



Santa Monica Community College District
 District Planning and Advisory Council
 DPAC ANNUAL REPORT
 2005-06

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
July 13, 2005	SMC Website	Website Working Group resolved that a project team be constructed to design, maintain and support the SMC website.	There was consensus that there be some noticeable improvement on SMC website by January, 2006. The Technology Planning Subcommittee was directed to present to DPAC in August suggested timelines, priorities and options for outsourcing.
	Enrollment management	Ad hoc committee on enrollment management presented recommendations for enrollment strategies and goals for 2005-06.	Agreement that the recommendations be integrated in the Master Plan for Education. <ul style="list-style-type: none"> • Develop a plan for SMC employees to enroll in courses • Generate list of potential high demand classes to offer at non-traditional times • Explore short-term modules, weekends and non-traditional times • Review administrative and student support costs for weekend program • Expand online counseling, financial aid • Improve communication with prospective students • Review marketing process • Initiate implementation of website redesign
July 27, 2005	SMC website	A draft redesign of the SMC home page was presented.	The Technology Planning Subcommittee to present to DPAC in August suggested timelines, priorities and options for outsourcing.

Consensus/agreement

August 10, 2005	SMC Website	A draft of the website redesign plan was presented and discussed.	Tabled until next DPAC meeting
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September 14, 2005	SMC Website	The Technology Planning Subcommittee presented a draft recommendation to be presented to the Interim Superintendent/President.	<p>DPAC unanimously voted to forward recommendations #1-#4 and agreed to table until the next meeting the rest of the recommendation (phasing-in plan, resources, timeline and outcome)</p> <ol style="list-style-type: none"> 1. The College should acknowledge its internet website as the primary means of distributing information for our current and prospective students, the faculty and staff, and the community and that the College should devote appropriate human and financial resources toward that end. 2. The Administration should designate an individual to direct the college website, including its design, site navigation, editorial content, and on-going maintenance. 3. The Administration should establish a Website Steering Committee, comprising representatives of college constituency groups, webpage authors, and users, to advise the administration and the individual directing the website. 4. The individual directing the website, with the advice of the Website Steering Committee, shall implement the recommendations of the Website Working Group and take such additional measures as may be necessary to improve the college's website appearance and functionality.
	DPAC Administrative Regulation	Draft of Administrative Regulation was reviewed as a first reading.	Will be presented for second reading at next meeting.

Consensus/agreement	
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September 28, 2005	SMC Website	Recommendations on the redesign of the SMC website were presented by the Technology Planning Subcommittee.	The recommendations were unanimously accepted. The planning document will be forwarded to the S/P as a high priority project.
	DPAC Administrative Regulation	A second reading was held of Administrative Regulation 2250.	AR 2250 was unanimously approved and will be forwarded to the S/P for approval.
	Master Plan for Education	The final Master Plan for Education, 2005 was presented.	Unanimous acceptance of Master Plan for Education, 2005 A subcommittee will assign responsibilities related to the objectives.
October 12, 2005	College "doables"	Review and discussion of "college "doables" developed by Professional Development Day. 1. Better Maintenance 2. Moving Superintendent/ President's office on campus 3. Better communication	Two recommendations unanimously approved: 1. Direct the Facilities Planning and College Services Planning Subcommittees to address better maintenance and develop recommendations to implement a clean up program. 2. Interim Superintendent/ President to develop a plan to relocate the S/P Office to the main campus. And look at the possibility of interim arrangements A subcommittee was formed to identify current methods of communication and ways to increase and/or improve communication.
	Master Plan for Education	Assignment of responsibilities related to objectives in the Master Plan for Education, 2005	A subcommittee will convene and assign responsibilities related to the objectives.

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October 26, 2005	SMC Website	Response from Interim S/P requesting that DPAC provide additional information and clarification regarding staff and budget, and submit a revised recommendation,	Recommendation unanimously approved to ask the Technology and Budget Planning Committees to provide the requested information and include the project as a priority in the 2006-07 budget.
	College "doables"	Report from Facilities Planning Subcommittee that it is addressing the area of better maintenance and general campus cleanliness. Subcommittee report on communication presented a number of suggestions and will met again to finalize recommendations.	DPAC requested the Facilities Planning Subcommittee to consider suggestion of moving the office of the S/P on campus
November 9, 2005	Superintendent/ President's Office	It was suggested that the Facilities Planning Subcommittee make a recommendation of potential locations for the S/P Office. The options should be made available to the Superintendent.	
	Charges to Planning Subcommittees	The charges to planning subcommittees were reviewed.	It was agreed that DPAC should address long-term goals and objectives, decide what the best charge is for the planning subcommittees and develop a timetable for addressing issues.
	College "doables" Communication	The subcommittee presented recommendations related to increasing/improving communication	Recommendations were unanimously approved to forward to the S/P. <ul style="list-style-type: none"> • S/P establish and sponsor a town hall meeting at least once per semester. • S/P office publish an update on a regular basis

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| | | | <ul style="list-style-type: none">• S/P publicly recognize and comment those who are leading the many current efforts to better campus communication. |
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November 23, 2005	SMC Website	Budget and Technology Planning Subcommittees met to discuss proposal and agreed to recommend the appointment of a leader to coordinate the logistics of phase 1.	DPAC confirmed that this project should be a priority in budget planning for 2006-07.
	College "doables" Communication	The document prepared by the subcommittee and approved by DPAC was forward to the S/P.	Interim S/P Donner's responded that it is a good idea and he will relay the importance of this to the new S/P who will work with DPAC on a process.
	Master Plan for Education, 2005-06	The assignments of responsibilities to objectives were finalized.	It was agreed that DPAC should review one section of the objectives at each meeting.
January 11, 2006	Superintendent/ President's Office	<p>The Facilities Planning Subcommittee presented options for relocating the S/P Office on campus.</p> <ul style="list-style-type: none"> • Suite of the third floor of Drescher Hall • Large seminar room in new Liberal Arts Building • Office space in old Liberal Arts Building <p>The Facilities Planning Subcommittee requested that DPAC recognize that the parking shortage is an ongoing problem.</p>	<p>The Facilities Planning Subcommittee was asked to provide a list of options, including the displacement of a person/office, for the S/P to consider.</p> <p>The Facilities Planning Subcommittee will develop a proposal that addresses parking issues for the S/P to consider.</p>

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January 11, 2006	Master Plan for Education, 2005-06	<p>DPAC reviewed Objectives #1-#3</p> <p>Objectives 1 and 2 related to the District's reserve and budget planning were addressed by Reagan Romali.</p> <p>Objective 3 to establish a Research Advisory Committee was addressed by Jacqueline Nagatsuka who presented the Research Advisory Council objectives and Research Agenda for fall 2005.</p>	
February 8, 2006	Planning Subcommittee Reports	<p>The Budget Planning Subcommittee developed a process for the allocation of additional funds which will allow all groups to have input into the budget planning process.</p> <p>The Technology Planning Subcommittee is developing information security guidelines.</p>	
	Master Plan for Education, 2005-06	<p>DPAC reviewed Objectives #5-#8 (#4 covered at previous meeting)</p> <p>Objectives 5, 6, and 8 were addressed. Objective 7 will be reviewed at a future meeting.</p>	
	Record of Considerations		There was consensus on the structure and format of the "Record of Considerations"

Consensus/agreement	
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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
February 22, 2006	Hiring of full-time faculty to replace retirees	The Budget Planning Subcommittee recommended to DPAC that the District hire at least the same number of full-time faculty who retire.	DPAC approved with a 7-1 vote to forward to the Superintendent/President the recommendation from the Budget Planning Subcommittee to hire full-time faculty at least equal to the number who have officially retired.
	Classified representation on DPAC	The issue of voting by constituency was raised. According to AR 2250, each constituency group serving on DPAC has two votes (one vote per subconstituency). The Classified Senate is not active and is not participating on DPAC at this time.	It was agreed that CSEA members representing classified on DPAC have two votes as stated in AR 2250.
March 8, 2006	Planning Subcommittees	Budget Planning Subcommittee is planning budget for next year and next three years. Facilities Planning Subcommittee is continuing to look for space on campus for Superintendent/s Office and potential space for governance organization.	
	FTEs Restoration	Enrollment Management issues were discussed - student demand, activity hour classes, budget scenarios, patterns, facilities, enrollment trends, outreach, retention rates of full-time faculty vs. part-time faculty, and student/faculty connection.	The discussion will be continued at the next meeting along with a review of budget scenarios.

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March 22, 2006	FTEs Restoration		<p>Following a discussion about the development of the budget; a recommendation was made by Richard Tahvildaran-Jesswein and seconded by Sadia Afolabi:</p> <p>DPAC recommends to the Superintendent/President that the borrowing of FTEs be kept at 1,100 for now and that the college develop a plan to reduce the total borrowed FTEs over time.</p> <p>Ayes: 6 Noes: 2 (Associated Students)</p> <p>A second recommendation was made by Richard Tahvildaran-Jesswein and seconded by Bernie Rosenloecher:</p> <p>DPAC requests that Superintendent/President Chui Tsang convene a cost benefit analysis task force to examine the expenditures of all areas of the college. It is further requested that the task force be comprised of representatives of all constituency groups and an impartial expert in the area of cost benefit analysis. The task force would report its findings to DPAC and the Superintendent/ President.</p> <p>Ayes: 6 Noes: 2 (Administration, Management Association)</p>

Consensus/agreement	
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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
March 29, 2006	Budget Planning Subcommittee Recommendation	A recommendation regarding the filling of classified positions was approved and will be presented and discussed at the next DPAC meeting.	
	Student Activity Hour		<p>Discussion</p> <ul style="list-style-type: none"> • The consensus reached at the DPAC meeting of May 11, 2005 to schedule up to 70 classes during the activity hour was reviewed. This was a compromise to provide students with a choice of enrolling in a class or participating in campus activities and has a sunset of Spring 2007. • It was reported that there are 142 on-campus classrooms available for Spring 2006 and 44 high demand classes are scheduled during activity hour. The number of classes is limited by the number of faculty available and most are part-time faculty. • The use of the activity hour is used as a safety valve as it allows high demand classes to be added as needed. • Approximately 1,000 students are involved in student activities and clubs. Participation in student activities promotes retention. • It is important to recognize that the District is in a difficult financial situation and it is necessary to find a balance between student activities and increase enrollment where possible. <p>In preparation for a future discussion to plan for the spring 2007, the following information will be provided: the number of students</p>

Consensus/agreement



			participating in student activities and clubs; consideration of alternative time for activity hour; the number of classes and enrollment offered during the activity hour; other special events/readings/enrichment programs offered during the activity hour
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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
April 26, 2006	Enrollment Restoration	The Budget Planning Subcommittee reviewed budget scenarios and recommended to proceed this year with borrowing 1100 FTES and to explore the possibility of going into decline/stabilization for 2006-07 as a means of ending the practice of FTES borrowing.	The vice-presidents will be reviewing budget reductions as submitted through their respective departments and present information to the budget planning subcommittee for review.
	Relocation of Superintendent's Office	Facilities Planning Subcommittee Report: Temporary office for the Superintendent/President will be located in Liberal Arts North building and that a permanent location will be planned for either Drescher Hall or Liberal Arts south	

Consensus/agreement	
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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
April 26, 2006 (continued)	Classified Positions		<p>Discussion: Recommendation from Budget Planning Subcommittee regarding filling of classified positions:</p> <p>The Budget Committee recommends that, where applicable, the work being assigned to overtime/provisional/temporary/consultants be assigned to full time classified employees and that classified positions currently unfilled be a priority in the hiring process.</p> <p>It was clarified that classified positions are not frozen or on hold. Each position is being reviewed carefully and prioritized as the District deals with reductions to the operating budget. There will be no movement on classified positions until this process is completed. Human Resources takes direction from senior staff with regards to the filling vacancies and replacing positions.</p> <p>It was suggested that circumstances necessitating overtime, provisional, temporary and consultant assignments need to be taken into consideration since it may not be appropriate for a full-time classified position. The following information was also requested:</p> <ul style="list-style-type: none"> • How many classified positions are funded in this year's budget? • How many classified positions have been filled since July 1, 2005? • How many separations since July 1, 2005?

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			The process for filling classified positions through the Personnel Commission was clarified by Cherie Bates.
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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
April 26, 2006 (continued)	Classified Vacancies		<p>Motion was made by Bernie Rosenloecher and seconded by Lantz Simpson that DPAC recommend that the two groundskeeper positions currently in process in the Personnel Commission office be filled by the two people on the reemployment list.</p> <p>Ayes: 8 (Academic Senate*, Faculty Association, CSEA, Associated Students)</p> <p>Noes: 2 (Administration, Management Association)</p> <p>*Richard Tahvildaran-Jesswein explained that he voted in favor of this recommendation because the process is dysfunctional and he hopes that the District can work towards a process that is more transparent.</p>
May 24, 2006	Relocation of Superintendent's Office	DPAC asked to reconsider relocating S/P's office to Liberal Arts south which would displace faculty and reconsider and recommend relocation to the third floor of Drescher Hall. Issue referred back to Facilities Subcommittee to consider and make a recommendation	
	Superintendent/President's Response to DPAC	Response presented on behalf of S/P.	It was requested that Chui Tsang attend next meeting to present response.

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	Planning Process for 2006-2007	Reported that S/P is committed to developing a new planning process and/or consider changing the current one.	There was consensus that Chui Tsang attend DPAC to provide input.
	Classified Vacancies	Overview of the process of hiring classified employees was presented.	It was requested that Reagan Romali and To m Donner attend next meeting to provide information regarding the connection between the hiring process and the budget.

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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
June 14, 2006	Planning Process for 2006-2007	Superintendent/President Chui Tsang presented a charge to DPAC to work on developing a strategic planning process so the college can come together to create a vision for the future. He suggested bringing someone from the outside who can be objective and facilitate the process and asked DPAC to start working on this immediately so to incorporate the theme of strategic planning into opening day activities.	It was agreed that a dynamic speaker and/or workshop facilitator on the topic of strategic planning should be engaged for opening day. A subcommittee was formed (Richard Tahvildaran-Jesswein, David Zehr and Bernie Rosenloecher) to research speakers and/or consultants, specifically one who has community college experience; the subcommittee will report back to DPAC on June 28th.
	Relocation of Superintendent's Office	The Facilities Planning Subcommittee recommended that the Superintendent's Office be permanently relocated to Drescher Hall (third floor) in approximately two years when the location is available. In the interim, two offices for the Superintendent and an administrative assistant will be available in the new HSS (formerly Liberal Arts north) building.	DPAC unanimously approved the recommendation from the Facilities Planning Subcommittee
	Process of hiring and budgeting of classified employees	The Budget Committee agreed that classified positions should be replaced, but the budget amount should reflect the fill rate of vacancies (a recommendation will be presented at the next meeting).	

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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
June 28, 2006	Recommendations from Budget Committee	<ol style="list-style-type: none"> 1. The Budget Committee recommends that the District maintain an administrative assistant for the purpose of taking minutes, preparing agendas and to provide continuity for the committee. 2. Whereas the Budget Committee has not received information and data in a timely manner for committee meetings, the Budget Committee requests the College president to work with the Budget Committee co-chairs to insure that requested information and data is delivered to the Committee in a timely manner. 3. The Budget Committee will proceed in the following steps: <ol style="list-style-type: none"> a. The Budget Committee will request and review the tentative, adopted and actual budgets for the last three fiscal years b. The Budget Committee will review the tentative budgets and compare with the 2005-06 actuals c. The Budget Committee 	

Consensus/agreement	
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		will recommend adjustment based on priorities.	
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	Consultant and/or speaker on strategic planning	<p>It was reported that Dr. William Reckmeyer and Lois Lund have been selected to be the keynote speakers on opening day, August 24th. The theme will be strategic planning.</p> <p>Proposals were received from Reckmeyer/Lun and <i>The Veritas Group</i> to be considered as the consulting group to assist the District with strategic planning.</p> <p>.</p>	<p>Following a review and discussion of two proposals from the potential consultants, there was consensus to strongly consider Reckmeyer/Lund, contact references listed in the proposal, and request an outline of a plan from them. A report will be made at the next meeting</p>

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