



Santa Monica Community College District
District Planning and Advisory Council
MEETING -OCTOBER 24, 2007
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **October 24, 2007** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:06 p.m.

II. Members Present

Randy Lawson, Administration, Chair
Jeff Shimizu, Administration
Richard Tahvildaran-Jesswein, Academic Senate President
Lesley Kawaguchi, Academic Senate Representative
Mitra Moassessi, Faculty Association Representative
Kathy Sucher, Faculty Association Representative
Mona Martin, Management Association President
Kiersten Elliott, Management Association Representative
Connie Lemke, CSEA Representative
Leroy Lauer, CSEA Representative
Jason van Buren, Associated Students President
Brandon Barney, Associated Students Representative

Others Present

Genevieve Bertone
Greg Brown
Anna Collier
Jose Cue
Georgia Lorenz
Judy PENCHANSKY
Lee Peterson
Mayra Rodriguez
Christine Schultz
Charlie Yen

DPAC Staff Support

Lisa Rose

III. Review and Acceptance of Minutes: October 10, 2007

IV. Reports

A. Planning Subcommittees

1. Budget Planning: Mona Martin and Leroy Lauer, Co-Chairs: At its next meeting, this subcommittee will discuss how the Budget Planning Subcommittee can consider priorities identified by the Board of Trustees, the Academic Senate, , DPAC, Strategic Planning Task Force, and those included in the Master Plan for Education and Program Review, when addressing budgeting issues.

2. College Services Planning: Charlie Yen and Connie Lemke, Co-Chairs. The College Services Planning Subcommittee is preparing criteria to develop the request for proposal for food vending contracts to send out by the end of the year.
3. Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs. The Facilities Planning Subcommittee heard a report on campus sustainability. Discussions will start to identify ways to prioritize facilities/construction projects.
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The Human Resources Planning Subcommittee will be reviewing policies and regulations regarding violence in the workplace.
5. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. A recommendation was forwarded from the Technology Planning Subcommittee to DPAC "that the District fulfill the next step in the plan laid out by the 2005 Website Working Group by moving forward on hiring a full-time website content coordinator." It was determined that it is not the function of DPAC to make staffing recommendations and that DPAC reply as such to the Technology Planning Subcommittee.

B. Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: The Curriculum Committee approved a cosmetology course, a series of counseling courses, a new web design certificate, three new non-credit courses and several distance education courses. It will start the process of reviewing degree revision and certificate options to address the recent Title 5 changes related to Associate Degree requirements.
2. Program Review: Janet Harclerode/Melody Nightingale, Chairs and Katharine Muller, Vice-Chair: No report
3. Student Affairs: Jose Cue, Chair and Judy Penschansky, Vice-Chair: The Student Affairs Committee discussed the assessment policy on retesting and preparation, and whose role is it to drop students. The committee will also be looking into appropriate email in distance education classes, and policy and regulation on academic renewal.

- C. Associated Students: Jason Van Buren: The Associated Students is working to launch the textbook rental program (*see agenda item IV-E later in the agenda for more detail.*)

IV. Agenda

Public Comments

Anna Collier

- A. Facilities: Greg Brown reported that construction on the Performing Arts Center at Madison continues with completion expected sometime in the spring 2008 and the Music Department has moved into the renovated Madison facility. It is expected that the Quad project will start in December 2007 and be completed in November 2008. Planning is underway for the

Student Services Building on the northeast corner of the campus. This is a three-year project scheduled to begin with demolition in December 2008. Other minor projects include a second elevator in Drescher Hall, upgrade of the policy dispatch security monitoring equipment and video surveillance, and a new driveway at the Bundy campus.

There are several facility projects pending that need to be prioritized. There was concern expressed about DPAC's role in prioritizing these projects. It was agreed that the Facilities Planning Subcommittee should develop a mechanism to involve the campus community in prioritizing projects beyond the Student Services Building regardless of funding sources and present its findings to DPAC.

- B. Report from Work Group: Master Plan for Education 2007: Revisions were made to the draft Master Plan for Education and the final document will be submitted to DPAC for approval at the next meeting.
- C. The Final DPAC Annual Report was approved.
- D. Campus Litter: DPAC agreed that there is a general concern about the litter problem on campus. In an effort to address the problem it was suggested that (1) the Associated Students discuss the issue and develop suggestions to present to DPAC, (2) appropriate facilities staff be contacted about additional trash receptacles, (3) the Facilities Planning Subcommittee should investigate how this issue has been addressed by other community colleges (in particular Pasadena CCD and Glendale CCD) and report back to DPAC.
- E. A.S. Textbook Rental Program: The Associated Students requested DPAC's input on the proposed pilot textbook rental program. The A.S. is ready to launch this program with the understanding that, if it is successful, there will be a loss of revenue for the bookstore. There was agreement that the high cost of textbooks is often a barrier to student access to an affordable education. There was consensus that the textbook rental pilot program should proceed with collaboration between the Associated Students and the bookstore. It was agreed that the College Services Planning Subcommittee form a work group to review and make recommendations regarding this collaborative effort between the Associated Students and the bookstore on the textbook rental program.

V. Adjournment

Meeting schedule through June, 2008 (second and fourth Wednesdays each month at 3 p.m.)

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. Council of Presidents Meeting

The Council of Presidents set the agenda for the November 14, 2007 DPAC meeting, as follows:

- Master Plan for Education 2007 (Final)
- Definition of Global Citizenship

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.