



Santa Monica Community College District
District Planning and Advisory Council
MEETING - OCTOBER 8, 2008
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **October 8, 2008** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:04 p.m.

II. Members Present

Randy Lawson, Administration, Chair Designee
Mona Martin, Administration Representative
Erica LeBlanc, Management Association Representative
Eric Oifer, Academic Senate Representative
Lesley Kawaguchi, Academic Senate Representative
Lantz Simpson, Faculty Association President
Kathy Sucher, Faculty Association Representative
Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative
David Chung, Associated Students President
Jafet Santiago, Associated Students Representative

Others Present

Mike Eghbali
Cameron Henton
Mia Joseph
Liz Mullens
Judy Penchansky
Christine Schultz
Howard Stahl
Esau Tovar
Mike Tuitasi

DPAC Staff Support

Lisa Rose

III. The minutes of the September 24, 2008 DPAC meeting were reviewed and approved as amended.

IV. Agenda

Public Comments - None

A. Textbook Rental Program

Associated Students President David Chun reported on efforts by the students to continue the exploration of options for reducing the cost of textbooks. These options include, but are not limited to, textbook rental which may not be the best approach.

Three A.S. Board members were appointed to an ad hoc textbook affordability committee that also includes faculty and staff. The ad hoc committee recommended that the College Services Planning Subcommittee assign a subcommittee with the task to further explore options to reduce textbook costs. It was mentioned that there are already efforts underway to reduce textbook costs, but these are not well publicized.

B. Update from College Services Planning Subcommittee:

- Food Service Vendor: Co-Chair Liz Mullens reported that RFP process for selecting a food service vendor has had its challenges. Leases for the *Bread Factory* and *Fresh and Natural* have expired, and they are now on month-to-month rentals. The RFP process for selecting vendors for these spaces needs to be reviewed in relation to the endorsement of the criteria and values approved by DPAC. The committee is working with Director of Purchasing Keith Webster to make the RFP language more welcoming and to review the scope of work for each of the vendors. It is hoped that the RFPs will be finalized in the next few weeks so the process can begin and both vendors can be operating by fall 2009. It is now well understood by all that it is important to have two representatives of each constituency participate in all future RFP evaluation processes.

- Student Learning Outcomes: Co-Chair Mike Tuitasi reported that currently 3 of 18 college services areas have SLOs in place. Faculty members Suzanne Borghei and Nancy Hanson have agreed to assist the college services areas and provide them with the tools they need to develop their SLOs.

The College Services Planning Subcommittee now meets weekly, but may try to move to less frequent meetings by assigning some issues/tasks to "sub Subcommittees."

V. Adjournment: 3:38 p.m.

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

October 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

VI. Council of Presidents Meeting

The Council of Presidents set the agenda for the October 22, 2008 DPAC meeting.

- Reports:
 - Superintendent/President, if any
 - Planning Subcommittees
 - Academic Senate Joint Committees
 - Associated Students

- Revision to Administrative Regulation 2250
- Recommendation from the Budget Planning Subcommittee

Recommendations from DPAC Planning Subcommittees to be included on
agenda

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

Index of DPAC Actions

- A - Approval
C - Consensus/Agreement

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

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

#29-A	Organic Garden Initiative DPAC approved the Organic Garden Initiative presented by the Associated Students	March 26, 2008
#30-A	Election of Vice-Chair Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee	June 1, 2008
#31-A	Support of Bond Measure and List of Facilities Unanimous approval of the District to pursue a bond measure in the November 2008 election that would include support for the projects	June 11, 2006
#32-A	Development of College Priorities to be Funded in the 2008-09 Year Unanimous approval of the Budget Planning Subcommittee's recommendation that DPAC identify a list of College budget priorities to be forwarded to the Superintendent/President for consideration to be included in the 2008-09 budget.	June 25, 2008
#33-A	Approval of Strategic Initiatives/Action Plans Unanimous approval of Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force	July 9, 2008
#34-A	Budget Planning Subcommittee Recommendation Unanimous approval of the restructuring the presentation of the Designated Reserves concept to a form that separates the current budget from the future cost of College priorities as recommended by DPAC.	August 27, 2008
#35-C	Master Plan for Education 2007 Approved by consensus.	September 10, 2008
#36-A	Labor Market Scan Unanimous action to request that the matter of determining what the college needs and expects in a labor market scan be referred to the Academic Senate Joint Vocational Education Committee.	September 10, 2008
#37-C	Academic Senate Joint Committee on Student Learning Outcomes Consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group	September 10, 2008