



Santa Monica Community College District
District Planning and Advisory Council
MEETING - JANUARY 28, 2009
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **January 28, 2009** 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
Erica LeBlanc, 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

Brenda Benson
Genevieve Bertone
Jeanine Hawk
Deyna Hearn
Lesley Kawaguchi
Katharine Muller
Lee Peterson
Christine Schultz

DPAC Staff Support

Lisa Rose

III. The minutes of the January 14, 2009 DPAC meeting were reviewed and accepted.

IV. Reports

A. Superintendent/President's Response to the following Budget Planning Subcommittee Recommendation, approved by DPAC on January 14, 2009:

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.

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

Dr. Tsang accepts the recommendation that the designated smoking area between the Liberal Arts Building and Library Village be removed, and he will direct staff to work with the task force to find a suitable substitute location prior to the beginning of the spring semester. He welcomes any further recommendations DPAC may submit through the work of the task force and will carefully consider them.

- B. Smoke-Free Campus Work Group: Brenda Benson provided background on the implementation of the smoke-free campus policy that was adopted by the Board in July, 2007. Following approval of the policy, a Smoke Free Campus Work Group was formed and met for close to nine months on a weekly basis with the goal of implementing the smoke-free campus policy. Other colleges that traveled this path indicated that it takes time (two to three years) to transition a campus from being one that allows smoking to one that will be smoke free. The intent of the designated smoking areas was to assist with this transition as the word got out to the greater college community of the new policy via banners, signs and a statement on the homepage. Minutes of all the meetings of the Smoke-Free Campus Work Group are available to the DPAC Task Force.

V. Agenda

Public Comments - None

- A. New Board Policy 2470: Political Activity: DPAC reviewed the following proposed Board Policy regarding political activities by employees:

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

*Reference: Education Code Sections 7054, 7056; Government Code Sections 8314, 54963;
Penal Code Section 424*

Because of concerns expressed about the second sentence as it relates to academic freedom and after reviewing the Education Code Sections upon which the proposed policy is based, it was agreed that the language of the proposed policy be replaced with the exact language of Education Code Section 7054, as follows:

No community college district funds, services, supplies, or equipment shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district.

Motion was made by Howard Stahl and seconded by Cameron Henton that DPAC approve proposed Board Policy 2470 as revised.

The motion was approved: (6 ayes, 0 noes, 2 abstentions-CSEA)

B. DPAC agreed on the following guidelines for Planning Subcommittee Co-Chairs

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
 - All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.
- Work cooperatively to:
 - Develop meeting agendas
 - Post/distribute agendas in compliance with the Brown Act (72 hours in advance of a regular meeting)
 - Preside over meetings using standing rules agreed upon by the subcommittee
 - Prepare minutes of meetings
 - Post/distribute minutes

C. The Budget Planning Subcommittee submitted the following recommendation to DPAC for its consideration:

It is requested the college not expend the money in designated reserves for GASB from now through the end of 2009-2010.

Motion was made by Lantz Simpson and seconded by Richard Tahvildaran-Jesswein to refer the recommendation back to the Budget Planning Subcommittee to allow time for Jeanine Hawk, Vice-President, Business/Administration, to review and research the issue and provide her input to the subcommittee.

The motion was unanimously approved.

D. Institutional Learning Outcomes - Motion was made by Lantz Simpson and seconded by Richard Tahvildaran-Jesswein for DPAC to approve a recommendation that the District market the Institutional Learning Outcomes by listing them on the SMC identification card.

The motion was unanimously approved.

VIII. Adjournment: 5:21 p.m.

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

February 11, 25, 2009
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 February 11, 2009 DPAC meeting.

- Reports:
 - Superintendent/President, if any
 - Planning Subcommittees
 - Academic Senate Joint Committees
 - Associated Students
 - Accreditation Update
 - ACUPCC Task Force
 - Smoke-Free Campus Task Force

- Agenda
 - Recommendations from 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
#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
#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