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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 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	October 13, 2003

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

Members of the public may address the Board of Trustees on action items on this agenda only.

I. ORGANIZATIONAL FUNCTIONS

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II. MAJOR ITEMS OF BUSINESS

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| #2 | Trustee Vacancy – Protocol for Conducting Final Interviews | 5 |
| #3 | Trustee Vacancy – Final Interview Questions | 6 |

- 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 – 6:00 p.m.

B. ROLL CALL

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

C. PLEDGE OF ALLEGIANCE

BOARD OF TRUSTEES	ACTION
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 Chair and Vice-Chair will guide the Board through the process of nominating finalists.

- Σ Trustees will vote on each candidate
- Σ Any applicants who receives four or more votes will become a finalist
- Σ The student trustee vote will be advisory and 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:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
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 a suggested 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. Reason for seeking appointment
- e. Public service and community involvement, and current and previous relationship/service to Santa Monica College.

2. Interview by Board of Trustees

3. Candidates closing remarks

It is further recommended that the Board of Trustees discuss and determine the following:

1. The number of questions and the role of the Board in the interviews.
2. The time limit on candidates for opening statements, interview questions and closing statements.
3. The order in which candidates are interviewed be determined (by lot, alphabetically).
4. The logistics of interviewing finalists individually.
5. Other issues related to the interview

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ACTION
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.

It is requested that the Board consider the following possible interview questions which correspond to the selection criteria and include questions suggested by the Community College League of California (CCLC):

1. Service on the Board requires a significant amount of time for meetings, studying issues, and other activities. How much time do you anticipate you will have to devote to the Board and what other commitments do you have?
2. What is your understanding of the mission and purposes of the community colleges in California? What are the mission and purposes of our district?
3. What do you see as the major issues facing the community colleges the next decade?
4. Whom would you feel you are representing if you are appointed to the Board of Trustees?
5. What is your understanding of the primary responsibilities of the Board? What would be your responsibility to the Board as a trustee?
6. Please discuss your understanding of the differences between the roles of the Superintendent/President and other administrators and the role of the Board.
7. Please discuss your understanding of the relationship between the trustees on the Board and the administrators, faculty, staff, and students of the District.
8. What are some major accomplishments of the District in the past few years? What are the current challenges at Santa Monica College facing the District and the Board of Trustees.
9. How would you respond to a concern from a student, staff member, and a community member about any part of the college operation?
10. If a Board member feels strongly about a matter, but his or her position is not supported by the Board, how should this trustee conduct him or herself?
11. If major reductions in funding were to occur, what would be your priorities for the most important programs or services to retain?

Comment: Interviews must take place in a public meeting and must be conducted in the same manner for all candidates. The questions should be provided to the candidates prior to the interviews to ensure that all have time to prepare.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY:

AYES:

NOES:

BOARD OF TRUSTEES	ADJOURNMENT
Santa Monica Community College District	October 13, 2003

ADJOURNMENT

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