

M I N U T E S



SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

SPECIAL MEETING
MONDAY, DECEMBER 20, 2004

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

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

BOARD OF TRUSTEES**SPECIAL MEETING**

SANTA MONICA COMMUNITY COLLEGE DISTRICT

December 20, 2004

MINUTES

A special 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, December 20, 2004 at 5:30 p.m.

I. ORGANIZATIONAL FUNCTIONS

- A Call to Order
- B Roll Call
- C Pledge of Allegiance
- D Installation of Board of Trustees

II. CLOSED SESSION

- Public Employee: Appointment, pursuant to Government Code Section 54957
 - Executive Vice-President
 - Provost, Bundy Campus
 - Vice-President, Planning and Development
 - Vice-President, Academic Affairs
 - Director, Bundy Campus

III. ORGANIZATIONAL FUNCTIONS (continued)

- #1 Election of Chair of the Board of Trustees
- #2 Election of Vice-Chair of the Board of Trustees
- #3 Election of Secretary, Assistant Secretary and Recording Secretary
- E Seating of the Board of Trustees
- #4 Election of Trustee Liaisons
- #5 Authorized Signature Resolutions
- #6 Schedule of Board of Trustees Meetings, 2005

IV. CONSENT AGENDA

- #7 Academic Management – Establish Positions

V. ADJOURNMENT: The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on January 10, 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.

BOARD OF TRUSTEES

SANTA MONICA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

December 20, 2004

I. ORGANIZATIONAL FUNCTIONSA. **CALL TO ORDER** – 5:33 p.m.B. **ROLL CALL**

Dr. Margaret Quiñones, Chair - Present
Carole Currey, Vice-Chair - Present
Dr. Dorothy Ehrhart-Morrison - Present
Dr. Nancy Greenstein - Present
Herbert Roney – Absent (Excused)
Dina Cervantes, Student Trustee – Present (arrived at 6:30 p.m.)

Trustees-Elect

Dr. Susan Aminoff - Present
Rob Rader - Present

C. **PLEDGE OF ALLEGIANCE** – Dr. Piedad F. RobertsonD. **INSTALLATION OF BOARD OF TRUSTEES**

Piedad F. Robertson, Superintendent/President and Secretary to the Board of Trustees, administered the Oath of Allegiance for Public Officers to Susan Aminoff, Margaret Quiñones and Rob Rader and installed them as members of the Board of Trustees of the Santa Monica Community College District.

II. **CLOSED SESSION:** 5:45- 6:16 p.m.

Public Employee: Appointment, pursuant to Government Code Section 54957

Closed Session Report

The following reassignments of academic managers effective January 1, 2005 were unanimously approved in closed session:

Dianne Berman

From: Project Manager, International Education/
Acting Director, Institutional Research

To: Director, Bundy Campus

Randal Lawson

From: Vice-President, Academic Affairs

To: Executive Vice-President

Marvin Martinez

From: Associate Vice-President, Planning and Development

To: Provost, Bundy Campus

Robert Sammis

From: Vice-President, Human Resources

To: Vice-President, Planning and Development

Jeff Shimizu

From: Dean, Academic Affairs

To: Vice-President, Academic Affairs

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 20, 2004

III. ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 1 **ELECTION OF CHAIR OF THE BOARD OF TRUSTEES**

It is recommended that the election be held for Chair of the Board of Trustees of the Santa Monica Community College District.

Motion was made by Nancy Greenstein and seconded by Rob Rader to elect **Carole Currey** as Chair of the Board of Trustees.
Unanimous acclamation.

RECOMMENDATION NO. 2 **ELECTION OF VICE-CHAIR OF THE BOARD OF TRUSTEES**

It is recommended that the election be held for Vice-Chair of the Board of Trustees of the Santa Monica Community College District.

Motion was made by Carole Currey to elect Dorothy Ehrhart-Morrison Vice-Chair of the Board of Trustees. Trustee Ehrhart-Morrison declined the nomination.

Motion was made by Rob Rader and seconded by Susan Aminoff to elect **Nancy Greenstein** as Vice-Chair of the Board of Trustees.
Unanimous acclamation.

RECOMMENDATION NO. 3 **ELECTION OF SECRETARY, ASSISTANT SECRETARY AND RECORDING SECRETARY**

It is recommended that Interim Superintendent/President Thomas J. Donner be elected Secretary to the Board of Trustees; Vice-President Randal Lawson, be elected Assistant Secretary to the Board of Trustees; and Coordinator, District/Board of Trustees Office Lisa Rose, be elected Recording Secretary to the Board of Trustees.

Comment: In accordance with Board Policy 1170, the officers and auxiliary personnel of the Board of Trustees of the Santa Monica Community College District shall consist of a chair, vice-chair, secretary, assistant secretary and recording secretary.

MOTION MADE BY: Dorothy Ehrhart-Morrison
 SECONDED BY: Carole Currey
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Roney)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 20, 2004

III. ORGANIZATIONAL FUNCTIONS

INFORMATION ITEM E SEATING OF THE BOARD OF TRUSTEES

The Board of Trustees was seated by drawing numbers, with the Board Chair in the middle, the Vice-Chair to the right of the Chair, the Superintendent to the right of the Vice-Chair, and the Student Trustee in the designated Student Trustee position.

RECOMMENDATION NO. 4 ELECTION OF TRUSTEE LIAISONS

It is recommended that the Board of Trustees elect two trustees to serve as liaisons with the City of Santa Monica and the Santa Monica-Malibu Unified School District through December, 2005.

Dorothy Ehrhart-Morrison nominated **Rob Rader**.
Margaret Quinones nominated **Herb Roney**, and **Nancy Greenstein** as the alternate.

STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Roney)

RECOMMENDATION NO. 5 AUTHORIZED SIGNATURE RESOLUTIONS

It is recommended that the Board of Trustees resolve that the Interim Superintendent/President Thomas J. Donner, Executive Vice-President Randal Lawson, Vice-President, Planning and Development Robert Sammis, Associate Vice-President, Fiscal Services Reagan Romali and Dean, Human Resources Sherri-Lee Lewis be authorized to sign warrants, orders for salary payment, notices of employment, contracts, and other documents as directed by the Board of Trustees; Director of Auxiliary Services George Prather be authorized to sign Auxiliary warrants; and Director of Purchasing Keith Webster be authorized to sign purchase orders.

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 20, 2004 through December 31, 2005.

MOTION MADE BY: Margaret Quiñones
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Roney)

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 20, 2004

III. ORGANIZATIONAL FUNCTIONS

RECOMMENDATION NO. 6 SCHEDULE OF BOARD OF TRUSTEES MEETINGS, 2005

It is recommended that the Board of Trustees adopt the schedule of Board of Trustees meetings for 2005. The dates in **bold** are regular meetings or retreats; alternate dates are included for special meetings or workshops..

Board of Trustees Meeting	Comment
January 10, 2005 (second Monday)	Meeting is scheduled on the second Monday of the month because of the preceding holidays.
January 28 Board Retreat (Friday)	CCLC Orientation/Legislative Conference: 1/29-1/31
February 7 February 28 (<i>hold</i>)	
March 14 (second Monday)	Board of Governors meeting: 3/7-3/8
March 21 (<i>hold</i>)	
April 4 April 18 (<i>hold</i>)	Spring Break: 4/12-4/16 Passover: 4/24*
May 9 (second Monday)	Board of Governors meeting: 5/2-5/3
May 23 (<i>hold</i>)	
June 6 Tentative 2005-2005 Budget	CCCT Annual Conference: 5/29-6/1 Graduation: 6/14
June 20 (<i>hold</i>)	
July 6 (Wednesday)	College holiday: 7/4 Board of Governors meeting: 7/11-7/12
July 15-16 Board Retreat	Relay for Life: 7/23-7/24
August 1 August 15 (<i>hold</i>)	
September 7 (Wednesday) 2005-2006 Budget Adoption	College holiday: 9/5 Board of Governors meeting: 9/12-9/13
September 19 (<i>hold</i>)	
October 10 (second Monday)	Rosh Hashanah: 10/4* Yom Kippur: 10/13*
October 17 (<i>hold</i>)	
November 7 November 21 (<i>hold</i>)	Election Day: 11/8 Board of Governors meeting: 11/14-11/15 CCLC Annual Conference: 11/17-11/19 Thanksgiving: 11/24
December 5 December 19 (<i>hold</i>)	Organizational Meeting: Election of Officers

*Jewish Holidays begin at sundown the day before

MOTION MADE BY: Susan Aminoff
 SECONDED BY: Rob Rader
 STUDENT ADVISORY: Aye
 AYES: 6
 NOES: 0
 ABSENT: 1 (Roney)

BOARD OF TRUSTEES Santa Monica Community College District	ACTION December 20, 2004
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IV. CONSENT AGENDA

RECOMMENDATION NO. 7

Requested Action: Approval

**ACADEMIC MANAGEMENT
ESTABLISH POSITIONS**

ESTABLISH

EFFECTIVE DATE

Provost, Bundy Campus
Director, Bundy Campus

01/01/05

01/01/05

MOTION MADE BY:	Margaret Quiñones
SECONDED BY:	Dorothy Ehrhart-Morrison
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Roney)

BOARD OF TRUSTEES	ADJOURNMENT
Santa Monica Community College District	December 20, 2004

V. ADJOURNMENT: 642 p.m.

The meeting was adjourned in memory of **Neil Schmidt**, retired Superintendent of the Santa Monica-Malibu Unified School District.

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