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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

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

A G E N D A

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

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

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call

II. CLOSED SESSION

- 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

- 25th 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. **ACADEMIC SENATE REPORT**

VI. **CLASSIFIED SENATE REPORT**

VII. **COMMUNICATIONS OR PUBLIC COMMENTS**

VIII. **CONSENT AGENDA**

IX.

Planning and Development

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

Academic and Student Affairs – Annual Recommendations

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

Academic and Student Affairs

- #6 New and Revised Courses

Human Resources – Annual Recommendations

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

Human Resources

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

Business and Administration – Annual Recommendations

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

Business and Administration

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

Business and Administration (continued)

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

IX. **CONSENT AGENDA – Pulled Items**

X **MAJOR ITEMS OF BUSINESS**

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

- XI. **ADJOURNMENT:** 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) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Dr. Margaret Quiñones, Chair – Absent (arrived at 7:40 p.m.)
 Carole Currey, Vice-Chair - Present
 Dr. Dorothy Ehrhart-Morrison - Present
 Dr. Nancy Greenstein - Present
 Graham Pope - Present
 Herbert Roney- Present
 Annette Shamey - Present

II. CLOSED SESSION

No action was taken in 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 – 7:06 p.m.

C. PLEDGE OF ALLEGIANCE – Dina Cervantes, Incoming Student Trustee

A moment of silence was held in remembrance of President Ronald Reagan

D. INSTALLATION OF STUDENT TRUSTEE

Board Vice-Chair Carole Currey administered the Oath of Allegiance to Dina Cervantes and installed 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: Annette Shamey
 SECONDED BY: Graham Pope
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Quiñones)

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

June 7, 2004

IV. SUPERINTENDENT'S REPORT**•25th 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 - Best Digital

David Choo - Best Commercial e

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: Proposed Local Facilities Bond:

The Board of Trustees heard a presentation on a proposal for a \$175 million bond measure to fund a wide range of facilities that will help the college complete its facilities plans, as well as create recreational and other opportunities for education and the community. The presentation prompted an excellent discussion on the proposal, which would use “cooperative partnerships” to meet student and community needs. City officials from Santa Monica and Malibu told the Board of Trustees that the proposal would be discussed by their respective city councils later this month. The Board is scheduled to make a final decision in July on whether to put the bond on the November 2, 2004 ballot. Additional presentations will be offered to college constituency groups and in community forums for discussion and comment prior to any Board decision.

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

Adrienne Harrop

Doug Forsyth

Erica LeBlanc

Richard Tahvildaran-Jesswein

Alan Buckley

Lantz Simpson

Chason Smith

BOARD OF TRUSTEES	ACTION
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 questions and returned to Consent Agenda: #20, #21-A, #23-A, #23-B, #24-J

Action on Consent Agenda

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Absent
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones, Shamey)

BOARD OF TRUSTEES	ACTION
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: GRANTS

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Requested Action: Acceptance

Title of Grant:	Vocational and Technical Education Act (VTEA) 1-C	
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

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

CONSENT AGENDA: GRANTS

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION *(continued)*

Title of Grant:	School To Career																			
Granting Agency:	Los Angeles County Office of Education																			
Requested Funding:	\$6,300																			
Matching Funds	N/A																			
Performance Period:	FY 2003-04																			
Summary:	<p>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.</p>																			
Budget Augmentation:	<table> <tr> <td><u>Income:</u></td> <td></td> <td></td> </tr> <tr> <td>8000 LACOE</td> <td></td> <td>\$6,300</td> </tr> <tr> <td><u>Expenditures:</u></td> <td></td> <td></td> </tr> <tr> <td>4000 Supplies</td> <td></td> <td>\$5,800</td> </tr> <tr> <td>5000 Contract services</td> <td></td> <td><u>500</u></td> </tr> <tr> <td></td> <td></td> <td>\$6,300</td> </tr> </table>		<u>Income:</u>			8000 LACOE		\$6,300	<u>Expenditures:</u>			4000 Supplies		\$5,800	5000 Contract services		<u>500</u>			\$6,300
<u>Income:</u>																				
8000 LACOE		\$6,300																		
<u>Expenditures:</u>																				
4000 Supplies		\$5,800																		
5000 Contract services		<u>500</u>																		
		\$6,300																		

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

CONSENT AGENDA: GRANTS

RECOMMENDATION NO. 3

ACCEPTANCE OF GRANTS

Title of Grant:

Community College Careers in Child Care

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.

Title of Grant:

Community College CalWORKs Program

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.

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

CONSENT AGENDA: CONTRACTS AND GRANTS

RECOMMENDATION NO. 4

Requested Action: Authorization

**AUTHORIZATION TO ENTER INTO CONTRACTS
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

BOARD OF TRUSTEES	Action
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

BOARD OF TRUSTEES	Action
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

BOARD OF TRUSTEES	ACTION
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 12th 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

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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

<u>PROJECT MANAGER</u> Dual Enrollment (2 positions/50% each)	07/01/04
<u>DIRECTOR</u> Instructional Services (1 position)	07/01/04
<u>ASSISTANT DEAN</u> Student Life (1 position)	07/01/04

ABOLISH

<u>DIRECTOR</u> Customized Training (1 position)	07/01/04
International Recruitment (1 position)	07/01/04
Student Centers (1 position)	07/01/04
<u>ASSISTANT DEAN</u> 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
<u>DEAN</u> 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

<u>Former Title</u> Dean, Student Life	<u>New Title</u> Dean, Human Resources	07/01/04
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ELECTION/RECLASSIFICATION OF PERSONNEL

<u>Former Title</u> Asst. Dean, Human Resources	<u>New Title</u> Dean, Human Resources	07/01/04
Asst. Dean, Learning Resources	Dean, Learning Resources	07/01/04
Asst. Dean, Student Judicial Affairs	Dean, Student Services	07/01/04

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	ACTION
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

BOARD OF TRUSTEES	ACTION
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.

BOARD OF TRUSTEES	Action
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 tenthly (\$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.

BOARD OF TRUSTEES	Action
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.

BOARD OF TRUSTEES	Action
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.

BOARD OF TRUSTEES	Action
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.

BOARD OF TRUSTEES	Action
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

BOARD OF TRUSTEES	Action
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

BOARD OF TRUSTEES	Action
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

BOARD OF TRUSTEES	Action
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			
	Provider	Service	Amount	Funding Source
	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

BOARD OF TRUSTEES	Action
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

BOARD OF TRUSTEES	Action
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

BOARD OF TRUSTEES	Action
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>
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Cynthia Rullo	05/10/04	\$300
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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.

BOARD OF TRUSTEES	Action
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.

BOARD OF TRUSTEES	Action
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.

BOARD OF TRUSTEES	Action
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.	\$14,985,000
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.

BOARD OF TRUSTEES	Action
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.

BOARD OF TRUSTEES	Action
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	\$600,764

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.

BOARD OF TRUSTEES	Action
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.

BOARD OF TRUSTEES	Action
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

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

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

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

BOARD OF TRUSTEES	Action
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.

BOARD OF TRUSTEES	Action
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: Graham Pope
SECONDED BY: Herbert Roney
STUDENT ADVISORY: Absent
AYES: 5
NOES: 2 (Quiñones, Shamey)

BOARD OF TRUSTEES	ACTION
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: Herbert Roney
 SECONDED BY: Graham Pope
 STUDENT ADVISORY: Absent
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones, Shamey)

BOARD OF TRUSTEES	ACTION
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 develop a process and appoint two new members to the Citizens' Bond Oversight Committee, in the following categories.

Taxpayer's Organization
Student

As Amended

MOTION MADE BY: Nancy Greenstein
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Absent
 AYES: 5
 NOES: 0
 ABSENT: 2 (Quiñones, Shamey)

BOARD OF TRUSTEES	ACTION
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: Carole Currey
SECONDED BY: Dorothy Ehrhart-Morrison
STUDENT ADVISORY: Absent
AYES: 6
NOES: 0
ABSENT: 1 (Shamey)

**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 10th 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.

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

ADJOURNMENT – 12:07 p.m.

The meeting was 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.