



Santa Monica Community College District  
**District Planning and Advisory Council**  
**MEETING -JUNE 13 2007**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **June 13, 2007** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:07 p.m.

II. Members Present

Randy Lawson, Administration, Chair  
Jeff Shimizu, Administration  
Richard Tahvildaran-Jesswein, Academic Senate President  
Lesley Kawaguchi, Academic Senate Representative  
Lantz Simpson, Faculty Association President  
Kathy Sucher, Faculty Association Representative  
Al DeSalles, Management Association President  
Mona Martin, Management Association Representative  
Leroy Lauer, CSEA Representative  
Trena Johnson, CSEA President  
Victoria Pregler, Associated Students President  
Jason Van Buren, Associated Students Representative

Others Present

Jocelyn Chong  
Georgia Lorenz  
Mitra Moassessi  
Judy Penschansky  
Lee Peterson  
Christine Schultz

DPAC Staff Support

Lisa Rose

III. The minutes of May 9, 2007 were reviewed and accepted.

IV. Reports

A. Planning Subcommittees

1. The Budget Planning Subcommittee (BPS) will be meeting weekly during the summer. The tentative budget, which was reviewed by the BPS, was adopted by the Board of Trustees on June 11th. A subcommittee was created to develop benchmarks to guide the BPS to plan for reductions in 2008-09. The benchmark subcommittee will identify other districts to compare with, and methods to collect data and sources. The BSC has developed a list of cost cutting ideas (attached).

2. There was no report from the College Services Planning Subcommittee (CSPC). However, it was requested that the CSPC form a food services subcommittee to look at RFP (requests for proposals) from potential food service vendors, and there was concurrence that this was an appropriate function of the CSPC. It was reported that the District plans to put into place a process for reviewing food vendor contracts as they expire.
3. Facilities Planning Subcommittee: No report
4. Human Resources Planning Subcommittee (HRPS): The first five components of the model EEOC plan have been developed. There is discussion about developing a District risk assessment policy to deal with peer-to-peer incidents. There was consensus that the HRPS be charged with working with the Human Resources Department to develop a risk assessment in regards to verbal and physical altercation between/among staff members.
5. The Technology Planning Subcommittee presented its technology plan and objectives for 2006-07 and 2007-08. *(The technology plans were approved by DPAC later in the agenda - see V. Agenda C)*

#### B. Academic Senate Joint Committees

1. The Curriculum Committee approved six new courses, discussed the math proficiency issue, and will be working on a global citizenship A.A. requirement. Mary Colavito is the new chair of the committee.
2. Program Review: Currently meeting
3. Student Affairs: The first honor council information session was held on May 17<sup>th</sup>. The first meeting will be held on September 18<sup>th</sup>. The new chair of the Student Affairs Committee is Jose Cue.

#### V. Agenda

##### Public Comments

Lee Peterson

- A. Richard Tahvildaran-Jesswein was elected Vice-Chair by acclamation
- B. Charges to Planning Subcommittees were reviewed and discussed. Suggested revisions will be incorporated and the revised structure documents will be updated and presented to DPAC in August. Co-chair of the planning subcommittees will be asked to identify fixed times and venues for their respective meetings and report to DPAC in August.
- C. Technology Objectives for 2006-07 and 2007-08 presented during the subcommittee reports were unanimously approved.
- D. Report from Strategic Planning Task Force: DPAC affirmed by consensus the eight priorities identified by the college campus. The list complete with narratives will be presented at the next meeting.

E. Calendar for 2007-08: It was agreed that DPAC should return to meeting twice each month. The Strategic Planning Task Force meetings will be rescheduled.

V. Adjournment

Meeting schedule through June, 2008

DPAC (second and fourth Wednesday each month)  
*Planning Subcommittee and Academic Senate Joint Committee reports will be held on the first meeting of each month*

July 11, 25

August 8, 22 (faculty flex day - departmental)

September 12, 26

October 10, 24

November 14, 28

December 12

January 9, 23, 2008

February 13, 27

March 12, 26

April 9 (faculty flex day - spring break), April 23

May 14, 28

June 11, 25

VI. Adjournment: 4:40 p.m.

VI. Council of Presidents Meeting

The Council of Presidents set the agenda for the July 11, 2007 DPAC meeting.

- Reports from the Planning Subcommittees, Academic Senate Joint Committees and Associated Students
- Report from Strategic Planning Task Force
- Master Plan for Education, 2006-07

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.