



Santa Monica Community College District  
District Planning and Advisory Council  
MEETING - NOVEMBER 12, 2008  
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **November 12, 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

Jeff Shiimizu, Administration Representative  
Kiersten Elliott, Management Association President  
Erica LeBlanc, Management Association Representative  
Lesley Kawaguchi, Academic Senate Representative  
Eric Oifer, Academic Senate Representative  
Lantz Simpson, Faculty Association President  
Howard Stahl, Faculty Association Representative  
Connie Lemke, CSEA Representative  
Natasha Newmanin, Associated Students Representative

Others Present

Mike Eghbali  
Janet Harclerode  
JC Keurjian  
Georgia Lorenz  
Liz Mullens  
Lee Peterson  
Christine Schultz  
Al Vasquez

DPAC Staff Support

Lisa Rose

III. The minutes of the October 22, 2008 DPAC meeting were reviewed and accepted.

IV. Reports

A. Superintendent/President's Response to Budget Planning Subcommittee Recommendation, approved by DPAC on October 22, 2008

The Budget Planning Subcommittee unanimously approved the following recommendation at its meeting on October 1, 2008:

It is recommended that the District establish a contracts department for reviewing, monitoring, bidding and performing all the proper steps involved in creating and completing a contract and maintaining a database for all contracts in order to have a standardized and uniform process for all the contracts and to be more efficient.

Note: The Budget Planning Subcommittee had forwarded the same recommendation to DPAC which was unanimously approved on July 11, 2007. It was reported the District is in the process of hiring a Chief Business Officer,

and it is the intent to establish a Contracts Office to provide oversight of all contracts.

The following response was presented on behalf of the Superintendent/President:

Chris Bonvenuto is in the process of collecting information on contracts to start the implementation of the Budget Planning Subcommittee's recommendation. The Chief Director of Business Services (currently vacant) will be responsible for the overview of all contracts. The District is currently in the process of hiring a Chief Business Officer. Once that person is on board, he or she will be involved in hiring the Chief Director of Business Services.

V. Agenda

*Public Comments - None*

A. Budget Planning Subcommittee Recommendation

DPAC unanimously approved the following recommendation endorsed by the Budget Planning Subcommittee:

The Budget Planning Subcommittee recommends that there be a Budget Summit held before the end of the semester with leaders across campus to identify the budget challenges lying before us to arrive upon a blueprint for recovery." Campus leaders, as identified by the Budget Subcommittee include Dr. Tsang, the vice presidents, J.C. Keurjian and members of the Budget Planning Subcommittee.

B. Update on Campus Safety/Emergency Operations Plan

Albert Vasquez, Director of Police and Safety Services, presented the Santa Monica College Emergency Operations Plan which has been updated to meet minimum requirements in order for the District to receive funding in the case of an emergency. The plan will be submitted to the Board of Trustees at its meeting on December 15, 2008. He also presented the updated All Hazard Mitigation Plan, which is a joint venture with the SMMUSD, the City of Santa Monica. This will need to be submitted to FEMA by September, 2009. He reported that the college Health and Safety Committee, which had been disbanded, will start meeting next week. This committee will address local SMC issues.

DPAC unanimously acknowledged receipt of the two plans/manuals with no objections.

C. Proposed Revisions to Administrative Regulation 2250, District Planning and Advisory Council, and DPAC Charter

Motion was made by Lantz Simpson and seconded by Lesley Kawaguchi, to approve revisions to Administration Regulations 2250, District Planning and Advisory Council.  
*Unanimous action.*

D. Formation of ACUPCC (American College and University President's Climate Commitment) Task Force

This task force will make sure that the District meets the goals of SMC to "achieve climate neutrality as soon as

possible" as indicated in the commitment signed by Superintendent/ President Chui L. Tsang.

Motion was made by Lantz Simpson and seconded by Connie Lemke, to approve the formation of the ACUPCC Task Force with the recommendation that the membership of the Task Force follow the DPAC voting structure - one representative of each constituency with 8 votes total.  
*Unanimous action.*

VI. Adjournment: 4:05 p.m.  
The DPAC meeting on November 26<sup>th</sup> was cancelled. The next meeting will be on December 10<sup>th</sup>.

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

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 December 10, 2008 DPAC meeting.

- Reports:
  - Superintendent/President, if any
  - Planning Subcommittees
  - Academic Senate Joint Committees
  - Associated Students
  - Accreditation Update
  - ACUPCC Task Force
- Discussion: Best Practices for Chair/Co-Chairs of Committees
- Discussion: Linking Budget and Educational Planning

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 1, 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-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
#35-C	<b>Master Plan for Education 2007</b> Approved by consensus.	September 10, 2008
#36-A	<b>Labor Market Scan</b> 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	<b>Academic Senate Joint Committee on Student Learning Outcomes</b> 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
#39-A	<b>Budget Summit</b> Unanimous approval of a recommendation for a Budget Summit be held before the end of the semester	November 12, 2008
#40-A	<b>SMC Emergency Operations Plan</b> Unanimously acknowledged receipt of the two plans/manuals	November 12, 2008

	with no objections	
#41-A	<b>Administrative Regulation 2250</b> Unanimously approved revisions to AR 2250	November 12, 2008
#42-A	<b>ACUPCC Task Force</b> Unanimously approved for the formation of the ACUPPC Task Force	November 12, 2008