SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
MONDAY, DECEMBER 6, 2004

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Closed Session
Business Building Room 111

Public Meeting
Board Room
Business Building Room 117

The minutes may be accessed on the
Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/
A 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 6, 2004.

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

II. **CLOSED SESSION**
   - Public Employee: Employment, Appointment, Discipline, Dismissal, Release pursuant to Government Code Section 54957

III. **PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS (Continued)**
   C Pledge of Allegiance
   #1 Approval of Minutes: November 15, 2004 (Regular Meeting)

IV. **SUPERINTENDENT'S REPORT**

V. **ACADEMIC SENATE REPORT**

VI. **CLASSIFIED SENATE REPORT**

VII. **COMMUNICATIONS OR PUBLIC COMMENTS**

VIII. **CONSENT AGENDA** (All items considered in one motion unless pulled for discussion later in the meeting

   **Planning and Development**

   #2 Contracts and Consultants
   A Consultant for Institutional Development Services on Title V Grants
   B Consultant for Job Development Incentive Fund Grant

   **Academic and Student Affairs**

   #3 Contracts and Consultants
   A Emeritus College Facilities, Spring 2005
**Human Resources**

#4 Academic Management – Establish Positions/Reassignment  Pulled – No Action Taken
#5 Academic Personnel
#6 Classified Personnel – Regular
#7 Classified Personnel – Limited Duration
#8 Classified Personnel – Non Merit

**Business and Administration**

#9 Contracts and Consultant
   A Fiscal Services Consultant
   B KCRW Agreements
   C Agreement for Marketing and Recruitment
#10 Claim for Damages
#11 Facilities
   A Agreement for Consulting Services - Capital Outlay Programs
   B Change Order No. 1 – Renovation of West Building, Bundy Campus
   C Change Order No. 3 – Kinesiology/Dance and Athletics Offices

**IX. CONSENT AGENDA – Pulled Items**

**X. MAJOR ITEMS OF BUSINESS**

#12 Appointment of Interim Superintendent/President
#13 Administrative Reassignments
#14 Acceptance of Los Angeles County Canvass Certificate, November 2, 2004 Election
#15 Resolution Appointing a General Obligation Bond Citizens’ Oversight Committee with Respect to Measure S

**XI. BOARD POLICY**

D First Reading – Board Policy Section 2250, District Planning and Advisory Council

**XII. INFORMATION**

E Submittal of Grant

**XIII. BOARD REPORTS AND COMMENTS**

**XIV. ADJOURNMENT:** There will be a special meeting of the Santa Monica Community College District Board of Trustees on Monday, December 20, 2004 at 5:30 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California. This is the annual organizational meeting of the Board of Trustees.

The next regular meeting of the Board of Trustees will be 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.
I. ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER – 5:30 p.m.

B. ROLL CALL

Dr. Margaret Quiñones, Chair - Present
Carole Currey, Vice-Chair - Present
Dr. Dorothy Ehrhart-Morrison - Present
Dr. Nancy Greenstein - Present
Graham Pope – Absent (Excused)
Herbert Roney - Present
Annette Shamey - Present
Dina Cervantes, Student Trustee - Present

II. CLOSED SESSION

Public Employee: Employment, Appointment, Discipline, Dismissal, Release pursuant to Government Code Section 54957

• Appointment of Interim Superintendent/President

III. PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS

Report from Closed Session
Board Chair Margaret Quiñones reported that the Board unanimously approved in closed session the appointment of Dr. Thomas J. Donner as Interim Superintendent/President for the period of January 1, through December 31, 2005.

C. PLEDGE OF ALLEGIANCE – Thomas J. Donner

RECOMMENDATION NO. 1 APPROVAL OF MINUTES

It is recommended that the minutes from the following meeting of the Santa Monica Community College District Board of Trustees be approved:

November 15, 2004 (Regular Meeting)
MOTION MADE BY: Dorothy Ehrhart-Morrison
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Pope)

Organizational Functions
IV. SUPERINTENDENT'S REPORT

- Katharine Muller: Management Association presented this month's Classified Staff Recognition Award to Mark Kessler, Campus Police Officer.
- Chair Margaret Quiñones congratulated Tom Donner for being named Outstanding Chief Business Officer of the Year by the Community College Business Officers Organization
- An update on the Governance Structure Work Group was included in the Academic Senate and Classified Senate reports

V. ACADEMIC SENATE REPORT

VI. CLASSIFIED SENATE REPORT

VII. COMMUNICATIONS AND PUBLIC COMMENTS

Richard Tahvildaran-Jesswein
Zina Josephs
Robert Foster
CONSENT AGENDA

It is recommended that the Board of Trustees take the action requested on Consent Agenda Recommendations #2-#3, and #5-#11 (Recommendation #4 was pulled – no action taken)

Action on Consent Agenda

MOTION MADE BY: Herbert Roney
SECONDED BY: Carole Currey
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Pope)
CONSENT AGENDA: PLANNING AND DEVELOPMENT

RECOMMENDATION NO. 2  CONTRACTS AND CONSULTANTS

Requested Action: Approval

2-A CONSULTANT FOR INSTITUTIONAL DEVELOPMENT SERVICES ON TITLE V GRANTS

Contract with Blanca Malpartida-Girard to provide overall leadership to and direct all aspects of the Title V – Enhancing the Success of First-Time in College Students Grant. Other responsibilities also include communicating project activities to all constituencies of the College, assume responsibility for appropriate utilization of funds and establish procedures for timely process and assessment of the grant.

Amount of Contract: $6,348 per month
Term of Contract: December 7, 2004-June 30, 2005 or until the project manager for the grant is hired.
Funding Source: Title V Grant – Enhancing the Success of First-Time in College Students

2-B CONSULTANT FOR JOB DEVELOPMENT INCENTIVE FUND GRANT

Contract with Helen Baker to provide overall leadership and supervision to the Job Development Incentive Fund Grant recently awarded to Santa Monica College. Other responsibilities include establishing partnerships with local hospitals and One-Stop Centers to train new staff to be employed in the health industry.

Amount of Contract: $4,761 per month
Term of Contract: December 7, 2004-June 30, 2005 or until the project manager for the grant is hired.
Funding Source: Job Development Incentive Fund

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CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 3    CONTRACTS AND CONSULTANTS
Requested Action: Approval

3-A  EMERITUS COLLEGE FACILITIES, SPRING 2005

Off-campus Emeritus College classes for the Spring 2005 semester February 14 through June 14, 2005. Payment per class session is authorized as stated on the list.

Funding Source: 2004-2005 Budget of Emeritus College

Comment: The list of facilities is on file in the Office of Academic Affairs and Emeritus College.
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 4
Requested Action: Approval

PULLED – NO ACTION TAKEN

ACADEMIC MANAGEMENT
ESTABLISH POSITIONS/REASSIGNMENT

ESTABLISH
Provost, Bundy Campus
Director, Bundy Campus

REASSIGNMENT
Dianne Berman
From: Project Manager, International Education/
      Acting Director, Institutional Research
To: Director, Bundy Campus

EFFECTIVE DATE
01/03/05
CONSENT AGENDA:  HUMAN RESOURCES

RECOMMENDATION NO. 5  ACADEMIC PERSONNEL
Requested Action:  Approval/Ratification

All personnel will be properly elected in accordance with district policies, salary schedules, and appropriate account numbers.

NEW FACULTY POSITIONS

Art (Ceramics)
Chemistry
College Psychologist*
Computer Applications
Cosmetology
Counseling 20 Instructor
Counselor Bundy Site/Teacher Education*
English, Basic Skills Writing (2 positions)
English, Reading
Learning Disabilities Specialist
Mathematics, Developmental
Nursing, Medical/Surgical

*Categorically funded

EFFECTIVE DATE
Fall, 2005

Comment: The thirteen new faculty positions listed above were recommended by the ad hoc committee of faculty members and Academic and Student Affairs administrators charged with developing a recommendation for new full-time faculty positions for Fall, 2005. These are in addition to the twelve rollover positions currently in the recruitment phase.

ELECTIONS

ADMINISTRATIVE
Crawford, Leonard  Director, EOP&S  01/03/05
McQuary-Peninger, Laurel  Director, Grants  01/10/05
Myrow, Steve  Director, Financial Aid  01/10/05

Project Managers (Categorically Funded)
Santos, Sarita  Project Manager, Title V  01/03/05-06/30/05
Preparing Tomorrow’s Teachers Today
Ryan, Joseph  Project Manager  01/03/05-06/30/05
U.C. Riverside Grant, Copernicus Project

Comment: This Title V grant is separate from “Enhancing the Success of First-time in College Students”

ADJUNCT
(List on file in the Office of Human Resources - Academic)

RETIREMENT
Piedad F. Robertson, Superintendent/President  02/01/05
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 6    CLASSIFIED PERSONNEL - REGULAR
Requested Action: Approval/Ratification

All personnel assigned into authorized positions will be elected to employment (Merit System) in accordance with District policies and salary schedules.

ELECTIONS

PROBATIONARY
Adshade, Thomas, Parking Security Officer, Campus Police 10/25/04
Rabito, Rosanne, Instructional Assistant-English, English 11/22/04

REINSTATEMENT
Brown, Theodore, Custodian, Operations 11/19/04

ADVANCED STEP PLACEMENT
(The employee(s) listed has met the standards for Advanced Step Placement. Salary advance step placement is retroactive to initial hire date)
Adshade, Thomas, Parking Security Officer, Campus Police 10/25/04
Negron, Robert, Parking Security Officer, Campus Police Step C 10/11/04
Ross, Nancy, Instructional Asst-Learning Dis, DSC Step C 09/21/04
Valdez, Roland, Parking Security Officer, Campus Police Step C 10/11/04

WORKING OUT OF CLASSIFICATION
Terzis, Helen 12/01/04 – 02/28/05
From: Personnel Analyst II, Personnel Commission, 12 mos, 40 hrs
To: Acting Director of Classified Personnel, Personnel Commission, 12 mos, 40 hrs

SEPARATIONS

RESIGNATION
Batey, Jeanne, Director of Classified Personnel 11/30/04
Gutierrez, Karina, Personnel Specialist I, Human Resources 11/29/04

RETIREMENT
Shamey, Annette, Member, Board of Trustees 12/7/04

The Board hereby accepts immediately the resignation of the above listed personnel to be effective as indicated.
CONSENT AGENDA: HUMAN RESOURCES

RECOMMENDATION NO. 7  CLASSIFIED PERSONNEL - LIMITED DURATION
Requested Action: Approval/Ratification

All personnel assigned to limited term employment (Merit System) will be elected in accordance with District policies and salary schedules. No limited term assignment shall exceed 120 working days per fiscal year.

ELECTIONS

PROVISIONAL
Morrison, Maureen, Vocational Tutoring Assistant I, Counseling
Siewierski, Theodore G., Swim Instructor Lifeguard, KDR
Wheeler, D. Brennan, Laboratory Technician, Art

EFFECTIVE DATE
10/01/04 - 06/30/05
11/09/04 - 12/08/04
11/15/04 - 12/21/04

RECOMMENDATION NO. 8  CLASSIFIED PERSONNEL - NON MERIT
Requested Action: Approval/Ratification

All personnel assigned to non-merit employment will be elected on a limited term basis to be used as needed in accordance with District policies and salary schedules.

ELECTIONS

STUDENT EMPLOYEES
CalWORKS
$7.00/hr

College Student Assistant
$7.00/hr

College Work-Study Student Assistant
$7.00/hr

SPECIAL SERVICES
Art Model
$14.00/hr

Community Services Specialist I
$27.40/hr

Community Services Specialist II
$38.00

Volunteer

List(s) available in the Human Resources Office and attached to permanent minutes.
9-A  FISCAL SERVICES CONSULTANT

Agreement with Jael Faulcon for the period of January 1, 2005 through June 30, 2005 to continue as a software liaison between the District and the Los Angeles County Office of Education (LACOE) regarding the LACOE PeopleSoft system. Fees for the services shall be $5,425 per month plus reimbursement of actual and necessary expenses.

Funding Source: 2004-2005 Fiscal Services Budget

Comment: Ms. Faulcon has considerable experience with the LACOE PeopleSoft system and has been assisting the District in better utilizing the system to meet the specific needs of the District, including the interfacing of PeopleSoft and ISIS.

9-B  KCRW AGREEMENTS

(1) FRAMEWORKS to provide photography services for KCRW for the period of December 1, 2004 through June 30, 2005 for a total not to exceed $2,500.

(2) FISHER WIRELESS SERVICES, INC. for KCRW’s use of two radio transmitters for broadcast capability for the period of January 1, 2005 through December 31, 2009. Total annual fee not to exceed $16,800.

Funding Source: KCRW Donations

Comment: KCRW raises funds for all operating and capital expenses of the station.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 9  CONTRACTS AND CONSULTANTS (continued)
Requested Action: Approval

9-C AGREEMENT FOR MARKETING AND RECRUITMENT

Marketing and Recruitment Services for Spring and Summer, 2005:

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<th>Provider</th>
<th>Service</th>
<th>Amount</th>
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<tr>
<td>Sergio Ortiz</td>
<td>Media services</td>
<td>Increase of $4,000, for a total not to exceed $6,500, plus expenses.</td>
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</tbody>
</table>

Funding Source: SMC Marketing Budget/General Fund

Comment: The increase of $4,000 is needed for expansion of media services for spring and additional services for summer, 2005.

RECOMMENDATION NO. 10  CLAIM FOR DAMAGES
Requested Action: Approval

Reject the following claim and refer the claim to the District’s claims management firm

<table>
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<th>Claimant</th>
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<th>Amount of Claim</th>
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<tbody>
<tr>
<td>Jo Anne Vandegriff</td>
<td>11/30/04</td>
<td>$1,000,000,000</td>
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</table>

Comment: Ms. Vandegriff alleges emotional pain and suffering arising from being subjected to an offensive radio broadcast during laboratory hours for her Theatre Arts 26 class.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11     FACILITIES
Requested Action: Approval

11-A AGREEMENT FOR CONSULTING SERVICES – CAPITAL OUTLAY PROGRAMS

Agreement with CCS GROUP for the period of December 1, 2004 through June 30, 2005 to assist the District in preparing capital outlay projects for submittal to the Chancellor’s Office for state funding and the annual Five Year Construction Plan as part of the District's Facilities Master Plan and Space Inventory. Fees not to exceed $185,000, plus reimbursable expenses.

Funding Source: Measure U

Comment: The CCS Group has extensive experience in working with the Chancellor’s Office Facilities Planning Unit in obtaining state matching funds for local bond projects. Due to the severe increase in the cost of construction the District must aggressively seek state funding for all qualified projects to supplement our local bond funds. Two important future projects that will need this additional funding are the Student Services/Administration Complex and the Science Building addition.

11-B CHANGE ORDER NO. 1 – RENOVATION OF WEST BUILDING, BUNDY CAMPUS

Change Order No. 1 BERNARDS BROTHERS CONSTRUCTION COMPANY. on the RENOVATION OF WEST BUILDING, BUNDY CAMPUS project.

| Original Contract Amount       | $14,979,000 |
| Change Order No. 1             | 6,900       |
| Revised Contract Amount        | $14,985,900 |

Funding Source: Measure U

Comment: Change Order No. 3 provides for labor and materials to fill in existing openings in masonry walls to match surrounding walls and provide structural reinforcement.
CONSENT AGENDA: BUSINESS AND ADMINISTRATION

RECOMMENDATION NO. 11 FACILITIES (continued)

11-C CHANGE ORDER NO. 3 – KINESIOLOGY/DANCE AND ATHLETICS OFFICES

Change Order No. 3 G.B. COOKE, INC. on the KINESIOLOGY/DANCE AND ATHLETICS OFFICES project.

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<th>Description</th>
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<td>Original Contract Amount</td>
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<td>4,895</td>
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<td>Revised Contract Amount</td>
<td>$2,315,125</td>
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Funding Source: Measure U

Comment: Change Order No. 3 provides for owner-requested campus standard door hardware at existing basement doors.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 12  APPOINTMENT OF INTERIM SUPERINTENDENT/PRESIDENT

It is recommended that the Board of Trustees announce the retirement/resignation of Superintendent/President Piedad. F. Robertson, effective January 31, 2005.

It is further recommended that the Board of Trustees appoint Dr. Thomas J. Donner as Interim Superintendent/President with terms of the contract, as follows:

   Period:  Beginning January 1, 2005 until either the position of Superintendent/President is filled or December 31, 2005, whichever is shorter

   Salary:  $178,846 annually

Comment:  The Board of Trustees discussed the appointment of an Interim Superintendent/President in closed session.

MOTION MADE BY:  Herbert Roney
SECONDED BY:  Annette Shamey
STUDENT ADVISORY:  Aye
AYES:  6
NOES:  0
ABSENT:  1 (Pope)

RECOMMENDATION NO. 13  ADMINISTRATIVE REASSIGNMENTS

No recommendation was presented at the meeting for the Board of Trustees to consider administrative reassignments.
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 14  ACCEPTANCE OF LOS ANGELES COUNTY CANVASS CERTIFICATE, NOVEMBER 2, 2004 ELECTION

It is recommended that the Board of Trustees accept the official Canvass Certificate and the official Statement of Votes Cast by precinct for the Santa Monica Community College District Special Election conducted with the Primary Election held on November 2, 2004.

MOTION MADE BY: Carole Currey
SECONDED BY: Nancy Greenstein
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Pope)
Certificate of the canvass of the election returns

I, CONNY B. McCORMACK, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I did canvass the returns of the votes cast for each elective office and/or measure(s) in the

SANTA MONICA COMMUNITY COLLEGE DISTRICT

at the General Election, held on the 2nd day of November, 2004.

I, FURTHER CERTIFY that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said City or District, and the whole number of votes cast for each candidate and/or measure(s) in said City or District in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this 29th day of November, 2004.

CONNY B. McCORMACK
Registrar-Recorder/County Clerk
County of Los Angeles
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## Final Official Statement of Votes Cast

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**Santa Monica COMM COL SPCC**

**Measure S**

**Yes**

**No**
MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 15

RESOLUTION APPOINTING A GENERAL OBLIGATION BOND CITIZENS' OVERSIGHT COMMITTEE WITH RESPECT TO MEASURE S

WHEREAS, the issuance of not to exceed $135,000,000 aggregate principal amount of general obligation bonds (the "Authorization") of the Santa Monica Community College District (the "District"), County of Los Angeles (the "County"), State of California, was authorized at an election (the "Election") held in said District on November 2, 2004, the proceeds of which are to be used for the acquisition, construction, improvement, equipping and furnishing of various capital facilities of the District; and

WHEREAS, the Registrar-Recorder/County Clerk of the County has certified to the effect that the official canvass of returns for the Election reflected that more than 55% of the votes cast on the District's bond measure submitted to the voters at the Election (the "Measure") were cast in favor of the Measure, and such result has been entered in the minutes of this Board of Trustees of the District (the "District Board"); and

WHEREAS, the District Board has previously appointed a Citizens' Oversight Committee with respect to the District's Election of 2002 (Measure U) General Obligation Bonds (the "Committee") in accordance with Section 15278 et seq. of the Education Code;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Santa Monica Community College District, as follows:

- The foregoing recitals are true and correct.

- The District Board hereby appoints the Committee to serve as the Citizens' Oversight Committee for the Election of 2004 General Obligation Bonds to serve in accordance with the provisions of Section 15278 et seq. of the Education Code.

- This resolution shall take effect immediately upon its adoption.

MOTION MADE BY: Carole Currey
SECONDED BY: Dina Cervantes
STUDENT ADVISORY: Aye
AYES: 6
NOES: 0
ABSENT: 1 (Pope)
INFORMATION ITEM D

FIRST READING – BOARD POLICY
GENERAL DISTRICT, SECTION 2250, DISTRICT
PLANNING AND ADVISORY COUNCIL

Proposed Board Policy Section 2250, District Planning and Advisory Council, is presented to the Board of Trustees for a first reading (review). The policy will be presented for a second reading and approval on January 10, 2005.

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2250 District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on all matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Senate (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240) or within the scope of collective bargaining. Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (Classified Senate and CSEA), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

Comment: This constitutes the first step in responding to the recommendation of the Accreditation Team regarding institutional planning and governance. Consensus was reached on this proposed policy by the Governance Structure Work Group at its meeting on November 30, 2004. The Work Group will continue to work on the detailed procedural matters.

PUBLIC COMMENTS
Richard Tahlvidaran-Jesswein
Robert Foster
INFORMATION ITEM E  SUBMITTAL OF GRANT

Title of Grant: Bridges to the Baccalaureate

Date Submitted: November 15, 2004

Organization: National Institutes of Health (NIH)

Marching Funds: N/A

Performance Period: 2006-2009

Funding Granted: $512,190 over three years

Summary

The proposed grant, Bridges to the Science Baccalaureate: From SMC to UCLA, is a program designed to increase the number of minority students who transfer from Santa Monica College to the University of California, Los Angeles in the biomedical sciences. A key component of the program is involving students in performing basic or clinical research in laboratories affiliated with the UCLA School of Medicine and the West Los Angeles Veterans Association Hospital.

Participants will be recruited both from area high schools that serve minority populations and from the diverse student body of Santa Monica College, a minority-serving institution. During their first year of study, this cohort of students will receive advisement, mentoring, and tutoring to increase success in introductory science courses.

They will also attend monthly seminars devoted to discussion of principles and practice of research. At the end of the first year, they will participate in a summer program beginning with a three-week introduction to research methods and culminating in placement in a research setting. Students will choose between basic laboratory research in membrane biology, molecular biology or nephrology or clinical research evaluating the safety and efficacy of treatments for hypertension or renal disease.

They will continue with their research projects during the second year of academic preparation for transfer, fulfilling a Life Sciences Department requirement for an independent research project in the final course of the majors biology sequence. By the conclusion of the three-year grant period, two cohorts of students will complete the program and transfer to UCLA.
ADJOURNMENT: 9:10 p.m.

The meeting was adjourned in memory of Stefania Smith, retired administrative assistant; Anni Freitag, Tom Donner's mother-in-law; and Esther Smicklas, Pam O'Connor's mother.

There will be a special meeting of the Santa Monica Community College District Board of Trustees on Monday, December 20, 2004 at 5:30 p.m. in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California. This is the annual organizational meeting of the Board of Trustees. The agenda will include the following organizational functions:

- Installation of newly-elected trustees
- Election of Officers
- Seating of the Board of Trustees
- Election of Trustee Liaisons
- Authorized Signature Resolution
- Schedule of Meetings, 2005

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

The next meeting of the SMCCD Board of Trustees will be February 7, 2005. The Board of Trustees Retreat will be held on January 28, 2005 and will focus on Board Ethics and the Brown Act. A consultant will be brought in to lead the workshop with the two new Board members to help them be familiarized with the role of trusteeship.