

2005-2006



DPAC

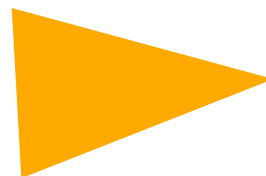
Santa Monica Community College District



District Planning and Advisory Council

Annual Report

2005-06





Santa Monica Community College District
District Planning and Advisory Council

**DPAC ANNUAL REPORT
2005-2006**

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Santa Monica Community College District
District Planning and Advisory Council

Board Policy 2250 District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Senate (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (Classified Senate and CSEA), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

Adopted: 1/10/05

Santa Monica Community College District
District Planning and Advisory Council

AR 2250 District Planning and Advisory Council (DPAC)

The District Planning and Advisory Council is formally recognized in Board Policy 2250 as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Senate (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning.

DPAC Members

I. The District Planning and Advisory Council membership shall comprise the following:

- Superintendent/President (or designee)
- Academic Senate President (or designee)
- Faculty Association President (or designee)
- CSEA President (or designee)
- Classified Senate President (or designee)
- Management Assoc. President (or designee)
- Associated Students President (or designee)

2. Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 14 people (President + One).

3. Privileges and Obligations of DPAC Members

- Each member is expected to represent their group in discussions and deliberations
- Each member of the Council will attend meetings
- Each constituency president will participate in agenda setting

Chair and Vice Chair:

I. The Chair shall be selected by the Superintendent/President in June to serve a one-year term the following fiscal year.

2. The Vice-Chair shall be elected by a majority vote of DPAC members (8 votes total) in June to serve a one-year term for the following fiscal year.

3. The Vice Chair shall not come from the same constituency group as the Chair of DPAC.

Meetings

1. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.
2. At the first meeting in July, DPAC will adopt rules for conducting meetings for the year by an absolute majority vote (5 of 8 votes).
3. A quorum will consist of a simple majority of DPAC members (8 of 14 members)
4. Voting
 - A. No voting will take place during the first ten minutes of a meeting.
 - B. Two votes per each constituency group or one vote per sub-constituency group.

Academic Senate	1 vote
Faculty Association	1 vote
CSEA	1 vote
Classified Senate	1 vote
Management Association	1 vote
Administration	1 vote
Associated Students	2 votes
5. There are 8 votes only on DPAC, none of which shall be proxy.
6. Agenda Setting Meeting: The Council of Presidents, or designees, shall set agendas for DPAC meetings.

Planning Subcommittees

The Planning Subcommittees shall consider issues relevant to their respective areas and make recommendations to the District Planning and Advisory Council that are consistent with the college's mission and goals. DPAC shall determine the scope and function, and provide direction for the Planning Subcommittees. Planning Subcommittees include, but are not limited to, the following:

- Budget Planning
- College Services Planning
- Facilities Planning
- Human Resources Planning
- Technology Planning

I. Membership:

Each of the Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

- Faculty (2 Academic Senate/2 Faculty Assoc.)
- Classified (2 CSEA/2 Classified Senate)
- Managers (2 Admin. /2Management Assoc.)
- Students (4 AS)

2. Co-Chairs:
 - A. One Chair named by the Superintendent/President. The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular universe.
 - B. One Chair elected by the work-group/subcommittee. This co-chair shall be selected from within the work-group/subcommittee membership.
 - C. Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.
 - D. All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings.

Academic Senate Joint Committees as Planning Resources

1. Chairs and Vice-Chairs of the following Academic Senate Joint Committees shall serve as planning resources to DPAC:
 - Program Review
 - Curriculum
 - Student Affairs
2. All Chairs and Vice Chairs of these Academic Senate Joint Committees are expected to attend all DPAC meetings.
3. These committees are not subcommittees to DPAC.

Resource Liaisons

1. Additional Resource Liaisons invited to participate in DPAC meetings include:
 - Chair of Chairs
 - Others as designated by DPAC

Approved by DPAC: 09/28/05

Santa Monica Community College District
District Planning and Advisory Council

Members, 2005-06

Randal Lawson, Administration, Chair Designee
Jeff Shimizu, Administration Representative

Katharine Muller, Management Association President
Teresita Rodriguez, Management Association Representative

Richard Tahvildaran-Jesswein, Academic Senate President, Vice-Chair
Lesley Kawaguchi, Academic Senate Representative

Lantz Simpson, Faculty Association President
Ken Mason, Faculty Association Representative

Classified Senate President
Classified Senate Representative

Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative

Sadia Afolabi, Associated Students President
Jonathan Michaeli, Associated Students Representative

Revised 3/8/06

Santa Monica Community College District
District Planning and Advisory Council

Resource Liaisons

Reagan Romali, Co-Chair, Budget Planning Subcommittee
Mitra Moassessi Co-Chair, Budget Planning Subcommittee
Robert Adams, Co-Chair, College Services Planning Subcommittee
(to be named), Co-Chair, College Services Planning Subcommittee
Dianne Berman, Co-Chair, Facilities Planning Subcommittee
Ken Mason, Co-Chair, Facilities Planning Subcommittee
Sherri Lee-Lewis, Co-Chair, Human Resources Planning Subcommittee
(to be named), Co-Chair, Human Resource Planning Subcommittee
Jocelyn Chong, Co-Chair, Technology Planning Subcommittee
Alan Buckley, Co-Chair, Technology Planning Subcommittee

Jeff Shimizu, Academic Senate Joint Curriculum Committee
David Zehr, Academic Senate Joint Curriculum Committee
John Gonzalez, Academic Senate Joint Program Review Committee
Patricia Burson, Academic Senate Joint Program Review Committee
Judy Penchansky, Academic Senate Joint Student Affairs Committee
Esau Tovar, Academic Senate Joint Student Affairs Committee

Meetings

The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month, at 3 p.m. in Drescher Hall 300-E. The schedule of meetings through June, 2006:

July 13, 27, 2005
August 10
September 14, 28
October 12, 26
November 9, 23
December 14

January 11, 25, 2006
February 8, 22
March 8 22
April 12, 26
May 10, 24
June 14, 28

Santa Monica Community College District
District Planning and Advisory Council

Subcommittees

(DPAC action 4/27/05 and 6/8/05)

Budget Planning Subcommittee

College Services Planning Subcommittee

Facilities Planning Subcommittee

Human Resources Planning Subcommittee

Technology Planning Committee

All planning subcommittees shall meet at least once a month and report to the District Planning and Advisory Council on a monthly basis.

Santa Monica Community College District
District Planning and Advisory Council

Budget Planning Subcommittee

Members:

Managers

Reagan Romali, Co-Chair
Randy Lawson
Erica LeBlanc
Mona Martin

Faculty

Mitra Moassessi, Co-Chair
Fran Manion
Lantz Simpson
Richard Tahvildaran-Jesswein

Classified

Phil Hendricks
Steve Levine
Alex Siefert

Students

Lillian Cavalieri
Nehasi Lee
Cynthia Rullo

The Budget Planning Subcommittee shall:

- Have recommending authority on budget matters to the District Planning and Advisory Council.
- Review, in a timely manner, tentative and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council
- Review all financial resources available to Santa Monica College.
- Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and compliance with the college vision, mission, goals, and master plans and federal and state laws.
- Review and recommend funding requests and allocations that require institutional budget amendments.
- Report back to their respective constituencies on a regular basis.
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College

Approved: 4/27/05; Revised 6/22/05

Santa Monica Community College District
District Planning and Advisory Council

College (Operational) Services Planning Subcommittee

Members:

Managers

Robert Adams, Co-Chair

Faculty

Eric Oifer

Jim Stramel

Classified

Connie Lemke

Poonam Pant

Students

The College (Operational) Services Planning Subcommittee shall:

- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.
- Initiate discussions on defining Student Learning Outcomes for these areas and devise ways in which to measure their effectiveness in meeting student needs for use in making planning decisions.
- Assist those operational services areas in integrating Student Learning Outcomes in their reports to the Academic Senate Joint Program Review Committee.
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College.

Approved 6/8/05; Revised 6/22/05

Santa Monica Community College District
District Planning and Advisory Council

Facilities Planning Subcommittee

Members:

Managers

Dianne Berman, Co-Chair
Greg Brown
David Muller
Judy Penschansky

Faculty

Ken Mason, Co-Chair
Josh Kanin
Christine Schultz
Lantz Simpson

Classified

Jonathan Cohanne
Jim Galligan
Roy Osterhout
Lee Peterson

Students

Yelena Barilo
Morgan Tinney
Radka Varimezova

The Facilities Planning Subcommittee shall:

- Have recommending authority on facilities planning matters to the District Planning and Advisory Council.
- Review the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor's Office.
- Factor into planning the impact of the Chancellor's Space Inventory Report (impact on eligibility for new construction). The Subcommittee needs to be informed about the formulas that impact facilities planning.
- Consider some constant factors in all new construction and remodeling.
- Serve in a review role to understand how various documents affect facilities planning, what the funding sources are for new construction, remodels and maintenance.
- Factor recommendations from other planning areas into facilities planning
- Develop plans for allocating funds for operational and maintenance costs of new facilities
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College

Approved: 5/11/05; Revised 6/22/05

Santa Monica Community College District
District Planning and Advisory Council

Human Resources Planning Subcommittee

Members:

Managers

Sherri Lee-Lewis, Co-Chair
Ian Fraser
Brenda Johnson
Randy Lawson

Faculty

Peter Geltner
Ken Mason
Kym McBride
Eleanor Singleton

Classified

Linda Davis
Trena Johnson
Alex Siefert
Barbara Siegel

Students

Richard Goodman
Nairi Varteressian
Craig West

The Human Resources Planning Subcommittee shall:

- Make recommendations on human resources matters to the District Planning and Advisory Council that are consistent with the college's mission and goals.
- Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.
- Monitor trends in equity and diversity in order to include findings in human resources discussions.
- Review mandated training requirements and their delivery and effectiveness.
- Make recommendations for additional internal training and/or orientation programs.
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College

Approved: 5/25/05; Revised 6/22/05

Santa Monica Community College District
District Planning and Advisory Council

Technology Planning Subcommittee

Members:

Managers

Jocelyn Chong, Co-Chair
Chris Bonvenuto
Al Desalles
Teresita Rodriguez

Faculty

Alan Buckley, Co-Chair
Teri Bernstein
Dennis Frisch
Howard Stahl

Classified

Waleed Nasr
Miguel Reyes
Romano Vasquez

Students

Abhishek Karwa
Nehemiah Slaughter

The Technology Planning Subcommittee shall:

- Have recommending authority on technology planning matters to the District Planning and Advisory Council.
- Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.
- Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.
- Focus on technology integration and communication with other college planning areas.
- Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College.

Approved: 4/27/05; Revised 6/22/05



Chronological Order

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
July 13, 2005	SMC Website	Website Working Group resolved that a project team be constructed to design, maintain and support the SMC website.	<p>There was consensus that there be some noticeable improvement on SMC website by January, 2006.</p> <p>The Technology Planning Subcommittee was directed to present to DPAC in August suggested timelines, priorities and options for outsourcing.</p>
	Enrollment management	Ad hoc committee on enrollment management presented recommendations for enrollment strategies and goals for 2005-06.	<p>Agreement that the recommendations be integrated in the Master Plan for Education.</p> <ul style="list-style-type: none"> • Develop a plan for SMC employees to enroll in courses • Generate list of potential high demand classes to offer at non-traditional times • Explore short-term modules, weekends and non-traditional times • Review administrative and student support costs for weekend program • Expand online counseling, financial aid • Improve communication with prospective students • Review marketing process • Initiate implementation of website redesign
July 27, 2005	SMC Website	A draft redesign of the SMC home page was presented.	The Technology Planning Subcommittee to present to DPAC in August suggested timelines, priorities and options for outsourcing.
August 10, 2005	SMC Website	A draft of the website redesign plan was presented and discussed.	Tabled until next DPAC meeting

Consensus/agreement | Recommendation to S/P

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
September 14, 2005	SMC Website	The Technology Planning Subcommittee presented a draft recommendation to be presented to the Interim Superintendent/President.	<p>DPAC unanimously voted to forward recommendations #1 -#4 and agreed to table until the next meeting the rest of the recommendation (phasing-in plan, resources, timeline and outcome)</p> <ol style="list-style-type: none"> 1. The College should acknowledge its internet website as the primary means of distributing information for our current and prospective students, the faculty and staff, and the community and that the College should devote appropriate human and financial resources toward that end. 2. The Administration should designate an individual to direct the college website, including its design, site navigation, editorial content, and on-going maintenance. 3. The Administration should establish a Website Steering Committee, comprising representatives of college constituency groups, webpage authors, and users, to advise the administration and the individual directing the website. 4. The individual directing the website, with the advice of the Website Steering Committee, shall implement the recommendations of the Website Working Group and take such additional measures as may be necessary to improve the college's website appearance and functionality.
	DPAC Administrative Regulation	Draft of Administrative Regulation was reviewed as a first reading.	Will be presented for second reading at next meeting.

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
September 28, 2005	SMC Website	Recommendations on the redesign of the SMC website were presented by the Technology Planning Subcommittee.	The recommendations were unanimously accepted. The planning document will be forwarded to the S/P as a high priority project.
	DPAC Administrative Regulation	A second reading was held of Administrative Regulation 2250.	AR 2250 was unanimously approved and will be forwarded to the S/P for approval.
	Master Plan for Education, 2005-06	The final Master Plan for Education, 2005-06 was presented.	Unanimous acceptance of Master Plan for Education, 2005-06 A subcommittee will assign responsibilities related to the objectives.
October 12, 2005	College “doables”	Review and discussion of “college “doables” developed by Professional Development Day. 1. Better Maintenance 2. Moving Superintendent/ President’s office on campus 3. Better communication	Two recommendations unanimously approved: 1. Direct the Facilities Planning and College Services Planning Subcommittees to address better maintenance and develop recommendations to implement a clean up program. 2. Interim Superintendent/ President to develop a plan to relocate the S/P Office to the main campus. And look at the possibility of interim arrangements A subcommittee was formed to identify current methods of communication and ways to increase and/or improve communication.
	Master Plan for Education, 2005-06	Assignment of responsibilities related to objectives in the Master Plan for Education, 2005-06	A subcommittee will convene and assign responsibilities related to the objectives.

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
October 26, 2005	SMC Website	Response from Interim S/P requesting that DPAC provide additional information and clarification regarding staff and budget, and submit a revised recommendation,	Recommendation unanimously approved to ask the Technology and Budget Planning Committees to provide the requested information and include the project as a priority in the 2006-07 budget.
	College “doables”	Report from Facilities Planning Subcommittee that it is addressing the area of better maintenance and general campus cleanliness. Subcommittee report on communication presented a number of suggestions and will met again to finalize recommendations.	DPAC requested the Facilities Planning Subcommittee to consider suggestion of moving the office of the S/P on campus
November 9, 2005	Superintendent/ President’s Office	It was suggested that the Facilities Planning Subcommittee make a recommendation of potential locations for the S/P Office. The options should be made available to the Superintendent.	
	Charges to Planning Subcommittees	The charges to planning subcommittees were reviewed.	It was agreed that DPAC should address long-term goals and objectives, decide what the best charge is for the planning subcommittees and develop a timetable for addressing issues.
	College “doables” Communication	The subcommittee presented recommendations related to increasing/improving communication	Recommendations were unanimously approved to forward to the S/P. <ul style="list-style-type: none"> S/P establish and sponsor a town hall meeting at least once per semester. S/P office publish an update on a regular basis S/P publicly recognize and comment those who are leading the many current efforts to better campus communication.

Consensus/agreement	Recommendation to S/P
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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
November 23, 2005	SMC Website	Budget and Technology Planning Subcommittees met to discuss proposal and agreed to recommend the appointment of a leader to coordinate the logistics of phase I.	DPAC confirmed that this project should be a priority in budget planning for 2006-07.
	College “doables” Communication	The document prepared by the subcommittee and approved by DPAC was forward to the S/P.	Interim S/P Donner’s responded that it is a good idea and he will relay the importance of this to the new S/P who will work with DPAC on a process.
	Master Plan for Education, 2005-06	The assignments of responsibilities to objectives were finalized.	It was agreed that DPAC should review one section of the objectives at each meeting.
January 11, 2006	Superintendent/ President’s Office	<p>The Facilities Planning Subcommittee presented options for relocating the S/P Office on campus.</p> <ul style="list-style-type: none"> • Suite of the third floor of Drescher Hall • Large seminar room in new Liberal Arts Building • Office space in old Liberal Arts Building <p>The Facilities Planning Subcommittee requested that DPAC recognize that the parking shortage is an ongoing problem.</p>	<p>The Facilities Planning Subcommittee was asked to provide a list of options, including the displacement of a person/office, for the S/P to consider.</p> <p>The Facilities Planning Subcommittee will develop a proposal that addresses parking issues for the S/P to consider.</p>

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
January 11, 2006	Master Plan for Education, 2005-06	<p>DPAC reviewed Objectives #1-#3</p> <p>Objectives 1 and 2 related to the District's reserve and budget planning were addressed by Reagan Romali.</p> <p>Objective 3 to establish a Research Advisory Committee was addressed by Jacqueline Nagatsuka who presented the Research Advisory Council objectives and Research Agenda for fall 2005.</p>	
February 8, 2006	Planning Subcommittee Reports	<p>The Budget Planning Subcommittee developed a process for the allocation of additional funds which will allow all groups to have input into the budget planning process.</p> <p>The Technology Planning Subcommittee is developing information security guidelines.</p>	
	Master Plan for Education, 2005-06	<p>DPAC reviewed Objectives #5-#8 (#4 covered at previous meeting)</p> <p>Objectives 5, 6, and 8 were addressed. Objective 7 will be reviewed at a future meeting.</p>	
	Record of Considerations and Actions by DPAC		There was consensus on the structure and format of the "Record of Considerations and Actions by DPAC"

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
February 22, 2006	Full-time faculty (Hiring to replace retirees)	The Budget Planning Subcommittee recommended to DPAC that the District hire at least the same number of full-time faculty who retire.	DPAC approved with a 7-1 vote to forward to the Superintendent/President the recommendation from the Budget Planning Subcommittee to hire full-time faculty at least equal to the number who have officially retired.
	Classified representation on DPAC	The issue of voting by constituency was raised. According to AR 2250, each constituency group serving on DPAC has two votes (one vote per subconstituency). The Classified Senate is not active and is not participating on DPAC at this time.	It was agreed that CSEA members representing classified on DPAC have two votes as stated in AR 2250.
March 8, 2006	Planning Subcommittees	Budget Planning Subcommittee is planning budget for next year and next three years. Facilities Planning Subcommittee is continuing to look for space on campus for Superintendent/s Office and potential space for governance organization.	
	Enrollment Management	Enrollment Management issues were discussed – student demand, activity hour classes, budget scenarios, patterns, facilities, enrollment trends, outreach, retention rates of full-time faculty vs. part-time faculty, and student/faculty connection.	The discussion will be continued at the next meeting along with a review of budget scenarios.

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
March 22, 2006	Enrollment Management		<p>Following a discussion about the development of the budget; a recommendation was made by Richard Tahvildaran-Jesswein and seconded by Sadia Afolabi:</p> <p>DPAC recommends to the Superintendent/President that the borrowing of FTES be kept at 1,100 for now and that the college develop a plan to reduce the total borrowed FTES over time.</p> <p>Ayes: 6 Noes: 2 (Associated Students)</p> <p>A second recommendation was made by Richard Tahvildaran-Jesswein and seconded by Bernie Rosenloecher:</p> <p>DPAC requests that Superintendent/President Chui Tsang convene a cost benefit analysis task force to examine the expenditures of all areas of the college. It is further requested that the task force be comprised of representatives of all constituency groups and an impartial expert in the area of cost benefit analysis. The task force would report its findings to DPAC and the Superintendent/ President.</p> <p>Ayes: 6 Noes: 2 (Administration, Management Association)</p>

Consensus/agreement	Recommendation to S/P
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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
March 29, 2006	Classified Positions	A recommendation regarding the filling of classified positions was approved and will be presented and discussed at the next DPAC meeting.	
	Student Activity Hour		<p>Discussion</p> <ul style="list-style-type: none"> • The consensus reached at the DPAC meeting of May 11, 2005 to schedule up to 70 classes during the activity hour was reviewed. This was a compromise to provide students with a choice of enrolling in a class or participating in campus activities and has a sunset of Spring 2007. • It was reported that there are 142 on-campus classrooms available for Spring 2006 and 44 high demand classes are scheduled during activity hour. The number of classes is limited by the number of faculty available and most are part-time faculty. • The use of the activity hour is used as a safety valve as it allows high demand classes to be added as needed. • Approximately 1,000 students are involved in student activities and clubs. Participation in student activities promotes retention. • It is important to recognize that the District is in a difficult financial situation and it is necessary to find a balance between student activities and increase enrollment where possible. <p>In preparation for a future discussion to plan for the spring 2007, the following information will be provided: the number of students participating in student activities and clubs; consideration of alternative time for activity hour; the number of classes and enrollment offered during the activity hour; other special events/readings/enrichment programs offered during the activity hour</p>

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
April 26, 2006	Enrollment Management	The Budget Planning Subcommittee reviewed budget scenarios and recommended to proceed this year with borrowing 1100 FTES and to explore the possibility of going into decline/stabilization for 2006-07 as a means of ending the practice of FTES borrowing.	The vice-presidents will be reviewing budget reductions as submitted through their respective departments and present information to the budget planning subcommittee for review.
	Superintendent/ President's Office	Facilities Planning Subcommittee Report: Temporary office for the Superintendent/President will be located in Liberal Arts North building and that a permanent location will be planned for either Drescher Hall or Liberal Arts south	

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
April 26, 2006 (continued)	Classified Positions		<p>Discussion:</p> <p>Recommendation from Budget Planning Subcommittee regarding filling of classified positions:</p> <p>The Budget Committee recommends that, where applicable, the work being assigned to overtime/provisional/temporary/consultants be assigned to full time classified employees and that classified positions currently unfilled be a priority in the hiring process.</p> <p>It was clarified that classified positions are not frozen or on hold. Each position is being reviewed carefully and prioritized as the District deals with reductions to the operating budget. There will be no movement on classified positions until this process is completed. Human Resources takes direction from senior staff with regards to the filling vacancies and replacing positions.</p> <p>It was suggested that circumstances necessitating overtime, provisional, temporary and consultant assignments need to be taken into consideration since it may not be appropriate for a full-time classified position. The following information was also requested:</p> <ul style="list-style-type: none"> • How many classified positions are funded in this year's budget? • How many classified positions have been filled since July 1, 2005? • How many separations since July 1, 2005? <p>The process for filling classified positions through the Personnel Commission was clarified by Cherie Bates.</p>

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
April 26, 2006 (continued)	Classified Positions		<p>Motion was made by Bernie Rosenloecher and seconded by Lantz Simpson that DPAC recommend that the two groundskeeper positions currently in process in the Personnel Commission office be filled by the two people on the reemployment list.</p> <p>Ayes: 8 (Academic Senate*, Faculty Association, CSEA, Associated Students)</p> <p>Noes: 2 (Administration, Management Association)</p> <p>*Richard Tahvildaran-Jesswein explained that he voted in favor of this recommendation because the process is dysfunctional and he hopes that the District can work towards a process that is more transparent.</p>
May 24, 2006	Superintendent/ President's Office	DPAC asked to reconsider relocating S/P's office to Liberal Arts south which would displace faculty and reconsider and recommend relocation to the third floor of Drescher Hall. Issue referred back to Facilities Subcommittee to consider and make a recommendation	
	Superintendent/President's Response to DPAC	Response presented on behalf of S/P.	It was requested that Chui Tsang attend next meeting to present response.
	Planning Process for 2006- 2007	Reported that S/P is committed to developing a new planning process and/or consider changing the current one.	There was consensus that Chui Tsang attend DPAC to provide input.
	Classified Positions	Overview of the process of hiring classified employees was presented.	It was requested that Reagan Romali and Tom Donner attend next meeting to provide information regarding the connection between the hiring process and the budget.

Consensus/agreement	Recommendation to S/P
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Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
June 14, 2006	Planning Process for 2006-2007	Superintendent/President Chui Tsang presented a charge to DPAC to work on developing a strategic planning process so the college can come together to create a vision for the future. He suggested bringing someone from the outside who can be objective and facilitate the process and asked DPAC to start working on this immediately so to incorporate the theme of strategic planning into opening day activities.	It was agreed that a dynamic speaker and/or workshop facilitator on the topic of strategic planning should be engaged for opening day. A subcommittee was formed (Richard Tahvildaran-Jesswein, David Zehr and Bernie Rosenloecher) to research speakers and/or consultants, specifically one who has community college experience; the subcommittee will report back to DPAC on June 28th.
	Superintendent'/ President's Office	The Facilities Planning Subcommittee recommended that the Superintendent's Office be permanently relocated to Drescher Hall (third floor) in approximately two years when the location is available. In the interim, two offices for the Superintendent and an administrative assistant will be available in the new HSS (formerly Liberal Arts north) building.	DPAC unanimously approved the recommendation from the Facilities Planning Subcommittee
	Classified Positions	The Budget Committee agreed that classified positions should be replaced, but the budget amount should reflect the fill rate of vacancies (a recommendation will be presented at the next meeting).	

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
June 28, 2006	Budget Planning Subcommittee	<ol style="list-style-type: none"> 1. The Budget Committee recommends that the District maintain an administrative assistant for the purpose of taking minutes, preparing agendas and to provide continuity for the committee. 2. Whereas the Budget Committee has not received information and data in a timely manner for committee meetings, the Budget Committee requests the College president to work with the Budget Committee co-chairs to insure that requested information and data is delivered to the Committee in a timely manner. 3. The Budget Committee will proceed in the following steps: <ol style="list-style-type: none"> a. The Budget Committee will request and review the tentative, adopted and actual budgets for the last three fiscal years b. The Budget Committee will review the tentative budgets and compare with the 2005-06 actuals c. The Budget Committee will recommend adjustment based on priorities. 	

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
	<p>Planning Process for 2006-07</p>	<p>It was reported that Dr. William Reckmeyer and Lois Lund have been selected to be the keynote speakers on opening day, August 24th. The theme will be strategic planning.</p> <p>Proposals were received from Reckmeyer/Lun and <i>The Veritas Group</i> to be considered as the consulting group to assist the District with strategic planning.</p>	<p>Following a review and discussion of two proposals from the potential consultants, there was consensus to strongly consider Reckmeyer/Lund, contact references listed in the proposal, and request an outline of a plan from them. A report will be made at the next meeting</p>



Santa Monica Community College District
District Planning and Advisory Council

**DPAC ANNUAL REPORT
 2005-06**

Sorted by Topic



June 28, 2006	Budget Planning Subcommittee	<ol style="list-style-type: none"> 4. The Budget Committee recommends that the District maintain an administrative assistant for the purpose of taking minutes, preparing agendas and to provide continuity for the committee. 5. Whereas the Budget Committee has not received information and data in a timely manner for committee meetings, the Budget Committee requests the College president to work with the Budget Committee co-chairs to insure that requested information and data is delivered to the Committee in a timely manner. 6. The Budget Committee will proceed in the following steps: <ol style="list-style-type: none"> a. The Budget Committee will request and review the tentative, adopted and actual budgets for the last three fiscal years b. The Budget Committee will review the tentative budgets and compare with the 2005-06 actuals c. The Budget Committee will recommend adjustment based on priorities. 	
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March 29, 2006	Classified Positions	A recommendation regarding the filling of classified positions was approved by the Budget Planning Subcommittee and will be presented and discussed at the next DPAC meeting.	
April 26, 2006	Classified Positions		<p>Discussion: Recommendation from Budget Planning Subcommittee regarding filling of classified positions:</p> <p>The Budget Committee recommends that, where applicable, the work being assigned to overtime/ provisional/ temporary/consultants be assigned to full time classified employees and that classified positions currently unfilled be a priority in the hiring process.</p> <p>It was clarified that classified positions are not frozen or on hold. Each position is being reviewed carefully and prioritized as the District deals with reductions to the operating budget. There will be no movement on classified positions until this process is completed. Human Resources takes direction from senior staff with regards to the filling vacancies and replacing positions.</p> <p>It was suggested that circumstances necessitating overtime, provisional, temporary and consultant assignments need to be taken into consideration since it may not be appropriate for a full-time classified position. The following information was also requested:</p> <ul style="list-style-type: none"> • How many classified positions are funded in this year's budget? • How many classified positions have been filled since July 1, 2005? • How many separations since July 1, 2005? <p>The process for filling classified positions through the Personnel Commission was clarified by Cherie Bates.</p>

April 26, 2006	Classified Positions		<p>Motion was made by Bernie Rosenloecher and seconded by Lantz Simpson that DPAC recommend that the two groundskeeper positions currently in process in the Personnel Commission office be filled by the two people on the reemployment list.</p> <p>Ayes: 8 (Academic Senate*, Faculty Association, CSEA, Associated Students)</p> <p>Noes: 2 (Administration, Management Association)</p> <p>*Richard Tahvildaran-Jesswein explained that he voted in favor of this recommendation because the process is dysfunctional and he hopes that the District can work towards a process that is more transparent.</p>
May 24, 2006	Classified Positions	Overview of the process of hiring classified employees was presented.	It was requested that Reagan Romali and Tom Donner attend next meeting to provide information regarding the connection between the hiring process and the budget.
June 14, 2006	Classified Positions	The Budget Committee agreed that classified positions should be replaced, but the budget amount should reflect the fill rate of vacancies (a recommendation will be presented at the next meeting).	
February 22, 2006	Classified representation on DPAC	The issue of voting by constituency was raised. According to AR 2250, each constituency group serving on DPAC has two votes (one vote per subconstituency). The Classified Senate is not active and is not participating on DPAC at this time.	It was agreed that CSEA members representing classified on DPAC have two votes as stated in AR 2250.
October 12, 2005	College “doables”	<p>Review and discussion of “college “doables” developed by Professional Development Day.</p> <ol style="list-style-type: none"> 1. Better Maintenance 2. Moving Superintendent/ President’s office on campus 3. Better communication 	<p>Two recommendations unanimously approved:</p> <ol style="list-style-type: none"> 1. Direct the Facilities Planning and College Services Planning Subcommittees to address better maintenance and develop recommendations to implement a clean up program. 2. Interim Superintendent/ President to develop a plan to relocate the S/P Office to the main campus. And look at the possibility of interim arrangements <p>A subcommittee was formed to identify current methods of communication and ways to increase and/or improve communication.</p>

October 26, 2005	College “doables”	Report from Facilities Planning Subcommittee that it is addressing the area of better maintenance and general campus cleanliness. Subcommittee report on communication presented a number of suggestions and will meet again to finalize recommendations.	DPAC requested the Facilities Planning Subcommittee to consider suggestion of moving the office of the S/P on campus
November 9, 2005	College “doables” Communication	The subcommittee presented recommendations related to increasing/improving communication	Recommendations were unanimously approved to forward to the S/P. <ul style="list-style-type: none"> • S/P establish and sponsor a town hall meeting at least once per semester. • S/P office publish an update on a regular basis • S/P publicly recognize and comment those who are leading the many current efforts to better campus communication.
November 23, 2005	College “doables” Communication	The document prepared by the subcommittee and approved by DPAC was forward to the S/P.	Interim S/P Donner responded that it is a good idea and he will relay the importance of this to the new S/P who will work with DPAC on a process.
September 14, 2005	DPAC Administrative Regulation	Draft of Administrative Regulation was reviewed as a first reading.	Will be presented for second reading at next meeting.
September 28, 2005	DPAC Administrative Regulation	A second reading was held of Administrative Regulation 2250.	AR 2250 was unanimously approved and will be forwarded to the S/P for approval.
April 26, 2006	Enrollment Management	The Budget Planning Subcommittee reviewed budget scenarios and recommended to proceed this year with borrowing 1100 FTES and to explore the possibility of going into decline/stabilization for 2006-07 as a means of ending the practice of FTES borrowing.	The vice-presidents will be reviewing budget reductions as submitted through their respective departments and present information to the budget planning subcommittee for review.
March 8, 2006	Enrollment Management	Enrollment Management issues were discussed – student demand, activity hour classes, budget scenarios, patterns, facilities, enrollment trends, outreach, retention rates of full-time faculty vs. part-time faculty, and student/faculty connection.	The discussion will be continued at the next meeting along with a review of budget scenarios.

March 22, 2006	Enrollment Management		<p>Following a discussion about the development of the budget; a recommendation was made by Richard Tahvildaran-Jesswein and seconded by Sadia Afolabi:</p> <p>DPAC recommends to the Superintendent/President that the borrowing of FTES be kept at 1,100 for now and that the college develop a plan to reduce the total borrowed FTES over time.</p> <p>Ayes: 6 Noes: 2 (Associated Students)</p> <p>A second recommendation was made by Richard Tahvildaran-Jesswein and seconded by Bernie Rosenloecher:</p> <p>DPAC requests that Superintendent/President Chui Tsang convene a cost benefit analysis task force to examine the expenditures of all areas of the college. It is further requested that the task force be comprised of representatives of all constituency groups and an impartial expert in the area of cost benefit analysis. The task force would report its findings to DPAC and the Superintendent/President.</p> <p>Ayes: 6 Noes: 2 (Administration, Management Association)</p>
July 13, 2005	Enrollment Management	Ad hoc committee on enrollment management presented recommendations for enrollment strategies and goals for 2005-06.	<p>Agreement that the recommendations be integrated in the Master Plan for Education.</p> <ul style="list-style-type: none"> • Develop a plan for SMC employees to enroll in courses • Generate list of potential high demand classes to offer at non-traditional times • Explore short-term modules, weekends and non-traditional times • Review administrative and student support costs for weekend program • Expand online counseling, financial aid • Improve communication with prospective students • Review marketing process • Initiate implementation of website redesign

Consensus/agreement	Recommendation to S/P
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February 22, 2006	Full-time faculty (hiring to replace retirees)	The Budget Planning Subcommittee recommended to DPAC that the District hire at least the same number of full-time faculty who retire.	DPAC approved with a 7-1 vote to forward to the Superintendent/President the recommendation from the Budget Planning Subcommittee to hire full-time faculty at least equal to the number who have officially retired.
September 28, 2005	Master Plan for Education, 2005-06	The final Master Plan for Education, 2005 was presented.	Unanimous acceptance of Master Plan for Education, 2005 A subcommittee will assign responsibilities related to the objectives.
October 12, 2005	Master Plan for Education, 2005-06	Assignment of responsibilities related to objectives in the Master Plan for Education, 2005	A subcommittee will convene and assign responsibilities related to the objectives.
November 23, 2005	Master Plan for Education, 2005-06	The assignments of responsibilities to objectives were finalized.	It was agreed that DPAC should review one section of the objectives at each meeting.
January 11, 2006	Master Plan for Education, 2005-06	DPAC reviewed Objectives #1-#3 Objectives 1 and 2 related to the District's reserve and budget planning were addressed by Reagan Romali. Objective 3 to establish a Research Advisory Committee was addressed by Jacqueline Nagatsuka who presented the Research Advisory Council objectives and Research Agenda for fall 2005.	
February 8, 2006	Master Plan for Education, 2005-06	DPAC reviewed Objectives #5-#8 (#4 covered at previous meeting) Objectives 5, 6, and 8 were addressed. Objective 7 will be reviewed at a future meeting.	

May 24, 2006	Planning Process for 2006-2007	Reported that S/P is committed to developing a new planning process and/or consider changing the current one.	There was consensus that Chui Tsang attend DPAC to provide input.
June 14, 2006	Planning Process for 2006-2007	Superintendent/President Chui Tsang presented a charge to DPAC to work on developing a strategic planning process so the college can come together to create a vision for the future. He suggested bringing someone from the outside who can be objective and facilitate the process and asked DPAC to start working on this immediately so to incorporate the theme of strategic planning into opening day activities.	It was agreed that a dynamic speaker and/or workshop facilitator on the topic of strategic planning should be engaged for opening day. A subcommittee was formed (Richard Tahvildaran-Jesswein, David Zehr and Bernie Rosenloecher) to research speakers and/or consultants, specifically one who has community college experience; the subcommittee will report back to DPAC on June 28th.
June 28, 2006	Planning Process for 2006-2007	It was reported that Dr. William Reckmeyer and Lois Lund have been selected to be the keynote speakers on opening day, August 24 th . The theme will be strategic planning. Proposals were received from Reckmeyer/Lun and <i>The Veritas Group</i> to be considered as the consulting group to assist the District with strategic planning. .	Following a review and discussion of two proposals from the potential consultants, there was consensus to strongly consider Reckmeyer/Lund, contact references listed in the proposal, and request an outline of a plan from them. A report will be made at the next meeting

March 8, 2006	Planning Subcommittee Reports	Budget Planning Subcommittee is planning budget for next year and next three years. Facilities Planning Subcommittee is continuing to look for space on campus for Superintendent/s Office and potential space for governance organization.	
February 8, 2006	Planning Subcommittee Reports	The Budget Planning Subcommittee developed a process for the allocation of additional funds which will allow all groups to have input into the budget planning process. The Technology Planning Subcommittee is developing information security guidelines.	
November 9, 2005	Planning Subcommittees	The charges to planning subcommittees were reviewed.	It was agreed that DPAC should address long-term goals and objectives, decide what the best charge is for the planning subcommittees and develop a timetable for addressing issues.
February 8, 2006	Record of Considerations and Actions by DPAC		There was consensus on the structure and format of the "Record of Considerations and Actions by DPAC"
July 13, 2005	SMC Website	Website Working Group resolved that a project team be constructed to design, maintain and support the SMC website.	There was consensus that there be some noticeable improvement on SMC website by January, 2006. The Technology Planning Subcommittee was directed to present to DPAC in August suggested timelines, priorities and options for outsourcing.
July 27, 2005	SMC website	A draft redesign of the SMC home page was presented.	The Technology Planning Subcommittee to present to DPAC in August suggested timelines, priorities and options for outsourcing.
August 10, 2005	SMC Website	A draft of the website redesign plan was presented and discussed.	Tabled until next DPAC meeting

September 14, 2005	SMC Website	The Technology Planning Subcommittee presented a draft recommendation to be presented to the Interim Superintendent/President.	<p>DPAC unanimously voted to forward recommendations #1-#4 and agreed to table until the next meeting the rest of the recommendation (phasing-in plan, resources, timeline and outcome)</p> <p>5. The College should acknowledge its internet website as the primary means of distributing information for our current and prospective students, the faculty and staff, and the community and that the College should devote appropriate human and financial resources toward that end.</p> <p>6. The Administration should designate an individual to direct the college website, including its design, site navigation, editorial content, and on-going maintenance.</p> <p>7. The Administration should establish a Website Steering Committee, comprising representatives of college constituency groups, webpage authors, and users, to advise the administration and the individual directing the website.</p> <p>8. The individual directing the website, with the advice of the Website Steering Committee, shall implement the recommendations of the Website Working Group and take such additional measures as may be necessary to improve the college's website appearance and functionality.</p>
September 28, 2005	SMC Website	Recommendations on the redesign of the SMC website were presented by the Technology Planning Subcommittee.	<p>The recommendations were unanimously accepted.</p> <p>The planning document will be forwarded to the S/P as a high priority project.</p>
October 26, 2005	SMC Website	Response from Interim S/P requesting that DPAC provide additional information and clarification regarding staff and budget, and submit a revised recommendation,	Recommendation unanimously approved to ask the Technology and Budget Planning Committees to provide the requested information and include the project as a priority in the 2006-07 budget.
November 23, 2005	SMC Website	Budget and Technology Planning Subcommittees met to discuss proposal and agreed to recommend the appointment of a leader to coordinate the logistics of phase I.	DPAC confirmed that this project should be a priority in budget planning for 2006-07.

<p>March 29, 2006</p>	<p>Student Activity Hour</p>		<p>Discussion</p> <ul style="list-style-type: none"> • The consensus reached at the DPAC meeting of May 11, 2005 to schedule up to 70 classes during the activity hour was reviewed. This was a compromise to provide students with a choice of enrolling in a class or participating in campus activities and has a sunset of Spring 2007. • It was reported that there are 142 on-campus classrooms available for Spring 2006 and 44 high demand classes are scheduled during activity hour. The number of classes is limited by the number of faculty available and most are part-time faculty. • The use of the activity hour is used as a safety valve as it allows high demand classes to be added as needed. • Approximately 1,000 students are involved in student activities and clubs. Participation in student activities promotes retention. • It is important to recognize that the District is in a difficult financial situation and it is necessary to find a balance between student activities and increase enrollment where possible. <p>In preparation for a future discussion to plan for the spring 2007, the following information will be provided: the number of students participating in student activities and clubs; consideration of alternative time for activity hour; the number of classes and enrollment offered during the activity hour; other special events/readings/enrichment programs offered during the activity hour</p>
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November 9, 2005	Superintendent/ President's Office	It was suggested that the Facilities Planning Subcommittee make a recommendation of potential locations for the S/P Office. The options should be made available to the Superintendent.	
April 26, 2006	Superintendent/ President's Office	Facilities Planning Subcommittee Report: Temporary office for the Superintendent/President will be located in Liberal Arts North building and that a permanent location will be planned for either Drescher Hall or Liberal Arts south	
May 24, 2006	Superintendent/ President's Office	DPAC asked to reconsider relocating S/P's office to Liberal Arts south which would displace faculty and reconsider and recommend relocation to the third floor of Drescher Hall. Issue referred back to Facilities Subcommittee to consider and make a recommendation	
June 14, 2006	Superintendent/ President's Office	The Facilities Planning Subcommittee recommended that the Superintendent's Office be permanently relocated to Drescher Hall (third floor) in approximately two years when the location is available. In the interim, two offices for the Superintendent and an administrative assistant will be available in the new HSS (formerly Liberal Arts north) building.	DPAC unanimously approved the recommendation from the Facilities Planning Subcommittee