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SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

SPECIAL MEETING  
MONDAY, OCTOBER 13, 2003

Santa Monica College  
1900 Pico Boulevard  
Santa Monica, California

6:00 p.m. - Special Meeting  
Board Room  
(Business Building Room 117)

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

<b>BOARD OF TRUSTEES</b>	<b>SPECIAL MEETING</b>
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 13, 2003

## ***MINUTES***

A special meeting of the Board of Trustees of the Santa Monica Community College District was held in the Board Room at Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California, on Monday, October 13, 2003 at 6 p.m.

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
- C Pledge of Allegiance

**II. MAJOR ITEMS OF BUSINESS**

- #1 Trustee Vacancy – Selection of Finalists
- #2 Trustee Vacancy – Protocol for Conducting Final Interviews
- #3 Trustee Vacancy – Final Interview Questions

- VII. ADJOURNMENT:** There will be a special meeting of the Board of Trustees on Monday, November 3, 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, November 10, 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	SPECIAL MEETING
SANTA MONICA COMMUNITY COLLEGE DISTRICT	October 13, 2003

I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 6:02 p.m.

B. ROLL CALL

Herbert Roney, Chair - Present  
Dr. Margaret Quiñones, Vice-Chair - Present  
Carole Currey - Present  
Dr. Dorothy Ehrhart-Morrison- Present  
Dr. Nancy Greenstein - Present  
Annette Shamey - Present  
Melvon George, Student Trustee - Present

C. PLEDGE OF ALLEGIANCE

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 13, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

TRUSTEE VACANCY – SELECTION OF FINALISTS

It is recommended that the Board of Trustees select the finalists to be interviewed by the Board of Trustees.

The Board used the following process to select finalists:

- Trustees voted on each candidate (*voting detail on next page*)
- Applicants who received four or more votes are finalists
- The student trustee vote was advisory and did not count as one of the four required votes

Comment: The Board of Trustees received complete application packets and had the opportunity to individually evaluate each applicant using screening criteria determined by the Board on October 1, 2003.

MOTION MADE BY: Dorothy Ehrhart-Morrison  
 SECONDED BY: Carole Currey  
 STUDENT ADVISORY: Aye  
 AYES: 6  
 NOES: 0

	Name of Applicant	Votes								Interview Order
		Student Trustee (Advisor)	Currey	Ehrhart-Morrison	Greenstein	Quinones	Shamey	Roney	Totals	
1.	Blase Banpane	No	0	0	0	0	0	0	0	
2.	Pam Brady	Yes	1	1	1	1	1	1	6	2
3.	Gerald Condon	No	0	0	0	0	0	1	1	
4.	Michael Cortrite	No	0	0	1	0	0	1	2	
5.	Charles Donaldson	Yes	1	0	1	0	0	1	3	
6.	Raymond Emanuel	No	0	0	0	0	0	0	0	
7.	David Finkel	No	0	1	1	1	1	1	5	1
8.	Michael Flood	No	0	0	0	0	0	0	0	
9.	Jean Gebman	No	1	0	0	0	0	0	1	
10.	Stan Kurtenbach	No	0	0	0	0	0	0	0	
11.	Myung Lee (Deering)	No	1	0	0	1	0	1	3	
12.	Michael Parsons	Yes	0	0	0	0	0	0	0	
13.	Graham Pope	No	1	1	1	1	1	1	6	4
14.	David Porter	No	1	0	0	0	0	0	1	
15.	Rob Rader	No	1	0	1	0	1	1	4	3
16.	Jack Riley	No	0	0	0	0	0	0	0	
17.	Richard Ruston	No	0	0	0	0	0	0	0	
18.	Allan Paul Shatkin	No	0	0	0	0	0	0	0	
19.	Kathleen Sheldon	No	0	1	0	0	0	0	1	
20.	Richard Freeman Tuttle	No	0	0	0	0	0	0	0	
21.	Robert Tompkins	No	0	0	0	0	1	0	1	
22.	William Winslow	No	1	0	1	1	1	0	4	5

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 13, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 2

TRUSTEE VACANCY – PROTOCOL FOR CONDUCTING FINAL INTERVIEWS

It is recommended that the Board of Trustees discuss and determine the protocol for conducting the final interviews with finalists to fill the vacancy on the Board of Trustees.

Following is the format for the opening statements by the finalists, interview by the Board of Trustees and closing statements by the finalists.

1. Opening Statements

Each finalist will be asked to present a brief introduction and include the following:

- a. Name
- b. Occupation
- c. Qualification as to residency in the Santa Monica Community College District
- d. Number of years in the District
- e. Reason for seeking appointment
- f. Public service and community involvement in the District, and current and previous relationship/service to Santa Monica College.

2. Interview by Board of Trustees

3. Candidates closing remarks

The Board of Trustees discussed and determined the following:

- The logistics of interviewing finalists individually.

Finalists will be asked to wait in an adjacent another room until called for their interview.

- Other issues related to the interview.

Finalists will be interviewed in person. If a finalist is unable to attend the final interview on November 3<sup>rd</sup>, he or she may request special accommodations for conducting the interview. It was decided that the special accommodations would provide for the finalist to be videotaped at the SMC Media Center with the Chair or Vice-Chair asking the final interview questions. The videotape would then be played at the meeting during the final interviews in the order for the finalist as determined by the Board.

Public Comments

David Finkel

MOTION MADE BY: Margaret Quinones  
 SECONDED BY: Dorothy Ehrhart-Morrison  
 STUDENTADVISORY: Aye  
 AYES: 6  
 NOES: 0

<b>BOARD OF TRUSTEES</b>	<b>ACTION</b>
Santa Monica Community College District	October 13, 2003

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 3      TRUSTEE VACANCY – FINAL INTERVIEW QUESTIONS

It is recommended that the Board of Trustees discuss, develop and determine the questions for the final interviews to be held at a public meeting of the Board of Trustees on November 3, 2003.

The Board considered the possible interview questions corresponding to the selection criteria and included questions suggested by the Community College League of California (CCLC). Following are the final interview questions:

1. This is a critical time for SMC requiring an exceptional effort by all involved which manifests, for the Board, in additional meetings, study and the stress of difficult decisions. This takes time and energy. How are you prepared to do this and why do you feel you are the right person to take on this challenge?
2. What is your understanding of the primary responsibilities of the Board? What would be your responsibility to the Board as a trustee?
3. As a trustee, whom would you feel you are representing?
4. Please discuss your understanding of the differences between the roles of the Superintendent/President and other administrators and the role of the Board.
5. Please define the constituencies of Santa Monica College, their roles and how they interact.
6. What is your understanding of the mission and purposes of the community colleges in California? What are the mission and purposes of our District?
7. What do you see as the major issues facing Santa Monica College and the community college system?
8. What are some major accomplishments of the District in the past few years?
9. In recent months, the Board has made difficult decisions based upon major funding reductions. What were those reductions and what is your opinion of them?

The Board of Trustees discussed and determined the following:

- Final interviews will take place in a public special meeting of the Board of Trustees on November 3, 2003
- The Chair will ask two questions, the Vice-Chair will ask two questions; and each trustee will ask one question
- The questions will be provided to the candidates prior to the interviews to ensure that all have time to prepare.
- The time limits for candidates will be four minutes for opening statements, three minutes for each interview question and two minutes for closing statements.
- Trustees will vote on each candidate. A majority vote is required to approve an appointment.

The following action was taken to approve the final interview questions; the time provided for the opening statement, interview and closing statement; the method of voting and the number of votes required to approve an appointment.

MOTION MADE BY:	Dorothy Ehrhart-Morrison
SECONDED BY:	Margaret Quñones
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0



<b>BOARD OF TRUSTEES</b>	<b>ADJOURNMENT</b>
Santa Monica Community College District	October 13, 2003

**ADJOURNMENT** – 9 p.m.

There will be a special meeting of the Board of Trustees on Monday, November 3, 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.

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