



Santa Monica Community College District  
**Budget Planning Committee a Subcommittee** of the  
District Planning and Advisory Council

**FEBRUARY 4, 2009  
MINUTES**

A meeting of the Santa Monica Community College Budget Planning Committee, a subcommittee of the District Planning and Advisory Council (DPAC) was held on Wednesday, February 4, 2009 at 2:00 p.m. at Santa Monica College, Library Conference Room (275), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order 2:05 p.m.

II. Budget Planning Committee Members

Chris Bonvenuto, Administration  
Jeanine Hawk, Administration  
Eric Oifer, Academic Senate Representative  
Richard Tahvildaran-Jesswein, Academic Senate Representative  
Mona Martin, Management Association Representative, Co-Chair  
Leonard Crawford, Management Association Representative  
Mitra Moassessi, Faculty Association Representative  
Howard Stahl, Faculty Association Representative, Co-Chair  
Bernie Rosenloecher, CSEA Representative  
Tron Burdick, CSEA Representative  
Leroy Lauer, CSEA Representative  
Connie Lemke, CSEA Representative  
Samir Ahmed, Student Representative  
Shanna Lehrman, Student Representative  
Cameron Henton, Student Representative  
Vicky Qian Jiang, Student Representative

Guest: Jeff Shimizu

III. A. Guest Speaker: George Prather, Director of Auxiliary Services

George provided three handouts: 1) Auxiliary Operations - Adopted Budget 08-09/Budget, 2) Auxiliary Operations - Adopted Budget/08-09/Budget Detail, 3) Auxiliary Operations - Adopted Budget 08-09/Departmental Budget.

Major components of the operating expenditures were discussed including funding support for programs, departments and unused bookstore inventory. George and Jeannie Hawk are in the process of reviewing the auxiliary accounts along with the operational practices and procedures.

B. Fiscal Services Update

Chris Bonvenuto provided a handout of expenditure comparisons for Legal - HR over two fiscal years to include 2007-08, 2008-09.

C. Budget Discussion

The following recommendations were approved to be forwarded to DPAC for approval at their next scheduled meeting.

## Cost Reduction Recommendations from the Budget Planning Subcommittee

### **--Short Term--**

#### **Advertising**

The Budget Planning Subcommittee recommends that the College reduce and re-evaluate advertising budget according to the College enrollment goal.

Ayes: 12 Noes: 1 Abstentions: 1

#### **Airport Campus**

The Budget Planning Subcommittee recommends the College eliminate the lease and maintenance costs associated with the airport campus.

Ayes: 13 Noes: 0 Abstentions: 1

#### **Auxilliary**

The Budget Planning Subcommittee recommends the CBO review and implement effective and efficient operational procedures in Auxilliary services that may allow auxiliary funds to cover general fund costs.

Ayes: 13 Noes: 0 Abstentions: 1

#### **Contracts**

The Budget Planning Subcommittee recommends that the CBO move quickly to review, evaluate (and reorganize where necessary) all contracts and purchasing policies and procedures.

Ayes: 13 Noes: 0 Abstentions: 1

#### **Credit Card**

The Budget Planning Subcommittee recommends that the District investigate and establish an SMC affinity program.

Ayes: 11 Noes: 0 Abstentions: 3

#### **Designated Reserves**

The Budget Planning Subcommittee recommends that the College not expend the money in the designated reserves for GASB from now through the end of 2009-2010.

(no new vote taken, original vote was Ayes: 10 Noes: 1 Abstentions: 2)

#### **Fund 03**

The Budget Planning Subcommittee recommends the College explore the possibility of relieving COP debt for parking structure through bond money, so that parking fee income can be redirected to general fund.

Ayes: 12 Noes: 1 Abstentions: 1

The Budget Planning Subcommittee recommends the College transfer allowable expenditures from 01 accounts to 03 account where possible (and legal).

Ayes: 14 Noes: 0 Abstentions: 0

#### **Legal**

The Budget Planning Subcommittee recommends the District review Human Resources' legal expenditures and consider efficiencies in college-wide legal services.

Ayes: 10 Noes: 1 Abstentions: 2

#### **Notifications**

The Budget Planning Subcommittee recommends the College reduce postage expenses.

Ayes: 14 Noes: 0 Abstentions: 0

(Ideas included using student SMC email account for college mail - will be forwarded to Associated Students for their input/buy-in)

### **Staffing**

The Budget Planning Subcommittee recommends the College reduce the use of temporary non-permanent employees where appropriate.  
(already being implemented)

Ayes: 12 Noes: 0 Abstentions: 2

The Budget Planning Subcommittee recommends the College reduce the use of consultants where appropriate.

Ayes: 14 Noes: 0 Abstentions: 0

The Budget Planning Subcommittee recommends the College consider hiring faculty members for project manager positions where appropriate.

Ayes: 14 Noes: 0 Abstentions: 0

The Budget Planning Subcommittee recommends the College consider campus-wide retirement incentive (e.g., golden handshake), but ONLY if number of employees per unit stays the same within one year.

Ayes: 9 Noes: 1 Abstentions: 1

### **Student Services**

The Budget Planning Subcommittee recommends the College consider combining/consolidating student services in one physical location during weekend/evening hours where appropriate.

Ayes: 10 Noes: 0 Abstentions: 1

### **--Long Term--**

#### **Construction**

The Budget Planning Subcommittee recommends the College reduce costs through better control in design and construction.

Ayes: 13 Noes: 0 Abstentions: 1

#### **eCollege**

The Budget Planning Subcommittee recommends the College continue exploring cost-effective distance education platforms through existing shared governance process.

Ayes: 14 Noes: 0 Abstentions: 0

#### **Technology**

The Budget Planning Subcommittee recommends the College implement technology to achieve highest cost-savings possible (e.g., administrative systems).

Ayes: 10 Noes: 0 Abstentions: 1

Adjournment at 6:10 p.m.