



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, April 8, 2020 at 3:00 p.m. This meeting was conducted via Zoom Conference.

I. Call to Order

II. Members Present

Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Chris Bonvenuto, Management Association Representative
Erica LeBlanc, Management Association Representative
Sal Veas, Academic Senate Representative
Peter Morse, Faculty Association President
Tracey Ellis, Faculty Association Representative
Cindy Ordaz, CSEA Representative
Summer Le, Associated Students Representative

Others Present

Matt Hotsinpiller
Superintendent/President Kathryn E. Jeffery
Elaine Roque

In accordance with Executive Order N-29-20 issued by Governor Gavin Newsom and dated March 17, 2020, members of the District Planning and Advisory Council participated in the meeting telephonically or by Zoom Conference.

III. Minutes of DPAC Meeting on February 26, 2020: Motion was made by Cindy Ordaz and seconded by Peter Morse to approve the minutes of the DPAC meeting on February 26, 2020. Unanimously approved;

IV. Reports - None

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

VI. Agenda

VII. Public Comments - None

VIII. Agenda

Update: COVID-19

Nate Donahue reported that has been the commencement ceremony will be virtual. Students can return for the 2021 ceremony. The remote learning environment will be continued for the summer session. Plans for fall are undecided at this time. The current faculty hiring process has been delayed and the new faculty ranking process have been pushed back. Ranking day will be June 17th. Community colleges have been charged by the Chancellor's Office to approve every course that has transitioned to remote learning through their local curriculum process by December.

Mike Tuitasi reported that all courses and student services have been transitioned to the remote environment, and there are no meetings taking place on the campus, thereby reducing the college's footprint. There are a limited number of essential college employees, including Campus Police, Maintenance and Operations staff, who are rotating shifts. Over 400 Chrome Books have been distributed to students and staff. There will be additional outreach to students in special programs and faculty to identify students in need. Distribution of Chrome Books will continue on Tuesdays and Thursdays, 10:3 a.m. to 2:30 p.m. Names should be sent to Lina Ladyzhenskaya who is maintaining a master list. The Chrome Books are distributed by Campus Police. The process to retrieve equipment is being discussed. Technical assistance for students is available at StudentITHelp@smc.edu

Chris Bonvenuto provided an update on business and operational services. The day after the announcement to go remote (March 12th), the entire business services team was set up to work from home. Accounting, accounts payable and payroll staff are working remotely 95 percent of the time, and they have access to the County system to continue their processes. Fillable pdf payroll forms were created and are available on the website. On March 16th, Maintenance and Operations staff were sent home and a reduced shift of custodians and grounds staff was brought back one week later. About 30 percent of buildings are open, the rest are closed off. The college is able to run with a one-shift crew of 12-15 people daily which allows for maintenance and operations staff to only come in once a week and maintain social distancing. The warehouse and mailroom are fully functional. Nothing is 100 percent, but everything is getting done.

Associated Students: Summer Le reported that last weekend, she represented the SMC Associated Students as a delegate to the general assembly of the Student Senate for California Community Colleges (SSCCC). The Associated Students had submitted a resolution about sustainability last winter recommending other colleges to adopt the SMC zero waste policy. Advocacy by the SSCCC was requested to encourage the Chancellor's Office to adopt a policy asking all colleges to adopt the zero waste policy. The motion was passed last week at the SSCCC general assembly, and efforts will continue at the state level so that every college will have the same zero waste policy as SMC.

Revision of DPAC calendar due to COVID-19: The process for moving the 2020-2021 Action Plans through fiscal and the Budget Committee has been delayed because of the focus on responding to the COVID-19 crisis. A form to determine the cost associated with the individual action plans was drafted by Chris Bonvenuto and sent to the Budget Committee for review.

The next meeting of the Budget Committee will focus on the fourth quarterly report, so the Annual Action Plans and the form will be presented and discussed at the first meeting in May. They will be returned to DPAC by the end of May with the hopes of keeping on schedule. Planning for the tentative budget has been delayed to determine the effect of the COVID-19 crisis. The DPAC meeting schedule will be revised to reflect these changes.

The discussion at the next DPAC meeting will include a discussion regarding the development of future actions plans, including a mechanism for wider participation of college constituencies in the process.

IX. Adjournment – 3:50 p.m.

Meeting schedule through June 2020 (second and fourth Wednesdays each month at 3 p.m.)

April 8, 22

May 13, 27

June 10, 24