



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **June 22, 2016** at Santa Monica College, HSS 301 Conference Room, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:05 p.m.

II. Members Present

Jeff Shimizu, Administration, Chair Designee
Fran Chandler Academic Senate President-Elect, Vice-Chair
Mitra Moassessi, Academic Senate Representative
Erica LeBlanc, Administration Representative
Bob Dammer, Management Association President
Peter Morse, Faculty Association President
Howard Stahl, Faculty Association Representative
Lee Peterson, CSEA Representative

Others Present

Greg Brown
Steve Chen
Nate Donahue
Matt Hotsinpiller
Eric Oifer
Dan Rojas
Mike Tuitasi

DPAC Coordinator

Lisa Rose

III. The minutes of the DPAC meeting on May 11, 2016 were unanimously approved as amended.

IV. Reports

A. Planning Subcommittees

- **Budget Planning:** Bob Isomoto and Howard Stahl, Co-Chairs: No report
- **College Services Planning Subcommittee:** The subcommittee focused on nutrition in the fall and assisted the Associated Students in developing the FLVR program. In the spring the focus shifted to students in need – homelessness and food insecurity issues – and how to provide resources for these students. A website is being developed to be launched in the fall.
- **Facilities Planning:** Greg Brown and Lee Peterson, Co-Chairs: The subcommittee discussed the capital outlay plan which may or may not be funded by a bond, and a state bond in which SMC is included for 2018-2019 funding for the Math/Science addition. It was reported that Board of Trustees approved a recommendation for temporary air-conditioning for several college buildings. Facilities staff will be meeting with the contractor this week and the project will start next week. There will be language in the potential bond measure to include air-conditioning. It was suggested that the Facilities Planning Subcommittee starting planning air-conditioning for next year.

- Human Resources Planning: Tre-Shawn Hall-Baker and George Davison, Co-Chairs: No report.
- Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs. The subcommittee discussed methods to survey college constituents to gather information on technology needs on campus. Steve Chen reviewed the Information Technology Objectives (attached).
- Academic Senate Joint Committees
 - Curriculum: Guido Davis Del Piccolo, Chair and Jennifer Merlic, Vice-Chair: No report.
 - Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: No report.
 - Student Affairs: Alexandra Tower, Chair, and Esau Tovar, Vice-Chair: No report
 - Institutional Effectiveness: Christine Schultz, Chair, and Hannah Lawler, Vice-Chair: No report.
- Accreditation Update: Accreditation Update: The final draft of the Accreditation Self-Study Report was accepted by the Board of Trustees at its last meeting. The Quality Focus Essay (QFE) is still being written. It was reported that Gari Browning, Superintendent/President of Ohlone College, is chairing the visiting team.
- Associated Students: Training for the new board starts next week.
- Superintendent/President's Response to DPAC Recommendations: Following are two recommendations approved by DPAC on June 8th that were forwarded to the Superintendent/President for consideration.

A. The Budget Planning Subcommittee forwarded the following recommendations approved on June 1, 2016. DPAC approved the recommendations with a vote of 6 ayes, 2 noes and requested that they be forwarded to the Superintendent/President for consideration.

In an effort to increase budget transparency, the DPAC Budget Committee recommends to DPAC that the Student ID Fee's name be changed to the General Fund Fee or the College Services Fee or some other name that more accurately matches the fee's purpose.

Superintendent's Response: Consider

Staff will be reviewing categories of student fees approved by the Chancellor's Office and determine what is legally acceptable.

2. The Budget Committee recommends to DPAC that the IEPI Indicator for Fund Balance have a stated goal of 5% and that the Budget Committee continue to review this goal moving forward.

Superintendent's Response: Not approved

One of the primary roles of the Board of Trustees is to ensure the financial stability of the institution. At its June meeting, the Board of Trustees adopted a 7.5% goal. Therefore, the DPAC recommendation does not align with the Board's goal and is denied.

V. Agenda

1. The responses to the 2015-2016 Institutional Objectives were distributed for review. It was requested that members of DPAC review them for discussion at the next meeting.
2. The Technology Objectives for 2016-2017 were presented. It was suggested that an Institutional Objective be developed that incorporates several of the Technology Objectives for 2016-2017.

VI. Adjournment: 5:16 p.m.

Meeting schedule through June, 2017(second and fourth Wednesdays each month at 3 p.m.)

<u>2016-2017</u> July 13, 27 August 24, 31 September 14, 28 October 12, 26 November 9 December 14 January 11, 25 February 8, 22 March 8, 22 April 12, 26 May 10, 24 June 14, 28

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the July 13, 2016 DPAC meeting.

- A. Master Plan for Education Update, 2016-2017
 - Review responses to 2015-2016 Institutional Objectives
 - Program Review Planning Summary
 - Revised form for Institutional Objectives
- B. Discussion: Plan and timeline for cooling of college buildings



INFORMATION TECHNOLOGY OBJECTIVES 2016-17

Objective 1 Implement Identity Provider Services with Shibboleth

To support CCC OEI (Open Education Initiative) and other CCC initiatives (CCCApply, CAI, Canvas) and other external applications such as Gmail, and ServiceNow, we will implement campus Identity Provider Services with Shibboleth.

Contact: Dan Rojas

Status: Solution proposed, pending on budget

Objective 2 Website Mobile Responsive

To make the SMC website responsive and compatible with mobile devices, we will upgrade the SharePoint Content Management software.

Contact: Dan Rojas

Status: In progress

Objective 3 Campus Wide Software Update

To keep campus information technology software applications current in alignment with the College's Technology Master Plan, the District has committed funds for identified core requirement campus-wide software such as Microsoft campus agreement, anti-virus/malware software, Adobe Creative Cloud Suite, and other system management tools.

Contact: Steve Peterson

Status: In planning

Objective 4 District Technology Equipment Replacement Plan

To keep campus information technology equipment current in alignment with the College's Technology Master Plan, we will continue planning and replacing faculty, student and staff outdated workstations.

Contact: Bob Dammer

Status: In planning

Objective 5 Campus Wide Assistive Technology

To ensure the compliance of technology accessibility requirements for disabilities, miscellaneous software/equipment will be purchased/renewed/installed throughout the year.

Contact: Thomas Peters/Joshi John

Status: In progress

Objective 6 Upgrade Oracle Software

To ensure the College Information System is at an up-to-date version compatible with vendor (Oracle) requirements and current web browsers, and also compliant with security mandates; plan, evaluate, and implement updated version of Oracle (Form and Report). By upgrading the system software, we can also take advantages of additional functionalities.

Contact: Wendy Liu/Steve Chen/MIS Team

Status: In progress of selecting a consulting firm to assist us.

Objective 7 Upgrade Oracle APEX Tool

To take advantage of new features and to patch existing bugs, we need to upgrade APEX to Version 5 from current Version 4.2.4. Apex is an Oracle tool used for designing Corsair Connect, mProfessor and many other programs on WebISIS.

Contact: Wendy Liu/Steve Chen/MIS Team

Status: In progress (one-week of training was conducted)

Objective 8 Upgrade Database Server and Version

To strengthen the ISIS infrastructure and as part of the disaster recovery project, all database instances on HP will be migrated to new Linux Servers. Potentially we may also upgrade the database version from 11g to 12c. As a result, the HP Unix boxes hosting ISIS database are to be retired.

Contact: Wendy Liu/Jung Lee/Steve Chen

Status: In progress

Objective 9 Instructional Technology for Smart Classroom & Smart Cart Equipment

To complete the process of upgrading 100% of classrooms to include smart technology, we will install three more classrooms this year.

Contact: Al DeSalles

Status: In planning

Objective 10 Upgrade District Print Systems

To maintain the continuity of current digital print system operations and promote innovation, we will upgrade all Xerox technologies to best support campus-wide printing, copying and scanning needs.

Contact: Al DeSalles

Status: In progress. It is expected to complete by no later than the start of the fall semester

Objective 11 Departmental Instructional Technology Needs

To respond to the technology needs stipulated by SMC constituents, implement recommended departmental technology requests for specific and miscellaneous software/equipment, and other technology accessories.

Contact: Steve Peterson/Joshi John

Status: In planning

Objective 12 Academic Computing Upgrades

To keep campus computer lab systems current in alignment with the College's Technology Master Plan, we will upgrade student computers and servers to support Windows 10 for instructional purposes. We will also virtualize the Modern Language Department's physical BlackBoard Collaborate Linux server.

Contact: Joshi John

Status: In progress

Objective 13 Support Technical Implementation of Campus Safety Technology Plan

To strengthen campus security, we will complete the campus safety technology project; updated surveillance camera and electronic door access systems are currently being implemented.

Contact: Bob Dammer

Status: The project is about 75% completed and is scheduled to finish by December 2016.

Objective 14 College Technology Resource Disaster Recovery Plan

To protect critical SMC data and ensure solid business continuity, we will validate solutions, implementation plan and procedures for recovery of mission critical services and applications.

Contact: Bob Dammer

Status: Solution proposed, pending on budget/detailed project plans

Objective 15 Review and Update Computer Usage Policies and Procedures

To enhance the effectiveness of our IT operations and strengthen information security, we will review and update existing IT user policies and user account management. We will also work with the HR and the College administration to train/educate the District community about proper usage of IT resources.

Contact: IT Management

Status: In progress