations	08/25/08
Greig, Michael, Events Technician, Campus Events	08/18/08
Kremer, Andrea, Disabled Student Services Assistant, DSC	08/25/08
Litver, Mark, Accompanist Performance, Dance	08/27/08
Molina, Erica, Disabled Student Services Assistant, DSC	08/25/08
Potts Jr., Charles, Associate Director of the SMC Foundation, Institutional Advancement	08/25/08
Puyear, Billie, Sign Language Interpreter II, DSC	08/22/08

PERMANENT EMPLOYEE WITH TEMPORARY ASSIGNMENT

Locke, Debra C, (Extension)	08/16/08 – 10/06/08
Fr: Administrative Assistant II, Madison Theater/VH	
To: Student Services Specialist- EOPS, EOPS	
Romano, Jere (Extension)	08/25/08 – 10/13/08
Fr: Community College Police Officer, Campus Police/VH/SP	
To: Community College Police Sergeant, Campus Police/VH/SP	

BILINGUAL STIPEND

Bravo, Lissette, Administrative Clerk, Personnel Commission	Bilingual 1	09/09/08
Guzman, Jose, Personnel Specialist, Personnel Commission	Bilingual 1	09/09/08
Monzon, Karen, Personnel Technician, Personnel Commission	Bilingual 1	09/09/08
Padilla-Acosta, Delia, Human Resources Technician, Human Resources	Bilingual 1	09/09/08
Wolf Debora, Student Services Specialist, Financial Aid	Bilingual 1	09/09/08

ADVANCED STEP PLACEMENT

Jimenez, Jorge, Groundskeeper/Gardener, Grounds	Step C	07/01/08
Toledo, David, Theatre Technical Dir., SMC Performing Art Center	Step C	06/20/08

VOLUNTARY DEMOTION

Quinn, William J.	08/25/08
From: Lead Custodian, Operations, 12 mos, 40 hrs/NS-I	
To: Custodian, Operations, 12 mos, 40 hrs/NS-II	

CHANGE IN WORK SHIFT/TEMPORARY

Pena, Brian (correction)	08/01/08 – 10/31/08
From: Programmer Analyst II, Information Management, 12 mos, 40 hrs/Day	
To: Programmer Analyst II, Information Management, 12 mos, 40 hrs/VH-I	

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – LIMITED DURATION

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

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules. No limited term assignment shall exceed 120 working days per fiscal year.

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

Aldana, Iris A, Counseling Aid, Student Services	08/25/08-01/12/09
Blanco, Saul, Art Gallery Installer, Art	08/27/08-01/14/09
Gonzalez, Claudia, Counseling Aide, Counseling	08/27/08-01/14/09
Hernandez, Joanna, Administrative Secretary, Health Science	08/26/08-12/19/08
LemMons, Dena, Administrative Assistant II, Madison	05/29/08-10/03/08
Mann, Josh, Instructional Assistant-English, English	08/27/08-01/14/09
Morales, Leonardo, Counseling Aide, Counseling	09/16/08-02/03/09
Nason, Nancy, Instructional Assistant –English, English	08/25/08-01/12/09
Rubio, Mary, Admissions & Records Clerk II, Adm & Rec	08/25/08-11/03/08
Smith, Nadaley, Cash Receipts Clerk, Bursars Office	07/01/08-10/31/08
Walsh, Maura, Instructional Assistant-English, English	08/27/08-01/14/09

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.

Alvarez, Ana M, Bookstore Clerk/Cashier, Bookstore	08/11/08-12/31/08
Clow, Keith A, Events Technician, SMC Performing Arts	08/11/08-12/31/08
Davis, Mia N, Bookstore Clerk/Cashier, Bookstore	08/15/08-12/31/08
Feldman, Michael, Disabled Student Services Assistant, DSC	09/04/08-12/31/08
Gebrelul, Saba, Bookstore Clerk/Cashier, Bookstore	08/26/08-12/31/08
Gillespie, Leigh, Accompanist-Performance, Music	08/25/08-12/31/08
Green, Kennisha, Disabled Student Services Assistant, DSC	09/04/08-12/31/08
Hornaday, Charles, Disabled Student Services Assistant, DSC	08/28/08-12/31/08
Hrast, Tanja, Bookstore Clerk/Cashier, Bookstore	08/20/08-12/31/08
Kramer, Todd E, Events Technician, SMC Performing Arts	08/06/08-12/31/08
Mangus, Edward, Lab Technician-Photo, Community Services	07/01/08-12/23/08
Mangwa, Brice C, Bookstore Clerk/Cashier, Bookstore	08/11/08-12/31/08
Melendez, Angeline, Bookstore Clerk/Cashier, Bookstore	08/06/08-12/31/08
Murray, Jake W, Bookstore Clerk/Cashier, Bookstore	08/06/08-12/31/08
Neal, Kimberly A, Events Technician, SMC Performing Arts	08/06/08-12/31/08
Pasion, Toni M, Bookstore Clerk/Cashier, Bookstore	08/06/08-12/31/08
Rhoads, Margaret, Instructional Assistant-Learning Disabilities, DSC	08/25/08-12/31/08
Spencer, Everett, Bookstore Clerk/Cashier, Bookstore	08/25/08-12/31/08
Svistelina, Irina, Disabled Student Services Assistant, DSC	09/04/08-12/31/08
Yogi, Nancy, Disabled Student Services Assistant, DSC	08/28/08-12/31/08
Zimmerman, Eric, Events Technician, SMC Performing Arts	08/06/08-12/31/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant \$8.00/hr (STHP)	40
College Work-Study Student Assistant \$8.00/hr (FWS)	14
CalWorks \$8.00/hr	01

SPECIAL SERVICE

Art Model \$18.00/hr	29
Art Model with Costume \$21.00/hr	0
Community Services Specialist I \$35.00/hr	01
Community Services Specialist II \$50.00/hr	15

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES

Requested Action: Approval/Ratification
Requested by: Greg Brown, Director, Facilities and Planning
Approved by: Randy Lawson, Executive Vice-President

13-A CHANGE ORDER NO. 5 – RE-BID CAMPUS QUAD

Change Order No. 5 – TRIMAX CONSTRUCTION CORP. on the Re-bid Campus Quad project in the amount of \$343,765:

Original Contract Amount	\$8,709,500
Previously Approved Change Orders 1-4	351,681
Change Order No. 5	<u>343,765</u>
Revised Contract Amount	\$9,404,946
Original Contract Time	360 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	360 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	360 days

Funding Source: Measure U

Comment: Change Order No. 5 provides for re-routing water lines and adding new valves, adding a sealer to the concrete paver walkway, exterior painting of Drescher Hall, and site furniture.

13-B CHANGE ORDER NO. 1 - PARKING STRUCTURE A IMPROVEMENTS

Change Order No. 1 - TRIMAX CONSTRUCTION CORP. on the Parking Structure A Improvements in the amount of \$5,247:

Original Contract Amount	\$858,300
Previously approved Change Orders	0
Change Order No. 1	<u>5,247</u>
Revised Contract Amount	\$ 863,547
Original Contract Time	55 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	55 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	55 days

Funding Source: Measure S

Comment: Change Order No. 1 provides for temporary signage to redirect traffic during construction and painting of interior walls.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES *(continued)*

13-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – BUNDY CAMPUS, NORTHEAST DRIVEWAY PROJECT

Amend agreement with tBP ARCHITECTS for the Bundy Campus, Northeast Driveway Project, project for \$18,750 plus reimbursable expenses.

Funding Source: Measure S

Comment: The additional design costs are to add 8 electric vehicle charging stations.

13-D PROJECT CLOSEOUT – 2006-2007 ENERGY SERVICES CONTRACT

Subject to completion of punch list items by CHEVRON ENERGY SOLUTIONS, authorize the Executive Vice President, without further action of the Board of Trustees, to accept the project described as 2006-2007 ENERGY SERVICES CONTRACT as being complete upon completion of punch list items by CHEVRON ENERGY SOLUTIONS. The Executive Vice President 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.

Funding Source: District Capital Funds, State Scheduled Maintenance

Comment: This is the completion of an earlier energy retrofit project.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 13 FACILITIES (continued)

13-E AMENDMENT TO AGREEMENT FOR TRAFFIC CONSULTING SERVICES – MASTER PLAN UPDATE

Amend agreement with LINSOTT, LAW & GREENSPAN for the Master Plan Update for \$79,700.00 plus reimbursable expenses.

Original Contract Amount	\$334,000.00
Previously approved Amendments	0
Contract Amendment No. 1	<u>79,700.00</u>
Revised Contract Amount	\$ 413,700.00

Funding Source: Measure U

Comment: In the process of developing the Master Plan Update the District team has recommended the study of 30 additional intersections and 11 additional street segments.

13-F QUARTERLY POOL PAYMENTS UNDER JOINT USE FACILITIES AGREEMENT

Payment to: City of Santa Monica
Amount: \$84,121.91
For the Period: April 1, 2008 – June 30, 2008
Funding Source: 2007-2008 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 (34 percent) of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 COMMERCIAL WARRANT REGISTER

Requested by: Robin Quaille, Accounts Payable Supervisor

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

July 1 – July 31, 2008	3140 – 3182	\$10,831,063.21
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Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 15 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

July 1 – July 31, 2008	C1L – V1C	\$7,686,273.17
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Comment: The detailed payroll register documents are on file in the Accounting Department.

RECOMMENDATION NO. 16 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested by: George Prather, Director of Auxiliary Services

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

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

July 1 – July 31, 2008	Payments \$603,272	Purchase Orders \$928,103
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 17 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

Requested by: Robin Quaille, Accounts Payable Supervisor

Approved by: Randy Lawson, Executive Vice-President

Requested Action: Approval/Ratification

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

July 1 – July 31, 2008	
D000001 – D000325	\$4,015,432.73
B000761 – B000789	\$ 17,323.08
ST00001 – ST00013	\$ 19,156.00

D – Direct Payments

B – Benefit Payments (health insurance, retirement, etc.)

ST – Student Grant Payments

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 18 PURCHASING

Requested by: Keith Webster, Director, Purchasing
Approved by: Randy Lawson, Executive Vice-President
Requested Action: Approval/Ratification

18-A AWARD OF PURCHASE ORDERS

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

July 1 – July 31, 2008

\$7,218,655.47

18-B DECLARATION AND DONATION OF SURPLUS COMPUTER EQUIPMENT AND VEHICLE

Requested by: Tom Corpus, Grounds and Landscape Supervisor
Approved by: Randy Lawson, Executive Vice-President

- (1) Declare as surplus miscellaneous computers and monitors and authorize the District to donate the computers to the Riordan Foundation and SMMUSD because they have been determined to be of insufficient value to defray the cost to sell.

Comment: This action is in accordance with SMC Board Policy 6531 and Education Code section 81452.

TABLED, NO ACTION TAKEN

~~**18 C PURCHASING AGREEMENTS AND AUTHORIZATION OF PURCHASE ORDERS**~~

~~Authorize the use of the following competitively bid purchase agreements and the award of purchase orders as follows:~~

- ~~1. City of Los Angeles Department of Water and Power (LADWP) Bid #715; Contract # 715 01-7 with Metro Video Systems, Inc. for an amount not to exceed \$585,000 for video security equipment, installation and three years of preventative maintenance services for Campus Safety Project.~~

~~Funding Source: Measure U Bond Funds~~

~~Comment: This contract allows for public education entities in the State of California to place orders under these competitively bid contracts. Public Contracts Code Section 20652 allows the District to purchase through other public agencies without advertising for bid. There are significant cost savings to the district by joining in purchasing agreements with other agencies.~~

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 8, 2008

BOARD POLICY

RECOMMENDATION NO. 19

SUBJECT: **FIRST READING - BOARD POLICY SECTION 1511, MEETINGS OF THE BOARD OF TRUSTEES**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of Board Policy Section 1511 – Meetings of the Board of Trustees, Regular Meetings.

BP 1511 Regular Meetings

~~Regular meetings of the Board of Trustees shall be held in accordance with the adopted annual schedule of meetings unless changed by the Board in a subsequent regular meeting. The Board of Trustees shall annually adopt a calendar of regular meetings to be scheduled the second Monday of the month, unless indicated otherwise. When the second Monday falls on a legal holiday, or on a day observed as a legal holiday, the regular meeting shall be held on the next business day at the usual place and time unless the Board of Trustees formally votes to meet at some other time and/or place.~~

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference: Education Code Section 72000
Government Code Sections 54950-54963, 54961

Reviewed and Adopted: 5/1/2000
Revised 12/2005

COMMENT: The proposed revision to Board Policy Section 1511 would allow flexibility for the Board to adjust its meeting schedule without having to revise the policy. The Board meets requirements of the Education Code to fix the time and place for regular meetings by adopting its annual schedule of meetings, so it is not necessary to include the specific day in the policy.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	September 8, 2008

INFORMATION ITEM G

SUBJECT: **SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2009**

SUBMITTED BY: Superintendent/President

SUMMARY: A draft of the schedule of Board Trustees meetings for 2009 is presented for review. The schedule of meetings will be submitted to the Board of Trustees for approval at the meeting on October 7, 2008.

January through May, 2009: Regular meetings are scheduled on the first Monday of the month, except when adjusted for holidays. The third Monday of the month is held for special meetings or workshops.

June through December, 2009: Regular meetings are scheduled on the first Tuesday of the month, except when adjusted for holidays. The third Tuesday of the month is held for special meetings or workshops.

Winter and summer Board Retreats are held on a Saturday (dates to be determined).

First and third Mondays, January through May, 2009	First and third Tuesdays, June through December, 2009
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January 12, 2009 (*second Monday*)
January 26 (*fourth Monday - hold*)

February 2
February 23 (*hold*)

Winter Retreat
Select a date - Saturdays
February 21, 28
March 6, 13

March 2
March 16 (*hold*)

April 6
April 20 (*hold*)

May 4
May 18 (*hold*)

June 2
June 23, fourth Tuesday (*hold*)

July 7
July 21 (*hold*)

August 4
August 18 (*hold*)

Summer Retreat
Select a date - Saturdays
July 18, 25
August 1, 8

September 1
September 15 (*hold*)

October 6
October 20 (*hold*)

November 3
November 17 (*hold*)

December 1
December 15 (*hold*)

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING September 8, 2008
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XI. BOARD COMMENTS AND REQUESTS

XII. ADJOURNMENT – 10:35 p.m.

The meeting was adjourned in memory of **Jean Evelyn Allan**, mother of SMC Life Science professor Douglas Allan; **Joe Robbins**, Emeritus College Band clarinet player; **Mildred I. Waterstrat**, mother of Karen Glusman, Accounting Specialist in Fiscal Services; and **Frances Wofford**, SMC tutoring facilitator in the 1980's and mother of Lisa Battalia Welser, a counselor at SMC for 17 years.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, October 7, 2008** 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.

The agenda for the next meeting will include the following:

- Report on ARCC (Accountability Reporting for Community Colleges)
- Adoption of Schedule of Board of Trustees Meetings, 2009