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**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING**

**MONDAY,  
MAY 4, 2009**

**Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California**

**5:30 p.m. – Call to Order  
Closed Session**

**7:00 p.m. – Public Meeting  
Board Room (Business Building Room 117)**

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

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

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

## **PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES**

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

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

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

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

### General Public Comments and Consent Agenda

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

### Major Items of Business

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

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

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

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

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

|   |                        |
|---|------------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>REGULAR MEETING</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 4, 2009            |

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

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, May 4, 2009.

5:30 p.m. – *Call to Order*  
*Closed Session*  
7:00 p.m. – *Public Meeting*

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

- |           |   |                 |
|-----------|---|-----------------|
| <b>I.</b> | <b>ORGANIZATIONAL FUNCTIONS</b>           | <u>Page No.</u> |
|           | A Call to Order – 5:30 p.m.               | I               |
|           | B Roll Call                               |                 |
|           | C Public Comments on Closed Session Items |                 |

**II. CLOSED SESSION**

Conference with Labor Negotiators (*Government Code Section 54957.6*)

Agency designated representatives: *Marcia Wade, Vice-President, Human Resources*

*Robert Myers, Campus Counsel*

*Employee Organization: CSEA, Chapter 36*

Conference with Legal Counsel-Existing Litigation (*Subdivision (a) of Government Code Section 54956.9*)

Names of cases:

- (1) Marcia Fierro and CSEA, Chapter 36 v. Santa Monica Community College District  
[Arbitration Proceeding]
- (2) PERB Case No. LA-SV-160-E
- (3) Santa Monica Community College District v. FTR International [Arbitration Proceeding]

Public Employee – Evaluation (*Government Code Section 54957*)

*Evaluation of the Superintendent/President*

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** (*Scheduled for 7:00 p.m.*)

- D Pledge of Allegiance
- E Closed Session Report (if any)
- F Public Comments

IV. **SUPERINTENDENT'S REPORT**

- Award of Associate of Arts Degree
- Recruitment Video
- Management Association Update
- Updates:
  - State Budget
  - AB 947

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

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| G   | Staff Report Related to Institutional Accountability, Necessary Staffing for Facility Maintenance and Upkeep, and Revised Contracting Procedures to Address Issues Raised by Board Subcommittee on Contracting Out | 7  |
| #1  | First Reading – Board Policy Sections 2115 and 6250  | 8  |
| #2  | 2009-2010 Tentative Budget   | 11 |
| #3  | 2008-2009 Quarterly Budget Report and 311Q   | 11 |
| #4  | Receipt of Personnel Commission Proposed 2009-2010 Budget  | 12 |
| H   | Report: Student Achievement, Basic Skills, Student Retention, Research   | 15 |
| #5  | Classified Employees Week  | 16 |
| #6  | Resolution in Support of Propositions 1A-1F  | 17 |
| #7  | Endorsement of Universal Single-Payer Health Bill  | 19 |
| #8  | Resolution in Support of Employee Free Choice Act  | 22 |
| #9  | SMCCD Initial Collective Bargaining Proposal to CSEA Chapter 36  | 24 |
| #10 | CSEA Chapter 36 Initial Collective Bargaining Proposal   | 27 |
| #11 | Annual Authorization of Privileges for Student Trustee   | 29 |
| #12 | Process to Appoint Members to the Citizens' Bond Oversight Committee   | 30 |
| #13 | Second Reading and Approval – Board Policy Sections 2220 and 2250  | 32 |
| #14 | Second Reading and Approval – Board Policy Section 6115  | 35 |

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**

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| #15 | Approval of Minutes – April 6, 2009 (Regular Meeting) | 36 |
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**Grants and Contracts**

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| #16 | Acceptance of Grants and Budget Augmentation | 37 |
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|     | 17-A Book Vendor for Library                 | 38 |
|     | 17-B Credit Card Processing Services         | 38 |
| #18 | Ratification of Contracts and Consultants    | 39 |

**Human Resources**

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| #24  | Budget Transfers  | 48 |
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| #29  | Auxiliary Payments and Purchase Orders  | 52 |
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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. **INFORMATION**

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| I | Citizens’ Bond Oversight Committee Meeting, April 22, 2009 | 53 |

X. **BOARD COMMENTS AND REQUESTS**

XI **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, June 2, 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.

|                    |  |    |
|--------------------|--|----|
| <b>APPENDIX A:</b> | Staff Report Related to Institutional Accountability, Necessary Staffing for Facility Maintenance and Upkeep, and Revised Contracting Procedures to Address Issues Raised by Board Subcommittee on Contracting Out | 57 |
| <b>APPENDIX B:</b> | 2009-10 Tentative Budget (General Fund)  | 69 |
| <b>APPENDIX C:</b> | 2008-09 Quarterly Budget Report and 311 Q  | 83 |
| <b>APPENDIX D:</b> | Financing Summary of the Sale of Bonds (Series C)  | 87 |

**BOARD OF TRUSTEES****REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

May 4, 2009

**I. ORGANIZATIONAL FUNCTIONS**A CALL TO ORDERB ROLL CALL

Louise Jaffe, Chair

David Finkel, Superior Court Judge (Ret.), Vice-Chair

Dr. Susan Aminoff

Dr. Nancy Greenstein

Dr. Margaret Quiñones-Perez

Rob Rader

Dr. Andrew Walzer

Cameron Henton, Student Trustee

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS**II. CLOSED SESSION**Conference with Labor Negotiators (*Government Code Section 54957.6*)Agency designated representatives: *Marcia Wade, Vice-President, Human Resources**Robert Myers, Campus Counsel*

Employee Organization:

*CSEA, Chapter 36*Conference with Legal Counsel-Existing Litigation (*Subdivision (a) of Government Code Section 54956.9*)

Names of cases:

(1) *Marcia Fierro and CSEA, Chapter 36 v. Santa Monica Community College District*  
[Arbitration Proceeding](2) *PERB Case No. LA-SV-160-E*(3) *Santa Monica Community College District v. FTR International* [Arbitration Proceeding]Public Employee – Evaluation (*Government Code Section 54957*)*Evaluation of the Superintendent/President***III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**D PLEDGE OF ALLEGIANCEE CLOSED SESSION REPORT (if any)F PUBLIC COMMENTS

|   |                    |
|---|--------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| Santa Monica Community College District | May 4, 2009        |

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM G**

**SUBJECT:** **STAFF REPORT RELATED TO INSTITUTIONAL ACCOUNTABILITY, NECESSARY STAFFING FOR FACILITY MAINTENANCE AND UPKEEP, AND REVISED CONTRACTING PROCEDURES TO ADDRESS ISSUES RAISED BY BOARD SUBCOMMITTEE ON CONTRACTING OUT**

SUBMITTED BY: Superintendent/President

SUMMARY: The Staff Report (Appendix A) sets forth recommendations to address issues that were raised by the work of the Board Subcommittee on Contracting Out (“Board Subcommittee”). After providing background information, the report addresses issues in four areas:

Part I of the report recommends that the Board adopt a new board policy on institutional accountability. This part of the report also outlines the steps that are being taken to ensure that all District managers have the training and information necessary to carry out District policies and regulations.

Part II of the report sets forth the staffing required to ensure that District facilities are adequately maintained. It reflects a long-standing recognition that the District’s workforce has not been expanded to meet the needs of the College’s new campuses, buildings and landscaped areas.

Part III of the report addresses the District’s contracting procedures. It describes steps being taken to avoid collective bargaining disputes over use of outside contractors and ensure legally compliant and transparent contracting procedures.

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 1**

**SUBJECT:** **FIRST READING – BOARD POLICY SECTIONS  
2115, INSTITUTIONAL ACCOUNTABILITY  
6250, CONTRACTS FOR MATERIALS AND SERVICES**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a first reading of the following Board Policy Sections:

- A 2115, Institutional Accountability (new)
- B 6250, Contracts for Materials and Services (revised)

SUMMARY: New Board Policy 2115 on Institutional Accountability was developed in response to the Board Subcommittee’s recommendation that “that a clear statement of the principles that the Board adopts and articulates will be a good first step.” This new Board policy clearly states that everyone – from the Board of Trustees on down – share responsibility for ensuring that the mission of the College is accomplished.

Revised Board Policy 6250 sets forth the dollar threshold for competitive bidding. Public Contracts Code Section 20651(a) requires competitive bidding for an expenditure of more than \$50,000 for the purchase of equipment, materials or supplies furnished, sold, or leased to the College, services (except for construction services, professional services, and insurance services), and “[r]epairs, including maintenance as defined in Section 20656, that are not a public project as defined in subdivision (c) of Section 22002.” The \$50,000 bid threshold is adjusted annually by the Board of Governors of the California Community Colleges and is currently \$72,400. Although the bid threshold it now \$72,400, Board Policy 6250 establishes a \$52,900 limit. The new board policy would use the dollar amount annually established by the Board of Governors of the California Community Colleges as the bid threshold.

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

## **#1-A**

### **BP 2115 Institutional Accountability**

The Board of Trustees recognizes its responsibility to ensure accountability to the public for the performance of the Santa Monica Community College District. The Board of Trustees shall regularly review the effectiveness of the District's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in accomplishing its mission and goals. The Board of Trustees shall establish systems and processes to monitor results and to evaluate the District's progress toward accomplishing the District's mission and goals.

The Board of Trustees and the Superintendent shall agree upon appropriate area of District accountability and shall establish a schedule for providing regular reports to the Board and the public regarding District progress.

All District employees shall abide by all District policies and regulations. The District has the following expectations:

- All policies and regulations will be promptly distributed upon their adoption.
- All policy and regulation changes will be reviewed with administrators upon adoption of the policy or regulation.
- All administrators will be familiar with policy and regulations and will communicate them to those they supervise.
- All administrators will ensure that those they supervise follow District policy and regulations.
- All employees are expected to follow District policy and regulations.

Reference: Education Code Section 72000(b)

## **#1-B**

### **BP 6250      Contracts for Materials and Services**

~~The Board of Trustees shall let any contracts involving an expenditure of more than fifteen thousand dollars (\$15,000) for work to be done or more than fifty-two thousand nine hundred dollars (\$52,900) for materials or supplies to be furnished, sold, or leased to the District to the lowest responsible bidder who shall give such security as the District requires, or else reject all bids.~~

~~For expenditures less than the amounts stated above, the District may request verbal or written quotations from vendors. Such a request shall not be deemed as a competitive bid and the District shall evaluate quotations based upon the needs and desires of the requisitioning department, quality of the materials and/or services provided and other selection criteria. For expenditures less than the Public Contract Code bid limits, the District shall not be subject to award of contract to the vendor submitting the lowest quotation.~~

To the full extent authorized by law, the Board shall from time to time (but not less than every four years) by written resolution or resolutions delegate to one or more officers or employees of the District the authority to purchase supplies, materials, apparatus, equipment and services, subject to any restrictions and requirements of Education Code Sections 81656 and 88003 and Public Contract Code Sections 20650-20660.

Such purchases shall be at the lowest reasonable available competitive price consistent with the highest quality and highest level of service desired and written District specifications, and in the best interest of the District.

Such purchases shall be subject to the following limitations:

a. No officer or employees authorized to make any purchase involving expenditure by the District in excess of the amount specified by section 20651 of the Public Contract Code. The amount set forth in subdivision (a) of section 20651 of the Public Contract Code shall be the amount as is annually adjusted by the Board of Governors of the California Community Colleges.

b. The delegation shall prescribe the limits of the delegation as to time, money and subject matter.

c. All transactions entered into by the officer or employee shall be in writing, and shall be reviewed by the Board within ninety days, or as otherwise provided by law.

d. In the event of malfeasance in office, the District officer or employee who entered into the contract shall be personally liable for any and all monies that the District paid out as a result of his or her malfeasance.

Reference: Education Code Section 81656 & 88003; Public Contract Code Sections 20650-20660

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**

**SUBJECT:**                    **2009-2010 TENTATIVE BUDGET**

SUBMITTED BY:            Superintendent/President

REQUESTED ACTION:    It is recommended that the Board of Trustees adopt the 2009-2010 Tentative Budget - General Fund (Appendix B).

The Santa Monica Community College District Proposed Unrestricted General Fund Budget for fiscal year 2009-2010 is as follows:

|                           |               |
|---------------------------|---------------|
| General Fund Unrestricted | \$149,348,471 |
|---------------------------|---------------|

|  |                      |
|--|----------------------|
| <b>Total Proposed Tentative Budget</b> | <b>\$149,348,471</b> |
|--|----------------------|

The 2008-2009 fiscal year is projected to close with an Unrestricted General Fund ending balance of \$15,029,763 which is included in the Unrestricted Budget as Contingency Reserve.

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

**RECOMMENDATION NO. 3**

**SUBJECT:**                    **2008-2009 QUARTERLY BUDGET REPORT and 311Q**

SUBMITTED BY:            Superintendent/President

REQUESTED ACTION:    Acknowledge receipt of the 2008-2009. Quarterly Budget Report, as of March 31, 2009 (Appendix C).

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

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**

**SUBJECT:**                   **RECEIPT OF PERSONNEL COMMISSION PROPOSED  
2009-2010 BUDGET**

SUBMITTED BY:               Superintendent/President

REQUESTED ACTION:       It is recommended that the Board of Trustees acknowledge receipt of the 2009-2010 proposed budget for the Santa Monica Community College District Personnel Commission. The Personnel Commission Budget will be discussed as part of the District’s regular budget process.

SUMMARY:                   Per Merit Rule 2.4, the Director of Classified Personnel shall prepare and submit to the Personnel Commission a proposed operating budget for the Commission for the next ensuing fiscal year. The budget shall be submitted not later than the appropriate Commission meeting in April.

The proposed budget being presented to the Board of Trustees represents the first reading of the Personnel Commission’s proposed operating budget. In order to satisfy the April time constraint of the Merit Rules, this proposed budget was compiled prior to the District determining if it needed to ask departments to make any cuts in operating expenses due to the current economic conditions. This proposed budget reflects 0% increase in Maintenance and Operating Expenses which remain consistent with 2006/07 levels. Overhead funding in the amount of \$73,108.00 over the 2008-09 budget is reflected in salary and benefits to cover the regular increased costs in negotiated salaries and benefits (\$43,408) and the upgrade of an Analyst position (\$29,700).

Since the proposed budget was presented in April, the Commission Office has been notified to make reductions which reflect the college’s budget. Modifications to the Personnel Commission budget will be presented during the public hearing on the Commission’s budget.

The Personnel Commission will hold a public hearing on its proposed budget on May 20, 2009 at which time it will fully consider all comments and suggestions that may be offered by District administration, the Board or other concerned persons or organizations.

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

**Proposed Personnel Commission Budget - Fiscal Year 2009-10\***

| <b>Description</b>                      | <b>Object</b> | <b>2007/08</b>      | <b>2008/09</b>      | <b>2009/10</b>      | <b>Difference</b>  |
|---|---------------|---------------------|---------------------|---------------------|--------------------|
| Administrative & Management             | 2110          | \$130,000.00        | \$143,832.00        | \$149,244.00        | \$5,412            |
| Clerical                                | 2120          | \$301,503.00        | \$328,305.00        | \$377,047.00        | \$48,742           |
| Clerical Hourly                         | 2323          | \$5,150.00          | \$5,150.00          | \$5,150.00          | --                 |
| Clerical Overtime                       | 2324          | \$0.00              | \$0.00              | \$0.00              | --                 |
| Personnel Commissioners                 | 2380          | \$7,725.00          | \$7,725.00          | \$7,725.00          | --                 |
| Other Classified Hourly                 | 2393          | \$0.00              | 0.00                | 0.00                | --                 |
| Benefits (Staff – 35%)                  |               | \$154,912.00        | \$165,248.00        | \$184,202.00        | \$18,954           |
| Benefits (Commissioners)                |               |                     | 60,000.00           | 60,000.00           | --                 |
| <b>Total Salary &amp; Benefits</b>      |               | <b>\$599,290.00</b> | <b>710,260.00</b>   | <b>783,368.00</b>   | <b>73,108.00</b>   |
| <b>Supplies &amp; Periodicals</b>       |               |                     |                     |                     |                    |
| Reference Books                         | 4230          | \$500.00            | \$250.00            | \$250.00            | --                 |
| Periodicals                             | 4240          | \$250.00            | \$250.00            | \$250.00            | --                 |
| Software                                | 4410          | \$10,000.00         | \$9,000.00          | \$9,000.00          | --                 |
| Supplies                                | 4550          | \$5,650.00          | \$5,650.00          | \$5,650.00          | --                 |
| <b>Total Supplies &amp; Periodicals</b> |               | <b>\$16,400.00</b>  | <b>\$15,150.00</b>  | <b>\$15,150.00</b>  | <b>--</b>          |
| Consultants                             | 5110          | \$15,000.00         | \$4,000.00          | \$4,000.00          | --                 |
| Mileage                                 | 5210          | \$300.00            | \$300.00            | \$300.00            | --                 |
| Conf./Training/Staff Development        | 5220          | \$3,700.00          | \$6,200.00          | \$6,200.00          | --                 |
| Meeting Reimbursements                  | 5241          | \$500.00            | \$500.00            | \$500.00            | --                 |
| Meals/Catering for Raters               | 5242          | \$500.00            | \$2,000.00          | \$2,000.00          | --                 |
| Dues & Memberships                      | 5310          | \$4,500.00          | \$6,000.00          | \$6,000.00          | --                 |
| Repairs and Equipment Maint.            | 5650          | \$400.00            | \$400.00            | \$400.00            | --                 |
| Legal                                   | 5730          | \$45,000.00         | \$42,500.00         | \$42,500.00         | --                 |
| Off Campus Printing                     |               | \$500.00            | \$500.00            | \$500.00            | --                 |
| Advertising                             | 5830          | \$7,000.00          | \$15,000.00         | \$15,000.00         | --                 |
| Postage                                 | 5850          | \$200.00            | \$200.00            | \$200.00            | --                 |
| Delivery Services                       | 5851          | \$0.00              | \$0.00              | \$0.00              | --                 |
| Damages, Claims                         | 5870          | \$0.00              | \$0.00              | \$0.00              | --                 |
| Other Contract Services                 | 5890          | \$1,500.00          | \$1,500.00          | \$1,500.00          | --                 |
| <b>Total Operating Expenses</b>         |               | <b>\$79,100.00</b>  | <b>\$79,100.00</b>  | <b>\$79,100.00</b>  | <b>--</b>          |
| Capitalized Equipment New               | 6410          | \$5,000.00          | \$5,000.00          | \$5,000.00          | --                 |
| Non-Capitalized Equipment               | 6450          | \$0.00              | 0.00                | 0.00                | --                 |
| Equipment Replacement & Lease           | 6520          | \$0.00              | 0.00                | 0.00                | --                 |
| <b>Total New Equipment</b>              |               | <b>\$5,000.00</b>   | <b>\$5,000.00</b>   | <b>\$5,000.00</b>   | <b>--</b>          |
| <b>Total M &amp; O</b>                  |               | <b>\$84,100.00</b>  | <b>\$84,100.00</b>  | <b>\$84,100.00</b>  | <b>--</b>          |
| <b>Total Budget</b>                     |               | <b>\$699,790.00</b> | <b>\$809,510.00</b> | <b>\$882,618.00</b> | <b>\$73,108.00</b> |

\*Proposed Budget does not reflect reductions to the college's budget to be incorporated at the next Personnel Commission meeting.

**Proposed Personnel Commission Budget (for 2<sup>nd</sup> Reading on 5/20/09)  
Fiscal Year 2009-10\***

| <b>Description</b>                      | <b>Object</b> | <b>2007/08</b>      | <b>2008/09</b>      | <b>2009/10</b>     | <b>Difference</b> |
|---|---------------|---------------------|---------------------|--------------------|-------------------|
| Administrative & Management             | 2110          | \$130,000.00        | \$143,832.00        | \$149,244.00       | \$5,412           |
| Clerical                                | 2120          | \$301,503.00        | \$328,305.00        | \$377,047.00       | \$48,742          |
| Clerical Hourly                         | 2323          | \$5,150.00          | \$5,150.00          | \$5,150.00         | --                |
| Clerical Overtime                       | 2324          | \$0.00              | \$0.00              | \$0.00             | --                |
| Personnel Commissioners                 | 2380          | \$7,725.00          | \$7,725.00          | \$7,725.00         | --                |
| Other Classified Hourly                 | 2393          | \$0.00              | 0.00                | 0.00               | --                |
| Benefits (Staff – 35%)                  |               | \$154,912.00        | \$165,248.00        | \$184,202.00       | \$18,954          |
| Benefits (Commissioners)                |               |                     | 60,000.00           | 60,000.00          | --                |
| <b>Total Salary &amp; Benefits</b>      |               | <b>\$599,290.00</b> | <b>710,260.00</b>   | <b>783,368.00</b>  | <b>73,108.00</b>  |
| <b>Supplies &amp; Periodicals</b>       |               |                     |                     |                    |                   |
| Reference Books                         | 4230          | \$500.00            | \$250.00            | \$250.00           | --                |
| Periodicals                             | 4240          | \$250.00            | \$250.00            | \$250.00           | --                |
| Software                                | 4410          | \$10,000.00         | \$9,000.00          | \$9,000.00         | --                |
| Supplies                                | 4550          | \$5,650.00          | \$5,650.00          | \$5,498            | (\$152)           |
| <b>Total Supplies &amp; Periodicals</b> |               | <b>\$16,400.00</b>  | <b>\$15,150.00</b>  | <b>\$14,998</b>    | <b>(\$152)</b>    |
| Consultants                             | 5110          | \$15,000.00         | \$4,000.00          | \$4,000.00         | --                |
| Mileage                                 | 5210          | \$300.00            | \$300.00            | \$300.00           | --                |
| Conf./Training/Staff Development        | 5220          | \$3,700.00          | \$6,200.00          | \$6,200.00         | --                |
| Meeting Reimbursements                  | 5241          | \$500.00            | \$500.00            | \$500.00           | --                |
| Meals/Catering for Raters               | 5242          | \$500.00            | \$2,000.00          | \$2,000.00         | --                |
| Dues & Memberships                      | 5310          | \$4,500.00          | \$6,000.00          | \$6,000.00         | --                |
| Repairs and Equipment Maint.            | 5650          | \$400.00            | \$400.00            | \$400.00           | --                |
| Legal                                   | 5730          | \$45,000.00         | \$42,500.00         | \$34,590           | (\$7,910)         |
| Off Campus Printing                     |               | \$500.00            | \$500.00            | \$500.00           | --                |
| Advertising                             | 5830          | \$7,000.00          | \$15,000.00         | \$15,000.00        | --                |
| Postage                                 | 5850          | \$200.00            | \$200.00            | \$200.00           | --                |
| Delivery Services                       | 5851          | \$0.00              | \$0.00              | \$0.00             | --                |
| Damages, Claims                         | 5870          | \$0.00              | \$0.00              | \$0.00             | --                |
| Other Contract Services                 | 5890          | \$1,500.00          | \$1,500.00          | \$1,500.00         | --                |
| <b>Total Operating Expenses</b>         |               | <b>\$79,100.00</b>  | <b>\$79,100.00</b>  | <b>\$71,190.00</b> | <b>(\$7,910)</b>  |
| Capitalized Equipment New               | 6410          | \$5,000.00          | \$5,000.00          | \$5,000.00         | --                |
| Non-Capitalized Equipment               | 6450          | \$0.00              | 0.00                | 0.00               | --                |
| Equipment Replacement & Lease           | 6520          | \$0.00              | 0.00                | 0.00               | --                |
| <b>Total New Equipment</b>              |               | <b>\$5,000.00</b>   | <b>\$5,000.00</b>   | <b>\$5,000.00</b>  | <b>--</b>         |
| <b>Total M &amp; O</b>                  |               | <b>\$84,100.00</b>  | <b>\$84,100.00</b>  | <b>\$84,100.00</b> | <b>--</b>         |
| <b>Total Budget</b>                     |               | <b>\$699,790.00</b> | <b>\$809,510.00</b> | <b>874,5560.00</b> | <b>\$65,046</b>   |

\* reflects reductions in the college's budget to be incorporated at the next Personnel Commission meeting..

|   |                    |
|---|--------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| Santa Monica Community College District | May 4, 2009        |

MAJOR ITEMS OF BUSINESS

**INFORMATION ITEM H**

**SUBJECT:**                   **STUDENT ACHIEVEMENT, BASIC SKILLS, STUDENT RETENTION AND RESEARCH**

**SUBMITTED BY:**           Superintendent/President

**SUMMARY:**               In the 2005-06 academic year, the California Community College Chancellor’s office provided Community Colleges in the system with additional funding to use to improve the retention and persistence rates of students starting in courses at the pre-college level. Colleges were asked to look at the success rates of basic skills or under prepared students and construct a plan of action to address the diverse learning needs of this population. A team of faculty, administrators, and staff at Santa Monica College worked on and submitted a Basic Skills Initiative plan in May, 2008. The Basic Skills Initiative update will provide a brief overview of what has been done and is being done at SMC to improve the retention and persistence rates of under prepared students.

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 5**

**SUBJECT:**                    **CLASSIFIED EMPLOYEES WEEK**

**SUBMITTED BY:**            Superintendent/President

**REQUESTED ACTION:**      It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified Employees Week, May 18-22, 2009.

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

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

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

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

*THEREFORE BE IT RESOLVED*, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 18-22, 2009 as Classified Employees Week in the Santa Monica Community College District.

**COMMENT:**                    There are a number of activities being planned during this week to recognize classified employees. The District will host a luncheon on Wednesday, May 20<sup>th</sup> and a dinner for the evening shift on Friday, May 22<sup>nd</sup>. The Management Association will host an ice-cream social on Thursday May 21<sup>st</sup> and on Friday, May 22<sup>nd</sup> for the evening shift.

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 6**

**SUBJECT:**                    **RESOLUTION IN SUPPORT OF PROPOSITIONS IA-IC**

SUBMITTED BY:             Superintendent/President

REQUESTED ACTION:     It is recommended that the Board of Trustees adopt the following resolution in support of Propositions IA-IC on the May 19<sup>th</sup> Special Election Ballot.

COMMENT:

WHEREAS, California’s community colleges have suffered hundreds of millions of dollars in cuts due to recent budget deficits and, this year, suffered from tens of millions of dollars in funding cuts; and

WHEREAS, these cuts are forcing faculty layoffs and cut-backs in vital community college courses and programs that prepare adults for higher education, and vocational and workforce training; and

WHEREAS, California has to reform its dysfunctional budget system to provide stability and to protect funding for our community colleges; and

WHEREAS, Propositions IA, IB, and IC, on California’s May 19 Special Election Ballot will generate short-term revenues to help the state get out of this unprecedented fiscal crisis, establish long-term budget reforms to stabilize and protect community college funding, and lay out a responsible timeline for repaying community colleges the massive cuts they have incurred; and

WHEREAS, Proposition IA will stabilize future state spending and create an enhanced rainy day reserve fund that will help protect funding for vital programs like education, public safety and health care; and

WHEREAS, Proposition IB will pay back the community colleges hundreds of millions of dollars that will help preserve and enhance critical programs for students. These payments to community colleges would come out of the newly-created rainy day fund established by Prop. IA and are dependent on the passage of Prop. IA; and

WHEREAS, Prop IC will modernize the State Lottery and allow the state to immediately raise \$5 billion in new revenues to help with this year’s budget deficit and billions more in future years. The measure also guarantees that public schools will receive the same amount of funds they currently receive from the lottery; and

WHEREAS, If these measures do not pass, California will lose more than \$20 billion in revenues over the next four years that will put tremendous pressure to make even more cuts to vital services, including community colleges.

THEREFORE, BE IT RESOLVED that the Santa Monica Community College District formally endorses Propositions IA-IC on the California May 2009 Special Election ballot.

COMMENT:

Following are other propositions on the May 19<sup>th</sup> Special Election Ballot:

Proposition ID temporarily redirects a portion of excess funds from the voter-approved tobacco tax to fund critical health and social services for children.

Proposition IE would temporarily redirect a portion of the funds from the Mental Health Services Trust Fund, approved by voters in 2004, to fund other General Fund programs that are at risk of elimination due to the state budget crisis.

Proposition IF prohibits legislators, the governor and other state politicians from getting pay raises whenever our state budget is running a deficit, saving California millions of dollars and bringing accountability to the Legislature and Governor's office.

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 7**

**SUBJECT:** **ENDORSEMENT OF UNIVERSAL SINGLE-PAYER HEALTH BILL**

SUBMITTED BY: Trustees Susan Aminoff and Rob Rader

REQUESTED ACTION: It is recommended that the Board of Trustees reaffirm its previous support of then-Senator Sheila Kuehl’s universal single-payer health bill and endorse SB 810 (Leno) and HR676 (Conyers).

SUMMARY: Senator Mark Leno of San Francisco is the author of SB 810, the California Universal Healthcare Act which was previously numbered SB 840 and authored by termed-out Senator Sheila Kuehl. SB 840 was passed by both houses of the California legislature in 2006, but Governor Schwarzenegger vetoed it.

SB 810 would establish a state-administered system to provide comprehensive coverage to all Californians, delivered by the current mostly private network of physicians, hospitals, doctors’ offices, and other providers. Coverage would no longer be tied to job status or health conditions or be subject to ever rising premiums, co-pays and deductibles.

BACKGROUND: The Board of Trustees approved the following resolution at its meeting on September 13, 2006:

Whereas, Santa Monica College has a large unfunded liability of approximately \$77 million in connection with its retirees' health care costs;

Whereas, SMC's health care costs for current and future employees are expected to rise approximately 10 percent per year for the foreseeable future;

Whereas, such health care cost increases have become a serious impediment in adopting an operating budget and a major source of friction in collective bargaining;

Whereas, health insurance is a significant employee benefit at SMC and improves SMC's ability to attract, recruit and retain classified employees, faculty and administrators;

Whereas, health insurance facilitates a health work force which leads to improved productivity and a more satisfying workplace;

Whereas, SB 840 would initiate a "single-payer" health system in California, thereby broadening coverage, improving the spreading of risk and increasing the risk pool, while diminishing adverse selection;

Whereas, SB 840 would control administrative costs, use state purchasing power to lower expenses and reduce fraud;

Whereas, SB 840 would continue to allow all patients to freely choose their doctors;

Whereas, annual savings for employers are projected at \$300 to \$2,000 per employee;

Now, therefore, be it resolved that the Santa Monica Community College District Board of Trustees urges the Governor to sign SB 840 into law.

The Board of Trustees approved the following resolution at its meeting on May 14, 2007:

Whereas, there is a strong link between healthy children and student achievement, and

Whereas, the lack of affordable health care is a crisis of growing proportions in California and in the nation as a whole; and

Whereas, skyrocketing health care costs are creating serious problems for employers and workers by undermining wages and pensions, escalating the numbers of uninsured and underinsured, placing a significant strain on public health and public dollars, and contributing to economic stagnation; and

Whereas, health plans and insurance companies have reaped enormous profits from the premiums they established, yet they have failed to stabilize costs and develop reliable base standards of services delivered; and

Whereas, even when health insurance coverage is available, individuals and health care providers face a sometimes bewildering array of programs, out-of-pocket costs and administrative hassles that hinder the delivery of effective health care; and

Whereas, previous, piecemeal approaches have not achieved goals of universal, comprehensive, high quality, effective and affordable health care; and

Whereas, Californians can no longer afford to write a blank check to a health care industry or intermediaries that are unaccountable to any public scrutiny or input; and

Whereas, a 2005 analysis of the proposed California Universal Healthcare Act, conducted by the Lewin Group, has confirmed that passage of the Act will allow Californians to receive effective and comprehensive health care, while reducing the costs borne by individuals, school districts, government and by business;

Now, therefore, be it resolved that the Santa Monica Community College District Board of Trustees affirms its support for SB840, the California Universal Healthcare Act.

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 8**

**SUBJECT:**                    **RESOLUTION IN SUPPORT OF EMPLOYEE FREE CHOICE ACT**

**SUBMITTED BY:**            Trustees David Finkel and Andrew Walzer

**REQUESTED ACTION:**      It is recommended that the Board of Trustees adopt the following resolution in support of the Employee Free Choice Act

WHEREAS, In 1935, the United States established, by law, that workers must be free to form unions; and

WHEREAS, The freedom to form or join a union is internationally recognized by the 1948 Universal Declaration of Human Rights as a fundamental human right; and

WHEREAS, The free choice to join with others and bargain for better wages and benefits is essential to economic opportunity and good living standards; and

WHEREAS, Unions benefit communities by strengthening living standards, stabilizing tax bases, promoting equal treatment, and enhancing civic participation; and

WHEREAS, States in which more people are union members are states with higher wages, better benefits, and better schools; and

WHEREAS, Union workers receive better wages and benefits, with union workers earning more than workers without a union, are more likely to have access to health insurance and a guaranteed defined-benefit pension; and

WHEREAS, Unions help raise workers' pay and narrow the income gap for minorities and women by increasing median weekly earnings for union women workers, African-American workers, Latino workers, and Asian American workers; and

WHEREAS, a majority of the public believes it is important to have strong laws protecting the freedom for workers to make their own decision about having a union and would join a union if they had the chance; and

WHEREAS, Each year millions of dollars are spent to frustrate workers' efforts to form unions, and most violations of workers' freedom to choose a union occur behind closed doors, with employers forcing employees to attend mandatory anti-union meetings; and

WHEREAS, When the right of workers to form a union is violated, wages fall, race and gender pay gaps widen, workplace discrimination increases, and job safety standards disappear; and

WHEREAS, A worker's fundamental right to choose a union free from coercion and intimidation is a public issue that requires public policy solutions, including legislative remedies; and

WHEREAS, The Employee Free Choice Act has been introduced in the United States Congress in order to restore workers' freedom to form, join, or assist a union; and

WHEREAS, The Employee Free Choice Act will safeguard workers' ability to make their own decisions with disputes referred to mediation and arbitration; and

RESOLVED, That the Board of Trustees of Santa Monica College hereby supports the Employee Free Choice Act which would authorize the National Labor Relations Board to certify a union as the bargaining representative when a majority of employees voluntarily sign authorizations designating that union to represent them, to provide for first contract mediation and arbitration, and to establish meaningful penalties for violations of a worker's freedom to choose a union; and be it further

RESOLVED, That the Board of Trustees of Santa Monica College hereby urges Congress to pass the Employee Free Choice Act to protect and preserve for America's workers the freedom to choose for themselves whether or not to form, join, or assist a union.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 9**

**SUBJECT:** **SMCCD INITIAL COLLECTIVE BARGAINING PROPOSAL, TO CSEA CHAPTER 36**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees present the Santa Monica Community College District initial proposal for successor negotiations to California School Employees Association (CSEA), Chapter 36.

Pursuant to Section 3547(a) of the Government Code, Board Policy 3134 and Article 18 of the collective bargaining agreement between the Santa Monica Community College District and California School Employees' Association, Local 36, the District proposes the following for a successor collective bargaining agreement with CSEA and that a public hearing be held for the public to have an opportunity to comment on this proposal prior to commencing negotiations.

The District reserves the right to add items to this initial proposal.

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

| <b>Article/Paragraph</b>                      | <b>Proposal</b>   |
|---|---|
| Article 1 – Agreement, Designation of Parties |   |
| 1.1<br>1.3<br>1.4                             | Revise dates.   |
| Article 2 - Recognition                       |   |
|   | Update as necessary based on peace officers' severance request.   |
| 2.2   | Update to conform to existing practice.   |
| 2.3   | Revise to require semi-annual reporting; revise categories to conform to legal requirements regarding privacy rights. |

|                                  |  |
|----------------------------------|--|
| Article 3 – Hours of Employment  |  |
| 3.1                              | Allow greater flexibility in establishment of work schedules.  |
| 3.2, 3.3, 3.4                    | Allow greater flexibility in assignment of overtime.   |
|                                  | Address remedy for inadvertent mistake in assignment of overtime.  |
|                                  | Provide for use of comp time within same fiscal year.  |
| 3.7.1                            | Meet and confer regarding calendar in lieu of negotiation.   |
|                                  |  |
| Article 4 - Evaluation           |  |
| 4                                | Remove initial paragraph.  |
| 4.2.1                            | Add that evaluator may consider input from classified and academic managers and staff.   |
| 4.3                              | Indicate that if employee does not attend scheduled evaluation conference, evaluation can be mailed to employee's address of record with the opportunity to file a written response. |
|                                  | Substitute reference to "lead" for supervisor.   |
| 4.3.3                            | Add that, if no agreement as to goals and objectives, lead/supervisor shall determine.   |
| 4.5.1                            | Amend reference to 130 "paid days" to read "days of paid service" consistent with Ed. Code section 88120.  |
| 4.7                              | Re special evaluation, add, "or when any form of progressive discipline is deemed necessary."  |
| 4.9.2                            | Provide for written response only without meeting.   |
|                                  |  |
| Article 6 - Transfers            |  |
| 6.3.1                            | Delete last two sentences regarding use of Peer Resolution Committee (expires by terms of contract).   |
| Article 7 – Leaves of Absence    |  |
|                                  | Update to conform to law.  |
|                                  |  |
| Article 8 – Holidays             |  |
| 8.1.1                            | Address Cesar Chavez holiday.  |
|                                  |  |
| Article 9 - Vacation             |  |
| 9.2.7                            | Revise buy-back language to update, simplify and provide greater flexibility.  |
|                                  |  |
| Article 10 – Grievance Procedure |  |
| 10.2.3                           | Remove language regarding peer resolution committee. (Expires by CBA terms on June 30, 2009.)  |
| 10.3.10                          | Move and clarify harassment paragraph; amend to include employee on employee.  |
|                                  |  |
| Article 11 – Wages               |  |
| 11.6                             | Reduce future longevity increments.  |
| 11.8.6                           | Adjust parking rate for classified staff parking.  |

|  |   |
|--|---|
| Article 12 – Health & Welfare Benefits |   |
|  | Check language for currency; update.  |
|  |   |
| Article 13 – Disciplinary Action       |   |
| 13.1.2                                 | Delete language regarding no disciplinary action for any cause arising prior to employee becoming permanent; clarify application of time extension for concealment. |
| 13.2                                   | Update language on grounds for discipline.  |
| [New]                                  | Recognition of Skelly Rights.   |
| 13.6                                   | Move and clarify right of access to personnel files; delete language preventing reliance on any formal complaint not contained in personnel file.                   |
|  |   |
| Article 16 – Contracting Out           |   |
| 16.1                                   | Clarify types of work for which notice is required.   |
| 16.3                                   | Delete provision that District will not contract out work during CSEA’s request(s) to bargain.  |
| 16.8                                   | Clarify scope of assignments that are negotiable.   |
|  |   |
| General                                | Correct typos.  |
|  |   |
| [New]                                  | Establish a new miscellaneous or general article/section to acknowledge impact of staff “Parking” to working conditions.  |
|  |   |
|  |   |

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 10**

**SUBJECT:** **CSEA INITIAL COLLECTIVE BARGAINING PROPOSAL FOR SUCCESSOR NEGOTIATIONS**

SUBMITTED BY: California School Employees Association (CSEA), Chapter 36

REQUESTED ACTION: It is recommended that the Board of Trustees receive the following initial proposal for successor negotiations submitted by California School Employees Association (CSEA), Chapter 36:

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

Article 1 – Agreement, Designation of Parties, and Length of Agreement

- CSEA has an interest in a three-year successor agreement.

Article 2 – Recognition

- CSEA has an interest in modifying the composition of the bargaining unit.

Article 3 – Hours of Employment

- CSEA has an interest in updating language regarding changes of schedule to conform with PERB rulings regarding negotiability.
- CSEA has an interest in clarifying overtime compensation language.

Article 6 – Transfers

- CSEA has an interest in improving and clarifying language regarding transfers of current employees.
- CSEA has an interest in establishing which District Department has authority and responsibility for Administrative Transfers.

Article 7 – Leaves of Absence

- CSEA has an interest in improving language regarding Jury Duty Leave.

Article 8 – Holidays

- CSEA has an interest in clarifying and improving overtime compensation language.
- CSEA has an interest in modification to the Cesar Chavez Flex day for 11-month employees

#### Article 9 – Vacation

- CSEA has an interest in enhancements to vacation earnings in order to reach parity with other bargaining units.
- CSEA has an interest in clarifying and enhancing language regarding the ability to cancel vacation plans as well as conversion to sick leave if a bargaining unit member falls ill while on vacation.

#### Article 10 – Grievance Procedure

- CSEA has an interest in enhancing language regarding the appeal of grievances at Step 2 to ensure that all information is presented and examined in the appeal at the same time.

#### Article 11 – Wages

- CSEA has an interest in a fair and equitable salary schedule increase based on available resources and income received by Santa Monica College.
- CSEA has an interest in language that ensures that should any other bargaining unit, individual management employee, or Personnel Commission employee receive increased compensation above what is received for our bargaining unit that our bargaining unit receives the same.
- CSEA has an interest in clarifying and improving language regarding Working Out of Classification.
- CSEA has an interest in clarifying language to ensure that bargaining unit member receive the Internal Revenue Service (IRS) mileage reimbursement rate.
- CSEA has an interest in clarifying language regarding advanced salary step placement.

#### Article 13 – Disciplinary Action

- CSEA has an interest in further defining progressive discipline.
- CSEA has an interest in modification to language regarding personnel files.
- CSEA has an interest in establishing which District Department has authority regarding paid administrative leaves.
- CSEA has an interest in establishing a neutral appeal process for Letters of Reprimand, Warnings, Conference Summaries, Evaluations (content), and the like.

#### Article 14 – Layoff and Reemployment

- CSEA has an interest in improving language regarding layoffs and displacement rights.
- CSEA has an interest in establishing language regarding order of layoffs and reductions.

#### Article 15 – Association Rights

- CSEA has an interest in clarifying language regarding the use of District communications.

#### Appendices

- CSEA has an interest in updating any and all appendices to the Agreement.

CSEA reserves the right to amend its initial proposal as necessary or raise other issues of interest as the negotiations process occurs. Remaining portions of the Collective Bargaining Agreement shall be considered to remain unchanged and status quo.

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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 11**

**SUBJECT:** **ANNUAL AUTHORIZATION OF PRIVILEGES FOR STUDENT TRUSTEE**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy 1412 and Education Code Section 72023.5.

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

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

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

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 12**

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

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees commence the application process (1) to fill vacancies on the Citizens' Bond Oversight Committee (CBOC) caused by expiring terms of current members, effective July 1, 2009, and (2) to possibly appoint additional members to serve on the Citizens' Bond Oversight Committee.

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

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

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

Following are the current members of the Citizens' Bond Oversight Committee:

- Ben Allen, Support of the District
- Deborah Arvesen, Business community representative
- Ralph Erickson, Community representative (Malibu)/Senior citizens' organization
- Ilda Jimenez y West, Community representative (Pico Neighborhood)
- Paul Leoni, Business community representative
- Sylvia Rose, Support of the District (General Advisory Board)
- Luis Suarez, SMC Student representative
- Christine Thornton, Community representative (Sunset Park)

The terms of the following members of the Citizens' Bond Oversight Committee are expiring effective July 1, 2009 and are eligible for reappointment for a second two-year term:

Deborah Arvesen  
Paul Leoni

Luis Suarez, SMC student representative, will no longer be eligible to serve. Therefore, the Associated Students will be asked to forward names for consideration.

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

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 13**

**SUBJECT:**                               **SECOND READING AND APPROVAL – BOARD POLICY SECTIONS 2220 and 2250**

SUBMITTED BY:                       Superintendent/President

REQUESTED ACTION:               It is recommended that the Board of Trustees conduct a second reading and approve the following Board Policy Sections:

- A.   BP 2200     Participatory Governance  
                          Classified Staff
  
- B.   BP 2250     Participatory Governance  
                          District Planning and Advisory Council

COMMENT:                               The Board of Trustees needs to recognize that the Classified Senate no longer exists and revise Board policy sections 2200 and 2220 related to classified staff's role in participatory governance to reflect current practice. Both policies have been reviewed and approved by the District Planning and Advisory Council.

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

## **#13-A**

### **ARTICLE 2200: PARTICIPATORY GOVERNANCE**

Santa Monica College is a community composed of students, faculty, staff, administration and the Board of Trustees who are committed to the implementation of the Participatory Governance Policy (AB 1725). The Board of Trustees honors the concept of participatory governance in all areas defined by State laws and regulations as policy of the Santa Monica Community College District, while retaining its own rights and responsibilities as the ultimate authority.

The Board of Trustees has adopted the following participatory governance policies developed by the Academic Senate, Classified Staff, Associated Students and Management Association.

*Revised: 11/15/2004*

### **ARTICLE 2200: PARTICIPATORY GOVERNANCE**

#### **BP 2220 Classified Staff**

The Board recognizes and endorses the rights and responsibilities assigned to non-management classified staff by Title 5 Section 51023.5. Classified staff includes permanent non-management, non-confidential, full-time and part-time non-academic employees. Further, the Board recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District and to the success of the faculty and students.

#### Participation

In view of the management structure of the District as it pertains to classified staff, and pursuant to Title 5, Section 51023.5 subsection 4, classified staff shall be afforded opportunities to participate in the formation and development of District and college policies and procedures, and in processes which have or will have a significant effect on classified staff.

When a classified staff representative is to serve on a District task force, committee, or other governance group, California School Employees Association (CSEA) Chapter 36, the exclusive representative of classified employees of the District, shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the Board of Trustees may mutually agree to an alternative appointment process through a memorandum of understanding.

#### Scope of Regulations

Nothing in this Classified Staff Participatory Governance Policy shall be construed to impinge upon the due process rights of non-management classified staff, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

Reference: Title 5 Sections: 51023.5, 70901.2

*Reviewed and Adopted: 5/1/2000*

**#13-B**

**BP 2250 District Planning and Advisory Council**

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (CSEA Chapter 36), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

*Adopted: 1/10/05*

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 14**

**SUBJECT:** **SECOND READING AND APPROVAL – BOARD POLICY SECTION 6115 – INVESTMENT POLICY**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading and approve Board Policy Section 6115, Investment Policy

COMMENT: The Vice-President of Business and Administration is requesting a revision to the current policy on District Investments.

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

**Board Policy 6115 – Investment Policy**

All funds of the Santa Monica Community College District, which are not required for the immediate needs of the District, are invested in accordance with California Government Code Sections 53600 through 53609. The investments of the District shall be made in accordance with the following objectives:

The investment program must consider the safety of invested funds, minimize risk and regard the preservation of principle as of primary importance;

The investment program must provide liquidity and remain sufficiently flexible to meet cash flow requirements.

The Vice-President, Business & Administration, shall be responsible for the District’s investment program, including having authority to invest funds and shall develop and maintain written administrative procedures and internal controls to ensure that all investments meet the stated objectives. All investment strategies will be approved by the Superintendent/President prior to actual investment of District funds.

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 4, 2009   |

**VII. CONSENT AGENDA**

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

**RECOMMENDATION:**

The Board of Trustees take the action requested on Consent Agenda Recommendations #15-#30

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

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

**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.*

**RECOMMENDATION NO. 15 APPROVAL OF MINUTES**

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

- April 6, 2009 (Regular Board of Trustees Meeting)

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 16**      **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

Requested Action: *Approval/Ratification*  
 Requested by: *Laurie McQuay-Peninger, Director-Grants*  
 Approved by: *Jeff Shimizu, Vice President, Academic Affairs*

**Title of Grant: Governor’s 15% Workforce Investment Act Funds for Allied Health Programs**

Granting Agency: California Community Colleges Chancellor’s Office

Award Amount: \$178,090

Matching Funds: \$184,030

Performance Period: January 1, 2009 – December 31, 2010

Summary: The purpose of the Allied Health Program Expansion Grant is two-fold. First, SMC will increase enrollment in the college’s Respiratory Therapy Program by ten students per year, while also addressing student retention with the intent to increase the graduation rate from 65 percent to 85 percent. Secondly, SMC will utilize grant funds to develop a Home Health Aide Program that will provide Home Health Aide training to a minimum of 20 students per year. Both of these activities will address workforce shortages in the local and regional health care industry. For the Respiratory Therapy Program, SMC will continue to collaborate with East Los Angeles College to offer the first year of classes at SMC and the second year at ELAC. Grant funds will support students at both SMC and ELAC. Other partners will include local industry, as well as the WorkSource Center.

Budget Augmentation: Restricted fund 01.3

|        |                                    |           |
|--------|------------------------------------|-----------|
| Income |                                    |           |
| 8698   | Other State Revenue                | \$178,090 |
|        | (federal WIA passed through state) |           |

|              |                          |           |
|--------------|--------------------------|-----------|
| Expenditures |                          |           |
| 1000         | Academic                 | \$ 85,875 |
| 2000         | Classified               | 16,000    |
| 3000         | Benefits                 | 28,525    |
| 4000         | Supplies/Materials       | 18,500    |
| 5000         | Other Operating Expenses | 10,000    |
| 6000         | Capital Outlay           | 3,000     |
| 7000         | Indirect Costs           | 16,190    |

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 17    CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Ratification*

**-A    VENDOR FOR LIBRARY**

*Requested by:*            *Mona Martin, Dean, Library*  
*Approved by:*            *Jeff Shimizu, Vice President, Academic Affairs*  
*Requested Action:*        *Approval/Ratification*  
*Provider:*                 *Baker and Taylor*

*Amount:*                 *Not to exceed \$150,000*

*Term of Contract:*        *2009-2010 school year*

*Funding Source:*         *California State Lottery Grant*

*Summary:*                 *Approval of a vendor for the purchase of library books without taking estimates or advertising for bids is permissible under Public Contract Code 20118.3 and Education Code 81651:*

“The governing board of any school district may purchase supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the district without taking estimates of advertising for bids.” It is the intention of the District to engage in a competitive process for subsequent services.

**-B    CREDIT CARD PROCESSING SERVICES**

*Requested by:*            *Chris Bonvenuto, Director, Fiscal Services*  
*Approved by:*            *Jeanine Hawk, Vice-President, Business and Administration*  
*Requested Action:*        *Approval/Ratification*  
*Provider:*                 *Official Payments Corporation*

*Service Fee:*             *2.25% of charged or debited transactions*

*Term of Contract:*        *January 1 – December 31, 2009*

*Funding Source:*         *Fiscal Services Budget*

*Service:*                 *Hardware, software and merchant services related to the District’s processing of telephone and internet credit and debit card payments for enrollment and related Bursar’s Office fees.*

*Comment:*                 *Official Payments Corporation (OPC) is the Districts current credit card processor for the Districts telephone and web based transactions. OPC has worked closely with District staff over the years to ensure smooth processing of online and telephone payments for both the students and District. Official Payments Corporation is a Cardholder Information Security Program (CISP) compliant service provider which offers students the highest level of confidence in their transaction with the District that can be offered. It is the intention of the District to engage in a competitive process for subsequent services.*

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 18 RATIFICATION OF CONTRACTS AND CONSULTANTS**

Approved by: Chui L. Tsang, Superintendent/President

Requested Action: Ratification

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

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

Approved by Board of Trustees: 9/8/08

Reference: Education Code Sections 81655, 81656

| Provider/Contract                                       | Service   | Term/Amount   | Funding Source   |
|---|---|---|--|
| California State University, Dominguez Hills Foundation | SMC will subcontract with CSU Dominguez Hills to develop a comprehensive, fully accessible ADN to MSN program with a concentration on Nurse Education.  | June 26, 2008 – April 30, 2010<br><br>\$35,280<br><i>(correction of amount approved on October 7, 2008)</i> | Associate Degree in Nursing to Bachelor's Degree or Master's Degree in Nursing Collaborative |
| Lisa Harrison   | To provide consultant work on the development of the publication Selby's <i>Cultural Tour of Los Angeles</i> to include research and the design and layout of the publication.  | Spring semester 2009, not to exceed 65 hours<br><br>Not to exceed \$650                                     | Global Citizenship Initiative Mini-Grant Fund  |
| Dr. Chitra Golestani                                    | Consultant will participate in an educational panel discussion titled "Hummingbird: From Pedagogy of the Oppressed to Pedagogy of Affection" and lead a discussion on the importance of Frierian methods in the classroom, as part of the "What makes a Great Teacher?" | May 29, 2009<br><br>\$500   | Title V Institutional Grant – First Year Institute   |
| Dr. Peter Lownds  | Consultant will participate in a panel discussion titled "Hummingbird: From Pedagogy of the Oppressed to Pedagogy of Affection, as part of the "What makes a Great Teacher?"  | May 29, 2009<br><br>\$500   | Title V Institutional Grant – First Year Institute   |
| Holly Mosher  | Award winning film maker Holly Mosher will present her film "Hummingbird" to SMC faculty, students, and the community as part of a panel, lecture and discussion session, as part of the "What makes a Great Teacher?"  | May 29, 2009<br><br>\$500   | Title V Institutional Grant – First Year Institute   |

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: GRANTS AND CONTRACTS

**RECOMMENDATION NO. 18 RATIFICATION OF CONTRACTS AND CONSULTANTS**

(continued)

|  |  |  |  |
|--|--|--|--|
| William B. Clarke at Clarke and Associates | Consultant will consult with the Director and Program Manager and provide additional training for staff. Review the strategies for implementing program services to accomplish the grant's objectives including the 2009 Summer Academy and the recruitment of the 2009-2010 cohort. | May 5 – June 30, 2009<br>\$2,000   | TRIO Upward Bound  |
| Media & Policy Center Foundation           | SMC will consult with the Media & Policy Center Foundation, and specifically Harry Wiland, to develop several public service announcements that raise awareness of the need for water conservation.  | January 1 – December 31, 2009<br>\$1,000   | Metropolitan Water District of Southern California World Water Forum College Grant |
| CLM Financial Consultants, Inc.            | Mandated Cost claim services; provide assistance in the processing of data collection for mandated cost claims   | 2008-2009<br>Increase of \$5,000, for a amended total not to exceed \$15,000   | State Mandated Cost Program Reimbursement/ Fiscal Services Budget                  |
| Fagen, Friedman and Fulfroost LLP          | Provide legal advice and representation pursuant to direction of the Board of Trustees.  | April – June, 2009<br><br>\$190 to \$220 per hour for attorneys; \$100 to \$150 per hour for paralegals, law clerk and education consultant, plus costs and expenses in performing legal services. | 2008-09 District Budget/Board of Trustees  |
| Savanjoy Bookkeeping, LLC                  | To provide expert advice, coordination and training to establish an on-line requisition system.  | May 1 – October 31, 2009<br>\$12,575   | 2008-09 District Budget/ Business and Administration                               |

|   |               |
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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 19 ACADEMIC PERSONNEL**

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

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

ELECTION

Sullivan, Linda Director, Facilities Programming 05/05/09

LEAVE OF ABSENCE – REDUCED ASSIGNMENT

Dworsky, Amy Counselor 8/31/09 - 6/15/10  
 Comment: Reduction in assignment to 55%.

**RECOMMENDATION NO. 20 CLASSIFIED PERSONNEL – REGULAR**

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

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.

PROBATIONARY

Bradney, James, Journeyman Trade- HVAC 04/14/09

ADVANCE STEP PLACEMENT

Bradney, James, Journeyman Trade- HVAC Step C 04/14/09

CHANGE IN WORK SHIFT/PERMANENT

Ferrill, Matthew 07/01/09

From: Library Assistant/NS-I, Library, 11 mos, 40 hrs  
 To: Library Assistant/Day, Library, 11 mos, 40 hrs

Forsyth, Douglas 05/01/09

From: Theatre Technical Director/Day, Theatre Arts, 12 mos, 40 hrs  
 To: Theatre Technical Director/VH, Theatre Arts, 12 mos, 40 hrs

LEAVES OF ABSENCE WITHOUT PAY - PERSONAL

Bedworth, Sheila, Instructional Assistant –English, English Department 08/31/09 – 12/22/09  
 Vela, Giovanni,(ext.) Telecomm Technician I, Telecomm Department 04/07/09 – 05/31/09

SEPARATIONS - RETIREMENT

Quinn, William J., Custodian/NS-II, Operations 08/18/09

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 21 CLASSIFIED PERSONNEL – LIMITED DURATION**

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

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.

|   |                   |
|---|-------------------|
| Durra, John Louis, Accompanist-Performance, Music           | 04/20/09-07/31/09 |
| Jose, Julienne, Counseling Aide, Title V                    | 04/20/09-08/24/09 |
| Nemirovich-Danchenko, Anastasia, Accompanist-Voice, Music   | 04/20/09-08/24/09 |
| Scott, Vilma, Registration/Info Clerk, Admissions & Records | 03/30/09-08/03/09 |

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.

|   |                   |
|---|-------------------|
| Millett, Kristin, Sign Language Interpreter II, DSC         | 03/04/09-09/04/09 |
| Ritz, Beauty, Registration/Information Clerk, Financial Aid | 04/22/09-10/22/09 |
| Rubio, Mary, Student Services Clerk, Admissions & Records   | 03/26/09-04/30/09 |
| Serrantos, Monica, Counseling Aide, Student Life            | 03/02/09-06/18/09 |

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 22 CLASSIFIED PERSONNEL - NON MERIT**

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

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

It is recommended that the following non-merit employee(s) be approved for temporary employment. All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

|   |    |
|---|----|
| <u>Art Models</u>                       |    |
| \$18.00/hr                              | 01 |
| <u>Art Models w/costume</u>             |    |
| \$21.00/hr                              | 01 |
| <u>Tutorial Aide</u>                    |    |
| \$10.50                                 | 01 |
| <u>Community Services Specialist I</u>  | 03 |
| \$35.00/hr                              |    |
| <u>Community Services Specialist II</u> | 06 |
| \$50.00/hr                              |    |

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 23 FACILITIES**

Requested by: Greg Brown, Director, Facilities and Planning  
 Approved by: Jeanine Hawk, Vice-President, Business and Administration  
 Requested Action: Approval/Ratification

23-A CHANGE ORDER NO. 12 – RE- BID CAMPUS QUAD

Change Order No. 12 - TRIMAX CONSTRUCTION CORP. on the Re-Bid Campus Quad project in the amount of (\$23,601):

|                                   |                 |
|-----------------------------------|-----------------|
| Original Contract Amount          | \$8,709,500     |
| Previously approved Change Orders | 1,078,345       |
| Change Order No. 12               | <u>(23,601)</u> |
| Revised Contract Amount           | \$9,764,244     |
| 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. 12 provides for a credit to remove the vending machine area scope of work just west of the Cayton Center.

23-B CHANGE ORDER NO. 3 – STUDENT SERVICES AND ADMINISTRATION BUILDING PHASE I - SITE PREPARATION

Change Order No. 3 – MINCO CONSTRUCTION on the Student Services and Administration Building Phase I – Site Preparation project in the amount of \$4,919:

|                                   |               |
|-----------------------------------|---------------|
| Original Contract Amount          | \$7,977,000   |
| Previously Approved Change Orders | 6,644         |
| Change Order No. 3                | <u>4,919</u>  |
| Revised Contract Amount           | \$7,988,563   |
| Original Contract Time            | 406 days      |
| Previous Time Extensions          | <u>0 days</u> |
| Revised Contract Time             | 406 days      |
| Time Extension this Change Order  | <u>0 days</u> |
| Current Revised Contract Time     | 406 days      |

Funding Source: Measure U

Comment: Change Order No. 3 provides for the testing of seven existing fire hydrants and demolition of existing flagpoles and monument sign.

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 23 FACILITIES** *(continued)*

23-C CHANGE ORDER NO. 3 – REVISED BUNDY NORTHEAST DRIVEWAY

Change Order No. 3 – PIMA CORPORATION on the Revised Bundy Northeast Driveway project in the amount of \$1,776:

|                                   |               |
|-----------------------------------|---------------|
| Original Contract Amount          | \$2,464,600   |
| Previously approved Change Orders | 109,893       |
| Change Order No. 3                | <u>1,776</u>  |
| Revised Contract Amount           | \$2,576,269   |
| <br>                              |               |
| Original Contract Time            | 300 days      |
| Previous Time Extensions          | <u>0 days</u> |
| Revised Contract Time             | 300 days      |
| Time Extension this Change Order  | <u>0 days</u> |
| Current Revised Contract Time     | 300 days      |

Funding Source: Measure S

Comment: Change Order No. 3 provides for connection of the existing gutter to the new gutter.

23-D RELEASE OF PARTIAL RETENTION – REVISED BUNDY NORTHEAST DRIVEWAY

Reduce the retention amount held from PIMA CORPORATION for the Revised Bundy Northeast Driveway Project from 10% to 5%.

Funding Source: Measure S

Comments: Project more than 50% completed.

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 23 FACILITIES** (continued)

23-E CHANGE ORDER NO. 2 – INTERNATIONAL EDUCATION TEMPORARY FACILITY

Change Order No. 2 - TRIMAX CONSTRUCTION CORP. on the International Education Temporary Facility project in the amount of \$38,698:

|                                   |               |
|-----------------------------------|---------------|
| Original Contract Amount          | \$188,000     |
| Previously approved Change Orders | 2,701         |
| Change Order No. 2                | <u>38,698</u> |
| Revised Contract Amount           | \$229,399     |
| <br>                              |               |
| Original Contract Time            | 36 days       |
| Previous Time Extensions          | <u>0 days</u> |
| Revised Contract Time             | 36 days       |
| Time Extension this Change Order  | <u>0 days</u> |
| Current Revised Contract Time     | 36 days       |

Funding Source: Measure U

Comment: Change Order No. 2 provides for changes to the electrical and fire alarm work, additional moving costs to move stored boxes, relocation of existing cleanout, installation of signage, and added landscaping.

23-F PROJECT CLOSEOUT – VARIOUS PROJECTS, 2008-2009

Subject to completion of punch list items, authorize the Vice President, Business and Administration, without further action of the Board of Trustees, to accept the following projects as being complete:

- Corsair Field Renovation
- John Adams Middle School Field Renovation
- International Students Relocation
- Parking Structure A Improvements
- Campus Quad

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: Measure S and U

Comment: These projects have been completed during this fiscal year and this is the final step in closing out the projects.

|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 23 FACILITIES** *(continued)*

23-G AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – CAMPUS MASTER PLAN UPDATE

Amend the agreement with GENSLER for the Campus Master Plan Update project for \$90,000 (Phase III) plus reimbursable expenses.

|           |                 |
|-----------|-----------------|
| Phase I   | \$90,000        |
| Phase II  | \$90,000        |
| Phase III | <u>\$90,000</u> |

Total to Date \$270,000

Funding Source: Measure U

Comment: The Facilities Master Plan is being done in phases. Phase I was the information gathering phase that included analysis of existing campus sites to determine appropriate building and development locations. Phase I also identified potential future projects, many of which were part of Measure AA. Phase II reviewed the projects with the EIR team, started a detailed programming matrix showing facility usage, performed 3-D modeling and massing studies of future buildings, and performed concept studies of the Drescher/Pico Promenade project. Phase II also started the first of several on-campus workshops. Phase III will further define program and schedule, sustainability, analyze access, circulation, service, delivery, bicycle routes, and storage needs. Phase III includes additional on-campus and community workshops on the Master Plan. This is the final phase of this contract as it relates to the master plan update project.

23-H AGREEMENT FOR ENGINEERING SERVICES – CAMPUS CENTRAL PLANT

Agreement for the Campus Central Plant project (to be presented at the meeting).

Funding Source: Measure AA, District Capital Funds, State Energy Incentives

Comment: This is an energy saving project that will consolidate the production of chilled water for air conditioning on campus in a single energy efficient plant. This can result in significant energy savings over individual cooling units in each building.

|   |               |
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| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 24 BUDGET TRANSFERS**

Requested by: Chris Bonvenuto, Director, Fiscal Services  
 Approved by: Jeanine Hawk, Vice-President, Business and Administration  
 Requested Action: Approval/Ratification

24-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: March 24 - April 17, 2009

| Object Code | Description                     | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000        | Academic Salaries               | 0                      |
| 2000        | Classified/Student Salaries     | -1,500                 |
| 3000        | Benefits                        | 0                      |
| 4000        | Supplies                        | 123                    |
| 5000        | Contract Services/Operating Exp | -5,250                 |
| 6000        | Sites/Buildings/Equipment       | 13,627                 |
| 7000        | Other Outgo/Student Payments    | -7,000                 |
| Net Total:  |                                 | 0                      |

24-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: March 24 - April 17, 2009

Budget Transfers:

| Object Code | Description                     | Net Amount of Transfer |
|-------------|---------------------------------|------------------------|
| 1000        | Academic Salaries               | 38,734                 |
| 2000        | Classified/Student Salaries     | 20,455                 |
| 3000        | Benefits                        | -7,085                 |
| 4000        | Supplies                        | -18,352                |
| 5000        | Contract Services/Operating Exp | -57,280                |
| 6000        | Sites/Buildings/Equipment       | 20,133                 |
| 7000        | Other Outgo/Student Payments    | 3,395                  |
| Net Total:  |                                 | 0                      |

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







|   |               |
|---|---------------|
| <b>BOARD OF TRUSTEES</b>                | <b>ACTION</b> |
| Santa Monica Community College District | May 4, 2009   |

CONSENT AGENDA: FACILITIES AND FISCAL

**RECOMMENDATION NO. 29    AUXILIARY PAYMENTS & PURCHASE ORDERS**

Requested by:        *George Prather, Director of Auxiliary Services*  
 Approved by:        *Jeanine Hawk, Vice-President, Business and Administration*  
 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 approve budgets in the Bookstore, Trust and Other Auxiliary Funds.

|                                |                |                 |
|--------------------------------|----------------|-----------------|
|                                | Payments       | Purchase Orders |
| March 1, 2009 - March 31, 2009 | \$1,384,162.31 | \$53,034.14     |

Comment:        The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

**RECOMMENDATION NO. 30    PURCHASING**

Requested by:        *Keith Webster, Director, Purchasing*  
 Approved by:        *Jeanine Hawk, Vice-President, Business and Administration*  
 Requested Action:    *Approval/Ratification*

**-B        AWARD OF PURCHASE ORDERS**

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

|                          |                |
|--------------------------|----------------|
| March 1 – March 31, 2009 | \$1,596,027.54 |
|--------------------------|----------------|

|   |                    |
|---|--------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>INFORMATION</b> |
| Santa Monica Community College District | May 4, 2009        |

**INFORMATION ITEM H**

**SUBJECT:**                    **FINANCING SUMMARY OF THE SALE OF BONDS (Series C)**

**SUBMITTED BY:**            Vice-President, Business and Administration

**SUMMARY:**                 The Financing Summary of the Sale of Bonds (Series C) is presented for information (Appendix D).

**INFORMATION ITEM I**                    **CITIZENS' BOND OVERSIGHT COMMITTEE MEETING – APRIL 22, 2009**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, April 22, 2009 at the Santa Monica College Bundy Campus, 3171 S. Bundy Drive, Los Angeles, California.

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

**2. ROLL CALL**

- Sylvia Rose, Chair – Present
- Ben Allen – Absent
- Deborah Arvesen – Present
- Ralph Erickson – Present
- Paul Leoni - Present
- Luis Suarez – Present
- Christine Thornton - Present

Others Present:

- Chui L. Tsang, Superintendent/President
- Chris Bonvenuto, Director, Fiscal Services
- Greg Brown, Director of Facilities and Planning
- Don Girard, Senior Director, Government Relations/Institutional Communications
- Jeanine Hawk, Vice-President, Business and Administration
- Lisa Rose, Committee Coordinator
- Charlie Yen, Director, Events and Contracts

**3. APPROVAL OF MINUTES – January 21, 2009**

Motion was made by Paul Leoni and seconded by Deborah Arvesen to approve the minutes of January 21, 2009 (as corrected). *Unanimously approved.*

**4. PUBLIC COMMENTS**

*None*

## **5. REPORTS and DISCUSSION**

### Proposition 39 General Obligation Bonds Financial and Performance Audits, 2004-2008

Chris Bonvenuto, Director of Fiscal Services, reviewed the Financial and Performance Audits for 2004 through 2008. He specifically noted the following:

- ♦ The Financial and Performance Audits have been done on an annual basis, although they have not been presented to the Committee. From now on, the audits will be presented to the Committee on an annual basis.
- ♦ All Financial Audits included the auditor's statement on page one "the financial statements referred to above present fairly, in all material respects, the financial position and results of operations for the Bond Building Fund. . ." This is an unqualified opinion which is the highest opinion offered by the auditor.
- ♦ All Performance Audits included the auditor's statement on page one "the Santa Monica Community College District complied, in all material respects, with the aforementioned requirements for the fiscal year. . ." This is an unqualified opinion which is the highest opinion offered by the auditor.
- ♦ The 2004 Financial Audit included a finding regarding an accounting and reporting discrepancy. The problem was addressed and there were no exceptions noted in the Financial Audits for 2005 through 2008.

In response to a question about how the District accurately accounts for the bond funds and expenditures, it was reported that the facilities and fiscal services departments work corroboratively to ensure accurate accounting and reporting. In addition, the entire team meets weekly to review projects in terms of reporting and operations, and bond counsel is consulted when necessary. All contracts related to construction projects go through three levels of administrative review and approval before being submitted to the Board of Trustees for approval. The District complies with state rules and regulations with regards to filing and archiving documents related to bond construction projects.

Vice-President Jeanine Hawk announced that the following reports currently provided to the Committee will evolve into a different set of reports.

#### Measure U Reports

- Project Schedule
- Budget
- Expenditures

#### Measure S Reports

- Project Schedule
- Budget
- Expenditures

#### Project Update

- Most of the projects have been completed at the Bundy campus with progress being made on the street side and installation of the traffic signal. Work should be completed in 6-8 weeks.
- Student Services Project Phase I continues with demolition (Amphitheater, Music Building and Concert Hall) which will be followed by site work and digging for the underground parking. Phase 2 is in design.

- Measure S: Athletic Field Phase I (summer project)– bleacher replacement in the gymnasium.
- Energy efficiency projects are in progress; the final project will be the installation of new solar panels on top of the parking structures. All new projects will include a solar component. The District will also be looking into a central plant for air cooling, rather than having water chillers in each building.
- The Master Plan for Measure AA, is being developed; a schedule of projects will be presented at the next CBOC meeting
- Looking into the opportunity to upgrade LEEDS status from silver to platinum.

Bond Sales/Expenses Report

- ♦ Last quarter, Measure U expenditures totaled \$2.8 million; Measure S totaled \$3.5 million. The District went out for a \$57 million issue last month for Measure S to continue construction projects.
- ♦ Santa Monica College bonds are rated very well. The Standard and Poors rating has been upgraded to AA.

**6. INFORMATION – Expiring terms of members of the Citizens’ Bond Oversight Committee**

The terms of the following members of the Citizens’ Bond Oversight Committee are expiring effective July 1, 2009 and are eligible for reappointment for a second two-year term:

Deborah Arvesen  
Paul Leoni

Luis Suarez, SMC student representative, will no longer be eligible to serve. Therefore, the Associated Students will be asked to forward names for consideration.

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

**7. ELECTION OF OFFICERS**

This is Sylvia Rose’s last meeting as chair of the Citizens’ Bond Oversight Committee. She will open the next meeting on July 15, 2009, and conduct the election of officers for 2009-2011.

**8. SCHEDULE OF MEETINGS, 2009-2010**

Wednesdays at 8 a.m.  
July 15, 2009  
October 21, 2009  
January 20, 2010  
April 21, 2010

**9. ADJOURNMENT: 8:51 a.m.**

The next meeting of the Citizens’ Bond Oversight Committee will be held on Wednesday, July 15, 2009 at 8 a.m. at a Santa Monica College location.

|   |                        |
|---|------------------------|
| <b>BOARD OF TRUSTEES</b>                | <b>REGULAR MEETING</b> |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | May 4, 2009            |

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT**

The meeting will be adjourned in memory of **Joseph Brown** (aka Victor Millan), retired theater arts professor; and **Walter Nathan Marks, Jr.**, respected member of the Santa Monica community and contributor to the Broad Stage at the SMC Performing Arts Center.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, June 2, 2009** 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:

- Annual Photo Show Awards (reception before public meeting)

- Tentative Budget

- Report: Global Citizenship

- Report: Sustainability Designs and Practices

- Annual Recommendations for Contracts and Consultants, Organizational Memberships

**APPENDIX A**

**STAFF REPORT**

April 30, 2009

**TO:** Board of Trustees

**FROM:** Chui L. Tsang, Superintendent/President

**SUBJECT:** Institutional Accountability, Necessary Staffing for Facility Maintenance and Upkeep, and Revised Contracting Procedures to Address Issues Raised by Board Subcommittee on Contracting Out

This Staff Report sets forth recommendations to address issues that were raised by the work of the Board Subcommittee on Contracting Out (“Board Subcommittee”). After providing background information, the report addresses issues in four areas:

Part I of the report recommends that the Board adopt a new board policy on institutional accountability. This part of the report also outlines the steps that are being taken to ensure that all District managers have the training and information necessary to carry out District policies and regulations.

Part II of the report sets forth the staffing required to ensure that District facilities are adequately maintained. It reflects a long-standing recognition that the District needs to expand its workforce to meet the needs of the College’s new campuses, buildings and landscaped areas.

Part III of the report addresses the District’s contracting procedures. It describes steps being taken to avoid collective bargaining disputes over use of outside contractors and ensure legally compliant and transparent contracting procedures.

**BACKGROUND**

As a result of concerns raised by the California Statewide Employees Association, Chapter 36 (“CSEA”), about the District’s contracting procedures, the Board established a subcommittee consisting of Board members Susan Aminoff and David Finkel to explore these issues. The Board Subcommittee held meetings on October 30, 2008, November 4, 2008, November 19, 2008, and November 21, 2008. In the course of its meetings, the Board Subcommittee interviewed the following individuals: Chris Bonvenuto, Tron Burdick, Greg Brown, Jocelyn Chong, Dori MacDonald, Bernie Rosenloecher, JC Saunders-Keurjian, Perviz Sawoski, Marcia Wade, and Keith Webster. Both the Superintendent/President and Campus Counsel were present for these interviews.

Following these interviews, the Board Subcommittee prepared a report that summarized its conclusions. The Board Subcommittee’s report is set forth in Attachment I.

As a result of the Board Subcommittee report, a comprehensive institutional review was undertaken by the Superintendent/President. In addition, Campus Counsel prepared a comprehensive legal analysis of the issues raised during the interview process. This report outlines recommended Board actions and describes administrative steps already being taken to address the problems highlighted as a result of the work the Board Subcommittee and the comprehensive institutional review that followed issuance of the Board's report.

## **Part I. Institutional Accountability**

The Board Subcommittee report recognized the importance of institutional accountability at all levels of the District. In recognition of the importance of this issue, we are recommending a new Board Policy. In addition, we have outlined steps that we are taking to ensure that Board Policy is effectively implemented by all District management, supervisory staff, and employees.

### **A. Board Policy on Institutional Accountability**

Set forth in Attachment 2 is a new Board Policy on Institutional Accountability. It was developed in response to the Board Subcommittee's recommendation that "that a clear statement of the principles that the Board adopts and articulates will be a good first step." This new Board policy clearly states that everyone – from the Board of Trustees on down – share responsibility for ensuring that the mission of the College is accomplished. It is recommended that that Board Policy 2115 be introduced for first reading.

### **B. Administrative Actions Being Taken to Improve Accountability**

We have identified a number of steps to improve the ability of the College to accomplish its accountability objectives. They are outlined below:

1. The Office of Human Resources is developing a handbook for administrators and classified managers. Currently, there is no one-source guide for managers on key institutional policies, regulations, and best practices concerning their responsibilities as management representatives of this institution. It is anticipated that this handbook will be completed on or before August 31, 2009.

2. Currently, a quarterly Orientation Day is in place for newly hired classified employees and managers. New college managers need a more timely orientation on their new management responsibilities. Therefore, the Office of Human Resources is developing a customized orientation program which would provide guidance and points of reference for newly hired managers. It is anticipated that this orientation will be completed on or before June 30, 2009, and be offered to new managers within the first 30 days of assuming a management position.

3. The College does not have a regular professional development program for all managers. A reorganization plan for the Office of Human Resources has been developed to better address key functions. A new position is proposed which would be exclusively dedicated to professional development. Pending implementation of the proposed reorganization, the Office of Human Resources intends to implement by December 30, 2009, a program of at least 10 hours of professional development each year on best management practices. A variety of tools will be used to deliver this professional development program, including web-based interactive training sessions.

4. Once these programs have been put in place, it is important to hold managers accountable for their actions. Starting on January 1, 2009, the Office of Human Resources started a grievance tracking system. Whenever a manager has not complied with any District policy, rule, or collective bargaining agreement resulting in a meritorious grievance, the Vice President for Human Resources will notify the manager's supervisor. The supervisor shall immediately conduct an evaluation to review the issues and make appropriate recommendations for corrective action.

5. The Office of Human Resources is working with District managers on effective and progressive tools to hold employees accountable. As part of these efforts, the Office of Human Resources developed a new scheduling notice for the annual evaluation of classified employees and guidance on how to conduct the evaluations consistent with the CSEA collective bargaining agreement.

## Part II. The District's Workforce

The Board Subcommittee reported noted that “as a result of the 2003 layoffs there has been a shortage of bargaining unit employees in certain departments/classifications.” In addition to the impact of the 2003 layoffs, the District has opened new campuses, buildings and landscaped areas. These new facilities, including the science building, HSS, library, theater arts, Bundy building, Broad Stage and new quad, have created a need for greater staffing in all areas.

We have reviewed positions that are needed as result of our expansion of facilities. Those positions with Priority 1 will be a filled now; those with Priority 2 will require future funding and are on a deferred position list. No hiring schedule has been established for the position of painter:

### APPROVED AND FUNDED FOR 2008-2009

| <b>CLASSIFIED MANAGER</b>        |  |          |             |                |               |                |
|----------------------------------|--|----------|-------------|----------------|---------------|----------------|
| Code                             | Position                                 | Priority | Area        | Salary         | Benefits      | Total          |
| F23                              | Custodial Operations Supv.               | I        | Maintenance | 53,580         | 10,716        | 64,296         |
| F44                              | Mechanical Sys & Energy Mg Sup           | I        | Maintenance | 70,044         | 14,009        | 84,053         |
|                                  |  |          |             |                |               |                |
| <b>2</b>                         | <b>CLASSIFIED MANAGER</b>                |          |             | <b>123,624</b> | <b>24,725</b> | <b>148,349</b> |
| <b>CLASSIFIED STAFF</b>          |  |          |             |                |               |                |
| F33                              | Journeyman - HVAC                        | I        | Facilities  | 58,392         | 11,678        | 70,070         |
| F7                               | Lead Custodian/ <b>NSII</b>              | 2        | Operations  | 43,454         | 8,691         | 52,145         |
| F46                              | Plumber                                  | I        | Facilities  | 58,392         | 11,678        | 70,070         |
| F16                              | Skilled Maintenance Worker (Bldg Repair) | I        | Maintenance | 48,036         | 9,607         | 57,643         |
| <b>4</b>                         | <b>CLASSIFIED STAFF</b>                  |          |             | <b>208,274</b> | <b>41,655</b> | <b>249,929</b> |
| <b>TOTAL—APPROVED AND FUNDED</b> |  |          |             |                |               | <b>398,278</b> |

**NOT FUNDED FOR 2008-2009**

| <b>CLASSIFIED MANAGER</b>             |                            |   |             |               |               |                |
|---------------------------------------|----------------------------|---|-------------|---------------|---------------|----------------|
| F53                                   | Custodial Operations Supv. | 1 | Maintenance | 53,580        | 10,716        | 64,296         |
| <b>I</b>                              | <b>CLASSIFIED MANAGER</b>  |   |             | <b>53,580</b> | <b>10,716</b> | <b>64,296</b>  |
| <b>CLASSIFIED STAFF</b>               |                            |   |             |               |               |                |
| F3I                                   | Groundskeeper*             | 2 | Grounds     | 35,832        | 7,166         | 42,998         |
| F3I                                   | Groundskeeper*             | 2 | Grounds     | 35,832        | 7,166         | 42,998         |
|                                       | Custodian                  | 2 | Operations  | 35,832        | 7,166         | 42,998         |
|                                       | Custodian                  | 2 | Operations  | 35,832        | 7,166         | 42,998         |
|                                       | Custodian                  | 2 | Operations  | 35,832        | 7,166         | 42,998         |
|                                       | Journeyman—Palnter         | - | Maintenance | 58,392        | 11,678        | 70,070         |
| <b>2</b>                              | <b>CLASSIFIED STAFF</b>    |   |             | <b>71,664</b> | <b>14,333</b> | <b>285,062</b> |
| <b>TOTAL—NOT FUNDED FOR 2008-2009</b> |                            |   |             |               |               | <b>349,358</b> |
| <b>TOTAL—ALL REQUESTS</b>             |                            |   |             |               |               | <b>747,636</b> |

The College has received widespread public support for its facility modernization program. Although local voters have approved funding for a number of capital projects, the state funding formula has not provided the corresponding funding to cover the increased maintenance expenses of these new facilities. The staffing outlined above is necessary to meet our obligation to maintain all of our facilities in first-class condition

**Part III. Improving District Contracting Procedures.**

During the Board Subcommittee interviews, CSEA representatives raised concerns about the District’s contracting practices. Among the concerns raised were that bargaining unit work has been given to outside contractors, that the process of giving work to outside contractors by purchase order has not been transparent, that outside contractors selected by purchase order are not being required to pay prevailing wages, and that there is no central place where records relating to outside contracting are maintained. Some of these concerns were also shared by other College stakeholders. The Superintendent/President’s internal review concluded that new procedures are needed to ensure compliance with the CSEA collective bargaining agreement and legal requirements. The following steps have or will be taken:

- I. The Vice President for Human Resources has developed procedures to review all requests for the use of outside contractors. This review is essential to ensuring compliance with our collective bargaining agreement with CSEA. The projects are reviewed to determine whether the work involved constitutes bargaining unit work. The review also ensures that we can fulfill our notification obligations to CSEA in a timely manner. Since this process was implemented, disputes with CSEA over outside contracting have been reduced.

2. The Vice President for Business/Administration is developing a Purchasing Grid that delineates the processes that must be followed for outside contracting. A copy of this Purchasing Grid is set forth in Attachment 3. In addition, a three hour training has been provided to the Facilities management group regarding public contract law, general purchasing procedures, and best practices regarding quotes and bidding.

3. The Vice President for Business/Administration has directed the implementation of a web-based work order system. The web-based work order system should provide a better management tool for costing projects to determine whether they should be competitively bid as public works projects. This will also allow the better planning of projects and better project coordination.

4. The Vice President for Business/Administration is identifying recurring needs that should be competitively bid on an annual basis. This will allow the District to control costs, while also requiring the contractors to comply with prevailing wage or other desirable requirements.

5. New procedures have been instituted to ensure that all purchase orders involving public projects comply with the Labor Code requirements on prevailing wages. Campus Counsel has drafted appropriate contract language to ensure compliance with prevailing wage requirements set forth in the Labor Code.

6. The Vice President for Business/Administration has drafted procedures that require all contracts to have purchase orders. In addition, all contracts over \$5000 will route through the Vice President for Business/Administration for review and approval. This will provide a way to track of all contracts and encumber the funds. In addition, the District will be moving to an online requisition system. Together, these steps will accomplish the objective of a central clearinghouse for all outside contracts.

In addition to these internal administrative steps, it is recommended that the Board introduce for first reading the revisions to Board Policy 6250 set forth in Attachment 4. Board Policy 6250 (previously 6232) sets forth the dollar threshold for competitive bidding. Public Contract Code Section 20651(a) requires competitive bidding for an expenditure of more than \$50,000 for the purchase of goods and services. The \$50,000 bid threshold is adjusted annually by the Board of Governors of the California Community Colleges and is currently \$76,700. Although the bid threshold is now \$76,700, Board Policy 6250 establishes a \$52,900 limit. The new board policy would use the dollar amount annually established by the Board of Governors of the California Community Colleges as the bid threshold.

In addition to establishing a bid threshold for the purchase of goods and services, Public Contract Code 20651(b) requires that public works projects (e.g., construction of new buildings) involving an expenditure of \$15,000 or more be competitively bid. Unlike the threshold for goods and services, the \$15,000 threshold cannot be adjusted. Therefore, the revised policy does not change the current \$15,000 dollar amount for public works projects.

## **CONCLUSION**

Together, the various recommendations set forth in this report highlight the positive steps that can be taken to solve problems when the Board, District managers, employees, and others work together. We anticipate that this continued cooperation will translate into positive improvements in institutional accountability, District staffing, and contracting procedures.

It is respectfully recommended that:

1. BP 2115 be introduced for first reading.
2. BP 6250 be introduced for first reading.
3. The Board Subcommittee on Outside Contracting continue to meet to review and report to the Board on the effectiveness of the actions set forth in this Staff Report.

## ATTACHMENT I

11-29-08

TO: DR. CHUI L. TSANG  
FROM: THE SUBCOMMITTEE ON CONTRACTING OUT  
SUBJECT: SUBCOMMITTEE FINDINGS AND RECOMMENDATIONS ON  
CONTRACTING OUT

### I. MISSION OF THE SUBCOMMITTEE

The mission of the subcommittee on contracting out was to find as much information as possible to pass on to the Board of Trustees about the problems facing the college regarding contracting out, and to make recommendations, with the hope that the same will lead to suggested solutions.

### 2. THE PROBLEMS THE SUBCOMMITTEE ENCOUNTERED AND IDENTIFIED

Susan and I examined the issue by interviewing both managerial, classified and academic employees as well as the administrator of the Personnel Commission Dori MacDonald, together with Dr. Tsang [as his schedule permitted] and Robert Myers, counsel to the college. Everyone interviewed was told that the mission of the subcommittee was to learn as much about contracting out problems as it could to report back to the Board. Everyone agreed that the discussions would be helpful to all. Hence the conversations were amicable and constructive.

As a result of those interchanges one thing became clear: getting to the root of contracting out problems is like peeling an onion. It goes on and on and on. And it makes one cry to realize that the problems are costly and in many instances, unnecessary and avoidable. Thus the main challenge is to separate out the parts and seek a coherent analysis of the multifaceted problems of contracting out. Underpinned by a history that has been until recently under controlled, that analysis involves managerial shortcomings; unwillingness to accept job responsibilities on the part of some classified employees; sequencing errors; time and economic problems, and most important, the failure to inculcate the college with a culture of responsibility and cooperation the part of many of its stake holders.

The subcommittee believes that a clear statement of the principles that the Board adopts and articulates will be a good first step, in that it will provide appropriate guidance and instruction to the Superintendent/President, and will, hopefully, filter down to each stakeholder group and its leadership. This piece is designed to provide an overview of those interlocking problems and steps, deferring for a three dimensional analysis containing detailed proposals to the Board by Dr. Tsang. He may recommend that some issues be the subject of open, and others of closed sessions of the Board, and that this and/or his report be circulated campus wide, as we approach the challenges of 2009.

FIRST, we begin the analysis by declaring that there are a large number of wonderful and dedicated people at Santa Monica College who have labored long and hard to make it a fine institution of learning and training. But notwithstanding that distinct plus, we have problems that must be addressed to avoid, in the future, unhealthy aspects of the college's culture that should be improved.

SECOND, habits must change. Some managers fail to exercise the tool of progressive discipline, i.e. making it clear to employees what is expected of them, helping them improve and correct deficiencies in order to be successful, and when necessary creating a record to support their efforts to achieve better performance. The importance of that is that the failure to properly supervise creates false expectations on the part of employees, which in cases of contacting out, too frequently leads them to believe that specific work need not be performed by them, resulting in management contracting out the work to get it done. The converse is also true. In too many instances some managers are too quick to

contract out work. There are instances of contracted out work that ought to be performed by the bargaining unit employees. At times, the reason for managements contracting out is the shortage of unit personnel. Yet another reason for contracting out work that could be performed by unit employees is the lack of necessary equipment. Under this section, we do not refer to large construction projects which are almost exclusively contracted out [ex, the construction of the Theater Arts Performance Center at 11<sup>th</sup> Street and Santa Monica Boulevard]. There are many other examples of contracting out at the initiation of management that are questionable. What is required is a comprehensive evaluation of the appropriate areas of bargaining unit as opposed to contracted out work to comply with the collective bargaining agreement, and to provide guidance to managements bargaining team for future bargaining.

THIRD, there is no clearing house or central location for the housing of information concerning contracting out available to all for examination.

FOURTH, there are no protocols for determining whether and when to contract out, except to the extent that the collective bargaining agreement between CSEA and the College provides guidance. And that contract, rather than specifying when contracting out is appropriate, refers such issues to meets and confer and if necessary, grievance and arbitration.

FIFTH, as a result of the 2003 layoffs there has been a shortage of bargaining unit employees in certain departments/classifications.

SIXTH, there has been a tendency among some unit employees to fail to understand that they have good jobs with good pay and benefits at a good college, in return for which they are supposed to work full time.

SEVENTH, until now we have not had the assistance of a CBO, although we will have one aboard in January.

EIGHTH, regarding the hiring process, much of what we learned about the Personnel Commission and its process is that there are certain structural notice requirements that seem to force the elongation of the time it takes to hire. The rules were written before the predominance of online communication, and having to float a paper notice for several weeks does not seem reasonable today. Despite considerable efforts on the part of the current Director of Classified Personnel our response does not conform to the expectation of job seekers. It may be that we need Sacramento legislative assistance to cut through some of the red tape. Clearly, Departments that are trying to hire skilled workers in demand are thwarted by delays in college response time.

NINTH, the Board should become more aware of the important work of our Personnel Commission. Although we have limited involvement with its budget, we should ensure that it has necessary resources to do its job. In addition, we believe that it would be helpful if the Board assigned one of its members to attend Personnel Commission meetings to assist the Board in staying apprised of its activities.

TENTH, our commitment to social and economic justice requires that we address these problems.

### 3. MAKE A CRITICAL EXAMINATION OF THE PROBLEMS LISTED ABOVE

Two factors mandate that the College address each of the problems listed above [as well as others that the subcommittee anticipates that Dr. Tsang may address in his report] be addressed and resolved:

1. They have generated or contributed to a culture and a work ethic at the college that is unhealthy, and occasionally misleading to well intentioned employees in both management and the bargaining units. That cultural fails to recognize that the college is a public institution with a public trust and mission, as opposed to a private for profit corporation.

2. If not recognized and corrected, they will cause increased problems for the college as it attempts to survive the looming financial crisis born of the state's rapidly growing deficit, estimated by the news of November 25, 2008 to reach 27+ billion dollars.

#### 4. SUGGESTIONS

The subcommittee requests that you consider this report in drafting your report to the Board. The subcommittee proposes that the Board of Trustees receive, discuss and analyze this report as part of your report to the Board and thereafter identify its proper role in helping solve the problems the report reveals. The subcommittee submits that the required change in the culture of the college, viz a viz work relations, should start with the Board itself. The Board should articulate the principles underlying the desired culture of working relationships between stakeholders in the college workforce and be the college voice advocating for a new culture of cooperation, equity and fairness. The Board should develop its standards and instruct the Superintendent/President accordingly, encouraging and helping him when it can and holding him accountable to meet those standards. None of the above is intended to be read as an attack on anyone, or to be critical of the vast majority of good people serving the college. To the extent that fault or weakness is to be expressed, there is plenty to go around. None of us are angels or devils. Our job is to serve and protect the public interest and the students. A healthy working environment for all will contribute to those ends.

Respectfully submitted,

SUSAN AMINOFF  
DAVID FINKEL

## **ATTACHMENT 2**

### **BP 2115 Institutional Accountability**

The Board of Trustees recognizes its responsibility to ensure accountability to the public for the performance of the Santa Monica Community College District. The Board of Trustees shall regularly review the effectiveness of the District's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in accomplishing its mission and goals. The Board of Trustees shall establish systems and processes to monitor results and to evaluate the District's progress toward accomplishing the District's mission and goals.

The Board of Trustees and the Superintendent shall agree upon appropriate area of District accountability and shall establish a schedule for providing regular reports to the Board and the public regarding District progress.

All District employees shall abide by all district policies and regulations. The District has the following expectations:

- All policies and regulations will be promptly distributed upon their adoption.
- All policy and regulation changes will be reviewed with administrators upon adoption of the policy or regulation.
- All administrators will be familiar with policy and regulations and will communicate them to those they supervise.
- All administrators will ensure that those they supervise follow District policy and regulations.
- All employees are expected to follow District policy and regulations.

Reference: Education Code Section 72000(b)

QUOTATION, PROPOSAL, BID, AND AUTHORIZATION REQUIREMENTS FOR PURCHASES AND CONTRACTS PER BOARD POLICY 6250

| TYPE OF PURCHASE   | TOTAL AMOUNT OF PURCHASE         | QUOTE OR SOLICITATION REQUIREMENTS  | PURCHASE OR CONTRACT TYPE  | SIGNATURE AUTHORITY DELEGATION FOR PURCHASES, CONTRACTS, AND CHANGES (Per Ed Code 70902d, 81641-81656)  |
|--|----------------------------------|---|--|---|
| 1. <b>Equipment, materials and supplies, Minor Purchases</b>   | \$ 1 to \$10,000                 | One documented verbal, written or catalog quote OK  | Purchase Order issued by Purchasing Department   | Purchases of \$10,000 or less can be authorized by a Dean, Director, Manager, Supervisor or Vice-President and Purchasing Services Director. All purchase orders ratified by the BOT.                                   |
| 2. <b>Equipment, Materials, and Supplies, Request For Quote (RFQ)</b>  | \$10,001 - \$76,699 (See Note 1) | Solicitation of three or more written price quotations by Department via written RFP  | Purchase Order issued by Purchasing Department   | Purchases of more than \$10,000 but less than the current statutory limit can be authorized by the Vice-President, Business & Administration and Purchasing Services Director. All purchase orders ratified by the BOT. |
| 3. <b>Equipment, Materials, and Supplies, Formal Bid</b>   | \$76,700 or more (See Note 1)    | Advertised competitive bid per Public Contract Code 20651   | After BOT approval, contract issued in a format approved by Business & Administration. Purchase Order issued to encumber funds by Purchasing Department.                             | Board of Trustees authorizes all awards or revisions (over 10% of original contract value)  |
| 4. <b>Public Projects, Minor ~ facility construction, alteration, renovation, demolition, painting, or repair. (See Note 2)</b>                  | \$1 - \$5000                     | Written quote obtained by Facilities Department. (See Note 3)   | Contract issued in a format approved by Business & Administration. Purchase Order issued to encumber funds. Subject to prevailing wage over \$1,000.                                 | Purchases of \$5,000 or less can be authorized by the Chief Director, Facilities Management and Purchasing Services Director. All purchase orders ratified by the BOT.  |
| 5. <b>Public Projects, Request for Quote (RFQ) ~ facility construction, alteration, renovation, demolition, painting, or repair.(See Note 2)</b> | \$5001 - \$14,999                | Solicitation of three or more written price quotations by Facilities Department via written RFQ (See Note 3)                  | Contract issued in a format approved by Business & Administration. Purchase Order issued to encumber funds. Subject to prevailing wage.  | Purchases of more than \$5,000 but less than the \$14,999 limit can be authorized by the Vice-President, Business & Administration and Purchasing Services Director. All purchase orders ratified by the BOT.           |
| 6. <b>Public Projects, Formal Bid ~ facility construction, alteration, renovation, demolition, painting, or repair. (See Note 2)</b>             | \$15,000 or more                 | Formal advertised bids obtained by District Purchasing Department in accordance with Public Contract Code 20651. (See Note 3) | After BOT approval, contract issued in a format approved by Business & Administration. Purchase Order issued to encumber funds by Purchasing Department. Subject to prevailing wage. | Board of Trustees authorizes all awards or revisions (over 10% of original contract value)  |

|     | TYPE OF PURCHASE  | TOTAL AMOUNT OF PURCHASE | QUOTE OR SOLICITATION REQUIREMENTS   | PURCHASE OR CONTRACT TYPE  | SIGNATURE AUTHORITY DELEGATION FOR PURCHASES, CONTRACTS, AND CHANGES (Per Ed Code 70902d, 81641-81656)  |
|-----|---|--------------------------|--|--|---|
| 7.  | <i>Professional Services/Independent Contractor other than Public Projects</i>  | \$5,000 or less          | None for specialists (e.g. instructional services, lawyers, doctors, engineers, architects), but it is preferable to request competitive pricing.  | Professional Services Agreement or other contract format approved by Business & Administration. Purchase Order issued to encumber funds.                     | Professional Services of \$5,000 or less can be authorized by a Dean, Director, Manager, Supervisor or Vice-President and Purchasing Services Director. All purchase orders ratified by the BOT.                          |
| 8.  | <i>Professional Services/Independent Contractor other than Public Projects</i>  | \$5,001 - \$99,999       | Specialists (e.g. instructional services, lawyers, doctors, engineers, architects) selected by competitive RFQ process except when there is a sole source of service.  | Professional Services Agreement or other contract format approved by Business & Administration. Purchase Order issued to encumber funds.                     | Professional Services of more than \$5,000 but less than the \$99,999 limit can be authorized by the Vice-President, Business & Administration and Purchasing Services Director. All purchase orders ratified by the BOT. |
| 9.  | <i>Professional Services/Independent Contractor other than Public Projects</i>  | \$100,000 or more        | Specialists (e.g. instructional services, lawyers, doctors, engineers, architects) selected by competitive RFP or RFQ process, whichever is appropriate, except when there is a sole source of service; Interview by two or more senior staff members (or other District representatives as appropriate to area of specialty). | After BOT approval, Professional Services Agreement or other contract format approved by Business & Administration. Purchase Order issued to encumber funds. | Board of Trustees authorizes all awards or revisions (over 10% of original contract value)  |
| 10. | <i>Other types of contracts such as real estate or financing</i>  | All                      | Legal requirements vary. RFP or bid preferred.   | Contract issued in a format approved by Business & Administration. Purchase Order issued to encumber funds.  | Board of Trustees preapproval of the contract or delegation to negotiate. Board of Trustees ratification within 60 days contract execution.   |
| 11. | <i>Textbooks, library books, instructional software, educational films, audiovisual materials, test materials, workbooks, or periodicals for Library Services or for resale by College Bookstores</i> | All                      | None per Education Code 81651, but is preferable to request competitive pricing.   | Purchase Order Issued by Purchasing Department   | Purchases may be approved by the Executive VP, VP Student Services, VP Instruction, VP Business & Administration; All purchase orders ratified by the BOT.  |
| 1.  |   |                          |  |  |   |
| 2.  |   |                          |  |  |   |
| 3.  |   |                          |  |  |   |

1. Statutory Bid limit is adjusted annually to reflect CPI increase. Bid limit in 2009 is \$76,700.

2. **Public Projects** include construction, reconstruction, erection, alteration, renovation, improvement. Demolition, painting, major repainting, cabling, and repair work. **Public Project** does not include routine, recurring, and usual maintenance work necessary to preserve a facility for its intended purposes such as minor repainting, lawn mowing, and servicing irrigation systems. REF. PCC 22002

3. All purchase orders/contracts will be reviewed for compliance with Article 16 of the CSEA Collective Bargaining Agreement and Education Code Section 88003.1.

## ATTACHMENT 4

### **BP 6250      Contracts for Materials and Services**

~~The Board of Trustees shall let any contracts involving an expenditure of more than fifteen thousand dollars (\$15,000) for work to be done or more than fifty-two thousand nine hundred dollars (\$52,900) for materials or supplies to be furnished, sold, or leased to the District to the lowest responsible bidder who shall give such security as the District requires, or else reject all bids.~~

~~For expenditures less than the amounts stated above, the District may request verbal or written quotations from vendors. Such a request shall not be deemed as a competitive bid and the District shall evaluate quotations based upon the needs and desires of the requisitioning department, quality of the materials and/or services provided and other selection criteria. For expenditures less than the Public Contract Code bid limits, the District shall not be subject to award of contract to the vendor submitting the lowest quotation.~~

To the full extent authorized by law, the Board shall from time to time (but not less than every four years) by written resolution or resolutions delegate to one or more officers or employees of the District the authority to purchase supplies, materials, apparatus, equipment and services, subject to any restrictions and requirements of Education Code Sections 81656 and 88003 and Public Contract Code Sections 20650-20660.

Such purchases shall be at the lowest reasonable available competitive price consistent with the highest quality and highest level of service desired and written District specifications, and in the best interest of the District.

Such purchases shall be subject to the following limitations:

a. No officer or employees authorized to make any purchase involving expenditure by the District in excess of the amount specified by section 20651 of the Public Contract Code. The amount set forth in subdivision (a) of section 20651 of the Public Contract Code shall be the amount as is annually adjusted by the Board of Governors of the California Community Colleges.

b. The delegation shall prescribe the limits of the delegation as to time, money and subject matter.

c. All transactions entered into by the officer or employee shall be in writing, and shall be reviewed by the Board within ninety days, or as otherwise provided by law.

d. In the event of malfeasance in office, the District officer or employee who entered into the contract shall be personally liable for any and all monies that the District paid out as a result of his or her malfeasance.

Reference: Education Code Section 81656 & 88003; Public Contract Code Sections 20650-20660

**APPENDIX B**

2009-2010 TENTATIVE BUDGET (GENERAL FUND)

**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
2009-2010 GENERAL FUND UNRESTRICTED TENTATIVE BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Unrestricted General Fund Budget for fiscal year 2009-2010 is as follows:

|                           |               |
|---------------------------|---------------|
| General Fund Unrestricted | \$149,348,471 |
|---------------------------|---------------|

|  |                      |
|--|----------------------|
| <b>TOTAL PROPOSED TENTATIVE BUDGET</b> | <b>\$149,348,471</b> |
|--|----------------------|

The 2008-2009 fiscal year is projected to close with an Unrestricted General Fund ending balance of \$15,029,763 which is included in the Unrestricted Budget as Contingency Reserve.

**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 with the exception of some parts of the Auxiliary fund.

The two largest drivers of additional revenue generation for the District in any given year are the state Cost of Living Adjustment (COLA) and growth funding. The proposed California Community College System budget for 2009-2010 does not provide for a Cost of Living Adjustment (COLA). Based upon information received from the California Community College Chancellors Office, the District will be allotted a 1.00% growth rate which is equal to approximately 216 FTES or \$987,889.

The largest source of revenue for the District is state funding. The state funding formula is based on the combination of property taxes, enrollment fees and principal apportionment funds added together to equal the estimated State General Revenue. The figures in the tentative budget are based on estimates from the Chancellor's Office adjusted by the District's enrollment projections. The District is still awaiting the receipt of the official P2 report and the Advanced Apportionment report. In addition the current state budget depends on the successful passage of several statewide propositions that provide additional resources. If any or all of these propositions are unsuccessful, the District expects a major budget realignment as part of the Governor's May revision. Therefore, adjustments to revenue should be anticipated between the tentative budget and adopted budget. If actual receipts of either property taxes or enrollment fees differ from projections, principal apportionment funding will be adjusted to keep the formula constant.

Non-resident Tuition revenues is the second largest source of funding for the District. Unlike Enrollment fee revenue that belongs to the state, all revenue received from tuition for non-resident students belongs to the District. The District anticipates growth in non-resident tuition of 15.9% from the projected 2008-2009 revenue numbers due to fee increases.

Local revenues are a combination of property taxes and revenue generated at the college level through the charging of fees and fines and through interest earned on cash. The District anticipates a small drop in local revenue in fiscal year 2009-2010.

## General Fund Unrestricted Expenditures (01.0)

The Districts largest expenditures (88.78% of the total budget) are related to salary and benefits. The salary and payroll benefit related expenditure projections reflect step, column and longevity increases for all qualified employees, as well as any increases that will occur as specified in the collective bargaining agreements.

In the discretionary section of the expenditure budget (Supplies, Services and Capital), there was a decrease in budget of approximately \$1,322,929 over 2008-2009 budgeted expenditures. This compares with increases from prior year actuals of \$1,281,000 in 2008-2009, \$833,000 in 2007-2008, \$1,684,000 (excluding Compton-related expenditures) in 2006-2007. The 2009-2010 projected decrease is a result of the District reducing the supplies budget by 1% and the Contracted Services budget by 10% from the prior year budgeted expenditures.

The Contracts/Services line item in the tentative budget includes: Rents/Leases (i.e. Madison Site, Swimming Pool, Big Blue Bus) 21%; Other Contract Services (i.e. Pest Control, Child Care Collaborative) 17%; Advertising 12%; Repairs of Equipment 10%; Bank Fees and Bad Debt 7%; Legal Services (including those for the Personnel Commission) 6%; Postage and Delivery Services 6%; Conferences and Training 4%; Off-Campus Printing 4%; Consultants 4%; LACOE Contracts (i.e. PeopleSoft, HRS) 2%; Memberships and Dues 1%; Repairs on Facility 1%; Audit 1%; and Other Services – all under 1% of budget (i.e. Software Licensing, Mileage, Professional Growth, Fingerprinting, Board Meetings, Field Trips) 4%.

## **CONCLUSION**

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

**UNRESTRICTED GENERAL FUND 01.0 REVENUE BUDGET**

| ACCOUNTS                             | 2008-2009<br>ADOPTED<br>BUDGET | March 31, 2009<br>ACTUAL<br>REVENUE | 2008-2009<br>PROJECTED<br>REVENUE | 2009-2010<br>TENTATIVE<br>BUDGET |
|--------------------------------------|--------------------------------|-------------------------------------|-----------------------------------|----------------------------------|
| <b>FEDERAL</b>                       |                                |                                     |                                   |                                  |
| FIN AID ADM ALLOWANCES               | 125,012                        | 112,922                             | 125,012                           | 125,012                          |
| OTHER FEDERAL REVENUE                | -                              | -                                   | -                                 | -                                |
| <b>TOTAL FEDERAL</b>                 | <b>125,012</b>                 | <b>112,922</b>                      | <b>125,012</b>                    | <b>125,012</b>                   |
| <b>STATE</b>                         |                                |                                     |                                   |                                  |
| PRINCIPAL APPORTIONMENT              | 87,354,857                     | 54,735,780                          | 88,765,517                        | 89,740,556                       |
| COLA                                 | -                              | -                                   | -                                 | -                                |
| PRIOR YEAR APPORTIONMENT ADJUSTMENTS | -                              | 1,432,267                           | 1,432,267                         | -                                |
| HOMEOWNERS EXEMPT                    | 94,458                         | 47,408                              | 94,810                            | 94,810                           |
| STATE LOTTERY REVENUE                | 3,068,670                      | 751,361                             | 3,072,649                         | 3,072,649                        |
| OTHER STATE                          | 1,244,726                      | 721,989                             | 1,053,793                         | 1,053,793                        |
| <b>TOTAL STATE</b>                   | <b>91,762,711</b>              | <b>57,688,805</b>                   | <b>94,419,036</b>                 | <b>93,961,808</b>                |
| <b>LOCAL</b>                         |                                |                                     |                                   |                                  |
| PROP TAX SHIFT (ERAF)                | -                              | 1,245,350                           | -                                 | -                                |
| SECURED TAX                          | 8,878,263                      | 5,677,309                           | 9,408,706                         | 9,408,706                        |
| SUPPLEMENTAL TAXES                   | 454,539                        | 35,242                              | 136,362                           | 136,362                          |
| UNSECURED TAX                        | 363,604                        | 408,589                             | 408,589                           | 408,589                          |
| PRIOR YRS TAXES                      | 449,187                        | 500,147                             | 500,147                           | 500,147                          |
| PROPERTY TAX - RDA PASS THRU         | 238,000                        | 317,365                             | 317,365                           | 317,365                          |
| RENTS                                | 135,000                        | 51,410                              | 78,289                            | 78,289                           |
| INTEREST                             | 615,800                        | 281,279                             | 442,528                           | 420,402                          |
| ENROLLMENT FEES                      | 7,975,266                      | 7,971,025                           | 8,299,000                         | 8,299,000                        |
| STUDENT RECORDS                      | 300,000                        | 158,259                             | 258,570                           | 258,570                          |
| NON-RESIDENT TUITION/INTENSIVE ESL   | 17,228,000                     | 17,705,797                          | 17,937,127                        | 20,657,001                       |
| OTHER STUDENT FEES & CHARGES         | 182,000                        | 142,576                             | 142,576                           | 142,576                          |
| F1 APPLICATION FEES                  | 96,500                         | 96,891                              | 110,637                           | 110,637                          |
| OTHER LOCAL                          | 450,000                        | 449,712                             | 534,940                           | 370,559                          |
| I. D. CARDS                          | 728,159                        | 825,205                             | 831,405                           | 831,405                          |
| LIBRARY CARDS                        | 500                            | 140                                 | 500                               | 500                              |
| LIBRARY FINES                        | 20,000                         | 10,592                              | 20,000                            | 20,000                           |
| PARKING FINES                        | 300,000                        | 168,026                             | 282,989                           | 282,989                          |
| <b>TOTAL LOCAL</b>                   | <b>38,414,818</b>              | <b>36,044,914</b>                   | <b>39,709,730</b>                 | <b>42,243,097</b>                |
| <b>TOTAL REVENUE</b>                 | <b>130,302,541</b>             | <b>93,846,641</b>                   | <b>134,253,778</b>                | <b>136,329,917</b>               |
| TRANSFER IN                          | 188,791                        | 98,175                              | 188,791                           | 188,791                          |
| <b>TOTAL REVENUE AND TRANSFERS</b>   | <b>130,491,332</b>             | <b>93,944,816</b>                   | <b>134,442,569</b>                | <b>136,518,708</b>               |

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## UNRESTRICTED GENERAL FUND 01.0 EXPENDITURE BUDGET

| ACCOUNTS   | 2008-2009<br>ADOPTED<br>BUDGET | March 31, 2009<br>ACTUAL<br>EXPENDITURES | 2008-2009<br>PROJECTED<br>EXPENDITURES | 2009-2010<br>TENTATIVE<br>BUDGET |
|--|--------------------------------|--|--|----------------------------------|
| INSTRUCTION                                      | 23,370,823                     | 14,829,446                               | 23,469,875                             | 23,935,930                       |
| ACADEMIC MANAGERS                                | 4,823,670                      | 3,230,246                                | 5,129,034                              | 5,411,229                        |
| NON-INSTRUCTION                                  | 5,701,691                      | 3,281,862                                | 5,780,255                              | 5,853,211                        |
| HOURLY INSTRUCTION                               | 27,842,843                     | 19,303,943                               | 28,103,923                             | 28,321,688                       |
| HOURLY NON-INSTRUCTION                           | 3,520,000                      | 2,150,893                                | 3,422,129                              | 3,397,129                        |
| VACANT POSITIONS - BUDGETED                      | 646,754                        | -  | 256,648                                | 128,324                          |
| VACANCY SAVINGS - FLOAT                          | -                              | -  | (192,486)                              | -                                |
| <b>TOTAL ACADEMIC</b>                            | <b>65,905,781</b>              | <b>42,796,390</b>                        | <b>65,969,378</b>                      | <b>67,047,511</b>                |
| CLASSIFIED REGULAR                               | 19,569,704                     | 12,493,447                               | 19,640,618                             | 20,219,835                       |
| CLASSIFIED MANAGERS                              | 2,894,234                      | 2,066,842                                | 3,266,880                              | 3,408,716                        |
| CLASS REG INSTRUCTION                            | 2,668,243                      | 1,857,172                                | 2,779,492                              | 2,824,044                        |
| CLASSIFIED HOURLY                                | 1,566,869                      | 1,111,982                                | 1,631,979                              | 1,631,979                        |
| CLASS HRLY INSTRUCTION                           | 861,659                        | 484,518                                  | 866,859                                | 866,859                          |
| CLASSIFIED ONE-TIME OFF SCHEDULE PAY/RETRO       | 313,260                        | 266,659                                  | 403,260                                | -                                |
| VACANT POSITIONS - BUDGETED                      | 2,422,861                      | -  | 1,120,457                              | 560,229                          |
| VACANCY SAVINGS - FLOAT                          | -                              | -  | (840,343)                              | -                                |
| <b>TOTAL CLASSIFIED</b>                          | <b>30,296,830</b>              | <b>18,280,620</b>                        | <b>28,869,202</b>                      | <b>29,511,662</b>                |
| STRS   | 4,368,069                      | 2,687,666                                | 4,410,342                              | 4,476,250                        |
| PERS   | 3,143,349                      | 2,044,535                                | 3,194,295                              | 3,289,613                        |
| OASDI/MEDICARE                                   | 2,890,755                      | 1,937,206                                | 2,943,586                              | 3,016,858                        |
| H/W  | 11,296,283                     | 6,378,578                                | 11,294,173                             | 12,167,213                       |
| RETIREEES' H/W                                   | 1,952,047                      | 1,560,024                                | 1,897,993                              | 2,109,050                        |
| SUI  | 326,087                        | 211,253                                  | 329,901                                | 335,239                          |
| WORKERS' COMP.                                   | 1,247,045                      | 819,421                                  | 1,263,953                              | 1,287,621                        |
| ALTERNATIVE RETIREMENT                           | 525,000                        | 339,092                                  | 525,000                                | 525,000                          |
| BENEFITS REL TO NON-FACULTY ONE-TIME OFF SCH/RET | 62,652                         | 51,588                                   | 80,652                                 | -                                |
| BENEFITS RELATED TO VACANT POSITIONS - BUDGETED  | 613,923                        | -  | 275,421                                | 137,711                          |
| BENEFITS RELATED TO VACANCY SAVINGS - FLOAT      | -                              | -  | (206,566)                              | -                                |
| <b>TOTAL BENEFITS</b>                            | <b>26,425,210</b>              | <b>16,029,363</b>                        | <b>26,008,750</b>                      | <b>27,344,555</b>                |
| <b>TOTAL SUPPLIES</b>                            | <b>1,081,020</b>               | <b>606,113</b>                           | <b>976,632</b>                         | <b>1,070,210</b>                 |
| CONTRACTS/SERVICES                               | 10,811,357                     | 7,725,941                                | 11,592,501                             | 9,482,097                        |
| INSURANCE  | 801,000                        | 795,571                                  | 801,000                                | 882,782                          |
| UTILITIES  | 3,251,811                      | 2,207,846                                | 3,251,811                              | 3,583,821                        |
| <b>TOTAL SERVICES</b>                            | <b>14,864,168</b>              | <b>10,729,358</b>                        | <b>15,645,312</b>                      | <b>13,948,700</b>                |
| BLDG & SITES                                     | 2,000                          | 280                                      | 2,000                                  | 1,600                            |
| EQUIPMENT  | 173,270                        | 135,038                                  | 173,270                                | 138,616                          |
| LEASE PURCHASES                                  | 607,986                        | 57,205                                   | 307,986                                | 246,389                          |
| <b>TOTAL CAPITAL</b>                             | <b>783,256</b>                 | <b>192,523</b>                           | <b>483,256</b>                         | <b>386,605</b>                   |
| <b>TOTAL EXPENDITURES</b>                        | <b>139,356,265</b>             | <b>88,634,367</b>                        | <b>137,952,530</b>                     | <b>139,309,243</b>               |
| TRANSFER FOR FINANCIAL AID                       | 258,252                        | 157,180                                  | 258,252                                | 258,252                          |
| OTHER OUTGOING TRANSFER                          | -                              | -  | -                                      | -                                |
| <b>TOTAL EXPENDITURES &amp; TRANSFERS</b>        | <b>139,614,517</b>             | <b>88,791,547</b>                        | <b>138,210,782</b>                     | <b>139,567,495</b>               |

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**UNRESTRICTED GENERAL FUND 01.0 FUND BALANCE BUDGET**

| ACCOUNTS   | 2008-2009<br>ADOPTED<br>BUDGET | March 31, 2009<br>ACTUAL<br>FUND BALANCE | 2008-2009<br>PROJECTED<br>FUND BALANCE | 2009-2010<br>TENTATIVE<br>BUDGET |
|--|--------------------------------|--|--|----------------------------------|
| TOTAL REVENUE AND TRANSFERS (LESS ONE-TIME FUNDING)                                | 130,491,332                    | 92,512,549                               | 133,010,302                            | 136,518,708                      |
| TOTAL EXPENDITURES AND TRANSFERS (LESS ONE TIME EXPENDITURE)                       | (135,555,067)                  | (88,473,300)                             | (137,313,739)                          | (138,741,231)                    |
| VACANT POSITIONS WITH PAYROLL RELATED BENEFITS*                                    | (3,683,538)                    | -  | (1,652,526)                            | (826,264)                        |
| VACANT SAVINGS WITH PAYROLL RELATED BENEFITS*                                      | -                              | -  | 1,239,395                              | -                                |
| <b>OPERATING SURPLUS/(DEFICIT)</b>   | <b>(8,747,273)</b>             | <b>4,039,249</b>                         | <b>(4,716,568)</b>                     | <b>(3,048,787)</b>               |
| ONE-TIME FUNDING/(EXPENDITURES):   |                                |  |  |                                  |
| PRIOR YEAR APPORTIONMENT ADJ - PROPERTY TAX BACKFILL                               | -                              | 1,432,267                                | 1,432,267                              | -                                |
| ONE-TIME OFF SCHEDULE/RETRO PAY WITH RELATED BENEFITS                              | (375,912)                      | (318,247)                                | (483,912)                              | -                                |
| <b>OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS</b>                             | <b>(9,123,185)</b>             | <b>5,153,269</b>                         | <b>(3,768,213)</b>                     | <b>(3,048,787)</b>               |
| BEGINNING BALANCE  | 18,797,976                     | 18,797,976                               | 18,797,976                             | 12,829,763                       |
| <b>ENDING FUND BALANCE PRIOR TO DESIGNATED RESERVES</b>                            | <b>9,674,791</b>               | <b>23,951,245</b>                        | <b>15,029,763</b>                      | <b>9,780,976</b> ***             |
| <b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFERS **</b>                   | <b>6.93%</b>                   | <b>26.97%</b>                            | <b>10.87%</b>                          | <b>7.01%</b>                     |
| DESIGNATED RESERVES FOR:   |                                |  |  |                                  |
| GLOBAL EDUCATION INITIATIVE 09-10  | -                              | -  | 200,000                                | -                                |
| UNFUNDED RETIREE BENEFITS  | -                              | -  | 2,000,000                              | -                                |
| <b>UNDESIGNATED ENDING FUND BALANCE</b>  | <b>9,674,791</b>               | <b>23,951,245</b>                        | <b>12,829,763</b>                      | <b>9,780,976</b> ***             |
| <b>UNDESIGNATED ENDING FUND BALANCE RATIO</b>                                      | <b>6.93%</b>                   | <b>26.97%</b>                            | <b>9.14%</b>                           | <b>7.01%</b>                     |
| *Vacancies do not include deferred positions.                                      |                                |  |  |                                  |
| **Salary and benefit budgets assume no net reduction in replacements.              |                                |  |  |                                  |
| ***Fund balance does not include \$2M designated reserve moved to revocable trust. |                                |  |  |                                  |
| ****Chancellor's Office recommended ratio is 5%.                                   |                                |  |  |                                  |

**Assumptions for 2009-2010 Tentative Budget**

|   |               |
|---|---------------|
| Credit FTES Growth (100% Funded)  | 1.00%         |
| COLA  | 0.00%         |
| Deficit Factor  | -1.30%        |
| Interest Revenue  | -5.0%         |
| Non-Resident Tuition Fee  | +15.9%        |
| Vacancy   | Hire 11 of 22 |
| Health and Welfare  | +7.73%        |
| Health and Welfare - Retiree  | +11.12%       |
| Supplies  | -1.0%         |
| Contracts/Services  | -10.0%        |
| Insurance/Utilities   | +10.21%       |
| Capital Outlay  | -20.0%        |
| Others:   |               |
| Assumes all step/column and contractual increases   |               |
| Deferred positions not reflected; assumes hiring in later years - 20 positions            |               |
| Academic salaries adjusted for scheduling adjustments : -7.5% Summer 09 and -5.0% Fall 09 |               |
| Expenditures increases are based on averages from actual years 05-06, 06-07 and 07-08     |               |

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## RESTRICTED GENERAL FUND 01.3 REVENUE BUDGET

| ACCOUNTS                                      | 2008-2009<br>ADOPTED<br>BUDGET | March 31, 2009<br>ACTUAL<br>REVENUE | 2008-2009<br>PROJECTED<br>REVENUE |
|---|--------------------------------|-------------------------------------|-----------------------------------|
| <b>FEDERAL</b>                                |                                |                                     |                                   |
| VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT   | 562,109                        | 92,431                              | 562,109                           |
| FWS-FEDERAL WORK STUDY                        | 576,502                        | 245,106                             | 576,502                           |
| RADIO GRANTS                                  | 1,988,206                      | 988,620                             | 1,988,206                         |
| TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES  | 63,502                         | 48,260                              | 63,502                            |
| TECH PREP                                     | 81,405                         | 26,483                              | 81,405                            |
| FEDERAL CARRYOVERS                            | 1,689,552                      | 1,041,260                           | 1,722,085                         |
| OTHER FEDERAL                                 | 2,675,709                      | 642,051                             | 2,975,709                         |
| <b>TOTAL FEDERAL</b>                          | <b>7,636,985</b>               | <b>3,084,211</b>                    | <b>7,969,518</b>                  |
| <b>STATE</b>                                  |                                |                                     |                                   |
| LOTTERY                                       | 686,309                        | 686,309                             | 686,309                           |
| INSTRUCTIONAL EQUIP/LIBRARY MATERIALS-ONGOING | 228,995                        | 149,202                             | 202,520                           |
| TTIP-TELECOM & TECH INFO PROGRAMS             | 34,545                         | 27,388                              | 36,036                            |
| SFAA-STUDENT FINANCIAL AID ADMIN              | 641,566                        | 503,520                             | 680,064                           |
| EOPS-EXTENDED OPPORTUNITY PROG & SERV         | 1,339,171                      | 1,032,648                           | 1,432,138                         |
| CARE-COOP AGENCIES RESOURCES FOR EDUCATION    | 97,813                         | 74,338                              | 100,183                           |
| DSPS-DISABLED STUDENTS PROGRAM & SERVICES     | 1,447,086                      | 977,946                             | 1,447,086                         |
| NON-CREDIT MATRICULATION                      | 44,971                         | 21,892                              | 48,057                            |
| MATRICULATION                                 | 1,233,180                      | 989,194                             | 1,233,180                         |
| MATRICULATION-TRANSFER RELATED                | 59,500                         | 59,500                              | 59,500                            |
| STAFF/FACULTY DIVERSITY                       | 21,126                         | 13,559                              | 17,607                            |
| CALWORKS                                      | 274,468                        | 211,784                             | 294,289                           |
| ENROLLMENT GROWTH                             | 221,000                        | 150,280                             | 221,000                           |
| TRANSFER AND ARTICULATION                     | -                              | 4,000                               | 4,000                             |
| SCHEDULE OF MAINTENANCE-ONGOING               | 229,016                        | 149,213                             | 202,538                           |
| STATE CARRYOVERS                              | 4,206,043                      | 3,557,117                           | 4,206,043                         |
| OTHER STATE                                   | 1,489,231                      | 1,435,002                           | 2,371,228                         |
| <b>TOTAL STATE</b>                            | <b>12,254,020</b>              | <b>10,042,892</b>                   | <b>13,241,778</b>                 |
| <b>LOCAL</b>                                  |                                |                                     |                                   |
| PICO PARTNERSHIP                              | 153,750                        | 60,031                              | 153,750                           |
| HEALTH FEES                                   | 947,108                        | 1,190,811                           | 1,190,811                         |
| PARKING FEES                                  | 1,662,000                      | 1,838,674                           | 1,838,674                         |
| DONATIONS-KCRW                                | 5,070,136                      | 1,728,699                           | 5,070,136                         |
| COMMUNITY SERVICES                            | 750,000                        | 862,593                             | 862,593                           |
| COUNTY CALWORKS                               | 81,144                         | 49,305                              | 72,450                            |
| CONSOLIDATED CONTRACT ED-LOCAL                | 120,000                        | 31,590                              | 120,000                           |
| LOCAL CARRYOVERS                              | 890,298                        | 890,298                             | 890,298                           |
| OTHER LOCAL                                   | 2,494,632                      | 1,832,298                           | 2,424,742                         |
| <b>TOTAL LOCAL</b>                            | <b>12,169,068</b>              | <b>8,484,299</b>                    | <b>12,623,454</b>                 |
| <b>TOTAL REVENUE</b>                          | <b>32,060,073</b>              | <b>21,611,402</b>                   | <b>33,834,750</b>                 |

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| <b>RESTRICTED GENERAL FUND 01.3 EXPENDITURE BUDGET</b> |   |   |   |
|--|---|---|---|
| <b>ACCOUNTS</b>  | <b>2008-2009<br/>ADOPTED<br/>BUDGET</b> | <b>March 31, 2009<br/>ACTUAL<br/>EXPENDITURES</b> | <b>2008-2009<br/>PROJECTED<br/>EXPENDITURES</b> |
| INSTRUCTION  | 280,000                                 | 222,774   | 375,191   |
| MANAGEMENT   | 2,089,263                               | 1,082,259   | 2,108,720                                       |
| NON-INSTRUCTION  | 1,408,803                               | 893,208   | 1,417,229                                       |
| HOURLY INSTRUCTION                                     | 111,773                                 | 101,103   | 110,303   |
| HOURLY NON-INSTRUCTION                                 | 2,456,605                               | 1,757,415   | 2,359,079                                       |
| <b>TOTAL ACADEMIC</b>                                  | <b>6,346,444</b>                        | <b>4,056,759</b>                                  | <b>6,370,522</b>                                |
| CLASSIFIED REGULAR                                     | 2,253,848                               | 1,709,750   | 2,233,754                                       |
| CLASSIFIED MANAGERS                                    | 355,847                                 | 242,496   | 355,847   |
| CLASS REG INSTRUCTION                                  | 23,591                                  | -   | 3,576   |
| CLASSIFIED HOURLY                                      | 2,170,494                               | 1,932,124   | 2,553,752                                       |
| CLASS HRLY INSTRUCTION                                 | 762,306                                 | 200,427   | 774,394   |
| <b>TOTAL CLASSIFIED</b>                                | <b>5,566,086</b>                        | <b>4,084,797</b>                                  | <b>5,921,323</b>                                |
| BENEFITS HOLDING ACCOUNT                               | 2,619,372                               | -   | 1,158,401                                       |
| STRS   | -                                       | 285,649   | 285,649   |
| PERS   | -                                       | 216,608   | 216,608   |
| OASDI/MEDICARE   | -                                       | 255,565   | 255,565   |
| H/W  | -                                       | 558,152   | 558,152   |
| SUI  | -                                       | 22,411  | 22,411  |
| WORKERS' COMP.   | -                                       | 101,375   | 101,375   |
| ALTERNATIVE RETIREMENT                                 | -                                       | 52,371  | 52,371  |
| <b>TOTAL BENEFITS</b>                                  | <b>2,619,372</b>                        | <b>1,492,131</b>                                  | <b>2,650,532</b>                                |
| <b>TOTAL SUPPLIES</b>                                  | <b>1,287,267</b>                        | <b>390,898</b>                                    | <b>1,283,461</b>                                |
| CONTRACTS/SERVICES                                     | 8,639,887                               | 4,152,983   | 9,825,339                                       |
| INSURANCE  | 2,137,970                               | 2,005,430   | 2,137,970                                       |
| UTILITIES  | 226,800                                 | 129,568   | 226,800   |
| <b>TOTAL SERVICES</b>                                  | <b>11,004,657</b>                       | <b>6,287,981</b>                                  | <b>12,190,109</b>                               |
| BLDG & SITES   | 2,296,985                               | 711,163   | 2,311,085                                       |
| EQUIPMENT/LEASE PURCHASE                               | 2,151,681                               | 755,405   | 2,203,176                                       |
| <b>TOTAL CAPITAL</b>                                   | <b>4,448,666</b>                        | <b>1,466,568</b>                                  | <b>4,514,261</b>                                |
| <b>TOTAL EXPENDITURES</b>                              | <b>31,272,492</b>                       | <b>17,779,134</b>                                 | <b>32,930,208</b>                               |
| OTHER OUTGO - FINANCIAL AIDS                           | 598,790                                 | 368,246   | 704,209   |
| OTHER OUTGO - TRANSFERS                                | 188,791                                 | 98,175  | 200,333   |
| <b>TOTAL OTHER OUTGO</b>                               | <b>787,581</b>                          | <b>466,421</b>                                    | <b>904,542</b>                                  |
| <b>TOTAL EXPENDITURES &amp; OTHER OUTGO</b>            | <b>32,060,073</b>                       | <b>18,245,555</b>                                 | <b>33,834,750</b>                               |

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**RESTRICTED GENERAL FUND 01.3 FUND BALANCE BUDGET**

| <b>ACCOUNTS</b>  | <b>2007-2008<br/>ADOPTED<br/>BUDGET</b> | <b>March 31, 2009<br/>ACTUAL<br/>FUND BALANCE</b> | <b>2008-2009<br/>PROJECTED<br/>FUND BALANCE</b> |
|--|---|---|---|
| TOTAL REVENUE AND TRANSFERS                                  | 32,060,073                              | 21,611,402  | 33,834,750                                      |
| TOTAL EXPENDITURES AND TRANSFERS                             | (32,060,073)                            | (18,245,555)                                      | (33,834,750)                                    |
| <b>OPERATING SURPLUS/(DEFICIT)</b>                           | <b>-</b>                                | <b>3,365,847</b>                                  | <b>-</b>  |
| BEGINNING BALANCE  | -                                       | -   | -   |
| ADJUSTMENT TO BEGINNING BALANCE                              | -                                       | -   | -   |
| <b>CONTINGENCY RESERVE/ENDING FUND BALANCE</b>               | <b>-</b>                                | <b>3,365,847</b>                                  | <b>-</b>  |
| <b>FUND BALANCE RATIO TO TTL EXPENDITURES &amp; TRANSFER</b> | <b>0.00%</b>                            | <b>18.45%</b>                                     | <b>0.00%</b>                                    |

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| <b>CAPITAL OUTLAY FUND 40.0</b>           |   |                                  |                                |
|---|---|----------------------------------|--------------------------------|
| <b>ACCOUNTS</b>                           | <b>2008-2009<br/>ADOPTED<br/>BUDGET</b> | <b>March 31, 2009<br/>ACTUAL</b> | <b>2008-2009<br/>PROJECTED</b> |
| <b>REVENUE</b>                            |   |                                  |                                |
| CAPITAL OUTLAY - STUDENT SERVICES & ADMIN | 1,321,000                               | -                                | 1,321,000                      |
| INTEREST                                  | 90,000                                  | 61,638                           | 72,000                         |
| NON-RESIDENT CAPITAL CHARGE               | 2,257,200                               | 2,451,937                        | 2,579,183                      |
| <b>TOTAL REVENUE</b>                      | <b>3,668,200</b>                        | <b>2,513,575</b>                 | <b>3,972,183</b>               |
| <b>EXPENDITURES</b>                       |   |                                  |                                |
| SUPPLIES                                  | 55,000                                  | 2,010                            | 10,000                         |
| CONTRACT SERVICES                         | 446,000                                 | 266,837                          | 446,000                        |
| CAPITAL OUTLAY                            | 6,723,784                               | 997,692                          | 7,072,767                      |
| <b>TOTAL EXPENDITURES</b>                 | <b>7,224,784</b>                        | <b>1,266,539</b>                 | <b>7,528,767</b>               |
| <b>OPERATING SURPLUS/(DEFICIT)</b>        | <b>(3,556,584)</b>                      | <b>1,247,036</b>                 | <b>(3,556,584)</b>             |
| <b>BEGINNING BALANCE</b>                  | 3,556,584                               | 3,556,584                        | 3,556,584                      |
| ADJUSTMENT TO BEGINNING BALANCE           | -                                       | -                                | -                              |
| <b>ENDING FUND BALANCE</b>                | <b>-</b>                                | <b>4,803,620</b>                 | <b>-</b>                       |

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| <b>EARTHQUAKE FUND 41.0</b>        |   |                                  |                                |
|------------------------------------|---|----------------------------------|--------------------------------|
| <b>ACCOUNTS</b>                    | <b>2008-2009<br/>ADOPTED<br/>BUDGET</b> | <b>March 31, 2009<br/>ACTUAL</b> | <b>2008-2009<br/>PROJECTED</b> |
| <b>REVENUE</b>                     |   |                                  |                                |
| FEDERAL/FEMA FUNDING               | -                                       | -                                | -                              |
| INTEREST                           | -                                       | -                                | -                              |
| <b>TOTAL REVENUE</b>               | <b>-</b>                                | <b>-</b>                         | <b>-</b>                       |
| <b>EXPENDITURES</b>                |   |                                  |                                |
| CONTRACT SERVICES                  | 4,515                                   | -                                | 4,515                          |
| CAPITAL OUTLAY                     | 3,090,000                               | -                                | 3,090,000                      |
| TRANSFER OUT                       | -                                       | -                                | -                              |
| <b>TOTAL EXPENDITURES</b>          | <b>3,094,515</b>                        | <b>-</b>                         | <b>3,094,515</b>               |
| <b>OPERATING SURPLUS/(DEFICIT)</b> | <b>(3,094,515)</b>                      | <b>-</b>                         | <b>(3,094,515)</b>             |
| <b>BEGINNING BALANCE</b>           | <b>3,094,515</b>                        | <b>3,094,515</b>                 | <b>3,094,515</b>               |
| <b>ENDING FUND BALANCE</b>         | <b>-</b>                                | <b>3,094,515</b>                 | <b>-</b>                       |

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| <b>MEASURE U FUND 42.2</b>         |   |                                  |                                |
|------------------------------------|---|----------------------------------|--------------------------------|
| <b>ACCOUNTS</b>                    | <b>2008-2009<br/>ADOPTED<br/>BUDGET</b> | <b>March 31, 2009<br/>ACTUAL</b> | <b>2008-2009<br/>PROJECTED</b> |
| <b>REVENUE</b>                     |   |                                  |                                |
| OTHER FINANCING SOURCES            | 11,000,000                              | -                                | -                              |
| INTEREST                           | 432,000                                 | 286,980                          | 432,000                        |
| <b>TOTAL REVENUE</b>               | <b>11,432,000</b>                       | <b>286,980</b>                   | <b>432,000</b>                 |
| <b>EXPENDITURES</b>                |   |                                  |                                |
| SUPPLIES                           | 50,000                                  | 2,568                            | 10,000                         |
| CONTRACT SERVICES                  | 90,000                                  | 434,324                          | 600,000                        |
| CAPITAL OUTLAY                     | 29,680,354                              | 5,187,851                        | 18,210,354                     |
| <b>TOTAL EXPENDITURES</b>          | <b>29,820,354</b>                       | <b>5,624,743</b>                 | <b>18,820,354</b>              |
| <b>OPERATING SURPLUS/(DEFICIT)</b> | <b>(18,388,354)</b>                     | <b>(5,337,763)</b>               | <b>(18,388,354)</b>            |
| <b>BEGINNING BALANCE</b>           | 18,388,354                              | 18,388,354                       | 18,388,354                     |
| <b>ENDING FUND BALANCE</b>         | -                                       | <b>13,050,591</b>                | -                              |

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| <b>MEASURE S FUND 42.3</b>         |   |                                  |                                |
|------------------------------------|---|----------------------------------|--------------------------------|
| <b>ACCOUNTS</b>                    | <b>2008-2009<br/>ADOPTED<br/>BUDGET</b> | <b>March 31, 2009<br/>ACTUAL</b> | <b>2008-2009<br/>PROJECTED</b> |
| <b>REVENUE</b>                     |   |                                  |                                |
| OTHER FINANCING SOURCES            | 50,000,000                              | -                                | 56,997,857                     |
| INTEREST                           | 960,000                                 | 410,481                          | 775,000                        |
| <b>TOTAL REVENUE</b>               | <b>50,960,000</b>                       | <b>410,481</b>                   | <b>57,772,857</b>              |
| <b>EXPENDITURES</b>                |   |                                  |                                |
| SUPPLIES                           | 50,000                                  | 7,555                            | 15,000                         |
| CONTRACT SERVICES                  | 520,000                                 | 448,907                          | 520,000                        |
| CAPITAL OUTLAY                     | 80,945,724                              | 14,448,917                       | 87,793,581                     |
| <b>TOTAL EXPENDITURES</b>          | <b>81,515,724</b>                       | <b>14,905,379</b>                | <b>88,328,581</b>              |
| <b>OPERATING SURPLUS/(DEFICIT)</b> | <b>(30,555,724)</b>                     | <b>(14,494,898)</b>              | <b>(30,555,724)</b>            |
| <b>BEGINNING BALANCE</b>           | 30,555,724                              | 30,555,724                       | 30,555,724                     |
| <b>ENDING FUND BALANCE</b>         | -                                       | <b>16,060,826</b>                | -                              |

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## STUDENT FINANCIAL AID FUND 74.0

| ACCOUNTS                       | 2008-2009<br>ADOPTED<br>BUDGET | March 31, 2009<br>ACTUAL | 2008-2009<br>PROJECTED |
|--------------------------------|--------------------------------|--------------------------|------------------------|
| <b>REVENUE</b>                 |                                |                          |                        |
| FEDERAL GRANTS                 | 12,452,757                     | 11,364,386               | 12,452,757             |
| CAL GRANTS                     | 1,229,000                      | 534,258                  | 1,229,000              |
| TRANSFER                       | 258,252                        | 152,424                  | 258,252                |
| <b>TOTAL REVENUE</b>           | <b>13,940,009</b>              | <b>12,051,068</b>        | <b>13,940,009</b>      |
| <b>EXPENDITURES</b>            |                                |                          |                        |
| FINANCIAL AID                  | 13,940,009                     | 12,242,135               | 13,940,009             |
| <b>TOTAL EXPENDITURES</b>      | <b>13,940,009</b>              | <b>12,242,135</b>        | <b>13,940,009</b>      |
| <b>ENDING FUND BALANCE****</b> | <b>-</b>                       | <b>(191,067)</b>         | <b>-</b>               |

\*\*\*\* Negative ending balance is a result of a timing difference between financial aid check issuance and deposit of Federal funds

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| <b>AUXILIARY FUND</b>             |                                |                          |                        |
|-----------------------------------|--------------------------------|--------------------------|------------------------|
| ACCOUNTS                          | 2008-2009<br>ADOPTED<br>BUDGET | March 31, 2009<br>ACTUAL | 2008-2009<br>PROJECTED |
| <b>BEGINNING BALANCE</b>          | 1,912,815                      | 1,912,815                | 1,912,815              |
| ADJ. TO BEG. BALANCE              | -                              | -                        | -                      |
| <b>ADJUSTED BEGINNING BALANCE</b> | <u>1,912,815</u>               | <u>1,912,815</u>         | <u>1,912,815</u>       |
| <b>REVENUE</b>                    |                                |                          |                        |
| GROSS SALES                       | 8,174,674                      | 6,990,533                | 8,238,840              |
| LESS: COST OF GOODS               | <u>(5,885,765)</u>             | <u>(5,095,566)</u>       | <u>(5,943,269)</u>     |
| NET                               | 2,288,909                      | 1,894,967                | 2,295,571              |
| VENDOR INCOME                     | 685,120                        | 503,153                  | 694,120                |
| AUXILIARY PROGRAM INCOME          | <u>315,850</u>                 | <u>210,308</u>           | <u>335,741</u>         |
| NET INCOME                        | 3,289,879                      | 2,608,428                | 3,325,432              |
| INTEREST                          | <u>96,000</u>                  | <u>109,577</u>           | <u>134,000</u>         |
| <b>TOTAL REVENUE</b>              | <u>3,385,879</u>               | <u>2,718,005</u>         | <u>3,459,432</u>       |
| <b>TOTAL FUNDS AVAILABLE</b>      | <u>5,298,694</u>               | <u>4,630,820</u>         | <u>5,372,247</u>       |
| <b>EXPENDITURES</b>               |                                |                          |                        |
| STAFFING                          | 1,176,207                      | 989,943                  | 1,176,207              |
| FRINGE BENEFITS                   | 257,208                        | 188,256                  | 257,208                |
| OPERATING                         | <u>2,097,460</u>               | <u>829,741</u>           | <u>2,465,312</u>       |
| <b>TOTAL EXPENDITURES</b>         | <u>3,530,875</u>               | <u>2,007,940</u>         | <u>3,898,727</u>       |
| <b>ENDING FUND BALANCE</b>        | <u>1,767,819</u>               | <u>2,622,880</u>         | <u>1,473,520</u>       |

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*Santa Monica Community College District*  
Board of Trustees Meeting  
May 4, 2009

**APPENDIX C**

2008-2009 QUARTERLY BUDGET REPORT AND 311Q

Quarterly Financial Status Report, CCFS-3|1Q  
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2008-2009  
Quarter Ended: (Q3) Mar 31, 2009

District: (780) SANTA MONICA

| Line | Description | As of June 30 for the fiscal year specified |                |                                       |
|------|-------------|---|----------------|---------------------------------------|
|      |             | Actual 2005-06                              | Actual 2006-07 | Actual 2007-08<br>Projected 2008-2009 |

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

|     |   |             |             |             |             |
|-----|---|-------------|-------------|-------------|-------------|
| A.  | Revenues:   |             |             |             |             |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 114,549,061 | 129,659,094 | 132,456,509 | 134,253,778 |
| A.2 | Other Financing Sources (Object 8900)                         | 82,991      | 100,705     | 213,913     | 188,791     |
| A.3 | <b>Total Unrestricted Revenue (A.1 + A.2)</b>                 | 114,632,052 | 129,759,799 | 132,670,422 | 134,442,569 |
| B.  | Expenditures:   |             |             |             |             |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000)    | 111,911,800 | 121,902,564 | 128,566,012 | 137,952,530 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)      | 308,032     | 282,272     | 1,267,030   | 258,252     |
| B.3 | <b>Total Unrestricted Expenditures (B.1 + B.2)</b>            | 112,219,832 | 122,184,836 | 129,833,042 | 138,210,782 |
| C.  | <b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>          | 2,412,220   | 7,574,963   | 2,837,380   | -3,768,213  |
| D.  | Fund Balance, Beginning                                       | 5,586,996   | 8,385,633   | 15,960,596  | 18,797,976  |
| D.1 | Prior Year Adjustments + (-)                                  | 386,417     | 0           | 0           | 0           |
| D.2 | <b>Adjusted Fund Balance, Beginning (D + D.1)</b>             | 5,973,413   | 8,385,633   | 15,960,596  | 18,797,976  |
| E.  | Fund Balance, Ending (C. + D.2)                               | 8,385,633   | 15,960,596  | 18,797,976  | 15,029,763  |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3)   | 7.5%        | 13.1%       | 14.5%       | 10.9%       |

II. Annualized Attendance FTES:

|     |   |        |        |        |        |
|-----|---|--------|--------|--------|--------|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | 21,066 | 21,684 | 18,843 | 23,592 |
|-----|---|--------|--------|--------|--------|

III. Total General Fund Cash Balance (Unrestricted and Restricted)

|     | As of the specified quarter ended for each fiscal year |            |                      |            |            |
|-----|--|------------|----------------------|------------|------------|
|     | 2005-06  | 2006-07    | 2007-08<br>2008-2009 |            |            |
| H.1 | Cash, excluding borrowed funds                         |            | 37,545,313           | 22,984,105 |            |
| H.2 | Cash, borrowed funds only                              |            | 0                    | 0          |            |
| H.3 | <b>Total Cash (H.1 + H.2)</b>                          | 15,485,855 | 33,856,660           | 37,545,313 | 22,984,105 |

I V

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

| Line                 | Description   | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|----------------------|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| <b>Revenues:</b>     |   |                         |                                |                               |                            |
| I.1                  | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 130,302,541             | 134,253,778                    | 93,846,641                    | 69.9%                      |
| I.2                  | Other Financing Sources (Object 8900)                         | 188,791                 | 188,791                        | 98,175                        | 52%                        |
| I.3                  | <b>Total Unrestricted Revenue (I.1 + I.2)</b>                 | 130,491,332             | 134,442,569                    | 93,944,816                    | 69.9%                      |
| <b>Expenditures:</b> |   |                         |                                |                               |                            |
| J.1                  | Unrestricted General Fund Expenditures (Objects 1000-6000)    | 139,356,265             | 137,952,530                    | 88,634,367                    | 64.2%                      |
| J.2                  | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)      | 258,252                 | 258,252                        | 157,180                       | 60.9%                      |
| J.3                  | <b>Total Unrestricted Expenditures (J.1 + J.2)</b>            | 139,614,517             | 138,210,782                    | 88,791,547                    | 64.2%                      |
| K.                   | <b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>          | -9,123,185              | -3,768,213                     | 5,153,269                     |                            |
| L.                   | Adjusted Fund Balance, Beginning                              | 18,797,976              | 18,797,976                     | 18,797,976                    |                            |
| L.1                  | <b>Fund Balance, Ending (C. + L.2)</b>                        | 9,674,791               | 15,029,763                     | 23,951,245                    |                            |
| M                    | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)  | 6.9%                    | 10.9%                          |                               |                            |

V . Has the district settled any employee contracts during this quarter? **NO**

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

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



*Santa Monica Community College District*  
Board of Trustees Meeting  
May 4, 2009

**APPENDIX D**

FINANCING SUMMARY OF THE SALE OF BONDS (SERIES C)

## Financing Summary

| Series C                                      |                                      |
|---|--------------------------------------|
| Sale Date                                     | 03/24/09                             |
| <b>(Interest rate lock)</b>                   |                                      |
| Closing Date                                  | 04/07/09                             |
| <b>(Receipt of funds)</b>                     |                                      |
| Final Maturity                                | 08/01/29                             |
| <b>(Last payment)</b>                         |                                      |
| Call Provision                                | 08/01/19 @ Par                       |
| <b>(Early payment option)</b>                 | <b>(Current interest bonds only)</b> |
| <u>Ratings</u>                                |                                      |
| Moody's Investor Service                      | Aa2                                  |
| Standard & Poor's                             | AA                                   |
| <u>Sources</u>                                |                                      |
| Par Amount of Bonds                           | 56,997,857.30                        |
| <b>(Total amount of bonds sold)</b>           |                                      |
| Original Issue Premium*                       | 3,008,311.80                         |
| Total Sources                                 | \$60,006,169.10                      |
| <b>(Total funds received)</b>                 |                                      |
| <u>Uses</u>                                   |                                      |
| Project Fund                                  | 56,997,857.30                        |
| <b>(Construction funds)</b>                   |                                      |
| Costs of Issuance**                           | 538,985.00                           |
| <b>(Cost of selling bonds)</b>                |                                      |
| Deposit to Debt Service Fund                  | 2,469,326.80                         |
| <b>(Extra funds used to pay debt service)</b> |                                      |
| Total Uses                                    | \$60,006,169.10                      |
| <u>Bond Statistics</u>                        |                                      |
| Average Life                                  | 13.692 Years                         |
| <b>(Time it takes to pay ½ of principal)</b>  | <b>5.5005%</b>                       |
| Bond Yield                                    | 5.5732%                              |
| <b>(Yield for tax law purposes)</b>           |                                      |
| All Inclusive Cost                            |                                      |
| <b>(All-in cost of borrowing)</b>             |                                      |

\* Additional funds received from investors, generated through the interest rates, used to pay the costs of issuance.

\*\* Costs of Issuance include the Underwriter's discount, legal fees, rating fees printing costs and other miscellaneous expenses.