



Santa Monica Community College District
District Planning and Advisory Council
MEETING – JANUARY 25, 2017
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **January 25, 2017** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:04 p.m.

II. Members Present

Teresita Rodriguez, Administration, Chair Designee
Fran Chandler, Academic Senate President, Vice-Chair
Mitra Moassessi, Academic Senate Representative
Georgia Lorenz, Administration Representative
Chris Bonvenuto, Management Association President
Katharine Muller, Management Association Representative
Peter Morse, Faculty Association Representative
Howard Stahl, Faculty Association Representative
Robert Villanueva, CSEA President
Martha Romano, CSEA Representative
Terrance Ware, Associated Students President

Others Present

Erica LeBlanc
Lee Peterson

III. Motion was made by Peter Morse and seconded by Robert Villanueva to approve the minutes of the DPAC meeting on December 14, 2016. *Unanimously approved; 1 Abstention (Martha Romano)*

VI. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: The Subcommittee reviewed, discussed and approved the Second 2016-2017 Quarter Financial Report.
- College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs: No report.
- Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: No report.

It was requested that two concerns/issues be addressed by the Facilities Planning Subcommittee at the next DPAC meeting:

(1) Business Building: Recent contract work on the Business Building roof resulted in leaks and water damage to the building, and it is feared that it will become a sick building. It was requested that this contractor never be used again.

(2) Cooling for Summer: It was requested that an update be presented to DPAC on plans for cooling college facilities in the summer.

- Human Resources Planning: Tre-Shawn Hall-Baker and Kym McBride, Co-Chairs: No report
- Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs. No report

- B. Academic Senate Joint Committees
- Curriculum: Guido Davis Del Piccolo, Chair and Jennifer Merlic, Vice-Chair: The committee has not met as a committee, but did participate in a pathways planning retreat.
 - Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: The committee is not meeting during the winter, but will be reassembling in the spring for review of six academic programs and one administrative unit
 - Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair: No report
 - Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair: No report
- C. Strategic Planning: Since the initial meetings with the Collaborative Brain Trust (CBT) team in December, the consultants have been gathering additional information and data and are in the process of organizing the March visit. Originally the CBT team had planned the official launch of the Strategic Planning process for March 7 and 8, 2017, but, they have now expanded the visit to include March 6th as well. The March visit will include meetings with the Strategic Planning Task Force (SPTF), each workgroup, listening sessions with a long list of groups and stakeholders both internal and external, meetings with members of the Board of Trustees, a presentation to the Board at its March 7th meeting, two open forums, and two drop-in sessions. It was suggested and agreed that the DPAC meeting scheduled for March 8 be a meeting of the Strategic Planning Task force with members of the CBT Team. The Strategic Planning website has been created and a communications plan is in the works. The CBT team is preparing a Powerpoint presentation to help with distribution of information to be part of flex day.
- D. Associated Students: Terrance Ware, A.S. President, expressed appreciation to staff for listening to students; there has been very positive feedback on the ability for students class swap.
- E. Responses from Superintendent/President on DPAC recommendation: At the last DPAC meeting, it was requested that there be clarification provided when the Superintendent/President responds that she will “consider” a DPAC recommendation. It was suggested that there be a report back to DPAC on the status of recommendations under consideration in order to close the loop. It was agreed that the Superintendent/President will be consulted on how she wants to report back to DPAC on the status of recommendations being considered.

Superintendent/President Kathryn Jeffery agreed to provide more detailed responses when she indicates that she will “consider” a DPAC recommendation. Accordingly, the following responses (in *italics*) were reported to DPAC’s recommendation approved on November 9, 2016:

DPAC recommends that the District explore the following and other revenue-generating or cost-savings ideas:

- Reduce the use of contracts: *Yes, currently reviewing and will develop a reasonable list of contract reductions.*
- Offer retirement incentives to employee groups: *No, the Board reviewed in December and decided not to move forward on this.*
- Run a flea market on weekends: *No decision, more information is needed before determining.*

- Seek sponsors interested in naming rights: *Yes*
- Work with the prison population: *No decision, more information is needed before determining.*
- Work with the active military and veteran population: *No decision, more information is needed before determining.*

VI. Agenda

A. Capital Outlay Program Update (deferred to next meeting)

B. Enrollment Update: Vice-President Teresita Rodriguez circulated an enrollment summary for Summer/Fall 2016 and Winter/Spring 2017 (*attached*) which provides a point-in-time snapshot comparison from year to year. Enrollment is down 7.61 percent for winter 2017 and 7.59% for spring 2017. Factors contributing to declining enrollment, which is a statewide trend, include changing demographics (fewer high school graduates), fewer international student applications and students taking fewer classes. Continuing efforts to boost enrollment include heightened communication, marketing and outreach, and removing enrollment barriers. Suggestions to address the decline enrollment included looking at comparable districts to see what they are doing, providing incentives to students to take more classes, identifying another pool of students and encouraging faculty to use OER (open educational resources).

VII. Adjournment: 4:10 p.m.

Meeting schedule through June, 2016 (second and fourth Wednesdays each month at 3 p.m.)

2016-2017

February 8, 22

March 8 (*SPTF Meeting*), 22

April 12, 26

May 10, 24

June 14, 28

VIII. Council of Presidents Meeting

The Council of Presidents set the agenda for the February 8, 2017 DPAC meeting.

1. Accreditation Update
2. 2015-2016 Audit Report
3. 2016-2017 Budget Report
4. Capital Outlay Program Update (report is attached)
5. Marketing Update: Gateway Page