



Santa Monica Community College District  
**District Planning and Advisory Council**  
**MEETING - FEBRUARY 27, 2008**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **February 27, 2008** 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  
Richard Tahvildaran-Jesswein, Academic Senate President  
Lesley Kawaguchi, Academic Senate Representative  
Lantz Simpson, Faculty Association President  
Kathy Sucher, Faculty Association Representative  
Mona Martin, Management Association President  
Kiersten Elliott, Management Association Representative  
Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative  
Heidi Hoeck, Associated Students President  
Melody Overstreet, Associated Students Representative

Others Present

Jose Cue  
Bob Dammer  
Janet Harclerode  
Amber Katherine  
Georgia Lorenz  
Mitra Moassessi  
Judy Penchansky  
Lee Peterson  
Christine Schultz  
Keith Webster  
Charlie Yen

DPAC Staff Support

Lisa Rose

III. The minutes of the January 23, 2008 DPAC meeting were accepted.

IV. Reports

- A. Strategic Planning Task Force: At its last meeting, the Strategic Planning Task Force reviewed input from constituency groups on the Mission, Vision and Goals; reviewed and revised the Strategic Initiatives and worked on the presentation for Flex Day, March 4<sup>th</sup>.
- B. GASB 45 Task Force: Recommendations from GASB 45 Task Force were presented as part of this meeting's agenda (see V-A).
- C. Superintendent/President - Response to DPAC Recommendations: None

#### D. Planning Subcommittees

1. Budget Planning: Mona Martin and Leroy Lauer, Co-Chairs: The Budget Planning Subcommittee met last week and received information on the P-1 report and an update on non-resident tuition. Benchmarks will be discussed at the next meeting.
2. College Services Planning: Charlie Yen and Connie Lemke, Co-Chairs. The College Services Planning Subcommittee continues to work on the proposals for food vending contracts. As a result of concerns raised by the subcommittee regarding a slowdown of the process, the following statement was presented to DPAC.

The DPAC subcommittee on College Services hereby notifies DPAC that there has a slow down and unexplainable obstacles impeding the progress of our committee's work. We are concerned that the scope of notification is insufficient and that the mandate for the required site visit may inhibit the pool of vendors. There must be additional site visits and advertisements in the LA Times and other publications. We are extremely concerned that this slowdown is thwarting our mission.

Keith Webster, Director of Purchasing, provided an update on the request for proposal process for the food services vending contracts. Of the 16 vendors who expressed an interest, 8 participated in the walk-through. It was suggested that Keith meet with the College Services Planning Subcommittee for further discussion of the process, and the issue can come back to DPAC, if necessary. A report by the College Services Planning Subcommittee will be scheduled for the next DPAC meeting.

3. Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs. Celebrate America~~n~~ will not be held at SMC this year because of the Corsair Field project. The Facilities Planning Subcommittee is discussing how to develop a priority list for facilities projects. The next meeting will include discussion about the organic garden project, designated smoking areas, and the SM City Council's planned changes for traffic and parking.
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The Human Resources Planning Subcommittee is discussing campus safety and workplace violence, is moving ahead with revisions to AR 3121, and **is** discussing professional development opportunities for classified staff.
5. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. No report

#### E. Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: The Curriculum Committee will be discussing a global citizenship A.A. requirement at the next meeting.
2. Program Review: Janet Harclerode/Melody Nightingale, Chairs and Katharine Muller, Vice-Chair: The Program Review Committee met with three programs that submitted self-studies, and will be meeting with 11

departments/programs in the spring. The focus will be on making sure that SLOs are integrated into the programs and courses. A full report will be presented at the end of the academic year.

3. Student Affairs: Jose Cue, Chair and Judy Penschansky, Vice-Chair: The Student Affairs Committee is reviewing administrative regulations dealing with mandatory assessment, progress and academic renewal, withdrawal, and grade changes.

- F. Associated Students: Heidi Hoeck: The Associated Students are working on revising the constitution to add a Director of Sustainability, trying to change the election process to be anti-slate and more democratic, promoting an "educational awareness" food campaign and leading a panel on flex day on sustainability.
- D. Superintendent/President - Response to DPAC Recommendations: None

#### IV. Agenda

##### Public Comments

None

- A., The GASB 45 Task Force submitted the following recommendation for consideration by DPAC.

*The GASB 45 Task Force recommends that the Santa Monica Community College District begin to pre-fund its retiree health benefits obligation. The Task Force recommends an initial contribution of \$1.4 million and subsequent annual contributions in the amount of \$500,000 over the next four fiscal years. The Task Force also recommends that the College's initial contribution be drawn from the SCCCD (Southern California Community College District) JPA and placed in an irrevocable trust. Lastly, the Task Force also recommends that at the end of the stated five-year period, the District re-evaluate its retiree health benefits liability.*

Ayes: 5 (Administration, Management Association, Academic Senate, Associated Students)  
Noes: 3 (Faculty Association, CSEA)

- B. The revised DPAC Charter was unanimously approved.
- C. Vision, Mission and Goals: The Academic Senate ratified the Vision, Mission and Goals statement; the Management Association and CSEA presented comments and suggestions. All input will be presented at the next meeting for discussion.
- D. Enrollment Report: It was reported that enrollment for spring 2008 is up over 300 FTES above spring 2007. In response to requests for two reports related to dynamic enrollment, it was agreed that Kiersten Elliott will clarify the requests and present them at the next meeting before submission to Information Technology for processing.

- V. Adjournment: 4:35 p.m.

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

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 March 12, 2008 DPAC meeting, as follows:

- Report from College Services Planning Subcommittee
- Mission, Vision and Goals - Input from Constituencies
- Requested Enrollment Reports (Kiersten Elliott)

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

Recommendation to Superintendent/President
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#15-C	<b>Website Coordinator</b> Referred back to Technology Planning Subcommittee	October 24, 2007
#16-C	<b>Facilities</b> Agreement to develop a mechanism for prioritizing projects	October 24, 2007
#17-C	<b>Master Plan for Education</b> Final Report approved	November 14, 2007
#18-A	<b>Global Citizenship</b> Approval of Definition	November 14, 2007
#19-C	<b>Superintendent/President's Response to DPAC Recommendations</b> Agreement on response to be reported and reflected in minutes	November 14, 2007
#20-A	<b>DPAC Planning Subcommittee Meeting Schedule</b> Agreement to standardize and publicize scheduled meetings	November 28, 2007
#21-A	<b>Budget Planning Subcommittee Recommendation</b> Agreement to schedule senior staff to meet with BPSC at least once per semester	November 28, 2007
#22-C	<b>Vision, Mission and Goals</b> Consensus to approve Vision, Mission and Goals. DPAC will present the document to their constituents for support and ratification.	January 23, 2008
#23-A	<b>GASB 45 Task Force Recommendation</b> Approval (5-3) of the GASB 45 Task Force that the District begin to pre-fund its retiree health benefits obligation	February 27, 2008
#24-A	<b>DPAC Charter</b> Unanimous approval of revised DPAC Charter	February 27, 2008