A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, June 24, 2009 at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:05 p.m.

II. Members Present

Randy Lawson, Administration, Chair
Jeff Shimizu, Administration Representative
Erica LeBlanc, Management Association President-Election
Georgia Lorenz, Management Association Representative
Eric Oifer, Academic Senate President
Lesley Kawaguchi, Academic Senate Representative
Lantz Simpson, Faculty Association President
Howard Stahl, Faculty Association Representative
Connie Lemke, CSEA Representative
Leroy Lauer, CSEA Representative
Rochelle Watkins, Associated Students Representative

Others Present
JC Keurjian
Jennifer Merlic
Katharine Muller
Judy Penchansky
Lee Peterson
Caroline Sheldon

DPAC Staff Support
Lisa Rose

III. The minutes of the May 27, 2009, June 10, 2009 and June 17, 2009 meetings were accepted.

IV. Reports

A. Superintendent/President’s Response to DPAC Recommendations:

Resolution presented by the Facilities Planning Subcommittee - May 27, 2009

It was reported that the Superintendent/President Tsang agreed with the resolution from the Facilities Planning Subcommittee on the subject Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules. He requested that the Subcommittee work with the Facilities Department to coordinate the planning and implementation with the development of the Facilities Master Plan.
It was reported that the Superintendent/President acknowledged receipt of the recommendations for cost-saving reductions forwarded by the Budget Planning Subcommittee and DPAC. Dr. Tsang indicated that he would respond in more detail when he receives DPAC recommendations based upon a review of the budget ideas from the campus community.

V. Agenda

Public Comments - None

A. Review of Program Review Executive Summary

The Program Review Committee Report, 2008-09, was reviewed. The Executive Summary included an overview of the program review process, the committee membership, the programs reviewed during the year and committee’s recommendations based on overarching trends observed in the following categories: research and data; technology (web support and technology support and maintenance); budgeting, funding and fundraising; curriculum; support services; marketing and tracking students; and other. The Program Review Committee was commended for a very thorough and thoughtful report. The full report will be posted with the minutes on the DPAC website.

VI. Reports (continued)

B. Planning Subcommittees

- Budget Planning: Randy Lawson and Howard Stahl, Co-Chairs. The Subcommittee will meet next week to review suggestions for cost-saving measures received from the campus community and will try to develop a cost analysis.

- College Services Planning: Mike Tuitasi and Liz Mullen, Co-Chairs. Discussions included (1) food vending machines/cart, and (2) cost of instructional materials

- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs. There was a presentation by a representative of the City of Santa Monica on its bicycle transit facility.

- Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The last meeting concluded discussions on Board policies and administrative regulations in the Human Resources area.

- Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. A reminder to staff to not respond to phishing emails and never provide your SMC password.

C. Academic Senate Joint Committees

- Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair.
  AA degree and Certificate courses in environmental studies and ethnic studies were approved. AA degree courses in photovoltaic systems have been approved by
the regional occupational consortium and will be submitted to the Chancellor’s Office for approval.

- Program Review: Janet Harclerode/Melody Nightingale, Co-Chairs and Katharine Muller, Vice-Chair. Program Review Annual Report given earlier in meeting.

- Student Affairs: Esau Tovar, Chair, and Judy Penchansky, Vice-Chair: Discussion included credit by exam for high school vocational.

- Student Learning Outcomes: Suzanne Borghei/Nancy Hanson, Co-Chairs and Caroline Sheldon, Vice-Chair. Report later in the agenda.

D. Associated Students: Rochelle Watkins, A.S. Vice-President. The Associated Students will continue working on projects - Big Blue Bus, bicycles, welcome day, flex day and zero waste program. They will also make efforts to encourage A.S. representation on committees and will continue to work on alternatives to lowering the cost of materials. The new A.S. website will be launched in the fall.

E. Accreditation Update: The Steering Committee has completed Standards I and IV and is working on Standard II. Standard III still needs to be reviewed. Standard IV-B will be forwarded to the Board of Trustees in July.

F. ACUPCC Task Force (American College and University President’s Climate Commitment): The greenhouse gas inventory is almost complete.

VII. Agenda (continued)

B. Master Plan for Education 2009-2010 Update; Review of Strategic Initiatives and Action Plans

A draft of the Master Plan for Education 2009-2010 Update was distributed. The document will continue to be updated as reports on 2008-09 objectives are received. Objectives for 2009-10 are being developed, many based on recommendations from the Program Review overarching principles.

C. Recommendations from the Academic Senate Joint S/ILO Committee

The Year-End Report and Recommendations, 2008-2009 of the Student/Institutional Learning Outcomes Joint Committee was distributed. The focus of the S/ILO Committee’s first year has been on achieving consensus among its represented constituents in fulfillment of its original scope and function. The report presents the consensus points reach and makes recommendations for future consideration and action. The full report will be posted with the minutes on the DPAC website.

D. Training Opportunities for Classified Staff (postponed)

VIII. Adjournment: 4:59 p.m.

July 8, 22
August 12, 26
September 9, 23
October 14, 28
November 11, 25
December 9
January 13, 27, 2010
February 10, 24
March 10, 24
April 14, 28
May 12, 26
June 9, 23
VIII. **Council of Presidents Meeting**

The Council of Presidents will set the agenda for the July 8, 2009 DPAC meeting.

**Agenda**

- Master Plan for Education 2009-2010 Update;
  - Draft of Institutional Objectives
  - Standards for Inclusion
- Update on the SMC Website
- Research Request Process

Recommendations from DPAC Planning Subcommittees to be included on agenda for consideration by DPAC need to be submitted to Lisa Rose one week before the meeting.
## Index of DPAC Actions

A - Approval  
C - Consensus/Agreement

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<td>Scenario #3 to be forwarded to Superintendent/President</td>
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<td>#9-A</td>
<td>Budget: Designated Reserves</td>
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<td></td>
<td>Commend faculty and staff for providing instruction at Compton</td>
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<td>Commend all constituencies for working together as a team on FTES scenarios</td>
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<td>#10-A</td>
<td>Budget: Designated Reserves</td>
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<td>Budget stabilization item not be included as a designated reserve</td>
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<td>#15-C</td>
<td>Website Coordinator&lt;br&gt;Referred back to Technology Planning Subcommittee</td>
<td>October 24, 2007</td>
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<td>#16-C</td>
<td>Facilities&lt;br&gt;Agreement to develop a mechanism for prioritizing projects</td>
<td>October 24, 2007</td>
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<td>#17-C</td>
<td>Master Plan for Education&lt;br&gt;Final Report approved</td>
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<td>#18-A</td>
<td>Global Citizenship&lt;br&gt;Approval of Definition</td>
<td>November 14, 2007</td>
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<td>#19-C</td>
<td>Superintendent/President’s Response to DPAC Recommendations&lt;br&gt;Agreement on response to be reported and reflected in minutes</td>
<td>November 14, 2007</td>
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<td>DPAC Planning Subcommittee Meeting Schedule&lt;br&gt;Agreement to standardize and publicize scheduled meetings</td>
<td>November 28, 2007</td>
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<td>#21-A</td>
<td>Budget Planning Subcommittee Recommendation&lt;br&gt;Agreement to schedule senior staff to meet with BPSC at least once per semester</td>
<td>November 28, 2007</td>
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<tr>
<td>#22-C</td>
<td>Vision, Mission and Goals&lt;br&gt;Consensus to approve Vision, Mission and Goals. DPAC will present the document to their constituents for support and ratification.</td>
<td>January 23, 2008</td>
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<tr>
<td>#23-A</td>
<td>GASB 45 Task Force Recommendation&lt;br&gt;Approval (5-3) of the GASB 45 Task Force that the District begin to pre-fund its retiree health benefits obligation</td>
<td>February 27, 2008</td>
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<td>#24-A</td>
<td>DPAC Charter&lt;br&gt;Unanimous approval of revised DPAC Charter</td>
<td>February 27, 2008</td>
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<tr>
<td>#25-A</td>
<td>Mission, Vision and Goals&lt;br&gt;Approval of final statement</td>
<td>March 12, 2008</td>
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<td>#26-C</td>
<td>Enrollment Reports&lt;br&gt;Consensus to request enrollment information</td>
<td>March 12, 2008</td>
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<td>#27-A</td>
<td>College Services Planning Subcommittee (Food Service Vendor)&lt;br&gt;DPAC affirmed the work of the CSPS and endorsed the values and criteria articulated in the Scope of Work for food vendor (location A)</td>
<td>March 26, 2009</td>
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<tr>
<td>#28-C</td>
<td>College Services Planning Subcommittee (Food Service Vendor)&lt;br&gt;Consensus that two representatives of each constituency be selected from the CSPS to work with the consultant and the Purchasing Department</td>
<td>March 26, 2008</td>
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<tr>
<td>#29-A</td>
<td>Organic Garden Initiative</td>
<td>DPAC approved the Organic Garden Initiative presented by the Associated Students</td>
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<tr>
<td>#30-A</td>
<td>Election of Vice-Chair</td>
<td>Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee</td>
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<tr>
<td>#31-A</td>
<td>Support of Bond Measure and List of Facilities</td>
<td>Unanimous approval of the District to pursue a bond measure in the November 2008 election that would include support for the projects</td>
</tr>
<tr>
<td>#32-A</td>
<td>Development of College Priorities to be Funded in the 2008-09 Year</td>
<td>Unanimous approval of the Budget Planning Subcommittee’s recommendation that DPAC identify a list of College budget priorities to be forwarded to the Superintendent/President for consideration to be included in the 2008-09 budget.</td>
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<tr>
<td>#33-A</td>
<td>Approval of Strategic Initiatives/Action Plans</td>
<td>Unanimous approval of Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force</td>
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<tr>
<td>#34-A</td>
<td>Budget Planning Subcommittee Recommendation</td>
<td>Unanimous approval of the restructuring the presentation of the Designated Reserves concept to a form that separates the current budget from the future cost of College priorities as recommended by DPAC.</td>
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<td>#35-C</td>
<td>Master Plan for Education 2008</td>
<td>Approved by consensus.</td>
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<td>#36-A</td>
<td>Labor Market Scan</td>
<td>Unanimous action to request that the matter of determining what the college needs and expects in a labor market scan be referred to the Academic Senate Joint Vocational Education Committee.</td>
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<tr>
<td>#37-C</td>
<td>Academic Senate Joint Committee on Student Learning Outcomes</td>
<td>Consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group</td>
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<tr>
<td>#38-A</td>
<td>DPAC Annual Report, 2007-08</td>
<td>DPAC approved the Annual Report, 2007-08 (6 Ayes, 0 Noes, 2 Abstentions by the Associated Students)</td>
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<td>#39-A</td>
<td>Budget Summit</td>
<td>Unanimous approval of a recommendation for a Budget Summit be held before the end of the semester</td>
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<tr>
<td>#40-A</td>
<td>SMC Emergency Operations Plan</td>
<td>Unanimously acknowledged receipt of the two plans/manuals</td>
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| #41-A | **Administrative Regulation 2250**  
Unanimously approved revisions to AR 2250 | November 12, 2008 |
| #42-A | **ACUPCC Task Force**  
Unanimously approved for the formation of the ACUPPC Task Force | November 12, 2008 |
| #43-A | **Special Meeting for Budget Discussion – January 7, 2009**  
Approved (5-1-2) | December 10, 2008 |
| #44-A | **Budget Discussion/Recommendation** | January 7, 2009  
Unanimous approval of Budget Planning Subcommittee  
Recommendation to maintain ending fund balance of at least $15 million for 2008-09  
(Special Meeting) |
| #45-A | **Smoke-Free Campus Policy and Designated Smoking Areas** | January 14, 2009  
Approval (6 ayes, 2 noes) of motion to reaffirm smoke-free campus policy, create a task force to develop recommendations for the college to be smoke free, and remove designated smoking area between the Liberal Arts Building and Library Village. |
| #46-A | **Board Policy 2470 - Political Activity** | January 28, 2009  
Approved (6-0-2 abstentions) |
| #47-C | **Responsibilities of Co-Chairs** | January 28, 2009  
Agreement on Guidelines |
| #48-A | **Budget Planning Subcommittee Recommendation** | January 28, 2009  
Recommendation that college not expend the money in designated reserves for GASB from now through the end of 2009-2010 was referred back to the subcommittee |
| #49-A | **Marketing of Institutional Learning Outcomes** | January 28, 2009  
Unanimously approved to recommend that the District market the ILOs by listing them on the SMC identification card |
| #50-A | **Recommendations for Cost Reductions** | February 11, 2009  
DPAC reviewed and discussed the cost reductions recommend by the Budget Planning Subcommittee. A revised list was approved. |
| #51-C | **Master Plan and Integration of Budget Implications** | February 25, 2009  
DPAC created two subcommittees: (1) Calendar Committee to create a master calendar, and (2) Recordkeeping Committee to link master planning with budget and ILOs |
| #52-C | **Board Policy 2220: Classified Senate** | February 25, 2009  
It was agreed that the policy needs to be revised; it will be referred to legal counsel |
| #53-C | **Classified Professional Development Funds** | February 25, 2009  
It was agreed that discussions will continue. |
| #54-A | **Smoke-Free Campus Policy and Designated Smoking Areas** | March 11, 2009  
Approval (6-0-2) of recommendation from task force for three designated smoking areas |
| #55-C | **Master Plan and Integration of Budget Implications** | March 11, 2009  
Consensus on a draft template; to be presented at next meeting for approval.  
Task force on calendar will meet to begin development |
| #56-C | **Board Policy 2220, Participatory Governance, Classified Staff**  
Board Policy 2250, District Planning and Advisory Council | March 25, 2009 |
<p>| Consensus on revisions to policies |   |</p>
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<td>#57-A</td>
<td>Budget Planning Subcommittee Recommendation</td>
<td>Unanimous approval of the recommendation submitted by the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011</td>
<td>March 25, 2009</td>
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<tr>
<td>#58-C</td>
<td>Master Plan and Integration of Budget Implications</td>
<td>There was consensus on revisions to the template for the Master Plan for Education Update template</td>
<td>April 8, 2009</td>
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<td>#59-C</td>
<td>Resolution in Support of Propositions 1A-1F</td>
<td>Consensus that DPAC not take a position on this</td>
<td>April 22, 2009</td>
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| #60-A | Recommendation made by Budget Planning Subcommittee | (1) accept the assumptions for the 2009-2010 tentative budget noting the revised deficit factor  
(2) accept the Q-3 report  
(3) include the previous DPAC recommendation to maintain the $2 million in designated reserves for unfunded retiree benefits in the 2009-2010 tentative budget | April 29, 2009 (special meeting) |
| #61-A | SMC Website - Department Homepages | Approval of establishing a deadline of July 1, 2009 for departments to provide basic content for their department homepages. | May 13, 2009 |
| #62-C | Planning Organization Charts | Consensus (no additional comments or suggestions) | May 13, 2009 |
| #63-C | Superintendent/President’s Response to DPAC Recommendations | It was suggested that the Superintendent/President’s responses indicate either:  
(1) approved,  
(2) modified, or  
(3) not approved.  
There was agreement to this on a trial basis. | May 13, 2009 |
| #64-C | Zero Waste | Consensus that the Academic Senate recommendation should be directed to the Environmental Affairs Committee to develop a draft policy in support of zero waste events. | May 13, 2009 |
| #65-A | Recommendations from the Budget Planning Subcommittee | - The Budget Planning Sub-committee reviewed and accepted the Restricted General Tentative Budget as presented  
- The non-restrictive, revocable JPA/Retiree Health and Welfare fund be included in the investment presentations to the Board of Trustees as a separate page noting the projected beginning and | May 27, 2009 |
- The District not move the existing $1.7 million Retiree Health and Welfare JPA funds into an irrevocable fund. (6 ayes, 2 noes)

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<th><strong>Recommendations from the Facilities Planning Subcommittee</strong></th>
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<td>Approval of resolution from the Facilities Planning Subcommittee on the subject Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules</td>
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<th><strong>Election of Vice-Chair for 2009-2010:</strong></th>
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<td>Eric Oifer was elected Vice-Chair for 2009-2010 by acclamation</td>
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<th><strong>Cost-Saving Measures</strong></th>
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<td>DPAC approved cost-saving measures (#1-#17) recommended by the Budget Planning Subcommittee</td>
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