



*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**MEETING – DECEMBER 8, 2010**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **December 8, 2010** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:05 p.m.

II. Members Present

Jeff Shimizu, Administration Representative  
Eric Oifer, Academic Senate President, Vice-Chair  
Jennifer Merlic, Academic Senate Representative  
Al Vasquez, Management Association President  
Mitra Moassessi, Faculty Association President  
Sandra Burnett, Faculty Association Representative  
Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative  
Tiffany Inabu, Associated Students President  
Chantelle Eastman, Associates Students Representative

Others Present

Susan Aminoff  
Guido David Del Piccolo  
JC Keurjian  
Sherri Lee-Lewis  
Georgia Lorenz  
Mario Martinez  
Lee Peterson  
Steve Peterson  
Christine Schultz  
Howard Stahl  
Mike Tuitasi

DPAC Staff Support

Lisa Rose

III. The minutes of the meeting on November 10, 2010 were accepted as amended.

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: Recommendations from the Budget Planning Subcommittee are on the agenda for DPAC's consideration (see agenda item V.A-1 and 2)
- College Services Planning: Mike Tuitasi and Jennifer Alcaraz, Co-Chairs: The College Services Planning Committee is meeting once a month and is currently working on request for proposal for bottled water.

- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs: Discussion included a review of elements in the Institutional Effectiveness matrix relative to facilities, the Information Technology relocation, and campus signage.
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: The EEO model plan is completed and will be forwarded to DPAC. The subcommittee will be drafting a college-wide ethics statement.
- Technology Planning: Bob Dammer and Wendy Parise, Co-Chairs: The Technology Planning Subcommittee reviewed and approved its revised responsibilities and is working on documenting the resources and services provided by Information Technology to use as a planning tool.

C. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: The committee approved courses in political science, philosophy, recycling and resource management, entertainment technology, significant changes to the animation degree, a new A.S. science degree in math, and four new entertainment technology departmental certificates.
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: No report.
- Student Affairs: Greg Brookins, Chair, and Denise Kinsella, Vice-Chair: No report.
- Student Learning Outcomes: Christine Schultz and Lesley Kawaguchi, Co-Chairs, and Erica LeBlanc, Vice-Chair: SLO rosters are being generated for most courses to allow faculty to input SLO's via the portal.

D. Associated Students Report: Tiffany Inabu, A.S. President: The Associated Students is considering a contract with ZimRide, a rideshare program, and has asked the District for clarification of "District funds" as it relates to the Board of Trustees action boycotting District business with Arizona.

V. Agenda

Public Comments

Mario Martinez (related to item A-I below)

A. Recommendations from Budget Planning Subcommittee

- (1) Motion was made by Mitra Moassessi and seconded by Leroy Lauer that DPAC accept the following seven revenue and savings recommendations presented by the Budget Planning Subcommittee: Open Air Market, Affinity Credit Card, Educational Tours, Distance Education, District Benefits Audit, Savings Awareness Workshops, and Improvement of Business Functions (attached),  
*The motion was unanimously approved and will be forwarded to the Superintendent/President.*

- (2) At its meeting on December 1, 2010, the Budget Planning Subcommittee passed the following motion for DPAC to consider: The Budget Committee recommends to DPAC to affirm the College's current accounting practice of recognizing one-time monies upon receipt.

Motion was made by Mitra Moassessi and seconded by Sandra Burnett that DPAC send the recommendation back to the Budget Planning Subcommittee for further discussion.

*The motion passed by consensus.*

- B. DPAC continued its review of the DPAC Planning Subcommittee Structure/Charges. It was agreed that as the Planning Subcommittees meet and review their respective structure/charges, they will forward their responses to DPAC in their scheduled monthly reports.
- C. Follow-Up on Institutional Effectiveness Report: DPAC discussed how to make use of the Institutional Effectiveness (IE) Report. It was agreed that at its next meeting, DPAC will review the IE Report as it relates to the college's supporting goals – Innovative and Responsive Academic Environment, Supportive Learning Environment, Supportive Collegial Environment, Stable Fiscal Environment, and Sustainable Physical Environment. DPAC will assign to various College planning bodies (e.g. Academic Senate and DPAC Planning Subcommittees) the tasks of determining and recommending how best to evaluate and assess the supporting goals and recommending how best to employ the IE Report in doing so.

VI. Adjournment 5:02 p.m.

Meeting schedule through June, 2011 (second and fourth Wednesdays each month at 3 p.m.)

2011

January 12, 26

February 9, 23

March 9, 23

April 13, 27

May 11, 25

June 8, 22

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the January 12, 2011 DPAC meeting.

Agenda

- Reports:
  - Planning Subcommittees
  - Academic Senate Joint Committees
  - Associated Students
- Enrollment Planning for 2011-2012
- Follow-Up on Institutional Effectiveness Report

**Recommendations from DPAC Planning Subcommittees to be included on agenda for consideration by DPAC need to be submitted to Lisa Rose one week before the meeting.**

A. Recommendations from Budget Planning Subcommittee

(I) The Budget Committee continued discussing and evaluating Revenue and Savings Ideas. The following ideas were unanimously recommended to be forwarded to DPAC for further consideration.

<b>Idea</b>	<b>Type</b>	<b>Description</b>
Open-Air Market	Revenue	The Budget Committee recommends that the District evaluate the feasibility of conducting weekend “swap meets” at certain campus sites. Based on Budget Committee research, a third-party promoter/operator model has been successful at other community colleges.
Affinity Credit Card	Revenue	The Budget Committee recommends that the District authorize a financial institution to market an affinity credit card for Santa Monica College.
Educational Tours	Revenue	The Budget Committee recommends that the District consider partnering with other institutions to create revenue-producing Educational tours.
Distance Education	Savings	Recognizing that the migration would require a multi-year effort and that all necessary features faculty and students expect will need to be implemented in any selected distance education platform and recognizing that faculty will need to be supported in any switch and that faculty will need to drive this process forward, the Budget Committee recommends that the District explore moving to an open-source Distance Education platform to realize long-term savings.
District Benefits Audit	Savings	The Budget Committee recommends that the District regularly perform a comprehensive benefits audit to verify the eligibility of those on the District health plans as well as investigate the free services offered by PERS in this area.
Savings Awareness Workshops for Employees	Savings	The Budget Committee recommends that the District consider running workshops on various topics to help employees conserve resources. Topics would include overhead projector bulb usage, copying, printing, managing electricity use and reducing water use.
Improvement of Business Functions	Savings	The Budget Committee recommends that the District put adequate resources and priority behind the current efforts underway to improve the policies and procedures of the business functions of all departments involved in the setting up, reporting of and generation of payroll-related warrants as well as benefits and retirement reporting.