

2007-2008

DPAC

Santa Monica Community College District



District Planning and Advisory Council

Annual Report

2007-08



Santa Monica Community College District
District Planning and Advisory Council
DPAC ANNUAL REPORT
2007-2008

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Santa Monica Community College District

District Planning and Advisory Council

Board Policy 2250 District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the 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.

Adopted: 1/10/05

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 Association 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

Santa Monica Community College District **District Planning and Advisory Council**

Members, 2007-08

Randal Lawson, Administration, Chair Designee
Jeff Shimizu, Administration
Mona Martin, Management Association President
Kiersten Elliott, Management Association Vice-President
Richard Tahvildaran-Jesswein, Academic Senate President, Vice-Chair
Lesley Kawaguchi (Interim), Academic Senate Representative
Lantz Simpson, Faculty Association President
Kathy Sucher, Faculty Association Representative
Bernie Rosenloecher, President
Leroy Lauer, CSEA Representative
Heidi Hoeck, Associated Students President
Brandon Barney, Associated Students Representative

Revised 10/07

Resource Liaisons

Mona Martin, Co-Chair, Budget Planning Subcommittee
Leroy Lauer, Co-Chair, Budget Planning Subcommittee
Charlie Yen, Co-Chair, College Services Planning Subcommittee
Connie Lemke, Co-Chair, College Services Planning Subcommittee
Greg Brown, Co-Chair, Facilities Planning Subcommittee
Lee Peterson, Co-Chair, Facilities Planning Subcommittee
Pat Brown, Co-Chair, Human Resources Planning Subcommittee
Lesley Kawaguchi Co-Chair, Human Resources Planning Subcommittee
Bob Dammer, Co-Chair, Technology Planning Subcommittee
Simon Balm, Co-Chair, Technology Planning Subcommittee

Georgia Lorenz, Academic Senate Joint Curriculum Committee
Mary Colavito, Academic Senate Joint Curriculum Committee
Katharine Muller, Academic Senate Joint Program Review Committee
Janet Harclerode/Melody Nightingale, Academic Senate Joint Program Review Committee
Judy Penchansky, Academic Senate Joint Student Affairs Committee
Jose Cue, Academic Senate Joint Student Affairs Committee

Meetings

The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month, at 3 p.m. in Drescher Hall 300-E. The schedule of meetings through June, 2008.

August 8, 22* (faculty flex day – departmental)
September 12, 26
October 10, 24
November 14, 28
December 12
January 9, 23, 2008
February 13, 27
March 12, 26
April 9 (faculty flex day – spring break), April 23
May 14, 28
June 11, 25

District Planning and Advisory Council

Subcommittees

(DPAC action 4/27/05 and 6/8/05)

Budget Planning Subcommittee

College Services Planning Subcommittee

Facilities Planning Subcommittee

Human Resources Planning Subcommittee

Technology Planning Committee

All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.

District Planning and Advisory Council
Budget Planning Subcommittee

Meetings: First and third Wednesdays at 2 p.m., Library 275

Members:

Managers

Mona Martin, Co-Chair
Chris Bonvenuto
Leonard Crawford
Randy Lawson

Faculty

Sal Veas
Richard Tahvildaran-Jesswein
Mitra Moassessi
Lantz Simpson

Classified

Leroy Lauer, Co-Chair
Connie Lemke
Miguel Reyes
Bernie Rosenloecher

Students

The Budget Planning Subcommittee shall:

- Have recommending authority on budget matters to the District Planning and Advisory Council.
- Review, in a timely manner, tentative and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council
- Review all financial resources available to Santa Monica College.
- Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and compliance with the college vision, mission, goals, and master plans and federal and state laws.
- Review and recommend funding requests and allocations that require institutional budget amendments.
- Report back to their respective constituencies on a regular basis.
- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College

Approved: 4/27/05; Revised 6/22/05, 5/06, 8/06, 7/07, 10/07

District Planning and Advisory Council

College (Operational) Services Planning Subcommittee

Meetings: Fridays at 10 a.m. Physical Education Skybox

Members:

Managers

Charlie Yen, Co-Chair
Deyna Hearn
Darrell Goode
Al Solano

Faculty

Amber Katharine
Richard Tahvildaran-Jesswein (pending)
Maria Alvarado
Michael Strathearn

Classified

Connie Lemke, Co-Chair
Vinessa Cook
Darrell Heximer

Students

The College (Operational) Services Planning Subcommittee shall:

- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.
- Initiate discussions on defining Student Learning Outcomes for these areas and devise ways in which to measure their effectiveness in meeting student needs for use in making planning decisions.
- Assist those operational services areas in integrating Student Learning Outcomes in their reports to the Academic Senate Joint Program Review Committee.
- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College.

Approved 6/8/05; Revised 6/22/05, 8/06, 7/07

District Planning and Advisory Council
Facilities Planning Subcommittee

Meetings: Third Wednesday, 11 a.m. – 12 noon, Drescher Hall 300-E (the Loft)

Members:

Managers

Greg Brown, Co-Chair
David Muller
Judy Penchansky
Sarita Santos

Faculty

Tina Feiger
Christine Schultz
Tracey Ellis
Dennis Frisch

Classified

Jonathan Cohanne
Jim Galligan
Lee Peterson, Co-Chair

Students

The Facilities Planning Subcommittee shall:

- Have recommending authority on facilities planning matters to the District Planning and Advisory Council.
- Review the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor's Office.
- Factor into planning the impact of the Chancellor's Space Inventory Report (impact on eligibility for new construction). The Subcommittee needs to be informed about the formulas that impact facilities planning.
- Consider some constant factors in all new construction and remodeling.
- Serve in a review role to understand how various documents affect facilities planning, what the funding sources are for new construction, remodels and maintenance.
- Factor recommendations from other planning areas into facilities planning
- Develop plans for allocating funds for operational and maintenance costs of new facilities
- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College

Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 10/07

District Planning and Advisory Council
Human Resources Planning Subcommittee

Meetings: Second Tuesdays, 1:30-3 p.m. Library 193

Members:

Managers

Pat Brown, Co-Chair
Al DeSalles
Ron Furuyama
Rhonda Hyatt

Faculty

Lesley Kawaguchi, Co-Chair
John Kennedy
Kym McBride
Eleanor Singleton

Classified

Deborah Locke
Barbara Siegel
Tron Burdick

Students

James Garside

The Human Resources Planning Subcommittee shall:

- Make recommendations on human resources matters to the District Planning and Advisory Council that are consistent with the college's mission and goals.
- Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.
- Monitor trends in equity and diversity in order to include findings in human resources discussions.
- Review mandated training requirements and their delivery and effectiveness.
- Make recommendations for additional internal training and/or orientation programs.
- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College

Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07

District Planning and Advisory Council
Technology Planning Subcommittee

Meetings: November 9, 2007, December 7, 2007, 1 p.m. Library Conference Room
(Meeting schedule for 2008 will be determined at December meeting)

Members:

Managers

Bob Dammer, Co-Chair
Jocelyn Chong
Don Girard
Teresita Rodriguez

Faculty

Simon Balm, Co-Chair
Teri Bernstein
Howard Stahl
Kathy Sucher

Classified

Christine Miller
Waleed Nasr
Romano Vasquez

Students

The Technology Planning Subcommittee shall:

- Have recommending authority on technology planning matters to the District Planning and Advisory Council.
- Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.
- Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.
- Focus on technology integration and communication with other college planning areas.
- Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.
- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College.

Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07



Santa Monica Community College District
District Planning and Advisory Council

**DPAC ANNUAL REPORT
 2007-08**

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion A – Approval C – Consensus/Agreement
July 11, 2007	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee identified the following districts for comparison: El Camino, Glendale, Foothill-DeAnza, Mt. San Antonio, Long Beach, Sonoma, and Ventura. The categories identified for comparison purposes are educational administrators, classified administrators, classified professionals, permanent full-time classified, permanent part-time classified, tenured and tenure-track faculty and temporary faculty; and funding sources (categorical, non-categorical).</p> <p>The minutes of the Budget Planning Subcommittee meetings are being posted on the SMC website.</p> <p>-</p>	<p>#1-A</p> <p>DPAC unanimously approved the following recommendations from the Budget Planning Subcommittee:</p> <ol style="list-style-type: none"> 1. That the Superintendent/President, Academic Senate President and CSEA President send a letter to all employees encouraging energy and water conservation at work (e.g., turning lights off, computers off, etc.) 2. That a sustainability coordinator be identified to implement environmental audit plans. Project Manager, Sustainability Coordination (25%) hired 9/17/07. 3. That the College buy and use mostly indigenous, drought resistant plants for campus landscaping. 4. That the District establish a centralized Contracts Office and Contracts Database to allow for review and control of contracts to increase cost efficiency. 5. That the College analyze and evaluate the cost-effectiveness of hiring permanent employees instead of contracting out.

Recommendation to Superintendent/President
 Results/Actions

July 11, 2007	Strategic Planning Task Force	A draft of the strategic issues and narratives has been developed by the Strategic Planning Task Force and will be presented to DPAC at the August 8 th meeting. The Task Force completed its charge for the first year and has planned a more ambitious schedule for 2007-08. In the fall 2007 semester, the same process will be used to communicate and collaborate with the campus community to identify three to five initiatives. In the spring 2008, the Task Force will develop action plans for the initiatives and determine implementation phases, timetables, stakeholders and necessary resources. In addition, the Vision, Mission and Goals will be reviewed and incorporated into the Master Plan for Education.	
July 20, 2007	Strategic Planning Task Force Meeting	<u>Categories and Narratives</u> The recommended strategic planning categories and related narratives were reviewed and discussed. Nancy Grass Hemmert, Katharine Muller and Mona Martin were commended for finalizing the narratives to present to DPAC on August 8, 2007.	#2-A There was a majority vote to approve the narratives as written.
July 20, 2007	Strategic Planning Task Force Meeting	<u>Mission, Vision and Goals</u> A subcommittee was appointed comprising members present at this meeting to develop: (1) three to eight values, (2) suggested headings, and (3) a descriptive sentence or two. These will be forwarded to Randy Lawson to be presented for review and discussion at the Strategic Planning Task Force meeting on September 21 st .	

August 8, 2007	Strategic Planning Task Force	The Strategic Issues and Narratives developed by the Strategic Planning Task Force were presented for review and approval.	<u>#3-A</u> The Strategic Issues and Narratives were approved by consensus.
August 8, 2007	Master Plan for Education, 2006-07	A draft of the Master Plan for Education was distributed for review. A list of suggested changes will be prepared for the meeting on September 26 th .	
September 12, 2007	Orientation/Social	Richard Tahvildaran-Jesswein and Randy Lawson provided a brief summary on the formation of the District Planning and Advisory Council (DPAC).	
September 12, 2007	Annual Report for 2006-07	The DPAC Annual Report for 2006-07 was distributed as a reference document for the orientation.	
September 21, 2007	Strategic Planning Task Force Meeting	<p>A work group was formed to work on drafting the Mission, Vision and Goals/Values. Richard Tahvildaran-Jesswein agreed to coordinate the work group comprising Vivian Rankin-Scales, Katharine Muller, Bernie Rosenloecher, Kathy Sucher and Jason van Buren to develop a draft to be presented at the meeting on October 19th.</p> <p>The four work groups that developed the narratives will be reconvened to develop suggested strategic goals – no more than 5 (plus or minus 2):</p>	

September 26, 2007	Student Learning Outcomes	<p>The Student Learning Outcomes adopted by the Academic Senate were presented to DPAC, as follows:</p> <p><i>Through their experiences at SMC, students will:</i></p> <ul style="list-style-type: none"> • <i>Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives;</i> • <i>Obtain the knowledge and academic skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems.</i> • <i>Respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events;</i> • <i>Take responsibility for their own impact on the earth by living a sustainable and ethical life style.</i> 	<p><u>#4-A</u> DPAC approved the SLOs to be forwarded to the Superintendent/President</p> <p><u>11/6/07</u> The Superintendent/President presented the Institutional Students Learning Outcomes to the Board of Trustees for information.</p>
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<p>September 26, 2007</p>	<p>Budget: Designated Reserves</p>	<p>In response to the Board's request for DPAC to deliberate and make a recommendation regarding Stabilization and GASB 45.</p>	<p><u>#5-A - Stabilization</u> Motion was made to schedule a special meeting of DPAC following the Budget Planning Subcommittee meeting next Wednesday, October 3rd to review and discuss the deliberations and recommendation(s) from the Budget Planning Subcommittee pertaining to stabilization so that DPAC can present its recommendation to the Board of Trustees on October 8th. <i>The motion was approved (4 ayes, 2 noes)</i></p> <p><u>#6-A - GASB 45</u> Motion was made that the District not set aside funds for the GASB 45 liability until the college community is educated about GASB 45. In addition, it was recommended that a task force be formed for the purpose of education with the goal of developing a recommendation regarding GASB 45 by the beginning of the spring 2008 semester. <i>The motion was approved (4 ayes, 2 noes)</i></p> <p><u>10/8/07</u> The Superintendent/President presented a recommendation to the Board of Trustees to designate \$2,000,000 in the 2007-08 budget as a reserve for unfunded retiree health benefits. <i>The recommendation was approved (5 ayes, 2 noes)</i></p> <p>The Board of Trustees supported the formation of a joint task force to study unfunded retiree health benefits and GASB 45 and to report back in early spring 2008. <i>The recommendation was unanimously approved.</i></p> <p><u>#7-A</u> A motion was made that DPAC state that in principle it is committed to honor the promise that employees receive retirement benefits. <i>This motion was unanimously approved.</i></p>
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<p>October 3, 2007 (Special Meeting)</p>	<p>Budget: Designated Reserves</p>	<p>Prior to the DPAC meeting, the Budget Planning Subcommittee met to review and discuss new FTES scenarios and presented five recommendations to DPAC for its consideration. DPAC voted on the recommendations forwarded by the Budget Planning Subcommittee.</p>	<p><u>#8-A</u> Scenario 3* be forwarded to the Superintendent/ President. <i>The motion was approved (6 ayes, 0 noes)</i></p> <p><u>#9-A</u> *Scenario #3 Max Out FTES Borrowing in 2006-2007 to Fully Realize Growth Revenue: This scenario has the District restate the 2006-2007 FTES growth from 310 FTES to 699 FTES to fully realize the maximum amount of FTES growth. Under this scenario the District would be in Stabilization in 2007-2008. This scenario is estimated to generate approximately \$3,479,000 in additional One-Time revenue.</p> <p>Commend the faculty of SMC, in particular the Academic Senate, for taking the leap of faith to provide Summer 2006 instruction at Compton Community College. In addition to accomplishing our educational objectives, this has also provided fiscal flexibility for the District. <i>The motion was approved (6 ayes, 0 noes)</i></p> <p>Commend all constituencies of the Budget Planning Subcommittee, and in particular Mitra Moassessi and Chris Bonvenuto, for working together as a team to come up with an FTES scenario most beneficial to the District. <i>The motion was approved (6 ayes, 0 noes)</i></p> <p><u>#10-A</u> Recommend that the budget stabilization item not be included as a Designated Reserve item. <i>The motion was approved (4 ayes, 2 noes)</i></p> <p>Include the explanation of Scenario 3* from the summary sheet in the budget narrative given to the Board of Trustees. <i>The motion was approved (6 ayes, 0 noes)</i></p>
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October 3, 2007 (Special Meeting)	Budget: Designated Reserves (<i>continued</i>)		<p><u>10/8/07</u> The Superintendent/President presented a recommendation to the Board of Trustees to designate \$2,961,248 in the 2007-08 budget as a reserve for the potential revenue deficit in 2008-09 created by decline in reported FTES and one year stabilization funding in 2007-08. <i>The recommendation was approved (5 ayes, 2 noes)</i></p>
October 3, 2007	Task Force: Unfunded Retiree Benefits/ GASB 45	<p>The Task Force should hold regular meetings to study the issue of unfunded retiree benefits and GASB 45, invite resource people and specialists, conduct forums for the purpose of educating the college community, and make regular monthly reports to DPAC. The Task Force will recommend whether to fund or not fund GASB 45, and if so, determine alternatives for funding. The report/recommendations to DPAC should include pros and cons. The deadline for the Task Force to study the issue and make a report to DPAC is February 15, 2007.</p>	<p><u>#11-C</u> It was agreed that the Task Force should comprise the following 8 members (four DPAC members, four at-large members)</p> <p>Lantz Simpson, Co-Chair Richard Tahvildaran-Jesswein, Co-Chair Sandi Burnett Mona Martin Leroy Lauer Marcy Wade CSEA representative to be appointed Academic Senate/Faculty Association representative to be appointed</p>
October 10, 2007	Program Review	<p>The Program Review Report for 2006-2007 was presented. Ten program reviews were completed, one department requested a postponement and one program did not complete its review. Overarching trends were identified through the program review process.</p>	

October 10, 2007	Master Plan for Education	A work group was formed to review the draft of the Master Plan for Education and finalize it for approval at the next DPAC meeting. Work group members are Kiersten Elliott (work group coordinator), Brandon Barney, Katharine Muller, Bernie Rosenloecher and Kathy Sucher.	
October 10, 2007	Organic Garden Initiative	Jason van Buren requested that the District consider a “green roof” for the Student Services Building citing the benefits of insulation and using it as an alternate site for the campus farming project.	
October 10, 2007	Budget: Designated Reserves	It was reported that the Board approved designated reserves in the 2007-08 budget for unfunded retiree health benefits (\$2 million) and for the potential revenue deficit in 2008-2009 created by decline in reported FTES and one-year stabilization funding in 2007-2008 (\$2,961,248). The Superintendent/President had reviewed DPAC’s recommendation that these two items not be included as designated reserves, but made a different recommendation to the Board of Trustees. The Board of Trustees was made aware of DPAC’s recommendations.	

<p>Recommendation to Superintendent/President Results/Actions</p>

October 19, 2007	Strategic Planning Task Force Meeting	<p><u>Report from Work Group on Mission, Vision and Goals</u></p> <p>A draft of a revised Motto, Mission, Vision and Goals document was distributed and reviewed. There will be continued review and modification of this document before it is presented to DPAC and is ready for campus-wide distribution by the end of the fall 2007 semester.</p> <p><u>Report from Work Group on Strategic Initiatives</u></p> <p>Drafts of strategic initiatives were submitted by the <i>Innovation and Leadership in Serving Students</i> and the <i>Student Learning and Achievement</i> work groups. After the strategic issues for all four areas are developed and distributed campus-wide for input, the top three or four strategic goals will be determined and discussed at the meeting on December 7th.</p>	
October 24, 2007	DPAC Annual Report, 2006-07		<p><u>#12-A</u></p> <p>The final DPAC Annual Report was approved.</p>
October 24, 2007	Litter on Campus	DPAC agreed that there is a general concern about the litter problem on campus	<p><u>#13-C</u></p> <p>In an effort to address the problem it was suggested that (1) the Associated Students discuss the issue and develop suggestions to present to DPAC, (2) appropriate facilities staff be contacted about additional trash receptacles, (3) the Facilities Planning Subcommittee should investigate how this issue has been addressed by other community colleges (in particular Pasadena CCD and Glendale CCD) and report back to DPAC.</p>

October 24, 2007	Textbook Rental Program	The Associated Students requested DPAC's input on the proposed pilot textbook rental program.	<u>#14-C</u> There was agreement that the high cost of textbooks is often a barrier to student access to an affordable education. There was consensus that the textbook rental pilot program should proceed with collaboration between the Associated Students and the bookstore. It was agreed that the College Services Planning Subcommittee form a work group to review and make recommendations regarding this collaborative effort between the Associated Students and the bookstore on the textbook rental program.
October 24, 2007	Website Coordinator	A recommendation was forwarded from the Technology Planning Subcommittee to DPAC "that the District fulfill the next step in the plan laid out by the 2005 Website Working Group by moving forward on hiring a full-time website content coordinator."	<u>#15-C</u> It was agreed that it is not the function of DPAC to make staffing recommendations and that DPAC reply as such to the Technology Planning Subcommittee.
October 24, 2007	Facilities	There are several facility projects pending that need to be prioritized. There was concern expressed about DPAC's role in prioritizing these projects.	<u>#16-C</u> It was agreed that the Facilities Planning Subcommittee should develop a mechanism to involve the campus community in prioritizing projects regardless of funding sources and present its findings to DPAC.
November 14, 2007	Master Plan for Education		<u>#17-A</u> The final Master Plan for Education 2007 was approved.

November 14, 2007	Global Citizenship	<p>The definition of Global Citizenship adopted by the Academic Senate was presented, as follows: A global citizen:</p> <ul style="list-style-type: none"> ▪ Is knowledgeable of peoples, customs and cultures in regions of the world beyond one's own; ▪ Understands the interdependence that holds both promise and peril for the future of the global community; and ▪ Is committed to combining one's learning with a dedication to foster a livable, sustainable world. 	<p><u>#18-A</u> Motion was made by Bernie Rosenloecher, seconded by Kiersten Elliott and unanimously approved to adopt the definition of global citizenship as presented and forward it to the Superintendent/President.</p>
November 14, 2007	Task Force: Unfunded Retiree Health Benefits/ GASB 45	<p>The Task Force met and agreed that Richard Tahvildaran-Jesswein would chair the Task Force without a co-chair. Vic Hanson, Eric Oifer, Leroy Lauer, Mona Martin, and staff assistant Letty Kilian were present. The charge of the Task Force was reviewed. It was acknowledged that the Board voted to pre-fund GASB 45. Therefore, the Task Force will be looking at how it might be funded, how much to fund, reviewing the District's actuarial report, looking at other districts, and how much the District is currently paying on pay-as-you-go. In addition, the Task Force will educate itself first on GASB 45 and develop a means to educate the college community.</p>	

November 14, 2007	Strategic Planning Task Force	The Strategic Planning Task Force met in October and found it somewhat challenging to arrive at a decisive point in terms of developing the strategic initiatives. At the same time, the Task Force is working on rethinking and reframing the current vision, mission and goals. A meeting has been scheduled for November 29 th to clarify the direction of the Task Force and the assistance from the consultant.	
November 14, 2007	Superintendent/ President's Response to DPAC Recommendations	Concerns were raised about the process of reporting responses from the Superintendent/ President related to recommendations forwarded by DPAC,.	<u>#19-C</u> It was agreed that it would be appropriate for Randy Lawson, the Superintendent/President's designee/ Chair of DPAC, to report the responses from the Superintendent/President and that the minutes reflecting report(s) would be acceptable as the written report from the Superintendent/ President
November 28, 2007	Global Citizenship	The definition of Global Citizenship was presented to DPAC at the meeting on November 14 th and unanimously approved to be forwarded to the Superintendent/ President.	Randy Lawson reported that Superintendent/ President Chui Tsang approved the definition of global citizenship and will forward it to the Board of Trustees.
November 28, 2007	Planning Subcommittee Meetings	Concerns were presented regarding the schedule of DPAC Planning Subcommittees meetings and the difficulty that some appointees have in attending.	<u>#20-A</u> It was unanimously agreed that the meetings of the DPAC Planning Subcommittees should be standardized and publicized. Chairs will be asked to submit a schedule of their respective planning Subcommittee meetings to be in effect starting in the spring 2008 semester.
November 28, 2007	Budget Planning Subcommittee	A concern was identified by the Budget Planning Subcommittee related to the budget planning process and a recommendations was submitted as a resolution.	<u>#21-A</u> DPAC unanimously approved the following recommendation: DPAC recommends that senior staff involved in creating budget policies and strategies meet with the Budget Planning Subcommittee to coordinate deliberations at least once per semester.

<p>Recommendation to Superintendent/President</p> <p>Results/Actions</p>
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November 29, 2007	Strategic Planning Task Force Meeting	<p><u>Mission, Vision and Goals</u> A work group was formed to develop goals to support the central, overarching goal of Student Learning and Achievement . After approval by the task force, measurable, time-related and doable objectives will be developed for each supporting goal.</p> <p><u>Strategic Initiatives</u> Strategic Initiatives were developed to support the District’s overarching goal of Student Learning and Achievement. They will be reviewed at the meeting on December 7th before being distributed campus-wide for input.</p>	
December 7, 2008	Strategic Planning Task Force Meeting	<p><u>Mission, Vision and Goals</u> A draft of the Mission, Vision and Goals developed by the work group was presented for review and discussion. The document will be revised according to comments and suggestions made at the meeting. A new draft will be distributed to the task force for further review and may be submitted to DPAC at its next meeting (December 12, 2007).</p> <p><u>Strategic Initiatives</u> The strategic initiatives developed to support the District’s overarching goal of Student Learning and Achievement were reviewed: It was agreed that a status report should be prepared and distributed campus-wide and input should be solicited before flex day. It was further agreed that Katharine Muller and Kathy Sucher would be the presenters on flex day.</p>	

December 12, 2007	Budget Planning Subcommittee	Response to recommendation#21-A approved by DPAC on November 28th that senior staff involved in creating budget policies and strategies meet with the Budget Planning Subcommittee to coordinate deliberations at least once per semester.	Superintendent/ President Chui Tsang approved the recommendation from the last meeting that senior staff involved in creating budget policies meet with the Budget Planning Subcommittee to coordinate deliberations at least once per semester. His staff will coordinate the meetings with the Co-Chairs of the subcommittee.
December 12, 2007	Strategic Planning Task Force	A draft of the revised Vision, Mission and Goals statement and a draft of the strategic initiatives developed by the task force were distributed for information. Both documents will be presented in January for approval.	
December 12, 2007	Planning Subcommittee Meeting Schedules	The Planning Subcommittee meeting schedule effective Spring 2008 was developed.	
December 12, 2007	Litter on Campus	Follow up to discussion at meeting on October 24, 2007. It was reported that the Grounds Department has purchased 34 new "Glutton" Rubbermaid trash cans; ordered 50 new Victor Stanley "Big Green" trash cans; increased the number of recycling containers by 40% on the main campus; removed all ash/smoking cans from the interior of the campus and place 40+ of them at entrances to the satellite and main campuses; and increased the morning pick up time (5 employees 5-9 a.m.; added 16 hours of overtime per week to pick up and dump trash. A major emphasis needs to be on the education of the campus community to pick up after themselves.	

December 12, 2007	Facilities	Follow up to discussion at meeting on October 24, 2007 regarding the prioritization of facilities project. The Facilities Planning Subcommittee will be developing a ranking system for prioritizing facilities and looking at remaining bond projects and other possible demands for facilities. A recommendation will be presented to DPAC in the future for consideration.	
January 9, 2008	Planning Subcommittees	A legal determined that DPAC Planning Subcommittees are subject to the Brown Act. Following is the legal opinion received: A quorum for planning subcommittees was determined to be a simple majority of subcommittee members. The DPAC Charter was revised to reflect Brown Act and quorum issues, and other revisions were suggested to bring it up to date.	
January 18, 2008	Strategic Planning Task Force Meeting	<p><u>Mission, Vision and Goals</u></p> <p>A draft of the Mission, Vision and Goals was reviewed and revised. There was consensus that the document will be presented to DPAC for approval on January 23rd, and DPAC representatives will be directed to take them to their constituencies for input that will be considered.</p> <p><u>Strategic Initiatives</u></p> <p>The Strategic Initiatives were reviewed and revised and will be presented to DPAC for information on January 23rd. They will be presented to the college community at a flex day session on March 4th.</p>	

January 23, 2008	Facilities Planning Subcommittee	<p>The subcommittee discussed the level of LEED (Leadership in Energy and Environmental Design) certification for new facilities and adopted the following resolution:</p> <p>“Resolved, the SMC’s building designs should seek a LEED level as high as possible, with cost-driven issues and tradeoffs to be evaluated at the appropriate point in each building’s design process.”</p>	
January 23, 2008	Strategic Planning Task Force	<p><u>Mission, Vision and Goals</u></p> <p>A final draft of the <i>Mission, Vision and Goals</i> developed by the Strategic Planning Task Force was presented to DPAC for review and approval.</p> <p><u>Strategic Initiatives</u></p> <p>A draft of the Strategic Initiatives developed by the Strategic Planning Task Force was presented to DPAC for information. There will be a strategic planning session on flex day (March 4th) at which the strategic initiatives will be presented to the college community.</p>	<p><u>#22-C</u></p> <p>Motion was made by Lesley Kawaguchi and seconded by Bernie Rosenloecher to approve the <i>Mission, Vision and Goals</i>.</p> <p>There was consensus that members of DPAC will present the document to their constituents for support and ratification. Input received will be presented to DPAC for consideration. DPAC will then forward the document to the Superintendent/President who will present his recommendations to the Board of Trustees for approval. The goal is to complete the approval process by April, 2008.</p>
January 23, 2008	DPAC Charter	<p>The charter presented for approval included revisions made at the last meeting. Additional revisions were suggested and will be incorporated in the document to be presented for approval at the next meeting.</p>	
February 22, 2008	Strategic Planning Task Force Meeting	<p>Status Report of Mission, Vision and Goals</p> <p>Draft of Strategic Initiatives reviewed and revised.</p>	

February 27, 2008	Vendor Contracts	<p>The College Services Planning Subcommittee presented the following statement:</p> <p><i>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.</i></p>	<p>The Director of Purchasing will meet with the College Services Planning Subcommittee and the issue will come back to DPAC, if necessary.</p>
February 27, 2008	Task Force: Unfunded Retiree Benefits/GASB 45	<p>The GASB 45 Task Force submitted the following recommendation for consideration by DPAC.</p> <p>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 SCCC (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.</p>	<p><u>#23-A</u></p> <p>Motion was made by Lesley Kawaguchi and seconded by Heidi Hoeck to approve the recommendation of the GASB 45 Task Force as presented.</p> <p>Ayes: 5 (Administration, Management Association, Academic Senate, Associated Students)</p> <p>Noes: 3 (Faculty Association, CSEA)</p>
February 27, 2008	DPAC Charter	<p>The revised DPAC Charter was presented for approval.</p>	<p><u>#24-A</u></p> <p>The DPAC Charter as presented was unanimously approved.</p>

<p>Recommendation to Superintendent/President</p> <p>Results/Actions</p>
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March 12, 2008	Task Force: Unfunded Retiree Benefits/GASB 45		<p>The Superintendent/President presented the recommendations of the Unfunded Retiree Benefits/GASB 45 Task Force to the Board of Trustees for consideration at its meeting on March 10, 2008. The Board of Trustees amended and approved the recommendation as follows with a vote of 6 ayes, 1 no.</p> <p>It is recommended that the Santa Monica Community College District begin to pre-fund its retiree health benefits obligation through an initial contribution of \$1.4 million, Contributions to this trust will be established at the adoption of the annual budget.</p> <p>Further, it is recommended that the College's initial contribution be drawn from the SCCCDC (Southern California Community College District) JPA and placed in an irrevocable trust. This is subject to an opinion provided by legal counsel that the irrevocable trust can be rescinded if the District no longer has an obligation to fund retiree health benefits.</p> <p>Lastly, it is recommended that at the end of the stated five-year period, the District re-evaluate its retiree health benefits liability.</p> <p>The Board also approved a contract with CalPERS to establish an irrevocable trust to pre-fund post employment benefits.</p>
March 12, 2008	Strategic Planning Task Force	Mission, Vision and Goals	<p>#25-A Input from constituencies was reviewed, and the Mission, Vision and Goals statement was revised and unanimously approved.</p>

Recommendation to Superintendent/President
Results/Actions

March 12, 2008	Enrollment Reports	<p>Confirmation was presented of the criteria for research that was requested at the last meeting related to the dynamic enrollment process, student enrollment and persistence.</p> <p>The request for a second report on student success in relation to when students enroll will be forwarded to the Dean of Institutional Research to be addressed when possible.</p>	<p><u>#26-C</u></p> <p>It was agreed that this data will be requested immediately.</p> <p>There was consensus to collect the data because this information is important to have for planning purposes.</p>
March 21, 2008	Strategic Planning Task Force	<p>Reviewed input received on Flex Day presentation.</p> <p>Agreed to gather more information on efforts currently underway before proceeding with finalizing strategic initiatives. Scheduled a special meeting for April 4th to review information and finalize strategic initiatives to forward to DPAC.</p>	
March 26, 2008	Vendor Contracts	<p>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.</p>	<p><u>#27-A</u></p> <p>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 <i>Scope of Work</i> in the Request for Proposal.</p> <p><u>#28-C</u></p> <p>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.</p> <p>It was requested that both recommendations be forwarded to Superintendent Chui Tsang immediately.</p>

<p>Recommendation to Superintendent/President</p> <p>Results/Actions</p>
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<p>March 26, 2008</p>	<p>Organic Garden Initiative</p>	<p>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.</p>	<p><u>#29-A</u> 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.</p> <p><u>Board of Trustees Meeting – April 14, 2008</u> Associated Students Vice President Melody Overstreet reported that the Associated Students, after two years of work and discussion, has come up with a detailed plan to establish an organic garden on campus. The proposal has received widespread support from faculty, the college’s Environmental Affairs Committee and others but that issues surrounding the labor needed to maintain such a garden still must be resolved.</p>
<p>March 26, 2008</p>	<p>Textbook Rental Program</p>	<p>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.</p>	

April 4, 2008	Strategic Planning Task Force	<p>Review of current efforts in the Strategic Initiatives: Global Citizenship, Basic Skills Initiative, Sustainability and Vocational Education. The reports distributed in the four areas were reviewed and discussed.</p> <p>It was agreed that a new circular diagram be prepared that shows how the strategic initiatives are linked, how the activities under way in each area are linked, how general action plans are linked, and that this document be presented to DPAC at its next meeting (April 23rd).</p> <p>It was agreed that a subgroup of the SPTF will meet with leaders in the four Strategic Initiatives and request that they recommend two to three specific action plans for the next five years for review by the SPTF which will then be presented to DPAC by the end of the semester. Richard Tahvildaran-Jesswein will invite the following task force leaders to meet with representatives of the SPTF before April 18th (the next SPTF meeting).</p>	
April 18, 2008	Strategic Planning Task Force Meeting	<p>Review of Strategic Initiatives narratives and diagram. It was agreed to present the narratives and diagram to DPAC on April 23, 2008.</p> <p>It was agreed that the work of the Strategic Planning Task Force is close to completion.</p>	
April 23, 2008	Strategic Planning Task Force	<p>The proposed Strategic Initiatives and corresponding diagram developed by the Strategic Planning Task Force were presented for information. The next step is the identification of specific action plans by the leaders in the areas of the four strategic initiatives.</p>	

April 23, 2008	Strategic Planning Task Force	<p><u>Mission, Vision and Goals</u> Dr. Tsang's response to DPAC was presented with a slightly revised version of the Mission, Vision and Goals. He plans to present the Mission, Vision and Goals to the Board of Trustees for approval at the meeting on May 12, 2008.</p>	<p>May 12, 2008: The Board of Trustees adopted the revised Mission, Vision and Goals statement.</p>
April 23, 2008	Institutional Research	<p>Caroline Sheldon, Dean of Institutional Research has been working on setting up the office, databases, website, and supporting program review needs and accountability and compliance initiatives like ARCC and IPEDS. She will be convening the Research Advisory Committee to begin planning for next year and expects in the coming year that the activities of the research office will be dominated by accountability, accreditation, and identifying, developing, and implementing solutions to facilitate better access to research data</p>	
April 23, 2008	Vendor Contracts	<p>The following two recommendations were approved by the College Services Planning Subcommittee:</p> <ul style="list-style-type: none"> ▪ Proceed with RFP's for Fresh and Natural space, the Bread Factory space, vending machine services, and pay-for-print services. ▪ Discontinue with Campus Link Services and replace it with water bottle refilling stations. 	<p>Executive Vice-President Randy Lawson reported that he had approved, in Superintendent/President Chui Tsang's absence, DPAC's recommendation of March 26th that two representatives from each constituency be selected to work with the consultant and Purchasing Department to develop the RFP for a food service vendor. He added that DPAC's recommendation to affirm the work of the College Services Planning Subcommittee and endorse the values and criteria identified is a philosophical intent that has been honored.</p>
May 28, 2008	Strategic Planning Task Force	<p>The Strategic Planning Task Force identified four strategic initiatives. There are work groups/task forces associated with the four initiatives that have been asked to forward their priorities for action plans. The Strategic Planning Task Force will be completing its charge, and the planning process will continue as it is incorporated in the Master Plan for Education.</p>	

May 28, 2008	Facilities/Bond Measure	Representatives of the Facilities Planning Subcommittee presented a preliminary draft of the capital outlay plan and a ranking of the projects by the subcommittee. There was agreement that these projects listed in the capital outlay plan should be included in a possible bond measure. It was reported that the Academic Senate voted 47-2 to endorse a bond measure.	It was suggested that DPAC take action to endorse the projects (unranked) at the next meeting.
May 28, 2008	Enrollment Reports	Enrollment data was distributed to show the effect of dynamic enrollment on the success rate of students.	It was agreed that the criteria need to be further refined in order to produce more meaningful data.
May 28, 2008	Activity Hour	A letter from the Associated Student Inter-Club Council was presented expressing concerns about the District's decision to increase the number of classes scheduled during the activity hour.	There was reassurance by members of the DPAC and the administrators present who are responsible for scheduling classes that there has been no decision to increase the number of classes scheduled during the activity hour.
May 30, 2008	Strategic Planning Task Force Meeting	The action plans submitted by the four work groups were reviewed and discussed. A master document incorporating the proposed action plans will be developed and distributed to the Strategic Planning Task Force for review at the next meeting on Friday, June 27, 2008 at 1:30 p.m.	
June 11, 2008	Election of Vice-Chair		<u>#30-A</u> Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09 by acclamation. Randy Lawson will continue to serve as Chair Designee.

<p>June 11, 2008</p>	<p>Facilities/Bond Measure</p>		<p><u>#31-A</u></p> <p>DPAC unanimously approved the following recommendation:</p> <p>It is recommended that Santa Monica College pursue a bond measure in the November 2008 election that would include support for the following projects: The projects are listed alphabetically and are not ranked.</p> <ul style="list-style-type: none"> • Business & Facilities Infrastructure • Career Opportunities and Advancement Center (Bundy) • Community Classroom Projects • Drescher Phase I - Academic Facilities Modernization • Drescher Phase II - Bookstore Relocation and Modernization • Drescher Phase III - Pico Promenade and Transit Plaza • Environmental Performance • Land Acquisition • Madison East Wing Seismic Upgrade • Malibu Library Educational Center • Media and Technology Complex Phase I (Academy) • Media and Technology Complex Phase II (Academy) • Renovation of Corsair Stadium • Replacement Math and Science Extension Building • Replacement Health/PE/Fitness/Dance Building • Utility Infrastructure and Technology <p>July 7, 2008: The Board of Trustees unanimously approved the placement of a \$295 million bond measure on the November, 2008 ballot.</p>
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June 25, 2008	Strategic Planning Task Force	The Strategic Planning Task Force will meet on June 27 th to finalize a document to forward to DPAC that includes the four strategic initiatives – Basic Skills, Global Citizenship, Sustainability and Vocational Education - and action plans recommended by the workgroups in those four areas. It is expected that the document will be presented to DPAC at the meeting on July 9 th .	
June 25, 2008	Master Plan for Education	A draft of the Master Plan for Education was distributed for review and discussion	
June 25, 2008	Budget Planning Subcommittee	<p><u>Development of College Priorities to be Funded in the 2008-09 Fiscal Year:</u> The following recommendation was presented by the Budget Planning Subcommittee for consideration by DPAC:</p> <p>The Budget Planning Subcommittee recommends that DPAC identify a list of College budget priorities immediately to be forwarded to Superintendent/President Chui Tsang for consideration of items to be included in the 2008-09 budget.</p> <p>Comment: The Budget Planning Subcommittee believes that DPAC is the correct committee to develop this list of priorities since all resource people report to DPAC (e.g., Sub-Committee co-chairs, Curriculum Committee, Program Review representatives, etc.). In addition, members of DPAC develop the Master Plan for Education and review the Strategic Planning Initiatives.</p>	DPAC unanimously approved the recommendation from the Budget Planning Subcommittee with the understanding that the Master Plan for Education needs to be completed before the discussion takes place.

June 25, 2008	Enrollment Reports	<p>Determination of Criteria for Enrollment Reports: The enrollment reports previously distributed and discussed indicate that students who enroll late (during the week prior to the beginning of a semester, after the semester begins through “dynamic enrollment,” or after the semester begins via instructor add code) tend to do less well in a class than students who enroll earlier in the enrollment cycle. However, concern had been expressed at a previous meeting that these reports had included all student enrollments, and certain enrollment situations (such as short-term classes beginning later in the semester) needed to be excluded from the data.</p>	<p>It was agreed that DPAC needs to determine what is trying to be accomplished with the information derived from the enrollment reports before requesting additional data and that a broader discussion needs to take place. Caroline Sheldon, Dean of Institutional Research, and Jocelyn Chong, Dean of Information Technology, will be invited to a future DPAC meeting to participate in the discussion so they can provide ideas and information on data already being collected.</p>
June 27, 2008	Strategic Planning Task Force Meeting	<p>Discussion of Action Plans: The document that incorporates the Strategic Initiatives and the recommended action plans was reviewed and finalized. It will be presented to the Board of Trustees at its meeting on July 7, 2008 as part of an update on Strategic Planning and will be submitted to DPAC for approval at the next meeting on July 9, 2008. This is the final meeting of the Strategic Planning Task Force.</p>	



Santa Monica Community College District
District Planning and Advisory Council
DPAC ANNUAL REPORT
2007-08

Sorted by Topic

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion A – Approval C – Consensus/Agreement
May 28, 2008	Activity Hour	A letter from the Associated Student Inter-Club Council was presented expressing concerns about the District’s decision to increase the number of classes scheduled during the activity hour.	There was reassurance by members of the DPAC and the administrators present who are responsible for scheduling classes that there has been no decision to increase the number of classes scheduled during the activity hour.
July 11, 2007	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee identified the following districts for comparison: El Camino, Glendale, Foothill-DeAnza, Mt. San Antonio, Long Beach, Sonoma, and Ventura. The categories identified for comparison purposes are educational administrators, classified administrators, classified professionals, permanent full-time classified, permanent part-time classified, tenured and tenure-track faculty and temporary faculty; and funding sources (categorical, non-categorical).</p> <p>The minutes of the Budget Planning Subcommittee meetings are being posted on the SMC website.</p>	<p><u>#1-A</u></p> <p>DPAC unanimously approved the following recommendations from the Budget Planning Subcommittee:</p> <ol style="list-style-type: none"> 1. That the Superintendent/President, Academic Senate President and CSEA President send a letter to all employees encouraging energy and water conservation at work (e.g., turning lights off, computers off, etc.) 2. That a sustainability coordinator be identified to implement environmental audit plans. Project Manager, Sustainability Coordination (25%) hired 9/17/07. 3. That the College buy and use mostly indigenous, drought resistant plants for campus landscaping.

Recommendation to Superintendent/President
 Results/Actions

July 11, 2007	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee identified the following districts for comparison: El Camino, Glendale, Foothill-DeAnza, Mt. San Antonio, Long Beach, Sonoma, and Ventura. The categories identified for comparison purposes are educational administrators, classified administrators, classified professionals, permanent full-time classified, permanent part-time classified, tenured and tenure-track faculty and temporary faculty; and funding sources (categorical, non-categorical).</p> <p>The minutes of the Budget Planning Subcommittee meetings are being posted on the SMC website.</p>	<p><u>#1-A</u></p> <p>DPAC unanimously approved the following recommendations from the Budget Planning Subcommittee:</p> <ol style="list-style-type: none"> 1. That the Superintendent/President, Academic Senate President and CSEA President send a letter to all employees encouraging energy and water conservation at work (e.g., turning lights off, computers off, etc.) 2. That a sustainability coordinator be identified to implement environmental audit plans. Project Manager, Sustainability Coordination (25%) hired 9/17/07. 3. That the College buy and use mostly indigenous, drought resistant plants for campus landscaping. 4. That the District establish a centralized Contracts Office and Contracts Database to allow for review and control of contracts to increase cost efficiency. 5. That the College analyze and evaluate the cost-effectiveness of hiring permanent employees instead of contracting out.
November 28, 2007	Budget Planning Subcommittee	<p>A concern was identified by the Budget Planning Subcommittee related to the budget planning process and a recommendations was submitted as a resolution.</p>	<p><u>#21-A</u></p> <p>DPAC unanimously approved the following recommendation:</p> <p>DPAC recommends that senior staff involved in creating budget policies and strategies meet with the Budget Planning Subcommittee to coordinate deliberations at least once per semester.</p>
December 12, 2007	Budget Planning Subcommittee	<p>Response to recommendation#21-A approved by DPAC on November 28th that senior staff involved in creating</p>	<p>Superintendent/ President Chui Tsang approved the recommendation from the last</p>
<p>Recommendation to Superintendent/President Results/Actions</p>			

<p>September 26, 2007</p>	<p>Budget: Designated Reserves</p>	<p>In response to the Board's request for DPAC to deliberate and make a recommendation regarding Stabilization and GASB 45.</p>	<p><u>#5-A - Stabilization</u> Motion was made to schedule a special meeting of DPAC following the Budget Planning Subcommittee meeting next Wednesday, October 3rd to review and discuss the deliberations and recommendation(s) from the Budget Planning Subcommittee pertaining to stabilization so that DPAC can present its recommendation to the Board of Trustees on October 8th. <i>The motion was approved (4 ayes, 2 noes)</i></p> <p><u>#6-A - GASB 45</u> Motion was made that the District not set aside funds for the GASB 45 liability until the college community is educated about GASB 45. In addition, it was recommended that a task force be formed for the purpose of education with the goal of developing a recommendation regarding GASB 45 by the beginning of the spring 2008 semester. <i>The motion was approved (4 ayes, 2 noes)</i></p> <p><u>10/8/07</u> The Superintendent/President presented a recommendation to the Board of Trustees to designate \$2,000,000 in the 2007-08 budget as a reserve for unfunded retiree health benefits. <i>The recommendation was approved (5 ayes, 2 noes)</i></p> <p>The Board of Trustees supported the formation of a joint task force to study unfunded retiree health benefits and GASB 45 and to report back in early spring 2008. <i>The recommendation was unanimously approved.</i></p> <p><u>#7-A</u> A motion was made that DPAC state that in principle it is committed to honor the promise that employees receive retirement benefits. <i>This motion was unanimously approved.</i></p>
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Recommendation to Superintendent/President
Results/Actions

<p>October 3, 2007 (Special Meeting)</p>	<p>Budget: Designated Reserves</p>	<p>Prior to the DPAC meeting, the Budget Planning Subcommittee met to review and discuss new FTES scenarios and presented five recommendations to DPAC for its consideration. DPAC voted on the recommendations forwarded by the Budget Planning Subcommittee,</p>	<p><u>#8-A</u> Scenario 3* be forwarded to the Superintendent/ President. <i>The motion was approved (6 ayes, 0 noes)</i></p> <p><u>#9-A</u> <u>*Scenario #3</u> Max Out FTES Borrowing in 2006-2007 to Fully Realize Growth Revenue: This scenario has the District restate the 2006-2007 FTES growth from 310 FTES to 699 FTES to fully realize the maximum amount of FTES growth. Under this scenario the District would be in Stabilization in 2007-2008. This scenario is estimated to generate approximately \$3,479,000 in additional One-Time revenue.</p> <p>Commend the faculty of SMC, in particular the Academic Senate, for taking the leap of faith to provide Summer 2006 instruction at Compton Community College. In addition to accomplishing our educational objectives, this has also provided fiscal flexibility for the District. <i>The motion was approved (6 ayes, 0 noes)</i></p> <p>Commend all constituencies of the Budget Planning Sub-committee, and in particular Mitra Moassessi and Chris Bonvenuto, for working together as a team to come up with an FTES scenario most beneficial to the District. <i>The motion was approved (6 ayes, 0 noes)</i></p> <p><u>#10-A</u> Recommend that the budget stabilization item not be included as a Designated Reserve item. <i>The motion was approved (4 ayes, 2 noes)</i></p> <p>Include the explanation of Scenario 3* from the summary sheet in the budget narrative given to the Board of Trustees. <i>The motion was approved (6 ayes, 0 noes)</i></p>
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Recommendation to Superintendent/President
Results/Actions

October 3, 2007 (Special Meeting)	Budget: Designated Reserves (<i>continued</i>)		<u>10/8/07</u> The Superintendent/President presented a recommendation to the Board of Trustees to designate \$2,961,248 in the 2007-08 budget as a reserve for the potential revenue deficit in 2008-09 created by decline in reported FTES and one year stabilization funding in 2007-08. <i>The recommendation was approved (5 ayes, 2 noes)</i>
October 10, 2007	Budget: Designated Reserves	It was reported that the Board approved designated reserves in the 2007-08 budget for unfunded retiree health benefits (\$2 million) and for the potential revenue deficit in 2008-2009 created by decline in reported FTES and one-year stabilization funding in 2007-2008 (\$2,961,248). The Superintendent/President had reviewed DPAC's recommendation that these two items not be included as designated reserves, but made a different recommendation to the Board of Trustees. The Board of Trustees was made aware of DPAC's recommendations.	
September 12, 2007	DPAC Annual Report for 2006-07	The DPAC Annual Report for 2006-07 was distributed as a reference document for the orientation	
October 24, 2007	DPAC Annual Report, 2006-07		<u>#12-A</u> The final DPAC Annual Report was approved.
January 23, 2008	DPAC Charter	The charter presented for approval included revisions made at the last meeting. Additional revisions were suggested and will be incorporated in the document to be presented for approval at the next meeting.	
February 27, 2008	DPAC Charter	The revised DPAC Charter was presented for approval.	<u>#24-A</u> The DPAC Charter as presented was unanimously approved.
June 11, 2008	Election of Vice-Chair		<u>#30-A</u> Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09 by acclamation. Randy Lawson will continue to serve as Chair Designee.

March 12, 2008	Enrollment Reports	<p>Confirmation was presented of the criteria for research that was requested at the last meeting related to the dynamic enrollment process, student enrollment and persistence.</p> <p>The request for a second report on student success on when students enroll will be forwarded to the Dean of Institutional Research to be addressed when possible.</p>	<p><u>#26-C</u></p> <p>It was agreed that this data will be requested immediately.</p> <p>There was consensus to collect the data because this information is important to have for planning purposes.</p>
May 28, 2008	Enrollment Reports	<p>Enrollment data was distributed to show the effect of dynamic enrollment on the success rate of students.</p>	<p>It was agreed that the criteria need to be further refined in order to produce more meaningful data.</p>
June 25, 2008	Enrollment Reports	<p>Determination of Criteria for Enrollment Reports: The enrollment reports previously distributed and discussed indicate that students who enroll late (during the week prior to the beginning of a semester, after the semester begins through “dynamic enrollment,” or after the semester begins via instructor add code) tend to do less well in a class than students who enroll earlier in the enrollment cycle. However, concern had been expressed at a previous meeting that these reports had included all student enrollments, and certain enrollment situations (such as short-term classes beginning later in the semester) needed to be excluded from the data.</p>	<p>It was agreed that DPAC needs to determine what is trying to be accomplished with the information derived from the enrollment reports before requesting additional data and that a broader discussion needs to take place. Caroline Sheldon, Dean of Institutional Research, and Jocelyn Chong, Dean of Information Technology, will be invited to a future DPAC meeting to participate in the discussion so they can provide ideas and information on data already being collected.</p>
October 24, 2007	Facilities	<p>There are several facility projects pending that need to be prioritized. There was concern expressed about DPAC’s role in prioritizing these projects.</p>	<p><u>#16-C</u></p> <p>It was agreed that the Facilities Planning Subcommittee should develop a mechanism to involve the campus community in prioritizing projects regardless of funding sources and present its findings to DPAC.</p>
December 12, 2007	Facilities	<p>Follow up to discussion at meeting on October 24, 2007 regarding the prioritization of facilities project. The Facilities Planning Subcommittee will be developing a ranking system for prioritizing facilities and looking at remaining bond projects and other possible demands for facilities. A recommendation will be presented to DPAC in the future for consideration.</p>	

May 28, 2008	Facilities/Bond Measure	Representatives of the Facilities Planning Subcommittee presented a preliminary draft of the capital outlay plan and a ranking of the projects by the subcommittee. There was agreement that these projects listed in the capital outlay plan should be included in a possible bond measure. It was reported that the Academic Senate voted 47-2 to endorse a bond measure.	It was suggested that DPAC take action to endorse the projects (unranked) at the next meeting.
June 11, 2008	Facilities/Bond Measure		<p><u>#31-A</u></p> <p>DPAC unanimously approved the following recommendation: It is recommended that Santa Monica College pursue a bond measure in the November 2008 election that would include support for the following projects: The projects are listed alphabetically and are not ranked.</p> <ul style="list-style-type: none"> • Business & Facilities Infrastructure • Career Opportunities and Advancement Center (Bundy) • Community Classroom Projects • Drescher Phase I - Academic Facilities Modernization • Drescher Phase II - Bookstore Relocation and Modernization • Drescher Phase III - Pico Promenade and Transit Plaza • Environmental Performance • Land Acquisition • Madison East Wing Seismic Upgrade • Malibu Library Educational Center • Media and Technology Complex Phase I (Academy) • Media and Technology Complex Phase II (Academy) • Renovation of Corsair Stadium • Replacement Math and Science Extension Building • Replacement Health/PE/Fitness/Dance Building • Utility Infrastructure and Technology

June 11, 2008	Facilities/Bond Measure		<p><u>#31-A</u></p> <p>DPAC unanimously approved the following recommendation: It is recommended that Santa Monica College pursue a bond measure in the November 2008 election that would include support for the following projects: The projects are listed alphabetically and are not ranked.</p> <ul style="list-style-type: none"> • Business & Facilities Infrastructure • Career Opportunities and Advancement Center (Bundy) • Community Classroom Projects • Drescher Phase I - Academic Facilities Modernization • Drescher Phase II - Bookstore Relocation and Modernization • Drescher Phase III - Pico Promenade and Transit Plaza • Environmental Performance • Land Acquisition • Madison East Wing Seismic Upgrade • Malibu Library Educational Center • Media and Technology Complex Phase I (Academy) • Media and Technology Complex Phase II (Academy) • Renovation of Corsair Stadium • Replacement Math and Science Extension Building • Replacement Health/PE/Fitness/Dance Building • Utility Infrastructure and Technology <p>July 7, 2008: The Board of Trustees unanimously approved the placement of a \$295 million bond measure on the November, 2008 ballot.</p>
January 23, 2008	Facilities Planning Subcommittee	The subcommittee discussed the level of LEED (Leadership in Energy and Environmental Design) certification for new facilities and adopted the following	

Recommendation to Superintendent/President
Results/Actions

October 24, 2007	Litter on Campus	DPAC agreed that there is a general concern about the litter problem on campus	<u>#13-C</u> In an effort to address the problem it was suggested that (1) the Associated Students discuss the issue and develop suggestions to present to DPAC, (2) appropriate facilities staff be contacted about additional trash receptacles, (3) the Facilities Planning Subcommittee should investigate how this issue has been addressed by other community colleges (in particular Pasadena CCD and Glendale CCD) and report back to DPAC.
December 12, 2007	Litter on Campus	Follow up to discussion at meeting on October 24, 2007. It was reported that the Grounds Department has purchased 34 new "Glutton" Rubbermaid trash cans; ordered 50 new Victor Stanley "Big Green" trash cans; increased the number of recycling containers by 40% on the main campus; removed all ash/smoking cans from the interior of the campus and place 40+ of them at entrances to the satellite and main campuses; and increased the morning pick up time (5 employees 5-9 a.m.; added 16 hours of overtime per week to pick up and dump trash. A major emphasis needs to be on the education of the campus community to pick up after themselves.	
August 8, 2007	Master Plan for Education	A draft of the Master Plan for Education was distributed for review. A list of suggested changes will be prepared for the meeting on September 26 th .	
October 10, 2007	Master Plan for Education	A work group was formed to review the draft of the Master Plan for Education and finalize it for approval at the next DPAC meeting. Work group members are Kiersten Elliott (work group coordinator), Brandon Barney, Katharine Muller, Bernie Rosenloecher and Kathy Sucher.	
November 14, 2007	Master Plan for Education		<u>#17-A</u> The final Master Plan for Education 2007-08 was approved.

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June 25, 2008	Master Plan for Education	A draft of the Master Plan for Education was distributed for review and discussion	
October 10, 2007	Organic Garden Initiative	Jason van Buren requested that the District consider a "green roof" for the Student Services Building citing the benefits of insulation and using it as an alternate site for the campus farming project.	
March 26, 2008	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.	<p><u>#29-A</u></p> <p>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.</p> <p><u>Board of Trustees Meeting – April 14, 2008</u> Associated Students Vice President Melody Overstreet reported that the Associated Students, after two years of work and discussion, has come up with a detailed plan to establish an organic garden on campus. The proposal has received widespread support from faculty, the college's Environmental Affairs Committee and others but that issues surrounding the labor needed to maintain such a garden still must be resolved.</p>
September 12, 2007	Orientation/Social	Richard Tahvildaran-Jesswein and Randy Lawson provided a brief summary on the formation of the District Planning and Advisory Council (DPAC)	
December 12, 2007	Planning Subcommittee Meetings	The Planning Subcommittee meeting schedule effective Spring 2008 was developed.	

November 28, 2007	Planning Subcommittee Meetings	Concerns were presented regarding the schedule of DPAC Planning Subcommittees meetings and the difficulty that some appointees have in attending.	<u>#20-A</u> It was unanimously agreed that the meetings of the DPAC Planning Subcommittees should be standardized and publicized. Chairs will be asked to submit a schedule of their respective planning Subcommittee meetings to be in effect starting in the spring 2008 semester.
January 9, 2008	Planning Subcommittees	A legal determined that DPAC Planning Subcommittees are subject to the Brown Act.. Following is the legal opinion received: A quorum for planning subcommittees was determined to be a simple majority of subcommittee members. The DPAC Charter was revised to reflect Brown Act and quorum issues, and other revisions were suggested to bring it up to date.	
October 10, 2007	Program Review	The Program Review Report for 2006-2007 was presented. Ten program reviews were completed, one department requested a postponement and one program did not complete its review. Overarching trends were identified through the program review process.	
July 11, 2007	Strategic Planning Task Force	A draft of the strategic issues and narratives has been developed by the Strategic Planning Task Force and will be presented to DPAC at the August 8 th meeting. The Task Force completed its charge for the first year and has planned a more ambitious schedule for 2007-08. In the fall 2007 semester, the same process will be used to communicate and collaborate with the campus community to identify three to five initiatives. In the spring 2008, the Task Force will develop action plans for the initiatives and determine implementation phases, timetables, stakeholders and necessary resources. In addition, the Vision, Mission and Goals will be reviewed and incorporated into the Master Plan for Education.	

August 8, 2007	Strategic Planning Task Force	The Strategic Issues and Narratives developed by the Strategic Planning Task Force were presented for review and approval.	<u>#3-A</u> The Strategic Issues and Narratives were approved by consensus.
November 14, 2007	Strategic Planning Task Force	The Strategic Planning Task Force met in October and found it somewhat challenging to arrive at a decisive point in terms of developing the strategic initiatives. At the same time, the Task Force is working on rethinking and reframing the current vision, mission and goals. A meeting has been scheduled for November 29 th to clarify the direction of the Task Force and the assistance from the consultant.	
December 12, 2007	Strategic Planning Task Force	A draft of the revised Vision, Mission and Goals statement and a draft of the strategic initiatives developed by the task force were distributed for information. Both documents will be presented in January for approval.	
January 23, 2008	Strategic Planning Task Force	<u>Mission, Vision and Goals</u> A final draft of the <i>Mission, Vision and Goals</i> developed by the Strategic Planning Task Force was presented to DPAC for review and approval. <u>Strategic Initiatives</u> A draft of the Strategic Initiatives developed by the Strategic Planning Task Force was presented to DPAC for information. There will be a strategic planning session on flex day (March 4 th) at which the strategic initiatives will be presented to the college community.	<u>#22-C</u> Motion was made by Lesley Kawaguchi and seconded by Bernie Rosenloecher to approve the <i>Mission, Vision and Goals</i> . There was consensus that members of DPAC will present the document to their constituents for support and ratification. Input received will be presented to DPAC for consideration. DPAC will then forward the document to the Superintendent/President who will present his recommendations to the Board of Trustees for approval. The goal is to complete the approval process by April, 2008.

March 12, 2008	Strategic Planning Task Force	Mission, Vision and Goals	<u>#25-A</u> Input from constituencies was reviewed, and the Mission, Vision and Goals statement was revised and unanimously approved.
April 23, 2008	Strategic Planning Task Force	<u>Strategic Initiatives</u> The proposed Strategic Initiatives and corresponding diagram developed by the Strategic Planning Task Force were presented for information. The next step is the identification of specific action plans by the leaders in the areas of the four strategic initiatives.	
April 23, 2008	Strategic Planning Task Force	<u>Mission, Vision and Goals</u> Dr. Tsang's response to DPAC was presented with a slightly revised version of the Mission, Vision and Goals. He plans to present the Mission, Vision and Goals to the Board of Trustees for approval at the meeting on May 12, 2008.	
May 28, 2008	Strategic Planning Task Force	The Strategic Planning Task Force identified four strategic initiatives. There are work groups/task forces associated with the four initiatives that have been asked to forward their priorities for action plans. The Strategic Planning Task Force will be completing its charge, and the planning process will continue as it is incorporated in the Master Plan for Education.	
June 25, 2008	Strategic Planning Task Force	The Strategic Planning Task Force will meet on June 27 th to finalize a document to forward to DPAC that includes the four strategic initiatives – Basic Skills, Global Citizenship, Sustainability and Vocational Education - and action plans recommended by the workgroups in those four areas. It is expected that the document will be presented to DPAC at the meeting on July 9 th .	
July 20, 2007	Strategic Planning Task Force Meeting	<u>Categories and Narratives</u> The recommended strategic planning categories and related narratives were reviewed and discussed. Nancy Grass Hemmert, Katharine Muller and Mona Martin were commended for finalizing the narratives to present to DPAC on August 8, 2007.	<u>#2-A</u> There was a majority vote to approve the narratives as written

Recommendation to Superintendent/President
Results/Actions

July 20, 2007	Strategic Planning Task Force Meeting	<p><u>Vision, Mission and Goals</u></p> <p>A subcommittee was appointed comprising members present at this meeting to develop: (1) three to eight values, (2) suggested headings, and (3) a descriptive sentence or two. These will be forwarded to Randy Lawson to be presented for review and discussion at the Strategic Planning Task Force meeting on September 21st.</p>	
September 21, 2007	Strategic Planning Task Force Meeting	<p>A work group was formed to work on drafting the Mission, Vision and Goals/Values. Richard Tahvildaran-Jesswein agreed to coordinate the work group comprising Vivian Rankin-Scales, Katharine Muller, Bernie Rosenloecher, Kathy Sucher and Jason van Buren to develop a draft to be presented at the meeting on October 19th.</p> <p>The four work groups that developed the narratives will be reconvened to develop suggested strategic goals – no more than 5 (plus or minus 2):</p>	
October 19, 2007	Strategic Planning Task Force Meeting	<p><u>Report from Work Group on Motto, Mission, Vision and Goals</u></p> <p>A draft of a revised Motto, Mission, Vision and Goals document was distributed and reviewed. There will be continued review and modification of this document before it is presented to DPAC and is ready for campus-wide distribution by the end of the fall 2007 semester.</p> <p><u>Report from Work Group on Strategic Initiatives</u></p> <p>Drafts of strategic initiatives were submitted by the <i>Innovation and Leadership in Serving Students</i> and the <i>Student Learning and Achievement</i> work groups. After the strategic issues for all four areas are developed and distributed campus-wide for input, the top three or four strategic goals will be determined and discussed at the meeting on December 7th.</p>	

November 29, 2007	Strategic Planning Task Force Meeting	<p><u>Motto, Mission, Vision and Goals</u> A work group was formed to develop goals to support the central, overarching goal of Student Learning and Achievement . After approval by the task force, measurable, time-related and doable objectives will be developed for each supporting goal.</p> <p><u>Strategic Initiatives</u> Strategic Initiatives were developed to support the District's overarching goal of Student Learning and Achievement. They will be reviewed at the meeting on December 7th before being distributed campus-wide for input.</p>	
December 7, 2007	Strategic Planning Task Force Meeting	<p><u>Motto, Mission, Vision and Goals</u> A draft of the Motto, Mission, Vision and Goals developed by the work group was presented for review and discussion. The document will be revised according to comments and suggestions made at the meeting. A new draft will be distributed to the task force for further review and may be submitted to DPAC at its next meeting (December 12, 2007).</p> <p><u>Strategic Initiatives</u> The strategic initiatives developed to support the District's overarching goal of Student Learning and Achievement were reviewed: It was agreed that a status report should be prepared and distributed campus-wide and input should be solicited before flex day. It was further agreed that Katharine Muller and Kathy Sucher would be the presenters on flex day.</p>	
January 18, 2008	Strategic Planning Task Force Meeting	<p><u>Motto, Mission, Vision and Goals</u> A draft of the Motto, Mission, Vision and Goals was reviewed and revised There was consensus that the document will be presented to DPAC for approval on January 23rd, and DPAC representatives will be directed to take them to their constituencies for input that will be considered.</p>	

Recommendation to Superintendent/President
Results/Actions

January 18, 2008	Strategic Planning Task Force Meeting	<p><u>Motto, Mission, Vision and Goals</u></p> <p>A draft of the Motto, Mission, Vision and Goals was reviewed and revised There was consensus that the document will be presented to DPAC for approval on January 23rd, and DPAC representatives will be directed to take them to their constituencies for input that will be considered.</p> <p><u>Strategic Initiatives</u></p> <p>The Strategic Initiatives were reviewed and revised and will be presented to DPAC for information on January 23rd. They will be presented to the college community at a flex day session on March 4th.</p>	
February 22, 2008	Strategic Planning Task Force Meeting	<p>Status Report of Mission, Vision and Goals</p> <p>Draft of Strategic Initiatives reviewed and revised.</p>	
March 21, 2008	Strategic Planning Task Force Meeting	<p>Reviewed input received on Flex Day presentation.</p> <p>Agreed to gather more information on efforts currently underway before proceeding with finalizing strategic initiatives. Scheduled a special meeting for April 4th to review information and finalize strategic initiatives to forward to DPAC.</p>	
April 4, 2008	Strategic Planning Task Force Meeting	<p>Review of current efforts in the Strategic Initiatives: Global Citizenship, Basic Skills Initiative, Sustainability and Vocational Education. The reports distributed in the four areas were reviewed and discussed.</p> <p>It was agreed that a new circular diagram be prepared that shows how the strategic initiatives are linked, how the activities under way in each area are linked, how general action plans are linked, and that this document be presented to DPAC at its next meeting (April 23rd).</p> <p>It was agreed that a subgroup of the SPTF will meet with leaders in the four Strategic Initiatives and request that they recommend two to three specific action plans</p>	

April 18, 2008	Strategic Planning Task Force Meeting	<p><u>Strategic Initiatives</u> Review of Strategic Initiatives narratives and diagram. It was agreed to present the narratives and diagram to DPAC on April 23, 2008.</p> <p>It was agreed that the work of the Strategic Planning Task Force is close to completion.</p>	
May 30, 2008	Strategic Planning Task Force Meeting	<p>The action plans submitted by the four work groups were reviewed and discussed. A master document incorporating the proposed action plans will be developed and distributed to the Strategic Planning Task Force for review at the next meeting on Friday, June 27, 2008 at 1:30 p.m.</p>	
June 27, 2008	Strategic Planning Task Force Meeting	<p>Discussion of Action Plans:</p> <p>The document that incorporates the Strategic Initiatives and the recommended action plans was reviewed and finalized. It will be presented to the Board of Trustees at its meeting on July 7, 2008 as part of an update on Strategic Planning and will be submitted to DPAC for approval at the next meeting on July 9, 2008.</p> <p>This is the final meeting of the Strategic Planning Task Force.</p>	

September 26, 2007	Student Learning Outcomes	<p>The Student Learning Outcomes adopted by the Academic Senate were presented to DPAC, as follows:</p> <p><i>Through their experiences at SMC, students will:</i></p> <ul style="list-style-type: none"> • <i>Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives;</i> • <i>Obtain the knowledge and academic skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems.</i> • <i>Respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events;</i> • <i>Take responsibility for their own impact on the earth by living a sustainable and ethical life style.</i> • 	<p>#4-A DPAC approved the SLOs to be forwarded to the Superintendent/President</p> <p><u>11/6/07</u> The Superintendent/President presented the Institutional Students Learning Outcomes to the Board of Trustees for information.</p>
November 14, 2007	Superintendent/ President's Response to DPAC Recommendations	Concerns were raised about the process of reporting responses from the Superintendent/ President related to recommendations forwarded by DPAC,	<p>#19-C It was agreed that it would be appropriate for Randy Lawson, the Superintendent/President's designee/ Chair of DPAC, to report the responses from the Superintendent/President and that the minutes reflecting report(s) would be acceptable as the written report from the Superintendent/ President.</p>
October 3, 2007	Task Force: Unfunded Retiree Benefits/ GASB 45	The Task Force should hold regular meetings to study the issue of unfunded retiree benefits and GASB 45, invite resource people and specialists, conduct forums for the purpose of educating the college community, and make regular monthly reports to DPAC The Task Force will recommend whether to fund or not fund GASB 45, and if so, determine alternatives for funding. The report/recommendations to DPAC should include pros and cons. The deadline for the Task Force to study the issue and make a report to DPAC is February 15, 2007.	<p>#11-C It was agreed that the Task Force should comprise the following 8 members (four DPAC members, four at-large members)</p> <p>Lantz Simpson, Co-Chair Richard Tahvildaran-Jesswein, Co-Chair Sandi Burnett Mona Martin Leroy Lauer Marcy Wade CSEA representative to be appointed Academic Senate/Faculty Association representative to be appointed</p>

Recommendation to Superintendent/President
Results/Actions

November 14, 2007	Task Force: Unfunded Retiree Health Benefits/ GASB 45	The Task Force met and agreed that Richard Tahvildaran-Jesswein would chair the Task Force without a co-chair. Vic Hanson, Eric Oifer, Leroy Lauer, Mona Martin, and staff assistant Letty Kilian were present. The charge of the Task Force was reviewed. It was acknowledged that the Board voted to pre-fund GASB 45. Therefore, the Task Force will be looking at how it might be funded, how much to fund, reviewing the District's actuarial report, looking at other districts, and how much the District is currently paying on pay-as-you-go. In addition, the Task Force will educate itself first on GASB 45 and develop a means to educate the college community.	
February 27, 2008	Task Force: Unfunded Retiree Health Benefits/ GASB 45	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 SCCC (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.	#23-A Motion was made by Lesley Kawaguchi and seconded by Heidi Hoeck to approve the recommendation of the GASB 45 Task Force as presented. Ayes: 5 (Administration, Management Association, Academic Senate, Associated Students) Noes: 3 (Faculty Association, CSEA)

<p>March 12, 2008</p>	<p>Task Force: Unfunded Retiree Health Benefits/ GASB 45</p>		<p>The Superintendent/President presented the recommendations of the Unfunded Retiree Benefits/GASB 45 Task Force to the Board of Trustees for consideration at its meeting on March 10, 2008. The Board of Trustees amended and approved the recommendation as follows with a vote of 6 ayes, 1 no.</p> <p>It is recommended that the Santa Monica Community College District begin to pre-fund its retiree health benefits obligation through an initial contribution of \$1.4 million, Contributions to this trust will be established at the adoption of the annual budget.</p> <p>Further, it is recommended that the College's initial contribution be drawn from the SCCCDC (Southern California Community College District) JPA and placed in an irrevocable trust. This is subject to an opinion provided by legal counsel that the irrevocable trust can be rescinded if the District no longer has an obligation to fund retiree health benefits.</p> <p>Lastly, it is recommended that at the end of the stated five-year period, the District re-evaluate its retiree health benefits liability.</p> <p>The Board also approved a contract with CalPERS to establish an irrevocable trust to pre-fund post employment benefits.</p>
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October 24, 2007	Textbook Rental Program	The Associated Students requested DPAC's input on the proposed pilot textbook rental program.	#14-C There was agreement that the high cost of textbooks is often a barrier to student access to an affordable education. There was consensus that the textbook rental pilot program should proceed with collaboration between the Associated Students and the bookstore. It was agreed that the College Services Planning Subcommittee form a work group to review and make recommendations regarding this collaborative effort between the Associated Students and the bookstore on the textbook rental program.
March 26, 2008	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.	
February 27, 2008	Vendor Contracts	The College Services Planning Subcommittee presented the following statement: <i>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.</i>	The Director of Purchasing will meet with the College Services Planning Subcommittee and the issue will come back to DPAC, if necessary.

March 26, 2008	Vendor Contracts	<p>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.</p>	<p>#27-A 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 <i>Scope of Work</i> in the Request for Proposal.</p> <p>#28-C 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.</p> <p>It was requested that both recommendations be forwarded to Superintendent Chui Tsang immediately.</p>
April 23, 2008	Vendor Contracts	<p>The following two recommendations were approved by the College Services Planning Subcommittee:</p> <ul style="list-style-type: none"> ▪ Proceed with RFP's for Fresh and Natural space, the Bread Factory space, vending machine services, and pay-for-print services. ▪ Discontinue with Campus Link Services and replace it with water bottle refilling stations. 	<p>Executive Vice-President Randy Lawson reported that he had approved, in Superintendent/ President Chui Tsang's absence, DPAC's recommendation of March 26th that two representatives from each constituency be selected to work with the consultant and Purchasing Department to develop the RFP for a food service vendor. He added that DPAC's recommendation to affirm the work of the College Services Planning Subcommittee and endorse the values and criteria identified is a philosophical intent that has been honored.</p>

October 24, 2007	Website Coordinator	A recommendation was forwarded from the Technology Planning Subcommittee to DPAC “that the District fulfill the next step in the plan laid out by the 2005 Website Working Group by moving forward on hiring a full-time website content coordinator.”	<u>#15-C</u> It was agreed that it is not the function of DPAC to make staffing recommendations and that DPAC reply as such to the Technology Planning Subcommittee.
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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 1, 2008

#31-A	<p>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:</p>	June 11, 2006
#32-A	<p>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.</p>	June 25, 2008