



Santa Monica Community College District
District Planning and Advisory Council
MEETING – AUGUST 24, 2011
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **August 24, 2011** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:31 p.m.

II. Members Present

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

Others Present

Bob Dammer
Ryan Downer
JC Keurjian
Bob Isomoto
Brian Lawson
Erica LeBlanc
Connie Lemke
Mario Martinez
Lee Peterson
Howard Stahl

DPAC Coordinator

Lisa Rose

III. The minutes of the DPAC meeting on August 10, 2011 were accepted.

IV. Reports

A. Superintendent's Response to DPAC Recommendations:

- July 27, 2011: DPAC recommended the adoption of the assumptions recommended by the Budget Planning Subcommittee in the preparation of the 2011-2012 adopted budget. Following is the Superintendent's response:

I approve the recommended budget assumptions except for #2 (FTES growth/decline) and #8 (new faculty positions). I am recommending to the Board of Trustees that we assume about 1,100 unfunded FTES (the result of adding about 200 course sections across Fall 2011, Winter 2012 and Spring 2012) instead of the 500-700 in Assumption 2 and that we hire 10 new faculty positions rather than the

0 positions recommended in Assumption 8. In response to Board Goals and the Master Plan for Education institutional objectives, I will also be adding expenditures for Technology Infrastructure Maintenance/Updates, Instructional Equipment Replacement/Updates, Facility Maintenance/Operations, Facility Modification/Updates, and institutionalizing the Supplemental Instruction/Writing Center/Tutoring Center Initiatives. Finally I am recommending that funds be set aside as a contingency for mid-year state funding reductions.

- August 10, 2011: DPAC approved the District-Wide Code of Ethics. Dr. Tsang approved the Code of Ethics and will be presenting it to the Board of Trustees for a first reading at its meeting on September 6, 2011.

B. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: The report is included later in the agenda (see V. Agenda - B)
- College Services Planning: Mike Tuitasi, Co-Chair: No report
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs: No report from the subcommittee, although there was discussion among some members about the work order process.
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: No report
- Technology Planning: Bob Dammer and Wendy Parise, Co-Chairs: No report

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 annual program review update to be delivered online through the CurricuNet program review module is moving forward.
- Student Affairs: Beatriz Magallon, Chair, and Denise Kinsella, Vice-Chair: No report
- Institutional Effectiveness: Christine Schultz and Esau Tovar, Co-Chairs, and Erica LeBlanc, Vice-Chair: The committee is focusing on the development of the ISIS portal for student and instructional services outcomes.

V. Agenda

Public Comments – None

- #### A. Master Plan for Education Update: A draft of the Master Plan for Education 2011-2012 Update will be completed soon and will be presented to DPAC at its meeting on September 14th. Eleven of the 14 Institutional Objectives for 2010-2011 have been completed or substantially completed. Nine of the 11 Institutional Objectives for 2011-2012 are new, two are continued from 2010-2011.

An ad hoc committee is working on a project to map Institutional Objectives for the last five years (2006-2011) to the Strategic Initiatives and indicate the level of completion for each objective. This will produce quantifiable data to inform the assessment of the strategic planning process.

- B. Recommendation from Budget Planning Subcommittee on District Adopted Budget, 2011-2012: Chris Bonvenuto reviewed the proposed 2011-2012 budget with the Budget Planning Subcommittee at its meeting preceding the DPAC meeting. A motion was approved by the Budget Planning Subcommittee that the subcommittee had received and discussed the proposed 2011-2012 budget. Howard Stahl and Bob Isomoto presented highlights of the budget to DPAC.

VI. Adjournment- 4:45 p.m.

Meeting schedule through June, 2012 (second and fourth Wednesdays each month at 3 p.m.)

2011

September 14, 28

October 12, 26

November 9, 23

December 14

2012

January 11, 25

February 8, 22

March 14, 25

May 9, 23

June 13, 2

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the August 10, 2011 DPAC meeting.

Agenda

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.