



*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**MEETING – FEBRUARY 22, 2017**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **February 22, 2017** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:03 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  
Lisa Rose, Management Association Representative  
Peter Morse, Faculty Association Representative  
Howard Stahl, Faculty Association Representative  
Lee Peterson, CSEA Representative  
Martha Romano, CSEA Representative  
Laura Zwicker, Associated Students President

Others Present

Greg Brown  
Nate Donahue  
Kathryn E. Jeffery

III. Motion was made by Peter Morse and seconded by Lee Peterson to approve the minutes of the DPAC meeting on February 8, 2017. *Unanimously approved*

VI. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: No report
- College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs: No report.  
Superintendent/President Kathryn E. Jeffery reported that the budget situation for the college is quite serious in terms of increased on-going expenses and reductions of revenue from the state. The Strategic Planning team has been asked to add another module to the project related to the college's budget planning process. Dr. Jeffery stated that she will be scrutinizing all travel/conference requests and contracts, looking at the organizational structure, new positions, filling vacancies, and adjusting workloads. The DPAC Budget Planning Subcommittee and DPAC will be solicited for ideas to improve outreach, marketing, and provide suggestions for cost-saving ideas. Enrollment is still down 2.3% from last spring; the District is looking at ways to stabilize enrollment.
- Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: No report.
- 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: No report
- Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: No report
- Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair: No report
- Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair: Fran Chandler reported that the committee is finalizing the 2016-2017 proposed Dashboard and agreed that two measures will be included: (1) Percentage of weekly teacher hours taught by full-time faculty (instructional) and full-time faculty (non-instructional), and (2) number of faculty needed to meet the objective of 60% taught by full-time faculty. The committee also discussed the Multiple Measures Assessment Project. There was concern expressed about the proposed measure on the Dashboard related to the number of full-time faculty and how it relates to the Full-Time Faculty Task Force plan.

C. Strategic Planning: A survey will be circulated to all employees, students, trustees and community members to provide data to be used in strategic planning process. The visit on March 6, 7 and 8 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 7<sup>th</sup> meeting, two open forums, and two drop-in sessions. The SPTF meeting on April 18<sup>th</sup> will finish up the process. A report will be prepared and forwarded to Superintendent/ President Jeffery.

D. Associated Students: Laura Zwicker, Student Trustee, reported the following: (1) the A.S. will get the word out about the strategic planning surveys and encourage students to participate; (2) three director positions are now vacant; (3) the A.S. leadership is working with a group of faculty and students to plan a town hall on LGBT and undocumented students issues.

E. Responses from Superintendent/President on DPAC recommendation: None

VI. Adjournment: 4:05 p.m.

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

2016-2017

March 8 (*SPTF Meeting*), 22

April 12, 26

May 10, 24

June 14, 28

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the March 22, 2017 DPAC meeting.

1. Reports
  - a. DPAC Planning Subcommittees
  - b. Academic Senate Joint Committees
  - c. Strategic Planning Update
  - d. Response from Superintendent/President on DPAC recommendation, if any
2. Institutional Objectives, 2016-2017: Mid-Year Status
3. Master Plan for Education Update, 2017-2018: Tentative Schedule