

# District Planning and Advisory Council CHARTER

The Board recognizes the District Planning and Advisory Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Senate (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (Classified Senate and CSEA), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

## DPAC Members:

Superintendent/President (or designee)  
Academic Senate President (or designee)  
Faculty Association President (or designee)  
CSEA President (or designee)  
Management Assoc. President (or designee)  
Associated Students President (or designee)

Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 12 people (President + One).

## DPAC Chair and Vice Chair:

The Chair shall be selected by the Superintendent/President in June to serve a one-year term the following fiscal year.

The Vice-Chair shall be elected by a majority vote of DPAC members (8 votes) in June to serve a one-year term for the following fiscal year.

Note: The Vice Chair shall not come from the same constituency group as the Chair of DPAC. If the Superintendent/President selects a faculty person for Chair then the Vice Chair must come from a constituency group other than faculty.

## Privileges and Obligations of Council Members

- Each member is expected to represent their group in discussions and deliberations
- Each member of the Council will attend meetings
- Each constituency president will participate in agenda setting

## Meetings

Meetings of the District Planning and Advisory Council are subject to the provisions of the Brown Act. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.

## Quorum

A quorum will consist of a simple majority of DPAC members (7 of 12 members).

## **Voting on DPAC:**

No voting will take place during the first ten minutes of a meeting.

Two votes per each constituency group or one vote per sub-constituency group.

Academic Senate	1 vote
Faculty Association	1 vote
CSEA	2 votes
Management Association	1 vote
Administration	1 vote
Associated Students	2 votes

Note: There are 8 votes only on DPAC

## **DPAC Recommendations to the Superintendent/President**

It is the charge of DPAC to make recommendations to the Superintendent/President. It is the responsibility of the Chair and Vice-Chair to convey DPAC's recommendations to the Superintendent/President. The Superintendent/President or designee will respond to DPAC recommendations either in writing or through a report from the Chair at a subsequent DPAC meeting. The Superintendent/President's responses will be reflected in the DPAC minutes.

## **Agenda Setting Meetings:**

The Council of Presidents shall set DPAC agendas.

## **Planning Subcommittees:**

1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

Each of the five Planning Subcommittees shall be comprised of four representatives of each constituency group or two representatives of each sub-constituency group.

Faculty (2 Academic Senate/2 Faculty Association)  
Classified (4 CSEA)  
Managers (2 Admin. /2 Management Association)  
Students (4 Associated Students)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction and is to set the agenda for the five Planning Subcommittees.

## **Quorum**

A quorum will consist of a simple majority of subcommittee members.

**Planning Subcommittees Co-Chairs:**

One Co-Chair named by the Superintendent/President

The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular constituency.

One Co-Chair elected by the planning subcommittee

This co-chair shall be selected from within the subcommittee membership.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

**Academic Senate Joint Committees as Planning Resources:**

1. Program Review
2. Curriculum
3. Student Affairs

Note: All Chairs and Vice Chairs of these Academic Senate Joint Committees are expected to attend all DPAC meetings. These committees are not subcommittees of DPAC.

*Approved:* 4/21/05  
*Revised:* 5/25/05, 6/8/05; 6/22/05  
*Proposed revisions to DPAC:* 1/23/08, 2/27/08  
*Approved as revised by DPAC:* 2/27/08