A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **January 13, 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 - 3:08 p.m.**

I. **Members Present**

- Randy Lawson, Administration - Chair
- Eric Oifer, Academic Senate President - Vice-Chair
- Jeff Shimizu, Administration
- Richard Tahvildaran-Jesswein, Academic Senate Representative
- Al Vasquez, Management Association President-Elect
- Mitra Moassessi, Faculty Association President
- Howard Stahl, Faculty Association Representative
- Leroy Lauer, CSEA Representative
- Cameron Henton, Associated Students President

**Others Present**

- Lesley Kawaguchi
- JC Keurjian
- Sherri Lee-Lewis
- Georgia Lorenz
- Jennifer Merlic
- Mike Tuitasi

**DPAC Staff Support**

- Lisa Rose

III. **The minutes of the meeting on December 9, 2009 were accepted.**

IV. **Reports**

A. **Superintendent/President Response to DPAC recommendations: None**

B. **Planning Subcommittees**

- **Budget Planning:** Bob Isomoto and Howard Stahl, Co-Chairs: No report.
- **College Services Planning:** Mike Tuitasi and Rochelle Watkins, Co-Chairs: No report.
- **Facilities Planning:** J.C. Keurjian and Lee Peterson, Co-Chairs: No report.
- **Human Resources Planning:** Sherri Lee Lewis and Patricia Burson, Co-Chairs: The final Board Policy 3120 (diversity policy) was unanimously approved and will be presented to DPAC at its next meeting.
- **Technology Planning:** Bob Dammer and Simon Balm, Co-Chairs: No report.
C. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: The Board of Trustees approved all the courses and certificates approved by the Curriculum Committee and the Academic Senate during the fall. All courses and certificates submitted to the Chancellor’s Office have been approved.
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: The committee was on schedule with program reviews during the fall and will be preparing for a busy schedule in the spring.
- Student Affairs: Greg Brookins, Chair, and Kiersten Elliott, Vice-Chair: No report.
- Student Learning Outcomes: Christine Schultz and Lesley Kawaguchi, Co-Chairs, and Caroline Sheldon, Vice-Chair: No report.

D. Associated Students: No report.

E. Accreditation Update: The 564 page self-study has been completed and submitted to the Accrediting Commission and the chair of the visiting team, Raúl Rodriguez, Superintendent/President of San Joaquin Delta CCD. Printed copies will be available on campus next week.

F. ACUPCC (American College and University President’s Climate Commitment) Task Force: The Greenhouse Gas Inventory (GHGI) report is almost ready for submission.

V. Agenda

Public Comments - None

A. Review of Role and Function of DPAC Planning Subcommittees:

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.

B. Master Plan for Education Update: Institutional Objectives, 2009-10: 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.

C. 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). Suggestions to implement a transition included the following:

- Drastically reduce the number of schedules printed and mailed
- Improve the on-line schedule and encourage use of the on-line version
- Move to on-line schedule only; check with other colleges that have done this to determine how it was accomplished
- Revise the format of the schedule for on-campus use
• Because there is valuable and information for students embedded in the schedule of classes, produce a stand-alone packet that contains that information only to provide to students once and print the list of classes separately
• Develop marketing materials separate from the list of classes

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.

VI. Adjournment: 4:36 p.m.

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

January 27, 2010
February 10, 24
March 10, 24
April 14, 28
May 12, 26
June 9, 23

VII. Council of Presidents Meeting
The Council of Presidents set the agenda for the January 27, 2010 DPAC meeting.

Agenda

1. Quarterly Budget Report
2. Master Plan for Education Update
3. Report from Task Force: Charges to Planning Subcommittees

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  
## July, 2007 - Present

A – Approval  
C – Consensus/Agreement

<table>
<thead>
<tr>
<th>Number</th>
<th>Topic</th>
<th>Date</th>
</tr>
</thead>
</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>
<thead>
<tr>
<th>#</th>
<th>Project/Issue</th>
<th>Description/Agreement</th>
<th>Date</th>
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<tbody>
<tr>
<td>#15-C</td>
<td><strong>Website Coordinator</strong></td>
<td>Referred back to Technology Planning Subcommittee</td>
<td>October 24, 2007</td>
</tr>
<tr>
<td>#16-C</td>
<td><strong>Facilities</strong></td>
<td>Agreement to develop a mechanism for prioritizing projects</td>
<td>October 24, 2007</td>
</tr>
<tr>
<td>#17-C</td>
<td><strong>Master Plan for Education</strong></td>
<td>Final Report approved</td>
<td>November 14, 2007</td>
</tr>
<tr>
<td>#18-A</td>
<td><strong>Global Citizenship</strong></td>
<td>Approval of Definition</td>
<td>November 14, 2007</td>
</tr>
<tr>
<td>#19-C</td>
<td><strong>Superintendent/President’s Response to DPAC Recommendations</strong></td>
<td>Agreement on response to be reported and reflected in minutes</td>
<td>November 14, 2007</td>
</tr>
<tr>
<td>#20-A</td>
<td><strong>DPAC Planning Subcommittee Meeting Schedule</strong></td>
<td>Agreement to standardize and publicize scheduled meetings</td>
<td>November 28, 2007</td>
</tr>
<tr>
<td>#21-A</td>
<td><strong>Budget Planning Subcommittee Recommendation</strong></td>
<td>Agreement to schedule senior staff to meet with BPSC at least once per semester</td>
<td>November 28, 2007</td>
</tr>
<tr>
<td>#22-C</td>
<td><strong>Vision, Mission and Goals</strong></td>
<td>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>
</tr>
<tr>
<td>#23-A</td>
<td><strong>GASB 45 Task Force Recommendation</strong></td>
<td>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>
</tr>
<tr>
<td>#24-A</td>
<td><strong>DPAC Charter</strong></td>
<td>Unanimous approval of revised DPAC Charter</td>
<td>February 27, 2008</td>
</tr>
<tr>
<td>#25-A</td>
<td><strong>Mission, Vision and Goals</strong></td>
<td>Approval of final statement</td>
<td>March 12, 2008</td>
</tr>
<tr>
<td>#26-C</td>
<td><strong>Enrollment Reports</strong></td>
<td>Consensus to request enrollment information</td>
<td>March 12, 2008</td>
</tr>
<tr>
<td>#27-A</td>
<td><strong>College Services Planning Subcommittee (Food Service Vendor)</strong></td>
<td>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>
</tr>
<tr>
<td>#28-C</td>
<td><strong>College Services Planning Subcommittee (Food Service Vendor)</strong></td>
<td>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>
</tr>
<tr>
<td>#29-A</td>
<td><strong>Organic Garden Initiative</strong></td>
<td>DPAC approved the Organic Garden Initiative presented by the Associated Students</td>
<td>March 26, 2008</td>
</tr>
<tr>
<td>#30-A</td>
<td><strong>Election of Vice-Chair</strong></td>
<td>Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee</td>
<td>June 1, 2008</td>
</tr>
</tbody>
</table>
| #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 2008**  
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 with no objections | November 12, 2008 |
| #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** | Unanimous approval of Budget Planning Subcommittee Recommendation to maintain ending fund balance of at least $15 million for 2008-09 | January 7, 2009 (Special Meeting) |
| #45-A | **Smoke-Free Campus Policy and Designated Smoking Areas** | 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. | January 14, 2009 |
| #46-A | **Board Policy 2470 – Political Activity** |  | January 28, 2009 |
| #47-C | **Responsibilities of Co-Chairs** | Agreement on Guidelines | January 28, 2009 |
| #48-A | **Budget Planning Subcommittee Recommendation** | 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 | January 28, 2009 |
| #49-A | **Marketing of Institutional Learning Outcomes** | Unanimously approved to recommend that the District market the ILOs by listing them on the SMC identification card | January 28, 2009 |
| #50-A | **Recommendations for Cost Reductions** | DPAC reviewed and discussed the cost reductions recommended by the Budget Planning Subcommittee. A revised list was approved. | February 11, 2009 |
| #51-C | **Master Plan and Integration of Budget Implications** | DPAC created two subcommittees: (1) Calendar Committee to create a master calendar, and (2) Recordkeeping Committee to link master planning with budget and ILOs | February 25, 2009 |
| #52-C | **Board Policy 2220: Classified Senate** | It was agreed that the policy needs to be revised; it will be referred to legal counsel | February 25, 2009 |
| #53-C | **Classified Professional Development Funds** | It was agreed that discussions will continue. | February 25, 2009 |
| #54-A | **Smoke-Free Campus Policy and Designated Smoking Areas** | Approval (6-0-2) of recommendation from task force for three designated smoking areas | March 11, 2009 |
| #55-C | **Master Plan and Integration of Budget Implications** | Consensus on a draft template; to be presented at next meeting for approval. Task force on calendar will meet to begin development | March 11, 2009 |
| #56-C | **Board Policy 2220, Participatory Governance, Classified Staff** |  | March 25, 2009 |
|  | **Board Policy 2250, District Planning and Advisory Council** | Consensus on revisions to policies |  |
| #57-A | **Budget Planning Subcommittee Recommendation**  
Unanimous approval of the recommendation submitted by the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011 | March 25, 2009 |
| #58-C | **Master Plan and Integration of Budget Implications**  
There was consensus on revisions to the template for the Master Plan for Education Update template | April 8, 2009 |
| #59-C | **Resolution in Support of Propositions 1A-1F**  
Consensus that DPAC **not** take a position on this | April 22, 2009 |
| #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  
Approved 4 ayes, 2 noes (students absent) | 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 ending balances.  
- The District not move the existing $1.7 million Retiree Health and Welfare JPA funds into an irrevocable fund. (6 ayes, 2 noes) | May 27, 2009 |
| #66-A | **Recommendations from the Facilities Planning Subcommittee**  
Approval of resolution from the Facilities Planning Subcommittee on the subject:  
**Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules** | May 27, 2009 |
| #67-A | **Election of Vice-Chair for 2009-2010:**  
Eric Oifer was elected Vice-Chair for 2009-2010 by acclamation. | May 27, 2009 |
| #68-A | **Cost-Saving Measures**  
DPAC approved cost-saving measures (#1-#17) recommended by the Budget Planning Subcommittee | June 17, 2009 |
| #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** | August 12, 2009 |
| #71-A | **Revision to AR 2250** | 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.

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.

September 23, 2009

#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
<table>
<thead>
<tr>
<th>#77-A</th>
<th><strong>Budget – Categorical Programs</strong></th>
<th>October 14, 2009</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
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<tr>
<th>#78-A</th>
<th><strong>Zero Waste Board Policy and Administrative Regulation</strong></th>
<th>October 28, 2009</th>
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<tbody>
<tr>
<td></td>
<td>DPAC unanimously approved the Zero Waste Board Policy and Administrative Regulation.</td>
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<tr>
<th>#79-C</th>
<th><strong>Zero Waste Board Policy</strong></th>
<th>November 11, 2009</th>
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<tbody>
<tr>
<td></td>
<td>A few minor revisions were made 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.</td>
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<tr>
<th>#80-A</th>
<th><strong>DPAC Charter</strong></th>
<th>November 11, 2009</th>
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<tbody>
<tr>
<td></td>
<td>Proposed revisions to the DPAC Charter were presented for review. Additional revisions were suggested and the Charter was unanimously approved as revised.</td>
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<thead>
<tr>
<th>#81-C</th>
<th><strong>Zero Waste Board Policy</strong></th>
<th>November 25, 2009</th>
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<tbody>
<tr>
<td></td>
<td>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.</td>
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<thead>
<tr>
<th>#82-A</th>
<th><strong>Schedule of Classes Transition Plan</strong></th>
<th>November 25, 2009</th>
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<tbody>
<tr>
<td></td>
<td>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.</td>
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<tr>
<th>#83-A</th>
<th><strong>DPAC Structure</strong></th>
<th>January 13, 2010</th>
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<tbody>
<tr>
<td></td>
<td>Revised charges to subcommittees; created task force</td>
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