



Santa Monica Community College District
District Planning and Advisory Council
MEETING - JANUARY 14, 2009
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **January 14, 2009** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:35 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
Cameron Henton, Associated Students Representative
Samir Ahmed, Associated Students Representative

Others Present

Pat Brown
Janet Harclerode
Deyna Hearn
Lesley Kawaguchi
JC Keurjian
Georgia Lorenz
Mona Martin
Mitra Moassessi
Judy Penchansky
Christine Schultz
Caroline Sheldon

DPAC Staff Support

Lisa Rose

III. The minutes of the December 10, 2008 (regular meeting) and January 7, 2009 (special meeting) were reviewed and accepted.

IV. Reports

A. Superintendent/President's Response to the following Budget Planning Subcommittee Recommendation, approved by DPAC on January 7, 2009:

The Budget Planning Subcommittee recommends that 1) the District, by saving as much as possible, take the necessary steps to ensure an ending fund balance of at least \$15 million for 2008-09, 2) this fund balance be achieved through thoughtful cost reductions and revenue enhancements to balance the budget over three years, and 3) this goal of balancing the budget be met by implementing the principles articulated in the Board of Trustees' Strategic Budget Plan Elements and Strategic

initiative action plan.

The recommendation was unanimously approved by DPAC to be forwarded to the Superintendent/ President for consideration.

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

The recommendation has been accepted and reported to the Board of Trustees. The Budget Planning Subcommittee and DPAC were commended for their work.

B. Planning Subcommittees

- Budget Planning: Mona Martin and Howard Stahl, Co-Chairs. The subcommittee is focusing on developing and prioritizing possible cost saving efforts, developing a time frame to accomplish the savings, and determining who will be responsible for investigating and implementing. A recommendation will be presented at the next DPAC meeting requesting that the college not expend the money in designated reserves for GASB from now through the end of 2009-2010.
- College Services Planning: No report
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs.
The Chevron Energy project continues; the Bundy northeast driveway is proceeding and the lot will be open next Monday; the parking lot on Pico and 14th Street will be open next week; Corsair Field track should be completed by February 1st; the International Students Center will move this weekend; and the Student Services Building phase 1 will start next week with Lot 1 and affected buildings closing this Friday.
- Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The subcommittee is discussing the model EEO plan, classified training opportunities and AR 3120, Equal Employment Opportunity Program.
- Technology Planning: No report

C. Academic Senate Joint Committees

- Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair.
No report
- Program Review: Janet Harclerode/Melody Nightingale, Co-Chairs and Katharine Muller, Vice-Chair. Two-year reports have been received from Fashion, Respiratory Therapy and Health Sciences. Photography did not submit a report.
- Student Affairs: Esau Tovar, Chair and Judy Penschansky, Vice-Chair: The committee has not met, but topics for discussion will include administrative regulations (1) to allow concurrent enrollment high school students to petition if they want to take more than two classes in a semester; (2) to permit part-time faculty to advise a club, and (3) to deal with FERPA requirements.

- Student Learning Outcomes: Suzanne Borghei/Nancy Hanson, Co-Chairs and Caroline Sheldon, Vice-Chair. Discussions continue about the components of assessment plans with the goal of achieving agreement on definitions that will assist in assessing SLO's and ILO's.
- D. Associated Students: David Chun: The few directors present during winter session are planning for the first week of the spring semester. They are also planning a A.S. Board of Directors retreat for the first weekend and are reviewing the A.S. Constitution in an effort to make it more efficient.
- E. Accreditation Update: An Accreditation Update was presented to the Board of Trustees at its meeting on January 12, 2009 (attached). The self-study process continues with the goal that draft reports will be submitted by the four standards by April 10th. A review by the Steering Committee will continue through June, then the report will be submitted to the editors. A draft of the complete report will be developed over the summer and distributed to the college community at the beginning of fall 2009 semester for input/comments before the final report is submitted. Accreditation will be the primary topic in Homeroom on Flex Day (March 19th).
- F. ACUPCC Task Force (American College and University President's Climate Commitment) Task Force: No report

V. Agenda

- A. Review of Smoking Policy and Designated Smoking Areas. The Board approved a smoke-free campus policy in July, 2007. A phasing in period was developed that provided for designated smoking areas and an educational component on the health risks associated with smoking and second-hand smoke. Members of DPAC expressed concerns about the phasing in and educational component, and suggestions were made on how to move the college to be smoke free.

The following motion was approved (6 ayes, 2 noes) and forwarded to the Superintendent/President:

- DPAC reaffirms Board Policy 2440 for a smoke-free campus and recommends that the administration find ways to enforce it as soon as possible.
- DPAC will create a task force consisting of representatives of each constituency to develop recommendations on how the college can reach the goal of being smoke free. The task force will be expected to report back to DPAC by mid-spring 2009.
- DPAC recommends that the designated smoking area between the Liberal Arts Building and Library Village be removed.

- A. Discussion: Best Practices for Chair/Co-Chairs of Committees. In response to a request for clarification on the roles of the subcommittee Co-Chairs, it was agreed that guidelines be developed for Co-Chairs.

B. Discussion: Linking Budget and Educational Planning. The discussion focused on the necessity to link the educational planning and budget planning processes. To clarify the linkages among processes, activities and practices need to be documented. It was requested that discussion of this issue be part of the standard accreditation report to DPAC each month

C. Public Exposure for Institutional Learning Outcomes. There was consensus that the college needs to market the institutional learning outcomes. Suggestions included listing them on the SMC identification card, placing an articulation of them (bullet points) on the front page of the SMC website, and including them on the admissions "dates and deadlines" cards. The College Services Planning Subcommittee will be asked to develop recommendations for the redesign of the identification card.

VI. Adjournment: 5:05 p.m.

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

January 28
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 28, 2009 DPAC meeting.

- Agenda

- New Board Policy 2470: Political Activity
- Guidelines for Planning Subcommittee Co-Chairs
- Recommendation from Budget Planning Subcommittee
- Institutional Learning Outcomes - Language for Identification Cards

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
#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	November 12, 2008

	with no objections	
#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	Smoking 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