



Santa Monica Community College District
District Planning and Advisory Council
MEETING – NOVEMBER 11, 2009
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **November 11, 2009 at 3 p.m.** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:05 p.m.

I. Members Present

Randy Lawson, Administration
Jeff, Shimizu, Administration
Al Vasquez, Management Association President-Elect
Eric Oifer, Academic Senate President
Mitra Moassessi, Faculty Association President
Sandra Burnett, Faculty Association Representative
Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative
Cameron Henton, Associated Students President
Rochelle Watkins, Associated Students Representative

Others Present

Greg Brookins
Patricia Burson
Guido Davis Del Piccolo
JC Keurjian
Sherri Lee-Lewis
Jennifer Merlic
Lee Peterson
Christine Schultz
Howard Stahl

DPAC Staff Support

Lisa Rose

III. The minutes of the meeting on October 28, 2009 were accepted.

IV. Reports

A. Superintendent/President Response to DPAC recommendations:

- I. Chair Randy Lawson responded on behalf of the Superintendent/President to the recommendation approved by DPAC on September 23, 2009 to convene a Town Hall meeting before the end of the fall semester to update the college community on the budget situation. As predicted, there is no new news about the budget and probably will not be any before mid-January. Dr. Tsang has suggested that the college invite key people from Sacramento, including Eric Skinner and Scott Lay, to participate on a budget-themed panel on campus. It was agreed that it would be best to schedule this activity for February after the spring semester starts.

2. Chair Randy Lawson responded on behalf of the Superintendent/President to the recommendation approved on October 28, 2009: Zero Waste Board Policy and Administrative Regulation. A few minor revisions were made for clarification and resubmitted to DPAC for review. The revisions clarified that the zero waste efforts apply only to food-related events and the treatment of waste from food. Some members of DPAC were insistent that the policy was intended to be broader in nature. Accordingly, it was agreed that DPAC Chair Randy Lawson will communicate the concerns to the Superintendent/President and work with the Academic Senate to facilitate a review of these issues by the Academic Senate Joint Environmental Affairs Committee.

B. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: Topics being discussed include retirement incentives and QI budget numbers.
- College Services Planning: Mike Tuitasi and Rochelle Watkins, Co-Chairs: No report
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs: Topics being discussed include AET renovation, HSS hot/cold and pressure problems, pink sheet process, architect selection process, green products, and inventory of equipment and supplies in maintenance and facilities
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: Topics being discussed include classified training opportunities, BP 3120 (diversity policy), and EEO Model Plan.
- Technology Planning: Bob Dammer and Simon Balm, Co-Chairs: No report.

C. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: The committee approved several certificates of achievement, discussed tutoring global citizenship and international students.
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: No report.
- Student Affairs: Greg Brookins, Chair, and Kiersten Elliott, Vice-Chair: Topics being discussed include FERPA policy requirements and compliance issues, AR 4124 and 4125 (transcripts and refunds), AR 4111.3 (high school proficiency and GED).
- Student Learning Outcomes: Christine Schultz and Lesley Kawaguchi, Co-Chairs, and Caroline Sheldon, Vice-Chair: The committee is working with the Curriculum Committee on the review and approval of SLOs and program instructional course level SLO assessment data. They are also helping the college service areas formulate their SLOs, and trying to build an institutional ILO assessment tool.

- D. Associated Students: There are currently 47 commissioners working with 16 directors. There are 65 clubs, however there is an effort to increase department and or major-related clubs. Ad hoc committees are working on on-going projects. The A.S. is looking for students to serve on the judicial board and accreditation steering committee. Equipment purchased by Associated Students is being inventoried.

- E. Accreditation Update: The four accreditation standards are now posted for review and input by the college community. There was concern expressed by the union representatives about some of the language in the report as it relates to the unions.

They were encouraged to forward their comments directly to the editors, the steering committee and/or the website.

- F. ACUPCC (American College and University President's Climate Commitment) Task Force: No report.

V. Agenda

Public Comments - None

- A. DPAC Charter: Proposed revisions to the DPAC Charter were presented for review. Additional revisions were suggested and the Charter was unanimously approved as revised.
- B. Master Plan for Education Update/Institutional Objectives, 2009-2010: DPAC reviewed the list of proposed Institutional Objectives for 2009-2010 and narrowed them down to those that are actually at the institutional level.

VI. Adjournment: 5:07 p.m.

Meeting schedule through June, 2010 (second and fourth Wednesdays each month at 3 p.m.)

November 25
December 9
January 13, 27, 2010
February 10, 24
March 10, 24
April 14, 28
May 12, 26
June 9, 23

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the November 25, 2009 DPAC meeting.

Agenda

- A. 2009-10 DPAC Structure
- B. Master Plan for Education 2009-2010 Update
 - Proposed Objectives for 2009-2010
- C. Zero Waste Board Policy

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

July, 2007 - Present

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 CSPA 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 CSPA 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 2008 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
#38-A	DPAC Annual Report, 2007-08 DPAC approved the Annual Report, 2007-08 (6 Ayes, 0 Noes, 2 Abstentions by the Associated Students)	September 24, 2008
#39-A	Budget Summit Unanimous approval of a recommendation for a Budget Summit be held before the end of the semester	November 12, 2008
#40-A	SMC Emergency Operations Plan Unanimously acknowledged receipt of the two plans/manuals with no objections	November 12, 2008
#41-A	Administrative Regulation 2250 Unanimously approved revisions to AR 2250	November 12, 2008
#42-A	ACUPCC Task Force Unanimously approved for the formation of the ACUPPC Task Force	November 12, 2008
#43-A	Special Meeting for Budget Discussion – January 7, 2009 Approved (5-1-2)	December 10, 2008

#44-A	Budget Discussion/Recommendation Unanimous approval of Budget Planning Subcommittee Recommendation to maintain ending fund balance of at least \$15 million for 2008-09	January 7, 2009 (Special Meeting)
#45-A	Smoke-Free Campus Policy and Designated Smoking Areas Approval (6 ayes, 2 noes) of motion to reaffirm smoke-free campus policy, create a task force to develop recommendations for the college to be smoke free, and remove designated smoking area between the Liberal Arts Building and Library Village.	January 14, 2009
#46-A	Board Policy 2470 – Political Activity Approved (6-0-2 abstentions)	January 28, 2009
#47-C	Responsibilities of Co-Chairs Agreement on Guidelines	January 28, 2009
#48-A	Budget Planning Subcommittee Recommendation Recommendation that college not expend the money in designated reserves for GASB from now through the end of 2009-2010 was referred back to the subcommittee	January 28, 2009
#49-A	Marketing of Institutional Learning Outcomes Unanimously approved to recommend that the District market the ILOs by listing them on the SMC identification card	January 28, 2009
#50-A	Recommendations for Cost Reductions DPAC reviewed and discussed the cost reductions recommended by the Budget Planning Subcommittee. A revised list was approved.	February 11, 2009
#51-C	Master Plan and Integration of Budget Implications DPAC created two subcommittees: (1) Calendar Committee to create a master calendar, and (2) Recordkeeping Committee to link master planning with budget and ILOs	February 25, 2009
#52-C	Board Policy 2220: Classified Senate It was agreed that the policy needs to be revised; it will be referred to legal counsel	February 25, 2009
#53-C	Classified Professional Development Funds It was agreed that discussions will continue.	February 25, 2009
#54-A	Smoke-Free Campus Policy and Designated Smoking Areas Approval (6-0-2) of recommendation from task force for three designated smoking areas	March 11, 2009
#55-C	Master Plan and Integration of Budget Implications Consensus on a draft template; to be presented at next meeting for approval. Task force on calendar will meet to begin development	March 11, 2009
#56-C	Board Policy 2220, Participatory Governance, Classified Staff Board Policy 2250, District Planning and Advisory Council Consensus on revisions to policies	March 25, 2009

#57-A	Budget Planning Subcommittee Recommendation Unanimous approval of the recommendation submitted by the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011	March 25, 2009
#58-C	Master Plan and Integration of Budget Implications There was consensus on revisions to the template for the <i>Master Plan for Education Update</i> template	April 8, 2009
#59-C	Resolution in Support of Propositions IA-IF Consensus that DPAC not take a position on this	April 22, 2009
#60-A	Recommendation made by Budget Planning Subcommittee (1) accept the assumptions for the 2009-2010 tentative budget noting the revised deficit factor (2) accept the Q-3 report (3) include the previous DPAC recommendation to maintain the \$2 million in designated reserves for unfunded retiree benefits in the 2009-2010 tentative budget Approved 4ayes, 2 noes (students absent)	April 29, 2009 (special meeting)
#61-A	SMC Website – Department Homepages Approval of establishing a deadline of July 1, 2009 for departments to provide basic content for their department homepages.	May 13, 2009
#62-C	Planning Organization Charts Consensus (no additional comments or suggestions)	May 13, 2009
#63-C	Superintendent/President’s Response to DPAC Recommendations It was suggested that the Superintendent/President’s responses indicate either: (1) approved, (2) modified, or (3) not approved. There was agreement to this on a trial basis.	May 13, 2009
#64-C	Zero Waste Consensus that the Academic Senate recommendation should be directed to the Environmental Affairs Committee to develop a draft policy in support of zero waste events.	May 13, 2009

#65-A	<p>Recommendations from the Budget Planning Subcommittee</p> <ul style="list-style-type: none"> - The Budget Planning Sub-committee reviewed and accepted the Restricted General Tentative Budget as presented - The non-restrictive, revocable JPA/Retiree Health and Welfare fund be included in the investment presentations to the Board of Trustees as a separate page noting the projected beginning and ending balances. - The District not move the existing \$1.7 million Retiree Health and Welfare JPA funds into an irrevocable fund. (6 ayes, 2 noes) 	May 27, 2009
#66-A	<p>Recommendations from the Facilities Planning Subcommittee)</p> <p>Approval of resolution from the Facilities Planning Subcommittee on the subject <i>Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules</i></p>	May 27, 2009
#67-A	<p>Election of Vice-Chair for 2009-2010:</p> <p>Eric Oifer was elected Vice-Chair for 2009-2010 by acclamation.</p>	May 27, 2009
#68-A	<p>Cost-Saving Measures</p> <p>DPAC approved cost-saving measures (#1-#17) recommended by the Budget Planning Subcommittee</p>	June 17, 2009
#69-A	<p>Cost-Saving Measures</p> <p>DPAC reviewed 7 cost-saving suggestions received from the college community that had been reviewed and forwarded by the Budget Planning Subcommittee. It was unanimously decided to forward four of them to the Superintendent/President.</p>	July 8, 2009
#70-A	<p>Recommendation from the Technology Planning Committee</p>	August 12, 2009
#71-A	<p>Revision to AR 2250</p>	August 12, 2009
#72-A	<p>DPAC 2008-09 Annual Report</p> <p>Unanimously approved</p>	August 26, 2009
#73-A	<p>2009-10 Budget</p> <p>DPAC unanimously approved motion of the Budget Planning Subcommittee to receive the 2009-10 adopted budget and acknowledge that the prepared budget was the results of a transparent process which enabled all stakeholders to participate and provide input.</p>	September 9, 2009

#74-A	<p>2009-10 Budget</p> <p>DPAC affirmed the motion of the Budget Planning Subcommittee to affirm and support the 2009-2010 Adopted Budget and its underlying Budget Assumptions.</p> <p>Ayes:5 (Academic Senate, Administration, Management Association, Associated Students)</p> <p>Noes:3 (Faculty Association, CSEA)</p>	September 9, 2009
#75-C	<p>Budget Planning Subcommittee Recommendation</p> <p>The following recommendation was approved by the Budget Planning Subcommittee on September 16, 2009 and forwarded to DPAC for consideration.</p> <p>The Budget Planning Committee recommends to DPAC that the Superintendent/ President convene another Town Hall meeting to update the community on the budget situation.</p> <p>After discussing the recommendation, DPAC approved by consensus the following recommendations:</p> <ul style="list-style-type: none"> • The Superintendent/President continue regular communication with the college community as information about the budget becomes available. • The Superintendent/President convene a Town Hall meeting prior to the close of the Fall 2009 semester to discuss the budget situation with the college community. 	September 23, 2009
#76-A	<p>Budget Planning Subcommittee Recommendations</p> <p>DPAC unanimously approved the following recommendations:</p> <p>The Budget Committee recommends to DPAC that the District strategically backfill certain categorical programs at the level of the 2009-2010 Adopted Budget from the District reserves in an amount not to exceed an additional \$1,000,000.</p> <p>In light of the projected State funding levels in the 2010-2011 budget, the Budget Committee recommends to DPAC that each categorical program develop a plan by January 1, 2010 for the upcoming 2010-2011 academic year at a level that assumes unenhanced state funding.</p>	October 14, 2009

#77-A	<p>Budget – Categorical Programs</p> <p>DPAC recommends that as part of a two-year plan the District investigate ways to integrate components of the categorical programs into appropriate areas of support by the general fund or other funding sources and plan the appropriate level of support for these services</p>	October 14, 2009
#78-A	<p>Zero Waste Board Policy and Administrative Regulation</p> <p>DPAC unanimously approved the Zero Waste Board Policy and Administrative Regulation.</p>	October 28, 2009
#79-C	<p>Zero Waste Board Policy</p> <p>A few minor revisions were made for clarification and resubmitted to DPAC for review. The revisions clarified that the zero waste efforts apply only to food-related events and the treatment of waste from food. Some members of DPAC were insistent that the policy was intended to be broader in nature. Accordingly, it was agreed that DPAC Chair Randy Lawson will communicate the concerns to the Superintendent/President and work with the Academic Senate to facilitate a review of these issues by the Academic Senate Joint Environmental Affairs Committee.</p>	November 11, 2009
#80-A	<p>DPAC Charter</p> <p>Proposed revisions to the DPAC Charter were presented for review. Additional revisions were suggested and the Charter was unanimously approved as revised.</p>	November 11, 2009