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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

SPECIAL MEETING  
MONDAY, DECEMBER 20, 2004

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

5:30 p.m. - Public Meeting  
Board Room  
Business Building Room 117

*The agenda 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

**A G E N D A**

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

**I. ORGANIZATIONAL FUNCTIONS**Page No.

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| A | Call to Order                     | 3 |
| 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)**

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| #1 | Election of Chair of the Board of Trustees                         | 4 |
| #2 | Election of Vice-Chair of the Board of Trustees                    | 4 |
| #3 | Election of Secretary, Assistant Secretary and Recording Secretary | 4 |
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| #5 | Authorized Signature Resolutions                                   | 5 |
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**IV. CONSENT AGENDA**

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| #7 | Academic Management – Establish Positions | 7 |
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**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.

<b>BOARD OF TRUSTEES</b>	<b>REGULAR MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 20, 2004

**I. ORGANIZATIONAL FUNCTIONS**

A. **CALL TO ORDER** – 5:30 p.m.

B. **ROLL CALL**

Dr. Margaret Quiñones, Chair  
Carole Currey, Vice-Chair  
Dr. Dorothy Ehrhart-Morrison  
Dr. Nancy Greenstein  
Herbert Roney  
Dina Cervantes, Student Trustee

Trustees-Elect

Dr. Susan Aminoff  
Rob Rader

C. **PLEDGE OF ALLEGIANCE**

D. **INSTALLATION OF BOARD OF TRUSTEES**

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

**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

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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 MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY:  
 AYES:  
 NOES:

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

**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:  
 SECONDED BY:  
 STUDENT ADVISORY:  
 AYES:  
 NOES:

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	December 20, 2004

III. ORGANIZATIONAL FUNCTIONS

**INFORMATION ITEM E SEATING OF THE BOARD OF TRUSTEES**

The Board of Trustees will be 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.

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

**RECOMMENDATION NO. 5 AUTHORIZED SIGNATURE RESOLUTIONS**

It is recommended that the Board of Trustees resolve that the Interim Superintendent/ President Thomas J. Donner, Vice-President Randal Lawson, Vice-President 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:  
 SECONDED BY:  
 STUDENT ADVISORY:  
 AYES:  
 NOES:

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
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..

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

\*Jewish Holidays begin at sundown the day before

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

<p>BOARD OF TRUSTEES</p> <p>Santa Monica Community College District</p>	<p><b>ACTION</b></p> <p>December 20, 2004</p>
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IV. CONSENT AGENDA

**RECOMMENDATION NO. 7**

*Requested Action: Approval*

**ACADEMIC MANAGEMENT**

**ESTABLISH POSITIONS/REASSIGNMENTS**

EFFECTIVE DATE

ESTABLISH

Provost, Bundy Campus  
 Director, Bundy Campus

01/01/05  
 01/01/05

<b>BOARD OF TRUSTEES</b> Santa Monica Community College District	<b>ADJOURNMENT</b> December 20, 2004
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**V. ADJOURNMENT**

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

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



