



*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**MEETING – MARCH 30, 2011**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **March 30, 2011** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:10 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  
Erica LeBlanc, Management Association Representative  
Mitra Moassessi, Faculty Association President  
Sandra Burnett, Faculty Association Representative  
Connie Lemke, CSEA Representative  
Leroy Lauer, CSEA Representative  
Tiffany Inabu, Associated Students President  
Chantelle Eastman, Associated Students Representative

Others Present

Genevieve Bertone  
Bob Dammer  
Bob Isomoto  
Amber Katherine  
Mario Martinez  
Jennifer Merlic  
Katharine Muller  
Lee Peterson  
Steve Peterson  
Howard Stahl  
Marcy Wade

DPAC Staff Support

Lisa Rose

III. The minutes of the meeting on February 23, 2011 were accepted.

IV. Report

A State/SMC Budget Update: Governor Brown has called off talks with the Republicans. It is unlikely that the tax extension measure will be on the June ballot; there is a possibility it could be on the November ballot. The budget is still in a holding pattern at this time.

V. Agenda

Public Comments - None

- A. Presentation of ACUPCC Climate Action Plan: The President's Climate Commitment signed in 2008 included the District reaching milestones within a certain timeframe. The District has met the requirements of the Commitment including the creation of a task force that reports to DPAC when needed, completion of the greenhouse gas inventory and releasing the results of a transportation survey. Part of the commitment is the development of the Climate Action Plan (CAP). An outline of the CAP was presented to DPAC for review, discussion and input. Some of the recommendations in the CAP are operational, some are planning issues, and some have budgetary impact. It was suggested that the recommendations be written as broad principles rather than specific recommendations. It was agreed that the ACUPCC Task Force will review and rewrite the recommendations and refer them to the appropriate bodies for input (e.g. DPAC, DPAC Planning Subcommittees, Academic Senate).
- B. Call for College-Wide Budget Glossary: The Academic Senate recommends that DPAC task the DPAC Budget Subcommittee to develop a budget glossary of key terms and concepts used in budget and funding discussions. This glossary should be disseminated to ensure that all members of the College community are properly informed as these discussions take place.  
*(Passed unanimously by the Academic Senate on March 15, 2011)*
- After some discussion, it was decided that (1) an ad hoc committee be created to draft a basic budget glossary specific to SMC, (2) the glossary be reviewed by the Budget Planning Subcommittee, and (3) the glossary be reviewed and approved by DPAC for dissemination to the college community.
- C. Recommendations from Budget Planning Subcommittee: A list of 2011-2012 Savings Ideas and 2011-2012 Revenue Ideas was submitted to DPAC by the Budget Planning Subcommittee. The list was not prioritized and includes suggestions for short-term and long-term implementation.

Motion to Table the 2011-2012 Savings Idea from the Budget Planning Subcommittee to the next DPAC Meeting

Motion Made By: Chantelle Eastman

Seconded By: Tiffany Inabu

Ayes: 4 (Associated Students, Administration, Management Association)

Noes: 4 (Academic Senate, CSEA, Faculty Association)

*Tie Vote – No Recommendation*

There was agreement to reword the following savings ideas:

#7 Reduce ~~staff development~~ conference/travel costs

#16 A part of a long-term plan in consultation with the Academic Senate, continue to review the reduction of ~~Reduce~~-Distance Education costs via an open-source solution as soon as feasible

Savings Idea #4 was pulled for separate action

Motion Made By: Eric Oifer  
Seconded By: Jeff Shimizu

#4 was reworded as follows: Count the designated reserve as part of the general fund reserve

Ayes: 4 (Academic Senate, CSEA, Faculty Association)  
Noes: 2 (Administration, Management Association)  
Abstain: 2 (Associated Students)

Savings Idea #17 was pulled for separate action

Motion Made By: Tiffany Inabu  
Seconded By: Chantelle Eastman

#17 was reworded as follows: Explore ways to reduce the cost of the Big Blue Bus program

Ayes: 3 (CSEA, Faculty Association)  
Noes: 5 (Academic Senate, Administration, Associated Students, Management Association)

*Motion fails - #17 deleted from list of savings ideas*

The vote on 2011-2012 Savings Ideas #1-#3, #5-#16, #18-#19 and the 2011-2012 Revenue Ideas was unanimous (Ayes – 8, Noes – 0). The list of 2011-2012 Savings Ideas and 2011-12 Revenue Ideas as revised and approved is attached.

D. Follow-Up on Institutional Effectiveness Report – deferred to next meeting

VI. Adjournment: 4:50 p.m.

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

2011

April 27 (no meeting April 13<sup>th</sup>)

May 11, 25

June 8, 22

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the April 27, 2011 DPAC meeting.

Agenda

1. Reports

- DPAC Planning Subcommittees
- Academic Senate Joint Committees
- ACUPCC
- Statewide Update

2. Follow-Up on Institutional Effectiveness Report:

- Supportive Collegial Environment (Performance Indicator 3.1),
- Stable Fiscal Environment (Performance Indicators 4.1-4.5)
- Sustainable Physical Environment (Performance Indicators 5.1-5.3)

3. Discussion: Master Plan for Education – Report on 2010-2011 Objectives

**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.**

## **2011-2012 SAVINGS IDEAS AND REVENUE IDEAS**

Unanimously Approved by DPAC: March 30, 2011

### 2011-12 SAVINGS IDEAS

1. Shift employee salaries/benefits to other funds as allowed by law
2. Reduce general fund support of the Public Policy Institute by seeking alternative funding
3. Reduce general fund support for the Global Citizenship Initiative by seeking alternative funding
4. Count the designated reserve as part of the general fund
5. Suspend hiring of temporary employees in the Bookstore, and replace with full time employees when cost effective
6. Reduce consultant contracts
7. Reduce conference/travel costs
8. Reduce District dues and memberships
9. Reduce catering of events
10. Reduce legal fees
11. Reduce off-campus printing
12. Reduce advertising
13. Reduce postage costs
14. Reduce delivery service costs
15. Offer employee retirement incentives as allowed by law and if cost effective
16. As part of a long-term plan in consultation with the Academic Senate, continue to review the reduction of Distance Education costs via an open-source solution as soon as feasible
17. Move remaining Madison Project funds back to general fund
18. Reduce employee perquisites

### 2011-12 REVENUE IDEAS

1. Seek funding for the Emeritus Program
2. Look into charging rent to SMC Foundation for 1516 Pico Blvd.
3. Open-air market
4. Affinity credit card
5. Educational tours
6. Use CalPERS trust to fund a portion of Healthcare increases for 2011-12
7. Charge a convenience fee on credit card transactions
8. Accept only cash or credit cards for financial transactions thereby reducing bad debt expenses