

AGENDA



SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

**MONDAY,
FEBRUARY 11, 2008**

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. – Closed Session
7:00 p.m. – Public Meeting
Board Room (Business Building Room 117)
and
3111 Broadway Avenue, Unit B*
Santa Monica, California 90404

*Pursuant to Government Code Section 54953, Trustee Margaret Quiñones-Perez will be participating telephonically from this location in the Board's Closed Session meeting and in the regular Public Meeting during the Board's consideration of Agenda Items III-F and Recommendations No. 1 through 5. This agenda will also be posted at that location, which is accessible to the public.

*The complete agenda may be accessed on the
Santa Monica College website:*

<http://www.smc.edu/admin/trustees/meetings/>

Written requests for disability-related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of the Superintendent/President as soon in advance of the meeting as possible.

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.

Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.

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.

Exceptions: This time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

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	February 11, 2008

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District will be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, February 11, 2008.

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).

I. ORGANIZATIONAL FUNCTIONS

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| A Call to Order – 5:30 p.m. | 1 |
| B Roll Call | |
| C Public Comments on Closed Session Items | |

II. CLOSED SESSION

- Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9(a))
Santa Monica College Faculty Association vs. Santa Monica Community College District et al., Los Angeles County Superior Court Case No. BS112975

- Conference with Labor Negotiator, pursuant to Government Code Section 54957.6
Designated representative: Dr. Chui L. Tsang
Unrepresented Employees: Academic Managers, Classified Managers and Classified Confidential Employees

- Public Employee Performance Evaluation (Government Code Section 54957(b))
Title: Superintendent/President

- Conference with Labor Negotiator, pursuant to Government Code Section 54957.6
District Negotiators: Mary Hernandez, Garcia, Calderón & Ruiz
Unrepresented Employee: Superintendent/President

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Scheduled for 7:00 p.m.)

- D Pledge of Allegiance
- E Closed Session Report (if any)
- F Public Comments

IV. MAJOR ITEMS OF BUSINESS

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| #3 | Salary Increase for Academic Administrators | 10 |
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| #5 | Amended and Restated Superintendent/President Employment Agreement | 12 |

V. **SUPERINTENDENT'S REPORT**

- Management Association Update
- Updates:
 - Spring Semester Opening Day
 - Enrollment
 - State Budget
 - Strategic Planning
 - Associated Students

VI. **ACADEMIC SENATE REPORT**

VII. **MAJOR ITEMS OF BUSINESS** *(continued)*

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Recommendations pulled from the Section VIII. Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.

X. **BOARD POLICY**

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XII. **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**

The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Monday, March 10, 2008** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 11, 2008

I. ORGANIZATIONAL FUNCTIONS

- A CALL TO ORDER

- B ROLL CALL
Rob Rader, Chair
Louise Jaffe, Vice-Chair
Dr. Susan Aminoff
Judge David Finkel (Ret.)
Dr. Nancy Greenstein
Dr. Margaret Quiñones-Perez
Dr. Andrew Walzer
Adel Morad, Student Trustee

- C PUBLIC COMMENTS ON CLOSED SESSION ITEMS

II. CLOSED SESSION

- Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9(a))
Santa Monica College Faculty Association vs. Santa Monica Community College District et al., Los Angeles County Superior Court Case No. BS112975

- Conference with Labor Negotiator, pursuant to Government Code Section 54957.6
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Unrepresented Employees: Academic Managers, Classified Managers and
Classified Confidential Employees

- Public Employee Performance Evaluation (Government Code Section 54957(b))
Title: Superintendent/President

- Conference with Labor Negotiator, pursuant to Government Code Section 54957.6
District Negotiators: Mary Hernandez, Garcia, Calderón & Ruiz
Unrepresented Employee: Superintendent/President

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

- D PLEDGE OF ALLEGIANCE
- E CLOSED SESSION REPORT (if any)
- F PUBLIC COMMENTS

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **COLLECTIVE BARGAINING AGREEMENT WITH SMC FACULTY ASSOCIATION**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees ratify the collective bargaining contract with the SMC Faculty Association effective July 1, 2007 through June 30, 2010.

SUMMARY: The Santa Monica Community College District reached agreement with the SMC Faculty Association. The term of the contract shall be from July 1, 2007 through June 30, 2010.

Among other things, agreements were reached on Salary, Part-Time Parity, Health Benefits, and Professional Development. In addition, the District and the Faculty Association agreed to develop task forces to look at Load Factors and the Peer Evaluation Form.

Salary:

The parties agreed to the following on-schedule salary increases:

2007-2008 Academic Year	3.5%
2008-2009 Academic Year	State COLA minus 1%
2009-2010 Academic Year	State COLA minus 1%

In addition, the District will pay \$1,050,000 over the three-year term of the contract for step adjustments to the A-1 Salary Schedule in order to achieve higher statewide ranking positions for full time faculty.

Part-Time Parity:

The parties reached agreement on a definition of Parity for load factor 1.0 part-time faculty. The ultimate goal is to achieve 100% parity. Under the terms of the tentative agreement, by Academic Year 2009-2010, part-time faculty with load factor 1.0 assignments will receive 81.25% parity which will include paid office hours. This represents a significant gain both for part-time faculty and for students.

RECOMMENDATION NO. 1 *(continued)***SUBJECT:** **COLLECTIVE BARGAINING AGREEMENT WITH SMC
FACULTY ASSOCIATION**

ESTIMATED COST:

	<u>FY 2007-2008</u>	<u>FY 2008-2009</u>	<u>FY 2009-2010</u>
3.5% Salary Increase (Effective Fall 2007)	\$2,124,265	\$2,124,265	\$2,124,265
Step Adjustment (Effective Fall 2007)	\$ 400,000	\$ 400,000	\$ 400,000
Step Adjustment (Effective Fall 2008)		\$ 400,000	\$ 400,000
Step Adjustment (Effective Fall 2009)			\$ 250,000
Part-Time Parity (Effective Spring 2008)	\$ 94,684	\$ 94,684	\$ 94,684
Part-Time Parity (Effective Fall 2008)		\$ 260,420	\$ 260,420
Part-Time Parity (Effective Fall 2009)			\$1,035,851
Part-Time Parity Interession Effect (2008-2009)		\$ 231,940	\$ 231,940
Part-Time Parity Interession Effect (2009-2010)			\$ 29,386
Total	\$2,618,949	\$3,511,309	\$4,826,546
Grand Total			\$10,956,804

MOTION MADE BY:

SECONDED BY:

ROLL CALL VOTE:	Aye	No
Student Advisory:	☐	☐
Susan Aminoff	☐	☐
David Finkel	☐	☐
Nancy Greenstein	☐	☐
Louise Jaffe	☐	☐
Rob Rader	☐	☐
Margaret Quiñones-Perez	☐	☐
Andrew Walzer	☐	☐

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

SUBJECT: **CORRECTION TO DISCLOSURE OF COSTS RELATED TO APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH CSEA CHAPTER 36**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the correction to the disclosure of costs related to the approval of the Collective Bargaining Agreement with the California School Employees Association (CSEA) Chapter 36.

SUMMARY: The Board of Trustees approved the agreement with CSEA at its meeting on November 6, 2007. The correction is in the reporting of the costs of the Hay Study Implementation.

ESTIMATED COST OF CSEA INCREASE

	FY 2006- 2007	FY 2007-2008	FY 2008-2009
Salaries and Related Benefits			
*1% raise effective 1/1/07	\$109,050	\$219,312	\$219,312
Salaries and Related Benefits			
*3.5% raise effective 7/1/07		775,269	775,269
Salaries and Related Benefits			
*State COLA less 1% raise effective 7/1/08			687,774
Assumes 4% COLA			
Hay Study Implementation 7/1/07		750,000	750,000
Hay Study Implementation 7/1/08			750,000
	\$109,050	\$1,744,581	\$3,182,355
		GRAND TOTAL:	\$5,035,986

*NOTE: These numbers are estimates. Vacancies are not included.

MOTION MADE BY:

SECONDED BY:

ROLL CALL VOTE:	Aye	No
Student Advisory:	☐	☐
Susan Aminoff	☐	☐
David Finkel	☐	☐
Nancy Greenstein	☐	☐
Louise Jaffe	☐	☐
Rob Rader	☐	☐
Margaret Quiñones-Perez	☐	☐
Andrew Walzer	☐	☐

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3

SUBJECT: **SALARY INCREASE FOR ACADEMIC ADMINISTRATORS**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees approve the following salary adjustments for academic administrators:

3.5% salary increase, effective July 1, 2007
\$653,641 (annualized) salary schedule market adjustment, effective January 1, 2008

BACKGROUND: The 3.5% salary increase is the same as that approved for classified staff and recommended for faculty. Like the Hay Study adjustment approved for classified staff and the funds for salary schedule step adjustments being recommended for faculty, a salary schedule market adjustment for academic administrators is being recommended to address recruitment and retention issues. The market adjustment will bring the compensation for individual positions to within 5% of the median of the compensation for like positions at comparable districts (El Camino, Foothill-DeAnza, Glendale, Long Beach, Los Angeles, and Pasadena) used for a salary study. The academic administrator schedule will be adjusted to reflect the new amounts and to revise the step structure to provide a 3% differential between steps.

<u>ESTIMATED COST:</u>	<u>FY 2007-2008</u>	<u>FY 2008-2009</u>
3.5% Salary Increase (Effective July 1, 2007)	\$157,588	\$157,588
Market Adjustment (Effective January 1, 2008)	\$326,821	\$653,641
Total	\$484,409	\$811,229
Grand Total		\$1,295,638

MOTION MADE BY:
SECONDED BY:

ROLL CALL VOTE:	Aye	No
Student Advisory:	☐	☐
Susan Aminoff	☐	☐
David Finkel	☐	☐
Nancy Greenstein	☐	☐
Louise Jaffe	☐	☐
Rob Rader	☐	☐
Margaret Quiñones-Perez	☐	☐
Andrew Walzer	☐	☐

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SALARY INCREASE FOR CLASSIFIED MANAGERS AND CLASSIFIED CONFIDENTIAL EMPLOYEES**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees approve the following salary adjustments for classified managers and classified confidential employees:

3.5% salary increase, effective July 1, 2007
\$155,145 (annualized) salary schedule market adjustment, effective January 1, 2008
\$155,145 (annualized) salary schedule market adjustment, effective July 1, 2008

BACKGROUND: The 3.5% salary increase is the same as that approved for classified staff, and the salary schedule market adjustments are calculated on the same basis as the Hay Study adjustments approved for classified staff.

<u>ESTIMATED COST:</u>	<u>FY 2007-2008</u>	<u>FY 2008-2009</u>
3.5% Salary Increase (Effective July 1, 2007)	\$127,962	\$127,962
Hay Study Market Adjustment (Effective January 1, 2008)	\$ 77,573	\$155,145
Hay Study Market Adjustment (Effective July 1, 2008)		\$155,145
Total	\$205,535	\$438,252
Grand Total		\$643,787

MOTION MADE BY:
SECONDED BY:

ROLL CALL VOTE:	Aye	No
Student Advisory:	☐	☐
Susan Aminoff	☐	☐
David Finkel	☐	☐
Nancy Greenstein	☐	☐
Louise Jaffe	☐	☐
Rob Rader	☐	☐
Margaret Quiñones-Perez	☐	☐
Andrew Walzer	☐	☐

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **AMENDED AND RESTATED SUPERINTENDENT/PRESIDENT EMPLOYMENT AGREEMENT**

SUBMITTED BY: Chair, Board of Trustees

RECOMMENDATION: It is recommended that the Board of Trustees approve the amended and restated Superintendent/President Employment Agreement.

BACKGROUND: An Ad Hoc Committee of the Board of Trustees has studied compensation packages and incentives for community college chief executives in comparable districts and will bring proposals for Board consideration and action regarding amendments to the Superintendent/President's employment contract. Proposed compensation increases and specific employment agreement amendments will be discussed and acted upon at the meeting.

MOTION MADE BY:
SECONDED BY:

ROLL CALL VOTE:	Aye	No
Student Advisory:	☐	☐
Susan Aminoff	☐	☐
David Finkel	☐	☐
Nancy Greenstein	☐	☐
Louise Jaffe	☐	☐
Rob Rader	☐	☐
Margaret Quiñones-Perez	☐	☐
Andrew Walzer	☐	☐

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	February 11, 2008

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM G

SUBJECT: **CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE) PROGRAM**

SUBMITTED BY: Superintendent/President

SUMMARY: Santa Monica College has received two grants from the Chancellor's Office to serve students from the high school classes of 2006 and 2007 who did not receive a high school diploma due to credit deficiencies or because they did not pass one or both parts of the California High School Exit Examination (CAHSEE). This report will briefly summarize the grants, introduce the new project director and student recruitment coordinator, and summarize the progress made to date in creating the curriculum to serve these students.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 6

SUBJECT: **RESOLUTION TO ADOPT A PROPOSED FINAL INITIAL STUDY/MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM AND APPROVE THE STUDENT SERVICES REPLACEMENT, BOOKSTORE MODERNIZATION, PICO PROMENADE IMPROVEMENTS PROJECT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees adopt the following resolution:

WHEREAS, a Notice of Intent to Adopt the Draft Initial Study and Mitigated Negative Declaration for the Student Services Replacement, Bookstore Modernization and Pico Promenade Improvements Project ("Project") was published in the *Santa Monica Daily Press* on December 7, 2007, in compliance with the California Environmental Quality Act ("CEQA") and the Santa Monica College CEQA Guidelines, and was published a second time on December 10, 2007; and

WHEREAS, the Notice of Intent and the Draft Initial Study and Mitigated Negative Declaration (SCH No. 2007121028) were filed with the State Clearinghouse on December 6, 2007; and

WHEREAS, copies of the Notice of Intent to Adopt the Draft Initial Study and Mitigated Negative Declaration were mailed to various public agencies; and

WHEREAS, the Draft Initial Study and Mitigated Negative Declaration were posted on the Internet and were made available at the Administrative Offices of Santa Monica College and the Main Branch of the Santa Monica Public Library; and

WHEREAS, the Draft Initial Study and Mitigated Negative Declaration were made available for public comment for 40 days, beginning on December 7, 2007, and ending on January 16, 2008, including a one-week extension of the original published termination date of the comment period; and

WHEREAS, community meetings concerning the Draft Initial Study and Mitigated Negative Declaration were hosted by representatives of Santa Monica College twice on January 3rd and once again on January 9th, 2008; and newspaper ads concerning the community meetings were published in the *Santa Monica Daily Press* on December 29 and 31, 2007, and on January 2, 3, 5, 7, 8 and 9, 2008; and press coverage of the January 3rd community meeting was provided in at least four area news sources; and approximately 3700 postcards were distributed to area residents concerning the January 9th community meeting; and

WHEREAS, on February 11, 2008, the Project was considered by the Board of Trustees for adoption, and the proposed Final Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program must be adopted prior to the contemplated approval of the Project; and

WHEREAS, members of the public were permitted to provide comments to the Board of Trustees prior to any action being taken on the proposed Final Initial Study/Mitigated Negative Declaration and proposed Project; and

WHEREAS, the Board of Trustees, acting in its capacity as the Lead Agency pursuant to State CEQA Guidelines Section 15051(a), has reviewed the Final Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SANTA MONICA COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Board of Trustees finds that the Final Initial Study identified certain potentially significant impacts with respect to Air Quality, Aesthetics, Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, Hydrology and Water Quality, Noise, Construction Impacts, and Mandatory Findings of Significance, and that these impacts would be reduced to less than significant levels with the incorporation of mitigation measures imposed on the Project.

SECTION 2. The Board of Trustees has reviewed and considered the proposed Final Initial Study/Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program, together with all comments received during the public review process, prior to acting on the Project.

SECTION 3. The Board of Trustees finds, based on the whole record before it, including the Final Initial Study/Mitigated Negative Declaration, and all written and oral comments received pertaining thereto, that with incorporation of the proposed mitigation measures there is no substantial evidence that the Project will have a significant effect on the environment, and that the Final Initial Study/Mitigated Negative Declaration reflects the Santa Monica Community College District's independent judgment and analysis. Therefore, the Board of Trustees hereby adopts the Mitigated Negative Declaration.

SECTION 4. Consistent with Public Resources Code Section 21081.6(a)(1), the Board of Trustees adopts the Mitigation Monitoring and Reporting Program, which is included as Attachment A, to mitigate or avoid significant effects of the Project on the environment and ensure compliance during Project implementation.

SECTION 5. Consistent with Public Resources Code Section 21081.6(a)(2), the documents which constitute the record of proceedings for approving this Project are located in the Business & Administration Offices at 1900 Pico Boulevard, Santa Monica, California. The custodian of these records is Mr. Randy Lawson, Executive Vice President for Santa Monica College.

SECTION 6. The Student Services Replacement, Bookstore Modernization and Pico Promenade Improvements Project is approved. Based on the record of the proceedings, the Board of Trustees finds that the Project advances the mission of Santa Monica College "to create a learning environment that ... supports [students'] educational goals." Further, the Project advances the College's goals, including the following: "The College will acquire, plan, develop, and maintain facilities and equipment to provide the best possible educational environment and to promote the use of sustainable resources."

Attachment A – Mitigation Monitoring and Reporting Program

Attachment B – Staff Report

COMMENT: It is recommended that the Board of Trustees approve a resolution adopting the proposed Final Initial Study/Mitigated Negative Declaration ("Final IS/MND") and Mitigation Monitoring and Reporting Program ("MMRP") and approving the Student Services Replacement, Bookstore Modernization, and Pico Promenade Improvements Project ("Project").

The Project implements the final phase of SMC's Facilities Master Plan, and has received local and State funding. The Project will be a major transformation of the face of the College along Pico Boulevard. A Pico Boulevard Promenade, with a formal campus entry and new landscaping areas, will transform the image and impression of the SMC campus by its community connectivity and approach.

The Student Services Replacement building will establish a superior connection between the Santa Monica community and its College. The building will serve as a gateway to the College. The building consolidates and replaces various student services facilities scattered throughout the campus.

Surface parking will be replaced underground and campus parking inventory will be restored to pre-earthquake levels without increasing the number of classroom seats. Signage will be added to provide real-time parking availability and to help reduce traffic delays. A contemplated City project appearing on the “related projects list” would consolidate two bus stops along Pico Boulevard to one stop further reducing traffic delays.

Additionally, the ground floor of Drescher Hall will be modified to modernize the campus bookstore and to become a hub of student activity.

The Board of Trustees has previously authorized architectural pre-planning for the Student Services Replacement building (in September 2004) and architectural planning for the Student Services Replacement building and other campus improvements (in May 2007). The proposed Project has been developed in consultation with Student Services users and has been circulated to campus constituencies, to departments within the City of Santa Monica, to neighbors, and to the community and public for review and comment.

A Draft Initial Study/Mitigated Negative Declaration (“IS/MND”) for the Project has also been circulated and is before the Board for a public hearing. Following the conclusion of the public hearing, it is recommended that the Board of Trustees approve the Final IS/MND. As established by the Final IS/MND, the Project’s potential impacts can be fully mitigated to levels of insignificance. A Mitigation Monitoring and Reporting Program (attached to the proposed resolution) ensures these mitigation measures will be achieved. Approval of the Project is also contained within the resolution before the Board.

Should the Board of Trustees approve the Project, two related items are also before the Board in tonight’s agenda. These provide for architectural services for the Bookstore Modernization component of the Project and also architectural services for immediate landscaping and signage improvements on Pico Boulevard.

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 7 **2007-2008 QUARTERLY 311Q REPORT**

SUBMITTED BY: Superintendent/President

RECOMMENDATION: It is recommended that the Board of Trustees acknowledge receipt of the Quarterly 311Q report, as of December 31, 2008.

COMMENT: The Board of Trustees is presented on a quarterly basis with the 311Q report required by the Chancellor's Office. This report summarizes the financial statements of the District's Unrestricted General Fund for review by the Chancellors Office.

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

UNRESTRICTED GENERAL FUND 01.0 REVENUE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL REVENUES	2007-2008 PROJECTED REVENUES
FEDERAL			
FINANCIAL AID ADM ALLOWANCES	117,101	83,039	117,101
TOTAL FEDERAL	117,101	83,039	117,101
STATE			
PRINCIPAL APPORTIONMENT	67,940,795	38,431,124	70,191,995
STABILIZATION ADJUSTMENT	12,824,009	8,152,623	15,097,450
COLA	4,035,423	2,168,230	4,015,240
PRIOR YEAR APPORTIONMENT ADJUSTMENTS	-	-	1,729,369
HOMEOWNERS EXEMPT	99,401	14,168	93,700
STATE LOTTERY REVENUE	2,862,134	-	2,862,134
OTHER STATE	1,239,344	558,480	1,239,344
TOTAL STATE	89,001,106	49,324,625	95,229,232
LOCAL			
PROP TAX SHIFT (ERAF)	2,350,423	-	-
SECURED TAX	8,975,712	3,927,085	9,108,529
SUPPLEMENTAL TAXES	506,685	201,043	525,309
UNSECURED TAX	384,262	345,303	362,000
PRIOR YRS TAXES	450,713	412,107	550,356
RENTS	125,000	47,525	125,000
INTEREST	400,000	247,311	400,000
ENROLLMENT FEES	8,374,195	5,357,246	7,804,747
STUDENT RECORDS	280,000	135,059	280,000
NON-RESIDENT TUITION/INTENSIVE ESL	14,450,743	11,228,835	14,450,743
OTHER STUDENT FEES & CHARGES	150,000	94,158	150,000
F1 APPLICATION FEES	82,000	67,555	82,000
OTHER LOCAL	420,000	241,557	420,000
I. D. CARD SERVICE CHARGE	365,000	348,854	365,000
LIBRARY CARDS	500	120	500
LIBRARY FINES	16,000	8,817	16,000
PARKING FINES	250,000	140,028	250,000
TOTAL LOCAL	37,581,233	22,802,603	34,890,184
TOTAL REVENUES	126,699,440	72,210,267	130,236,517
TRANSFER IN	210,999	58,437	210,999
TOTAL REVENUES AND TRANSFERS	126,910,439	72,268,704	130,447,516

UNRESTRICTED GENERAL FUND 01.0 EXPENDITURE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL EXPENDITURES	2007-2008 PROJECTED EXPENDITURES
INSTRUCTION	21,203,756	8,409,104	21,203,756
ACADEMIC MANAGERS	3,977,087	1,734,845	3,937,048
NON-INSTRUCTION	5,035,094	1,827,780	5,035,094
HOURLY INSTRUCTION	25,176,718	11,823,440	25,176,718
HOURLY NON-INSTRUCTION	3,452,393	1,317,027	3,452,393
TOTAL ACADEMIC	58,845,048	25,112,196	58,805,009
CLASSIFIED REGULAR	16,148,029	7,622,447	18,314,704
CLASSIFIED MANAGERS	2,560,389	1,086,463	2,552,186
CLASS REG INSTRUCTION	2,128,000	960,768	2,401,322
CLASSIFIED HOURLY	1,922,731	952,631	1,991,731
CLASS HRLY INSTRUCTION	600,245	340,166	657,845
TOTAL CLASSIFIED	23,359,394	10,962,475	25,917,788
STRS	3,913,196	1,571,933	3,910,533
PERS	2,604,552	1,187,271	2,908,527
OASDI/MEDICARE	2,473,817	1,092,235	2,661,104
H/W	10,506,849	3,093,198	10,506,849
RETIREEES' H/W	1,891,905	918,675	1,891,905
SUI	140,757	17,974	142,011
WORKERS' COMP.	1,285,889	511,367	1,285,889
ALTERNATIVE RETIREMENT	525,000	205,730	525,000
TOTAL BENEFITS	23,341,964	8,598,383	23,831,818
TOTAL SUPPLIES	1,031,665	385,859	962,626
CONTRACTS/SERVICES	10,482,412	4,465,402	10,783,341
INSURANCE	851,930	851,185	851,185
UTILITIES	3,382,115	1,525,235	3,382,115
TOTAL SERVICES*	14,716,457	6,841,822	15,016,641
BLDG & SITES	10,000	-	10,000
EQUIPMENT	127,200	45,723	171,730
LEASE PURCHASES	673,986	219,063	673,986
TOTAL CAPITAL	811,186	264,786	855,716
TOTAL EXPENDITURES	122,105,714	52,165,521	125,389,598
OTHER TRANSFER FOR FIN AID	296,118	131,231	296,118
OTHER OUTGOING TRANSFER	1,000,000	1,000,000	1,000,000
TOTAL EXPENDITURES & TRANSFERS	123,401,832	53,296,752	126,685,716
*Lottery revenues are used to fund services.			

UNRESTRICTED GENERAL FUND 01.0 FUND BALANCE ANALYSIS

ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL FUND BALANCE	2007-2008 PROJECTED FUND BALANCE
TOTAL REVENUES AND TRANSFERS	123,949,191	70,192,637	124,873,578
TOTAL EXPENDITURES AND TRANSFERS	122,401,832	51,399,119	124,788,083
TENTATIVE AGREEMENT BETWEEN DISTRICT AND SMCFA WITH RELATED PAYROLL BENEFITS FOR 07-08 (NOT INCLUDING H & W)	-	-	3,031,337
ESTIMATE OF NON-REPRESENTED EMPLOYEES SALARY INCREASES WITH RELATED PAYROLL BENEFITS FOR 07-08 (NOT INCL. H & W)	-	-	689,943
OPERATING SURPLUS/(DEFICIT)	1,547,359	18,793,518	(3,635,785)
ONE-TIME FUNDING/(EXPENDITURES)			
STABILIZATION 08-09	2,961,248	2,076,067	3,844,569
PERFORMING ARTS CENTER	(1,000,000)	(1,000,000)	(1,000,000)
ONE-TIME HAY STUDY PAYMENT W/ RELATED PAYROLL BENEFITS	-	(897,633)	(897,633)
PRIOR YEAR ADJUSTMENT	-	-	1,729,369
OPERATING SURPLUS/(DEFICIT) WITH ONE-TIME ITEMS	3,508,607	18,971,952	40,520
BEGINNING BALANCE	15,960,596	15,960,596	15,960,596
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
DESIGNATED RESERVES FOR:			
GLOBAL EDUCATION INITIATIVE 2008-2010	(400,000)	-	(400,000)
UNFUNDED RETIREE BENEFITS	(2,000,000)	-	(2,000,000)
CSEA FUTURE COST OF HAY STUDY*	(1,000,000)	-	-
VACANT POSITIONS WITH RELATED PAYROLL BENEFITS (NOT INCLUDING H & W)	(3,150,874)	-	(3,150,874)
ESTIMATE OF BOARD OFFERED SALARY INCREASES/RETRO WITH RELATED PAYROLL BENEFITS (NOT INCLUDING H & W)*	(2,535,934)	-	-
POTENTIAL REVENUE DEFICIT - FTES LOSS & STABILIZATION	(2,961,248)	-	(2,961,248)
CONTINGENCY RESERVE/ENDING BALANCE	7,421,147	34,932,548	7,488,994
FUND BALANCE RATIO TO TTL EXPENSES & TRANSFERS**	5.60%	65.54%	5.51%
*Applied to salary increases.			
**Chancellor's Office recommended ratio is 5%.			

RESTRICTED GENERAL FUND 01.3 REVENUE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL REVENUES	2007-2008 PROJECTED BUDGET
FEDERAL			
VTEA-VOCATIONAL AND TECHNICAL EDUCATION ACT	434,168	139,588	434,168
FWS-FEDERAL WORK STUDY	639,087	47,658	639,087
RADIO GRANTS	1,938,202	754,194	1,938,202
TANF-TEMPORARY ASSIST FOR NEEDY FAMILIES	79,378	41,276	79,378
TECH PREP	76,648	12,397	76,648
FEDERAL CARRYOVERS	957,258	391,121	957,258
OTHER FEDERAL	2,943,756	70,276	3,035,756
TOTAL FEDERAL	7,068,497	1,456,510	7,160,497
STATE			
LOTTERY	686,309	686,309	686,309
INSTRUCTIONAL EQUIP/LIBRARY MATERIALS	238,055	123,789	238,055
TTIP-TELECOM & TECH INFO PROGRAMS	36,363	18,909	36,363
SFAA-STUDENT FINANCIAL AID ADMIN	628,089	351,174	675,333
EOPS-EXTENDED OPPORTUNITY PROG & SERV	1,198,092	623,007	1,409,660
CARE-COOP AGENCIES RESOURCES FOR EDUCATION	94,422	49,100	102,960
DSPS-DISABLED STUDENTS PROGRAM & SERVICES	1,234,100	641,732	1,321,264
NON-CREDIT MATRICULATION	25,735	13,383	47,265
MATRICULATION	1,270,698	629,804	1,371,812
MATRICULATION-TRANSFER RELATED	64,500	64,500	64,500
STAFF/FACULTY DIVERSITY	21,117	11,564	21,117
CALWORKS	343,114	178,419	343,114
ENROLLMENT GROWTH	57,142	25,142	57,142
TRANSFER AND ARTICULATION	5,000	5,000	5,000
SCHEDULE OF MAINTENANCE-ONGOING	238,076	123,800	238,076
INSTRUCTIONAL EQUIP/LIBRARY MATERIALS-ONE-TIME	65,639	65,639	65,639
SCHEDULE OF MAINTENANCE-ONE-TIME	65,638	65,638	65,638
STATE CARRYOVERS	2,575,682	2,241,447	2,575,682
OTHER STATE	3,633,384	1,193,485	3,558,127
TOTAL STATE	12,481,155	7,111,841	12,883,056
LOCAL			
PICO PARTNERSHIP	150,000	-	150,000
HEALTH FEES	895,797	845,117	895,797
PARKING FEES	1,661,300	1,301,757	1,661,300
DONATIONS-KCRW	4,764,294	688,040	4,764,294
COMMUNITY SERVICES	750,000	496,358	750,000
COUNTY CALWORKS	81,144	38,456	81,144
CONSOLIDATED CONTRACT ED-LOCAL	22,530	-	22,530
PERFORMING ARTS CENTER	322,055	-	322,055
LOCAL CARRYOVERS	280,567	57,110	280,567
OTHER LOCAL	2,194,778	1,134,112	2,194,778
TOTAL LOCAL	11,122,465	4,560,950	11,122,465
TOTAL REVENUE	30,672,117	13,129,301	31,166,018
TRANSFERS IN - PERFORMING ARTS CENTER	1,000,000	1,000,000	1,000,000
TOTAL REVENUE AND TRANSFERS	31,672,117	14,129,301	32,166,018

RESTRICTED GENERAL FUND 01.3 EXPENDITURE BUDGET

ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL EXPENDITURES	2007-2008 PROJECTED EXPENDITURES
INSTRUCTION	87,023	5,201	87,023
MANAGEMENT	1,669,461	432,539	1,749,885
NON-INSTRUCTION	993,699	510,914	1,048,819
HOURLY INSTRUCTION	129,503	20,175	129,503
HOURLY NON INSTRUCTION	2,127,823	1,008,432	2,239,756
TOTAL ACADEMIC	5,007,509	1,977,261	5,254,986
CLASSIFIED REGULAR	2,018,504	803,185	2,039,958
CLASSIFIED MANAGERS	444,364	122,790	444,364
CLASS REG INSTRUCTION	57,750	9,779	57,750
CLASSIFIED HOURLY	2,362,952	815,349	2,381,870
CLASS HRLY INSTRUCTION	788,000	111,540	788,000
TOTAL CLASSIFIED	5,671,570	1,862,643	5,711,942
BENEFITS HOLDING ACCOUNT FOR ALL BENE	2,422,648	-	1,803,985
STRS	-	134,245	134,245
PERS	-	96,906	96,906
OASDHI	-	108,262	108,262
H/W	-	228,042	228,042
SUI	-	1,696	1,696
WORKERS' COMP.	-	49,446	49,446
ALTERNATIVE RETIREMENT	-	20,219	20,219
TOTAL BENEFITS	2,422,648	638,816	2,442,801
TOTAL SUPPLIES	1,439,172	200,659	1,476,929
CONTRACTS/SERVICES	9,114,493	3,094,472	9,309,213
INSURANCE	1,972,500	955,848	1,972,500
UTILITIES	257,720	86,333	257,720
TOTAL SERVICES	11,344,713	4,136,653	11,539,433
BLDG & SITES	2,394,063	537,241	2,394,063
EQUIPMENT	2,546,105	613,597	2,441,962
TOTAL CAPITAL	4,940,168	1,150,838	4,836,025
TOTAL EXPENDITURES	30,825,780	9,966,870	31,262,116
OTHER OUTGO - FINANCIAL AND STUDENT AIDS	635,338	283,768	691,162
OTHER OUTGO - TRANSFERS	210,999	58,437	212,740
TOTAL OTHER OUTGO	846,337	342,205	903,902
TOTAL EXPENDITURES & OTHER OUTGO	31,672,117	10,309,075	32,166,018

RESTRICTED GENERAL FUND 01.3 FUND BALANCE ANALYSIS			
ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL FUND BALANCE	2007-2008 PROJECTED FUND BALANCE
TOTAL REVENUES AND TRANSFERS	31,672,117	14,129,301	32,166,018
TOTAL EXPENDITURES AND TRANSFERS	31,672,117	10,309,075	32,166,018
OPERATING SURPLUS/(DEFICIT)	-	3,820,226	-
BEGINNING BALANCE	-	-	-
ADJUSTMENT TO BEGINNING BALANCE	-	-	-
CONTINGENCY RESERVE/ENDING FUND BALANCE	-	3,820,226	-
FUND BALANCE RATIO TO TTL EXPENDITURES & TRANSFER	0.00%	37.06%	0.00%

SPECIAL RESERVE FUND 40.0

ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL	2007-2008 PROJECTED
REVENUES			
CAPITAL OUTLAY - LIBERAL ARTS	495,000	-	495,000
INTEREST	100,000	74,351	150,000
NONRESIDENT CAPITAL CHARGE	1,925,000	1,444,794	1,925,000
LOCAL INCOME - REDEVELOPMENT	6,167,070	6,167,070	6,167,070
TOTAL REVENUES	8,687,070	7,686,215	8,737,070
EXPENDITURES			
SUPPLIES	46,550	777	46,550
CONTRACT SERVICES	568,743	65,217	568,743
CAPITAL OUTLAY	11,029,943	6,588,017	11,079,943
TOTAL EXPENDITURES	11,645,236	6,654,011	11,695,236
OPERATING SURPLUS/(DEFICIT)	(2,958,166)	1,032,204	(2,958,166)
BEGINNING BALANCE	2,958,166	2,958,166	2,958,166
CONTINGENCY RESERVE/ENDING FUND BALANCE	-	3,990,370	-

EARTHQUAKE FUND 41.0			
ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL	2007-2008 PROJECTED
REVENUES			
FEDERAL/FEMA FUNDING	-	-	-
INTEREST	-	-	-
TOTAL REVENUES	-	-	-
EXPENDITURES			
CONTRACT SERVICE	4,515	-	4,515
CAPITAL OUTLAY	3,090,000	-	3,090,000
TRANSFER OUT	-	-	-
TOTAL EXPENDITURES	3,094,515	-	3,094,515
OPERATING SURPLUS/(DEFICIT)	(3,094,515)	-	(3,094,515)
BEGINNING BALANCE	3,094,515	3,094,515	3,094,515
CONTINGENCY RESERVE/ENDING FUND BALANCE	-	3,094,515	-

BOND FUND - PROP T 42.1			
ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL	2007-2008 PROJECTED
REVENUES			
INTEREST	-	-	-
OTHER FINANCING SOURCES	-	2,027	2,027
TOTAL REVENUES	-	2,027	2,027
EXPENSES			
SUPPLIES	-	-	-
CAPITAL OUTLAY	18,113	20,140	20,140
TOTAL EXPENSES	18,113	20,140	20,140
OPERATING SURPLUS/(DEFICIT)	(18,113)	(18,113)	(18,113)
BEGINNING BALANCE	18,113	18,113	18,113
CONTINGENCY RESERVE/ENDING FUND BALANCE	-	-	-

MEASURE U FUND 42.2			
ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL	2007-2008 PROJECTED
REVENUES			
OTHER FINANCING SOURCES	-	2,038	2,038
INTEREST	500,000	354,374	500,000
TOTAL REVENUES	500,000	356,412	502,038
EXPENDITURES			
SUPPLIES	10,000	30,662	60,000
CONTRACT SERVICES	55,000	66,137	133,000
CAPITAL OUTLAY****	22,915,713	(1,898,833)	22,789,751
TOTAL EXPENDITURES	22,980,713	(1,802,034)	22,982,751
OPERATING SURPLUS/(DEFICIT)	(22,480,713)	2,158,446	(22,480,713)
BEGINNING BALANCE	22,480,713	22,480,713	22,480,713
CONTINGENCY RESERVE/ENDING FUND BALANCE	-	24,639,159	-
**** The negative expenditure reflects a transfer of expenditures to Fund 40.0 related to redevelopment reimbursement claims.			

MEASURE S FUND 42.3			
ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL	2007-2008 PROJECTED
REVENUES			
OTHER FINANCING SOURCES	-	4,748	4,748
INTEREST	1,600,000	526,404	1,600,000
TOTAL REVENUES	1,600,000	531,152	1,604,748
EXPENDITURES			
SUPPLIES	25,000	14,565	25,000
CONTRACT SERVICES	450,000	139,699	450,000
CAPITAL OUTLAY	38,287,131	1,814,336	38,291,879
TOTAL EXPENDITURES	38,762,131	1,968,600	38,766,879
OPERATING SURPLUS/(DEFICIT)	(37,162,131)	(1,437,448)	(37,162,131)
BEGINNING BALANCE	37,162,131	37,162,131	37,162,131
CONTINGENCY RESERVE/ENDING FUND BALANCE	-	35,724,683	-

STUDENT FINANCIAL AID 74.0

ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL	2007-2008 PROJECTED
REVENUES			
FEDERAL GRANTS	12,554,354	5,493,221	12,554,354
CAL. GRANTS	1,226,500	594,034	1,226,500
TRANSFER	296,118	131,209	296,118
TOTAL REVENUES	14,076,972	6,218,464	14,076,972
EXPENDITURES			
FINANCIAL AID	14,076,972	6,118,423	14,076,972
OPERATING SURPLUS/(DEFICIT)	-	100,041	-
BEGINNING BALANCE	-	-	-
ENDING BALANCE	-	100,041	-
***Positive ending balance is a an advance payment of Cal B and C.			

AUXILIARY FUND			
ACCOUNTS	2007-2008 ADOPTED BUDGET	December 31, 2007 ACTUAL	2007-2008 PROJECTED
BEGINNING BALANCE	2,604,032	2,604,032	2,604,032
ADJ. TO BEG. BALANCE	-	-	-
ADJUSTED BEGINNING BAL.	2,604,032	2,604,032	2,604,032
REVENUES			
GROSS SALES	7,846,932	3,956,978	7,846,932
LESS: COST OF GOODS	(5,589,513)	(2,792,969)	(5,589,513)
NET	2,257,419	1,164,009	2,257,419
VENDOR INCOME	655,120	307,540	655,120
AUXILIARY PROGRAM INCOME	239,600	174,714	239,600
NET INCOME	3,152,139	1,646,263	3,152,139
INTEREST	300,000	167,590	287,000
TOTAL REVENUES	3,452,139	1,813,853	3,439,139
TOTAL FUNDS AVAILABLE	6,056,171	4,417,885	6,043,171
EXPENDITURES			
STAFFING	1,133,585	560,719	1,133,585
FRINGE BENEFITS	255,109	89,219	255,109
OPERATING	2,647,265	846,281	2,647,265
TOTAL EXPENDITURES	4,035,959	1,496,219	4,035,959
ENDING FUND BALANCE	2,020,212	2,921,666	2,007,212

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

District: (780) SANTA MONICA

CHANGE THE PERIOD
Fiscal Year: 2007-2008
Quarter Ended: (Q2) Dec 31, 2007

Line	Description	As of June 30 for the fiscal year specified		
		Actual 2004-05	Actual 2005-06	Actual 2005-07 Projected 2007-2008
Unrestricted General Fund Revenue, Expenditure and Fund Balance:				
A. Revenues:				
A 1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,898,273	114,549,061	129,659,094
A 2	Other Financing Sources (Object 8900)	51,833	82,991	100,705
A 3	Total Unrestricted Revenue (A.1 + A.2)	106,950,106	114,632,052	129,759,799
B. Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	106,221,712	111,911,800	121,902,564
B 2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	411,100	308,032	282,272
B 3	Total Unrestricted Expenditures (B.1 + B.2)	106,632,812	112,219,832	122,184,836
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	317,294	2,412,220	7,574,963
D.	Fund Balance, Beginning	6,834,088	5,586,996	8,385,633
D.1	Prior Year Adjustments + (-)	-1,564,387	386,417	0
D 2	Adjusted Fund Balance, Beginning (D + D.1)	5,269,701	5,973,413	8,385,633
E.	Fund Balance, Ending (C. + D.2)	5,586,995	8,385,633	15,960,596
F.1	Percentage of GF Fund Balance to GF Expenditures (E / B.3)	5.2%	7.5%	13.1%
				15.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,041	21,066	21,684	18,826
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	As of the specified quarter ended for each year from 2004-05 to 2007-2008			
H.2	Cash, borrowed funds only	2004-05	2005-06	2006-07	2007-2008
H.3	Total Cash (H.1 + H.2)	16,810,490	9,690,589	22,776,378	35,213,714

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Actual Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	126,699,440	130,236,517	72,210,267	55.4%
I.2	Other Financing Sources (Object 8900)	210,999	210,999	58,437	27.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	126,910,439	130,447,516	72,268,704	55.4%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	122,105,714	125,389,598	52,165,521	41.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,296,118	1,296,118	1,131,231	87.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	123,401,832	126,685,716	53,296,752	42.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	3,508,607	3,761,800	18,971,952	
L.	Adjusted Fund Balance, Beginning	15,960,596	15,960,596	15,960,596	
L.1	Fund Balance, Ending (C. + L.2)	19,469,203	19,722,396	34,932,548	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	15.8%	15.6%		

V. Has the district settled any employee contracts during this quarter? YES

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

Contract Period Settled (Specify) YYYY-YY	Actual Fund Expenditures
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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q CERTIFY QUARTERLY DATA

District: (780) SANTA MONICA

CHANGE THE PERIOD
Fiscal Year: 2007-2008
Quarter Ended: (Q2) Dec 31, 2007

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Randal Lawson

CBO Phone: 310-434-4508

CBO Signature:
Date Signed:

District Contact Person

Name: Christopher Bonvenuto

Title: Director of Fiscal Services

Telephone: 310-434-4508

Chief Executive Officer Name:

Chui L. Tsang

CEO Signature:
Date Signed:

Fax: 310-434-3607

E-Mail: bonvenuto_chris@smc.edu

Electronic Cert Date:

02/05/2008

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@ccco.edu
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BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 11, 2008

VIII. CONSENT AGENDA

Any recommendation pulled from the Consent Agenda will be held and discussed in Section IX, Consent Agenda – Pulled Recommendations

RECOMMENDATION:

The Board of Trustees take the action requested on Consent Agenda Recommendations #8-#20

Recommendations pulled for separate action and discussed in Section VIII, Consent Agenda – Pulled Recommendations:

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

IX. CONSENT AGENDA – Pulled Recommendations

Recommendations pulled from the Section VIII, Consent Agenda to be discussed and voted on separately. Depending on time constraints, these items might be carried over to another meeting.

RECOMMENDATION NO. 8 APPROVAL OF MINUTES

Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees:

January 14, 2008 (Regular Board of Trustees Meeting)

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 CONTRACTS AND CONSULTANTS

Requested Action: Approval/Ratification

9-A CONTRACT FOR RESPONSIVE TRAINING FUND PROJECT

Subcontractor: Gladstein, Neandross & Associates

Amount of Contract: \$69,900

Term of Contract: March 1, 2008 – September 30, 2008

Funding Source: CCC Chancellor Office Grant: Responsive Training Fund

Summary: SMC will contract with Gladstein, Neandross and Associates (GNA) to coordinate a series of events under the title heading of NexTrend2. GNA will secure participation of logistics-related businesses, assist in securing the event's venue, staff the event(s), and assist in the area of marketing. Two (2) events will be conducted before September 2008 – continuing SMC's leadership in the logistics workforce development arena.

GNA is widely recognized throughout the United States for its expertise on air quality issues, alternative fuel vehicles and infrastructure/energy projects. GNA has received multiple awards in recognition for their projects from elected officials, the South Coast Air Quality Management District, the Coalition for Clean Air, the Natural Gas Vehicle Coalition, and many others.

Activities and performance outcomes of this contract will be in accordance with SMC Workforce Development Department guidelines. The contract will be designed to assure SMC receives adequate support to conduct a successful conference series.

Requested by: Chito Cajayon, Dean, Workforce Development/Occupational Education

Approved by: Jeff Shimizu, Vice-President, Academic Affairs

9-B THEATRE ARTS PROGRAM

Provider: Ronald Eckerman

Amount of Contract: \$10,000

Term of Contract: Winter/Spring Semester, 2008

Funding Source: District Funds/Theater Arts Department Budget

Summary: Mr. Eckerman will provide designs for sets, sound and lighting for the Theatre Arts productions as needed during the various performance seasons.

Requested by: Perviz Sawoski, Theater Arts Department Chair

Approved by: Jeff Shimizu, Vice-President, Academic Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **CONTRACTS AND CONSULTANTS** *(continued)*

9-C **CONSULTANT TO FACILITATE PROFESSIONAL DEVELOPMENT WORKSHOP FOR TITLE V MATH GRANT**

Subcontractor: Mind Matters, Inc.

Amount of Contract: up to \$4,000 (including facilitator's fee, costs associated with travel to/from Santa Monica, and incidental expenses, such as copy costs)

Term of Contract: March 14, 2008

Funding Source: Title V Math Coop Grant

Summary: Consultant will facilitate a half-day workshop for faculty and staff, entitled "The Brain and Its Effects on Learning." This is the third in a series of workshops for Math and English faculty, particularly those who teach developmental math and English, as well as for other interested faculty, offered by the Title V Math Cooperative grant. The goal of these workshops is two-fold: 1) to increase faculty awareness of the needs of students who are underprepared for college coursework; and 2) to provide them with teaching and learning resources and best practice strategies that will help foster student success.

Requested by: Laurie McQuay-Penninger, Director, Grants/Title V Math Coop

Approved by: Jeff Shimizu, Vice-President, Academic Affairs

9-D **SMC SMALL BUSINESS DEVELOPMENT CENTER LEASE AGREEMENT**

Subcontractor: Lease Agreement with the City of Santa Monica

Amount of Contract: An annual base rent of One Dollar (\$1.00)

Term of Contract: March 2008 through February 2009

Funding Source: SMC Small Business Development Center Grant

Summary: SMC is the administrative agency of the Small Business Development Center funded by the Small Business Administration (SBA). The 2008 project will be administered by SMC's Workforce and Economic Development Office and will offer services to help Westside small businesses and business start-ups meet their entrepreneurial endeavors.

The premises total 1051.78 square feet and are intended for SMC's Small Business Development Center (SBDC). The City of Santa Monica will be responsible for paying a pro-rata share of the gas, electricity and trash removal charges attributable to the premises as well as the water and sewer utility charges attributable to the common areas. The office is located at 3400 Airport Avenue near the SMC Bundy Campus.

Requested by: Chito Cajayon, Dean, Workforce Development/Occupational Education

Approved by: Jeff Shimizu, Vice-President, Academic Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **CONTRACTS AND CONSULTANTS** *(continued)*

9-E **CONSULTANT FOR SMC'S SUPPLEMENTAL INSTRUCTION PROGRAM**

Consultant: Elizabeth Schwartz

Amount of Contract: Not to exceed \$25,000, which includes travel and necessary expenses associated with a mandatory out-of-state meeting.

Term of Contract: February 12, 2008 – June 30, 2008

Funding Source: Title V Math Coop Grant

Summary of Services: Consultant will lead institutional efforts to develop a coordinated Supplemental Instruction Program at SMC, integrating the efforts of existing programs with nationally recognized best practices to establish a program that addresses the needs of all disciplines. Specific responsibilities will include:

- 1) Engage interested faculty in discussions regarding the best use of supplemental instruction at SMC;
- 2) Assist with recruitment of supplemental instructors, including the development and distribution of recruitment materials;
- 3) Facilitate interviewing and hiring of supplemental instructors in conjunction with faculty;
- 4) Develop and implement training and supervision program for supplemental instructors; and
- 5) Evaluate program effectiveness.

Developed by the University of Missouri-Kansas City and adopted by institutions around the globe, Supplemental Instruction (SI) is a peer facilitated academic support program that targets historically difficult courses so as to improve student performance and retention by offering regularly scheduled, out-of-class review sessions. Given the cooperative spirit of SMC's Title V Math Coop grant with El Camino College, ECC has encouraged SMC's use of their staff to develop a SI program at SMC. Ms. Schwartz's knowledge of the program and what works will be instrumental as SMC develops its own program.

Requested by: Laurie McQuay-Penninger, Director, Grants/Title V Math Coop

Approved by: Jeff Shimizu, Vice-President, Academic Affairs

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **CONTRACTS AND CONSULTANTS** *(continued)*

9-F **OFF-CAMPUS SITES FOR CONTINUING AND COMMUNITY EDUCATION CLASSES, SPRING 2008**

1. Location: St. Anne's Catholic Church and School (1519 20th Street, Santa Monica,)
Class: Noncredit Citizenship
 2. Location: Fourth Street Senior Housing (1122 4th Street, Santa Monica, California)
Class: Noncredit English as a Second Language
- Cost: No cost to the District
- Comment: The lists of seminars/courses and facilities are on file in the Office of Continuing and Community Education.
- Requested by: Erica LeBlanc, Dean, Academic Affairs*
- Approved by: Jeff Shimizu, Vice-President, Academic Affairs*

9-G **CONSULTANT TO PROVIDE SESSIONS ON NONRESIDENT/FOREIGN STUDENT TAX REQUIREMENTS**

- Consultant: Davis & Davis Firm Financial
Ne'Kole Davis and Charmain Davis
- Amount of Contract: \$150 per hour, for three hours, not to exceed \$450
- Term of Contract: March 11, 14 and 18, 2008
- Funding Source: District Budget/International Education
- Summary of Services: Davis and Davis will provide three one-hour in-person information sessions for Santa Monica College F-1 students on nonresident/foreign student tax requirements. An explanation of IRS Forms 8843 and 1040EZ will be provided.
- Requested by: Al Desalles, Associate Dean (acting), International Education*
- Approved by: Teresita Rodriguez, Vice-President, Enrollment Development*

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **CONTRACTS AND CONSULTANTS** *(continued)*

9-H CONSULTANT FOR TRIO AND UPWARD BOUND PROGRAMS

Provider: William B. Clark, Senior Consultant, Clark & Associates

Fees: Not to exceed \$4,500

Effective dates: February 12 through June 30, 2008

Funding Source: TRIO Student Support Services
TRIO Upward Bound

Service: Consultant will provide training for the TRIO Upward Bound staff regarding compliance with U.S. Department of Education requirements for program development, set-up of student cohorts, data collection, and record keeping within the scope of program grants. The consultant will also conduct an independent assessment of student files and program compliance for TRIO Student Support Services.

Requested by: Darrell Goode, Director, TRIO/Pico Partnerships

Approved by: Brenda Benson, Vice-President (acting), Student Affairs

9-I PROFESSIONAL ACCOUNTING SERVICES

Provider: Vicenti, Lloyd and Stutzman LLP

Fees: Not to exceed \$10,000

Funding Source: Fiscal Services Budget

Effective Date: February 7, 2008

Summary of Services: Vicente, Lloyd and Stutzman, LLP will assist the District with the reconciliation of the payroll clearance fund (PCF). PCF is a fund that accounts for District funds held in trust (i.e. Employees portion of Federal and State taxes; tax annuities etc.). Unlike other funds that the District completely controls, there are many entries in the PCF that are made by LACOE and other vendors such as ASCIP (Alternative Retirement Plans). It is a common practice for California community colleges to obtain external accounting services for the reconciliation of these types of fiduciary funds due to the complexity of the reconciliation. Vicenti, Lloyd and Stutzman LLP has performed this service for the District in prior fiscal years and is familiar with District fiscal policies and procedures. Because the fund is not under the District's control, it is not part of the audit process. It is advantageous to use the same firm because they are familiar with the District's processes.

Requested by: Chris Bonvenuto, Director, Fiscal Services

Approved by: Randy Lawson, Executive Vice-President

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: GRANTS AND CONTRACTS

RECOMMENDATION NO. 9 **CONTRACTS AND CONSULTANTS** *(continued)*

9-J **AMENDMENT TO THE AGREEMENT WITH THE CORPORATION OF PUBLIC BROADCASTING**

Amendment: Corporation of Public Broadcasting (CPB), retroactive to October 2006, to the agreement with the Corporation of Public Broadcasting (CPB) that would change the reporting period of the CPB annual report from October through September to July through June to match the District's and KCRW Foundation's fiscal year.

Summary: When the District/KCRW originally entered into an agreement with the Corporation for Public Broadcasting the District/KCRW elected a reporting period of October to September to match the Federal fiscal year. This election has required the District/KCRW to fill out two annual reports; one for October through June and one for July through September. By amending the reporting period to match the Districts/KCRW fiscal year only one report will need to be submitted annually in the future.

Requested by: *Chris Bonvenuto, Director, Fiscal Services*

Approved by: *Randy Lawson, Executive Vice-President*

9-K **KCRW CONTRACTS AND CONSULTANTS**

Provider: PC Mall
Fees: Invoice #S40528850101, dated 12-8-07, in the amount of \$3,717.97
Service: Equipment for engineering remote transmitter

Provider: Garth Trinidad Sound, Inc
Amendment #A
Fees: \$300 per show, both on weekends and online; not to exceed \$60,000.
Effective dates: February 1, 2008 through June 30, 2008
Service: Program Services, Music programming.

Funding Source: KCRW donations

Requested by: *Cheryl Gee, Radio Station Services Assistant*

Approved by: *Don Girard, Senior Director, Government Relations/Institutional Communications*

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 10 ACADEMIC PERSONNEL

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

Requested Action: Approval/Ratification

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

ADMINISTRATIVE

CHANGE OF STATUS OF ACADEMIC MANAGEMENT POSITIONS

Lorenz, Georgia 02/01/08
 To: Dean, Academic Affairs
 From: Associate Dean, Academic Affairs

Yarrish, Julie 02/01/08
 To: Associate Dean, Online Services and Support
 From: Director, Online Services and Support

ELECTIONS

CONTRACT FACULTY

Peters, Thomas, DSPS High Tech Center 02/11/08

PROJECT MANAGERS

DeMorst, Wendi, Project manager, CAHSEE Student Recruitment 02/12/08 – 06/30/08
 Gonzalez, Roberto, Project Manager, Title V 02/19/08 – 06/30/08
 Jennings, Regina, Project Manager, CAHSEE 02/12/08 – 06/30/08
 Serano, Jenny, Project Manager, LAUP Early Start Pathway 02/19/08 – 06/30/08

Comment: The above project manager positions are categorically funded

SEPARATION

RESIGNATION

Bridewell, Patricia, Nursing Instructor 02/14/08

LIMITED RETIREMENT

Baird, Barbara, Instructor Communications 08/25/08
 Comment: Limited Retirement - 50% assignment

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

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 11 CLASSIFIED PERSONNEL – REGULAR

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources
 Approved by: Marcia Wade, Vice-President, Human Resources
 Requested Action: Approval/Ratification

Approval/ratification of the establishment of classified positions, and other actions involving classified personnel including hiring, promoting, changing work shifts, working out of classification, and advanced step placements. All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

<u>ESTABLISH</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant II (1 position) Emeritus College, 12 mos, 40 hrs	02/12/08

<u>ABOLISH</u>	<u>EFFECTIVE DATE</u>
Administrative Assistant I (1 position) Emeritus College, 12 mos, 40 hrs	02/12/08

ELECTIONS

<u>PROMOTIONS</u>	<u>EFFECTIVE DATE</u>
Joseph, Jo An, Sign Language Interpreter III, DSC	01/22/08
Cadena, Ruben, Community College Police Officer, Campus Police	12/08/07

<u>REINSTATEMENT</u>	<u>EFFECTIVE DATE</u>
Joseph, Jo An, Instructional Asst. – Learning Disabilities, DSC	01/18/08

<u>WORKING OUT OF CLASSIFICATION</u>	<u>EFFECTIVE DATE</u>
Trump, Kurt From: Campus Police Sergeant To: Community College Police Chief	02/09/08 - 06/30/08

<u>CHANGE IN WORK SHIFT/TEMPORARY</u>	<u>EFFECTIVE DATE</u>
Negron, Robert From: Community College Parking Enforcement Officer /NS-I - Campus Police, 11mos, 40 hrs To: Community College Parking Enforcement Officer/Day - Campus Police, 11mos, 40 hrs	01/21/08 – 06/30/08

<u>INCREASE IN HOURS - PERMANENT</u>	<u>EFFECTIVE DATE</u>
Sallovitz, Linda From: Administrative Assistant I, Workforce and Economics, 12 mos, 30 hrs To: Administrative Assistant I, Workforce and Economics, 12 mos, 40 hrs	02/12/08

INCREASE IN MONTHS -11 TO 12 MONTHS - PERMANENT

Joseph, Jo An

02/12/08

From: Sign Language Interpreter III, DSC, 11mos, 40 hrs

To: Sign Language Interpreter III, DSC, 12mos, 40 hrs

ADVANCE STEP PLACEMENT

Joseph, Mia, Administrative Clerk, Supt./President C

11/02/07

Reza, Jennifer, Student Services Clerk, Financial Aid B

11/13/07

SEPARATION

LEAVE OF ABSENCE WITHOUT PAY

39-MONTH REEMPLOYMENT LIST (Medical)

Triggs, Mary, Administrative Assistant I, Human Resources

01/31/08

RESIGNATION

Gallinot, Gary F., Interim CC Police Chief, Campus Police

02/08/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 12 CLASSIFIED PERSONNEL – LIMITED DURATION

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

Requested Action: Approval/Ratification

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

ELECTIONS

EFFECTIVE DATE

PROVISIONAL

Acquista, Andrew, Accompanist-Percussion, KD	01/02/08-04/17/08
Badaro, Luiz A, Accompanist-Percussion, KD	01/02/08-04/25/08
Badar, Luiz A, Accompanist-Percussion, Program Dev	01/02/08-04/25/08
Bates, Bryan, Stage Construction Tech, Theatre Arts	01/02/08-05/14/08
Blanchard, Keith, Stage Construction Tech, Theatre Arts	01/02/08-04/22/08
Blickensderfer, James, Stage Construction Tech, Theatre Arts	01/02/08-05/14/08
Brundage, Kirk, Accompanist-Percussion, KD	02/11/08-06/17/08
Chegwidden, David, Accompanist-Percussion, Program Dev	01/02/08-05/09/08
Cho, Yoona, Instructional Assistant-English	01/02/08-04/11/08
Colton, Bradley, Accompanist-Percussion, KD	01/02/08-05/02/08
Cummings, Kahlil, Accompanist-Percussion, KD	01/02/08-05/09/08
Cummings, Kahlil, Accompanist-Percussion, Program Dev	01/02/08-05/09/08
Donaldson, Frank, Stage Construction Tech, Theatre Arts	01/02/08-05/23/08
Emata, Myrna, Accompanist-Performance, Emeritus	01/02/08-05/19/08
Gervais, Jennifer, Stage Construction Tech, Theatre Arts	01/02/08-05/23/08
Gragg, David, Stage Construction Tech, Theatre Arts	01/02/08-05/20/08
Harrison, Hubert L, Voc Instructional Assistant-Cosmetology	01/02/08-03/11/08
Holmblad, Kristi, Instructional Assistant-English	01/02/08-04/17/08
Krawczyk, Michelle, Stage Construction Tech, Theatre Arts	01/02/08-05/16/08
Marin, Anne, Stage Construction Tech, Theatre Arts	01/02/08-05/23/08
McDonald, Alonzo, Stage Construction Tech, Theatre Arts	01/02/08-05/12/08
Mitchell, Ian, Stage Construction Tech, Theatre Arts	01/02/08-03/11/08
Nason, Nancy, Instructional Assistant-English	01/02/08-03/14/08
Navarro, Elizabeth, Student Services Clerk, EOP&S	01/02/08-05/14/08
Nesteruk, Gary, Accompanist-Performance, Emeritus	01/02/08-05/02/08
Ong, Maria, Payroll Specialist, Fiscal Services	01/14/08-03/18/08
Ory, Robert, Stage Construction Tech, Theatre Arts	01/02/08-05/22/08
Robinson, Dewain, Stage Construction Tech, Theatre Arts	01/02/08-05/14/08
Rutledge, Kristie, Costume Design Technician, Theatre Arts	01/02/08-03/18/08
Schwarz, Virginia, Instructional Assistant-English	01/02/08-03/24/08
Sow, Malik, Accompanist-Percussion, Program Dev	01/02/08-05/09/08
Spiva Jr, Derrick, Accompanist-Percussion, KD	01/02/08-05/09/08
Spiva Jr, Derrick, Accompanist-Percussion, Program Dev	01/02/08-05/09/08
Thomas, Adrian, Stage Construction Tech, Theatre Arts	01/02/08-05/22/08
Vu, Nhuhoa, Payroll Specialist, Fiscal Services	01/17/08-05/28/08

LIMITED TERM

Walker, Frederick, Accompanist-Percussion, KD	01/02/08-04/23/08
Williams, Donnie, Voc Instr Assistant-Cosmetology	01/02/08-03/24/08
Wright, Samantha, Costume Design Technician, Theatre Arts	01/02/08-03/18/08
Alvarez, Amanda, Counseling Aide, TRIO	01/02/08-06/09/08
Casillas, Veronica, Registration/Info Clerk, Financial Aide	01/02/08-05/28/08
Cohen-Basi, Meitel, Registration/Info Clerk, Financial Aide	01/02/08-05/15/08
Ellison, Monti L, Accompanist-Percussion, KD	01/02/08-06/16/08
Fayyaz, Kashif, Counseling Aide, TRIO	01/02/08-04/15/08
Fayyaz, Saqib, Counseling Aide, TRIO	01/02/08-06/12/08
Fields, Terelle, Registration/Information Clerk, Financial Aide	01/02/08-03/25/08
Fokeh, Christina, Registration/Information Clerk, Matriculation	01/02/08-06/03/08
Francis, Ashley, Counseling Aide, African-American Ctr	01/02/08-04/02/08
Franke-Hoff, Isolde, Counseling Aide, Disabled Student Ctr	01/02/08-03/11/08
Gerhold, Thomas, Accompanist-Performance, Emeritus	01/02/08-06/09/08
Hayton, Brian, Registration/Information Clerk, ISC	01/02/08-04/15/08
Jackson, Glenda, Counseling Aide, EOPS	01/02/08-02/26/08
Jackson, Jessie, Counseling Aide, African-American Ctr	01/02/08-03/18/08
Labarge, Molly, Instructional Assistant-English	01/02/08-04/09/08
Leal, Andrea, Registration/Information Clerk, Matriculation	01/02/08-04/15/08
Menjivar, Raul, Counseling Aide, EOPS	01/02/08-04/22/08
Munoz, Andres, Registration/Information Clerk, Matriculation	01/02/08-04/14/08
Murphy, Diane, Registration/Information Clerk, Financial Aide	01/02/08-03/06/08
Nakama, Jeffrey, Registration/Information Clerk, ISC	01/02/08-04/04/08
Ngo, Anh-Tuyet Thi, Registration/Information Clerk, ISC	01/02/08-03/14/08
Nguyen, Ha, Registration/Information Clerk, ISC	01/02/08-02/26/08
Ong, Maria, Registration/Information Clerk, Financial Aide	01/02/08-04/28/08
Ritz, Beauty, Registration/Information Clerk, Financial Aide	01/02/08-06/17/08
Rose, Gary, Maintenance Director, Maintenance	01/08/08-06/30/08
Szesnat, Kyle, Registration/Information Clerk, Financial Aide	01/02/08-02/27/08
Zheng, Jin, Registration/Information Clerk, Financial Aide	01/02/08-05/08/08

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 13 CLASSIFIED PERSONNEL - NON MERIT

Reviewed by: Sherri Lee-Lewis, Dean, Human Resources

Approved by: Marcia Wade, Vice-President, Human Resources

Requested Action: Approval/Ratification

All personnel assigned will be elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

STUDENT EMPLOYEES

CalWORKS 01
\$8.00/hr

College Student Assistant 31
\$8.00/hr (STHP)

College Work-Study Student Assistant 18
\$8.00/hr (FWS)

SPECIAL SERVICE

Tutorial Aide 02
\$10.50

Community Services Specialist 1 03
\$35.00/hr

Community Services Specialist II 01
\$50.00/hr

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 FACILITIES

Requested by: Greg Brown, Director of Facilities and Planning

Approved by: Randal Lawson, Executive Vice-President

Requested Action: Approval/Ratification

14-A CHANGE ORDERS NO. 45 and 46 – MUSIC AND PERFORMING ARTS, MADISON

Change Order No. 45 & 46 - FTR INTERNATIONAL on the New Music and Performing Arts Complex, Madison Campus:

Original Contract Amount	\$30,780,000
Previously approved Change Orders 1 – 44	3,032,459
Change Order No. 45	29,306
Change Order No. 46	<u>212,941</u>
Revised Contract Amount	\$ 34,054,706
Original Contract Time	670 days
Previous Time Extensions	<u>0 days</u>
Revised Contract Time	670 days
Time Extension this Change Order	<u>0 days</u>
Current Revised Contract Time	670 days

Funding Source: Measures S / U

Comment: Change Order No. 45 provides for the relocation of Sump Pumps 1 & 2 and revised point of connection. Remove existing plaster ceiling in East wing to investigate condition of existing joists to include temporary shoring for safety, provide power to exit lights and revise circuits as required for emergency lighting.

Change Order No. 46 provides for revisions to the trash enclosure footing width, excavation and removal of unsuitable soils at the south west corner of the parking lot, revisions to framing details at windows 109 and 212, revisions to roof edge and fascia finish at the west mechanical court area, revisions to exterior metal stud framing due to long vertical spans, revisions to site conduit and wiring to accommodate distance requirements and provide outlets for future use, revised electrical circuiting to coordinate theatrical dimming and miscellaneous lighting functions, revisions to panel and circuit designations, and misc. electrical changes to coordinate design intent, provide attachment details for orchestra lift platform, revisions to rail adjacent to wheelchair lift to comply with code, add "non-potable water" labels to landscape irrigation and miscellaneous piping required by the City of Santa Monica, and cut and grind smooth miscellaneous handrails which interfered with reflector configuration.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 **FACILITIES** *(continued)*

14-B **PROJECT CLOSE OUT – REPLACEMENT SHUTTLE LOT**

Subject to completion of punch list items by TRIMAX CONSTRUCTION CORP. authorize the Executive Vice President, without further action of the Board of Trustees, to accept the project described as REPLACEMENT SHUTTLE LOT as being complete upon completion of punch list items by TRIMAX CONSTRUCTION CORP. The Executive Vice President 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.

14-C **SUBSTITUTION OF SUBCONTRACTORS –CAMPUS QUAD**

TRIMAX CONSTRUCTION CORPORATION, general contractor for the CAMPUS QUAD project requests the following subcontractor substitution:

WATER FEATURE: From listed sub-contractor S & S PLUMBING, Glendale, CA to CONDOR INC, El Monte, CA.

Comment: The sub-contractor for the water feature is being substituted on the Quad project because they are too busy and do not have time to do the job so they never completed their contract with the general contractor. However, one of the few legal terms in the Public Contract Code must be used and the closest one is “could not enter into a contract”.

14-D **AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES – STUDENT SERVICES AND ADMINISTRATION**

Amend the agreement with CHRISTOPHER A. JOSEPH & ASSOCIATES for environmental analysis services for the Student Services and Administration Building for an additional \$15,000 plus reimbursable expenses.

Funding Source: State Capital Outlay Funds, Measure S, Measure U

Comment: This amendment covers additional work necessary to the complexity of the project and additional public outreach.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 14 **FACILITIES** *(continued)*

14-E AGREEMENT FOR ARCHITECTURAL SERVICES – BOOKSTORE MODERNIZATION, DRESCHER HALL

Agreement with STEINBERG ARCHITECTS for scope study and building programming for the Bookstore Modernization, Drescher Hall for \$315,000 plus reimbursable expenses.

Funding Source: District Capital Outlay Funds, Bookstore Funds

Comment: This study will determine the space requirements and scope of work for the Bookstore Modernization project at Drescher Hall.

14-F AGREEMENT FOR ARCHITECTURAL SERVICES – PICO PROMENADE IMPROVEMENTS, PHASE I

Agreement with STEINBERG ARCHITECTS for architectural design services for the Pico Promenade Improvements, Phase I for \$96,000 plus reimbursable expenses.

Funding Source: Measure S

Comment: The first phase of the Pico Promenade is in front of Parking Structure A, from 16th to 17th Street. It includes landscaping, painting of the structure and signage to include parking spaces available. This agreement is contingent on the Board's approval of Recommendation No. 1 - Student Services Replacement, Bookstore Modernization, Pico Promenade Improvement Project.

14-G AGREEMENT FOR CONSULTING SERVICES – CHILD DEVELOPMENT CENTER

Agreement with Childcare Planning Associates for consulting services for the Child Development Center for an amount not to exceed \$16,000 plus reimbursable expenses.

Funding Source: Measure S

Comment: A planning group consisting of college and City of Santa Monica representatives are currently working on the Final Project Proposal for submittal to the state. The group has asked for additional technical expertise from a consultant on center functions and operations. This consultant has had many years of planning, opening and operating Child Care Centers.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 11, 2008

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 15 BUDGET TRANSFERS

Requested by: Chris Bonvenuto, Director of Fiscal Services

Approved by: Randal Lawson, Executive Vice-President

Requested Action: Approval/Ratification

15-A FUND 01.0 – GENERAL FUND - UNRESTRICTED

Period of: December 19, 2007 – January 29, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	0
2000	Classified/Student Salaries	26,900
3000	Benefits	-400
4000	Supplies	4,400
5000	Contract Services/Operating Exp	-882
6000	Sites/Buildings/Equipment	-8,100
7000	Other Outgo/Student Payments	-21,918
Net Total:		0

15-B FUND 01.3 – GENERAL FUND - RESTRICTED

Period of: December 19, 2007 – January 29, 2008

Object Code	Description	Net Amount of Transfer
1000	Academic Salaries	23,500
2000	Classified/Student Salaries	-48,639
3000	Benefits	23,777
4000	Supplies	-10,645
5000	Contract Services/Operating Exp	39,803
6000	Sites/Buildings/Equipment	19,204
7000	Other Outgo/Student Payments	0
Net Total:		0

Comment: The Adopted Budget needs to be amended to reflect the totals of the departmental budgets. The current system of the Los Angeles County Office of Education requires Board approvals each month for budget adjustments. Only the net amount of the transfers in or out of the object codes is shown. In addition to the budget adjustments, transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 11, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 16 COMMERCIAL WARRANT REGISTER

Requested by: Robin Quaile, Accounts Payable Supervisor

Approved by: Randal Lawson, Executive Vice-President

Requested Action: Approval/Ratification

Requested Action: Approval/Ratification

November 1 – November 30, 2007	2818-2852	\$7,202,746.86
December 1 – December 31, 2007	2854-2890	\$4,096,437.05

Comment: The detailed Commercial Warrant documents are on file in the Accounting Department.

RECOMMENDATION NO. 17 PAYROLL WARRANT REGISTER

Requested by: Ian Fraser, Payroll Manager

Approved by: Randal Lawson, Executive Vice-President

Requested Action: Approval/Ratification

November 1 – November 30, 2007	C1D – C2E	\$ 9,221,131.91
December 1 – December 31, 2007	C1E – C2F	\$9,224,132.93

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

RECOMMENDATION NO. 18 REISSUE OF PAYROLL WARRANT

Requested by: Ian Fraser, Payroll Manager

Approved by: Randal Lawson, Executive Vice-President

Requested Action: Approval/Ratification

Warrants not presented to the county treasurer within six (6) months after being issued are void; therefore, it is requested that LACOE draw a new warrant to replace void warrant No. 7152000 in the amount of \$2,097.73 for adjunct faculty James P. Apostolos.

Comment: The warrant is beyond the four (4) year limitation.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	February 11, 2007

CONSENT AGENDA: FACILITIES AND FISCAL

RECOMMENDATION NO. 19 AUXILIARY PAYMENTS & PURCHASE ORDERS

Requested by: *George Prather, Director of Auxiliary Services*

Approved by: *Randal Lawson, Executive Vice-President*

Requested Action: *Approval/Ratification*

It is recommended that the following Auxiliary Operations payments and Purchase Orders be ratified. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore, Trust and Other Auxiliary Funds.

	Payments	Purchase Orders
December 1 – December 31, 2007	\$797,113	\$11,820

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

RECOMMENDATION NO. 20 DIRECT, BENEFIT & STUDENT GRANT PAYMENTS

Requested by: *Robin Quaile, Accounts Payroll Supervisor*

Approved by: *Randal Lawson, Executive Vice-President*

Requested Action: *Approval/Ratification*

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.

November 1 – November 30, 2007	D000468 – D000515	\$59,319.43
	B000211 – B000289	\$2,034,832.23
	ST00034 – ST00047	\$12,881.20
December 1 – December 31, 2007	December 1 – December 31, 2007	
	D000516 – D000638	\$98,892.50
	B000290 – B000349	\$152,315.90
	ST	\$ 0

D – Direct Payments

B – Benefit Payments (health insurance, retirement, etc.)

ST – Student Grant Payments

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	February 11, 2008

BOARD POLICY

RECOMMENDATION NO. 21

SUBJECT: **BOARD POLICY: SECOND READING AND APPROVAL OF BOARD POLICY 6350 NAMING OF COLLEGE FACILITIES - RECOGNITION**

SUBMITTED BY: Superintendent/President

SUMMARY: It is recommended that the Board of Trustees conduct a second reading and approve revised Board Policy 6350 – Naming of College Facilities – Recognition.

BP 6350 Naming of College Facilities – Recognition

A District facility may be named in honor of an individual if he/she has made a significant contribution to the District through gifts and/or service.

The Board of Trustees may recognize gifts of significant monetary value or service from individuals, corporations, and foundations to the District's Auxiliary/Foundation Organizations or to the Santa Monica Community College District by naming college facilities in honor of the donor.

Reference: Education Code Sections 72670, 72674

COMMENT: This revision updates Board Policy 6350 to include the activities of all the District's Auxiliary/Foundation Organizations. At the present time, these organizations are the *Santa Monica College Foundation*; *The KCRW Foundation, Inc.*; and the *Madison Project*.

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

BOARD OF TRUSTEES	INFORMATION
Santa Monica Community College District	February 11, 2008

XI. INFORMATION ITEM H

**SUBJECT: CITIZENS' BOND OVERSIGHT COMMITTEE MEETING,
JANUARY 16, 2008**

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, January 16, 2008 in the Athletic Department Skybox , Santa Monica College, 1900 Pico Boulevard, Santa Monica College.

I. CALL TO ORDER - 8:10 a.m.

2. ROLL CALL

Sylvia Rose, Chair – Present
Deborah Arvesen – Present
Clarence Chapman – Absent
Ralph Erickson – Present
Paul Leoni - Present
Belinda Philips – Absent
Lorraine Sanchez – Present

Others Present:

Greg Brown, Director of Facilities and Planning
Lisa Rose, Committee Coordinator
Bruce Smith, Public Information Officer
Charlie Yen, Director, Events and Contracts

3. APPROVAL OF MINUTES – October 17, 2007

Motion was made by Paul Leoni and seconded by Deborah Arvesen to approve the minutes of October 17, 2007. *Unanimously approved.*

4. REPORTS and DISCUSSION

Reports provided to members:

Measure U

- Project Schedule
- Budget
- Expenditures

Measure S

- Project Schedule
- Budget
- Expenditures

Bond Sales/Expenses Report

Design Awards

It was reported that Santa Monica College won five design awards in 2007 - three for the Theater Arts complex, and one each for the Bundy campus and the Performing Arts Center.

Measure U Projects:

- (I and K) HSS complex has been successfully completed and occupied.
- (M) North Quad Plaza: The project started in December, 2007 and will be completed in two phases to minimize disruption.
- (O) Student Services Building: The District has started planning this project and has proposed adding other elements to improve the college's Pico frontage. The overall improvements along Pico will now be called Student Services, Bookstore Modernization and Pico Promenade project to shift the focus of the college to Pico Boulevard. The plan shown to the public involves moving the Bookstore to Drescher Hall first floor and includes some student concessions that could benefit the community. It also includes underground parking (#9 on Measure S list). There will be major improvements to transit stops, and the District will work with the City of Santa Monica and the Big Blue Bus to create a large single stop in front of Drescher Hall. Several community meetings have been held and a presentation will be made to the Board for approval at the meeting on February 11th.

The cost for this project will most likely be higher, and the District's consultants are currently working on an updated budget that will be presented at the next meeting. So far, those from the campus and community who have seen the plan feel that it fulfills an important priority to improve the college's Pico frontage.

Currently, there is a minimum of \$34 million committed for this project (Measure U and S, and state funds). The District plans to refinance Measure U that will hopefully result in additional funds to augment the construction costs for the project. The District will request additional state funds based on the construction costs. Other funding in the form of refinance or Certificates of Participation (COPs) will be used to augment the funding of the project.

- (Q) Infrastructure and Safety: Two projects currently underway are (1) update of the campus police video surveillance system and (2) update of the current Information Technology computer center.

Measure S Projects

- (1-A) Athletic Fields Phase 1, John Adams: The renovation of the field at John Adams Middle School will start this summer. It will include a soccer field, another field lined for football and softball, and a new fence on Ocean Park Blvd.
- (1) Corsair Field: The District will begin an upgrade to the field by changing to artificial turf, resurfacing the track and upgrading/improving the lighting.
- (2) Performing Arts Complex (Madison): Construction is progressing and will be completed sometime in April or May, 2008.
- (5) Childcare Center: Discussions are starting with the City of Santa Monica on a cooperative project.
- (6) Malibu Site Acquisition: \$25 million is committed for a site in the Malibu Civic Center area.

- (8) Roadway Improvements: The District has received approval by the City of Los Angeles to proceed with the new driveway project at the Bundy campus. This will involve moving the driveway to the north side of campus which will move the bus route away from neighbors. The project will start later in spring 2008.

Bond Sales

- The District is planning to issue \$11 million of Measure U bonds in 2008-09 and at the same time refinance Measure U.

6. PUBLIC COMMENTS

None

7. ADJOURNMENT – 9:09 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, April 16, 2008 at 8 a.m. at the SMC Madison campus, to be followed by a tour of the Performing Arts Center and Music Academy.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	February 11, 2008

XI. **BOARD COMMENTS AND REQUESTS**

XII. **ADJOURNMENT**

The meeting will be adjourned in memory of **Siew Kwan Chong**, father-in-law of Jocelyn Chong, Dean of Information Technology; and **Pete Manion**, father-in-law of Fran Manion, Math Department Chair.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Monday, March 10, 2008** 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.