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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.

**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**REGULAR MEETING**

March 14, 2005

**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. I 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)

**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**REGULAR MEETING**

March 14, 2005

**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”

- **Master Plan for Education Update** included the 2004-05 institutional objectives and summarized activities to accomplish 2003-04 institutional objectives.
- **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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 14, 2005

**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)



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 14, 2005

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:

Restricted fund 0.13	
Income	
8600 State	\$20,000
Expenditures	
7000 Vouchers	\$20,000

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 14, 2005

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

**RECOMMENDATION NO. 3**      **CONTRACTS AND CONSULTANTS**

*Requested Action: Approval*

3-A      EVENTS, SPRING, 2005

<u>Event</u>	<u>Date</u>	<u>Contractor</u>
Raising Readers: A Children's Literacy Festival	April 2, 2005	Connections for Children

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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 14, 2005

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

<u>Provider</u>	<u>Service</u>	<u>Amount</u>
KPWR 105 FM Radio	Advertising for Student Recruitment	Not to exceed \$150,000
KROQ 106.7 FM Radio	Advertising for Student Recruitment	Not to exceed \$120,000

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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 14, 2005

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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 14, 2005

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.

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Goode, Darrell

Director, TRIO

02/10/05

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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 14, 2005

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

EFFECTIVE DATE

PROBATIONARY

Cheung, Tiffanie	Instructional Assistant-Learning Disabilities	02/10/05
Crittenden, Tara	College Police Dispatcher, College Police	02/28/05
Dappa, Uche	Assessment Services Coordinator, Assessment	02/28/05
Nemeth, Pamela	Department Secretary II, ESL	02/14/05
Woodcock, Angela M.	College Police Dispatcher, College Police	02/04/05
Yaghoubnejad, Ramin	Clerical Assistant I, LRC	02/01/05

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
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ESTABLISH/ABOLISH

ESTABLISH

Accountant (1 position) Fiscal Services, 12 mos, 40 hrs		03/15/05
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Community College Police Officer Trainee (2 positions) College Police, 12 mos, 40 hrs		03/15/05
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ABOLISH

Budget Analyst (1 position) Fiscal Services, 12 mos, 40 hrs		03/15/05
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Community College Police Officer (2 positions) College Police, 12 mos, 40 hrs		03/15/05
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LEAVES OF ABSENCE

MILITARY

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

RESIGNATION

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

RETIREMENT

Deslauries, Jackie	Radio Program Coord, KCRW	02/01/05
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The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 14, 2005

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.

ELECTIONS

EFFECTIVE DATE

PROVISIONAL

Badaro, Luiz, Accompanist Percussion, Program Development	02/01/05 - 06/14/05
Bofird, Patricia A, Accompanist Performance, Emeritus	02/28/05 - 06/30/05
Brown, Carla, Registration Enrollment Coordinator, Program Dev.	01/03/05 - 06/30/05
Cleveland, Dekina, Bookstore Clerk Cashier, Station C	02/08/05 - 06/30/05
Emata, Myrna, Accompanist Voice, Music	02/15/05 - 06/15/05
Escobar, Donna, Registration Clerk, Matriculation	01/03/05 - 06/30/05
Gothold, Julia, Administrative Assistant II, Madison Theater	02/01/05 - 04/30/05
Kan, Christina, Instructional Assistant - ESL	02/14/05 - 06/30/05
Lee, Kevin, Instructional Assistant, ESL	01/10/05 - 06/30/05
Munoz, Andres, Registration Clerk, Program Development	01/03/05 - 06/30/05
Thompson, Phyllis, Counseling Aide, Office of School Relations	01/03/05 - 06/30/05

PROVISIONAL (Substitute)

Richardson, Angela N., Accountant, Fiscal Services	02/17/05 - 06/30/05
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LIMITED TERM

Abdulhafiz, Meymuna, Bookstore Clerk Cashier, Bookstore	01/03/05 - 06/30/05
Acquista, Andrew, Accompanist Percussion, KDR	02/14/05 - 06/14/05
Afaq, Syed, Bookstore Clerk Cashier, Bookstore	01/03/05 - 06/30/05
Berent, Richard, Accompanist Performance, Music	02/14/05 - 06/14/05
Conley, Crystal, Counseling Aide, Disabled Student Center	02/16/05 - 06/30/05
Felder, Ronnie, Registration Clerk, ISC	01/01/05 - 06/30/05
Gardner, Deanna, Bookstore Clerk Cashier, Bookstore	01/03/05 - 06/30/05
Gonzales, Lori, Counseling Aide, Disabled Student Center	02/15/05 - 06/30/05
Hardister III, Harold, Bookstore Clerk Cashier, Bookstore	01/31/05 - 06/30/05
Hardister III, Harold, Bookstore Clerk Cashier, Station C	01/31/05 - 06/30/05
Hayton, Brian, Registration Clerk, ISC	01/01/05 - 06/30/05
House, Ray W., Bookstore Clerk Cashier, Bookstore	01/31/05 - 06/30/05
House, Ray W., Bookstore Clerk Cashier, Station C	01/31/05 - 06/30/05
Hsu, Cindy, Accompanist Performance, Music	02/14/05 - 06/14/05
Johnson, Mariel, Bookstore Clerk Cashier, Bookstore	01/31/05 - 06/30/05
Johnson, Mariel, Bookstore Clerk Cashier, Station C	01/31/05 - 06/30/05
Juco, Edralin, Bookstore Clerk Cashier, Bookstore	01/03/05 - 06/30/05
Leon, Santos, Bookstore Clerk Cashier, Bookstore	01/31/05 - 06/30/05
Luthi, Christopher, Accompanist Voice, Music	02/15/05 - 06/15/05
Ngo, Ahn-Tuyet, Registration Clerk, ISC	01/01/05 - 06/30/05



LIMITED TERM (continued)

Nguyen, Ha Minh, Registration Clerk, ISC	01/01/05 - 06/30/05
Nnodi, Benedict, Bookstore Clerk Cashier, Bookstore	01/03/05 - 06/30/05
Pinkett, Autumnne M., Bookstore Clerk Cashier, Bookstore	01/31/05 - 06/30/05
Pinkett, Autumnne M., Bookstore Clerk Cashier, Station C	01/31/05 - 06/30/05
Ponce, Robert, Bookstore Clerk Cashier, Bookstore	01/03/05 - 06/30/05
Quezada, Nancy, Registration Clerk, ISC	01/01/05 - 06/30/05
Thomas, Tamorah, Department Secretary I, Academic Senate	03/01/05 - 06/30/05
Williams, Collin, Bookstore Clerk Cashier, Bookstore	01/31/05 - 06/30/05
Williams, Collin, Bookstore Clerk Cashier, Station C	01/31/05 - 06/30/05
Yogi, Nancy, Bookstore Clerk Cashier, Bookstore	01/31/05 - 06/30/05
Yogi, Nancy, Bookstore Clerk Cashier, Station C	01/31/05 - 06/30/05
Zepeda, Maria, Bookstore Clerk Cashier, Bookstore	01/03/05 - 06/30/05

**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

CalWORKS 4  
\$7.00/hr

College Student Assistant 51  
\$7.00/hr

College Work-Study Student Assistant 65  
\$7.00/hr

SPECIAL SERVICES

Art Model 46  
\$14.00/hr

Community Services Specialist I 73  
\$27.40/hr

Community Services Specialist II 22  
\$38.00/hr

List(s) available in the Human Resources Office and attached to permanent minutes.

**BOARD OF TRUSTEES****ACTION**

Santa Monica Community College District

March 14, 2005

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.

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

*Requested Action: Approval/Ratification*

**RECOMMENDATION NO. 10      BUDGET AUGMENTATION**

*Requested Action: Approval*

10-A    BOARD FINANCIAL ASSISTANCE PROGRAM (BFAP)

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

10-B    EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

10-C    FUND 42.3, MEASURE S

Budget Augmentation:	Income:	Local Sale of Bonds                      \$57,000,000
	Expenditures:	6000 Capital                                57,000,000
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.	

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 14, 2005

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

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

11-B FUND 01.3 – GENERAL FUND - RESTRICTED

Budget Transfers for the period of January 21, 2005 – February 23, 2005

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

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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	March 14, 2005

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:

<u>Bidder</u>	<u>Bid Amount</u>
Pinner Construction	\$ 9,951,000
Bernards Brothers	10,443,000
Woodcliff Corporation	10,652,000
Kemp Brothers	11,850,000

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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**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.

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

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.

<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	March 14, 2005

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

**RECOMMENDATION NO. 13**      **COMMERCIAL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

January 1 – January 31, 2005	1416 – 1452	\$6,629,342.80
February 1 – February 28, 2005	1454 – 1488	\$9,124,826.17

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

**RECOMMENDATION NO. 14**      **PAYROLL WARRANT REGISTER**

*Requested Action: Approval/Ratification*

January 1 – January 31, 2005	C1F – C2G	\$6,552,873.04
February 1 – February 28, 2005	C1G – C2H	\$7,298,031.95

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

**RECOMMENDATION NO. 15**      **AUXILIARY PAYMENTS & PURCHASE ORDERS**

*Requested Action: Approval/Ratification*

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.

	Payments	Purchase Orders
January 1 – February 28, 2005	\$4,247,155	\$46,998

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

**RECOMMENDATION NO. 16**      **DIRECT PAYMENTS**

*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.

January 1 – February 28, 2005	D000618 – D000669	\$134,334.09
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**RECOMMENDATION NO. 17**      **PURCHASING**

**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

January 3 – February 28, 2005	\$608,691.21
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<b>BOARD OF TRUSTEES</b>	<b>Action</b>
Santa Monica Community College District	March 14, 2005

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 #3-03-70-0163S 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.



<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	March 14, 2005

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)

**BOARD OF TRUSTEES**

Santa Monica Community College District

**INFORMATION**

March 14, 2005

**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.

**CALIFORNIA COMMUNITY COLLEGES**  
**CHANCELLOR'S OFFICE**

Fiscal Year 2004-2005

District:(780)SANTA MONICA Quarter Ended: (Q2) December 31, 2004

Certified Date:09-Feb-05 05:12 PM

**I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):**

<u>Annual</u>	As of June 30 for fiscal year (FY) specified.			
	FY01-02	FY02-03	FY03-04	FY04-05
<b>General Fund Revenues</b> (Objects 8100, 8600, and 8800)	117,591,098	120,037,531	119,169,524	119,697,409
<b>Other Financing Sources</b> (Objects 8900)	1,019,335	269,125	16,292	275,721
<b>General Fund Expenditures</b> (Objects 1000-6000)	122,038,663	119,801,619	112,030,513	123,286,775
<b>Other Outgo</b> (Objects 7100, 7300, 7400, 7500, and 7600)	2,204,342	1,152,881	1,070,764	1,363,163
<b>Reserve for contingency</b> <b>Unrestricted</b>	0	0	0	199,339
<b>Reserve for contingency</b> <b>Total</b>	0	0	0	524,033
<b>General Fund Ending Balance</b> <b>Unrestricted</b>	1,210,760	767,374	6,834,088	0
<b>General Fund Ending Balance</b> <b>Total</b>	1,415,218	767,374	7,843,889	0
<b>Prior-Year Adjustments</b>	0	1,094,683	0	0
<b>Attendance FTES</b>	21,814	22,729	15,727	21,767
<u>Quarter</u>	For the same quarter to each fiscal year (FY) specified			
	FY01-02	FY02-03	FY03-04	FY04-05
<b>General Fund Cash Balance</b> (Excluding investments)	9,823,973	4,681,513	17,337,881	16,810,490

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

	Total Budget (Annual)	Actual (Year-to-Date)	Percentage %
<b>General Fund Revenues</b> (Objects 8100, 8600, and 8000)	119,697,409	62,665,925	52.35
<b>Other Financing Source</b> (Objects 8900)	275,721	38,123	13.83
<b>General Fund Expenditures</b> (Objects 1000-6000)	123,286,775	50,143,919	40.67
<b>Other Outgo</b> (Objects 7100, 7300, 7400, 7500, and 7600)	1,363,163	392,865	28.82

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

**Salaries**

Contract Period Settled (Specify)	Management		Academic(Certificated)		Classified	
	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*
Year 1	0		0		0	
Year 2	0		0		0	
Year 3	0		0		0	

\* As specified in collective bargaining agreement.

**Benefits**

Contract Period Settled	Management Total	Academic Total	Classified Total
Year 1	0	0	0
Year 2	0	0	0
Year 3	0	0	0

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? (Include additional pages of explanation if needed.)

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.

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

*Reagan Komsel*

*Thomas J. Boone* 2/9/05

District Chief Business Officer Date

District Superintendent Date

Quarter Ended: (Q2) December 31, 2004

Governing Board Meeting Date 3/14/05

Send to Printer

Back

<b>BOARD OF TRUSTEES</b>	<b>INFORMATION</b>
Santa Monica Community College District	March 14, 2005

**INFORMATION ITEM E**

**MINUTES OF CITIZENS' 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.

**1. 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 XIII A, 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.



**BOARD OF TRUSTEES**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

**ADJOURNMENT**

March 14, 2005

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.