SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, MARCH 14, 2005

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
Business Building Room 111

Public Meeting
Board Room
Business Building Room 117

The minutes may be accessed on the
Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/
MINUTES

A meeting of the Board of Trustees of the Santa Monica Community College District was held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, March 14, 2005.

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

I. ORGANIZATIONAL FUNCTIONS
   A  Call to Order
   B  Roll Call

II. CLOSED SESSION
   • Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)
   C  Pledge of Allegiance
   #1 Approval of Minutes:    February 7, 2005 (Regular Meeting)

IV. SUPERINTENDENT'S REPORT
    • City of Santa Monica: General Plan
    • Management Association Update/Classified Staff Recognition Award
    • Update on Bundy Campus Master Plan

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS OR PUBLIC COMMENTS

VIII. PRESENTATIONS AND BOARD DISCUSSION
    • Board of Governors Update
    • “State of the College” Presentation:
      Master Plan for Education Update
      Facilities
      Budget
      Accreditation Progress Report
    • Statewide Budget Issues
      Equalization
      STRS benefits
      Non credit funding
IX. CONSENT AGENDA

Academic and Student Affairs

#2 Acceptance of Grants and Budget Augmentation
#3 Contracts and Consultants
   A Events, Spring 2005
   B Contract with California Arts Project
   C Agreements for Marketing and Recruitment for Summer 2005

Human Resources

#4 Contracts and Consultants
   A Amendment to Contract for Psychological Testing
   B Contract for Legal Services
#5 Academic Personnel
#6 Classified Personnel – Regular
#7 Classified Personnel – Limited Duration
#8 Classified Personnel – Non Merit

Business and Administration

#9 Contracts and Consultants
   A Risk Management Agreement
   B Consultant for Board of Trustees Workshop
#10 Budget Augmentation
   A Board Financial Assistance Program
   B Extended Opportunity Programs and Services
   C Fund 42.3, Measure S
#11 Budget Transfers
   A Fund 01.0 – General Fund, Unrestricted
   B Fund 01.3 – General Fund, Restricted
#12 Facilities
   A Award of Bid – Earthquake Replacement Liberal Arts Building, North
   B Substitution of Subcontractors – SMC Music Complex and Performing Arts Center
   C Change Order No. 4 – Renovation of West Building, Bundy Campus
   D Additional Engineering Services – West Building, Bundy Campus
#13 Commercial Warrant Register
#14 Payroll Warrant Register
#15 Auxiliary Payments and Purchase Orders
#16 Direct Payments
#17 Purchasing
   A Award of Purchase Orders
   B Participation in Purchasing Agreements

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

#18 Acceptance of Accreditation Progress Report

XII. **INFORMATION**

D  2004-05 Quarterly 311Q Report
E  Citizens’ Bond Oversight Committee Meeting – January 26, 2005

XIII. **BOARD REPORTS AND COMMENTS**

XIV. **ADJOURNMENT:** There will be a special meeting/workshop of the Santa Monica Community College District Board of Trustees on Monday, March 21, 2005 at 6 p.m. in Business Building Room 111, Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 4, 2005 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.
I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Carole Currey, Chair - Present
Dr. Nancy Greenstein, Vice-Chair - Present
Dr. Susan Aminoff - Present
Dr. Dorothy Ehrhart-Morrison - Present
Rob Rader - Present
Herbert Roney - Present
Dr. Margaret Quiñones – Absent (Excused)
Dina Cervantes, Student Trustee - Present

II. CLOSED SESSION

- Collective Bargaining
  pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

C. PLEDGE OF ALLEGIANCE – Lesley Kawaguchi, Academic Senate President

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

It is recommended that the minutes from the following meetings of the Santa Monica Community College District Board of Trustees be approved:

February 7, 2004 (Regular Meeting)
MOTION MADE BY: Herbert Roney
SECONDED BY: Dorothy Ehrhart-Morrison
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones)
IV. SUPERINTENDENT'S REPORT

Interim Superintendent/President Dr. Thomas J. Donner and others provided updates on several issues, including:

- **Santa Monica Airport Campus Master Plan:** Provost Marvin Martinez reported that the Airport Campus will open this summer with an offering of 21 classes. A long range planning effort is now underway, starting with a visioning workshop with campus constituents held on February 25. Two community workshops will be held in March. Documents prepared for the Master Plan are on the SMC website, with a link from the home page.

- **City of Santa Monica General Plan:** City Planning Director Suzanne Frick and Planning Commissioner Jay Johnson provided information about the current rewriting of the City’s General Plan and Circulation Element and explained ways in which the College could participate in the process.

- **Classified Staff Recognition Award:** Tom Carter, Events Technician, who has worked at SMC 9-1/2 years, was presented the Classified Staff Recognition Award for March by SMC Management Association President Katharine Muller.

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS AND PUBLIC COMMENTS

Laura Villegas  
Alex Lathrop  
Eduardo Carreon  
Melissa Schneider  
Richard Navarrette  
Fred Durlesser  
Julia Wallace  
Josh Saxe  
Tom Carter  
Ross Johnson  
Peggy Shannon  
Bernie Rosenloecher  
Jim Galligan  
Lantz Simpson
VIII. PRESENTATIONS AND BOARD DISCUSSION

"State of the College"


- *Facilities* included a review of operational needs in support of facilities and an update on the College's facility improvement projects.

- *Budget* presented projected revenues and expenditures for the current year's general fund and identified issues for next year regarding potential sources of funds and various new demands for funds.

- *Accreditation Progress Report* on four recommendations of the 2004 Accreditation Visiting Team as requested by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. Last year, SMC was granted reaffirmation of accreditation through 2009-10. The four recommendations were in the areas of student learning outcomes, enrollment recovery, governance, and communication.

Written documents relating to these four presentations are available on the SMC website, along with the Board agenda and minutes.

**Statewide Budget Issues**

A review of statewide budget issues was provided. Currently, the Governor's budget for next year does not include funds for equalization or funds to remedy non-credit funding inequities. The budget also redirects a portion of the STRS cost of benefits onto the local districts. The Board directed the interim superintendent to communicate with the Governor and the Chancellor the Board’s support of increased funding for equalization and non-credit instruction, and opposition to the STRS cost shift.
CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#17.

Recommendations pulled for questions and returned to the Consent Agenda: #3-C, #11, #12-A

Action on Consent Agenda (with substitute recommendations #6 and #9)

MOTION MADE BY: Herbert Roney
SECONDED BY: Dina Cervantes
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones)
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 2
Requested Action: Approval/Ratification

Acceptance of Grant and Budget Augmentation

Title of Grant: Augmentation to CalWORKs Child Care Allocation for 2004-2005

Granting Agency: California Community College Chancellor’s Office

Requested Funding: $20,000 Augmentation (brings the total from $164,914 to $184,914)

Matching Funds: N/A

Performance Period: 2004-2005

Summary: The CalWORKs program assists welfare recipient students and those in transition from welfare to achieve long-term self sufficiency through coordinated student services offered at community colleges including: work study, job placement, child care coordination, curriculum development and redesign, and under certain conditions post-employment skills training and instructional services.

Funding provides child care vouchers for CalWORKs students enabling them to successfully participate in the CalWORKs educational program and provide their children with quality child care experiences.

Currently, approximately 200 students are receiving CalWORKs services as a whole, with 30 children receiving childcare through CalWORKs. This funding augmentation in the amount of $20,000 is specifically earmarked for providing child care for eligible students.

Budget Augmentation:

<table>
<thead>
<tr>
<th>Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8600 State</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

Expenditures

| 7000 Vouchers              | $20,000 |
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3
Requested Action: Approval

CONTRACTS AND CONSULTANTS

3-A EVENTs, SPRING, 2005

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raising Readers: A Children’s Literacy Festival</td>
<td>April 2, 2005</td>
<td>Connections for Children</td>
</tr>
</tbody>
</table>

Funding Source: Connections for Children and Santa Monica College. SMC will provide the facilities, event setup and breakdown.

Comment: For the past four years, Santa Monica College has collaborated with Connections For Children and the Southern California Association for the Education of Young Children/North Bay Chapter to present Raising Readers – A Literacy Festival. The primary goal for this event is to highlight the importance of children’s early language and literacy development, as well as to provide parents and families ideas to help them address their young children’s school readiness skills. SMC Early Childhood Education faculty and students participate actively in this event.

3-B CONTRACT WITH CALIFORNIA ARTS PROJECT

Contract with the California Arts Project, under the Foundation for California State Universities at San Bernardino, in the amount of $15,000, to coordinate and deliver workshops to high schools in California on the implementation of the new Arts, Media and Entertainment Curriculum, for the period March through September, 2005.

Funding Source: California Department of Education Arts, Media and Entertainment Career Standards Project

Comment: The California Department of Education has contracted with Santa Monica College to serve as the organizing agency for the development and dissemination of career standards in Arts, Media and Entertainment for state high schools.
CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3  CONTRACTS AND CONSULTANTS (continued)
Requested Action: Approval

3-C AGREEMENTS FOR MARKETING AND RECRUITMENT FOR SUMMER 2005

<table>
<thead>
<tr>
<th>Provider</th>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KPWR 105 FM Radio</td>
<td>Advertising for Student Recruitment</td>
<td>Not to exceed $150,000</td>
</tr>
<tr>
<td>KROQ 106.7 FM Radio</td>
<td>Advertising for Student Recruitment</td>
<td>Not to exceed $120,000</td>
</tr>
</tbody>
</table>

Funding Source: SMC Marketing Budget/General Fund/Financial Aid

Comment: KPWR is number 1 and KROQ is number 2 in the demographics appropriate to student recruitment. SMC has used these two stations (along with KCRW) for the past 10 years to successfully meet enrollment targets.
CONSENT AGENDA: HUMAN RESOURCES
Requested Action: Approval/Ratification

RECOMMENDATION NO. 4  CONTRACTS AND CONSULTANTS

4-A AMENDMENT TO CONTRACT FOR PSYCHOLOGICAL TESTING

Amend contract with VICTORIA J. HAVASSY, Ph.D., to administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate at the rate of $330 per candidate, for an additional amount of $3,000, for a total not to exceed $5,000 for 2004-2005.

Funding Source: District Funds: Human Resources

Comment: The annual contract was previously approved in the amount of $2,000. This amendment is necessary because of an increase in the number of psychological tests administered in the processing of police officer candidates. This contract provides for a service required by the Personnel Commission on Peace Officer Standards and Training (POST) to include psychological testing as part of the final physical examination process for peace officer. Written evaluations will be submitted to the district within ten working days after the administration of each test.

4-B CONTRACT FOR LEGAL SERVICES

Contract with the LAW FIRM OF KAREN MEYERS for legal services for the period of February 16, 2005 through June 30, 2005, in the an amount of $175 per hour, total not to exceed $15,000.

Comment: These services are necessary for the District to proceed in the investigation of an employee complaint.
CONSENT AGENDA: HUMAN RESOURCES
Requested Action: Approval/Ratification

RECOMMENDATION NO. 5        ACADEMIC PERSONNEL

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

ELECTIONS

ADMINISTRATIVE
Goode, Darrell            Director, TRIO            EFFECTIVE DATE

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

SEPARATIONS

LIMITED RETIREMENT
Nieman, Nancy            Instructor, Modern Languages            Spring 2005 - Spring 2010

Comment: Correction of Dr. Nieman's assignment to be reduced to 67 percent.

The Board hereby accepts immediately the retirement of the above listed personnel to be effective as indicated.
CONSENT AGENDA: HUMAN RESOURCES
Requested Action: Approval/Ratification

RECOMMENDATION NO. 6
CLASSIFIED PERSONNEL - REGULAR

All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

ELECTIONS

<table>
<thead>
<tr>
<th>PROBATIONARY</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheung, Tiffanie</td>
<td>Instructional Assistant-Learning Disabilities</td>
</tr>
<tr>
<td>Crittenden, Tara</td>
<td>College Police Dispatcher, College Police</td>
</tr>
<tr>
<td>Dappa, Uche</td>
<td>Assessment Services Coordinator, Assessment</td>
</tr>
<tr>
<td>Nemeth, Pamela</td>
<td>Department Secretary II, ESL</td>
</tr>
<tr>
<td>Woodcock, Angela M.</td>
<td>College Police Dispatcher, College Police</td>
</tr>
<tr>
<td>Yaghoubnejad, Ramin</td>
<td>Clerical Assistant I, LRC</td>
</tr>
</tbody>
</table>

PROMOTION

| Ponce, Alvin | 02/15/05 |
| Fr: Cash Receipts Clerk/NS-I, 11 mos, 20 hrs |
| To: Cash Receipts Coordinator/NS-I, 12 mos, 40 hrs |

CHANGE IN WORKSHIFT/TEMPORARY

| Rodriguez, Rogelio | 11/28/04 - 06/30/05 |
| Fr: Groundskeeper, Grounds, 12 mos, 40 hrs |
| To: Groundskeeper/VH-I, Grounds, 12 mos, 40 hrs |

WORKING OUT OF CLASSIFICATION

| Moss, Lisa (ext.) | 03/01/05 - 04/05/05 |
| Fr: Department Secretary II, Personnel Commission, 12 mos, 40 hrs |
| To: Acting Administrative Assistant III, Personnel Commission, 12 mos, 40 hrs |

| Rojas, Anna | 02/22/05 - 05/22/05 |
| Fr: Administrative Assistant I, Library, 12 mos, 40 hrs |
| To: Acting Administrative Assistant II, Library, 12 mos, 40 hrs |

| Terzis, Helen (ext.) | 03/01/05 - 04/08/05 |
| Fr: Personnel Analyst II, Personnel Commission, 12 mos, 40 hrs |
| To: Acting Director of Classified Personnel, Personnel Commission, 12 mos, 40 hrs |

WORKING OUT OF CLASSIFICATION (Additional responsibilities)

| Dammer, Robert, Technology Projects Mgr, Network Svcs | +7.5% | 01/01/05 - 06/30/05 |
| Wu, Frank, Database Administrator, Info Mgmt | +7.5% | 01/01/05 - 06/30/05 |
ADVANCE STEP PLACEMENT
(The employees listed have met the standards for Advanced Step Placement. Salary advance payment is retroactive to initial hire date)
Pettway-Unno, Zoe, Lab Tech-Bio Sci, Life Sci Step C 01/03/05

ESTABLISH/ABOLISH

ESTABLISH

Accountant (1 position)
Fiscal Services, 12 mos, 40 hrs 03/15/05

Community College Police Officer Trainee (2 positions)
College Police, 12 mos, 40 hrs 03/15/05

ABOLISH

Budget Analyst (1 position) 03/15/05
Fiscal Services, 12 mos, 40 hrs

Community College Police Officer (2 positions) 03/15/05
College Police, 12 mos, 40 hrs

LEAVES OF ABSENCE

MILITARY
Carter, Thomas Events Technician, Events 02/08/05 - 02/11/05

SEPARATIONS

RESIGNATION
Carlos-Ivarra, Ismael Community College Police Officer, Col Police 03/05/05
Kamin, Gerald Instructional Assistant-Math, Math 02/11/05

RETIREMENT
Deslauriers, Jackie Radio Program Coord, KCRW 02/01/05

The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.
CONSENT AGENDA: HUMAN RESOURCES

Requested Action: Approval/Ratification

RECOMMENDATION NO. 7               CLASSIFIED PERSONNEL – LIMITED DURATION

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.

<table>
<thead>
<tr>
<th>ELECTIONS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROVISIONAL</strong></td>
<td></td>
</tr>
<tr>
<td>Badaro, Luiz, Accompanist Percussion, Program Development</td>
<td>02/01/05 - 06/14/05</td>
</tr>
<tr>
<td>Bojird, Patricia A, Accompanist Performance, Emeritus</td>
<td>02/28/05 - 06/30/05</td>
</tr>
<tr>
<td>Brown, Carla, Registration Enrollment Coordinator, Program Dev.</td>
<td>01/03/05 - 06/30/05</td>
</tr>
<tr>
<td>Cleveland, Dekina, Bookstore Clerk Cashier, Station C</td>
<td>02/08/05 - 06/30/05</td>
</tr>
<tr>
<td>Emata, Myrna, Accompanist Voice, Music</td>
<td>02/15/05 - 06/15/05</td>
</tr>
<tr>
<td>Escobar, Donna, Registration Clerk, Matriculation</td>
<td>01/03/05 - 06/30/05</td>
</tr>
<tr>
<td>Gothold, Julia, Administrative Assistant II, Madison Theater</td>
<td>02/01/05 - 04/30/05</td>
</tr>
<tr>
<td>Kan, Christina, Instructional Assistant - ESL</td>
<td>02/14/05 - 06/30/05</td>
</tr>
<tr>
<td>Lee, Kevin, Instructional Assistant, ESL</td>
<td>01/10/05 - 06/30/05</td>
</tr>
<tr>
<td>Munoz, Andres, Registration Clerk, Program Development</td>
<td>01/03/05 - 06/30/05</td>
</tr>
<tr>
<td>Thompson, Phyllis, Counseling Aide, Office of School Relations</td>
<td>01/03/05 - 06/30/05</td>
</tr>
<tr>
<td><strong>PROVISIONAL</strong> (Substitute)</td>
<td></td>
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<tr>
<td>Richardson, Angela N., Accountant, Fiscal Services</td>
<td>02/17/05 - 06/30/05</td>
</tr>
<tr>
<td><strong>LIMITED TERM</strong></td>
<td></td>
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<tr>
<td>Abdulhafiz, Meymuna, Bookstore Clerk Cashier, Bookstore</td>
<td>01/03/05 - 06/30/05</td>
</tr>
<tr>
<td>Acquista, Andrew, Accompanist Percussion, KDR</td>
<td>02/14/05 - 06/14/05</td>
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<tr>
<td>Afaq, Syed, Bookstore Clerk Cashier, Bookstore</td>
<td>01/03/05 - 06/30/05</td>
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<tr>
<td>Berent, Richard, Accompanist Performance, Music</td>
<td>02/14/05 - 06/14/05</td>
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<td>Conley, Crystal, Counseling Aide, Disabled Student Center</td>
<td>02/16/05 - 06/30/05</td>
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<tr>
<td>Felder, Ronnie, Registration Clerk, ISC</td>
<td>01/01/05 - 06/30/05</td>
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<tr>
<td>Gardner, Deanna, Bookstore Clerk Cashier, Bookstore</td>
<td>01/03/05 - 06/30/05</td>
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<tr>
<td>Gonzales, Lori, Counseling Aide, Disabled Student Center</td>
<td>02/15/05 - 06/30/05</td>
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<tr>
<td>Hardister III, Harold, Bookstore Clerk Cashier, Booksore</td>
<td>01/31/05 - 06/30/05</td>
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<tr>
<td>Hardister III, Harold, Bookstore Clerk Cashier, Station C</td>
<td>01/31/05 - 06/30/05</td>
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<tr>
<td>Hayton, Brian, Registration Clerk, ISC</td>
<td>01/01/05 - 06/30/05</td>
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<tr>
<td>House, Ray W., Bookstore Clerk Cashier, Bookstore</td>
<td>01/31/05 - 06/30/05</td>
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<td>House, Ray W., Bookstore Clerk Cashier, Station C</td>
<td>01/31/05 - 06/30/05</td>
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<tr>
<td>Hsu, Cindy, Accompanist Performance, Music</td>
<td>02/14/05 - 06/14/05</td>
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<tr>
<td>Johnson, Mariel, Bookstore Clerk Cashier, Bookstore</td>
<td>01/31/05 - 06/30/05</td>
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<tr>
<td>Johnson, Mariel, Bookstore Clerk Cashier, Station C</td>
<td>01/31/05 - 06/30/05</td>
</tr>
<tr>
<td>Juco, Edralin, Bookstore Clerk Cashier, Bookstore</td>
<td>01/03/05 - 06/30/05</td>
</tr>
<tr>
<td>Leon, Santos, Bookstore Clerk Cashier, Bookstore</td>
<td>01/31/05 - 06/30/05</td>
</tr>
<tr>
<td>Luthi, Christopher, Accompanist Voice, Music</td>
<td>02/15/05 - 06/15/05</td>
</tr>
<tr>
<td>Ngo, Ahn-Tuyet, Registration Clerk, ISC</td>
<td>01/01/05 - 06/30/05</td>
</tr>
</tbody>
</table>
RECOMMENDATION NO. 8  CLASSIFIED PERSONNEL - NON MERIT

All personnel assigned to non-merit employment will be elected on a limited term basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES
CaIWORKS
$7.00/hr

4

College Student Assistant
$7.00/hr

51

College Work-Study Student Assistant
$7.00/hr

65

SPECIAL SERVICES
Art Model
$14.00/hr

46

Community Services Specialist I
$27.40/hr

73

Community Services Specialist II
$38.00/hr

22

List(s) available in the Human Resources Office and attached to permanent minutes.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

Requested Action: Approval/Ratification

RECOMMENDATION NO. 9  CONTRACTS AND CONSULTANTS

Requested Action: Approval

9-A  RISK MANAGEMENT AGREEMENT

Agreement with ENVIRONMENTAL SAMPLING TECHNIQUES to provide sampling and flow monitoring as specified in the District’s Industrial Waste Water Permit and for other environmental investigations on an as-needed basis. Fee for services not to exceed $1,000 for the period of March 15, 2005 through June 30, 2005.

Funding Source: District General Fund/Risk Management

Comment: Services are for environmental sampling.

9-B  CONSULTANT FOR BOARD OF TRUSTEES WORKSHOP

Agreement with David Viar, Executive Director of the Community College League of California, to conduct a workshop with the Board of Trustees on March 21, 2005, for an amount of $650, plus expenses.

Funding Source: District General Fund/Board of Trustees

Comment: David Viar will facilitate the workshop and assist the Board of Trustees in discussing the qualities and characteristics it is looking for in the Superintendent/President.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION
Requested Action: Approval/Ratification

RECOMMENDATION NO. 10  BUDGET AUGMENTATION
Requested Action: Approval

10-A  BOARD FINANCIAL ASSISTANCE PROGRAM (BFAP)

<table>
<thead>
<tr>
<th>Granting Agency:</th>
<th>State of California</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated Funding:</td>
<td>$28,657</td>
</tr>
<tr>
<td>Matching Funds:</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>July 1, 2004 – June 30, 2005</td>
</tr>
<tr>
<td>Summary</td>
<td>The District qualifies for an additional $28,657 in State appropriations for BFAP Grants.</td>
</tr>
<tr>
<td>Budget Augmentation:</td>
<td>Income: 8000 State Income</td>
</tr>
<tr>
<td></td>
<td>Expenditures: 2000 Classified Salaries</td>
</tr>
<tr>
<td></td>
<td>3000 Employee Benefits</td>
</tr>
<tr>
<td>(Restricted Fund 01.3)</td>
<td>$28,657</td>
</tr>
<tr>
<td></td>
<td>$10,567</td>
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<tr>
<td></td>
<td>$18,000</td>
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</table>

10-B  EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

<table>
<thead>
<tr>
<th>Granting Agency:</th>
<th>State of California</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriated Funding:</td>
<td>$9,085</td>
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<tr>
<td>Matching Funds:</td>
<td>Not applicable</td>
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<tr>
<td>Performance Period:</td>
<td>July 1, 2004 – June 30, 2005</td>
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<tr>
<td>Summary</td>
<td>The District qualifies for an additional $9,085 in State appropriations for EOPS Grants.</td>
</tr>
<tr>
<td>Budget Augmentation:</td>
<td>Income: 8000 State Income</td>
</tr>
<tr>
<td></td>
<td>Expenditures: 7000 Book Aid</td>
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<tr>
<td>(Restricted Fund 01.3)</td>
<td>$9,085</td>
</tr>
<tr>
<td></td>
<td>$9,085</td>
</tr>
</tbody>
</table>

10-C  FUND 47 3, MEASURE S

| Budget Augmentation:   | Income: Local Sale of Bonds |
|                        | Expenditures: 6000 Capital  |
| Summary                | This represents the first installment of Measure S bonds to be sold for the support of the projects included in Measure S. The projects to be funded include the Music Complex/Performing Arts Center, Corsair Field (artificial turf, new lighting) and community projects in Santa Monica and Malibu. The projects will extend beyond the current fiscal year and will be developed through a state and local process. |
|                        | $57,000,000                  |
|                        | 57,000,000                   |
CONSENT AGENDA: BUSINESS AND ADMINISTRATION
Requested Action: Approval/Ratification

RECOMMENDATION NO. 11  BUDGET TRANSFERS

11-A FUND 01.0 – GENERAL FUND - UNRESTRICTED
Budget Transfers for the period of January 21, 2005 – February 23, 2005

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>-20,435</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>-6,500</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>0</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>5,650</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Svcs/Operating Exp</td>
<td>1,925</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Bldgs/Equipment</td>
<td>19,360</td>
</tr>
<tr>
<td>7000</td>
<td>Student Payments</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

11-B FUND 01.3 – GENERAL FUND - RESTRICTED
Budget Transfers for the period of January 21, 2005 – February 23, 2005

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Net Amount of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>-14,467</td>
</tr>
<tr>
<td>2000</td>
<td>Classified/Student Salaries</td>
<td>-18,241</td>
</tr>
<tr>
<td>3000</td>
<td>Benefits</td>
<td>-21,145</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies</td>
<td>4,000</td>
</tr>
<tr>
<td>5000</td>
<td>Contract Svcs/Operating Exp</td>
<td>1,239</td>
</tr>
<tr>
<td>6000</td>
<td>Sites/Bldgs/Equipment</td>
<td>8,468</td>
</tr>
<tr>
<td>7000</td>
<td>Student Payments</td>
<td>40,146</td>
</tr>
<tr>
<td><strong>Net Total:</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Comment: At the present time, the County of Los Angeles Department of Education will not allow the District to transfer funds from the reserve, so transfers between object codes is necessary to provide for budget adjustments for expenditures. Only the net amount of the transfers in or out of the object codes is shown. Transfers result from requests by managers to adjust budgets to meet changing needs during the course of the year. Reductions to salary accounts reflect the funds available because of part-time positions not being filled.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12   FACILITIES
Requested Action: Approval

12-A AWARD OF BID – EARTHQUAKE REPLACEMENT LIBERAL ARTS BUILDING, NORTH

Award of bid for the Earthquake Replacement Liberal Arts Building, North project to the lowest responsive bidder:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinner Construction</td>
<td>$ 9,951,000</td>
</tr>
<tr>
<td>Bernards Brothers</td>
<td>10,443,000</td>
</tr>
<tr>
<td>Woodcliff Corporation</td>
<td>10,652,000</td>
</tr>
<tr>
<td>Kemp Brothers</td>
<td>11,850,000</td>
</tr>
</tbody>
</table>

Funding Source: City of Santa Monica Earthquake Redevelopment/Federal Emergency Management Agency (FEMA)/Measure U

Comment: This project provides for the construction of the first phase of the new Liberal Arts Complex. The first phase consists of a 27,000 square foot multi-story building which will provide large lecture rooms, classrooms and faculty offices.

12-B SUBSTITUTION OF SUBCONTRACTORS – SMC MUSIC COMPLEX AND PERFORMING ARTS CENTER

FTR INTERNATIONAL, INC., general contractor for the SMC Music Complex and Performing Arts Center requests the following listed subcontractor substitutions:

• Substitute listed “Rebar” subcontractor R & D Steel with Franklin Reinforcing.
• Substitute listed “Orchestra Pit” subcontractor LVH Entertainment Systems Inc. with Westco Engineering.
• Substitute listed “Roofing” subcontractor Best Roofing & Waterproofing with Commercial Roofing Systems.

Comment: The listed sub-contractors were unable to enter into agreements with the general contractor.
RECOMMENDATION NO. 12  FACILITIES (continued)

12-C  CHANGE ORDER NO. 4 – RENOVATION OF WEST BUILDING, BUNDY CAMPUS

Change Order No. 4 BERNARDS BROTHERS CONSTRUCTION COMPANY on the RENOVATION OF WEST BUILDING, BUNDY CAMPUS project.

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>$14,985,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order No. 1</td>
<td>6,900</td>
</tr>
<tr>
<td>Change Order No. 2</td>
<td>297,479</td>
</tr>
<tr>
<td>Change Order No. 3</td>
<td>47,659</td>
</tr>
<tr>
<td>Change Order No. 4</td>
<td>137,389</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$15,474,427</td>
</tr>
<tr>
<td>Original Contract Time</td>
<td>240 days</td>
</tr>
<tr>
<td>Time Extension for Change Order No. 4</td>
<td>46 days</td>
</tr>
<tr>
<td>Current Revised Contract Time</td>
<td>286 days</td>
</tr>
</tbody>
</table>

Funding Source: Measure U

Comment: Change Order No. 4 provides for new HVAC units for existing elevator machine room, replacement of elevator feed lines and roof drain lines, additional downspouts and 120 volt a.c. power to variable air volume boxes. This change order also provides for a no-cost time extension of 46 days.

12-D  ADDITIONAL ENGINEERING SERVICES – WEST BUILDING, BUNDY CAMPUS

Additional services under the agreement with IVA SOLUTIONS, INC. for engineering services related to the West Building, Bundy Campus. Fee for additional services not to exceed $3,500 plus reimbursable expenses.

Funding Source: Measure U

Comment: These additional services provide for construction administration and supervision of the installation of security systems.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13
Requested Action: Approval/Ratification

COMMERCIAL WARRANT REGISTER

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Warrant Numbers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – January 31, 2005</td>
<td>1416 – 1452</td>
<td>$6,629,342.80</td>
</tr>
<tr>
<td>February 1 – February 28, 2005</td>
<td>1454 – 1488</td>
<td>$9,124,826.17</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 14
Requested Action: Approval/Ratification

PAYROLL WARRANT REGISTER

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Warrant Numbers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – January 31, 2005</td>
<td>C1F – C2G</td>
<td>$6,552,873.04</td>
</tr>
<tr>
<td>February 1 – February 28, 2005</td>
<td>C1G – C2H</td>
<td>$7,298,031.95</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 15
Requested Action: Approval/Ratification

AUXILIARY PAYMENTS & PURCHASE ORDERS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments were made in accordance with Education Code requirements and allocated to approved budgets in the Bookstore fund, Trust fund and other Auxiliary funds.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Payments</th>
<th>Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – February 28, 2005</td>
<td>$4,247,155</td>
<td>$46,998</td>
</tr>
</tbody>
</table>

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

RECOMMENDATION NO. 16
Requested Action: Approval/Ratification

DIRECT PAYMENTS

Payments were authorized upon delivery and acceptance of the items ordered, or performance of the service. All payments were made in accordance with Education Code requirements and allocated to approved budgets. List on file in Business Office.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Payments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – February 28, 2005</td>
<td>D000618 – D000669</td>
<td>$134,334.09</td>
</tr>
</tbody>
</table>

RECOMMENDATION NO. 17

17-A AWARD OF PURCHASE ORDERS
Requested Action: Approval/Ratification

Payments are authorized upon delivery and acceptance of the items ordered, or performance of the service. All purchases and payments are made in accordance with Education Code requirements and allocated to approved budgets. Lists on file in the Purchasing Department.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3 – February 28, 2005</td>
<td>$608,691.21</td>
</tr>
</tbody>
</table>
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 17  PURCHASING (continued)

17-B PARTICIPATION IN PURCHASING AGREEMENTS
Requested Action: Approval/Ratification

Authorize the use of the following bid and purchase agreements and the award of purchase orders for equipment and furniture as part of the Renovation of West Building, Bundy Campus project:

- State of California Department of General Services California Multiple Awards Schedule (CMAS) contract #3-03-70-01635 with Nexus IS, Inc. for telecommunications and computer networking equipment. Award a purchase order to Nexus IS, Inc. in an amount not to exceed $200,000.

  Comment: The contract with Nexus IS, Inc. will provide a Voice over Internet Protocol (VoIP) technology system to combine voice and data communication using the Cisco VoIP and Unified messaging system. In the future, the other college sites will also be phased into this technology for cost savings and increased functionalities.

- Fairfax County Virginia/US Communities contract #RQ01-411313-16 with Haworth, Inc. for furniture. Award a purchase order to Purchase Planners Group as the designated representative for Haworth, Inc. in an amount not to exceed $100,000.

- Glendale Unified School District bid #15 03/04 with Virco, Inc. for furniture. Award a purchase order to VIRCO in an amount not to exceed $70,000.

Authorize the use of the following purchase agreement and the award of a purchase order for computer equipment maintenance and support in the Information Management department:

- State of California Department of General Services California Multiple Awards Schedule (CMAS) contract #3-98-70-0037C with Hewlett-Packard Company for computer maintenance and support. Award a purchase order to Hewlett-Packard Company in an amount not to exceed $70,000.

Funding Source: District General Fund/Information Management

Comment: Public Contracting Code §20652 allows the District to purchase through other public agencies without advertising for bid. There are significant cost savings to the District by joining in purchase agreements of other agencies.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 18  ACCEPTANCE OF ACCREDITATION PROGRESS REPORT

It is recommended that the Board of Trustees accept the progress report requested by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges on four recommendations of the 2004 Accreditation visiting team.

Comment: Santa Monica College was granted reaffirmation of accreditation through the 2009-2010 academic year, as a result of the evaluation of the visiting team in March 2004. This document was prepared in response to the request of the Accrediting Commission for a progress report on recommendations of the 2004 visiting team. The report must be submitted to the Accrediting Commission by March 25, 2005.

MOTION MADE BY: Susan Aminoff
SECONDED BY: Dina Cervantes

Public Comments
Phil Hendricks

Suggested revisions were accepted by the makers of the motion and will be incorporated into the Progress Report.

STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Quiñones)
INFORMATION ITEM D  2004-05 QUARTERLY 311Q REPORT

The Quarterly 311Q General Fund Budget report for the quarter ended December 31, 2004 is presented for information. The detail to this summary report was reviewed by the Board of Trustees at its meeting on February 7, 2005.
I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):

<table>
<thead>
<tr>
<th></th>
<th>FY01-02</th>
<th>FY02-03</th>
<th>FY03-04</th>
<th>FY04-05</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund Revenues</strong> (Objects 8100, 8600, and 8800)</td>
<td>117,591,098</td>
<td>120,037,531</td>
<td>119,169,524</td>
<td>119,697,409</td>
</tr>
<tr>
<td><strong>Other Financing Sources</strong> (Objects 8900)</td>
<td>1,019,335</td>
<td>269,125</td>
<td>16,292</td>
<td>275,721</td>
</tr>
<tr>
<td><strong>General Fund Expenditures</strong> (Objects 1000-6000)</td>
<td>122,038,663</td>
<td>119,801,619</td>
<td>112,030,513</td>
<td>123,286,775</td>
</tr>
<tr>
<td><strong>Other Outgo</strong> (Objects 7100, 7300, 7400, 7500, and 7600)</td>
<td>2,204,342</td>
<td>1,152,881</td>
<td>1,070,764</td>
<td>1,363,163</td>
</tr>
<tr>
<td><strong>Reserve for contingency</strong> Unrestricted</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>199,339</td>
</tr>
<tr>
<td><strong>Reserve for contingency</strong> Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>524,033</td>
</tr>
<tr>
<td><strong>General Fund Ending Balance</strong> Unrestricted</td>
<td>1,210,760</td>
<td>767,374</td>
<td>6,834,088</td>
<td>0</td>
</tr>
<tr>
<td><strong>General Fund Ending Balance</strong> Total</td>
<td>1,415,218</td>
<td>767,374</td>
<td>7,843,889</td>
<td>0</td>
</tr>
<tr>
<td><strong>Prior-Year Adjustments</strong></td>
<td>0</td>
<td>1,094,683</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Attendance FTES</strong></td>
<td>21,814</td>
<td>22,729</td>
<td>15,727</td>
<td>21,767</td>
</tr>
</tbody>
</table>

Quarter

For the same quarter to each fiscal year (FY) specified

<table>
<thead>
<tr>
<th></th>
<th>FY01-02</th>
<th>FY02-03</th>
<th>FY03-04</th>
<th>FY04-05</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund Cash Balance</strong> (Excluding investments)</td>
<td>9,823,973</td>
<td>4,681,513</td>
<td>17,337,881</td>
<td>16,810,490</td>
</tr>
</tbody>
</table>

II. General Fund (Unrestricted and Restricted) Year-To-Date Revenues and Expenditures:

<table>
<thead>
<tr>
<th></th>
<th>Total Budget (Annual)</th>
<th>Actual (Year-to-Date)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund Revenues</strong> (Objects 8100, 8600, and 8800)</td>
<td>119,697,409</td>
<td>62,665,925</td>
<td>52.35</td>
</tr>
<tr>
<td><strong>Other Financing Source</strong> (Objects 8900)</td>
<td>275,721</td>
<td>38,123</td>
<td>13.83</td>
</tr>
<tr>
<td><strong>General Fund Expenditures</strong> (Objects 1000-6000)</td>
<td>123,286,775</td>
<td>50,143,919</td>
<td>40.67</td>
</tr>
<tr>
<td><strong>Other Outgo</strong> (Objects 7100, 7300, 7400, 7500, and 7600)</td>
<td>1,363,163</td>
<td>392,865</td>
<td>28.82</td>
</tr>
</tbody>
</table>

III. Has the district settled any employee contracts during this quarter? Yes ☐  No ☐  If yes, complete the following: (If multi-year settlement, provide information for all years covered)

<table>
<thead>
<tr>
<th>Contract Period Settled (Specify)</th>
<th>Management Total</th>
<th>Academic (Certificated) Total</th>
<th>Classified Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Year 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Year 3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* As specified in collective bargaining agreement.

Salaries

Benefits

http://misweb.cccco.edu/311a/nprod 2003/certifyview.cfm 2/9/2005
Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district’s reserves, from cost-of-living, etc.

The District is negotiating with both classified and academic unions for new contracts.

IV. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit citings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.) Yes ☐ No ☐

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

A Prop 39 bond was approved by voters.

V. Does the district have significant fiscal problems that must be addressed this year? Yes ☐ No ☐

Next year? Yes ☐ No ☐ If yes, what are the problems and what actions will be taken?

The recovery of FTE is falling short of plan. Expenses in 03/04 did not reflect in the 03/04 expense report therefore ending balance was overstated by $2.6 million. Next fiscal year the District needs to continue FTE recovery.

CERTIFICATION

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

[Signature]
District Chief Business Officer

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

[Signature]
District Superintendent

Quarter Ended: (Q2) December 31, 2004

Governing Board Meeting Date

3/14/05
INFORMATION ITEM E

MINUTES OF CITIZEN'S BOND OVERSIGHT COMMITTEE

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, January 26, 2005 at 8 a.m. at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. CALL TO ORDER

2. ROLL CALL

Linda Sullivan, Chair - Present
Paul Leoni, Vice-Chair - Present
Clarence Chapman - Present
Veronica Lopez - Present
Eleanore Meyer - Present
Ed Moosbrugger - Present
James Mount - Present
Herb Reich - Present
Herb Rose - Present
Bertrand Staggers - Present
Irma Vargas – Not present
Pierce Watson - Present
Joe Weichman - Present
Allen Weiss – Present

Others Present:
  Thomas Donner, Interim Superintendent/President
  Randal Lawson, Executive Vice-President
  John Jalili, Committee Advisor
  Lisa Rose, Committee Coordinator
  Bruce Smith, Public Information Officer

3. APPROVAL OF MINUTES

Motion was made by Joe Weichman and seconded by Pierce Watson to approve the minutes of the Citizens' Bond Oversight Committee meeting of July 21, 2004. Unanimously approved.

Motion was made by James Mount and seconded by Herb Reich to approve the minutes of the Citizens' Bond Oversight Committee meeting of October 20, 2004. Unanimously approved.

4. APPOINTMENT OF MEMBER REPRESENTING TAXPAYERS' ORGANIZATION

Chair Linda Sullivan welcomed Clarence Chapman, who was unanimously appointed by the Board of Trustees on November 15, 2004 to serve on the Citizens' Bond Oversight Committee for a two-year term, 2004-06.
5. REPORTS and DISCUSSION

Linda Sullivan recognized the absence of Piedad Robertson and stated that she will be missed. Randy Lawson reported the following “interim” administrative reorganization resulting from Piedad Robertson’s retirement: Tom Donner has been appointed Interim Superintendent/President; Randy Lawson, Executive Vice-President; Marvin Martinez, Provost Bundy Campus; Dianne Berman, Director Bundy Campus; Robert Sammis, Vice-President, Planning and Development; Jeff Shimizu, Vice-President Academic Affairs.

Bundy Campus - Update

• The Board of Trustees approved a Bundy Campus master plan at its meeting on January 10, 2005. The study will be completed by June 2005 and at a later date be incorporated into the college-wide Master Plan to address future plans for facilities. The two-story and four-story buildings at the Bundy campus will probably be refurbished.

• The driving element in planning the Bundy Campus is the instructional program. Continuing the effort to move programs and traffic away from the main campus, the tentative plans are to move stand-alone programs such as nursing and education (which includes early childhood development) and general education offerings.

• In response to a question about entitlements (square footage torn down), entitlements must be included in the Master Plan, or lost. Entitlements would normally apply to the City of Los Angeles. However, there are some questions about the controlling agency – City of Los Angeles or DSA (Division of State Architect). State educational projects are not subject to local zoning.

• The Stewart Street access from the Mar Vista residential community has been closed except for emergency vehicles. If the City of Santa Monica continues to deny access to the Bundy Campus from Airport Avenue, other options will be considered rather than use Stewart Street that would be a temporary last resort. Some proposals have been made to the City of Santa Monica for the College to assist with Airport Park and building parking under the park.

• Hopefully, the Bundy Campus Master Plan will resolve what the real traffic numbers are and provide some history about the property into consideration. The fact that it was previously a busy site (BAE) needs to be recognized.

Measure S

• The Board took action to assign oversight of Measure S to the existing Citizens’ Bond Oversight Committee. It will be more efficient to combine oversight for both bonds to one committee. Reports for the two bonds will be on different color paper and the issues will be addressed separately within the minutes.

Expenditure Report

The Expenditure Report with totals for 2003-04 for Measure U Projects was distributed.

• There have been two sales of bonds (Measure U); a sale of Measure S bonds will be needed in April/May, amount to be determined.

• The first draw down of Measure U has been expended. Almost $4 million left from the first issue. Another Measure U draw down will be needed in fall, 2005. The District tries to delay bond sales and use the cash it has because it delays the tax effects.
• The draw down is about $3 million of the second issue which leaves about $19 million. That money draws interest that is dedicated back to the project.
• Cash reserves are with the Los Angeles County Treasurer's Office pooled investment account earning a small amount of interest.
• Matching cash flow with projects has been an issue because the cost of construction has been increasing more than expected.
• The sale of bonds is advertised in financial journals and the major buyers of investment quality bonds are usually insurance groups and banks.

Other Topics

• An opinion was provided by the Office of the Attorney General that “a school district may use Proposition 39 school bond proceeds to pay the salaries of district employees to the extent they perform administrative oversight work on construction projects authorized by a voter approved bond measure.” This does not apply to administrative functions to support the committee.
• In response to a question about PaperMate leaving Santa Monica, Tom Donner responded that the college has the responsibility to look at properties on the market related to the goal of moving programs and traffic from the main campus and considering joint projects with the City of Santa Monica and the SMMUSD. This particular property does not lend itself to being a general office or classroom building and it is further complicated by an existing eight-year lease.
• Public Information Officer Bruce Smith will include the Citizens' Bond Oversight Committee on distribution lists to receive information about the college.
• It was suggested that the meeting in July be held at the Bundy site.
• Previous information provided on construction projects going over estimates still applies. The bids for the Liberal Arts Building came in so high that the project was redesigned and rebid. Underground parking was not included because of the cost. At this time, the District is waiting for bids to come in.
• The Student Services building is being designed with underground parking and has been submitted to Chancellor's Office for funding, so that Measure U funds can be maximized and used for elements that the Chancellor's Office won't fund (underground parking, for instance).
• In response to a concern about the best use of Measure U funds (i.e., funding underground parking versus a new building for instruction), there is a need to replace parking that is eliminated when a new building is construction on that site. The District will be exploring other underground parking possibilities since increasing open space is desired.

6. OLD BUSINESS

Annual Report

Review of District Audit Report (as it pertains to Measure U funds) and Approval of Annual Report, 2003-04

The Annual Report for 2003-04 includes a statement that the District is in compliance with the requirements of Article XIXA, Section 1(b)(3) of the California Constitution and a summary of the Committee's proceedings and activities for 2003-04.
The Audit Report and statement from the Auditor addressing the incorrect reporting of an expenditure transferred to Measure U has not yet been received. Both documents will be forwarded to the Committee as soon as received and the issue will be placed again on the agenda for April 20, 2005. The Auditor will be invited to attend that meeting.

Therefore, approval of the Annual Report for 2003-04 will be deferred until the April meeting.

7. PUBLIC COMMENTS
None

8. ADJOURNMENT

Meeting was adjourned by 9:22 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, April 20, 2005 at 8 a.m. in Business Building Room 111.
ADJOURNMENT: 11:02 p.m.

The meeting will be adjourned in memory of Margaret Barker Bilynskyj, retired head of the SMC nursing program; and Louis Joseph Shamey, brother of retired trustee Annette Shamey and social science professor Kathy Shamey.

There will be a special meeting/workshop of the Santa Monica Community College District Board of Trustees on Monday, March 21, 2005 at 6 p.m. in Business Building Room 111, Santa Monica College, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, April 4, 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.