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SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

STUDY SESSION

TUESDAY,
FEBRUARY 15, 2011

Santa Monica College
District Office Second Floor Lounge
2714 Pico Boulevard
Santa Monica, California

5:30 – 7:30 p.m.

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

PUBLIC PARTICIPATION
ADDRESSING THE BOARD OF TRUSTEES DURING A SPECIAL MEETING

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

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

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

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

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

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

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

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

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION

TUESDAY, FEBRUARY 15, 2011

The Santa Monica Community College District Board of Trustees will hold a Study Session on Tuesday, February 15, 2011, in the District Office Second Floor Lounge, 2714 Pico Boulevard, Santa Monica, California.

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER – 5:30 p.m.

B ROLL CALL

Dr. Andrew Walzer, Chair
Dr. Margaret Quiñones-Perez, Vice-Chair
Dr. Susan Aminoff
Judge David Finkel (Ret.)
Dr. Nancy Greenstein
Louise Jaffe
Rob Rader
Michael Song, Student Trustee

II. PUBLIC COMMENTS

Members of the public may address the Board of Trustees by oral presentation pursuant to Board policy, concerning items of business on this agenda.

III. MAJOR ITEMS OF BUSINESS

Discussion Item A	Budget Update and Scenarios
Discussion Item B	Cost Containment and Reduction Concepts
Discussion Item C	District Budget Principles (see attached <i>Strategic Budget Plan Elements adopted by the Board of Trustees on April 30, 2007</i>)

IV. ADJOURNMENT

The next regular meeting will be held on Monday, March 1, 2011 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California

Santa Monica Community College District
Strategic Budget Plan Elements
April 30, 2007

Objectives

1. Develop a budget plan that brings available ongoing revenues and expenditures into balance effective with the adoption budget for 2009/10.
2. Going forward from the 2007/08 budget establish benchmarks that will help guide budget decisions for the College.
3. Protect the College's ongoing operation by maintaining a fund balance of 5% or more going forward from 2006/07.

As it works to accomplish these objectives, the College will do so consistent with the following set of principles. These principles are intended to influence the decision making and budget development process. Some may be considered shorter term, meaning the next two to three budget cycles, while others will have an impact beyond the immediate circumstance.

Principles

- A. Maintain course offerings that are responsive to current student needs but are also fiscally sound based on established measurements such as: WSCH/FTEF (Weekly Student Contact Hours/Full Time Equivalent Faculty).
- B. Establish and maintain an acceptable cost effective level of learning resources and student support services based on comparative performance data as determined by the College.
- C. Maintain employment for permanent personnel and avoid layoffs.
- D. To the degree that they are the basis for revenue projections ensure that enrollment growth estimates are realistic and can be achieved within the fiscal limitations of the College.
- E. Where possible and practicable, use staff attrition and/or existing vacancies as one means of reaching budget targets.
- F. Expedite changes that may produce lower costs over time such as energy saving retrofits, alternative energy sources, reduction or consolidation of facility usage, etc.
- G. Continue to seek external sources of funding, such as grants, to support the College's core missions, but avoid those with matching, management, or reporting requirements that demand significant college resources.
- H. Establish priorities for Unrestricted General Fund support of activities or programs outside of the core mission of the College.
- I. Develop a budget process that manages the growth of expenditures based on: analysis of program need (rather than historical allocations); realistic expectations of revenues; updated market information; and performance measurements.
- J. In light of the current financial circumstance review ongoing and future planning initiatives in terms of their long term advantages to the College in meeting public demand for services, improving student success outcomes, or to provide new revenues. Modify, defer, or abandon as appropriate those for which the costs outweigh their potential for furthering the College's core missions and goals.

- K. Make effective use of the College's established planning structures and processes to recommend specific actions to reach the stated objectives, following the principles listed above. The College President shall clarify how these recommendations will be evaluated and the timelines necessary to arrive at a set of final recommendations for any particular budget cycle.
- L. Programs will not be eliminated or reduced without careful review.
- M. Benchmarks will be used as a guide to inform the decision-making process.

Board of Trustees Study Session

February 15, 2011

Notes

