



Santa Monica Community College District
District Planning and Advisory Council
MEETING - FEBRUARY 11, 2009
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **February 11, 2009** 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.

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
Jafet Santiago, Associated Students Representative

Others Present

Bob Dammer
David Finkel
Craig Hammond
Lesley Kawaguchi
JC Keurjian
Connie Lemke
Georgia Lorenz
Mona Martin
Katharine Muller
Liz Mullens
Judy Penchansky
Christine Schultz
Mike Tuitasi

DPAC Staff Support

Lisa Rose

III. The minutes of the January 28, 2009 were reviewed and accepted.

IV. Reports

A. Superintendent/President's Response to the following Budget Planning Subcommittee Recommendation, approved by DPAC on January 28, 2009:

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 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:

Superintendent/President Chui Tsang is supportive of promoting the Institutional Learning Outcomes; however, he does not approve using the SMC identification card. He supports other methods, such as listing them on the "dates and deadlines" card, bookmarks and posting them prominently on the SMC website.

B. Planning Subcommittees

- Budget Planning: Mona Martin and Howard Stahl, Co-Chairs. The subcommittee has been meeting weekly to meet the charge given by Dr. Tsang to develop and prioritize cost reduction recommendations to present to DPAC. The recommendation for cost reductions is presented in this agenda for consideration by DPAC.
- College Services Planning: The subcommittee will begin meeting for the spring on February 27th and will start reviewing current RFP's for food services and working with operational areas that need to develop SLO's.
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs. The subcommittee will be reviewing board policies and administrative regulations in the area of facilities planning and discussing the smoke-free campus issue. Current projects include: the installation of solar lighting in the parking structure (almost complete); installation of solar panels (Chevron project); Corsair Field should be completed by opening of Spring semester; installation of solar lighting at 1410 Pico is pending; and demolition for Student Services Building will start around April 1st.
- Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The subcommittee will start meeting for the spring on February 17th and will be discussing classified training opportunities and continuing the review of two administrative regulations and the model EEO plan.
- Technology Planning: The subcommittee will resume meeting at the end of the month. Currently, the Information Technology Department is working on a server virtualization and consolidation project which will take three to six months.

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. The first program review for spring 2009 will occur in two weeks. The future schedule will be changed so that more programs will be reviewed in the fall to facilitate better inclusion of the final report in the development of the Master Plan for 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. Discussed "home room" sessions on Flex Day addressing ILOs and SLOs.
- D. Associated Students: David Chun: The Associated Students retreat will be held next weekend at Pepperdine University. Topics for discussion will include ACUPCC, implementation of the sustainability task force and drafting of fiscal policies.
- E. Accreditation Update: The Steering Committee continues to meet and is planning for its leadership role in accreditation-themed "homeroom sessions" on flex day (March 19th). There was some discussion about the need for improved documentation and evidence that master planning includes linkages to ILOs/SLOs and budget implications. It was mentioned that the Master Plan for Education 2008-09 will include notations connecting institutional objectives to ILO's. It was suggested that a checklist or routing form be developed to document the integration of budget implications into all aspects of master planning. This topic will be discussed in more detail at the next meeting.
- F. ACUPCC Task Force (American College and University President's Climate Commitment) Task Force: No report
- G. Smoke-Free Campus Task Force: The task force has agreed to operate on a consensus model. Discussions to move to a smoke free campus have included suggestions for alternative smoking areas such as a smoking hut/room. It was mentioned that the Facilities Department had been directed to remove the designated smoking area between Liberal Arts and Library Village. The Task Force will take a look at alternate designated smoking areas.

V. Agenda

A. Recommendations from Budget Planning Subcommittee

DPAC reviewed and discussed the cost reductions recommended by the Budget Planning Subcommittee.

The following recommendations were pulled for discussion and separate action:

Short Term

Airport Campus
 Credit Card
 Designated Reserves
 Fund 03

Long Term

eCollege
 Construction

Action on Non-Pulled recommendations:

Ayes: 8
 Noes: 0

Action on Pulled Recommendations

Airport Campus

It was requested that this recommendation be moved to the Long-Term list

Motion made by Connie Lemke

Seconded by Eric Oifer

Ayes: 8

Noes: 0

Credit Card

It was recommended that the wording be revised, as follows:

The Budget Planning Subcommittee recommends that the District investigate and establish an SMC affinity program for faculty, staff, managers and alumni.

Motion made by Richard Tahvildaran-Jesswein

Seconded by Lantz Simpson

Ayes: 8

Noes: 0

Designated Reserves

The recommendation was approved as submitted.

Motion made by Connie Lemke

Seconded by Howard Stahl

Ayes: 8

Noes: 0

Fund 03

The first paragraph of the recommendation was not approved.

Motion made by Connie Lemke

Seconded by Lantz Simpson

Ayes: 3 (Faculty Association, CSEA)

Noes: 5 (Academic Senate, Associated Students, Administration, Management Association)

Construction

It was recommended that the wording be revised, as follows:

The Budget Planning Subcommittee recommends the College reduce *lifecycle and operating costs* through *improved control in facility design and construction.*

Motion made by Connie Lemke

Seconded by Howard Stahl

Ayes: 8

Noes: 0

eCollege

It was recommended that the heading be changed to "Distance Education"

Motion made by Eric Oifer

Seconded by Connie Lemke

Ayes: 8

Noes: 0

The list of recommendations for cost reductions reflecting the above revisions is attached.

VI. Adjournment: 5:10 p.m.

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

February 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 February 25, 2009 DPAC meeting.

Agenda

- Discussion: Master Plan and Integration of Budget Implications
- Board Policy Section 2220: Classified Senate
- Classified Professional Development Funds

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.

Cost Reduction Recommendations

Approved by DPAC

February 11, 2009

--Short Term--

Advertising

The Budget Planning Subcommittee recommends that the College reduce and re-evaluate advertising budget according to the College enrollment goal.

Auxiliary

The Budget Planning Subcommittee recommends the CBO review and implement effective and efficient operational procedures in Auxiliary services that may allow auxiliary funds to cover general fund costs.

Contracts

The Budget Planning Subcommittee recommends that the CBO move quickly to review, evaluate (and reorganize where necessary) all contracts and purchasing policies and procedures.

Credit Card

The Budget Planning Subcommittee recommends that the District investigate and establish an SMC affinity program for faculty, staff, managers and alumni.

Designated Reserves

The Budget Planning Subcommittee recommends that the College not expend the money in the designated reserves for GASB from now through the end of 2009-2010.

Fund 03

The Budget Planning Subcommittee recommends the College transfer allowable expenditures from 01 accounts to 03 account where possible (and legal).

Legal

The Budget Planning Subcommittee recommends the District review Human Resources' legal expenditures and consider efficiencies in college-wide legal services.

Notifications

The Budget Planning Subcommittee recommends the College reduce postage expenses.

Staffing

The Budget Planning Subcommittee recommends the College reduce the use of temporary non-permanent employees where appropriate. (already being implemented)

The Budget Planning Subcommittee recommends the College reduce the use of consultants where appropriate.

The Budget Planning Subcommittee recommends the College consider hiring faculty members for project manager positions where appropriate.

The Budget Planning Subcommittee recommends the College consider campus-wide retirement incentive (e.g., golden handshake), but ONLY if number of employees per unit stays the same within one year.

Student Services

The Budget Planning Subcommittee recommends the College consider combining/consolidating student services in one physical location during weekend/evening hours where appropriate.

--Long Term--**Airport Campus**

The Budget Planning Subcommittee recommends the College eliminate the lease and maintenance costs associated with the airport campus.

Construction

The Budget Planning Subcommittee recommends the College reduce lifecycle and operating costs through improved control in facility design and construction.

Distance Education

The Budget Planning Subcommittee recommends the College continue exploring cost-effective distance education platforms through existing shared governance process.

Technology

The Budget Planning Subcommittee recommends the College implement technology to achieve highest cost-savings possible (e.g., administrative systems).

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
#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