



Santa Monica Community College District
District Planning and Advisory Council
MEETING – JULY 10, 2013
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **July 10, 2013** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:04 p.m.

II. Members Present

Randy Lawson, Administration, Chair
Eve Adler, Academic Senate President, Vice-Chair
Jeff Shimizu, Administration Representative
Jennifer Merlic, Academic Senate Representative
Brenda Benson, Management Association Representative
Mitra Moassessi, Faculty Association President
Howard Stahl, Faculty Association Representative
Leroy Lauer, CSEA Representative

Others Present

Genevieve Bertone
Lee Peterson
Teresita Rodriguez
Al Vasquez

DPAC Coordinator

Lisa Rose

III. The minutes of the DPAC meeting on June 26, 2013 were accepted.

IV. Agenda

- A. An updated *Sustainable Transportation Incentives* was presented by the Sustainability Task Force for review by DPAC. Suggested revisions will be incorporated and the incentive program will be launched in fall 2013.
- B. Master Plan for Education Update, 2013-2014: DPAC reviewed responses to the 2012-2013 Institutional Objectives and discussed preparation of 2013-2014 Institutional Objectives.
- C. Enrollment Update: This is week four of summer session. The schedule was planned to be the same size as 2012; however, the college is experiencing the statewide trend of decreased demand and is serving 1,100 fewer students this summer (78 FTES behind last year). The beginning of the fall 2013 semester is still 48 days way and enrollment is running a little behind. Applications for non-resident students are up 4 percent.
- D. Emergency Preparedness Task Force: The Task Force will be reviewing existing systems of notification, communication and dispatch, training and locking of classrooms and will be making recommendations for all campuses. They are working with the Crisis Management Team and the Professional Development Committee to finalize a presentation for flex day. The Emergency Preparedness Plan and procedures are being updated.

VI. Adjournment – 4:03 p.m.

Meeting schedule through June, 2014 (second and fourth Wednesdays each month at 3 p.m.)

<p><u>2013</u> July 24 August 14, 28 September 11, 25 October 9, 23 November 13, 27 December 11</p> <p><u>2014</u> January 8, 22 February 12, 26 March 12, 26 April 9, 23 May 14, 28 June 11, 25</p>

VII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the July 24, 2013 DPAC meeting.

Agenda

A. Reports

- Planning Subcommittees
- Academic Senate Joint Committees
- ACUPCC Task Force
- Associated Students

B. Master Plan for Education Update 2013-2014:

- Review Responses to 2012-2013 Institutional Objectives
- Review Identified 2013-2014 Institutional Objectives
- Writing Assignments

C. Resource Development Group

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.

Santa Monica College
SUSTAINABLE TRANSPORTATION INCENTIVES
Rules of Participation

Sustainable modes of transportation include walking, skating, bicycling, mass transit, carpooling and vanpooling. Other modes of transportation may be considered for eligibility by the Transportation Task Force on a case-by-case basis. Telecommuting is not considered eligible for the Sustainable Transportation Incentive Program.

- 1) The following financial incentive levels are available to all employees who use sustainable modes of transportation to commute to work at Santa Monica College.
 - (a) Sustainable Commuter Cash Level I: Any employee that uses sustainable transportation 30%-49% of the time is eligible to receive a \$15 monthly subsidy.
 - (b) Sustainable Commuter Cash Level II: Any employee that uses sustainable transportation 50%-74% of the time is eligible to receive a \$25 monthly subsidy.
 - (c) Sustainable Commuter Cash Level III: Any employee that uses sustainable transportation 75%-100% of the time is eligible to receive a \$30 monthly subsidy.
 - (d) Any employee that uses sustainable transportation less than 30% of the time is not eligible.
- 2) Quarterly Prize Drawing: Employees who qualify for a Sustainable Transportation Incentive for three consecutive months within the fiscal year quarter (January-March, April-June, July-September, October-December) will be entered in a Quarterly Prize Drawing for that quarter. The prize drawing will be a total of \$200.00 in gift certificates, distributed among four prize winners (\$50 each). Winners will be selected at random. Gift certificates will be facilitated and distributed by the Center for Environmental and Urban Studies.
- 3) Employees of Santa Monica College who are eligible to participate in the Sustainable Transportation Incentive Program include all classified permanent and academic classified permanent employees.
- 4) A carpool consists of at least two ~~or more~~ people who shared the ride from point of origin to or from any SMC property for at least 60% of the trip.
- 5) If driving alone is utilized in conjunction with one or more sustainable modes of transportation to and from SMC then the employee can claim eligibility for that day only if the sustainable modes of transportation are used during at least 60% of the trip distance.
- 6) To claim a sustainable transportation subsidy and/or to be entered into the Quarterly Prize Drawing, the employee must log their commutes using the online system that can be reached through the SMC Center for Environmental and Urban Studies website: www.smc.edu/ceus Employees must use their SMC emails and enter Santa Monica College in the employer section.
- 7) Using the online system, employees are required to enter all work-related commutes and the total number of days worked at the College by the 10th of the following month.
- 8) Random fraud checks will be performed on a monthly basis by sending employee commute logs to immediate supervisors or faculty leader for approval. Any employee participating in the program automatically consents to this verification process.
- 9) Any employee who willfully provides false information on the commute log may be excluded from future participation in Santa Monica College sustainable transportation incentive programs.