



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Monday, December 9 2020. This meeting was conducted via Zoom Conference.

I. Call to Order -3:03 p.m.

II. Members Present

Jennifer Merlic, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Chris Bonvenuto, Management Association Representative
Dione Carter, Management Association Representative
Jamar London, Academic Senate Representative
Peter Morse, Faculty Association President
Elaine Roque, Faculty Association Representative
Cindy Ordaz, CSEA Representative
Tafari Alan, Associated Students Representative
Joshua Elizondo, Associated Students Representative

Others Present

Elisa Meyer
Dagmar Gorman
Matt Hotsinpiller
Lee Peterson
Vanan Yahnian

In accordance with Executive Order N-29-20 issued by Governor Gavin Newsom and dated March 17, 2020, members of the District Planning and Advisory Council participated in the meeting by Zoom Conference.

III. Minutes of DPAC Meeting –November 30, 2020: *Unanimously approved by consensus.*

IV. Reports - None

V. Superintendent/President’s Response to DPAC Recommendations - None

VI. Public Comments - None

VII. Agenda

- COVID-19 Update: Since the last update, there has been a surge of COVID-19 cases in Los Angeles County and throughout the country. SMC reverted back to Phase 1 in the Road to Recovery Plan. The Governor issued a Safer at Home order for the state and the college is right on track as far as following safety measures for both the state and the county. Staff who can work as home are being encouraged to do so, and personnel who are essential to come on campus can report to their workplace. The college is winding down with various activities including the equipment return (primarily cosmetology and music), and the pop up food pantry will continue for the next three weeks. Discussions will continue with various committees on the move to phase two and possibly phase three.

- Review 2021-2022 Annual Action Plans: DPAC agreed that a section should be added to the form where the preparers can indicate if they will be requesting data from Institutional Research to conduct an assessment. The Annual Action Plans, with additional minor revisions made by DPAC, will be sent to the Lead Contact Person(s) for one more review before being submitted to DPAC for final approval at the meeting on January 13, 2021.

Action Plan 1: Reduce racial equity gaps and increase completion of Academic and Career Paths through critical review and revision of each path's required curriculum

Action Plan 2: Reduce racial equity gaps in course success for largest gateway courses via professional development in equity-minded teaching practices and curricular development

Action Plan 3: Reduce racial equity gaps and increase success in AB 705 mathematics courses

Action Plan 4: Reduce racial equity gaps and increase success in English 1 (including English 1 + 28)

Action Plan 5: Increase persistence, retention, and completion among racially minoritized students via the SMC GPS (Gateway to Persistence and Success) technology tool

Action Plan 6: Increase the number of online degree and certificate completions by African American and Latinx students.

Action Plan 7:

1. Implement Counseling and support staff clusters for all Areas of Interest (AOI) (At Scale)
2. Student Care Teams (SCT): Reduce racial equity gaps in persistence, retention, and completion through the implementation of a "case management approach" for racially minoritized students.

Action Plan 8: Research and assess costs associated with developing a human Resources staff plan which supports student success by achieving benchmark levels of full-time faculty, classified staff and administrators.

- Budget Committee Recommendation for use of MSI CARES/HEERF funding. Motion was made by Jamar London and seconded by Dione Carter that DPAC accept the following recommendation by the DPAC Budget Subcommittee and forward it to Superintendent/President Kathryn Jeffery for implementation. *Unanimously approved.*

Motion to approve the allocation of funds as delineated by document attached, with the understanding that area Vice-Presidents have the responsibility to allocate the budget for specific items, but will also collaborate with all constituent groups in developing ideas for budget allocation.

Motion made by: Nate Donahue

Seconded by: Peter Morse

Yes: 9

No: 4

Abstentions: Mohamed Najjar, Caden Gicking

The proposed MSI CARES/HEERF Funding Plan attached.

VIII. Adjournment – 4:26 p.m.

Meeting schedule through June 2021 (second and fourth Wednesdays each month at 3 p.m.)

January 13, 27, 2021

February 10, 24

March 10, 24

April 14, 28

May 12, 26

June 9, 23

Meeting of the Council of Presidents (COP)

The agenda for the DPAC meeting on January 13, 2021 will include the following:

- COVID-19 Update
- Approval of Annual Action Plans for 2021-2022
- Governor's Proposed Budget for 2021-2022

Santa Monica Community College District
Proposed MSI CARES/HEERF Funding Plan
as of October 29, 2020

	Amount	Responsible Parties	Use
Total Available MSI HEERF/CARES Funding:	\$ 803,053		
<u>Proposed Uses:</u>			
Academic Affairs Instructional Fund:	\$ 350,000	Jenny Merlic	To be used by Academic Affairs to ensure Academic Departments have the classroom resources available for effective distance learning during the pandemic. Example of acceptable use: Purchasing additional technology equipment, equipment and training for employees, software licenses, student lab kits or services used to directly support the classroom learning
Student Services/Enrollment Development Services Fund:	\$ 200,000	Michael Tuitasi/Teresita Rodriguez	To be used by Student Services to ensure Student Services and Enrollment Development departments have the resources available for effective support services during the pandemic. Examples of acceptable use: Purchase of services to improve department response time to student requests, services to improve tutoring and proctoring availability, equipment and training for employees, food and housing aid, textbook loan program, software licenses or services used to directly improve the student experience. Addresses Survey: Question 4 Responses 2, 3, 4, 5, 6, 7, 8, 9
Information Technology Fund:	\$ 100,000	Marc Drecher/Jenny Merlic/Dr. Jeffery/Mike Tuitasi	To be used by Information Technology in collaboration with Academic Affairs and Student Services to improve access to specialized software, online labs, and other technology infrastructure improvements. Addresses Survey: Question 5 Responses 1, 2, 3, 4, 5, 6, 7, 8, 9
Return To Campus Preparation Fund:	\$ 153,053	Chief Adams/Devin Starnes/Mike Tuitasi	To be used by EOT to prepare the physical campus for return from an online modality. Examples of acceptable uses: Plexiglass barriers, PPE, cleaning/disinfecting equipment, signage.
Total Proposed Expenditure Plan:	\$ 803,053		