

2008-2009

DPAC

Santa Monica Community College District



District Planning and Advisory Council

Annual Report

2008-09

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Santa Monica Community College District
District Planning and Advisory Council

CHARTER

Board Policy 2250

The Board recognizes the District Planning and Advisory 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.

DPAC Members:

Superintendent/President (or designee)
Academic Senate President (or designee)
Faculty Association President (or designee)
CSEA President (or designee)
Management Association President (or designee)
Associated Students President (or designee)

Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 12 people (President + One).

DPAC Chair and Vice Chair:

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

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

Note: The Vice Chair shall not come from the same constituency group as the Chair of DPAC. If the Superintendent/President selects a faculty person for Chair then the Vice Chair must come from a constituency group other than faculty.

Privileges and Obligations of Council 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

Meetings

Meetings of the District Planning and Advisory Council are subject to the provisions of the Brown Act. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.

Quorum

A quorum will consist of a simple majority of DPAC members (7 of 12 members).

Voting on DPAC:

No voting will take place during the first ten minutes of a meeting.

Two votes per each constituency group or one vote per sub-constituency group.

Academic Senate	1 vote
Faculty Association	1 vote
CSEA	2 votes
Management Association	1 vote
Administration	1 vote
Associated Students	2 votes

Note: There are 8 votes only on DPAC

DPAC Recommendations to the Superintendent/President

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

Agenda Setting Meetings:

The Council of Presidents shall set DPAC agendas.

Planning Subcommittees:

1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

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

Faculty (2 Academic Senate/2 Faculty Association)

Classified (4 CSEA)

Managers (2 Admin. /2 Management Association)

Students (4 Associated Students)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction and is to set the agenda for the five Planning Subcommittees.

Quorum

A quorum will consist of a simple majority of subcommittee members.

Planning Subcommittees Co-Chairs:

One Co-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 constituency.

One Co-Chair elected by the planning subcommittee

This co-chair shall be selected from within the subcommittee membership.

Note: 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.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
 - All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.
- Work cooperatively to:
 - Develop meeting agendas
 - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
 - Preside over meetings using standing rules agreed upon by the subcommittee
 - Prepare minutes of meetings
 - Post/distribute minutes

Academic Senate Joint Committees as Planning Resources:

1. Program Review
2. Curriculum
3. Student Affairs
4. Student Learning Outcomes

Note: All Chairs and Vice Chairs of these Academic Senate Joint Committees are expected to attend all DPAC meetings. These committees are not subcommittees of DPAC.

Approved:	4/21/05
Revised:	5/25/05, 6/18/05; 6/22/05
Proposed revisions to DPAC:	1/23/08, 2/27/08
Approved as revised by DPAC:	2/27/08
Revised:	9/10/08
Revised:	1/28/09

Santa Monica Community College District
District Planning and Advisory Council

Members, 2008-09

Randal Lawson, Administration, Chair Designee
Jeff Shimizu, Administration
Kiersten Elliott, Management Association President
Erica LeBlanc, Management Association Vice-President
Richard Tahvildaran-Jesswein, Academic Senate President, Vice-Chair
Eric Oifer, Academic Senate Representative
Lantz Simpson, Faculty Association President
Kathy Sucher, Faculty Association Representative
Bernie Rosenloecher, President
Leroy Lauer, CSEA Representative
David Chun, Associated Students President
Jafet Santiago, Associated Students Representative

Resource Liaisons

Mona Martin, Co-Chair, Budget Planning Subcommittee
Howard Stahl, Co-Chair, Budget Planning Subcommittee
Mike Tuitasi, Co-Chair, College Services Planning Subcommittee
Liz Mullen, Co-Chair, College Services Planning Subcommittee
J.C. Keurjian, Co-Chair, Facilities Planning Subcommittee
Lee Peterson, Co-Chair, Facilities Planning Subcommittee
Pat Brown, Co-Chair, Human Resources Planning Subcommittee
Lesley Kawaguchi Co-Chair, Human Resources Planning Subcommittee
Bob Dammer, Co-Chair, Technology Planning Subcommittee
Simon Balm, Co-Chair, Technology Planning Subcommittee

Georgia Lorenz, Academic Senate Joint Curriculum Committee
Mary Colavito, Academic Senate Joint Curriculum Committee
Katharine Muller, Academic Senate Joint Program Review Committee
Janet Harclerode/Melody Nightingale, Academic Senate Joint Program Review Committee
Judy Penchansky, Academic Senate Joint Student Affairs Committee
Esau Tovar, Academic Senate Joint Student Affairs Committee
Caroline Sheldon, Academic Senate Student Learning Outcomes Committee
Suzanne Borghei/Nancy Hanson, Academic Senate Student Learning Outcomes 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, 2009.

July 9, 23, 2008	January 7, 14, 28, 2009
August 27	February 11, 25
September 10 (orientation/social), 24	March 11, 25
October 8, 22	April 8, 22, 29
November 12	May 13, 27
December 2, 10	June 10, 17, 24

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

Responsibilities of the Planning Subcommittees Co-Chairs
(approved 1/28/09)

- Develop the schedule of meetings
 - All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.

- Work cooperatively to:
 - Develop meeting agendas
 - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
 - Preside over meetings using standing rules agreed upon by the subcommittee
 - Prepare minutes of meetings
 - Post/distribute minutes

District Planning and Advisory Council
Budget Planning Subcommittee

Meetings: First and third Wednesdays at 2 p.m., Library 275

Members:

Managers

Mona Martin, Co-Chair
Chris Bonvenuto
Leonard Crawford
Randy Lawson

Faculty

Richard Tahvildaran-Jesswein
Eric Oifer
Howard Stahl, Co-Chair
Mitra Moassessi

Classified

Tron Burdick
Leroy Lauer
Connie Lemke
Bernie Rosenloecher

Students

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 institutional Student Learning Outcomes throughout Santa Monica College

Approved: 4/27/05; Revised 6/22/05, 5/06, 8/06, 7/07, 10/07

District Planning and Advisory Council

College (Operational) Services Planning Subcommittee

Meetings: Fridays at 10 a.m. Physical Education Skybox

Members:

Managers

Mike Tuitasi, Co-Chair
Genevieve Bertone
Ron Furuyama
Deyna Hearn

Faculty

Amber Katharine
Tina Feiger
Maria Alvarado
Michael Strathearn

Classified

Connie Lemke
Vinessa Cook
Darrell Heximer

Students

Liz Mullen, Co-Chair

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 institutional Student Learning Outcomes throughout Santa Monica College.

Approved 6/8/05; Revised 6/22/05, 8/06, 7/07

District Planning and Advisory Council
Facilities Planning Subcommittee

Meetings: Usually meets on the third Wednesday of the month, 11:05 a.m. – 12:05 p.m., Gym 223 “Skybox.”

Members:

Managers

J. C. Keurjian, Co-Chair
Greg Brown
Al DeSalles
Judy Penchansky

Faculty

Craig Hammond
Pete Morris
Judith Douglas
Steve Contarsy

Classified

Lee Peterson, Co-Chair
Jonathan Cohanne
Jim Galligan

Students

Jeremy Meyer
Nicholas Gantert

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 institutional Student Learning Outcomes throughout Santa Monica College

Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 10/07

District Planning and Advisory Council
Human Resources Planning Subcommittee

Meetings: Second Tuesdays, 1:30-3 p.m. Library 193

Members:

Managers

Pat Brown, Co-Chair
Wendy DeMorst
Maggie Hall
Rhonda Hyatt

Faculty

Lesley Kawaguchi, Co-Chair
Eleanor Singleton
Sandra Burnett
Peter Morse

Classified

Deborah Locke
Barbara Siegel
Tron Burdick

Students

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 institutional Student Learning Outcomes throughout Santa Monica College

Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07

District Planning and Advisory Council
Technology Planning Subcommittee

Meetings: November 9, 2007, December 7, 2007, 1 p.m. Library Conference Room

Members:

Managers

Bob Dammer, Co-Chair
Jocelyn Chong
Ron Furuyama
Madjid Niroumand

Faculty

Simon Balm/David Zehr, Co-Chair
Teri Bernstein
Chris Fria
Tom Peters

Classified

Christine Miller
Waleed Nasr
Romano Vasquez

Students

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 institutional Student Learning Outcomes throughout Santa Monica College.

Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07



Santa Monica Community College District
District Planning and Advisory Council

**DPAC ANNUAL REPORT
 2008-09**

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion A – Approval C – Consensus/Agreement
July 9, 2008	Strategic Planning	The Strategic Initiatives and Proposed Action Plans were submitted to DPAC for consideration	<u>#33-A</u> DPAC unanimously approved the Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force and presented to the Board of Trustees on July 7 th
July 9, 2009	Master Plan for Education	DPAC reviewed the draft of the Master Plan for Education, made some revisions and incorporated many of the action plans from the Strategic Planning Task Force into the Institutional Objectives for 2008-09.	
July 23, 2008	Master Plan for Education	The Institutional Objectives for 2008-09 now include many of the action plans identified in the Strategic Initiatives. A final draft will be distributed to DPAC in August.	
July 23, 2008	Enrollment Reports	Criteria for Enrollment Reports: Deans Jocelyn Chong and Caroline Sheldon were invited to participate in a discussion regarding criteria for enrollment reports. There was no agreement on the enrollment data to be requested and what DPAC wanted to accomplish with the data, but there was a general consensus that the focus should be on student success measures.	<u>#34-C</u> It was determined that DPAC would not pursue a request for enrollment data since student success measures continue to be addressed through other college research efforts (i.e., Basic Skills Initiative).

Recommendation to Superintendent/President
 Superintendent/President's Response

July 23, 2008	DPAC Charter	The Charter was reviewed and no changes were suggested. The organization/structure document needs to be revised for 2008-09 with updated meeting days, times, locations and members.	
August 27, 2008	Budget Planning Subcommittee	The Budget Planning Subcommittee had recommended restructuring the presentation of the designated reserves concept to a form that separates the current budget from the future cost of College priorities. Accordingly, those designations are now presented as an addendum to the budget. Two items are included in the addendum for 2008-09 – \$200,000 for the Global Education Initiative and \$2 million for unfunded retiree benefits.	#35-A DPAC unanimously approved the following recommendation presented by the Budget Planning Subcommittee: The Budget Planning Subcommittee recommends 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.
September 10, 2008	DPAC Annual Report, 2007-08	A draft of the DPAC Annual Report, 2007-08, was presented for review. There were no revisions suggested.	
September 10, 2008	Labor Market Scan		#36-A The following motion was made by Eric Oifer, seconded by Jafet Santiago and unanimously approved: DPAC requests 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 and that representatives of the committee be invited to a DPAC meeting to present its recommendations.
September 10, 2008	DPAC Orientation	Randy Lawson and Richard Tahvildaran-Jesswein provided an orientation which included an historical and organizational review.	

<p>Recommendation to Superintendent/President Superintendent/President's Response</p>

September 10, 2008	Student Learning Outcomes, Academic Senate Joint Committee		<u>#37-C</u> There was consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group
September 24, 2008	DPAC Annual Report, 2007-08		<u>#38-A</u> The DPAC Annual Report, 2007-08, was approved.
September 24, 2008	Accreditation	The Steering Committee, chaired by Richard Tahvildaran-Jesswein and Randy Lawson, met to plan for the self-study and visit by the Accrediting Commission in March, 2010. Assignments to the four Standards have been made and these committees will meet throughout the year to prepare for the self-study. An invitation will be sent to encourage college-wide participation. A draft of a self-study should be completed by June, 2009 to allow review and input by the college community. A final draft is due to the Accrediting Commission 45 days before the visit.	
October 8, 2008	Textbook Rental Program	The students to continue the exploration of options for reducing the cost of textbooks. These options include, but are not limited to, textbook rental which may not be the best approach.	
October 8, 2008	Food Service Vendor	Leases for the <i>Bread Factory</i> and <i>Fresh and Natural</i> have expired, and they are now on month-to-month rentals. The RFP process for selecting vendors for these spaces needs to be reviewed in relation to the endorsement of the criteria and values approved by DPAC. It is important to have two representatives of each constituency participate in all future RFP evaluation processes.	

Recommendation to Superintendent/President
 Superintendent/President's Response

October 8, 2008	Student Learning Outcomes	Currently 3 of 18 college services areas have SLOs in place. Faculty members Suzanne Borghei and Nancy Hanson have agreed to assist the college services areas and provide them with the tools they need to develop their SLOs.	
October 22, 2008	Administrative Regulation 4432 – Posting and Distribution of Publicity	<p>The Facilities Planning Subcommittee recently determined that communication and enforcement issues related to SMC Administrative Regulation 4432, titled "Posting and Distribution of Publicity", have a relationship to the amount of litter on campus. Therefore, at its October 15, 2008 meeting, the DPAC Facilities Planning Subcommittee adopted the following resolution:</p> <p>"Whereas Administrative Regulation 4432 was last reviewed in March 2005, the DPAC Facilities Planning Subcommittee recommends that the regulation's language on posting of commercial publications be reviewed and updated. In particular, the committee recommends that the language on commercial publications be placed in a separate regulation, and jurisdiction for that regulation be established."</p>	DPAC was reminded that review and revision of the board policies and administrative regulations in section 4000-Student Affairs, falls under the purview of the Academic Senate Joint Student Affairs Committee. Therefore, it was agreed that review of AR 4432 will be coordinated with that committee.
October 22, 2008	Administrative Regulation 2250 – District Planning and Advisory Council	Proposed revisions to AR 2250 to correspond to revisions made to the DPAC Charter were reviewed, and additional revisions were suggested.	Since there was no representation of classified staff (CSEA) at the meeting, it was agreed that AR 2250 as revised would be presented for a second reading at the next DPAC meeting in order for classified representatives to have input on the issue of the Classified Senate.

Recommendation to Superintendent/President
 Superintendent/President's Response

October 22, 2008	Budget Planning Subcommittee	<p>Budget Planning Subcommittee Recommendations: The following recommendation was unanimously approved on October 1, 2008 by the Budget Planning Subcommittee to be forwarded to DPAC for consideration:</p> <p>It is recommended that the District to establish a contracts department for reviewing, monitoring, bidding and performing all the proper steps involved in creating and completing a contract and maintaining a database for all contracts in order to have a standardized and uniform process for all the contracts and to be more efficient.</p>	<p>DPAC was reminded that the Budget Planning Subcommittee had forwarded the same recommendation to DPAC which was unanimously approved on July 11, 2007. It was reported the District is in the process of hiring a Chief Business Officer, and it is the intent to establish a Contracts Office to provide oversight of all contracts.</p> <p>DPAC reaffirmed the recommendation and requested that it be forwarded to the Superintendent/President.</p>
November 12, 2008	Budget Planning Subcommittee	<p>Response to recommendation presented on October 22, 2008 (see above).</p> <p>The following response was presented on behalf of the Superintendent/President:</p> <p>Chris Bonvenuto is in the process of collecting information on contracts to start the implementation of the Budget Planning Subcommittee's recommendation. The Chief Director of Business Services (currently vacant) will be responsible for the overview of all contracts. The District is currently in the process of hiring a Chief Business Officer. Once that person is on board, he or she will be involved in hiring the Chief Director of Business Services.</p>	

Recommendation to Superintendent/President
 Superintendent/President's Response

November 12, 2008	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee presented the following recommendation.</p> <p>The Budget Planning Subcommittee recommends that there be a Budget Summit held before the end of the semester with leaders across campus to identify the budget challenges lying before us to arrive upon a blueprint for recovery." Campus leaders, as identified by the Budget Subcommittee include Dr. Tsang, the vice presidents, J.C. Keurjian and members of the Budget Planning Subcommittee.</p>	<p><u>#39-A</u> DPAC unanimously approved the recommendation endorsed by the Budget Planning Subcommittee:</p>
November 12, 2008	Campus Safety/ Emergency Operations Plan	<p>Albert Vasquez, Director of Police and Safety Services, presented the Santa Monica College Emergency Operations Plan which has been updated to meet minimum requirements in order for the District to receive funding in the case of an emergency. The plan will be submitted to the Board of Trustees at its meeting on December 15, 2008. He also presented the updated All Hazard Mitigation Plan, which is a joint venture with the SMMUSD, the City of Santa Monica. This will need to be submitted to FEMA by September, 2009. He reported that the college Health and Safety Committee, which had been disbanded, will start meeting next week. This committee will address local SMC issues.</p>	<p><u>#40-A</u> DPAC unanimously acknowledged receipt of the two plans/manuals with no objections.</p>

Recommendation to Superintendent/President
 Superintendent/President's Response

November 12, 2008	Administrative Regulation 2250 – District Planning and Advisory Council	Revisions to AR 2250 were presented for review and approval.	#41-A DPAC unanimously approved revisions to Administration Regulations 2250, District Planning and Advisory Council.
November 12, 2008	ACUPCC Task Force	<p>Formation of ACUPCC (American College and University President’s Climate Commitment) Task Force</p> <p>This task force will make sure that the District meets the goals of SMC to “achieve climate neutrality as soon as possible” as indicated in the commitment signed by Superintendent/President Chui L. Tsang.</p>	#42-A DPAC unanimously approved the formation of the ACUPCC Task Force with the recommendation that the membership of the Task Force follow the DPAC voting structure – one representative of each constituency with 8 votes total.
December 2, 2008 (Special Meeting)	Budget Discussion	<p>Superintendent Tsang suggested a two-step process to address the budget cuts, safeguard the reserve and reduce the operating deficit. He suggested a targeted reduction of \$2.5 million for the current year, and requested that DPAC and the Budget Planning Subcommittee be the vehicles to accomplish the following:</p> <p>Recommend a targeted reduction for the current year as soon as possible: Consider the suggested targeted reduction of \$.2.5 million for the current year and recommend the target for the current year as soon as possible. It was agreed that this item will be included on the agenda for the next DPAC meeting on December 10, 2008. Senior administrative staff members will be invited to the DPAC meeting to provide input and guidance to facilitate a recommendation.</p>	<p>It was agreed that additional meetings of the Budget Planning Subcommittee and DPAC will be scheduled during the winter session to continue budget discussions and planning.</p> <p>It was suggested that the Budget Planning Subcommittee schedule a town hall meeting after recommendations for achieving reductions are developed.</p>

Recommendation to Superintendent/President
Superintendent/President’s Response

		<p>Submit recommendations for achieving the reduction by the end of January, 2009: Consider austerity measures (6 points) outlined in Dr. Tsang's email to the College Community on November 6, 2008, develop scenarios, review suggestions for cost-cutting measures previously provided by the Budget Planning Subcommittee, and submit recommendations for achieving the reduction while preserving enrollment by the end of January, 2009.</p>	
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Recommendation to Superintendent/President
Superintendent/President's Response

December 10, 2008	Budget Discussion	<p>Superintendent/President's Response to the following Budget Planning Subcommittee Recommendation, approved by DPAC on November 12, 2008:</p> <p>The Budget Planning Subcommittee recommends that there be a Budget Summit held before the end of the semester with leaders across campus to identify the budget challenges lying before us to arrive upon a blueprint for recovery." Campus leaders, as identified by the Budget Subcommittee include Dr. Tsang, the vice presidents, J.C. Keurjian and members of the Budget Planning Subcommittee.</p> <p>The following response was presented on behalf of the Superintendent/President:</p> <p>The special DPAC meeting on December 2, 2008 was called as a direct response to this recommendation. The summit concept is supported and DPAC will be the vehicle for conducting meetings to involve the campus community in the budgetary process.</p> <p>Superintendent/President Tsang requested that DPAC and the Budget Planning Subcommittee proceed with the following: (1) recommend a targeted reduction by the end of the year, and (2) submit recommendations for achieving the reductions by the end of January.</p>	<p><u>#43-A</u> Motion was made by Christine Schultz and seconded by Eric Oifer that a special DPAC meeting be held on January 7, 2009 to consider a recommendation presumed to come from the Budget Planning Subcommittee on the targeted reduction.</p> <p>Ayes: 5 (Academic Senate, CSEA, Administration, Management Association) Noes: 1 (Faculty Association) Absent: 2 (Associated Students)</p>
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Recommendation to Superintendent/President
Superintendent/President's Response

December 10, 2008	Smoke-Free Campus Policy	The recommendation from the Subcommittee regarding the relocation of the designated smoking area from the northeast corner of the main campus to east of the Art Department resulted in a request that the topic of the smoke-free campus policy and designated smoking areas be included for discussion on the agenda for the next regular meeting.	
January 7, 2009 (Special Meeting)	Budget Discussion	<p>Budget Planning Subcommittee approved the following recommendation on December 17, 2008:</p> <p>The Budget Planning Subcommittee recommends that 1) the District, by saving as much as possible, take the necessary steps to ensure an ending fund balance of at least \$15 million for 2008-09, 2) this fund balance be achieved through thoughtful cost reductions and revenue enhancements to balance the budget over three years, and 3) this goal of balancing the budget be met by implementing the principles articulated in the Board of Trustee's Strategic Budget Plan Elements and Strategic initiative action plan.</p>	<p><u>#44-A</u></p> <p>The recommendation was unanimously approved by DPAC to be forwarded to the Superintendent/President for consideration.</p>
January 14, 2009	Budget Discussion	<p>The following response was presented on behalf of the Superintendent/President to DPAC's recommendation #44-A approved on January 7, 2009:</p> <p>The recommendation has been accepted and reported to the Board of Trustees. The Budget Planning Subcommittee and DPAC were commended for their work.</p>	

<p>Recommendation to Superintendent/President Superintendent/President's Response</p>

January 14, 2009	Accreditation Update	<p>The self-study process continues with the goal that draft reports will be submitted by the four standards by April 10th. A review by the Steering Committee will continue through June, then the report will be submitted to the editors. A draft of the complete report will be developed over the summer and distributed to the college community in the fall 2009 for input/comments before the final report is submitted.</p> <p>Accreditation will be the primary topic in Homeroom on Flex Day (March 19th).</p>	
January 14, 2009	Smoke-Free Campus Policy	<p>The Board approved a smoke-free campus policy in July, 2007. A phasing in period was developed that provided for designated smoking areas and an educational component on the health risks associated with smoking and second-hand smoke. Members of DPAC expressed concerns about the phasing in and educational component, and suggestions were made on how to move the college to be smoke free.</p>	<p><u>#45-A</u></p> <p>The following motion was approved (6 ayes, 2 noes) and forwarded to the Superintendent/President:</p> <ul style="list-style-type: none"> • DPAC reaffirms Board Policy 2440 for a smoke-free campus and recommends that the administration find ways to enforce it as soon as possible. • DPAC will create a task force consisting of representatives of each constituency to develop recommendations on how the college can reach the goal of being smoke free. The task force will be expected to report back to DPAC by mid-spring 2009. • DPAC recommends that the designated smoking area between the Liberal Arts Building and Library Village be removed.
January 14, 2009	Best Practices for Chair/Co-Chairs of Committees	<p>There was a request for clarification on the roles of the subcommittee Co-Chairs,</p>	<p>It was agreed that guidelines be developed for Co-Chairs</p>

Recommendation to Superintendent/President
 Superintendent/President's Response

January 14, 2009	Budget and Educational Planning.	The discussion focused on the necessity to link the educational planning and budget planning processes. To clarify the linkages among processes, activities and practices need to be documented. It was requested that discussion of this issue be part of the standard accreditation report to DPAC each month.	
January 14, 2009	Institutional Learning Outcomes.	There was consensus that the college needs to market the institutional learning outcomes. Suggestions listing them on the SMC identification card, placing an articulation of them (bullet points) on the front page of the SMC website, and including them on the admissions “dates and deadlines” card.	The College Services Planning Subcommittee will be asked to develop recommendations for the redesign of the identification card.

<p>January 28, 2009</p>	<p>Smoke-Free Campus Policy</p>	<p>The following response to recommendation approved on January 14, 2009 was presented on behalf of the Superintendent/President:</p> <p>Dr. Tsang accepts the recommendation that the designated smoking area between the Liberal Arts Building and Library Village be removed, and he will direct staff to work with the task force to find a suitable substitute location prior to the beginning of the spring semester. He welcomes any further recommendations DPAC may submit through the work of the task force and will carefully consider them.</p> <p>Smoke-Free Campus Work Group: Brenda Benson provided background on the implementation of the smoke-free campus policy that was adopted by the Board in July, 2007. Following approval of the policy, a Smoke Free Campus Work Group was formed and met for close to nine months on a weekly basis with the goal of implementing the smoke-free campus policy. The intent of the designated smoking areas was to assist with this transition as the word got out to the greater college community of the new policy via banners, signs and a statement on the homepage.</p>	
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Recommendation to Superintendent/President
Superintendent/President's Response

January 28, 2009	Board Policy 2470: Political Activity	<p>DPAC reviewed the following proposed Board Policy regarding political activities by employees:</p> <p>Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.</p>	<p><u>#46-A</u> Because of concerns expressed about the second sentence as it relates to academic freedom and after reviewing the Education Code Sections upon which the proposed policy is based, it was agreed that the language of the proposed policy be replaced with the exact language of Education Code Section 7054, as follows:</p> <p>No community college district funds, services, supplies, or equipment shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district.</p> <p><i>The motion was approved: (6 ayes, 0 noes, 2 abstentions-CSEA)</i></p>
January 28, 2009	Responsibilities of the Planning Subcommittees Co-Chairs		<p>DPAC agreed on the following guidelines for Planning Subcommittee Co-Chairs</p> <p><u>#47-C</u></p> <p><u>Responsibilities of the Planning Subcommittees Co-Chairs</u></p> <ul style="list-style-type: none"> • Develop the schedule of meetings <ul style="list-style-type: none"> – All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis. • Work cooperatively to: <ul style="list-style-type: none"> – Develop meeting agendas – Post/distribute agendas in compliance with the Brown Act (72 hours in advance of a regular meeting) – Preside over meetings using standing rules agreed upon by the subcommittee – Prepare minutes of meetings – Post/distribute minutes

Recommendation to Superintendent/President
Superintendent/President's Response

January 28, 2009	Budget Planning Subcommittee – Recommendation on Designated Reserves	The Budget Planning Subcommittee submitted the following recommendation to DPAC for its consideration: It is requested the college not expend the money in designated reserves for GASB from now through the end of 2009-2010.	<u>#48-A</u> It was unanimously approved to refer the recommendation back to the Budget Planning Subcommittee to allow time for Jeanine Hawk, Vice-President, Business/Administration, to review and research the issue and provide her input to the subcommittee.
January 28, 2009	Institutional Learning Outcomes		<u>#49-A</u> DPAC unanimously approved a recommendation that the District market the Institutional Learning Outcomes by listing them on the SMC identification card.
February 11, 2009	Institutional Learning Outcomes	The following response to DPAC’s recommendation approved on January 28, 2009 was presented on behalf of the Superintendent/ President: Superintendent/President Chui Tsang is supportive of promoting the Institutional Learning Outcomes; however, he does not approve using the SMC identification card. He supports other methods, such as listing them on the “dates and deadlines” card, bookmarks and posting them prominently on the SMC website.	
February 11, 2009	Accreditation Report	The Steering Committee continues to meet and is planning for its leadership role in accreditation-themed “homeroom sessions” on flex day (March 19 th). There was some discussion about the need for improved documentation and evidence that master planning includes linkages to ILOs/SLOs and budget implications. It was mentioned that the Master Plan for Education 2008-09 will include notations connecting institutional objectives to ILO’s.	It was suggested that a checklist or routing form be developed to document the integration of budget implications into all aspects of master planning. This topic will be discussed in more detail at the next meeting.

Recommendation to Superintendent/President
Superintendent/President’s Response

February 11, 2009	Smoke-Free Campus Task Force	The task force has agreed to operate on a consensus model. Discussions to move to a smoke free campus have included suggestions for alternative smoking areas such as a smoking hut/room. It was mentioned that the Facilities Department had been directed to remove the designated smoking area between Liberal Arts and Library Village. The Task Force will take a look at alternate designated smoking areas,	
February 11, 2009	Budget – Recommendations for Cost Reductions	DPAC reviewed and discussed the cost reductions recommended by the Budget Planning Subcommittee.	<p><u>#50-A</u> DPAC approved the following recommendations for cost reductions (revised) to be forwarded to the Superintendent/President.</p> <p>--Short Term--</p> <p>Advertising The Budget Planning Subcommittee recommends that the College reduce and re-evaluate advertising budget according to the College enrollment goal.</p> <p>Auxiliary The Budget Planning Subcommittee recommends the CBO review and implement effective and efficient operational procedures in Auxiliary services that may allow auxiliary funds to cover general fund costs.</p> <p>Contracts The Budget Planning Subcommittee recommends that the CBO move quickly to review, evaluate (and reorganize where necessary) all contracts and purchasing policies and procedures.</p> <p>Credit Card The Budget Planning Subcommittee recommends that the District investigate and establish an SMC affinity program for faculty, staff, managers and alumni.</p>

Recommendation to Superintendent/President
Superintendent/President's Response

			<p>Designated Reserves The Budget Planning Subcommittee recommends that the College not expend the money in the designated reserves for GASB from now through the end of 2009-2010.</p> <p>Fund 03 The Budget Planning Subcommittee recommends the College transfer allowable expenditures from 01 accounts to 03 account where possible (and legal).</p> <p>Legal The Budget Planning Subcommittee recommends the District review Human Resources' legal expenditures and consider efficiencies in college-wide legal services.</p> <p>Notifications The Budget Planning Subcommittee recommends the College reduce postage expenses.</p> <p>Staffing The Budget Planning Subcommittee recommends the College reduce the use of temporary non-permanent employees where appropriate. (already being implemented)</p> <p>The Budget Planning Subcommittee recommends the College reduce the use of consultants where appropriate.</p> <p>The Budget Planning Subcommittee recommends the College consider hiring faculty members for project manager positions where appropriate.</p> <p>The Budget Planning Subcommittee recommends the College consider campus-wide retirement incentive (e.g., golden handshake), but ONLY if number of employees per unit stays the same within one year.</p>
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<p>Recommendation to Superintendent/President Superintendent/President's Response</p>

			<p>Student Services The Budget Planning Subcommittee recommends the College consider combining/consolidating student services in one physical location during weekend/evening hours where appropriate.</p> <p>--Long Term--</p> <p>Airport Campus The Budget Planning Subcommittee recommends the College eliminate the lease and maintenance costs associated with the airport campus.</p> <p>Construction The Budget Planning Subcommittee recommends the College reduce lifecycle and operating costs through improved control in facility design and construction.</p> <p>Distance Education The Budget Planning Subcommittee recommends the College continue exploring cost-effective distance education platforms through existing shared governance process.</p> <p>Technology The Budget Planning Subcommittee recommends the College implement technology to achieve highest cost-savings possible (e.g., administrative systems).</p>
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<p>Recommendation to Superintendent/President Superintendent/President's Response</p>
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February 25, 2009	Budget – Recommendations for Cost Reductions	<p>The following response to recommendation approved on February 11, 2009 was presented on behalf of the Superintendent/ President:</p> <p>I want to thank DPAC and the Budget Planning Subcommittee for the considerable time and effort devoted to the development of this excellent set of cost reduction recommendations. I truly appreciate your thoughtful discussion and deliberation, and I am very pleased to accept these recommendations. I will be working with Vice-President Jeanine Hawk to produce an analysis of the viability and potential cost savings of each of these recommendations and look forward to further interaction with you as we work together toward reduction and eventual elimination of the College’s operating deficit.</p>	
February 25, 2009	Master Plan and Integration of Budget Implications:		<p>#51-C Following the discussion on the need for improved documentation that shows linkages to ILOs/SLOs and budget planning, there was consensus to create the following subcommittees: <u>Calendar Committee:</u> Create a master calendar that identifies and links planning efforts with the development of the budget. <i>Committee Members: Randy Lawson, Richard Tahvildaran-Jesswein, Jeanine Hawk, Katharine Muller, Mona Martin, Mike Tuitasi, Cameron Henton, Lisa Rose</i> <u>Recordkeeping Committee:</u> (1) Develop a component to the Master Plan for Education that addresses budget implications to stated institutional objectives. (2) Develop a component to the Master Plan for Education that maps goals and objectives to ILOs. <i>Committee Members: Randy Lawson, Richard Tahvildaran-Jesswein, Lisa Rose</i></p>

Recommendation to Superintendent/President
Superintendent/President’s Response

February 25, 2009	Board Policy Section 2220: Classified Senate		<p><u>#52-C</u> It was agreed that Board Policy 2220 - Classified Senate, needs to be revised. Suggested revisions were submitted; however, it was determined that the policy should be reviewed and revised by legal counsel and resubmitted to DPAC for consideration.</p>
February 25, 2009	Classified Professional Development Funds		<p><u>#53-C</u> In response to a concern expressed about the process for allocating professional development funds to classified staff, it was agreed that discussion will continue.</p>
March 11, 2009	Smoke-Free Campus	<p>Representatives from all campus constituencies, as well as smokers and non-smokers, participated on this task force.</p>	<p><u>#54-A</u> The task force operated by consensus and submitted the following recommendations to DPAC for consideration:</p> <p>As a transitional step to attaining the goal of a smoke-free campus, the main campus should have three designated smoking areas (DSA):</p> <ol style="list-style-type: none"> 1. Continue the DSA that currently exists east of the Art building. 2. Create a new DSA in the driveway/drop off area that is surrounded by the Business Building, Drescher Hall, HSS, and Parking Structure 4. This area should have a covered smoking area or smoking hut. 3. Create a new DSA at the covered north end of the Library between the emergency exits. <p>All other DSAs should be removed and students directed to the new DSAs at once.</p> <p>Ayes: 6 (Academic Senate, Faculty Association, CSEA, Associated Students) Noes: 2 (Administration, Mgt. Association)</p>

[Recommendation to Superintendent/President](#)
[Superintendent/President's Response](#)

March 11, 2009	Master Plan for Education Template	Update: Master Plan Mapping and Calendar	#55-C There was consensus on a draft of a template for the Master Plan for Education that includes evidence of budget considerations and linkages to ILOs. It will be presented for approval at the next DPAC meeting.
March 25, 2009	Smoke-Free Campus	<p>The following responses (<i>in italics</i>) were presented on behalf of the Superintendent/President:</p> <p>As a transitional step to attaining the goal of a smoke-free campus, the main campus should have three designated smoking areas (DSA):</p> <ol style="list-style-type: none"> 1. Continue the DSA that currently exists east of the Art building. <i>Accepted (currently implemented)</i> 2. Create a new DSA in the driveway/drop off area that is surrounded by the Business Building, Drescher Hall, HSS, and Parking Structure 4. This area should have a covered smoking area or smoking hut. <i>Establish this smoke-free area with tables/umbrellas instead of huts, beginning in summer 2009.</i> 3. Create a new DSA at the covered north end of the Library between the emergency exits. <i>Asked the task force to consider another location preferably not facing into the campus.</i> <p>All other DSAs should be removed and students directed to the new DSAs at once. <i>Any changes to be implemented in summer 2009.</i></p>	

Recommendation to Superintendent/President
Superintendent/President's Response

March 25, 2009	Board Policy 2220 – Participatory Governance, Classified Senate		<u>#56-C</u> There was consensus on revisions to Board Policy 2220, Participatory Governance, Classified Staff, and 2250, District Planning and Advisory Council confirming that CSEA Chapter 36 is the organization responsible for appointing classified staff to serve on District committees
March 25, 2009	Master Plan for Education Update	Master Planning Calendar and Mapping: Drafts of the planning organization chart, flow chart, planning calendar, and template for the <i>Master Plan for Education Update</i> were presented for review and input. The documents will be revised to reflect suggestions made at the meeting and presented at the next meeting for review and possible approval.	
March 25, 2009	Budget Planning	Recommendation from the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011.	<u>#57-A</u> DPAC unanimously approved the recommendation submitted by the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011
April 8, 2009	Master Plan for Education Update Template		<u>#58-C</u> There was consensus on revisions to the template for the Master Plan for Education Update
April 22, 2009	Propositions IA-IF	Resolution in Support of Propositions IA-IF	<u>#59-C</u> There was consensus that DPAC not take a position on this.
April 22, 2009	Master Plan for Education Update	It was reported that the first step of the annual update of the Master Plan for Education will start at the senior staff level to coordinate development of responses to last year’s objectives. It is also necessary to tie the objectives for 2009-2010 to the Strategic Initiatives/Action Plans. Planning Organization Chart, Flow Chart, Planning Calendar: Revisions were suggested and the documents will be reviewed again at the next meeting.	

Recommendation to Superintendent/President
Superintendent/President’s Response

<p>April 29, 2009 (Special Meeting)</p>	<p>Budget Planning</p>		<p>#60-A The Budget Planning Subcommittee recommended that DPAC:</p> <ul style="list-style-type: none"> (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 <p>The recommendations were approved with the following vote:</p> <p>Ayes: 4 (Academic Senate, Faculty Association, CSEA) Noes: 2 (Administration, Management Association) Absent: Associated Students</p>
<p>May 13, 2009</p>	<p>Budget Planning</p>	<p>Superintendent's Response Superintendent/President Tsang did not approve #3 of the following recommendation approved by DPAC at a special meeting on April 29, 2009:</p> <ul style="list-style-type: none"> (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 	

Recommendation to Superintendent/President
Superintendent/President's Response

May 13, 2009	Garden Project	The Associated Students requested that the DPAC Facilities Planning Subcommittee create a task force to plan for the garden project. In response, it was reported that numerous discussions occurred in the past, DPAC and the Superintendent/ President have already expressed support for the garden project, and creating a task force is not necessary. It was suggested that the students take the lead on this project by consulting with the Superintendent/President to move ahead on the project.	
May 13, 2009	Course Materials Affordability Task Force	The Associated Students requested that the College Services Planning Subcommittee establish a Course Materials Affordability Task Force to find a strategic approach to deal with the high cost of textbooks and instructional materials. There was no objection to this request.	
May 13, 2009	Website	Recommendation from Technology Planning Subcommittee.	<p><u>#61-A</u></p> <p>The following recommendation regarding the upgrade of the SMC website was unanimously approved by DPAC:</p> <p>Establish a deadline of July 1, 2009 for departments, with the help of IT, to provide basic content for their department homepages. The Academic Senate will determine the basic categories of content to be included for all departments, and a template prepared by Enrollment Development will be provided to department chairs to facilitate submitting specific departmental information to Information Technology. IT staff will then enter the information for each department homepage.</p>

Recommendation to Superintendent/President
 Superintendent/President's Response

May 13, 2009	Master Plan for Education Update	Planning organization chart, flow chart, planning calendar. Suggestions made at the last meeting were incorporated.	<u>#62-C</u> Consensus (no additional comments or suggestions)
May 13, 2009	Superintendent/President's Response to DPAC Recommendations	<p>DPAC review of the following section of Administrative Regulation 2250. As a result of some confusion caused by a recent response to a recommendation forwarded by DPAC to the Superintendent/ President, the following section of Administrative Regulation 2250 was reviewed.</p> <p>It is the charge of DPAC to make recommendations to the Superintendent/President. It is the responsibility of the Chair and Vice-Chair to convey DPAC's recommendations to the Superintendent/President. The Superintendent/President or designee will respond to DPAC recommendations either in writing or through a report from the Chair at a subsequent DPAC meeting. The Superintendent/President's responses will be reflected in the DPAC minutes.</p>	<p><u>#63-C</u></p> <p>It was suggested that the Superintendent/President's responses indicate either:</p> <ul style="list-style-type: none"> (1) approved, (2) modified, or (3) not approved. <p>There was agreement to this on a trial basis. It was also suggested that a form could be developed to document the responses.</p>
May 13, 2009	Zero Waste	The Academic Senate passed a resolution at its meeting on May 5, 2009 to call upon DPAC to establish a district wide policy in support of zero waste events.	<p><u>#64-C</u></p> <p>After some discussion, there was consensus that the recommendation should be directed to the Environmental Affairs Committee to develop a draft policy in support of zero waste events. Accordingly, the Academic Senate agreed to send the resolution to the Environmental Affairs Committee.</p>

Recommendation to Superintendent/President
Superintendent/President's Response

<p>May 27, 2009</p>	<p>Budget Planning</p>	<p>Update: The following materials were distributed and discussed:</p> <ul style="list-style-type: none"> – <i>Impact of Proposed Budget Cuts on Santa Monica CCD and a narrative overview</i> – <i>Proposed Budget Solutions</i> – <i>Effect of May Revise to Proposed Adopted Budget</i> – <i>Latest Budget Proposal Eliminates CalWORKS, Lets Out Inmates Early, Sacramento Bee, 5/27/09</i> <p>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.</p>	<p>It was agreed that a town hall meeting will be scheduled in conjunction with the next DPAC meeting on June 10th to allow the dissemination of information to the entire college.</p>
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Recommendation to Superintendent/President
 Superintendent/President's Response

May 27, 2009	Budget Planning	Recommendations from the Budget Planning Subcommittee	<p><u>#65-A</u></p> <p>DPAC approved the following recommendations approved by the Budget Planning Subcommittee:</p> <ul style="list-style-type: none"> - 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. <i>Unanimously Approved</i> - 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. <i>Unanimously Approved</i> - 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. <i>Approved: Ayes 6 (Academic Senate, Faculty Association, CSEA, Associated Students) Noes 2 (Administration, Management Association)</i>
May 27, 2009	Bicycles on Campus	Recommendation from the Facilities Planning Subcommittee	<p><u>#66-A</u></p> <p>DPAC approved a resolution from the Facilities Planning Subcommittee on the subject <i>Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules</i>, with the understanding that planning and implementation will be coordinated with the Facilities Master Plan that is currently being developed.</p>

Recommendation to Superintendent/President
 Superintendent/President's Response

May 27, 2009	Vice-Chair	Election of Vice-Chair, 2009-10	<u>#67-A</u> Eric Oifer was elected Vice-Chair by acclamation
June 10, 2009	Budget Planning	Townhall Meeting with Superintendent/President Superintendent/President Chui Tsang opened with an overview of SMC's budget situation and reviewed the level of reduced funding from the State including proposals for reductions to categorical programs. He stressed that the college wants to continue providing quality programs and services for students while trying to protect the salaries and benefits for staff. In addition, he emphasized that the process for developing and implementing a plan will be transparent and inclusive.	
June 17, 2009 (special meeting)	Budget Planning	A list of cost-saving measures was submitted by the Budget Planning Subcommittee to DPAC for consideration. It was agreed that the list would be considered as consent with the exception of Recommendation #18, which was pulled for separation action. <i>(see minutes of 6/17/09 minutes for list of cost saving measures).</i>	<u>#68-A</u> <u>Recommendations #1-#17</u> Ayes 6 (Academic Senate, Faculty Association, CSEA, Management Association, Administration) Noes: 0 Absent: 2 (Associated Students) <u>Recommendation #18 – Motion to pull from the list</u> Ayes: 4 (Academic Senate, Faculty Association, CSEA) Noes: 0 Abstain: 2 (Management Association, Administration) Absent: 2 (Associated Students)

Recommendation to Superintendent/President
Superintendent/President's Response

June 24, 2009	Bicycles on Campus	<p><u>Superintendent's Response to #66-A (May 27, 2009)</u></p> <p>It was reported that the Superintendent/President Tsang agreed with the resolution from the Facilities Planning Subcommittee on the subject <i>Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules</i>. He requested that the Subcommittee work with the Facilities Department to coordinate the planning and implementation with the development of the Facilities Master Plan.</p>	
June 24, 2009	Budget Planning	<p><u>Superintendent's Response to #68-A (June 17, 2009)</u></p> <p>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 continue to work with the Budget Planning Subcommittee, DPAC, senior staff, managers, and departments to seek ways to develop cost savings and will consider all recommendations to develop a budget to forward to the Board of Trustees.</p>	
June 24, 2009	Master Plan for Education 2009-2010 Update	<p>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.</p>	

Recommendation to Superintendent/President
 Superintendent/President's Response

June 24, 2009	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..	
June 24, 2009	S/ILO Committee	The Year-End Report and Recommendations, 2008-2009 of the Student/Institutional Learning Outcomes Joint Committee was distributed.	

Recommendation to Superintendent/President
 Superintendent/President's Response



Santa Monica Community College District
District Planning and Advisory Council

**DPAC ANNUAL REPORT
 2008-09**

Sorted by Topic:

September 24, 2008	Accreditation	The Steering Committee, chaired by Richard Tahvildaran-Jesswein and Randy Lawson, met to plan for the self-study and visit by the Accrediting Commission in March, 2010. Assignments to the four Standards have been made and these committees will meet throughout the year to prepare for the self-study. An invitation will be sent to encourage college-wide participation. A draft of a self-study should be completed by June, 2009 to allow review and input by the college community. A final draft is due to the Accrediting Commission 45 days before the visit.	
February 11, 2009	Accreditation Report	The Steering Committee continues to meet and is planning for its leadership role in accreditation-themed “homeroom sessions” on flex day (March 19 th). There was some discussion about the need for improved documentation and evidence that master planning includes linkages to ILOs/SLOs and budget implications. It was mentioned that the Master Plan for Education 2008-09 will include notations connecting institutional objectives to ILO’s.	It was suggested that a checklist or routing form be developed to document the integration of budget implications into all aspects of master planning. This topic will be discussed in more detail at the next meeting.

January 14, 2009	Accreditation Update	The self-study process continues with the goal that draft reports will be submitted by the four standards by April 10 th . A review by the Steering Committee will continue through June, then the report will be submitted to the editors. A draft of the complete report will be developed over the summer and distributed to the college community in the fall 2009 for input/comments before the final report is submitted. Accreditation will be the primary topic in Homeroom on Flex Day (March 19 th).	
November 12, 2008	ACUPCC Task Force	Formation of ACUPCC (American College and University President's Climate Commitment) Task Force This task force will make sure that the District meets the goals of SMC to "achieve climate neutrality as soon as possible" as indicated in the commitment signed by Superintendent/President Chui L. Tsang.	<u>#42-A</u> DPAC unanimously approved the formation of the ACUPCC Task Force with the recommendation that the membership of the Task Force follow the DPAC voting structure – one representative of each constituency with 8 votes total.
October 22, 2008	Administrative Regulation 2250 – District Planning and Advisory Council	Proposed revisions to AR 2250 to correspond to revisions made to the DPAC Charter were reviewed, and additional revisions were suggested.	Since there was no representation of classified staff (CSEA) at the meeting, it was agreed that AR 2250 as revised would be presented for a second reading at the next DPAC meeting in order for classified representatives to have input on the issue of the Classified Senate.
November 12, 2008	Administrative Regulation 2250 – District Planning and Advisory Council	Revisions to AR 2250 were presented for review and approval.	<u>#41-A</u> DPAC unanimously approved revisions to Administration Regulations 2250, District Planning and Advisory Council.

October 22, 2008	Administrative Regulation 4432 – Posting and Distribution of Publicity	<p>The Facilities Planning Subcommittee recently determined that communication and enforcement issues related to SMC Administrative Regulation 4432, titled "Posting and Distribution of Publicity", have a relationship to the amount of litter on campus. Therefore, at its October 15, 2008 meeting, the DPAC Facilities Planning Subcommittee adopted the following resolution:</p> <p>"Whereas Administrative Regulation 4432 was last reviewed in March 2005, the DPAC Facilities Planning Subcommittee recommends that the regulation's language on posting of commercial publications be reviewed and updated. In particular, the committee recommends that the language on commercial publications be placed in a separate regulation, and jurisdiction for that regulation be established."</p>	DPAC was reminded that review and revision of the board policies and administrative regulations in section 4000-Student Affairs, falls under the purview of the Academic Senate Joint Student Affairs Committee. Therefore, it was agreed that review of AR 4432 will be coordinated with that committee.
January 14, 2009	Best Practices for Chair/Co-Chairs of Committees.	There was a request for clarification on the roles of the subcommittee Co-Chairs,	It was agreed that guidelines be developed for Co-Chairs
May 27, 2009	Bicycles on Campus	Recommendation from the Facilities Planning Subcommittee	<p><u>#66-A</u></p> <p>DPAC approved a resolution from the Facilities Planning Subcommittee on the subject <i>Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules</i>, with the understanding that planning and implementation will be coordinated with the Facilities Master Plan that is currently being developed.</p>

June 24, 2009	Bicycles on Campus	<p><u>Superintendent's Response to #66-A (May 27, 2009)</u></p> <p>It was reported that the Superintendent/President Tsang agreed with the resolution from the Facilities Planning Subcommittee on the subject <i>Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules</i>. He requested that the Subcommittee work with the Facilities Department to coordinate the planning and implementation with the development of the Facilities Master Plan.</p>	
March 25, 2009	Board Policy 2220 – Participatory Governance, Classified Senate		<p><u>#56-C</u></p> <p>There was consensus on revisions to Board Policy 2220, Participatory Governance, Classified Staff, and 2250, District Planning and Advisory Council confirming that CSEA Chapter 36 is the organization responsible for appointing classified staff to serve on District committees</p>
February 25, 2009	Board Policy Section 2220: Classified Senate		<p><u>#52-C</u></p> <p>It was agreed that Board Policy 2220 - Classified Senate, needs to be revised. Suggested revisions were submitted; however, it was determined that the policy should be reviewed and revised by legal counsel and resubmitted to DPAC for consideration.</p>

<p>January 28, 2009</p>	<p>Board Policy 2470: Political Activity</p>	<p>DPAC reviewed the following proposed Board Policy regarding political activities by employees:</p> <p>Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.</p>	<p><u>#46-A</u></p> <p>Because of concerns expressed about the second sentence as it relates to academic freedom and after reviewing the Education Code Sections upon which the proposed policy is based, it was agreed that the language of the proposed policy be replaced with the exact language of Education Code Section 7054, as follows:</p> <p>No community college district funds, services, supplies, or equipment shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district.</p> <p><i>The motion was approved: (6 ayes, 0 noes, 2 abstentions-CSEA)</i></p>
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<p>February 11, 2009</p>	<p>Budget – Recommendations for Cost Reductions</p>	<p>DPAC reviewed and discussed the cost reductions recommended by the Budget Planning Subcommittee.</p>	<p><u>#50-A</u> DPAC approved the following recommendations for cost reductions (revised) to be forwarded to the Superintendent/President.</p> <p>--Short Term--</p> <p>Advertising The Budget Planning Subcommittee recommends that the College reduce and re-evaluate advertising budget according to the College enrollment goal.</p> <p>Auxiliary The Budget Planning Subcommittee recommends the CBO review and implement effective and efficient operational procedures in Auxiliary services that may allow auxiliary funds to cover general fund costs.</p> <p>Contracts The Budget Planning Subcommittee recommends that the CBO move quickly to review, evaluate (and reorganize where necessary) all contracts and purchasing policies and procedures.</p> <p>Credit Card The Budget Planning Subcommittee recommends that the District investigate and establish an SMC affinity program for faculty, staff, managers and alumni.</p> <p>Designated Reserves The Budget Planning Subcommittee recommends that the College not expend the money in the designated reserves for GASB from now through the end of 2009-2010.</p> <p>Fund 03 The Budget Planning Subcommittee recommends the College transfer allowable expenditures from 01 accounts to 03 account where possible (and legal).</p>
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			<p>Legal The Budget Planning Subcommittee recommends the District review Human Resources' legal expenditures and consider efficiencies in college-wide legal services.</p> <p>Notifications The Budget Planning Subcommittee recommends the College reduce postage expenses.</p> <p>Staffing The Budget Planning Subcommittee recommends the College reduce the use of temporary non-permanent employees where appropriate. (already being implemented)</p> <p>The Budget Planning Subcommittee recommends the College reduce the use of consultants where appropriate.</p> <p>The Budget Planning Subcommittee recommends the College consider hiring faculty members for project manager positions where appropriate.</p> <p>The Budget Planning Subcommittee recommends the College consider campus-wide retirement incentive (e.g., golden handshake), but ONLY if number of employees per unit stays the same within one year.</p> <p>Student Services The Budget Planning Subcommittee recommends the College consider combining/consolidating student services in one physical location during weekend/evening hours where appropriate.</p>
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			<p>--Long Term--</p> <p>Airport Campus The Budget Planning Subcommittee recommends the College eliminate the lease and maintenance costs associated with the airport campus.</p> <p>Construction The Budget Planning Subcommittee recommends the College reduce lifecycle and operating costs through improved control in facility design and construction.</p> <p>Distance Education The Budget Planning Subcommittee recommends the College continue exploring cost-effective distance education platforms through existing shared governance process.</p> <p>Technology The Budget Planning Subcommittee recommends the College implement technology to achieve highest cost-savings possible (e.g., administrative systems).</p>
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February 25, 2009	Budget – Recommendations for Cost Reductions	<p>The following response to recommendation approved on February 11, 2009 was presented on behalf of the Superintendent/ President:</p> <p>I want to thank DPAC and the Budget Planning Subcommittee for the considerable time and effort devoted to the development of this excellent set of cost reduction recommendations. I truly appreciate your thoughtful discussion and deliberation, and I am very pleased to accept these recommendations. I will be working with Vice-President Jeanine Hawk to produce an analysis of the viability and potential cost savings of each of these recommendations and look forward to further interaction with you as we work together toward reduction and eventual elimination of the College's operating deficit.</p>	
January 14, 2009	Budget and Educational Planning.	<p>The discussion focused on the necessity to link the educational planning and budget planning processes. To clarify the linkages among processes, activities and practices need to be documented. It was requested that discussion of this issue be part of the standard accreditation report to DPAC each month</p>	

<p>December 2, 2008 (Special Meeting)</p>	<p>Budget Discussion</p>	<p>Superintendent Tsang suggested a two-step process to address the budget cuts, safeguard the reserve and reduce the operating deficit. He suggested a targeted reduction of \$2.5 million for the current year, and requested that DPAC and the Budget Planning Subcommittee be the vehicles to accomplish the following:</p> <p>Recommend a targeted reduction for the current year as soon as possible: Consider the suggested targeted reduction of \$.2.5 million for the current year and recommend the target for the current year as soon as possible. It was agreed that this item will be included on the agenda for the next DPAC meeting on Dec. 10, 2008. Senior administrative staff members will be invited to the DPAC meeting to provide input and guidance to facilitate a recommendation.</p> <p>Submit recommendations for achieving the reduction by the end of January, 2009: Consider austerity measures (6 points) outlined in Dr. Tsang’s email to the College Community on November 6, 2008, develop scenarios, review suggestions for cost-cutting measures previously provided by the Budget Planning Subcommittee, and submit recommendations for achieving the reduction while preserving enrollment by the end of January, 2009.</p>	<p>It was agreed that additional meetings of the Budget Planning Subcommittee and DPAC will be scheduled during the winter session to continue budget discussions and planning.</p> <p>It was suggested that the Budget Planning Subcommittee schedule a town hall meeting after recommendations for achieving reductions are developed.</p>
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December 10, 2008	Budget Discussion	<p>Superintendent/President's Response to the following Budget Planning Subcommittee Recommendation, approved by DPAC on November 12, 2008:</p> <p>The Budget Planning Subcommittee recommends that there be a Budget Summit held before the end of the semester with leaders across campus to identify the budget challenges lying before us to arrive upon a blueprint for recovery." Campus leaders, as identified by the Budget Subcommittee include Dr. Tsang, the vice presidents, J.C. Keurjian and members of the Budget Planning Subcommittee.</p> <p>The following response was presented on behalf of the Superintendent/President:</p> <p>The special DPAC meeting on December 2, 2008 was called as a direct response to this recommendation. The summit concept is supported and DPAC will be the vehicle for conducting meetings to involve the campus community in the budgetary process.</p> <p>Superintendent/President Tsang requested that DPAC and the Budget Planning Subcommittee proceed with the following: (1) recommend a targeted reduction by the end of the year, and (2) submit recommendations for achieving the reductions by the end of January.</p>	<p><u>#43-A</u></p> <p>Motion was made by Christine Schultz and seconded by Eric Oifer that a special DPAC meeting be held on January 7, 2009 to consider a recommendation presumed to come from the Budget Planning Subcommittee on the targeted reduction.</p> <p>Ayes: 5 (Academic Senate, CSEA, Administration, Management Association)</p> <p>Noes: 1 (Faculty Association)</p> <p>Absent: 2 (Associated Students)</p>
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<p>January 7, 2009 (Special Meeting)</p>	<p>Budget Discussion</p>	<p>Budget Planning Subcommittee approved the following recommendation on Dec. 17, 2008:</p> <p>The BPS recommends that 1) the District take the necessary steps to ensure an ending fund balance of at least \$15 million for 2008-09, 2) this fund balance be achieved through thoughtful cost reductions and revenue enhancements to balance the budget over three years, and 3) this goal of balancing the budget be met by implementing the principles articulated in the Board of Trustee's Strategic Budget Plan Elements and Strategic initiative action plan.</p>	<p><u>#44-A</u></p> <p>The recommendation was unanimously approved by DPAC to be forwarded to the Superintendent/President for consideration.</p>
<p>January 14, 2009</p>	<p>Budget Discussion</p>	<p>The following response was presented on behalf of the Superintendent/President to DPAC's recommendation #44-A approved on January 7, 2009:</p> <p>The recommendation has been accepted and reported to the Board of Trustees. The Budget Planning Subcommittee and DPAC were commended for their work.</p>	
<p>March 25, 2009</p>	<p>Budget Planning</p>	<p>Recommendation from the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011.</p>	<p><u>#57-A</u></p> <p>DPAC unanimously approved the recommendation submitted by the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011</p>

<p>April 29, 2009 (Special Meeting)</p>	<p>Budget Planning</p>		<p>#60-A The Budget Planning Subcommittee recommended that DPAC: (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</p> <p>The recommendations were approved with the following vote:</p> <p>Ayes: 4 (Academic Senate, Faculty Association, CSEA) Noes: 2 (Administration, Management Association) Absent: Associated Students</p>
<p>May 13, 2009</p>	<p>Budget Planning</p>	<p><u>Superintendent's Response</u> Superintendent/President Tsang did not approve #3 of the following recommendation approved by DPAC at a special meeting on April 29, 2009:</p> <p>(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</p>	

<p>May 27, 2009</p>	<p>Budget Planning</p>	<p>Update: The following materials were distributed and discussed:</p> <ul style="list-style-type: none"> - <i>Impact of Proposed Budget Cuts on Santa Monica CCD and a narrative overview</i> - <i>Proposed Budget Solutions</i> - <i>Effect of May Revise to Proposed Adopted Budget</i> - <i>Latest Budget Proposal Eliminates CalWORKS, Lets Out Inmates Early, Sacramento Bee, 5/27/09</i> <p>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.</p>	<p>It was agreed that a town hall meeting will be scheduled in conjunction with the next DPAC meeting on June 10th to allow the dissemination of information to the entire college</p>
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May 27, 2009	Budget Planning	Recommendations from the Budget Planning Subcommittee	<p><u>#65-A</u></p> <p>DPAC approved the following recommendations approved by the Budget Planning Subcommittee:</p> <ul style="list-style-type: none"> - 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. <i>Unanimously Approved</i> - 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. <i>Unanimously Approved</i> - 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. <i>Approved: Ayes 6 (Academic Senate, Faculty Association, CSEA, Associated Students) Noes 2 (Administration, Management Association)</i>
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June 10, 2009	Budget Planning	<p>Townhall Meeting with Superintendent/President</p> <p>Superintendent/President Chui Tsang opened with an overview of SMC's budget situation and reviewed the level of reduced funding from the State including proposals for reductions to categorical programs. He stressed that the college wants to continue providing quality programs and services for students while trying to protect the salaries and benefits for staff. In addition, he emphasized that the process for developing and implementing a plan will be transparent and inclusive.</p>	
June 17, 2009 (special meeting)	Budget Planning	<p>A list of cost-saving measures was submitted by the Budget Planning Subcommittee to DPAC for consideration. It was agreed that the list would be considered as consent with the exception of Recommendation #18, which was pulled for separation action.</p> <p><i>(see minutes of 6/17/09 minutes for list of cost-saving measures).</i></p>	<p><u>#68-A</u></p> <p><u>Recommendations #1-#17</u> Ayes 6 (Academic Senate, Faculty Association, CSEA, Management Association, Administration) Noes: 0 Absent: 2 (Associated Students)</p> <p><u>Recommendation #18 – Motion to pull from the list</u> Ayes: 4 (Academic Senate, Faculty Association, CSEA) Noes: 0 Abstain: 2 (Management Association, Administration) Absent: 2 (Associated Students)</p>

June 24, 2009	Budget Planning	<p><u>Superintendent's Response to #68-A (June 17, 2009)</u></p> <p>It was reported that the Supt/Pres acknowledged receipt of the recommendations for cost-saving reductions forwarded by the Budget Planning Subcommittee and DPAC. Dr. Tsang indicated that he would continue to work with the Budget Planning Subcommittee, DPAC, senior staff, managers, and departments to seek ways to develop cost savings and will consider all recommendations to develop a budget to forward to the Board of Trustees.</p>	
August 27, 2008	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee had recommended restructuring the presentation of the designated reserves concept to a form that separates the current budget from the future cost of College priorities. Accordingly, those designations are now presented as an addendum to the budget. Two items are included in the addendum for 2008-09 – \$200,000 for the Global Education Initiative and \$2 million for unfunded retiree benefits.</p>	<p><u>#35-A</u> DPAC unanimously approved the following recommendation presented by the Budget Planning Subcommittee:</p> <p>The Budget Planning Subcommittee recommends 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.</p>

October 22, 2008	Budget Planning Subcommittee	<p>Budget Planning Subcommittee Recommendations: The following recommendation was unanimously approved on October 1, 2008 by the Budget Planning Subcommittee to be forwarded to DPAC for consideration:</p> <p>It is recommended that the District to establish a contracts department for reviewing, monitoring, bidding and performing all the proper steps involved in creating and completing a contract and maintaining a database for all contracts in order to have a standardized and uniform process for all the contracts and to be more efficient.</p>	<p>DPAC was reminded that the Budget Planning Subcommittee had forwarded the same recommendation to DPAC which was unanimously approved on July 11, 2007. It was reported the District is in the process of hiring a Chief Business Officer, and it is the intent to establish a Contracts Office to provide oversight of all contracts.</p> <p>DPAC reaffirmed the recommendation and requested that it be forwarded to the Superintendent/President.</p>
November 12, 2008	Budget Planning Subcommittee	<p>Response to recommendation presented on October 22, 2008 (see above).The following response was presented on behalf of the Superintendent/ President:</p> <p>Chris Bonvenuto is in the process of collecting information on contracts to start the implementation of the Budget Planning Subcommittee's recommendation. The Chief Director of Business Services (currently vacant) will be responsible for the overview of all contracts. The District is currently in the process of hiring a Chief Business Officer. Once that person is on board, he or she will be involved in hiring the Chief Director of Business Services.</p>	

November 12, 2008	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee presented the following recommendation.</p> <p>The Budget Planning Subcommittee recommends that there be a Budget Summit held before the end of the semester with leaders across campus to identify the budget challenges lying before us to arrive upon a blueprint for recovery." Campus leaders, as identified by the Budget Subcommittee include Dr. Tsang, the vice presidents, J.C. Keurjian and members of the Budget Planning Subcommittee.</p>	<p><u>#39-A</u> DPAC unanimously approved the recommendation endorsed by the Budget Planning Subcommittee:</p>
January 28, 2009	Budget Planning Subcommittee – Recommendation on Designated Reserves	<p>The Budget Planning Subcommittee submitted the following recommendation to DPAC for its consideration:</p> <p>It is requested the college not expend the money in designated reserves for GASB from now through the end of 2009-2010.</p>	<p><u>#48-A</u> It was unanimously approved to refer the recommendation back to the Budget Planning Subcommittee to allow time for Jeanine Hawk, Vice-President, Business/Administration, to review and research the issue and provide her input to the subcommittee.</p>

November 12, 2008	Campus Safety/ Emergency Operations Plan	Albert Vasquez, Director of Police and Safety Services, presented the Santa Monica College Emergency Operations Plan which has been updated to meet minimum requirements in order for the District to receive funding in the case of an emergency. The plan will be submitted to the Board of Trustees at its meeting on December 15, 2008. He also presented the updated All Hazard Mitigation Plan, which is a joint venture with the SMMUSD, the City of Santa Monica. This will need to be submitted to FEMA by September, 2009. He reported that the college Health and Safety Committee, which had been disbanded, will start meeting next week. This committee will address local SMC issues.	<u>#40-A</u> DPAC unanimously acknowledged receipt of the two plans/manuals with no objections.
February 25, 2009	Classified Professional Development Funds		<u>#53-C</u> In response to a concern expressed about the process for allocating professional development funds to classified staff, it was agreed that discussion will continue.
May 13, 2009	Course Materials Affordability Task Force	The Associated Students requested that the College Services Planning Subcommittee establish a Course Materials Affordability Task Force to find a strategic approach to deal with the high cost of textbooks and instructional materials. There was no objection to this request.	

September 10, 2008	DPAC Annual Report, 2007-08	A draft of the DPAC Annual Report, 2007-08, was presented for review. There were no revisions suggested.	
September 24, 2008	DPAC Annual Report, 2007-08		<u>#38-A</u> The DPAC Annual Report, 2007-08, was approved.
July 23, 2008	DPAC Charter	The Charter was reviewed and no changes were suggested. The organization/structure document needs to be revised for 2008-09 with updated meeting days, times, locations and members.	
September 10, 2008	DPAC Orientation	Randy Lawson and Richard Tahvildaran-Jesswein provided an orientation which included an historical and organizational review.	
July 23, 2008	Enrollment Reports	Criteria for Enrollment Reports: Deans Jocelyn Chong and Caroline Sheldon were invited to participate in a discussion regarding criteria for enrollment reports. There was no agreement on the enrollment data to be requested and what DPAC wanted to accomplish with the data, but there was a general consensus that the focus should be on student success measures.	<u>#34-C</u> It was determined that DPAC would not pursue a request for enrollment data since student success measures continue to be addressed through other college research efforts (i.e., Basic Skills Initiative).
October 8, 2008	Food Service Vendor	Leases for the <i>Bread Factory</i> and <i>Fresh and Natural</i> have expired, and they are now on month-to-month rentals. The RFP process for selecting vendors for these spaces needs to be reviewed in relation to the endorsement of the criteria and values approved by DPAC. It is important to have two representatives of each constituency participate in all future RFP evaluation processes.	

May 13, 2009	Garden Project	<p>The Associated Students requested that the DPAC Facilities Planning Subcommittee create a task force to plan for the garden project. In response, it was reported that numerous discussions occurred in the past, DPAC and the Superintendent/President have already expressed support for the garden project, and creating a task force is not necessary. It was suggested that the students take the lead on this project by consulting with the Superintendent/President to move ahead on the project.</p>	
February 11, 2009	Institutional Learning Outcomes	<p>The following response to DPAC's recommendation approved on January 28, 2009 was presented on behalf of the Superintendent/ President:</p> <p>Superintendent/President Chui Tsang is supportive of promoting the Institutional Learning Outcomes; however, he does not approve using the SMC identification card. He supports other methods, such as listing them on the "dates and deadlines" card, bookmarks and posting them prominently on the SMC website.</p>	
January 28, 2009	Institutional Learning Outcomes		<p>#49-A DPAC unanimously approved a recommendation that the District market the Institutional Learning Outcomes by listing them on the SMC identification card.</p>

January 14, 2009	Institutional Learning Outcomes	There was consensus that the college needs to market the institutional learning outcomes. Suggestions listing them on the SMC identification card, placing an articulation of them (bullet points) on the front page of the SMC website, and including them on the admissions “dates and deadlines” card.	The College Services Planning Subcommittee will be asked to develop recommendations for the redesign of the identification card.
September 10, 2008	Labor Market Scan		<p><u>#36-A</u> The following motion was made by Eric Oifer, seconded by Jafet Santiago and unanimously approved:</p> <p>DPAC requests 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 and that representatives of the committee be invited to a DPAC meeting to present its recommendations.</p>
February 25, 2009	Master Plan and Integration of Budget Implications:		<p><u>#51-C</u> Following the discussion on the need for improved documentation that shows linkages to ILOs/SLOs and budget planning, there was consensus to create the following subcommittees:</p> <p><u>Calendar Committee:</u> Create a master calendar that identifies and links planning efforts with the development of the budget. <i>Committee Members: Randy Lawson, Richard Tahvildaran-Jesswein, Jeanine Hawk, Katharine Muller, Mona Martin, Mike Tuitasi, Cameron Henton, Lisa Rose</i></p> <p><u>Recordkeeping Committee:</u> (1) Develop a component to the Master Plan for Education that addresses budget implications to stated institutional objectives. (2) Develop a component to the Master Plan for Education that maps goals and objectives to ILOs. <i>Committee Members: Randy Lawson, Richard Tahvildaran-Jesswein, Lisa Rose</i></p>

July 9, 2009	Master Plan for Education	DPAC reviewed the draft of the Master Plan for Education, made some revisions and incorporated many of the action plans from the Strategic Planning Task Force into the Institutional Objectives for 2008-09.	
July 23, 2008	Master Plan for Education	The Institutional Objectives for 2008-09 now include many of the action plans identified in the Strategic Initiatives. A final draft will be distributed to DPAC in August.	
June 24, 2009	Master Plan for Education 2009-2010 Update	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.	
March 11, 2009	Master Plan for Education Template	Update: Master Plan Mapping and Calendar	<u>#55-C</u> There was consensus on a draft of a template for the Master Plan for Education that includes evidence of budget considerations and linkages to ILOs. It will be presented for approval at the next DPAC meeting.
March 25, 2009	Master Plan for Education Update	Master Planning Calendar and Mapping: Drafts of the planning organization chart, flow chart, planning calendar, and template for the <i>Master Plan for Education Update</i> were presented for review and input. The documents will be revised to reflect suggestions made at the meeting and presented at the next meeting for review and possible approval.	

April 22, 2009	Master Plan for Education Update	<p>It was reported that the first step of the annual update of the Master Plan for Education will start at the senior staff level to coordinate development of responses to last year's objectives. It is also necessary to tie the objectives for 2009-2010 to the Strategic Initiatives/Action Plans.</p> <p>Planning Organization Chart, Flow Chart, Planning Calendar: Revisions were suggested and the documents will be reviewed again at the next meeting</p>	
May 13, 2009	Master Plan for Education Update	<p>Planning organization chart, flow chart, planning calendar. Suggestions made at the last meeting were incorporated.</p>	<p><u>#62-C</u> Consensus (no additional comments or suggestions)</p>
April 8, 2009	Master Plan for Education Update Template		<p><u>#58-C</u> There was consensus on revisions to the template for the Master Plan for Education Update</p>
June 24, 2009	Program Review Executive Summary	<p>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..</p>	
April 22, 2009	Propositions IA-IF	<p>Resolution in Support of Propositions IA-IF</p>	<p><u>#59-C</u> There was consensus that DPAC not take a position on this.</p>

January 28, 2009	Responsibilities of the Planning Subcommittees Co-Chairs		<p>DPAC agreed on the following guidelines for Planning Subcommittee Co-Chairs</p> <p><u>#47-C</u></p> <p><u>Responsibilities of the Planning Subcommittees Co-Chairs</u></p> <ul style="list-style-type: none"> • Develop the schedule of meetings <ul style="list-style-type: none"> – All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis. • Work cooperatively to: <ul style="list-style-type: none"> – Develop meeting agendas – Post/distribute agendas in compliance with the Brown Act (<i>72 hours in advance of a regular meeting</i>) – Preside over meetings using standing rules agreed upon by the subcommittee – Prepare minutes of meetings – Post/distribute minutes
June 24, 2009	S/ILO Committee	The Year-End Report and Recommendations, 2008-2009 of the Student/Institutional Learning Outcomes Joint Committee was distributed.	

<p>March 11, 2009</p>	<p>Smoke-Free Campus</p>	<p>Representatives from all campus constituencies, as well as smokers and non-smokers, participated on this task force.</p>	<p>#54-A The task force operated by consensus and submitted the following recommendations to DPAC for consideration:</p> <p>As a transitional step to attaining the goal of a smoke-free campus, the main campus should have three designated smoking areas (DSA):</p> <ol style="list-style-type: none"> 1. Continue the DSA that currently exists east of the Art building. 2. Create a new DSA in the driveway/drop off area that is surrounded by the Business Building, Drescher Hall, HSS, and Parking Structure 4. This area should have a covered smoking area or smoking hut. 3. Create a new DSA at the covered north end of the Library between the emergency exits. <p>All other DSAs should be removed and students directed to the new DSAs at once.</p> <p>Ayes: 6 (Academic Senate, Faculty Association, CSEA Associated Students) Noes: 2 (Administration, Management Association)</p>
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<p>March 25, 2009</p>	<p>Smoke-Free Campus</p>	<p>The following responses (<i>in italics</i>) were presented on behalf of the Superintendent/President:</p> <p>As a transitional step to attaining the goal of a smoke-free campus, the main campus should have three designated smoking areas (DSA):</p> <ol style="list-style-type: none"> 1. Continue the DSA that currently exists east of the Art building. <i>Accepted (currently implemented)</i> 2. Create a new DSA in the driveway/drop off area that is surrounded by the Business Building, Drescher Hall, HSS, and Parking Structure 4. This area should have a covered smoking area or smoking hut. <i>Establish this smoke-free area with tables/umbrellas instead of huts, beginning in summer 2009.</i> 3. Create a new DSA at the covered north end of the Library between the emergency exits. <i>Asked the task force to consider another location preferably not facing into the campus.</i> <p>All other DSAs should be removed and students directed to the new DSAs at once. <i>Any changes to be implemented in summer 2009.</i></p>	
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December 10, 2008	Smoke-Free Campus Policy	The recommendation from the Subcommittee regarding the relocation of the designated smoking area from the northeast corner of the main campus to east of the Art Department resulted in a request that the topic of the smoke-free campus policy and designated smoking areas be included for discussion on the agenda for the next regular meeting.	
January 14, 2009	Smoke-Free Campus Policy	The Board approved a smoke-free campus policy in July, 2007. A phasing in period was developed that provided for designated smoking areas and an educational component on the health risks associated with smoking and second-hand smoke. Members of DPAC expressed concerns about the phasing in and educational component, and suggestions were made on how to move the college to be smoke free.	<p><u>#45-A</u></p> <p>The following motion was approved (6 ayes, 2 noes) and forwarded to the Superintendent/President:</p> <ul style="list-style-type: none"> • DPAC reaffirms Board Policy 2440 for a smoke-free campus and recommends that the administration find ways to enforce it as soon as possible. • DPAC will create a task force consisting of representatives of each constituency to develop recommendations on how the college can reach the goal of being smoke free. The task force will be expected to report back to DPAC by mid-spring 2009. • DPAC recommends that the designated smoking area between the Liberal Arts Building and Library Village be removed.

<p>January 28, 2009</p>	<p>Smoke-Free Campus Policy</p>	<p>The following response to recommendation approved on January 14, 2009 was presented on behalf of the Superintendent/President:</p> <p>Dr. Tsang accepts the recommendation that the designated smoking area between the Liberal Arts Building and Library Village be removed, and he will direct staff to work with the task force to find a suitable substitute location prior to the beginning of the spring semester. He welcomes any further recommendations DPAC may submit through the work of the task force and will carefully consider them.</p> <p>Smoke-Free Campus Work Group: Brenda Benson provided background on the implementation of the smoke-free campus policy was adopted by the Board in July, 2007. Following approval of the policy, a Smoke Free Campus Work Group was formed and met for close to nine months on a weekly basis with the goal of implementing the smoke-free campus policy. The intent of the designated smoking areas was to assist with this transition as the word got out to the greater college community of the new policy via banners, signs and a statement on the homepage.</p>	
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February 11, 2009	Smoke-Free Campus Task Force	The task force has agreed to operate on a consensus model. Discussions to move to a smoke free campus have included suggestions for alternative smoking areas such as a smoking hut/room. It was mentioned that the Facilities Department had been directed to remove the designated smoking area between Liberal Arts and Library Village. The Task Force will take a look at alternate designated smoking areas.	
July 9, 2008	Strategic Planning	The Strategic Initiatives and Proposed Action Plans were submitted to DPAC for consideration	<u>#33-A</u> DPAC unanimously approved the Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force and presented to the Board of Trustees on July 7 th
October 8, 2008	Student Learning Outcomes	Currently 3 of 18 college services areas have SLOs in place. Faculty members Suzanne Borghei and Nancy Hanson have agreed to assist the college services areas and provide them with the tools they need to develop their SLOs.	
September 10, 2008	Student Learning Outcomes, Academic Senate Joint Committee		<u>#37-C</u> There was consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group

<p>May 13, 2009</p>	<p>Superintendent/ President's Response to DPAC Recommendations</p>	<p>DPAC review of the following section of Administrative Regulation 2250. As a result of some confusion caused by a recent response to a recommendation forwarded by DPAC to the Superintendent/ President, the following section of Administrative Regulation 2250 was reviewed.</p> <p>It is the charge of DPAC to make recommendations to the Superintendent/President. It is the responsibility of the Chair and Vice-Chair to convey DPAC's recommendations to the Superintendent/President. The Superintendent/President or designee will respond to DPAC recommendations either in writing or through a report from the Chair at a subsequent DPAC meeting. The Superintendent/President's responses will be reflected in the DPAC minutes.</p>	<p><u>#63-C</u></p> <p>It was suggested that the Superintendent/President's responses indicate either:</p> <ol style="list-style-type: none"> (1) approved, (2) modified, or (3) not approved. <p>There was agreement to this on a trial basis. It was also suggested that a form could be developed to document the responses.</p>
<p>October 8, 2008</p>	<p>Textbook Rental Program</p>	<p>The students to continue the exploration of options for reducing the cost of textbooks. These options include, but are not limited to, textbook rental which may not be the best approach.</p>	

May 27, 2009	Vice-Chair	Election of Vice-Chair, 2009-10	<u>#67-A</u> Eric Oifer was elected Vice-Chair by acclamation
May 13, 2009	Website	Recommendation from Technology Planning Subcommittee.	<u>#61-A</u> The following recommendation regarding the upgrade of the SMC website was unanimously approved by DPAC: Establish a deadline of July 1, 2009 for departments, with the help of IT, to provide basic content for their department homepages. The Academic Senate will determine the basic categories of content to be included for all departments, and a template prepared by Enrollment Development will be provided to department chairs to facilitate submitting specific departmental information to Information Technology. IT staff will then enter the information for each department homepage.
May 13, 2009	Zero Waste	The Academic Senate passed a resolution at its meeting on May 5, 2009 to call upon DPAC to establish a district wide policy in support of zero waste events.	<u>#64-C</u> After some discussion, there was consensus that the recommendation should be directed to the Environmental Affairs Committee to develop a draft policy in support of zero waste events. Accordingly, the Academic Senate agreed to send the resolution to the Environmental Affairs Committee.

**Index of DPAC Actions
2008-09**

A – Approval
C – Consensus/Agreement

Number	Topic	Date
#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-C	Enrollment Reports It was determined that DPAC would not pursue a request for enrollment data since student success measures continue to be addressed through other college research efforts (i.e., Basic Skills Initiative).	July 23, 2008
#35-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
#36-A	Labor Market Scan Unanimous approval that a labor market scan be referred to the Academic Senate Joint Vocational Education Committee and that representatives of the committee be invited to a DPAC meeting to present its recommendations.	September 10, 2008
#37-C	Student Learning Outcomes Committee There was 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 with no objections	November 12, 2008
#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 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 Consensus on revisions to policies	March 25, 2009
#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>	April 8, 2009
#59-C	Resolution in Support of Propositions IA-IF 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
#64-C	Zero Waste Consensus that the Academic Senate recommendation should be directed to the Environmental Affairs Committee to develop a draft policy in support of zero waste events.	May 13, 2009

#65-A	<p>Recommendations from the Budget Planning Subcommittee</p> <ul style="list-style-type: none"> - The Budget Planning Sub-committee reviewed and accepted the Restricted General Tentative Budget as presented - 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. - The District not move the existing \$1.7 million Retiree Health and Welfare JPA funds into an irrevocable fund. (6 ayes, 2 noes) 	May 27, 2009
#66-A	<p>Recommendations from the Facilities Planning Subcommittee)</p> <p>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:</p> <p>Eric Oifer was elected Vice-Chair for 2009-2010 by acclamation.</p>	May 27, 2009
#68-A	<p>Cost-Saving Measures</p> <p>DPAC approved cost-saving measures (#1-#17) recommended by the Budget Planning Subcommittee</p>	June 17, 2009