

MAY REVISE SCENARIO

ACCOUNTS	2008- 2009 ADOPTED BUDGET	March 31, 2009 ACTUAL FUND BALANCE	2008-2009		2009-2010 TENTATIVE BUDGET	2009-2010		2010-2011
			PROJECTED FUND BALANCE w/o REDUCTIONS	PROJECTED FUND BALANCE with REDUCTIONS		PROPOSED ADOPTED BUDGET w/o REDUCTIONS	PROPOSED ADOPTED BUDGET with REDUCTIONS	PROPOSED BUDGET with 2008-09 and 2009- 10 REDUCTIONS
TOTAL REVENUE AND TRANSFERS (LESS ONE-TIME FUNDING)	130,491,332	92,512,549	133,010,302	133,010,302	136,518,708	136,518,708	136,518,708	136,518,708
TOTAL EXPENDITURES AND TRANSFERS (LESS ONE TIME EXPENDITURE)	(135,555,067)	(88,473,300)	(137,313,739)	(137,313,739)	(138,741,231)	(137,914,967)	(137,914,967)	(133,460,945)
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	(3,683,538)	-	(1,652,526)	(1,652,526)	(826,264)	(826,264)	(826,264)	(826,264)
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	-	-	1,239,395	1,239,395	-	-	-	-
PROPOSED REDUCTIONS								
REDUCTION OF SCHEDULE							2,025,839	
HIRING FREEZE - ALL GROUPS							826,264	826,264
ADDITIONAL 5% REDUCTION IN CONTRACT SERVICES							474,105	
MAY REVISE	-	-	(172,993)	(172,993)	-	(3,780,746)	(3,780,746)	(3,780,746)
MAY REVISE - CATEGORICALS	-	-	(982,063)	(982,063)	-	(3,476,821)	(3,476,821)	(3,476,821)
PROPOSED REDUCTION - CATEGORICALS	-	-	-	565,058	-	-	2,199,804	2,199,804
ADDITIONAL ONGOING REDUCTIONS TBD							1,954,078	
OPERATING SURPLUS/(DEFICIT)	(8,747,273)	4,039,249	(5,871,624)	(5,306,566)	(3,048,787)	(9,480,090)	(2,000,000)	(2,000,000)
ONE-TIME FUNDING/(EXPENDITURES):								
PRIOR YEAR APPORTIONMENT ADJ - PROPERTY TAX BACKFILL	-	1,432,267	1,432,267	1,432,267	-	-	-	-
ONE-TIME OFF SCHEDULE/RETRO PAY WITH RELATED BENEFITS	(375,912)	(318,247)	(483,912)	(483,912)	-	-	-	-
FUND BALANCE REVISE - CATEGORICAL	-	-	(574,999)	(574,999)	-	-	-	-
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	(9,123,185)	5,153,269	(5,498,268)	(4,933,210)	(3,048,787)	(9,480,090)	(2,000,000)	(2,000,000)
BEGINNING BALANCE	18,797,976	18,797,976	18,797,976	18,797,976	12,829,763	11,099,708	11,664,766	9,664,766
ENDING FUND BALANCE PRIOR TO DESIGNATED RESERVES WITH MAY REVISE	9,674,791	23,951,245	13,299,708	13,864,766	9,780,976	1,619,618	9,664,766	7,664,766
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS WITH MAY REVISE	6.93%	27.42%	9.61%	10.06%	7.01%	1.14%	7.07%	5.69%
DESIGNATED RESERVES FOR:								
GLOBAL EDUCATION INITIATIVE 09-10	-	-	(200,000)	(200,000)	-	-	-	-
UNFUNDED RETIREE BENEFITS	-	-	(2,000,000)	(2,000,000)	-	-	-	-
UNDESIGNATED ENDING FUND BALANCE	9,674,791	23,951,245	11,099,708	11,664,766	9,780,976	1,619,618	9,664,766	7,664,766
UNDESIGNATED ENDING FUND BALANCE RATIO	6.93%	26.97%	7.82%	8.25%	7.01%	1.14%	7.07%	5.69%
Fund Balance Required to Maintain a 5% Ratio						7,110,903	6,834,602	6,778,211
Notes:								
Vacancies do not include deferred positions.								
Salary and benefit budgets assume no net reduction in replacements and assume static FTEs for faculty, staff, and managers.								
Fund balance does not include \$2M designated reserve for unfunded retiree health benefits obligation.								
Chancellor's Office recommended fund balance ratio is 5%.								
Assumes \$42.1M property tax shortfall and \$41M general apportionment shortfall in 2008-09.								

LEGISLATIVE CONFERENCE COMMITTEE SCENARIO

ACCOUNTS	2008- 2009 ADOPTED BUDGET	2008-2009 PROJECTED FUND BALANCE	2009-2010 TENTATIVE BUDGET	2009-2010		2010-2011
				PROPOSED ADOPTED BUDGET w/o REDUCTIONS	PROPOSED ADOPTED BUDGET with REDUCTIONS	PROPOSED BUDGET with 2008-09 and 2009 10 REDUCTIONS
TOTAL REVENUE AND TRANSFERS (LESS ONE-TIME FUNDING)	130,491,332	133,010,302	136,518,708	136,518,708	136,518,708	136,518,708
TOTAL EXPENDITURES AND TRANSFERS (LESS ONE TIME EXPENDITURE)	(135,555,067)	(137,313,739)	(138,741,231)	(137,914,967)	(137,914,967)	(134,273,071)
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	(3,683,538)	(1,652,526)	(826,264)	(826,264)	(826,264)	(826,264)
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	-	1,239,395	-	-	-	-
PROPOSED REDUCTIONS						
MEET FUNDED FTES TARGET					2,025,839	
VIRTUAL HIRING FREEZE - ALL GROUPS					826,264	826,264
ADDITIONAL 5% REDUCTION IN CONTRACT SERVICES (TOTAL 15%)					474,105	
MAY REVISE - LEGISLATURE VERSION	-	(172,993)	-	(2,336,845)	(2,336,845)	(2,336,845)
MAY REVISE - CATEGORICALS	-	(982,063)	-	(2,594,182)	(2,594,182)	(2,594,182)
PROPOSED REDUCTION - CATEGORICALS	-	-	-	-	1,685,390	1,685,390
ADDITIONAL ONGOING REDUCTIONS TBD					1,141,952	
OPERATING SURPLUS/(DEFICIT)	(8,747,273)	(5,871,624)	(3,048,787)	(7,153,550)	(1,000,000)	(1,000,000)
ONE-TIME FUNDING/(EXPENDITURES):						
PRIOR YEAR APPORTIONMENT ADJ - PROPERTY TAX BACKFILL	-	1,432,267	-	-	-	-
ONE-TIME OFF SCHEDULE/RETRO PAY WITH RELATED BENEFITS	(375,912)	(483,912)	-	-	-	-
FUND BALANCE REVISE - CATEGORICAL	-	(574,999)	-	-	-	-
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	(9,123,185)	(5,498,268)	(3,048,787)	(7,153,550)	(1,000,000)	(1,000,000)
BEGINNING BALANCE	18,797,976	18,797,976	12,829,763	11,099,708	11,099,708	10,099,708
ENDING FUND BALANCE PRIOR TO DESIGNATED RESERVES WITH MAY REVISE	9,674,791	13,299,708	9,780,976	3,946,158	10,099,708	9,099,709
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS WITH MAY REVISE	6.93%	9.52%	7.01%	2.79%	7.47%	6.73%
DESIGNATED RESERVES FOR:						
GLOBAL EDUCATION INITIATIVE 09-10	-	(200,000)	-	-	-	-
UNFUNDED RETIREE BENEFITS	-	(2,000,000)	-	-	-	-
UNDESIGNATED ENDING FUND BALANCE	9,674,791	11,099,708	9,780,976	3,946,158	10,099,708	9,099,709
UNDESIGNATED ENDING FUND BALANCE RATIO	6.93%	7.82%	7.01%	2.79%	7.47%	6.73%
Fund Balance Required to Maintain a 5% Ratio				7,066,771	6,759,093	6,759,093
Notes:						
Vacancies do not include deferred positions.						
Salary and benefit budgets assume no net reduction in replacements and assume static FTEs for faculty, staff, and managers.						
Fund balance does not include \$2M designated reserve for unfunded retiree health benefits obligation.						
Chancellor's Office recommended fund balance ratio is 5%.						
Assumes \$42.1M property tax shortfall and \$41M general apportionment shortfall in 2008-09.						
Assumes fund 01.0 to backfill the following:						
- 8% of Basic Skills, Disabled Students (DSPS), EOPS & CARE, Fund for Student Success, Nursing, Special Services for CalWORKs.						
- 16% of Matriculation.						
Prepared : 6/18/2009 2:00 PM						

Santa Monica Community College District
Strategic Budget Plan Elements
April 30, 2007

Objectives

1. Develop a budget plan that brings available ongoing revenues and expenditures into balance effective with the adoption budget for 2009/10.
2. Going forward from the 2007/08 budget establish benchmarks that will help guide budget decisions for the College.
3. Protect the College's ongoing operation by maintaining a fund balance of 5% or more going forward from 2006/07.

As it works to accomplish these objectives, the College will do so consistent with the following set of principles. These principles are intended to influence the decision making and budget development process. Some may be considered shorter term, meaning the next two to three budget cycles, while others will have an impact beyond the immediate circumstance.

Principles

- A. Maintain course offerings that are responsive to current student needs but are also fiscally sound based on established measurements such as: WSCH/FTEF (Weekly Student Contact Hours/Full Time Equivalent Faculty).
- B. Establish and maintain an acceptable cost effective level of learning resources and student support services based on comparative performance data as determined by the College.
- C. Maintain employment for permanent personnel and avoid layoffs.
- D. To the degree that they are the basis for revenue projections ensure that enrollment growth estimates are realistic and can be achieved within the fiscal limitations of the College.
- E. Where possible and practicable, use staff attrition and/or existing vacancies as one means of reaching budget targets.
- F. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
- G. Continue to seek external sources of funding, such as grants, to support the College's core missions, but avoid those with matching, management, or reporting requirements that demand significant college resources.
- H. Establish priorities for Unrestricted General Fund support of activities or programs outside of the core mission of the College.
- I. Develop a budget process that manages the growth of expenditures based on: analysis of program need (rather than historical allocations); realistic expectations of revenues; updated market information; and performance measurements.
- J. In light of the current financial circumstance review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for services, improving student success outcomes, or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College's core missions and goals.

- K. Make effective use of the College's established planning structures and processes to recommend specific actions to reach the stated objectives, following the principles listed above. The College President shall clarify how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.
- L. Programs will not be eliminated or reduced without careful review.
- M. Benchmarks will be used as a guide to inform the decision-making process.

Santa Monica Community College District

District Planning and Advisory Council
Budget Planning Subcommittee Recommendations Submitted to DPAC
June 17, 2009

The vote taken by the Budget Planning Subcommittee on each recommendation is indicated in parentheses (ayes:noes:abstain)

1. Close campus each Friday during intersessions. (10:1)
2. Reduce the costs of mailing, including schedules and events calendars, by 50 percent. (11:0)
3. Reduce advertising/marketing expenditures by 50 percent. (8:2:1)
4. Reduce consultants and temporary limited-term employees by 50 percent. (9:2)
5. Reduce conference/travel costs by 40 percent. (11:0)
6. Health Benefits Plan Change Incentive. (10:0)
7. End campus airport lease as soon as feasible. (10:2:1)
8. Ask Personnel Commission to reduce costs proportional to the District. (12:0)
9. Reduce legal fees. (10:3)
10. Reduce utilities by 5 percent through conservation. (13:0)
11. 1/22 reduction in all management salary expenditures, mirroring reduction in FTES. (10:1:2)
12. Adjust categorical management overhead in relation to funding. (12:1)
13. Halt the transfer of GASB 45 monies to revocable trust until the Board of Trustees offers further guidance. (9:2:2)
14. Golden handshake: (11:1:1)
 - a. Offer classified retirement incentives
 - b. Offer \$40,000 faculty retirements incentives
15. Fund 100 percent of the 2009-10 Retiree H/W cost increase from the CalPERS Irrevocable Trust. (6:3:4)
16. Ask the Associated Students to contribute up to an additional \$200,000 for the Big Blue Bus. (12:0:1)
17. Explore external funding sources for the Big Blue Bus. (13:0)
18. During the summer and winter intersession, faculty could voluntarily teach a course for free in order to replace cut classes. Academic administrators would contribute a comparable amount. (5:3:4)

**Santa Monica Community College District
Budget Ideas - June, 2009**

34 people shared their ideas on the budget.

A. Substitute Funding

Initiative	Anticipated Amount Saved

B. Revenue Generating

Initiative	Anticipated Amount Generated
1) Increase per unit fees. Suggested by 3 people	
2) Charge high school concurrent students the \$20 per unit fee for summer, instead of giving them free tuition.	
3) Charge for Emeritus College classes. Ex. an emergency fee for \$50 per course.	
4) Suggested by 4 employees or Emeritus Students. a. Or charge Emeritus students for a general Student Id Card b. Suggestions were made to make fees for Emeritus students on a sliding scale.	
5) Charge all students a nominal flat fee, in their enrollment fees each semester, for printing copies at the library (ex. \$20 for 200 sheets). All money that the students do not use for printing can go into general funds. Students who go over their printing budget can pay per page.	
6) Make other fees such as ID and ASB mandatory.	
7) Increase the "studio" or "lab" fees. For many years Studio Fees have been only \$5.	
8) Increase the registration fees	
9) Collect parking fees from the satellite parking areas	
10) Increase parking fees. Suggested by 2 people. Ex. if all the students who purchased parking passes in person during 2008 were charged \$40 extra the school would make an extra: \$473,000.	
11) Offer a recreation card to use PE facilities (swimming pool, fitness center, weight room, track, etc.)	

12) Make a SMC Extension – offering regular courses on a fee basis. For example classes that close early can be offered as extension courses, but this becomes an issue because only students who can afford the flat fee could take the classes.	
13) Increase and collect fees for littering, parking violations and smoking. Citing all smokers on campus was suggested twice.	
14) Charge students for printed schedules, additionally this will encourage use of the online format.	
15) Increase the price of transcripts from \$3 to \$8. Additionally, charge \$4 for each additional copy.	
16) “Charge extra for a limited number of parking permits.” Ex. work out a deal with the local neighborhood preferred parking zone to sell their spaces.	
17) Promote locations such as the Broad Theater, or the huge room at Bundy which has not been built out, as locations for the public to host events such as weddings or corporate meetings. Additionally, space could be rented to trailers and catering companies when filming. Suggested by 3 people.	
18) Charity event such as a bike ride where bicyclist are sponsored, with the sponsorships going to the school. This would raise awareness to the plight and raise money for the school.	

C. Cost Reductions

Initiative	Anticipated Cost Reduction
1) Replace all lights with LED lights, which use less electricity.	
2) Motion Sensors on: vending machines, classrooms, and offices. Suggested by 2 people	
3) Implement Faronics Power Save, which is a one time investment that keeps computers running when users need them, accurately determines when computers are inactive so they can be powered down, and can prove its rapid return-on-investment through network-wide power consumption and savings reports.	
4) Replace the urinals in the men’s restrooms with energy saving urinals.	
5) Cancel the Sparkletts water contracts, using instead a water filter solution.	
6) Replace paper towel dispensers in bathrooms with hand dryers.	
7) Replace grass with rockscape (saves water, pollution, and cost of mowing).	
8) Return to xeriscaping, which is more efficient form of landscaping. Such as the xeriscape nursery in Malibu.	
9) Timers to turn off power after hours	
10) Push administrators, department chairs, and managers to shut off lights when they leave a room. Spearheading their employees to conservation.	

11) Save on mass mailings of schedule/receipts by having students print their own receipts for the multiple changes to their schedules that they make after their initial enrollment and payment. This will reduce the amount of returned mailing daily and associated costs.	
12) Purchasing should be computerized. Many administrative hours are wasted writing the forms out, mailing, distributing, and making file copies during the purchasing process. Computerization would reduce costs and time.	
13) Implement printing quotas for Faculty and staff on laser printers.	
14) Cancel all non critical contracts with all outside vendors.	
15) Cancel all speaking engagement contracts.	
16) Eliminate, to the extent possible, all conferences and travel.	
17) Cancel the district-sponsored trips to Europe this fall.	
18) Stop buying expensive land in the Santa Monica or West Los Angeles.	
19) Freeze the new construction on the new services building and renovation of the nearly new Science building, as well as the planned construction at the Bundy Campus and AET.	
20) "Stop funding wasteful advertising each time a new measure or proposition to benefit SMC is on the ballot."	
21) Compress all classes to fit into a 4-day schedule. Closing campus Friday, Saturday, and Sunday. Suggested by 3 employees	
22) Grant BOG Fee Waivers only if necessary.	
23) Eliminate the "W," except in dire emergencies, so that students who are not serious will not attend SMC.	
24) Cut non-essential classes that are low enrolled and reduce the Applied Music Program to a maximum of 18 students.	
25) All syllabi should be online and projected on the first day of class.	
26) Instead of cutting Emeritus exercise classes, cut the classes at Emeritus with the least number of enrolled students.	
27) Program the new printer/copiers to use less toner.	
28) Set up an SMC e-bulletin board for departments to post listings of supplies and/or equipment no longer in use that the District can use. The bulletin could also be used for departments to coordinate buying products in bulk.	
29) Unpaid Leave – during spring break or 1 day a week during summer period.	
30) Unpaid Holiday	
31) Cancel Winter Session	
32) Cancel Salzburg program	

D. Cost Reduction - Salary Savings

Initiative	Anticipated Amount Saved
1) Implement a hiring freeze until the budget crisis ends. (2 employees suggested this idea.)	
2) Reduce the salary of administrators and managers for those who are making over \$100,000. Additionally, for this group mandate a bi-monthly furlough.	
3) 5% pay cut across the board to all faculty, staff, and administration.	
4) Mandatory pay cut for Administrator and Classified Managers – “deferred salary to be treated as an expenditure and liability, payable when [the] District can [repay] or upon termination of employment.”	
5) Voluntary pay cut for union members – deferred salary to be treated as an expenditure and liability, payable when [the] District can [repay] or upon termination of employment with (maybe a 1% a year) interest.”	
6) Incentives to all faculty, staff, and administration to retire early.	
7) Start Administrative Assistant pool so that departments or programs that do not need full time assistance are supported by the pool. Decreasing the need for departments to each hire an assistant.	
8) If furlough days are implemented without pay, administrators’ work day and salary should be cut commensurately.	
9) If faculty members are asked to “donate a class,” the same concept should be asked of administrators and managers. This would show they are “team players.”	
10) Reduce the use of temporary employees, especially for those who are purely seasonal.	
11) Cut back on non-essential administration, counseling, and physical education staff.	
12) Salary cuts for management.	
13) Everyone from SMC President down takes a 2-5% pay cut.	
14) Reduction in the Work Week: <ul style="list-style-type: none"> i. 10 Hour work days, 4 days a week. (Suggested by 6 different employees) ii. Could give employees the option of a 10 hour work day or a 32 hour work week. iii. Half days on Friday. iv. One teacher offered to teach an additional class or two without pay until the budget issue was resolved. 	
15) Audit Benefits to insure that neither divorced spouses nor ineligible family members are being covered.	
16) Consider having new hires pay for their benefits.	
17) Employee contributions to benefit packages	

18) Mandatory carryover of a certain number of vacation days to future Fiscal years so funds set aside for vacation days can be postponed to future fiscal years when the economy has stabilized.	
19) All employees give back a week vacation instead of furloughs.	
20) Lower retirement deductions in order to lower retirement school match.	
21) "Golden Handshake" for almost retirement age employees. Suggested by 2 employees	
22) Each department should evaluate if there are temporary employees they can get let go.	
23) Suspend all <i>paid</i> sabbaticals. Should an instructor wish to participate in the program, s/he may do so providing that no salary will be offered and all payments relating to retirement, health benefits, etc. be the sole responsibility of the employee on leave. Seniority and post-sabbatical assurance of employment will not be affected.	
24) Cap benefits for employees campus-wide. Any expense beyond the cap would be an out-of-pocket deduction from the employee's salary.	
25) Increase teaching hours for all full-time instructors. Contractually obligated to more than 30 teaching hours per week, full-time faculty teach less than <i>half</i> these stated hours. An additional 4 to 5 unit load would still allow the instructor more than 10 hours for curriculum development, meetings, professional journal perusal, etc.	
26) Provide opportunity for staff to take reduced assignments with corresponding reduction in salary <u>or</u> additional assignments without additional pay	
27) Dr. Tsang should decline his automatic increase of \$15,000, effective July 1 st	
28) Board of Trustees should decrease its monthly stipend (currently \$400 per trustee per month)	

E. Other:

Initiative	Anticipated Amount Saved
1) "Provide Tangible and Visible support for Risk Management's efforts in curtailing employees abusing workers comp. The premium this year will be \$1.3 million. An aggressive program, supported from the top, could realize 10-15% reductions in claims and conversely, decrease the program."	
2) "Support Risk Management's plan to implement an aggressive Return to Work Program for injured workers."	

3) "Encourage student services staff (especially counselors) to take advantage of comp time. If full-timers work 2 weeks in summer of winter for comp, they can take off during slow periods in fall and spring. That would save a good percentage of summer and winter counseling costs."	
4) "Reduce the Outreach program by moving those counselors into the transfer/counseling center until we can actually enroll everyone who wants to attend SMC."	
5) "Utilize FWS 1 st before using grant funds for Student Help."	
6) Holding a silent auction on behalf of SMC. Donors could include the local SM eateries, local hotels, famous alumni.	
7) Sending out a solicitation of SMC's need to the families and students.	
8) "[SMC] can get architects and firms to donate materials and installations.	
9) Sell electricity back to the grid if we have solar power.	
10) Examine redirecting efforts of the Office of Public Programs	

F. Comments

Initiative	Anticipated Effect
1) Why is the ratio of managers to classified employees so high?	
2) What is the purpose of the Management Association?	
3) Restrict parking for students who commute from far away. Local students should use the Big Blue Bus. Savings would be on traffic.	
4) The health and exercise classes must be continued. Seniors need the stimulation they provide.	
5) Have a contest for the best budget idea.	
6) Implement incentives by department to save money.	
7) Any departmental budget cuts should be evenly distributed among the departments- no one department should take the brunt of the budget cuts.	
8) If tuition rises lower cost of books or choose books that are electronically available.	
9) If furloughs are used, "please do not touch our benefits. We deserve them and work for them, more than anybody else."	
10) Cutting part-timers by 60% is not only brutal, but unwise for the future.	
11) Set up incentive programs for employee suggestions: 12) CIP = Cost improvement Program (containing spending) 13) PIP = Performance Improvement Program (work proficiency ideas) 14) Ideas that are implemented, rewards could be given such as SMC shirts, caps, coffee mugs, or mouse pads, movie tickets, gift cards, or earn Comp Time Off credit. Additionally, contributors' names/departments can be recognized in the monthly newsletter.	

15) Managers should be made more seriously accountable for their budgets.	
16) Implore that furloughs or salary cuts be a solution of last resort. Such cuts could be disastrous to many.	
17) SMC is still responsible to provide accommodation to DSPS students, regardless of the DSPS budget. In the long run it will be cheaper to provide these services than deal with litigation. The college should not prioritize the students it wants to serve. This will become an issue of civil rights and access.	

BP 6250 Contracts for Services and Materials

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 administrators or managers 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 88003.1 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 are 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 & 88003.1; Public Contract Code Sections 20650-20660
Revised: 6/2/2009

BP 6255 Delegation to Enter Into and Amend Contracts

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

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

Signatures on contracts are limited to those designated by the Superintendent/President and included on the annual Authorized Signature Resolution on file in the Los Angeles County Office of Education.

The Board of Trustees will periodically review this policy.

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

Approved: 9/7/08