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

**REGULAR MEETING  
MONDAY, DECEMBER 1, 2003**

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

**5:30 p.m. – Closed Session  
Business Building Room 111**

**7:00 p.m. - Public Meeting  
Board Room  
Business Building Room 117**

*The complete agenda may be accessed on the  
Santa Monica College website:  
<http://www.smc.edu/admin/trustees/meetings/>*

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

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

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

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

**General Public Comments and Consent Agenda**

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

**Major Items of Business**

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

2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.
4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

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

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

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

December 1, 2003

**A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, December 1, 2003.

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

- |  | <u>Page No.</u> |
|--|-----------------|
| <b>I. ORGANIZATIONAL FUNCTIONS</b>   |                 |
| A Call to Order  | 1               |
| B Roll Call  |                 |
| <br>   |                 |
| <b>II. CLOSED SESSION</b> ( <i>Scheduled for 5:30 p.m.</i> )   |                 |
| • Collective Bargaining,<br>pursuant to Government Code Section 54957.6                                    |                 |
| • Public Employee: Employment, Discipline, Dismissal, Release<br>pursuant to Government Code Section 54957 |                 |
| • Anticipated Litigation<br>pursuant to Government Code Section 54956.9                                    |                 |
| <br>   |                 |
| <b>III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS</b> ( <i>Continued</i> )                                 |                 |
| C Pledge of Allegiance   |                 |
| #1 Approval of Minutes: November 10, 2003 (Regular Meeting)  | 1               |
| #2 Election of Chair of the Board of Trustees  | 2               |
| #3 Election of Vice-Chair of the Board of Trustees   | 2               |
| #4 Election of Secretary, Assistant Secretary and Recording Secretary                                      | 3               |
| D Seating of the Board of Trustees   | 3               |
| #5 Election of Trustee Liaisons  | 3               |
| #6 Authorized Signature Resolutions  | 4               |
| #7 Schedule of Board of Trustees Meetings, 2004  | 6               |
| <br>   |                 |
| <b>IV. SUPERINTENDENT'S REPORT</b>   |                 |
| Updates: Facilities  |                 |
| Grants and Contracts   |                 |
| Financial Aid  |                 |
| <br>   |                 |
| <b>V. ACADEMIC SENATE REPORT</b>   |                 |
| <br>   |                 |
| <b>VI. CLASSIFIED SENATE REPORT</b>  |                 |

VII. **COMMUNICATIONS OR PUBLIC COMMENTS**

VIII. **CONSENT AGENDA**

*All items considered in one motion unless pulled for discussion later in the meeting*

**Planning and Development**

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- #8 Contracts and Consultants  
A Amendment to Contract with the New Los Angeles Training Center 8

**Academic and Student Affairs**

- #9 Contracts and Consultants  
A Emeritus College Facilities, Winter 2004 8  
B Student Right-to-Know Subscription Services 8

**Human Resources**

- #10 Contracts and Consultants  
A Contract for Legal Services, 2002-2003 9  
#11 Academic Personnel 9  
#12 Classified Personnel – Regular 10  
#13 Classified Personnel – Limited Duration 11  
#14 Classified Personnel – Non Merit 12

**Business and Administration**

- #15 Payment to Attorneys 13  
#16 Corrected Payment for Arbitrage Rebate Analysis of 1999 COPs 13  
#17 Claim for Damages 14  
#18 Contracts and Consultants 15  
A Risk Management Agreements  
#19 Facilities  
A Reimbursement to Contractor, 3171 Bundy Access Roadway and  
Parking Improvements 16  
B Agreement for Initial Environmental Study, Renovation of West  
Building, Bundy Campus 16  
C Amendment to Agreement for Architectural Services – Liberal Arts  
Building Project 17  
D Change Order No. 12 – Library Expansion and Renovation Project 18  
E Completion of Library Expansion and Renovation 18  
F Quarterly Pool Payment Under Joint Use of Facilities Agreement  
With City of Santa Monica 19  
G Amendment to Interior Design Agreement – Emeritus College Facility 19

IX. **MAJOR ITEMS OF BUSINESS**

- #20 Tentative Agreement with CSEA on Effects of Layoff 20  
#21 Resolution in Support of Equity Funding for California Community Colleges 21  
#22 Board Policy – Second Reading and Approval, Section 1000,  
Bylaws of the Board 22

X. **BOARD REPORT AND COMMENTS**

XI. **INFORMATON ITEMS**

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F	Review of District Investments	38
G	Citizens' Bond Oversight Committee, Meeting of October 15, 2003	41

XII. **ADJOURNMENT:** The next regular meeting of the Santa Monica January 12, 2004 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.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

**I. ORGANIZATIONAL FUNCTIONS**

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Herbert Roney, Chair  
 Dr. Margaret Quiñones, Vice-Chair  
 Carole Currey  
 Dr. Dorothy Ehrhart-Morrison  
 Dr. Nancy Greenstein  
 Graham Pope  
 Annette Shamey  
 Melvon George, Student Trustee

**II. CLOSED SESSION**

- Collective Bargaining, pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release pursuant to Government Code Section 54957
- Anticipated Litigation pursuant to Government Code Section 54956.9

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

C. PLEDGE OF ALLEGIANCE

**RECOMENDATION NO. 1**

**APPROVAL OF MINUTES**

It is recommended that the minutes from the following meetings of the Santa Monica Community College District Board of Trustees be approved:

November 10, 2003 (Regular Meeting)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 2**                      **ELECTION OF CHAIR OF THE BOARD OF TRUSTEES**

It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District.

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

**RECOMMENDATION NO. 3**                      **ELECTION OF VICE-CHAIR OF THE BOARD OF TRUSTEES**

It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 4**      **ELECTION OF SECRETARY, ASSISTANT SECRETARY AND RECORDING SECRETARY**

It is recommended that Superintendent/President Piedad F. Robertson be elected Secretary to the Board of Trustees; Executive Vice-President, Business and Administration, Thomas J. Donner, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

Comment:            In accordance with Board Policy 1170, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

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

**INFORMATION ITEM E**                      **SEATING OF THE BOARD OF TRUSTEES**

The Board of Trustees will be seated by drawing numbers, with the Board Chair in the middle, the Vice-Chair to the right of the Chair, the Superintendent to the right of the Vice-Chair, and the Student Trustee in the designated Student Trustee position.

**RECOMMENDATION NO. 5**                      **ELECTION OF TRUSTEE LIAISONS**

It is recommended that the Board of Trustees elect two trustees to serve as liaisons with the City of Santa Monica and the Santa Monica-Malibu Unified School District through December, 2004.

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



**BOARD OF TRUSTEES****ACTION**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

December 1, 2003

MAJOR ITEMS OF BUSINESS**RECOMMENDATION NO. 6****AUTHORIZED SIGNATURE RESOLUTIONS**

It is recommended that the Board of Trustees resolve that the Superintendent/ President Piedad F. Robertson, Executive Vice-President, Business and Administration Thomas J. Donner, Vice-President, Human Resources Robert Sammis and Associate Vice-President, Business Services Cheryl Miller be authorized to sign warrants, orders for salary payment, notices of employment, contracts, and other documents as directed by the Board of Trustees; Director of Auxiliary Services George Prather and Controller Robert Parker be authorized to sign Auxiliary warrants; and Director of Purchasing Keith Webster be authorized to sign purchase orders.

It is further recommended that the attached "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 2, 2003 through December 20, 2004.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

Santa Monica Community College District

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633  
 Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 2, 2003 to December 20, 2004  
 In accordance with governing board approval dated December 1, 2003

Signature \_\_\_\_\_  
 Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
Chair, Board of Trustees
SIGNATURE
TYPED NAME
Vice-Chair, Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME
Member of the Board of Trustees
SIGNATURE
TYPED NAME

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME
Piedad F. Robertson
TITLE
Superintendent President
SIGNATURE
TYPED NAME
Thomas J. Donner
TITLE
Executive Vice-President, Business/Adm.
SIGNATURE
TYPED NAME
Robert Sammis
TITLE
Vice-President, Human Resources
SIGNATURE
TYPED NAME
Cheryl Miller
TITLE
Assoc. Vice-President, Business
SIGNATURE
TYPED NAME
George Prather
TITLE
Director of Auxiliary Services
SIGNATURE
TYPED NAME
Robert Parker
TITLE
Controller
SIGNATURE
TYPED NAME
Keith Webster
TITLE
Director of Purchasing

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
1	1
NOTICES OF EMPLOYMENT	CONTRACTS
1	1

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7                      SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2004

It is recommended that the Board of Trustees review and approve the schedule of Board of Trustees meetings for 2004. The dates in **bold** are regular meetings or retreats; alternate dates are included for special meetings or workshops. The Board will discuss and determine dates for the winter and summer retreats from the possible dates indicated.

<b>Board of Trustees Meeting</b>	<b>Comment</b>
<b>January 12, 2004</b> (second Monday)	Meeting is scheduled on the second Monday of the month because of the preceding holidays. CCLC Orientation/Legislative Conference: 1/24-1/26
<b>January 30</b> <b>Board Retreat</b> (Friday)	
<b>February 2</b>	ACCT Legislative Conference: 2/8-2/10 College holiday: 2/16
<b>March 1</b>	
March 15 ( <i>hold</i> )	
<b>April 12</b> (second Monday)	Passover: 4/5-4/6 Spring Break: 4/12-4/16 CCCT Annual Conference: 4/30-5/2
April 26 ( <i>hold</i> )	
<b>May 3</b>	
May 17 ( <i>hold</i> )	
<b>June 7</b> <i>Tentative 2004-2005 Budget</i>	Graduation: 6/15
June 23 ( <i>hold</i> )	
<b>July 6</b> (Tuesday)	College holiday: 7/5
<b>July 16, or 23, or 30</b> (Friday) <b>Board Retreat</b>	Possible dates: 7/16, 7/23, or 7/30
<b>August 2</b>	
August 16 ( <i>hold</i> )	
<b>September 7</b> (first Tuesday) <i>2004-2005 Budget Adoption</i>	College holiday: 9/6 Rosh Hashana: 9/16; Yom Kippur: 9/25
September 20 ( <i>hold</i> )	
<b>October 4</b>	
October 18 ( <i>hold</i> )	
<b>November 1</b>	Election: 11/2/04
November 15 ( <i>hold</i> )	CCLC Annual Conference: 11/18-11/20
<b>December 6</b>	
<b>December 20</b> Organizational Meeting	Election years: Organizational meeting scheduled on third Monday (after City Council meeting on second Tuesday at which resolution is approved to accept certification of election)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #8-#19.

Recommendations pulled for separate action:

Action on Consent Agenda

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 8**

**CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**8-A AMENDMENT TO CONTRACT WITH THE NEW LOS ANGELES TRAINING CENTER**

This amendment is only to change the contractor's name from the Los Angeles Urban League to the New Los Angeles Training Center. This contract was approved by the Board October 1, 2003 to train up to 30 individuals who are eligible under the workforce Investment Act.

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 9**

**CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**9-A EMERITUS COLLEGE FACILITIES, WINTER 2004**

Off-campus Emeritus College classes for Winter 2004 semester. Payment per class session is authorized as stated on the list.

Funding Source: 2003-2004 Budget of Emeritus College

Comment: The list of facilities is on file in the Office of Academic Affairs and Emeritus College.

**9-B STUDENT RIGHT-TO-KNOW SUBSCRIPTION SERVICE**

District participation in the Chancellor's Office Student-Right-To-Know Reporting Subscription service for the period of July 1, 2003 through June 30, 2005 in the amount of \$3,700 per year.

Funding Source: General Fund/Institutional Research

Comment: This agreement facilitates compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act and the implementing regulations of the U.S. Department of Education. Under the agreement the Chancellor's Office will provide the District with reports on student flow, completion and transfer rates, including data from other postsecondary institutions.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10**

**CONTRACT FOR LEGAL SERVICES, 2002-2003**

*Requested Action: Ratification*

Renewal of the following consultant contract for legal services for the period July 1, 2002 through June 30, 2003 on a month-to-month basis with 30-day cancellation notice:

Atkinson, Andelson, Loya, Ruud, Romo	\$135 to \$165 per hour for services provided by attorney staff and \$100 per hour for services provided by paralegal staff; plus expenses.
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**RECOMMENDATION NO. 11**

**ACADEMIC PERSONNEL**

*Requested Action: Approval*

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

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Danzy, Ida	Assistant Dean, Health Sciences	12/02/03
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ADJUNCT

(List on file in the Office of Human Resources - Academic)

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

CONSENT AGENDA: HUMAN RESOURCES

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

*Requested Action: Approval/Ratification*

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

EFFECTIVE DATE

ELECTIONS

**PERMANENT EMPLOYEE WITH LIMITED TERM SUMMER ASSIGNMENT**

Banders, Lenore, Health Services Technician, Health Services	08/25/03 - 08/31/03
Doyen, Sandra, Health Services Technician, Health Services	08/25/03 - 08/31/03
Harris, Paul, Laboratory Technician-Photography, Photo/Fashion	08/25/03 - 08/29/03
Huber, Teresa, Clerical Assistant I, Learning Resource Ctr.	08/25/03 - 08/31/03
Redhead, Eva, Health Services Technician, Health Services	08/25/03 - 08/31/03
Trager, Phyllis, Health Assistant, Health Services	08/25/03 - 08/31/03

**EDUCATIONAL PAY DIFFERENTIAL**

Villafuerte, Roger, Telecommunication Tech I	+1.5%
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**LEAVE OF ABSENCE WITHOUT PAY**

**PERSONAL**

Exum, Ellen, Cash Receipts Clerk, Auxiliary Services	11/20/03 - 03/20/04
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**SEPARATIONS**

**RESIGNATION**

Hasenmayer, Nancy S., Administrative Assistant I, Health Science	11/24/03
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**RETIREMENT**

Hansen, Peter, Administrator-Facilities Services., Facilities	12/31/03
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The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

CONSENT AGENDA: HUMAN RESOURCES

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

*Requested Action: Approval/Ratification*

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

ELECTIONS

EFFECTIVE DATE

PROVISIONAL

Karimali, Abdul M., Accounting Specialist II, Accounting	11/03/03 - 12/23/03
Morrison, Maureen A., Vocational Tutor Assistant I, Counseling	11/17/03 - 02/12/04
Rutledge, Kristie M., Costume Design Technician, Theatre Arts	09/19/03 - 12/22/03

LIMITED TERM

Arinsberg, Toni, Registration Information Clerk, A & R	11/10/03 – 02/12/04
Barr, Laura, Accounting Specialist II, Bookstore	09/01/03 - 12/31/03
Berent, Richard, Accompanist Performance, Music	11/13/03 - 11/23/03
Chappell, Jennifer, Registration Information Clerk, A & R	11/10/03 - 02/12/04
Check, Laura, Instructional Asst. ESL, ESL	10/13/03 - 12/12/03
Franco, Sandra, Registration Information Clerk, A & R	11/10/03 - 02/12/04
Glasner, Marvin, Financial Aid Clerk, Student Life	08/01/03 - 12/16/03
Jansen, Deborah, Personnel Technician, Personnel Commission	11/03/03 - 01/31/04
Sallovitz, Linda, Administrative Assistant I, Planning & Development	10/17/03 - 12/31/03



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

CONSENT AGENDA: HUMAN RESOURCES

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

All personnel assigned to non-merit employment will be elected on a limited term basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES

CalWORKS Student Assistant \$7.00/hr	2
College Student Assistant \$7.00/hr	35
College Work-Study Student Assistant \$7.00/hr	32

SPECIAL SERVICES

Art Model \$14.00/hr	1
Art Model \$17.00/hr	1
Community Services Specialist II \$38.00/hr	2

List(s) available in the Human Resources Office and attached to permanent minutes.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 15**

**PAYMENT TO ATTORNEYS**

*Requested Action: Ratification*

Payment in the amount of \$15,398.39 to LITTLER MENDELSON for legal services provided to the Personnel Commission regarding jurisdictional issues between the Personnel Commission and the District. District counsel declined to provide services citing a conflict of interest.

Funding Source: District General Fund/Personnel Commission Budget

Comment: Education Code Section 88132 provides: "The legal counsel of the governing board shall aid and represent the commission in all legal matters. The legal counsel shall refuse to represent the commission in circumstances in which the counsel know, or has reason to know, that at the time the request is made a conflict exists between the interests of the commission and the interests of the governing board or the community college district. If the legal counsel refuses to aid or represent the commission in a legal matter, the commission may employ its own attorney, and the reasonable cost thereof shall constitute a legal charge against the general funds of the community college district."

**RECOMMENDATION NO. 16**

**CORRECTED PAYMENT FOR ARBITRAGE  
REBATE ANALYSIS OF 1999 CERTIFICATES  
OF PARTICIPATION**

*Requested Action: Approval*

Corrected payment to BOND LOGISTICS LLP to prepare the Arbitrage Rebate Analysis for the 1999 Certificates of Participation for an additional amount of \$800, for a total fee of \$8,800.

Funding Source: 2003-2004 Capital Outlay Budget

Comment: The District is required to calculate the investment earnings from the Certificates of Participation less the interest paid on those certificates to determine if any excess earnings were derived from the tax-exempt status of the Certificates. The Arbitrage Rebate Analysis performed by Bond Logistics determined there were no excess earnings of the 1999 COP over the last four years. An item was presented to the Board in October 2003 based on an estimate of \$8,000. This item corrects the payment to the actual amount of the invoice.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 17**

**CLAIM FOR DAMAGES**

*Requested Action: Approval/Ratification*

Reject the following claims and refer the claims to the District's claims management firm.

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
John Inferrera for his client Helena Truong	10/31/03	unknown

Comment: The claimant alleges that she was struck by a cart driven by a District employee.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 18      CONTRACTS AND CONSULTANTS (continued)**

**18-A RISK MANAGEMENT AGREEMENTS**

**1. HAZARDOUS WASTE DISPOSAL**

Amend agreement with Clean Harbors to provide hazardous waste disposal services for an additional amount of \$5,000, for a total amount not to exceed \$19,000 for the period of July 1, 2003 through October 31, 2003.

Comment: The District entered into a short-term agreement with Clean Harbors to provide hazardous waste disposal services. This amendment is necessary to correct the amount of the contract and to complete ongoing projects.

**2. ENVIRONMENTAL SAFETY CONSULTING SERVICES AGREEMENT**

Amend the agreement with Maureen Sassoon to provide environmental safety consulting services on an as-needed basis for an additional amount of \$7,000 for an amended total not to exceed \$10,000. Services to include training, air monitoring, lab pick-up, chain-of-custody, lab fees and written reports as necessary to investigate health and safety issues.

Comment: Dr. Sassoon is a highly qualified Registered Environmental Assessor and Environmental Health Specialist.

**3. BIOMEDICAL WASTE DISPOSAL AGREEMENT**

Agreement with Medadent Biomedical, Inc. to provide biomedical waste disposal services at two sites from December 1, 2003 through June 30, 2005. Payable at \$127.80 per site per month plus applicable excess weight and materials charges. Total annual payments not to exceed \$6,000.

Comment: Medadent Biomedical, Inc. will remove biomedical waste from the Student Health Office, Life Science department (site #1) and the Health Sciences department (site #2) to ensure that the District is in compliance with the state blood borne pathogen program.

Funding Source: 2003-04 Budget/Risk Management

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 19 FACILITIES**

*Requested Action: Approval*

**19-A REIMBURSEMENT TO CONTRACTOR, 3171 BUNDY ACCESS ROADWAY & PARKING IMPROVEMENTS**

Reimburse G. B. COOKE, INC. for advance payments made to the Los Angeles Department of Water and Power (LADWP) for utility relocation costs in the amount of \$282,957 related to the 3171 Bundy Access Roadway & Parking Improvements project.

Funding Source: Measure U

Comment: G. B. Cooke has advanced the payment to LADWP in order to keep the project on schedule. LADWP requires payment in advance for the work they are to perform in the relocation of utilities portion of the Bundy access roadway work.

**19-B AGREEMENT FOR INITIAL ENVIRONMENTAL STUDY, RENOVATION OF WEST BUILDING, BUNDY CAMPUS**

Agreement with THE CHAMBERS GROUP, INC. for initial environmental assessment of the Renovation West Building, Bundy Campus project for an amount not to exceed \$16,400 plus reimbursable expenses.

Funding Source: Measure U

Comment: This agreement provides for an Initial Study of the Renovation of West Building, Bundy Campus project under the California Environmental Quality Act (CEQA) standards adopted by the Board of Trustees on January 14, 2002. This study will determine any environmental impacts resulting from the proposed renovation work and change in the use of the building from office/industrial to office/educational uses.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 19 FACILITIES** (continued)

**19-C AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES - LIBERAL ARTS BUILDING PROJECT**

Amend agreements with GENSLER for additional architectural services associated with Liberal Arts Building Project, as follows:

- (1) For signage, for an amount not to exceed \$25,000 plus reimbursable expenses.

Funding Source: FEMA/Measure U/State/City

Comment: This amendment provides for the programming, planning, design, specification and construction oversight of all code required and other signage associated with the North and South buildings of this project.

- (2) For furniture, for an amount not to exceed \$37,000 plus reimbursable expenses.

Funding Source: Measure U/State

Comment: This amendment provides for the programming, planning, design, specification and construction oversight of all furniture associated with the North and South buildings of this project.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 19                      FACILITIES (continued)**

**19-D FACILITIES: CHANGE ORDER NO. 12 LIBRARY EXPANSION & RENOVATION PROJECT**

It is recommended that the Board of trustees approved Change Order No. 12 with Nielsen Dillingham Builders on the Library Expansion and Renovation Project.

Original Contract Amount	\$22,050,000
Change Orders No. 1 – No. 11	- 219,712
Change Order No. 12	<u>127,882</u>
REVISED CONTRACT AMOUNT	\$21,958,170

Funding Source:        Prop T/FEMA/Capital Outlay

Comment:        This is the final change order to the Library Expansion Project representing the 47 remaining Potential Change Orders. Items include final pricing on Bulletins 9, 65, No outstanding change order issues remain.

**19-E COMPLETION OF LIBRARY EXPANSION & RENOVATION**

Subject to completion of punch list items by Nielsen Dillingham Builders, the Board of Trustees authorizes the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as LIBRARY EXPANSION & RENOVATION as being complete upon NIELSEN DILLINGHAM BUILDERS completion of punch list items. The Executive Vice President of Business and Administration shall determine the date of Final Completion and Final Acceptance. Subject to the foregoing and in strict accordance with all applicable provisions and requirements of the contract documents relating thereto, upon determination of Final Completion and Final Acceptance, disbursement of the final payment is authorized.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	December 1, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 19 FACILITIES** (continued)

**19-F QUARTERLY POOL PAYMENT UNDER JOINT USE OF FACILITIES AGREEMENT WITH THE CITY OF SANTA MONICA**

Quarterly payment to the CITY OF SANTA MONICA for the District's share of maintenance and operation costs of the new pool under the terms of the Joint Use of Facilities Agreement. Payment for the period of July 1, 2003 through September 30, 2003 is \$38,195.52.

Funding Source: 2002-2003 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 the maintenance and operational costs of the new pool based on the number of hours the College uses the pool compared to the total hours of pool use by all parties. The City is now billing on a quarterly basis.

**19-G AMENDMENT TO INTERIOR DESIGN AGREEMENT – EMERITUS COLLEGE FACILITY**

Amend the performance period of the agreement with LE DONNA SHOUSE to provide interior design services for the Emeritus College Facility to an ending date of April 30, 2004.

Funding Source: SMC Foundation – Emeritus College

Comment: Ms. Shouse has been assisting the District in the design of furniture layout and specifications. There has been a delay in the delivery of the furniture by the manufacturer which will extend the completion of Ms. Shouse's services. There will be no additional fees for this extension.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 1, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 20

TENTATIVE AGREEMENT WITH CSEA ON EFFECTS OF LAYOFF

It is recommended that the Board of Trustees approve the tentative agreement with CSEA on the effects of layoff.

Comment: The District has reached a tentative agreement with CSEA concerning the effects of the recent layoff actions. CSEA will submit the tentative agreement for ratification by its membership.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 1, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21

RESOLUTION IN SUPPORT OF EQUITY FUNDING FOR CALIFORNIA COMMUNITY COLLEGES

WHEREAS, there is an inequity in the funding-per-student in the California Community College system, and

WHEREAS, funding per full-time-equivalent student ranges from a low of about \$3,500 to a high of about \$8,000, depending on the individual community college district, and

WHEREAS, all California community college districts have the same basic responsibilities and are required to comply with the same state mandates, and

WHEREAS, the inequity in funding within the community college system should not continue, and

WHEREAS, the Governor and the state Legislature are starting the process of developing a state budget for 2004-05, and

WHEREAS, the ongoing budget crisis gives the state an opportunity to put into place a simpler and fairer funding mechanism,

NOW, THEREFORE, BE IT RESOLVED that the Santa Monica Community College District Board of Trustees calls upon the Governor and the state Legislature to draft a plan that will correct the inequity that exists in funding California community college districts.

COMMENT: This resolution will be forwarded to the Governor, the Secretary for Education, Chairs of the House and Senate Appropriations Committees, the Department of Finance, the California Community Colleges Board of Governors and the Chancellor.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	December 1, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22

BOARD POLICY - SECOND READING AND APPROVAL SECTION 1000, BYLAWS OF THE BOARD

It is recommended that the Board of Trustees conduct a second reading of the revised policies in Section 1000, Bylaws of the Board.

It is further recommended that the Board of Trustees approve the revised policies in Section 1000, Bylaws of the Board.

Comment: Suggested corrections and/or additions have been incorporated in the policies since the first reading held on November 10, 2003. These additions and/or corrections are indicated **in bold**.

Following is a brief explanation of the revisions and/or corrections to each section:

- BP 1120, Election  
BP 1130, Term  
BP 1170, Officers and Auxiliary Personnel  
*Revised to reflect that organizational meeting takes place following certification of election by County of Los Angeles*
- BP 1215, Awarding of Honorary Degrees  
*New*
- BP 1230, Code of Ethics  
*Added statements regarding political activities and personal use of public resources (per CCLC policies)*
- BP 1264, Citizens' Bond Oversight Committee  
*New (per CCLC policies). Added specific information about composition of committee and contents of the annual report.*
- BP 1265, Superintendent/President Succession  
*New (per CCLC policies)*
- BP 1266, Selection of Superintendent/President  
*New (per CCLC policies)*
- BP 1270, Board Self-Evaluation, and BP 1280, Evaluation of Superintendent  
*Deleted reference to specific day/month for evaluation*

- BP 1320, Health and Welfare Benefits for Former Board Members  
*Revisions to bring policy into compliance with Education Code provisions. Restricts health and welfare benefits to eligible former board members to be the same as those for classified retirees.*
- BP 1400, Student Trustee Qualifications  
*Revisions suggested by CCLC based on Education Code provisions brings this policy into compliance. The Education Code is not permissive with regard to the qualifications for the student trustee.*
- BP 1511, Regular Meetings  
*Added language suggested by CCLC including statement about accessibility to persons with disabilities*
- BP 1512, Special and Emergency Meetings  
*Added provisions for emergency meetings*
- BP 1520, Quorum and Voting  
*Included voting requirements for specific types of agenda items (per CCLC policies). Education Code 81342 specifies "unanimous vote of all members of the Board."*
- BP 1550, Construction of Agenda for Board of Trustees Meetings  
*Added clarification*
- BP 1560, Distribution and Posting of Agenda  
BP 1580, Minutes of the Board of Trustees Meetings  
*Added statement about documents be provided in alternative formats to be accessible to persons with disabilities*
- BP 1570, Public Participation- Addressing the Board of Trustees  
*Revised policy to follow suggestion by legal counsel based on court cases.*
- Moved Section 1600, Participatory Governance to Section 2000 (General District)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	December 1, 2003

**INFORMATION ITEM E      2003-2004 QUARTERLY BUDGET REPORT**

**GENERAL FUND BUDGET SUMMARY  
(PROJECTED AS OF SEPTEMBER 30, 2003)**

Beginning Balance	\$1,862,057
Income	119,105,348
Total Funds Available	120,967,405
Less: Expenses & Transfers	119,105,348
Ending Balance	\$1,862,057

Comment: On a quarterly basis Business Services provides to the Board of Trustees a complete set of financial statements for all funds along with the quarterly 311Q report required by the Chancellor's Office.



**Fiscal Year 2003-2004**  
**District:(780)SANTA MONICA Quarter Ended: (Q1) September 30, 2003**  
**Certified Date:25-Nov-03 02:40 PM**

**I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):**

<u>Annual</u>	<b>As of June 30 for fiscal year (FY) specified.</b>			
	<b>FY00-01</b>	<b>FY01-02</b>	<b>FY02-03</b>	<b>FY03-04</b>
<b>General Fund Revenues</b> (Objects 8100, 8600, and 8800)	115,768,649	117,591,098	120,037,531	118,829,627
<b>Other Financing Sources</b> (Objects 8900)	323,963	1,019,335	269,125	275,721
<b>General Fund Expenditures</b> (Objects 1000-6000)	111,934,300	122,038,663	119,801,619	117,519,987
<b>Other Outgo</b> (Objects 7100, 7300, 7400, 7500, and 7600)	1,383,093	2,204,342	1,152,881	1,585,361
<b>Reserve for contingency</b> <b>Unrestricted</b>	0	0	0	1,862,057
<b>Reserve for contingency</b> <b>Total</b>	0	0	0	1,862,057
<b>General Fund Ending Balance</b> <b>Unrestricted</b>	5,821,609	1,210,760	767,374	0
<b>General Fund Ending Balance</b> <b>Total</b>	7,047,790	1,415,218	767,374	0
<b>Prior-Year Adjustments</b>	-1,397,467	0	1,094,683	0
<b>Attendance FTES</b>	20,083	21,814	22,729	16,599
<u>Quarter</u>	<b>For the same quarter to each fiscal year (FY) specified</b>			
	<b>FY00-01</b>	<b>FY01-02</b>	<b>FY02-03</b>	<b>FY03-04</b>
<b>General Fund Cash Balance</b> (Excluding investments)	9,660,638	11,460,396	1,662,092	11,217,315

**II. General Fund (Unrestricted and Restricted) Year-To-Date Revenues and Expenditures:**

	<b>Total Budget</b> (Annual)	<b>Actual</b> (Year-to-Date)	<b>Percentage</b> %
<b>General Fund Revenues</b> (Objects 8100, 8600, and 8000)	118,829,627	26,960,683	22.69
<b>Other Financing Source</b> (Objects 8900)	275,721	0	0.00
<b>General Fund Expenditures</b> (Objects 1000-6000)	117,519,987	17,072,388	14.53
<b>Other Outgo</b> (Objects 7100, 7300, 7400, 7500, and 7600)	1,585,361	45,536	2.87

**III. Has the district settled any employee contracts during this quarter?** Yes  No  **If yes, complete the following:** (If multi-year settlement, provide information for all years covered)

**Salaries**

<b>Contract Period Settled</b> (Specify)	<b>Management</b>		<b>Academic(Certificated)</b>		<b>Classified</b>	
	<b>Total Salary</b>	<b>Cost-Increase %*</b>	<b>Total Salary</b>	<b>Cost-Increase %*</b>	<b>Total Salary</b>	<b>Cost-Increase %*</b>
Year 1	0		0		0	
Year 2	0		0		0	
Year 3	0		0		0	

\* As specified in collective bargaining agreement.

**Benefits**

<b>Contract Period Settled</b>	<b>Management Total</b>	<b>Academic Total</b>	<b>Classified Total</b>
Year 1	0	0	0
Year 2	0	0	0
Year 3	0	0	0

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves, from cost-of-living, etc.

[Empty box for statement regarding revenue sources]

IV. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.) Yes  No  If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

THE DISTRICT EXPERIENCED DECLINE IN TOTAL ENROLLMENT AS A RESULT OF BUDGET CUTS. IT ALSO EXPERIENCED LESS REVENUE FROM INTERNATIONAL STUDENTS DUE TO CHANGES IN IMMIGRATION POLICIES.

V. Does the district have significant fiscal problems that must be addressed this year? Yes  No  Next year? Yes  No  If yes, what are the problems and what actions will be taken? (Include additional pages of explanation if needed.)

THIS YEAR OUR PROBLEMS ARE CAUSED BY INCREASED CUTS AND REDUCED REVENUES. NEXT YEAR OUR PROBLEMS WILL BE RECOVERING TO AT LEAST THE 2002/2003 LEVEL OF ENROLLMENT.

**CERTIFICATION**

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of meeting.

District Chief Business Officer

Date

District Superintendent

Date

Quarter Ended: (Q1) September 30, 2003

Governing Board Meeting Date

\_\_\_/\_\_\_/\_\_\_

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Back

**2003/04 UNRESTRICTED GENERAL FUND 01.0 (FORMERLY FUND 01) INCOME BUDGET**

ACCOUNTS (a)	03/04 ADOPTED BUDGET (b)	SEPT. 30, 2003 ACTUAL INCOME (c)	03/04 PROJECTED BUDGET (d)
<b>FEDERAL</b>			
1. 8189 FIN AIDS ADM ALLOWANCES	114,873	0	114,873
2. TOTAL FEDERAL	114,873	0	114,873
<b>STATE</b>			
3. 8610 PRINCIPAL APPT.	39,093,071	6,246,277	39,093,071
4. 8611 BASIC SKILLS APPT.	0	127,759	0
5. 8616 PRIOR YR APPT. ADJ.	312,170	0	312,170
6. 8672 HOMEOWNERS EXEMPT	94,454	0	94,454
7. 8680 STATE LOTTERY REV.	2,406,875	0	2,406,875
8. 8692 MANDATED COST RECOV.	0	0	0
9. 8699 OTH STATE *	1,000,440	282,240	1,000,440
10. PARTNERSHIP FOR EXCELLENCE	4,276,360	532,169	4,276,360
11. TOTAL STATE	47,183,370	7,188,445	47,183,370
<b>LOCAL</b>			
12. 8810 PROP TAX SHIFT	25,497,202	1,737,819	25,497,202
13. 8811 SECURED TAX	6,879,210	0	6,879,210
14. 8812 SUPPLE. TAXES	105,342	34,882	105,342
15. 8813 UNSECURED TAX	370,894	292,557	370,894
16. 8816 PRIOR YRS TAXES	253,184	184,253	253,184
17. 8830 INTENSIVE ESL	410,496	335,025	410,496
18. 8850 RENTS	17,825	14,123	17,825
19. 8860 INTEREST	204,242	21,742	204,242
20. 8874 ENROLLMENT FEES	6,230,782	2,598,875	6,230,782
21. 8879 STUDENT RECORDS	150,452	0	150,452
22. 8880 NON RES TUITION	11,829,471	8,259,759	11,829,471
23. 8886 F1 APPLICATION FEES	71,545	34,795	71,545
24. 8889 OTHER FEES	236,326	21,633	236,326
25. 8890 OTHER LOCAL	278,175	6,063	278,175
26. 8891 I. D. CARD SERVICE CHARGE	430,615	258,641	430,615
27. 8892 LIBRARY FINES	16,472	20	16,472
28. 8893 PARKING FINES	237,696	68,324	237,696
29. TOTAL LOCAL	53,219,929	13,868,511	53,219,929
30. TOTAL INCOME (Lines 2 + 11 + 29)	100,518,172	21,056,956	100,518,172
31. 8912 SALE OF EQUIP/SUPPL.	0	0	0
32. 8980 TRANSFER IN	59,420	0	59,420
33. TOTAL REVENUE (Lines 30 + 31 + 32)	100,577,592	21,056,956	100,577,592
34. BEGINNING BALANCE	1,862,057	1,862,057	1,862,057
35. ADJUSTMENT TO BEGINNING BALANCE	0	0	0
36. TOTAL FUNDS AVAIL. (Lines 33 + 34 + 35)	102,439,649	22,919,013	102,439,649



2003/04 UNRESTRICTED GENERAL FUND 01.0 (FORMERLY FUND 01) EXPENDITURE BUDGET

ACCOUNTS	03/04 ADOPTED BUDGET	SEPT. 30, 2003 ACTUAL EXPENDITURES	03/04 PROJECTED BUDGET
(a)	(b)	(c)	(d)
1. INSTRUCTION	21,615,647	2,558,346	21,615,647
2. ACADEMIC MANAGERS	3,306,745	590,602	3,306,745
3. NON-INSTRUCTION	3,968,600	529,625	3,968,600
4. HOURLY INSTRUCTION	14,244,756	3,808,124	14,244,756
5. HOURLY NON INSTRUCTION	2,673,350	533,113	2,673,350
6. TOTAL ACADEMIC	45,809,098	8,019,810	45,809,098
7. CLASSIFIED REGULAR	15,521,369	2,604,223	15,521,369
8. CLASSIFIED MANAGERS	2,606,678	474,874	2,606,678
9. CLASS REG INSTRUCTION	2,230,413	309,772	2,230,413
10. CLASSIFIED HOURLY	1,385,704	298,138	1,385,704
11. CLASS HRLY INSTRUCTION	389,651	106,718	389,651
12. TOTAL CLASSIFIED	22,133,815	3,793,725	22,133,815
13. STRS	3,346,570	592,141	3,346,570
14. PERS	2,495,337	253,292	2,495,337
15. OASDHI	1,976,982	297,536	1,976,982
16. H/W	9,060,044	13,878	9,060,044
17. RETIREE'S H/W	1,138,065	99,614	1,138,065
18. SUI	137,013	34,102	137,013
19. WORKERS' COMP.	1,157,757	159,262	1,157,757
20. DISTRICT RETIREMENT	541,379	65,038	541,379
21. TOTAL BENEFITS	19,853,147	1,514,863	19,853,147
22. TOTAL SUPPLIES	1,095,177	68,423	1,095,177
23. CONTRACTS/SERVICES	7,283,706	954,356	7,283,706
24. INSURANCE	585,635	480,657	585,635
25. UTILITIES	2,412,766	406,669	2,412,766
26. TOTAL SERVICES*	10,282,107	1,841,682	10,282,107
27. BLDG & SITES	0	10,350	0
28. EQUIPMENT	25,000	14,440	25,000
29. LEASE PURCHASES	818,874	1,245	818,874
30. TOTAL CAPITAL	843,874	26,035	843,874
31. TOTAL EXPENSES	100,017,218	15,264,538	100,017,218
32. OTHER OUTGO FINANCIAL AID	0	0	0
33. OTHER OUTGO-TRANSFERS	560,374	24,210	560,374
34. TOTAL EXP. & TRANSFERS (Lines 31 + 32 + 33)	100,577,592	15,288,748	100,577,592
35. CONTINGENCY RESERVE	1,862,057	0	1,862,057
36. TOTAL (Lines 34 + 35)	102,439,649	15,288,748	102,439,649

\*Lottery revenues are used to fund services.

2003/04 RESTRICTED GENERAL FUND 01.3 (FORMERLY FUND 03) INCOME BUDGET

REVENUE ACCOUNT	03/04 ADOPTED BUDGET	SEPT. 30, 2003 ACTUAL INCOME	03/04 PROJECTED BUDGET
(a)	(b)	(c)	(d)
<b>FEDERAL</b>			
1. 8170 VOCATIONAL ED.	171,859	13,749	171,859
2. 8180 ECONOMIC OPP. ACT/FWS	648,904	0	648,904
3. 8190 RADIO GRANTS	975,000	0	975,000
4. 8190 RADIO GRANTS C/O	470,078	438,078	470,078
5. 8241 TECH PREP	72,000	5,760	72,000
6. OTHER FEDERAL	920,688	32,274	920,688
7. TOTAL FEDERAL	3,258,529	489,861	3,258,529
<b>STATE</b>			
8. 8620 BLOCK GRANT C/O	309,510	309,510	309,510
9. 8620 S.F.A.A.	700,602	112,096	700,602
10. 8620 TTIP	36,364	4,418	36,364
11. 8620 TTIP C/O	213,348	213,348	213,348
12. 8620 CALWORKS	339,619	54,339	339,619
13. 8620 TANF	82,641	13,223	82,641
14. 8622 EXTENDED OPP. PROG.	1,109,468	177,514	1,109,468
15. 8622 EXTENDED OPP. PROG. C/O	177,329	177,329	177,329
16. 8623 DISABLED STUDENTS	981,012	156,962	981,012
17. 8650 MATRICULATION	693,266	110,922	693,266
18. 8650 MATRICULATION C/O	284,015	284,015	284,015
19. 8650 NON-CREDIT MATRICULATION	30,901	4,944	30,901
20. 8650 NON-CREDIT MATRICULATION C/O	28,537	28,537	28,537
21. 8650 EOPS CARE	99,437	15,910	99,437
22. 8650 EOPS CARE C/O	61,125	61,125	61,125
23. 8650 STAFF/FAC DIVERSITY	23,118	3,699	23,118
24. 8650 ENERGY RELIEF	325,469	325,469	325,469
25. 8650 TEACHER READING DEVELOPMENT PROGRAM	0	0	0
26. 8654 INSTR.EQUIP/LIBRARY MATL.	502,500	80,400	502,500
27. 8654 INSTR EQUIP LIBRARY MATL. C/O	382,285	382,285	382,285
28. 8656 STAFF DEVELOP. C/O	17,961	17,961	17,961
29. 8680 LOTTERY	318,762	0	318,762
30. OTHER STATE	1,192,477	11,847	1,192,477
31. TOTAL STATE	7,909,746	2,545,853	7,909,746
<b>LOCAL</b>			
32. 8830 PICO PARTNERSHIP	199,875	0	199,875
33. 8830 PICO PARTNERSHIP	14,615	0	14,615
34. 8876 HEALTH FEES	580,448	366,288	580,448
35. 8881 PARKING FEES	1,195,243	646,754	1,195,243
36. 8890 PARKING LOT INC	151,864	0	151,864
37. DONATIONS -KCRW	3,492,049	934,050	3,492,049
38. OTHER LOCAL	1,509,086	920,921	1,509,086
39. TOTAL LOCAL	7,143,180	2,868,013	7,143,180
40. TOTAL INCOME (Lines 7 + 31 + 39)	18,311,455	5,903,727	18,311,455
41. 8980 TRANSFERS	216,301	0	216,301
42. TOTAL REVENUE (Lines 40 + 41)	18,527,756	5,903,727	18,527,756
43. BEGINNING BALANCE	0	0	0
44. ADJUSTMENT TO BEGINNING BALANCE	0	0	0
45. TOTAL FUNDS AVAIL. (Lines 42 + 43 + 44)	18,527,756	5,903,727	18,527,756

2003/04 RESTRICTED GENERAL FUND 01.3 (FORMERLY FUND 03) EXPENDITURE BUDGET

ACCOUNTS	03/04 ADOPTED BUDGET	SEPT. 30, 2003 ACTUAL EXPENDITURES	03/04 PROJECTED BUDGET
(a)	(b)	(c)	(d)
1. INSTRUCTION	432,720	41,028	432,720
2. MANAGEMENT	603,404	17,774	603,404
3. NON-INSTRUCTION	1,055,947	146,620	1,055,947
4. HOURLY INSTRUCTION	278,505	18,589	278,505
5. HOURLY NON INSTRUCTION	1,319,578	123,713	1,319,578
6. TOTAL ACADEMIC	3,690,154	347,724	3,690,154
7. CLASSIFIED REGULAR	1,611,092	44,320	1,611,092
8. CLASSIFIED MANAGERS	272,892	227,687	272,892
9. CLASS REG INSTRUCTION	157,545	18,632	157,545
10. CLASSIFIED HOURLY	1,250,004	109,689	1,250,004
11. CLASS HRLY INSTRUCTION	240,841	32,110	240,841
12. TOTAL CLASSIFIED	3,532,374	432,438	3,532,374
13. STRS	284,558	26,482	284,558
14. PERS	197,230	28,705	197,230
15. OASDHI	293,932	20,530	293,932
16. H/W	481,981	15,744	481,981
17. SUI	26,967	1,542	26,967
18. WORKERS' COMP.	63,976	6,660	63,976
19. DISTRICT RETIREMENT	30,373	1,611	30,373
20. TOTAL BENEFITS	1,379,017	101,274	1,379,017
21. TOTAL SUPPLIES	554,166	42,603	554,166
22. CONTRACTS/SERVICES	4,528,838	339,217	4,528,838
23. INSURANCE	4,077	477,450	4,077
24. UTILITIES	325,469	26,596	325,469
25. TOTAL SERVICES	4,858,384	843,263	4,858,384
26. BLDG & SITES	15,302	0	15,302
27. EQUIPMENT	3,473,372	40,548	3,473,372
28. TOTAL CAPITAL	3,488,674	40,548	3,488,674
29. TOTAL EXPENSES (Lines 6 + 12+ 20 + 21 + 25 + 28)	17,502,769	1,807,850	17,502,769
30. OTHER OUTGO - FINANCIAL AIDS	965,567	21,326	965,567
31. OTHER OUTGO - TRANSFERS	59,420	0	59,420
32. TOTAL OTHER OUTGO	1,024,987	21,326	1,024,987
33. TOTAL EXP. & OTHER OUTGO (Lines 29 + 32)	18,527,756	1,829,176	18,527,756
34. CONTINGENCY RESERVE	0	0	0
35. TOTAL (Lines 33 + 34)	18,527,756	1,829,176	18,527,756

**SPECIAL RESERVE FUND 40.0 (FORMERLY FUND 15)**

ACCOUNTS	03/04 ADOPTED BUDGET	SEPT. 30, 2003 ACTUAL	03/04 PROJECTED BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	1,155,173	1,155,173	1,155,173
2. ADJUSTMENT TO BEGINNING BALANCE	0	(1,650,941)	0
3. ADJUSTED BEGINNING BALANCE	1,155,173	(495,768)	1,155,173
<b>INCOME</b>			
4. 8652 SCHEDULED MAINTENANCE	82,578	0	82,578
5. 8653 HAZARDOUS SUBSTANCES	241,210	0	241,210
6. 8655 CAPITAL OUTLAY - LIBRARY ADDITION	400,099	0	400,099
7. 8655 CAPITAL OUTLAY - LIBRARY EQUIPMENT	2,362,219	0	2,362,219
8. 8655 CAPITAL OUTLAY - LIBERAL ARTS	4,458,000	0	4,458,000
9. 8820 DONATIONS	0	0	0
10. 8860 INTEREST	0	0	0
11. 8880 NONRESIDENT CAPITAL CHARGE	1,120,000	0	1,120,000
12. 8890 LOCAL INCOME	0	0	0
13. 8891 LOCAL INCOME - REDEVELOPMENT	10,200,000	0	10,200,000
14. 8980 INCOMING TRANSFERS	0	5,000,000	0
15. TOTAL INCOME	18,864,106	5,000,000	18,864,106
16. TOTAL FUNDS AVAILABLE (Lines 3 + 15)	20,019,279	4,504,232	20,019,279
<b>EXPENSES</b>			
17. 2000 CLASSIFIED SALARIES	235,272	39,212	235,272
18. 3000 BENEFITS	56,483	7,320	56,483
19. 4000 SUPPLIES	3,000	0	3,000
20. 5000 CONTRACT SERVICES	250,000	47,115	250,000
21. 6000 CAPITAL OUTLAY	19,474,524	4,396,349	19,474,524
22. TOTAL EXPENSES	20,019,279	4,489,996	20,019,279
23. ENDING BALANCE (Lines 16 - 22)	0	14,236	0

**EARTHQUAKE FUND 41.0 (FORMERLY FUND 73)**

ACCOUNTS (a)	03/04 ADOPTED BUDGET (b)	SEPT. 30, 2003 ACTUAL (c)	03/04 PROJECTED BUDGET (d)
1. BEGINNING BALANCE	3,252,284	3,252,284	3,252,284
INCOME			
2. 8199 FEDERAL/FEMA FUNDING	0	0	0
3. TOTAL INCOME	0	0	0
4. TOTAL FUNDS AVAILABLE (Lines 1 + 3)	3,252,284	3,252,284	3,252,284
EXPENSES			
5. 5000 CONTRACT SERVICE	105,620	20,240	105,620
6. 6000 CAPITAL OUTLAY	3,146,664	61,373	3,146,664
7. 7000 TRANSFER OUT	0	2,000,000	0
8. TOTAL EXPENSES	3,252,284	2,081,613	3,252,284
9. ENDING BALANCE (Lines 4 - 8)	0	1,170,671	0

**BOND FUND 42.1 (FORMERLY FUND 70)**

ACCOUNTS (a)	03/04 ADOPTED BUDGET (b)	SEPT. 30, 2003 ACTUAL (c)	03/04 PROJECTED BUDGET (d)
1. BEGINNING BALANCE	4,822,474	3,252,284	4,822,474
2. ADJUSTMENT TO BEGINNING BALANCE	0	(280,845)	0
3. ADJUSTED BEGINNING BALANCE	4,822,474	2,971,439	4,822,474
INCOME			
4. 8860 INTEREST	28,656	36,412	28,656
5. TOTAL INCOME	28,656	36,412	28,656
6. TOTAL FUNDS AVAILABLE (Lines 3 + 5)	4,851,130	3,007,851	4,851,130
EXPENSES			
7. 6000 CAPITAL OUTLAY	4,851,130	26,280	4,851,130
8. 7000 TRANSFERS OUT	0	2,000,000	0
9. TOTAL EXPENSES	4,851,130	2,026,280	4,851,130
10. ENDING BALANCE (Lines 6 - 9)	0	981,571	0

**MEASURE U FUND 42.2 (FORMERLY FUND 71)**

ACCOUNTS	03/04 ADOPTED BUDGET	SEPT. 30, 2003 ACTUAL	03/04 PROJECTED BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	12,814,147	3,252,284	12,814,147
2. ADJUSTMENTS	0	1,370,096	0
3. ADJUSTED BEGINNING BALANCE	12,814,147	4,622,380	12,814,147
INCOME			
4. LOCAL INCOME	25,000,000	0	25,000,000
5. INTEREST	250,000	0	250,000
6. TOTAL INCOME	25,250,000	0	25,250,000
7. TOTAL FUNDS AVAILABLE (Lines 3 + 6)	38,064,147	4,622,380	38,064,147
EXPENSES			
8. 4000 SUPPLIES	0	0	0
9. 5000 CONTRACT SERVICES	50,000	0	50,000
10. 6000 CAPITAL OUTLAY	38,014,147	860,992	38,014,147
11. TOTAL EXPENSES	38,064,147	860,992	38,064,147
12. ENDING BALANCE (Lines 7 - 11)	0	3,761,388	0

**ENTERPRISE FUND 50.0 (NEW FUND FOR COMMUNITY SERVICES/CONTRACT EDUCATION)**

ACCOUNTS	03/04 ADOPTED BUDGET	SEPT. 30, 2003 ACTUAL	03/04 PROJECTED BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	0	0	0
INCOME			
2. CLASS FEES	753,042	87,114	753,042
3. TRANSFER IN	0	24,210	0
4. TOTAL INCOME	753,042	111,324	753,042
5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)	753,042	111,324	753,042
EXPENSES			
6. ACADEMIC MANAGERS	35,147	0	35,147
7. HOURLY NON-INSTRUCTIONAL	27,179	0	27,179
8. CLASSIFIED REGULAR	122,073	10,685	122,073
9. CLASSIFIED HOURLY	70,411	2,748	70,411
10. CLASSIFIED HOURLY INSTRUCTIONAL	184,389	46,532	184,389
11. BENEFITS	87,840	6,254	87,840
12. SUPPLIES	23,877	2,887	23,877
13. CONTRACT SERVICES	198,609	42,218	198,609
14. CAPITAL OUTLAY	3,517	0	3,517
15. TOTAL EXPENSES	753,042	111,324	753,042
16. ENDING BALANCE (Lines 5 - 15)	0	0	0



**STUDENT FINANCIAL AID 74.0 (FORMERLY FUND 09)**

ACCOUNTS	03/04 ADOPTED BUDGET	SEPT. 30, 2003 ACTUAL	03/04 PROJECTED BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	0	0	0
INCOME			
2. 8330 FEDERAL GRANTS	4180823*	507,985	4180823*
3. 8622 ST. EOPS GRANTS	40,000	0	40,000
4. 8650 CAL. GRANTS	771,520	453,504	771,520
5. 8981 TRANSFER	344,073	0	344,073
6. 8860 INTEREST	0	0	0
7. TOTAL INCOME	5,336,416	961,489	5,336,416
8. TOTAL FUNDS AVAILABLE (Lines 1 +7)	5,336,416	961,489	5,336,416
EXPENSES			
9. 7500 FINANCIAL AID	5,336,416	732,820	5,336,416
10. TOTAL EXPENSES	5,336,416	732,820	5,336,416
11. ENDING BALANCE (Lines 7 - 10)	0	228,669	0

\* Reflects current awards of PELL and SEOG

**AUXILIARY OPERATIONS  
2003-2004  
1st Quarter Ending 9/30/03**

ACCOUNTS	2003-2004 ADOPTED BUDGET	2003-2004 ACTUALS	Projected To 06/30/04
<b>BEGINNING BALANCE</b>	1,913,238	1,913,238	1,913,238
ADJ. TO BEG. BALANCE		0	
<b>ADJUSTED BEGINNING BAL.</b>	1,913,238	1,913,238	1,913,238
 <b>INCOME</b>			
GROSS SALES	6,268,349	2,799,699	6,268,349
LESS: COST OF GOODS	(4,756,330)	(1,491,159)	(4,756,330)
NET	1,512,019	1,308,540	1,512,019
VENDOR INCOME	561,118	111,188	561,118
AUXILIARY PROGRAM INCOME	273,700	48,975	273,700
NET INCOME	2,346,837	1,468,703	2,346,837
INTEREST	9,500	1,033	9,500
OTHER FUND TRANSFERS	0	0	0
<b>TOTAL INCOME</b>	2,356,337	1,469,736	2,356,337
 <b>TOTAL FUNDS AVAILABLE</b>	4,269,575	3,382,974	4,269,575
 <b>EXPENDITURES</b>			
STAFFING	1,103,968	209,906	1,103,968
FRINGE BENEFITS	160,530	24,822	160,530
OPERATING	2,068,305	210,725	2,068,305
COP'S	100,000	0	100,000
<b>TOTAL EXPENDITURES</b>	3,432,803	445,453	3,432,803
 <b>ENDING BALANCE</b>	836,772	2,937,521	836,772

**BOARD OF TRUSTEES**

Santa Monica Community College District

**INFORMATION**

December 1, 2003

**INFORMATION ITEM F****REVIEW OF DISTRICT INVESTMENTS**

The attached statement shows the status of District investments as of September 30, 2003 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements for the next six months. All investments are in government securities and high investment grade bonds and notes.

**COMBINED TRUST FUND INVESTMENTS**

9/30/2003

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 9/30/2003</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	CITIGROUP GLOBAL MARKETS			130,178	130,178	CITIGROUP GLOBAL MARKETS
US GOVERNMENT	FEDERAL HOME LOAN BANK CONS	Apr 12, 2004	600,000	618,182	608,628	CITIGROUP GLOBAL MARKETS
US GOVERNMENT	FEDERAL NAT'L MORTGAGE ASSN	Nov 12, 2003	1,012,000	1,009,373	1,009,807	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	EAGLE NAT'L BANK	Oct 10, 2003	96,000	96,000	95,987	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	MATRIX CAPITAL BANK	Oct 15, 2003	96,000	96,000	95,982	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	ADVANTA BANK CORP	Oct 16, 2003	96,000	96,000	95,981	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	GMAC COMMERCIAL MTG	Oct 16, 2003	96,000	96,000	95,984	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	PNB FINANCIAL BANK	Oct 15, 2004	94,000	94,000	93,964	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	FIRSTBANK OF PUERTO RICO	Jan 06, 2004	96,000	96,000	95,865	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	WESTERNBANK	Apr 08, 2004	84,000	84,000	83,838	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	CAPITAL ONE BANK	Apr 14, 2004	100,000	100,000	100,051	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	ACACIA FEDERAL SAVINGS	Apr 16, 2004	96,000	96,000	95,680	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	NEW SOUTH FEDERAL SAVINGS	Apr 16, 2004	96,000	96,000	95,808	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	BEAL BANK	Jun 23, 2004	96,000	96,000	95,543	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	PARKWAY BANK & TRUST	Aug 12, 2004	96,000	96,000	96,080	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	UNITED COMMUNITY BANK	Aug 12, 2004	96,000	96,000	96,038	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	BREMER BANK	Sep 24, 2004	96,000	96,000	95,342	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	ENCORE BANK	Sep 24, 2004	96,000	96,000	95,342	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	PNB FINANCIAL BANK, TX	Oct 15, 2004	96,000	96,000	95,503	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	IMPERIAL CAPITAL BANK	Mar 25, 2005	96,000	96,000	95,156	CITIGROUP GLOBAL MARKETS
MONEY FUND	MARKET PORTFOLIO CL Y			23,331	23,331	BEAR STEARNS
<b>TOTAL</b>				<u>3,403,064</u>	<u>3,390,088</u>	

**SIMON TRUST FUND INVESTMENTS**

9/30/2003

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 9/30/2003</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	CITIGROUP GLOBAL MARKETS			2,861	2,861	CITIGROUP GLOBAL MARKETS
US GOVERNMENT	FEDERAL NAT'L MORTGAGE ASSN	May 14, 2004	100,000	104,670	102,750	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	CITIBANK WEST	Nov 14, 2003	96,000	96,000	95,954	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	ACCESS NAT'L BANK	Dec 26, 2003	96,000	96,000	95,916	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	LEHMAN BROS BANK	Jan 20, 2004	96,000	96,000	95,817	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	FREMONT INVESTMENT & LOAN	Feb 27, 2004	96,000	96,000	95,758	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	MIDFIRST BANK	Apr 02, 2004	96,000	96,000	95,555	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	COMMUNITY BANK OF NAPLES FL	May 04, 2004	96,000	96,000	95,760	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	JUNIPER BANK	Jul 02, 2004	96,000	96,000	95,415	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	NATIONAL BANK OF COMMERCE	Oct 29, 2004	96,023	96,023	95,484	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	FIRST AMERICAN BANK	Nov 05, 2004	96,000	96,000	95,476	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	STILLWATER NAT'L BANK	Nov 05, 2004	96,000	96,000	95,372	CITIGROUP GLOBAL MARKETS
MONEY FUND	MARKET PORTFOLIO CL Y			164,925	164,925	BEAR STEARNS
TREASURY NOTE	U.S. GOVERNMENT	Nov. 15, 2005	300,000	305,627	327,282	BEAR STEARNS
CORPORATE BOND	NATIONSBANK	Jul. 15, 2004	125,000	125,227	129,658	BEAR STEARNS
CORPORATE BOND	BANKAMERICA	Sep. 15, 2005	125,000	127,037	137,109	BEAR STEARNS
<b>TOTAL</b>				<u>1,790,370</u>	<u>1,821,092</u>	

ASSOCIATED STUDENT BODY

9/30/2003

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 9/30/2003</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	CITIGROUP GLOBAL MARKETS			1,291	1,291	CITIGROUP GLOBAL MARKETS
CORPORATE BOND	CARNIVAL CORP NOTES-REG	Oct 01, 2003	25,000	24,711	25,145	CITIGROUP GLOBAL MARKETS
GOVERNMENT BONDS	US TREASURY BILL	Feb 26, 2004	123,000	122,382	122,501	CITIGROUP GLOBAL MARKETS
GOVERNMENT BONDS	US TREASURY BILL	Mar 04, 2004	79,000	79,000	78,609	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	WRIGHT EXPRESS FINANCIAL	Oct 30, 2003	22,000	22,000	21,991	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	BEAL BANK	Dec 30, 2003	96,000	96,000	95,849	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	FIRST BANK OF PUERTO RICO	Jan 06, 2004	96,000	96,000	95,865	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	LEHMAN BROTHERS BANK	Jan 20, 2004	96,000	96,000	95,817	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	FREMONT INVESTMENT BANK	Feb 27, 2004	96,000	96,000	95,758	
CERTIFICATES OF DEP.	SI BANK & TRUST	Mar 04, 2004	23,000	23,000	22,949	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	NATIONAL BANK OF COMMERCE	Oct 29, 2004	95,999	96,023	95,484	CITIGROUP GLOBAL MARKETS
<b>TOTAL</b>				<u>752,016</u>	<u>751,314</u>	

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 1, 2003

**INFORMATION ITEM G      REPORT FROM CITIZENS' BOND OVERSIGHT COMMITTEE**

Following is a report to the Board of Trustees from Graham Pope, Chair of the Citizens' Oversight Committee, summarizing the Committee's meeting held on October 15, 2003.

**Purchase of Real Property - 1738 Pearl Street, Santa Monica**

The District has been engaged in the purchase of houses on Pearl Street since the 1980's. The college has been able to move noninstructional functions to the houses which provides space on campus for instructional purposes. In addition, it provides a barrier between the college and the neighborhood. The District has complied with the City by maintaining the residential appearance of the houses while remodeling the interior to meet the needs of the program or services that are housed there.

A concern was raised about the delay in notifying the Citizens' Bond Oversight Committee (CBOC) about the purchase of this real property since it is funded by Measure U. It was explained that acquisition of property is authorized in Measure U and is included as an objective in the Master Plan for Facilities. The recommendation to purchase the property was presented to the Board of Trustees in closed session at the September meeting which resulted in Board approval of the purchase. John Jalili commented that it is the CBOC's role to make sure that funds are allocated appropriately, not to address the flow of communication. It was agreed that the CBOC would be informed of future purchases funded by Measure U as soon as they are approved by the Board.

**Measure U Construction Projects Timeline**

The Measure U Construction Projects Timeline was reviewed. Some projects have been renamed (#11-14<sup>th</sup> and Pico Site, and #14-Bundy Campus Improvements).

**Measure U Project List**

The Measure U Project List was reviewed. There is \$13,255,000 left in first bond issue. The District is waiting to see what happens with the State economy before deciding about another bond issue.

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>ADJOURNMENT</b> December 1, 2003
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**ADJOURNMENT**

The meeting will be adjourned in memory of **Lester Pancost**, brother of Katharine Muller, Dean of External Programs.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, January 12, 2004 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.