

**ASSISTANT DEAN OF STUDENT LIFE, DEYNA HEARN
OFFICE OF STUDENT LIFE
SANTA MONICA COLLEGE**

**LIST OF OUTSTANDING DOCUMENTS DUE FOR COPYING
AND INSPECTION**

PURSUANT TO THE CALIFORNIA PUBLIC RECORDS ACT

FIRST WRITTEN CPRA REQUEST TO DEYNA HEARN, DATED JUNE 20, 2006

(SENT VIA CERTIFIED MAIL)

SET ONE: REQUEST NO. 1

Those records and documents in your possession, or the possession of the Office of Student Life concerning the training and instruction of members of the A.S. board of directors about their responsibilities, obligations, expectations, goals, duties, etc., which were given to members of the Associated Student board of directors before or during the retreat attended by said directors in the summer of 2005. Such documents are to include, but are not limited to, notebooks, guides, emails, memos, booklets, or loose-leaf pages.

SET ONE: REQUEST NO. 2

Any and all documents in your possession, or the possession of the Office of Student Life, which have been given to the newly elected, but yet-to-be-installed, members of the Associated Student board of directors following the spring 2006 A.S. board of director's elections. Such documents are to include, but are not limited to anything describing their responsibilities, training, obligations, fiscal matters under their jurisdiction, assets owned by the Associated Students of Santa Monica College, parliamentary procedure, guidance regarding the implementation of the Brown Act, statistics of previous boards of directors, and anything else pertaining thereto.

SET ONE: REQUEST NO. 3

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' regular meetings since July 1, 2005.

SET ONE: REQUEST NO. 4

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Finance Committee meetings since July 1, 2005.

SET ONE: REQUEST NO. 5

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Activities Committee meetings since July 1, 2005.

SET ONE: REQUEST NO. 6

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Election Committee meetings since July 1, 2005.

SET ONE: REQUEST NO. 7

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Constitution Committee meetings since July 1, 2005.

SET ONE: REQUEST NO. 8

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' special meetings since July 1, 2005.

SET ONE: REQUEST NO. 9

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' emergency meetings since July 1, 2005.

SET ONE: REQUEST NO. 10

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for any SMC Associated Student board of directors' ad hoc committee meetings since July 1, 2005.

SET ONE: REQUEST NO. 11

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's regular meetings since July 1, 2005.

SET ONE: REQUEST NO. 12

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's special meetings since July 1, 2005.

SET ONE: REQUEST NO. 13

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's emergency meetings since July 1, 2005.

SET ONE: REQUEST NO. 14

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's Publicity Committee meetings since July 1, 2005.

SET ONE: REQUEST NO. 15

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's Activities Committee meetings since July 1, 2005.

SET ONE: REQUEST NO. 16

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's Constitution Committee meetings since July 1, 2005.

SET ONE: REQUEST NO. 17

Any and all documents in your possession, or the possession of the Office of Student Life pertaining, to the June 14, 2006 event held at Bubba Gump Shrimp Co., including, but not limited to, receipts, invitations, contracts, emails, copies of RSVPs received from attendees, lists of attendees, proposals, and any other forms or written material justifying and supporting the expenditure of A.S. funds for that event.

SET ONE: REQUEST NO. 18

Any and all documents in your possession, or the possession of the Office of Student Life, pertaining to the upcoming retreat for incoming 2006-2007 SMC Associated Student board of directors. Such documents are to include, but are not limited to, notebooks, guides, emails, memos, booklets, or loose-leaf pages. Such documents are to include, but are not limited to anything describing their responsibilities, training, obligations, fiscal matters under their jurisdiction, assets owned by the Associated Students of Santa Monica College, guidance regarding the usage of parliamentary procedure, guidance regarding the implementation of the Brown Act, statistics of previous boards of directors, etc., or anything else pertaining thereto.

SET ONE: REQUEST NO. 19

Any and all records and documents regarding monies available to the Associated Student board of directors since July 1, 2005. Such documents are to include, but not limited to, budgets, evidence of assets, reports, balance sheets, accounting records, and any other records which give a complete set of facts concerning such monies.

SET ONE: REQUEST NO. 20

Any and all copies of emails, letters, memos between representatives from the Office of Student Life and advisors for clubs regarding, or inquiring into, the status of their club during the 2005-2006 school year. Such records shall include communications in any and all forms regarding club advisor's attendance at club meetings or functions.

SET ONE: REQUEST NO. 21

Any and all copies in your possession, or the possession of the Office of Student Life, concerning contracts, agreements, understandings that off-campus performers are required, or have been required, to sign to perform on the SMC campus.

SET ONE: REQUEST NO. 22

Any and all copies in your possession, or the possession of the Office of Student Life, concerning contracts, agreements, and understandings with the paid performers who performed at the “Spoken Word” event on May 18 at the Clocktower during the activity hour.

SET ONE: REQUEST NO. 23

Any and all copies in your possession, or the possession of the Office of Student Life, concerning contracts, agreements, understandings that student performers are required, or have been required, to sign to perform on the SMC campus.

SET ONE: REQUEST NO. 24

Any and all copies in your possession, or the possession of the Office of Student Life, concerning contracts, agreements, understandings that SMC students and their club advisors must sign to attend events falling under the auspices of Santa Monica College, including events which occur off campus.

SET ONE: REQUEST NO. 25

Any and all copies in your possession, or the possession of the Office of Student Life, concerning me, Jeffery Mark Higley. Such documents shall include, but not be limited to any records documenting any and all communications between you and me, any and all records documenting inter-office communications between you and Benny Blaydes, and between you and Dr. Robert Adams concerning me, to include emails, memos, letters, etc.

SET ONE: REQUEST NO. 26

Any and all copies in your possession, or the possession of the Office of Student Life, concerning statistics and measurements accumulated by the Office of Student Life regarding its effectiveness, or the effectiveness of actions and decisions by the SMC A.S. student board of directors.

SET ONE: REQUEST NO. 27

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' regular meetings since July 1, 2004.

SET ONE: REQUEST NO. 28

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Finance Committee meetings since July 1, 2004.

SET ONE: REQUEST NO. 29

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Activities Committee meetings since July 1, 2004.

SET ONE: REQUEST NO. 30

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Election Committee meetings since July 1, 2004.

SET ONE: REQUEST NO. 31

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Constitution Committee meetings since July 1, 2004.

SET ONE: REQUEST NO. 32

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' special meetings since July 1, 2004.

SET ONE: REQUEST NO. 33

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' emergency meetings since July 1, 2004.

SET ONE: REQUEST NO. 34

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for any SMC Associated Student board of directors' ad hoc committee meetings since July 1, 2004.

SET ONE: REQUEST NO. 35

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's regular meetings since July 1, 2004.

SET ONE: REQUEST NO. 36

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's special meetings since July 1, 2004.

SET ONE: REQUEST NO. 37

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's emergency meetings since July 1, 2004.

SET ONE: REQUEST NO. 38

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's Publicity Committee meetings since July 1, 2004.

SET ONE: REQUEST NO. 39

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's Activities Committee meetings since July 1, 2004.

SET ONE: REQUEST NO. 40

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's Constitution Committee meetings since July 1, 2004.

SET ONE: REQUEST NO. 41

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' regular meetings since July 1, 2003.

SET ONE: REQUEST NO. 42

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Finance Committee meetings since July 1, 2003.

SET ONE: REQUEST NO. 43

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Activities Committee meetings since July 1, 2003.

SET ONE: REQUEST NO. 44

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Election Committee meetings since July 1, 2003.

SET ONE: REQUEST NO. 45

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Constitution Committee meetings since July 1, 2003.

SET ONE: REQUEST NO. 46

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SET ONE: REQUEST NO. 54

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SET ONE: REQUEST NO. 55

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' regular meetings since July 1, 2002.

SET ONE: REQUEST NO. 56

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Finance Committee meetings since July 1, 2002.

SET ONE: REQUEST NO. 57

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Associated Student board of directors' Activities Committee meetings since July 1, 2002.

SET ONE: REQUEST NO. 58

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Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's emergency meetings since July 1, 1999.

SET ONE: REQUEST NO. 107

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's Publicity Committee meetings since July 1, 1999.

SET ONE: REQUEST NO. 108

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's Activities Committee meetings since July 1, 1999.

SET ONE: REQUEST NO. 109

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, for the SMC Inter-Club Council's Constitution Committee meetings since July 1, 1999.

SET ONE: REQUEST NO. 110

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, describing or detailing the parameters and guidelines by which the SMC Associated Student board of directors' Finance Committee makes its decisions as to whether to approve or disapprove a proposal brought for their consideration.

SET ONE: REQUEST NO. 111

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, describing or detailing the parameters and guidelines by which the SMC Associated Student board of directors' Activities Committee makes its decisions as to whether to approve or disapprove a proposal brought for their consideration.

SET ONE: REQUEST NO. 112

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, of SMC Associated Students of Santa Monica College constitutions, and any revisions made to such constitutions since 1988.

SET ONE: REQUEST NO. 113

Any and all copies of minutes and agendas in your possession, or the possession of the Office of Student Life, of SMC Inter-Club Council constitutions, and any revisions made to such constitutions since 1988.