C

2009-2010

DPAC

Santa Monica Community College District

**SANTA
MONICA
COLLEGE**

District Planning and Advisory Council

Annual Report

2009-2010

	Santa Monica Community College District
	District Planning and Advisory Council
	DPAC ANNUAL REPORT
	2009-2010

District Planning and Advisory Council
CHARTER

Board Policy 2250

The Board recognizes the District Planning and Advisory Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff, students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

DPAC Members:

> Superintendent/President (or designee)
> Academic Senate President (or designee)
> Faculty Association President (or designee)
> CSEA President (or designee)
> Management Association President (or designee)
> Associated Students President (or designee)

Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 12 people (President + One).

DPAC Chair and Vice-Chair:

The Chair shall be selected by the Superintendent/President in June to serve a one-year term the following fiscal year.

The Vice-Chair shall be elected by a majority vote of DPAC members (8 votes) in June to serve a one-year term for the following fiscal year.

Note: The Vice Chair shall not come from the same constituency group as the Chair of DPAC. If the Superintendent/President selects a faculty person for Chair then the Vice Chair must come from a constituency group other than faculty.

<u>Responsibilities of the DPAC Chair and Vice-Chair</u>

- The Chair shall preside at meetings of DPAC
- The Vice-Chair shall preside at meetings of DPAC in the absence of the Chair
- The Chair and Vice-Chair shall review agendas and minutes of DPAC meetings prior to distribution
- The Chair and Vice-Chair shall convey DPAC's recommendations to the Superintendent/President

DPAC Coordinator

<u>The DPAC Coordinator shall be responsible for the following:</u>
- Prepare, post/distribute agendas for DPAC meetings in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
- Prepare, post/distribute minutes of DPAC meetings
- Keep a full, accurate and indexed record of DPAC proceedings
- Have charge of all DPAC records and files
- Prepare DPAC Annual Report

Privileges and Obligations of Council Members
- Each member is expected to represent their group in discussions and deliberations
- Each member of the Council will attend meetings
- Each constituency president will participate in agenda setting

Meetings
Meetings of the District Planning and Advisory Council are subject to the provisions of the Brown Act.
The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.

Quorum
A quorum will consist of a simple majority of DPAC members (7 of 12 members).

Voting on DPAC
No voting will take place during the first ten minutes of a meeting.

Two votes per each constituency group or one vote per sub-constituency group.

Academic Senate	1 vote
Faculty Association	1 vote
CSEA	2 votes
Management Association	1 vote
Administration	1 vote
Associated Students	2 votes

Note: There are 8 votes only on DPAC

Orientation for DPAC Members
An annual orientation session will be held for members of DPAC.

DPAC Recommendations to the Superintendent/President
It is the charge of DPAC to make recommendations to the Superintendent/President. It is the responsibility of the Chair and Vice-Chair to convey DPAC's recommendations to the Superintendent/President. The Superintendent/President or designee will respond to DPAC recommendations either in writing or through a report from the Chair at a subsequent DPAC meeting. The Superintendent/President's responses will be reflected in the DPAC minutes.

Agenda Setting Meetings

The Council of Presidents shall set DPAC agendas. The Council of Presidents shall comprise the presidents of each constituency.

Planning Subcommittees:

1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

Each of the five Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

Faculty (2 Academic Senate/2 Faculty Association)
Classified (4 CSEA)
Managers (2 Administration /2Management Association)
Students (4 Associated Students)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction for the five Planning Subcommittees.

Quorum

A quorum will consist of a simple majority of subcommittee members.

Planning Subcommittees Co-Chairs

One Co-Chair named by the Superintendent/President
The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular constituency.

One Co-Chair elected by the planning subcommittee
This co-chair shall be selected from within the subcommittee membership by September 30th of each year.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
  – All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.

- Work cooperatively to:
  – Develop meeting agendas
  – Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
  – Preside over meetings using standing rules agreed upon by the subcommittee
  – Prepare minutes of meetings
  – Post/distribute minutes

Resources to DPAC

1. Academic Senate Joint Committees (these committees are not subcommittees of DPAC)
   a. Program Review
   b. Curriculum
   c. Student Affairs
   d. Student Learning Outcomes

2. Chair of Academic Senate Department Chairs and Coordinators Committee (representing the department chairs)

Note: All Chairs and Vice Chairs of these Academic Senate Joint Committees and the Chair of Chairs are expected to attend all DPAC meetings.

An annual orientation session will be held for Planning Subcommittee Co-Chairs and Academic Senate Joint Committee Chairs and Vice-Chairs.

Approved: *4/21/05*
Revised: *5/25/05, 6/8/05; 6/22/05, 2/27/08, 9/10/08, 1/28/09, 8/12/09, 11/11/09*

Santa Monica Community College District
District Planning and Advisory Council

Members, 2009-10

Randal Lawson, Administration, Chair Designee
Jeff Shimizu, Administration

Erica LeBlanc, Management Association President
Albert Vasquez, Management Association Vice-President

Eric Oifer, Academic Senate President, Vice-Chair
Richard Tahvildaran-Jesswein/Jennifer Merlic, Academic Senate Representative

Mitra Moassessi, Faculty Association President
Sandra Burnett, Faculty Association Representative

Bernie Rosenloecher, President
Leroy Lauer, CSEA Representative

Cameron Henton, Associated Students President
Rochelle Watkins, Associated Students Representative

Resource Liaisons
Bob Isomoto, Co-Chair, Budget Planning Subcommittee
Howard Stahl, Co-Chair, Budget Planning Subcommittee
Mike Tuitasi, Co-Chair, College Services Planning Subcommittee
Rochelle Watkins, Co-Chair, College Services Planning Subcommittee
J.C. Keurjian, Co-Chair, Facilities Planning Subcommittee
Lee Peterson, Co-Chair, Facilities Planning Subcommittee
Sherri Lee-Lewis, Co-Chair, Human Resources Planning Subcommittee
Patricia Burson, Co-Chair, Human Resources Planning Subcommittee
Bob Dammer, Co-Chair, Technology Planning Subcommittee
Simon Balm, Co-Chair, Technology Planning Subcommittee

Georgia Lorenz, Academic Senate Joint Curriculum Committee
Guido Davis del Picolo, Academic Senate Joint Curriculum Committee
Katharine Muller, Academic Senate Joint Program Review Committee
Mary Colavito, Academic Senate Joint Program Review Committee
Kiertsen Elliott, Academic Senate Joint Student Affairs Committee
Greg Brookins, Academic Senate Joint Student Affairs Committee
Caroline Sheldon, Academic Senate Student Learning Outcomes Committee
Christine Schultz/Lesley Kawaguchi, Academic Senate Student Learning Outcomes Committee

Meetings

The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month, at 3 p.m. in Drescher Hall 300-E. Following is the schedule of meetings for 2009-2010.

July 8, 22, 2009	January 13, 27, 2010
August 12, 26	February 10, 24
September 9, 23	March 10, 24
October 14, 28	April 14, 28
November 11, 25	May 12, 26
December 9	June 9, 23

District Planning and Advisory Council
Planning Subcommittees

Budget Planning Subcommittee

College Services Planning Subcommittee

Facilities Planning Subcommittee

Human Resources Planning Subcommittee

Technology Planning Committee

Responsibilities of the Planning Subcommittees Co-Chairs
(approved 1/28/09)

- Develop the schedule of meetings
  – All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.

- Work cooperatively to:
  – Develop meeting agendas
  – Post/distribute agendas in compliance with the Brown Act (72 *hours in advance of a regular meeting*)
  – Preside over meetings using standing rules agreed upon by the subcommittee
  – Prepare minutes of meetings
  – Post/distribute minutes

District Planning and Advisory Council
Budget Planning Subcommittee

Meetings: First and third Wednesdays at 2 p.m., Library 275

<u>Members:</u>

Managers
Bob Isomoto, Co-Chair
Chris Bonvenuto
Erica LeBlanc
Teresita Rodriguez

Faculty
Richard Tahvildaran-Jesswein
Eric Oifer
Howard Stahl, Co-Chair
Mitra Moassessi

Classified
Leroy Lauer
Connie Lemke
Bernie Rosenloecher
(one vacancy)

Students

The Budget Planning Subcommittee shall:

- Have recommending authority on budget matters to the District Planning and Advisory Council.
- Review, in a timely manner, tentative and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council
- Review all financial resources available to Santa Monica College.
- Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and compliance with the college vision, mission, goals, strategic initiatives and master plans and federal and state laws.
- Review and recommend funding requests and allocations that require institutional budget amendments.
- As part of the budget planning process, regularly explore the adoption of environmentally sustainable practices that can reduce College expenditures or enhance college revenue.
- Report back to their respective constituencies on a regular basis.
- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College

Approved: 4/27/05; Revised 6/22/05, 5/06, 8/06, 7/07, 10/07, 1/13/10

District Planning and Advisory Council
College (Operational) Services Planning Subcommittee

Meetings: Fridays at 9 a.m. Physical Education Skybox

<u>Members:</u>

Managers
Mike Tuitasi, Co-Chair
Darrell Goode
Roberto Gonzalez
Gregg Simmons

Faculty
Lisa Saperston
Tracey Ellis
Michael Strathearn

Classified
Joanne Laurence
Darrell Heximer
Pam Nemeth

Students
Rochelle Watkins, Co-Chair
Michael Jacobo
Courtney Shackelford

The College (Operational) Services Planning Subcommittee shall:

- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.

- Initiate discussions on defining Student Learning Outcomes for these areas and devise ways in which to measure their effectiveness in meeting student needs for use in making planning decisions.

- Facilitate the definition of service area outcomes for these areas and encourage the areas to work with the S/ILO Committee to formulate outcomes and assessments to integrate into the reports to the Academic Senate Joint Program Review Committee.

- Initiate discussions with service areas to incorporate environmental sustainability into their areas of operation.

- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College.

- Report back to their respective constituencies on a regular basis.

Approved 6/8/05; Revised 6/22/05, 8/06, 7/07, 1/13/10

District Planning and Advisory Council
Facilities Planning Subcommittee

Meetings: Usually meets on the third Wednesday of the month, 11:05 a.m. – 12:05 p.m., Gym 223 "Skybox."

<u>Members:</u>

Managers
J. C. Keurjian, Co-Chair
Greg Brown
Katharine Muller
Judy Penchansky

Faculty
Craig Hammond
Toni Randall
Alicia Villalpando
Nick Pernisco

Classified
Lee Peterson, Co-Chair
Jim Galligan

Students
Andrew Lu
Natalie Gorodnitski
Chris Uzunyan
Hilary Andrew

The Facilities Planning Subcommittee shall:

- Have recommending authority on facilities planning matters to the District Planning and Advisory Council.
- Review the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor's Office.
- Factor into planning the impact of the Chancellor's Space Inventory Report (impact on eligibility for new construction). The Subcommittee needs to be informed about the formulas that impact facilities planning.
- Consider some constant factors in all new construction and remodeling.
- Serve in a review role to understand how various documents affect facilities planning, what the funding sources are for new construction, remodels and maintenance.
- Factor recommendations from other planning areas into facilities planning
- Develop plans for allocating funds for operational and maintenance costs of new facilities
- Develop and recommend College practices and procedures for integrating environmental sustainability into facilities planning and maintenance.
- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College
- Report back to their respective constituencies on a regular basis.

Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 10/0, 1/13/10

District Planning and Advisory Council
Human Resources Planning Subcommittee

Meetings: Second Tuesdays, 1:30-3 p.m. Library 193

<u>Members:</u>

Managers
Sherri Lee-Lewis, Co-Chair
Wendy DeMorst
Michelle King
Denise Kinsella

Faculty
Patricia Burson
Eleanor Singleton
Odemaris Valdivia
Dennis Frisch

Classified
Deborah Locke
Lee Peterson
Tamorah Thomas

Students

The Human Resources Planning Subcommittee shall:

- Make recommendations on human resources matters to the District Planning and Advisory Council that are consistent with the college's mission and goals.

- Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.

- Monitor trends in equity and diversity in order to include findings in human resources discussions.

- Review mandated training requirements and their delivery and effectiveness.

- Make recommendations for additional internal training and/or orientation programs.

- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College

- Report back to their respective constituencies on a regular basis.

Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07, 1/13/10

District Planning and Advisory Council
Technology Planning Subcommittee

Meetings: Once a month on Fridays (fall/spring semesters), 10:30 a.m. to 12:30 p.m. in the Library Conference Room

<u>Members:</u>

Managers
Bob Dammer, Co-Chair
Sonali Bridges
Jocelyn Chong
Steve Peterson

Faculty
Simon Balm, Co-Chair
Wendy Parise
Tom Peters
Mario Martinez

Classified
Christine Miller
Aaron French

Students

The Technology Planning Subcommittee shall:

- Have recommending authority on technology planning matters to the District Planning and Advisory Council.
- Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.
- Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.
- Focus on technology integration and communication with other college planning areas.
- Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.
- Recommend technology solutions to reduce energy consumption and to support College efforts to achieve carbon neutrality and adopt environmentally sustainable practices.
- Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College.

- Report back to their respective constituencies on a regular basis.

Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07, 1/13/10

Summary of DPAC Actions
2009-2010

During 2009-2010, DPAC and its planning subcommittees reviewed, discussed and considered many topics related to the Mission, Vision and Goals/Supporting Goals, the Board of Trustees Goals and Priorities, Strategic Initiatives, and Student/Institutional Learning Outcomes.

Following is a summary of 26 recommendations approved by DPAC during 2009-2010 grouped by its relationship to the Mission, Vision and Goals – Supporting Goals.

Goal 1 Innovative and Responsive Academic Environment
Continuously develop curricular programs, learning strategies, and services to meet the evolving needs of students and the community

#87-A	Approval of Online Course Management System	March 10, 2010
#94-A	Review of Program Review Annual Report and Recommendations	June 23, 2010

Goal 2 Supportive Learning Environment
Provide access to comprehensive student learning resources such as library, tutoring and technology. Provide access to comprehensive and innovative student support services such as admissions and records, counseling, assessment, outreach, and financial aid.

#76-A	Approved motion of Budget Planning Subcommittee to backfill certain categorical programs	October 14, 2009
#77-A	Approved two-year plan for District to support categorical programs	October 14, 2009

Goal 3 Stable Fiscal Environment

Respond to dynamic fiscal conditions through ongoing evaluation and reallocation of existing resources and the development of new resources

#69-A	Forwarded four cost-saving measures to the Superintendent/President for consideration	July 8, 2009
#73-A	Approved motion of the Budget Planning Subcommittee to receive the 2009-10 Budget	September 9, 2009
#74-A	Affirmed motion of the Budget Planning Subcommittee to affirm and support the 2009-2010 Adopted Budget	September 9, 2009
#75-C	Supported motion of Budget Planning Subcommittee to continue regular communication with the college community about the budget	September 23, 2009
#76-A	Approved motion of Budget Planning Subcommittee to backfill certain categorical programs	October 14, 2009
#77-A	Approved two-year plan for District to support categorical programs	October 14, 2009
#82-A	Recommended that District develop a plan to transition the college from relying heavily and primarily on the printed schedule of classes	November 25, 2009
#86-C	Agreed that the link between planning and budgeting need strengthening	February 24, 2010
#88-A	Approved motion of Budget Planning Subcommittee that the District apply for reimbursement of pre-Medicare retiree healthcare premiums	April 28, 2010

Goal 4 Sustainable Physical Environment

Apply sustainable practices to maintain and enhance the college's facilities and infrastructure including grounds, buildings and technology.

#78-A	Approved Zero Waste policy and administrative regulation	October 28, 2009
#79-C	Agreed that concerns about Zero Waste policy be reviewed with Academic Senate Joint Environmental Affairs Committee	November 11, 2009
#81-C	Accepted revisions to Zero Waste policy and submitted to Supt/Pres for first reading by Board of Trustees	November 25, 2009
#82-A	Recommended that District develop a plan to transition the college from relying heavily and primarily on the printed schedule of classes	November 25, 2009
#89-A	Approved 2007-2008 Greenhouse Gas Inventory	April 28, 2010
#91-A	Request District to look into feasibility of a rideshare program	May 12, 2010

Goal 5 Supportive Collegial Environment

Improve and enhance decision making and communication processes in order to respect the diverse needs and goals of the entire college community.

#70-A	Approved motion by Technology Planning Subcommittee in response to phishing attack on SMC email system	August 12, 2009
#71-A	Approved revisions to AR 2250 – DPAC	August 12, 2009
#75-C	Supported motion of Budget Planning Subcommittee to continue regular communication with the college community about the budget	September 23, 2009
#86-C	Agreed that the link between planning and budgeting need strengthening	February 24, 2010
#90-A	Approved Administrative Regulation 2430 – Medical Marijuana	April 28, 2010
#93-A	Approved draft of Board Policy on Diversity	June 9, 2010

Organizational Functions

#71-A	Approved revisions to AR 2250 – DPAC	August 12, 2009
#72-A	Approved DPAC Annual Report, 2008-2009	August 12, 2009
#80-A	Approved revisions to DPAC Charter	November 11, 2009
#83-A	Revised charges to DPAC subcommittees, created task force	January 13, 2010
#84-C	Agreed on evaluation form to be used to be completed by subcommittees	January 27, 2010
#86-C	Agreed that a charge be added to strengthen link between planning and budgeting	February 24, 2010
#92-A	Elected Vice-Chair for 2010-2011	May 26, 2010

Chronological

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion A – Approval C – Consensus/Agreement
July 8, 2009	Role of DPAC Superintendent's Report	At last night's Board of Trustees meeting, a number of inaccurate and misleading statements were made about DPAC, its role, and its recent actions. I want to take this opportunity to set the record straight and make my position perfectly clear. The District Planning and Advisory Council, its purpose, its membership, its supporting structure, and the planning process it represents were the products of much thoughtful and, at times, difficult deliberation in the year before I came to Santa Monica College. And I accepted DPAC's position as the primary collegewide advisory body to the Superintendent/President when I assumed my position at the College. I want to reassert DPAC's role as advisory to the Superintendent/President, **not** advisory to the Board of Trustees. This is clearly stated in Board Policy and in the DPAC charter. Any individual who does not believe in these established procedures should reconsider his/her membership on this council.	

Recommendation to Superintendent/President Superintendent/President's Response

17

		Members of DPAC must not publicly misrepresent DPAC actions and discussions. For example, at last night's Board meeting, a false statement was made that I have not responded to DPAC's June 17, 2009 recommendation on cost-saving reductions. The truth was that I had already responded to DPAC, as documented in the June 24, 2009 DPAC minutes. There were also a number of misleading remarks made at the meeting about the dollar amounts associated with the DPAC cost-saving recommendations. As the Vice-Chair of DPAC, Eric Oifer clarified that the DPAC action did not include dollar amounts. I want to thank him for his timely comment at the Board meeting. Although I am quite proud of the many accomplishments that have resulted from my past relationship with DPAC, I must insist that DPAC reaffirm its purpose and the process as an advisory council to me if this productive relationship is to continue. The discussion that followed indicated that clarification is needed on the process and communication to and from the Superintendent/ President.	
July 8, 2009	Budget Cost Savings Ideas	The Budget Planning Subcommittee reviewed all cost-saving suggestions received from the college community and consolidated them into a list of 26 budget savings ideas Those items which had collective bargaining implications were pulled by the Budget Committee. The list was presented to DPAC with notations of those already being done (9), pulled because there was minimal or no savings (9), or tabled for further study (1), which left the following 7 ideas for DPAC to consider:	**#69-A** It was unanimously decided to forward #3, #5 #6, and #7 to the Superintendent/ President for consideration. 3. Assuming a portion of fees collected can pay parking staff costs currently borne by the unrestricted fund, collect parking fees on satellite campuses (additional 1,000 parking stickers sold). *It was*

Recommendation to Superintendent/President Superintendent/President's Response

July 8, 2009	Budget Cost Savings Ideas	The Budget Planning Subcommittee reviewed all cost-saving suggestions received from the college community and consolidated them into a list of 26 budget savings ideas Those items which had collective bargaining implications were pulled by the Budget Committee. The list was presented to DPAC with notations of those already being done (9), pulled because there was minimal or no savings (9), or tabled for further study (1), which left the following 7 ideas for DPAC to consider:	**#69-A** It was unanimously decided to forward #3, #5 #6, and #7 to the Superintendent/ President for consideration. 3. Assuming a portion of fees collected can pay parking staff costs currently borne by the unrestricted fund, collect parking fees on satellite campuses (additional 1,000 parking stickers sold). *It was recommended that differential parking fees for off campus sites be explored.* 5. Automate the purchasing process as soon as possible. *It was reported that this is a complicated process, but options will be explored.* 6. Educate faculty/staff to efficiently use copier printing, rather than laser printing. *In process, but more training and encouragement is needed. Use of the Digital Storefront should also be encouraged.* 7. Encourage Purchasing to seek alternative office product vendors. *There was agreement on this.*
July 8, 2009	Website	A template has been developed to standardize the information to be included on department	

Recommendation to Superintendent/President
Superintendent/President's Response

July 22, 2009	Technology Planning Subcommittee	The Technology Planning Subcommittee held an emergency meeting on July 9, 2009 because of the recent phishing attack on the SMC email system which severely affected the ability of the College to communicate with students and the outside world. The TCP presented seven recommendations for review by DPAC which will be submitted for action at the next DPAC meeting.	
July 22, 2009	Research Request Process	The Institutional Research Office is developing a formal research request process to provide users with appropriate expectations of services relative to prioritization of requests and timelines and to create a mechanism to track the number and types of requests. Consideration of the requests will be based on how they fit with the College goals, the Master Plan for Education, outcomes assessment, and compliance with FERPA.	
July 22, 2009	Master Plan for Education, 2009-2010 Update	A draft of the responses to the 2008-09 objectives were reviewed and discussed. Additions and revisions will continue through the summer.	
August 12, 2009	Budget Cost Savings Ideas	Superintendent/President's Response to DPAC Recommendations approved on June 17 and July 8, 2009 was presented (see minutes of meeting)	
August 12, 2009	Technology Planning Subcommittee	The Technology Planning Subcommittee held an emergency meeting on July 9, 2009 because of the recent phishing attack on the SMC email system which severely affected the ability of the College to communicate with students and the outside world. The TCP presented seven recommendations for consideration by DPAC.	**#70-A** At the beginning of the Fall Semester, users will have to acknowledge reading the appropriate section(s) of Administrative Regulation 2515 *Computer and Network Use* (for managers and classified staff) or Faculty Contract, Article 27 *Computer and Network* (for faculty), relating to email security.

Recommendation to Superintendent/President
Superintendent/President's Response

			Our email server should be upgraded to Exchange 2007 as soon as is possible since this has the ability to limit the bandwidth of outgoing messages.

The implementation of an outgoing spam filter should be evaluated.

Information regarding email security should be sent to department chairs so that this important issue can be discussed in department meetings prior to the start of the fall semester.

An announcement regarding email security should be made to all faculty, staff and administrators on flex day in August.

Administrative Regulation 2515 *Computer and Network Use* (for managers and classified staff) or Faculty Contract, Article 27 *Computer and Network* (for faculty) should be disseminated to new hires and their importance made an integral part of the orientation process.

The TPC should develop a comprehensive information security policy or administrative regulation as soon as is practical. |

Recommendation to Superintendent/President
Superintendent/President's Response

August 12, 2009	Administrative Regulation 2250 (Revision)		**#71-A** DPAC unanimously approved revisions to Administrative Regulation 2250 – District Planning and Advisory Council including a provision that an annual orientation session will be held for Planning Subcommittee Co-Chairs and Academic Senate Joint Committee Chairs and Vice-Chairs.
August 12, 2009	Master Plan for Education 2009-10 Update	DPAC reviewed and discussed the Master Plan for Education Update 2009-2010 and agreed on some minor revisions to the new Institutional Objectives form.	
August 12, 2009	Annual Report 2008-09	A draft of the DPAC 2008-09 Annual Report was reviewed. It will be submitted for approval at the next DPAC meeting	
August 26, 2009	Master Plan for Education 2009-10 Update	Reviewed responses to 2008-09 Objectives and Institutional Objectives for 2009-10 received to date	
August 26, 2009	Annual Report 2008-09	The DPAC 2008-09 Annual Report was presented for review and approval.	**#72-A** DPAC unanimously approved the 2008-09 Annual Report.
September 9, 2009	Master Plan for Education 2009-10 Update	Reviewed responses to 2008-09 Objectives and Institutional Objectives for 2009-10 received to date	
September 9, 2009	Budget 2009-10		**#73-A** DPAC unanimously approved motion of the Budget Planning Subcommittee to receive the 2009-10 adopted budget and acknowledge that the prepared budget was the results of a transparent process which enabled all stakeholders to participate and provide input.

| Recommendation to Superintendent/President |
| Superintendent/President's Response |

September 9, 2009	Budget 2009-10		**#74-A** DPAC affirmed the motion of the Budget Planning Subcommittee to affirm and support the 2009-2010 Adopted Budget and its underlying Budget Assumptions. Ayes: 5 (Academic Senate, Administration, Management Association, Associated Students) Noes: 3 (Faculty Association, CSEA)
September 23, 2009	Budget 2009-10	The following recommendation was approved by the Budget Planning Subcommittee on September 16, 2009 and forwarded to DPAC for consideration. The Budget Planning Committee recommends to DPAC that the Superintendent/ President convene another Town Hall meeting to update the community on the budget situation.	**#75-C** After discussing the recommendation, DPAC approved by consensus the following recommendations: 1. That the Superintendent/President continue regular communication with the college community as information about the budget becomes available. 2. That the Superintendent/President convene a Town Hall meeting prior to the close of the Fall 2009 semester to discuss the budget situation with the college community.
September 23, 2009	Master Plan for Education 2009-10 Update	A revised version of the Update was reviewed and discussed. Responses on four objectives (39, 42, 44, and 45) are still pending.	Institutional objectives for 2009-2010 for Academic Affairs were reviewed and accepted.
September 23, 2009	Orientation	An orientation information sheet, the DPAC Charter and organization structure document were reviewed and discussed.	It was agreed that the Charter and the structure document need to be reviewed and updated.

Recommendation to Superintendent/President
Superintendent/President's Response

October 14, 2009	Budget 2009-10	The following recommendations were approved by the DPAC on September 23, 2009 and forwarded to the Superintendent/President for consideration. 1. The Superintendent/President continue regular communication with the college community as information about the budget becomes available. 2. The Superintendent/President convene a Town Hall meeting prior to the close of the Fall 2009 semester to discuss the budget situation with the college community.	<mark>Chair Randy Lawson responded indicating that the Superintendent/ President is in agreement with both recommendations provided that there is additional budget information.</mark>
October 14, 2009	Master Plan for Education 2009-10 Update	Master Plan for Education 2009-2010 Update: A revised version of the MPE Update was distributed. Institutional objectives for 2009-2010 need to be submitted by October 26th so the Master Plan for Education Update can be finalized in November.	
October 14, 2009	Zero Waste Board Policy	A proposed Board policy and administrative regulation on Zero Waste, which was initiated by the Academic Senate Joint Environmental Affairs Committee and approved by the Academic Senate, was forwarded to DPAC for consideration. The discussion in DPAC revealed some questions and concerns, and it was agreed that the proposed policy and administrative regulation be sent back to the Academic Senate for consideration of these issues.	

Recommendation to Superintendent/President
Superintendent/President's Response

October 14, 2009	Budget Categorical Programs	The Budget Planning Subcommittee forwarded two recommendations for DPAC to consider.	**#76-A** DPAC unanimously approved the following recommendations: The Budget Committee recommends to DPAC that the District strategically backfill certain categorical programs at the level of the 2009-2010 Adopted Budget from the District reserves in an amount not to exceed an additional $1,000,000. In light of the projected State funding levels in the 2010-2011 budget, the Budget Committee recommends to DPAC that each categorical program develop a plan by January 1, 2010 for the upcoming 2010-2011 academic year at a level that assumes unenhanced state funding.
October 14, 2009	Budget Categorical Programs		**#77-A** DPAC recommends that as part of a two-year plan the District investigate ways to integrate components of the categorical programs into appropriate areas of support by the general fund or other funding sources and plan the appropriate level of support for these services
October 28, 2009	Zero Waste Board Policy		**#78-A** The proposed Board Policy and Administrative Regulation on Zero Waste were amended and unanimously approved.

Recommendation to Superintendent/President
Superintendent/President's Response

October 28, 2009	Budget Categorical Programs	Superintendent/President's response to DPAC recommendation of October 14, 2009.	The Superintendent/President has approved the recommendations approved by DPAC on October 14, 2009 and is working out the details on how to proceed. He has directed Vice-President Robert Isomoto to meet with the leaders of the categorical programs to discuss the backfill for this year and next year. The results of these meetings will be presented to DPAC at a future meeting.
October 28, 2009	Charter	Revisions to both documents were suggested. A workgroup was formed to review and charges to the planning subcommittees and submit recommendations to DPAC at a future meetings.	
October 28, 2009	Master Plan for Education 2009-10 Update	27 proposed Institutional Objectives for 2009-10 were distributed for review. They will be distributed electronically to DPAC members for further review and input before the next meeting.	
November 11, 2009	Budget 2009-10	Superintendent/President's response to DPAC recommendation of September 23, 2009.	Chair Randy Lawson responded on behalf of the Superintendent/President to the recommendation approved by DPAC on September 23, 2009 to convene a Town Hall meeting before the end of the fall semester to update the college community on the budget situation. As predicted, there is no new news about the budget and probably will not be any before mid-January. Dr. Tsang has suggested that the college invite key people from Sacramento, including Eric Skinner and Scott Lay, to participate on a budget-themed panel on campus after mid-January. It was agreed that it would be best to schedule this activity for February after the spring semester starts.

Recommendation to Superintendent/President
Superintendent/President's Response

November 11, 2009	Zero Waste Board Policy		Chair Randy Lawson responded on behalf of the Superintendent/President to the recommendation approved on October 28, 2009: Zero Waste Board Policy and Administrative Regulation. A few minor revisions were made for clarification and resubmitted to DPAC for review. **#79-C** The revisions clarified that the zero waste efforts apply only to food-related events and the treatment of waste from food. Some members of DPAC were insistent that the policy was intended to be broader in nature. Accordingly, it was agreed that DPAC Chair Randy Lawson will communicate the concerns to the Superintendent/President and work with the Academic Senate to facilitate a review of these issues by the Academic Senate Joint Environmental Affairs Committee.
November 11, 2009	Charter		**#80-A** Proposed revisions to the DPAC Charter were presented for review. Additional revisions were suggested and the Charter was unanimously approved as revised.
November 11, 2009	Master Plan for Education 2009-10 Update	DPAC reviewed the list of proposed Institutional Objectives for 2009-2010 and narrowed them down to those that are actually at the institutional level.	

Recommendation to Superintendent/President Superintendent/President's Response

November 25, 2009	Zero Waste Policy	A few minor revisions were suggested to the Zero Waste Board Policy previously approved by DPAC and resubmitted to DPAC at the meeting on November11, 2009 for review. At that meeting, it was agreed that DPAC Chair Randy Lawson would communicate concerns to the Superintendent/ President and work with the Academic Senate to facilitate a review of these issues by the Academic Senate Joint Environmental Affairs Committee. Randy Lawson reported that he worked with the Academic Senate and Environmental Affairs Committee to develop acceptable language to clarify some of the issues related to the proposed revisions.	**#81-C** The revisions were accepted by DPAC with no objection and will be submitted to the Superintendent/President for a first reading by the Board of Trustees on December 8, 2009.
November 25, 2009	Schedule of Classes Transition Plan	The following motion from Budget Planning Subcommittee was submitted to DPAC for consideration. The Budget Planning Committee supports the Association Students resolution against printing class schedules and recommends to DPAC that the District implement this policy as soon as possible.	**#82-A** After consideration of the resolution approved by the Associated Students and supported by the Budget Planning Subcommittee, the following motion was made: DPAC recommends that the District develop a plan by Fall 2010 to transition the college from relying heavily and primarily on the printed schedule of classes to alternative delivery methods.
November 25, 2009	Master Plan for Education 2009-10 Update	An updated chart summarizing the status of the Institutional Objectives for 2009-10 was presented. The chart indicates which objectives were included, combined, and added. The detailed forms need to be completed by the end of the fall semester.	

Recommendation to Superintendent/President
Superintendent/President's Response

December 9, 2009	Schedule of Classes Transition Plan	Superintendent/President's response to DPAC recommendation of November 25, 2009.	Chair Randy Lawson responded that the Superintendent/President approved the following recommendation approved by DPAC on November 25, 2009. DPAC recommends that the District develop a plan by Fall 2010 to transition the college from relying heavily and primarily on the printed schedule of classes to alternative delivery methods. Dr. Tsang supports the concept, and the plan needs to be thought out.
December 9, 2009	Planning Subcommittees	Proposed revisions to the responsibilities of the DPAC Planning Subcommittees related to sustainability issues were presented and discussed. It was agreed that the role and function of the Planning Subcommittees need to be reviewed and clarified; therefore, the topic will be included on the agenda for the next meeting on January 13, 2010.	
January 13, 2010	Planning Subcommittees		**#83-A** Motion was made by Howard Stahl and seconded by Richard Tahvildaran to approve the charges to the planning subcommittees as presented with proposed revisions. *Unanimously approved.* A task force comprising Howard Stahl, Richard Tahvildaran-Jesswein, JC Keurjian and Mike Tuitasi was formed to work with the planning subcommittees to conduct a further review of the charges. A report will be made at the next meeting. It was agreed that a process needs to be developed to evaluate the effectiveness of the planning subcommittees.

Recommendation to Superintendent/President
Superintendent/President's Response

January 13, 2010	Master Plan for Education 2009-10 Update	A draft of the final Institutional Objectives was distributed for review and input. The goal is to have the Master Plan for Education Update finalized and posted on the website by the end of January.	
January 13, 2010	Schedule of Classes Transition Plan	Discussion - Development of plan to transition the college from relying primarily on the printed schedule of classes to alternative delivery methods: It was agreed that there are two audiences for the schedule of classes – internal (faculty, staff, students) and external (community relations/marketing). Georgia Lorenz agreed to meet with users of the schedule and work with public relations/ marketing to determine an appropriate transition related to the use and printing of the schedule.	
January 27, 2010	Master Plan for Education 2009-10 Update	Master Plan for Education: The completed Master Plan for Education Update was presented. After a few minor revisions are made, the Update will be prepared for distribution and posted on the SMC website. Copies will be sent to the accreditation team members in advance of their visit.	
January 27. 2010	Budget Quarterly Report	At its last meeting, the Budget Planning Subcommittee reviewed, affirmed and accepted the Quarterly Budget Report. An updated version was distributed to DPAC and was reviewed and discussed. In summary, the District is on track in terms of goals established, and revenues and expenditures have both increased since the budget was adopted.	
January 27, 2010	Planning Subcommittees	At the DPAC meeting on January 13, 2010, a task force was formed to develop a process for evaluating the work of the DPAC planning subcommittees. Howard Stahl prepared a draft evaluation form to collect data from the planning subcommittees.	**#84-C** There was consensus to use the form with a few minor revisions. The planning subcommittees will be asked to complete the form by the end of February and to forward them to DPAC for review and discussion.

Recommendation to Superintendent/President
Superintendent/President's Response

February 10, 2010	Board Policy 3120, Equal Employment Opportunity		**#85-A** Approval of Board Policy 3120 – Equal Employment Opportunity: Motion was made by Bernie Rosenloecher and seconded by Erica LeBlanc to approve proposed Board Policy 3129, Equal Employment Opportunity, as presented by the Human Resources Planning Subcommittee. Ayes: 6 Noes: 0 Absent: 2 (Associated Students) The policy will be reviewed by senior staff and be presented to the Board for a first reading.
February 10, 2010	Global Council	Global Council Winter Retreat: Pete Morris, Faculty Leader of Global Citizenship reported that the Global Council Winter Retreat was well attended and produced many lively and productive discussions. There were two main topics: (1) The theme for 2010-11 is food, and (2) redesign of the approval process for study abroad.	
February 10, 2010	Audit Report	Chris Bonvenuto provided a summary of the "perfect" 2008-2009 District Audit, including the Proposition 39 Financial and Performance Audits. Chris and his staff were commended by acclamation by DPAC for their outstanding work.	

Recommendation to Superintendent/President
Superintendent/President's Response

February 24, 2010	Board Policy 3120, Equal Employment Opportunity		Superintendent/President – Response to DPAC recommendations: Dr. Tsang accepted and approved Board Policy 3120 – Equal Employment Opportunity, as approved by DPAC on February 10, 2010, with the understanding that the first paragraph needs to be reworded. The current policy includes provisions regarding diversity, which this new policy does not. Accordingly, Dr. Tsang will hold on submitting BP 3120 to the Board of Trustees until a diversity policy is developed so the two policies can be presented at the same time.
February 24, 2010	Budget Scenarios	Concern was expressed that the following notations on the Budget Scenarios document presented to the Board of Trustees at its Study Session on February 20th were not included on the document presented to the Budget Planning Subcommittee earlier in the week: • All hourly salaries are maintained at 09-10 level in 10-11 • Scenario A assumes the implementation of H & W savings	It was agreed that the issue needs to be clarified at the next Budget Planning Subcommittee meeting and reported back to DPAC.

Recommendation to Superintendent/President
Superintendent/President's Response

February 24, 2010	Schedule of Classes Transition Plan	Georgia Lorenz provided the following preliminary report:	
		– The issue is how to deliver information to those who are not current students	
		– There is concern about relying on social media, as penetration into the market is considered very low	
		– The website is effective in reaching a captive audience (current students), but not for recruiting new students	
		– There are Title 5 limitations on recruiting students outside the district	
		– Suggestions included repeating a survey (conducted before Measure S election) on how people get information about SMC and what assists them in making decisions; using the bookstore to disseminate information; looking into a partnership for free television monitors on campus.	
		A more complete report will be presented to DPAC on April 14th.	

March 10, 2010	Distance Education Course Management System	Wendy Parise, Chair of the Academic Senate Joint Distance Education Committee, reported that the DE Committee recommends that eCollege, the current distance education course management system, be maintained. The current contract is $850,000 per year for unlimited seats. The DE Committee looked at all the educational aspects of the distance education contract and the services provided and presented a resolution to the Academic Senate to maintain eCollege. The resolution was approved by the Academic Senate and presented to DPAC for approval.	**#87-A** Academic Senate Course Management System Recommendation: The Academic Senate unanimously recommends that Santa Monica College remain with eCollege as its Course Management System, continue to stay current on other Course Management System offerings, address the limitations of our current Course Management System for users who have specific needs that are not being currently served. The recommendation was unanimously approved.
March 24, 2010	Distance Education Course Management System		Superintendent/President– Response to DPAC recommendation approved on March 10, 2010: Academic Senate Course Management System Recommendation: The Academic Senate unanimously recommends that Santa Monica College remain with eCollege as its Course Management System, continue to stay current on other Course Management System offerings, address the limitations of our current Course Management System for users who have specific needs that are not being currently served. Dr. Tsang has approved the recommendation and has directed Vice-President Jeff Shimizu to conduct negotiations with eCollege on behalf of the District.

Recommendation to Superintendent/President Superintendent/President's Response

March 24, 2010	Future Program Possibilities	Exploration of future program possibilities: It was reported that following the discussion at the Board of Trustees Study Session in February, the District will be exploring four possible programs to generate revenue as a solution to the state's inability to fund community college, as follows: (1) offering credit courses through contract education to nonresident students; (2) developing an extension program like those at UC and CSU (not currently allowed, would require legislation); (3) offering credit courses through contract education to resident students (not currently allowed, would require legislation); (4) creating a university center which would consist of partnerships with universities to offer joint baccalaureate degrees	It was agreed at the Board's Study Session that faculty be highly involved in the exploration of the proposed programs. The Academic Senate will form a joint ad hoc committee to look at the issues within the purview of the Academic Senate. The Academic Senate has appointed six faculty members to the ad hoc committee, and the Superintendent will be appointing administrators. The committee will determine its scope, function and timeline. Superintendent/President Tsang requested that the committee initially focus on two of the proposals – exploring the development of an extension program and the university center.
March 24, 2010	Facilities	A Facilities Planning and Construction Update was provided. All projects in the 1998 Master Plan have been completed. Projects for the next ten years include: Main campus: • Completion of the Student Services Building (included in the 1998 Master Plan) • Information Technology Relocation • Health/Fitness/Dance Center • Drescher Hall/Bookstore • Math/Science • Corsair Stadium Satellite Campuses • AET/KCRW • Performing Arts Center (east wing) • Child Development Center (with City of Santa Monica) • Malibu campus • Bundy campus classrooms and Career Opportunity Center	

Recommendation to Superintendent/President
Superintendent/President's Response

March 24, 2010	Planning Subcommittees	• The Facilities Planning Subcommittee recommended that four of the original charges be revised. • The Technology Planning Subcommittee had no recommended revisions. It was suggested that all planning subcommittee develop a new charge to replace "support the goal to infuse Student Learning Outcomes throughout Santa Monica College" to be based on a specific accomplishment that links the closest to an Institutional Learning Outcome. Once all the evaluations have been individually presented to DPAC, they will be reviewed and discussed as a group	
April 28, 2010	Budget Budget Planning Subcommittee Recommendation		**#88-A** DPAC unanimously approved the recommendation from the Budget Planning Subcommittee that Fiscal Services investigate and apply for the reimbursement of pre-Medicare retiree healthcare premiums as allowed under the recently passed healthcare legislation (the Patient Protection and Affordable Care Act).
April 28, 2010	Greenhouse Gas Inventory		**#89-A** DPAC unanimously approved the 2007-2008 Greenhouse Gas Inventory

Recommendation to Superintendent/President
Superintendent/President's Response

Date	Topic	Notes	Response
April 28, 2010	Administrative Regulation 2430-Medical Marijuana		**#90-A** DPAC unanimously approved proposed Administrative Regulation 2430, Medical Marijuana Administrative Regulation 2430 – Medical Marijuana In accordance with federal law and Board Policy Section 2430, possession and/or use of medical marijuana
April 28, 2010	Schedule of Classes Transition Plan	Georgia Lorenz reported that she assembled an on-campus group (*Schedule Innovation Group*) to assess how the *Schedule of Classes* is utilized on campus. It has been determined that a paper schedule is needed and used in a variety of ways, but perhaps fewer copies and/or a different format might be considered. It was suggested that the off-campus/marketing aspect of the schedule be evaluated by creating focus groups consisting of current students, high school students and community members.	
April 28, 2010	Planning Subcommittees	It was agreed that all of the subcommittee evaluations will be reviewed and discussed at the next DPAC meeting.	
May 12, 2010	Budget Budget Planning Subcommittee Recommendation		Superintendent/President's Response Approved: In progress
May 12, 2010	Greenhouse Gas Inventory		Superintendent/President's Response Approved
May 12, 2010	Administrative Regulation 2430-Medical Marijuana		Superintendent/President's Response Approved; will be incorporated into Board Policy/Administrative Regulations Manual.

Recommendation to Superintendent/President
Superintendent/President's Response

May 12, 2010	Schedule of Classes Transition Plan	Two documents were distributed: (1) A summary of the audiences served, enrollment outcomes, community support, external challenges, goals, and what its planned, and (2) charts that depict enrollment trends with corresponding general fund revenue, and voter indebted taxes for general obligation bonds.	
		The Schedule of Classes serves multiple audiences, in particular, current students, staff, prospective resident students, prospective out-of-state and international students and their families, District residents (Santa Monica and Malibu), and service area residents (Pacific Palisades, Brentwood, West Los Angeles, Mar Vista, Venice and Marina del Rey).	
		In order to complete an evaluation of how the community receives information about the college, including the role of the Schedule of Classes in providing information, a community survey about the college is being considered (the last one was conducted in 1991). An internal focus group would be assembled to assist in developing survey questions that are relevant to the well-being of the college, and a professional firm would be used to conduct the scientific survey. A plan regarding the printing and distribution of the Schedule of Classes will be developed by October 2010.	

Recommendation to Superintendent/President
Superintendent/President's Response

May 12, 2010	Planning Subcommittees	Following submission and review of the DPAC Planning Subcommittee evaluations, it was agreed that the structure of and charges to the planning subcommittees need to be further evaluated. Direction was given to each subcommittee to analyze its structure as it relates to the other planning subcommittees, and its charges, focusing on planning (not operations) and present recommendations at the next DPAC meeting. DPAC will determine what will be most useful to support its function as a planning body.	
May 12, 2010	BRIC TAP	A memorandum of understanding has been entered into with The RP Group for personalized support to strengthen the college's capacity to collaboratively analyze and base planning and decision making on data. The purpose of the BRIC Initiative is to strengthen inquiry-based practice and build cultures of evidence in order to enhance student success and facilitate goal attainment. SMC was chosen out of fifty colleges that applied as one of fifteen participating institutions for 2010-2011.	
May 12, 2010	Rideshare Program		**#91-A** Motion was made by Eric Oifer and seconded by Cameron Henton to request the District to look into the feasibility of a rideshare program such as Zimride as well as potential funding of the program. The recommendation was unanimously approved.

Recommendation to Superintendent/President
Superintendent/President's Response

May 26, 2010	Rideshare Program		<mark>Superintendent's Response to recommendation approved on May 12, 2010:</mark> <mark>Superintendent/President Tsang approved the recommendation on the condition that the District will study the rideshare program currently in use for staff and will consider Zimride and similar programs before a decision is made.</mark>
May 26, 2010	Public Policy Institute	Don Girard reported that the Public Policy Institute was created to recognize the many different ways Santa Monica College has advanced its presence in the public arena and to provide an opportunity for the community to engage in discussions on a variety of issues. He introduced Founding Director Sheila Kuehl who is facilitating PPI activities. She is planning a series of programs for the community to discuss local issues that affect their lives – water, land use, education, etc. The first event held at the Bundy campus was "sold out" and consisted of a panel to talk about how the state budget war is affecting all things local – education, transportation, etc. A second program will be held on June 16 at the Edye Second Space.	

Recommendation to Superintendent/President
Superintendent/President's Response

| May 26, 2010 | Board Policy on Diversity | The following proposed Board policy was presented for review and approval.

The Santa Monica Community College District is committed to building an inclusive and diverse environment. Diversity within the college environment provides opportunity to foster mutual awareness, knowledge, and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect. Achieving these goals will require the creative imagination, unflagging commitment, and uncompromising effort of every member of the college community. The District is committed to a work and learning environment conducive to open discussion and the free exchange of ideas. Global awareness and exploring the diversity of the local communities served by the college are both important components of the College's commitment to diversity. Promoting and celebrating diversity will inspire innovative ideas, practical solutions, and team-building and support the goal of professional and educational excellence.

Revisions to the language were suggested, and it was agreed that the proposed policy be returned to the Human Resources Planning Subcommittee for revision and be resubmitted to DPAC at the next meeting. | |
| May 26, 2010 | Election of Vice-Chair for 2010-2011 | | **#92-A**
Eric Oifer was unanimously elected DPAC Vice-Chair for 2010-2011. |

Recommendation to Superintendent/President
Superintendent/President's Response

May 26, 2010	Rideshare Program	Cameron Henton facilitated a presentation on Zimride, a social network based rideshare program that the Associated Students is proposing for delivery a new form of transportation to SMC students. The cost is $10,450 for the first year which includes installation, program hosting, maintenance, website updates, technical and marketing support; and $9,500 annually thereafter.	
May 26, 2010	Planning Subcommittees	It was agreed that DPAC form a short-term task force to consider ways to enhance the effectiveness of the DPAC planning subcommittees by addressing the relationship among DPAC, its subcommittees and resource committees. The task force will report back and make recommendations to DPAC.	
June 9, 2010	Program Review Annual Report	The Program Review Committee Report and Executive Summaries for 18 reviews conducted during 2009-2010 were reviewed and discussed. The committee provides commendations and recommendations for specific programs, as well as recommendations based on overarching trends that will be useful in the planning process as institutional objectives are developed.	
June 9, 2010	Board Policy on Diversity	The draft was unanimously approved by the Human Resources Planning Subcommittee and submitted to DPAC for approval.	**#93-A** The draft Board Policy was unanimously approved.

Recommendation to Superintendent/President
Superintendent/President's Response

June 9, 2010	Technology Requests, 2009-2010	The Technology Planning Subcommittee presented 2009-2010 Technology Requests. Priority 1 requests totaling $209,183.50 are college business essentials and were funded by the District's general fund, since there was no instructional block grant this year. Priority 1.1 requests totaling $54,436 for campus-wide software and equipment and computers for new faculty are also considered essential and a District backfill funded these requests. Priority 2 departmental requests totaling $441,332.19 have been forwarded to the Academic Senate Joint CTE Committee for consideration.	
June 9, 2010	Planning Subcommittees Evaluations (DPAC Effectiveness Task Force)	Update from Task Force on DPAC Effectiveness: Two main issues were discussed: (1) What is planning - how do we define it, and (2) What do we want to plan. The discussion resulted in a number of issues and questions about the role of the subcommittees and DPAC.	It was agreed that DPAC needs to continue the discussion to (1) clarify how DPAC interacts and directs the subcommittees, (2) decide if the charges of the subcommittees need to be revised, and (3) determine if the subcommittees need to be reorganized. This will be the primary topic on the agenda for the next DPAC meeting.
June 23, 2010	Planning Subcommittees	It was agreed that there needs to be some means of assessing the overall planning process and its effectiveness, which would include clarifying the role of DPAC and its planning subcommittees. To assist with this assessment, it was a suggested that a planning schedule be developed which would include all elements that contribute to the planning process. A draft schedule will be presented at the meeting on July 28th for discussion.	**#94-A** Following a discussion about the Program Review Annual Report, a motion was made by Mitra Moassessi and seconded by Leroy Lauer and unanimously approved that DPAC review recommendations in the Program Review Annual Report and forward appropriate items to the appropriate planning subcommittees and/or resource group for their review and recommendations.

Recommendation to Superintendent/President
Superintendent/President's Response

Sorted by Topic			
Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion A – Approval C – Consensus/Agreement
August 12, 2009	Administrative Regulation 2250 (Revision)		**#71-A** DPAC unanimously approved revisions to Administrative Regulation 2250 – District Planning and Advisory Council including a provision that an annual orientation session will be held for Planning Subcommittee Co-Chairs and Academic Senate Joint Committee Chairs and Vice-Chairs.
April 28, 2010	Administrative Regulation 2430- Medical Marijuana		**#90-A** DPAC unanimously approved proposed Administrative Regulation 2430, Medical Marijuana Administrative Regulation 2430 – Medical Marijuana In accordance with federal law and Board Policy Section 2430, possession and/or use of medical marijuana
May 12, 2010	Administrative Regulation 2430- Medical Marijuana		Superintendent/President's Response Approved; will be incorporated into Board Policy/Administrative Regulations Manual.
August 12, 2009	Annual Report 2008-09	A draft of the DPAC 2008-09 Annual Report was reviewed. It will be submitted for approval at the next DPAC meeting	
August 26, 2009	Annual Report 2008-09	The DPAC 2008-09 Annual Report was presented for review and approval.	**#72-A** DPAC unanimously approved the 2008-09 Annual Report.

Recommendation to Superintendent/President Superintendent/President's Response

44

February 10, 2010	Audit Report	Chris Bonvenuto provided a summary of the "perfect" 2008-2009 District Audit, including the Proposition 39 Financial and Performance Audits. Chris and his staff were commended by acclamation by DPAC for their outstanding work.	
February 10, 2010	Board Policy 3120, Equal Employment Opportunity		**#85-A** Approval of Board Policy 3120 – Equal Employment Opportunity: Motion was made by Bernie Rosenloecher and seconded by Erica LeBlanc to approve proposed Board Policy 3129, Equal Employment Opportunity, as presented by the Human Resources Planning Subcommittee. Ayes: 6 Noes: 0 Absent: 2 (Associated Students) The policy will be reviewed by senior staff and be presented to the Board for a first reading.
February 24, 2010	Board Policy 3120, Equal Employment Opportunity		Superintendent/President – Response to DPAC recommendations: Dr. Tsang accepted and approved Board Policy 3120 – Equal Employment Opportunity, as approved by DPAC on February 10, 2010, with the understanding that the first paragraph needs to be reworded. The current policy includes provisions regarding diversity, which this new policy does not. Accordingly, Dr. Tsang will hold on submitting BP 3120 to the Board of Trustees until a diversity policy is developed so the two policies can be presented at the same time.

Recommendation to Superintendent/President Superintendent/President's Response

| May 26, 2010 | Board Policy on Diversity | The following proposed Board policy was presented for review and approval.

The Santa Monica Community College District is committed to building an inclusive and diverse environment. Diversity within the college environment provides opportunity to foster mutual awareness, knowledge, and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect. Achieving these goals will require the creative imagination, unflagging commitment, and uncompromising effort of every member of the college community. The District is committed to a work and learning environment conducive to open discussion and the free exchange of ideas. Global awareness and exploring the diversity of the local communities served by the college are both important components of the College's commitment to diversity. Promoting and celebrating diversity will inspire innovative ideas, practical solutions, and team-building and support the goal of professional and educational excellence.

Revisions to the language were suggested, and it was agreed that the proposed policy be returned to the Human Resources Planning Subcommittee for revision and be resubmitted to DPAC at the next meeting. | |
| June 9, 2010 | Board Policy on Diversity | The draft was unanimously approved by the Human Resources Planning Subcommittee and submitted to DPAC for approval. | **#93-A**

The draft Board Policy was unanimously approved. |

| Recommendation to Superintendent/President |
| Superintendent/President's Response |

May 12, 2010	BRIC TAP	A memorandum of understanding has been entered into with The RP Group for personalized support to strengthen the college's capacity to collaboratively analyze and base planning and decision making on data. The purpose of the BRIC Initiative is to strengthen inquiry-based practice and build cultures of evidence in order to enhance student success and facilitate goal attainment. SMC was chosen out of fifty colleges that applied as one of fifteen participating institutions for 2010-2011.	
July 8, 2009	Budget Cost Savings Ideas	The Budget Planning Subcommittee reviewed all cost-saving suggestions received from the college community and consolidated them into a list of 26 budget savings ideas Those items which had collective bargaining implications were pulled by the Budget Committee. The list was presented to DPAC with notations of those already being done (9), pulled because there was minimal or no savings (9), or tabled for further study (1), which left the following 7 ideas for DPAC to consider:	**#69-A** It was unanimously decided to forward #3, #5 #6, and #7 to the Superintendent/ President for consideration. 3. Assuming a portion of fees collected can pay parking staff costs currently borne by the unrestricted fund, collect parking fees on satellite campuses (additional 1,000 parking stickers sold). *It was recommended that differential parking fees for off campus sites be explored.* 5. Automate the purchasing process as soon as possible. *It was reported that this is a complicated process, but options will be explored.* 6. Educate faculty/staff to efficiently use copier printing, rather than laser printing. *In process, but more training and encouragement is needed. Use of the Digital Storefront should also be encouraged.* 7. Encourage Purchasing to seek alternative office product vendors. *There was agreement on this.*

Recommendation to Superintendent/President
Superintendent/President's Response

August 12, 2009	Budget Cost Savings Ideas		
September 9, 2009	Budget 2009-10		**#73-A** DPAC unanimously approved motion of the Budget Planning Subcommittee to receive the 2009-10 adopted budget and acknowledge that the prepared budget was the results of a transparent process which enabled all stakeholders to participate and provide input.
September 9, 2009	Budget 2009-10		**#74-A** DPAC affirmed the motion of the Budget Planning Subcommittee to affirm and support the 2009-2010 Adopted Budget and its underlying Budget Assumptions. Ayes: 5 (Academic Senate, Administration, Management Association, Associated Students) Noes: 3 (Faculty Association, CSEA)
September 23, 2009	Budget 2009-10	The following recommendation was approved by the Budget Planning Subcommittee on September 16, 2009 and forwarded to DPAC for consideration. The Budget Planning Committee recommends to DPAC that the Superintendent/ President convene another Town Hall meeting to update the community on the budget situation.	**#75-C** After discussing the recommendation, DPAC approved by consensus the following recommendations: 3. That the Superintendent/President continue regular communication with the college community as information about the budget becomes available. 4. That the Superintendent/President convene a Town Hall meeting prior to the close of the Fall 2009 semester to discuss the budget situation with the college community.

Recommendation to Superintendent/President
Superintendent/President's Response

October 14, 2009	Budget 2009-10	The following recommendations were approved by the DPAC on September 23, 2009 and forwarded to the Superintendent/President for consideration. 3. The Superintendent/President continue regular communication with the college community as information about the budget becomes available. 4. The Superintendent/President convene a Town Hall meeting prior to the close of the Fall 2009 semester to discuss the budget situation with the college community.	
October 14, 2009	Budget Categorical Programs	The Budget Planning Subcommittee forwarded two recommendations for DPAC to consider.	**#76-A** DPAC unanimously approved the following recommendations: The Budget Committee recommends to DPAC that the District strategically backfill certain categorical programs at the level of the 2009-2010 Adopted Budget from the District reserves in an amount not to exceed an additional $1,000,000. In light of the projected State funding levels in the 2010-2011 budget, the Budget Committee recommends to DPAC that each categorical program develop a plan by January 1, 2010 for the upcoming 2010-2011 academic year at a level that assumes unenhanced state funding.

49

Recommendation to Superintendent/President
Superintendent/President's Response

October 14, 2009	Budget Categorical Programs		**#77-A** DPAC recommends that as part of a two-year plan the District investigate ways to integrate components of the categorical programs into appropriate areas of support by the general fund or other funding sources and plan the appropriate level of support for these services
October 28, 2009	Budget Categorical Programs	Superintendent/President's response to DPAC recommendation of October 14, 2009.	The Superintendent/President has approved the recommendations approved by DPAC on October 14, 2009 and is working out the details on how to proceed. He has directed Vice-President Robert Isomoto to meet with the leaders of the categorical programs to discuss the backfill for this year and next year. The results of these meetings will be presented to DPAC at a future meeting.
November 11, 2009	Budget 2009-10	Superintendent/President's response to DPAC recommendation of September 23, 2009.	Chair Randy Lawson responded on behalf of the Superintendent/President to the recommendation approved by DPAC on September 23, 2009 to convene a Town Hall meeting before the end of the fall semester to update the college community on the budget situation. As predicted, there is no new news about the budget and probably will not be any before mid-January. Dr. Tsang has suggested that the college invite key people from Sacramento, including Eric Skinner and Scott Lay, to participate on a budget-themed panel on campus after mid-January. It was agreed that it would be best to schedule this activity for February after the spring semester starts.

Recommendation to Superintendent/President Superintendent/President's Response

January 27. 2010	Budget Quarterly Report	At its last meeting, the Budget Planning Subcommittee reviewed, affirmed and accepted the Quarterly Budget Report. An updated version was distributed to DPAC and was reviewed and discussed. In summary, the District is on track in terms of goals established, and revenues and expenditures have both increased since the budget was adopted.	
February 24, 2010	Budget Scenarios	Concern was expressed that the following notations on the Budget Scenarios document presented to the Board of Trustees at its Study Session on February 20th were not included on the document presented to the Budget Planning Subcommittee earlier in the week: • All hourly salaries are maintained at 09-10 level in 10-11 • Scenario A assumes the implementation of H & W savings	It was agreed that the issue needs to be clarified at the next Budget Planning Subcommittee meeting and reported back to DPAC.
April 28, 2010	Budget Budget Planning Subcommittee Recommendation		**#88-A** DPAC unanimously approved the recommendation from the Budget Planning Subcommittee that Fiscal Services investigate and apply for the reimbursement of pre-Medicare retiree healthcare premiums as allowed under the recently passed healthcare legislation (the Patient Protection and Affordable Care Act).
May 12, 2010	Budget Budget Planning Subcommittee Recommendation		Superintendent/President' s Response Approved: In progress

Recommendation to Superintendent/President Superintendent/President's Response

October 28, 2009	Charter	Revisions to both documents were suggested. A workgroup was formed to review and charges to the planning subcommittees and submit recommendations to DPAC at a future meetings.	
November 11, 2009	Charter		**#80-A** Proposed revisions to the DPAC Charter were presented for review. Additional revisions were suggested and the Charter was unanimously approved as revised.
March 10, 2010	Distance Education Course Management System	Wendy Parise, Chair of the Academic Senate Joint Distance Education Committee, reported that the DE Committee recommends that eCollege, the current distance education course management system, be maintained. The current contract is $850,000 per year for unlimited seats. The DE Committee looked at all the educational aspects of the distance education contract and the services provided and presented a resolution to the Academic Senate to maintain eCollege. The resolution was approved by the Academic Senate and presented to DPAC for approval.	**#87-A** Academic Senate Course Management System Recommendation: The Academic Senate unanimously recommends that Santa Monica College remain with eCollege as its Course Management System, continue to stay current on other Course Management System offerings, address the limitations of our current Course Management System for users who have specific needs that are not being currently served. The recommendation was unanimously approved.

Recommendation to Superintendent/President Superintendent/President's Response

| March 24, 2010 | Distance Education Course Management System | | Superintendent/President– Response to DPAC recommendation approved on March 10, 2010:

Academic Senate Course Management System Recommendation:

The Academic Senate unanimously recommends that Santa Monica College remain with eCollege as its Course Management System, continue to stay current on other Course Management System offerings, address the limitations of our current Course Management System for users who have specific needs that are not being currently served.

Dr. Tsang has approved the recommendation and has directed Vice-President Jeff Shimizu to conduct negotiations with eCollege on behalf of the District. |
| May 26, 2010 | Election of Vice-Chair for 2010-2011 | | **#92-A**

Eric Oifer was unanimously elected DPAC Vice-Chair for 2010-2011. |

Recommendation to Superintendent/President
Superintendent/President's Response

| March 24, 2010 | Facilities | A Facilities Planning and Construction Update was provided. All projects in the 1998 Master Plan have been completed. Projects for the next ten years include:

Main campus:

• Completion of the Student Services Building (included in the 1998 Master Plan)
• Information Technology Relocation
• Health/Fitness/Dance Center
• Drescher Hall/Bookstore
• Math/Science
• Corsair Stadium

Satellite Campuses
• Academy of Entertainment and Technology/KCRW
• Performing Arts Center (east wing)
• Child Development Center (with City of Santa Monica)
• Malibu campus
• Bundy campus classrooms and Career Opportunity Center | |

Recommendation to Superintendent/President
Superintendent/President's Response

March 24, 2010	Future Program Possibilities	Exploration of future program possibilities: It was reported that following the discussion at the Board of Trustees Study Session in February, the District will be exploring four possible programs to generate revenue as a solution to the state's inability to fund community college, as follows: (1) offering credit courses through contract education to nonresident students; (2) developing an extension program like those at UC and CSU (not currently allowed, would require legislation); (3) offering credit courses through contract education to resident students (not currently allowed, would require legislation); (4) creating a university center which would consist of partnerships with universities to offer joint baccalaureate degrees	It was agreed at the Board's Study Session that faculty be highly involved in the exploration of the proposed programs. The Academic Senate will form a joint ad hoc committee to look at the issues within the purview of the Academic Senate. The Academic Senate has appointed six faculty members to the ad hoc committee, and the Superintendent will be appointing administrators. The committee will determine its scope, function and timeline. Superintendent/President Tsang requested that the committee initially focus on two of the proposals – exploring the development of an extension program and the university center.
February 10, 2010	Global Council	Global Council Winter Retreat: Pete Morris, Faculty Leader of Global Citizenship reported that the Global Council Winter Retreat was well attended and produced many lively and productive discussions. There were two main topics: (1) The theme for 2010-11 is food, and (2) redesign of the approval process for study abroad.	
April 28, 2010	Greenhouse Gas Inventory		**#89-A** DPAC unanimously approved the 2007-2008 Greenhouse Gas Inventory
May 12, 2010	Greenhouse Gas Inventory		Superintendent/President' s Response Approved
July 8, 2009	Master Plan for Education 2009-10 Update	Drafts of four institutional objectives received so far were distributed.	

Recommendation to Superintendent/President Superintendent/President's Response

August 12, 2009	Master Plan for Education 2009-10 Update	DPAC reviewed and discussed the Master Plan for Education Update 2009-2010 and agreed on some minor revisions to the new Institutional Objectives form.	
August 26, 2009	Master Plan for Education 2009-10 Update	Reviewed responses to 2008-09 Objectives and Institutional Objectives for 2009-10 received to date	
September 9, 2009	Master Plan for Education 2009-10 Update	Reviewed responses to 2008-09 Objectives and Institutional Objectives for 2009-10 received to date	
September 23, 2009	Master Plan for Education 2009-10 Update	A revised version of the Update was reviewed and discussed. Responses on four objectives (39, 42, 44, and 45) are still pending.	Institutional objectives for 2009-2010 for Academic Affairs were reviewed and accepted.
October 14, 2009	Master Plan for Education 2009-10 Update	Master Plan for Education 2009-2010 Update: A revised version of the MPE Update was distributed. Institutional objectives for 2009-2010 need to be submitted by October 26th so the Master Plan for Education Update can be finalized in November.	
October 28, 2009	Master Plan for Education 2009-10 Update	27 proposed Institutional Objectives for 2009-10 were distributed for review. They will be distributed electronically to DPAC members for further review and input before the next meeting.	
November 11, 2009	Master Plan for Education 2009-10 Update	DPAC reviewed the list of proposed Institutional Objectives for 2009-2010 and narrowed them down to those that are actually at the institutional level.	
November 25, 2009	Master Plan for Education 2009-10 Update	An updated chart summarizing the status of the Institutional Objectives for 2009-10 was presented. The chart indicates which objectives were included, combined, and added. The detailed forms need to be completed by the end of the fall semester.	

| Recommendation to Superintendent/President |
| Superintendent/President's Response |

January 13, 2010	Master Plan for Education 2009-10 Update	A draft of the final Institutional Objectives was distributed for review and input. The goal is to have the Master Plan for Education Update finalized and posted on the website by the end of January.	
January 27, 2010	Master Plan for Education 2009-10 Update	Master Plan for Education: The completed Master Plan for Education Update was presented. After a few minor revisions are made, the Update will be prepared for distribution and posted on the SMC website. Copies will be sent to the accreditation team members in advance of their visit.	
July 22, 2009	Master Plan for Education, 2009-2010 Update	A draft of the responses to the 2008-09 objectives were reviewed and discussed. Additions and revisions will continue through the summer.	
September 23, 2009	Orientation	An orientation information sheet, the DPAC Charter and organization structure document were reviewed and discussed.	It was agreed that the Charter and the structure document need to be reviewed and updated.
December 9, 2009	Planning Subcommittees	Proposed revisions to the responsibilities of the DPAC Planning Subcommittees related to sustainability issues were presented and discussed. It was agreed that the role and function of the Planning Subcommittees need to be reviewed and clarified; therefore, the topic will be included on the agenda for the next meeting on January 13, 2010.	

Recommendation to Superintendent/President
Superintendent/President's Response

January 13, 2010	Planning Subcommittees		**#83-A** Motion was made by Howard Stahl and seconded by Richard Tahvildaran to approve the charges to the planning subcommittees as presented with proposed revisions. *Unanimously approved.* A task force comprising Howard Stahl, Richard Tahvildaran-Jesswein, JC Keurjian and Mike Tuitasi was formed to work with the planning subcommittees to conduct a further review of the charges. A report will be made at the next meeting. It was agreed that a process needs to be developed to evaluate the effectiveness of the planning subcommittees.
January 27, 2010	Planning Subcommittees	At the DPAC meeting on January 13, 2010, a task force was formed to develop a process for evaluating the work of the DPAC planning subcommittees. Howard Stahl prepared a draft evaluation form to collect data from the planning subcommittees.	**#84-C** There was consensus to use the form with a few minor revisions. The planning subcommittees will be asked to complete the form by the end of February and to forward them to DPAC for review and discussion.
March 24, 2010	Planning Subcommittees	• The Facilities Planning Subcommittee recommended that four of the original charges be revised. • The Technology Planning Subcommittee had no recommended revisions. It was suggested that all planning subcommittee develop a new charge to replace "support the goal to infuse Student Learning Outcomes throughout Santa Monica College" to be based on a specific accomplishment that links the closest to an Institutional Learning Outcome. Once all the evaluations have been individually presented to DPAC, they will be reviewed and discussed as a group	

Recommendation to Superintendent/President
Superintendent/President's Response

April 28, 2010	Planning Subcommittees	It was agreed that all of the subcommittee evaluations will be reviewed and discussed at the next DPAC meeting.	
May 12, 2010	Planning Subcommittees	Following submission and review of the DPAC Planning Subcommittee evaluations, it was agreed that the structure of and charges to the planning subcommittees need to be further evaluated. Direction was given to each subcommittee to analyze its structure as it relates to the other planning subcommittees, and its charges, focusing on planning (not operations) and present recommendations at the next DPAC meeting. DPAC will determine what will be most useful to support its function as a planning body.	
May 26, 2010	Planning Subcommittees	It was agreed that DPAC form a short-term task force to consider ways to enhance the effectiveness of the DPAC planning subcommittees by addressing the relationship among DPAC, its subcommittees and resource committees. The task force will report back and make recommendations to DPAC.	
June 9, 2010	Planning Subcommittees Evaluations (DPAC Effectiveness Task Force)	Update from Task Force on DPAC Effectiveness: Two main issues were discussed: (1) What is planning - how do we define it, and (2) What do we want to plan. The discussion resulted in a number of issues and questions about the role of the subcommittees and DPAC.	It was agreed that DPAC needs to continue the discussion to (1) clarify how DPAC interacts and directs the subcommittees, (2) decide if the charges of the subcommittees need to be revised, and (3) determine if the subcommittees need to be reorganized. This will be the primary topic on the agenda for the next DPAC meeting.

Recommendation to Superintendent/President
Superintendent/President's Response

June 23, 2010	Planning Subcommittees	It was agreed that there needs to be some means of assessing the overall planning process and its effectiveness, which would include clarifying the role of DPAC and its planning subcommittees. To assist with this assessment, it was a suggested that a planning schedule be developed which would include all elements that contribute to the planning process. A draft schedule will be presented at the meeting on July 28th for discussion.	**#94-A** Following a discussion about the Program Review Annual Report, a motion was made by Mitra Moassessi and seconded by Leroy Lauer and unanimously approved that DPAC review recommendations in the Program Review Annual Report and forward appropriate items to the appropriate planning subcommittees and/or resource group for their review and recommendations.
June 9, 2010	Program Review Annual Report	The Program Review Committee Report and Executive Summaries for 18 reviews conducted during 2009-2010 were reviewed and discussed. The committee provides commendations and recommendations for specific programs, as well as recommendations based on overarching trends that will be useful in the planning process as institutional objectives are developed.	
May 26, 2010	Public Policy Institute	Don Girard reported that the Public Policy Institute was created to recognize the many different ways Santa Monica College has advanced its presence in the public arena and to provide an opportunity for the community to engage in discussions on a variety of issues. He introduced Founding Director Sheila Kuehl who is facilitating PPI activities. She is planning a series of programs for the community to discuss local issues that affect their lives – water, land use, education, etc. The first event held at the Bundy campus was "sold out" and consisted of a panel to talk about how the state budget war is affecting all things local – education, transportation, etc. A second program will be held on June 16 at the Edye Second Space.	

Recommendation to Superintendent/President
Superintendent/President's Response

July 22, 2009	Research Request Process	The Institutional Research Office is developing a formal research request process to provide users with appropriate expectations of services relative to prioritization of requests and timelines and to create a mechanism to track the number and types of requests. Consideration of the requests will be based on how they fit with the College goals, the Master Plan for Education, outcomes assessment, and compliance with FERPA.	
May 12, 2010	Rideshare Program		**#91-A** Motion was made by Eric Oifer and seconded by Cameron Henton to request the District to look into the feasibility of a rideshare program such as Zimride as well as potential funding of the program. The recommendation was unanimously approved.
May 26, 2010	Rideshare Program		Superintendent's Response to recommendation approved on May 12, 2010: Superintendent/President Tsang approved the recommendation on the condition that the District will study the rideshare program currently in use for staff and will consider Zimride and similar programs before a decision is made.
May 26, 2010	Rideshare Program	Cameron Henton facilitated a presentation on Zimride, a social network based rideshare program that the Associated Students is proposing for delivery a new form of transportation to SMC students. The cost is $10,450 for the first year which includes installation, program hosting, maintenance, website updates, technical and marketing support; and $9,500 annually thereafter.	

Recommendation to Superintendent/President
Superintendent/President's Response

| July 8, 2009 | Role of DPAC

Superintendent's Report | At last night's Board of Trustees meeting, a number of inaccurate and misleading statements were made about DPAC, its role, and its recent actions. I want to take this opportunity to set the record straight and make my position perfectly clear.

The District Planning and Advisory Council, its purpose, its membership, its supporting structure, and the planning process it represents were the products of much thoughtful and, at times, difficult deliberation in the year before I came to Santa Monica College. And I accepted DPAC's position as the primary collegewide advisory body to the Superintendent/President when I assumed my position at the College. I want to reassert DPAC's role as advisory to the Superintendent/President, **not** advisory to the Board of Trustees. This is clearly stated in Board Policy and in the DPAC charter. Any individual who does not believe in these established procedures should reconsider his/her membership on this council.

Members of DPAC must not publicly misrepresent DPAC actions and discussions. For example, at last night's Board meeting, a false statement was made that I have not responded to DPAC's June17, 2009 recommendation on cost-saving reductions. The truth was that I had already responded to DPAC, as documented in the June 24, 2009 DPAC minutes. There were also a number of misleading remarks made at the meeting about the dollar amounts associated with the DPAC cost-saving recommendations. As the Vice-Chair of DPAC, Eric Oifer clarified that the DPAC action did not include dollar amounts. I | |

| Recommendation to Superintendent/President |
| Superintendent/President's Response |

| | | want to thank him for his timely comment at the Board meeting.

Although I am quite proud of the many accomplishments that have resulted from my past relationship with DPAC, I must insist that DPAC reaffirm its purpose and the process as an advisory council to me if this productive relationship is to continue.

The discussion that followed indicated that clarification is needed on the process and communication to and from the Superintendent/ President. | |
|---|---|---|---|

Recommendation to Superintendent/President
Superintendent/President's Response

November 25, 2009	Schedule of Classes Transition Plan	The following motion from Budget Planning Subcommittee was submitted to DPAC for consideration. The Budget Planning Committee supports the Association Students resolution against printing class schedules and recommends to DPAC that the District implement this policy as soon as possible.	**#82-A** After consideration of the resolution approved by the Associated Students and supported by the Budget Planning Subcommittee, the following motion was made: ==DPAC recommends that the District develop a plan by Fall 2010 to transition the college from relying heavily and primarily on the printed schedule of classes to alternative delivery methods.==
December 9, 2009	Schedule of Classes Transition Plan	Superintendent/President's response to DPAC recommendation of November 25, 2009.	Chair Randy Lawson responded that the Superintendent/President approved the following recommendation approved by DPAC on November 25, 2009. DPAC recommends that the District develop a plan by Fall 2010 to transition the college from relying heavily and primarily on the printed schedule of classes to alternative delivery methods. Dr. Tsang supports the concept, and the plan needs to be thought out.
January 13, 2010	Schedule of Classes Transition Plan	Discussion - Development of plan to transition the college from relying primarily on the printed schedule of classes to alternative delivery methods: It was agreed that there are two audiences for the schedule of classes – internal (faculty, staff, students) and external (community relations/marketing). Georgia Lorenz agreed to meet with users of the schedule and work with public relations/ marketing to determine an appropriate transition related to the use and printing of the schedule.	

Recommendation to Superintendent/President
Superintendent/President's Response

February 24, 2010	Schedule of Classes Transition Plan	Georgia Lorenz provided the following preliminary report:	
		– The issue is how to deliver information to those who are not current students	
		– There is concern about relying on social media, as penetration into the market is considered very low	
		– The website is effective in reaching a captive audience (current students), but not for recruiting new students	
		– There are Title 5 limitations on recruiting students outside the district	
		– Suggestions included repeating a survey (conducted before Measure S election) on how people get information about SMC and what assists them in making decisions; using the bookstore to disseminate information; looking into a partnership for free television monitors on campus.	
		A more complete report will be presented to DPAC on April 14th.	
April 28, 2010	Schedule of Classes Transition Plan	Georgia Lorenz reported that she assembled an on-campus group (*Schedule Innovation Group*) to assess how the *Schedule of Classes* is utilized on campus. It has been determined that a paper schedule is needed and used in a variety of ways, but perhaps fewer copies and/or a different format might be considered. It was suggested that the off-campus/marketing aspect of the schedule be evaluated by creating focus groups consisting of current students, high school students and community members.	

Recommendation to Superintendent/President
Superintendent/President's Response

| May 12, 2010 | Schedule of Classes Transition Plan | Two documents were distributed: (1) A summary of the audiences served, enrollment outcomes, community support, external challenges, goals, and what its planned, and (2) charts that depict enrollment trends with corresponding general fund revenue, and voter indebted taxes for general obligation bonds.

The Schedule of Classes serves multiple audiences, in particular, current students, staff, prospective resident students, prospective out-of-state and international students and their families, District residents (Santa Monica and Malibu), and service area residents (Pacific Palisades, Brentwood, West Los Angeles, Mar Vista, Venice and Marina del Rey).

In order to complete an evaluation of how the community receives information about the college, including the role of the Schedule of Classes in providing information, a community survey about the college is being considered (the last one was conducted in 1991). An internal focus group would be assembled to assist in developing survey questions that are relevant to the well-being of the college, and a professional firm would be used to conduct the scientific survey. A plan regarding the printing and distribution of the Schedule of Classes will be developed by October 2010. | |
| July 22, 2009 | Technology Planning Subcommittee | The Technology Planning Subcommittee held an emergency meeting on July 9, 2009 because of the recent phishing attack on the SMC email system which severely affected the ability of the College to communicate with students and the outside world. The TCP presented seven recommendations for review by DPAC which will be submitted for action at the next DPAC meeting. | |

| Recommendation to Superintendent/President |
| Superintendent/President's Response |

August 12, 2009	Technology Planning Subcommittee	The Technology Planning Subcommittee held an emergency meeting on July 9, 2009 because of the recent phishing attack on the SMC email system which severely affected the ability of the College to communicate with students and the outside world. The TCP presented seven recommendations for consideration by DPAC.	**#70-A** At the beginning of the Fall Semester, users will have to acknowledge reading the appropriate section(s) of Administrative Regulation 2515 *Computer and Network Use* (for managers and classified staff) or Faculty Contract, Article 27 *Computer and Network* (for faculty), relating to email security. Our email server should be upgraded to Exchange 2007 as soon as is possible since this has the ability to limit the bandwidth of outgoing messages. The implementation of an outgoing spam filter should be evaluated. Information regarding email security should be sent to department chairs so that this important issue can be discussed in department meetings prior to the start of the fall semester. An announcement regarding email security should be made to all faculty, staff and administrators on flex day in August. Administrative Regulation 2515 *Computer and Network Use* (for managers and classified staff) or Faculty Contract, Article 27 *Computer and Network* (for faculty) should be disseminated to new hires and their importance made an integral part of the orientation process. The TPC should develop a comprehensive information security policy or administrative regulation as soon as is practical.

Recommendation to Superintendent/President
Superintendent/President's Response

June 9, 2010	Technology Requests, 2009-2010	The Technology Planning Subcommittee presented 2009-2010 Technology Requests. Priority 1 requests totaling $209,183.50 are college business essentials and were funded by the District's general fund, since there was no instructional block grant this year. Priority 1.1 requests totaling $54,436 for campus-wide software and equipment and computers for new faculty are also considered essential and a District backfill funded these requests. Priority 2 departmental requests totaling $441,332.19 have been forwarded to the Academic Senate Joint CTE Committee for consideration.	
July 8, 2009	Website	A template has been developed to standardize the information to be included on department websites. Departments will submit their templates by September 1 so that the websites can be updated in the fall on the current platform. The compliance issues on the SMC homepage have been identified and will be resolved.	
October 14, 2009	Zero Waste Board Policy	A proposed Board policy and administrative regulation on Zero Waste, which was initiated by the Academic Senate Joint Environmental Affairs Committee and approved by the Academic Senate, was forwarded to DPAC for consideration. The discussion in DPAC revealed some questions and concerns, and it was agreed that the proposed policy and administrative regulation be sent back to the Academic Senate for consideration of these issues.	

Recommendation to Superintendent/President
Superintendent/President's Response

October 28, 2009	Zero Waste Board Policy		**#78-A** The proposed Board Policy and Administrative Regulation on Zero Waste were amended and unanimously approved.
November 11, 2009	Zero Waste Board Policy		Chair Randy Lawson responded on behalf of the Superintendent/President to the recommendation approved on October 28, 2009: Zero Waste Board Policy and Administrative Regulation. A few minor revisions were made for clarification and resubmitted to DPAC for review. **#79-C** The revisions clarified that the zero waste efforts apply only to food-related events and the treatment of waste from food. Some members of DPAC were insistent that the policy was intended to be broader in nature. Accordingly, it was agreed that DPAC Chair Randy Lawson will communicate the concerns to the Superintendent/President and work with the Academic Senate to facilitate a review of these issues by the Academic Senate Joint Environmental Affairs Committee.

Recommendation to Superintendent/President
Superintendent/President's Response

| November 25, 2009 | Zero Waste Board Policy | A few minor revisions were suggested to the Zero Waste Board Policy previously approved by DPAC and resubmitted to DPAC at the meeting on November11, 2009 for review. At that meeting, it was agreed that DPAC Chair Randy Lawson would communicate concerns to the Superintendent/ President and work with the Academic Senate to facilitate a review of these issues by the Academic Senate Joint Environmental Affairs Committee.

Randy Lawson reported that he worked with the Academic Senate and Environmental Affairs Committee to develop acceptable language to clarify some of the issues related to the proposed revisions. | **#81-C**
The revisions were accepted by DPAC with no objection and will be submitted to the Superintendent/President for a first reading by the Board of Trustees on December 8, 2009. |

Recommendation to Superintendent/President
Superintendent/President's Response

A – Approval
C – Consensus/Agreement

Number	Topic	Date
#69-A	**Cost-Saving Measures** DPAC reviewed 7 cost-saving suggestions received from the college community that had been reviewed and forwarded by the Budget Planning Subcommittee. It was unanimously decided to forward four of them to the Superintendent/President.	July 8, 2009
#70-A	**Recommendation from the Technology Planning Committee** DPAC unanimously approved recommendations presented by the Technology Planning Committee in response to the recent successful phishing attack on the SMC email system.	August 12, 2009
#71-A	**Revision to AR 2250** DPAC unanimously approved revisions to Administrative Regulation 2250 – District Planning and Advisory Council.	August 12, 2009
#72-A	**DPAC 2008-09 Annual Report** Unanimously approved	August 26, 2009
#73-A	**2009-10 Budget** DPAC unanimously approved motion of the Budget Planning Subcommittee to receive the 2009-10 adopted budget and acknowledge that the prepared budget was the results of a transparent process which enabled all stakeholders to participate and provide input.	September 9, 2009
#74-A	**2009-10 Budget** DPAC affirmed the motion of the Budget Planning Subcommittee to affirm and support the 2009-2010 Adopted Budget and its underlying Budget Assumptions. Ayes: 5 (Academic Senate, Administration, Management Association, Associated Students) Noes: 3 (Faculty Association, CSEA)	September 9, 2009
#75-C	**Budget Planning Subcommittee Recommendation** The following recommendation was approved by the Budget Planning Subcommittee on September 16, 2009 and forwarded to DPAC for consideration.	September 23, 2009

71

Recommendation to Superintendent/President
Superintendent/President's Response

	The Budget Planning Committee recommends to DPAC that the Superintendent/ President convene another Town Hall meeting to update the community on the budget situation. After discussing the recommendation, DPAC approved by consensus the following recommendations: • The Superintendent/President continue regular communication with the college community as information about the budget becomes available. • The Superintendent/President convene a Town Hall meeting prior to the close of the Fall 2009 semester to discuss the budget situation with the college community.	
#76-A	**Budget Planning Subcommittee Recommendations** DPAC unanimously approved the following recommendations: The Budget Committee recommends to DPAC that the District strategically backfill certain categorical programs at the level of the 2009-2010 Adopted Budget from the District reserves in an amount not to exceed an additional $1,000,000. In light of the projected State funding levels in the 2010-2011 budget, the Budget Committee recommends to DPAC that each categorical program develop a plan by January 1, 2010 for the upcoming 2010-2011 academic year at a level that assumes unenhanced state funding.	October 14, 2009
#77-A	**Budget – Categorical Programs** DPAC recommends that as part of a two-year plan the District investigate ways to integrate components of the categorical programs into appropriate areas of support by the general fund or other funding sources and plan the appropriate level of support for these services	October 14, 2009
#78-A	**Zero Waste Board Policy and Administrative Regulation** DPAC unanimously approved the Zero Waste Board Policy and Administrative Regulation.	October 28, 2009
#79-C	**Zero Waste Board Policy** A few minor revisions were made to the Board policy for clarification and resubmitted to DPAC for review. The revisions clarified that the zero waste efforts apply only to food-related events and the treatment of waste from food. Some members of DPAC were insistent that the policy was intended to be broader in nature. Accordingly, it was agreed that DPAC Chair Randy Lawson will communicate the concerns to the Superintendent/President and work with the Academic Senate to facilitate a review of these issues by the Academic Senate Joint Environmental Affairs Committee.	November 11, 2009
#80-A	**DPAC Charter** Proposed revisions to the DPAC Charter were presented for review. Additional revisions were suggested and the Charter was unanimously approved as revised.	November 11, 2009

Recommendation to Superintendent/President
Superintendent/President's Response

#81-C	**Zero Waste Board Policy** Proposed revisions were accepted by DPAC with no objection and will be submitted to the Superintendent/President for a first reading by the Board of Trustees on December 8, 2009.	November 25, 2009
#82-A	**Schedule of Classes Transition Plan** DPAC recommends that the District develop a plan by Fall 2010 to transition the college from relying heavily and primarily on the printed schedule of classes to alternative delivery methods.	November 25, 2009
#83-A	**DPAC Structure** Revised charges to subcommittees; created task force	January 13, 2010
#84-C	**DPAC Planning Subcommittee Evaluation** Consensus on evaluation form to be completed and submitted to DPAC by the end of February.	January 27, 2010
#85-A	**BP 3120, Equal Employment Opportunity**	February 10, 2010
#86-C	**DPAC Planning Subcommittee Evaluation** There was agreement that a charge be added to strengthen the link between planning and budgeting by having the subcommittee participate in the Master Planning process. There was consensus that the results of the DPAC discussion be shared with the Budget Planning Subcommittee at its next meeting.	February 24, 2010
#87-A	**Academic Senate Course Management System Recommendation** The Academic Senate unanimously recommends that Santa Monica College remain with eCollege as its Course Management System, continue to stay current on other Course Management System offerings, address the limitations of our current Course Management System for users who have specific needs that are not being currently served. The recommendation was unanimously approved.	March 10, 2010
#88-A	**DPAC supports the recommendation submitted by the Budget Planning Subcommittee:** The Budget Planning Subcommittee recommends to DPAC that Fiscal Services investigate and apply for the reimbursement of pre-Medicare retiree healthcare premiums as allowed under the recently passed healthcare legislation (the Patient Protection and Affordable Care Act). The recommendation was unanimously approved.	April 28, 2010
#89-A	**2007-2008 Greenhouse Gas Inventory.** DPAC approved the 2007-2008 Greenhouse Gas Inventory.	April 28, 2010

Recommendation to Superintendent/President
Superintendent/President's Response

	The recommendation was unanimously approved.	
#90-A	**Administrative Regulation 2430** DPAC approved Administrative Regulation 2430 – Medical Marijuana In accordance with federal law and Board Policy Section 2430, possession and/or use of medical marijuana is prohibited in all property owned or controlled by the Santa Monica Community College District. The recommendation was unanimously approved.	April 28, 2010
#91-A	**Rideshare Program** Motion was made by Eric Oifer and seconded by Cameron Henton to request the District to look into the feasibility of a rideshare program such as Zimride as well as potential funding of the program. The recommendation was unanimously approved.	May 12, 2010
#92-A	**Election of Vice-Chair for 2010-2011** Eric Oifer was unanimously elected Vice-Chair for 2010-2011	May 26, 2010
#93-A	**Draft Board Policy of Diversity** The draft Board Policy was unanimously approved.	June 9, 2010
#94-A	**Program Review Annual Report Recommendations** Motion was made by Mitra Moassessi and seconded by Leroy Lauer that DPAC review recommendations in the Program Review Annual Report and forward appropriate items to the appropriate planning subcommittees and/or resource group for their review and recommendations. The motion was unanimously approved.	June 23, 2010

Recommendation to Superintendent/President
Superintendent/President's Response