



*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**MEETING – FEBRUARY 23, 2011**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **February 23, 2011** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:07 p.m.

II. Members Present

Randy Lawson, Administration, Chair  
Eric Oifer, Academic Senate President, Vice-Chair  
Jeff Shimizu, Administration Representative  
Janet Harclerode, Academic Senate Representative  
Al Vasquez, Management Association President  
Katharine Muller, Management Association Representative  
Mitra Moassessi, Faculty Association President  
Sandra Burnett, Faculty Association Representative  
Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative

Others Present

Susan Aminoff  
Greb Brookins  
Patricia Burson  
Bob Dammer  
David Finkel  
Bob Isomoto  
JC Keurjian  
Jennifer Merlic  
Wendy Parise  
Lee Peterson  
Steve Peterson  
Howard Stahl

DPAC Staff Support

Lisa Rose

III. The minutes of the meeting on February 9, 2011 were accepted.

IV. Reports

B. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: A number of recommendations related to the budget have been forwarded to DPAC and are included on the agenda (See Agenda Item B). The Budget Planning Subcommittee continues to explore revenue-generating and cost-saving ideas.
- College Services Planning: Mike Tuitasi and Jennifer Alcaraz, Co-Chairs: No report.

- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs: Discussions included planning for the rest of the year and developing a process to identify facility needs to recommend to DPAC as part of the short-term and long-term planning process. Meetings will be held in June and July.
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: The draft of the Equal Employment Opportunity (EEO) Plan is included on this agenda (see Agenda Item A) for information. It will be submitted to DPAC for acceptance at the next meeting. The subcommittee continues to work on a District ethics statement.
- Technology Planning: Bob Dammer and Wendy Parise, Co-Chairs: Discussions include the development of a process to capture the technology needs of the campus to put into visualization software.

C. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: No report.
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: The Committee reviewed three programs, is working on the annual Program Review Report following the new schedule, and is moving forward with a recommendation to acquire the Curricunet module to manage the program review process.
- Student Affairs: Greg Brookins, Chair, and Denise Kinsella, Vice-Chair: The Committee will be reviewing (1) Administrative Regulations 4410, 4411 and 4412, (2) reduced course loads for disabled students, and (3) the administrative regulation for international students and graduation.
- Student Learning Outcomes: Christine Schultz and Lesley Kawaguchi, Co-Chairs, and Erica LeBlanc, Vice-Chair: The Committee also supports the resolution for Curricunet. It is looking at changing its name to the Institutional Effectiveness Committee and reviewing its scope and function.

D. Associated Students Report: Tiffany Inabu, A.S. President: No report

V. Agenda

Public Comments

- A. Information: Equal Employment Opportunity (EEO) Plan: The Human Resources Planning Subcommittee submitted the EEO Plan for DPAC for review and input. The plan will be presented to DPAC for acceptance at the next meeting.
- B. Budget:
- *The Strategic Budget Plan Elements – Objectives and Principles* was revised to reflect the suggestions made by the Board of Trustees at its Study Session and was presented to the Budget Planning Subcommittee for discussion at its meeting on February 16, 2011. The Budget Planning Subcommittee submitted two specific recommendations to DPAC, as follows:

### Objectives

1. Develop a budget plan that brings available ongoing revenues and expenditures in balance with the adoption budget for 2013-14.

#### *DPAC Action:*

Motion made by: Mitra Moassessi  
Seconded by: Bernie Rosenloecher  
Ayes: 5 (Faculty Association, CSEA, Management Association, Academic Senate)  
Noes: 1 (Administration)  
Absent: 2 (Associated Students)

#### Motion Approved

3. Protect the College's ongoing operation by maintaining a fund balance with a minimum goal of 3.5% going forward from 2011-12.

#### *DPAC Action:*

Motion made by: Mitra Moassessi  
Seconded by: Bernie Rosenloecher  
Ayes: 3 (Faculty Association, CSEA)  
Noes: 3 (Administration, Management Association, Academic Senate )  
Absent: 2 (Associated Students)

#### Tie Vote – No Recommendation

### Principles

The Budget Planning Subcommittee also had issues with Principles A, F, I, J, L, and N as currently written and recommended that these principles be reconsidered and/or revised as appropriate. DPAC reviewed and discussed the issues and made the following motion on Principle I.

#### Principle I

To avoid layoffs of permanent employees, seek salary freezes, furloughs, salary reductions, and other adjustments.

Motion made to revise Principle I, as follows:

#### Maintain employment for SMC personnel.

Motion made by: Bernie Rosenloecher  
Seconded by: Leroy Lauer  
Ayes: 4 (Academic Senate, Faculty Association, CSEA)  
Noes: 2 (Administration, Management Association)  
Absent: 2 (Associated Students)

#### Motion Approved

Other discussion points and suggestions will be detailed in a follow-up report.

- Town Hall Meeting: It was requested by the Superintendent/ President that DPAC plan a Town Hall Budget meeting on March 9, 2011.

Motion made by: Eric Oifer  
Seconded by: Al Vasquez  
Ayes: 3 (Administration, Management Association,  
Academic Senate )  
Noes: 3 (Faculty Association, CSEA)  
Absent: 2 (Associated Students)

Tie Vote – No Recommendation

Those voting against DPAC planning the Town Hall Budget meeting (Faculty Association and CSEA) felt that the budget information presented would be the District's, not DPAC's.

- C. Follow-Up on Institutional Effectiveness Report - Supportive Learning Environment (Performance Indicators 2.0 – 2.20): Postponed to next meeting

VI. Adjournment 5:12 p.m.

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

2011

March 9

March 23

April 13, 27

May 11, 25

June 8, 22

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the March 9, 2011 DPAC meeting.

Agenda

- Reports
  - Planning Subcommittees
  - Academic Senate Joint Committees
  - Associated Students
  - Budget Update
- Acceptance of Equal Employment Opportunity (EEO) Plan
- Follow-Up on Institutional Effectiveness Report: Supportive Learning Environment (Performance Indicators 2.0 – 2.20), Supportive Collegial Environment (Performance Indicator 3.1), Stable Fiscal Environment (Performance Indicators 4.1-4.5) and Sustainable Physical Environment (Performance Indicators 5.1-5.3)

*Randy Lawson and Eric Oifer will develop a summary of the discussion related to the performance indicators in the Innovative and Responsive Academic Environment goal and recommend measures to be used for development of the institutional report card.*

**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.**