



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, February 27 2019 at 3:00 p.m. at Santa Monica College Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order -3:02 p.m.

II. Members Present

Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Lisa Rose, Management Association Representative
Mitra Moassessi, Academic Senate Representative
Peter Morse, Faculty Association President
Matt Hotsinpiller, Faculty Association Representative
Cindy Ordaz, CSEA Representative
Dee Upshaw, CSEA Representative
Itzhak Maghen, Associated Student Representative

Others Present

Devin Starnes

III. Review of Minutes: Motion was made by Mitra Moassessi and seconded by Cindy Ordaz to approve the minutes of February 13, 2019. *Unanimously approved.*

IV. Reports - None

V. Superintendent/President's Response to DPAC Recommendations - None

VI. Agenda

Public Comments - None

1. Custodial Services Assessment Update. Interim Director of Facilities Management Devin Starnes provided an overview of the Custodial Operations Report prepared by consultant George Reyes. Mr. Reyes was engaged by the District in 2018 to assess the efficiency and effectiveness of custodial operations. The District is implementing recommendations which include the following:

- Shifts of the custodians were adjusted to distribute the cleaning workloads more equitably.
- A number of training sessions were held so that staff and supervisors could have a better understanding of their work requirements and safety issues.
- The leadership team was adjusted in order to bring in the appropriate technical and leadership skills needed to gain the confidence and respect of staff at all levels. This has resulted in a more cohesive work group and a significant improvement in the work environment. A direct sign of the positive impact has been a marked improvement in custodial attendance.
- New equipment was purchased to make custodians more productive and safe.
- Cleaning procedures were developed for each type of building space.

2. DPAC discussed proposed revisions to Board Policy and Administrative Regulations.
 - Administrative Regulation 2515: DPAC (new)
 - Board Policy 3250: Institutional Planning (revised)
 - Administrative Regulation 3250: Institutional Planning (much of the language pertaining specifically to how DPAC functions has been moved to new AR 2515)
 - DPAC Scope and Function (provided for reference)

There was consensus on Administrative Regulation 2515.

It was agreed that the language in Board Policy and Administrative Regulation 3250 on Institutional Planning needs to be revised/updated. A subgroup of DPAC will draft language to present to DPAC for consideration in March.

VII. Adjournment – 3:50 p.m.

Meeting schedule through June 2019 (second and fourth Wednesdays each month at 3 p.m.)
2019

March 13, 27

April 24

May 8, 22

June 12, 26