



**District Planning and Advisory Council**  
**CHARTER AND ORGANIZATION**  
**2015-2016**

**Board Policy 2250**

The Board recognizes the District Planning and Advisory Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

DPAC is the College's primary planning body and coordinates institutional planning. It is the responsibility of DPAC to develop the annual Master Plan for Education Update and oversee the long-term planning efforts of reviewing the Vision, Mission, Values, and Goals, assessing the College's planning process, and developing new Strategic Initiatives every five years.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff, students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

**DPAC Members:**

Superintendent/President (or designee)  
Academic Senate President (or designee)  
Faculty Association President (or designee)  
CSEA President (or designee)  
Management Association President (or designee)  
Associated Students President (or designee)

Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 12 people (President + One).

**DPAC Chair and Vice-Chair:**

The Chair shall be selected by the Superintendent/President in June to serve a one-year term the following fiscal year.

The Vice-Chair shall be elected by a majority vote of DPAC members (8 votes) in June to serve a one-year term for the following fiscal year.

Note: The Vice Chair shall not come from the same constituency group as the Chair of DPAC. If the Superintendent/President selects a faculty person for Chair then the Vice Chair must come from a constituency group other than faculty.

### Responsibilities of the DPAC Chair and Vice-Chair

- The Chair shall preside at meetings of DPAC
- The Vice-Chair shall preside at meetings of DPAC in the absence of the Chair
- The Chair and Vice-Chair shall review agendas and minutes of DPAC meetings prior to distribution
- The Chair and Vice-Chair shall convey DPAC's recommendations to the Superintendent/President

### DPAC Coordinator

The DPAC Coordinator shall be responsible for the following:

- Prepare, post/distribute agendas for DPAC meetings in compliance with the Brown Act (72 hours in advance of a regular meeting)
- Prepare, post/distribute minutes of DPAC meetings
- Keep a full, accurate and indexed record of DPAC proceedings
- Maintain all DPAC records and files
- Prepare DPAC Annual Report

### Privileges and Obligations of Council Members

- Each member is expected to represent their group in discussions and deliberations
- Each member of the Council will attend meetings
- Each constituency president will participate in agenda setting

### Meetings

Meetings of the District Planning and Advisory Council are subject to the provisions of the Brown Act. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.

### Quorum

A quorum will consist of a simple majority of appointed DPAC members (7 of 12 members) or designee.

### Voting on DPAC

No voting will take place during the first ten minutes of a meeting.

Two votes per each constituency group or one vote per sub-constituency group.

Academic Senate	1 vote
Faculty Association	1 vote
CSEA	2 votes
Management Association	1 vote
Administration	1 vote
Associated Students	2 votes

Note: There are 8 votes only on DPAC

### Orientation for DPAC Members

An annual orientation session will be held for members of DPAC.

### DPAC Recommendations to the Superintendent/President

It is the charge of DPAC to make recommendations to the Superintendent/President. It is the responsibility of the Chair and Vice-Chair to convey DPAC's recommendations to the Superintendent/President. The Superintendent/President or designee will respond to DPAC recommendations either in writing or through a report from the Chair at a subsequent DPAC meeting. The Superintendent/President's responses will be reflected in the DPAC minutes.

## Institutional Planning

The institutional planning process—both long-term and annual—is coordinated by DPAC. Every five years, DPAC oversees the review of the College's Vision, Mission, and Goals statements, conducts an evaluation of all aspects of the institutional planning process, and identifies long-term strategic initiatives to inform the annual identification of institutional objectives.

The annual Master Plan for Education Update is also the responsibility of DPAC. The process starts in Spring and concludes in Fall and includes the development of responses to the previous year's Institutional Objectives including the status of completion for each objective.

In preparation for formulating new institutional objectives each year, DPAC reviews a number of major planning documents, including, but not limited to:

- Program Review Planning Summary
- Institutional Effectiveness Annual Report
- Responses to previous year's Institutional Objectives
- College Priorities and Strategic Initiatives
- Board of Trustees Goals and Priorities
- Academic Senate Objectives
- Accreditation Recommendations and Self-Evaluation Planning Agenda
- Technology Objectives

## Criteria for Institutional Objectives

### Purpose

Each year the Santa Monica College District Planning and Advisory Council (DPAC) identifies institutional objectives to be included in the annual Master Plan for Education Update. These annual institutional objectives are developed in response to the output of multiple planning processes and identify measurable benchmarks for institutional improvement.

Institutional objectives:

- align with college priorities: strategic initiatives, college goals, ILOs
- highlight the overarching issue being addressed
- support student learning and success

### Guidelines for Writing Institutional Objectives

Institutional objectives should generally emerge from the various planning reports and documents submitted to DPAC. Words like across the college or across the campus, institutional or institutionalize are frequently used in the objectives.

Institutional objectives should:

- address an identified institutional priority, not an issue specific to a particular departmental/organizational unit
- frame the issue to be addressed clearly and comprehensively
- generally apply to more than a single departmental/operational unit
- be timely and measureable
- be achievable within a year; if an objective will take longer to achieve it should be broken into multiple consecutive objectives (ex. analyze, develop a plan, implement first steps etc.)
- not address something the College is already doing or committed to doing
- already have some level of support to be achievable (ex. other individual, groups, units) in order to demonstrate that they will be achievable

The resulting annual Master Plan for Education update document identifies linkages among the various components of the overall institutional planning process, provides an estimated cost and funding source (with a descriptive budget narrative) for each institutional objective; describes methods to accomplish each specific objective; and lists anticipated outcomes for each objective.

### **Agenda Setting Meetings/Criteria for Topics\***

The Council of Presidents comprising the presidents of each constituency shall set DPAC agendas. A pilot process will be used by all DPAC constituencies to capture topics that should be included in the planning process at the appropriate time, allowing for mutual respect accorded by effective participatory governance without creating barriers to innovation. The Council of Presidents will use a guide for determining which issues rise to the level of discussion by DPAC. A form to request an item on the agenda for consideration by DPAC is available on various college websites and in the Office of the Superintendent/President.

The Council of Presidents should refer to the following checklist when identifying topics to include on the agenda for consideration by DPAC:

Topics to be presented to DPAC for consideration should apply to at least one of the criteria listed below.

- Relate to Vision, Mission and Goals
- Relate to Master Plan for Education
- Relate to Annual Institutional Objectives
- Relate to Strategic Initiatives and College Priorities
- Be within the purview of more than one DPAC subcommittee
- Be identified as an institutional priority, not an issue specific to a particular departmental/organizational unit

Topics not to be presented to DPAC for initial consideration are:

- those that are the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220) Associated Students (BP 2230) and the Management Association (BP 2240)
- topics that are more appropriately considered by single DPAC subcommittees
- those under the purview of collective bargaining
- those that apply to a single departmental/operational unit

*\*Pilot process approved December 10, 2014 effective through June 2016*

### **Planning Subcommittees:**

1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

Each of the five Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

Faculty (2 Academic Senate/2 Faculty Association)  
Classified (4 CSEA)  
Managers (2 Administration /2 Management Association)  
Students (4 Associated Students)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction for the five Planning Subcommittees.

### **Quorum**

A quorum will consist of a simple majority of subcommittee members appointed by employee constituency groups (7 of 12 members), or designee.

### **Voting on Planning Subcommittee**

Each member of the planning subcommittee has one vote (4 faculty, 4 classified, 4 managers, 4 students)

### **Planning Subcommittees Co-Chairs**

One Co-Chair named by the Superintendent/President

The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular constituency.

One Co-Chair elected by the planning subcommittee

This co-chair shall be selected from within the subcommittee membership by September 30<sup>th</sup> of each year.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

### **Responsibilities of the Planning Subcommittees Co-Chairs**

- Develop the schedule of meetings
  - All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.
- Work cooperatively to:
  - Develop meeting agendas
  - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
  - Preside over meetings using standing rules agreed upon by the subcommittee
  - Prepare minutes of meetings
  - Post/distribute minutes

### **Resources to DPAC**

1. Academic Senate Joint Committees (these committees are not subcommittees of DPAC)
  - a. Program Review
  - b. Curriculum
  - c. Student Affairs
  - d. Institutional Effectiveness
2. Chair of Academic Senate Department Chairs and Coordinators Committee (representing the department chairs)

Note: All Chairs and Vice Chairs of these Academic Senate Joint Committees and the Chair of Chairs are expected to attend all DPAC meetings.

An annual orientation session will be held for Planning Subcommittee Co-Chairs and Academic Senate Joint Committee Chairs and Vice-Chairs.

Approved: 4/21/05

Revised: 5/25/05, 6/8/05; 6/22/05, 2/27/08, 9/10/08, 1/28/09, 8/12/09, 11/11/09, 11/13/13, 12/10/14, 10/28/15

*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**2015-2016**

**Members, 2015-2016**

Teresita Rodriguez, Administration, Chair Designee  
Georgia Lorenz, Administration

Bob Dammer, Management Association President  
Katharine Muller, Management Association Representative

Fran Chandler, Academic Senate President, Vice-Chair  
Mitra Moassessi, Academic Senate Representative

Peter Morse, Faculty Association President  
Howard Stahl, Faculty Association Representative

Robert Hnilo, CSEA Representative  
Crystal Lagunas, CSEA Representative

Jesse Randel, Associated Students President  
Johnathan Hughes, Associated Students Representative

*Revised 9/2015*

**Resource Liaisons**

Bob Isomoto, Co-Chair, Budget Planning Subcommittee  
Howard Stahl, Co-Chair, Budget Planning Subcommittee  
Mike Tuitasi, Co-Chair, College Services Planning Subcommittee  
Joan Kang, Co-Chair, College Services Planning Subcommittee  
Greg Brown, Co-Chair, Facilities Planning Subcommittee  
Lee Peterson, Co-Chair, Facilities Planning Subcommittee  
Tre'Shawn Hall-Baker, Co-Chair, Human Resources Planning Subcommittee  
George Davison, Co-Chair, Human Resources Planning Subcommittee  
Dan Rojas, Co-Chair, Technology Planning Subcommittee  
Walter Meyer, Co-Chair, Technology Planning Subcommittee

Jennifer Merlic, Academic Senate Joint Curriculum Committee  
Guido Davis del Picolo, Academic Senate Joint Curriculum Committee  
Erica LeBlanc, Academic Senate Joint Program Review Committee  
Vicki Drake, Academic Senate Joint Program Review Committee  
Esau Tovar, Academic Senate Joint Student Affairs Committee  
Alexandra Tower, Academic Senate Joint Student Affairs Committee  
Hannah Lawler, Academic Senate Institutional Effectiveness Committee  
Christine Schultz, Academic Senate Institutional Effectiveness Committee  
Mitra Moassessi, Chair of Chairs

**Meetings, 2015-2016**

The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month, at 3 p.m. in Drescher Hall 300-E. Following is the schedule of meetings through June, 2016.

<p><u>2015-2016</u> September 9, 23 October 14, 28 November 18 December 9 January 13, 27, 2016 February 10, 24 March 9, 23 April 13, 27 May 11, 25 June 8, 22</p>
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*District Planning and Advisory Council*

**Planning Subcommittees**

(DPAC action 4/27/05 and 6/8/05)

**Budget Planning Subcommittee**

**College Services Planning Subcommittee**

**Facilities Planning Subcommittee**

**Human Resources Planning Subcommittee**

**Technology Planning Committee**

Quorum

A quorum will consist of a simple majority of subcommittee members appointed by employee constituency groups (7 of 12 members), or designee.

**Overarching Guiding Principles for DPAC Planning Subcommittees**

- In its planning process, each subcommittee should make recommendations on matters within its jurisdiction to the District Planning and Advisory Council that are consistent with the District's Mission, Vision and Supporting Goals, Master Plan for Education Institutional Objectives, the Educational and Career Facilities Master Plan, and the Technology Master Plan.
- Each planning subcommittee should factor recommendations from other planning areas
- As part of its planning process, each planning subcommittee should consider environmentally sustainable practices
- Members of the planning subcommittees should report back to their respective constituencies on a regular basis

**Responsibilities of the Planning Subcommittees Co-Chairs**

- Develop the schedule of meetings
- All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.
- Work cooperatively to:
  - Develop meeting agendas
  - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
  - Preside over meetings using standing rules agreed upon by the subcommittee
  - Prepare minutes of meetings
  - Post/distribute minutes

*(Approved 1/28/09)*



*District Planning and Advisory Council*  
**Budget Planning Subcommittee**

Members

Managers	Faculty	Classified	Students
Bob Isomoto, Co-Chair Chris Bonvenuto Roberto Gonzalez Laurie McQuay-Peninger	Howard Stahl, Co-Chair Fran Chandler Mario Martinez Matt Hotsinpillar	Leroy Lauer Nilofar Ghasami Mike Roberts	Jesse Randel Sam Ross (need 2 more)

Meetings: First and third Wednesdays at 2 p.m., Library 275

<b>Duties of the Budget Planning Subcommittee:</b>
<ul style="list-style-type: none"> <li>• Have recommending authority on budget matters to the District Planning and Advisory Council.</li> <li>• Review, in a timely manner, tentative, quarterly and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council.</li> <li>• Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies.</li> <li>• Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and support of the college vision, mission, goals, strategic initiatives and master plans and federal and state laws.</li> <li>• As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue.</li> <li>• Participate in the Master Planning process.</li> </ul>

<b>Reference:</b> <i>2015-2016 MPE Institutional Objectives</i>
<p><b>OBJECTIVE 11</b></p> <p>Develop and implement a long-term plan which includes timelines and benchmarks to achieve a target percentage* and net number of full-time faculty.</p> <p>*a percentage will be included in the plan</p>

*Approved: 4/27/05; Revised 6/22/05, 5/06, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14*

*District Planning and Advisory Council*  
**College (Operational) Services Planning Subcommittee**

Members

Managers	Faculty	Classified	Students
Mike Tuitasi, Co-Chair Bonita Cooper Maria Leon-Vasquez Deirdre Weaver	Thomas Chen Steven Contarsy Cynthia Gonzalez Michael Strathearn	Joan Kang, Co-Chair Michele Harrison Joanne Laurance Robert Villanueva	Kishore Athreya Heather Haro Johnathan Hughes Justine Laforteza

Meetings: Fridays at 9 a.m. Student Affairs Conference Room  
September 18, 2015  
October 16  
November 13  
December 11

**Duties of the College (Operational) Services Planning Subcommittee**

- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.

*Approved 6/8/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 10/13, 10/14*

*District Planning and Advisory Council*  
**Facilities Planning Subcommittee**

Members

Managers	Faculty	Classified	Students
Greg Brown, Co-Chair Reggie Ellis Linda Sullivan Emil Zordillo	David Javelosa Judith Marasco Alicia Villapando Catherine Matheson	Lee Peterson, Co-Chair Jim Galligan Michelle Harrison Mike Roberts Craig Walter, alternate	Dilan Patel Justine Laforteza (need 2 more)

Meetings: Select Second and fourth Thursday of each month (usually excluding July and August)  
 2 – 3:30 p.m., Gym 223 “Skybox.”

<b>Duties of the Facilities Planning Subcommittee</b>
<ul style="list-style-type: none"> <li>• Participate in the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor’s Office.</li> <li>• Factor into planning the impact of local funds available, state funding criteria, space allocation formulas, facility utilization standards, capacity/load ratios, enrollment forecasts, and the inventory of existing facilities.</li> <li>• Review the documents used in facilities planning.</li> <li>• Evaluate the effectiveness of funding/staffing for facilities, including new construction, remodels, maintenance, grounds, and campus operations.</li> </ul>

<b>Reference: 2015-2016 MPE Institutional Objectives</b>
<p><b>OBJECTIVE 4</b></p> <p>To explore and inventory unmet space needs and physical facilities available to accommodate those needs, including program space (e.g. Supplemental Instruction) and office space (e.g. to accommodate part-time faculty office hours).</p> <p><b>OBJECTIVE 6</b></p> <p>Review previous facilities assessments, determine the need for updating and consider this information in developing future capital outlay plans in alignment with the Facilities Master Plan.</p>

*Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 10/1/0, 1/13/10, 9/14/11, 10/13, 10/14*

*District Planning and Advisory Council*  
**Human Resources Planning Subcommittee**

Members

Managers	Faculty	Classified	Students
Tre'Shawn Hall-Baker Co-Chair Steve Myrow Carol Long Delores Raveling	George Davison, Co-Chair Alicia Villapando Kymberlyn McBride Michael Strathearn	Crystal Lagunas Joanne Laurance	Edwine Pierre (need 3 more)

Meetings: Second Tuesdays, 1:30-3 p.m. Library 275

**Duties of the Human Resources Planning Subcommittee**

- Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.
- Monitor trends in equity and diversity in order to include findings in human resources discussions.
- Review mandated training requirements and their delivery and effectiveness.
- Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff.

*Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14*

*District Planning and Advisory Council*  
**Technology Planning Subcommittee**

Members

Managers	Faculty	Classified	Students
Dan Rojas, Co-Chair Regina Ip Bob Myers Deirdre Weaver	Walter Meyer, Co-Chair Jinan Darwiche Tom Peters Peter Morse	Ani Aharonian Miguel Reyes Christine Miller	

Meetings: Third Friday of each month, 10:30 a.m. -12:00 noon in IT Conference Room 20

**Duties of the Technology Planning Subcommittee**

- Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.
- Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.
- Focus on technology integration and communication with other college planning areas.
- Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

**Reference:** *2015-2016 MPE Institutional Objectives*

**OBJECTIVE 7**

Develop a plan for establishing consistent baseline funding for technology, infrastructure, and the staff needed to maintain and support all areas of the College is alignment with the Technology Master Plan

*Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 9/14/11, 10/13,10/14*