



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, MAY 6, 2002

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/>*

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PUBLIC PARTICIPATION ADDRESSING THE BOARD OF TRUSTEES

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
 - Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
 3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.
 4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

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

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

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled to be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, May 6, 2002.

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

- | | <u>Page No.</u> |
|---|-----------------|
| I. ORGANIZATIONAL FUNCTIONS | |
| A Call to Order | 1 |
| B Roll Call | |
| II. CLOSED SESSION (<i>Scheduled for 5:30 p.m.</i>) | |
| • Real Property located at 1227 – 2 nd Street, Santa Monica
Pursuant to Government Code Section 54956.8 | |
| • Collective Bargaining
Pursuant to Government Code Section 54957.6 | |
| • Public Employee: Employment, Discipline, Dismissal, Release
Pursuant to Government Code Section 54957 | |
| III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (<i>Continued</i>) | |
| C Pledge of Allegiance | 1 |
| #1 Approval of Minutes: March 4, 2002 | |
| IV. SUPERINTENDENT'S REPORT | |
| • Associated Students Recognition Awards
Professor Barbara Bronie, Faculty Member
Michael Stealey, Student
(name to be presented), Classified Staff Member | |
| V. ACADEMIC SENATE REPORT | |
| VI. CLASSIFIED SENATE REPORT | |
| VII. COMMUNICATIONS OR PUBLIC COMMENTS | |
| VIII. BOARD REPORT AND COMMENTS | |

IX. **CONSENT AGENDA** (All items considered in one motion unless pulled for discussion later in the meeting)

Contracts and Grants

#2	Acceptance of Grants and Budget Augmentation	3
#3	Contracts and Consultants	
	A Teacher and Reading Development Partnership (TRDP) Grant	5

Academic and Student Affairs

#4	Contracts and Consultants	
	A Emeritus College Facilities, Summer 2002	6
	B Telecommunication Training	6
	C Trainer for DVD Authoring Technology	6
	D Web Page Creation	7
	E Planetarium Lecturers, Summer 2002	7
	F Music for Graduation Ceremony Reception	7
	G Real-Time Captioning Services (Amendment)	7

Human Resources

#5	Contracts and Consultants	
	A Facilitators for Focus Groups	8
#6	College Calendars 2002-2003, 2003-2004 Years	8
#7	Academic Personnel	9
#8	2002-2003 Sabbaticals	9
#9	Classified Employee Establish/Abolish Positions	10
#10	Classified Personnel - Regular	11
#11	Classified Personnel – Limited Duration	12
#12	Classified Personnel - Non Merit	12
#13	Personnel Commission Proposed 2002-2003 Budget	13

Business and Administration

#14	Contracts and Consultants	
	A Risk Management Consultant	15
#15	Claim for Damages	15
#16	KCRW Consultants	16
#17	Facilities	
	A Five-Year Construction Plan 2004-2008	17
	B Architectural Services Agreement, Literacy Center Project	19
	C Architectural Services Agreement, Remodel Temporary Library Building Project	19
	D Amendment to Agreement for Architectural Services, Parking Structure Entrance	20
	E Extension to Parking Structure C, Change Order No. 3	20
	F Architectural Services Agreement, Renovation/Replacement, Main Stage Project	21
	G Architectural Services Agreement, Physical Education and Athletics Office Relocation	21
	H Architectural Services Agreement, Earthquake Replacement, Liberal Arts Building	22
	I Architectural Services Agreement, Revision/Update of Facilities Master Plan	22

Business and Administration (continued)

#18	Commercial Warrant Register	23
#19	Payroll Warrant Register	23
#20	Payments from Auxiliary Operations	23
#21	Direct Payments	23
#22	Purchasing	
	A Award of Purchase Orders	24

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

#23	Naming of Drescher Hall	25
#24	Classified Employees Week	26
#25	Bylaws of the Citizens' Bond Oversight Committee	27
#26	Schedule of Board of Trustees Meetings, 2002-2003	32
#27	Annual Authorization of Privileges for Student Trustee	34

XII. **INFORMATON ITEMS**

D	Submittal of Grants	35
E	Review of District Investments	37
F	2001-2002 Quarterly Budget Report	40

XIII. **ADJOURNMENT:** There will be a special Board of Trustees Meeting/Dialog with SMC Students on Monday, May 20, 2002 at 5:30 p.m. at Santa Monica College, Business Building Room 111, Santa Monica, California.

There will be a special Board of Trustees Meeting/Budget Workshop on Wednesday, May 29, 2002 at 6:00 p.m. in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, June 3, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	REGULAR MEETING May 6, 2002
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I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Dr. Patrick Nicholson, Chair
Herbert Roney, Vice-Chair
Dr. Nancy Cattell-Luckenbach
Carole Currey
Dr. Dorothy Ehrhart-Morrison
Dr. Margaret Quiñones
Annette Shamey

Eric Yoshida, Student Trustee

II. CLOSED SESSION

- Real Property located at 1227 – 2nd Street, Santa Monica
Pursuant to Government Code Section 54956.8
- Collective Bargaining
Pursuant to Government Code Section 54957.6
- Public Employee: Employment, Discipline, Dismissal, Release
Pursuant to Government Code Section 54957

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Eric Yoshida

RECOMENDATION 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:

April 1, 2002 (Regular Meeting)
April 15, 2002 (Board Dialog)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2–#22.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

ACCEPTANCE OF GRANTS AND BUDGET AUGMENTATION

Title of Grant: Beverage Container Recycling Program

Granting Agency: California Collegiate Recycling Council College and University Grant Program

Requested Funding: \$17,463

Matching Funds: N/A

Performance Period: April – July 2002

Summary: Funding from the Department of Conservation will enable the college to purchase 10 distinctive recycling stations, each with three bins for glass, plastic and aluminum. Reusable, permanent banners and signs will be placed near the containers to reinforce the concept that recycling is everyone’s responsibility and enable individuals to put that commitment into action. Multilingual information will also be made available to educate SMC’s students and staff about the program and the location of the recycling centers.

Budget Augmentation	Income	
	8000	\$17,463
	Expenditures	
	6000	12,963
	5000	4,500

Title of Grant: **Fund for Instructional Improvement: Student Enhancement and Educational Research Project**

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$133,926

Matching Funds \$13,393 (Source: Title III)

Performance Period: July 1, 2002 – June 30, 2003 (first year of a two-year research project)

Summary: Building on the work of the Student Success Project, this proposal seeks to examine the root causes for our rapidly growing probationary rates through the development, and test innovative strategies designed to return probationary students to good academic standing. The project will examine, for example, how re-orientation, instructional faculty involvement, developmental advisement, and other interventions can affect higher success rates among probationary students.

Title of Grant: **Matriculation Think Tank**

Granting Agency: Chancellor's Office

Requested Funding: \$64,815.

Matching Funds Not Applicable

Performance Period: July 1, 2001 – June 30, 2002

Summary: Santa Monica College has been chosen as the recipient and fiscal agent of these funds for the Southern California Matriculation Think Tank consortium which includes Los Angeles Trade Tech, Los Angeles Valley College and Santa Monica College.

Budget Augmentation	Income		
		8000	\$64,815
	Expenditures		
		5000	\$64,815

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 CONTRACTS AND CONSULTANTS

3-A TEACHER AND READING DEVELOPMENT PARTNERSHIP (TRDP) GRANT

Terry Marre to provide on-site supervision of students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading.

<u>Contract Period</u>	<u>Amount</u>
May 7, 2002 through June 30, 2002	Not to exceed \$3,500

Funding: Teaching Reading and Development Partnership Grant

Comment: Mr. Marre taught developmental reading at SMC for 32 years. He will act as a liaison between the College and the elementary schools to ensure the success of this aspect of the TRDP grant.

3-B CONSULTANT CONTRACT FOR CONTINUING EDUCATION

Bob Chen of Scenic Technologies in an amount not to exceed \$6,000 to provide website designs for various programs under Continuing Education, for the period of May 10, 2002 through August 30, 2002.

Comment: Bob Chen will serve as a consultant to Continuing Education staff to design websites for programs under Continuing Education. Each website will range from 3-5 pages.

Funding Source: Workforce Investment Act
Adult Education and Family Literacy
Section 225 and 231 Grant

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS

4-A EMERITUS COLLEGE FACILITIES, SUMMER 2002

Off-campus Emeritus College classes for the Summer 2002 intersession. Payment per class session is stated on the list kept on file in the Academic Affairs and Emeritus College offices.

Funding Source: 2001-2002 Budget/Emeritus College

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

4-B TELECOMMUNICATION TRAINING

Agreement with Steven Futernick to provide network fundamentals training for the Telecommunications Department, June 17-21, 2002 for an amount not to exceed \$8,000.

Funding Source: 2001-2002 Budget/Network Services and Chancellor's Office TTIP (Telecommunications and Technology Infrastructure Program) Grant 2001-2002

Comment: Steven Futernick will provide network training for eight staff members of the Telecommunications Department.

4-C TRAINER FOR DVD AUTHORIZING TECHNOLOGY

Agreement with Gnome Digital Media to provide intermediate/advanced training, in DVD Authoring during May/June, 2002 for an amount not to exceed \$2,500.

Funding Source: 2001-2002 Budget/Media Center

Comment: Gnome Digital Media will provide training for Media Services and Distance Education staff. This training will teach the staff to develop video and multi-media programs within DVD specifications.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 CONTRACTS AND CONSULTANTS (continued)

4-D WEB PAGE CREATION

Agreement with Digette to create web pages during May/June, 2002 for an amount not to exceed \$7,000.

Funding Source: Title III Grant

Comment: Digette will create from existing content web pages that will assist current and prospective online students in becoming familiar with and utilizing online services. This site will direct students to current information available on the distance education web site. All aspects will be ADA/508 compliant.

4-E PLANETARIUM LECTURES SUMMER 2002:

Landing on Eros	May 31	Steve Chesley	\$120
Roving Mars in 2003	June 28	Robert Anderson	\$120
Planet X and Pluto	July 26	Myles Standish	\$120

Funding Source: Fees will be covered by tickets sales

4-F MUSIC FOR GRADUATION CEREMONY RECEPTION

Contract with Music West Productions to provide music for Graduation after ceremony reception on June 18, 2002 for two (2) hours in the amount of \$250.00.

Funding Source: 2001-2002 Budget/Admissions & Records

4-G REAL-TIME CAPTIONING SERVICES (AMENDMENT)

Amend the contract with Total Recall Realtime Captioning to provide real-time captioning services to non-signing deaf students during the 2001-2002 academic year, for an additional amount of \$25,000, not to exceed a total of \$75,000 for the year.

Funding Source: 2001-2002 Budget/Disabled Students

Comment: The contract was previously approved by the board for an amount not to exceed \$50,000. An increase is necessary because of the need for additional captioning services that the District is required to provide.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 CONTRACTS AND CONSULTANTS

5-A FACILITATORS FOR FOCUS GROUPS

JOAN GOLDSMITH and KEN CLOKE from the Center for Dispute Resolution to finalize the facilitation of discussions via focus groups with classified employees, District managers and the District task force for a total fee not to exceed \$10,000.

Funding Source: 2001-2002 Budget/Human Resources

RECOMMENDATION NO. 6 COLLEGE CALENDARS 2002-2003, 2003-2004 YEARS

2002-2003

Summer Intersession

6 week session: June 24, 2002 - August 2, 2002

8 week session: June 24, 2002 - August 16, 2002

Fall Flex Days: August 20 - 23, 2002

Fall Semester: August 26, 2002 - December 17, 2002

Winter Intersession: January 6, 2003 - February 13, 2003

Spring Flex Days: March 13, 2003, April 16-18, 2003, May 23, 2003

Spring Semester: February 18, 2003 - June 17, 2003

2003-2004

Summer Intersession

6 week session: June 23, 2003 - August 1, 2003

8 week session: June 23, 2003 - August 15, 2003

Fall Flex Days: August 19 - 22, 2003

Fall Semester: August 25, 2003 - December 16, 2003

Winter Intersession: January 5, 2004 - February 12, 2004

Spring Flex Days: March 9, 2004, April 14-16, 2004, May 28, 2004

Spring Semester: February 17, 2004 - June 15, 2004

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 ACADEMIC PERSONNEL

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

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Cajayon, Felicito	Project Manager, Employment Training Panel Grant	05/07/02 - 06/30/02
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CONTRACT

Ellis, Tracey	Instructor, ESL	08/20/02
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ADJUNCT

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

SEPARATIONS

LIMITED RETIREMENT

Cohen, Helen Jo	Counselor, Transfer Counseling	08/20/02 - 06/30/07
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Comment: Assigned reduction to 50% commencing Fall, 2002

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

RECOMMENDATION NO. 8 2002-2003 SABBATICALS

SABBATICALS, ONE SEMESTER

Azuma, Kay	Life Sciences	Fall 2002
Goodfellow, Candyce	Behavioral Studies	Fall 2002
Preciado, Christina	Social Sciences	Fall 2002
Cavener, Denise	Life Sciences	Spring 2003
Lopez, Linda	Art	Spring 2003
Phillips, David	Behavioral Studies	Spring 2003

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 **CLASSIFIED PERSONNEL**
ESTABLISH/ABOLISH POSITIONS

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

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Parking Security Officer, Day (1 position) College Police, 11 mos, 40 hrs	06/24/02
Parking Security Officer, Night Shift (1 position) College Police, 11 mos, 40 hrs	06/24/02

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 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

Beck, Robert, Laboratory Tech-Phy Sci, Physical Science	04/22/02
Diaz, Mark A., Assessment Services Specialist, A & R	04/22/02
Jones, Tiffani R, Personnel Specialist I, Personnel Commission	04/09/02
Patterson, Frederic, Instructional Asst-Math, Mathematics (correction)	03/21/02
Solares, Ausberto, Custodian NS-II, Operations	04/01/02

PROMOTION

Carlos-Ivarra, Ismael	01/11/01
Fr: Community College Police Trainee, College Police, 12 mos, 40 hrs	
To: Community College Police Officer, College Police, 12 mos, 40 hrs	
Carrillo, Michael	09/08/00
Fr: Community College Police Trainee, College Police, 12 mos, 40 hrs	
To: Community College Police Officer, College Police, 12 mos 40 hrs	

PERMANENT EMPLOYEE WITH TEMPORARY ASSIGNMENT

Avitia-Segura, Antonio, Skilled Maintenance Worker, Maintenance	04/01/02 - 04/19/02
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PERMANENT EMPLOYEE WITH PROVISIONAL ASSIGNMENT

Caldwell, Linda, Acting Admin. Asst.IV-Confidential, Supt/Pres.	04/01/02 - 06/30/02
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WORKING OUT OF CLASSIFICATION (additional responsibilities)

Edwards, Leticia, Admin. Asst.III-Confidential, Supt/Pres.	+2.5%	04/01/02 - 06/30/02
Pant, Poonam, Admiss/Records Clerk I, A & R	+2.5%	03/18/02 - 05/02/02

ADVANCE STEP PLACEMENTS

(The employee(s) listed have met the standards for Advanced Step Placement. Salary Advance Placement is retroactive to initial hire date.)

Caplan, Martin, Multimedia Comp Support Spec., AET	Step B	02/11/02
Donohue, Nancy, Department Secretary II, Operations	Step C	03/25/02

SEPARATIONS

39 MONTH REEMPLOYMENT LIST

Ortega, Mary, Cosmetology Asst., Cosmetology	04/25/02
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The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	May 6, 2002

RECOMMENDATION NO. 11

CLASSIFIED PERSONNEL – LIMITED DURATION

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

ELECTIONS

PROVISIONAL

Bender, Nancy, Department Secretary II, Career Services	04/02/02 - 06/28/02
Healy, Carolyn, Instructional Asst.-ESL, ESL	03/27/02 - 06/18/02
Kinney, Margaret, Internship Placement Specialist, Career Serv.	04/22/02 - 06/30/02
Stephenson, John, Toolroom Attendant I, Auto/Trades	02/19/02 - 04/12/02

LIMITED TERM

Bird, Annie, Counseling Aide, Office of Planning/Development	04/01/02 - 06/30/02
Fierstein, Daniel, Vocational Instructional Asst.-Cosm., Cosm.	04/09/02 - 06/28/02
Robinson Jr., Alonzo, Grounds Caretaker, Grounds	04/02/02 - 06/28/02

RECOMMENDATION NO. 12

CLASSIFIED PERSONNEL - NON MERIT

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

ELECTIONS

STUDENT EMPLOYEES

CalWORKS Student Assistant \$7.00/hr	6
College Student Assistant \$7.00/hr	55
College Work-Study Student Assistant \$7.00/hr	88

SPECIAL SERVICES

Art Model \$14.00/hr	4
Volunteers	1

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 **PERSONNEL COMMISSION PROPOSED**
2002-2003 BUDGET

The Board of Trustees acknowledges receipt of the 2002-2003 proposed budget for the Santa Monica Community College District Personnel Commission. The Personnel Commission Budget will be discussed as part of the District's regular budget process.

Comment: Each year by May 30th, the Personnel Commission must adopt its budget for the new fiscal year and forward the budget for approval by the Los Angeles County Superintendent of Schools. The proposed budget was presented at the public hearing for action at the special Personnel Commission meeting on May 3, 2002.

Following is a budget narrative provided by the Personnel Commission:

The proposed budget for 2002-2003 proposes continued funding for 9.0 FTE positions allocated to the Personnel Commission office.

Listed below are the significant changes proposed for the 2002-03 budget:

- Non-Discretionary Increases

Step and longevity increases for all positions as required.

Benefits for 9.0 FTE staff and Commissioner Health Benefits = \$122,807, approximately 23% of total gross annual salaries.

- Discretionary Increases

The operating budget proposes that a one-time increase in the amount of \$110,000 be added to the consultant budget line item, normally budgeted at \$10,000, for a total amount of \$120,000, to complete the campus-wide classification and compensation study that will be started in FY 2001-02.

**PERSONNEL COMMISSION
PROPOSED BUDGET FOR FY 2002-03**

Category/Account #		01-02 Adj Budget	01-02 Projected Actual Exp	2002-03 Proposed Budget
SALARIES				
23800	Personnel Commission	4,250	3,250	4,250
21100	Managers	168,941	175,306	178,117
21200	Secretaries, Clerks	334,366	251,627	326,578
23230	Clerical – Other (Temps & Stud. Help)	25,000	19,002	25,000
	Subtotal Salaries	532,557	449,185	533,945
BENEFITS				
	Pers Commissioner Health Benefits &			
	Employee Benefits (estimated at 23%)	122,488	103,313	122,807
	Total Benefits & Salaries	655,045	552,498	656,752
SUPPLIES & PERIODICALS				
43300	Periodicals	1,000	1,000	1,000
45500	Direct Supplies	9,500	9,500	9,500
45501	Software	600	600	600
	Total Supplies & Periodicals	11,100	11,100	11,100
OPERATING EXPENSE				
51100	Consultants	60,000	53,072	120,000*
52100	Mileage	250	250	250
52200	Conference	8,000	8,000	6,000
53100	Memberships	4,830	4,830	4,830
57300	Legal Fees	3,000	3,000	3,000
58200	Printing	610	610	610
58400	Fingerprinting	800	800	800
58700	Delivery	600	600	600
58900	Other	4,000	4,000	4,000
58970	Advertising	40,000	40,000	40,000
	Subtotal Operating Expenses	122,090	115,162	180,090
NEW EQUIPMENT				
64100	New Equipment	9,950	20,000	9,950
65200	Purchases/Leases	8,500	9,000	8,500
	Subtotal New Equipment	18,450	29,000	18,450
TOTAL	TOTAL	806,685	707,760	866,392

* This line item includes an additional \$110,000 + \$10,000 normally budgeted for consultant services, for a total of \$120,000. The \$110,000 is a one-time expense for FY 2002-03 and will not appear in the following fiscal year's budget.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 14 CONTRACTS AND CONSULTANTS

14-A RISK MANAGEMENT CONSULTANT

Agreement with SIERRA ENGINEERING SERVICES to prepare the Southern California Air Quality Management District (SCAQMD) applications for permits for four boilers and to provide assistance with a campus-wide audit of SCAQMD compliance and air quality status report and record keeping. Services to be provided on or before June 30, 2002 for a fee not to exceed \$4,200.

Funding Source: 2001-02 Budget/Risk Management

Comment: The District is required to submit to the SCAQMD applications for permits to operate boilers and to conduct and maintain records of an audit of compliance with all applicable SCAQMD regulations.

RECOMMENDATION NO. 15 CLAIM FOR DAMAGES

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

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount Claimed</u>
Mary Gallagher Ortega	March 26, 2002	Unknown

Comment: The claim filed by the Law Offices of Charles A. Bleiler on behalf of their client, Ms. Ortega, alleges she was subjected to retaliation and adverse treatment.

Janine L. Spears	March 29, 2002	\$397.80
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Comment: Ms. Spears alleges that her vehicle windshield was hit and damaged by an object thrown by high school students while she was teaching a class for SMC at Franklin High School in Los Angeles.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16 KCRW CONSULTANTS

Agreements for the period ending June 30, 2002:

Gregg Lewis dba Golden Cane Advertising: Amend the agreement for advertising/production services and special projects. Base retainer of \$4,000 each month; actual and necessary reimbursable expenses not to exceed \$3000, for a total agreement amount not to exceed \$52,000.

Will Lewis dba: Will Lewis Associates: AMENDMENT #1: Consulting services for KCRW in relation to station fundraising campaigns, direct mail membership and programming development, audience research analysis, writing grant proposals; and additional broadcasting program award applications. Payable at \$6,666.67 per month; not to exceed \$73,334.

Elvis Mitchell: AMENDMENT #1: Program Services, "THE TREATMENT." Payable at \$2,400 per month; not to exceed \$18,000. This is part of CAC Organizational Support Grant.

Joe Morgenstern: AMENDMENT #1: Program Services, film review commentaries for KCRW. Payable at \$100 per program per week; not to exceed \$5,200 This is part of CAC Organizational Support Grant.

Funding Source: KCRW Donations

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES

17-A FIVE-YEAR CONSTRUCTION PLAN 2004-2008

The filing of the Five-Year Construction Plan 2004-2008 with the State Chancellor's Office and requesting state funding for the 2005-06 project. The Project Priority Schedule is attached.

Indicated on the Schedule of Funds:

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

Proposed Funding Sources:

- S State
- D District
- F FEMA
- O Other Non-State

Along with the 2004-2008 Five Year Construction Plan, Santa Monica College is also submitting a Initial Planning Proposal (IPP) for the Student Services/Administration Building project requesting funding for (C) in FY 2005-2006 and (E) in FY 2006-2007.

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 2004/5-2008/9
 DISTRICT ORDER OF PRIORITY

[California Construction Cost Index]

CCC#4019

SCHEDULE OF FUNDS

Priority	Project Cost	Funding Source(s)	Fall term of occupancy	02-03	03-04	04-05	05-06	06-07	07-08	08-09
1	Earthquake Repair/Remodel/Addition, Library	\$27,986,040 S/D/F	03/04	CONSTRUCTION UNDERWAY	OCCUPY FALL 2003					
2	Earthquake Replacement Liberal Arts Bldg., Unit 1	\$ 9,272,000 S/D/F	05/06		(P)(W)	(C)	(E)			
				\$ 654,000	\$ 8,123,000	\$ 495,000				
3	Earthquake Replacement Liberal Arts Bldg., Unit 2	\$ 4,813,000 D/F	04/05	(P)(W)	(C)	(E)				
				\$ 359,000	\$ 4,290,000	\$ 164,000				
4	Literacy Center	\$ 8,423,420 D	04/05	(P)(W)	(C)	(E)				
				\$ 696,420	\$ 7,127,000	\$ 600,000				
5	Renovation, Main Stage	\$ 3,400,000 D	05/06	(P)(W)	(C)	(E)				
				\$ 640,000	\$ 2,500,000	\$ 260,000				
6	Theater Addition, Madison	\$ 17,200,000 D*	05/06	(P)(W)	(C)	(E)				
				\$ 1,000,000	\$ 15,000,000	\$ 1,200,000				
7	Student Services/Administration Building	\$ 29,212,000 S/D	07/08			(P)(W)	(C)	(E)		
				\$ 2,707,000	\$ 25,320,000	\$ 1,185,000				
8	Revise Master Plan w/ Environmental Assessment	\$ 500,000 D	02/03	(P)(W)						
				\$ 500,000						
9	Addition, Music Building	\$ 1,744,000 S/D	09/10						(P)(W)	(C)(E)
				\$	\$	\$ 126,000	\$	\$	\$	1,618,000

Funding Phase: (A) Land Acquisition (P) Preliminary Plans (W) Working Drawings (C) Construction (E) Equipment
 Funding Source: S=State D=District F=FEMA O=Other

NOTE: Priority No. 2 Project Cost includes \$575,000 for Underground Parking/Vehicle & Pedestrian Circulation
 Priority No. 2 Project Cost includes \$300,000 for demolition and Hazardous Substance Abatement: Liberal Arts Building
 Priority No. 7 Project Cost includes \$6,193,000 for Underground Parking/Vehicle & Pedestrian Circulation
 Priority No. 7 Project Cost includes \$1,463,000 for demolition and Hazardous Substance Abatement: Student Services, Amphitheater, Counseling Buildings
 CCC Chancellor's Office submittal date: May 1, 2002 for Final SMC Five-Year Construction Plan 2004/5-2008/9 pah version 4/26/02

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 **FACILITIES** (continued)

17-B ARCHITECTURAL SERVICES AGREEMENT, LITERACY CENTER PROJECT

Agreement with AHT ARCHITECTS for architectural services associated with the Literacy Center project for an amount to be presented at the meeting. Services to include working with District consultant preparing the environmental assessment reports for the project.

Funding Source: Measure U

Comment: This agreement provides for architectural and various consulting engineering services associated with the programming, environmental assessment, design and construction of the proposed Literacy Center project to be sited at college owned property at 1410 Pico Boulevard. This project will provide classroom, office and support space for the International Students, ESL Credit and ESL Non-credit programs. AHT has previously worked on the programming for the facility. However, lack of funding has delayed the project.

17-C ARCHITECTURAL SERVICES AGREEMENT, REMODEL TEMPORARY LIBRARY BUILDING PROJECT

Agreement with RTK ARCHITECTS for architectural services associated with the Remodel Temporary Library Building. The District shall pay a fee not to exceed 10 percent of the estimated construction cost of \$1.1 million, plus reimbursable expenses.

Funding Source: District Capital Outlay Fund/Measure U

Comment: This agreement provides for architectural and various consulting engineering services associated with the programming, design and construction of the proposed Remodel Temporary Library Building project. Upon completion of the Library Remodel and Addition project presently under construction, Library functions that have been temporarily housed in the Library Village will return to the new permanent Library. Under this remodel project, the vacated temporary Library will then be converted to classroom, laboratory and office use to serve as "swing-space" to temporarily house instruction and support programs while their facilities are being remodeled or constructed.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17 FACILITIES (continued)

17-D AMENDMENT TO AGREEMENT FOR ARCHITECTURAL SERVICES, PARKING STRUCTURE ENTRANCE

Amend agreement with GENSLER for architectural and consultant services associated with the 17th Street Entrance, Pedestrian Bridge and Autocourt project related to the Extension to Parking Structure C for an additional amount not to exceed \$15,616, plus reimbursable expenses.

Funding Source: 1999 Certificates of Participation

Comment: This amendment provides for additional services requested by the District to revise documents, to reduce the cost of the project and enhance the safety of the Autocourt.

17-E EXTENSION TO PARKING STRUCTURE C, CHANGE ORDER NO. 3

Change Order No. 3 with BOMEL CONSTRUCTION COMPANY, INC. on the Extension to Parking Structure C project.

Original Contract Amount	\$5,289,000.00
Change Order No. 1	3,189.00
Change Order No. 2	99,725.00
Change Order No. 3	<u>43,708.00</u>
Revised Contract Amount	\$5,437,622.00

Funding Source: FEMA/C.O.P. for Parking

Comment: This change order provides for revised grading and sidewalk work to accommodate existing site conditions, revise curb elevations and area drain, owner requested addition of a keyed "lock off" switch for elevator shut down during off hours, deletion of all planting and irrigation along the East perimeter of project and replace with asphalt, extend width of the entry road at Miller Drive and construct concrete curbs, sidewalk and handicap ramp, furnish and install cover plates at drain lines, and extend contract time 26 calendar days.

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

May 6, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATIONRECOMMENDATION NO. 17FACILITIES (continued)17-F ARCHITECTURAL SERVICES AGREEMENT, RENOVATION/REPLACEMENT, MAIN STAGE PROJECT

Agreement with LEO A DALEY ARCHITECTS for architectural services associated with the renovation/replacement of the Main Stage to accommodate modernization and instructional space upgrades necessary for the Theater Arts instructional program on the main campus. The District shall pay a fee not to exceed 8 percent of the estimated construction cost of \$6 million, plus reimbursable expenses.

Funding Source: Measure U

Comment: Leo A Daly Architects have been working with the Theater Arts faculty for the last two years developing the program needs. However, lack of funding had delayed the project.

17-G ARCHITECTURAL SERVICES AGREEMENT, PHYSICAL EDUCATION AND ATHLETICS OFFICE RELOCATION

Agreement with CALDWELL ARCHITECTS for the relocation of the Physical Education and Athletic Offices project. This project will make space available for projects included in Measure U. The District shall pay a fee not to exceed 10 percent of the estimated construction cost of \$1.2 million, plus reimbursable expenses.

Funding Source: Measure U

Comment: The Physical Education and Athletic offices need to be moved to a new facility so the current space can be used for multiple projects within Measure U. Caldwell Architects previously worked on the Physical Education office relocation to the gymnasium building but the project was delayed by lack of funds.

BOARD OF TRUSTEES**Action**

Santa Monica Community College District

May 6, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION**RECOMMENDATION NO. 17 FACILITIES (continued)****17-H ARCHITECTURAL SERVICES AGREEMENT, EARTHQUAKE REPLACEMENT LIBERAL ARTS BUILDING**

Agreement with GENSLER for architectural and consultant services associated with the Liberal Arts building project which will be in two phases. The District shall pay a fee not to exceed 8 percent of the estimated construction cost of \$11.2 million, plus reimbursable expenses for both phases.

Funding Source: FEMA/Measure U/State

Comment: Gensler has already worked with the District on the Final Project Proposal (FPP) documentation for the Chancellor's Office. This agreement is for the architectural services necessary to construct the two building phases of the project.

17-I ARCHITECTURAL SERVICES AGREEMENT, REVISION/UPDATE OF FACILITIES MASTER PLAN

Agreement with GENSLER for architectural and consultant services associated with the revision/update of the District's Facilities Master Plan for an amount not to exceed \$100,000, plus reimbursable expenses.

Funding Source: Measure U

Comment: Gensler worked with the District on the Facilities Master Plan completed in January, 1998. The plan will be revised to include changes that incorporate the off-campus sites and Measure U projects.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 18 **COMMERCIAL WARRANT REGISTER**

March 1 – March 31, 2002 4710 - 4730 \$6,754,107.99

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

RECOMMENDATION NO. 19 **PAYROLL WARRANT REGISTER**

March 1 – March 31, 2002 C1H – C2I \$7,190,351.07

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

RECOMMENDATION NO. 20 **PAYMENTS FROM AUXILIARY OPERATIONS**

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

March 1 – March 31, 2002 82974 – 83457 \$990,066

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

RECOMMENDATION NO. 21 **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.

March 1 – March 31, 2002 D36324 – D36496 \$239,846.51

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 6, 2002

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 22 PURCHASING

22-A AWARD OF PURCHASE ORDERS

It is recommended that the following purchase orders be ratified and payment be authorized upon delivery and acceptance of the items ordered. All orders are placed in accordance with Education Code requirements and allocated to approved budgets.

<u>Purchase Orders - FY 2001/02</u>	<u>Total</u>
A) P. O. 82267 – 82440	\$663,820.69
B) Telephone Orders	\$81,080.37
C) Change Orders	\$56,420.00
D) Auxiliary Orders	\$3,437.17
E) Auxiliary Change Orders	\$5,330.00

Comment: Lists of orders placed or amended between March 19 and April 19, 2002 are part of records on file in Purchasing Department

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23 **NAMING OF DRESCHER HALL**

It is recommended that the Board of Trustees name the SMC Technology Building **Drescher Hall** in honor of Johnny Drescher.

Comment: Johnny Drescher was a member of the SMC Foundation Board of Directors and made a generous bequest of \$1.5 million (unrestricted) to the College. He also donated the Planetarium located in the same building.

Board Policy 7130 provides for the District to name a facility in honor of an individual if he/she has made a significant contribution to the District through gifts and/or service.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24 **CLASSIFIED EMPLOYEES WEEK**

It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified Employees Week, May 19-25, 2002.

WHEREAS, classified employees provide valuable services to the College and students of the Santa Monica Community College District; and

WHEREAS, classified employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students; and

WHEREAS, classified employees employed by the Santa Monica Community College District strive for excellence in all areas relative to the educational community;

THEREFORE BE IT RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 19-25, 2002 as Classified Employees Week in the Santa Monica Community College District.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 25

BYLAWS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

It is recommended that the Board of Trustees adopt the Bylaws of the Citizens' Bond Oversight Committee. The Bylaws are consistent with legislation regulating the Citizens' Bond Oversight Committee to perform the following functions:

- Actively review and report on the proper expenditure of taxpayers' money for construction.
- Prepare and present to the Board of Trustees an annual written report at a public meeting of the Board of Trustees.

Comment: The Board of Trustees appointed members to the Citizens' Bond Oversight Committee at a special meeting on April 15, 2002. It is appropriate for the Board to adopt bylaws for the Committee to provide guidance in the application of the Education Code and Government Code provisions.

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

CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

Section 1. Committee Established. Santa Monica Community College District (the "District") was successful at the election conducted on March 5, 2002, in obtaining authorization from the District's voters to issue up to \$160,000,000 aggregate principal amount of the District's general obligation bonds, pursuant to a greater than 55% vote. The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District established the Citizens' Bond Oversight Committee (the "Committee") at a special meeting held on April 15, 2002 in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Santa Monica Community College District (the "Board") hereby adopts the Citizens' Bond Oversight Committee Bylaws setting forth the duties and rights of the Committee.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds."

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the following duties:

3.1 **Review Expenditures.** The Committee shall review quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses; (c) bond proceeds are maximized.

3.2 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the following authorized activities:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect college site facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the Associate Vice President, Facilities.
- (c) Review copies of deferred maintenance proposals or plans developed by the District.

- (d) Review the District's efforts to maximize bond proceeds in ways designed to: (1) reduce costs of professional fees; (2) incorporate efficiencies in school site design; (3) encourage joint use of core facilities; (4) involve cost-effective and efficient reusable facility plans; or (5) reduce costs to the bond funds for site acquisition or construction.

4.2 Make requests for copies or inspection of District records in writing to the District's Associate Vice President, Business Services.

Section 5 Membership.

5.1 Number. The committee shall consist of a minimum of 7 members appointed by the Board of Trustees based on criteria established by Prop 39, to wit at least:

- (a) one representative of the local business community;
- (b) one person active in a senior citizens' organization;
- (c) one person active in a bona fide taxpayers' organization;
- (d) one student who is both currently enrolled in the District and active in an organization, such as student government, who may, at the discretion of the Board, serve for up to six months following graduation;
- (e) one person active in the support and organization of the District, such as a member of one of its advisory councils or the District Foundation;
- (f) additional appointees as selected by the Board of Trustees to represent the communities of Santa Monica and Malibu.

5.2 Qualification Standards.

- (a) To be a qualified person, he or she must be at least 18 years of age.
- (b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics; Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and to complete the Form 700 as required by all "designated employees" of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as Attachment A to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, beginning July 1. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum majority for an initial three (3) year term and the remaining members for an initial two (2) year term.

5.5 Removal; Vacancy. The Board may remove any Committee member for cause, including failure to attend three consecutive Committee meetings or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board shall fill by appointment any vacancies on the Committee or any additional membership on the Committee.

5.6 Compensation. The Committee members shall not be compensated for their services.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall establish a schedule for the date and time of regular meetings to be held at least quarterly to include an annual organizational meeting to be held in July.

6.2 Location. All meetings shall be held at the Santa Monica Community College District Ilona Katz Board Room, located at Santa Monica College, Business Building Room 117, 1900 Pico Blvd., Santa Monica, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Section 7. District Support.

7.1 The District shall provide to the committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District Board.

7.2 District staff shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee shall report to the Board following each quarterly meeting in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9 Officers. The Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as chair for more than two consecutive terms.

Section 10 Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire Board.

Section 11 Termination. The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.

ATTACHMENT A

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow while carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to : (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Santa Monica Community College District;

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 26

SCHEDULE OF BOARD OF TRUSTEES MEETINGS,
2002-2003

It is recommended that the Board of Trustees adopt the following schedule of meetings of the Board of Trustees, June, 2002 through December, 2003. Regular meetings are scheduled on the first Monday of each month, unless otherwise noted. Regular board meetings are held in the Board Room (Business Building Room 117) at 7:00 p.m. (5:30 p.m. if there is a closed session scheduled).

The third Monday of each month, unless otherwise noted, has been reserved for special meetings, seminars and/or workshops.

2002

June 3, 2002 – Tentative 2003-2004 Budget

June 17

July 1

July 26-27 - Summer Retreat

Evaluation of Superintendent/President and Board Self-Evaluation

August 5 (Academy of Entertainment and Technology)

August 19

September 9 (second Monday) 2002-2003 Budget Public Hearing and Adoption

September 23 (fourth Monday)

October 7

October 21

November 4

November 18

December 2

December 16 – *Organizational meeting* (held on third Monday in election years)

2003

January 13, 2003 (second Monday)

January 24 –Board Retreat

February 10 (second Monday - first Monday conflicts with CCCT Legislative Conference)

February 18 (Tuesday)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 27

ANNUAL AUTHORIZATION OF PRIVILEGES FOR STUDENT TRUSTEE

It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy and Education Code Section 72023.5.

1. The student trustee may make and second motions.
2. The student trustee is entitled to an advisory vote which shall be recorded as such in the official minutes.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy. The term of compensation for the student trustee shall run from June through May.

Comment: Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15th for the succeeding year.

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

INFORMATION ITEM D

GRANT SUBMITTALS

Title of Grant: Teacher Training and Reading Development Partnerships (TRDP)

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$350,000 (third year of a five year grant)

Matching Funds: N/A

Performance Period: June 30, 2002 – June 30, 2003

Summary: In partnership with West Los Angeles College and California State University, Los Angeles, the goals of SMC's proposed TRDP project include:

- encouraging high school and college students to pursue a career in teaching,
- improving articulation of courses and clarifying financial aid options between the community colleges and the CSUs, and
- developing a reading tutor program which will place SMC/WLA students in LAUSD elementary schools (grades K-3) as reading tutors.

Title of Grant: Tech Prep Innovative Practices

Granting Agency: Chancellor's Office, California Community Colleges

Requested Funding: \$289,081 (2nd year funding)

Matching Funds: N/A

Performance Period: June 2002 – March 2003

Summary: The proposed funding will support the development of additional curriculum for the "Launchpad" program in the area of interactive media and a CD ROM focusing on career opportunities for up to 24 students.

Title of Grant: **Adult Education and Family Literacy Grants – Section 231**

Granting Agency: California Department of Education

Requested Funding: TBD: SMC's funding level will be based on the numbers of learners who meet specific "benchmark" gains measured on the CASAS tests (SMC does not currently use the CASAS test but is in the process of purchasing the testing system with non-credit matriculation funds). The three core performance indicator benchmarks that establish the grant award are:

- achieving a significant gain
- completing two levels

Matching Funds N/A

Performance Period: 2002-2003

Summary: This grant operates on a performance-based funding mechanism. Participating agencies must use standardized assessment and testing tools (e.g., CASAS) to measure learner growth. SMC's funding is based on the number of students who demonstrated increases in literacy as a result of instruction. The actual amount of the benchmark pay points will be figured after all applications have been rated. SMC will be reimbursed for costs incurred, up to the amount generated by student benchmarks.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

INFORMATION ITEM E **REVIEW OF DISTRICT INVESTMENTS**

The attached statement shows the status of District investments as of March 31, 2002 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements for the next three months. All investments are in government securities and high investment grade bonds and notes.

*The Investment Report is available in the Office of Business Services
and is included in the printed agenda.*

COMBINED TRUST FUND INVESTMENTS

3/31/2002

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 3/31/2002</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	SALOMON SMITH BARNEY		763		763	SALOMON SMITH BARNEY
US GOVERNMENT	FED HOME LOAN BANK	Jun 14, 2002	3,117,000	3,102,739	3,105,374	SALOMON SMITH BARNEY
MONEY FUND	MARKET PORTFOLIO CL Y			206,395	206,395	BEAR STEARNS
GNMA	GNMA PASS THRU POOL	Apr. 15, 2017	21,407	21,407	22,437	BEAR STEARNS
TOTAL				3,331,304	3,334,969	

SIMON TRUST FUND INVESTMENTS

3/31/2002

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 3/31/2002</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	SALOMON SMITH BARNEY		907		907	SALOMON SMITH BARNEY
US GOVERNMENT	FED HOME LOAN BANK	Jun 14, 2002	287,000	285,687	285,929	SALOMON SMITH BARNEY
CERTIFICATE OF DEP	UNITED COMM BANK NO GEO	May 15, 2002	96,000	96,000	95,923	SALOMON SMITH BARNEY
CERTIFICATE OF DEP	UNITED COMM BANK GEO	May 15, 2002	96,000	96,000	95,923	SALOMON SMITH BARNEY
CERTIFICATE OF DEP	BLUEBONNET SAVINGS BANK TX	May 28, 2002	96,000	96,000	95,855	SALOMON SMITH BARNEY
CERTIFICATE OF DEP	GUARANTY BANK WI	May 28, 2002	96,000	96,000	95,911	SALOMON SMITH BARNEY
CERTIFICATE OF DEP	LEHMAN BROTHERS BANK	Aug 13, 2002	96,000	96,000	95,692	SALOMON SMITH BARNEY
CERTIFICATE OF DEP	ADVANTA BANK UT	Aug 28, 2002	96,000	96,000	95,739	SALOMON SMITH BARNEY
MONEY FUND	BEAR STEARNS		0	0	0	BEAR STEARNS
MONEY FUND	MARKET PORTFOLIO CL Y			37,891	37,891	BEAR STEARNS
TREASURY NOTE	U.S. GOVERNMENT	Nov. 15, 2005	300,000	305,627	313,218	BEAR STEARNS
CORPORATE BOND	GENERAL MOTORS ACCEPT. CORP.	Sep. 15, 2002	125,000	128,895	126,173	BEAR STEARNS
CORPORATE BOND	FORD MOTOR CREDIT	Apr. 28, 2003	125,000	125,452	126,469	BEAR STEARNS
CORPORATE BOND	NATIONSBANK	Jul. 15, 2004	125,000	125,227	129,264	BEAR STEARNS
CORPORATE BOND	BANKAMERICA	Sep. 15, 2005	125,000	127,037	130,530	BEAR STEARNS
TOTAL				1,712,723	1,725,424	

ASSOCIATED STUDENT BODY

3/31/2002

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 3/31/2002</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	MERRILL LYNCH INSTITUTIONAL FUND			168,097	168,097	MERRILL LYNCH
MONEY FUND	SALOMON SMITH BARNEY			1,785	1,785	SALOMON SMITH BARNEY
CORPORATE BOND	ARCHER DANIELS MIDLAND CO	May 15, 2003	25,000	24,958	25,771	SALOMON SMITH BARNEY
CORPORATE BOND	BALTIMORE GAS & ELEC	Jul 01, 2003	26,000	25,870	26,780	SALOMON SMITH BARNEY
CORPORATE BOND	NEW YORK TEL CO	Sep 01, 2003	26,000	25,611	26,618	SALOMON SMITH BARNEY
CORPORATE BOND	CARNIVAL CORP NOTES-REG	Oct 01, 2003	25,000	24,711	25,437	SALOMON SMITH BARNEY
GOVERNMENT BOND	U.S. TREASURY NOTES-SER H 2003	Jun 30, 2003	26,000	25,872	26,756	SALOMON SMITH BARNEY
CERTIFICATES OF DEP.	HOUSEHOLD BANK	Aug 25, 2003	26,000	26,000	26,975	SALOMON SMITH BARNEY
CERTIFICATES OF DEP.	UNITED COMM BK NO GEO	May 15, 2002	96,000	96,000	95,923	SALOMON SMITH BARNEY
CERTIFICATES OF DEP.	GUARANTY BANK WI	May 28, 2002	74,000	74,000	73,931	SALOMON SMITH BARNEY
CERTIFICATES OF DEP.	LEHMAN BROTHERS BANK	Aug 13, 2002	96,000	96,000	95,692	SALOMON SMITH BARNEY
TOTAL				588,904	593,765	

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 6, 2002

INFORMATION ITEM F

2001-2002 QUARTERLY BUDGET REPORT

GENERAL FUND BUDGET SUMMARY
(AS OF March 31, 2002)

Beginning Balance	\$ 7,259,656
Income	<u>119,503,736</u>
Total Funds Available	\$126,763,392
Less: Expenses & Transfers	124,261,402
Ending Balance	\$2,501,990

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

The Quarterly Budget Report is available in the Office of Business Services and is included in the printed agenda



**California Community Colleges
Quarterly Financial Report, CCFS-311Q**

Fiscal Year 2001-2002

District:(780)SANTA MONICA Quarter Ended: (Q3) March 31, 2002

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

<u>Annual</u>	As of June 30 for fiscal year (FY) specified.			
	FY98-99	FY99-00	FY00-01	FY01-02
General Fund Revenues (Objects 8100, 8600, and 8800)	90,891,685	99,223,907	115,768,649	118,450,235
Other Financing Sources (Objects 8900)	1,102,505	102,015	323,963	198,627
General Fund Expenditures (Objects 1000-6000)	90,417,519	96,886,910	111,934,300	119,473,212
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	1,793,457	958,086	1,383,093	1,388,477
Reserve for contingency Unrestricted	0	0	0	0
Reserve for contingency Total	0	0	0	0
General Fund Ending Balance Unrestricted	3,025,068	4,129,295	5,821,609	2,501,990
General Fund Ending Balance Total	4,498,714	5,670,038	7,047,790	0
Prior-Year Adjustments	413,229	-309,602	-1,397,467	211,866
Attendance FTES	18,424	19,786	20,083	21,814

<u>Quarter</u>	For the same quarter to each fiscal year (FY) specified			
	FY98-99	FY99-00	FY00-01	FY01-02
General Fund Cash Balance (Excluding investments)	9,813,781	2,446,669	13,542,363	9,884,779

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

	Total Budget	Actual	Percentage
	(Annual)	(Year-to-Date)	%
General Fund Revenues (Objects 8100, 8600, and 8000)	118,450,235	87,536,367	73.90
Other Financing Source (Objects 8900)	198,627	0	0.00
General Fund Expenditures (Objects 1000-6000)	119,473,212	78,293,266	65.53
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	1,388,477	2,399,793	172.84

III. Has the district settled any employee contracts during this quarter? Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered)

Salaries

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

* As specified in collective bargaining agreement.

Benefits

Contract Period Settled	Management Total	Academic Total	Classified Total
Year 1	0	0	0
Year 2	0	0	0
Year 3	0	0	0

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

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

IN MARCH, 2002 THE VOTERS OF THE DISTRICT PASSED A PROP 39 GENERAL OBLIGATION BOND AUTHORIZATION TOTALING \$160,000,000.

V. Does the district have significant fiscal problems that must be addressed this year? Yes No

Next year? Yes No If yes, what are the problems and what actions will be taken?
(Include additional pages of explanation if needed.)

THE PRIOR YEAR ADJUSTMENTS FOR 2000-2001 GENERAL FUND REVENUE REDUCES THE FUNDS AVAILABLE FOR 2001-2002. SOME CURRENT YEAR EXPENSES ARE BEING DEFERRED AND CONTINGENCY RESERVES ARE BEING REDUCED TO ADJUST FOR THE REDUCTION. THE LOSS OF RESERVES GOING INTO 2002-2003 IN ADDITION TO THE GOVERNOR'S FUNDING CUTS TO CALWORKS AND MATRICULATION WILL REQUIRE THE DISTRICT TO CONSIDER CHANGES IN PLANNED FALL HIRING OF BOTH FACULTY AND CLASSIFIED STAFF.

Print View

Back

2001/02 UNRESTRICTED GENERAL FUND (01) INCOME BUDGET

ACCOUNTS	01/02 ADOPTED BUDGET	MAR 31, 2002 ACTUAL INCOME	01/02 PROJECTED INCOME
(a)	(b)	(c)	(d)
FEDERAL			
1. 8120 VETERANS ED.	0	0	0
2. 8189 FIN AIDS ADM ALLOWANCES	106,160	0	106,160
3. TOTAL FEDERAL	106,160	0	106,160
STATE			
4. 8610 PRINCIPAL APPT.	45,385,303	33,593,925	43,041,077
5. 8611 BASIC SKILLS APPT.	0	241,346	317,561
6. 8616 PRIOR YR APPT. ADJ.	0	(920,438)	(1,599,336)
7. 8672 HOMEOWNERS EXEMPT	94,352	47,272	94,352
8. 8680 STATE LOTTERY REV.	2,774,538	880,849	2,774,538
9. 8692 MANDATED COST RECOV.	330,000	32,581	200,000
10. 8699 OTH STATE	7,176,751	5,301,699	7,176,751
11. TOTAL STATE	55,760,944	39,177,234	52,004,943
LOCAL			
12. 8810 PROP TAX SHIFT	20,928,283	13,291,153	20,752,226
13. 8811 SECURED TAX	5,529,150	3,485,589	5,529,150
14. 8812 SUPPLE. TAXES	115,678	88,115	115,678
15. 8813 UNSECURED TAX	330,815	339,804	339,804
16. 8816 PRIOR YRS TAXES	338,143	276,054	338,143
17. 8830 INTENSIVE ESL	0	469,700	469,700
18. 8850 RENTS	26,966	4,885	26,966
19. 8860 INTEREST	876,608	125,207	876,608
20. 8872 CONT.ED/COMM SERV.	653,392	375,000	653,392
21. 8874 ENROLLMENT FEES	3,392,885	4,150,030	4,794,015
22. 8879 STUDENT RECORDS	159,380	120,903	159,380
23. 8880 NON RES TUITION	13,127,205	13,884,248	13,884,248
24. 8886 F1 APPLICATION FEES	0	159,775	159,775
25. 8889 OTHER FEES	728,545	394,827	394,827
26. 8890 OTHER LOCAL	258,446	119,763	258,446
27. 8891 I. D. CARD SERVICE CHARGE	540,314	477,472	540,314
28. 8892 LIBRARY FINES	21,648	13,576	21,648
29. 8893 PARKING FINES	260,396	220,573	260,396
30. TOTAL LOCAL	47,287,854	37,996,674	49,574,716
31. TOTAL INCOME (Lines 3 + 11 + 30)	103,154,958	77,173,908	101,685,819
32. 8912 SALE OF EQUIP/SUPPL.	5,000	0	0
33. TOTAL REVENUE (Lines 31 + 32)	103,159,958	77,173,908	101,685,819
34. BEGINNING BALANCE	5,821,609	5,821,609	5,821,609
35. ADJUSTMENT TO BEGINNING BALANCE	0	0	(42,102)
36. TOTAL FUNDS AVAIL. (Lines 33 + 34 + 35)	108,981,567	82,995,517	107,465,326

2001/02 UNRESTRICTED GENERAL FUND (01) EXPENDITURE BUDGET

ACCOUNTS (a)	01/02 ADOPTED BUDGET (b)	MAR 31, 2002 ACTUAL EXPENDITURES (c)	01/02 PROJECTED EXPENSE (d)
1. INSTRUCTION	19,586,528	12,782,243	20,964,040
2. ACADEMIC MANAGERS	4,273,274	2,911,792	4,333,012
3. NON-INSTRUCTION	3,513,989	2,238,002	3,652,947
4. HOURLY INSTRUCTION	18,172,586	12,600,183	18,984,267
5. HOURLY NON INSTRUCTION	3,128,668	2,503,048	3,523,655
6. TOTAL ACADEMIC	48,675,045	33,035,268	51,457,921
7. CLASSIFIED REGULAR	16,931,427	10,103,598	15,503,598
8. CLASSIFIED MANAGERS	2,853,558	2,001,131	3,047,931
9. CLASS REG INSTRUCTION	1,867,574	1,327,608	2,058,408
10. CLASSIFIED HOURLY	3,219,586	2,325,084	3,661,416
11. CLASS HRLY INSTRUCTION	539,023	514,895	745,941
12. TOTAL CLASSIFIED	25,411,168	16,272,316	25,017,294
13. STRS	2,753,338	1,361,988	2,893,567
14. PERS	0	0	0
15. OASDHI	2,633,586	1,374,490	2,633,586
16. H/W	6,638,558	4,927,256	6,830,304
17. RETIREE'S H/W	475,283	366,502	488,925
18. SUI	94,863	55,674	94,863
19. WORKERS' COMP.	678,639	762,138	818,847
20. DISTRICT RETIREMENT	488,912	425,113	648,744
21. TOTAL BENEFITS	13,763,179	9,273,161	14,408,836
22. TOTAL SUPPLIES	1,474,215	846,445	1,474,215
23. CONTRACTS/SERVICES	7,271,697	4,796,018	7,271,697
24. INSURANCE	474,153	538,943	474,153
25. UTILITIES	2,500,000	1,849,550	2,500,000
26. TOTAL SERVICES*	10,245,850	7,184,511	10,245,850
27. BLDG & SITES	1,030,000	459,997	600,000
28. EQUIPMENT	3,088,565	1,252,342	2,200,000
29. TOTAL CAPITAL	4,118,565	1,712,339	2,800,000
30. TOTAL EXPENSES	103,688,022	68,324,040	105,404,116
31. OTHER OUTGO-TRANSFERS	458,582	2,011,848	458,582
32. TOTAL EXP. & TRANSFERS (Lines 30 + 31)	104,146,604	70,335,888	105,862,698
33. CONTINGENCY RESERVE	4,834,963	0	1,602,628
34. TOTAL (Lines 32 + 33)	108,981,567	70,335,888	107,465,326

*Lottery revenues are used to fund services.

2001/02 RESTRICTED GENERAL FUND (03) INCOME BUDGET

REVENUE ACCOUNT	01/02 ADOPTED BUDGET	MAR 31, 2002 ACTUAL INCOME	01/02 PROJECTED INCOME
(a)	(b)	(c)	(d)
FEDERAL			
1. 8170 VOCATIONAL ED.	449,482	223,554	449,482
2. 8180 ECONOMIC OPP. ACT/FWS	580,880	257,499	580,880
3. 8190 RADIO GRANTS	0	490,820	490,820
4. 8241 TECH PREP	71,000	0	0
5. OTHER FEDERAL	833,783	302,762	833,783
6. TOTAL FEDERAL	1,935,145	1,274,635	2,354,965
STATE			
7. 8620 BLOCK GRANT	1,113,805	1,220,384	1,113,805
8. 8620 ECONOMIC DEVELOPMENT	1,128,354	767,280	1,128,354
9. 8620 TTIP C/O	198,630	241,302	241,302
10. 8620 TTIP	35,300	208,144	341,340
11. 8620 CALWORKS	707,305	537,551	707,305
12. 8620 TANF	173,982	132,227	173,982
13. 8622 EXTENDED OPP. PROG.	926,337	835,106	1,098,824
14. 8623 DISABLED STUDENTS	882,429	762,281	1,003,001
15. 8650 MATRICULATION	1,045,718	876,381	1,153,132
16. 8650 NON-CREDIT MATRICULATION	95,442	90,508	119,090
17. 8650 EOPS CARE	96,802	82,096	108,020
18. 8650 STAFF/FAC DIVERSITY	24,151	18,355	24,151
19. 8650 ENERGY RELIEF	0	433,004	433,004
20. 8650 TEACHER READING DEVELOPMENT PROGR	350,000	262,500	350,000
21. 8654 INSTR.EQUIP/LIBRARY MATL.	98,043	296,011	296,011
22. 8656 STAFF DEVELOP.	100,362	76,275	100,362
23. 8680 LOTTERY	356,538	40,029	356,538
24. OTHER STATE	638,364	326,340	605,897
25. TOTAL STATE	7,971,562	7,205,774	9,354,118
LOCAL			
26. 8820 SM CITY- KCRW	74,400	48,056	74,400
27. 8830 PICO PARTNERSHIP	199,875	179,910	199,875
28. 8876 HEALTH FEES	618,832	660,473	669,582
29. 8881 PARKING FEES	948,191	939,020	1,022,395
30. 8890 PARKING LOT INC	151,864	0	151,864
31. DONATIONS -KCRW	2,941,644	0	3,343,327
32. OTHER LOCAL	453,764	161,170	453,764
33. TOTAL LOCAL	5,388,570	1,988,629	5,915,207
34. TOTAL INCOME (Lines 6 + 25 + 33)	15,295,277	10,469,038	17,624,290
35. 8980 TRANSFERS	193,627	0	193,627
36. TOTAL REVENUE (Lines 34 + 35)	15,488,904	10,469,038	17,817,917
37. BEGINNING BALANCE	1,226,181	1,226,181	1,226,181
38. ADJUSTMENT TO BEGINNING BALANCE	0	0	253,968
39. TOTAL FUNDS AVAIL. (Lines 36 + 37 + 38)	16,715,085	11,695,219	19,298,066

2001/02 RESTRICTED GENERAL FUND (03) EXPENDITURE BUDGET

ACCOUNTS (a)	01/02 ADOPTED BUDGET (b)	MAR 31, 2002 ACTUAL EXPENDITURES (c)	01/02 PROJECTED EXPENDITURES (d)
1. INSTRUCTION	120,223	380,129	462,274
2. MANAGEMENT	750,344	402,639	617,479
3. NON-INSTRUCTION	518,955	697,406	973,054
4. HOURLY INSTRUCTION	138,082	129,800	266,144
5. HOURLY NON INSTRUCTION	767,771	661,068	1,042,406
6. TOTAL ACADEMIC	2,295,375	2,271,042	3,361,357
7. CLASSIFIED REGULAR	1,920,308	1,204,009	1,670,787
8. CLASSIFIED MANAGERS	271,813	204,643	287,835
9. CLASS REG INSTRUCTION	118,004	119,021	182,121
10. CLASSIFIED HOURLY	1,435,784	903,719	1,427,712
11. CLASS HRLY INSTRUCTION	319,686	183,025	321,182
12. TOTAL CLASSIFIED	4,065,595	2,614,417	3,889,637
13. STRS	299,146	102,503	438,071
14. PERS	0	0	0
15. OASDHI	201,843	138,740	230,085
16. H/W	254,515	250,699	254,515
17. SUI	9,485	4,188	10,812
18. WORKERS' COMP.	43,643	48,946	49,749
19. DISTRICT RETIREMENT	18,481	521	18,481
20. TOTAL BENEFITS	827,113	545,597	1,001,713
21. TOTAL SUPPLIES	918,221	447,511	918,221
22. CONTRACTS/SERVICES	2,454,106	2,788,602	2,597,425
23. INSURANCE	4,077	3,722	4,077
24. UTILITIES	218,015	145,617	218,015
25. TOTAL SERVICES	2,676,198	2,937,941	2,819,517
26. BLDG & SITES	468,406	427,818	901,410
27. EQUIPMENT	4,534,282	724,900	4,576,954
28. TOTAL CAPITAL	5,002,688	1,152,718	5,478,364
29. TOTAL EXPENSES (Lines 6 + 12+ 20 + 21 + 25 + 28)	15,785,190	9,969,226	17,468,809
30. OTHER OUTGO - FINANCIAL AIDS	797,301	387,945	797,301
31. OTHER OUTGO - TRANSFERS	132,594	0	132,594
32. TOTAL OTHER OUTGO	929,895	387,945	929,895
33. TOTAL EXP. & OTHER OUTGO (Lines 29 + 32)	16,715,085	10,357,171	18,398,704
34. CONTINGENCY RESERVE	0	0	899,362
35. TOTAL (Lines 33 + 34)	16,715,085	10,357,171	19,298,066

STUDENT FINANCIAL AID (FUND 09)

ACCOUNTS	01/02 ADOPTED BUDGET	MAR 31, 2002 ACTUAL	01/02 PROJECTED ACTUALS
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	0	0	0
INCOME			
2. 8330 FEDERAL GRANTS	6,403,468	5,326,425	6,403,468
3. 8622 ST. EOPS GRANTS	38,000	0	38,000
4. 8650 CAL. GRANTS	495,088	665,784	665,784
5. 8981 TRANSFER	397,549	337,986	397,549
6. TOTAL INCOME	7,334,105	6,330,195	7,504,801
7. TOTAL FUNDS AVAILABLE (Lines 1 + 6)	7,334,105	6,330,195	7,504,801
EXPENSES			
8. 7500 FINANCIAL AID	7,334,105	6,330,195	7,504,801
9. TOTAL EXPENSES	7,334,105	6,330,195	7,504,801
10. ENDING BALANCE (Lines 7 - 9)	0	0	0

SPECIAL RESERVE FUND (FUND 15)

ACCOUNTS (a)	01/02 ADOPTED BUDGET (b)	MAR 31, 2002 ACTUAL (c)	01/02 PROJECTED ACTUALS (d)
1. BEGINNING BALANCE	2,209,985	2,209,985	2,209,985
INCOME			
2. 8652 SCHEDULED MAINTENANCE	1,282,377	0	1,282,377
3. 8653 ASBESTOS ABATEMENT	1,514,716	0	1,514,716
4. 8654 ARCHITECTURAL BARRIER REMOVAL	233,352	0	233,352
5. 8655 CAPITAL OUTLAY - SCIENCE BUILDING	0	0	0
6. 8655 CAPITAL OUTLAY - LIBRARY ADDITION	14,566,643	0	14,566,643
7. 8655 CAPITAL OUTLAY - LIBRARY EQUIPMENT	2,418,000	0	0
8. 8860 INTEREST	85,000	38,070	85,000
9. 8880 NONRESIDENT CAPITAL CHARGE	1,800,000	1,025,006	1,800,000
10. 8890 LOCAL INCOME	0	206,260	0
11. 8930 TRANSFER IN - DEFER. MAINT. MATCH	0	1,750,000	0
12. 8930 TRANSFER IN - ARCH. BAR. REM. MATCH	0	0	0
13. TOTAL INCOME	21,900,088	3,019,336	19,482,088
14. TOTAL FUNDS AVAILABLE (Lines 1 + 13)	24,110,073	5,229,321	21,692,073
EXPENSES			
15. 2000 CLASSIFIED SALARIES	0	7,444	0
16. 4000 SUPPLIES	1,000	624	1,000
17. 5000 CONTRACT SERVICES	80,000	309	80,000
18. 6000 CAPITAL OUTLAY	24,029,073	5,214,157	21,611,073
19. TOTAL EXPENSES	24,110,073	5,222,534	21,692,073
20. ENDING BALANCE (Lines 14 - 19)	0	6,787	0

BOND FUND (FUND 70)

ACCOUNTS (a)	01/02 ADOPTED BUDGET (b)	MAR 31, 2002 ACTUAL (c)	01/02 PROJECTED ACTUALS (d)
1. BEGINNING BALANCE	6,549,010	6,549,010	6,549,010
2. BEGINNING BALANCE ADJUSTMENT	0	0	0
INCOME			
3. 8860 INTEREST	100,000	60,619	100,000
4. TOTAL INCOME	100,000	60,619	100,000
5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)	6,649,010	6,609,629	6,649,010
EXPENSES			
6. 4000 SUPPLIES	1,000	0	1,000
7. 5000 CONTRACT SERVICE	100,000	0	100,000
8. 6000 CAPITAL OUTLAY	6,548,010	(66,821)	6,548,010
9. 7300 TRANS-SCHED. MAINT. MATCH	0	0	0
10. 7300 TRANS-ARCH. BARRIER REMOVAL	0	0	0
11. TOTAL EXPENSES	6,649,010	(66,821)	6,649,010
12. ENDING BALANCE (Lines 5 - 11)	0	6,676,450	0

EARTHQUAKE FUND (FUND 73)

ACCOUNTS (a)	01/02 ADOPTED BUDGET (b)	MAR 31, 2002 ACTUAL (c)	01/02 PROJECTED ACTUALS (d)
1. BEGINNING BALANCE	354,338	354,338	354,338
2. BEGINNING BALANCE ADJUSTMENT	0	0	0
INCOME			
3. 8199 FEDERAL/FEMA FUNDING	6,996,257	929,862	6,996,257
8980 TRANSFER IN	0	0	0
4. TOTAL INCOME	6,996,257	929,862	6,996,257
5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)	7,350,595	1,284,200	7,350,595
EXPENSES			
6. 2000 CLASSIFIED	0	0	0
7. 3000 BENEFITS	0	0	0
8. 4000 SUPPLIES	50,000	0	50,000
9. 5000 CONTRACT SERVICE	750,000	87,608	750,000
10. 6000 CAPITAL OUTLAY	6,550,595	741,051	6,550,595
11. TOTAL EXPENSES	7,350,595	828,659	7,350,595
12. ENDING BALANCE (Lines 5 - 11)	0	455,541	0

**AUXILIARY OPERATIONS
STATEMENT OF REVENUES & EXPENDITURES
JULY 1, 2001 TO MARCH 31, 2002**

ACCOUNTS	2001-2002 ADOPTED BUDGET	2001-2002 ACTUALS	Projected To 06/30/02
BEGINNING BALANCE	3,057,389	3,057,389	3,057,389
ADJ. TO BEG. BALANCE		0	0
ADJUSTED BEGINNING BAL.	3,057,389	3,057,389	3,057,389
 INCOME			
GROSS SALES	7,067,035	6,605,442	7,531,203
LESS: COST OF GOODS	(5,315,311)	(3,876,053)	(4,961,346)
NET	1,751,724	2,729,389	2,569,857
VENDOR & AUX PROGRAM INCOME	713,115	676,183	859,489
NET INCOME	2,464,839	3,405,572	3,429,346
INTEREST	114,000	58,876	78,501
WITHIN PROGRAM TRANSFERS	285,000	0	285,000
OTHER FUND TRANSFERS	0	0	0
TOTAL INCOME	2,863,839	3,464,448	3,792,847
 TOTAL FUNDS AVAILABLE	5,921,228	6,521,837	6,850,236
 EXPENDITURES			
STAFFING	962,411	804,931	1,115,055
FRINGE BENEFITS	115,000	73,299	121,940
OPERATING	1,120,847	686,927	1,208,531
WITHIN PROGRAM TRANSFERS	285,000	0	285,000
COP'S	0	0	0
TOTAL EXPENDITURES	2,483,258	1,565,157	2,730,526
 ENDING BALANCE	3,437,970	4,956,680	4,119,710

BOARD OF TRUSTEES	Adjournment
Santa Monica Community College District	May 6, 2002

ADJOURNMENT

The meeting will be adjourned in memory of **Mary Lou Patton**, wife of Pat Patton, member of GAB and Associates Board of Directors; **Darrell Peterson**, retired math professor; and **Mary V. Starks**, mother of Jeffery Peterson, Director of Operations.

There will be a special Board of Trustees Meeting/Dialog with SMC Students on Monday, May 20, 2002 at 5:30 p.m. at Santa Monica College, Business Building Room 111, Santa Monica, California.

There will be a special Board of Trustees Meeting/Budget Workshop on Wednesday, May 29, 2002 at 6:00 p.m. in the Board Room (Business Building Room 117) at Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, June 3, 2002 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.