

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

TUESDAY, MAY 3, 2011

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

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

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

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

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

May 3, 2011

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Tuesday, May 3, 2011.

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

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER – 5:30 p.m.

B ROLL CALL

Dr. Andrew Walzer, Chair - Present

Dr. Margaret Quiñones-Perez, Vice-Chair – Absent (Excused)

Dr. Susan Aminoff - Present

Judge David Finkel (Ret.) - Present

Dr. Nancy Greenstein - Present

Louise Jaffe - Present

Rob Rader - Present

Michael Song, Student Trustee - Present

C PUBLIC COMMENTS ON CLOSED SESSION ITEMS - None

II. CLOSED SESSION

PUBLIC EMPLOYEE - EVALUATION (Government Code Section 54957)

Evaluation of the Superintendent/President

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Robert Myers, Campus Counsel

Employee Organization:

CSEA, Chapter 36

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Robert Myers, Campus Counsel

Employee Organization:

Santa Monica College Faculty Association

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

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

Robert Myers, Campus Counsel

Employee Organization:

Santa Monica College Police Officers Association

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9) One Case

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

Name of Case: Ruetz v. Santa Monica Community College District, Los Angeles Superior Court
Case No. BC459188

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

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- D Pledge of Allegiance – Personnel Commissioner Dolores Press
- E Closed Session Report - None
- F Public Comments
 - Lynn Goodin
 - Kathryn Leach
 - Howard Stahl
 - Natalia Toscano
 - Ryan Downer
 - Erika Santizo
 - Mikhail Pronilover
 - Jesse Rodriguez
 - Tiffany Inabu
 - Harrison Wills
 - Tarin Andrews

IV. **SUPERINTENDENT'S REPORT**

- Acknowledgements
 - Michael Song, Student Trustee 2010-2011
 - Alpha Gamma Sigma Students
 - Eitan Almagor
 - Angelica Chavez
 - Sing Yuen Chan
 - Luis Gomez
 - Jack Kent Cooke Foundation Undergraduate Transfer Scholarship
 - Stephen Olsen
- Updates:
 - Associated Students Election Results
 - SMC Presentation at Accreditation Regional Workshop
 - Malibu Center
 - Enrollment/Scheduling – Summer, Fall 2011
 - State Budget

V. **ACADEMIC SENATE REPORT**

VI. **MAJOR ITEMS OF BUSINESS**

- G Report: Basic Skills Initiative
- #1 2010-2011 Quarterly Budget Report and 311Q
- #2 Receipt of Personnel Commission Proposed 2011-2012 Budget
- #3 Contract for Services – SMC Brand Explanation, Creative Strategy and Implementation
- #4 Annual Authorization of Privileges for Student Trustee
- #5 Process to Appoint Members to the Citizens' Bond Oversight Committee
- #6 Classified Employees Week

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

- #7 Approval of Minutes: April 5, 2011 (Regular Meeting)

Grants and Contracts

- #8 Acceptance of Grants and Budget Augmentation
- #9 Budget Projection for Small Business Development Center: Program Income
- #10 Facility Use Agreement: National University
- #11 Contracts for Celebrate America
- #12 Contract for Marketing – Reduction of Existing Contract, 2010-2011
- #13 Ratification of Contracts and Consultants

Human Resources

- #14 SMCCD Calendar, 2011-2012
- #15 Academic Personnel
- #16 Classified Personnel – Regular
- #17 Classified Personnel – Limited Duration
- #18 Classified Personnel – Non Merit

Facilities and Fiscal

- #19 Quarterly Pool Payments
- #20 Facilities
 - A Award of Bid – Student Services Entry Garden – Re-Bid
- #21 Budget Transfers
- #22 Payroll Warrant Register
- #23 Commercial Warrant Register
- #24 Direct, Benefit and Student Grant Payments
- #25 Auxiliary Payments and Purchase Orders
- #26 Purchasing
 - A Award of Purchase Orders
 - B Award of Contracts

VIII. **CONSENT AGENDA – Pulled Recommendations**

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

IX. **INFORMATION**

- I Citizens' Bond Oversight Committee Meeting, April 20, 2011

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 7, 2011** 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.

APPENDIX A: Report: Basic Skills Initiative

APPENDIX B: 2010-2011 Quarterly Budget Report and 311 Q

IV. SUPERINTENDENT'S REPORT

- Associated Students Election Results: Outgoing Student Trustee Michael Song introduced the 2011-2012 Associated Students Board of Directors, including new A.S. President Harrison Wills and new Student Trustee Joshua Scuteri.
- SMC Presentation at Accreditation Regional Workshop: At a recent presentation on institutional planning by Executive Vice-President Randal Lawson at a regional accreditation workshop, SMC was praised by Accrediting Commission for Community and Junior Colleges (AACJC) staff for being an institutional planning “model.”
- Malibu Center: The Los Angeles County Board of Supervisors on April 19th authorized its Chief Executive Office to enter into negotiations with SMC for a 25-year lease agreement, with options to extend for a total of 95 years, for property in the Malibu Civic Center that will be used for a satellite SMC campus. The proposal calls for leasing approximately 128,500 square feet of land – about 2.5 acres – in the Civic Center next to the Malibu Library at a cost of \$4.3 million. The payment can be used to make site and infrastructure improvements. This project was included in Measure S, the SMC bond measure passed by Santa Monica-Malibu voters in 2004.
- Enrollment/Scheduling – Summer, Fall 2011: Because of the budget crisis, the 2011 summer session is being reduced by one-third compared to 2010, with the college giving priority to basic skills, career technical and high-demand transfer courses. The college will reduce class offerings slightly in the fall 2011 and spring 2012 semesters. The college has been adjusting various enrollment policies, including the student fee payment schedule and summer session per-student course unit limits, while focusing on balancing student access with student progress and success rates.
- State Budget: The state Legislature and Governor Brown continue to be stuck in a budget stalemate, with no agreement in sight on how to close the remaining \$15.4 billion projected budget gap for 2011-2012. As SMC begins to prepare a tentative 2011-2012 budget, the assumption is that the college will have to make \$9.7 million in cuts next fiscal year, which means summer class offerings will be cut by one-third and winter session will be eliminated, but only minor reductions will be made to the fall and spring semesters. Some of the strategies being considered to address a projected shortfall include ending the backfill of funding cuts in such categorical programs as Disabled Students and EOPS for a savings of \$1.4 million; reduction in supplies, contracts, services and capital expenditures with savings of \$1.2 million; and cutting salaries by 5 percent, saving \$3 million. On the revenue-generating side of the ledger, the college is hoping to launch next winter an “innovative fee-based instruction program that is projected to increase revenues by \$2.1 million.” Assembly Bill 515, which would allow community colleges to offer such a program, is currently working its way through the State Legislature.

V. ACADEMIC SENATE REPORT – Eric Oifer, President

BOARD OF TRUSTEES Santa Monica Community College District	INFORMATION May 3, 2011
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MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **REPORT: BASIC SKILLS INITIATIVE**

SUBMITTED BY: Superintendent/President

SUMMARY: Roberto Gonzalez and Gary Todd provided an update on the Basic Skills Initiative. Existing programs will be highlighted in the areas of Counseling, Instructional Support, and Faculty Development. Preliminary data showing the impact of existing programs will be shared. The update will also include an overview of new programs the Student Success Committee will be implementing within the next academic year.

See Appendix A: Basic Skills Initiative Report

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **2010-2011 QUARTERLY BUDGET REPORT and 311Q**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: Acknowledge receipt of the 2010-2011 Quarterly Budget Report, as of March 31, 2011 (Appendix B).

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

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **RECEIPT OF PERSONNEL COMMISSION PROPOSED
2011-2012 BUDGET**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION #1: It is recommended that the Board of Trustees acknowledge receipt of the 2011-2012 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 presented at its April 20, 2011 meeting. The Personnel Commission will hold a public hearing on its proposed budget on May 18, 2011 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.

The proposed Personnel Commission budget for 2011-12 reflects a 15 percent reduction (\$13,528) in non-labor costs. At the time the budget was prepared, all departments were being asked to reduce their supplies, operating expenses and equipment costs by 15 percent.

REQUESTED ACTION #2: The Personnel Commission originally developed its budget based on guidelines provided by the District. The guidelines subsequently changed and the District is now looking for an overall 10 percent reduction that includes labor costs. Therefore, it is recommended that the Board of Trustees requests the Personnel Commission to reduce its overall budget by 10 percent (approximately \$89,000 from 2010-2011).

Public Comments

Joe Metoyer

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

PERSONNEL COMMISSION PROPOSED 2011-2012 BUDGET

Description	Object	2009/10	2010/11	2011/12	Difference
Administrative & Management	2110	\$149,244.00	\$228,385.00	\$228,385.00	\$-
Clerical	2120	\$377,047.00	\$302,628.00	\$302,628.00	\$-
Clerical Hourly	2323	\$5,150.00	\$5,150.00	\$5,150.00	\$-
Clerical Overtime	2324	\$-	\$-	\$-	\$-
Personnel Commissioners	2380	\$7,725.00	\$7,725.00	\$7,725.00	\$-
Other Classifeid Hourly	2393	\$-	\$-	\$-	\$-
Benefits (Staff - 35%)	Various	\$184,202.00	\$185,854.00	\$185,854.00	\$-
Benefits (Commissioners)	Various	\$60,000.00	\$70,714.00	\$70,714.00	\$-
Total Salary & Benefits		\$783,368.00	\$800,456.00	\$800,456.00	\$-
Supplies & Periodicals					
Reference Books	4230	\$250.00	\$250.00	\$250.00	\$-
Periodicals	4240	\$250.00	\$250.00	\$-	\$(250.00)
Software	4410	\$9,000.00	\$9,000.00	\$9,000.00	\$-
Supplies & Periodicals	4550	\$5,498.00	\$5,498.00	\$5,498.00	\$-
Total Supplies & Periodicals		\$14,998.00	\$14,998.00	\$14,748.00	\$(250.00)
.	5110	\$4,000.00	\$4,000.00	\$4,000.00	\$-
Mileage	5210	\$300.00	\$300.00	\$300.00	\$-
Conf./Training/Staff Development	5220	\$6,200.00	\$6,200.00	\$6,200.00	\$-
Meeting Reimbursements	5241	\$500.00	\$500.00	\$500.00	\$-
Meals/Catering for Raters	5242	\$2,000.00	\$2,000.00	\$2,000.00	\$-
Dues & Memberships	5310	\$6,000.00	\$6,000.00	\$6,000.00	\$-
Repairs and Equipment Maint.	5650	\$400.00	\$400.00	\$400.00	\$-
Legal	5730	\$34,590.00	\$34,590.00	\$32,312.00	\$(2,278.00)
Off Campus Printing	5820	\$500.00	\$500.00	\$500.00	\$-
Advertising	5830	\$15,000.00	\$15,000.00	\$5,000.00	\$(10,000.00)
Postage	5850	\$200.00	\$200.00	\$200.00	\$-
Delivery Services	5851	\$-	\$-	\$-	\$-
Damages, Claims	5870	\$-	\$-	\$-	\$-
Other Contract Services	5890	\$1,500.00	\$1,500.00	\$1,500.00	\$-
Total Operating Expenses		\$71,190.00	\$71,190.00	\$58,912.00	\$(12,278.00)
Capitalized Equipment New	6410	\$4,000.00	\$-	\$-	\$-
Non-Capitalized Equipment	6450	\$-	\$4,000.00	\$3,000.00	\$(1,000.00)
Equipment Replacement & Lease	6520	\$-	\$-	\$-	\$-
Total New Equipment		\$4,000.00	\$4,000.00	\$3,000.00	\$(1,000.00)
Total Expenses w/o Labor		\$90,188.00	\$90,188.00	\$76,660.00	\$-
Total Budget		\$873,556.00	\$890,644.00	\$877,116.00	\$(13,528.00)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **CONTRACT FOR SERVICES – SMC BRAND EXPLANATION, CREATIVE STRATEGY AND IMPLEMENTATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve a contract to create a comprehensive visual identity system with AdamsMorioka for 2010-11 and 2011-12.

SUMMARY: Beginning in March of this year, the Office of the Superintendent/President, in coordination with senior staff from Enrollment Development and from Institutional Communications, began a review of District branding. With Board approval, the District retained Ruth Seymour, former station manager of KCRW and now retired, to assist this District in this effort. It was determined that while the College enjoyed exceptional brand value and recognition, the College could further benefit from positioning and creating a comprehensive visual identity system.

This has become increasingly important for the following reasons:

- The College now competes in an intensely competitive marketplace for fee-paying international and out-of-state students. The current state budget crisis has heightened competition.
- With the passage of AB 2297 in 2010, the College can price its offering to fee-paying students as “added value,” with the potential for improved revenue.
- The College participates in an incredibly active and proliferating digital media landscape, but lacks the visual identity system necessary to communicate its brand efficiently.
- The College has a number of enterprises and programs with separate identities that can benefit from a visual system that contains elements that can improve coordination and cross-branding.
- The College requires a visual identity system that can accommodate new enterprises.

This past month, this effort succeeded in identifying four highly qualified firms to assist the District going forward. Based on review of work, references, and interviews with the principals of each of the firms, it is recommended that the District retain AdamsMorioka, a design firm of the highest quality, to provide their services for SMC brand explanation, creative strategy, and implementation of a comprehensive visual identity system.

Funding for the total amount of this work was included in the 2010-11 adopted budget, general fund, marketing. Funds from 2010-11 will be carried over to 2011-12 as necessary to match the work schedule.

Scope of Work. The work will firstly identify the Santa Monica College brand, create a positioning strategy, and translate the strategy into an identity and cohesive visual identity system; and secondly, will involve the preparation of a number of applications for use. Part 1 includes:

- Creative strategy – In collaboration with SMC, through interviews with at least 20 individuals, a review of key SMC documents, and a review of the competitive marketplace, includes crafting an overall creative direction, messaging, and visual positioning in a document that defines key attributes, values, characteristics, and target audiences with regard to admissions.
- Schematic design (logo and visual system) – Includes concept design, refinement, identifying technical needs, identifying business communications needs, identifying digital use needs.
- Design development, implementation of identity, and creation of style guidelines – Includes finalized design, submission for review and approval, application of identity to business forms, and preparation of written style guidelines.

Part 2 includes providing additional applications for admission documents; campaign materials; website; signage; cross-platform use by College enterprises and third parties; and video and audio.

Fees and Schedule. A commencement fee of \$18,600 will be invoiced upon contract acceptance; additional fees will be invoiced upon completion of each of five phases for Part 1 and each of five phases for Part 2. The District may terminate the contract at any time, however, the firm will receive payment in full for the phases in progress. Other terms apply. The total contract is for \$110,000 plus reimbursable expenses, not to exceed \$2,000. The timeline for Part 1 is twelve to thirteen weeks, the timeline for Part 2 is to be determined.

About the Firm. AdamsMorioka was founded in 1994 by Sean Adams and Noreen Morioka. The firm's founding philosophy of clarity, purity and resonance spearheaded a revolution in the design community from chaos and complexity to honesty and simplicity. Among many recognitions, Adams and Morioka hold the honor of being named to the ID40, citing them as two of the 40 most important people shaping design internationally.

The work of AdamsMorioka ranges from corporate identities, identity systems, print campaigns and environmental graphics for both interior and exterior, to motion and digital projects such as film and video, animation and websites. The firm begins each project by strategically creating a set of criteria, compiled by collaborating with the client. The firm writes about itself, "We are very strict about quality, presentation and content, but, of course, there is always the AdamsMorioka touch of fun."

AdamsMorioka is the author of Logo Design Workbook and Color Workbook, released in 2005. AdamsMorioka's clients include ABC, Adobe, Gap, Old Navy, Frank Gehry Associates, Nickelodeon, Sundance and The Walt Disney Company.

Of relevance to the SMC assignment, the firm's client list also includes UCLA, USC, UC Irvine School of Law, Sci-Arc, The Metropolitan Opera, MIT, Loyola High School, Los Angeles Public Library, The Getty Center, Curtis Institute of Music, CalArts, Annenberg Community Beach House, Ahmanson Theater, and the Academy of Motion Picture Arts and Science

MOTION MADE BY:	Susan Aminoff
SECONDED BY:	Rob Rader
STUDENT ADVISORY:	Aye
AYES:	5
NOES:	0
ABSTAIN:	1 (Walzer)
ABSENT:	1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

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: Nancy Greenstein
 SECONDED BY: David Finkel
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones-Perez)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2011

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

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 two vacancies on the Citizens' Bond Oversight Committee (CBOC) caused by expiring terms of current members, effective July 1, 2011, 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

Following is the status of Citizens' Bond Oversight Committee membership:

Members with continuing terms through June 30, 2012	Todd Flora, <i>Business community/taxpayers' organization representative</i> Corin Kahn, <i>Community representative (Santa Monica)</i> Nimish Patel, <i>Community representative (Santa Monica)</i> Christine Thornton, <i>Community representative (Sunset Park)</i> Tiffany Inabu, <i>SMC student (may serve up to six months following graduation)</i>
Members with terms expiring June 30, 2011 who are eligible to apply for reappointment	Clarence Chapman, <i>taxpayer's organization/senior citizens' organization/community (Malibu) representative</i> Bruce Sultan, <i>Business Community representative</i>
Members with terms expiring June 30, 2011 who are not eligible for reappointment	Deborah Arvesen, <i>Business Community representative</i> Paul Leoni, <i>Business Community representative</i>

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.)

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 4, 2010

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **CLASSIFIED SCHOOL 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 School Employees Week, May 15-21, 2011.

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 15-21, 2011 as Classified School Employees Week in the Santa Monica Community College District.

COMMENT: The District will recognize classified service employees during Classified School Employees Week.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2011

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 #8-#26.

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations: #10, #11, #20

Recommendations #8-#26, excluding Recommendations #10, #11, #20

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

<u>BOARD OF TRUSTEES</u>	<u>ACTION</u>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2011

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. 10 – Facility Use Agreement with National University

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

Recommendation No. 11 – Contracts for Celebrate America, 2011

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

Recommendation No. 20 – Facilities: Award of Bid, Student Services Entry Garden- Rebid

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

RECOMMENDATION NO. 7 APPROVAL OF MINUTES

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

April 5, 2011 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION**

Requested Action: *Approval/Ratification*
Requested by: *Maria Leon Vazquez, Project Manager, Workforce Development (Program Manager, CTE)*
 Michelle King, Director, Small Business Development Center
Approved by: *Jeff Shimizu, Vice-President, Academic Affairs*

Title of Grant: **Career Technical Education Community Collaborative Program**

Granting Agency: Chancellor’s office, California Community Colleges

Award Amount: \$342,857

Matching Funds: \$40,000

Performance Period: April 1, 2011 – March 31, 2013

Summary: The Project is designed to optimize the efficiency and effectiveness of the three entities: the CTE Community Collaborative, SMC and SMMUSD with the established working relationships and the academic foundation set. The project will continue and strengthen its work in Career Exploration/Development for middle school, Articulation, Career Pathways, Placement Services, and CTE Professional Development in seven industry sectors. The seven industry sectors include: Arts/Media/Entertainment, Energy and Utilities, Health Science/Medical Technology, Education, Information Technology, Marketing/Sales/Services and Transportation. The project will enable the development of new skills for students while providing exposure to emerging jobs in high growth industries and green sector technologies. The project will also increase the capacity of faculty, advisors and administrators in aligning the emerging job trends with certificate and degree programs, career planning and counseling, and workforce readiness preparation. The end result of this project is to drive awareness of trends occurring in the focus industries, green initiatives, and entrepreneurial education while enhancing student and teacher education through strategic resource implementation.

Budget Augmentation: Restricted fund 01.3

Revenue		
8600	State	\$342,857
Expenditures		
1000	Instructional Salaries	\$ 98,957
2000	Non-Instructional Salaries	107,202
3000	Employee Benefits	42,198
4000	Supplies & Materials	10,812
5000	Contract Services	57,600
6000	Equipment	12,900
7000	Indirect Costs	13,188

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 8 **ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

Title of Grant: **U.S. Small Business Jobs Act of 2010 (SBJA)**

Granting Agency: Small Business Administration /L. A. Regional SBDC/Long Beach Community College District

Award Amount: \$240,000

Matching Funds: \$0 (Supplemental funding for SBDC program)

Performance Period: February 1, 2011 – January 31, 2013

Summary: This funding is being awarded as supplemental funding for the Los Angeles Regional SBDC program. The SBJA funding is specifically allocated to the SBDC program to support job creation and retention through effective SBDC individualized, business counseling.

The Santa Monica College SBDC in collaboration with LBCC will deploy short-term training activities and small business one-on-one free counseling that will enable individuals to create new businesses and expand existing businesses to create jobs. The SMC SBDC's services are available for any community member, who has a business idea and needs assistance to develop small business ownership, or business owners who need start up or expansion assistance and consultation.

Budget Augmentation: Restricted fund 01.3

Revenue

8100 SBJA \$240,000

Expenditures

2000 Non-instructional Salaries 187,200

3000 Benefits 18,720

5000 Contract Services 34,080

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 10 **FACILITY USE AGREEMENT WITH NATIONAL UNIVERSITY**

Requested Action: Approval/Ratification
Requested by: Patricia Ramos, Dean, Workforce and Economic Development
Approved by: Jeff Shimizu, Vice-President, Academic Affairs

Contract: Facility Use Agreement with National University
Provider: Santa Monica Community College District
Revenue: \$18,000 (Fiscal years 2010-2011 and 2011-2012)
Performance Period: May 23, 2011- October 31, 2012

Summary: SMC has been contracted to provide facility use for students enrolled in National University’s Early Childhood Education Bachelor’s degree program. National University has articulation agreements in place with SMC and brings the program to ECE students, including those enrolled at SMC, who want to get a Bachelor’s degree in ECE.

National University has agreed to pay a monthly rental fee to continue to have access to the Bundy campus where classes will be held. The terms of the agreement allow National University to use Classroom 329 at the Bundy Campus for three hours on two days each week for the performance period of 17 months.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 11 CONTRACTS FOR CELEBRATE AMERICA, 2011

Requested Action: Approval/Ratification

Requested by: Linda Sullivan, Director Facilities Programming

Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications

Approval of the following contracts for Celebrate America 2011, scheduled for Saturday, June 25, 2011. All activities including entertainment and community picnic will be held on Corsair Field. There will be live music and an MC on the Corsair Stage and a spectacular fireworks show from the top of parking structure number 4. All costs are covered by sponsorships and donations.

	Provider	Amount	Service	Funding Source
A	Pyro Spectaculars – Fireworks	\$17,500	Fireworks	Sponsorships and Donations
B	Chris Mulkey Band	\$1,200	Music entertainment	Sponsorships and Donations
C	Eddie Jauregui, MC	\$300	Music entertainment	Sponsorships and Donations
D	Denise Flachbart	\$2,000	Production services	Sponsorships and Donations
E	Field Turf	\$3,500	Maintenance of Corsair Field	Sponsorships and Donations
F	Ling Audio Prod.- Stage and Sound	\$4,500	Stage and Sound System	Sponsorships and Donations
G	Festival Lighting- Stage Lighting	\$1,975	Lighting rental	Sponsorships and Donations
H	Ring Power- Generator	\$900	Power Distribution	Sponsorships and Donations
I	Global Events - Security	\$3,500	Event Security Services	Sponsorships and Donations
J	SMC Campus Police	\$9,530	Security	Sponsorships and Donations
K	SMC Grounds/ Maintenance	\$4,296	Custodial/clean-up John Adams	Sponsorships and Donations

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 12 CONTRACT FOR MARKETING – REDUCTION TO EXISTING CONTRACT, 2010-2011

Requested Action: Approval/Ratification

Requested by: Donald Girard, Senior Director, Government Relations/Institutional Communications

Approved by: Randal Lawson, Executive Vice-President

	Provider/Contract	Term/Amount	Service	Funding Source
A	Sergio Ortiz	2010-2011 Reduce contract amount approved July 6, 2010 for 2010-2011 from \$8,000 to \$0	Media Services (brochure photography, including pre-production and art direction)	2010-2011 Marketing Budget

RECOMMENDATION NO. 13 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	Term/Amount	Service	Funding Source
A	Varis Photography	April 1, 2011 – June 30, 2011 Not to exceed \$1,500 plus reimbursable expenses	Media services (brochure photography, including pre-production and art direction)	2010-2011 Marketing Budget

Requested by: Marketing Department

Approved by: Don Girard, Senior Director, Government Relations/Institutional Communications

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 13 RATIFICATION OF CONTRACTS AND CONSULTANTS

(continued)

	Provider/Contract	Term/Amount	Service	Funding Source
B	Bais Chana High School	September 1, 2010 – June 30, 2011 Not to exceed \$6,000	The Los Angeles Universal Preschool – Early Start Pathway (LAUP-ESP) grant has provided funds for SMC/Early Childhood Education (a participant in the LAUP: ESP 2+2+2 grant) to use Bais Chana High School (also a participant in the grant) premises for conducting ECE classes for high school students interested in getting an early start in ECE while still in high school; and also for outreach activities to provide opportunities for students not enrolled in ECE classes to learn about the ECE pathway.	LAUP – ESP (100%)
<i>Requested by: Laura Manson, Department Chair, Early Childhood Education</i>				
<i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				
C	Hands on Solar	August 30, 2010 – June 30, 2011 Not to exceed \$5,000	Hands On Solar Inc. will provide assistance in the development of the Clean Energy Workforce Training Program (CEWTP). These courses will extend and leverage resources from SMC's Workforce and Economic Development green technology programs in order to support SMC's vocational program expansion goals. Hands on Solar will assist in partnership development, outreach activities and identifying qualified instructors for SMC's CEWTP programs; and contact representatives from regional solar companies to support for CEWTP.	2010-2011 CEWTP (100%)
<i>Requested by: Patricia Ramos, Dean, Workforce and Economic Development</i>				
<i>Approved by: Jeff Shimizu, Vice-President, Academic Affairs</i>				

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 14 SMCCD Calendar, 2011-2012

Requested Action: Approval/Ratification

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

Approval of the Santa Monica Community College District Calendar, 2011-2012, as follows:

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 15 ACADEMIC PERSONNEL

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

ELECTIONS

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

New Full-Time Faculty, Fall 2011

Paik-Schoenberg, Jean, Developmental/Transfer English
Jahangard, Ebrahim, Applied Mathematics

Adjunct

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

SEPARATIONS

RETIREMENT

Allan, Douglas, Instructor, Life Science (33+ years)	06/16/11
Childress, Cary, Instructor, Design Technology (12+ years)	06/15/11
Hanson, Nancy, Counselor, Counseling (26+ years)	06/15/11

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

RECOMMENDATION NO. 16 CLASSIFIED PERSONNEL - REGULAR

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

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

ELECTIONS

PROBATIONARY

Barnes, Doreen, Library Assistant, Library 04/25/11
 Cool, Michael, Personnel Analyst, Personnel Commission 04/18/11

PROMOTION

Romano, Martha, Student Services Specialist - Veteran's Prog., Counseling 04/01/11

RECLASSIFICATION

Simons, Marilyn 05/01/11
 From: Administrative Assistant II, Distant Education
 To: Senior Student Services Specialist – Distant Education

PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Kessler, Mark 90 working days beginning on 03/20/11
 From: Community College Police Officer, Campus Police
 To: Community College Police Sergeant, Campus Police
 Percentage: 100%

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Cohanne, Jonathan (correction) 03/25/11 – 05/31/11
 From: Student Services Specialist, A&R, 12 mos, 40 hrs
 To: Student Services Specialist, A&R, 12 mos, 35.5 hrs

SEPARATIONS

RETIREMENT

Kasch, Darlene, Information Systems Support Analyst, MIS (44 years) 06/30/11

RESIGNATION

Anderson, Hildreath, Administrative Assistant II, Student Judicial Affairs 05/06/11
 Gerard, Andrew, Instructional Assistant – Math, Mathematics Department 04/05/11

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 17 CLASSIFIED PERSONNEL – LIMITED DURATION

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

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

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.

Arsene, Cristina, Administrative Clerk, LRC 04/18/11-04/29/11

Rescind approval at the Board of Trustees meeting on April 5, 2011 of the following employees as Classified Personnel – Provisional and approve them as Classified Personnel – Limited Term:

Chon, Jane, Instructional Assistant-English, English	03/07/11-07/29/11
Dawson, Rebecca, Cash Receipts Clerk, Bursar’s Office	02/22/11-03/03/11
Hamada, Mik J, Instructional Assistant-English, English	03/07/11-07/29/11
McAlpine, Barbara, Instructional Assistant-English, English	03/03/11-07/29/11
Pritchard, Lee , Instructional Assistant-English, English	03/07/11-07/29/11

RECOMMENDATION NO. 18 CLASSIFIED PERSONNEL - NON MERIT

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

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

STUDENT EMPLOYEES

College Student Assistant, \$8.00/hr (STHP)	25
College Work-Study Student Assistant, \$8.00/hr (FWS)	20
Cal Works, \$8.00/hr	1

SPECIAL SERVICE

Art Models w/Costume, \$21/hr	1
Community Services Specialist I, \$35/hr	4
Community Services Specialist II, \$50/hr	1

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 QUARTERLY POOL PAYMENTS

Requested Action: *Approval/Ratification*
 Requested by: *Charlie Yen, Director, Contracts*
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*

Payment to: City of Santa Monica
 Amount: \$137,347.83 (represents payments for two quarters)
 For the Period: July 1, 2010 – December 31, 2010 (two quarters)
 Funding Source: 2010-2011 District General Fund

Comment: Under the terms of the Joint Use of Facilities Agreement with the City of Santa Monica, the District pays a pro rata share of maintenance and operation costs of the pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties.

RECOMMENDATION NO. 20 FACILITIES

Requested Action: *Approval/Ratification*
 Requested by: *Greg Brown, Director, Facilities Planning*
JC Keurjian, Chief Director, Facilities Management
 Approved by: *Robert G. Isomoto, Vice-President, Business/Administration*

-A AWARD OF BID – STUDENT SERVICES ENTRY GARDEN – RE-BID

Award the bid to the lowest responsive bidder for the Student Services Entry Garden Re-Bid

<u>Bidder</u>	<u>Amount</u>
South Bay Landscaping	\$225,000
Terra Form	\$293,720
Trimax	\$368,000
AJ Stevens	\$398,844
Ryco	\$594,495

Funding Source: Measure U, S

Comments: The Associated Students has proposed a “Culture Garden” to showcase sustainable farming methods on campus. The garden will be enclosed with a fence and amenities include a storage shed, weather station, sink and compost bin. Outside the enclosed space will be an informal outdoor classroom, pergola, interactive sundial, birdbath and herb garden. The garden planters will be irrigated with a drip system that can be adjusted by students as they plant and the remainder of the site will receive permanent irrigation. The plants adjacent to the garden planters will be low water consuming and support the program of the Demonstration Garden. Storm water will be collected and stored in a below grade cistern with a pump for hand watering.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 21 BUDGET TRANSFERS

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

21-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period: March 24, 2011 to April 19, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	-1,835
3000	Benefits	0
4000	Supplies	9,283
5000	Contract Services/Operating Exp	2,990
6000	Sites/Buildings/Equipment	-5,438
7000	Other Outgo/Student Payments	-5,000
Net Total:		0

21-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period: March 24, 2011 to April 19, 2011

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	0
3000	Benefits	-15,000
4000	Supplies	-669
5000	Contract Services/Operating Exp	0
6000	Sites/Buildings/Equipment	16,669
7000	Other Outgo/Student Payments	-1,000
Net Total:		0

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 25 AUXILIARY PAYMENTS AND PURCHASE ORDERS

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

	Payments	Purchase Orders
March 1 – March 31, 2011	\$2,507,511.95	\$27,515.31

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

RECOMMENDATION NO. 26 PURCHASING

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

26-A AWARD OF PURCHASE ORDERS

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

March 1 – March 31, 2011	\$1,515,981.44
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26-B AWARD OF CONTRACTS

	Provider/Contract	Term/Amount	Service	Funding Source
A	Omega Broadcast Group	Flypack System for mobile broadcasting carts and equipment for the Broadcasting Department	Not to exceed \$115,694.98	2010-2011 Perkins IV VTEA Grant
B	Nestle Waters (Arrowhead Water)	For departments and offices without access to potable water	Not to exceed \$20,000.	2011-2012 Auxiliary Services
C	Transportation Connection, Inc (Global Transportation Solutions)	Shuttle Transportation 2011-2012 evening shuttle service for Bundy and Main campus (fall and spring)	Not to exceed \$225 per service day (estimated at \$28,800)	2011-2012 General Fund Rents and Leases/Shuttle
D	Ecolab	Pest management services for main campus and satellite sites	Three-year agreement at \$22,275 per year. Total: \$66,825	District Funds

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	May 3, 2011

INFORMATION ITEM I

**CITIZENS' BOND OVERSIGHT COMMITTEE
MEETING – APRIL 20, 2011**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, April 20, 2011 in Drescher Hall Room 300-E (the Loft) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

1. CALL TO ORDER - 8:05 a.m.

2. ROLL CALL

Bruce Sultan, Chair – Present
 Paul Leoni, Vice-Chair – Present
 Deborah Arvesen – Not Present
 Clarence Chapman – Present
 Todd Flora – Present
 Tiffany Inabu – Present
 Corin Kahn – Present
 Nimish Patel – Present
 Christine Thornton – Present

Others Present:

Greg Brown, Director of Facilities and Planning
 Don Girard, Senior Director, Government Relations/Institutional Communications
 Bob Isomoto, Vice-President, Business/Administration
 Lee Paul, LPI Inc.
 Lisa Rose, Committee Coordinator
 Chui L. Tsang, Superintendent/President
 Lisalee Anne Wells, Bond Counsel, Fulbright and Jaworski, LLP
 Charlie Yen, Director, Contracts

3. APPROVAL OF MINUTES – January 19, 2011

Motion was made by Todd Flora and seconded by Clarence Chapman to approve the minutes of January 19, 2011.

Unanimously approved

4. PUBLIC COMMENTS - None

5. REPORTS and DISCUSSION

Articles on Los Angeles Community College District Bond Construction Program

In response to recent press on the Los Angeles Community College District Bond Construction Program, a comparison of the bond programs managed by the LACCD and SMCCD was presented (see attached document). In response to a question about liability, it was clarified that the Citizens' Bond Oversight Committee has no liability because it does not make decisions, it is an advisory body. In addition, members are covered under the District's Errors and Omissions policy.

The Role of Citizens' Bond Oversight Committee

Lisalee Anne Wells, Bond Counsel with Fulbright and Jaworski, LLP, presented an overview of the bond program and the Citizens' Bond Oversight Committee that included how bonds are paid by taxpayers, the historical framework, campaign promises, and how the bonds are segregated and spent. The presentation also included the requirements for the Citizens' Bond Oversight Committee, such as compliance with the Brown Act, annual reporting, responsibilities, purpose and support provided by the District.

Reports Submitted

Measure U

- Project Schedule
- Budget
- Expenditures

Measure S

- Project Schedule
- Budget
- Expenditures

Measure AA

- Project Schedule
- Budget
- Expenditures

Bond Sales/Expenses Report

Highlights of the Reports:

- The District received a payment from FEMA in the amount of \$834,763 for the Earthquake Replacement Liberal Arts North (Measure U Project I)
- The District received a rebate in the amount of \$217,323 for Energy Efficiency Projects (Measure S Project 7)
- The major expenses in Measure AA are for architects and property acquisition. The District is purchasing property on Pico Blvd. and 16th (next to the WISE building). The property will be used as swing space during construction. The long-term use of the property has not been determined.
- Malibu Property: The lease agreement for the property at the Malibu Civic Center will be submitted to the Los Angeles County Board of Supervisors within two months. Once the lease is approved, improvements to the Malibu Center will move along more quickly and the expenditures will be included on the Measure AA report.

Budget Update – Chui L. Tsang, Superintendent/President

The District is dealing with the budget situation on a daily basis and is facing a \$10 million reduction for the coming year. Even though state funding is not clear at this time, planning the schedules for 2011-2012 is underway. Summer 2011 will be about one-third smaller than 2010; Fall 2011 will be slightly reduced; Winter 2012 will be eliminated; Spring 2012 will be slightly reduced. These schedules will not meet the student demand, however, the District is working on a number of possibilities to come up with self-funded program so that students can meet their educational demands, although there are many restrictions to this type of program. The District is also looking at priority enrollment issues and has created a task force to address the changes as the state level.

6. ELECTION VICE-CHAIR FOR 2011-2012

Todd Flora was unanimously elected Vice-Chair, 2011-2012

7. 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, 2011 and are eligible for reappointment for a second two-year term:

Clarence Chapman
Bruce Sultan

The terms of the following members of the Citizens’ Bond Oversight Committee are expiring effective July 1, 2011 and are not eligible for reappointment for a second two-year term:

Deborah Arvesen
Paul Leoni

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

8. SCHEDULE OF MEETINGS, 2011-2012

Wednesdays at 8 a.m.

July 20, 2011
October 19, 2011
January 18, 2012
April 18, 2012

9. ADJOURNMENT - 9:27 a.m.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 3, 2011

X. **BOARD COMMENTS AND REQUESTS**

XI. **ADJOURNMENT:** 11:26 p.m.

The meeting will be adjourned in memory of SMC student **James Henry Freimann**.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, June 7, 2011** 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:

1. Annual Photo Show Awards (reception before public meeting)
2. Report: Sustainability
3. Report: Facilities and Construction Update
4. Tentative Budget
5. Annual Agreements
6. Five-Year Construction Plan

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	May 3, 2011

APPENDIX A

INFORMATION ITEM G

SUBJECT: BASIC SKILLS INITIATIVE UPDATE

The following Basic Skills Initiative Update highlights existing programs in the areas of Counseling, Instructional Support, and Faculty Development. Preliminary data showing the impact of existing programs is included. The update also includes an overview of new programs the Student Success Committee will be implementing within the next academic year.

A. Existing Programs

Counseling

Online Orientation

The Student Success Committee, Enrollment Development, and Counseling Department partnered together to create the online orientation. The Online Orientation committee was chaired by Dr. Delores Raveling and Brenda Benson. The committee worked on the content and structure of the orientation for about a year. The new Online Orientation was launched December 2010. Every week since the implementation of the orientation, 333 to 1288 students have completed the orientation each week. A total of 11,556 students have completed the orientation thus far.

Counselor Visitation Project

A study conducted by the Institutional Research Department examined the impact of counselor classroom visits on students. Specifically, we looked at whether students participating in a counselor visit were more likely to visit a counselor in the future. Counselors visited a total of 374 sections. The courses which were visited were English 21A, English 81A, English 81B, English 83A, English 84W, ESL 10, ESL 10G, ESL 10W, ESL 11A, ESL 21A, and ESL 21B. The combined enrollment for all the courses was 10,077 students.

Findings:

- 1.23% of student participating in the visits visited a counselor during the same term
- 2.2% of students participating in the visits visited a counselor within an academic year

Instructional Support

Math and English Student Achievement Zone

English 84W students independently schedule lab time, selecting specific hours. Instructional assistants work with students and groups of students according to the instructor, allowing students to collaborate on assignments. In the Fall 2010 term, 556 students were served in English and math. The shared lab has been evolving over the past year, under the supervision of Cynthia Lopez, Project Manager for Supplemental Instruction (SI), and has been a boon. Additionally, the Supplemental Instruction Program which focuses on providing services for students in math is also housed in the Zone. Every year about 2,000 students participate in supplemental instruction sessions. The table below shows the actual number of SI participants for the 2009-2010 academic year.

Table I: Number of SI Students, Course Sections, and Sessions Attended during the 2009-2010 Academic Year.

Term	Subject	Total Course Sections	Total Students (Unduplicated Count)	Total Sessions Attended (Duplicated Count)
Summer 2009	English	2	55	149
	Math	1	8	21
Fall 2009	English	15	153	575
	Math	22	505	3126
Winter 2010	English	1	13	33
	Math	2	53	161
Spring 2010	English	11	126	513
	Math	25	577	3639
Fall 2010	English	13	126	510
	Math	25	555	3791
Grand Total:		117	2171	12518

Other Learning Resource Centers

Writing Center

The center opened in the spring of 2009 to assist English 21A students. Within the first year, 1387 students used the center. Every semester the center serves about 300 students. After this semester, the Student Success committee will be discussing ways to keep the center funded. Unfortunately, the Basic Skills Initiative will not be able to continue to fund the Center past the Fall 2011 term.

Reading Center

Instructional assistants were trained and funded through BSI since the fall of 2008. About 600 students are served per semester. IA's have continued to tutor students, helping them with quizzes, tests, vocabulary, and overall reading comprehension.

Math Lab

In the Math Lab, instructional assistants help students with short questions and student tutors are available for longer tutoring appointments. Every semester over a 1,000 students use the Math Lab. Additionally, math faculty offer course focused workshops for students every semester. The workshops provide an opportunity for students to get additional instruction on course material. There are 21 workshops each week, 12 of which focus on the needs of students in Math 81 through Math 20. Faculty also collaborate with the Counseling Department to offer workshops on such topics as coping with math anxiety and test taking skills.

Instructional Support/Tutoring

Having observed tutoring models at Santa Barbara City College and Chaffey College in 2009-2010, BSI committee members recommended Directed Learning Activities and further coherence/overlap among the disciplines. This pursuit continues. To formalize the review of tutoring services, the Academic Senate's Tutoring Task Force (2009-2010) became the Senate Tutoring Committee in 2010-2011, chaired by Janet Harclerode. Some key points emerging from the committee follow:

As far as a strength of the current organization whether centralized or decentralized, currently the tutoring programs at SMC are decentralized both physically and organizationally. One of the issues discussed as it relates to centralization/decentralization is a lack of unified presence or image for the tutoring centers. As a member of the tutoring committee, Jason Beardsley, faculty member in English who coordinates the Writing Center, has worked on a marketing package for the tutoring program, including renaming the centers to a common name, which at this juncture is Academic Resource Centers for Success (ARCS), with a common logo. Signage would be added on buildings indicating ARCS inside, and creating a brochure featuring all tutoring centers. Professor Zeny Baduel of the Graphic Arts department orchestrated a competition among her GR DES 41 students in order to find a winning design. Having now completed the process of reviewing her students' entries, including a viewing and voting by the Associated Students, the Tutoring Task Force has found its winner and runner-up. The task remains to develop an implementation plan in coordination with Facilities and the various academic resource centers on campus. The earliest possible roll-out of the ARC brand appears to be the Fall 2011 semester. Finally, the Tutoring Committee presented and then fielded questions at our March flex day.

Tutor Tracking:

Since the Fall of 2010, the new tutor tracking system has been in place. The tracking system tracks the services being used in academic resource centers across campus. All students log in to the specific lab they are seeking assistance in. The students then indicate what services they are seeking to use in the center. The options are tutoring, supplemental instruction, homework, computer use, and lab hours. Next, students indicate which course they are seeking assistance in. The tutor tracking system is in place in the following labs: Math Lab, Reading Lab, Writing and Humanities Tutoring Center, Modern Languages Lab, Science Learning Resource Center, Math and English Student Achievement Zone, and Business Computer and Tutoring Lab. The tutoring tracking system will also be added to the Bundy Campus for Career and Technical Education disciplines to use. Plans are also being discussed to track tutoring offered by special programs such as Adelante Center, Collegians, Pico Partnerships, and Student Support Services. Lastly, the Office of Institutional Research is currently examining the data collected in all centers during the Fall 2010 term. The purpose of the evaluation is to determine the impact that academic support services have on student success.

Faculty Development

Faculty Conversations on Student Success

During the past year, the Student Success Committee came up with a series of topics to offer Faculty Conversations in. The conversations have been provided to all faculty across campus. The purpose of the conversations has been to provide faculty an opportunity to share strategies with other faculty who have been shown to increase student success in the classroom. At the end of the Spring 2010 term, the Office of Institutional Research will be conducting an evaluation on the impact of the conversations on faculty. In the fall 2010 term, about 150 faculty participated in the conversations. In the Spring 2011 term, about 75 faculty have participated in the conversations thus far. Attached is a list of workshops and brief descriptions on all the conversations offered this year.

Faculty Conversations Preliminary Assessment Results

The following provides a summary of the findings from the preliminary analysis:

- 97% of survey respondents reported being satisfied or very satisfied with the workshop they attended;
- Over 90% of respondents found the workshop they attended to be valuable;
- 100% of respondents reported being likely or very likely to attend another workshop in the future;

- About eight in ten respondents reported that the workshop they attended increased awareness of the session topic;
- About nine in ten respondents reported that the workshop provided practical strategies for teaching and learning and they were likely to apply the strategies in their own practices;
- Nine in ten respondents reported that the workshop offered depth in the session topic;
- Nearly all respondents reported that the workshop speaker was engaging and knowledgeable about the topic they were presenting.

B. New Approaches to Increase Student Success

Overview

The Student Success Committee has been looking at new approaches to implement at SMC to increase student success in the area of basic skills and is looking to make adjustments to existing programs and structures. The Committee recognizes the need to identify new approaches due to student success statistics and current fiscal situation. With about a year and a half of BSI funding left, some programs to target funding have been identified.

Early Assessment

The Santa Monica College Student Success committee, Enrollment Development, Student Affairs, Academic Affairs, Assessment Center, Outreach and Recruitment, and SMMUSD partnered together to create an Early Assessment Program. The purpose of the program was to help students understand and prepare for the SMC placement test. Research literature has pointed to a lack of information among incoming college students regarding the importance of the assessment test. This lack of information may lead students to not prepare for placement tests. Students from SMMUSD high schools and SMC feeder high schools were given the opportunity to participate in a series of workshops designed to get students prepared to take the assessment test at SMC. The first workshop gave students a general idea of what to expect on the test and exposed them to some resources to help them study. There were 60 students from SMMUSD who participated in the first workshop. Workshop two was the actual assessment test with a diagnostic portion in English and math. There were 50 students who signed up to take the test on April 14 or April 15. Students received a score on the assessment test as well as some pointers on what to study to improve their test scores. Lastly, a math preparation and review session will be conducted in May for students who are planning to re-take the math portion of the assessment test. Maribel Lopez, math faculty, will be assisting with the review session.

For next year, the Student Success Committee will be exploring the possibility of offering test preparation options for students who have decided to enroll at SMC. One option being explored is a self paced online preparation program to help students review concepts in English and math before taking the assessment test. Discussions have begun on possibly developing an application (App) which students could access through the internet or through an iPhone or smart device. Another option being explored is offering a four week course which would help students review math and English concepts.

Alignment of Standards

Within the context of better aligning K-12 and Higher Education standards, the SMMUSD Educational Collaborative and Student Success Committee have started working on ways to get students prepared for college. Initial plans have been drafted to create programming at the high school level to help students develop their college readiness. Creating different programs to help 10th, 11th, and 12th graders become ready to complete college level coursework is in process.

English Accelerated Learning

For the past 6 to 7 years, the English Department has been doing 8 week classes which works well for English 1 and 2 and even for 21A and 21B. These classes are scheduled during fall and spring semesters in addition to the summer and winter sessions (6 weeks, in summer sometimes 8). Other accelerated learning models are being investigated and well as implemented. 8-week (3 unit) intensive courses in reading and writing at the C and B levels were piloted in Spring 2010. The model is comparable to the MTWTh summer and winter sessions but 8 weeks instead of 6 weeks. A model for the fall which seems more feasible for students' scheduling as well as their success is a 5-unit reading/writing class [English 85 (a C-level reading/writing class)]. This new course is designed to improve students' progress from the C to B to A (transfer) levels. Also being developed is a 5-unit B-level reading/writing class (English 20) planned for Spring 2012.

Offered first in Spring 2010, C-level first-8-week reading and writing classes went very well, with students showing great enthusiasm for the format when surveyed at the end of the course. Attendance, retention, motivation, and general focus in the classes were all positive when compared to semester-long versions of the same class taught by the same teacher. The teachers also found the format exciting and motivating, with a particular plus being a deeper connection with the students and the ability to intervene effectively with them.

There was some concern about students having enough time to reflect on their process and develop their skills as solidly as students taking the class in a semester-long format. For the next round of classes, teachers considered that it might well be better to focus on fewer topics and require fewer projects than in semester-long class. More depth, less breadth, was the consensus.

Math Accelerated Learning

For the Fall 2011 term, the math department will continue to offer accelerated 8 week courses in math. The courses will be math 81 and 84. The Math Department has been offering the paired Math 81-84 classes since the Fall of 2009, usually scheduling two groups of paired classes. The department has also offered Math 31 (Elementary Algebra) paired with Math 20 (Intermediate Algebra), Math 18 (Intermediate Algebra for Statistics and Finite Mathematics) and Math 32 (Geometry) for the past 10 years. Students can take accelerated courses to get to college level math at a faster pace. We will be looking at how students opting for the accelerated course format progress through the math developmental sequence.

English Curricular Changes

English 85 (the combined reading/writing class) has been voted on and unanimously approved by the Curriculum Committee and the overall Senate. This model offers focused, contextualized learning experiences, scaffolding assignments while holding high and clear expectations for results. A hold-over from the Specialized Curriculum Optimizing Retention in Education (SCORE) project and the College's experiments with learning communities beginning in May 2005 has been Ed Markarian's (heroic) effort to create one cohort of students who take his English 81A and 83A as co-requisites in a fall semester, many of whom continue with him (if they are not ready for English 21A at the end of that first semester), taking Engl. 84W/84R in the spring. He has taught these "combined" classes every semester since Fall 2006 and has consistently had remarkable success with retention and matriculation. Ed's expertise will help to look at what he is doing in the classroom to move students ahead. As previously stated, the English Department is also developing a 5 unit B-level reading/writing class (English 20) for spring 2012 to follow English 85. Finally, the English Department has completed the application materials for a BSI Professional Development Grant, 3CSN's new Community of Practice in Accelerated Curriculum and Pedagogy, a six-month professional development opportunity for faculty preparing to teach new accelerated English and pre-Statistics courses in 2011-12.

Math Curricular Changes

The math department is exploring the possibility of combining Math 84(Pre-Algebra) and Math 81(Basic Arithmetic). The math department is also considering the possibility of creating a combined Math 31(Elementary Algebra) and Math 18 or 20 (Intermediate Algebra) course.

FALL 2010 FACULTY CONVERSATIONS ON STUDENT SUCCESS

Barriers and Solutions for changing students' motivation and engagement for learning

Facilitator: Dr. Myron Dembo, Emeritus Professor of Educational Psychology
Rossier School of Education University of Southern California

Description: Dr. Dembo will be speaking about student engagement and motivation. Specifically he will present key research findings and recommend instructional strategies that are likely to improve students' motivation, engagement, and ultimately their academic performance. Additionally, Dr. Dembo will dialogue with faculty about student attitudes and perceptions, which positively and negatively impact student success in college.

SMC Student Panel-Challenges and Success Strategies in Academic Life

Facilitators: Laurie Guglielmo and Rosilynn Tilley, Counseling Faculty

Description: Current SMC students at the pre-college level will discuss the personal obstacles and academic challenges to academic success which they have experienced while attending college. Our student panelists will share which institutional services and support structures they have used to be successful in college. Come and learn from our students!

Video In The Classroom: Increasing Literacy Through Media Production

Facilitator: Nick Pernisco, Communications Faculty

Description: Using video productions to engage students will help make them excited about improving their reading, and will leave them something to show their friends and family. We will discuss strategies for using video in the classroom, studies that show it works, the tools needed to do it, and some sample lessons.

Workshop on Jing

Facilitator: Keith Graziadei, ESL Faculty

Description: Learn how to use Jing to facilitate instruction in courses. With Jing an instructor can send screen captures and screencasts to help students with anything from completing an assignment to making a post in a threaded discussion. Special emphasis will be placed on how Jing can help students use eCompanion.

Can you hear me now?! Using Voicethread to give your Students a Voice

Facilitator: Andrea Spector, ESL Faculty

Description: Voicethread, a great easy to use online tool that allows students to record their voices, will be demonstrated. Applications of Voicethread for a variety of disciplines will be shown.

Helping Students Develop Critical Thinking Skills

Facilitators: Lisa Farwell, Chair Psychology Department
Stephen Drucker, Psychology Faculty

Description: A primary goal of higher education is the development of critical thinking skills, but how do students get from here to there? And what are the roadblocks along the way? Current psychological science has a lot to say about this process. Please join us as we share some of this research and discuss ways in which these findings could be implemented in your discipline.

The Classroom of the Future

Facilitators: John Quevedo, Math Faculty
Keith Graziadei, ESL Faculty

Description: Come and experience the Digital Learning Studio! In this session, you will get a glimpse into the teaching environment of the future. John Quevedo and Keith Graziadei will demonstrate some of their lessons and share their experiences teaching in a highly interactive environment. There will be time to ask questions about the benefits and drawbacks to the classroom of the future.

SPRING 2011 FACULTY CONVERSATIONS ON STUDENT SUCCESS

Reading Fluency and Comprehension adapted to Content Courses

Facilitator: Ron Klemp, Professor
California State University Northridge

Description: The presentation will concern an instructional sequence of activities that focus on fluency and comprehension that can be adapted to content courses. I will provide templates to all who bring a flash drive so that they can upload them and modify them for content.

Differentiated Instruction

Facilitator: Dr. Mira Pak, Professor
California State University Northridge

Description: What does Differentiated Instruction mean? A working definition and framework will be explored.

Writing to Learn, Dr. Mira Pak

Facilitator: Dr. Mira Pak, Professor
California State University Northridge

Description: How does Writing to Learn differ from Compositions/ How can writing to learn be used across disciplines? Join the conversation and discuss/share writing to learn ideas.

Presentation Power: Inviting your Students to Shine

Facilitator: Dyana Valentine, Counseling Faculty

Description: How many student presentations leave you wanting more or wondering if you'll ever get those 15 minutes back? This workshop is an interactive curriculum building presentation about creating group projects and presentations using tools that engage participation and energize class dynamics. You will learn to create group projects and assignments with such tools as PowerPoint, Google Docs, Slide Share, and YouTube

Twitter in the Classroom

Facilitator: Keith Graziadei, ESL Faculty

Description: Twitter is a social media tool that many of our students use every day. This workshop will show you how to increase student engagement and build community through the use of Twitter. Participants will also learn how to create a backchannel (simultaneous face-to-face and online discussions). Twitter widgets and hashtags (#) will also be discussed.

Using VoiceThread to Give your Students a Voice

Facilitator: Andrea Spector, ESL Faculty

Description: VoiceThread is a great easy-to-use online tool that allows students to record their voices. A basic introduction to this dynamic communication tool will be provided. Using VoiceThread to record online mini-lectures will also be demonstrated. Applications of VoiceThread for a variety of disciplines will be shown. Bring a Word document or jpg you want your students to discuss.

Blogging for Beginners, Luddites, and Everyone in between!!

Facilitator: Marina Parise & Brenda Antrim, Library Faculty

Description: A blog can be used for class information, learning logs, digital portfolios, and as a display forum for student work. In this workshop, participants will create a blog, edit their profile, create and add an avatar, and learn to add gadgets such as video bars, videos, RSS feeds, images, and banners. Please create a Google mail (gmail) account before the workshop for use on Blogspot.

iPads and Tablet PCs

Facilitator: Eduardo Garcia, Math Faculty

Description: Tablet PCs and iPads are tools that more and more students and instructors are using during classroom instruction. This workshop will present how instructors can use tablet PCs to incorporate multimedia and textbook passages in their courses. The highlighting features of One Note will also be covered.

Mobile Learning: Apps for the iPad, iPhone, and Droid

Facilitator: Keith Graziadei, ESL Faculty

Description: iPhones, Droids, iPads and other smart devices are a common sight on college campuses. This workshop will present an overview of the most common smart devices. Popular and highly effective educational apps across disciplines will be highlighted.

Appreciative Counseling

Facilitator: Dr. Jennifer Bloom, Associate Professor
University of South Carolina

Description: The presentation is based on the book titled, The Appreciative Advising Revolution, which the presenter co-authored with Dr. Bryant Hutson and Dr. Ye He from the University of North Carolina at Greensboro. The workshop will specifically address how appreciative advising may be applied to basic skills and other student populations, and how it may enhance student success. Dr. Bloom will introduce participants to the six phases of Appreciative Advising – Disarm, Discover, Dream, Design, Deliver, and Don't Settle. Participants will not only learn what each phase encompasses, but they will also have the opportunity to learn how to implement each of these phases.

**English Language Learner/Basic Skills Colloquium
Academic Writing Across the Curriculum**

Facilitators: Dr. Jan Frodesen,
University of California, Santa Barbara
Dr. Lia Kamhi-Stein
California State University Los Angeles

Description: The topic of the morning talk will be “Writing Across The Curriculum.” We will examine actual writing assignments from various subject areas across the campus and discuss strategies that English instructors can employ to prepare students to succeed on such assignments. During the afternoon breakout session, a hands-on “scaffolding” workshop will be conducted.

Teacher-Student Collaboration: Tales From A Transfer Student

Facilitator: Michele Serros
Author

Description: Named by Newsweek as “One of the Top Young Women to Watch for in the New Century,” Michele Serros is the author of *Chicana Falsa* and other stories of Death, Identity and Oxnard, *How to be a Chicana Role Model*, *Honey Blonde Chica*, and her newest young adult novel, *Scandalosa!*

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 3, 2011

APPENDIX B

RECOMMENDATION NO.

SUBJECT: **2010-2011 QUARTERLY REPORT AND 311Q**

**UNRESTRICTED GENERAL FUND 01.0
2010-2011 REVENUE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL REVENUE	2010-2011 PROJECTED REVENUE
FEDERAL			
FIN AID ADM ALLOWANCES	132,866	121,270	132,866
TOTAL FEDERAL	132,866	121,270	132,866
STATE			
GENERAL APPORTIONMENT	84,581,383	54,707,124	83,898,627
GROWTH	2,136,223	-	2,855,790
COLA	(400,228)	-	-
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	108,234	108,234
HOMEOWNERS EXEMPT	101,768	50,613	101,800
STATE LOTTERY REVENUE	3,187,303	886,850	3,136,326
MANDATED COST RECOVERY	-	413,930	413,930
OTHER STATE	434,530	486,265	627,073
TOTAL STATE	90,040,979	56,653,016	91,141,780
LOCAL			
PROP TAX SHIFT (ERAF)	-	1,334,001	1,334,001
SECURED TAX	9,777,848	6,068,338	7,970,138
SUPPLEMENTAL TAXES	75,884	51,214	60,707
UNSECURED TAX	475,136	443,088	475,000
PRIOR YRS TAXES	310,689	737,096	737,096
PROPERTY TAX - RDA PASS THRU	357,977	374,175	374,175
RENTS	57,000	62,975	80,000
INTEREST	234,500	85,630	160,296
ENROLLMENT FEES	9,839,198	9,223,899	9,643,106
STUDENT RECORDS	415,500	329,571	415,500
NON-RESIDENT TUITION/INTENSIVE ESL	19,789,866	20,840,570	20,979,145
OTHER STUDENT FEES & CHARGES	194,000	113,271	119,990
F1 APPLICATION FEES	102,500	107,103	116,108
OTHER LOCAL	609,712	264,620	452,328
I. D. CARD SERVICE CHARGE	890,000	882,726	890,000
LIBRARY CARDS	200	60	200
LIBRARY FINES	15,500	6,562	15,500
PARKING FINES	268,500	116,668	149,700
TOTAL LOCAL	43,414,010	41,041,567	43,972,990
TOTAL REVENUE	133,587,855	97,815,853	135,247,636
TRANSFER IN	201,320	79,304	224,911
TOTAL REVENUE AND TRANSFERS	133,789,175	97,895,157	135,472,547

**UNRESTRICTED GENERAL FUND 01.0
2010-2011 EXPENDITURE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL EXPENDITURES	2010-2011 PROJECTED EXPENDITURES
INSTRUCTION	23,344,741	14,897,161	23,159,000
ACADEMIC MANAGERS	5,341,854	3,670,188	5,465,495
NON-INSTRUCTION	5,708,145	3,720,195	5,708,145
HOURLY INSTRUCTION	25,151,622	16,688,209	25,151,622
HOURLY NON-INSTRUCTION	3,661,838	2,416,952	3,680,558
VACANT POSITIONS	85,653	-	119,110
VACANCY SAVINGS	(42,827)	-	(104,221)
BACKFILL FOR CATEGORICAL FUNDS	505,329	17,919	505,329
TOTAL ACADEMIC	63,756,355	41,410,624	63,685,038
CLASSIFIED REGULAR	20,048,288	13,107,246	20,192,554
CLASSIFIED MANAGERS	3,946,602	2,550,138	3,826,331
CLASS REG INSTRUCTION	2,819,937	1,830,006	2,825,026
CLASSIFIED HOURLY	1,623,362	1,226,595	1,872,644
CLASS HRLY INSTRUCTION	786,122	352,178	626,122
VACANT POSITIONS	677,575	-	823,695
VACANCY SAVINGS	(338,788)	-	(720,733)
BACKFILL FOR CATEGORICAL FUNDS	324,626	149,090	324,626
TOTAL CLASSIFIED	29,887,724	19,215,253	29,770,265
STRS	4,002,736	2,597,084	4,000,003
PERS	3,746,802	2,146,195	3,352,767
OASDI/MEDICARE	3,002,056	1,999,808	3,004,947
H/W	13,385,959	7,267,905	13,258,352
RETIREEES' H/W	1,905,169	1,744,617	2,108,329
SUI	829,135	444,285	829,675
WORKERS' COMPENSATION	1,283,254	828,630	1,283,254
ALTERNATIVE RETIREMENT	500,000	310,736	500,000
BENEFITS RELATED TO VACANT POSITIONS	198,684	-	188,561
BENEFITS RELATED TO VACANCY SAVINGS	(99,342)	-	(164,991)
BACKFILL FOR CATEGORICAL FUNDS	200,436	51,268	200,436
TOTAL BENEFITS	28,954,889	17,390,528	28,561,333
SUPPLIES	1,108,228	513,967	1,108,228
BACKFILL FOR CATEGORICAL FUNDS	20,800	7,885	20,800
TOTAL SUPPLIES	1,129,028	521,852	1,129,028
CONTRACTS/SERVICES	10,925,645	6,807,026	11,044,899
INSURANCE	913,397	898,837	913,397
UTILITIES	3,266,052	1,960,270	3,266,052
BACKFILL FOR CATEGORICAL FUNDS	180,454	16,896	180,454
TOTAL SERVICES	15,285,548	9,683,029	15,404,802
BLDG & SITES	45,000	30,895	45,000
EQUIPMENT	218,430	72,915	243,430
LEASE PURCHASES	81,489	216	81,489
BACKFILL FOR CATEGORICAL FUNDS	167,188	38,619	167,188
TOTAL CAPITAL	512,107	142,645	537,107
TOTAL EXPENDITURES	139,525,651	88,363,931	139,087,573
OUTGOING TRANSFER/FINANCIAL AID	236,904	163,485	236,904
BACKFILL FOR CATEGORICAL FUNDS	24,940	-	24,940
TOTAL TRANSFERS/FINANCIAL AID	261,844	163,485	261,844
TOTAL EXPENDITURES & TRANSFERS	139,787,495	88,527,416	139,349,417

**UNRESTRICTED GENERAL FUND 01.0
2010-2011 FUND BALANCE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL FUND BALANCE	2010-2011 PROJECTED FUND BALANCE
TOTAL REVENUE AND TRANSFERS	133,789,175	97,372,993	134,950,383
TOTAL EXPENDITURES AND TRANSFERS	137,882,767	88,245,739	137,784,223
BACKFILL FOR CATEGORICAL FUNDS	1,423,773	281,677	1,423,773
VACANT POSITIONS WITH PAYROLL RELATED BENEFITS	961,912	-	1,131,366
VACANT SAVINGS WITH PAYROLL RELATED BENEFITS	(480,957)	-	(989,945)
OPERATING SURPLUS/(DEFICIT)	(5,998,320)	8,845,577	(4,399,034)
ONE-TIME FUNDING			
PRIOR YEAR APPORTIONMENT ADJ	-	108,234	108,234
MANDATED COST RECOVERY	-	413,930	413,930
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	(5,998,320)	9,367,741	(3,876,870)
BEGINNING BALANCE***	18,470,103	18,470,103	18,470,103
TRANSFER TO DESIGNATED RESERVE - NEW FACULTY	(413,168)	(413,168)	(413,168)
ENDING FUND BALANCE***	12,058,615	27,424,676	14,180,065
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS **	8.63%	30.98%	10.18%
<p>** Chancellor's Office recommended ratio is 5%. Please see ADDENDUM for Designated Reserves.</p> <p>*** Fund Balance reflects designated reserves.</p>			

**RESTRICTED GENERAL FUND 01.3
2010-2011 REVENUE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL REVENUE	2010-2011 PROJECTED REVENUE
FEDERAL			
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	620,461	242,050	620,461
FWS-FEDERAL WORK STUDY	535,774	215,636	535,774
RADIO GRANTS	1,700,000	1,120,125	1,700,000
TANF-TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	52,106	40,686	53,534
TECH PREP	69,708	19,068	69,708
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)	-	46,574	46,574
FEDERAL CARRYOVERS	1,571,449	1,398,458	1,743,070
OTHER FEDERAL	7,822,459	541,445	9,096,098
TOTAL FEDERAL	12,371,957	3,624,042	13,865,219
STATE			
LOTTERY	697,359	697,359	697,359
BASIC SKILLS	-	320,897	399,775
SFAA-STUDENT FINANCIAL AID ADMIN	705,598	536,254	705,598
EOPS-EXTENDED OPPORTUNITY PROG & SERV	820,970	628,763	827,320
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	55,879	42,468	55,879
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	980,431	873,790	1,149,724
NON-CREDIT MATRICULATION	20,861	16,689	20,861
MATRICULATION	667,773	530,578	663,229
EQUAL EMPLOYMENT OPPORTUNITY-STAFF/FACULTY DIVERSITY	8,696	6,609	8,696
CALWORKS	164,884	123,350	162,303
ENROLLMENT GROWTH	160,937	109,437	160,937
STATE CARRYOVERS	1,611,247	1,512,208	1,919,666
OTHER STATE	315,919	13,792	24,200
TOTAL STATE	6,210,554	5,412,194	6,795,547
LOCAL			
PICO PARTNERSHIP	151,444	75,722	151,444
HEALTH FEES	1,230,000	1,290,349	1,290,349
PARKING FEES	1,600,000	1,600,000	1,600,000
DONATIONS-KCRW	5,027,286	2,389,928	5,027,286
COMMUNITY SERVICES	845,000	734,233	845,000
COUNTY CALWORKS	64,000	45,759	64,000
CONSOLIDATED CONTRACT ED-LOCAL	146,092	378,911	394,558
LOCAL CARRYOVERS	1,037,206	855,699	856,451
OTHER LOCAL	2,941,065	2,782,713	2,950,199
TOTAL LOCAL	13,042,093	10,153,314	13,179,287
TOTAL REVENUE	31,624,604	19,189,550	33,840,053

**RESTRICTED GENERAL FUND 01.3
2010-2011 EXPENDITURE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL EXPENDITURES	2010-2011 PROJECTED EXPENDITURES
INSTRUCTION	18,414	63,920	88,864
MANAGEMENT	1,695,480	1,017,552	2,594,038
NON-INSTRUCTION	1,182,346	662,983	962,786
HOURLY INSTRUCTION	479,367	180,444	537,901
HOURLY NON-INSTRUCTION	1,599,258	1,233,810	1,785,587
TOTAL ACADEMIC	4,974,865	3,158,709	5,969,176
CLASSIFIED REGULAR	2,460,834	1,596,896	2,618,464
CLASSIFIED MANAGERS	277,483	207,730	312,483
CLASS REG INSTRUCTION	30,000	-	30,000
CLASSIFIED HOURLY	1,857,282	1,317,275	2,250,183
CLASS HRLY INSTRUCTION	314,459	181,821	272,274
TOTAL CLASSIFIED	4,940,058	3,303,722	5,483,404
BENEFITS HOLDING ACCOUNT	2,328,952	-	1,174,918
STRS	-	194,857	194,857
PERS	-	221,793	221,793
OASDI/MEDICARE	-	225,036	225,036
H/W	-	536,357	536,357
SUI	-	39,568	39,568
WORKERS' COMP.	-	71,929	71,929
ALTERNATIVE RETIREMENT	-	43,452	43,452
TOTAL BENEFITS	2,328,952	1,332,992	2,507,910
TOTAL SUPPLIES	1,143,978	324,625	1,230,944
CONTRACTS/SERVICES	11,663,815	3,811,630	11,459,913
INSURANCE	2,459,000	2,440,521	2,459,000
UTILITIES	232,700	214,105	232,700
TOTAL SERVICES	14,355,515	6,466,256	14,151,613
BLDG & SITES	1,585,000	457,816	1,661,232
EQUIPMENT/LEASE PURCHASE	1,538,004	748,563	1,609,101
TOTAL CAPITAL	3,123,004	1,206,379	3,270,333
TOTAL EXPENDITURES	30,866,372	15,792,683	32,613,380
OTHER OUTGO - STUDENT AID	556,912	405,529	1,001,762
OTHER OUTGO - TRANSFERS	201,320	79,304	224,911
TOTAL OTHER OUTGO	758,232	484,833	1,226,673
TOTAL EXPENDITURES & OTHER OUTGO	31,624,604	16,277,516	33,840,053

**RESTRICTED GENERAL FUND 01.3
2010-2011 FUND BALANCE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL FUND BALANCE	2010-2011 PROJECTED FUND BALANCE
TOTAL REVENUE AND TRANSFERS	31,624,604	19,189,550	33,840,053
TOTAL EXPENDITURES AND TRANSFERS	31,624,604	16,277,516	33,840,053
OPERATING SURPLUS/(DEFICIT)	-	2,912,034	-
BEGINNING BALANCE	-	-	-
CONTINGENCY RESERVE/ENDING FUND BALANCE	-	2,912,034	-
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFERS	0.00%	17.89%	0.00%

**CAPITAL OUTLAY FUND 40.0
2010-2011 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL	2010-2011 PROJECTED
REVENUE			
INTEREST	85,000	38,605	91,000
NON-RESIDENT CAPITAL CHARGE	3,411,958	3,295,892	3,411,958
TOTAL REVENUE	3,496,958	3,334,497	3,502,958
EXPENDITURES			
SUPPLIES	63,000	911	63,000
CONTRACT SERVICES	436,507	177,215	436,507
CAPITAL OUTLAY	8,649,524	1,465,481	8,655,524
TOTAL EXPENDITURES	9,149,031	1,643,607	9,155,031
OPERATING SURPLUS/(DEFICIT)	(5,652,073)	1,690,890	(5,652,073)
BEGINNING BALANCE	5,652,073	5,652,073	5,652,073
ENDING FUND BALANCE	-	7,342,963	-

EARTHQUAKE FUND 41.0
2010-2011 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL	2010-2011 PROJECTED
REVENUE			
FEDERAL/FEMA FUNDING	-	-	-
INTEREST	1,400	1,024	1,400
TOTAL REVENUE	1,400	1,024	1,400
EXPENDITURES			
CONTRACT SERVICES	-	-	-
CAPITAL OUTLAY	3,097,281	834,763	3,097,281
TRANSFER OUT	-	-	-
TOTAL EXPENDITURES	3,097,281	834,763	3,097,281
OPERATING SURPLUS/(DEFICIT)	(3,095,881)	(833,739)	(3,095,881)
BEGINNING BALANCE	3,095,881	3,095,881	3,095,881
ENDING FUND BALANCE	-	2,262,142	-

**MEASURE U FUND 42.2
2010-2011 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL	2010-2011 PROJECTED
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	220,000	150,761	310,000
TOTAL REVENUE	220,000	150,761	310,000
EXPENDITURES			
SUPPLIES	100,000	-	100,000
CONTRACT SERVICES	540,000	(69)	540,000
CAPITAL OUTLAY*	22,106,564	(743,016)	22,196,564
TOTAL EXPENDITURES	22,746,564	(743,085)	22,836,564
OPERATING SURPLUS/(DEFICIT)	(22,526,564)	893,846	(22,526,564)
BEGINNING BALANCE	22,526,564	22,526,564	22,526,564
ENDING FUND BALANCE	-	23,420,410	-

* Negative balance in the capital outlay expenditure line is a result of a reimbursement for FEMA approved project related to the 1994 earthquake.

MEASURE S FUND 42.3
2010-2011 REVENUE AND EXPENDITURE BUDGET

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL	2010-2011 PROJECTED
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	780,000	395,392	698,000
TOTAL REVENUE	780,000	395,392	698,000
EXPENDITURES			
SUPPLIES	104,057	303	104,057
CONTRACT SERVICES	5,355,259	68,246	5,355,259
CAPITAL OUTLAY	54,415,636	351,246	54,333,636
TOTAL EXPENDITURES	59,874,952	419,795	59,792,952
OPERATING SURPLUS/(DEFICIT)	(59,094,952)	(24,403)	(59,094,952)
BEGINNING BALANCE	59,094,952	59,094,952	59,094,952
ENDING FUND BALANCE	-	59,070,549	-

**MEASURE AA FUND 42.4
2010-2011 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL	2010-2011 PROJECTED
REVENUE			
OTHER FINANCING SOURCES	-	-	-
INTEREST	490,000	632,553	1,200,000
TOTAL REVENUE	490,000	632,553	1,200,000
EXPENDITURES			
SUPPLIES	728,038	-	728,038
CONTRACT SERVICES	14,923,450	21,508	14,923,450
CAPITAL OUTLAY	80,450,265	8,802,178	81,160,265
TOTAL EXPENDITURES	96,101,753	8,823,686	96,811,753
OPERATING SURPLUS/(DEFICIT)	(95,611,753)	(8,191,133)	(95,611,753)
BEGINNING BALANCE	95,611,753	95,611,753	95,611,753
ENDING FUND BALANCE	-	87,420,620	-

**STUDENT FINANCIAL AID FUND 74.0
2010-2011 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL	2010-2011 PROJECTED
REVENUE			
FEDERAL GRANTS	23,078,711	20,109,394	23,078,711
FEDERAL LOANS	3,250,000	1,838,421	3,250,000
CAL GRANTS	822,000	746,481	822,000
TRANSFER	236,904	162,153	236,904
TOTAL REVENUE	27,387,615	22,856,449	27,387,615
EXPENDITURES			
FINANCIAL AID	27,387,615	23,230,404	27,387,615
TOTAL EXPENDITURES	27,387,615	23,230,404	27,387,615
ENDING FUND BALANCE***	-	(373,955)	-

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

**AUXILIARY FUND
2010-2011 REVENUE AND EXPENDITURE BUDGET**

ACCOUNTS	2010-2011 ADOPTED BUDGET	March 31, 2011 ACTUAL	2010-2011 PROJECTED
BEGINNING BALANCE	2,006,239	2,006,239	2,006,239
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BALANCE	<u>2,006,239</u>	<u>2,006,239</u>	<u>2,006,239</u>
REVENUE			
GROSS SALES	7,532,949	5,856,775	7,258,930
LESS: COST OF GOODS	<u>(5,516,522)</u>	<u>(4,357,484)</u>	<u>(5,323,670)</u>
NET	2,016,427	1,499,291	1,935,260
VENDOR INCOME	757,496	581,571	777,351
AUXILIARY PROGRAM INCOME	<u>298,550</u>	<u>213,622</u>	<u>320,878</u>
NET INCOME	3,072,473	2,294,484	3,033,489
INTEREST	<u>43,000</u>	<u>34,099</u>	<u>39,000</u>
TOTAL REVENUE	<u>3,115,473</u>	<u>2,328,583</u>	<u>3,072,489</u>
TOTAL FUNDS AVAILABLE	<u>5,121,712</u>	<u>4,334,822</u>	<u>5,078,728</u>
EXPENDITURES			
STAFFING	1,317,228	870,457	1,257,321
FRINGE BENEFITS	308,000	216,552	312,793
OPERATING	<u>2,202,043</u>	<u>942,400</u>	<u>2,210,131</u>
TOTAL EXPENDITURES	<u>3,827,271</u>	<u>2,029,409</u>	<u>3,780,245</u>
ENDING FUND BALANCE	<u>1,294,441</u>	<u>2,305,413</u>	<u>1,298,483</u>

ADDENDUM TO UNRESTRICTED GENERAL FUND 01.0 - DESIGNATED RESERVE

ACCOUNTS	2010-2011 PROJECTED
DESIGNATED RESERVE FOR:	
UNFUNDED RETIREE BENEFITS	2,000,000
NEW FACULTY TO BE HIRED	413,168
TOTAL	<hr/> 2,413,168 <hr/>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

District: (780) SANTA MONICA

**Fiscal Year: 2010-2011
Quarter Ended: (Q3) Mar 31, 2011**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	132,456,509	134,609,448	133,204,874	135,247,636
A.2	Other Financing Sources (Object 8900)	213,913	162,613	145,184	224,911
A.3	Total Unrestricted Revenue (A.1 + A.2)	132,670,422	134,772,061	133,350,058	135,472,547
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	128,566,012	133,921,933	131,958,636	139,087,573
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,267,030	239,346	330,078	261,844
B.3	Total Unrestricted Expenditures (B.1 + B.2)	129,833,042	134,161,279	132,288,714	139,349,417
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	2,837,380	610,782	1,061,344	-3,876,870
D.	Fund Balance, Beginning	15,960,596	18,797,976	19,408,758	20,470,103
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	15,960,596	18,797,976	19,408,758	20,470,103
E.	Fund Balance, Ending (C. + D.2)	18,797,976	19,408,758	20,470,102	16,593,233
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.5%	14.5%	15.5%	11.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	18,843	23,547	23,443	22,619
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		22,984,105	29,394,225	31,725,982
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	37,545,313	22,984,105	29,394,225	31,725,982

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	133,587,855	135,247,636	97,815,853	72.3%
I.2	Other Financing Sources (Object 8900)	201,320	224,911	79,304	35.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	133,789,175	135,472,547	97,895,157	72.3%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	139,525,651	139,087,573	88,363,931	63.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	261,844	261,844	163,485	62.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	139,787,495	139,349,417	88,527,416	63.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-5,998,320	-3,876,870	9,367,741	
L.	Adjusted Fund Balance, Beginning	20,470,103	20,470,103	20,470,103	
L.1	Fund Balance, Ending (C. + L.2)	14,471,783	16,593,233	29,837,844	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.4%	11.9%		

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	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

The District realized an operating deficit, excluding one-time items, in 2009-2010 of <\$1,567,597>. The deficit is projected to increase into a <\$4,399,034> operating deficit, excluding one-time items, in 2010-2011, placing significant strain on the District's reserves. Other issues that must be addressed include:
 1) The uncertainty of the proposed 2011-2012 State budget is making planning difficult. Best case scenario the District expects a funding reduction of at least <\$5,571,000>; coupled with the current year projected deficit the District is facing a 2011-2012 deficit of approximately <\$10,000,000> prior to any District related budget reductions being implemented.
 2) The ever growing and extensive cash deferral mechanism in the State General Apportionment dispersal process has, and is expected to continue to, cause the District cash flow issues that may require borrowing and additional borrowing related expenditures.
 3) The District is in negotiation with all three of its unions. Any increase in compensation will need to be funded from Fund Balance and would further increase the District's operating deficit unless equal reductions are obtained.