



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

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

I. Call to Order: 3:05 p.m.

II. Members Present

Randy Lawson, Administration, Chair Designee
Mona Martin, Administration Representative
Eric Oifer, Academic Senate Representative
Lantz Simpson, Faculty Association President
Kiersten Elliott, Management Association President
Erica LeBlanc, Management Association Representative
Bernie Roseloecher, CSEA President
Leroy Lauer, CSEA Representative
David Chun, Associated Students President

Others Present

Jocelyn Chong
Mike Eghbali
Howard Stahl
Lesley Kawaguchi
J.C. Saunders-Keurjian
Lee Peterson
Christine Schultz
Caroline Sheldon

DPAC Staff Support

Lisa Rose

III. The minutes of the July 9, 2008 DPAC meeting were accepted as revised (indicating that David Chun was present).

IV. Reports

A Superintendent/President - Response to DPAC
Recommendations: None

B. Planning Subcommittees

1. Budget Planning: Mona Martin and Howard Stahl, Co-Chairs:
The Budget Committee has continued discussions on the designated reserves and presented the following recommendation:

The Budget Planning Subcommittee recommends restructuring the presentation of the Designated Reserves concept to a form that separates the current budget from the future cost of College priorities as recommended by DPAC.

A special meeting was held to discuss proposed Board Policy 6255, *Delegation to Enter Into and Amend Contracts*. The Board held a first reading in July of this policy which delegates authority to the Superintendent/President to enter into contracts on behalf of the District for amounts less than \$50,000. This policy had been requested by the Chair and Vice-chair to simplify the agenda for the Board of Trustees meetings.

The Budget Planning Subcommittee will meet three times in August.

3. College Services Planning: Mike Tuitasi and Connie Lemke, Co-Chairs. No report.
2. Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs. Phase I of the Campus Quad project will be completed by August 22nd; Phase 2 (north of the Library) will take longer; the entrance to the structure will be complete by the beginning of fall semester; and the Parking Structure A beautification project will be completed by September 5th.
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. Concerns were expressed by a member of the subcommittee regarding a resolution supported by DPAC to look into professional development opportunities for classified staff. In response, it was stated that the Master Plan for Education includes objectives that address professional development opportunities for classified staff and that CSEA President Bernie Rosenloecher and Dean of Human Resources Sherri Lee-Lewis should continue to look into the professional development needs of classified employees.
The subcommittee continues discussions on the Model EEOC Plan and AR 3121.
5. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. No report.

D. Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: No report
2. Program Review: Janet Harclerode/Melody Nightingale, Chairs and Katharine Muller, Vice-Chair: No report.
3. Student Affairs: Easu Tovar, Chair and Judy Penchansky, Vice-Chair: No report

- E. Associated Students: The A.S. Board of Directors does not meet during the summer. The first Board meeting will be held on August 25th at 3 p.m. in the Cayton Center.

V. Agenda

Public Comments
Mike Eghbali

- A. Master Plan for Education Update: The Institutional Objectives for 2008-09 now include many of the action plans identified in the Strategic Initiatives. A final draft will be distributed to DPAC in August.

B. Criteria for Enrollment Reports: Deans Jocelyn Chong and Caroline Sheldon were invited to participate in a discussion regarding criteria for enrollment reports. There was no agreement on the enrollment data to be requested and what DPAC wanted to accomplish with the data, but there was a general consensus that the focus should be on student success measures. It was determined that DPAC would not pursue a request for enrollment data since student success measures continue to be addressed through other college research efforts (i.e., Basic Skills Initiative).

C. DPAC Charter: The Charter was reviewed and no changes were suggested. The organization/structure document needs to be revised for 2008-09 with updated meeting days, times, locations and members.

VI. Adjournment: 4:21 p.m.

The meeting scheduled for August 13, 2008 was cancelled.

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

August 27
September 10, 24
October 8, 22
November 12, 26
December 10
January 14, 28, 2009
February 11, 25
March 11, 25
April 8, 22
May 13, 27
June 10, 24

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the August 27, 2008 DPAC meeting.

- Budget Planning Subcommittee Recommendation
- Master Plan and College Priorities for Budget Development

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

#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
#23-A	GASB 45 Task Force Recommendation 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	DPAC Charter Unanimous approval of revised DPAC Charter	February 27, 2008
#25-A	Mission, Vision and Goals Approval of final statement	March 12, 2008
#26-C	Enrollment Reports Consensus to request enrollment information	March 12, 2008
#27-A	College Services Planning Subcommittee (Food Service Vendor) 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	College Services Planning Subcommittee (Food Service Vendor) 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
#30-A	Election of Vice-Chair Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee	June 11, 2008
#31-A	Support of Bond Measure and List of Facilities Unanimous approval of the District to pursue a bond measure in the November 2008 election that would include support for the projects:	June 11, 2006
#32-A	Development of College Priorities to be Funded in the 2008-09 Year Unanimous approval of the Budget Planning Subcommittee's recommendation that DPAC identify a list of College budget priorities to be forwarded to the Superintendent/President for consideration to be included in the 2008-09 budget.	June 25, 2008
#33-A	Approval of Strategic Initiatives/Action Plans Unanimous approval of Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force	July 9, 2008