A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, March 25, 2009 at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:06 p.m.

II. Members Present

Randy Lawson, Administration, Chair Designee
Jeff Shimizu Administration Representative
Erica LeBlanc, Management Association Representative
Richard Tahvildaran-Jesswein, Academic Senate President
Eric Oifer, Academic Senate Representative
Lantz Simpson, Faculty Association Representative
Howard Stahl, Faculty Association Representative
Connie Lemke, CSEA Representative
Leroy Lauer, CSEA Representative
David Chun, Associated Students President
Jafet Santiago, Associated Students Representative

Others Present
Nancy Hanson
Jeanine Hawk
Lesley Kawaguchi
JC Keurjian
Mitra Moassessi
Katharine Muller
Judy Penchansky
Lee Peterson
EsauTovar

DPAC Staff Support
Lisa Rose

III. The minutes of the March 11, 2009 DPAC meeting were reviewed and accepted as amended.

IV. Reports

A. Superintendent/President – Response to DPAC Recommendation approved March 11, 2009:

The following responses (in italics) were presented on behalf of the Superintendent/President:

As a transitional step to attaining the goal of a smoke-free campus, the main campus should have three designated smoking areas (DSA):

1. Continue the DSA that currently exists east of the Art building.
   Accepted (currently implemented)
2. Create a new DSA in the driveway/drop off area that is surrounded by the Business Building, Drescher Hall, HSS, and Parking Structure 4. This area should have a covered smoking area or smoking hut. Establish this smoke-free area with tables/umbrellas instead of huts, beginning in summer 2009.

3. Create a new DSA at the covered north end of the Library between the emergency exits. Asked the task force to consider another location preferably not facing into the campus. All other DSAs should be removed and students directed to the new DSAs at once. Any changes to be implemented in summer 2009.

B. Accreditation Update: The notes from the Institutional Flex Day homerooms are being assembled and will be reviewed and considered for use in the Accreditation Self Study at the Accreditation Steering Committee meeting on March 27th. First drafts of the various sections of the self study are due April 10th.

V. Agenda

Public Comments – None

A. Classified Professional Development Funds: Postponed until the next meeting.

B. There was consensus on revisions to Board Policy 2220, Participatory Governance, Classified Staff, and 2250, District Planning and Advisory Council confirming that CSEA Chapter 36 is the organization responsible for appointing classified staff to serve on District committees (revised policies are attached).

C. Master Planning Calendar and Mapping: Drafts of the planning organization chart, flow chart, planning calendar, and template for the Master Plan for Education Update were presented for review and input. The documents will be revised to reflect suggestions made at the meeting and presented at the next meeting for review and possible approval.

D. Recommendation from the Budget Planning Subcommittee: DPAC unanimously approved the recommendation submitted by the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011 (attached).

VI. Adjournment: 4:50 p.m.

Meeting schedule through June, 2009 (second and fourth Wednesdays each month at 3 p.m.)

April 8, 22
May 13, 27
June 10, 24
VII. Council of Presidents Meeting
The Council of Presidents set the agenda for the April 8, 2009 DPAC meeting.

- Reports:
  - Superintendent/President, if any
  - Planning Subcommittees
  - Academic Senate Joint Committees
  - Associated Students
  - Accreditation Update
  - ACUPCC Task Force
  - Smoke-Free Campus Task Force

- Agenda
  - Classified Professional Development Funds
  - Review and Approval: Master Plan for Education Update Template
  - Update: Planning organization chart, flow chart, planning calendar
  - Review of recommendation approved by DPAC on February 11, 2009

Designated Reserves
The Budget Planning Subcommittee recommends that the College not expend the money in the designated reserves for GASB from now through the end of 2009-2010.

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.
<table>
<thead>
<tr>
<th>Number</th>
<th>Topic</th>
<th>Date</th>
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</table>
| #1-A  | Budget Planning Subcommittee  
Approval of five recommendations | July 11, 2007 |
| #2-A  | Strategic Planning Task Force  
Approval of Narratives | July 20, 2007 |
| #3-A  | Strategic Planning Task Force  
Approval of Strategic Issues and Narratives | August 8, 2007 |
| #4-A  | Institutional Student Learning Outcomes (SLOs)  
Approval of SLOs | September 26, 2007 |
| #5-A  | Budget: Designated Reserves  
Scheduling of Special Meeting to review recommendations from the Budget Planning Subcommittee pertaining to stabilization | September 26, 2007 |
| #6-A  | Budget: Designated Reserves  
GASB 45 (1) Recommendation to not set aside funds,  
(2) Formation of Task Force | September 26, 2007 |
| #7-A  | Budget: Designated Reserves  
Commitment to honor the promise for retirement benefits | September 26, 2007 |
| #8-A  | Budget: Designated Reserves  
Scenario #3 to be forwarded to Superintendent/President | October 3, 2007 |
| #9-A  | Budget: Designated Reserves  
Commend faculty and staff for providing instruction at Compton  
Commend all constituencies for working together as a team on FTES scenarios | October 3, 2007 |
| #10-A | Budget: Designated Reserves  
Budget stabilization item not be included as a designated reserve | October 3, 2007 |
| #11-C | Task Force: Unfunded Retiree Health Benefits  
Formation and members | October 3, 2007 |
| #12-A | DPAC Annual Report  
Final Report approved | October 24, 2007 |
| #13-C | Litter on Campus  
Suggestions to address problem | October 24, 2007 |
| #14-C | Textbook Rental Program  
Consensus to review and proceed | October 24, 2007 |
<table>
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<tr>
<th>#</th>
<th>Description</th>
<th>Date</th>
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</table>
| #15-C | **Website Coordinator**  
Referred back to Technology Planning Subcommittee | October 24, 2007    |
| #16-C | **Facilities**  
Agreement to develop a mechanism for prioritizing projects | October 24, 2007    |
| #17-C | **Master Plan for Education**  
Final Report approved | November 14, 2007   |
| #18-A | **Global Citizenship**  
Approval of Definition | November 14, 2007   |
| #19-C | **Superintendent/President’s Response to DPAC Recommendations**  
Agreement on response to be reported and reflected in minutes | November 14, 2007   |
| #20-A | **DPAC Planning Subcommittee Meeting Schedule**  
Agreement to standardize and publicize scheduled meetings | November 28, 2007   |
| #21-A | **Budget Planning Subcommittee Recommendation**  
Agreement to schedule senior staff to meet with BPSC at least once per semester | November 28, 2007   |
| #22-C | **Vision, Mission and Goals**  
Consensus to approve Vision, Mission and Goals. DPAC will present the document to their constituents for support and ratification. | January 23, 2008    |
| #23-A | **GASB 45 Task Force Recommendation**  
Approval (5-3) of the GASB 45 Task Force that the District begin to pre-fund its retiree health benefits obligation | February 27, 2008   |
| #24-A | **DPAC Charter**  
Unanimous approval of revised DPAC Charter | February 27, 2008   |
| #25-A | **Mission, Vision and Goals**  
Approval of final statement | March 12, 2008      |
| #26-C | **Enrollment Reports**  
Consensus to request enrollment information | March 12, 2008      |
| #27-A | **College Services Planning Subcommittee (Food Service Vendor)**  
DPAC affirmed the work of the CSPS and endorsed the values and criteria articulated in the Scope of Work for food vendor (location A) | March 26, 2009      |
| #28-C | **College Services Planning Subcommittee (Food Service Vendor)**  
Consensus that two representatives of each constituency be selected from the CSPS to work with the consultant and the Purchasing Department | March 26, 2008      |
| #29-A | **Organic Garden Initiative**  
DPAC approved the Organic Garden Initiative presented by the Associated Students | March 26, 2008 |
| #30-A | **Election of Vice-Chair**  
Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee | June 1, 2008 |
| #31-A | **Support of Bond Measure and List of Facilities**  
Unanimous approval of the District to pursue a bond measure in the November 2008 election that would include support for the projects | June 11, 2006 |
| #32-A | **Development of College Priorities to be Funded in the 2008-09 Year**  
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. | June 25, 2008 |
| #33-A | **Approval of Strategic Initiatives/Action Plans**  
Unanimous approval of Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force | July 9, 2008 |
| #34-A | **Budget Planning Subcommittee Recommendation**  
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. | August 27, 2008 |
| #35-C | **Master Plan for Education 2007**  
Approved by consensus. | September 10, 2008 |
| #36-A | **Labor Market Scan**  
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. | September 10, 2008 |
| #37-C | **Academic Senate Joint Committee on Student Learning Outcomes**  
Consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group | September 10, 2008 |
| #38-A | **DPAC Annual Report, 2007-08**  
DPAC approved the Annual Report, 2007-08 (6 Ayes, 0 Noes, 2 Abstentions by the Associated Students) | September 24, 2008 |
| #39-A | **Budget Summit**  
Unanimous approval of a recommendation for a Budget Summit be held before the end of the semester | November 12, 2008 |
| #40-A | **SMC Emergency Operations Plan**  
Unanimously acknowledged receipt of the two plans/manuals | November 12, 2008 |
<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>#41-A</td>
<td><strong>Administrative Regulation 2250</strong>&lt;br&gt;Unanimously approved revisions to AR 2250</td>
<td>November 12, 2008</td>
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<tr>
<td>#42-A</td>
<td><strong>ACUPCC Task Force</strong>&lt;br&gt;Unanimously approved for the formation of the ACUPPC Task Force</td>
<td>November 12, 2008</td>
</tr>
<tr>
<td>#43-A</td>
<td><strong>Special Meeting for Budget Discussion – January 7, 2009</strong>&lt;br&gt;Approved (5-1-2)</td>
<td>December 10, 2008</td>
</tr>
<tr>
<td>#44-A</td>
<td><strong>Budget Discussion/Recommendation</strong></td>
<td>January 7, 2009 (Special Meeting)</td>
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<tr>
<td>Unanimous approval of Budget Planning Subcommittee Recommendation to maintain ending fund balance of at least $15 million for 2008-09</td>
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<thead>
<tr>
<th>#45-A</th>
<th><strong>Smoking Policy and Designated Smoking Areas</strong></th>
<th>January 14, 2009</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
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<thead>
<tr>
<th>#46-A</th>
<th><strong>Board Policy 2470 - Political Activity</strong></th>
<th>January 28, 2009</th>
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<tbody>
<tr>
<td>Approved (6-0-2 abstentions)</td>
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<thead>
<tr>
<th>#47-C</th>
<th><strong>Responsibilities of Co-Chairs</strong></th>
<th>January 28, 2009</th>
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<tbody>
<tr>
<td>Agreement on Guidelines</td>
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<thead>
<tr>
<th>#48-A</th>
<th><strong>Budget Planning Subcommittee Recommendation</strong></th>
<th>January 28, 2009</th>
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<tbody>
<tr>
<td>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</td>
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<th>#49-A</th>
<th><strong>Marketing of Institutional Learning Outcomes</strong></th>
<th>January 28, 2009</th>
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<tbody>
<tr>
<td>Unanimously approved to recommend that the District market the ILOs by listing them on the SMC identification card</td>
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<thead>
<tr>
<th>#50-A</th>
<th><strong>Recommendations for Cost Reductions</strong></th>
<th>February 11, 2009</th>
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<tbody>
<tr>
<td>DPAC reviewed and discussed the cost reductions recommended by the Budget Planning Subcommittee. A revised list was approved.</td>
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<thead>
<tr>
<th>#51-C</th>
<th><strong>Master Plan and Integration of Budget Implications</strong></th>
<th>February 25, 2009</th>
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</thead>
<tbody>
<tr>
<td>DPAC created two subcommittees: (1) Calendar Committee to create a master calendar, and (2) Recordkeeping Committee to link master planning with budget and ILOs</td>
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<thead>
<tr>
<th>#52-C</th>
<th><strong>Board Policy 2220: Classified Senate</strong></th>
<th>February 25, 2009</th>
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<tbody>
<tr>
<td>It was agreed that the policy needs to be revised; it will be referred to legal counsel</td>
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<tr>
<th>#53-C</th>
<th><strong>Classified Professional Development Funds</strong></th>
<th>February 25, 2009</th>
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<tbody>
<tr>
<td>Classified staff members will be appointed to PDC, the group to allocate professional development funds</td>
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<tr>
<th>#54-A</th>
<th><strong>Smoke-Free Campus Policy and Designated Smoking Areas</strong></th>
<th>March 11, 2009</th>
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<tbody>
<tr>
<td>Approval (6-0-2) of recommendation from task force for three designated smoking areas</td>
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<tbody>
<tr>
<td>Consensus on a draft template; to be presented at next meeting for approval. Task force on calendar will meet to begin development</td>
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<tr>
<th>#56-C</th>
<th><strong>Board Policy 2220, Participatory Governance, Classified Staff</strong></th>
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<td>Board Policy 2250, District Planning and Advisory Council</td>
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<tr>
<td>Consensus on revisions to policies</td>
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<tr>
<td>#57-A</td>
<td><strong>Budget Planning Subcommittee Recommendation</strong></td>
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<tr>
<td></td>
<td>Unanimous approval of the recommendation submitted by the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011</td>
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