

MINUTES



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, FEBRUARY 2, 2004

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

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

February 2, 2004

MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, February 2, 2004.

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

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call

II. CLOSED SESSION

- Collective Bargaining,
pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- C Pledge of Allegiance
- #1 Approval of Minutes: January 12, 2004 (Regular meeting)

IV. SUPERINTENDENT'S REPORT**V. ACADEMIC SENATE REPORT****VI. CLASSIFIED SENATE REPORT****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

- #2 Contracts and Consultants
 - A Consultants for Santa Monica Preschools and Daycare Centers
 - B Agreement with SMMUSD
 - C Consultant Services for Preparation of Title V Grant Applications

Academic and Student Affairs

- #3 Community Services Off-Campus Facilities, Spring, 2004
- #4 Emeritus College Off-Campus Facilities, Spring, 2004

Human Resources

- #5 Academic Personnel
- #6 Classified Personnel – Regular
- #7 Classified Personnel – Limited Duration
- #8 Classified Personnel – Non Merit

Business and Administration

- #9 Contracts and Consultants
 - A Bond Counsel Services
 - B Agreement for Telephone Services for KCRW
- #10 Facilities
 - A Change Order No. 1 – Renovation of Library Village for Math
 - B Amendment to Agreement for Architectural Services – Renovation of Main Stage
 - C Reduction of Retention – Bundy Access Driveway Project
 - D Award of Bid – Bundy Campus Site Improvements, Phase 2
 - E Rejects All Bids – Bundy Campus West Building Demolition Project
- #11 Purchasing
 - A Participation in Purchase Agreement

IX. MAJOR ITEMS OF BUSINESS

- #12 2003-2004 Quarterly Budget Report
- #13 Resolution Renewing Commitment to Access and Equity in Higher Education in Recognition of the 50th Anniversary of the Brown vs. Board of Education Supreme Court Decision
- #14 Resolution in Support of Proposition 55, the Kindergarten-University Public Facilities Bond Act of 2004
- #15 Resolution in Support of Proposition 56, the Budget Accountability Act
- #16 Resolution in Support of Proposition 57, the Economic Recovery Bond Act
- #17 Resolution in Support of Proposition 58, the California Balanced Budget Act

X. BOARD REPORT AND COMMENTS

XI. INFORMATION ITEMS

- D Review of District Investments

- XII. **ADJOURNMENT:** There will be a special meeting of the Santa Monica Community College District Board of Trustees for the purpose of holding a budget workshop on Monday, February 9, 2004 at 6 p.m. in the Santa Monica College Concert Hall, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, March 1, 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.

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

February 2, 2004

I. ORGANIZATIONAL FUNCTIONSA. CALL TO ORDER – 5:30 p.m.B. ROLL CALL

Dr. Margaret Quiñones, Chair – Absent (Excused)

Carole Currey, Vice-Chair - Present

Dr. Dorothy Ehrhart-Morrison - Present

Dr. Nancy Greenstein - Present

Graham Pope - Present

Herbert Roney - Present

Annette Shamey - Present

Melvon George, Student Trustee - Present

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6

*No action was taken in closed session***III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS** – 7:00 p.m.C. PLEDGE OF ALLEGIANCE – *Trustee Dorothy Ehrhart-Morrison*
*Robert Adams, Vice-President, Student Affairs***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:

January 12, 2004 (Regular Meeting)

MOTION MADE BY: Herbert Roney
SECONDED BY: Dorothy Ehrhart-Morrison
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: Margaret Quiñones

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

February 2, 2004

IV. SUPERINTENDENT'S REPORT

- A letter has been prepared to respond to the Community College League of California (CCLC) funding proposal. The response states that the District's position is to support the Governor's proposal for equalization at the 90 percent level.
- Budget Update: Passage of the bonds on the March ballot is very important to community colleges.
- Board Retreat: Thanks to members of senior staff and Don Girard who prepared materials for the Board Retreat held on January 30, 2004.

V. ACADEMIC SENATE REPORT**VI. CLASSIFIED SENATE REPORT****VII. COMMUNICATIONS AND PUBLIC COMMENTS**

Phil Hendricks
Jabe Bruton

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 2, 2004

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#11.

Action on Consent Agenda (with substitute #10-E)

MOTION MADE BY: Nancy Greenstein
SECONDED BY: Annette Shamey
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: Margaret Quiñones

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 2, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

**2-A CONSULTANTS FOR SANTA MONICA PRESCHOOLS AND DAYCARE CENTERS
(PROPOSITION 10 GRANT)**

Contracts with individuals to provide consulting services to Santa Monica area schools and daycare centers (list on file in Office of Planning and Development).

Summary: To achieve the desired outcomes specified in the grant, the Professional Development Institute consultants will:

- Provide consultant services to ten preschools and/or childcare centers for a maximum of ten hours per center, per year.
- Help incorporate professional development plans and goals in the centers and homes plans of operation;
- Consult with center directors to develop goals and gain access to current research;
- Practice new strategies for facilitating ongoing staff development; and
- Encourage programs to participate in the Professional Development Institute.

Funding Source: Prop 10 funding (First Five, LA)

Comment: The Professional Development Institute (PDI) for Child Development Instructors grant was accepted by the Board in July 2002 for a total amount of \$1,533,390 over a period of five years. The proposed project is a collaborative effort on behalf of the college, the Santa Monica-Malibu Unified School District, Connections for Children, St. John's Child and Family Development Center and the Santa Monica Child Care and Early Education Task Force. The grant provides professional development opportunities and mentoring for early childhood educators and in-home family day care providers.

The Proposition 10 Grant for the Professional Development Institute for Early Childhood Educators provides for a maximum of ten consultants per year, to collectively provide 100 hours of consulting to Santa Monica area preschools and daycare centers, with a maximum of 10 hours at any one site per year. The consultants will be paid \$100 per hour for their services, for a total not to exceed \$5,000 per year, per consultant.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 2, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS (continued)

Requested Action: Approval/Ratification

2-B AGREEMENT WITH SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT (EVEN START PROGRAM)

SMC's Even Start program will contract and reimburse the Santa Monica-Malibu Unified School District for an amount not to exceed \$36,220 for the following Even Start program costs provided by SMMUSD staff :

- a. Staff development, conferences, training and costs totaling \$12,300
 - * Parents as Teachers (home visitor training) \$7,000
 - * "Motherread", "Fatheread" (reading and language development training) \$4,500
 - * ESL staff development conference \$800
- b. Substitutes to allow for staff development totaling \$11,000;
- c. Monthly home visits with Even Start participating families totaling \$11,000;
- d. Mileage reimbursement for above activities totaling \$1,200;
- e. Child Care for Even Start monthly parenting workshops \$720.

Funding Source: Even Start Grant 2003-04 fiscal year

Comment: The Even Start Grant family literacy grant for families with children ages birth through third grade was accepted by the Board in August 4, 2003 for a total amount of \$1,020,000 over a period of four years. The Even Start literacy program seeks to improve the educational opportunities and literacy needs of low-income families living in Santa Monica's pockets of poverty that are served by SMC, SMMUSD, and several community based organizations including the Santa Monica Preschool Collaborative, City of Santa Monica Children's Services, Easter Seals, WISE America Reads, and Connections for Children.

The goal is to integrate the early childhood education, adult literacy/adult basic education, and parenting education programs at SMC, with Santa Monica-Malibu School District and local community based organizations to better serve "most in need" families' literacy needs.

Reimbursement for these costs are not to exceed \$36,220. SMMUSD will invoice Even Start with appropriate documentation of all above expenses or other costs incurred in order to fulfill Even Start grant objectives.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 2, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 CONTRACTS AND CONSULTANTS (continued)

Requested Action: Approval/Ratification

2-C CONSULTANT SERVICES FOR PREPARATION OF TITLE V GRANT APPLICATIONS

Consultant services with Dowden Associates, Inc. to assist in the management and evaluation of two grant applications for submission to the U.S. Department of Education, as follows:

1. **Hispanic Serving Institutions institutional grant application** under the Title V, Developing Hispanic Serving Institutions Program. Title V institutional grants average \$550,000 per year for five years. The District will pay Dowden a fee equal to 7 percent of the funds awarded during the first year of the grant; 6 percent of the funds awarded in the second year of the grant; 5 percent of the funds awarded for the third year of the grant; 4 percent of the funds awarded for the fourth year of the grant and 3 percent of the funds awarded for the fifth year of the grant.

Funding Source: Title V Institutional Grant

2. **Hispanic Serving Institutions cooperative development application** to the US Department of Education under Title V of the Strengthening Institutions Program in partnership with El Camino College. Cooperative Title V grants average \$700,000 per year for five years. The District will pay Dowden a fee equal to 3.5 percent of the funds awarded during the first year of the grant; 3 percent of the funds awarded in the second year of the grant; 2.5 percent of the funds awarded for the third year of the grant; 2 percent of the funds awarded for the fourth year of the grant and 1.5 percent of the funds awarded for the fifth year of the grant.

Funding Source: Title V Cooperative Grant

During the application period only, the District will reimburse Dowden for travel costs. Should the proposals be successful, Dowden will provide five years of technical assistance in the administration of the grants (e.g., ongoing consultations; provision of guidance resources and ongoing program information; and assistance with required federal reports and correspondence).

Comment: No consultant fees will be billed to the District until after the grants are funded.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 2, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3

Requested Action: Approval

COMMUNITY SERVICES OFF-CAMPUS FACILITIES

SPRING, 2004

Off-campus Community Services classes for Spring, 2004 (February 23 through June 15, 2004, excluding February 13-16, March 9, April 10-18 and May 28-31, 2004). Payment per class session is authorized as stated on the list; the total amount not to exceed \$800.

Funding Source: 2003-2004 Budget/Community Services

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

RECOMMENDATION NO. 4

Requested Action: Approval

EMERITUS COLLEGE OFF CAMPUS FACILITIES.

SPRING, 2004

Off-campus Emeritus College classes for Spring, 2004 (February 17 through June 12, 2004). Payment per class session is authorized as stated on the list as stated on the list; total amount not to exceed \$ 3,480.

Funding Source: 2003-2004 Budget/Emeritus College

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 2, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 **ACADEMIC PERSONNEL**

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

ELECTIONS EFFECTIVE DATE

ADMINISTRATIVE

Krentzman, Greg	Project Manager, Launchpad (100% assignment) Funding Source: Launchpad/Tech Prep Grant	03/01/04 - 06/30/04
-----------------	--	---------------------

Rodriguez, Teresita	Acting Dean, Enrollment Services	02/17/04 - 06/30/04
---------------------	----------------------------------	---------------------

ADJUNCT

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 2, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6 **CLASSIFIED PERSONNEL – REGULAR**

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

<u>ELECTION</u>	<u>EFFECTIVE DATE</u>
-----------------	-----------------------

PROBATIONARY

Most, Jonathon, Library Asst. III, Library	01/12/04
Romali, Reagan, Associate Vice-President, Fiscal Services	02/02/04

WORKING OUT OF CLASSIFICATION

Bowen, Michelle	02/01/04 - 03/31/04
Fr: Personnel Specialist I, 12 mos, 40 hrs, Personnel Commission	
To: Personnel Technician, 12 mos, 40 hrs, Personnel Commission	

Graupman, Joyce	02/01/04 - 03/31/04
Fr: Personnel Specialist I, 12 mos, 40 hrs, Personnel Commission	
To: Personnel Technician, 12 mos, 40 hrs, Personnel Commission	

SEPARATIONS

RESIGNATION

Reyblat, Leon, Personnel Technician, Personnel Commission	01/26/04
---	----------

RETIREMENT

Brooks, Gilbert, CC Police Officer, Campus Police	12/19/03
Estrada, Theresa, Lead Custodian, Operations	01/14/04

The Board hereby accepts immediately the resignation/retirement of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 2, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7

CLASSIFIED PERSONNEL – LIMITED DURATION

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

Gilden, Joan, Accounting Specialist II, Fiscal Services	01/05/04 - 05/13/04
Karimali, Abdul M., Accounting Specialist II, Fiscal Services	01/05/04 - 04/30/04

LIMITED TERM

Arevalo, Linda, Registration Information Clerk, A&R	01/05/04 - 06/15/04
Arinsberg, Toni, Registration Information Clerk, A&R	01/05/04 - 06/15/04
Casillas, Josh, Registration Information Clerk, Matriculation	01/05/04 - 02/12/04
Chappell, Jennifer, Registration Information Clerk, A&R	01/05/04 - 06/15/04
Cooper, Joyce, Accompanist Performance, Emeritus	01/05/04 - 02/12/04
D'ull, Deana, Library Assistant III, Library	01/05/04 - 02/12/04
Franco, Sandra, Registration Information Clerk, A&R	01/05/04 - 06/15/04
Gerhold, Thomas, Accompanist Performance, Emeritus	01/05/04 - 02/12/04
Gerhold, Thomas, Accompanist Voice, Emeritus	01/05/04 - 02/12/04
Hashaway, Erma, EOPS Program Specialist, EOPS	01/02/04 - 05/26/04
Iappicco, Ghislaine, Bookstore Clerk Cashier, Station C	12/11/03 - 12/23/03
Parker, Rashad, Registration Information Clerk, A & R	01/05/04 - 06/15/04
Remstein, Robert, Accompanist Voice, Emeritus	01/05/04 - 02/12/04
Reza, Jennifer, Registration Information Clerk, A&R	01/10/04 - 06/15/04
Vento, Victor, Accompanist Guitar, Emeritus	01/05/04 - 02/12/04

LIMITED TERM (Substitute)

DiModica, Toni, Department Secretary II, ESL	01/05/04 - 02/12/04
--	---------------------

<u>BOARD OF TRUSTEES</u>	ACTION
Santa Monica Community College District	February 2, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8

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 \$7.00/hr	1
College Student Assistant \$7.00/hr	11
College Work-Study Student Assistant \$7.00/hr	28
Art Model w/Costume \$17.00/hr	39
Community Services Specialist I \$27.40/hr	25
Community Services Specialist II \$38.00/hr	1
Volunteers	19

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 2, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 9

CONTRACTS AND CONSULTANTS

Requested Action: Approval

9-A AGREEMENT FOR BOND COUNSEL SERVICES

Agreement with FULBRIGHT & JAWORSKI LLP, to provide bond counsel and disclosure counsel services in connection with the second series of bonds to be issued under the 2002 General Obligation Bond. The fee for services shall not exceed \$60,000.

Funding Source: Measure U

Comment: Fulbright & Jaworski, LLP has been the District's bond counsel for the previous issues and Certificates of Participation. They are part of the Los Angeles County Office of Education financing team that the District uses.

9-B AGREEMENT FOR TELEPHONE SERVICES FOR KCRW

Agreement with PAETEC COMMUNICATIONS to provide local, long distance and toll free calling service for KCRW and their fundraising operation. The monthly fee will be based on usage with a minimum of \$2,989 per month for 36 months.

Funding Source: KCRW Donations and Grants

Comment: KCRW raises funds for all operating and capital expenses of the station. The total monthly bill will vary based on the long distance calls made by the station each month. KCRW will have the right to renew the agreement at the end of the term if it is in the station's best financial interest.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 2, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 FACILITIES

Requested Action: Approval

10-A CHANGE ORDER NO. 1 – RENOVATION OF LIBRARY VILLAGE FOR MATH

Change Order No. 1, NOVUS, INC on the Renovation of Library Village for Math project.

Original Contract Amount	\$1,069,069.00
Change Order No. 1	<u>12,584.00</u>
Revised Contract Amount	\$1,081,653.00

Funding Source: Measure U

Comment: This Change Order provides for repairs to existing roof, additional conduit and boxes requested by Telecomm, miscellaneous additional costs for welding at metal stud partitions, and a credit for re-use of existing ductwork.

10-B AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES – RENOVATION OF MAIN STAGE

Amend agreement with LEO A. DALY for additional architectural services associated with the Renovation of Main Stage project for an additional amount not to exceed \$20,813 plus reimbursable expenses.

Funding Source: Measure U

Comment: This amendment provides for the programming, planning, design, specification and construction oversight of an electrical transformer that will serve the needs of the Student Health and Activities Building in addition to the Main Stage. Additional power needs of the Student Health and Activities Building can be shared with the Main Stage instead of constructed separately. This amendment also covers the costs of documenting underground utilities in this area.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 2, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10 FACILITIES (continued)

10-C REDUCTION OF RETENTION – BUNDY ACCESS DRIVEWAY PROJECT

The District finds that satisfactory progress is being made on the Bundy Access Roadway project with G. B. Cooke, Inc. and it is recommended that the Board of Trustees authorize the District to reduce the retention from 10% to 5% (\$78,853 to \$39,426).

Funding Source: Measure U

Comment: This action provides for the reduction and District release of a portion of the Project Retention to G. B. Cooke, Inc.

10-D AWARD OF BID – BUNDY CAMPUS SITE IMPROVEMENTS, PHASE II

Award of bid for Bundy Campus Site Improvements – Phase II project to G.B. Cooke in the amount of \$586,700. No other bids were received.

Funding Source: Measure U

Comment: This project provides for the extension of the sound wall and buffer landscaping on the south and west ends of the property. This is a mitigation measure that was negotiated with the neighbors adjoining the Bundy property. Bids were solicited through advertising and a facsimile mailing.

10-E REJECT ALL BIDS – BUNDY CAMPUS WEST BUILDING PROJECT DEMOLITION

Reject all bids for Bundy Campus West Building Project Demolition project. Bids exceeded the \$500,000 budget for the project by more than 40%. Therefore the project will be re-bid combining the two demolition phases to attempt to reduce costs

Comment: The demolition was initially planned for two phases holding the second phase for the possibility of renting part of the manufacturing building for a charter school. These buildings are unsuitable for college use and cannot be used as an educational building. The re-bid project will include the demolition of the warehouse and the manufacturing buildings that are adjacent to the 4-story West Building on the Bundy Campus. The project also includes demolition of interiors of the 4-story complex in preparation of future renovation of college classrooms and office use.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 2, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 PURCHASING

11-A PARTICIPATION IN PURCHASE AGREEMENT

Requested Action: Ratification

Ratify the use of the Los Angeles Unified School District Bid Number C-756 with Konica/Minolta for the lease purchase and purchase of copiers for various programs.

Ratify the award of purchase orders to Konica/Minolta for the lease purchase and purchase of copiers for various programs in the approximate amount of \$71,000.

Funding Source: 2003-2004 General Fund/Restricted Fund/Capital Outlay Budgets

Comment: Public Contract Code §20652 allows the District to lease or purchase through other public agencies without advertising for bids.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 2, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 12 **2003-2004 QUARTERLY BUDGET REPORT**

It is recommended that the Board of Trustees acknowledge receipt of the 2003-2004 Quarterly Budget Report, as of December 31, 2003.

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

MOTION MADE BY: Graham Pope
 SECONDED BY: Herbert Roney
 STUDENT TRUSTEE: Aye
 AYES: 6
 NOES: 0
 ABSENT: Margaret Quiñones

GENERAL FUND BUDGET SUMMARY
 (Projected as of December 31, 2003)

Beginning Balance	\$1,862,057
Income	119,969,331
Total Funds Available	121,831,388
Less: Expenses & Transfers	118,419,973
Ending Balance	\$3,411,415

2003-2004 QUARTERLY BUDGET REPORT
Projected as of December 31, 2003
NARRATIVE

Attached are the second quarter 311Q report required by the Chancellor's Office and the supporting second quarter financial statements. The accepted accounting method for all California community colleges is a modified accrual system. This means that the first three quarters are reported on a cash basis and the fourth quarter (the end of the fiscal year) is done on an accrual basis, booking all payables and receivables. The Los Angeles County accounting software is not set up to provide interim reports on an accrual basis.

The Unrestricted General Fund includes the only funds available for the general operations of the District. All other funds are restricted for specific activities and purposes. The December 31, 2003 figures reflect the actual cash received or spent.

The base revenue from the State of California for 2003-04 is \$78,399,523. That figure is projected by the State as a combination of:

Apportionment	\$37,898,008
Enrollment Fees (net)	\$ 7,301,229
Property Taxes	<u>\$33,200,286</u>
Total	\$78,399,523

Due to the drop in enrollment for Santa Monica College that was not reflected in the Chancellor's Office figures, base revenue was budgeted as follows:

Apportionment	\$39,093,071
Enrollment Fees (net)	\$ 6,106,166
Property Taxes	<u>\$33,200,286</u>
Total	\$78,399,523

This projected income based on current actuals reflects the base revenue split as follows:

Apportionment	\$38,505,729
Enrollment Fees (net)	\$ 6,689,495
Property Taxes	<u>\$33,204,299</u>
Total	\$78,399,523

Apportionment, Enrollment Fees and Property Taxes are interdependent. If enrollment fees or property taxes decrease, apportionment increases. When the revenues for 2003-04 were projected, we anticipated a drop in enrollment fees and showed the off-setting amount in apportionment. Please note that 2% of all enrollment fees collected are kept locally as a handling charge and the remaining 98% is applied to the apportionment calculation.

The projected income and expenditures for 2003-04 reflect minor changes to the Adopted Budget. Revised projections are based on actual data trended out for the fiscal year. The expenditure projections for salaries are complicated because of the payroll issue dates. For example, Academic employees paid tenthly only received three checks (October 1, November 1 and December 1) during the first half of the year whereas Academic employees paid twelfthly received five checks during the same period. The salary and benefit projections have been adjusted to reflect the appropriate payrolls.

Other line items include:

Unrestricted General Fund Income

Line 4 – Basic Skills: The payment we have received to date is based on 2002-03 funding. This will be reversed on the first principle apportionment statement received in February because we do not qualify in 2003-04 for basic skills funding..

Lines 6 & 12-16 – Property Taxes: The first major property tax allocation is reflected in the attached report. Minor property tax allocations will appear in the third quarter with the next major allocation being in April.

Line 19 – Interest: Only one quarter of interest is reflected in the attached report.

Line 20 – Enrollment Fees: This reflects all fees collected for summer, fall, winter and a small portion of the spring semester.

Lines 21 & 27 – Student Records & Library Fines: These fees are collected through the Auxiliary Services Office and will be transferred to the District in the third quarter.

Line 22 – Non-Resident Tuition: This includes summer, fall, winter and a small portion of the spring semester. Due to effective out-of-state recruiting the increase in out-of-state enrollment has offset part of the decline in the F1 student enrollment.

Unrestricted General Fund Expenditures

Lines 1-21 – Salaries and benefits: These items are addressed above.

Line 23 – Contract Services: This includes consultants, mileage, conferences, dues, rents, repairs, legal services, audits, advertising, postage, printing, County contracts and all other services. Payments for these services are not distributed evenly over the fiscal year.

Line 24 – Insurance: All insurance payments except one have been made for the 2003-04 fiscal year. The remaining payment is due in January 2004.

Line 25 – Utilities: Actual reflects approximately five months of payments. Therefore, the projected expenditure shows an increase.

Line 27 – Bldg & Sites: These charges will be moved to the Capital Projects Fund.

Line 29 – Lease Purchase: Most payments for these contracts are made on a quarterly basis. The payments reflected are the first quarter payments. Second quarter payments are being paid in January 2004.

Line 33 – Other Outgo – Transfers: This is the District's match for student aid and College Work Study programs, and short-term intra-fund loans to cover cash flow.

Line 35 – Contingency Reserve: This is about a 3.9% reserve which is still short of the 5% needed to remove the District from the Chancellor's Office Watch List.

Restricted General Fund

The Income Budget includes those grants that have been officially approved for funding in 2003-04. It also reflects any 2002-03 grant amounts received in 2002-03 but earmarked for spending in 2003-04. This group of 2002-03 grants were reported as deferred income in 2002-03 because the income and expenditure must be in the same year. The deferred income accounts are noted in the account titles with C/O meaning "carry over."

The Expense Budget reflects the cost of the grants but only that portion provided by the agency or foundation funding the grant. The District match, when required, is accounted for in the Unrestricted General Fund. This makes it difficult to see the full cost of the projects. Almost 45% of the grant funds are for equipment and contract services.

For all funds, the actuals and projections in the attached report are based on available information as of December 31, 2003, the cut-off date of the second quarter.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 2, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 13

RESOLUTION RENEWING COMMITMENT TO ACCESS AND EQUITY IN HIGHER EDUCATION IN RECOGNITION OF THE 50TH ANNIVERSARY OF THE BROWN VS. BOARD OF EDUCATION SUPREME COURT DECISION

WHEREAS, the Santa Monica Community College District is fully committed to the community college values of open access and opportunity for all, and

WHEREAS, the Santa Monica Community College District fully understands the value of an educational environment that embraces diversity and inclusiveness; and

WHEREAS, the year 2004 marks the 50th anniversary of the Brown v. Board of Education decision – a landmark for equity in public education; and

WHEREAS, the decision reversed the long-standing separate-but-equal doctrine that had governed public education, including community colleges” and

WHEREAS, federal courts and “courts of public opinion” consistently favor desegregation efforts; and

WHEREAS, many states are still struggling with how to remove the vestiges of segregation in education; and

WHEREAS, some school districts and higher education systems are still operating under consent degrees; and

WHEREAS, inequitable school funding or school district configurations have regrettably caused de facto segregation;

BE IT RESOLVED, that on the 50th anniversary of Brown v. Board of Education decision, we, the Board of Trustees of the Santa Monica Community College District, pledge our unwavering commitment to providing equal access to higher education; and

BE IT FURTHER RESOLVED, that we support efforts on behalf of local school districts to ensure learning equity for all students through institutional, political, personal and civic engagement.

MOTION MADE BY: Annette Shamey
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT TRUSTEE: Aye
 AYES: 6
 NOES: 0
 ABSENT: Margaret Quiñones

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 2, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 14

**RESOLUTION IN SUPPORT OF PROPOSITION 55
THE KINDERGARTEN-UNIVERSITY PUBLIC EDUCATION
FACILITIES BOND ACT OF 2004**

WHEREAS, California's K-12 schools, community colleges, and public universities face tremendous needs in classroom construction, restoration and earthquake retrofitting; and

WHEREAS, more than 2.4 million students are enrolled in California's public higher education system, which includes the University of California, the California State University, and the California Community Colleges; and

WHEREAS, the Kindergarten-University Public Education Facilities Bond act of 2004 will help prepare students for the workplace of the 21st century and high-skilled, high-wage jobs; and

WHEREAS, more than \$35 billion per year is contributed to the state's economy through California's three higher education systems, and there is a direct correlation between California's future economic and cultural prosperity and the availability of educational opportunities for its citizens through community colleges and other higher education institutions; and

WHEREAS, the total unmet facilities needs for the community college system have been estimated at approximately \$14.8 billion to fund needed new facilities and upgrade existing buildings to meet enrollment growth and provide students access to new technologies; and

WHEREAS, the Kindergarten-University Public Education Facilities Bond Act of 2004 would provide \$2.3 billion for public higher education facilities including \$920 million over the next two years for the California Community Colleges for building projects to serve the educational needs of the system's 1.75 million students; and

WHEREAS, California's historical policy access to higher education for all eligible students is threatened, and

WHEREAS, the Santa Monica Community College District believes that every effort should be made to inform voters about the impact of passage of the Kindergarten-University Public Education Facilities Bond Act of 2004 on local residents and students and their community college(s); now

Therefore, be it resolved that the Board of Trustees of the Santa Monica Community College District supports the Kindergarten-University Public Education Facilities Bond Act of 2004 and encourages students and voters to become aware of the pros and cons of passage of the Kindergarten-University Public Education Facilities Bond Act of 2004.

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Annette Shamey
 STUDENT TRUSTEE: Aye
 AYES: 6
 NOES: 0
 ABSENT: Margaret Quiñones

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 2, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 15

RESOLUTION IN SUPPORT OF PROPOSITION 56
THE BUDGET ACCOUNTABILITY ACT

WHEREAS, the Budget Accountability Act on the March 2004 state ballot would require a 55 percent rather than a two-thirds vote of the Senate and Assembly to adopt a state budget; and

WHEREAS, the Budget Accountability Act would provide incentives for lawmakers to progress with their work, including: withholding salary and expenses from the Governor and Legislature if the budget is not passed and signed by the constitutional deadline; requiring the Legislature to remain in session and not act on other legislation until the budget is adopted, except in response to an emergency declared by the Governor; providing for a “rainy day” reserve fund of five percent to be established in good years to cushion the state from severe cuts in a bad economy; and requiring the state ballot pamphlet that goes to voters at each election to contain a brief summary of how the state spends money it receives; and

WHEREAS, California is one of only three states (in addition to Rhode Island and Arkansas) in which a two-thirds majority is needed to approve a state budget; and

WHEREAS, the high vote threshold has been cited as the primary reason the Legislature frequently has been unable to adopt a timely budget, having missed the June 15 deadline for adopting a budget eighteen times in the last 22 years and having begun a new fiscal year without an approved budget in place nine times over the past thirteen years; and

WHEREAS, the Santa Monica Community College District Board of Trustees does not have sufficient information for adopting an appropriate budget when the Legislature has not acted by its deadline,

THEREFORE, the Board of Trustees of the Santa Monica Community College District supports the Budget Accountability Act and encourages voters to become aware of the pros and cons of passage of the Budget Accountability Act and the impact of its passage upon the Santa Monica Community College District.

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Herbert Roney
 STUDENT TRUSTEE: Aye
 AYES: 5
 NOES: 1 (Carole Currey)
 ABSENT: Margaret Quiñones

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 2, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16

RESOLUTION IN SUPPORT OF PROPOSITION 57
THE ECONOMIC RECOVERY BOND ACT

WHEREAS, the Economic Recovery Act on the March 2004 state ballot is a one-time bond of up to fifteen billion dollars to retire the deficit; and

WHEREAS, state spending has exceeded revenues for three years, creating a deficit which has undermined stable, predictable and adequate funding to community colleges, and

WHEREAS, this bond measure would consolidate the deficit and allow California to restore fiscal stability without raising taxes, and

WHEREAS, Proposition 57 will keep the state from running out of money and prevent drastic cuts in education, health care, local government and public safety,

WHEREAS, this bond measure will not take effect unless voters approve the California Balanced Budget Act, which prohibits borrowing to pay deficits ever again and requires enactment of a balanced budget, and

WHEREAS, without this bond, the State of California may be out of cash by June, thus placing extreme hardship upon community colleges as well as all other publicly-funded agencies,

THEREFORE, the Board of Trustees of Santa Monica Community College District supports the Economic Recovery Bond Act and encourages voters to become aware of the implications of its passage upon Santa Monica Community College District.

MOTION MADE BY: Herbert Roney
 SECONDED BY: Annette Shamey
 STUDENT TRUSTEE: Aye
 AYES: 6
 NOES: 0
 ABSENT: Margaret Quiñones

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 2, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 17

RESOLUTION IN SUPPORT OF PROPOSITION 58
THE CALIFORNIA BALANCED BUDGET ACT

WHEREAS, the Balanced Budget Act requires the enactment of a balanced budget, addresses fiscal emergencies, and establishes a budget reserve, and

WHEREAS, the state constitution would be amended to provide for the enactment of a balanced state budget, and require state budget reserves, and place limits on future borrowing to finance state budget deficits, and

WHEREAS, the Balanced Budget Act would require the governor and legislature to enact a balanced budget, and require the legislature to stop other action to address a budget emergency, and

WHEREAS, the proposed act would require that spending not exceed income each fiscal year, and requires that at least an \$8 billion reserve be established, and

WHEREAS, the proposed act would prohibit borrowing in the future to pay off deficits, and

WHEREAS, a balanced budget and debt limitation provisions could result in more immediate actions to correct budgetary shortfalls,

WHEREAS, the provisions above would become operative only if the voters approve this measure as well as Proposition 57, and

WHEREAS, if this measure fails, the result will be massive reductions to the California community college system,

THEREFORE, the Board of Trustees of Santa Monica Community College District supports the California Balanced Budget Act and encourages voters to become aware of the implications of its passage upon Santa Monica Community College District.

MOTION MADE BY: Graham Pope
 SECONDED BY: Herbert Roney
 STUDENT TRUSTEE: Aye
 AYES: 6
 NOES: 0
 ABSENT: Margaret Quiñones

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	February 2, 2004

INFORMATION ITEM D

REVIEW OF DISTRICT INVESTMENTS

The attached statement shows the status of District investments as of December 31, 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.

BOARD OF TRUSTEES	ADJOURNMENT
Santa Monica Community College District	February 2, 2004

ADJOURNMENT – 9:00 p.m.

There will be a special meeting of the Santa Monica Community College District Board of Trustees for the purpose of holding a budget workshop on Monday, February 9, 2004 at 6 p.m. in the Santa Monica College **Concert Hall**, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, March 1, 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.