



Santa Monica Community College District  
**District Planning and Advisory Council**  
**MEETING -MARCH 26, 2008**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **March 26, 2008** 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

Richard Tahvildaran-Jesswein, Academic Senate President, -Vice-Chair

Lesley Kawaguchi, Academic Senate Representative

Mona Martin, Administration Representative

Georgia Lorenz, Administration Representative

Lantz Simpson, Faculty Association President

Kathy Sucher, Faculty Association Representative

Mona Martin, Management Association President

Judy Penchansky, Management Association Representative

Bernie Rosenloeher, CSEA President

Leroy Lauer, CSEA Representative

Heidi Hoeck, Associated Students President

Melody Overstreet, Associated Students Representative

Others Present

Maria Alvarado

Greg Brown

Bob Dammer

Deyna Hearn

Connie Lemke

Adel Morad

Mitra Moassessi

Lee Peterson

Christine Schultz

DPAC Staff Support

Lisa Rose

III. The minutes of the March 12, 2008 DPAC meeting were accepted.

IV. Reports

- A. Strategic Planning Task Force: At its last meeting, the Strategic Planning Task Force reviewed the feedback on the strategic initiatives received on Flex Day, March 4<sup>th</sup>. It was determined that the strategic initiatives need to be refined before they are presented to DPAC. A special meeting of the Task Force has been scheduled for April 4<sup>th</sup> so the strategic initiatives (not the action plans) can be presented to DPAC at its next meeting.

B. Superintendent/President - Response to DPAC Recommendations: It was reported that the Mission, Vision and Goals statement approved by DPAC at its last meeting was forwarded to Superintendent/President Chui Tsang for his consideration. Dr. Tsang has reviewed the document and is not prepared to make a formal response to DPAC at this time.

C. Planning Subcommittees

1. Budget Planning: Mona Martin and Leroy Lauer, Co-Chairs: The Budget Planning Subcommittee discussed benchmark comparisons and preparation for development of the annual budget.
2. Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs. The subcommittee unanimously approved the Associated Students Organic Garden Initiative and discussed a solar feasibility study and prioritizing future building projects in preparation for the five-year construction plan to be submitted to the state by July 1, 2008 and a possible bond measure.
3. College Services Planning: Charlie Yen and Connie Lemke, Co-Chairs. It was reported that the process being followed by the College Services Planning Subcommittee to contract with a food service vendor for location A (currently Carl's Jr.) was discontinued based on a legal opinion. Subsequently, the District agreed to hire an outside consultant to oversee the process for contracting with a food service vendor for this location to be in place by June, 2008. This topic was discussed further under Agenda - A.
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The subcommittee heard a presentation from the crisis prevention team, and is moving ahead with revisions to AR 3121.
3. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. The subcommittee discussed the instructional technology budget, inventory in computer labs in terms of accessibility to software and hardware, phase 2 of the SMC website, and a job description for a website coordinator.

D. Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: The Curriculum Committee approved two automotive courses, three logistics courses and certificate, updates to the ET certificates, and discussed the expanded A.A. Global Citizenship requirement.
2. Program Review: Janet Harclerode/Melody Nightingale, Chairs and Katharine Muller, Vice-Chair: No report.
3. Student Affairs: Jose Cue, Chair and Judy Penchansky, Vice-Chair: The Student Affairs Committee is discussing changes to Title 5 and updating administrative regulations regarding grade changes and mandatory assessment.

E. Associated Students: Heidi Hoeck: The Associated Students will be rewriting its constitution to devise a better democratic system, so the A.S. elections have been postponed until May 12<sup>th</sup>.

IV. Agenda

Public Comments

None

A. Report from College Services Planning Subcommittee: It was reported that the College Services Planning Subcommittee cannot be the body that develops the Request for Proposal (RFP) for the food service vendors. The legal opinion is that the process has to take place outside of the subcommittee structure and not be subject to requirements of the Brown Act. Since the College Services Planning Subcommittee had already spent much time and effort developing the criteria and values included in the RFP, it was agreed that a work group comprising members of the subcommittee should work with the consultant and the Purchasing Department in this process.

Motion was made by Kathy Sucher, seconded by Heidi Hoeck and unanimously approved that DPAC affirm the work of the College Services Planning Subcommittee and endorse the values and criteria identified by the subcommittee and articulated in the *Scope of Work* in the Request for Proposal.

Motion was made by Bernie Rosenloecher, seconded by Melody Overstreet and approved by consensus that two representatives of each constituency be selected from the College Services Planning Subcommittee to work with the consultant and Purchasing Department to develop the RFP for a food service vendor, as long as there are no conflicts of interest.

It was requested that both recommendations be forwarded to Superintendent Chui Tsang immediately.

B. Organic Garden Initiative: The Associated Students representatives presented its Organic Garden Initiative. The Initiative has received support from the Grounds Manager, the Facilities Planning Subcommittee, the A.S. Environmental Affairs Committee, and the Academic Senate. DPAC unanimously approved the Organic Garden Initiative with the condition that the District meet and confer to resolve the labor issue related to the work cited on page 7.

C. Textbook Rental Program: Heidi Hoeck reported that Superintendent Chui Tsang endorsed a general plan for the textbook rental program. The Associated Students has already approved \$250,000 and will be working collaboratively with the District, the Academic Senate and the Bookstore to launch this program.

V. Adjournment: 5:00 p.m.

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

April 23 (April 9<sup>th</sup> meeting cancelled)  
May 14, 28  
June 11, 25

VI. Council of Presidents Meeting

The Council of Presidents set the agenda for the April 23, 2008 DPAC meeting, as follows:

- Proposed Strategic Initiatives
- Enrollment Reports

- Report from Institutional Research (Caroline Sheldon)
- Criteria for Food Vendor Location B

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

#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
#25-A	<b>Mission, Vision and Goals</b> Approval of final statement	March 12, 2008
#26-C	<b>Enrollment Reports</b> Consensus to request enrollment information	March 12, 2008
#27-A	<b>College Services Planning Subcommittee (Food Service Vendor)</b> DPAC affirmed the work of the CSPS and endorsed the values and criteria articulated in the Scope of Work for food vendor (location A)	March 26, 2009
#28-C	<b>College Services Planning Subcommittee (Food Service Vendor)</b> Consensus that two representatives of each constituency be selected from the CSPS to work with the consultant and the Purchasing Department	March 26, 2008

#29-A

**Organic Garden Initiative**

DPAC approved the Organic Garden Initiative presented  
by the Associated Students

March 26, 2008