



Santa Monica Community College District
District Planning and Advisory Council
MEETING -JANUARY 23, 2008
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **January 23, 2008** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:10 p.m.

II. Members Present

Randy Lawson, Administration, Chair
Jeff Shimizu, Administration
Richard Tahvildaran-Jesswein, Academic Senate President
Lesley Kawaguchi, Academic Senate Representative
Kathy Sucher, Faculty Association Representative
Mona Martin, Management Association President
Kiersten Elliott, Management Association Representative
Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative

Others Present

Shahriar Azimi
Greg Brown
Jose Cue
Bob Dammer
Georgia Lorenz
Mitra Moassessi
Judy Penschansky
Lee Peterson
Christine Schultz
Eric Coupal-Sikes
Charlie Yen

DPAC Staff Support

Lisa Rose

III. Review of Minutes of January 9, 2008.

Kathy Sucher suggested and it was agreed that language be clarified as follows (underlined):

DPAC Planning Subcommittees are subject to the Brown Action

A legal opinion was requested to address the question raised at the last meeting regarding DPAC Planning Subcommittees being subject to the Brown Act. Following is the opinion of the District's legal counsel:

The minutes were accepted as amended.

IV. Reports

A. Planning Subcommittees

1. Budget Planning: Mona Martin and Leroy Lauer, Co-Chairs: The Budget Planning Subcommittee met last week and received a marketing and advertising update by Don Girard, Senior Director, Government Relations/Institutional Communications. He reviewed the budget over the last ten years, advertising related to enrollment, advertising limitations, and measures for effectiveness.
2. College Services Planning: Charlie Yen and Connie Lemke, Co-Chairs. The College Services Planning Subcommittee has completed the criteria for the request for proposal for food vending contracts. The purchasing department will advertise and solicit vendors for the subcommittee to review in the next couple of weeks. In addition, the subcommittee will start developing the criteria for a second space in the cafeteria, and will start working on student learning outcomes.
3. Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs. The Facilities Planning Subcommittee is working on a process to prioritize pending construction projects, regardless of funding, and hopes to have a recommendation for DPAC's review by the end of the spring, 2008. The five-year construction plan will go to the Board for approval in June.

The subcommittee discussed the level of LEED (Leadership in Energy and Environmental Design) certification for new facilities and adopted the following resolution:

"Resolved, that SMC's building designs should seek a LEED level as high as possible, with cost-driven issues and tradeoffs to be evaluated at the appropriate point in each building's design process."

The subcommittee is also addressing the litter problem on campus and will be developing another recommendation to present to DPAC.

A schedule for planning meetings is being developed for the Child Development Center, a cooperative project with the City of Santa Monica and Rand; and a letter of intent has been signed for the District to have discussions with the YWCA regarding the property at 14th and Pico.

4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The Human Resources Planning Subcommittee is working on a developing an umbrella harassment policy that combines sexual harassment and other forms of harassment.
5. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. Due to the uncertainty of the technology budget and its effect on short- and long-range planning, the Technology Planning Subcommittee is looking for other funding sources. In response to the accessible computer lab standards adopted by the

Information Technology Committee, the subcommittee will be doing an inventory of all computer labs and creating a report with a list of compliance issues. In addition, the subcommittee is discussing phase 2 of the website redesign.

B. Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: No report. Looking forward to a busy spring.
2. Program Review: Janet Harclerode/Melody Nightingale, Chairs and Katharine Muller, Vice-Chair: No report. Looking forward to a busy spring.
3. Student Affairs: Jose Cue, Chair and Judy Penschansky, Vice-Chair: No report. Looking forward to a busy spring.

C. Associated Students: Heidi Hoeck: No report.

D. Superintendent/President - Response to DPAC Recommendations: None

IV. Agenda

Public Comments

None

A. Vision, Mission and Goals and Strategic Initiatives

A final draft of the *Vision, Mission and Goals* developed by the Strategic Planning Task Force was presented to DPAC for review and approval.

Motion was made by Lesley Kawaguchi and seconded by Bernie Rosenloecher to approve the *Vision, Mission and Goals*, and there was consensus that members of DPAC will present the document to their constituents for support and ratification. Input received will be presented to DPAC for consideration. DPAC will then forward the document to the Superintendent/President who will present his recommendations to the Board of Trustees for approval. The goal is to complete the approval process by April, 2008.

Strategic Initiatives

A draft of the Strategic Initiatives developed by the Strategic Planning Task Force was presented to DPAC for information. There will be a strategic planning session on flex day (March 4th) at which the strategic initiatives will be presented to the college community.

B. DPAC Charter

The charter presented for approval included revisions made at the last meeting. Additional revisions were suggested and will be incorporated in the document to be presented for approval at the next meeting.

V. Adjournment: 4:07 p.m.

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

(February 13 cancelled), February 27

March 12, 26

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

May 14, 28

June 11, 25

VI. Council of Presidents Meeting

It was agreed to cancel the meeting on February 13, 2008.

The Council of Presidents set the agenda for the February 27, 2008 DPAC meeting, as follows:

- Reports: Strategic Planning Task Force
Unfunded Retiree Health Benefits/GASB 45
Task Force
Superintendent/President- Response to DPAC
Recommendation(s)
Planning Subcommittee Reports
Academic Senate Joint Committee Reports
- DPAC Charter
- Enrollment Report

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.

Index of DPAC Actions

- A - Approval
 C - Consensus/Agreement

Number	Topic	Date
#1-A	Budget Planning Subcommittee Approval of five recommendations	July 11, 2007
#2-A	Strategic Planning Task Force Approval of Narratives	July 20, 2007
#3-A	Strategic Planning Task Force Approval of Strategic Issues and Narratives	August 8, 2007
#4-A	Institutional Student Learning Outcomes (SLOs) Approval of SLOs	September 26, 2007
#5-A	Budget: Designated Reserves Scheduling of Special Meeting to review recommendations from the Budget Planning Subcommittee pertaining to stabilization	September 26, 2007
#6-A	Budget: Designated Reserves GASB 45 (1) Recommendation to not set aside funds, (2) Formation of Task Force	September 26, 2007
#7-A	Budget: Designated Reserves Commitment to honor the promise for retirement benefits	September 26, 2007
#8-A	Budget: Designated Reserves Scenario #3 to be forwarded to Superintendent/President	October 3, 2007
#9-A	Budget: Designated Reserves Commend faculty and staff for providing instruction at Compton Commend all constituencies for working together as a team on FTES scenarios	October 3, 2007
#10-A	Budget: Designated Reserves Budget stabilization item not be included as a designated reserve	October 3, 2007
#11-C	Task Force: Unfunded Retiree Health Benefits Formation and members	October 3, 2007
#12-A	DPAC Annual Report Final Report approved	October 24, 2007
#13-C	Litter on Campus Suggestions to address problem	October 24, 2007
#14-C	Textbook Rental Program Consensus to review and proceed	October 24, 2007

Recommendation to
 Superintendent/President

#15-C	Website Coordinator Referred back to Technology Planning Subcommittee	October 24, 2007
#16-C	Facilities Agreement to develop a mechanism for prioritizing projects	October 24, 2007
#17-C	Master Plan for Education Final Report approved	November 14, 2007
#18-A	Global Citizenship Approval of Definition	November 14, 2007
#19-C	Superintendent/President's Response to DPAC Recommendations Agreement on response to be reported and reflected in minutes	November 14, 2007
#20-A	DPAC Planning Subcommittee Meeting Schedule Agreement to standardize and publicize scheduled meetings	November 28, 2007
#21-A	Budget Planning Subcommittee Recommendation Agreement to schedule senior staff to meet with BPSC at least once per semester	November 28, 2007
#22-C	Vision, Mission and Goals Consensus to approve Vision, Mission and Goals. DPAC will present the document to their constituents for support and ratification.	January 23, 2008