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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/>*

BOARD OF TRUSTEES**REGULAR MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

September 10, 2001

MINUTES

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

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

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call

II. CLOSED SESSION

- Collective Bargaining,
pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)

- 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****Planning and Development**

- #2 Acceptance of Grants
- #3 Contracts and Consultants
 - A Training Contract – LACOE Head Start
 - B Public Training Vendor Directory Telecommunications Program
 - C Facilitator for Board of Trustees' Dialogs
 - D Promotional Video for High School Student Recruitment
 - E Training for Photography Department Staff
 - F Supervision of Students in Enrolled in English 94

IX. **CONSENT AGENDA** (continued)

Academic and Student Affairs

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

Human Resources

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

Business and Administration

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

X. **CONSENT AGENDA – Pulled Items**

XI. **MAJOR ITEMS OF BUSINESS**

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

XII. **INFORMATION - No Action Required**

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

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 - Present
Dr. Patrick Nicholson, Vice-Chair - Present

Dr. Nancy Cattell-Luckenbach - Present
Carole Currey – Arrived at 7:23 p.m.
Dr. Dorothy Ehrhart-Morrison - Present
Herbert Roney - Present
Dr. Margaret Quiñones - Present

Eric Yoshida, Student Trustee - Present

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6

No action was taken in closed session.

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:10 p.m.

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: Margaret Quiñones
SECONDED BY: Herbert Roney
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Carole Currey)

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

IV. SUPERINTENDENT'S REPORT

- Fall 2001 Opening Day activities which focused on teaching and learning were commended by those who participated.
- Vice-President Randy Lawson reported that Fall 2001 enrollment is about 2-1/2% over last year. Final figures will be available next week.
- Budget Update: There is positive movement for restoration of the \$98 million for instructional equipment and scheduled maintenance vetoed from the base funding for community colleges. Thanks to everyone for supporting the movement in the forms of letters, telephone calls and other lobbying efforts.
- The Library groundbreaking ceremony will be held on Tuesday, October 9.
- Construction of the Parking Structure is on schedule.
- The Liaison Committee Meeting was held on August 29th which included a discussion about distribution of redevelopment funds.
- The Associates Membership Celebration will be held on September 20th at 5:30 p.m. at the California Yacht Club. The special guest speaker will be Assemblymember Fran Pavley.

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

Phil Hendricks

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.

Recommendation pulled for separate action: #3-C

Recommendation pulled for abstention: #4-H (Cattell-Luckenbach)

Action on Consent Agenda (excluding #3-C)

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0
 ABSTAIN: Nancy Cattell-Luckenbach on #4-H

Action on Recommendation #3-C

MOTION MADE BY: Herbert Roney
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 2 (Carole Currey and Margaret Quiñones voted against the recommendation because of a scheduling conflict)

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

MOTION MADE BY: Herbert Roney
 SECONDED BY: Dorothy Ehrhart-Morrison
 STUDENT ADVISORY: Aye
 AYES: 5
 NOES: 2 (Carole Currey and Margaret Quiñones voted against the recommendation because of a scheduling conflict)

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

RESIGNATION

Freeman, K. Genevieve	Instructor, Art	08/21/01
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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	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
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

REINSTATEMENT

Hasenmayer, Nancy, Administrative Assistant I, Health Sciences	08/16/01
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PROMOTION

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

INCREASE IN HOURS/PERMANENT

Perry, Rosa 09/01/01
Fr: Switchboard Operator, Telecom, 12 mos, 20 hrs
To: Switchboard Operator, Telecome 12 mos, 40 hrs

STIPEND

Champagne, Michael, Com Coll Police Officer, Coll Police (Inspector Duties Stipend)	+5.0%	07/01/01 - 06/30/02
Kessler, Mark, Comm Coll Police Officer, Coll Police (Training Officer Duties Stipend)	+5.0%	07/01/01 - 06/30/02
Malone, Willie, Comm Coll Police Officer, Coll Police (Range Master Duties Stipend)	+5.0%	07/01/01 - 06/30/02
Miller, Benjamin, Parking Security Officer, Coll Police (Other Duties Stipend)	+\$25/mo	07/01/01 - 06/30/02

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

VOLUNTARY REDUCTION IN HOURS/TEMPORARY

Drinot, Luz-Maria, Department Secretary II, Latino Center To: 11 mos, 20 hrs/wk	10/02/01 - 12/14/01
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LEAVES OF ABSENCE WITHOUT PAY

PERSONAL

Boone, Lawrence, Toolroom Attendant I, Auto/Trades	08/26/01 - 12/19/01
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
Trang, 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.

BOARD OF TRUSTEES**ACTION**

Santa Monica Community College District

September 10, 2001

CONSENT AGENDA: HUMAN RESOURCES**RECOMMENDATION NO. 9****CLASSIFIED PERSONNEL – LIMITED TERM**

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

ELECTIONSEFFECTIVE DATEPROVISIONAL

Aguilar, Daniel, Counseling Aide, Planning & Development	06/01/01 - 06/30/01
De La Rocha, Anthony, Multimedia Lab Instr. Spec., AET	08/13/01 - 11/10/01
Hammond, Judy, Instructional Assistant-ESL, ESL	08/27/01 - 12/18/01
Hugo, Emily, Articulation Transfer Specialist, Transfer/Counseling	08/15/01 - 09/10/01
Glazer, Brooke, DS Sign Language Interpreter II, DSC	07/01/01 - 10/31/01
Greer, Kathleen, Clerical Assistant I, Learning Resource Center	07/30/01 - 08/09/01
Lagunas, Jennie, Office Aide, Community Services	07/01/01 - 08/30/01
Shilian, David, Multimedia Computer Support Specialist, AET	07/01/01 - 08/31/01
Stephenson, John, Toolroom Attendant I, Auto/Trades	08/27/01 - 12/18/01
Tjahja, Fransiska, Sign Language Interpreter III, DSC	07/01/01 - 10/31/01
Villarreal, Isaac, Counseling Aide, Planning & Development	06/01/01 - 06/30/01
Villarreal, Isaac, Counseling Aide, Planning & Development	07/01/01 - 08/01/01

LIMITED TERM

Baldwin, Laura, Registration/Information Clerk, A & R	07/01/01 - 06/30/02
Bennett, Carlotta, Department Secretary II, Workforce/Econ. Dev.	07/01/01 - 07/06/01
Berent, Richard, Accompanist-Voice, Music	08/27/01 - 12/18/01
Berent, Richard, Accompanist-Performance, Music	08/27/01 - 12/18/01
Birman, Yakov, Accompanist-Voice, Music	08/27/01 - 12/18/01
Brown, Tim, Van Driver, Transportation	07/01/01 - 08/24/01
Campbell, Bonita, Department Secretary II, Math	08/27/01 - 12/21/01
Cole, Gina, Department Secretary II, Workforce/Economic Dev.	07/01/01 - 07/06/01
Cordova, Maria Hu, Counseling Aide, Transfer/Counseling	07/25/01 - 06/30/02
Cruz, Jaime, Counseling Aide, Pico Partnership	07/01/01 - 06/30/02
Gordon, Jeffrey, Counseling Aide, Transfer/Counseling	07/23/01 - 06/30/02
Greco, Gina, Department Secretary II, Fiscal Services	08/01/01 - 09/30/01
Herron, Meredith, Admissions & Records Clerk II, A & R	07/01/01 - 06/30/02
Hsu, Hung-Gi (Cindy), Accompanist-Voice, OSR	07/01/01 - 06/30/02
Huoth, Nazareth, Instructional Assistant-ESL, ESL	08/27/01 - 12/18/01
Janssen, Gerriet, Instructional Assistant-ESL, ESL	08/27/01 - 12/18/01
Joseph, JoAn, DSS Specialist, DSS	07/16/01 - 08/14/01
Lemes, Blanche, Instructional Assistant-ESL, ESL	08/27/01 - 12/18/01
Maiorano, Susan, Counseling Aide, Student Success Project	07/01/01 - 08/15/01
Martinez, Rosa, Registration & Enrollment Coordinator, OSR	07/01/01 - 06/30/02
Mayer, Jon, Accompanist-Performance, Music	08/27/01 - 12/08/01
Mekonnen, Yoseph, Cashier/Clerk, Bookstore	07/01/01 - 06/30/02
Nelli, Maria, Bookstore Clerk/Cashier, Station C	07/01/01 - 06/30/02
Nelson, Marion, Registration & Enrollment Coordinator, A & R	07/01/01 - 06/30/02

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/FEMAC/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: Herbert Roney
 SECONDED BY: Eric Yoshida
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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: Herbert Roney
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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: Dorothy Ehrhart-Morrison
 SECONDED BY: Patrick Nichelson
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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 Dorothy Ehrhart-Morrison and Nancy Cattell-Luckenbach as the voting delegates and Carole Currey as the alternate voting delegate to represent Santa Monica College at the Association of Community College Trustees (ACCT) Annual Convention in San Diego, California, October 10-14, 2001.

MOTION MADE BY: Herbert Roney
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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: 8:33 p.m.

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Patrick Nichelson
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

PUBLIC COMMENTS: None

PUBLIC HEARING OPENED: 8:34 p.m.

MOTION MADE BY: Margaret Quiñones
 SECONDED BY: Patrick Nichelson
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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: Margaret Quiñones
 SECONDED BY: Herbert Roney
 STUDENT ADVISORY: Aye
 AYES: 7
 NOES: 0

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 \$4,834,963. 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.

2001/02 UNRESTRICTED GENERAL FUND (01) INCOME BUDGET

ACCOUNTS (a)	00/01 ADOPTED BUDGET (b)	JUNE 30, 2001 ACTUAL INCOME (c)	01/02 ADOPTED BUDGET (d)
FEDERAL			
1. 8120 VETERANS ED.	1,439	0	0
2. 8189 FIN AIDS ADM ALLOWANCES	110,325	106,160	106,160
3. TOTAL FEDERAL	111,764	106,160	106,160
STATE			
4. 8610 PRINCIPAL APPT.	38,539,988	38,781,709	45,385,303
5. 8611 BASIC SKILLS APPT.	0	0	0
6. 8616 PRIOR YR APPT. ADJ.	235,429	1,129,972	0
7. 8672 HOMEOWNERS EXEMPT	94,425	94,352	94,352
8. 8680 STATE LOTTERY REV.	3,000,000	3,138,699	2,774,538
9. 8692 MANDATED COST RECOV.	400,000	330,000	330,000
10. 8699 OTH STATE	5,820,310	5,859,737	7,176,751
11. TOTAL STATE	48,090,152	49,334,469	55,760,944
LOCAL			
12. 8810 PROP TAX SHIFT	19,468,388	19,999,752	20,928,283
13. 8811 SECURED TAX	5,101,881	5,529,150	5,529,150
14. 8812 SUPPLE. TAXES	10,116	115,678	115,678
15. 8813 UNSECURED TAX	302,203	330,815	330,815
16. 8816 PRIOR YRS TAXES	203,517	338,143	338,143
17. 8850 RENTS	44,768	26,966	26,966
18. 8860 INTEREST	724,367	876,608	876,608
19. 8872 CONT.ED/COMM SERV.	800,000	653,392	653,392
20. 8874 ENROLLMENT FEES	4,443,765	4,705,966	3,392,885
21. 8879 STUDENT RECORDS	165,531	159,380	159,380
22. 8880 NON RES TUITION	10,454,063	13,127,205	13,127,205
23. 8889 OTHER FEES	436,478	728,545	728,545
24. 8890 OTHER LOCAL	341,927	258,446	258,446
25. 8891 I. D. CARD SERVICE CHARGE	429,019	540,314	540,314
26. 8892 LIBRARY FINES	21,781	21,648	21,648
27. 8893 PARKING FINES	262,812	260,396	260,396
28. TOTAL LOCAL	43,210,616	47,672,404	47,287,854
29. TOTAL INCOME (Lines 3 + 11 + 28)	91,412,532	97,113,033	103,154,958
30. 8912 SALE OF EQUIP/SUPPL.	5,000	0	5,000
31. TOTAL REVENUE (Lines 29 + 30)	91,417,532	97,113,033	103,159,958
32. BEGINNING BALANCE	4,129,295	4,129,295	5,821,609
33. ADJUSTMENT TO BEGINNING BALANCE	0	(305,548)	0
34. TOTAL FUNDS AVAIL. (Lines 31 + 32 + 33)	95,546,827	100,936,780	108,981,567

2001/02 UNRESTRICTED GENERAL FUND (01) EXPENDITURE BUDGET

ACCOUNTS	00/01 ADOPTED BUDGET	JUNE 30, 2001 ACTUAL EXPENDITURES	01/02 ADOPTED BUDGET
(a)	(b)	(c)	(d)
1. INSTRUCTION	18,474,648	18,486,469	19,586,528
2. ACADEMIC MANAGERS	4,460,548	4,114,060	4,273,274
3. NON-INSTRUCTION	3,119,682	3,488,916	3,513,989
4. HOURLY INSTRUCTION	15,341,229	16,967,494	18,172,586
5. HOURLY NON INSTRUCTION	2,489,028	2,921,195	3,128,668
6. TOTAL ACADEMIC	43,885,135	45,978,134	48,675,045
7. CLASSIFIED REGULAR	17,080,380	14,029,658	16,931,427
8. CLASSIFIED MANAGERS	2,693,420	2,747,240	2,853,558
9. CLASS REG INSTRUCTION	1,213,759	1,797,992	1,867,574
10. CLASSIFIED HOURLY	2,557,751	3,326,230	3,219,586
11. CLASS HRLY INSTRUCTION	801,770	601,730	539,023
12. TOTAL CLASSIFIED	24,347,080	22,502,850	25,411,168
13. STRS	2,071,793	2,511,690	2,753,338
14. PERS	0	0	0
15. OASDHI	2,126,685	2,305,717	2,633,586
16. H/W	5,310,750	5,675,558	6,638,558
17. RETIREE'S H/W	737,886	406,572	475,283
18. SUI	73,472	88,815	94,863
19. WORKERS' COMP.	700,364	635,976	678,639
20. DISTRICT RETIREMENT	485,689	458,754	488,912
21. TOTAL BENEFITS	11,506,639	12,083,082	13,763,179
22. TOTAL SUPPLIES	1,474,215	1,201,536	1,474,215
23. CONTRACTS/SERVICES	6,639,835	7,400,342	7,271,697
24. INSURANCE	415,000	333,979	474,153
25. UTILITIES	2,063,846	1,625,820	2,500,000
26. TOTAL SERVICES*	9,118,681	9,360,141	10,245,850
27. BLDG & SITES	788,190	682,342	1,030,000
28. EQUIPMENT	2,515,228	2,854,745	3,088,565
29. TOTAL CAPITAL	3,303,418	3,537,087	4,118,565
30. TOTAL EXPENSES	93,635,168	94,662,830	103,688,022
31. OTHER OUTGO-TRANSFERS	551,624	452,341	458,582
32. TOTAL EXP. & TRANSFERS (Lines 30 + 31)	94,186,792	95,115,171	104,146,604
33. CONTINGENCY RESERVE	1,360,035	5,821,609	4,834,963
34. TOTAL (Lines 32 + 33)	95,546,827	100,936,780	108,981,567

*Lottery revenues are used to fund services.

2001/02 RESTRICTED GENERAL FUND (03) INCOME BUDGET

REVENUE ACCOUNT	00/01 ADOPTED BUDGET	JUNE 30, 2001 ACTUAL INCOME	01/02 ADOPTED BUDGET
(a)	(b)	(c)	(d)
FEDERAL			
1. 8170 VOCATIONAL ED.	511,217	511,217	449,482
2. 8180 ECONOMIC OPP. ACT/FWS	665,658	257,370	580,880
3. 8241 TECH PREP	71,000	71,000	71,000
4. 8190 RADIO GRANTS	0	967,572	0
5. OTHER FEDERAL	820,694	1,038,904	833,783
6. TOTAL FEDERAL	2,068,569	2,846,063	1,935,145
STATE			
7. 8620 BLOCK GRANT	1,978,002	760,031	1,113,805
8. 8622 EXTENDED OPP. PROG.	760,604	975,492	926,337
9. 8623 DISABLED STUDENTS	715,334	954,734	882,429
10. 8650 MATRICULATION	935,162	1,208,251	1,045,718
11. 8650 NON-CREDIT MATRICULATION	64,208	106,047	95,442
12. 8650 EOPS CARE	98,677	101,897	96,802
13. 8650 STAFF/FAC DIVERSITY	24,293	25,273	24,151
14. 8654 INSTR.EQUIP/LIBRARY MATL.	969,221	871,178	98,043
15. 8656 STAFF DEVELOP.	101,191	101,191	100,362
16. 8680 LOTTERY	463,086	404,324	356,538
17. OTHER STATE	2,535,758	3,399,376	3,231,935
18. TOTAL STATE	8,645,536	8,907,794	7,971,562
LOCAL			
19. 8820 SM CITY- KCRW	0	74,400	74,400
20. 8830 PICO PARTNERSHIP	195,000	195,000	199,875
21. 8876 HEALTH FEES	549,963	644,471	618,832
22. 8881 PARKING FEES	904,617	1,097,573	948,191
23. 8890 PARKING LOT INC	162,871	151,864	151,864
24. DONATIONS -KCRW	2,665,699	3,710,587	2,941,644
25. OTHER LOCAL	874,047	1,027,864	453,764
26. TOTAL LOCAL	5,352,197	6,901,759	5,388,570
27. TOTAL INCOME (Lines 6 + 18 + 26)	16,066,302	18,655,616	15,295,277
28. 8980 TRANSFERS	221,886	323,963	193,627
29. TOTAL REVENUE (Lines 27 + 28)	16,288,188	18,979,579	15,488,904
30. BEGINNING BALANCE	1,540,743	1,540,743	1,226,181
31. ADJUSTMENT TO BEGINNING BALANCE	0	(1,091,919)	0
32. TOTAL FUNDS AVAIL. (Lines 29 + 30 + 31)	17,828,931	19,428,403	16,715,085

2001/02 RESTRICTED GENERAL FUND (03) EXPENDITURE BUDGET

ACCOUNTS (a)	00/01 ADOPTED BUDET (b)	JUNE 30, 2001 ACTUAL EXPENDITURES (c)	01/02 ADOPTED BUDGET (d)
1. INSTRUCTION	254,220	90,446	120,223
2. MANAGEMENT	554,345	582,060	750,344
3. NON-INSTRUCTION	1,098,613	768,816	518,955
4. HOURLY INSTRUCTION	80,259	118,507	138,082
5. HOURLY NON INSTRUCTION	506,963	1,222,745	767,771
6. TOTAL ACADEMIC	2,494,400	2,782,574	2,295,375
7. CLASSIFIED REGULAR	2,162,681	2,052,236	1,920,308
8. CLASSIFIED MANAGERS	183,741	245,861	271,813
9. CLASS REG INSTRUCTION	0	212,141	118,004
10. CLASSIFIED HOURLY	1,650,299	1,360,543	1,435,784
11. CLASS HRLY INSTRUCTION	13,670	26,561	319,686
12. TOTAL CLASSIFIED	4,010,391	3,897,342	4,065,595
13. STRS	455,818	186,915	299,146
14. PERS	0	0	0
15. OASDHI	248,150	217,580	201,843
16. H/W	254,406	357,399	254,515
17. SUI	1,859	10,800	9,485
18. WORKERS' COMP.	15,083	78,559	43,643
19. DISTRICT RETIREMENT	8,181	32,086	18,481
20. TOTAL BENEFITS	983,497	883,339	827,113
21. TOTAL SUPPLIES	1,288,572	1,149,669	918,221
22. CONTRACTS/SERVICES	2,850,350	3,735,236	2,454,106
23. INSURANCE	3,900	4,684	4,077
24. UTILITIES	184,427	673,093	218,015
25. TOTAL SERVICES	3,038,677	4,413,013	2,676,198
26. BLDG & SITES	113,455	1,636,194	468,406
27. EQUIPMENT	3,926,343	2,509,339	4,534,282
28. TOTAL CAPITAL	4,039,798	4,145,533	5,002,688
29. TOTAL EXPENSES (Lines 6 + 12+ 20 + 21 + 25 + 28)	15,855,335	17,271,470	15,785,190
30. OTHER OUTGO - FINANCIAL AIDS	981,462	726,021	797,301
31. OTHER OUTGO - TRANSFERS	992,134	204,731	132,594
32. TOTAL OTHER OUTGO	1,973,596	930,752	929,895
33. TOTAL EXP. & OTHER OUTGO (Lines 29 + 32)	17,828,931	18,202,222	16,715,085
34. CONTINGENCY RESERVE	0	1,226,181	0
35. TOTAL (Lines 33 + 34)	17,828,931	19,428,403	16,715,085

STUDENT FINANCIAL AID (FUND 09)

ACCOUNTS	00/01 ADOPTED BUDGET	JUNE 30, 2001 ACTUAL	01/02 ADOPTED BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	0	0	0
INCOME			
2. 8330 FEDERAL GRANTS	3,223,752	6,682,018	6,403,468
3. 8622 ST. EOPS GRANTS	40,000	39,600	38,000
4. 8650 CAL. GRANTS	349,038	495,088	495,088
5. 8981 TRANSFER	329,738	333,109	397,549
6. TOTAL INCOME	3,942,528	7,549,815	7,334,105
7. TOTAL FUNDS AVAILABLE (Lines 1 + 6)	3,942,528	7,549,815	7,334,105
EXPENSES			
8. 7500 FINANCIAL AID	3,942,528	7,549,815	7,334,105
9. TOTAL EXPENSES	3,942,528	7,549,815	7,334,105
10. ENDING BALANCE (Lines 7 - 9)	0	0	0

SPECIAL RESERVE FUND (FUND 15)

ACCOUNTS	00/01 ADOPTED BUDGET	JUNE 30, 2001 ACTUAL	01/02 ADOPTED BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	1,643,610	1,643,610	2,209,985
INCOME			
2. 8652 SCHEDULED MAINTENANCE	1,948,637	666,260	1,282,377
3. 8653 ASBESTOS ABATEMENT	1,442,237	188,321	1,514,716
4. 8654 ARCHITECTURAL BARRIER REMOVAL	239,875	6,523	233,352
5. 8655 CAPITAL OUTLAY - SCIENCE BUILDING	219,677	219,784	0
6. 8655 CAPITAL OUTLAY - LIBRARY ADDITION	14,598,000	31,356	14,566,643
7. 8655 CAPITAL OUTLAY - LIBRARY EQUIPMENT	2,418,000	0	2,418,000
8. 8860 INTEREST	0	85,174	85,000
9. 8880 NONRESIDENT CAPITAL CHARGE	1,404,823	1,809,050	1,800,000
10. 8890 LOCAL INCOME	0	140,458	0
11. 8930 TRANSFER IN - DEFER. MAINT. MATCH	1,948,637	0	0
12. 8930 TRANSFER IN - ARCH. BAR. REM. MATCH	239,875	0	0
13. TOTAL INCOME	24,459,761	3,146,926	21,900,088
14. TOTAL FUNDS AVAILABLE (Lines 1 + 13)	26,103,371	4,790,536	24,110,073
EXPENSES			
15. 4000 SUPPLIES	1,000	683	1,000
16. 5000 CONTRACT SERVICES	10,000	80,096	80,000
17. 6000 CAPITAL OUTLAY	26,092,371	2,499,772	24,029,073
18. TOTAL EXPENSES	26,103,371	2,580,551	24,110,073
19. ENDING BALANCE (Lines 14 - 18)	0	2,209,985	0

BOND INTEREST AND REDEMPTION FUND (FUND 21)

ACCOUNTS	99/00 ADOPTED BUDGET	00/01 ACTUALS	01/02 ADOPTED BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	1,375,573	1,375,573	1,299,852
INCOME			
2. 8600 STATE REVENUES	0	8,751	0
3. 8814 VOTER INDEBTED TAXES	1,513,845	1,632,170	1,599,350
4. TOTAL INCOME	1,513,845	1,640,921	1,599,350
5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)	2,889,418	3,016,494	2,899,202
EXPENSES			
6. 7100 DEBT REDEMPTION	585,000	585,000	615,000
7. 7110 INTEREST CHARGES	1,131,643	1,131,642	1,098,487
8. TOTAL EXPENSES	1,716,643	1,716,642	1,713,487
9. ENDING BALANCE (Lines 5 - 8)	1,172,775	1,299,852	1,185,715

BOND FUND (FUND 70)

ACCOUNTS	00/01 ADOPTED BUDGET	JUNE 30, 2001 ACTUAL	01/02 ADOPTED BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	6,915,829	6,915,829	6,549,010
2. BEGINNING BALANCE ADJUSTMENT	0	0	0
INCOME			
3. 8860 INTEREST	25,000	111,715	100,000
4. TOTAL INCOME	25,000	111,715	100,000
5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)	6,940,829	7,027,544	6,649,010
EXPENSES			
6. 4000 SUPPLIES	1,000	0	1,000
7. 5000 CONTRACT SERVICE	200,000	0	100,000
8. 6000 CAPITAL OUTLAY	5,543,451	478,534	6,548,010
9. 7300 TRANS-SCHED. MAINT. MATCH	956,503	0	0
10. 7300 TRANS-ARCH. BARRIER REMOVAL	239,875	0	0
11. TOTAL EXPENSES	6,940,829	478,534	6,649,010
12. ENDING BALANCE (Lines 5 - 11)	0	6,549,010	0

EARTHQUAKE FUND (FUND 73)

ACCOUNTS	00/01 ADOPTED BUDGET	JUNE 30, 2001 ACTUAL	01/02 ADOPTED BUDGET
(a)	(b)	(c)	(d)
1. BEGINNING BALANCE	354,338	354,338	354,338
2. BEGINNING BALANCE ADJUSTMENT	0	0	0
INCOME			
3. 8199 FEDERAL/FEMA FUNDING	9,097,499	2,101,242	6,996,257
4. TOTAL INCOME	9,097,499	2,101,242	6,996,257
5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)	9,451,837	2,455,580	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	1,000,000	619,218	750,000
10. 6000 CAPITAL OUTLAY	8,401,837	1,482,024	6,550,595
11. TOTAL EXPENSES	9,451,837	2,101,242	7,350,595
12. ENDING BALANCE (Lines 5 - 11)	0	354,338	0

**AUXILIARY OPERATIONS
2001-2002**

ACCOUNTS	2000-2001 ADOPTED BUDGET	2000-2001 ACTUALS	2001-2002 ADOPTED BUDGET
BEGINNING BALANCE	1,174,347	1,174,345	3,057,389
ADJ. TO BEG. BALANCE		1,576,950	
ADJUSTED BEGINNING BAL.		2,751,295	3,057,389
INCOME			
GROSS SALES	6,180,000	6,730,509	7,067,035
LESS: COST OF GOODS	(5,040,000)	(5,062,201)	(5,315,311)
NET	1,140,000	1,668,308	1,751,724
VENDOR & AUXILIARY PROGRAM INCOME	658,359	716,593	713,115
NET INCOME	1,798,359	2,384,901	2,464,839
INTEREST	150,000	122,060	114,000
WITHIN PROGRAM TRANSFERS	720,765	533,599	285,000
OTHER FUND TRANSFERS	60,000	65,000	0
TOTAL INCOME	2,729,124	3,105,560	2,863,839
TOTAL FUNDS AVAILABLE	3,903,471	5,856,855	5,921,228
EXPENDITURES			
STAFFING	1,149,381	1,095,923	962,411
FRINGE BENEFITS	153,018	103,720	115,000
OPERATING	900,436	827,480	1,120,847
WITHIN PROGRAM TRANSFERS	720,765	439,266	285,000
COP'S	360,000	333,077	0
TOTAL EXPENDITURES	3,283,600	2,799,466	2,483,258
ENDING BALANCE	619,871	3,057,389	3,437,970

**AUXILIARY OPERATIONS BUDGET DETAIL
2001-2002**

ACCOUNTS	2001-2002 BOOKSTORE BUDGET	2001-2002 FOOD & VENDING BUDGET	2001-2002 AUXILIARY DEPT. BUDGET	2001-2002 TOTAL AUX ADOPTED BUDGET
BEGINNING BALANCE	2,911,367	11,963	134,059	3,057,389
INCOME				
NET SALES	1,751,724	422,000	291,115	2,464,839
INTEREST	0	0	114,000	114,000
WITHIN FUND TRANSFERS	0	0	285,000	285,000
OTHER FUND TRANSFERS			0	0
TOTAL INCOME	1,751,724	422,000	690,115	2,863,839
TOTAL FUNDS AVAILABLE	4,663,091	433,963	824,174	5,921,228
EXPENDITURES				
STAFFING	920,411	0	42,000	962,411
FRINGE BENEFITS	105,000	0	10,000	115,000
OPERATING	214,710	133,963	772,174	1,120,847
WITHIN PROGRAM TRANSFERS	0	285,000	0	285,000
CAPITAL-COP'S	0	0	0	0
TOTAL EXPENDITURES	1,240,121	418,963	824,174	2,483,258
ENDING BALANCE	3,422,970	15,000	0	3,437,970

**Auxiliary Fund Departmental Expenditures
2001-2002**

Program Account	2000-2001 Adopted Budget	2000-2001 Actuals	2001-2002 Adopted Budget
222 Public Relations	30,000	35,250	25,100
250 Auxiliary Business Office	795,503	487,081	152,772
251 Corsair	17,095	29,743	84,382
252 Opera	11,073	13,449	19,781
253 Jazz Series	39,102	45,575	44,903
254 Orchestra	9,122	7,000	8,602
256 Children's Center	5,000	0	0
257 Photo Gallery Openings	1,100	210	890
258 Musical Instruments	7,673	1,500	7,908
259 Transportation	84,722	66,567	85,000
260 Ethnic Dance	15,451	18,531	18,531
262 Dance	4,733	5,601	9,913
263 Theatre Arts	60,916	39,755	63,041
264 Athletics	166,000	181,867	185,000
265 Santa Monica Press	2,927	0	2,927
267 Santa Monica Review	7,476	3,175	5,909
268 Events	54,307	18,678	78,474
269 Band	12,192	7,956	18,136
271 Musical/Musical Theatre	1,964	3,282	2,827
272 Office of Public Programs	10,054	9,458	10,000
273 Art Gallery Openings	1,100	922	78
Total	1,337,510	975,600	824,174

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.

California Community Colleges
QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
Fiscal Year 2000-2001

District: Santa Monica Community College

Quarter Ended: June 30, 2001

I. HISTORICAL AND CURRENT PERSPECTIVES OF GENERAL FUND (*Unrestricted and Restricted*):

Annual

As of June 30 for fiscal year (FY) specified.

		FY 1997-98 (Actual)	FY 1998-99 (Actual)	FY 1999-2000 (Actual)	FY 2000-01 (Actual)
General Fund Revenues (Objects 8100, 8600, and 8800)		81,376,665	90,891,685	99,223,907	115,768,649
Other Financing Sources (Object 8900)		1,373,866	1,102,505	102,015	323,963
General Fund Expenditures (Objects 1000-6000)		80,573,140	90,417,519	96,886,910	111,934,300
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)		1,815,388	1,793,457	958,086	1,383,093
Reserve for Contingency (First three quarters of 2000-01 only)	Unrestricted	////////////////////	////////////////////	////////////////////	
	Total	////////////////////	////////////////////	////////////////////	
General Fund Ending Balance	Unrestricted	1,612,061	3,025,068	4,129,295	5,821,609
	Total	4,302,271	4,498,714	5,670,038	7,047,790
Prior-Year Adjustments		(325,642)	413,229	(309,602)	(1,397,467)
Attendance FTES (Excluding apprentices and nonresidents)		FTES 16,883	FTES 18,424	FTES 19,786	FTES 20,083

Quarter

For the **same quarter** in each fiscal year (FY) specified.

		FY 1997-98 (Actual)	FY 1998-99 (Actual)	FY 1999-2000 (Actual)	FY 2000-01 (Projected)
General Fund Cash Balance (Excluding investments)		1,738,556	543,646	5,475,884	17,158,622

II. GENERAL FUND (*Unrestricted and Restricted*) **YEAR-TO-DATE REVENUES AND EXPENDITURES:**

		Total Budget (Annual) (Column 1)	Actual (Year-to-Date) (Column 2)	Percentage (Col. 2 ÷ Col. 1)
General Fund Revenues (Objects 8100, 8600, and 8800)		107,478,834	115,768,649	107.71
Other Financing Sources (Object 8900)		226,886	323,963	.21
General Fund Expenditures (Objects 1000-6000)		109,490,503	111,934,300	102.23
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)		2,525,220	1,383,093	.55

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 _____	\$ _____	_____ %	\$ _____	_____ %	\$ _____	_____ %
Year 2 _____	\$ _____	_____ %	\$ _____	_____ %	\$ _____	_____ %
Year 3 _____	\$ _____	_____ %	\$ _____	_____ %	\$ _____	_____ %

*As specified in Collective Bargaining Agreement.

BENEFITS

Contract Period Settled	Management Total	Academic Total	Classified Total
Year 1 _____	\$ _____	\$ _____	\$ _____
Year 2 _____	\$ _____	\$ _____	\$ _____
Year 3 _____	\$ _____	\$ _____	\$ _____

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

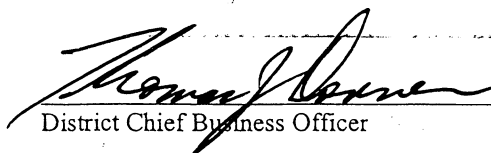
If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

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.)

CERTIFICATION

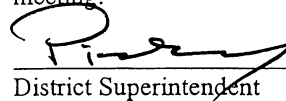
To the best of my knowledge, the data contained in this report are correct.


District Chief Business Officer
Date: 9/5/01

Quarter Ended: 6/30/01

Santa Monica Community College District

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of the meeting.


District Superintendent
Date: 9/5/01

Governing Board Meeting Date: 9/10/01

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

	FY00-01 BUDGET	FY00-01 ACTUAL	FY01-02 BUDGET
1 BEGINNING BALANCE	129,306.32	129,306.32	41,235.25
2 TRANSFER TO INV. RESERVE	(100,000.00)	(164,791.00)	(33,235.25)
3 <i>ADJUSTMENT TO BEGINNING BAL</i>			0.00
4 NET BEGINNING BALANCE	29,306.32	(35,484.68)	8,000.00
REVENUES			
ASB MEMBERSHIPS			
5 SUMMER	55,508.92	69,180.93	69,000.00
6 FALL	116,769.95	139,651.60	139,000.00
7 WINTER	38,928.47	23,296.24	23,000.00
8 SPRING	109,711.46	135,745.06	135,000.00
9 <i>ENROLLMENT REFUNDS</i>		(40,323.00)	(42,000.00)
10 SUB-TOTAL	320,918.80	327,550.83	324,000.00
OTHER INCOME			
11 INTEREST INCOME	4,600.00	1,535.98	1,000.00
12 MISC INCOME	0.00	1,321.68	0.00
13 DONATIONS	0.00	0.00	0.00
14 SUB-TOTAL	4,600.00	2,857.66	1,000.00
15 TOTAL REVENUES	325,518.80	330,408.49	325,000.00
16 BEGINNING BALANCE + REVENUES	354,825.12	294,923.81	333,000.00
EXPENSES			
17 300-443-CLUBS ASB	100,000.00	65,370.53	111,000.00
18 501-ASB PRESIDENT.DIRECTORS	1,000.00	239.03	1,000.00
19 502-CONFERENCES/MEMBERSHIPS	30,000.00	37,794.46	30,000.00
20 503-ASB ACTIVITIES	30,000.00	24,615.70	40,000.00
21 504-ASB-MISCELLANEOUS	14,725.00	3,510.12	8,000.00
22 505-HOMECOMING	6,000.00	3,543.12	10,000.00
23 506-SPECIAL PROJECTS	93,361.00	76,747.03	65,000.00
24 507-OFFICE	26,000.00	30,081.59	32,000.00
25 508-TUTORING	3,000.00	625.00	3,000.00
26 509-ELECTIONS	5,000.00	3,625.33	8,000.00
27 510-PUBLICITY/ADVERTISING	15,000.00	7,536.65	15,000.00
28 511-CONTINGENCY	10,000.00	0.00	10,000.00
29 TOTAL EXPENSES	334,086.00	253,688.56	333,000.00
30 ENDING BAL (BEG BAL+REV-EXP)	20,739.12	41,235.25	0.00

INFORMATION ITEM FSUBMITTAL 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:	<p>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.</p> <p>The seven target schools include:</p> <ul style="list-style-type: none"> ➤ Muir Elementary School ➤ Edison Elementary School ➤ Grant Elementary School ➤ Rogers (Will) Elementary School ➤ McKinley Elementary School ➤ Adams (John) Middle School ➤ Santa Monica High School

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

ADJOURNMENT – 9:25 p.m.

The meeting was 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.