A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **August 26, 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  
Al Vasquez, Management Association Representative  
Eric Oifer, Academic Senate President  
Lesley Kawaguchi, Academic Senate Representative  
Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative  

*Others Present*  
Georgia Lorenz  
Jennifer Merlic  
Mike Tuitasi  
Lee Peterson

*DPAC Staff Support*  
Lisa Rose

III. The minutes of the August 12, 2009 meeting were accepted as submitted. It was noted that the minutes reflect approval of the recommendation of the Technology Planning Subcommittee with revisions to #1 and #6 to include more specific language related to the computer and network use references.

IV. *Reports*

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

Superintendent/President Tsang approved the following recommendations forwarded by DPAC:

- Recommendations from Technology Planning Subcommittee in response to the recent phishing attack on the SMC email system and approved by DPAC on August 12, 2009.
- Revisions to Administration Regulation 2250 approved by DPAC on August 12, 2009.

B. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: It was reported that information from the Chancellor’s Office staff and the budget workshop was reviewed. At the upcoming meeting on September 2nd, the Budget Planning Subcommittee will be presented with and review the 2009-2010 budget prepared...
for adoption by the Board of Trustees. DPAC will have a chance to review the budget before it is submitted to the Board for adoption on September 15th.

- College Services Planning: Mike Tuitasi and Rochelle Watkins, Co-Chairs: No report
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs: An update was distributed which included the Bundy campus driveway, new bike racks and other facilities-related issues.
- Human Resources Planning: Sherri Lee-Lewis and Lesley Kawaguchi, Co-Chairs: No report.
- 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: No report
    - Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: No report
    - 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


E. Accreditation Update: A report will be made at opening day (August 27th)

F. ACUPCC Task Force (American College and University President’s Climate Commitment): No report.

V. Agenda

A. Master Plan for Education, 2009-2010 Update: DPAC reviewed responses to the 2008-09 objectives received to date and drafts of institutional objectives for 2009-10. A binder of resource documents to support the Master Plan for Education will be compiled. The process of developing and finalizing the MPE Update will continue through September.

B. DPAC 2008-09 Annual Report: The DPAC 2008-09 Annual Report was unanimously approved (Faculty Association and Associated Students representatives were not present).

VI. Adjournment: 4:05 p.m.

    September 9, 23 (orientation/social)
    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 August 12, 2009 DPAC meeting.

**Agenda**

A. Master Plan for Education 2009-2010 Update:
   - Updated Responses to 2008-09 Objectives
   - Proposed Objectives for 2009-10

B. Review of 2009-2010 Budget Prepared for Adoption by Board of Trustees

   **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

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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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<th>Meeting Type</th>
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<tr>
<td>#15-C</td>
<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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<tr>
<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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<tr>
<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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<tr>
<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>#25-A</td>
<td>Mission, Vision and Goals</td>
<td>Approval of final statement</td>
<td>March 12, 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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<tr>
<td>#29-A</td>
<td>Organic Garden Initiative</td>
<td>DPAC approved the Organic Garden Initiative presented by the Associated Students</td>
<td>March 26, 2008</td>
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<tr>
<td>#30-A</td>
<td>Election of Vice-Chair</td>
<td>Richard Tahvidaran-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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<tr>
<td>#</td>
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| #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 ACUPCC 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 recommended 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  
Consensus on revisions to policies |
| #57-A | **Budget Planning Subcommittee Recommendation**<br>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**<br>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**<br>Consensus that DPAC *not* take a position on this | April 22, 2009 |
| #60-A | **Recommendation made by Budget Planning Subcommittee**<br>(1) accept the assumptions for the 2009-2010 tentative budget noting the revised deficit factor<br>(2) accept the Q-3 report<br>(3) include the previous DPAC recommendation to maintain the $2 million in designated reserves for unfunded retiree benefits in the 2009-2010 tentative budget<br>Approved 4 ayes, 2 noes (students absent) | April 29, 2009 (special meeting) |
| #61-A | **SMC Website – Department Homepages**<br>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**<br>Consensus (no additional comments or suggestions) | May 13, 2009 |
| #63-C | **Superintendent/President’s Response to DPAC Recommendations**<br>It was suggested that the Superintendent/President’s responses indicate either:<br> (1) approved,<br> (2) modified, or<br> (3) not approved.<br>There was agreement to this on a trial basis. | May 13, 2009 |
| #64-C | **Zero Waste**<br>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**  
|       | Unanimously approved  
|       | August 12, 2009 |
| #71-A | **Revision to AR 2250**  
|       | Unanimously approved  
|       | August 12, 2009 |
| #72-A | **DPAC 2008-09 Annual Report**  
|       | Unanimously approved  
|       | August 26, 2009 |