



Santa Monica Community College District
District Planning and Advisory Council
MEETING –MARCH 26, 2025
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, March 26, 2025 in the SMC Student Services Center Conference Room 222, 1900 Pico Boulevard, Santa Monica. The meeting was also conducted via Zoom to allow for remote participation.

I. Call to Order – 3:03 p.m.

II. Members Present

Mike Tuitasi, Administration, Chair Designee
Jamar London, Academic Senate President, Vice-Chair
Chris Bonvenuto, Management Association Representative
Sasha King, Management Association Representative
Peter Morse, Faculty Association President
Elaine Roque, Faculty Association Representative
Cindy Ordaz, CSEA President
Martha Romano, CSEA Representative
David Duncan, Associated Students President

III. Public Comments - None

IV. Review of Minutes: Motion was made by Peter Morse and seconded by Chris Bonvenuto to approve the minutes of the DPAC meeting on February 26, 2025. *Unanimously approved.*

V. Reports: None

VI. Agenda

1. Budget Update

Chris Bonvenuto, Vice-President of Business and Administration, provided an update on State Finances, an Overview of Legislative Analyst Office Governor's Proposed 2025-2026 Budget Analysis and Recommendations for California Community Colleges, and District Budget Actions
Link to: [Budget Update](#)

Proposed Reorganization of Senior Staff

Superintendent/President Kathryn E. Jeffery reported that confirmed and anticipated retirements at the senior staff level provides an opportunity for restructuring which will result in potential savings. She shared her proposed reorganization of Senior Staff.
Link to: [Proposed Senior Staff Reorganization](#)

Confirmed retirements:

- Sherri Lee-Lewis, Vice-President Human Resources (June 2025)
- Michael Tuitasi, Vice-President, Student Affairs (September 2024)

Anticipated Retirements:

- Teresita Rodriguez, Vice-President, Enrollment Development (January 2026)
- Don Girard, Senior Director, Government Relations/Institutional Communications (January 2026)

Proposed Restructuring

- Merge Vice-President, Students Affairs, and Vice-President, Enrollment Development into one Vice-President – Vice-President of Student Success
- Vice-President, Human Resources – Conduct a search
- Senior Director, Government Relations/Institutional Communications – Redistribute areas of responsibility to other vice-presidents

2. Proposed Guiding Principles for Reductions: The DPAC Budget Subcommittee approved the following recommendation at its meeting on March 5, 2025 and forwarded it to DPAC for consideration.

Proposed Guiding Principles for Reductions (see next page):

The Budget Committee made a motion to send the Guiding Principles for Reductions to DPAC for consideration and further recommendation to the Superintendent/President.

Motion: Teresita Rodriguez

Seconded: Jamar London

Ayes:13

Noes: 0

Abstentions: 0

Motion was approved.

DPAC approved the Proposed Guiding Principles for Reductions and forwards them to Superintendent/President Kathryn E. Jeffery for consideration.

Motion: Peter Morse

Second: Chris Bonvenuto

Unanimously approved

3. Update: Mission and Vision Statement Task Force

- The Taskforce was led by Vice-President of Student Affairs Michael Tuitasi and had the support from all constituents. In addition, the Office of Institutional Research led by Dr. Hannah Lawler worked with the Taskforce and conducted 11 imagining sessions to gather information from the college community.
- The Taskforce created a draft that outlines the special characteristics of SMC and highlights that the college is a proud Minority Serving Institution.
- The Taskforce has completed its work and sent a draft of the Mission and Vision Statements to Superintendent/President Kathryn Jeffery for consideration.
- Upon approval of the statements by the Superintendent/President, the final version will be shared with DPAC and the Academic Senate and then forwarded to the Board of Trustees for approval.

Link to: [Timeline](#)

VII. Adjournment – 4:26 p.m.

Meeting schedule through June 2025

2025

April 23

May 14, 28

June 11, 25

Proposed Guiding Principles for Reductions
Budget Committee – March 5, 2025

Make Budgetary Reductions with Minimal Direct Impact on Students	<ul style="list-style-type: none"> • Prioritize budget decisions that support student success, retention, and equitable access to education. • Ensure budget reductions do not disproportionately impact student learning, success, or equity.
Preserve Quality Education	<ul style="list-style-type: none"> • Maintain quality, innovation, and excellence in instructional and support services. • Seek student input and feedback.
Transparency, Open Communication, and Accountability in Budget Reduction Decisions	<ul style="list-style-type: none"> • Ensure timely, reasonable, and inclusive information-sharing with all constituencies related to budget reduction. • Reduce reliance on one-time funds or temporary solutions. • Prioritize long-term fiscal stability.
Strategic Enrollment Growth and the Student-Centered Funding Formula	<ul style="list-style-type: none"> • Ensure budget reductions do not negatively impact metrics within the Student-Centered Funding Formula (SCFF). • Prioritize funding for instructional programs, student services, support for underserved student populations and roles that contribute to student success, enrollment and retention.
Workforce Planning & Hiring Accountability	<ul style="list-style-type: none"> • Adhere to budget constraints for all hiring, vacancy fills, and reassigned time. • Review overtime and conference/travel expenses for efficiency and necessity. • Restructure staffing strategically and equitably, ensuring minimal disruption to operations.
Minimize Layoffs While Supporting Employees	<ul style="list-style-type: none"> • Prioritize retention of employees while improving efficiency. • Support retention, training and professional development of faculty, classified staff, managers, and student employees to maintain institutional knowledge, service quality and potential opportunities for reassignment. • Consider alternative funding sources to prevent job losses. • Ensure equity, privacy, and fair notification in workforce reductions, considering racial/ethnic impact and collective bargaining agreements.
Shared Responsibility & Equitable Impact	<ul style="list-style-type: none"> • Budget reductions should be distributed equitably across faculty, classified staff, and management. • Continue to engage all constituency groups through participatory governance to mitigate disproportionate impacts.