



Santa Monica Community College District
District Planning and Advisory Council
MEETING - APRIL 8, 2009
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **April 8, 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
Jeff Shimizu, Administration Representative
Erica LeBlanc, Management Association Representative
Georgia Lorenz, Management Association Representative
Richard Tahvildaran-Jesswein, Academic Senate President
Eric Oifer, Academic Senate Representative
Lantz Simpson, Faculty Association President
Howard Stahl, Faculty Association Representative
Connie Lemke, CSEA President
Leroy Lauer, CSEA Representative
David Chun, Associated Students Representative
Jafet Santiago, Associated Students Representative

Others Present

Simon Balm
Mary Colavito
Janet Harclerode
Jeanine Hawk
Lesley Kawaguchi
Judy Penschansky
Lee Peterson
Christine Schultz
Caroline Sheldon

DPAC Staff Support

Lisa Rose

III. The minutes of the March 25, 2009 meeting were accepted.

IV. Reports

A. Superintendent/President's Response to DPAC Recommendations:
None

B. Planning Subcommittees

- Budget Planning: Jeanine Hawk and Howard Stahl, Co-Chairs. The Budget Planning Subcommittee reviewed (1) the current vacancy list and positions filled from 2008 to present, and (2) a report on the DPAC recommendations for cost reductions. The tentative budget will be submitted to the subcommittee for review and approval.
- College Services Planning: No report.
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs. Discussion topics included current construction projects, the issue of bike parking locations, and Board policies/administrative

regulations related to facilities that need to be updated.

- Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The model EEO Plan is nearing completion.
- Technology Planning: A recommendation was presented for review regarding SMC's website, specifically related to department homepages, compliance with Section 508 (Federal Information Technology Accessibility Initiative), and the website coordinator position. The recommendation will be submitted to DPAC for action at the next meeting.

C. Academic Senate Joint Committees

- Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair.
Approved certificates in insurance, revised web design certificate, approved revision to the Liberal Arts A.A. degree to comply with changes to Title 5.
- Program Review: Janet Harclerode/Melody Nightingale, Co-Chairs and Katharine Muller, Vice-Chair. No report.
- Student Affairs: Esau Tovar, Chair and Judy Penchansky, Vice-Chair: Discussion topics included transcripts of some students with 200-300 units (how many is too many?), and free speech issues.
- Student Learning Outcomes: Suzanne Borghei/Nancy Hanson, Co-Chairs and Caroline Sheldon, Vice-Chair. Discussion topics included three rubrics to develop the decentralized model related to SLO/ILOs, and applications for workshops for developing assessment plans (the first workshop is scheduled for April 24th).

D. Associated Students: David Chun and Jafet Santiago. The Associated Students will be allocating \$38,000 for study abroad scholarships and have created stricter guidelines and criteria for applicants. They have also revised their goals and objectives for this year and adopted a new fiscal policy. A.S. elections will be held April 27-30, 2009 and any student can vote from a computer. There will be two events to encourage students to vote - Election Row on April 28th and Club Row on April 30th. All election information is on the A.S. website.

E. Accreditation Update: First drafts of the various sections of the self-study are to be submitted to the Steering Committee by April 10th. The next meeting of the Steering Committee will be on April 24, 2009.

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

V. Agenda

- A. Classified Professional Development Funds: Postponed until next meeting
- B. Update - Master Plan Mapping: There was consensus on revisions to the template for the Master Plan for Education Update. The template will be distributed to

start the Master Plan for Education Update process. A lively discussion ensued regarding the college's planning processes and how they are documented. It was requested that members of DPAC review drafts of the planning charts and submit suggestions.

- C. Update - Planning organization chart flow chart and planning calendar: Drafts will be redistributed to DPAC for input.
- D. DPAC reviewed and discussed the previous recommendation approved by DPAC on February 11, 2009:

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.

VI. Adjournment: 5:10 p.m.

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

April 22, 29 (special meeting at 3:30 p.m.)

May 13, 27

June 10, 24

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the April 22, 2009 DPAC meeting.

Agenda

- Recommendation from Technology Planning Subcommittee
- Classified Staff Development Funds
- Update: Planning Organization Chart, Flow Chart, Planning Calendar
- Master Plan for Education 2009-2010 Update: Initial Discussion

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 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	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	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	March 25, 2009

	Consensus on revisions to policies	
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#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 <i>the Master Plan for Education Update</i> template	April 8, 2009