



Santa Monica Community College District  
District Planning and Advisory Council  
MEETING - DECEMBER 10, 2008  
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **December 10, 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  
Mona Martin, Management Association Representative  
Richard Tahvildaran-Jesswein, Academic Senate President  
Eric Oifer, Academic Senate Representative  
Lantz Simpson, Faculty Association President  
Howard Stahl, Faculty Association Representative  
Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative

Others Present

Susan Aminoff  
Simon Balm  
Greg Brown  
Mary Colavito  
David Finkel  
Dennis Frisch  
Jim Galligan  
Jeff Gehring  
Don Girard  
Janet Harclerode  
Lesley Kawaguchi  
JC Keurjian  
Connie Lemke  
Georgia Lorenz  
Mitra Moassessi  
Pete Morris  
Katharine Muller  
Lee Peterson  
Christine Schultz  
Howard Stahl  
Mike Tuitasi  
Charlie Yen

DPAC Staff Support

Lisa Rose

III. The minutes of the November 12, 2008 of December 2, 2008 DPAC meetings were reviewed and accepted.

IV. Reports

A. Superintendent/President's Response to the following Budget Planning Subcommittee Recommendation, approved by DPAC on November 12, 2008:

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.

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

The special DPAC meeting on December 2, 2008 was called as a direct response to this recommendation. The summit concept is supported and DPAC will be the vehicle for conducting meetings to involve the campus community in the budgetary process.

Superintendent/President Tsang requested that DPAC and the Budget Planning Subcommittee proceed with the following: (1) recommend a targeted reduction by the end of the year, and (2) submit recommendations for achieving the reductions by the end of January.

## V. Agenda

### Public Comments - None

- A. Presentation: Facilities Master Plan: Representatives of Gensler provided a brief presentation on the Facilities Master Plan Update. The presentation included the Master Plan Process Overview, Anticipated Projects, Preliminary Project Schedule and Sustainability. A more complete update will be presented to the Board of Trustees at the January meeting.

## VI. Reports (continued)

### B. Planning Subcommittees

- Budget Planning: Mona Martin and Howard Stahl, Co-Chairs.  
The subcommittee will meet weekly through the month of January to respond to Superintendent/President Tsang's request that DPAC and the Budget Planning Subcommittee (1) recommend a targeted reduction, and (2) submit recommendations for achieving the reductions. The subcommittee is trying to develop a process that integrates administration, DPAC and the Budget Planning Subcommittee in order to address the budget situation by reducing costs and increasing income. SMC vice-presidents have been invited to the next meeting on December 17<sup>th</sup> to have a dialog about what is planned for cost reductions in their respective areas.
- College Services Planning: Mike Tuitasi and Liz Mullen, Co-Chairs  
Requests for Proposals (RFP) have been revised for the contracts currently held by Fresh and Natural and the Bread Factory; work continues on developing SLOs in the college services areas; the subcommittee is working with facilities on renovation of the

cafeteria and is working with the "Clean and Green" campaign.

- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs.  
A recommendation for the relocation of a designated smoking area from the northeast corner of the main campus to east of the Art Department was discussed; audits of most campus buildings have been completed and measures will be taken to address deficiencies; vendor contracts are being examined for cost-saving opportunities; three positions are in the process of being filled- Mechanical Systems Supervisor, HVAC technician and plumber; a report on the maintenance needs of college buildings is being prepared by the Facilities Department; and construction of the Student Services Building and the resulting parking situation was discussed. The new Director of Maintenance Jeff Gehring was introduced.

The recommendation from the Subcommittee regarding the relocation of the designated smoking area from the northeast corner of the main campus to east of the Art Department resulted in a request that the topic of the smoke-free campus policy and designated smoking areas be included for discussion on the agenda for the next regular meeting.

- Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. No report
- Technology Planning: Bob Dammer and Simon Balm, Co-Chairs.  
Discussion of Phase 2 of the website include upgrading to new technology and considering ways to assist departments to migrate to the new website with consistent information prior to the upgrade. There is concern about the website not being compliant with respect to Section 508 accessibility requirements. It was suggested that the subcommittee develop recommendations regarding the website to present to DPAC for consideration, which would include a timeline to achieve a particular goal and steps needed to achieve the goal.

#### C. Academic Senate Joint Committees

- Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair.  
The Curriculum Committee approved nine new credit courses, three distance education courses, two Global Citizenship AA requirements, and one new non-credit course. A revision of AR 5113 - Program Discontinuance Process was approved and forwarded to the Academic Senate for a first reading.
- Program Review: Janet Harclerode/Melody Nightingale, Co-Chairs and Katharine Muller, Vice-Chair. : Executive summaries for five program reviews were distributed - Admission & Records, Distance Education,

Outreach and School Relations, Design Technology and Early Childhood Education.

- Student Affairs: Esau Tovar, Chair and Judy Penchansky, Vice-Chair: No report
- Student Learning Outcomes: Suzanne Borghei/Nancy Hanson, Co-Chairs and Caroline Sheldon, Vice-Chair, Discussion at the most recent meeting included outlining a comprehensive assessment plan for the college.

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D. Associated Students: David Chun: No report

- E. Accreditation Update. Select members of the steering committee are meeting this Friday to discuss research and the rubric format. Standards Committees and subcommittees are hard at work.
- F. ACUPCC Task Force (American College and University President's Climate Commitment) Task Force: The task force is meeting every week. The goal for this year is to prepare a greenhouse gas inventory for the college, and the task force will work with *Clean Air Cool Planet* to facilitate the greenhouse inventory.

VII. Agenda (*continued*)

- B. Discussion: Budget Planning: Motion was made by Christine Schultz and seconded by Eric Oifer that a special DPAC meeting be held on January 7, 2009 to consider a recommendation presumed to come from the Budget Planning Subcommittee on the targeted reduction.

Ayes: 5 (Academic Senate, CSEA, Administration,  
Management Association)  
Noes: 1 (Faculty Association)  
Absent: 2 (Associated Students)

- C. Discussion: Best Practices for Chair/Co-Chairs of Committees - *Postponed until next meeting*
- D. Discussion: Linking Budget and Educational Planning - *Postponed until next meeting*

VIII. Adjournment: 5:15 p.m.

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

January 7 (special meeting), 14, 28, 2009  
February 11, 25  
March 11, 25  
April 8, 22  
May 13, 27  
June 10, 24

IX. Council of Presidents Meeting

The Council of Presidents set the agenda for the January 14, 2009 DPAC meeting.

- Reports:
  - Superintendent/President, if any
  - Planning Subcommittees
  - Academic Senate Joint Committees
  - Associated Students
  - Accreditation Update
  - ACUPCC Task Force
- Agenda
  - Review of Smoking Policy and Designated Smoking Areas
  - Discussion: Best Practices for Chair/Co-Chairs of Committees
  - Discussion: Linking Budget and Educational Planning
  - Public Exposure for Institutional Learning Outcomes

Recommendations from DPAC Planning Subcommittees to be included on  
agenda  
for consideration by DPAC need to be submitted to Lisa Rose one week  
before the meeting.

## Index of DPAC Actions

- A - Approval  
C - Consensus/Agreement

Number	Topic	Date
#1-A	<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 CSPA 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 CSPA 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
#43-A	<b>Special Meeting for Budget Discussion - January 7, 2009</b> Approved (5-1-2)	December 10, 2008