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

**REGULAR MEETING  
MONDAY, JUNE 2, 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 formal 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 for consideration in closed session. 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*



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XII.	<b>ADJOURNMENT:</b> The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 7, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.	

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 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  
Dr. Patrick Nichelson  
Annette Shamey

**II. CLOSED SESSION**

- Collective Bargaining, pursuant to Government Code Section 54957.6

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

C. PLEDGE OF ALLEGIANCE – Melvon George, Incoming Student Trustee

D. INSTALLATION OF STUDENT TRUSTEE

Board Chair Herbert Roney will administer the Oath of Allegiance to Melvon George and install him as Student Trustee.

<b>BOARD OF TRUSTEES</b> SANTA MONICA COMMUNITY COLLEGE DISTRICT	<b>REGULAR MEETING</b> June 2, 2003
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**RECOMMENDATION 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:

May 5, 2003 (Regular Meeting)

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

May 15, 2003 (Special Meeting)

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



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#33.

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	June 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 2**      **ACCEPTANCE OF GRANTS AND BUDGET**  
*Requested Action: Acceptance*      **AUGMENTATION**

**Title of Grant:**                      **Beverage Container Recycling Program**

**Granting Agency:**                  California Dept. of Conservation

**Requested Funding:**                \$25,979

**Matching Funds:**                  \$32,570    Source: SMC Inkind (SMC Recycling Coordinator's salary, Student Help, Grounds personnel)

**Performance Period:**                July 2003 – December 2004

**Summary:**                              Santa Monica College proposes to expand its fledgling beverage recycling program to achieve an 80% recycling rate through the addition of 20 recycling containers which will be distributed to strategic locations on the college's main campus and three satellite campuses. The grant will also fund a dedicated vehicle to improve the efficiency and efficacy of the recycling program.

**Budget:**

Income		
	8000	\$25,979
Expenditures		
	6000	\$25,979

**Title of Grant:**                      **Summer Undergraduate Research Fellowship (SURF)**

**Granting Agency:**                  National Institute of Standards and Technology

**Requested Funding:**                \$16,260

**Matching Funds:**                  N/A

**Performance Period:**                May 1, 2003 – September 1, 2003

**Summary:**                              Three SMC students were accepted to participate in NIST's undergraduate fellowship program. The students were selected from a nationwide pool of applicants. Students will be placed in various physics laboratories located in the Washington, DC area where they will gain hands-on research experience under the supervision of NIST scientists.

**Budget:**

Income		
	8000	\$16,260
Expenditures		
	5000	\$16,260

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

**CONSENT AGENDA: PLANNING AND DEVELOPMENT**

**RECOMMENDATION NO. 2**

*Requested Action: Acceptance*

**ACCEPTANCE OF GRANTS AND BUDGET**

**AUGMENTATION** (continued)

**Title of Grant:** Middle College High School ("Launchpad")

**Granting Agency:** California Community College Chancellor's Office

**Requested Funding:** \$128,571

**Matching Funds:** \$132,156

**Performance Period:** June 2002 – July 2003

**Summary:** The proposed funding will support the continued development and implementation of the "Launchpad" program which provides Los Angeles area high school students an opportunity to take college courses to prepare them to enter the Academy of Entertainment & Technology. There are approximately 50 students who participate in "Launchpad" which is in its sixth year.

**Budget:**

Income		
	8000	\$128,571
Expenditures		
	1000	\$63,480
	4000	34,296
	5000	25,850
	7000	4,945

**Title of Grant:** Technology Plan and Implementation Grant

**Granting Agency:** California Department of Education

**Requested Funding:** \$18,804

**Matching Funds:** N/A

**Performance Period:** May 2003 — September 30, 2003

**Summary:** Funds will be used to buy six laptop computers and an LCD projector to support non credit short-term vocational programs.

**Budget:**

Income		
	8000	\$18,804
Expenditures		
	6000	\$18,804

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

**RECOMMENDATION NO. 3      CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

**3-A      CONTRACT WITH GOODWILL INDUSTRIES**

Contract with Goodwill Industries for Santa Monica College to conduct Vocational English-as-a-Second Language (VESL) classes to Limited English-Proficient (LEP) students who want to pursue A+ Certification training. The period of the contract is from May 12, 2003 to June 30, 2003 for the amount of \$12,500.

Funding Source:      Goodwill Industries

Comment:              A+ is an industry standard certification that qualifies an individual for computer technician positions. SMC will utilize a previously developed A+ curriculum for this program. SMC will be compensated for delivering the instruction to Goodwill Industry students under this contract. This contract is the result of the District's success with a previous contract with the Hollywood One-Stop Center.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

**CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2003 through June 30, 2004:*

**4-A RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)**

Renewal of a grant to the Retired Senior Volunteer Program (RSVP) of Santa Monica to work with older adult volunteers on the Santa Monica College campus during 2003-2004, the amount not to exceed \$8,500.

Funding Source: 2003-04 District Budget

Comment: This annual resolution is for the same amount as last year and will provide necessary funds for the placement of 50 volunteers on campus for a total of 44 weeks. Approximately \$5.00 per week per volunteer will go directly to the older volunteers to cover mileage and/or bus travel and one meal per week when necessary as per RSVP guidelines.

**4-B FACILITY AND EQUIPMENT RENTAL FOR KINESIOLOGY/DANCE DEPARTMENT**

Bally Total Fitness for the rental of space and equipment to conduct specific anaerobic exercise classes at a cost of \$50 per student for the 2003-2004 academic year.

Funding Source: No cost to the District  
(costs completely covered by student fees)

Comment: Education Code section 26395 authorizes districts to impose a fee on participating students for the additional expenses incurred when physical education courses are required to use non-district facilities. At the present time, the District does not have the equipment necessary for these particular anaerobic exercise classes.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

**CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 4**      **CONTRACTS AND CONSULTANTS** (continued)

*Requested Action:*    *Approval/Renewal of the following annual contracts for the period of July 1, 2003 through June 30, 2004:*

**4-C CHILD CARE PROVIDERS**

Agreements with licensed and exempt child care providers to provide child care services for CalWORKS and Pico Partnership recipients. Payment rate will be consistent with the California Department of Education/Child Development Division maximum reimbursement rate. A list of providers will be on file in the office of the Director of Child Care Services, and the Market Ceiling Rate Chart.

Funding Source:    CalWORKS  
City of Santa Monica/Chancellor's Office (Pico Partnership)

Comment:    The college established a CalWORKS program with the goal of assisting TANF/AFDC students in their transition from welfare to work and the Pico Partnership Program to assist the population of highly at-risk students residing in close proximity to the college and/or those who have attended local high schools. A large component of these programs is assisting those students in finding quality child care. The Director of Child Care Services will continue to facilitate this process through the development of a licensed child care provider data base and a voucher system implemented for the purpose of payment for child care services.

Students are required to be enrolled in at least 6 units for fall and spring, and 3 units for winter and summer. Each student completes a child care contract stating the dates needed, the category of child care and the child care fee. Students can either choose from a list of licensed providers on file or they may find a licensed provider on their own.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

**CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 4**      **CONTRACTS AND CONSULTANTS** (continued)

*Requested Action:*    *Approval/Renewal of the following annual contracts for the period of July 1, 2003 through June 30, 2004:*

**4-D MATRICULATION ASSESSMENT MATERIALS**

Annual agreement with the California Mathematics Diagnostic Testing Project (MDTP) in the amount of \$1,500 for the 2003-2004 academic year for the use of copyrighted testing and scoring materials.

Funding Source:      2003-2004 Budget/Matriculation

Comment      The District uses MDTP materials and services connected with matriculation-related assessment of students. This is the exam selected by the Math Department from the approved list.

**4-E REAL-TIME CAPTIONING SERVICES**

1. Sandi Eisenberg dba Total Recall Realtime Captioning to provide real-time captioning services to non-signing deaf and hard of hearing students for the 2003-2004 academic year, at a rate not to exceed \$47 per hour, total amount not to exceed \$95,000.
2. Rapidtext to provide real-time captioning services to non-signing deaf students for the period of July 1, 2003 through June 30, 2004, at a rate not to exceed \$65 per hour, total amount not to exceed \$7,500.

Funding Source:    2002-2003 Budget/Disabled Students

Comment:      The District meets the needs of non-signing deaf students by providing real-time captioning services.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

**CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 4**      **CONTRACTS AND CONSULTANTS** (continued)

*Requested Action:*    *Approval/Renewal of the following annual contracts for the period of July 1, 2003 through June 30, 2004:*

**4-F SIGN LANGUAGE INTERPRETERS**

Accommodating Ideas to provide sign language interpreters on an as-needed basis for the 2003-2004 academic year, for an amount not to exceed \$65 per hour, total amount not to exceed \$50,000. Mileage charges will be billed at \$.33 per mile.

Funding Source:      2003-2004 Budget/Disabled Students

Comment:      The District meets the needs of deaf students by providing sign language interpreters in a timely manner. The District is constantly hiring hourly interpreters, but an influx of deaf students at the beginning of each semester creates a need for additional interpreters. Throughout the year, there is an on-going need for emergency substitutes.

**4-G CONSULTANT FOR DISABLED STUDENTS**

Irene Wolt to provide technical support related to universal access to technology and information for the 2003-2004 academic year, for an amount not to exceed \$51,600 (\$4,300 per month for 12 months).

Funding Source:      2003-2004 Budget/Disabled Students

Comment:      The consultant will provide technical support related to universal access to technology and information. Her responsibilities will include researching video captioning options, producing captioned media and coordinating captioning projects. She will prepare and coordinate production of information in alternate formats, including Braille, electronic text and large-print. The recently amended Section 508 requires that electronic and information technology purchased or used must be accessible for use by persons with disabilities.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

**CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS**

**RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS**

*Requested Action: Acceptance*

**5-A EMERITUS COLLEGE FACILITIES SUMMER 2003**

Off-campus Emeritus College classes for Summer 2003. Payment per class session is authorized as stated on the list.

Funding Source: 2003-2004 Budget/Emeritus College

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

**CONSENT AGENDA: HUMAN RESOURCES**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 6**      **CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2003 through June 30, 2004:*

	<b>Provider</b>	<b>Service</b>	<b>Amount</b>	<b>Funding Source</b>
A.	Victoria J. Havassy, Ph.D.	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test	\$330 per candidate, not to exceed \$2,000	2003-2004 District Budget/Human Resources
B.	Westfield Investigations	To conduct background investigations for Community College Police Officer candidates and prepare written evaluations for each candidate	\$560 per candidate, not to exceed \$3,000	2003-2004 District Budget/Human Resources
C.	R. Douglas Colliins	To provide arbitration services related to grievances	Not to exceed \$1,000 per day	2003-2004 District Budget/Human Resources

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 2, 2003

**CONSENT AGENDA: HUMAN RESOURCES  
ANNUAL RECOMMENDATIONS****RECOMMENDATION NO. 7 ELECTION OF PERSONNEL**

*Requested Action: Approval of the following annual elections/reelections, effective July 1, 2003:*

Academic Personnel to the appropriate place on their respective 2003 salary schedules for the 2003-04 fiscal year.

1. Contract and Regular Academic Personnel
2. Academic Hourly, Adult Education, Emeritus College and Substitutes

Classified Personnel to the appropriate place on their respective 2003 salary schedules for the period such salary schedules are effective.

Academic Management and Classified Management and Confidential and other unrepresented personnel except those with individual employment contracts to the appropriate place on their respective 2003 salary schedules which are hereby declared indefinite for 2003-2004.

Comment: Lists on file in the Human Resources office and attached to the permanent minutes.

**RECOMMENDATION NO. 8 ADMINISTRATIVE EMPLOYMENT AGREEMENTS**

*Requested Action: Approval of the employment agreements for all current academic administrators in the following positions, effective July 1, 2003:*

Dean  
Associate Dean  
Assistant Dean  
Director

Comment: Administrative employment agreements must be approved annually by the Board of Trustees as required by Education Code Section 72411. The signed agreements will be on file in the Human Resources Office.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 9**

**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

ADJUNCT

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

SEPARATIONS

RESIGNATION

Driscoll, Lawrence

Instructor, English

06/30/03

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

**RECOMMENDATION NO. 10**

**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

SEPARATIONS

MEDICAL LEAVE WITHOUT PAY

39-MONTH RE-EMPLOYMENT LIST

Brown, Theodore, Custodian, Operations

04/18/03

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	June 2, 2003

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 11**      **CLASSIFIED PERSONNEL – LIMITED TERM**

*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

Jaffe-Berg, Erith, Instructional Assistant ESL, ESL	04/28/03 - 06/09/03
Evenhuis, John, Instructional Assistant ESL, ESL	04/28/03 - 06/09/03

LIMITED TERM

Barr, Laura, Accounting Specialist II, Bookstore	05/10/03 - 06/30/03
Boodparset, Sutida, Counseling Aide, EOP's	03/31/03 - 06/17/03
DiModica, Toni, Department Secretary II, ESL	04/24/03 - 05/15/03
Garcia, Renay, Registration/Information Clerk, A & R	06/09/03 - 06/30/03
Glasner, Marvin, Financial Aid Clerk, Trio	05/01/03 - 06/30/03
Gonzalez, Anthony, Counseling Aide, EOP's	03/31/03 - 06/17/03
Hashaway, Erma, EOP's Program Specialist, EOP's	03/31/03 - 06/30/03
Holliday, Angel, Counseling Aide, EOP's	03/31/03 - 06/17/03
Houth, Nazareth, Instructional Assistant ESL, ESL	04/28/03 - 06/09/03
Janssen, Garriet, Instructional Assistant ESL, ESL	04/28/03 - 06/09/03
Lemes, Blanche, Instructional Assistant ESL, ESL	04/28/03 - 06/09/03
McMahon, Mandy, Registration/Information Clerk, A & R	05/07/03 - 05/30/03
Menjivar, Raul, Counseling Aide, EOP's	03/31/03 - 06/17/03
Reza, Jennifer, Registration/Information Clerk, A & R	06/09/03 - 06/30/03

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 12**      **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	25
College Work-Study Student Assistant \$7.00/hr	1

SPECIAL SERVICES

Community Services Specialist I \$27.40/hr	1
Volunteers	3

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 13**  
*Requested Action: Adoption*

**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION**  
**UNDER THE PUBLIC EMPLOYEES' MEDICAL AND**  
**HOSPITAL CARE ACT**

WHEREAS, (1) Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employers' contribution at an amount not less than the amount required under Section 22825 of the Act, and

WHEREAS, (2) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the classified and certificated units;

WHEREAS, (3) Santa Monica Community College District, hereinafter referred to as Public Agency is a local agency contracting under the Act for participation by members of the Special Districts hereinafter referred to as the Board of Trustees and the Personnel Commission; now, therefore be it

RESOLVED, (4) That the employer's contribution for each employee who is a member of and each annuitant who retired from employment which would be covered by the above identified recognized employee organization enrolled in PERS health benefits plans shall be as follows:

\$409.81 per month tenthly (\$341.51 per month twelfthly), effective August 1, 2003

and that the contribution shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund.

Comment: The base medical benefit amount is to be increased annually in accordance with the benefits article in the contract agreements with CSEA and the SMC Faculty Association, and by Board Resolution covering the Special Districts.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 14 DESTRUCTION OF CLASS 3 RECORDS**

*Requested Action: Approval*

Destruction of class 3 records stored for admissions and records, financial aids, and business services.

Comment: This is an annual recommendation for class 3 records which are disposable records that have been maintained for at least three years. This classification includes such items as enrollment cards, add-drop cards, purchase orders, periodic reports, and attendance records. All data from these source documents has been recorded on a higher classification record that is stored.

**RECOMMENDATION NO. 15 GANN LIMIT, 2003-2004**

*Requested Action: Adoption*

Adopt the 2003-2004 Gann Limit for the Santa Monica Community College District as \$105,030,266 and the 2003-2004 Appropriation Subject to Limitation as \$79,644,939.

Comment: The Gann Limit figures are based on the prior year limit amended by a State formula. The Appropriation Subject to Limitation is based on estimates presented in the Tentative budget for 2003-2004.

The Gann Limit is the maximum amount of tax driven revenues that may be budgeted by law. The Appropriation Subject to Limitation is the amount of tax driven revenues that are expected to be available for budget purposes. These tax revenues include state and local levied taxes. Because Santa Monica College has historically been a low revenue district, and because community colleges have not been funded at a rate which would keep pace with the growth and price inflator factors found in the Gann Limit, the appropriation amount is significantly below the Gann Limit.



BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 16 AUTHORIZATION TO TRANSFER FUNDS FOR 2003-2004**

*Requested Action: Authorization*

Authorize Thomas J. Donner, Executive Vice President, Business and Administration, to make cash loans between district funds whenever such transfers are needed to cover cash flow and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$3,000,000.

These authorized transfers are temporary in nature, to be accounted for as loans between funds, and are not to be treated as income or as a contribution from one fund to another.

Any transfers made during the year shall be repaid by no later than fiscal year end. Any transfers within 120 days of year-end may be repaid next year, provided any such intended carry-over is reported to the Board.

A report of transfers made each month is to be provided to the Board in the following month or earlier. Transfers are to be in accordance with legal requirements.

This action and written authorization by the person herein designated may be used by the County Office of Education to permit transfers and repayments.

Comment: This is an annual authorization to allow the District to move money between funds to meet cash flow needs.

**RECOMMENDATION NO. 17 YEAR-END APPROPRIATIONS TRANSFER**

*Requested Action: Authorization*

In accordance with the provisions of Section 85201 of the Education Code, authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the fiscal year 2002-2003 to permit the payment of obligations of the district incurred during the year.

Comment: This action is a recurring practice of the County Superintendent of Schools which permits the processing of warrants and liabilities for the District during the closing of the financial records for the fiscal year.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

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

*Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2003 through June 30, 2004:*

	<b>Provider</b>	<b>Service</b>	<b>Amount</b>	<b>Funding Source</b>
A.	Los Angeles County Office of Education	Computer network services in support and operation of Districts Human Resource System and Program Budgeting and Accounting System	Not to exceed \$250,000	2003-2004 Business Services Budget
B.	Carl Warren & Company	Claims management services for the District's self-insured property and liability insurance program	Hourly rate basis for an amount not to exceed \$20,000	2003-2004 Risk Management Budget
C.	Medadent Biomedical, Inc.	Biomedical waste disposal services for Student Health Office, Life Science and Health Sciences departments	Not to exceed \$2,000	2003-2004 Risk Management Budget
D.	Santa Monica Bay Physicians	Industrial injury medical services to District employees	Not to exceed \$5,000	2003-2004 Risk Management Budget
E.	Paradise Consulting	Commutertabulation services of the annual Average Vehicle Riders (AVR) survey as required by the City of Santa Monica as part of the District's Emissions Reduction Plan	Not to exceed \$400	2003-2004 Risk Management Budget
F.	Ellis Environmental Management, Inc.	Asbestos awareness training for Facilities and Telecommunications departments	Not to exceed \$2,000	2003-2004 Risk Management Budget
G.	Del Mar Analytical	Wastewater sampling and testing twice a year as a required by the City of Santa Monica	Not to exceed \$6,000	2003-2004 Risk Management Budget

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

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

	Provider	Service	Amount	Funding Source
H.	Maureen Sassoon	Safety consulting 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	Not to exceed \$3,000	2003-2004 Risk Management Budget
I.	Lighting Resources, Inc.	Disposal of mercury contaminated lamps to ensure that the District is in compliance with laws regarding removal of hazardous waste materials	Not to exceed \$1,000	2003-2004 Risk Management Budget
J.	Keenan & Associates	Loss control and Worker's Compensation claim minimization services to include writing safety programs and training, accident investigation and safety inspections	Not to exceed \$20,000	2003-2004 Risk Management Budget
K.	Keenan & Associates	Comprehensive safety training program for Maintenance, Operations and Grounds departments to include asbestos awareness, blood borne pathogens, battery maintenance, chemical exposure, machine guarding, and working with compressed gases and portable tools	Not to exceed \$15,000	2003-2004 Risk Management Budget
L.	Gary McGavin	Disaster preparedness consulting and training	Not to exceed \$10,000	2003-2004 Risk Management Budget
M.	Echo Fire Protection	Inspection and preventative maintenance of the fire protection equipment in the Transportation Technology Department as mandated by OSHA	Not to exceed \$750	2003-2004 Risk Management Budget

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

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

	<b>Provider</b>	<b>Service</b>	<b>Amount</b>	<b>Funding Source</b>
N.	Horizon Health Services	Physical examinations of District employees to determine if an employee is physically able to wear a respirator during his/her work assignment and/or evaluate employees exposed to formaldehyde, to be in compliance with Title 8 of the California Code	Not to exceed \$3,000	2003-2004 Risk Management Budget
O.	California Laboratories & Development Inc.	Testing and hygiene certification for fume hoods in the Science laboratories to achieve federal and state compliance	Not to exceed \$13,720	2003-2004 Risk Management Budget
P.	Medico Professional Linen Services	Linen rental service for the Student Health office to ensure that the District is in compliance with state and local blood borne pathogen regulations	Not to exceed \$2,500	2003-2004 Health Services Budget
Q.	Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,000	2003-2004 Transportation Budget
R.	Sherry A. Heaton	Advertising consulting services including the sale of advertising space in the Corsair and special advertising supplements	25 percent of revenues received	2003-2004 Auxiliary Budget
S.	Nu-Crest Company	Electronic equipment maintenance for the Bookstore	Not to exceed \$9,000	2003-2004 Auxiliary Budget
T.	Graham Company	Quarterly maintenance of District's emergency lighting system	\$2,800 to be paid in advance	2003-2004 Facilities Budget

BOARD OF TRUSTEES Santa Monica Community College District	Action June 2, 2003
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**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

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

	Provider	Service	Amount	Funding Source
U.	Construction Services necessary to comply with various building and environmental codes			
	Geolabs- Westlake Village	Geotechnical services related to construction projects	\$70 to \$200 per hour up to \$450 per final report	State Construction Grants/FEMA/ Measure U/ District Capital Funds
	Ellis Environmental	Hazardous material monitoring and testing services	\$40 to \$200 for on-site services and up to \$500 per laboratory test	State Construction Grants/FEMA/ Measure U/ District Capital Funds
	Twining Labs	Construction Material Testing and special inspection services	\$52 to \$200 per hour	State Construction Grants/FEMA/ Measure U/ District Capital Funds
	Peak Surveys	Construction survey services	\$40 to \$200 per hour	State Construction Grants/FEMA/ Measure U/ District Capital Funds

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**  
**ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 19 DISPOSAL OF SURPLUS PROPERTY**

*Requested Action: Approval*

Disposal of surplus equipment through public auction, private sale (if under \$2,500) or other means deemed appropriate as required during fiscal year 2003-2004.

Comment: Education Code Section 81450 defines surplus equipment as equipment no longer required or suitable for college use or equipment that should be disposed of for the purpose of replacement. Surplus equipment is stored in the District warehouse which has limited space. The District periodically needs to dispose of equipment that is in disrepair or is obsolete and is no longer needed.

**RECOMMENDATION NO. 20 KCRW USAGE AGREEMENT**

*Requested Action: Approval*

Renew the usage agreement with the Los Angeles Department of Water & Power for KCRW's usage of Briarcrest tank land usage. The annual license/usage fee is \$600.

Funding Source: KCRW Donations

Comment: KCRW raises all operating and capital expenses of the station.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 21**

*Requested Action: Adoption*

**RESOLUTION OF APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR THE FISCAL YEARS ENDING JUNE 30 2003 AND 2004, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS**

**WHEREAS**, under Section 6516.6 of the Government Code of the State of California (the "Law"), a school district is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by or on behalf of the school district for collection on the secured, unsecured, or supplemental property tax rolls in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

**WHEREAS**, the California Statewide Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent ad valorem property taxes in accordance with the Law upon terms and conditions which are acceptable to school districts; and

**WHEREAS**, under the Law the amount of property tax receipts to be reported in a fiscal year for a school district for revenue limit purposes is equal to 100% of the school district's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the school district; and

**WHEREAS**, the District has previously sold to the Authority its allocable share of delinquent ad valorem property taxes levied by the County of Los Angeles (the "Tax Receivables") for the fiscal years ending June 30 in each of the years 1999 through 2002; and

**WHEREAS**, the Authority has requested the District to sell its Tax Receivables to the Authority for the fiscal years ending June 30 in each of the years 2003 and 2004 on terms and conditions substantially identical to the terms and conditions contained in the Purchase and Sale Agreement (the "Prior Agreement") relating to the original purchase of the Tax Receivables by the Authority from the District for the fiscal years ending June 30 in each of the years 1999 through 2002; and

**WHEREAS**, the Authority has made arrangements to issue and sell a certificate of participation representing a participation interest in all of the Tax Receivables received from the District and from other participating school districts in the County of Los Angeles, which certificate of participation will be sold to a designee of Plymouth Financial Company, Inc., a Delaware corporation ("Plymouth"); and

**WHEREAS**, the Authority has presented the District with a commitment letter among the District, the Authority and Plymouth, and the governing board of the District wishes to take its action at this time to authorize the execution and delivery of such commitment letter and all documents and actions relating to the sale of the Tax Receivables to the Authority for the fiscal years ending June 30 in each of the years 2003 and 2004, upon the terms and conditions substantially identical to the terms and conditions set forth in the Prior Agreement;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Santa Monica Community College District as follows:

**Section 1. Approval of Financing Plan; Sale of Tax Receivables to Authority.** The Board hereby approves the financing plan presented to the Board at the meeting at which this Resolution is adopted, and as generally described in the recitals of this Resolution. Pursuant to the financing plan, the Board hereby approves and authorizes the sale of the Tax Receivables to Authority for the fiscal years ending June 30 in each of the years 2003 and 2004 on terms and conditions substantially identical to the terms and conditions contained in the Prior Agreement. The Executive Vice President, Business & Administration of the District is hereby authorized and directed to approve the final form of a Purchase and Sale Agreement between the District and the Authority, containing terms and conditions substantially identical to the terms and conditions set forth in the Prior Agreement. The Executive Vice President, Business & Administration of the District is further hereby authorized and directed to execute the final form of said Purchase and Sale Agreement in the name and on behalf of the District. The Board hereby authorizes the delivery and performance of the executed Purchase and Sale Agreement.

**Section 2. Official Actions.** The Superintendent, the Executive Vice President, Business & Administration and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority for the fiscal years ending June 30 in each of the years 2003 and 2004. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.

**Section 3. Effective Date.** This resolution shall take effect from and after the date of approval and adoption thereof.

Comment: The District received a \$76,048.82 premium for its initial participation in the California Statewide Delinquent Tax Finance Authority. This action will extend the participation for two more years and protect the premium in the event that the State should repeal this benefit for schools. The other districts in the JPA have adopted this resolution.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 22**  
*Requested Action: Adoption*

**RESOLUTION AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF INSURE WORKERS' COMPENSATION LIABILITIES**

**BE IT RESOLVED** that the Board of Trustees Chair and the Superintendent/President of the Santa Monica Community College District be and they are hereby severally authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liabilities on behalf of the Santa Monica Community College District and to execute any and all documents required for such application.

**RECOMMENDATION NO. 23**  
*Requested Action: Adoption*

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT DECLARING MEMBERSHIP IN THE PROTECTED INSURANCE PROGRAM FOR SCHOOLS JOINT POWERS AUTHORITY (PIPS JPA)**

**WHEREAS**, California school and college districts have determined there is a need for affordable workers' compensation coverage by combining their respective efforts to establish, operate and maintain a Joint Power Agency for workers' compensation coverages; and

**WHEREAS**, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Santa Monica Community College District declares its membership in the Protected Insurance Program for Schools and instructs its Executive Vice President, Business & Administration to execute on behalf of the Santa Monica Community College District the Joint Powers Agreement and appoints its Associate Vice President Business Services and Risk Manager as its official representatives to the Protected Insurance Program for Schools JPA.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 24**      **BUDGET AMENDMENT**  
*Requested Action Approval*

Amendment of the Restricted General Fund Budget Income and Expenditures to reflect a decrease of the fiscal year 2002-2003 grant for the Telecommunication and Technology Infrastructure Program (TTIP) in the amount of \$ 33,078.

Income:		
8000		(\$33,078)
Expenditures		
5000		(25,078)
6000		(8,000)
Total Expenditures		(\$33,078)

Comment: This budget amendment is the result of mid-year reductions in the Telecommunication and Technology Infrastructure Program (TTIP).

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 25 CONTRACTS AND CONSULTANTS

Requested Action: Approval

25-A VENDORS

1. FIRST CLASS VENDING to provide snack and drink vending machines on campus for five (5) years, from August 1, 2003 to July 31, 2008. First Class Vending will pay the District a commission of 25 percent of gross receipts, plus minimum of \$10,000 donation for the period of five (5) years. Commission payment will be on monthly basis.
2. APS AFFILIATES to provide coin operated copiers, microform readers, and pay-for-print system on campus for five (5) years, from August 1, 2003 to July 31, 2008. APS Affiliates will pay the District a percentage of income ranging from 15 percent to 20percent. Payment will be on monthly basis.
3. A LA CARTE CATERING to provide food services for construction sites for two (2) years, from August 1, 2003 to July 31, 2005. A La Carte Catering will pay the District a commission of \$1,200 per year.

25-B CELEBRATE AMERICA

1. FIREWORKS & STAGE FX AMERICA, INC. to present fireworks for a fee of \$15,000.
2. J.D. HALL AND THE J.D. HALL BAND to perform blues, rock & roll and oldies for a fee of \$750.
3. SANTA MONICA HIGH SCHOOL MARCHING BAND to perform for a fee of \$1,000.
4. SANTA MONICA OCEAN AIRES to perform barbershop music for a fee of \$200.

Funding source: Fees will be covered by donations and sponsors

Comment: Celebrate America, the community's annual Fourth of July special event hosted by Santa Monica College, will be held on Corsair Field on Saturday, June 28, 2003. Funds for this event will come only from donations and sponsors and not from the District's operating budget.

25-C MEDIATION SERVICES

R. DOUGLAS COLLINS for mediation services related to a faculty grievance for an amount not to exceed \$1,000.

Funding Source: 2002-2003 Budget/Human Resources/Faculty Association

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 26**

**CLAIM FOR DAMAGES**

*Requested Action: Approval*

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>
Michelle Gutierrez	05/08/03	unknown

Comment: The claimant alleges that the District placed barricades too close to her parked car and the wind blew them into her car causing damage.

**RECOMMENDATION NO. 27**

**AMENDMENTS TO KCRW CONSULTANTS**

*Requested Action: Approval*

Amend KCRW consultant agreements for the period ending June 30, 2003:

Frances Anderton: Amendment #1: Program Services, anchoring and producing services on "POLITICS OF CULTURE," specializing in subjects related to Design and Architecture. Payable at the amended per program rate of \$660, for an amended total not to exceed \$13,640.

Jason Bentley dba Secret Technology, Inc.: Amendment #1: Program Services, "METROPOLIS," payable at \$200 per program for an amended total not to exceed \$47,000.

Evan Kleiman: Amendment #1: Program Services, "GOOD FOOD," payable at the amended monthly rate of \$1,500 for an amended total not to exceed \$12,500.

Will Lewis Associates: Amendment #1: Consulting services for KCRW in relation to station fundraising campaigns, direct mail membership and programming development, audience research analysis, writing grant proposals; and additional broadcasting program award applications. Payable at an amended monthly rate of \$6,666.67 for an amended total not to exceed \$80,001.

Funding Source: KCRW Donations and Grants

Comment: KCRW raises funds for all operating and capital expenses of the station

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 28**

**FACILITIES**

*Requested Action: Approval*

**28-A CHANGE ORDER NO. 1, REPLACE CLERESTORY WINDOW ASSEMBLIES, SOUTH WING ART BUILDING**

Change Orders No. 1 with GAFF GROUP, INC. on the Replace Clerestory Window Assemblies, Art Building South Wing project.

Original Contract Amount	99,837.00
Change Order No. 1	<u>6,682.43</u>
Revised Contract Amount	106,519.43

Funding Source: State Hazardous Substance Program

Comment: This change order provides for owner requested track lighting fixtures with switches that allow individual lights to be turned on and off at each track, as well as switched circuitry to energize or de-energize individual lighting tracks.

**28-B FACILITIES PLANNING AGREEMENT**

Agreement with John Jalili as a facilities planning consultant for the period of July 1, 2003 through December 31, 2003 in the amount of \$3,500 per month plus actual and necessary expenses.

Funding Source: District Capital Outlay

Comment: Mr. Jalili will assist the District in facilities planning to update the Facilities Master Plan.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 28**      **FACILITIES** (continued)  
*Requested Action: Approval*

28-C CHANGE ORDER NO. 4, REMODEL ART BUILDING NORTH WING

Change Order No. 4 with TRIMAX CONSTRUCTION INC. on the Remodel Art Building North Wing project.

Original Contract Amount	\$648,000.00
Change Orders No. 1-3	100,181.00
Change Order No. 4	<u>21,709.00</u>
Revised Contract Amount	\$769,890.00

Funding Source: FEMA/District

Comment: This change order provides for ductwork modification, re-routing of electrical conduit, relocation of security panel, and relocation of natural gas line due to existing field conditions; Division of the State Architect required installation of additional smoke detectors and additional modifications to metal flashing at roof through-bolt conditions; consulting engineer directed special attachment to allow seismic bracing of light fixtures, seismic anchorage of cabinets, additional attachment for suspended hoods, material cost difference at canopy overhang and change in fan specifications; owner requested anchorage of sink, credit of (\$2,592) for deletion of security system to be installed by SMC, credit of (\$2,884) for additional re-inspection and a credit of (\$5,000) deducted allowance for repair of damaged kiln.

28-D COMPLETION OF REMODEL ART BUILDING NORTH WING

Subject to completion of punch list items by TRIMAX CONSTRUCTION, INC., it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as REMODEL ART BUILDING NORTH WING as being complete upon TRIMAX CONSTRUCTION, INC. 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	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 28**      **FACILITIES** (continued)

*Requested Action: Approval*

28-E COMPLETION OF REMODEL STUDENT SERVICES BUNGALOWS C & E

Subject to completion of punch list items by ANGELES CONTRACTOR, it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as REMODEL STUDENT SERVICES BUNGALOWS C & E as being complete upon ANGELUS CONTRACTOR 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.

28-F COMPLETION OF MECHANICAL SYSTEMS UPGRADES, SCIENCE BUILDING

Subject to completion of punch list items by ACCO ENGINEERED SYSTEMS, it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as MECHANICAL SYSTEMS UPGRADES, SCIENCE BUILDING as being complete upon ACCO ENGINEERED SYSTEMS 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.

28-G COMPLETION OF ROOF REPLACEMENT, STUDENT HEALTH & ACTIVITIES BUILDING

Subject to completion of punch list items by BEST ROOFING & WATERPROOFING, it is recommended that the Board of Trustees authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as ROOF REPLACEMENT, STUDENT HEALTH & ACTIVITIES BUILDING as being complete upon BEST ROOFING & WATERPROOFING 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	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 28**      **FACILITIES** (continued)  
*Requested Action: Approval*

28-H CHANGE ORDER NO. 7, LIBRARY EXPANSION AND REMODEL

Change Order No. 7 with NIELSEN-DILLINGHAM on the Library Expansion and Remodel project.

Original Contract Amount	\$22,050,000.00
Change Orders No. 1 – 6	- 473,286.00
Change Order No. 7	<u>59,519.00</u>
Revised Contract Amount	\$21,636,233.00

Funding Source: FEMA/State Capital Outlay/District

Comment: This Change Order provides for replacement of existing roof drains, additional main runner at light fixtures, ceiling bracing, miscellaneous site concrete work due to existing conditions and replacement of leaking hydraulic lines at existing elevator.

28-I AWARD OF BID, KINESIOLOGY/DANCE AND ATHLETICS OFFICE RELOCATION

Award the bid for the Kinesiology/Dance And Athletics Office Relocation project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
G. B. Cooke, Inc.	\$2,220,000
GAFF Group, Inc.	no bid

Funding Source: Measure U

Comment: This project provides for the relocation of P.E./Athletic faculty offices from their present location in the P.E. Annex temporary building to a permanent location on the second floor of the west portion of the Gymnasium. This relocation will allow the removal of the P.E. Annex temporary buildings and free up this site for development as part of the campus Quad area.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 28**      **FACILITIES** (continued)

*Requested Action: Approval*

**28-J ADDITIONAL ARCHITECTURAL SERVICES, LIBRARY REMODEL & EXPANSION PROJECT**

Additional services under the agreement with ANSHEN + ALLEN for architectural services related to the Library Remodel and Expansion project to prepare cost estimates. Fee for services not to exceed \$12,000 plus reimbursable expenses.

Funding Source:      FEMA/State Capital Outlay/District

Comment:      This fee is for District requested additional cost estimating services. The architect contracted with a sub to provide the services but was not reimbursed.

**28-K FIVE-YEAR CONSTRUCTION PLAN 2005-2009**

The filing of the Five-Year Construction Plan 2005-2009 with the State Chancellor's Office. The Project Priority Schedule is attached.

Indicated on the Schedule of Funds:

- (A) Land Acquisition
- (B) Preliminary Plans
- (W) Working Drawings
- (C) Construction
- (E) Equipment

Proposed Funding Sources:

- S State
- D District Non-Measure U
- D\* District Measure U
- F FEMA
- O Other Non-State

Comment:      The priority categories are established by the State Chancellor's Office and the District identifies the projects that fit into these categories. This Five-Year Construction Plan has been integrated with the recommendations of the campus Master Plan.

**FIVE-YEAR CONSTRUCTION PLAN 2005/6-2009/10**

To be submitted July 1, 2003

**DISTRICT ORDER OF PRIORITY**

**SCHEDULE OF FUNDS**

Priority	Total Project Cost	Funding Source(s)	Fall term of occupancy	03-04	04-05	05-06	06-07	07-08	08-09	09-10
1	\$27,986,040	S/D/F	03/04	FALL 2003						
OCCUPY										
2	\$ 9,040,000	D	03/04	FALL 2003						
OCCUPY										
3	\$ 9,272,000	S/D/F/O	06/07	(P)(W)	(C)	(E)				
Earthquake Repl. Liberal Arts Bldg., Unit 1										
				\$ 654,000	\$ 8,123,000	495,000				
4	\$ 8,540,000	D/F/O	05/06	(C)	(E)					
Earthquake Repl. Liberal Arts Bldg., Unit 2										
				\$ 7,215,000	\$ 275,000					
5	\$ 8,107,700	D	05/06	(C)	(E)					
Renovation, Main Stage										
				\$ 6,737,700	\$ 570,000					
6	\$ 2,647,000	D	04/05	(C)(E)						
Reloc. Kinesiology, Dance and Rec. Offices										
				\$ 2,245,000						
7	\$ 2,595,822	D	05/06	(P)(W)	(C)(E)					
Renovation for Music, Madison										
				\$ 216,357	\$ 2,379,465					
8	\$ 11,355,000	D	06/07	(P)(W)	(C)	(E)				
Literacy Center										
				\$ 890,000	\$ 9,990,000	\$ 475,000				
9	\$ 19,368,000	D*	06/07	(W)	(C)	(E)				
Theater Addition, Madison										
				\$ 928,000	\$ 16,694,400	\$ 750,000				
10	\$ 2,640,000	D	06/07	(P)(W)	(C)	(C)				
Campus Infrastructure/Safety										
				\$ 220,000	\$ 1,110,000	\$ 1,100,000	\$ 200,000			
11	\$ 2,959,750	D	06/07	(P)	(W)	(E)				
Northwest Quad Development										
				\$ 83,750	\$ 132,000	\$ 2,664,000	\$ 80,000			
12	\$ 29,212,000	S/D	08/09	(P)(W)	(C)	(E)				
Student Services/Administration Building										
				\$ 2,707,000	\$ 25,320,000	\$ 1,185,000				
13	\$ 2,959,750	D	09/10	(P)	(W)	(C)				
Pico Campus Entrance										
				\$ 108,200	\$ 126,369	\$ 1,654,400	\$ 50,000			
14	\$ 12,095,040	D	07/08	(P)(W)	(C)					
Shuttle Replacement Parking Structure										
				\$ 976,733	\$ 11,118,307					
15	\$ 30,840,000	D	09/10	(P)(W)	(C)	(E)				
Centinela Campus Renovation/Letters&Sci. Repl.										
				\$ 2,240,000	\$ 28,000,000	\$ 600,000				
16	\$ 15,996,000	S/D	09/10	(P)(W)	(C)	(E)				
Math/Science Addition										
				\$ 1,365,000	\$ 13,431,000	\$ 1,200,000				
17	\$ 1,750,000	D	09/10	(P)(W)	(C)	(E)				
Letters & Science Demolition/Site Restoration										
				\$ 150,000	\$ 1,600,000					

Funding Phase: (A) Land Acquisition (P) Preliminary Plans (W) Working Drawings (C) Construction (E) Equipment  
 Funding Source: S=State D=District F=FEMA O=Other  
 D\*=Does not include any Measure U Bond Funds

NOTE: Priority No. 3 Project Cost includes \$575,000 for Underground Parking/Vehicle & Pedestrian Circulation. LEED certification planned but not included in total.

Priority No. 4 Project Cost includes LEED certification costs

Priority No. 12 Project Cost includes \$6,193,000 for Underground Parking/Vehicle & Pedestrian Circulation, \$1,462,000 for demolition and abatement: Student Services, Amphitheater, Counseling

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 29**

**COMMERCIAL WARRANT REGISTER**

*Request Action: Approval*

April 1 – April 30, 2003                      4971 – 4992                      \$4,760,072.79

Comment:     The detailed commercial warrant documents are on file in the Accounting Department.

**RECOMMENDATION NO. 30**

**PAYROLL WARRANT REGISTER**

*Request Action: Approval*

April 1 – April 30, 2003                      C1L – C2J                      \$6,801,509.45

Comment:     The detailed payroll register documents are on file in the Accounting Department.

**RECOMMENDATION NO. 31**

**PAYMENTS FROM AUXILIARY OPERATIONS**

*Request Action: Approval*

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore fund, Trust fund and other Auxiliary funds.

April 1 – April 30, 2003                      88312 – 88680                      \$3,745,466

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

**RECOMMENDATION NO. 32**

**DIRECT PAYMENTS**

*Request Action: Approval*

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

April 1 – May 31, 2003                      D001186 – 001467                      \$140,518.29

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 33**      **PURCHASING**

**33-A AWARD OF PURCHASE ORDERS**

*Requested Action: Approval*

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 86746 – 86812	\$602,699.86
B) Telephone Orders	70,098.23
C) Change Orders	73,844.79
D) Auxiliary Orders	500.00
E) Auxiliary Change Orders	3,300.00

Comment: Lists of orders placed or amended between April 28, 2003 and May 19, 2003 are part of records on file in Purchasing Department

**33-B DONATION OF EQUIPMENT**

*Requested Action: Approval*

Donation of medical laboratory equipment from HEMOCUE, INC. The medical equipment will be used in the nursing program.

Donation of the exercise equipment from IRON LEADER. The exercise equipment will be used in the Kinesiology/Dance and Athletics programs.

Comment: Lists of equipment are on file in the Purchasing Department.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 2, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 33**      **PURCHASING**

**33-C PARTICIPATION IN PURCHASE AGREEMENT**

*Requested Action: Authorization*

Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #4-01-01-0059B with Yamada for power and data tables for an additional amount not to exceed \$30,000.

Authorize the award of a purchase order to Yamada for the purchase of additional power and data tables for the Library Expansion and Remodel Project.

Funding Source:      FEMA/State Capital Outlay/District

Authorize the use of the State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-94-70-0012 with Dell Computer for computer equipment for an amount not to exceed \$95,000.

Authorize the award of a purchase order to Dell Computer for the purchase of computer equipment for the Academy of Entertainment & Technology.

Funding Source:      VATEA/District

Comment:      Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. The authorization for the Library Expansion and Remodel Project increases the amount approved by the Board at the May 5, 2003 meeting.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 34**      **2003-2004 TENTATIVE BUDGET**

It is recommended that the Board of Trustees adopt the 2003-2004 Tentative Budget.

2003-2004 GENERAL FUND TENTATIVE BUDGET SUMMARY

Estimated Beginning Balance	\$ 2,455,520
Projected Revenue	109,678,530
Total Funds Available	<u>\$112,134,050</u>
Proposed Expenses and Transfers	\$119,166,299
Estimated Reserves	⟨7,032,249⟩
	<u>\$112,134,050</u>

COMMENT: The above summarizes the Combined Restricted and Unrestricted General Fund budget estimates for fiscal year 2002-2003. The detailed Tentative Budget provides estimates based on currently available information, including the Governor's proposed May Revise.

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

## TENTATIVE BUDGET NARRATIVE

The 2003-2004 Tentative Budget presentation consists of three parts: the 2002-2003 Adopted Budget; Projected Revenues and Expenditures for fiscal year 2002-2003 and the proposed Tentative Budget for 2003-2004. The Board of Trustees are required to approve the Tentative Budget in June prior to the beginning of the 2003-2004 fiscal year to authorize the District to pay expenses incurred before the adoption of the final budget in September 2003. The Tentative Budget is the District's best estimate of the 2003-2004 budget based on the Governor's May revise and actions taken by the Board of Trustees.

### **2002-2003 Adopted Budget**

This column is for reference only. It reflects the budget that was adopted in September 2002. Please remember budget augmentations, decreases and transfers have changed these numbers throughout the year.

### **2002-2003 Projected Actuals**

The projected apportionment revenues for 2002-2003 are based on the most recent principal apportionment calculation received from the Chancellor's Office (February 2003). Actual revenues at year-end may be different because they will reflect the second principal apportionment calculation, which we will receive in July. The final revision to 2002-2003 income will not be received until February 2004. Projected revenues are based on actual receipts through May 15, 2003, plus a projection of anticipated revenues during the last six weeks of the fiscal year.

The expenditure projections include all raises and step and column increases given during the 2002-2003 fiscal year. Expenditure projections are based on actual expenditures and encumbrances through May 15, 2003 plus a projection of anticipated expenditures through June 30, 2003.

The 2002-2003 projections reflect reserves (ending balance) of \$2,455,250. This resulted from a positive adjustment to a beginning balance of approximately \$800,000, a decrease of revenues of a approximately \$600,000 and a decrease in expenditures due to mid year cuts of approximately \$1.6 million, bringing the projected ending balance up from \$605,478 to \$2,455,250.

### **2003-2004 Tentative Budget**

Revenue projections are based on the 2003-2004 Governor's May revise. There are many different proposals for the budget, i.e., the systems fair share budget, the Assembly subcommittee budget and the Senate subcommittee budget. There are also other different proposals for the community college budget. These proposals require that either the Prop 98 revenue share for community colleges be increased by \$210 million or that \$200 – 210 million of apportionment be shifted from a June payment to a July payment, the shifting the cost for the State to 2004-2005. It would be very optimistic to assume that the Governor would approve either of these actions even if they were passed by the Assembly and Senate. It is however a possibility that the Governor may accept a redistribution of funds suggested by the Legislature as long as the Prop 98 share is not exceeded.

The Community College system was cut by \$90 million in the mid-year revision. The May revise reflects a \$285 million cut. The State Assembly and the Senate versions of the Community College budget provide for: restoration of the Partnership for Excellence to the mid-year cut level, growth is reduced from 3% to 1% or 1 \_ % respectively, along with other changes resulting in \$210 million (Assembly version) to \$200 million (Senate version) restoration based on a funding scheme opposed by the Department of Finance and the Governor. Without the scheme to shift the apportionment cost to 2004-2005 the system funding for each of the above models would be around \$4.7 billion.

The Governor's May revise includes no COLA (Cost of Living Adjustment), growth at 3%, a decrease in general apportionment of 3.4% (\$2,763,570), a decrease in Partnership of Excellence of 50% (\$2,850,906), an increase in secured property taxes of 5.9% (\$348,281), and an increase in student fees from \$11 to \$18 per unit. Other state general fund programs such as part-time faculty compensation, health insurance and office hours were also cut by a total of \$31,360. Lottery revenues, local fee revenues and non-resident tuition fees project a 20% decrease in enrollment due to fewer class offerings. Enrollment fees increase due to the increase in the fee. The intensive ESL program is projecting a 50% decrease in new enrollees due to the decrease of international students.

The expenditure projections reflect step, column and longevity increases for all eligible employees. No COLA increase for any employees, a hiring freeze on all vacant positions, Health and Welfare benefit increase of 19.2%, PERS contribution rate increase from 2.894% to 10.42% and increases of approximately 10% to insurance and utilities costs.

The District's General Fund 01 budget is out of balance. This is shown by the negative contingency amount. Over the next few months budget cuts, cost savings plans and revenue enhancements will be implemented so that the Adopted Budget for 2003-2004 will be in balance without using negative budget figures.

The Restricted General Fund 03 budget reflects those grants that are on-going. The major decreases are due to the Governor's reduction in normally on-going programs such as CARE, Staff Diversity, Instructional Equipment, CalWORKS and Matriculation. As in past years, the Restricted General Fund 03 budget may be augmented as new grants are received and accepted. Any existing carry-over funds will be reflected in the Adopted Budget after the 2002-2003 fiscal year is closed.

In addition to the General Funds, the District's Tentative Budget also includes funds for financial aid (09), Auxiliary operations, and capital projects (15, 70, 71, 73). This means the District will be expending funds to build and remodel facilities, and modernizing areas of the College at the same time the operating budget is being cut. These funds are not available to be transferred to the General Fund to help solve the operating budget deficit.



2002/03 UNRESTRICTED GENERAL FUND (01) INCOME BUDGET

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 PROJECTED ACTUALS	03/04 TENTATIVE BUDGET
(a)	(b)	(c)	(d)
<b>FEDERAL</b>			
1. 8189 FIN AIDS ADM ALLOWANCES	106,160	106,160	106,160
2. TOTAL FEDERAL	106,160	106,160	106,160
<b>STATE</b>			
3. 8610 PRINCIPAL APPT.	41,312,763	42,629,109	39,865,539
4. 8611 BASIC SKILLS APPT.	700,000	700,000	0
5. 8616 PRIOR YR APPT. ADJ.	0	67,683	0
6. 8672 HOMEOWNERS EXEMPT	94,352	94,352	94,352
7. 8680 STATE LOTTERY REV.	2,800,296	2,800,296	2,438,125
8. 8692 MANDATED COST RECOV.	128,748	106,748	0
9. 8699 OTH STATE *	1,384,813	1,206,928	1,175,568
10. PARTNERSHIP FOR EXCELLENCE	5,701,813	5,131,632	2,850,907
11. TOTAL STATE	52,122,785	52,736,748	46,424,491
<b>LOCAL</b>			
12. 8810 PROP TAX SHIFT	24,328,357	22,494,996	22,494,996
13. 8811 SECURED TAX	5,903,076	5,903,076	6,251,357
14. 8812 SUPPLE. TAXES	124,295	124,295	124,295
15. 8813 UNSECURED TAX	339,804	339,804	339,804
16. 8816 PRIOR YRS TAXES	299,259	299,259	299,259
17. 8816 SPECIAL ADJUSTMENT	0	653,805	0
18. 8830 INTENSIVE ESL	479,700	547,328	273,664
19. 8850 RENTS	16,461	16,461	16,461
20. 8860 INTEREST	466,130	114,145	114,145
21. 8872 CONT.ED/COMM SERV.	636,409	562,550	562,550
22. 8874 ENROLLMENT FEES	4,804,455	4,793,181	6,353,144
23. 8879 STUDENT RECORDS	120,903	120,903	96,722
24. 8880 NON RES TUITION	13,497,733	13,766,732	11,637,845
25. 8886 F1 APPLICATION FEES	58,805	78,330	62,664
26. 8889 OTHER FEES	398,278	398,278	318,622
27. 8890 OTHER LOCAL	310,269	310,269	248,215
28. 8891 I. D. CARD SERVICE CHARGE	512,302	546,253	437,002
29. 8892 LIBRARY FINES	20,673	20,673	16,538
30. 8893 PARKING FINES	225,000	240,666	192,533
31. TOTAL LOCAL	52,541,909	51,331,004	49,839,816
32. TOTAL INCOME (Lines 2 + 11 + 31)	104,770,854	104,173,912	96,370,467
33. 8912 SALE OF EQUIP/SUPPL.	0	0	0
34. 8980 TRANSFER IN	96,458	120,891	120,891
35. TOTAL REVENUE (Lines 32 + 33 +34)	104,867,312	104,294,803	96,491,358
36. BEGINNING BALANCE	1,210,760	1,210,760	2,455,520
37. ADJUSTMENT TO BEGINNING BALANCE	0	795,388	0
38. TOTAL FUNDS AVAIL. (Lines 35 + 36 + 37)	106,078,072	106,300,951	98,946,878

2002/03 UNRESTRICTED GENERAL FUND (01) EXPENDITURE BUDGET

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 PROJECTED ACTUALS	03/04 TENTATIVE BUDGET
(a)	(b)	(c)	(d)
1. INSTRUCTION	21,504,352	21,982,710	22,350,904
2. ACADEMIC MANAGERS	4,269,334	4,354,560	3,574,546
3. NON-INSTRUCTION	3,323,913	3,752,136	3,834,747
4. HOURLY INSTRUCTION	20,000,369	18,561,082	14,462,082
5. HOURLY NON INSTRUCTION	2,951,129	3,329,175	2,233,175
6. TOTAL ACADEMIC	52,049,097	51,979,663	46,455,454
7. CLASSIFIED REGULAR	15,782,713	15,920,881	17,059,757
8. CLASSIFIED MANAGERS	2,751,969	2,787,989	3,100,300
9. CLASS REG INSTRUCTION	2,304,362	2,131,571	2,479,188
10. CLASSIFIED HOURLY	1,361,321	1,548,869	1,548,869
11. CLASS HRLY INSTRUCTION	155,941	642,963	642,963
12. TOTAL CLASSIFIED	22,356,306	23,032,273	24,831,077
13. STRS	2,850,938	3,208,202	3,405,594
14. PERS	1,010,921	825,753	3,366,909
15. OASDHI	2,600,473	2,299,994	2,768,471
16. H/W	8,059,946	7,728,651	9,473,099
17. RETIREE'S H/W	953,855	998,976	1,190,779
18. SUI	114,630	124,949	142,573
19. WORKERS' COMP.	799,371	858,684	1,204,742
20. DISTRICT RETIREMENT	621,165	502,708	567,639
21. TOTAL BENEFITS	17,011,299	16,547,917	22,119,806
22. TOTAL SUPPLIES	1,381,161	1,095,177	1,095,177
23. CONTRACTS/SERVICES	6,745,286	6,987,468	6,987,468
24. INSURANCE	461,067	530,635	585,635
25. UTILITIES	2,954,510	2,367,939	2,954,510
26. TOTAL SERVICES*	10,160,863	9,886,042	10,527,613
27. BLDG & SITES	0	25,429	25,000
28. EQUIPMENT	738,887	99,221	150,000
29. LEASE PURCHASES	1,370,000	774,998	775,000
30. TOTAL CAPITAL	2,108,887	899,648	950,000
31. TOTAL EXPENSES	105,067,613	103,440,720	105,979,127
32. OTHER OUTGO FINANCIAL AID	0	0	0
33. OTHER OUTGO-TRANSFERS	404,991	404,981	0
34. TOTAL EXP. & TRANSFERS (Lines 31 + 32 + 33)	105,472,604	103,845,701	105,979,127
35. CONTINGENCY RESERVE	605,478	2,455,250	(7,032,249)
36. TOTAL (Lines 34 + 35)	106,078,082	106,300,951	98,946,878

\*Lottery revenues are used to fund services.

2002/03 RESTRICTED GENERAL FUND (03) INCOME BUDGET

REVENUE ACCOUNT	02/03 ADOPTED BUDGET	02/03 PROJECTED ACTUALS	03/04 TENTATIVE BUDGET
(a)	(b)	(c)	(d)
<b>FEDERAL</b>			
1. 8170 VOCATIONAL ED.	510,076	510,076	687,436
2. 8180 ECONOMIC OPP. ACT/FWS	648,904	648,904	648,904
3. 8190 RADIO GRANTS	490,820	490,820	975,000
4. 8241 TECH PREP	72,630	85,025	72,000
5. OTHER FEDERAL	2,096,312	2,359,262	654,098
6. TOTAL FEDERAL	3,818,742	4,094,087	3,037,438
<b>STATE</b>			
7. 8620 BLOCK GRANT	0	0	0
8. 8620 BLOCK GRANT C/O	0	561,231	0
9. 8620 ECONOMIC DEVELOPMENT	350,500	297,224	0
10. 8620 ECONOMIC DEVELOPMENT C/O	0	107,153	0
11. 8620 TTIP	0	126,991	113,022
12. 8620 TTIP C/O	265,618	198,177	0
13. 8620 CALWORKS	342,771	394,857	338,963
14. 8620 CALWORKS C/O	0	214,560	0
15. 8620 TANF	86,991	86,991	77,422
16. 8622 EXTENDED OPP. PROG.	1,043,882	1,127,860	1,116,581
17. 8623 DISABLED STUDENTS	916,378	1,073,781	1,063,043
18. 8650 MATRICULATION	646,026	779,438	693,700
19. 8650 MATRICULATION C/O	0	418,727	0
20. 8650 NON-CREDIT MATRICULATION	41,276	61,628	54,999
21. 8650 EOPS CARE	102,619	104,322	57,377
22. 8650 STAFF/FAC DIVERSITY	24,437	24,437	21,749
23. 8650 ENERGY RELIEF	417,666	417,666	0
24. 8650 TEACHER READING DEVELOPMENT PROGRAM	137,500	124,470	0
25. 8654 INSTR.EQUIP/LIBRARY MATL.	877,891	472,744	165,460
26. 8654 INSTR EQUIP LIBRARY MAT C/O	0	148,245	0
27. 8656 STAFF DEVELOP. C/O	0	20,334	0
28. 8680 LOTTERY	270,204	270,204	275,608
29. OTHER STATE	1,533,778	1,256,596	44,783
30. TOTAL STATE	7,057,537	8,287,636	4,022,707
<b>LOCAL</b>			
31. 8830 PICO PARTNERSHIP	199,875	199,875	199,875
32. 8876 HEALTH FEES	669,582	693,738	580,448
33. 8881 PARKING FEES	1,022,395	1,022,395	1,195,243
34. 8890 PARKING LOT INC	151,864	151,864	151,864
35. DONATIONS -KCRW	3,419,587	3,343,327	3,343,327
36. OTHER LOCAL	591,841	1,851,137	439,969
37. TOTAL LOCAL	6,055,144	7,262,336	5,910,726
38. TOTAL INCOME (Lines 6 + 30 + 37)	16,931,423	19,644,059	12,970,871
39. 8980 TRANSFERS	139,913	179,913	216,301
40. TOTAL REVENUE (Lines 38 + 39)	17,071,336	19,823,972	13,187,172
41. BEGINNING BALANCE	204,458	204,458	0
42. ADJUSTMENT TO BEGINNING BALANCE	0	0	0
43. TOTAL FUNDS AVAIL. (Lines 40 + 41 + 42)	17,275,794	20,028,430	13,187,172

2002/03 RESTRICTED GENERAL FUND (03) EXPENDITURE BUDGET

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 PROJECTED ACTUALS	03/04 TENTATIVE BUDGET
(a)	(b)	(c)	(d)
1. INSTRUCTION	135,600	127,299	31,500
2. MANAGEMENT	832,773	952,935	605,417
3. NON-INSTRUCTION	716,954	799,889	708,593
4. HOURLY INSTRUCTION	90,509	90,509	90,509
5. HOURLY NON INSTRUCTION	919,598	919,322	715,826
6. TOTAL ACADEMIC	2,695,434	2,889,954	2,151,845
7. CLASSIFIED REGULAR	1,573,658	1,853,091	1,232,741
8. CLASSIFIED MANAGERS	271,813	334,998	271,813
9. CLASS REG INSTRUCTION	112,884	240,194	102,884
10. CLASSIFIED HOURLY	1,621,370	1,849,246	1,263,148
11. CLASS HRLY INSTRUCTION	139,799	363,624	20,500
12. TOTAL CLASSIFIED	3,719,524	4,641,153	2,891,086
13. STRS	207,669	190,836	162,562
14. PERS	20,702	37,278	61,646
15. OASDHI	241,129	345,467	206,549
16. H/W	380,069	489,140	300,699
17. SUI	10,074	20,588	4,743
18. WORKERS' COMP.	45,680	80,152	43,117
19. DISTRICT RETIREMENT	13,541	26,208	12,811
20. TOTAL BENEFITS	918,864	1,189,669	792,127
21. TOTAL SUPPLIES	627,275	681,628	433,659
22. CONTRACTS/SERVICES	3,948,751	4,374,902	3,309,828
23. INSURANCE	4,077	838,817	4,077
24. UTILITIES	218,515	218,515	218,515
25. TOTAL SERVICES	4,171,343	5,432,234	3,532,420
26. BLDG & SITES	443,068	443,068	15,302
27. EQUIPMENT	4,076,750	3,761,830	2,735,573
28. TOTAL CAPITAL	4,519,818	4,204,898	2,750,875
29. TOTAL EXPENSES (Lines 6 + 12+ 20 + 21 + 25 +	16,652,258	19,039,536	12,552,012
30. OTHER OUTGO - FINANCIAL AIDS	487,078	862,558	515,628
31. OTHER OUTGO - TRANSFERS	136,458	126,336	119,532
32. TOTAL OTHER OUTGO	623,536	988,894	635,160
33. TOTAL EXP. & OTHER OUTGO (Lines 29 + 32)	17,275,794	20,028,430	13,187,172
34. CONTINGENCY RESERVE	0	0	0
35. TOTAL (Lines 33 + 34)	17,275,794	20,028,430	13,187,172

**STUDENT FINANCIAL AID (FUND 09)**

ACCOUNTS (a)	02/03 ADOPTED BUDGET (b)	02/03 PROJECTED ACTUALS (c)	03/04 TENTATIVE BUDGET (d)
1. BEGINNING BALANCE	5,756	5,756	0
<b>INCOME</b>			
2. 8330 FEDERAL GRANTS	8,100,947	8,100,947	8,100,947
3. 8622 ST. EOPS GRANTS	0	40,000	40,000
4. 8650 CAL. GRANTS	665,784	716,671	665,784
5. 8981 TRANSFER	305,078	305,078	305,078
6. 8860 INTEREST	0	0	0
7. TOTAL INCOME	9,071,809	9,162,696	9,111,809
8. TOTAL FUNDS AVAILABLE (Lines 1 +7)	9,077,565	9,168,452	9,111,809
<b>EXPENSES</b>			
9. 7500 FINANCIAL AID	9,077,565	9,168,452	9,111,809
10. TOTAL EXPENSES	9,077,565	9,168,452	9,111,809
11. ENDING BALANCE (Lines 7 - 10)	0	0	0

**SPECIAL RESERVE FUND (FUND 15)**

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 PROJECTED ACTUALS	03/04 TENTATIVE BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	2,486,666	2,486,666	0
2. ADJUSTMENT TO BEGINNING BALANCE	0	0	0
3. ADJUSTED BEGINNING BALANCE	2,486,666	2,486,666	0
<b>INCOME</b>			
4. 8652 SCHEDULED MAINTENANCE	514,747	524,228	82,578
5. 8653 ASBESTOS ABATEMENT	788,956	344,938	335,240
6. 8654 ARCHITECTURAL BARRIER REMOVAL	0	0	0
7. 8655 CAPITAL OUTLAY - LIBRARY ADDITION	7,985,568	7,985,568	0
8. 8655 CAPITAL OUTLAY - LIBRARY EQUIPMENT	2,418,000	909,045	1,508,955
9. 8820 DONATIONS	350,000	0	0
10. 8860 INTEREST	85,000	0	0
11. 8880 NONRESIDENT CAPITAL CHARGE	2,000,000	1,400,535	1,120,000
12. 8890 LOCAL INCOME	0	3,688	0
13. 8891 LOCAL INCOME - REDEVELOPMENT	12,500,000	0	10,200,000
14. TRANSFER IN	0	2,002,346	0
15. TOTAL INCOME	26,642,271	13,170,348	13,246,773
16. TOTAL FUNDS AVAILABLE (Lines 3 + 15)	29,128,937	15,657,014	13,246,773
<b>EXPENSES</b>			
17. 2000 CLASSIFIED SALARIES	235,272	313,696	313,696
18. 3000 BENEFITS	39,856	32,713	53,000
19. 4000 SUPPLIES	3,000	3,000	3,000
20. 5000 CONTRACT SERVICES	15,000	236,226	236,226
21. 6000 CAPITAL OUTLAY	28,835,809	15,071,379	12,640,851
22. TOTAL EXPENSES	29,128,937	15,657,014	13,246,773
23. ENDING BALANCE (Lines 16 - 22)	0	0	0

**BOND FUND (FUND 70)**

ACCOUNTS (a)	02/03 ADOPTED BUDGETS (b)	02/03 PROJECTED ACTUALS (c)	03/04 TENTATIVE BUDGET (d)
1. BEGINNING BALANCE	6,122,900	6,122,900	3,108,759
2. ADJUSTMENT TO BEGINNING BALANCE	0	0	0
3. ADJUSTED BEGINNING BALANCE	6,122,900	6,122,900	3,108,759
INCOME			
4. 8860 INTEREST	100,000	25,000	25,000
5. TOTAL INCOME	100,000	25,000	25,000
6. TOTAL FUNDS AVAILABLE (Lines 3 + 5)	6,222,900	6,147,900	3,133,759
EXPENSES			
7. 4000 SUPPLIES	0	0	0
8. 5000 CONTRACT SERVICE	0	0	0
9. 6000 CAPITAL OUTLAY	6,222,900	150,000	3,133,759
10. TRANSFER OUT	0	2,889,141	0
11. TOTAL EXPENSES	6,222,900	3,039,141	3,133,759
12. ENDING BALANCE (Lines 6 - 11)	0	3,108,759	0

**MEASURE U (FUND 71)**

<b>ACCOUNTS</b>	<b>02/03 ADOPTED BUDGET</b>	<b>02/03 PROJECTED ACTUALS</b>	<b>03/04 TENTATIVE BUDGET</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
1. BEGINNING BALANCE	0	0	16,292,300
INCOME			
2. LOCAL INCOME	25,000,000	25,000,000	25,000,000
3. INTEREST	0	25,000	50,000
4. TOTAL INCOME	25,000,000	25,025,000	25,050,000
5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)	25,000,000	25,025,000	41,342,300
EXPENSES			
6. 5000 CONTRACT SERVICES	1,000,000	22,000	25,000
7. 6000 CAPITAL OUTLAY	24,000,000	8,710,700	41,317,300
8. TOTAL EXPENSES	25,000,000	8,732,700	41,342,300
9. ENDING BALANCE (Lines 5 - 8)	0	16,292,300	0



**EARTHQUAKE FUND (FUND 73)**

<b>ACCOUNTS</b>	<b>02/03 ADOPTED BUDGET</b>	<b>02/03 PROJECTED ACTUALS</b>	<b>03/04 TENTATIVE BUDGET</b>
(a)	(b)	(c)	(d)
<b>1. BEGINNING BALANCE</b>	205,805	205,805	0
<b>INCOME</b>			
<b>2. 8199 FEDERAL/FEMA FUNDING</b>	9,479,483	0	5,193,936
<b>3. TRANSFER IN</b>	0	886,795	0
<b>4. TOTAL INCOME</b>	9,479,483	886,795	5,193,936
<b>5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)</b>	9,685,288	1,092,600	5,193,936
<b>EXPENSES</b>			
<b>6. 4000 SUPPLIES</b>	3,000	0	0
<b>7. 5000 CONTRACT SERVICE</b>	862,670	92,600	185,200
<b>8. 6000 CAPITAL OUTLAY</b>	8,819,618	1,000,000	5,008,736
<b>9. TOTAL EXPENSES</b>	9,685,288	1,092,600	5,193,936
<b>10. ENDING BALANCE (Lines 5 - 9)</b>	0	0	0

**AUXILIARY OPERATIONS  
STATEMENT OF REVENUES & EXPENDITURES  
AS OF 6/30/03 - TENTATIVE 7/1/03**

ACCOUNTS	FY 02-03 ADOPTED BUDGET	06/30/03 PROJECTED BUDGET	FY 03-04 TENTATIVE BUDGET
<b>BEGINNING BALANCE</b>	1,723,719	1,723,719	1,129,971
ADJ. TO BEG. BALANCE		(7,230)	0
<b>ADJUSTED BEGINNING BAL.</b>		1,716,489	1,129,971
 <b>INCOME</b>			
GROSS SALES	7,893,152	7,519,137	7,293,592
LESS: COST OF GOODS	(6,540,345)	(6,272,704)	(5,778,001)
NET SALES	1,352,807	1,246,433	1,515,591
FOOD, VENDING & AUX. PROGRAM INCOME	954,131	975,869	881,103
INTEREST	36,556	25,266	18,000
WITHIN PROGRAM TRANSFERS	280,000	280,000	261,500
OTHER FUND TRANSFERS	0	0	0
<b>TOTAL INCOME</b>	2,623,494	2,527,568	2,676,194
 <b>TOTAL FUNDS AVAILABLE</b>	4,347,213	4,244,057	3,806,165
 <b>EXPENDITURES</b>			
STAFFING	815,645	1,065,308	1,004,277
FRINGE BENEFITS	84,929	138,144	148,485
OPERATING	1,389,967	1,530,634	872,491
WITHIN PROGRAM TRANSFERS	280,000	280,000	261,500
CAPITAL-COP'S	100,000	100,000	100,000
<b>TOTAL EXPENDITURES</b>	2,670,541	3,114,086	2,386,753
 <b>ENDING BALANCE</b>	1,676,672	1,129,971	1,419,412

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

**MAJOR ITEMS OF BUSINESS – ANNUAL RECOMMENDATIONS**

**RECOMMENDATION NO. 35      CONSULTANTS, 2003-2004**

It is recommended that the Board of Trustees renew the following consultant contracts for the period July 1, 2003 through June 30, 2004 (unless otherwise indicated) on a month-to-month basis with 30-day cancellation notice:

**A.      Legislative/Government Relations Services**

<u>School Services of California</u>	Collective Bargaining Services \$700 per month for 5 direct hours per month, plus \$165 per hour for each additional hour of service, plus expenses.
	Special Services/Legislative Advocacy \$3,465 per month, plus expenses.

Funding Source:      2003-2004 District Budget

Comment:      Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the district.

**B.      Legal and Employment Relations Services**

<u>Law Office of Larry Frierson</u>	Legal and consulting services regarding employment relations and education law, and representation in labor negotiations, administrative proceedings, and court proceedings as requested by the District. Payment shall be based on an hourly rate of \$200 for attorney services and \$75 per hour for paralegal services plus reimbursement for any necessary costs and expenses authorized by the District.
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Funding Source:      District General Budget less State mandated cost recovery

**C. Self-Insured Legal Defense Services**

Harrington, Foxx,  
Durbrow and Canter

Legal defense for the district's self-insured liability program. Services are provided on an hourly rate basis as needed with no monthly or annual retainer fee.

Funding Source: 2003-04 District Budget/Human Resources

Comment: Harrington, Foxx, Durbrow and Canter have been providing legal defense services for the District for over 15 years. The firm is one of only eight firms that the Statewide Association of Community Colleges (SWACC) JPA has authorized its members to use for self-insured legal defense. It is anticipated that these service fees will be approximately \$50,000.

**D. Mandated Cost Reimbursement Claim Services**

SixTen and Associates

Mandated Cost Program,  
total not to exceed \$24,000  
for Mandated Cost Reimbursement

Funding Source: State Mandated Cost Program

Comment: The State allows the cost of preparing claims and training to be claimed as a reimbursement under the Mandated Cost Program. The test claim process is an attempt to qualify activities currently not designated as "mandated" programs. The cost for the test claims can also be claimed as a reimbursement from the State.

**E. Earthquake Recovery Services**

Laura Debler

FEMA Reporting Consultant  
\$45 per hour plus reimbursable expenses

Funding Source: FEMA/2003-2004 District Budget/Business Services

Comment: FEMA reimburses the District for services related to earthquake recovery. Expenses are restricted to reimbursement for actual and necessary goods and services required by the independent contractor to provide the level of service required by the District.

**F. Construction Management, Program Management and Inspection Services**

LPI, Inc. Construction services to be paid at the rate of \$85 per hour for services as Inspector of Record (IOR) or program administration; \$70 per hour for services of specialized inspector or Assistant IOR; \$48 per hour for administrative support services, plus reimbursement for actual and necessary expenses related to the projects. This is the annual amendment of fees as provided in the contract for the period of July 1, 2002 through June 30, 2005.

Funding Source: State Construction Grants/FEMA/ District Capital Funds

Comment: This provides Inspector of Record services as required by the Division of State Architect and assistance in the construction administration for present and future facility projects.

TOMIT Consulting Project management and related services in connection with various construction projects. Services to be provided for the period of July 1, 2003 through June 30, 2005 at an hourly rate of \$85 plus reimbursement of actual and necessary expenses.

Funding Source: State Capital Grants/FEMA/District Capital Outlay

Comment: This is a continuation of the project management services agreement for facilities.

**G. Legal Services**

Human resources, collective bargaining, student services, facilities and municipal issues:

Liebert, Cassidy, Whitmore \$135 to \$195 per hour for services provided by attorney staff and \$75 per hour for services provided by paralegal staff; plus expenses.

Public Agency Law Group \$170 to \$230 per hour for services provided by attorney staff, \$110 to \$155 per hour for services provided by associates and \$90 per hour for services provided by paralegal staff; plus expenses.

Harding, Larmore, Kutcher & Kozal \$200 to \$325 per hour, plus expenses

Newman, Aaronson, Vanaman \$275 per hour, plus expenses

Funding Source: 2003-2004 Budget/General Fund/Capital Fund

Comment: These contracts may be renewed for up to three fiscal years at the discretion of the Board of Trustees.

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

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 2, 2003

**INFORMATION ITEM E****SUBMITTAL OF GRANTS**

**Title of Grant:** **Editing Certificate Program and Dale Ride Internship Support**

**Granting Agency:** Verizon Foundation

**Requested Funding:** \$25,000

**Matching Funds:** N/A

**Performance Period:** June 2003 – July 2004

**Summary:** If funded, \$5,000 will be allocated to the Dale Ride Internship program and \$20,000 will be used to support the development of new editing certificate program offered through SMC' Academy of Entertainment and Technology.

**Title of Grant:** **Even Start Family Literacy Program**

**Granting Agency:** California Department of Education

**Requested Funding:** \$300,000

**Matching Funds:** \$30,000 Source: SMC indirect (indirect is not an allowable grant cost but can be claimed as part of the 10% required match)

**Performance Period:** FY 2003-04 (first year of a potentially seven year grant)

<b>BOARD OF TRUSTEES</b>	<b>ADJOURNMENT</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 2, 2003

ADJOURNMENT

The meeting will be adjourned in memory of **James Cayton**, former member of the SMC Foundation Board of Directors, current and generous member of the SMC Associates and major donor to the Cayton Center, and **Rae-Chelle Taylor**, wife of SMC Football Coach Robert Taylor and a temporary SMC employee for more than 12 years.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, July 7, 2003 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.