



Santa Monica Community College District  
**District Planning and Advisory Council**  
**MEETING -SEPTEMBER 24, 2008**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **September 24, 2008** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

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

II. Members Present

Randy Lawson, Administration, Chair Designee  
Jeff Shimizu, Administration Representative  
Kiersten Elliott, Management Association President  
Erica LeBlanc, Management Association Representative  
Richard Tahvildaran-Jesswein, Academic Senate President, Vice-Chair  
Eric Oifer, Academic Senate Representative  
Lantz Simpson, Faculty Association President  
Kathy Sucher, Faculty Association Representative  
Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative  
David Chun, Associated Students President  
Jafet Santiago, Associated Students Representative

Others Present

Pat Brown  
Mary Colavito  
Bob Dammer  
Cameron Henton  
Mia Joseph  
Lesley Kawaguchi  
J.C. Saunders-Keurjian  
Judy Penschansky  
Lee Peterson  
Christine Schultz  
Howard Stahl  
Esau Tovar  
Mike Tuitasi

DPAC Staff Support

Lisa Rose

III. The minutes of the September 10, 2008 DPAC meeting were accepted (as revised).

IV. Reports

A Superintendent/President - Response to DPAC  
Recommendations: None

## B. Planning Subcommittees

1. Budget Planning: Mona Martin and Howard Stahl, Co-Chairs: The subcommittee is focusing its attention on expenditures for contract services and finding ways to reduce costs in that area.
- 2, College Services Planning: Mike Tuitasi and Liz Mullens, Co-Chairs: The subcommittee will be considering Student Learning Outcomes for the college service areas. It will also review the RFP process for the food service vendors and make a recommendation on how to proceed. A question was raised about the subcommittee's role with regard to the food service contracts, and concerns were expressed about the values approved by DPAC related to the RFP being maintained. The College Services Planning Subcommittee was requested to provide an update on the RFP process to address the questions and concerns raised.
4. Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs. The first meeting was an orientation and planning meeting. The primary topic discussion was littering on campus and the posting of flyers on unsightly. The subcommittee is working with the Associated Students Sustainability Committee on a Clean and Green program.
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The subcommittee met on September 9<sup>th</sup> to make plans for the coming year. It will be reviewing AR 3321 and meeting with the College Police Chief to discuss personnel policies and other areas that need to be addressed related to safety issues.
5. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. An orientation meeting was held for new members which included past accomplishments and goals for the year, and the schedule of meetings for the next several months was determined.

## C. Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: The Curriculum Committee approved the following new courses: Art 01, Art 02, Korean 04, Math 18, Photography 60 and Distance Education courses Art 01 and Art 02. Also approved was Medical Billing and Coding Career Certificate of Achievement.
2. Program Review: Janet Harclerode/Melody Nightingale, Chairs and Katharine Muller, Vice-Chair: No report
3. Student Affairs: Easu Tovar, Chair and Judy Penchansky, Vice-Chair: The committee met on September 11<sup>th</sup> to set the agenda for the semester. Upcoming discussions will include the drop week, and updates to Title 5 related to floods, fires and earthquakes.
4. Student Learning Outcomes: Suzanne Borghei/Nancy Hanson, Co-Chairs and Georgia Lorenz, Vice-Chair: The committee discussed its goals for the year., the upcoming accreditation process, and the significance of Institutional Learning Outcomes (ILOs) and Student Learning Outcomes (SLOs) being tied to budget

decisions. The committee will be working with some of the operational areas to assist them with ILOs.

- D. Associated Students: Jafet Santiago, A.S. Vice-President reported that at its next meeting the Associated Students will be considering to contribute \$100,000 to the Measure AA campaign.

V. Agenda

Public Comments: Judy Marasco

- A. DPAC Annual Report, 2007-08: Motion was made by Jafet Santiago and seconded by Eric Oifer to approve the DPAC Annual Report, 2007-08.

Ayes: 6 (Administration, Management Association, Academic Senate, Faculty Association, CSEA [2])

Noes: 0

Abstain: 2 (Associated Students)

- B. Accreditation Update: It was reported that the Steering Committee, chaired by Richard Tahvildaran-Jesswein and Randy Lawson, met to plan for the self-study and visit by the Accrediting Commission in March, 2010. Assignments to the four Standards have been made and these committees will meet throughout the year to prepare for the self-study. An invitation will be sent to encourage college-wide participation. A draft of a self-study should be completed by June, 2009 to allow review and input by the college community. A final draft is due to the Accrediting Commission 45 days before the visit.

VI. Adjournment: 3:58 p.m.

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

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

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the October 8, 2008 DPAC meeting.

- Food Service Vendor Update
- Textbook Rental Program

Recommendations from DPAC Planning Subcommittees to be included on agenda

for consideration by DPAC need to be submitted to Lisa Rose one week  
before the meeting.

## Index of DPAC Actions

- A - Approval  
 C - Consensus/Agreement

Number	Topic	Date
#1-A	<b>Budget Planning Subcommittee</b> Approval of five recommendations	July 11, 2007
#2-A	<b>Strategic Planning Task Force</b> Approval of Narratives	July 20, 2007
#3-A	<b>Strategic Planning Task Force</b> Approval of Strategic Issues and Narratives	August 8, 2007
#4-A	<b>Institutional Student Learning Outcomes (SLOs)</b> Approval of SLOs	September 26, 2007
#5-A	<b>Budget: Designated Reserves</b> Scheduling of Special Meeting to review recommendations from the Budget Planning Subcommittee pertaining to stabilization	September 26, 2007
#6-A	<b>Budget: Designated Reserves</b> GASB 45 (1) Recommendation to not set aside funds, (2) Formation of Task Force	September 26, 2007
#7-A	<b>Budget: Designated Reserves</b> Commitment to honor the promise for retirement benefits	September 26, 2007
#8-A	<b>Budget: Designated Reserves</b> Scenario #3 to be forwarded to Superintendent/President	October 3, 2007
#9-A	<b>Budget: Designated Reserves</b> Commend faculty and staff for providing instruction at Compton Commend all constituencies for working together as a team on FTES scenarios	October 3, 2007
#10-A	<b>Budget: Designated Reserves</b> Budget stabilization item not be included as a designated reserve	October 3, 2007
#11-C	<b>Task Force: Unfunded Retiree Health Benefits</b> Formation and members	October 3, 2007
#12-A	<b>DPAC Annual Report</b> Final Report approved	October 24, 2007
#13-C	<b>Litter on Campus</b> Suggestions to address problem	October 24, 2007
#14-C	<b>Textbook Rental Program</b> Consensus to review and proceed	October 24, 2007

#15-C	<b>Website Coordinator</b> Referred back to Technology Planning Subcommittee	October 24, 2007
#16-C	<b>Facilities</b> Agreement to develop a mechanism for prioritizing projects	October 24, 2007
#17-C	<b>Master Plan for Education</b> Final Report approved	November 14, 2007
#18-A	<b>Global Citizenship</b> Approval of Definition	November 14, 2007
#19-C	<b>Superintendent/President's Response to DPAC Recommendations</b> Agreement on response to be reported and reflected in minutes	November 14, 2007
#20-A	<b>DPAC Planning Subcommittee Meeting Schedule</b> Agreement to standardize and publicize scheduled meetings	November 28, 2007
#21-A	<b>Budget Planning Subcommittee Recommendation</b> Agreement to schedule senior staff to meet with BPSC at least once per semester	November 28, 2007
#22-C	<b>Vision, Mission and Goals</b> Consensus to approve Vision, Mission and Goals. DPAC will present the document to their constituents for support and ratification.	January 23, 2008
#23-A	<b>GASB 45 Task Force Recommendation</b> Approval (5-3) of the GASB 45 Task Force that the District begin to pre-fund its retiree health benefits obligation	February 27, 2008
#24-A	<b>DPAC Charter</b> Unanimous approval of revised DPAC Charter	February 27, 2008
#25-A	<b>Mission, Vision and Goals</b> Approval of final statement	March 12, 2008
#26-C	<b>Enrollment Reports</b> Consensus to request enrollment information	March 12, 2008
#27-A	<b>College Services Planning Subcommittee (Food Service Vendor)</b> DPAC affirmed the work of the CSPS and endorsed the values and criteria articulated in the Scope of Work for food vendor (location A)	March 26, 2009
#28-C	<b>College Services Planning Subcommittee (Food Service Vendor)</b> Consensus that two representatives of each constituency be selected from the CSPS to work with the consultant and the Purchasing Department	March 26, 2008

#29-A	<b>Organic Garden Initiative</b> DPAC approved the Organic Garden Initiative presented by the Associated Students	March 26, 2008
#30-A	<b>Election of Vice-Chair</b> Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee	June 11, 2008
#31-A	<b>Support of Bond Measure and List of Facilities</b> Unanimous approval of the District to pursue a bond measure in the November 2008 election that would include support for the projects:	June 11, 2006
#32-A	<b>Development of College Priorities to be Funded in the 2008-09 Year</b> Unanimous approval of the Budget Planning Subcommittee's recommendation that DPAC identify a list of College budget priorities to be forwarded to the Superintendent/President for consideration to be included in the 2008-09 budget.	June 25, 2008
#33-A	<b>Approval of Strategic Initiatives/Action Plans</b> Unanimous approval of Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force	July 9, 2008
#34-C	<b>Enrollment Reports</b> It was determined that DPAC would not pursue a request for enrollment data since student success measures continue to be addressed through other college research efforts (i.e., Basic Skills Initiative).	July 23, 2008
#35-A	<b>Budget Planning Subcommittee Recommendation</b> Unanimous approval of the restructuring the presentation of the Designated Reserves concept to a form that separates the current budget from the future cost of College priorities as recommended by DPAC.	August 27, 2008
#36-A	<b>Labor Market Scan</b> Unanimous approval that a labor market scan be referred to the Academic Senate Joint Vocational Education Committee and that representatives of the committee be invited to a DPAC meeting to present its recommendations.	September 10, 2008
#37-C	<b>Student Learning Outcomes Committee</b> There was consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group	September 10, 2008
#38-A	<b>DPAC Annual Report, 2007-08</b> DPAC approved the Annual Report, 2007-08 (6 Ayes, 0 Noes, 2 Abstentions by the Associated Students)	September 24, 2008