



Santa Monica Community College District
District Planning and Advisory Council
MEETING - MAY 27, 2009
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **May 27, 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
Erica LeBlanc, Management Association Representative
Eric Oifer, Academic Senate Representative
Lantz Simpson, Faculty Association Representative
Howard Stahl, Faculty Association Representative
Leroy Lauer, CSEA Representative
Rochelle Watkins, Associated Students Representative
Keila Perez, Associated Students Representative

Others Present

Janet Harclerode
Jeanine Hawk
Judy Penchansky
Lee Peterson
Christine Schultz
Mike Tuitasi

DPAC Staff Support

Lisa Rose

III. The minutes of the May 13, 2009 DPAC meeting were reviewed and accepted.

IV. Reports

A. Superintendent/President - Response to DPAC recommendations: None

B. Accreditation Update: The Steering Committee is meeting weekly. Standard IV was reviewed at the last meeting. An update on the accreditation process and schedule will be presented to the Board of Trustees at the meeting on June 2nd. The Board will review and discuss planning issues and recommendations from the accreditation self-study draft at its Study Session in August.

V. Agenda

Public Comments - None

The following agenda topics were deferred to the meeting on June 24th

- Master Plan for Education 2009-2010 Update
- Training Opportunities for Classified Staff
- Update on the SMC Website - Resolution from Academic Senate
- Research Request Process

A. Budget Update:

The following materials were distributed and discussed:

- *Impact of Proposed Budget Cuts on Santa Monica CCD and a narrative overview*
- *Proposed Budget Solutions*
- *Effect of May Revise to Proposed Adopted Budget*
- *Latest Budget Proposal Eliminates CalWORKS, Lets Out Inmates Early, Sacramento Bee, 5/27/09*

The information was accepted with the understanding that the proposed budget solutions would be fully developed and alternatives and additions could be brought forward and discussed. It was understood that these proposals did not address the entire gap and additional proposals and measures should be entertained. It was agreed that a town hall meeting will be scheduled in conjunction with the next DPAC meeting on June 10th to allow for a discussion of the budget situation with the entire college community.

B. Recommendations from the Budget Planning Subcommittee

DPAC approved the following recommendations approved by the Budget Planning Subcommittee:

- The Budget Planning Sub-committee reviewed and accepted the Restricted General Tentative Budget as presented, understanding that the California state budget situation may cause possible significant changes in this budget. The Subcommittee strongly recommends that the District continue to effectively look at the use of carry over restricted fund balances.
Unanimously Approved
- The Budget Planning Sub-committee recommends that the non-restrictive, revocable JPA/Retiree Health and Welfare fund be included in the investment presentations to the Board of Trustees as a separate page noting the projected beginning and ending balances.
Unanimously Approved
- Given the current budget situation, the Budget Planning Sub-committee recommends that the District not move the existing \$1.7 million Retiree Health and Welfare JPA funds into an irrevocable fund.
Approved: Ayes 6 (Academic Senate, Faculty Association, CSEA, Associated Students)
Noes 2 (Administration, Management Association)

C. Recommendation from the Facilities Planning Subcommittee

DPAC approved a resolution from the Facilities Planning Subcommittee on the subject *Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules*, with the understanding that planning and implementation will be coordinated with the Facilities Master Plan that is currently being developed.

D. Election of Vice-Chair for 2009-2010: Eric Oifer was elected Vice-Chair for 2009-2010 by acclamation.

VI. Adjournment: 4:48 p.m.

Meeting schedule through June, 2010 (second and fourth Wednesdays each month at 3 p.m.)

June 10 (Town Hall Meeting)
June 24
July 8, 22
August 12, 26
September 9, 23
October 14, 28
November 11, 25
December 9
January 13, 27, 2010
February 10, 24
March 10, 24
April 14, 28
May 12, 26
June 9, 23

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the June 24, 2009 DPAC meeting.

- Reports:
 - Superintendent/President, if any
 - Planning Subcommittees
 - Academic Senate Joint Committees
 - Associated Students
 - Accreditation Update
 - ACUPCC Task Force
- Agenda
 - Master Plan for Education 2009-2010 Update; Review of Strategic Initiatives and Action Plans
 - Review of Program Review Executive Summary
 - Recommendations from the Academic Senate Joint S/ILO Committee
 - Training Opportunities for Classified Staff
 - Update on the SMC Website
 - Resolution from Academic Senate
 - Research Request Process

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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
#50-A	Recommendations for Cost Reductions DPAC reviewed and discussed the cost reductions recommend by the Budget Planning Subcommittee. A revised list w 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 Classified staff members will be appointed to PDC, the group to allocate professional development funds	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	March 25, 2009

	Board Policy 2250, District Planning and Advisory Council Consensus on revisions to policies	
#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
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