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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

REGULAR MEETING  
MONDAY, JUNE 7, 2004

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

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

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

*The 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*

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 7, 2004

**A G E N D A**

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, June 7, 2004.

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

**I. ORGANIZATIONAL FUNCTIONS**Page No.

- A Call to Order
- B Roll Call

1

**II. CLOSED SESSION (Scheduled for 5:30 p.m.)**

- Pending Litigation  
pursuant to Government Code Section 54956.9
- Collective Bargaining,  
pursuant to Government Code Section 54957.6

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)**

- C Pledge of Allegiance
- D Installation of Student Trustee
- #1 Approval of Minutes: May 10, 2004

**IV. SUPERINTENDENT'S REPORT**

- 25<sup>th</sup> Annual Student Photography Show Winners - Professor Larry Jones
  - Sachiko Kata - Best of Show
  - Jacqui Grennan - Best Color
  - Donna Crawford - Best Black and White
  - Emily Hoovler - Co-winner, Best Digital
  - David Choo - Best Commercial
  - Jennifer Bosustow - Best Humorous
  - Lucinda Wedge – Best Experimental
  - Sara Gooding - Best Photo 1 Slide
  - Kevin Smith, Honorable Mention, Commercial
  - Michael Witcher, Honorable Mention, Digital
  - Jay Takayama, Honorable Mention, Color
  - Ken Thompson, Honorable Mention, Black and White
- Staff Report: Facilities Planning

V.	<b>ACADEMIC SENATE REPORT</b>	
VI.	<b>CLASSIFIED SENATE REPORT</b>	
VII.	<b>COMMUNICATIONS OR PUBLIC COMMENTS</b>	
VIII.	<b>CONSENT AGENDA</b>	<i>(All items considered in one motion unless pulled for discussion later in the meeting)</i>
		<u>Page No.</u>

**Planning and Development**

#2	Acceptance of Grants and Budget Augmentation	3
#3	Acceptance of Grants	6
#3	Authorization to Enter Into Contracts to Execute Term of Continuing Grants	7

**Academic and Student Affairs – Annual Recommendations**

#5	Contracts and Consultants	
	A Retired Senior Volunteer Program (RSVP)	8
	B Bally Total Fitness	8
	C California Mathematics Diagnostic Project (MDTP)	8
	D Sandi Eisenberg, dba Total Recall Captioning	8
	E Rapidtext	8
	F Accommodating ideas	8
	G Links	9
	H Irene Wolt	9
	I Child Care Providers	9
	J Gregory F. Barattini, International Marketing Consultant	9

**Academic and Student Affairs**

#6	New and Revised Courses	10
----	-------------------------	----

**Human Resources – Annual Recommendations**

#7	Election of Personnel	11
#8	Administrative Employment Agreements	11

**Human Resources**

#9	District Reorganization – Administrative/Management Positions	12
#10	Academic Personnel	13
#11	Classified Personnel – Establish/Abolish Positions	14
#12	Classified Personnel – Regular	15
#13	Classified Personnel – Limited Term	17
#14	Classified Personnel – Non Merit	18

#15	Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act	19
#16	Destruction of Class 3 Records	20
#17	Gann Limit, 2004-2005	20
#18	Authorization to Transfer Funds for 2004-2005	21
#19	Year-End Appropriations Transfer	21
#20	Disposal of Surplus Property	22
#21	Contracts and Consultants	
	A Los Angeles County Office of Education	23
	B Carl Warren & Company	23
	C Santa Monica Bay Physicians	23
	D Paradise Consulting	23
	E Ellis Environmental Management, inc.	23
	F Del Mar Analytical	23
	G Wastewater Testing Agreement	23
	H Gary McGavin	23
	I Charish Ergonomics, Inc.	23
	J Maureen Sasson	24
	K Keenan & Associates	24
	L Center for Health Enhancement	24
	M California Laboratories & Development, Inc.	24
	N 3E Company	24
	O Norton Medical Industries	25
	P Sherry A, Heaton	25
	Q Nu-Crest Company	25
	R MedicWare	25
	S School Services of California	25
	T SixTen and Associations	25
	U Construction Services	26
	V Legal Services	27
	W Human Resources/Personnel Commission Services	28

**Business and Administration**

#22	Claim for Damages	29
#23	Contracts and Consultants	
	A Amendment to Risk Management Agreement	30
	B Communication Network Agreement	30
#24	Facilities	
	A Reject All Bids – Earthquake Replacement of Liberal Arts Re-Bid	31
	B Award of Bid – Theater Arts Renovation	31
	C Award of Bid – Bundy Campus, West Building Renovation	32
	D Project Completion – Vehicle Security Controlled Access	32
	E Project Completion – Drescher Hall Hoist Removal	33
	F Additional Engineering Services – Bundy Campus Site Improvements	33
	G Change Order No. 1 – Bundy Campus Site Improvements	34
	H Change Order No. 4, Renovation of Library Village for Math	34
	I Project Completion – Library Village Renovation for Math	35
	J Five-Year Construction Plan, 2004-2009	35

**Business and Administration** (continued)

Page No.

#25	Commercial Warrant Register	37
#26	Payroll Warrant Register	37
#27	Payments from Auxiliary Operations	37
#28	Direct Payments	37
#29	Purchasing	
	A Award of Purchase Orders	38
	B Resolution Designation of Sole Source for Operating System Maintenance and Support	38
	C Participation in Purchase Agreements	39

IX. **CONSENT AGENDA – Pulled Items**

X **MAJOR ITEMS OF BUSINESS**

#30	Organizational Memberships, 2004-2005	40
#31	Re-Appointments to Citizens' Bond Oversight Committee	44
#32	Appointment of Two New Members to Citizens' Bond Oversight Committee	45
#32	2004-2005 Tentative Budget	46

XI. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Wednesday**, 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.

**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**REGULAR MEETING**

June 7, 2004

**I. ORGANIZATIONAL FUNCTIONS**

- A. CALL TO ORDER – 5:30 p.m.
- B. ROLL CALL

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

**II. CLOSED SESSION**

- Pending Litigation  
pursuant to Government Code Section 54956.9
- Collective Bargaining, pursuant to Government Code Section 54957.6

**III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS**

- C. PLEDGE OF ALLEGIANCE – Dina Cervantes, Incoming Student Trustee
- D. INSTALLATION OF STUDENT TRUSTEE

Board Chair Margaret Quiñones will administer the Oath of Allegiance to Dina Cervantes and install her as Student Trustee.

**RECOMMENDATION NO. 1 APPROVAL OF MINUTES**

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

May 10, 2004 (Regular Meeting)

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

**CONSENT AGENDA**

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#29.

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 7, 2004

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

*Requested Action: Acceptance*

**Title of Grant: Verizon Grant**

Organization: Verizon

Matching Funds: N/A

Performance Period: 2004-05

Funding Granted: \$30,000

Summary: SMC proposes to support the development of the new Childhood Education Institute. The Early Childhood Education Institute's goals are to work with high school staff to educate a cohort of approximately thirty-five 10th-12th grade students on career options in childhood education and to expose them to skills and classes not offered at the high school level. The Verizon grant will support Early Childhood Education Institute initiatives which include career workshops for students and the opportunity to take for-credit college courses while still in high school. In addition, as in last year's Verizon award, \$5,000 is allocated to support one Dale Ride Intern.

Budget:

Income :	
Verizon Foundation	\$30,000
Expenditures	
1000 Academic Salaries	\$11,333

**Title of Appropriation: Federal Highway Administration Bill (H.R. 2673)**

Granting Agency: U.S. Department of Transportation

Requested Funding: \$1,000,000

Matching Funds: N/A

Performance Period: 2004-2014

Summary: President George W. Bush signed H.R. 2673 (fiscal year 2004 Omnibus Appropriations Bill), which earmarked \$1 million for Santa Monica College to be used for parking improvements and related projects at the Madison campus. Funds will be released and administered by the U.S. Department of Transportation.

Budget:

Income	
8000 Federal	\$1,000,000
Expenditures	
6000 Capital Outlay	1,000,000

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT

June 7, 2004

CONSENT AGENDA: GRANTSRECOMMENDATION NO. 2ACCEPTANCE OF GRANTS AND BUDGET  
AUGMENTATION (continued)*Requested Action: Acceptance*

<b>Title of Grant:</b>	<b>Vocational and Technical Education Act (VTEA) 1-C</b>	
Granting Agency:	California Community College Chancellor's Office	
Approved Funding:	\$687,436	
Matching Funds:	N/A	
Performance Period:	July 1, 2003 – June 30, 2004	
Summary:	VTEA funds are used to support SMC's vocational programs.	
Budget Augmentation to the District General Fund	<u>Income:</u>	
	8000 CCCCCO	\$687,436
	<u>Expenditures:</u>	
	1000 Academic Salaries	\$16,200
	3000 Benefits	2,002
	4000 Supplies	120,427
	5000 Contract Services	5,000
	6000 Capital	512,560
	7000 Other	<u>31,247</u>
		\$687,436

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

CONSENT AGENDA: GRANTS

**RECOMMENDATION NO. 2**

**ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION** *(continued)*

<b>Title of Grant:</b>	<b>School To Career</b>
Granting Agency:	Los Angeles County Office of Education
Requested Funding:	\$6,300
Matching Funds	N/A
Performance Period:	FY 2003-04
Summary:	Santa Monica College has been funded to assist LACOE in the performance of their School-to-Career (STC) grant. Funding supports instructional supplies for high school students who enroll in SMC's Winter and Summer Institutes, which include strands in Biology, Business, Chemistry and Early Childhood Education. These institutes are part of SMC's Tech Prep program.

Budget Augmentation:	<u>Income:</u>	
	8000 LACOE	\$6,300
	<u>Expenditures:</u>	
	4000 Supplies	\$5,800
	5000 Contract services	<u>500</u>
		\$6,300

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

CONSENT AGENDA: GRANTS

RECOMMENDATION NO. 3

ACCEPTANCE OF GRANTS

<b>Title of Grant:</b>	<b>Community College Careers in Child Care</b>
Granting Agency:	Los Angeles County Department of Public Social Services
Requested Funding:	\$35,239
Matching Funds:	N/A
Performance Period:	July 1, 2004 to September 30, 2004
Summary:	The program offers Child Development, English and Basic Skills coursework, tutorials for Child Development and General Education classes, professional and personal development workshops, and child care center work experience, comprising 32 hours per week for 25-35 CalWORKs students.

<b>Title of Grant:</b>	<b>Community College CalWORKs Program</b>
Granting Agency:	Los Angeles County Department of Public Social Services
Requested Funding:	\$21,488
Matching Funds:	N/A
Performance Period:	July 1, 2004 to September 30, 2004
Summary:	Funding provides counseling services to CalWORKs students.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

CONSENT AGENDA: CONTRACTS AND GRANTS

**RECOMMENDATION NO. 4**                      **AUTHORIZATION TO ENTER INTO CONTRACTS**  
*Requested Action: Authorization*                      **TO EXECUTE TERMS OF CONTINUING GRANTS**

**Requested Authorization:**                      Piedad F. Robertson, Superintendent/President  
to enter into contracts on behalf of the Santa Monica Community College District to execute terms of continuing grants:

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

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

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

Comment:    This authorization is requested in order to implement the contracts necessary to comply with terms of the grants for the District to provide services and training.. Authorization includes, but is not limited to, contracts for services and facilities and payment to participants, if applicable.

Funding Source:                                      Payments for all services and contracts will be from grant funds

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 5**                      **CONTRACTS AND CONSULTANTS**

*Requested Action:*      *Approval/Renewal of the following annual contracts for the period of July 1, 2004 through June 30, 2005:*

	Provider	Service	Amount	Funding Source
A.	Retired Senior Volunteer Program (RSVP) of Santa Monica	Placement of 50 older adult volunteers on the SMC campus for a total of 44 weeks	Not to exceed \$8,500	2004-2005 District Budget
B.	Bally Total Fitness	Rental of space and equipment to conduct specific anaerobic exercise classes. The District does not have the equipment necessary for these particular classes.	\$50 per student	Costs completely covered by student fees (no cost to District)
C.	California Mathematics Diagnostic Project (MDTP)	Allows the District to use copyrighted testing and scoring materials connected with matriculation-related assessment of students.	\$1,500	2004-2005 District Budget/Matriculation
D.	Sandi Eisenberg, dba Total Recall Captioning	Real-time captioning services to non-signing deaf and hard of hearing students	Not to exceed \$47 per hour, total amount not to exceed \$95,000	2004-2005 District Budget/Disabled Students
E.	Rapidtext	Real-time captioning services to non-signing deaf and hard of hearing students	Not to exceed \$65 per hour, total amount not to exceed \$7,500	2004-2005 District Budget/Disabled Students
F.	Accommodating Ideas	Sign language interpreters for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes	Not to exceed \$65 per hour, total amount not to exceed \$40,000. Mileage charges will be billed at \$.33 per mile	2004-2005 District Budget/Disabled Students

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 5**      **CONTRACTS AND CONSULTANTS** *(continued)*

*Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2004 through June 30, 2005:*

G.	Links	Sign language interpreters for an influx of deaf students at the beginning of each semester and for an on-going need for emergency substitutes	Total amount not to exceed \$10,000	2004-2005 District Budget/Disabled Students
H.	Irene Wolt	To provide technical support related to universal access to technology and information, including research of video captioning options, producing captioned media and coordinating captioning projects	\$4,525 per month, total not to exceed \$54,3000	2004-2005 District Budget/Disabled Students
I.	Child Care Providers (list on file in the office of the Director of Child Care Services)	To provide child care services for CalWORKS and Pico Partnership recipients.  Comment: 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.	Payment rate is consistent with the California Department of Education/Child Development Division maximum reimbursement rate	CalWORKS, City of Santa Monica/Chancellor's Office (Pico Partnership)
J.	Gregory F. Barattini, International Marketing Consultant	Advertising campaign to promote Santa Monica College for international student enrollment/recruitment	\$1,500 per month, plus expenses, effective April 1, 2004	2003- 2004 and 2004-005 District Budget/International Students

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 6**                    **NEW AND REVISED COURSES**

The following new and substantively revised vocational and transfer courses have been approved by the academic departments, the Academic Senate, the Academic Senate Joint Curriculum Committee and all appropriate administrators in Fall, 2003 and Spring, 2004.

- Art 10C: Computer Design
- Art 20C: Digital Drawing
- Art 30C: Acrylic Painting Techniques
- Art 60B: Introduction to Digital Printing
- CIS 51: Web Page Design Using XHTML and CSS
- CIS 59B: Dreamweaver II
- CIS 60B: Photoshop II
- CIS 62B: Flash II
- CS 37: Web Programming in VB.Net
- CS 55: Java Programming (Info Item)
- Cosmetology 28A: Skin Care 2A
- Cosmetology 28B: Skin Care 2B
- ECE 60: Child Observation and Assessment
- Education 01: Career Choices in Education
- Education 02: The Early Childhood through 12<sup>th</sup> Grade Teaching Exp.
- Education 20: Exceptional Children in School
- ESL 25: Composition Fundamentals Review for Nonnative Speakers
- ET 03: Principles of Project Management
- ET 42: Principles of Game Development
- ET 44: Game Design and Interactive Play Mechanics 1
- ET 44: Game Design and Interactive Play Mechanics 1
- KIN PE 17: Boxing for Fitness
- Nursing 50: Professional Role Transition
- Nursing 50L: Professional Role Transition Lab
- Pol Sc 23: The Politics of Gender

**Program and AA Degree**  
 Nutrition and Wellness AA Degree

**Certificates**  
 Cosmetology Department Certificate in Skin Care  
 Cosmetology Department Certificate in Nail Care



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

CONSENT AGENDA: HUMAN RESOURCES  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 7**                      **ELECTION OF PERSONNEL**

*Requested Action: Approval of the following annual elections/reelections, effective July 1, 2004:*

Academic Personnel to the appropriate place on their respective 2003 salary schedules for the 2004-05 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 2002 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 2002 salary schedules.

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, 2004:*

- Dean
- Associate Dean
- Assistant Dean
- Director
- Project Manager

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 7, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9

DISTRICT REORGANIZATION  
ADMINISTRATIVE/MANAGEMENT POSITIONS  
ESTABLISH/ABOLISH POSITIONS

It is recommended that the following actions be approved for academic personnel. All personnel will be properly elected in accordance with district policies, salary schedules and appropriate account numbers.

ESTABLISH

EFFECTIVE DATE

PROJECT MANAGER

Dual Enrollment (2 positions/50% each) 07/01/04

DIRECTOR

Instructional Services (1 position) 07/01/04

ASSISTANT DEAN

Student Life (1 position) 07/01/04

ABOLISH

DIRECTOR

Customized Training (1 position) 07/01/04

International Recruitment (1 position) 07/01/04

Student Centers (1 position) 07/01/04

ASSISTANT DEAN

Academic Affairs (1 position) 07/01/04

EEO/Diversity (1 position) 07/01/04

Human Resources (1 position) 07/01/04

Learning Resources (1 position) 07/01/04

Outreach (1 position) 07/01/04

Student Judicial Affairs (1 position) 07/01/04

DEAN

Academic Affairs (1 position) 07/01/04

Institutional Effectiveness (1 position) 07/01/04

Student Life (1 position) 07/01/04

ELECTION/TRANSFER OF PERSONNEL

Former Title

Dean, Student Life

New Title

Dean, Human Resources

07/01/04

ELECTION/RECLASSIFICATION OF PERSONNEL

Former Title

Asst. Dean, Human Resources

Asst. Dean, Learning Resources

Asst. Dean, Student Judicial Affairs

New Title

Dean, Human Resources

Dean, Learning Resources

Dean, Student Services

07/01/04

07/01/04

07/01/04

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 10**

**ACADEMIC PERSONNEL**

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

ELECTIONS

EFFECTIVE DATE

ADMINISTRATIVE

Berman, Dianne,	Acting Director, Institutional Research	07/01/04 - 12/31/04
Cue, Jose	Acting Assistant Dean, Enrollment Services	07/01/04 - 12/31/04
Goode, Darrell	Acting Director, TRIO/Pico Partnership	07/01/04 - 12/31/04
Hearn, Deyna	Acting Assistant Dean, Student Life	07/01/04 - 12/31/04
LeBlanc, Erica	Acting Assistant Dean, Continuing Education	07/01/04 - 12/31/04

ADJUNCT

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

LEAVE OF ABSENCE WITH PAY

REDUCTION IN ASSIGNMENT

Del Valle, Patti	Counselor, Latino Center	08/24/04 - 06/14/05
Comment:	Ms. Del Valle has requested a reduction of her assignment to 75% for the 2004-2005 academic year.	

Dworsky, Amy	Counselor, Counseling	08/24/04 - 06/14/05
Comment:	Ms. Dworsky has requested a reduction of her assignment to 50% for the 2004-2005 academic year.	

LEAVE OF ABSENCE WITHOUT PAY

PERSONAL

Lai, Hsu-Feng	Instructor, Physical Science	01/01/05 - 01/01/06
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SEPARATIONS

RESIGNATION

Granger, Heidi	Director, Financial Aid	06/18/04
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RETIREMENT

Burson, Martin	Instructor, KDR	07/31/04
Gerds, Donald	Instructor, Graphic Design	06/30/04
Lyles, Alvin	Instructor, Music	06/15/04
Maddox, Ann	Instructor, Learning Resource Center	06/15/04

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 7, 2004

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11

CLASSIFIED PERSONNEL  
ESTABLISH/ABOLISH POSITIONS

The following positions will be established/abolished in accordance with District policies and salary schedules.

	<u>EFFECTIVE DATE</u>
<u>ESTABLISH</u>	
Accountant/(1 position/categorical funds) Financial Aid, 12 mos, 40 hrs	06/08/04
Admissions and Records Clerk I/(1 position) Continuing Ed/Emeritus, 12 mos, 40 hrs	06/08/04
Admissions and Records Clerk II/(1 position) International Education, 12 mos, 40hrs	06/08/04
Cash Receipts Coordinator/(1 position) Station C, 12 mos, 40 hrs	06/08/04
Department Secretary I, (1 position) Office of Public Programs, 12 mos, 40 hrs	06/08/04

REDUCTION OF CLASSIFIED POSITION

This following position is being abolished due to lack of funds/lack of work, pursuant to Education Code Sections 88014, 88017, and 88127, effective July 31, 2004.

Controller Business Services, 12 mos, 40 hrs	07/22/04
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The Superintendent is directed to give notice of layoff to the effected classified employee pursuant to the requirements of law. The employee laid off pursuant to this recommendation shall be eligible for reemployment pursuant to Education Code Section 88117.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

CONSENT AGENDA: HUMAN RESOURCES

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

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

EFFECTIVE DATE

ELECTIONS

PROBATIONARY

Kabwe, Myron, Academic Computing Instr. Spec., Library	06/01/04
Joseph-Locke, Deborah, Department Secretary II, Job Development	06/21/04

CHANGE IN WORKSHIFT/PERMANENT

Avitia-Segura, Antonio	07/05/04
Fr: Groundskeeper, Grounds, 12 mos, 40 hrs	
To: Groundskeeper, Grounds/NS-I, 12 mos, 40 hrs	

Cohanne, Jonathan	07/05/04
Fr: Admissions & Records Clerk II, Admissions & Records, 12 mos, 40 hrs	
To: Admissions & Records Clerk II/NS-1, Admissions & Records, 12 mos, 40 hrs	

Lemke, Connie	07/05/04
Fr: Admissions & Records Clerk I, Admissions & Records, 12 mos, 40 hrs	
To: Admissions & Records Clerk I/NS-1, Admissions & Records, 12 mos, 40 hrs	

Pant, Poonam	07/05/04
Fr: Admissions & Records Clerk I, Admissions & Records, 12 mos, 40 hrs	
To: Admissions & Records Clerk I/NS-1, Admissions & Records, 12 mos, 40 hrs	

Reza, Linda	07/05/04
Fr: Admissions & Records Clerk III, Admissions & Records, 12 mos, 40 hrs	
To: Admissions & Records Clerk III/NS-1, Admissions & Records, 12 mos, 40 hrs	

Valenzuela, Robert	07/05/04
Fr: Gardener/Equipment Operator, Grounds, 12 mos, 40 hrs	
To: Gardener/Equipment Operator/VH-I, 12 mos, 40hrs	

CHANGE IN WORKSHIFT/TEMPORARY

Sealana, Aurora	05/17/04 - 06/30/04
Fr: Library Asst. II, Library, 11 mos, 40 hrs	
To: Library Asst. II/NS-I, Library, 11 mos, 40 hrs	

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Blumkin, Stuart	07/01/04 - 07/31/04
Fr: Swimming Instructor/Lifeguard, KDR, 11 mos, 40 hrs	
To: Swimming Instructor/Lifeguard, KDR, 11 mos, 20 hrs	

**ADVANCED STEP PLACEMENT**

*The employee listed has met the standards for Advanced Step Placement. Salary advance payment is retroactive to initial hire date.*

Arevalo, Linda, Financial Aid Clerk, Financial Aid	Step B	05/11/04
Gilden, Joan, Accountant, Fiscal Services	Step B	04/12/04

**WORKING OUT OF CLASSIFICATION**

Bowen, Michelle (ext.) 05/01/04 - 05/31/04

Fr: Personnel Specialist I, Personnel Commission, 12 mos, 40 hrs

To: Personnel Technician, Personnel Commission, 12 mos, 40 hrs

Graupman, Joyce (ext.) 05/01/04 - 05/31/04

Fr: Personnel Specialist I, Personnel Commission, 12 mos, 40 hrs

To: Personnel Technician, Personnel Commission, 12 mos, 40 hrs

Leung, Howard 03/01/04 - 06/30/04

Fr: Accountant, Fiscal Services, 12 mos, 40 hrs

To: Accounting Manager-Restricted Funds, Fiscal Services, 12 mos, 40 hrs

**SEPARATIONS**

**LEAVE OF ABSENCE WITHOUT PAY**

**PERSONAL**

Tyson, Carmela, Accountant, Fiscal Services 06/07/04 - 12/07/04

**RELEASED FROM PROBATIONARY ASSIGNMENT**

Most, Jonathon, Library Asst. III, Library 05/17/04

**RETIREMENT**

Greenfield, Cynthia, Admissions & Records Clerk II, Admissions & Records 08/24/04

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 7, 2004

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 13**

**CLASSIFIED PERSONNEL – LIMITED TERM**

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

PROVISIONAL

Cole, Gina, Clerical Assistant I, LRC	04/23/04 - 05/24/04
Cole, Gina, Department Secretary II, Business Services	05/25/04 - 06/30/04
Elliott, Roxanne, Instructional Assistant, English	05/26/04 - 06/30/04
Foster, Grace, Accounting Specialist II, Fiscal Services	04/05/04 - 04/21/04
Morrison, Maureen, Voc. Tutoring Assistant I, Counseling	04/16/04 - 06/30/04

LIMITED TERM

Amanuel, Abby, Registration Information Clerk, A & R	05/03/04 - 06/30/04
Conley, Crystal, Registration Information Clerk, Assessment Center	05/03/04 - 06/30/04
D'ull, Deana, Library Assistant III, Library	05/18/04 - 06/30/04
Espinoza, Lisa, Sign Language Interpreter I, DSC	05/11/04 - 06/18/04
Jara, Anna G., Counseling Aide, Trio	05/11/04 - 06/30/04
Kovalev, Arkadiy, Registration Information Clerk, A & R	06/11/04 - 06/30/04
Lahmon, Fabiana, Registration Information Clerk, Financial Aid	05/03/04 - 06/30/04
Lemes, Blanche, Instructional Assistant ESL, ESL	03/23/04 - 06/07/04
Murphy, Diane, Registration Information Clerk, Financial Aid	05/03/04 - 06/30/04

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

CONSENT AGENDA: HUMAN RESOURCES

**RECOMMENDATION NO. 14**

**CLASSIFIED PERSONNEL - NON MERIT**

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

ELECTIONS

STUDENT EMPLOYEES

CalWORKS Student Assistant \$7.00/hr	2
College Student Assistant \$7.00/hr	18
College Work-Study Student Assistant \$7.00/hr	34

SPECIAL SERVICES

Art Model \$14.00/hr	1
Community Services Specialist I \$27.40/hr	1
Community Services Specialist II \$38.00/hr	8
Volunteers	

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



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 15**

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

*Requested Action: Adoption*

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:

\$446.10 per month tently (\$372.06 per month twelfthly), effective August 1, 2004

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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 16**            **DESTRUCTION OF CLASS 3 RECORDS**

Approve the 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. 17**            **GANN LIMIT, 2004-2005**

Adopt the 2004-2005 Gann Limit for the Santa Monica Community College District as \$93,885,366 and the 2004-2005 Appropriation Subject to Limitation as \$76,478,932.

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 2004-2005.

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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 18**                    **AUTHORIZATION TO TRANSFER FUNDS FOR 2004-2005**

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. 19**                    **YEAR-END APPROPRIATIONS TRANSFER**

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 2004-2005 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 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 20**      **DISPOSAL OF SURPLUS PROPERTY**

Disposal of surplus equipment through public auction, private sale (if under \$2,500) or other means deemed appropriate as required during fiscal year 2004-2005.

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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO.21**                      **CONTRACTS AND CONSULTANTS**

*Requested Action:      Approval/Renewal of the following annual contracts for the period of July 1, 2004 through June 30, 2005:*

	Provider	Service	Amount	Funding Source
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	2004-2005 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 \$30,000	2004-2005 Risk Management Budget
C.	Santa Monica Bay Physicians	Industrial injury medical services to District employees	Not to exceed \$5,000	2004-2005 Risk Management Budget
D.	Paradise Consulting	Tabulation 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 \$500	2004-2005 Risk Management Budget
F.	Ellis Environmental Management, Inc.	Asbestos awareness training for Facilities and Telecommunications departments; Phase I & II environmental site assessments; monitor indoor air quality;	Not to exceed \$25,000	2004-2005 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 \$8,000	2004-2005 Risk Management Budget
H.	Gary McGavin	Disaster preparedness consulting & training	Not to exceed \$15,000	2004-2005 Risk Management Budget
I.	Charish Ergonomics, Inc.	Ergonomic evaluations and counseling to reduce Workers' Comp claims	Not to exceed \$10,000	2004-2005 Risk Management Budget

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 21**      **CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount	Funding Source
J.	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 \$15,000	2004-2005 Risk Management Budget
K.	Keenan & Associates	Loss control and Worker's Compensation claim minimization services; bi-weekly hazardous waste inspections; safety training program for Maintenance, Operations and Grounds departments	Not to exceed \$45,000	2004-2005 Risk Management Budget
L.	Center for Health Enhancement (formerly 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 \$4,500	2004-2005 Risk Management Budget
M.	California Laboratories & Development, Inc.	Testing & hygiene certification for fume hoods in science labs to achieve federal and state compliance	Not to exceed \$14,000	2004-2005 Risk Management Budget
N.	3E Company	Online training and compliance tracking for chemical hazard communication and injury/illness prevention	Not to exceed \$27,500	2004-2005 Risk Management Budget

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 21**      **CONTRACTS AND CONSULTANTS** *(continued)*

	Provider	Service	Amount	Funding Source
O.	Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,000	2004-2005 Transportation Budget
P.	Sherry A. Heaton	Advertising consulting services including the sale of advertising space in the Corsair and special advertising supplements	25 percent of revenues received	2004-2005 Auxiliary Budget
Q.	Nu-Crest Company	Electronic equipment maintenance for Bookstore	Not to exceed \$9,000	2004-2005 Auxiliary Budget
R.	MedicWare	Electronic medical records software	Not to exceed \$4,000	2004-2005 Health Services Budget
S.	School Services of California	Special services/legislative advocacy	\$3,465 per month plus reimbursement of actual and necessary goods & services	2004-2005 Board of Trustees Budget
T.	SixTen and Associates	Mandated Cost Claim services	Not to exceed \$24,000	State Mandated Cost Program reimbursement

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 21**      **CONTRACTS AND CONSULTANTS** *(continued)*

U.	Construction Services necessary to comply with various building and environmental codes			
	<b>Provider</b>	<b>Service</b>	<b>Amount</b>	<b>Funding Source</b>
	Geolabs- Westlake Village	Geotechnical services	\$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 and geotechnical services	\$55 to \$125 per hour and up to \$250 per laboratory test	State Construction Grants/FEMA/ Measure U/District Capital Funds
	LPI, Inc.	Construction Management, Program Management & Inspection Services	\$48 to \$95 per hour	State Construction Grants/FEMA/District Capital Funds
	TOMIT Consulting	Construction Project Management	\$48 to \$95 per hour	State Construction Grants/FEMA/District Capital Funds



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO. 21**      **CONTRACTS AND CONSULTANTS** *(continued)*

V.	Legal Services			
	Provider	Service	Amount	Funding Source
	Harrington, Foxx, Dubrow & Canter	Legal defense for District's self-insured liability program	\$160 per hour for attorney services; \$75 per hour for paralegal services; plus expenses	2004-2005 Risk Management Budget
	Law Offices of Larry Frierson	Collective Bargaining and employment relations	\$200 per hour for attorney services; \$75 per hour for paralegal services; plus expenses	2004-2005 Human Resources Budget
	Liebert, Cassidy, Whitmore	Human Resources, Student Services issues	\$52 to \$225 per hour plus expenses	2004-2005 Human Resources Budget
	Atkinson, Andelson, Loya, Ruud & Romo	Human Resources, Student Services issues	\$135 to \$225 per hour for attorney services; \$100 per hour for paralegal services; plus expenses	2004-2005 Human Resources Budget
	Harding, Larmore, Kutcher & Kozal	Municipal, land use and CEQA issues	\$200 to \$323 per hour; plus expenses	2004-2005 Business & Administration Budget
	Newman, Aaronson, Vanaman	Municipal, land use and CEQA issues	\$275 per hour; plus expenses	2004-2005 Business & Administration Budget
	Public Agency Law Group	Facilities & construction issues	\$110 to \$230 per hour for attorney services; \$90 per hour for paralegal services; plus expenses	2004-2005 Business & Administration Budget/District Capital Funds

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION  
ANNUAL RECOMMENDATIONS

**RECOMMENDATION NO.21**      **CONTRACTS AND CONSULTANTS** *(continued)*

W.	Human Resources/Personnel Commission Services			
	Provider	Service	Amount	Funding Source
	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; consultations at \$250 per employee; interviews at \$250 per employee, testing at \$75 per employee, total amount not to exceed \$2,000	2004-2005 District Budget/Human Resources
	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	2004-2005 District Budget/Human Resources
	Esquire Deposition Services	Hearing recorders to record and transcribe disciplinary and/or investigative hearings held by Personnel Commission	\$250 for half days; \$350 for full days; plus \$6.50 per page of transcriptions	2004-2005 District Budget/Personnel Commission
	Michael Prihar, Esq.	Hearing officer to be used to hear the appeal of a classified employee	\$900 per day	2004-2005 District Budget/Personnel Commission
	Hay Group, Inc.	Completion of the campus-wide classification and compensation study	Not to exceed \$65,000	2004-2005 District Budget/Personnel Commission

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 22**                      **CLAIMS 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>
Cynthia Rullo	05/10/04	\$300

Comment: Ms. Rullo alleges that she parked in a formerly handicapped space because she did not know the space had been removed. When she backed up to allow a delivery truck to exit, her vehicle was damaged.

Diana Saed	05/19/04	\$400
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Comment: Ms. Saed alleges that due to a lack of safe storage, her camera was stolen while she was a student worker in the counseling annex transfer center.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 23**

**CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

23-A AMENDMENT TO RISK MANAGEMENT AGREEMENT

Amend the agreement with DEL MAR ANALYTICAL to provide industrial waste water sampling per Federal, State and local regulations for an additional \$2,000 for an amended total not to exceed \$8,000

Funding Source: 2003-2004 Risk Management Budget

Comment: Additional services are required related to the operation of the cafeteria.

23-B COMMUNICATION NETWORK AGREEMENT

Memorandum of Understanding between the District, the City of Santa Monica and the Santa Monica/Malibu Unified School District for a five-year agreement for a shared fiber optic system. The system will provide the District with high speed voice and data communications for all college sites. The cost is based on a pro-ration of actual maintenance costs. The shared agreement will begin when the City accepts the fiber optic installation being performed by Adelphia Cable.

Funding Source: Network Services Budget

Comment: This five-year agreement will provide the District with increased voice and data communication capacity at a substantial savings. This is an example of how the three agencies can work together to save money and provide better services.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 24**      **FACILITIES**

*Requested Action: Approval*

24-A REJECT ALL BIDS – EARTHQUAKE REPLACEMENT OF LIBERAL ARTS RE-BID

Reject all bids for the Earthquake Replacement of Liberal Arts – Unit 2 North Building Re-bid and authorize the District to re-bid the project.

Funding Source:      City of Santa Monica Earthquake Redevelopment, FEMA, Measure U

Comment:      All bids were above the budget for the project. The addendums for project will be re-evaluated and the project will be re-bid in an effort to bring prospective bids into alignment with the budget for the project.

24-B AWARD OF BID – THEATER ARTS RENOVATION

Award of bid for the Theatre Arts Renovation project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Turner Construction	\$13,053,000
Bernards Bros.	\$13,495,000
FTR International	\$14,721,000

Funding Source:      Measure U

Comment:      This project provides for a complete renovation of the Main Stage and Studio Stage for the Theatre Arts Department. The project includes state-of-the-art technical facilities, classrooms, faculty offices, larger scene shop and larger dressing rooms.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 24**

**FACILITIES** (continued)

**24-C AWARD OF BID – BUNDY CAMPUS, WEST BUILDING RENOVATION**

Award of bid for the Bundy Campus – West Building Renovation project to the lowest responsive bidder:

<u>Bidder</u>	<u>Bid Amount</u>
Bernards Bros.	\$14,979,000
Pinner Construction	\$15,228,000
FTR International	\$15,979,000
EMMA Corporation	\$19,226,000

Funding Source: Measure U

Comment: This project provides renovation of the four-story building formally owned by BAE systems into a classroom facility with faculty offices, Community Services offices, Student Services offices, computer lab, library, study area, food services and a small bookstore.

**24-D PROJECT COMPLETION – VEHICLE SECURITY CONTROLLED ACCESS**

Subject to completion of punch list items by G.B. COOKE, INC., authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as VEHICLE SECURITY CONTROLLED ACCESS as being complete upon G.B. COOKE, 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 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 24**      **FACILITIES** (continued)

24-E PROJECT COMPLETION – DRESCHER HALL HOIST REMOVAL

Subject to completion of punch list items by G.B. COOKE, INC., authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as DRESCHER HALL HOIST REMOVAL as being complete upon G.B. COOKE, 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.

24-F ADDITIONAL ENGINEERING SERVICES – BUNDY CAMPUS SITE IMPROVEMENTS – PHASE II

Additional services under the agreement with INCLEDON KIRK ENGINEERS engineering services related to the Bundy Campus Site Improvements – Phase II. Fee for additional services not to exceed \$2,000 plus reimbursable expenses.

Funding Source:      Measure U

Comment:      These additional services provide for review and relocation of perimeter trees based meetings with the immediate neighbors.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 24**      **FACILITIES** (continued)

**24-G CHANGE ORDER NO.1 – BUNDY CAMPUS SITE IMPROVEMENTS – PHASE II**

Change Order No. 1 G.B. COOKE, INC. on the Bundy Campus Site Improvements – Phase II project.

Original Contract Amount	\$568,700
Change Orders No. 1	<u>32,064</u>
Revised Contract Amount	\$618,764

Funding Source:      Measure U

Comment:      Change Order No. 1 provides for additions to the block wall at the southwest corner, the change to 'split-face' block and material change for sliding gate at the Stewart Street entry, owner requested landscape/irrigation changes, reduction in height of parking light standards and two additional parking light standards.

**24-H CHANGE ORDER NO. 4 – RENOVATION OF LIBRARY VILLAGE FOR MATH**

Change Order No. 4 NOVUS CONSTRUCTION, INC. on the Renovation Of Library Village For Math project.

Original Contract Amount	\$1,069,069
Change Orders No. 1- 3	40,546
Change Order No. 4	<u>40,419</u>
Revised Contract Amount	\$1,150,034

Funding Source:      Measure U

Comment:      Change Order No. 4 provides for new door hardware, seismic strapping for added back-up battery packs, a credit for door hold open devices not required, and work necessary to replace fire alarm connections and inoperable duct smoke detectors in adjacent building that utilize the fire alarm panel in this project.



<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 24**      **FACILITIES** (continued)

24-I PROJECT COMPLETION – LIBRARY VILLAGE RENOVATION FOR MATH

Subject to completion of punch list items by NOVUS CONSTRUCTION, INC., authorize the Executive Vice President of Business and Administration, without further action of the Board of Trustees, to accept the project described as LIBRARY VILLAGE RENOVATION FOR MATH as being complete upon NOVUS 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.

24-J FIVE-YEAR CONSTRUCTION PLAN 2006-2010

The filing of the Five-Year Construction Plan 2006-2010 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.

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
**FIVE-YEAR CONSTRUCTION PLAN 2006/7-2010/11**  
 DISTRICT ORDER OF PRIORITY

To be submitted July 1, 2004

**SCHEDULE OF FUNDS**

Priority	Total Project Cost	Funding Source(s)	Fiscal year of occupancy	04-05	05-06	06-07	07-08	08-09	09-10	10-11
1	Earthquake Repl. Liberal Arts Bldg., Unit 1 South	S/D/F/O	06/07	(C) \$ 15,209,776	(E) \$ 495,000					
2	Student Services Building	S/D				(P)(W) \$ 2,770,700	(C) \$ 36,536,760	(E) \$ 1,540,500		
3	Earthquake Repl. Liberal Arts Bldg., Unit 2 North	D/F/O	05/06	(C) \$ 10,878,000	(E) \$ 275,000					
4	Renovation, Main Stage	D	05/06	(C) \$ 14,488,830	(E) \$ 570,000					
5	Renovation, Bundy Campus West Building	D	04/05	(C) \$ 16,633,350	(E) \$ 500,000					
6	Renovation for Music, Madison	D	06/07	(C) \$ 3,950,342	(E) \$ 155,200					
7	Theater Addition, Madison	D*	06/07	(C) \$ 21,702,200	(E) \$ 750,000					
8	14th and Pico Site	D	07/08	(P)(W) \$ 1,200,000	(C) \$ 12,987,000	(E) \$ 517,750				
9	Shuttle Replacement Parking Structure	D	06/07	(P)(W) \$ 1,008,000	(C) \$ 14,208,000	(E) \$ 40,000				
10	Campus Infrastructure/Safety	D	06/07	(P)(W) \$ 220,000	(C) \$ 1,110,000	(C) \$ 1,100,000	(C) \$ 200,000			
11	Northwest Quad Development	D	06/07	(P)(W) \$ 350,000	(C) \$ 3,896,100	(E) \$ 80,000				
12	Pico Campus Entrance	D	09/10	(P) \$ 108,200	(W) \$ 126,369	(C) \$ 1,654,400	(E) \$ 50,000			
13	Math/Science Addition	S/D	09/10	(P)(W) \$ 1,569,750	(C) \$ 16,456,000	(E) \$ 1,380,000				
14	Letters & Science Demolition/Site Restoration	D	09/10	(P)(W) \$ 150,000	(C) \$ 1,600,000					

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

**PROJECTS COMPLETED OR TO BE COMPLETED AND OCCUPIED DURING THE CURRENT FISCAL YEAR 2003-2004:**  
 Library, Emeritus College, Library Village Renovation for Math, Relocation of Kinesiology, Dance, Recreation and Athletics Offices

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 25**

*Requested Action: Approval*

**COMMERCIAL WARRANT REGISTER**

May 1 – May 31, 2004	1087 - 1125	\$5,345,195.98
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Comment: The detailed commercial warrant documents are on file in the Accounting Department.

**RECOMMENDATION NO. 26**

*Requested Action: Approval*

**PAYROLL WARRANT REGISTER**

May 1 – May 31, 2004	C1J – C2K	\$6,135,362.92
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Comment: The detailed payroll register documents are on file in the Accounting Department.

**RECOMMENDATION NO. 27**

*Requested Action: Authorization*

**AUXILIARY PAYMENTS & PURCHASE ORDERS**

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

May 1 – May 31, 2004	Payments \$450,046	Purchase Orders \$8,138
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Comment: The detailed Auxiliary payment documents are on file in the Auxiliary Operations Office.

**RECOMMENDATION NO. 28**

*Requested Action: Authorization*

**DIRECT PAYMENTS**

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.

May 1 – May 31, 2004	DC01180 – DD001234	\$65,712.65
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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

**CONSENT AGENDA: BUSINESS AND ADMINISTRATION**

**RECOMMENDATION NO. 29                      PURCHASING**

*Requested Action: Approval*

**29-A AWARD OF PURCHASE ORDERS**

Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists on file in the Purchasing Department

May 1 – May 28, 2004    \$396,878.50

**29-B RESOLUTION DESIGNATION OF SOLE SOURCE FOR OPERATING SYSTEM MAINTENANCE AND SUPPORT**

WHEREAS, the Governing Board recognizes that California Public Contract Code Section 20651 requires competitive bidding in designated circumstances before awarding a contract; and,

WHEREAS, the Governing Board finds that it needs a unique produce or services and only one source will meet the needs of the District; and,

WHEREAS, the Governing Board had cautiously exercised due diligence in determining that the product or services, same or equal, is not available from any other source; and,

WHEREAS, the Governing Board understands that awarding a contract without competitive bidding as otherwise required may result in legal and financial risk should there be a source, same or equal, for the product or services;

THEREFORE BE IT RESOLVED, that a contract is approved by unanimous action of the Governing Board as follows:

Supplier or Contractor Name:	Oracle Corporation
Description of the Product or Services:	Oracle Maintenance & Support
Amount:	Not to exceed \$160,000

Funding Source:                      2004-2005 Information Management Budget

Comment:                      The District has a multi-year site license agreement with Oracle. No third party can provide the annual maintenance and support for the Oracle system.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	June 7, 2004

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 29      PURCHASING (continued)

29-C PARTICIPATION IN PURCHASE AGREEMENTS

Authorize the use of the following purchase agreements and the award of purchase orders:

1. State of California Department of General Services' California Multiple Awards Schedule (CMAS) contract #3-98-00-0226A with NEC United Solutions, Inc. for computer server maintenance service for MIS and the Library.

Authorize the award of a purchase order to NEC United Solutions, Inc. for the annual CISCO Smartnet server maintenance for MIS and Library servers in an amount not to exceed \$100,000.

Funding Source:      2004-2005 Network Services Budget

2. Glendale Unified School District Bid Number P 15-99/00 with Hewlett-Packard Corporation for computer equipment and related components for the UNIX hardware and software upgrade.

Authorize the award of a purchase order to Hewlett-Packard Corporation c/o Systems Technology Associates for the UNIX hardware and software upgrade in an amount not to exceed \$311,000

Funding Source:      2004-2005 Information Management Budget

3. Glendale Unified School District Bid Number P 1499 with VIRCO for furniture for the Mathematics department.

Authorize the increase of Purchase Order 62384 to VIRCO for the purchase of additional furniture. Total amount of increased purchase order not to exceed \$70,000.

Funding Source:      Measure U

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 30**                      **ORGANIZATIONAL MEMBERSHIPS, 2004-2005**

It is recommended that the Board of Trustees approve the following organizational memberships for 2004-2005:

Accreditation

- Accrediting Commission for Community and Junior Colleges (WASC)
- American Medical Association
- Commission on Allied Health, Education and Accreditation
- Council for Higher Education Accreditation (CHEA)
- National League of Nursing (NLN)

Board Organizations

- American Association of Community Colleges
- Association of Community College Trustees
- California Association of African American Community College Trustees (CAAACCT)
- California Association of Latino Community College Trustees (CALCCT)
- Community College League of California
- Community College Leadership Development Initiative Foundation (CCLDIF)
- National Association of Latino Elected Officials (NALEO)

District-Wide Organizations

- Academic Senate for California Community Colleges
- Affirmative Action, Diversity & Equity Consortium-So. Region (AADEC-SR)
- Affirmative Action Officers Association (AAOA)
- American Association of Higher Education (AAHE)
- American Association of University Women (AAUW)
- American Council of Education (ACE)
- American Mathematical Association of Two-Year Colleges
- American Society of Composers, Authors and Publishers
- AMIDEAST
- Arts Advocates
- Associate Degree Nursing Program, Southern California Directors
- Association of Community and Continuing Education (ACCE)
- Association for Institutional Research (AIR)
- Association of International Education Administrators (AIEA)
- Association of Performing Arts Presenters
- Broadcast Education Association (BEA)
- Broadcast Music, Inc. (BMI)
- California Arts Advocates
- California Association of Public Purchasing Officers, Inc. (CAPPO)
- California Association of School Business Officers (CASBO)
- California Association of Student Financial Aid Administrators
- California Campus Environmental Health and Safety Association
- California Colleges for International Education (CCIE)
- California Community College Association for Occupational Education (CCCAOE)
- California Community College Chief Instructional Officers (CCCCIO)

California Community College Chief Student Services Administrators Association  
California Community Colleges Classified Senate (CCCCS)  
California Community Colleges Counselors Association (CCCCA)  
California Community College Student Affairs Association (CCCSAA)  
California Community College Transfer Center Director's Association  
California Community Colleges Student Financial Aid Administrators Association  
California Cooperative Education Association  
California Fashion Association  
California Heritage Museum  
California Information System Office Association (CISOA)  
California Library Authority for System Services  
California Newspaper Publishers Association  
California Placement Association  
California Presenters (2002-03 and 2003-04)  
California Resource Recovery Association  
California Transit Association  
Career Planning and Adult Development Network  
CMJ New Music Report  
College Consortium for International Studies  
Color Association of the United States  
Community College Facility Coalition  
Community College Instructional Network  
Community College Public Relations Organization  
Consortium for North American Higher Education Collaboration (CONAHEC)  
Consortium of Southern California Colleges & Universities (CSCCU)  
Council for Advancement and Support of Education (CASE)  
Council for Adult and Experiential Learning  
Council of Chief Librarians  
Council for Opportunity in Education (COE)  
Council for Resource Development (CRD)  
Education Mandated Cost Network  
English Council of California Two-Year Colleges  
Equal Employment Diversity and Equity Consortium/Southern Region)  
Fulbright Association  
Health Services Association of California Community Colleges  
Hispanic Association of Colleges and Universities  
Honors Transfer Council  
Institute of International Education (IIE)  
Institute for Supply Management  
International Animated Film Society (ASIFA-Hollywood)  
International Association for Continuing Education and Training (IACET)  
Journalism Association of Community Colleges  
KCET-TV  
KOCE-TV  
Latina Leadership Network  
League for Innovation  
Learning Resources Network  
Los Angeles Area Chamber of Commerce  
Los Angeles World Affairs Council  
Malibu Chamber of Commerce  
Metropolitan Cooperative Library System  
Music Association of California Community Colleges (MACCC)  
NAFSA Association of International Educators  
National Association for the Advancement of Color People (NAACP)

National Association of College Admission Counselors  
 National Association of Educational Buyers  
 National Association of Foreign Student Admissions Officers  
 National Association of Student Employment Administrators (NASEA)  
 National Association of Student Financial Aid Administrators  
 National College Fairs Advisory Committee (NACAC)  
 National Communication Association  
 National Community College Hispanic Council  
 National Council for Marketing and Public Relations  
 National Council on Research and Planning (NCRP)  
 National Endowment for the Arts (NEA)  
 National Endowment for Humanities (NEH)  
 National Institute for Staff & Organizational Development (NISOD)  
 Network of California Community College Foundation  
 Pacific Association of Community College Registrars and Admissions Officers  
 Pacific Coast College Health Association  
 Pacific Council on International Policy  
 The Presidential Summit (An Association of Community Colleges and Public Universities)  
 Recording for the Blind and Dyslexic  
 Research and Planning Group for California Community Colleges  
 Santa Monica Chamber of Commerce  
 SESAC (license for public performance of music works)  
 Southern California Consortium for International Studies  
 Southern California Intersegmental Articulation Council (SCIAC)  
 Southern 30 Information Exchange Consortium  
 Western Alliance of Arts Administrators  
 Western Arts Alliance  
 Western Association of College Admissions Counselors  
 Women in Animation

Funding Source: 2004-2005 Departmental Budgets

It is further recommended that the Board of Trustees approve the following 2004-2005 organizational memberships for KCRW:

California Public Radio  
 California Broadcasters Association  
 Major Market Partnership  
 National Association of Broadcasters  
 National Public Radio  
 National Translator Association  
 Public Radio International  
 Public Broadcasting Management Association  
 Public Radio Program Directors

Funding Source: 2004-2005 Budget/KCRW  
Grants and donations



It is further recommended that the Board of Trustees approve the following 2004-2005 organizational memberships for the Personnel Commission:

California School Personnel Commissioners Association  
College and University Professional Association for Human Resources (CUPA-HR)  
Cooperative Organizations for the Development of Employee Selection  
International Personnel Management Association (IPMA)  
Personnel Commissioners Association of Southern California (PCASC)  
WRIPAC Services – Western Region Items Bank (WRIB)

Funding Source: 2004-2005 Budget/Personnel Commission

It is further recommended that the Board of Trustees approve the following 2004-2005 organizational memberships for Athletics:

California Community College Athletic Academic Advisors Association  
California Community College Athletic Directors Association  
California Community College Athletes Training Association  
California Community College Cross Country + Track & Field Coaches Association  
California Community College Fastpitch Softball Coaches Association  
California Community College Football Coaches Association  
California Community College Men's Basketball Coaches Association  
California Community College Soccer Coaches Association  
California Community College Swimming & Diving Coaches Association  
California Community College Tennis Coaches Association  
California Community College Women's Basketball Coaches Association  
Commission on Athletics  
Intercollegiate Tennis Association  
National Association of Collegiate Directors of Athletics  
National Association of Academic Advisors for Athletics  
National Athletes Training Association  
Western States Conference

Funding Source: 2004-2005 Budget/Athletics

COMMENT: Total District funds expended for 2003-2004 were approximately \$150,000 (excluding KCRW). The same amount is budgeted for 2004-05.

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 31

RE-APPOINTMENTS TO CITIZENS' BOND  
OVERSIGHT COMMITTEE

It is recommended that the Board of Trustees approve the re-appointment of seven members to the Citizen's Bond Oversight Committee.

Re-appointment of members for two-year terms, 2004-2006:

- Paul Leoni, College Advisory Board or Foundation
- Ed Moosbrugger, Business Organization
- Jim Mount, Business Organization
- Herb Rose, College Advisory Board or Foundation
- Herb Reich, Senior Citizen's Organization/Malibu resident
- Bertrand Staggers, Senior Citizen's Organization
- Pierce Watson, Senior Citizen's Organization

Comment: This action calls for the re-appointment of seven members of the Citizens' Bond Oversight Committee whose terms expire in July, 2004. The bylaws of the Citizens' Bond Oversight Committee in compliance with Education Code Section 15282 states that the committee shall consist of a minimum of seven members representing (1) local business community, (2) senior citizen's organization, (3) taxpayers' organization, (4) student, (5) college advisory board or foundation. The Board originally appointed 15 members to the committee in April, 2002, more than adequately representing all required constituents. There have been two resignations (Nancy Greenstein and Graham Pope).

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 32**

**APPOINTMENT OF TWO NEW MEMBERS  
TO CITIZENS' BOND OVERSIGHT COMMITTEE**

The Citizens' Bond Oversight Committee is required by Education Code Section 15282, Board Policy Section 1264, and its Bylaws to consist of seven members representing (1) local business community, (2) senior citizen's organization, (3) taxpayers' organization, (4) student, (5) college advisory board or foundation. Currently, two of those categories are vacant.

Therefore, it is recommended the Board of Trustees appoint two new members to the Citizens' Bond Oversight Committee, in the following categories.

Taxpayer's Organization  
Student

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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

MAJOR ITEMS OF BUSINESS

**RECOMMENDATION NO. 33**      **2004-2005 TENTATIVE BUDGET**

It is recommended that the Board of Trustees adopt the 2004-2005 Tentative Budget.

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

**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
2004-2005 TENTATIVE BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Tentative Budget for fiscal year 2004-2005 is comprised of the following separate funds:

General Fund Unrestricted	\$113,031,525
General Fund Restricted	<u>18,494,043</u>
Total General Fund	\$131,525,568
Special Reserve Fund (Capital)	\$11,570,500
Earthquake Fund	3,133,712
Bond Fund Prop T	1
Bond Fund Measure U	30,071,196
Bond Interest & Redemption Fund	10,159,129
Enterprise Fund	753,042
Student Financial Aid Fund	9,111,810
Auxiliary Operations	<u>4,080,456</u>
Total Other Restricted	\$68,879,846
TOTAL PROPOSED TENTATIVE BUDGET	\$200,405,414

The Tentative Budget is a temporary spending authority for the District to use until the budget is adopted in September. The California Education Code provides community colleges and schools a way to approve this temporary budget while the agencies wait for the state to adopt the state budget. The basic assumption in the SMC tentative budget is the success of the plan presented to the Board of Trustees on May 10<sup>th</sup> by Student Services. Full implementation of the plan is also the driving force for building the budget. Below is a summary of the Districts budgets with some of the highlights of the activities in the select funds.

**GENERAL FUND**

General Fund Unrestricted Revenues (01.0)

These are the only funds available for the general operations of the College. All other funds are restricted.

The federal income for 2004-2005 is estimated at the 2003-2004 level, as notification has not been received regarding the 2004-2005 funding.

The Governor's Budget for Community Colleges provides for system wide growth of 3% , Equalization of \$80 million, and a Cost of Living Adjustment (COLA) of 2.41%. The 04/05 projections are based on the information from the Chancellor's Office and CCLC estimates.

State General revenue is driven by student enrollment calculations. In 03/04 SMC received stability funding from the state. This meant we were not funded by the normal calculation of enrollment, instead SMC's state general revenue calculation was back-filled for any revenue loss that was the result of enrollment decline. This allowed SMC to reduce expenditures in those areas that could be controlled to cover the increased costs of the areas that were not possible for the District to reduce in a short term. The 04/05 Tentative Budget reflects the District no longer being in this special funding category.

The state funding formula is based on the combination of property taxes, enrollment fees and principal apportionment funds added together to equal the estimated State General revenue. Within the principal apportionment figure are the estimates for COLA , equalization and growth. The other two parts of the equation, property tax and enrollment fees, are not changed in the Tentative Budget since the net result would be the same. It is also possible that the state legislature may approve the Governor's plan to move Partnership for Excellence and part-time faculty budget allocations into the base apportionment. However, these funds remain separate line items in the Tentative Budget.

The State Lottery revenues are paid each year according to the annual enrollment figures. Since we are projecting an increase in enrollment in 2004-2005, the Lottery revenue has been increased.

Mandated Cost Reimbursement has been postponed by the State until fiscal year 2005-2006.

When preparing the 2004-2005 budget, the assumption was that non-resident tuition will remain unchanged. This is an optimistic approach given the federal position to restrict foreign students.

The projected ending balance for fiscal year 2003-2004 is \$3,995,523. This becomes the projected beginning balance for 04/05. The actual figure will not be final until the state apportionment recalculation in February, 2005. The 04/05 budget shows a prior year apportionment income of almost \$1.4 million based upon restatement of the property tax and student enrollment deficit being reduced by 87%.

#### General Fund Unrestricted Expenditures (01.0)

Student Services has put in place a plan for students that coordinates recruitment, assessment, financial aid, and other student service areas to assist students in enrolling and enhancing their potential for success. Academic Services has developed through the instructional departments class offerings that are addressing the most impacted courses offered by SMC to ensure the greatest probability of reaching the projected student enrollment needed for the budget estimates. Part time expenses have been increased to reflect the major cost of the implementation of these approaches. An addition three full-time faculty positions have been included. Classified regular and instructional support staff will be expanded to better serve students. The benefit costs have been increased to reflect the costs for added faculty and staff. The salary expenditure projections reflect appropriate step, and longevity increases for all qualified employees.

Even though in 03/04 the District's contract service costs were the lowest in five years, the 04/05 budget attempts to maintain that expenditure level. Lease purchases are also held at the 03/04 expenditure level.

Because expenditures exceed income even with the above optimistic income scenario, a negative transfer of \$1.6 million is entered as a placeholder for expenditure reductions to be made prior to the adopted budget.

The contingency reserve is budgeted at \$3.5 million or approximately 3%. This will remove the District from level one on the watch list of the Chancellor's Office. Given the very optimistic income estimates it would be irresponsible to have a reserve lower than 3%.

## **RESTRICTED FUNDS**

### General Fund Restricted (01.3)

This fund represents restricted money that is received by the District from Federal, State and Local sources. A summary of all grants is available in the Accounting office. The restricted lottery revenue is by law allocated to the purchase of instructional materials.

The Governor's "May Revise" proposes that Matriculation be folded into the base apportionment. As of this date, we do not know whether that will be approved by the legislature or not. Income and expense related to matriculation is budgeted in the restricted fund.

Because of some income reductions projected at this time for some of the categorical programs the expenditure will need to be reduced by over one half million dollars if the income does not get restored. The contingency reserve is being carried as a negative until the adjustments are made prior to the adopted budget.

When received, new grants will be presented to the Board of Trustees for approval and the District's budget will be augmented to reflect the increase.

### Special Reserve Fund (40.0) (Capital)

This fund is also known as the Capital Expenditures Fund. State funding for capital projects, scheduled maintenance, asbestos abatement and architectural barrier removal is reflected in this fund. The non-resident capital charge is a revenue source to this fund, and is the primary source of funds for the COP payment for AET. This fund includes the state funded capital project portion of the Liberal Arts Building.

Also included in this fund is the Earthquake Redevelopment Revenue from the City of Santa Monica for the replacement of the earthquake damaged Liberal Arts building. These funds will be combined with State funds for the Liberal Arts Project. The FEMA portion of the project is in different fund.

All capital expenditures and income in the Special Reserve Fund, as well as Fund 41.0 Fund 42.1 and Fund 42.2 reflect the total expense allocation and the total income for all projects and is not limited to current year, thus resulting in a zero ending balance. Money in these funds are restricted.

### Earthquake Fund (41.0)

This fund reflects the FEMA and OES money received and expended as a result of the damage incurred at Santa Monica College due to the 1994 Northridge Earthquake. The remaining project is the replacement of the earthquake damaged Liberal Arts Bldg.

### Bond Fund Prop T (42.1)

This fund reflects the revenue from the sale of bonds approved by Proposition "T" and the interest earned in the fund.

The expenditures in this fund are coupled with fund 40.0 State Grants and fund 41.0 FEMA funding to cover the necessary expenses related to the College construction plan approved under Prop T. The Library Project was the last major remaining project in this fund and as the bills are paid for the completion of the project this fund will close. One dollar is budgeted as beginning balance and expenditure for this fund for 04/05 because the fund needs to remain open until all transactions are closed and a final accounting is complete.

### Bond Fund Measure U (42.2)

This fund reflects the revenue from the sale of bonds approved by Measure U and the interest earned in the fund. The first sale of bonds was \$25 million, the second sale was for \$22 million.

The expenditures in this fund relate to the College construction plan approved under Measure U. It is expected that all current funds will be expended prior to the three year time limit.

### Bond Interest and Redemption Fund (48.0)

This fund is administered by the Los Angeles County Treasurer's Office and reflects the receipt of property tax money due to voted indebtedness for bond issues and the payment of interest on those bonds plus the redemption of the bonds whose maturity date is within the 2004-2005 fiscal year. This information is projected for the District by the Los Angeles County Treasurer's Office.

### Enterprise Fund (50.0)

This was a new fund in 03/04 for Community Service and Contract Education. Under the new accounting system established by the Los Angeles County Department of Education, it was deemed appropriate to create a separate fund for these revenues and expenditures.

### Student Financial Aid Fund (74.0)

This fund consists of all student financial aid grant programs (PELL, SEOG, EOPS and Cal Grants). Transfer line items reflect a transfer from the General Fund Unrestricted to meet the match requirement of the individual grant programs.

### Auxiliary Operations

This budget reflects the income and expenses of the auxiliary operations of the District, namely the bookstore, the food and vending concessions, and College expenses in programs such as athletics, music, theatre arts, THE CORSAIR and transportation.

## **CONCLUSION**

This is a tentative budget. It will undergo changes. Some will be the result of revised state revenue, others will be internal adjustments resulting from new or more information. The budget committee was unable to review the preliminary budget. Therefore recommendations were not received as they normally would have been. I expect a better working environment for the Budget Committee now that it will once again be meeting separate from the Collegewide Coordinating Council.



2004/05 UNRESTRICTED GENERAL FUND 01.0 TENTATIVE INCOME BUDGET

ACCOUNTS (a)	03/04 ADOPTED BUDGET (b)	03/04 PROJECTED INCOME (c)	04/05 TENTATIVE BUDGET (d)
FEDERAL			
1. 8189 FIN AIDS ADM ALLOWANCES	114,873	114,873	114,873
<b>2. TOTAL FEDERAL</b>	<b>114,873</b>	<b>114,873</b>	<b>114,873</b>
STATE			
3. 8610 PRINCIPAL APPT.	39,093,071	35,996,322	43,627,275
4. 8611 BASIC SKILLS APPT.	0	0	0
5. 8616 PRIOR YR APPT. ADJ.	312,170	1,379,323	1,379,323
6. 8672 HOMEOWNERS EXEMPT	94,454	94,454	94,454
7. 8680 STATE LOTTERY REV.	2,406,875	2,540,440	2,703,480
8. 8692 MANDATED COST RECOV.	0	0	0
9. 8699 OTH STATE	1,000,440	1,000,440	1,000,440
10. PARTNERSHIP FOR EXCELLENCE	4,276,360	4,276,360	4,276,360
<b>11. TOTAL STATE</b>	<b>47,183,370</b>	<b>45,287,339</b>	<b>53,081,332</b>
LOCAL			
12. 8810 PROP TAX SHIFT	25,497,202	25,497,202	25,497,202
13. 8811 SECURED TAX	6,879,210	6,879,210	6,879,210
14. 8812 SUPPLE. TAXES	105,342	175,345	175,345
15. 8813 UNSECURED TAX	370,894	374,714	374,714
16. 8816 PRIOR YRS TAXES	253,184	805,621	805,621
17. 8830 INTENSIVE ESL	410,496	516,703	516,703
18. 8850 RENTS	17,825	39,043	39,043
19. 8860 INTEREST	204,242	204,242	204,242
20. 8874 ENROLLMENT FEES	6,230,782	6,826,015	6,826,015
21. 8879 STUDENT RECORDS	150,452	150,452	150,452
22. 8880 NON RES TUITION	11,829,471	12,859,902	12,859,902
23. 8886 F1 APPLICATION FEES	71,545	63,885	63,885
24. 8889 OTHER FEES	236,326	177,412	354,000
25. 8890 OTHER LOCAL	278,175	278,175	278,175
26. 8891 I. D. CARD SERVICE CHARGE	430,615	460,323	460,323
27. 8892 LIBRARY FINES	16,472	16,472	16,472
28. 8893 PARKING FINES	237,696	279,073	279,073
<b>29. TOTAL LOCAL</b>	<b>53,219,929</b>	<b>55,603,789</b>	<b>55,780,377</b>
<b>30. TOTAL INCOME (Lines 2 + 11 + 29)</b>	<b>100,518,172</b>	<b>101,006,001</b>	<b>108,976,582</b>
31. 8980 TRANSFER IN	59,420	59,420	59,420
<b>32. TOTAL REVENUE (Lines 30 + 31)</b>	<b>100,577,592</b>	<b>101,065,421</b>	<b>109,036,002</b>
33. BEGINNING BALANCE	1,862,057	1,862,057	3,995,523
34. ADJUSTMENT TO BEGINNING BALANCE	0	0	0
<b>35. TOTAL FUNDS AVAIL. (Lines 32 + 33 + 34)</b>	<b>102,439,649</b>	<b>102,927,478</b>	<b>113,031,525</b>

2004/05 UNRESTRICTED GENERAL FUND 01.0 TENTATIVE EXPENDITURE BUDGET

ACCOUNTS (a)	03/04 ADOPTED BUDGET (b)	03/04 PROJECTED EXPENDITURES (c)	03/04 TENTATIVE BUDGET (d)
1. INSTRUCTION	21,615,647	22,071,510	22,286,533
2. ACADEMIC MANAGERS	3,306,745	3,572,129	3,708,250
3. NON-INSTRUCTION	3,968,600	4,321,083	4,431,583
4. HOURLY INSTRUCTION	14,244,756	14,075,851	20,547,990
5. HOURLY NON INSTRUCTION	2,673,350	2,246,548	3,316,741
<b>6. TOTAL ACADEMIC</b>	<b>45,809,098</b>	<b>46,287,121</b>	<b>54,291,097</b>
7. CLASSIFIED REGULAR	15,521,369	14,773,713	16,487,881
8. CLASSIFIED MANAGERS	2,606,678	2,726,928	2,651,982
9. CLASS REG INSTRUCTION	2,230,413	1,972,911	2,546,341
10. CLASSIFIED HOURLY	1,385,704	1,266,409	1,385,345
11. CLASS HRLY INSTRUCTION	389,651	262,451	265,517
<b>12. TOTAL CLASSIFIED</b>	<b>22,133,815</b>	<b>21,002,412</b>	<b>23,337,066</b>
13. STRS	3,346,570	2,975,422	3,500,000
14. PERS	2,495,337	2,415,119	2,600,000
15. OASDHI	1,976,982	2,097,863	2,300,000
16. H/W	9,060,044	8,060,808	8,760,000
17. RETIREE'S H/W	1,138,065	979,675	1,000,000
18. SUI	137,013	195,590	175,000
19. WORKERS' COMP.	1,157,757	1,195,067	1,200,000
20. DISTRICT RETIREMENT	541,379	314,462	475,000
<b>21. TOTAL BENEFITS</b>	<b>19,853,147</b>	<b>18,234,006</b>	<b>20,010,000</b>
<b>22. TOTAL SUPPLIES</b>	<b>1,095,177</b>	<b>1,095,177</b>	1,200,296
23. CONTRACTS/SERVICES	7,283,706	6,978,284	6,978,284
24. INSURANCE	585,635	585,635	545,200
25. UTILITIES	2,412,766	2,905,378	3,041,990
<b>26. TOTAL SERVICES*</b>	<b>10,282,107</b>	<b>10,469,297</b>	<b>10,565,474</b>
27. BLDG & SITES	0	13,104	0
28. EQUIPMENT	25,000	146,168	61,000
29. LEASE PURCHASES	818,874	1,124,296	1,124,296
<b>30. TOTAL CAPITAL</b>	<b>843,874</b>	<b>1,283,568</b>	<b>1,185,296</b>
<b>31. TOTAL EXPENSES</b>	<b>100,017,218</b>	<b>98,371,581</b>	<b>110,589,229</b>
32. OTHER OUTGO TRANSFERS FOR FINANCIAL A	560,374	560,374	560,374
33. SPECIAL ADJUSTMENT FOR BALANCING	0	0	(1,618,078)
<b>34. TOTAL EXP. &amp; TRANSFERS (Lines 31 + 32 + 33)</b>	<b>100,577,592</b>	<b>98,931,955</b>	<b>109,531,525</b>
35. CONTINGENCY RESERVE	1,862,057	3,995,523	3,500,000
<b>36. TOTAL (Lines 34 + 35)</b>	<b>102,439,649</b>	<b>102,927,478</b>	<b>113,031,525</b>

\*Lottery revenues are used to fund services.

**RESTRICTED GENERAL FUND 01.3 TENTATIVE INCOME BUDGET**

REVENUE ACCOUNT	03/04 ADOPTED BUDGET	03/04 PROJECTED INCOME	04/05 TENTATIVE BUDGET
(a)	(b)	(c)	(d)
<b>FEDERAL</b>			
1. 8170 VOCATIONAL ED.	171,859	171,859	171,859
2. 8180 ECONOMIC OPP. ACT/FWS	648,904	648,904	648,904
3. 8190 RADIO GRANTS	975,000	975,000	975,000
4. 8190 RADIO GRANTS C/O	470,078	470,078	470,078
5. 8241 TECH PREP	72,000	72,000	68,800
6. OTHER FEDERAL	920,688	920,688	920,688
<b>7. TOTAL FEDERAL</b>	<b>3,258,529</b>	<b>3,258,529</b>	<b>3,255,329</b>
<b>STATE</b>			
8. 8620 BLOCK GRANT C/O	309,510	309,510	178,260
9. 8620 S.F.A.A.	700,602	829,670	829,670
10. 8620 TTIP	36,364	36,364	36,364
11. 8620 TTIP C/O	213,348	213,348	174,282
12. 8620 CALWORKS	339,619	392,876	392,876
13. 8620 TANF	82,641	92,024	92,024
14. 8622 EXTENDED OPP. PROG.	1,109,468	1,109,468	1,109,468
15. 8622 EXTENDED OPP. PROG. C/O	177,329	177,329	7,823
16. 8623 DISABLED STUDENTS	981,012	1,079,476	1,079,476
17. 8650 MATRICULATION	693,266	740,466	740,466
18. 8650 MATRICULATION C/O	284,015	284,015	244,035
19. 8650 NON-CREDIT MATRICULATION	30,901	79,465	79,465
20. 8650 NON-CREDIT MATRICULATION C/O	28,537	28,537	21,156
21. 8650 EOPS CARE	99,437	99,437	99,437
22. 8650 EOPS CARE C/O	61,125	61,125	1,515
23. 8650 STAFF/FAC DIVERSITY	23,118	23,845	23,845
24. 8650 ENERGY RELIEF	325,469	325,469	325,469
25. 8650 TEACHER READING DEVELOPMENT PROGR	0	42,000	42,000
26. 8654 INSTR.EQUIP/LIBRARY MATL.	502,500	504,352	504,352
27. 8654 INSTR EQUIP LIBRARY MATL. C/O	382,285	382,285	338,836
28. 8656 STAFF DEVELOP. C/O	17,961	17,961	8,552
29. 8680 LOTTERY	318,762	318,762	318,762
30. OTHER STATE	1,192,477	1,192,477	1,192,477
<b>31. TOTAL STATE</b>	<b>7,909,746</b>	<b>8,340,261</b>	<b>7,840,610</b>
<b>LOCAL</b>			
32. 8830 PICO PARTNERSHIP	199,875	199,875	179,875
33. 8830 PICO PARTNERSHIP	14,615	14,615	11,350
34. 8876 HEALTH FEES	580,448	580,448	580,448
35. 8881 PARKING FEES	1,195,243	1,195,243	1,195,243
36. 8890 PARKING LOT INC	151,864	151,864	151,864
37. DONATIONS -KCRW	3,492,049	3,492,049	3,492,049
38. OTHER LOCAL	1,509,086	1,570,974	1,570,974
<b>39. TOTAL LOCAL</b>	<b>7,143,180</b>	<b>7,205,068</b>	<b>7,181,803</b>
<b>40. TOTAL INCOME (Lines 7 + 31 + 39)</b>	<b>18,311,455</b>	<b>18,803,858</b>	<b>18,277,742</b>
41. 8980 TRANSFERS	216,301	216,301	216,301
<b>42. TOTAL REVENUE (Lines 40 + 41)</b>	<b>18,527,756</b>	<b>19,020,159</b>	<b>18,494,043</b>
43. BEGINNING BALANCE	0	0	0
44. ADJUSTMENT TO BEGINNING BALANCE	0	0	0
<b>45. TOTAL FUNDS AVAIL. (Lines 42 + 43 + 44)</b>	<b>18,527,756</b>	<b>19,020,159</b>	<b>18,494,043</b>

RESTRICTED GENERAL FUND 01.3 TENTATIVE EXPENDITURE BUDGET

ACCOUNTS (a)	03/04 ADOPTED BUDGET (b)	03/04 PROJECTED EXPENDITURES (c)	04/05 TENTATIVE BUDGET (d)
1. INSTRUCTION	432,720	457,720	457,720
2. MANAGEMENT	603,404	614,876	614,876
3. NON-INSTRUCTION	1,055,947	1,055,947	1,055,947
4. HOURLY INSTRUCTION	278,505	278,505	278,505
5. HOURLY NON INSTRUCTION	1,319,578	1,378,916	1,378,916
<b>6. TOTAL ACADEMIC</b>	<b>3,690,154</b>	<b>3,785,964</b>	<b>3,785,964</b>
7. CLASSIFIED REGULAR	1,611,092	1,647,123	1,647,123
8. CLASSIFIED MANAGERS	272,892	272,892	272,892
9. CLASS REG INSTRUCTION	157,545	197,545	197,545
10. CLASSIFIED HOURLY	1,250,004	1,299,504	1,299,504
11. CLASS HRLY INSTRUCTION	240,841	240,841	240,841
<b>12. TOTAL CLASSIFIED</b>	<b>3,532,374</b>	<b>3,657,905</b>	<b>3,657,905</b>
13. STRS	284,558	306,361	306,361
14. PERS	197,230	197,230	197,230
15. OASDHI	293,932	293,932	293,932
16. H/W	481,981	487,031	487,031
17. SUI	26,967	26,967	26,967
18. WORKERS' COMP.	63,976	64,476	64,476
19. DISTRICT RETIREMENT	30,373	30,373	30,373
<b>20. TOTAL BENEFITS</b>	<b>1,379,017</b>	<b>1,406,370</b>	<b>1,406,370</b>
<b>21. TOTAL SUPPLIES</b>	<b>554,166</b>	<b>584,896</b>	<b>584,896</b>
22. CONTRACTS/SERVICES	4,528,838	4,600,505	4,600,505
23. INSURANCE	4,077	4,077	4,077
24. UTILITIES	325,469	325,469	325,469
<b>25. TOTAL SERVICES</b>	<b>4,858,384</b>	<b>4,930,051</b>	<b>4,930,051</b>
26. BLDG & SITES	15,302	15,302	15,302
27. EQUIPMENT	3,473,372	3,556,508	3,556,508
<b>28. TOTAL CAPITAL</b>	<b>3,488,674</b>	<b>3,571,810</b>	<b>3,571,810</b>
<b>29. TOTAL EXPENSES (Lines 6 + 12+ 20 + 21 + 25 + 28)</b>	<b>17,502,769</b>	<b>17,936,996</b>	<b>17,936,996</b>
30. OTHER OUTGO - FINANCIAL AIDS	965,567	1,022,128	1,022,128
31. OTHER OUTGO - TRANSFERS	59,420	61,035	61,035
<b>32. TOTAL OTHER OUTGO</b>	<b>1,024,987</b>	<b>1,083,163</b>	<b>1,083,163</b>
<b>33. TOTAL EXP. &amp; OTHER OUTGO (Lines 29 + 32)</b>	<b>18,527,756</b>	<b>19,020,159</b>	<b>19,020,159</b>
34. CONTINGENCY RESERVE	0	0	(526,116)
<b>35. TOTAL (Lines 33 + 34)</b>	<b>18,527,756</b>	<b>19,020,159</b>	<b>18,494,043</b>
43. BEGINNING BALANCE	0	0	
44. ADJUSTMENT TO BEGINNING BALANCE	0	0	
<b>45. TOTAL FUNDS AVAIL. (Lines 42 + 43 + 44)</b>	<b>0</b>	<b>0</b>	

**SPECIAL RESERVE FUND 40.0 TENTATIVE BUDGET**

ACCOUNTS (a)	03/04 ADOPTED BUDGET (b)	03/04 PROJECTED (c)	04/05 TENTATIVE BUDGET (d)
1. BEGINNING BALANCE	1,155,173	1,155,173	0
2. ADJUSTMENT TO BEGINNING BALANCE	0	(1,650,941)	
3. ADJUSTED BEGINNING BALANCE	1,155,173	(495,768)	0
<b>INCOME</b>			
4. 8652 SCHEDULED MAINTENANCE	82,578	236,877	0
5. 8653 HAZARDOUS SUBSTANCES	241,210	241,210	0
6. 8655 CAPITAL OUTLAY - LIBRARY ADDITION	400,099	400,099	0
7. 8655 CAPITAL OUTLAY - LIBRARY EQUIPME	2,362,219	2,362,219	0
8. 8655 CAPITAL OUTLAY - LIBERAL ARTS	4,458,000	0	250,000
9. 8820 DONATIONS	0	0	
10. 8860 INTEREST	0	1,493	500
11. 8880 NONRESIDENT CAPITAL CHARGE	1,120,000	1,467,114	1,120,000
12. 8890 LOCAL INCOME	0	0	0
13. 8891 LOCAL INCOME - REDEVELOPMENT	10,200,000	270,575	10,200,000
14. 8912 SALE OF ASSETS	0	0	0
15. 8980 INCOMING TRANSFERS	0	847,574	0
<b>16. TOTAL INCOME</b>	<b>18,864,106</b>	<b>5,827,161</b>	<b>11,570,500</b>
<b>17. TOTAL FUNDS AVAILABLE (Lines 3 + 16)</b>	<b>20,019,279</b>	<b>5,331,393</b>	<b>11,570,500</b>
<b>EXPENSES</b>			
18. 2000 CLASSIFIED SALARIES	235,272	206,750	212,000
19. 3000 BENEFITS	56,483	52,873	56,500
20. 4000 SUPPLIES	3,000	3,000	3,000
21. 5000 CONTRACT SERVICES	250,000	275,500	250,000
22. 6000 CAPITAL OUTLAY	19,474,524	4,793,270	11,049,000
<b>23. TOTAL EXPENSES</b>	<b>20,019,279</b>	<b>5,331,393</b>	<b>11,570,500</b>
<b>24. ENDING BALANCE (Lines 17 - 23)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EARTHQUAKE FUND 41.0 TENTATIVE BUDGET**

<b>ACCOUNTS</b>	<b>03/04 ADOPTED BUDGET</b>	<b>03/04 PROJECTED ACTUAL</b>	<b>04/05 TENTATIVE</b>
(a)	(b)	(c)	(d)
<b>1. BEGINNING BALANCE</b>	<b>3,252,284</b>	<b>3,252,284</b>	<b>3,133,712</b>
INCOME			
<b>2. 8199 FEDERAL/FEMA FUNDING</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3. TOTAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4. TOTAL FUNDS AVAILABLE (Lines 1 + 3)</b>	<b>3,252,284</b>	<b>3,252,284</b>	<b>3,133,712</b>
EXPENSES			
<b>5. 5000 CONTRACT SERVICE</b>	<b>105,620</b>	<b>72,550</b>	<b>0</b>
<b>6. 6000 CAPITAL OUTLAY</b>	<b>3,146,664</b>	<b>46,022</b>	<b>3,133,712</b>
<b>7. 7000 TRANSFER OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8. TOTAL EXPENSES</b>	<b>3,252,284</b>	<b>118,572</b>	<b>3,133,712</b>
<b>9. ENDING BALANCE (Lines 4 - 8)</b>	<b>0</b>	<b>3,133,712</b>	<b>0</b>

**BOND FUND 42.1 ( PROP. T)**

ACCOUNTS	03/04 ADOPTED BUDGET	03/04 PROJECTED	04/05 PROJECTED
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	4,822,474	4,822,474	1
2. ADJUSTMENT TO BEGINNING BALANCE	0	280,845	0
3. ADJUSTED BEGINNING BALANCE	4,822,474	5,103,319	1
INCOME			
4. 8860 INTEREST	28,656	7,949	0
5. 8980 INCOMING TRANSFERS	0	0	0
<b>6. TOTAL INCOME</b>	<b>28,656</b>	<b>7,949</b>	<b>0</b>
<b>7. TOTAL FUNDS AVAILABLE (Lines 3 + 6)</b>	<b>4,851,130</b>	<b>5,111,268</b>	<b>1</b>
EXPENSES			
8. 4000 SUPPLIES	0	390	1
9. 6000 CAPITAL OUTLAY	4,851,130	4,263,303	0
10. 7000 TRANSFERS	0%	847,574	1
<b>10. TOTAL EXPENSES</b>	<b>4,851,130</b>	<b>5,111,267</b>	<b>1</b>
<b>11. ENDING BALANCE (Lines 7 - 10)</b>	<b>0</b>	<b>1</b>	<b>0</b>

**MEASURE U FUND 42.2**

ACCOUNTS	03/04 ADOPTED BUDGET	03/04 PROJECTED BUDGET	04/05 TENTATIVE BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	12,814,147	12,814,147	29,961,196
2. ADJUSTMENTS	0	1,370,096	
3. ADJUSTED BEGINNING BALANCE	12,814,147	14,184,243	29,961,196
INCOME			
4. LOCAL INCOME	25,000,000	22,000,000	0
5. INTEREST	250,000	107,000	110,000
<b>6. TOTAL INCOME</b>	<b>25,250,000</b>	<b>22,107,000</b>	<b>110,000</b>
<b>7. TOTAL FUNDS AVAILABLE (Lines 3 + 6)</b>	<b>38,064,147</b>	<b>36,291,243</b>	<b>30,071,196</b>
EXPENSES			
8. 4000 SUPPLIES	0	42,172	50,000
9. 5000 CONTRACT SERVICES	50,000	54,751	50,000
10. 6000 CAPITAL OUTLAY	38,014,147	6,233,124	29,971,196
<b>11. TOTAL EXPENSES</b>	<b>38,064,147</b>	<b>6,330,047</b>	<b>30,071,196</b>
<b>12. ENDING BALANCE (Lines 7 - 11)</b>	<b>0</b>	<b>29,961,196</b>	<b>0</b>



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

ACCOUNTS (a)	03/04 ADOPTED BUDGET (b)	03/04 PROJECTED BUDGET (c)	04/05 TENTATIVE BUDGET (d)
1. BEGINNING BALANCE	0	0	0
INCOME			
2. CLASS FEES	753,042	753,042	753,042
3. TRANSFER IN	0	0	0
<b>4. TOTAL INCOME</b>	<b>753,042</b>	<b>753,042</b>	<b>753,042</b>
<b>5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)</b>	<b>753,042</b>	<b>753,042</b>	<b>753,042</b>
EXPENSES			
6. ACADEMIC MANAGERS	35,147	35,147	35,147
7. HOURLY NON-INSTRUCTIONAL	27,179	27,179	27,179
8. CLASSIFIED REGULAR	122,073	122,073	122,073
9. CLASSIFIED HOURLY	70,411	70,411	70,411
10. CLASSIFIED HOURLY INSTRUCTIONAL	184,389	184,389	184,389
11. BENEFITS	87,840	87,840	87,840
12. SUPPLIES	23,877	23,877	23,877
13. CONTRACT SERVICES	198,609	198,609	198,609
14. CAPITAL OUTLAY	3,517	3,517	3,517
<b>15. TOTAL EXPENSES</b>	<b>753,042</b>	<b>753,042</b>	<b>753,042</b>
<b>16. ENDING BALANCE (Lines 5 - 15)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**STUDENT FINANCIAL AID 74.0**

ACCOUNTS (a)	03/04 ADOPTED BUDGET (b)	03/04 PROJECTED (c)	04/05 TENTATIVE BUDGET (d)
1. BEGINNING BALANCE	0	0	0
INCOME			
2. 8330 FEDERAL GRANTS	4,180,823	7,956,217	7,956,217
3. 8622 ST. EOPS GRANTS	40,000	40,000	40,000
4. 8650 CAL. GRANTS	771,520	771,520	771,520
5. 8981 TRANSFER	344,073	344,073	344,073
6. 8860 INTEREST	0	0	0
<b>7. TOTAL INCOME</b>	<b>5,336,416</b>	<b>9,111,810</b>	<b>9,111,810</b>
<b>8. TOTAL FUNDS AVAILABLE (Lines 1 +7)</b>	<b>5,336,416</b>	<b>9,111,810</b>	<b>9,111,810</b>
EXPENSES			
9. 7500 FINANCIAL AID	5,336,416	9,111,810	9,111,810
<b>10. TOTAL EXPENSES</b>	<b>5,336,416</b>	<b>9,111,810</b>	<b>9,111,810</b>
<b>11. ENDING BALANCE (Lines 7 - 10)</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>BOARD OF TRUSTEES</b>	<b>ADJOURNMENT</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 7, 2004

ADJOURNMENT

The meeting will be adjourned in memory of **Arthur B. Brooks**, father of Jeanne Batey, Director of Classified Personnel; **Dorothy Gelvin**, Dean of Human Resources; and **Bryan McLellan**, SMC Photojournalism instructor and SMC alumnus.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Wednesday**, July 7, 2004 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.