



Santa Monica Community College District
District Planning and Advisory Council
MEETING - JUNE 24, 2009
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **June 24, 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 President-Election
Georgia Lorenz, Management Association Representative
Eric Oifer, Academic Senate President
Lesley Kawaguchi, Academic Senate Representative
Lantz Simpson, Faculty Association President
Howard Stahl, Faculty Association Representative
Connie Lemke, CSEA Representative
Leroy Lauer, CSEA Representative
Rochelle Watkins, Associated Students Representative

Others Present

JC Keurjian
Jennifer Merlic
Katharine Muller
Judy Penchansky
Lee Peterson
Caroline Sheldon

DPAC Staff Support

Lisa Rose

III. The minutes of the May 27, 2009, June 10, 2009 and June 17, 2009 meetings were accepted.

IV. Reports

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

Resolution presented by the Facilities Planning Subcommittee - May 27, 2009

It was reported that the Superintendent/President Tsang agreed with the resolution from the Facilities Planning Subcommittee on the subject *Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules*. He requested that the Subcommittee work with the Facilities Department to coordinate the planning and implementation with the development of the Facilities Master Plan.

Recommendations submitted by Budget Planning Subcommittee and DPAC - June 17, 2009

It was reported that the Superintendent/President acknowledged receipt of the recommendations for cost-saving reductions forwarded by the Budget Planning Subcommittee and DPAC. Dr. Tsang indicated that he would respond in more detail when he receives DPAC recommendations based upon a review of the budget ideas from the campus community.

V. Agenda

Public Comments - None

A. Review of Program Review Executive Summary

The Program Review Committee Report, 2008-09, was reviewed. The Executive Summary included an overview of the program review process, the committee membership, the programs reviewed during the year and committee's recommendations based on overarching trends observed in the following categories: research and data; technology (web support and technology support and maintenance); budgeting, funding and fundraising; curriculum; support services; marketing and tracking students; and other. The Program Review Committee was commended for a very thorough and thoughtful report. The full report will be posted with the minutes on the DPAC website.

VI. Reports (*continued*)

B. Planning Subcommittees

- Budget Planning: Randy Lawson and Howard Stahl, Co-Chairs. The Subcommittee will meet next week to review suggestions for cost-saving measures received from the campus community and will try to develop a cost analysis.
- College Services Planning: Mike Tuitasi and Liz Mullen, Co-Chairs. Discussions included (1) food vending machines/cart, and (2) cost of instructional materials
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs. There was a presentation by a representative of the City of Santa Monica on its bicycle transit facility.
- Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The last meeting concluded discussions on Board policies and administrative regulations in the Human Resources area.
- Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. A reminder to staff to not respond to phishing emails and never provide your SMC password.

C. Academic Senate Joint Committees

- Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair.
AA degree and Certificate courses in environmental studies and ethnic studies were approved. AA degree courses in photovoltaic systems have been approved by

the regional occupational consortium and will be submitted to the Chancellor's Office for approval.

- Program Review: Janet Harclerode/Melody Nightingale, Co-Chairs and Katharine Muller, Vice-Chair. Program Review Annual Report given earlier in meeting.
- Student Affairs: Esau Tovar, Chair, and Judy Penchansky, Vice-Chair: Discussion included credit by exam for high school vocational.
- Student Learning Outcomes: Suzanne Borghei/Nancy Hanson, Co-Chairs and Caroline Sheldon, Vice-Chair. Report later in the agenda.

- D. Associated Students: Rochelle Watkins, A.S. Vice-President. The Associated Students will continue working on projects - Big Blue Bus, bicycles, welcome day, flex day and zero waste program. They will also make efforts to encourage A.S. representation on committees and will continue to work on alternatives to lowering the cost of materials. The new A.S. website will be launched in the fall.
- E. Accreditation Update: The Steering Committee has completed Standards I and IV and is working on Standard II. Standard III still needs to be reviewed. Standard IV-B will be forwarded to the Board of Trustees in July.
- F. ACUPCC Task Force (American College and University President's Climate Commitment): The greenhouse gas inventory is almost complete.

VII. Agenda (*continued*)

- B. Master Plan for Education 2009-2010 Update; Review of Strategic Initiatives and Action Plans

A draft of the Master Plan for Education 2009-2010 Update was distributed. The document will continue to be updated as reports on 2008-09 objectives are received. Objectives for 2009-10 are being developed, many based on recommendations from the Program Review overarching principles.

- C. Recommendations from the Academic Senate Joint S/ILO Committee
The Year-End Report and Recommendations, 2008-2009 of the Student/Institutional Learning Outcomes Joint Committee was distributed. The focus of the S/ILO Committee's first year has been on achieving consensus among its represented constituents in fulfillment of its original scope and function. The report presents the consensus points reached and makes recommendations for future consideration and action. The full report will be posted with the minutes on the DPAC website.
- D. Training Opportunities for Classified Staff (postponed)

VIII. Adjournment: 4:59 p.m.

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

VIII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the July 8, 2009 DPAC meeting.

Agenda

- Master Plan for Education 2009-2010 Update;
 - o Draft of Institutional Objectives
 - o Standards for Inclusion
- Update on the SMC Website
- Research Request Process

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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	<p>ending balances.</p> <ul style="list-style-type: none"> - The District not move the existing \$1.7 million Retiree Health and Welfare JPA funds into an irrevocable fund. (6 ayes, 2 noes) 	
#66-A	<p>Recommendations from the Facilities Planning Subcommittee) Approval of resolution from the Facilities Planning Subcommittee on the subject <i>Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules</i></p>	May 27, 2009
#67-A	<p>Election of Vice-Chair for 2009-2010: Eric Oifer was elected Vice-Chair for 2009-2010 by acclamation</p>	May 27, 2009
#68-A	<p>Cost-Saving Measures DPAC approved cost-saving measures (#1-#17) recommended by the Budget Planning Subcommittee</p>	June 17, 2009