



Santa Monica Community College District
District Planning and Advisory Council
MEETING - MAY 13, 2009
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **May 13, 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
Kiersten Elliott, Management Association President
Erica LeBlanc, 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 Representative
Leroy Lauer, CSEA Representative
David Chun, Associated Students Representative
Jafet Santiago, Associated Students Representative

Others Present

Simon Balm
Mike Eghbali
Janet Harclerode
Jeanine Hawk
Cameron Henton
Amber Katherine
Lesley Kawaguchi
JC Keurjian
Pete Morris
Judy PENCHANSKY
Lee Peterson
Teresita Rodriguez
Christine Schultz
Mike Tuitasi

DPAC Staff Support

Lisa Rose

III. The minutes of the April 22, 2009 and April 29, 2009 meetings were accepted.

IV. Reports

A. Superintendent/President's Response to DPAC Recommendations:

Superintendent/President Tsang did not approve #3 of the following recommendation approved by DPAC at a special meeting on April 29, 2009:

- (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

B. Planning Subcommittees

- Budget Planning: Jeanine Hawk and Howard Stahl, Co-Chairs. Discussions include (1) the budget assumptions, (2) actuarial study, and (3) purchasing grid developed by Jeanine Hawk.

It was noted that the special California election on May 19th will impact the budget. The Governor will be releasing two versions of the May revise - one reflecting the results of the election and one that does not. It was also reported that CalPERS has announced a recommendation being submitted to its Board for approval that will provide a two-month premium holiday.

- College Services Planning: Mike Tuitasi and Liz Mullen, Co-Chairs. Discussions include (1) RFPs for food service vendors, and (2) SLOs for college services areas (about 80 percent will be completed by the end of the semester).
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs. Discussions included (1) current construction projects, and (2) Board policies/administrative regulations related to facilities that need to be updated. The Associated Students Director of Sustainability has been appointed to the subcommittee.

Public Comments - Pete Morris (related to the Master Plan and sustainability)

- Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. Discussions included (1) the model EEO Plan which is nearing completion, (2) Administrative Regulation 3100, and (3) training opportunities for classified staff (a recommendation will be presented to DPAC at the next meeting).
- Technology Planning: The 2008-2009 Department Technology and Faculty Computer Upgrade Request recommendations were presented for review and discussion

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 goal is to identify overarching issues by the end of the semester.
- Student Affairs: No report.
- Student Learning Outcomes: Suzanne Borghei/Nancy Hanson, Co-Chairs and Caroline Sheldon, Vice-Chair. Discussion included SLO documentation, where it will be housed and will it be centralized. It was reported that the Academic Senate will be considering a proposal to make the SLO's more public for students by publishing them on syllabi and eCompanion.

- D. Associated Students: David Chun and Jafet Santiago.
- David Chun introduced and welcomed newly-selected A.S. President Cameron Henton.
 - The Board of Directors is looking at incentives to encourage students to serve on DPAC committees.
 - The recent A.S. election resulted in the largest voter turn-out ever.
 - Requested that the DPAC Facilities Planning Subcommittee create a task force to plan for the garden project. In response, it was reported that numerous discussions occurred in the past, DPAC and the Superintendent/President have already expressed support for the garden project, and creating a task force is not necessary. It was suggested that the students take the lead on this project by consulting with the Superintendent/President to move ahead on the project.
 - Requested that the College Services Planning Subcommittee establish a Course Materials Affordability Task Force to find a strategic approach to deal with the high cost of textbooks and instructional materials. There was no objection to this request.
- E. Accreditation Update: First drafts of the various sections of the self-study have been submitted to the Steering Committee. The goal is to have a draft of the full report to the editors in the summer and unveil the report to the college community at opening day in the fall.
- F. ACUPCC Task Force (American College and University President's Climate Commitment): Concluding this first year, the taskforce is working on a green gas inventory for the college. The next challenge is to estimate the carbon footprint of people commuting to and from the college. A survey instrument is expected to be completed in June to gather data to prepare a preliminary report

V. Agenda

- A. Recommendation from Technology Planning Subcommittee. The following recommendation regarding the upgrade of the SMC website was unanimously approved by DPAC:
- Establish a deadline of July 1, 2009 for departments, with the help of IT, to provide basic content for their department homepages. The Academic Senate will determine the basic categories of content to be included for all departments, and a template prepared by Enrollment Development will be provided to department chairs to facilitate submitting specific departmental information to Information Technology. IT staff will then enter the information for each department homepage.
- B. Update: Planning organization chart, flow chart, planning calendar: Suggestions made at the last meeting were incorporated. There were no additional comments or suggestions.

C. DPAC review of the following section of Administrative Regulation 2250. As a result of some confusion caused by a recent response to a recommendation forwarded by DPAC to the Superintendent/ President, the following section of Administrative Regulation 2250 was reviewed.

It is the charge of DPAC to make recommendations to the Superintendent/President. It is the responsibility of the Chair and Vice-Chair to convey DPAC's recommendations to the Superintendent/President. The Superintendent/President or designee will respond to DPAC recommendations either in writing or through a report from the Chair at a subsequent DPAC meeting. The Superintendent/President's responses will be reflected in the DPAC minutes.

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. It was also suggested that a form could be developed to document the responses.

E. Zero Waste: The Academic Senate passed a resolution at its meeting on May 5, 2009 to call upon DPAC to establish a district wide policy in support of zero waste events. After some discussion, there was consensus that the recommendation should be directed to the Environmental Affairs Committee to develop a draft policy in support of zero waste events. Accordingly, the Academic Senate agreed to send the resolution to the Environmental Affairs Committee.

VI. Adjournment: 5:10 p.m.

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

May 27
June 10, 24

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the May 27, 2009 DPAC meeting.

Agenda

- Master Plan for Education 2009-2010 Update; Review of Strategic Initiatives and Action Plans
- Training Opportunities for Classified Staff (document from Lesley)
- Update on the SMC Website
- Resolution from Academic Senate (from Richard)
- Election of Vice-Chair for 2009-2010

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
#59-C	Resolution in Support of Propositions 1A-1F 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