

BOARD OF TRUSTEES	SPECIAL MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 20, 2005

A G E N D A

A special 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, June 20, 2005.

5:30 p.m. - Closed Session

7:00 p.m. - Public Meeting

I. ORGANIZATIONAL FUNCTIONS

A Call to Order

B Roll Call

Carole Currey, Chair
Nancy Greenstein, Vice-Chair
Dr. Susan Aminoff
Dr. Dorothy Ehrhart-Morrison
Rob Rader
Herbert Roney
Dr. Margaret Quiñones
Belinda Phillips, Student Trustee

II. CLOSED SESSION (Scheduled for 5:30 p.m.)

- Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION

C Pledge of Allegiance

IV. PUBLIC COMMENTS

Members of the public may address the Board of Trustees by oral presentation **concerning an item on the special meeting agenda** provided the requirements and procedures herein set forth are observed (see page 2).

V. MAJOR ITEMS OF BUSINESS

Page No.

#1	Superintendent/President Search - Recruitment Profile	3
#2	2005-06 Tentative Budget	7

VI. ADJOURNMENT:

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Wednesday, July 6 2005 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.

***SPECIAL MEETING OF THE BOARD OF TRUSTEES
PUBLIC PARTICIPATION***

Addressing the Board of Trustees

Members of the public may address the Board of Trustees by oral presentation **concerning an item on the special meeting agenda** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a special meeting of the Board of Trustees 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.
2. The card to speak concerning an item on the special meeting agenda must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item on the agenda.
3. 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.

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

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

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	Action
Santa Monica Community College District	June 20, 2005

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUPERINTENDENT/PRESIDENT SEARCH
RECRUITMENT PROFILE

It is recommended that the Board of Trustees review and approve the following recruitment profile to be used for the Superintendent/President search.

Comment: The proposed profile was developed with input from college constituencies and has been reviewed and recommended by the Search Committee. Following Board approval of the profile, the Search Consultant will initiate the application and recruitment phase of the search.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

SANTA MONICA COMMUNITY COLLEGE DISTRICT

Santa Monica, California

THE DISTRICT:

Santa Monica Community College district is a single campus district that is governed by a seven member Board of Trustees, elected at large, and a student trustee. The District serves the cities of Santa Monica and Malibu, and has a policy of open access that draws a large percent of its students from the greater Los Angeles area.

THE COLLEGE:

Santa Monica College was founded in 1929 and its primary missions include transfer, professional training, basic skills training, and life-long learning programs. The College is known for its innovation and responsiveness to community needs. Santa Monica College has an extensive International Students Program, a renowned arts program, an Emeritus College for older adults, KCRW, a flagship station of National Public Radio, the Academic of Entertainment and Technology, the High School Dual Enrollment program and a number of other special programs. Santa Monica College prides itself on its extraordinarily successful transfer program which has made the College the leader in transfer rates to the University of California and other 4-year campuses. The District serves an extremely diverse student and community population and has many innovative programs to support the needs of the various constituencies.

ENROLLMENT:

Santa Monica College has an annual enrollment of approximately 29,000 students. Students reflect the ethnic and cultural diversity of the area with 32 percent white (Non-Hispanic), 17 percent Asian/Pacific Islander, 25 percent Latino, 10 percent African-American, and 1 percent Native American. The average age is 25 and 56 percent of the students are women. The student body is enriched by more than 2,500 international students from approximately 100 countries.

FACULTY AND STAFF:

Santa Monica College has been able to attract and retain outstanding faculty, administrative personnel, and staff. The College has approximately 1,700 employees, including 1,300 faculty members.

OPERATING BUDGET:

The College has an annual operating budget in excess of \$115 million.

THE POSITION:

The Superintendent/President is the Chief Executive Officer of the College District and President of Santa Monica College. Responsibilities are carried out in keeping with the policies and expectations of the seven-member elected Board of Trustees and a student trustee, the California Community Colleges Board of Governors, and State law in a collegial manner. The Superintendent/President is responsible for assessing, planning, organizing and evaluating the resources, programs, and services of the College to meet the educational needs of the students and the community. As the educational and administrative leader of the College, the Superintendent/President represents the District with community groups, business and industry, the public school district, the California Community Colleges, public and private colleges and universities, city and county agencies and state government.

Major Challenges Facing Santa Monica College

The Board of Trustees, in consultation with internal and external constituent groups of the District, has identified major challenges facing the College. The Superintendent/ President will provide strong leadership while working collaboratively with the College community to address these issues:

- Ensuring long-term enrollment and fiscal stability.
- Developing a climate of positive relationships and trust among and between the various College constituency groups, both internal and external.
- Maintaining a leadership position in academic excellence, vocational education and educational innovation.
- Providing involved, visible, and accessible leadership and effectively representing the college in the community at large.
- Promoting policies and educational programs that reflect and are sensitive to the diverse communities served by the college.
- Expanding and enhancing partnerships with local governments, the business and industry community and other educational institutions to respond to changing needs and to play a lead role in meeting the educational requirements of the community.
- Ensuring an orderly and environmentally sensitive and sustainable construction and preventive maintenance process as the College implements its Facilities Master Plan.
- Developing excellent labor relations on campus in all aspects, including, but not limited to, collective bargaining.
- Expanding information technology in instructional programs and support services.
- Assessing the role of the college in assisting the college communities in addressing the developing challenges which may not have been considered within the scope of the college mission.

Educational Background

- A master's degree from an accredited institution is required; an earned doctorate from an accredited institution is preferred.

Professional Background

- At least five years of senior management experience in a large complex organization.
- Senior administrative experience in higher education, particularly community colleges, is preferred.
- Experience as a faculty member is preferred.
- Demonstrated knowledge of and leadership experience in fiscal management, strategic planning, human resources development, collective bargaining, curriculum and instruction, facilities planning, community relations and legislative relations.
- Demonstrated success in fundraising

- A demonstrated ability to articulate effectively the community college mission
- Evidence of a collaborative and inclusive management style that brings faculty, staff and students together to further the mission of the college.
- Demonstrated leadership, sensitivity to and enthusiasm for the diversity of the students, staff, faculty and the community including, but not limited to socio-economic status, culture, national origin, religion, ethnicity, age, gender, sexual orientation and disability status.
- A focus that places a high priority on student access, retention and success.
- Demonstrated support of the professional development of faculty and staff.
- Ability to work with local, state and federal agencies on all issues that impact the College.
- A demonstrated commitment to promote advanced technology and innovative approaches to the delivery of instruction and services.

Personal Characteristics

- A fair, sensitive and inclusive educational leader capable of inspiring and demonstrating the respect, trust, and confidence of students, faculty, classified staff, management staff, the Board of Trustees and the community.
- A high level of professionalism, integrity and honesty.
- Excellent interpersonal and communication skills that include respectful listening and the encouragement of a diversity of opinion.
- High level of visibility and accessibility on campus.
- The ability to assess information, solve problems creatively and make fair decisions.
- A commitment to an environment where democratic values in education can flourish.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 20, 2005

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

2005-06 TENTATIVE BUDGET

It is recommended that the Board of Trustees adopt the 2005-06 Tentative Budget.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

2005-2006 TENTATIVE BUDGET NARRATIVE

The Santa Monica Community College District Proposed Budget for fiscal year 2005-2006 is comprised of the following ten funds:

General Fund Unrestricted	\$117,033,654
General Fund Restricted	<u>11,321,447</u>
Total General Fund	\$128,355,101
Special Reserve Fund (Capital)	\$ 11,968,000
Earthquake Fund	3,094,752
Bond Fund Prop T	329,377
Bond Fund Measure U	56,932,898
Measure S	57,973,058
Bond Interest & Redemption Fund	13,954,175
Student Financial Aid Fund	12,586,602
Auxiliary Operations	<u>4,095,147</u>
Total Other Restricted	\$160,934,009
 TOTAL PROPOSED TENTATIVE BUDGET	 \$289,289,110

The 2004-2005 fiscal year will close with an unrestricted General Fund ending balance estimated at \$6,194,311 which is a decrease from the previous year's ending balance of \$6,834,088.

GENERAL FUND

General Fund Unrestricted Revenues (01.0)

These are the only funds available for the general operations of the College. All other funds are restricted. The federal income levels for 2005-2006 are projected at the 2004-2005 rate, as notification has not been received regarding the 2005-2006 funding.

The Community College budget provides for a system wide growth and includes a Cost of Living Adjustment (COLA) of 4.23%. Projections are based upon information received in the Governor's "May Revise" and the Budget Conference Committee figures. Santa Monica College will not participate in growth funding for fiscal year 2005-2006. However, full restoration of all FTE is planned.

There are multiple possible budget scenarios for the state equalization. The expected statewide funding for 05-06 was \$80 million based on the 04-05 budget. The Governor did not include any equalization funding in the state budget until the May revise when he recommended \$40 million. This amount was supported by the Democrats and Republicans in the State Senate. Unfortunately, the funding became part of the partisan politics and the Democratic majority in the Assembly budget committee shifted the full \$40 million from equalization to excess growth and non-credit enrollment. The SMC tentative budget for 05-06 reflects the budget conference committee compromise of \$20 million.

The state funding formula is based on the combination of property taxes, enrollment fees and principal apportionment funds added together to equal the estimated State General revenue. The figures in our budget are based on estimates from the Chancellor's Office adjusted by our enrollment projections. If actual receipts of either property taxes or enrollment fees differ from projections, apportionment funding will be adjusted to keep the formula constant. The enrollment fee has remained at \$26 per unit, the same as the fee for the 2004-2005 fiscal year.

The State Lottery revenues are paid each year according to the annual enrollment figures. Since no growth is planned, the Lottery revenue is flat.

Mandated Cost Reimbursement has been postponed by the State until further notice. Any funds received will be one-time payments for previous years.

Partnership for Excellent (PFE) funding had been reduced from \$4,276,360 budgeted in 2003-2004 to \$3,661,884 for 2004-2005. It is expected that PFE monies for 2005-2006 will remain \$3,661,884. In the income account titled "Other State Income" the District has placed the estimated 2005-2006 income for part-time faculty compensation, health insurance, and off hours.

Local income figures reflect the State Chancellor's Office projection of property taxes of \$19,138,151. This is a combination of property tax shift, homeowner's exemption, secured taxes, unsecured taxes and prior years' taxes. Intensive ESL revenue comes from special classes for foreign students and this program is negatively affected by new INS rule, just as the non-resident F-1 enrollment is impacted.

General Fund Unrestricted Expenditures (01.0)

The expenditure projections reflect appropriate step, column and longevity increases for all qualified employees. They do not reflect any COLA increase for 2005-2005 for any salaries. The expenditures reflect the hiring of four new full-time faculty members and the hiring of new classified staff members to support the FTES recovery goals of the college. The classified budget reflects hiring of staff for the vacant positions within a reasonable time during the fiscal year.

The expenditure budget also reflects increases in advertising, counseling and hourly instruction to reflect the district's efforts to achieve recovery of FTES. There are also increased operational expenditures associated with opening of the Santa Monica College Airport Campus which are reflected.

RESTRICTED FUNDS

General Fund Restricted (01.3)

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 revenue is by law allocated to the purchase of instructional materials. All grants that do not end by June 30, 2005 will be carried over to the 2005-2006 budget.

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

Special Reserve Fund (40.0) Capital

This fund is also known as the Capital Expenditures Fund. State funding for capital projects, scheduled 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 one State funded capital project, the Liberal Arts Building.

Also included in this fund is the Earthquake Redevelopment Revenue from the City of Santa Monica for the replacement of the earthquake damaged Liberal Arts building. These funds will be combined with State funds for the Liberal Arts Project.

All capital expenditures and income in the Special Reserve Fund, as well as Fund 41.0, Fund 42.1 and Fund 42.2 reflect the total expense allocation and the total income for all projects and is not limited to current year, thus resulting in a zero ending balance. Money in these funds may not be transferred into the general fund.

Earthquake Fund (41.0)

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. Most of these funds are for the Liberal Arts Replacement Project.

Bond Fund Prop T (42.1)

This fund reflects the revenue from the sale of bonds approved by Proposition "T" and the interest earned in the fund.

This fund may be used for the Madison project capital outlay.

Bond Fund Measure U (42.2)

This fund reflects the revenue from the sale of bonds approved by Measure U and the interest earned in the fund.

The expenditures in this fund relate to the College construction plan approved under Measure U.

Bond Fund Measure S (42.3)

This fund reflects the revenue from the sale of bonds approved by Measure S in November, 2004 and the interest earned in the fund. The expenditures in this fund relate to the College construction plan approved by Measure S.

Bond Interest and Redemption Fund (48.0)

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 is within the 2005-2006 fiscal year. This information is projected, since detailed information has not yet been provided by the Los Angeles County Treasurer's Office.

Enterprise Fund (50.0)

This fund used to be for Community Service and Contract Education. This is now under Fund 1.3 per auditor recommendation.

Student Financial Aid Fund (74.0)

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

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 expenses in programs such as athletics, music, theatre arts, THE CORSAIR and transportation.

CONCLUSION

This is a tentative budget and will undergo changes. Some will be a result of revised state revenue and others will be internal adjustments resulting from new or more information.

