



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

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **August 27, 2008** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:08 p.m.

II. Members Present

Richard Tahvildaran-Jesswein, Academic Senate President, Chair
Jeff Shimizu, Administration
Eric Oifer, Academic Senate Representative
Lantz Simpson, Faculty Association President
Kathy Sucher, Faculty Association Representative
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

Samuel Carlen
Qian "Vicky" Jiang
Lesley Kawaguchi
J.C. Saunders-Keurjian
Lee Peterson
Jafet Santiago
Christine Schultz
Raphael Sisa
Howard Stahl
Esau Tovar
Mike Tuitasi

DPAC Staff Support

Lisa Rose

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

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 Planning Subcommittee has been meeting all summer. On August 18th, Mike Hill presented an overview of the 2008-09 budget that shows a healthy fund balance of over \$18 million. However, operating expenditures are about \$8 million more than the expected revenue. There are different approaches to making reductions, and there needs to be agreement on strategies and a timetable. At the meeting on August 27th, Chris Bonvenuto presented the 2008-09 budget that will be submitted to the Board of Trustees for approval.

The Budget Planning Subcommittee had recommended restructuring the presentation of the designated reserves concept to a form that separates the current budget from the future cost of College priorities. Accordingly, those designations are now presented as an addendum to the budget. Two items are included in the addendum for 2008-09 - \$200,000 for the Global Education Initiative and \$2 million for unfunded retiree benefits.

3. College Services Planning: Mike Tuitasi and Connie Lemke, Co-Chairs. No report.
4. Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs. The Quad project was completed for opening week; the Broad Stage opened; the Corsair Field project is almost complete; four classrooms have been renovated in the math complex, space in the Liberal Arts building for psychological services has been remodeled for psychological services; and there are a few HVAC issues. Parking lots on campus will be renumbered.
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. No report.
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: The Program Review Committee presented its report for 2007-08. It included executive summaries for the review of 14 programs and recommendations based on overarching issues that emerged as concerns for more than one program.
3. Student Affairs: Easu Tovar, Chair and Judy Penschansky, Vice-Chair: The agenda for the academic year will be set at the next meeting. Topics will include the mandatory assessment policy, graduation requirements, how to prepare students for assessment tests, academic and progress renewal, withdrawal of students from classes, textbook reduction guidelines, code of academic conduct and grading.

- E. Associated Students: David Chun, A.S. President introduced members of the A.S. Board who attended the meeting. Priorities for the Associated Students this year include improving communication, creating an effective website, and pursuing a textbook rental program.

V. Agenda

Public Comments: None

A. DPAC unanimously approved the following recommendation presented by the Budget Planning Subcommittee:

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.

B. Master Plan for Education Update: A final draft was reviewed and a few revisions were suggested. DPAC was encouraged to read through the Program Review Committee Report to determine if anything in the report should be included in the Master Plan for Education. Suggested additions will be forwarded to Randy and Richard for consideration. The final Master Plan will be submitted at the next meeting for approval (this version will be distributed electronically only, no printed copies).

VI. Adjournment: 4:35 p.m.

Meeting schedule through June, 2009 (second and fourth Wednesdays each month at 3 p.m.)

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 September 10, 2008 DPAC meeting.

- Master Plan for Education (final version to be distributed electronically only)
- Vocational Education Update
- Draft of DPAC Annual Report, 2007-08 (to be distributed electronically only)
- DPAC Orientation
- Academic Senate Joint Committee: Student Learning Outcomes

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
#34-A	Budget Planning Subcommittee Recommendation Unanimous approval of the 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.	August 27, 2008