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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, SEPTEMBER 10, 2001

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

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

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

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

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

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

General Public Comments and Consent Agenda

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

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
- Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
3. No oral presentation shall include 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*

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, September 10, 2001.

*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>)	
• Collective Bargaining, pursuant to Government Code Section 54957.6	
III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (<i>Continued</i>)	
C Pledge of Allegiance	
#1 Approval of Minutes: August 6, 2001	
IV. SUPERINTENDENT'S REPORT	
V. ACADEMIC SENATE REPORT	
VI. CLASSIFIED SENATE REPORT	
VII. COMMUNICATIONS OR PUBLIC COMMENTS	
VIII. BOARD REPORT AND COMMENTS	
IX. CONSENT AGENDA (<i>All items considered in one motion unless pulled for discussion later in the meeting</i>)	
 <u>Planning and Development</u>	
#2 Acceptance of Grants	4
#3 Contracts and Consultants	
A Training Contract – LACOE Head Start	6
B Public Training Vendor Directory Telecommunications Program	6
C Facilitator for Board of Trustees' Dialogs	7
D Promotional Video for High School Student Recruitment	7
E Training for Photography Department Staff	8
F Supervision of Students in Enrolled in English 94	8

Academic and Student Affairs

#4	Contracts and Consultants	
	A Representative for International Student Recruitment	9
	B Academy of Entertainment and Technology	9
	C Partnership in Health Sciences Nursing Program	9
	D Medical Advisor for Respiratory Therapy Program	10
	E Clerical Services for Respiratory Therapy Program	10
	F Contract for Distance Education Program	10
	G Musicians for Art Gallery Openings	11
	H Consultant for Disabled Students Program	11

Human Resources

#5	Consultants for Mediation Services	12
#6	Academic Personnel	12
#7	Classified Personnel – Establish/Abolish Positions	13
#8	Classified Personnel – Regular	14
#9	Classified Personnel – Limited Term	17
#10	Classified Personnel – Non Merit	18

Business and Administration

#11	Contracts and Consultants	
	A Agreement for Bond Counsel Services	19
	B Risk Management Consultant	19
#12	Payment for Off-Site Security Expenses	19
#13	Acceptance of Donation	20
#14	KCRW Consultants	20
#15	Facilities	
	A Digital Art Studio, Change Order No. 3	21
	B Completion of Digital Art Studio Project	21
	C Completion of Replace Chilled Water Coil, Technology Building Project	21
	D Completion of Modifications to Exhaust System, Technology Building Project	22
	E Agreement for Project Management Services	22
	F Award of Bid – Asbestos Abatement/Flooring & Roof Replacement, “Old” Admissions Office	22
	G Facility Rental Agreement	23
	H Amendment to Contract with 3D International	23
#16	Commercial Warrant Register	24
#17	Payroll Warrant Register	24
#18	Payments from Auxiliary Operations	24
#19	Direct Payments	24
#20	Purchasing	
	A Award of Purchase Orders	25

X. **CONSENT AGENDA – Pulled Items**XI. **MAJOR ITEMS OF BUSINESS**

#21-A	Emergency Resolution for Emergency Repair of Communication Cables	26
#21-B	Award of Purchase Order for Installation of Communication Cables	26
#22	Guidelines for Implementation of the California Environmental Quality Act	27
#23	Appointment of ACCT Voting Delegates	28
#24-A	Public Hearing – 2001-002 Budget	29
#24-B	Adoption of 2001-02 Budget	29

XII. **INFORMATION - No Action Required**

D	2000-2001 Quarterly Budget Report	46
E	Associated Students Unrestricted Funds Budgeted Statement, July 1, 2001 to June 30, 2001	49
F	Submittal of Grants	50

XIII. **ADJOURNMENT:** The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, October 1, 2001 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Annette Shamey, Chair
Dr. Patrick Nicholson, Vice-Chair

Dr. Nancy Cattell-Luckenbach
Carole Currey
Dr. Dorothy Ehrhart-Morrison
Herbert Roney
Dr. Margaret Quiñones

Eric Yoshida, Student Trustee

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE - Randy Lawson, Vice-President, Academic Affairs

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

ORGANIZATIONAL FUNCTIONS

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:

August 6, 2001

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

CONSENT AGENDA

It is recommended that the Board of Trustees approve/ratify the Consent Agenda, Recommendations #2–#20.

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	September 10, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **ACCEPTANCE OF GRANTS**

Title of Grant: **Fund for Instructional Improvement (FII): Infusing Information Competency in the Curriculum**

Granting Agency: California Community Colleges Chancellor’s Office

Requested Funding: \$97,048

Matching Funds: \$16,706 (Source: SMC in-kind consisting of a portion of the Director of Technology Training’s salary and benefits)

Performance Period: September 12, 2001 – September 11, 2002

Summary: This proposal addresses the need for faculty, administrators, staff and students to develop skills to interpret, evaluate, and critically analyze information. The rapid development of information resources and our increasing reliance on information has made it mandatory for students to develop and demonstrate a minimum level of information competence: the ability to find, evaluate, use, and communicate information in all its various forms.

Budget	Income		
		80000	\$97,048
	Expenditures		
		10000	52,380
		20000	7,100
		30000	28,618
		40000	2,750
		50000	6,200
		60000	0
		70000	0
		Total	

Title of Grant: **Industry-Driven Regional Collaborative: Retail Consortium (Year 1)**

Granting Agency: California Community Colleges Chancellor's Office

Requested Funding: \$350,500

Matching Funds: \$356,320 (Source: \$5,720 from Jewish Vocational Services and \$350,600 from the Retail Consortium)

Performance Period: September 12, 2001 – June 30, 2002 (First year of a two-year grant)

Summary: The Retail Consortium Industry Driven Regional Collaborative grant represents a collaborative between Workforce and Economic Development and five Los Angeles regional retail shopping centers. This grant addresses two strategic priority areas: Business and Workforce Performance Improvement and Workplace Literacy. This will be achieved through customized performance-based training in five areas: English and Spanish as Second Languages, Computer Business Skills, Safety and Compliance, Customer Service and Management Skills.

Budget	Income	
	80000	\$350,500
	Expenditures	
	10000	115,908
	20000	35,570
	30000	35,825
	40000	16,642
	50000	123,074
	60000	10,000
	70000	13,481
	Total	\$350,500

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 3 **CONTRACTS AND CONSULTANTS**

3-A TRAINING CONTRACT – LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE) HEAD START

Approval of a contract with the Los Angeles County Office of Education (LACOE) Head Start/State Pre-School Division to continue a program of instruction for up to 22 LACOE Head Start Policy Council members from the period of August 30-December 13, 2001. The project cost is up to \$69,122 for this time period (\$3,142 per student).

Funding Source: Los Angeles County Office of Education Head Start/State Pre-School Division

Matching Funds: \$20,554. Source: Santa Monica College (salaries, employee benefits and supplies and other operating expenses)

Comment: This program began in 1997 and has served a total of 211 students. This is a new contract with LACOE and is designed for incoming and new Policy Council members. Course work is scheduled to be delivered during the Fall 2001 Semester. The program will be delivered at Workforce and Economic Development facilities.

3-B PUBLIC TRAINING VENDOR DIRECTORY TELECOMMUNICATIONS PROGRAM

1. Authorization of a contract between Santa Monica College and the South Bay Workforce Investment Board, to provide telecommunications training services for eligible participants referred from One-Stop Service Centers, for the period September 11, 2001 through June 30, 2002.

Comment: The Office of Workforce and Economic Development will provide telecommunications installation and pole climbing/ladder management instruction at a rate of \$5,800 per student (12 students per class maximum approximately 5 classes per fiscal year).

2. Contract with William K. Dining Co. to provide contract mandated Fiber Optics and Leviton Cat-5 training and certification to 60 participants at \$75.00 per student in an amount not to exceed \$4,500.00 per fiscal year.

Comment: Training and certification is accomplished by students attending two one-day workshops at an off-site facility.

Funding Source: South Bay Workforce Investment Board for the delivery of an approved Public Training Vendor Directory telecommunications program.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

3-C FACILITATOR FOR BOARD OF TRUSTEES' DIALOGS

Consultant agreement with the Center for Dispute Resolution (Joan Goldsmith) to facilitate dialogs for the Board of Trustees with the Santa Monica College constituencies for the period December, 2001 through June, 2002 for a total amount not to exceed \$4,000.

Funding Source: 2001-2002 Budget/Consultants

Comment: The Board of Trustees held a successful series of dialogs with representatives of Santa Monica College constituencies in Spring, 2001. It has been recommended by the groups and the Board to continue these dialogs during the 2001-2002 academic year. The dialogs have tentatively been scheduled as follows:

- | | |
|-----------------------------|------------|
| December 17, 2001 | Classified |
| February 19, 2002 (Tuesday) | Faculty |
| April 15, 2002 | Managers |
| May 20, 2002 | Students |

3-D PROMOTIONAL VIDEO FOR HIGH SCHOOL STUDENT RECRUITMENT

Consultant agreement with Marcus Nobreus, in an amount not to exceed \$500 for the period of September 12-15, 2001, to edit a promotional video for high school student recruitment to Santa Monica College.

Funding source: Teacher and Reading Development Partnership (TRDP)

Comment: Mr. Nobreus and staff will edit a promotional video for high school student recruitment.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

CONSENT AGENDA: PLANNING AND DEVELOPMENT

3-E TRAINING FOR PHOTOGRAPHY DEPARTMENT STAFF

Consultant agreement with Philippe R. Goodman will provide a training session to Photography Department faculty and academic computing staff on the new OS X server software for the Macintosh computer for an amount of \$2,000 during the 2001-2002 academic year.

Funding Source: VTEA Equipment Grant – Digital Photography Program

- Comment: During the training session, Philippe Goodman will cover the following topics:
- Installing OS X servers
 - Creating Users and Groups
 - Assigning privileges to folders
 - Setting up a print queue
 - Setting up a web site
 - Setting up an FTP server
 - Supporting Windows clients

This specialized training will benefit Academic Computing and Telecom as they provide the continued support for the Digital Photography Laboratory.

3-F SUPERVISION OF STUDENTS ENROLLED IN ENGLISH 94

Consultant agreement with Ruth Dewar to provide on site supervision of students enrolled in ENGL 94, Tutoring K-3rd Grade Elementary Students in Reading, for the period of September 11-December 16, 2001 for an amount not to exceed \$5,000.

Funding Source: Teacher and Reading Development Partnership (TRDP)

Comment: Ms. Dewar has taught developmental reading at SMC the past four years and is a K-5 resource specialist in the Santa Monica-Malibu School District. She will observe college students tutoring elementary school students in reading, and hold conferences with students throughout the semester. She will act as a liaison between the College and the elementary schools to ensure the success of this aspect of the TRDP grant.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 **CONTRACTS AND CONSULTANTS**

4-A REPRESENTATIVE FOR INTERNATIONAL STUDENT RECRUITMENT

Laura Press to represent SMC and recruit F-1 international students in France during the period of September 1, 2001 - June 30, 2002, in an amount not to exceed \$10,000.

Funding Source: F-1 student fees

Comment: Ms. Press, an SMC alumna, will assist in the recruitment of F-1 international students from France, represent SMC at international student fairs, identify public and private schools, open new markets to recruit students from France, and make presentations on behalf of SMC.

4-B ACADEMY OF ENTERTAINMENT AND TECHNOLOGY

Amend the agreement with Animatics to complete the development of animated modules in seven languages by December 30, 2001, the amount not to exceed \$33,000.

Funding Source: Title VI-A Grant

Comment: This amends the completion date of the contract approved by the Board of Trustees in July.

4-C PARTNERSHIP IN HEALTH SCIENCES NURSING PROGRAM

Agreement with Vitas Healthcare Corporation of California to provide needed clinical training at its facility in Encino, for the period of August, 2001 through July 31, 2002.

Comment: This will provide more experiences for students in community health facilities with no cost to the District.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

4-D MEDICAL ADVISOR FOR RESPIRATORY THERAPY PROGRAM

Contract with the UCLA Department of Medicine in the amount of \$5,000 to reimburse Paul E. Bellamy, M.D., for his services as medical advisor for the joint Santa Monica College/East Los Angeles College Respiratory Therapy Program, September 1, 2001 through June 30, 2002.

Funding Source: 2001-2002 Budget/Health Science Department

Comment: This is an ongoing agreement with Dr. Bellamy, Chief of Pulmonary and Critical Care Medicine at UCLA. The cost of his services is part of SMC's responsibility under the partnership agreement with East Los Angeles College.

4-E CLERICAL SERVICES FOR RESPIRATORY THERAPY PROGRAM

Payment of \$4,932.60 to the Los Angeles Community College District as reimbursement for Santa Monica College's share of 2000-2001 fiscal year clerical support services for the joint Santa Monica College/East Los Angeles College Respiratory Therapy Program.

Funding Source: 2001-2002 Budget/Academic Affairs Budget

Comment: Reimbursement for a portion of the cost of clerical services is part of SMC's responsibility under the partnership agreement with East Los Angeles College.

4-F CONTRACT FOR DISTANCE EDUCATION PROGRAM

Augmentation to Santa Monica College's three-year contract with eCollege.com in the amount not to exceed \$60,000 to cover additional services necessary to augment, enhance and expand the SMC Virtual Campus. These services include onsite training and materials for faculty and administrators, the continuance of the Website domain (SMCONLINE.org), and conversion of additional classes.

Funding Source: Title III, Virtual Multimedia Center and eCollege Business Degree Online Grants

Comment: In January 1999, Santa Monica College entered into a three-year contract with eCollege.com. This augmentation for the period of September 15, 2001 through June 30, 2001 will support the continuing growth of the College's online course offering.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

4-G MUSICIANS FOR ART GALLERY OPENINGS

Contracts for musical performances at the Peter and Susan Barrett Art Gallery openings:

1. Colleen Carroll in the amount of \$300 on September 6, 2001.
2. Stephen Green in the amount of \$250 on October 5, 2001

Funding Source: 2001-2002 Budget/Public Programs

Comment: This will enhance the Art Gallery openings for the community by providing musical performances.

4-H CONSULTANT FOR DISABLED STUDENTS PROGRAM

Extension of the agreement with Laurie Rocha to develop apprentice placements and job opportunities for developmentally disabled college graduates through November 30, 2001, for an amount not to exceed \$2,475 (90 hrs. at \$27.50 per hour.)

Funding Source: Disabled Students Grant (State Council on Developmental Disabilities)

Comment: The consultant will continue to develop internship placement for grant participants, monitor intern progress and contribute to program evaluation.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 **CONSULTANTS FOR MEDIATION SERVICES**

1. BARRY WINOGRAD to facilitate mediation/negotiation discussions between the Santa Monica Community College District and the Faculty Association, for an amount not to exceed \$2,000 per day plus expenses.
2. KEN CLOKE from the Center for Dispute Resolution to facilitate discussions concerning resolution of the 50 percent law debate, for an amount not to exceed \$2,000 per day plus expenses.

Funding Source: 2001-2002 Budget//Human Resources

RECOMMENDATION NO. 6 **ACADEMIC PERSONNEL**

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

EFFECTIVE DATE

ELECTIONS

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

SEPARATIONS

<u>RESIGNATION</u>		
Freeman, K. Genevieve	Instructor, Art	08/21/01

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	September 10, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7

**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>	
Administrative Assistant I (1 position) Matriculation, 12 mos, 40 hrs	09/11/01
Department Secretary II (1 position) Career Services, 12 mos, 40 hrs	07/09/01
<u>ABOLISH</u>	
Department Secretary I (1 position/vacant) Career Services, 12 mos, 40 hrs	07/09/01
Department Secretary II (1 position/vacant) Workforce & Economic Development, 12 mos, 40 hrs?	07/09/01

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 10, 2001

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 8 **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

Armenta, Joel, Building Repair Worker, Maintenance	09/04/01
Brown, Timothy, Van Driver, Transportation	08/27/01
Casborn, Edgar, Custodian NS-II, Operations	08/27/01
Carter, Pamela, Custodian NS-II, Operations	08/27/01
Dindial, Bharose, Parking Security Officer, College Police	08/27/01
Dumas, Daniel, Custodian NS-II, Operations	08/27/01
Harris, James, Custodian NS-II, Operations	08/27/01
Hasenmayer, Nancy, Administrative Assistant I, Health Sciences	08/16/01
Hawes, Allyn, Skilled Maintenance Worker, Maintenance	08/28/01
Henry, Ashward, Parking Security Officer, College Police	08/31/01
Hernandez, Linda, Parking Security Officer, College Police	08/27/01
Hoepner, Brian, College Police Dispatcher, College Police	08/13/01
Joseph, Jo An, Disabled Student Services Specialist, DSC	08/15/01
Lopez, Oswaldo, Custodian, NS-II, Operations	08/30/01
Montgomery, Edgar, Instructional Assistant-English, English	08/27/01
Parker, Dean, College Police Dispatcher, College Police	08/20/01
Pekerol, Shirstan, Parking Security Officer, College Police	08/27/01
Sealana, Aurora, Library Assistant II, Learning Resource Center	08/27/01
Smith, Darrell, Custodian NS-II, Operations	08/27/01
Steele, Audrey, Parking Security Officer, College Police	08/27/01
Villegas, Idalia, Parking Security Officer, College Police	08/27/01
Wachtel, Joshua, Instructional Assistant-English, English	08/27/01

PROMOTION

Fakih, Mohamad	08/20/01
Fr: Computer Lab Instructional Specialist, Instructional Computing, 12 mos, 40 hrs	
To: Academic Computer Instructional Specialist, Academic Computing 12 mos, 40 hrs	
Jansen, Deborah	08/20/01
Fr: Personnel Specialist II, Human Resources, 12 mos, 40 hrs	
To: Personnel Technician, Personnel Commission, 12 mos, 40 hrs	
Korzeniowski, Maya	08/27/01
Fr: Computer Lab Instructional Specialist, Instructional Computing, 12 mos, 34 hrs	
To: Academic Computer Instructional Specialist, Academic Computing 12 mos, 34 hrs	

PROMOTION (continued)

Kraut, Phillip 08/20/01
Fr: Computer Lab Instructional Specialist, Instructional Computing, 12 mos, 40 hrs
To: Academic Computer Instructional Specialist, Academic Computing 12 mos, 40 hrs

Padilla, Larry 08/27/01
Fr: Computer Lab Instructional Specialist, Instructional Computing, 12 mos, 40 hrs
To: Academic Computer Instructional Specialist, Academic Computing 12 mos, 40 hrs

Vasquez, Romano 08/27/01
Fr: Computer Lab Instructional Specialist, Instructional Computing, 12 mos, 40 hrs
To: Academic Computer Instructional Specialist, Academic Computing 12 mos, 40 hrs

Wilkie, Christine 08/14/01
Fr: Media Services Technician, Media Center, 12 mos, 40 hrs
To: Multimedia Specialist, Distance Education/Title III, 12 mos, 40 hrs

Yates, Isaac 08/20/01
Fr: Computer Lab Instructional Specialist, Instructional Computing, 12 mos, 16 hrs
To: Academic Computer Instructional Specialist, Academic Computing 12 mos, 16 hrs

PERMANENT EMPLOYEE WITH LIMITED TERM ASSIGNMENT

Baldwin, Laura, Registration/Information Clerk, Admissions & Recs. 07/01/01 - 06/30/02
Moses, Kathy, Athletic Equipment Assistant, Athletics 08/13/01 - 08/24/01
Osterhout, Roy, Bookstore Clerk/Cashier, Bookstore 08/01/01 - 08/26/01

WORKING OUT OF CLASSIFICATION

Estrada, Theresa 07/09/01 - 09/30/01
Fr: Lead Custodian, NS-II, Operations, 12 mos, 40 hrs
To: Acting Custodial Supervisor, Operations, 12 mos, 40 hrs

Garcia, Jesse 07/09/01 - 09/30/01
Fr: Custodian, Operations, 12 mos, 40 hrs
To: Acting Lead Custodian, Operations, 12 mos, 40 hrs

Remonde, Lucita 08/27/01 - 01/14/02
Fr: Accounting Specialist II, Auxiliary Services, 12 mos, 40 hrs
To: Acting Accounting Technician, Auxiliary Services, 12 mos, 40 hrs

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

Muñoz, Maria D., A/R Coordinator, A & R +5.0% 07/01/01 - 06/30/02
Reza, Linda, Adm & Rec Clerk III, A & R +5.0%+ NS 07/16/01 - 12/21/01

STIPEND

Champagne, Michael, Com Coll Police Officer, Coll Police +5.0% 07/01/01 - 06/30/02
(Inspector Duties Stipend)

Kessler, Mark, Comm Coll Police Officer, Coll Police +5.0% 07/01/01 - 06/30/02
(Training Officer Duties Stipend)

Malone, Willie, Comm Coll Police Officer, Coll Police +5.0% 07/01/01 - 06/30/02
(Range Master Duties Stipend)

Miller, Benjamin, Parking Security Officer, Coll Police +\$25/mo 07/01/01 - 06/30/02
(Other Duties Stipend)

LEAVES OF ABSENCE WITH PAY

MILITARY

Carter, Thomas, Events Technician, Events	07/22/01 - 08/05/01
Vela, Giovanni, Telecommunications Tech I, Telecom.	05/14/01 - 05/15/01

LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Boone, Lawrence, Toolroom Attendant I, Auto/Trades	08/26/01 - 12/19/01
Drinot, Luz-Maria, Department Secretary II, Latino Center	10/02/01 - 12/14/01
Gayton-Tanksley, Monica, Department Secretary I, Women's Ctr.	08/27/01 - 10/27/01

SEPARATIONS

PLACEMENT ON 39-MONTH REEMPLOYMENT LIST (MEDICAL LAYOFF)

Burrell, Wayne, Parking Security Officer, College Police	05/02/01
Jensen, Charlene, Custodian, Operations	05/07/01
Stewart, Zoe, Custodian, NS-I, Operations	04/04/01
Zelaya, Donna, Department Secretary II, Operations	05/23/01

RESIGNATION

Thomas, Darryl, Physical Science Lab Technician, Physical Science	08/17/01
Trunk, Nguyen, Police Officer Trainee, College Police	08/01/01

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

LIMITED TERM (continued)

Redondo, Gianina, Department Secretary II, Workforce/Econ. Dev.	07/01/01 - 07/06/01
Saldana, Jorge, Custodian, Operations	08/01/01 - 10/01/01
Santos, Maria, Registration/Information Clerk, Financial Aid Off.	07/09/01 - 12/19/01
Shin, Jennifer, Registration & Enrollment Coordinator, A & R	07/01/01 - 06/30/02
Sims, Yvette, Counseling Aide, Pico Partnership	07/01/01 - 06/30/02
Sun, Ashley, Registration/Information Clerk, Office of School Rel.	07/01/01 - 06/30/02
Terney, Lindsey, Department Secretary II, Student Life	08/01/01 - 08/31/01
Thompson, Xavier, Cashier/Clerk, Bookstore	07/01/01 - 06/30/02
Wagner, Joann, Department Secretary I, Personnel Commission	08/01/01 - 09/30/01
White, Gerald, Accompanist-Music, Community Services	07/01/01 - 06/30/02
Williams, Donnie, Custodian, Operations	08/01/01 - 10/01/01

RECOMMENDATION NO. 10

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	5
College Student Assistant \$7.00/hr	27
College Work-Study Student Assistant \$7.00/hr	119

SPECIAL SERVICES

Art Model \$14.00/hr	12
Community Services Specialist I \$27.40/hr	3
Community Services Specialist II \$38.00/hr	6
Recreation Director I \$8.12/hr	1
Recreation Director II \$10.59/hr	1

<u>VOLUNTEERS</u>	11
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 10, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 **CONTRACTS AND CONSULTANTS**

11-A AGREEMENT FOR BOND COUNSEL SERVICES

Agreement with FULBRIGHT & JAWORSKI L.L.P. to provide bond counsel services in connection with a potential General Obligation Bond issue under Proposition 39. Services include consultation on the phrasing and scope of the bond measure; insuring that the bond measure complies with State and County standards; drafting of all required resolutions; overseeing the delivery of certified copies of the necessary resolutions to appropriate County officials; legal advice on Proposition 39 requirements. Following a successful election, Fulbright & Jaworski will assist the District and the underwriter in the preparation for the first issue of bonds. The fee for services shall be \$26,500 plus .0004 of principal amount above \$20 million, plus reimbursable expenses. Fees are contingent upon the success of an election and the closing of the first bond issue.

Funding Source: General Obligation Bond

Comment: Fulbright & Jaworski served as bond counsel for the District on its previous general obligations authorization and has worked as an effective team with the District recommended underwriter.

11-B RISK MANAGEMENT CONSULTANT

Agreement with ELLIS ENVIRONMENTAL MANAGEMENT, INC. to provide asbestos awareness training on September 14, 2001 for a fee of \$1,000.

Funding Source: 2001/2002 Budget/Risk Management

Comment: Asbestos awareness training will be provided for the Facilities and Telecommunications departments.

RECOMMENDATION NO. 12 **PAYMENT FOR OFF-SITE SECURITY EXPENSES**

Payment to SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT in the amount of \$21,873.20 for campus security services for the period of July 1, 2000 through June 30, 2001.

Funding Source: 2001-2002 Budget

Comment: The Santa Monica-Malibu Unified School District provides campus security services for SMC classes held on SMMUSD sites.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 10, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 **ACCEPTANCE OF DONATION**

Accept a donation of three cherry wood tables from KI.

Comment: The tables are being used in the new Student Services complex.

RECOMMENDATION NO. 14 **KCRW CONSULTANTS**

Agreements with the following KCRW consultants for the period ending June 30, 2002.

Christopher Caldwell: Program services, Guest Host, "LEFT, RIGHT & CENTER" and POLITICS OF CULTURE." Payable at \$100 per program for a total not to exceed \$6,800.

Jennie Webb: Program services, Guest Host, "THEATRE TALK" and "POLITICS OF CULTURE," and for special programming. Payable at \$100 per program for "THEATRE TALK" and "POLITICS OF CULTURE;" payable at varying rates for special programming; total not to exceed \$3,000.

Funding Source: KCRW donations

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

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 10, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 15 FACILITIES

15-A DIGITAL ART STUDIO, CHANGE ORDER NO. 3

Change Order No. 3 for the Digital Art Studio project with GAFF GROUP, INC.

Original Contract Amount	\$90,413.00
Change Order No. 1	4,998.00
Change Order No. 2	5,257.00
Change Order No. 3	<u>2,453.00</u>
Revised Contract Amount	\$103,121.00

Funding Source: Capital Outlay Fund/Instructional Equipment Block Grant

Comment: Change Order No. 3 provides for the reattachment of wall panels due to unforeseen existing conditions, painting of light fixtures to match black-out ceilings, relocation of HVAC grills that interfered with light fixture layout and a credit for light fixture substitution.

15-B COMPLETION OF DIGITAL ART STUDIO PROJECT

Authorization of the Executive Vice-President of Business and Administration, subject to completion of punch list items by GAFF GROUP, INC., without further action of the Board of Trustees, to accept the project described as DIGITAL ART STUDIO as being complete upon GAFF GROUP, INC.'s 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.

15-C COMPLETION OF REPLACE CHILLED WATER COIL, TECHNOLOGY BUILDING PROJECT

Authorization of the Executive Vice-President of Business and Administration subject to completion of punch list items by ACCO, without further action of the Board of Trustees, to accept the project described as REPLACE CHILLED WATER COIL, TECHNOLOGY BUILDING as being complete upon ACCO's 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	September 10, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

15-D COMPLETION OF MODIFICATIONS TO EXHAUST SYSTEM, TECHNOLOGY BUILDING PROJECT

Authorization of the Executive Vice-President of Business and Administration subject to completion of punch list items by ACCO, without further action of the Board of Trustees, to accept the project described as MODIFICATIONS TO EXHAUST SYSTEM, TECHNOLOGY BUILDING as being complete upon ACCO's 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.

15-E AGREEMENT FOR PROJECT MANAGEMENT SERVICES

Agreement with TOMIT CONSULTING to provide project management and related services in connection with various construction projects including Parking Structure Replacement and the Library Remodel-Addition projects. Services to be provided for the period of July 1, 2001 through June 30, 2002 at an hourly rate of \$65 plus reimbursement of actual and necessary expenses.

Funding Source: State Capital Grant/FEMA/C.O.P.

Comment: As the design work for the capital projects progresses through the working drawing phase, the project manager will have to opportunity to provide needed input prior to bidding. Once construction has started, the project management consultant coordinates the project for the District. This function was of critical importance during the Science Building project.

15-F AWARD OF BID - ASBESTOS ABATEMENT/FLOORING & ROOF REPLACEMENT, "OLD" ADMISSIONS OFFICE

Award bid for the Asbestos Abatement/Flooring & Roof Replacement, "Old" Admissions Office project to the lowest responsive bidder.

<u>Bidder</u>	<u>Bid Amount</u>
Best Roofing & Waterproofing, Inc.	\$168,562
Commercial Roofing Systems, Inc. (no bond)	\$359,473

Funding Source: State Hazardous Substance Removal Program/District Capital Fund

Comment: This project will abate hazardous substance in the office recently vacated by Admissions and will replace the roof for the entire building.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 10, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

15-G FACILITY RENTAL AGREEMENT

Agreement with CINGULAR WIRELESS LLC on behalf of PACIFIC BELL WIRELESS, LLC dba CINGULAR WIRELESS for the lease of space on the roof of Parking Structure C for the placement of wireless communication equipment. Cingular Wireless shall pay the District the amount of \$2,500 per month for a five year period commencing with the installation of the equipment. Installation shall take place after the completion of the Parking Structure C addition.

Comment: This is rental income for the District.

15-H AMENDMENT TO CONTRACT WITH 3D INTERNATIONAL

Amend the contract with 3D International for an additional \$15,000 plus expenses for services as required by the District related to the "Facilities Report for Santa Monica College".

Funding Source: 2001-2002 Budget: Facilities

Comment: 3D International will continue to work with college administration and college representatives to identify and describe each of the projects.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	September 10, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 16

COMMERCIAL WARRANT REGISTER

July 1 – July 31, 2001 4554 - 4573 \$3,361,921.11

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

RECOMMENDATION NO. 17

PAYROLL WARRANT REGISTER

July 1 – July 31, 2001 179-N – 206-N \$8,110,972.52

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

RECOMMENDATION NO. 18

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.

July 1 – July 31, 2001 79460 - 79764 \$378,131

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

RECOMMENDATION NO. 19

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.

August 1 – August 31, 2001 D34825-B – D35321 \$239,077.70

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 10, 2001

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 20 PURCHASING

20-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. 81120 – 81296	\$467,472.49
B) Telephone Orders	13,685.52
C) Change Orders	47,145.07
D) Auxiliary Orders	526.66
E) Auxiliary Change Orders	-0-

Comment: Lists of orders placed or amended between July 25 and August 23, 2001 are part of records on file in Purchasing Department

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 10, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 21-A **EMERGENCY RESOLUTION FOR EMERGENCY REPAIR OF COMMUNICATION CABLES**

The Board of Trustees hereby unanimously resolves that an emergency existed because of the severance of communication cables wherein certain repairs, alterations, work, or improvements were necessary to permit the continuance of existing college classes, or to avoid danger to life or property, as described below:

Installation of fiber optic and copper communication cables needed to replace cables severed by an outside contractor working on the Library project. The estimated cost is approximately \$42,000.

With the approval of the Los Angeles County Superintendent of School, the Board of Trustees will make contracts on behalf of the District for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

Comment: On August 13, 2001, the contractor working on the Library project severed primary communication cables for the campus. Telephone and computer network services were lost to over half of the campus including Admissions and KCRW's transmission was interrupted during its summer pledge drive. Public Contract Code Section 20654 authorizes the Board of Trustees to take this emergency action.

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

RECOMMENDATION NO. 21-B **AWARD OF PURCHASE ORDER FOR INSTALLATION OF COMMUNICATION CABLES**

It is recommended that the Board of Trustees award a purchase order to LAMTEL, INC. in the amount of \$41,801 to install new communication cables.

Funding Source: 2001-02 Budget

Comment: A claim for this expense plus overtime for District staff who made temporary repairs will be filed against the contractor for the Library project.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 22 **GUIDELINES FOR IMPLEMENTATION OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

It is recommended that the Board of Trustees authorize District staff to:

- (1) Schedule proposed Board of Trustees Policy 7260 and the Santa Monica College Guidelines for implementation of the California Environmental Quality Act for public hearing at a special Board of Trustees meeting on October 15, 2001 at 5 p.m.;
- (2) Make the proposed policy and guidelines available for public review and comment both on the College’s website and in hard copy; and
- (3) Provide the legally required notice of the scheduled public hearing to appropriate persons and organizations as District staff and legal counsel deem appropriate.

Comment: California law requires that all public agencies adopt objectives, criteria and procedures for evaluating the environmental effects of projects such as the modification or replacement of existing facilities and provides the District with the opportunity to develop its own CEQA Guidelines to address the specific activities and concerns relevant to District projects while remaining consistent with the State guidelines.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 23 **APPOINTMENT OF ACCT VOTING DELEGATES**

It is recommended that the Board of Trustees appoint two voting delegates and an alternate to represent Santa Monica College at the Association of Community College Trustees (ACCT) Annual Convention in San Diego, California, October 10-14, 2001.

Comment: SMMCD is entitled to two voting delegates (the chief executive officers and nonvoting members of the Board are not eligible). Trustees Dorothy Ehrhart-Morrison, Nancy Cattell-Luckenbach, and Carole Currey will be attending this convention.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 24-A PUBLIC HEARING, 2001-2002 BUDGET

It is recommended that the Board of Trustees conduct a public hearing on the 2001-2002 budget.

PUBLIC HEARING OPENED:
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

PUBLIC COMMENTS:

PUBLIC HEARING CLOSED:
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

RECOMMENDATION NO. 24-B ADOPTION OF 2001-2002 BUDGET

It is recommended that the Board of Trustees adopt the 2001-2002 budget as stated in the following pages detailing the various funds of the District.

GENERAL FUND BUDGET SUMMARY

Beginning Balance	\$ 7,047,790
Revenue	<u>118,648,862</u>
 Total Funds Available	 \$125,696,652
 Proposed Expenses & Transfers	 \$120,861,689
Estimated Contingency Reserves	<u>\$ 4,834,963</u>
 Total	 \$125,696,652

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

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
PROPOSED 2001/2002 ADOPTED BUDGET NARRATIVE**

The Santa Monica Community College District Proposed Budget for fiscal year 2001/2002 is comprised of the following eight funds:

General Fund Unrestricted	\$108,981,567
General Fund Restricted	<u>16,715,085</u>
Total General Fund	\$125,898,492
Student Financial Aid Fund	\$7,334,105
Special Reserve Fund (Capital)	24,110,073
Bond Interest & Redemption Fund	2,899,202
Bond Fund	6,649,010
Earthquake Fund	7,350,595
Auxiliary Operations	<u>5,921,228</u>
Total Other Restricted	\$54,264,213
 TOTAL PROPOSED ADOPTED BUDGET	 \$180,162,705

The 2000/2001 fiscal year closed with a combined General Fund ending balance of \$7,047,790. This is 6.9% of the total actual combined General Fund expenses of \$101,934,300. During the 2000/2001 fiscal year the ending balance percentage increased from 5.9% to 6.9% while substantially increasing program offerings and services to our students. This is due to over a million dollars in one-time revenue being received in 2000/2001.

In the following pages, items of interest by fund are highlighted.

GENERAL FUND

General Fund Unrestricted (01)

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

The federal income levels for 2001/2002 are based on information received from the Federal government.

The State Community College budget reflects a 3.87% Cost of Living Adjustment (COLA) and an estimated average state growth of 3%. For Santa Monica College, the State's projection of growth is 7.64% (CAP). The availability of growth funds depends on the College's ability to meet the State's enrollment forecasts. Basic skills funding has been budgeted at zero because it can only be realized if the College grows beyond CAP.

The state funding formula is based on the combination of property taxes, enrollment fees and principal apportionment funds added together to equal the state revenue limit. The figures in the budget are based on projections from the Chancellor's Office. If actual receipts of either property taxes or enrollment fees exceed projections, apportionment funding will decrease. The enrollment fee remained at \$11 per unit for the 2001/2002 fiscal year.

The State Lottery revenues are based on the \$117 per FTE projection from the State.

Partnership for Excellence (PFE) funding has not been increased since the Governor would not support the planned system-wide increase or the requested COLA to cover the rising cost of PFE programs. Twenty-five full-time faculty and over \$300,000 in part-time faculty positions are funded from PFE dollars and over a million dollars is used to fund instruction related classified positions. Also included in the income account titled "Other State Income" the college has placed the \$1,114,232 for part-time faculty compensation and \$205,874 for part-time faculty health benefits. Both of these revenues are funded by the State from one-time revenue sources. At this time the funding for part-time faculty office hours is unknown and will need to be treated as a budget amendment when the State provides that information.

Local income items are projected to reflect the 2000/2001 actual figures. Contrary to past practice, the College has budgeted the entire revenue from non-resident tuition to make up for deficiencies in income from the State. The \$130 per unit rate has remained constant for two years.

The \$305,548 adjustment to the 2000/2001 beginning balance is due to post-closing entries and adjustments to the 1999/2000 income shifted to 2000/2001 income period.

The expenditure budget for the General Fund Unrestricted reflects all anticipated expenditures for the 2001/2002 fiscal year except for faculty items subject to collective bargaining. The past practice of budgeting for all classified vacancies has been suspended for fiscal year 2001/2002. Over \$1.6 million of vacancies are not included in this budget.

Academic salary projections for 2001/2002 reflect the hiring of 17 new full-time faculty, and all step and column advancements and sabbaticals. The Chancellor's Office growth formula for Santa Monica College will require the College to hire 19 new faculty in fiscal year 2002/2003.

Classified salary projections include all step, column and longevity increases. All authorized classified positions not on hold are reflected in the budget, including vacancies. The negotiated contract increase of COLA effective January 1, 2002 is included in these projections. These projections include a COLA adjustment for all management and confidential staff effective January 1, 2002.

Employee benefits reflect an increase due to additional staff, increased salaries and a substantial increase in health and welfare benefit costs. Insurance premium increases and utility increases of 50% on gas and electric are reflected in the budget. The equipment budget includes on-going lease purchase payments for equipment and two payments for Certificates of Participation.

The projected ending balance for fiscal year 2001/2002 is \$6,309,087. The ending balance will be affected by any collective bargaining agreements.

RESTRICTED FUNDS

General Fund Restricted (03)

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 funds revenue are by law allocated to the purchasing of instructional materials.

The Block Grant and Instructional Equipment and Library Materials Grant are carried over from 2000/2001 funding. No new funds were received for fiscal year 2001/2002. The 2001/2002 Energy Cost funding is \$433,004 and will be used for energy conservation projects.

The \$1,091,919 adjustment to the 2000/2001 beginning balance is due to post-closing entries and adjustments to the 1999/2000 income shifted to 2000/2001 income.

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

Student Financial Aid Fund (09)

This fund consists of all student financial aid programs (PELL, SEOG, EOPS and Cal Grants). Transfer line item 5 reflects a transfer from the General Fund Unrestricted to meet the match requirement of the individual grant programs.

Special Reserve Fund (15) (Capital)

This fund is also known as the Capital Expenditures Fund. State funding for capital projects, schedule maintenance, asbestos abatement and architectural barrier removal is reflected in this fund. The non-resident capital charge is a revenue source to this fund. This fund includes two funded capital projects, the Library Addition and the equipment for the Library Addition.

Scheduled Maintenance funding for 2001/2002 was deleted from the State budget. The only capital funding the District received for 2001/2002 was \$260,800 for Asbestos Abatement.

All capital expenditures in the Special Reserve Fund, as well as Fund 70 and Fund 73, reflect the total allocation and the total expenditures for all projects thus resulting in a \$0 ending balance.

Bond Interest and Redemption Fund (21)

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 2001/2002 fiscal year. This information is projected for the District by the Los Angeles County Treasurer's Office.

Bond Fund (70)

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 State grants and FEMA funding to cover the necessary expenses related to the College construction plan approved under Proposition "T".

Earthquake Fund (73)

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.

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 programs in athletic, music, theatre arts and journalism.

CONCLUSION

The 2001/2002 budget has been adjusted to compensate for the State budget cuts made by Governor Davis and the legislators. Unfortunately the State has only provided growth funds to cover the cost of hiring more full-time faculty, improving technology and expanding program offerings. Achieving growth is a calculated process that is more than just adding students. Over the last 10 years, Santa Monica College enrollment has grown by 21% or about 2% per year. Now the State expects us to grow by 7.64% in one year if we are to receive the dollars in their projections.

In order to attempt to meet the funding needs of the College new ways of improving growth funding must be pursued without bringing more students to the main campus. The 2001/2002 General Fund budget reflects a shift of the summer of 2002 into the 2001/2002 reporting period to achieve 90% of the growth the State has allocated to the District.

Given the economic outlook for the State budget over the next two years it is unlikely that even growth will be available after 2001/2002. The current budget reflects the beginning of what the State sees as a period of deficits. The Community College System will need to work together to maintain the funding it currently receives.

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

INFORMATION ITEM D

2000-2001 QUARTERLY BUDGET REPORT

GENERAL FUND BUDGET SUMMARY
(as of June 30, 2001)

Adjusted Beginning Balance	\$ 4,272,571
Income	<u>116,092,612</u>
Total Funds Available	\$120,365,183
Less: Expenses & Transfers	113,317,393
Ending Balance	\$7,047,790

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 fourth quarter report reflects the final unaudited figures for fiscal year 2000-2001 and the financial statements are reflected in the 2001-2002 budget presentation.

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

INFORMATION ITEM E

ASSOCIATED STUDENTS UNRESTRICTED FUNDS
BUDGETED STATEMENT OF REVENUES AND EXPENDITURES,
JULY 1, 2001 TO JUNE 30, 2002

BOARD OF TRUSTEES	INFORMATION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	September 10, 2001

INFORMATION ITEM F

SUBMITTAL OF GRANTS

Title of Grant: **Eisenhower Professional Development Grant Program: Project NEXT (Neighborhood Educator Exchange Teams)**

Granting Agency: Commission on Postsecondary Education (CPEC)

Requested Funding: \$750,000 (\$250,000 for each of three grant periods)

Matching Funds: \$197,755 (Source: \$118,355 in SMC Instructional salaries for courses delivered and \$79,400 from the TRDP and other professional development grants)

Performance Period: December 1, 2001 through September 30, 2004

Summary: Santa Monica College and the seven target K-12 schools from the Santa Monica/Malibu Unified School District will collaborate in the design and development of a Professional Development training program. Objectives are: 1) to build an enduring professional community through ongoing, collaborative discussion and feedback; 2) to deepen teachers' subject area expertise; 3) to address cutting edge issues in education; and 4) to promote innovative pedagogy.

The seven target schools include:

- Muir Elementary School
- Edison Elementary School
- Grant Elementary School
- Rogers (Will) Elementary School
- McKinley Elementary School
- Adams (John) Middle School
- Santa Monica High School

BOARD OF TRUSTEES SANTA MONICA COMMUNITY COLLEGE DISTRICT	ADJOURNMENT September 10, 2001
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ADJOURNMENT

The meeting will be adjourned in memory of **Kay Crawford**, retired SMC physical education/drill team instructor; **David Durst**, member of the General Advisory Board and volunteer in the SMC Art Department; **Edwin Schrader**, father of SMC business instructor Eleanor Shapa, and **Robert E. Thomason**, father-in-law of Benita Haley.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, October 1, 2001 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.