



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

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

I. Call to Order – 3:06 p.m.

II. Members Present

Teresita Rodriguez, Administration, Chair Designee  
Nate Donahue, Academic Senate President, Vice-Chair  
Mike Tuitasi, Administration Representative  
Mitra Moassessi, Academic Senate Representative  
Chris Bonvenuto, Management Association President  
Katharine Muller,, Management Association Representative  
Peter Morse. Faculty Association President  
Tracey Ellis, Faculty Association Representative  
Lee Peterson, CSEA Representative  
Martha Romano, CSEA Representative  
Alex Boye, Associated Students Representative  
Chase Matthews, Associated Students Representative

Others Present

Matt Hotsinpilller

IV. Motion was made by Mitra Moassessi and seconded by Katharine Muller to approve the minutes of the DPAC meeting on October 11, 2017. *Unanimously approved*

Public Comments – None

- A. 2017-2018 First Quarter Budget Report: Chris Bonvenuto, Chief Director, Business Services, presented the 2017-2018 first quarter budget update. There was not a quorum at the last Budget Committee meeting, but the first quarter budget report was discussed. It is very early in the year since the budget was just adopted in September, so there are no changes. Two major assumptions are not included in the report – the Supplemental Retirement Program (SRP) and the borrowing scenario recommended by DPAC and approved by the Superintendent/President. If the borrowed FTES are fully funded, there would be about \$10 million of one-time revenue. The second quarter budget report will include the assumptions.
- B. Discussion: Institutional Objective #1 – Analyze the current governance structures and charges, specifically DPAC. The discussion resulted in the following suggestions:
- Administrative responsibility for institutional planning should be identified and that person should be involved in the conversations.

- Gaps identified in the *Strategic Planning and Facilitation Report* (page IP-9, #4) should be addressed.

#4: Develop an implementation plan for the Strategic Initiatives by developing corresponding objectives for each initiative. Each initiative should be made “actionable,” by identifying a set of corresponding objectives. For each objective, the College should develop action steps with measurable outcomes, timelines and assigned responsibilities and resources for achievement. Together, the Strategic Initiatives, objectives and this implementation plan become the College’s Strategic Plan.

- The process for identifying annual objectives needs to be reviewed and refocused (*Strategic Planning and Facilitation Report*, page IP-9, #5)

#5: Refocus DPAC’s annual planning activities from reviewing multiple planning component reports and identifying annual MPE objectives, to measure progress towards objectives of the Strategic Plan’s Initiatives and objectives.

It was agreed that DPAC will devote one meeting each month to discuss an implementation plan and develop corresponding objectives for each of the Strategic Initiatives and Objectives. It was suggested that up to five action plans be identified and appropriate committees/staff be assigned tasks related to the action plans.

The regular DPAC meeting of the month will include usual DPAC business items and an agenda item on Governance Structure to discuss issues related to the current governance structure and charges to DPAC (related to Institutional Objective #1), including but not limited to:

- Review and revision of the timeline for development of the annual institutional objectives
- Communication/Transparency
- Review planning models at other districts
- Scope and function of DPAC (refer to DPAC’s Charter and Organization); role of DPAC Chair
- Resource allocation tied to the planning process; Budget Committee’s role

VII. Adjournment: 4:35 p.m.

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

2017-2018

November 8, 22

December 13

January 10, 24, 2018

February 14, 28

March 14, 28

April 11, 25

May 9, 23

June 13, 27

VIII. Council of Presidents Meeting

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

1. DPAC Subcommittee and Academic Senate Committee Reports
2. Strategic Planning: Discuss an implementation plan and develop corresponding objectives for each of the Strategic Initiatives and Objectives.

The Council of Presidents set the agenda for the November 25, 2017 DPAC meeting.

- Governance Structure: Review and revision of the timeline for development of the annual institutional objectives