A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, July 8, 2009 at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order: 3:10 p.m.

II. Members Present

Randy Lawson, Administration, Chair
Teresita Rodriguez, Administration Representative
Erica LeBlanc, Management Association President
Judy Penchansky, Management Association Representative
Eric Oifer, Academic Senate President
Mitra Moassessi, Faculty Association Representative
Howard Stahl, Faculty Association Representative
Connie Lemke, CSEA Representative
Leroy Lauer, CSEA Representative
Rochelle Watkins, Associated Students Representative

Others Present
Dennis Frisch
Bob Isomoto
JC Keurjian
Lee Peterson
Mike Tuitasi

DPAC Staff Support
Lisa Rose

III. The minutes of the June 24, 2009 meetings were accepted as revised.

IV. Reports

A. Superintendent/President’s Report:

The following statement was made by DPAC Chair Randy Lawson on behalf of Superintendent/President Chui L. Tsang:

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 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.

V. Agenda

A. Budget 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:

1. Encourage college to stop serving high school concurrent enrollment students. It was determined that this is not a budgetary savings idea, but a philosophical decision and was pulled from the list.

2. Stop subsidizing the fees of high school concurrent enrollment students. This is not supported in the Education Code and was pulled from the list.

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.

4. Save postage on receipt mailings generated by the Bursar’s Office (40,000 letters not mailed). It was reported that this is already in process; will be followed up.

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.

It was unanimously decided to forward #3, #5 #6, and #7 to the Superintendent/President for consideration.

B. Update on the SMC 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.

C. Master Plan for Education 2009-2010 Update: Drafts of four institutional objectives received so far were distributed.

VI. Adjournment: 4:55 p.m.

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

July 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

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the July 22, 2009 DPAC meeting.

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

• Agenda
  - Master Plan for Education 2009-2010 Update
  - 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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<tr>
<th>Number</th>
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| #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 |
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<td>Website Coordinator</td>
<td>Referred back to Technology Planning Subcommittee</td>
<td>October 24, 2007</td>
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<td>16-C</td>
<td>Facilities</td>
<td>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</td>
<td>Final Report approved</td>
<td>November 14, 2007</td>
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<td>18-A</td>
<td>Global Citizenship</td>
<td>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</td>
<td>Agreement on response to be reported and reflected in minutes</td>
<td>November 14, 2007</td>
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<td>20-A</td>
<td>DPAC Planning Subcommittee Meeting Schedule</td>
<td>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</td>
<td>Agreement to schedule senior staff to meet with BPSC at least once per semester</td>
<td>November 28, 2007</td>
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<td>22-C</td>
<td>Vision, Mission and Goals</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>
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<tr>
<td>23-A</td>
<td>GASB 45 Task Force Recommendation</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>
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<td>24-A</td>
<td>DPAC Charter</td>
<td>Unanimous approval of revised DPAC Charter</td>
<td>February 27, 2008</td>
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<td>26-C</td>
<td>Enrollment Reports</td>
<td>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)</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>
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<tr>
<td>28-C</td>
<td>College Services Planning Subcommittee (Food Service Vendor)</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>
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<td>#29-A</td>
<td><strong>Organic Garden Initiative</strong>&lt;br&gt;DPAC approved the Organic Garden Initiative presented by the Associated Students</td>
<td>March 26, 2008</td>
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<td>#30-A</td>
<td><strong>Election of Vice-Chair</strong>&lt;br&gt;Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee</td>
<td>June 1, 2008</td>
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<td>#31-A</td>
<td><strong>Support of Bond Measure and List of Facilities</strong>&lt;br&gt;Unanimous approval of the District to pursue a bond measure in the November 2008 election that would include support for the projects</td>
<td>June 11, 2006</td>
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<tr>
<td>#32-A</td>
<td><strong>Development of College Priorities to be Funded in the 2008-09 Year</strong>&lt;br&gt;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>
<td>June 25, 2008</td>
<td></td>
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<tr>
<td>#33-A</td>
<td><strong>Approval of Strategic Initiatives/Action Plans</strong>&lt;br&gt;Unanimous approval of Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force</td>
<td>July 9, 2008</td>
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<tr>
<td>#34-A</td>
<td><strong>Budget Planning Subcommittee Recommendation</strong>&lt;br&gt;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>
<td>August 27, 2008</td>
<td></td>
</tr>
<tr>
<td>#35-C</td>
<td><strong>Master Plan for Education 2008</strong>&lt;br&gt;Approved by consensus.</td>
<td>September 10, 2008</td>
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<td>#36-A</td>
<td><strong>Labor Market Scan</strong>&lt;br&gt;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>
<td>September 10, 2008</td>
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<tr>
<td>#37-C</td>
<td><strong>Academic Senate Joint Committee on Student Learning Outcomes</strong>&lt;br&gt;Consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group</td>
<td>September 10, 2008</td>
<td></td>
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<tr>
<td>#38-A</td>
<td><strong>DPAC Annual Report, 2007-08</strong>&lt;br&gt;DPAC approved the Annual Report, 2007-08 (6 Ayes, 0 Noes, 2 Abstentions by the Associated Students)</td>
<td>September 24, 2008</td>
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<tr>
<td>#39-A</td>
<td><strong>Budget Summit</strong>&lt;br&gt;Unanimous approval of a recommendation for a Budget Summit be held before the end of the semester</td>
<td>November 12, 2008</td>
<td></td>
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<tr>
<td>#40-A</td>
<td><strong>SMC Emergency Operations Plan</strong>&lt;br&gt;Unanimously acknowledged receipt of the two plans/manuals</td>
<td>November 12, 2008</td>
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<td>Resolution</td>
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<tr>
<td>#41-A</td>
<td><strong>Administrative Regulation 2250</strong></td>
<td>Unanimously approved revisions to AR 2250</td>
<td>November 12, 2008</td>
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<td>#42-A</td>
<td><strong>ACUPCC Task Force</strong></td>
<td>Unanimously approved for the formation of the ACUPPC Task Force</td>
<td>November 12, 2008</td>
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<tr>
<td>#43-A</td>
<td><strong>Special Meeting for Budget Discussion – January 7, 2009</strong></td>
<td>Approved (5-1-2)</td>
<td>December 10, 2008</td>
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</table>
| #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**  
Approved (6-0-2 abstentions) | 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**  
Board Policy 2250, District Planning and Advisory Council | March 25, 2009 |
| 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 |
| #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 |
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<td>#66-A</td>
<td><strong>Recommendations from the Facilities Planning Subcommittee</strong>&lt;br&gt;Approval of resolution from the Facilities Planning Subcommittee on the subject Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules</td>
<td>May 27, 2009</td>
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<tr>
<td>#67-A</td>
<td><strong>Election of Vice-Chair for 2009-2010:</strong>&lt;br&gt;Eric Oifer was elected Vice-Chair for 2009-2010 by acclamation</td>
<td>May 27, 2009</td>
</tr>
<tr>
<td>#68-A</td>
<td><strong>Cost-Saving Measures</strong>&lt;br&gt;DPAC approved cost-saving measures (#1-#17) recommended by the Budget Planning Subcommittee</td>
<td>June 17, 2009</td>
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<tr>
<td>#69-A</td>
<td><strong>Cost-Saving Measures</strong>&lt;br&gt;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.</td>
<td>July 8, 2009</td>
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