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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, MAY 5, 2003

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

5:30 p.m. – Closed Session
Business Building Room 111

7:00 p.m. - Public Meeting
Board Room
Business Building Room 117

*The complete agenda may be accessed on the
Santa Monica College website:
<http://www.smc.edu/admin/trustees/meetings/>*

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES

Members of the public may address the Board of Trustees by oral presentation **concerning any subject that lies within the jurisdiction of the Board of Trustees** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting **before** the Board reaches the Public Comments section in the agenda.
- Five minutes is allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting **before** the Board reaches that specific item in the Major Items of Business in the agenda.
 - Five minutes is allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
2. No uncivil or disorderly conduct shall be permitted at any Board of Trustees meeting. Persistence in displaying such conduct shall be grounds for summary termination and/or removal of the person from the meeting by the Chair.
 3. No oral presentation shall include charges or complaints against any employee of the District, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify the individual. Charges or complaints against employees shall be submitted to the Board of Trustees under provisions of Board Policy Section 9421. Any employee against whom charges or complaints are to be made must be given 24 hours advanced notice and may request any such charges or complaints are heard in closed session.
 4. Exceptions: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.

No action may be taken on items of business not appearing on the agenda

*Reference: Board Policy Section 1570
Education Code Section 72121.5
Government Code Sections 54954.2, 54954.3, 54957.9*

BOARD OF TRUSTEES

REGULAR MEETING

SANTA MONICA COMMUNITY COLLEGE DISTRICT

May 5, 2003

A G E N D A

A meeting of the Board of Trustees of the Santa Monica Community College District is scheduled be held in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, May 5, 2003.

5:30 p.m. – Closed Session

7:00 p.m. – Public Meeting

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

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| I. ORGANIZATIONAL FUNCTIONS | |
| A Call to Order | |
| B Roll Call | 1 |
| II. CLOSED SESSION (<i>Scheduled for 5:30 p.m.</i>) | |
| • Collective Bargaining,
pursuant to Government Code Section 54957.6 | |
| III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (<i>Continued</i>) | |
| C Pledge of Allegiance | |
| #1 Approval of Minutes: April 7, 2003 | |
| IV. SUPERINTENDENT'S REPORT | |
| • Associated Students Recognition Awards
James Hoon Lee, Student
Sherri Bradford, Faculty Member | |
| V. ACADEMIC SENATE REPORT | |
| VI. CLASSIFIED SENATE REPORT | |
| VII. COMMUNICATIONS OR PUBLIC COMMENTS | |
| VIII. <u>CONSENT AGENDA</u> | |
| <i>All items considered in one motion unless pulled for discussion later in the meeting</i> | |
| <u>Planning and Development</u> | |
| #2 Contracts and Consultants | |
| A Contract from MCS/Rehabilitation, Inc./Hollywood Worksource Center | 3 |
| B Contract with Cooper Building | 4 |

Academic and Student Affairs

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XII. **ADJOURNMENT:** There will be a special meeting of the Santa Monica Community College District Board of Trustees on Thursday, May 15, 2003 at 6 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be Monday, June 2, 2003 at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

BOARD OF TRUSTEES	REGULAR MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Herbert Roney, Chair
Dr. Margaret Quiñones, Vice-Chair
Carole Currey
Dr. Dorothy Ehrhart-Morrison
Dr. Nancy Greenstein
Dr. Patrick Nichelson
Annette Shamey
Allison Sandera, Student Trustee

II. CLOSED SESSION

- Collective Bargaining, pursuant to Government Code Section 54957.6

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

PLEDGE OF ALLEGIANCE – Lee Peterson

RECOMENDATION 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:

April 7, 2003 (Regular Meeting)

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#13.

Recommendations pulled for separate action:

Action on Consent Agenda

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2 **CONTRACTS AND CONSULTANTS**

Requested Action: Approval

2-A CONTRACT FROM MCS/REHABILITATION, INC./HOLLYWOOD WORKSOURCE CENTER

Santa Monica College will be subcontracted by MCS Rehabilitation/Hollywood WorkSource Center to conduct training activities for welfare-to-work participants of the Santa Ana Workforce Investment Board. MCS Rehabilitation/Hollywood WorkSource was approved to conduct Certified Nurse Assistant training in March 2003. Santa Monica College was the collaborative partner in the proposal along with SEIU 434b Local Labor Union. The contract will be for the period of May 1, 2003–June 30, 2004 for the total amount of \$210,000. The contract will train 75 participants referred by the Santa Ana WorkSource Center.

Funding Source: Santa Ana Workforce Investment Board
Welfare-to-Work Allocation

Comment: The partnership will result in welfare recipients being trained for health-related jobs such as, but not limited to, Certified Nursing Assistant. The participants will work with SEIU to provide training activities that will develop the skills allowing them to obtain entry-level positions at SEIU partnering employers. MCS Rehabilitation, Inc./Hollywood WorkSource Center has chosen to work with Santa Monica College since it is approved as a training vendor under the State of California Eligible Training Provider List and the I-Train Directory.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2

CONTRACTS AND CONSULTANTS

(continued)

Requested Action: Approval

2-B CONTRACT WITH THE COOPER BUILDING

Santa Monica College will lease training space at the Cooper Building located in downtown Los Angeles to offer training workshops for individuals working in the apparel fabrication industry. The training will be paid for by the SMC Employment Training Panel (ETP) program.

The period of the contract is from May 1–September 30, 2003 for the amount of \$1.00.

Funding Source: Santa Monica College
Employment Training Panel
(Knitwear Technology Program)

Comment: The collaboration will support SMC's efforts to meet its training goals under the ETP program. The Knitwear Technology program operates as contract education at locations such as the French Rags factory. Because of interest in this workshop by businesses in the apparel fabrication district, the ideal location for the workshop is close to where the businesses area. The Cooper Building is in the heart of the Los Angeles apparel district and many individuals who work in the industry will be able to easily access the workshops. The Cooper Building will support the program with necessary tables, chairs, and equipment for the workshops. The workshops will cover topics such as Vocational English-as-a Second Language, apparel-related technologies, and garment construction. It is anticipated that at least 50 workers will participate in the workshops.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3 **CONSULTANTS AND CONTRACTS**

Requested Action: Approval

3-A EVENTS, SPRING/SUMMER 2003

Planetarium Lecture Series

Robots in Space Ayanna Howard \$120 May 30, 2003

Visualizing the Earth in 3D Mike Crippen \$120 June 27, 2003

Rocking and Rolling on Mars Albert Haldemann \$120 July 25, 2003

Funding Source: Proceeds from ticket sales

3-B COMMUNITY SERVICES/EXTENSION SEMINARS/COURSES, SUMMER 2003

Seminars/courses for Santa Monica College Community Services and Extension for Summer 2003.

Funding Source: All costs will be covered by the registration fees charged.

Comment: The list of Community Services seminars and courses is on file in the office of Community Services

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 4 TTIP VIDEOCONFERENCING EQUIPMENT UPGRADE

Requested Action: Approval

Approval of the Santa Monica College plan for use of funds (\$25,000) from the 2002-2003 Chancellor’s Office Telecommunications and Technology Infrastructure Program (TTIP) Grant for Videoconferencing Equipment Upgrade.

Budget Augmentation:	Income	
	8000	\$25,000
	Expenditures	
	6000	\$25,000

Funding Source: Chancellor’s Office Grant

Comment: The 2002-2003 TTIP Grant for Videoconferencing Equipment Upgrade offers \$25,000 in one-time funds to upgrade equipment to the H.323 standard. This new standard will allow Santa Monica College to implement Voice-Over-IP solutions. The upgraded video equipment will be compatible with all Santa Monica College technical equipment. The Santa Monica College video network will be connected to 4Cnet / CENIC ONI services. This funding is categorically earmarked for this purpose.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 5 **ACADEMIC PERSONNEL**

Requested Action: Approval

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

EFFECTIVE DATE

ELECTIONS

ADMINISTRATIVE

Danzey, Ida	Acting Assistant Dean, Health Sciences	06/18/03 - 08/15/03
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Krentzman, Greg	Project Manager, Launchpad	07/01/03 - 09/30/03
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ADJUNCT

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6

MEMO OF UNDERSTANDING – MILITARY LEAVE

Requested Action: Approval

This memorandum of understanding is entered into between the Santa Monica Community College District (hereinafter "District") and the California School Employees Association and its Chapter 36 (hereinafter "Association") for the purpose of providing a continuation of paid status for employees who may be ordered into active military duty. The District and the Association agree as follows:

1. Any employee of the bargaining unit who is ordered into active military duty as set forth in the Military and Veterans Code Sections 389 through 399.5 shall continue to receive full pay from the District, including health benefits, for a period of six months starting from the date in which the employee is ordered into active military duty. An employee who is called into active military duty shall immediately inform the District as to the beginning and end date of their service and shall provide the District with a copy of any written orders.
2. Any employee covered under the provision of section 1 above, shall as a condition of continuing to receive their full district salary, provide the District with the specific amount of salary that he/she will earn from military duty. The amount of pay to be received from military duty shall be deducted from the amount normally paid to the employee as his/her regular salary. It is the intent of this agreement to provide an employee called into active military duty no more than their regular salary including any amount paid by the State or Federal Government as salary for military duty.
3. This agreement shall terminate on June 30, 2004 unless otherwise agreed to between the District and the Association.

Comment: The Memo of Understanding was signed by the CSEA President and the Vice-President of Human Resources for the District.

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7 **CLASSIFIED PERSONNEL – REGULAR**

Requested Action: Approval

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

<u>SEPARATIONS</u>	<u>EFFECTIVE DATE</u>
<u>39 MONTH RE-EMPLOYMENT LIST</u>	
Anderson, Claudette, Department Secretary II, Job Development	03/26/03
<u>RESIGNATION</u>	
Stribling, Haywood, Custodial Operations Supervisor, Operations	04/01/03
<u>RETIREMENT</u>	
Williamson, Wilber L., Lead Custodian, Operations	08/01/03

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

RECOMMENDATION NO. 8 **CLASSIFIED PERSONNEL – LIMITED DURATION**

Requested Action: Authorization

The following individuals are authorized for limited duration assignments as classified employees. 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

<u>PROVISIONAL</u>	
Dunham, William, Registration Enrollment Coord., Prog. Dev.	01/02/03 - 03/21/03
<u>LIMITED TERM</u>	
Barr, Laura, Accounting Specialist, Bookstore	02/13/03 - 05/09/03
Hsu, Hung-Gi (Cindy), Accompanist Performance, Music	03/17/03 - 06/17/03
Jucha, Lisa, Sign Language Interpreter III, DSC	04/05/03 - 06/17/03
Mbusi, Norah, Counseling Aide, Trio	04/07/03 - 05/14/03
<u>LIMITED TERM (Substitute)</u>	
DiModica, Toni, Department Secretary II, ESL (ext)	03/24/03 - 03/28/03

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 9 **CLASSIFIED PERSONNEL - NON MERIT**

Requested Action: Approval

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	3
\$7.00/hr	

College Student Assistant	31
\$7.00/hr	

College Work-Study Student Assistant	5
\$7.00/hr	

SPECIAL SERVICES

Art Model	6
\$14.00/hr	

Community Services Specialist II	1
\$38.00/hr	

Volunteers	2
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List(s) available in the Human Resources Office and attached to permanent minutes.

BOARD OF TRUSTEES	Action
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 10

BUDGET AMENDMENT

Requested Action: Approval

Amendment of the Restricted General Fund Budget Income and Expenditures to reflect a decrease of the fiscal year 2001-2002 carry over for the Block Grant in the amount of \$48,241.

Income
8000 (\$48,241)

Expenditure
6000 (\$48,241)

Comment: After the 2001-2002 fiscal year books were closed, expenditures of \$48,241 were made and filed with the final 2001-2002 report to the State. This amendment reduces the balance of funds available to reflect the additional expenditures.

RECOMMENDATION NO. 11

CLAIM FOR DAMAGES

Requested Action: Approval

Reject the following claims and refer the claims to the District's claims management firm

<u>Claimant</u>	<u>Date Filed</u>	<u>Amount of Claim</u>
Southern California Edison	04/14/03	unknown

Comment: The claimant alleges that the District failed to notify SCE and/or coordinate the raising of a manhole to grade between 17th and 18th Streets during a facilities improvement project. The District's examination of the situation determined that the District is not responsible.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 5, 2003

CONSENT AGENDA BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 FACILITIES

Requested Action: Approval

12-A CHANGE ORDER NO. 1, REMODEL STUDENT SERVICES BUNGALOWS C & E

Change Orders No. 1 with ANGELES CONTRACTOR on the Remodel Student Services Bungalows C & E project.

Original Contract Amount	\$263,500.00
Change Order No. 1- Reduction	- 5,840.00
Revised Contract Amount	\$257,660.00

Funding Source: District Capital Outlay Fund

Comment: The original contract amount for this remodel project contained an Allowance of \$10,000 for modifications to the fire alarm and telephone systems in Buildings C & D. The actual costs for these modifications was \$5,457, therefore an adjustment of a (\$4,543.00) credit is being made to the original contract amount.

12-B CHANGE ORDER NO. 1, MECHANICAL SYSTEMS UPGRADES, SCIENCE BUILDING

Change Order No. 1 with ACCO ENGINEERED SYSTEMS on the Mechanical Systems Upgrades, Science Building project.

Original Contract Amount	\$194,600.00
Change Order No. 1	4,500.00
Revised Contract Amount	\$199,100.00

Funding Source: State 99-00 Hazardous Substance Removal Program
State 01-02 Scheduled Maintenance Program

Comment: This change order provides for fume hood manufacturer's recommendation to install larger stainless steel blank off plates on the interior of 49 fume hoods in the Science Building to achieve increased air flow at hood sash by 25% FPM as per pilot test.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 5, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 12 FACILITIES (continued)

12-C AGREEMENT FOR ENGINEERING SERVICES, NEW HVA/C AND FIRE SUPPRESSION SYSTEM, DATA PROCESSING COMPUTER ROOM AT DRESCHER HALL

Agreement with P2S ENGINEERING for engineering services associated with the New HVA/C and Fire Suppression System, Data Processing Computer Room at Drescher Hall project for and amount not to exceed \$19,400, plus reimbursable expenses.

Funding Source: Energy Relief Program Funds

Comment: This agreement provides for engineering services associated with the design, preparation of bid documents and construction oversight associated with the installation of HVA/C and fire suppression systems for the Data Processing Computer Room located in the Third Floor of Drescher Hall.

12-D AGREEMENT FOR CONSULTING SERVICES, SECURITY SYSTEMS FOR MAIN STAGE, LIBERAL ARTS, KINESIOLOGY/DANCE/RECREATION AND ATHLETICS OFFICE RELOCATION, MADISON THEATER, BAE PROPERTY AND LIBRARY VILLAGE REMODEL

An engineering consulting agreement with IVA SOLUTIONS for planning of security systems for the following projects not to exceed \$43,300, plus reimbursable expenses.

Main Stage	\$7,500.00
Liberal Arts, Phase 1	12,000.00
Kinesiology/Dance/Recreation & Athletics Relocation	4,000.00
Madison Theater	9,300.00
BAE Property	3,500.00
Library Village Remodel	7,000.00

Funding Source: Measure U/FEMA/District Capital Outlay

Comment: IVA Solutions will work in conjunction with the architects on these projects to provide for planning, engineering, project oversight and testing of security and access control systems at six facilities at the appropriate time. All aspects of campus safety are being analyzed in the planning of these projects. The BAE item is for the initial security of the existing buildings and property.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 5, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 **PURCHASING**

Requested Action: Authorization

13-A AWARD OF PURCHASE ORDERS

<u>Purchase Orders - FY 2002/03</u>	<u>Total</u>
A) P. O. 86746 – 86812	\$602,699.86
B) Telephone Orders	\$70,098.23
C) Change Orders	\$73,844.79
D) Auxiliary Orders	500.00
E) Auxiliary Change Orders	3,300.00

Comment: Lists of orders placed or amended between March 28, 2003 and April 27, 2003 are part of records on file in Purchasing Department.

13-B PARTICIPATION IN PURCHASE AGREEMENTS

Authorize the use of the following public agency contracts for the purchase of furniture and equipment for the Library Expansion and Remodel project.

State of California Department of General Services' California Multiple Awards Schedule (CMAS) contracts:

#4-01-01-0059B with Yamada for power and data tables and computer workstations for an amount not to exceed \$305,000

#3-94-70-0012 with Dell Computer for computer equipment for an amount not to exceed \$426,000

County of Fairfax, Virginia contract #RQ01-41131316-C with Knoll Furniture for office & archive furniture, collaborative study room furniture and occasional tables for an amount not to exceed \$103,000.

County of Fairfax, Virginia contract #RQ01-411313-16B with Herman Miller for chairs for an amount not to exceed \$401,000.

Authorize the award of purchase orders to the above companies for the purchase of furniture and equipment for the Library Expansion and Remodel project.

Funding Source: FEMA/State Capital Outlay/ District

Comment: Public Contract Code §20652 allows the District to purchase through other public agencies without advertising for bid. Public Contract Code §12110 authorizes the Department of General Services to purchase data processing or telecommunications goods and services for other public agencies.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 5, 2003

CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 13 PURCHASING (continued)

Requested Action: Authorization

13-C AWARD OF BID – SCIENCE BUILDING HVAC PREVENTATIVE MAINTENANCE AND REPAIR

Award the bid for the Science Building HVAC Preventative Maintenance and Repair and enter into an agreement with ACCO Engineered Systems.

<u>Bidder</u>			<u>Bid Amount</u>
	<u>Maintenance:</u>		<u>Hrly Rate for Repairs:</u>
ACCO Engineered Systems	Yr. 1	\$29,876	\$83 - \$166
	Yr. 2	\$30,776	\$85.50 - \$171
	Yr. 3	\$31,699	\$88 - \$176
	Yr. 4	Yr. 3 + CPI	Yr. 3 + CPI
	Yr. 5	Yr. 4 + CPI	Yr. 4 + CPI
Carrier Corporation	Yr. 1	\$43,872	\$95 - \$115
	Yr. 2	\$44,760	\$95 - \$115
	Yr. 3	\$45,660	\$95 - \$115
	Yr. 4	Yr. 3 + CPI	Yr. 3 + CPI
	Yr. 5	Yr. 4 + CPI	Yr. 4 + CPI

Funding Source: Facilities Budget

Comment: This agreement provides for monthly preventative service on the HVAC system for the Science building and repairs on an as-needed basis. Bids were solicited through advertisement and through a general mailing.

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 5, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 14

CLASSIFIED EMPLOYEES WEEK

It is recommended that the Board of Trustees adopt the following resolution in recognition and observation of Classified Employees Week, May 19-23, 2003.

WHEREAS, classified employees provide valuable services to the College and students of the Santa Monica Community College District; and

WHEREAS, classified employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees play a vital role in providing for the welfare and safety of Santa Monica Community College District's students; and

WHEREAS, classified employees employed by the Santa Monica Community College District strive for excellence in all areas relative to their workplace,

THEREFORE BE IT RESOLVED, that the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of May 19-23, 2003 as Classified Employees Week in the Santa Monica Community College District.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 15 **ANNUAL AUTHORIZATION OF PRIVILEGES FOR STUDENT TRUSTEE**

It is recommended that the Board of Trustees authorize the continuation of privileges for the student trustee in accordance with Board Policy 1412 and Education Code Section 72023.5.

1. The student trustee may make and second motions.
2. The student trustee is entitled to an advisory vote which shall be recorded as such in the official minutes.
3. The student trustee may receive compensation up to the amount prescribed by Education Code Section 72425 and Board Policy. The term of compensation for the student trustee shall run from June through May.

Comment: Education Code Section 72023.5 states that Board action to determine the privileges of the student trustee is required each year by May 15th for the succeeding year.

Rights and responsibilities dealing with term, closed sessions and conference attendance are included in Board Policy.

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

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 16

RECEIPT OF PERSONNEL COMMISSION PROPOSED
2003-2004 BUDGET

It is recommended that the Board of Trustees acknowledge receipt of the 2003-2004 proposed budget for the Santa Monica Community College District Personnel Commission with the understanding that if further reductions become necessary as the State attempts to resolve its budget situation, the District may request that the Personnel Commission make further reductions to its budget. The Personnel Commission Budget will be discussed as part of the District's regular budget process.

Comment: The Personnel Commission's proposed 2003-04 budget includes a layoff of two staff members and retains budgetary authority for one Personnel Analyst position which will not be filled in order to generate salary savings to offset the project revenue shortfall. The Commission is honoring its commitment made last year that the request for \$110,000 in funding for the classification and compensation study would not be requested for 2003-04. However, some appeals are anticipated upon completion of the study, so the line item for "legal fees" has been increased to support the Commission's responsibility to address potential litigations.

The Education Code requires that the Personnel Commission forward its proposed budget to the Board of Trustees and invite the Board and District administration representatives to attend and present their views at a public hearing. The public hearing will be held at a special Personnel Commission meeting on May 14, 2003.

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

DRAFT

Personnel Commission Proposed Budget Fiscal Year 2003-04

Category/Account #		FY 02-03	FY 03-04
		Approved Budget	Proposed Budget
SALARIES			
23800	Personnel Commission	4,250	4,250
21100	Managers	178,117	101,496
21200	Staff	352,366	353,058
23230	Clerical - Hourly/Student Help	25,000	0
	Subtotal Salaries	559,733	458,804
BENEFITS			
	Commissioner Health Benefits &		
	Employee Benefits (estimated at 23%)	128,739	91,980
	Total Benefits & Salaries	688,472	550,784
SUPPLIES & PERIODICALS			
45300	Periodicals	800	300
45500	Direct Supplies	4,750	2,000
45501	Software	200	0
	Total Supplies & Periodicals	5,950	2,300
OPERATING EXPENSE			
51100	Consultants/Hearing Officers	120,000	35,000
52100	Mileage	100	100
52200	Conferences	1,000	1,000
53100	Memberships	1,100	1,100
57300	Legal Fees	1,500	15,000
58200	Printing	610	610
58400	Fingerprinting	0	0
58700	Delivery	100	0
58900	Other	1,500	1,500
58970	Advertising	20,000	7,000
	Subtotal Operating Expenses	145,910	61,310
NEW EQUIPMENT			
64100	New Equipment	1500	0
65200	Purchases/Leases	8,500	6,450
	Subtotal New Equipment	10,000	6,450
TOTAL	TOTAL	850,332	620,844

BOARD OF TRUSTEES	Information
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 5, 2003

INFORMATION ITEM D

SUBMITTAL OF GRANTS

Title of Grant: **Industry Driven Regional Collaboratives (IDRC): Hotel Emergency Management Training**

Granting Agency: California Community College Chancellor's Office

Requested Funding: \$581,628

Matching Funds: \$582,250 (Source: Industry Partners)

Performance Period: July 1, 2003 - June 30, 2005 (two year grant)

Summary: This IDRC grant seeks funding to provide post-employment training for the hotel industry to support the two strategic priorities of Business Workforce and Economic Performance Improvement and Workforce Literacy in the following areas: 1) development of an Inter-hotel Emergency Plan; 2) CPR & DART Certification; 3) Leadership in a Crisis Training; and 4) Emergency English & Spanish.

Title of Grant: **Online Licensed Vocational Nursing to Associate Degree in Nursing Program**

Granting Agency: Sloan Foundation

Requested Funding: \$199,000

Matching Funds: \$168,622 (Source: District In-Kind)

Performance Period: September 2003 -- March 2004

Summary: In response to the ongoing national and statewide nursing shortage, Santa Monica College (SMC), a large, publicly funded community college located in Los Angeles, in partnership with Kaiser Permanente, SEIU Local 250 and HCAP, the Healthcare Career Ladder Program, proposes to develop an online nursing program to enable currently licensed vocational nurses (LVNs) to attain associate degrees in nursing and become registered nurses (RNs).

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 5, 2003


INFORMATION ITEM E

2002-2003 QUARTERLY BUDGET REPORT

GENERAL FUND BUDGET SUMMARY
(PROJECTED AS OF March 31, 2003)

Beginning Balance	\$2,210,606
Income	<u>123,235,879</u>
Total Funds Available	\$125,446,485
Less: Expenses & Transfers	122,872,944
Ending Balance	\$ 2,573,541

Comment: On a quarterly basis Business Services provides to the Board of Trustees a complete set of financial statements for all funds along with the quarterly 311Q report required by the Chancellor's Office. These projections reflect all mid-year budget cuts.


California Community Colleges
Quarterly Financial Report, CCFS-311Q
Fiscal Year 2002-2003
District:(780)SANTA MONICA Quarter Ended: (Q3) March 31, 2003

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

<u>Annual</u>	As of June 30 for fiscal year (FY) specified.			
	FY99-00	FY00-01	FY01-02	FY02-03
General Fund Revenues (Objects 8100, 8600, and 8800)	99,223,907	115,768,649	117,591,098	122,935,075
Other Financing Sources (Objects 8900)	102,015	323,963	1,019,335	300,804
General Fund Expenditures (Objects 1000-6000)	96,886,910	111,934,300	122,038,663	121,486,340
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	958,086	1,383,093	2,204,342	1,386,604
Reserve for contingency Unrestricted	0	0	0	0
Reserve for contingency Total	0	0	0	0
General Fund Ending Balance Unrestricted	4,129,295	5,821,609	1,210,760	2,573,541
General Fund Ending Balance Total	5,670,038	7,047,790	1,415,218	2,573,541
Prior-Year Adjustments	-309,602	-1,397,467	0	795,388
Attendance FTES	19,786	20,083	21,814	22,729

<u>Quarter</u>	For the same quarter to each fiscal year (FY) specified			
	FY99-00	FY00-01	FY01-02	FY02-03
General Fund Cash Balance (Excluding investments)	2,446,669	13,542,363	9,884,779	7,641,557

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

	Total Budget (Annual)	Actual (Year-to-Date)	Percentage %
General Fund Revenues (Objects 8100, 8600, and 8000)	122,935,075	83,485,135	67.91
Other Financing Source (Objects 8900)	300,804	72,420	24.08
General Fund Expenditures (Objects 1000-6000)	121,486,340	81,293,103	66.92
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	1,386,604	518,025	37.36

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.

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.)

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 GOVENOR DECIDED TO SEVERELY CUT COMMUNITY COLLEGE BUDGETS MID-YEAR. EXPENDITURES FOR WINTER AND SPRING HAVE BEEN CUT. FOR NEXT YEAR, THE GOVENOR'S BUDGET SUBSTANTIALLY REDUCES FUNDING AND WILL REQUIRE SEVERE CUT BACKS ON BEHALF OF THE COLLEGE.

Print View

Back

2002/03 UNRESTRICTED GENERAL FUND (01) INCOME BUDGET

ACCOUNTS (a)	02/03 ADOPTED BUDGET (b)	02/03 CURRENT BUDGET (c)	MAR 31, 2003 ACTUAL INCOME (d)	PROJECTED INCOME (e)
FEDERAL				
1. 8189 FIN AIDS ADM ALLOWANCES	106,160	106,160	2,089	106,160
2. TOTAL FEDERAL	106,160	106,160	2,089	106,160
STATE				
3. 8610 PRINCIPAL APPT.	41,312,763	41,312,763	28,987,794	42,629,109
4. 8611 BASIC SKILLS APPT.	700,000	700,000	589,804	700,000
5. 8616 PRIOR YR APPT. ADJ.	0	0	0	67,683
6. 8672 HOMEOWNERS EXEMPT	94,352	94,352	47,227	94,352
7. 8680 STATE LOTTERY REV.	2,800,296	2,800,296	1,200,434	2,800,296
8. 8692 MANDATED COST RECOV.	128,748	128,748	0	106,748
9. 8699 OTH STATE *	1,384,813	1,384,813	842,532	1,206,928
10. PARTNERSHIP FOR EXCELLENCE	5,701,813	5,701,813	3,489,510	5,131,632
11. TOTAL STATE	52,122,785	52,122,785	35,157,301	52,736,748
LOCAL				
12. 8810 PROP TAX SHIFT	24,328,357	24,328,357	11,968,265	22,494,996
13. 8811 SECURED TAX	5,903,076	5,903,076	3,721,751	5,903,076
14. 8812 SUPPLE. TAXES	124,295	124,295	60,353	124,295
15. 8813 UNSECURED TAX	339,804	339,804	370,894	339,804
16. 8816 PRIOR YRS TAXES	299,259	299,259	228,449	299,259
17. 8816 SPECIAL ADJUSTMENT	0	0	451,252	653,805
18. 8830 INTENSIVE ESL	479,700	479,700	535,990	535,990
19. 8850 RENTS	16,461	16,461	10,810	16,461
20. 8860 INTEREST	466,130	466,130	70,502	149,228
21. 8872 CONT.ED/COMM SERV.	636,409	636,409	281,275	562,550
22. 8874 ENROLLMENT FEES	4,804,455	4,804,455	4,569,426	4,793,181
23. 8879 STUDENT RECORDS	120,903	120,903	50,086	120,903
24. 8880 NON RES TUITION	13,497,733	13,497,733	13,481,435	13,497,733
25. 8886 F1 APPLICATION FEES	58,805	58,805	64,610	64,610
26. 8889 OTHER FEES	398,278	398,278	193,969	398,278
27. 8890 OTHER LOCAL	310,269	310,269	188,642	310,269
28. 8891 I. D. CARD SERVICE CHARGE	512,302	512,302	537,238	537,238
29. 8892 LIBRARY FINES	20,673	20,673	12,719	20,673
30. 8893 PARKING FINES	225,000	225,000	189,607	225,000
31. TOTAL LOCAL	52,541,909	52,541,909	36,987,273	51,047,349
32. TOTAL INCOME (Lines 2 + 11 + 31)	104,770,854	104,770,854	72,146,663	103,890,257
33. 8912 SALE OF EQUIP/SUPPL.	0	0	0	0
34. 8980 TRANSFER IN	96,458	96,458	0	120,891
35. TOTAL REVENUE (Lines 32 + 33 +34)	104,867,312	104,867,312	72,146,663	104,011,148
36. BEGINNING BALANCE	1,210,760	1,210,760	1,210,760	1,210,760
37. ADJUSTMENT TO BEGINNING BALANCE	0	0	795,388	795,388
38. TOTAL FUNDS AVAIL. (Lines 35 + 36 + 37)	106,078,072	106,078,072	74,152,811	106,017,296

2002/03 UNRESTRICTED GENERAL FUND (01) EXPENDITURE BUDGET

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 CURRENT BUDGET	MAR 31, 2003 ACTUAL EXPENDITURES	PROJECTED EXPENDITURES
(a)	(b)	(c)	(d)	(e)
1. INSTRUCTION	21,504,352	21,785,601	14,123,004	22,059,402
2. ACADEMIC MANAGERS	4,269,334	4,510,332	2,944,416	4,368,530
3. NON-INSTRUCTION	3,323,913	3,776,659	2,393,085	3,731,423
4. HOURLY INSTRUCTION	20,000,369	14,211,943	13,580,054	18,457,408
5. HOURLY NON INSTRUCTION	2,951,129	3,452,711	2,505,116	3,318,185
6. TOTAL ACADEMIC	52,049,097	47,737,246	35,545,675	51,934,948
7. CLASSIFIED REGULAR	15,782,713	16,537,397	10,607,223	15,893,584
8. CLASSIFIED MANAGERS	2,751,969	2,790,380	1,873,683	2,784,929
9. CLASS REG INSTRUCTION	2,304,362	2,209,340	1,382,900	2,132,120
10. CLASSIFIED HOURLY	1,361,321	1,535,151	1,367,421	1,530,912
11. CLASS HRLY INSTRUCTION	155,941	588,233	466,123	700,593
12. TOTAL CLASSIFIED	22,356,306	23,660,501	15,697,350	23,042,138
13. STRS	2,850,938	2,850,938	1,035,093	3,200,651
14. PERS	1,010,921	1,010,921	137,485	825,753
15. OASDHI	2,600,473	2,600,473	1,598,191	2,306,007
16. H/W	8,059,946	8,059,946	6,163,824	7,752,629
17. RETIREE'S H/W	953,855	953,855	835,056	994,063
18. SUI	114,630	114,630	75,473	114,630
19. WORKERS' COMP.	799,371	799,371	836,777	858,684
20. DISTRICT RETIREMENT	621,165	621,165	319,845	515,192
21. TOTAL BENEFITS	17,011,299	17,011,299	11,001,744	16,567,609
22. TOTAL SUPPLIES	1,381,161	1,477,971	571,311	1,069,281
23. CONTRACTS/SERVICES	6,745,286	7,210,006	5,054,007	6,641,193
24. INSURANCE	461,067	457,967	529,646	529,646
25. UTILITIES	2,954,510	2,951,010	1,259,191	2,367,939
26. TOTAL SERVICES*	10,160,863	10,618,983	6,842,844	9,538,778
27. BLDG & SITES	0	32,188	5,985	32,188
28. EQUIPMENT	738,887	41,432	45,377	162,201
29. LEASE PURCHASES	1,370,000	1,372,869	578,223	611,621
30. TOTAL CAPITAL	2,108,887	1,446,489	629,585	806,010
31. TOTAL EXPENSES	105,067,613	101,952,489	70,288,509	102,958,764
32. OTHER OUTGO FINANCIAL AID	0	0	0	0
33. OTHER OUTGO-TRANSFERS	404,991	404,991	209,120	484,991
34. TOTAL EXP. & TRANSFERS (Lines 31 + 32 + 33)	105,472,604	102,357,480	70,497,629	103,443,755
35. CONTINGENCY RESERVE	605,478	3,720,592	3,655,000	2,573,541
36. TOTAL (Lines 34 + 35)	106,078,082	106,078,072	74,152,629	106,017,296

*Lottery revenues are used to fund services.

2002/03 RESTRICTED GENERAL FUND (03) INCOME BUDGET

REVENUE ACCOUNT	02/03 ADOPTED BUDGET	02/03 CURRENT BUDGET	MAR 31, 2003 ACTUAL INCOME	PROJECTED INCOME
(a)	(b)	(c)	(d)	(e)
FEDERAL				
1. 8170 VOCATIONAL ED.	510,076	510,076	306,046	510,076
2. 8180 ECONOMIC OPP. ACT/FWS	648,904	648,904	217,260	648,904
3. 8190 RADIO GRANTS	490,820	490,820	490,820	490,820
4. 8241 TECH PREP	72,630	85,025	10,895	85,025
5. OTHER FEDERAL	2,096,312	2,300,726	887,709	2,300,726
6. TOTAL FEDERAL	3,818,742	4,035,551	1,912,730	4,035,551
STATE				
7. 8620 BLOCK GRANT	0	0	0	0
8. 8620 BLOCK GRANT C/O	0	561,231	561,231	561,231
9. 8620 ECONOMIC DEVELOPMENT	350,500	297,224	192,878	297,224
10. 8620 ECONOMIC DEVELOPMENT C/O	0	107,153	107,153	107,153
11. 8620 TTIP	0	101,991	62,359	101,991
12. 8620 TTIP C/O	265,618	198,177	198,177	198,177
13. 8620 CALWORKS	342,771	380,857	258,983	380,857
14. 8620 CALWORKS C/O	0	214,560	214,560	214,560
15. 8620 TANF	86,991	86,991	59,154	86,991
16. 8622 EXTENDED OPP. PROG.	1,043,882	1,127,860	771,806	1,127,860
17. 8623 DISABLED STUDENTS	916,378	1,073,781	701,337	1,073,781
18. 8650 MATRICULATION	646,026	779,438	530,018	779,438
19. 8650 MATRICULATION C/O	0	418,727	418,727	418,727
20. 8650 NON-CREDIT MATRICULATION	41,276	61,797	42,022	61,797
21. 8650 EOPS CARE	102,619	104,322	68,897	104,322
22. 8650 STAFF/FAC DIVERSITY	24,437	24,437	16,617	24,437
23. 8650 ENERGY RELIEF	417,666	417,666	427,964	417,666
24. 8650 TEACHER READING DEVELOPMENT PROGRAM	137,500	124,470	137,500	124,470
25. 8654 INSTR.EQUIP/LIBRARY MATL.	877,891	472,744	344,723	472,744
26. 8654 INSTR EQUIP LIBRARY MAT C/O	0	148,245	148,245	148,245
27. 8656 STAFF DEVELOP. C/O	0	20,334	20,334	20,334
28. 8680 LOTTERY	270,204	270,204	0	270,204
29. OTHER STATE	1,533,778	1,127,174	316,231	1,127,174
30. TOTAL STATE	7,057,537	8,119,383	5,598,916	8,119,383
LOCAL				
31. 8830 PICO PARTNERSHIP	199,875	199,875	99,938	199,875
32. 8876 HEALTH FEES	669,582	716,110	716,110	716,110
33. 8881 PARKING FEES	1,022,395	1,027,934	1,027,934	1,027,934
34. 8890 PARKING LOT INC	151,864	151,864	130,433	151,864
35. DONATIONS -KCRW	3,419,587	3,343,327	1,291,841	3,343,327
36. OTHER LOCAL	591,841	1,450,774	560,570	1,450,774
37. TOTAL LOCAL	6,055,144	6,889,884	3,826,826	6,889,884
38. TOTAL INCOME (Lines 6 + 30 + 37)	16,931,423	19,044,818	11,338,472	19,044,818
39. 8980 TRANSFERS	139,913	179,913	72,420	179,913
40. TOTAL REVENUE (Lines 38 + 39)	17,071,336	19,224,731	11,410,892	19,224,731
41. BEGINNING BALANCE	204,458	204,458	204,458	204,458
42. ADJUSTMENT TO BEGINNING BALANCE	0	0	0	0
43. TOTAL FUNDS AVAIL. (Lines 40 + 41 + 42) ²⁶	17,275,794	19,429,189	11,615,350	19,429,189

2002/03 RESTRICTED GENERAL FUND (03) EXPENDITURE BUDGET

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 CURRENT BUDGET	MAR 31, 2003 ACTUAL EXPENDITURES	PROJECTED EXPENDITURES
(a)	(d)	(c)	(d)	(e)
1. INSTRUCTION	135,600	127,299	88,986	127,299
2. MANAGEMENT	832,773	804,773	629,258	804,773
3. NON-INSTRUCTION	716,954	821,069	660,896	821,069
4. HOURLY INSTRUCTION	90,509	90,509	84,403	90,509
5. HOURLY NON INSTRUCTION	919,598	886,970	749,475	886,970
6. TOTAL ACADEMIC	2,695,434	2,730,620	2,213,018	2,730,620
7. CLASSIFIED REGULAR	1,573,658	1,980,294	1,052,115	1,980,294
8. CLASSIFIED MANAGERS	271,813	271,813	169,898	271,813
9. CLASS REG INSTRUCTION	112,884	112,884	107,587	112,884
10. CLASSIFIED HOURLY	1,621,370	1,834,464	919,391	1,834,464
11. CLASS HRLY INSTRUCTION	139,799	339,799	116,358	339,799
12. TOTAL CLASSIFIED	3,719,524	4,539,254	2,365,349	4,539,254
13. STRS	207,669	176,666	69,404	176,666
14. PERS	20,702	35,650	11,231	35,650
15. OASDHI	241,129	321,384	120,268	321,384
16. H/W	380,069	473,155	269,230	473,155
17. SUI	10,074	19,532	4,805	19,532
18. WORKERS' COMP.	45,680	73,276	47,222	73,276
19. DISTRICT RETIREMENT	13,541	18,683	16,100	18,683
20. TOTAL BENEFITS	918,864	1,118,346	538,260	1,118,346
21. TOTAL SUPPLIES	627,275	611,525	315,219	611,525
22. CONTRACTS/SERVICES	3,948,751	4,304,394	3,342,996	4,304,394
23. INSURANCE	4,077	838,817	838,817	838,817
24. UTILITIES	218,515	218,515	134,325	218,515
25. TOTAL SERVICES	4,171,343	5,361,726	4,316,138	5,361,726
26. BLDG & SITES	443,068	443,068	289,765	443,068
27. EQUIPMENT	4,076,750	3,723,037	966,845	3,723,037
28. TOTAL CAPITAL	4,519,818	4,166,105	1,256,610	4,166,105
29. TOTAL EXPENSES (Lines 6 + 12+ 20 + 21 + 25 + 28)	16,652,258	18,527,576	11,004,594	18,527,576
30. OTHER OUTGO - FINANCIAL AIDS	487,078	696,926	308,905	696,926
31. OTHER OUTGO - TRANSFERS	136,458	204,687	0	204,687
32. TOTAL OTHER OUTGO	623,536	901,613	308,905	901,613
33. TOTAL EXP. & OTHER OUTGO (Lines 29 + 32)	17,275,794	19,429,189	11,313,499	19,429,189
34. CONTINGENCY RESERVE	0	0	301,851	0
35. TOTAL (Lines 33 + 34)	17,275,794	19,429,189	11,615,350	19,429,189

STUDENT FINANCIAL AID (FUND 09)

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 CURRENT BUDGET	MAR 31, 2003 ACTUAL	PROJECTED BUDGET
(a)	(b)	(c)	(d)	(e)
1. BEGINNING BALANCE	5,756	5,756	5,756	5,756
INCOME				
2. 8330 FEDERAL GRANTS	8,100,947	8,100,947	5,851,356	8,100,947
3. 8622 ST. EOPS GRANTS	0	40,000	0	0
4. 8650 CAL. GRANTS	665,784	625,784	716,671	716,671
5. 8981 TRANSFER	305,078	305,078	136,700	305,078
6. 8860 INTEREST	0	0	2,030	0
7. TOTAL INCOME	9,071,809	9,071,809	6,706,757	9,122,696
8. TOTAL FUNDS AVAILABLE (Lines 1 +7)	9,077,565	9,077,565	6,712,513	9,128,452
EXPENSES				
9. 7500 FINANCIAL AID	9,077,565	9,077,565	7,047,480	9,128,452
10. TOTAL EXPENSES	9,077,565	9,077,565	7,047,480	9,128,452
11. ENDING BALANCE (Lines 7 - 10)	0	0	(334,967)	0

SPECIAL RESERVE FUND (FUND 15)

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 CURRENT BUDGET	MAR 31, 2003 ACTUAL	PROJECTED BUDGET
(a)	(b)	(c)	(d)	(e)
1. BEGINNING BALANCE	2,486,666	2,486,666	2,486,666	2,486,666
2. ADJUSTMENT TO BEGINNING BALANCE	0	0	0	0
3. ADJUSTED BEGINNING BALANCE	2,486,666	2,486,666	2,486,666	2,486,666
INCOME				
4. 8652 SCHEDULED MAINTENANCE	514,747	514,747	6,543	514,747
5. 8653 ASBESTOS ABATEMENT	788,956	788,956	108,757	344,968
6. 8654 ARCHITECTURAL BARRIER REMOVAL	0	0	0	0
7. 8655 CAPITAL OUTLAY - LIBRARY ADDITION	7,985,568	7,985,568	3,473,913	7,985,568
8. 8655 CAPITAL OUTLAY - LIBRARY EQUIPMENT	2,418,000	2,418,000	0	2,418,000
9. 8820 DONATIONS	350,000	350,000	0	0
10. 8860 INTEREST	85,000	85,000	0	0
11. 8880 NONRESIDENT CAPITAL CHARGE	2,000,000	2,000,000	1,400,535	1,400,535
12. 8890 LOCAL INCOME	0	0	3,688	3,688
13. 8891 LOCAL INCOME - REDEVELOPMENT	12,500,000	12,500,000	216,036	216,036
14. TRANSFER IN	0	0	2,455,602	0
15. TOTAL INCOME	26,642,271	26,642,271	7,665,074	12,883,542
16. TOTAL FUNDS AVAILABLE (Lines 3 + 15)	29,128,937	29,128,937	10,151,740	15,370,208
EXPENSES				
17. 2000 CLASSIFIED SALARIES	235,272	235,272	156,848	313,696
18. 3000 BENEFITS	39,856	39,856	24,535	32,713
19. 4000 SUPPLIES	3,000	3,000	2,700	3,000
20. 5000 CONTRACT SERVICES	15,000	15,000	230,752	236,226
21. 6000 CAPITAL OUTLAY	28,835,809	28,835,809	9,736,905	14,378,370
22. TOTAL EXPENSES	29,128,937	29,128,937	10,151,740	14,964,005
22. ENDING BALANCE (Lines 16 - 22)	0	0	0	406,203

BOND FUND (FUND 70)

ACCOUNTS	02/03 ADOPTED BUDGETS	02/03 CURRENT BUDGET	MAR 31, 2003 ACTUAL	PROJECTED BUDGET
(a)	(b)	(c)	(d)	(e)
1. BEGINNING BALANCE	6,122,900	6,122,900	6,122,900	6,122,900
2. ADJUSTMENT TO BEGINNING BALANCE	0	0	0	0
3. ADJUSTED BEGINNING BALANCE	6,122,900	6,122,900	6,122,900	6,122,900
INCOME				
4. 8860 INTEREST	100,000	100,000	17,139	22,852
5. TOTAL INCOME	100,000	100,000	17,139	22,852
6. TOTAL FUNDS AVAILABLE (Lines 3 + 5)	6,222,900	6,222,900	6,140,039	6,145,752
EXPENSES				
7. 4000 SUPPLIES	0	0	0	0
8. 5000 CONTRACT SERVICE	0	0	0	0
9. 6000 CAPITAL OUTLAY	6,222,900	6,222,900	109,455	119,158
10. TRANSFER OUT	0	0	3,038,028	0
11. TOTAL EXPENSES	6,222,900	6,222,900	3,147,483	119,158
12. ENDING BALANCE (Lines 6 - 11)	0	0	2,992,556	6,026,594

MEASURE U (FUND 71)

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 CURRENT BUDGET	MAR 31, 2003 ACTUAL	PROJECTED BUDGET
(a)	(b)	(c)	(d)	(e)
1. BEGINNING BALANCE	0	0	0	0
INCOME				
2. LOCAL INCOME	25,000,000	25,000,000	25,000,000	25,000,000
3. INTEREST	0	0	144,907	160,000
4. TOTAL INCOME	25,000,000	25,000,000	25,144,907	25,160,000
5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)	25,000,000	25,000,000	25,144,907	25,160,000
EXPENSES				
6. 5000 CONTRACT SERVICES	1,000,000	1,000,000	18,604	25,000
7. 6000 CAPITAL OUTLAY	24,000,000	24,000,000	8,690,301	10,000,000
8. TOTAL EXPENSES	25,000,000	25,000,000	8,708,905	10,025,000
9. ENDING BALANCE (Lines 5 - 8)	0	0	16,436,002	15,135,000

EARTHQUAKE FUND (FUND 73)

ACCOUNTS	02/03 ADOPTED BUDGET	02/03 CURRENT BUDGET	MAR 31, 2003 ACTUAL	PROJECTED BUDGET
(a)	(b)	(c)	(d)	(e)
1. BEGINNING BALANCE	205,805	205,805	205,805	205,805
INCOME				
2. 8199 FEDERAL/FEMA FUNDING	9,479,483	9,479,483	12,240	1,424,779
3. TRANSFER IN	0		582,426	0
4. TOTAL INCOME	9,479,483	9,479,483	594,666	1,424,779
5. TOTAL FUNDS AVAILABLE (Lines 1 + 4)	9,685,288	9,685,288	800,471	1,630,584
EXPENSES				
6. 4000 SUPPLIES	3,000	3,000	0	0
7. 5000 CONTRACT SERVICE	862,670	862,670	73,420	97,893
8. 6000 CAPITAL OUTLAY	8,819,618	8,819,618	727,051	1,532,691
9. TOTAL EXPENSES	9,685,288	9,685,288	800,471	1,630,584
10. ENDING BALANCE (Lines 5 - 9)	0	0	0	0

AUXILIARY OPERATIONS
2002-2003
3rd Quarter Ending 3/31/03

ACCOUNTS	2002-2003 ADOPTED BUDGET	2002-2003 ACTUALS	Projected To 06/30/03
BEGINNING BALANCE	1,723,719	1,723,719	1,723,719
ADJ. TO BEG. BALANCE		(7,230)	(7,230)
ADJUSTED BEGINNING BAL.	1,723,719	1,716,489	1,716,489
 INCOME			
GROSS SALES	7,893,152	6,529,768	7,519,137
LESS: COST OF GOODS	(6,540,345)	(5,357,293)	(6,272,704)
NET	1,352,807	1,172,475	1,246,433
VENDOR & AUX PROGRAM INCOME	954,131	737,543	975,869
NET INCOME	2,306,938	1,910,018	2,222,302
INTEREST	36,556	18,950	25,266
WITHIN PROGRAM TRANSFERS	280,000	0	280,000
OTHER FUND TRANSFERS	0	0	0
TOTAL INCOME	2,623,494	1,928,968	2,527,568
 TOTAL FUNDS AVAILABLE	4,347,213	3,645,457	4,244,057
 EXPENDITURES			
STAFFING	815,645	798,313	1,065,308
FRINGE BENEFITS	84,929	99,981	138,144
OPERATING	1,389,967	611,121	1,530,634
WITHIN PROGRAM TRANSFERS	280,000	0	280,000
COP'S	100,000	0	100,000
TOTAL EXPENDITURES	2,670,541	1,509,415	3,114,086
 ENDING BALANCE	1,676,672	2,136,042	1,129,971

BOARD OF TRUSTEES	Action
Santa Monica Community College District	May 5, 2003

INFORMATION ITEM F

REVIEW OF DISTRICT INVESTMENTS

The attached statement shows the status of District investments as of March 31, 2003 and is presented for Board review. The report provides information required by California Government Code §53646. The investment portfolio is in compliance with District investment policy and will allow the District Trust Fund to meet expenditure requirements for the next six months. All investments are in government securities and high investment grade bonds and notes.

COMBINED TRUST FUND INVESTMENTS

3/31/2003

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 3/31/2003</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	CITIGROUP GLOBAL MARKETS		1,112,844	1,112,844	1,112,844	CITIGROUP GLOBAL MARKETS
US GOVERNMENT	FEDERAL HOME LOAN BANK	Feb 24, 2004	1,055,000	1,055,000	1,055,000	CITIGROUP GLOBAL MARKETS
US GOVERNMENT	FEDERAL HOME LOAN BANK CONS	Aug 13, 2004	1,000,000	999,380	1,000,940	CITIGROUP GLOBAL MARKETS
MONEY FUND	MARKET PORTFOLIO CL Y			2,687	2,687	BEAR STEARNS
GNMA	GNMA PASS THRU POOL	Apr. 15, 2017	20,272	20,272	21,599	BEAR STEARNS
TOTAL				<u>3,190,183</u>	<u>3,193,070</u>	

SIMON TRUST FUND INVESTMENTS

3/31/2003

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 3/31/2003</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	CITIGROUP GLOBAL MARKETS		2,546	2,546	2,546	CITIGROUP GLOBAL MARKETS
US GOVERNMENT	FEDERAL HOME LOAN BANK	Feb 24, 2004	1,060,000	1,060,000	1,060,000	CITIGROUP GLOBAL MARKETS
MONEY FUND	MARKET PORTFOLIO CL Y			20,058	20,058	BEAR STEARNS
TREASURY NOTE	U.S. GOVERNMENT	Nov. 15, 2005	300,000	305,627	330,843	BEAR STEARNS
CORPORATE BOND	FORD MOTOR CREDIT	Apr. 28, 2003	125,000	125,452	125,063	BEAR STEARNS
CORPORATE BOND	NATIONSBANK	Jul. 15, 2004	125,000	125,227	132,380	BEAR STEARNS
CORPORATE BOND	BANKAMERICA	Sep. 15, 2005	125,000	127,037	138,676	BEAR STEARNS
TOTAL				<u>1,765,947</u>	<u>1,809,566</u>	

ASSOCIATED STUDENT BODY

3/31/2003

<u>TYPE OF INVESTMENT</u>	<u>ISSUER</u>	<u>DATE OF MATURITY</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>	<u>MARKET VALUE AS OF 3/31/2003</u>	<u>SOURCE OF MARKET VALUATION</u>
MONEY FUND	CITIGROUP GLOBAL MARKETS		3,695	3,695	3,695	CITIGROUP GLOBAL MARKETS
CORPORATE BOND	ARCHER DANIELS MIDLAND CO	May 15, 2003	25,000	24,958	25,147	CITIGROUP GLOBAL MARKETS
CORPORATE BOND	BALTIMORE GAS & ELEC	Jul 01, 2003	26,000	25,870	26,307	CITIGROUP GLOBAL MARKETS
CORPORATE BOND	NEW YORK TEL CO	Sep 01, 2003	26,000	25,611	26,435	CITIGROUP GLOBAL MARKETS
CORPORATE BOND	CARNIVAL CORP NOTES-REG	Oct 01, 2003	25,000	24,711	25,332	CITIGROUP GLOBAL MARKETS
GOVERNMENT BOND	U.S. TREASURY NOTES-SER H 2003	Jun 30, 2003	26,000	25,872	26,276	CITIGROUP GLOBAL MARKETS
GOVERNMENT BOND	FEDERAL HOME LOAN BANK	Feb 24, 2004	535,000	535,000	535,000	CITIGROUP GLOBAL MARKETS
CERTIFICATES OF DEP.	HOUSEHOLD BANK	Aug 25, 2003	26,000	26,000	26,458	CITIGROUP GLOBAL MARKETS
TOTAL				<u>691,717</u>	<u>694,650</u>	

BOARD OF TRUSTEES Santa Monica Community College District	Adjournment May 5, 2003
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ADJOURNMENT

The meeting will be adjourned in memory of **Letitia Aaron**, retired Graphics Center Manager .

There will be a special meeting of the Santa Monica Community College District Board of Trustees on Thursday, May 15, 2003 at 6 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Monday, June 2, 2003 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.