A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **February 24, 2010 at 3 p.m.** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. **Call to Order**

II. **Members**

Randal Lawson, Administration, Chair Designee
Jeff Shimizu, Administration Representative

Erica LeBlanc, Management Association President
Al Vasquez, Management Association Representative

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

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

Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative

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

III. **Review of Minutes: February 10, 2010**

IV. **Reports**

A. Superintendent/President – Response to DPAC recommendations. Board Policy 3120, Equal Employment Opportunity

V. **Agenda**

**Public Comments**

*Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.*

A. Schedule of Classes Transition Plan, approved by DPAC on November 25, 2009 as follows:

   **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.**

B. DPAC Planning Subcommittee Evaluation
   
   • Budget Planning Subcommittee (attached)
VI. Adjournment

Meeting schedule through June, 2010 (second and fourth Wednesdays each month at 3 p.m.)

March 10, 24
April 14, 28
May 12, 26
June 9, 23

VII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the March 10, 2010 DPAC meeting.
DPAC Sub-Committee Evaluation Form

Instructions: The form will be used to gather information about existing DPAC Sub-Committees. Following discussion within the sub-committee, Co-Chairs should forward their responses to Lisa Rose by February 28.

Committee: Budget Planning Subcommittee

Meetings: First & Third Wednesdays at 2pm, Library 275
   Agendas/Minutes Posted On The Committee Website: ☒ Yes ☐ No
   Participation: ☒ Administration ☒ Classified ☒ Faculty ☒ Students
   Number Of Meetings Held In Academic Year 08-09: 27
   Number Of Meetings Held In Academic Year 09-10 to-date: 8

Subcommittee Charge:

<table>
<thead>
<tr>
<th>Have recommending authority on budget matters to the District and Advisory Council</th>
<th>☒ Still Applies ☐ Not Applicable</th>
<th>☐ Completed ☒ Ongoing ☐ Not Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☒ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td>Review all financial resources available to Santa Monica College</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☒ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td>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.</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☒ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td>Review and recommend funding requests and allocations that require institutional budget amendments.</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☒ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td>As part of the budget planning process, regularly explore the adoption of environmentally sustainable practices that can reduce College expenditures or enhance college revenue.</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☒ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td>Report back to their respective constituencies on a regular basis.</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☒ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td>Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☒ Ongoing ☐ Not Addressed</td>
</tr>
</tbody>
</table>

Accomplishments:
(Please briefly describe the work of the sub-committee over the past year stating various recommendations, motions, administrative regulations, projects or documents that have been approved)

During 09-10 Academic Year, DPAC Actions # 73, 74, 75, 76 and 77 were resolutions from the Budget Committee
During 08-09 Academic Year, DPAC Actions # 34, 43, 44, 48, 50, 57, 60, 65, 68 and 69 were resolutions from the Budget
Committee
The Committee regularly reviews District financial statements and reports. Fiscal Services seeks the support and endorsement of the Committee before presenting any financial statements to the Board of Trustees. The working relationship on the committee is productive and collegial.

In the past academic year, significant cost reduction recommendations were made after seeking the input of the entire campus community.

Institutional Learning Outcomes:
(If applicable, please briefly describe how the work of the sub-committee supports this outcome)

<table>
<thead>
<tr>
<th>Through their experiences at SMC, students will acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives</th>
<th>☒ Applicable</th>
<th>Careful budget planning ensures the college serves its student to the fullest extent that its financial resources will allow.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through their experiences at SMC, students will obtain the knowledge and academic skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions and solve problems</td>
<td>☐ Applicable</td>
<td>☒ Not Applicable</td>
</tr>
<tr>
<td>Through their experiences at SMC, students will respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events</td>
<td>☐ Applicable</td>
<td>☒ Not Applicable</td>
</tr>
<tr>
<td>Through their experiences at SMC, students will take responsibility for their own impact on the earth by living a sustainable and ethical lifestyle</td>
<td>☒ Applicable</td>
<td>Through careful budget planning, the College models the sustainable and ethical practices it seeks to promote in its student body.</td>
</tr>
</tbody>
</table>

Institutional Strategic Initiatives:
(If applicable, please briefly describe how the work of the sub-committee supports this initiative)

<table>
<thead>
<tr>
<th>Hiring Full-Time Faculty and Permanent Staff</th>
<th>☐ Completed</th>
<th>☒ Ongoing</th>
<th>☐ Not Addressed</th>
<th>☒ Not Applicable</th>
<th>This committee regularly reviews the Vacancy List and promotes the value of full-time employment at the College.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Priorities</td>
<td>☐ Completed</td>
<td>☒ Ongoing</td>
<td>☐ Not Addressed</td>
<td>☒ Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Student Support Services</td>
<td>☐ Completed</td>
<td>☒ Ongoing</td>
<td>☐ Not Addressed</td>
<td>☒ Not Applicable</td>
<td>This committee prioritizes Student Services by championing backfilling funds to maintain these services to the fullest extent that financial resources allow.</td>
</tr>
<tr>
<td>Fiscal Stability</td>
<td>☐ Completed</td>
<td>☒ Ongoing</td>
<td>☐ Not Addressed</td>
<td>☒ Not Applicable</td>
<td>This committee plays a vital role in developing a transparent budget that maintains an appropriate fund balance and supports the strategic implementation of institutional goals and objectives.</td>
</tr>
</tbody>
</table>
Recommendations:
(Please describe any revisions to existing charges or new charges that should be added to this subcommittee or any ideas for new sub-committees that should be created for important new areas)

Utilizing an annual review process, DPAC should empower the Budget Committee to create a stronger link between planning and budgeting by having the committee participate in the Master Planning process.