



Santa Monica Community College District
District Planning and Advisory Council
MEETING -JANUARY 10, 2007
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **January 10, 2007** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:04 p.m.

II. Members Present

Randy Lawson, Administration, Chair
Jeff Shimizu, Administration
Lesley Kawaguchi, Academic Senate Representative
Peter Morse, Academic Senate Representative
Lantz Simpson, Faculty Association President
Kathy Sucher, Faculty Association Representative
Al DeSalles, Management Association President
Mona Martin, Management Association Representative
Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative
Victoria Pregler, Associated Students President
Jason Van Buren, Associated Students Representative

Others Present

Bobby Adams
Dianne Berman
Patricia Burson
David Finkel
Lesley Kawaguchi
Karen Legg
Sherri Lee-Lewis
Mitra Moassessi
Steve Myrow
Judy Panchansky
Lee Peterson
Teresita Rodriguez
Christine Schultz

DPAC Staff Support

Lisa Rose

III. The minutes of December 13, 2006 were reviewed and accepted.

IV. Strategic Planning Task Force: Membership on the Task Force will be presented for approval at the DPAC meeting on January 24, 2007.

V. Reports

A. Planning Subcommittees

1. Budget Planning: Teresita Rodriguez and Sal Veas, Co-Chairs: No report
2. College Services Planning: Robert Adams, Co-Chair: No report.

3. Facilities Planning: Dianne Berman, Co-Chair. No report.
4. Human Resources Planning: Sherri Lee-Lewis and Lesley Kawaguchi, Co-Chairs: The subcommittee is preparing to develop and implement a model EEO plan. A resolution regarding professional development training is included on this agenda for consideration by DPAC.
5. Technology Planning: Al DeSalles and Simon Balm, Co-Chairs: No report.

B. Academic Senate Joint Committees

1. Curriculum: Georgia Lorenz reported that the Curriculum Committee approved several distance education courses in CS (Computer Science), and discussed use of multiple methods of evaluation in courses and the new submission process for classes being converted to distance education.
2. Program Review: Patricia Burson, Chair: No report.
3. Student Affairs: Karen Legg, Chair: Reported activities in fall 2006 including the review and revision of four administrative regulations and the honor code.

VI. Agenda

Public Comments - None

1. DPAC endorsed the following recommendation submitted by the Human Resources Planning Subcommittee:

Whereas, the Santa Monica College community would greatly benefit from employees, especially classified staff, who seek training and educational opportunities to enhance their skills and abilities to provide better student services;

Whereas, Santa Monica College should value training objectives that include increased inter-campus communication, employee retention, and conflict resolution that will not only enhance the employees' specific work skills but also enhance their contribution to the goals of improving the overall working environment of the campus; and

Whereas, Santa Monica College should make a concerted effort to provide access to employees, and encourage and allow them to attend workshops that include but are not limited to Microsoft Outlook, Microsoft Suite: Excel, Word, PowerPoint, Microsoft Publisher, website building, cultural diversity and proficiency, conflict management, sexual harassment, sensitivity training, and communication skills and to campus procedures FAQ/manuals, including voicemail and phone use, payroll, paycheck basics, requisitions, accounts payable, and career laddering;

Resolved that Santa Monica College reinstitute and establish continuous, ongoing training and educational opportunities for Santa Monica College employees; and

Resolved that Santa Monica College find a way to fund and institutionalize the costs associated with ongoing professional development training for its employees.

It was agreed that Sherri Lee-Lewis and Bernie Rosenloecher would pull together a group of classified employees to look at professional development needs of classified employees. A discussion also needs to take place with managers to determine what training is needed by classified employees from the manager's perspective. It was suggested that a session on professional development needs be included in flex day activities on March 8th.

2. Enrollment Development - Vice-President of Enrollment Development Teresita Rodriguez presented a three-year enrollment study showing that as of opening day, winter session enrollment is up approximately 3 percent from the same session last year. The increase marked a major turnaround for the college, which was experiencing a significant enrollment lag in early December. The college launched an aggressive marketing push in December that included email blasts, phone calls and postcards to current and prospective students, newspaper print ads; and an internal campaign to encourage faculty and other employees to get students to sign up for classes.
3. Increasing Full-Time Faculty: Lesley Kawaguchi introduced the topic representing Academic Senate President Richard Tahvildaran-Jesswein. It was agreed to continue the discussion of increasing full-time faculty at the next meeting.

VII. Adjournment: 4:43 p.m.

Meetings schedule, through June 2007:

DPAC

January 24
February 14
March 14
April 11
May 9
June 13

Strategic Planning Task Force

Orientation Meeting to be scheduled
February 28
March 28
April 25
May 23
June 27

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the January 24, 2007 DPAC meeting.

- Approval of Strategic Planning Task Force Membership
- Status of SMC Website Redesign
- Increasing full-time faculty

Recommendations from DPAC Planning Subcommittees to be included on agenda for consideration by DPAC need to be submitted to Lisa Rose one week before the meeting.