A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, September 9, 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
Jeff Shimizu, Administration Representative
Erica LeBlanc, Management Association President
Kiersten Elliott, Management Association Representative
Eric Oifer, Academic Senate President
Lesley Kawaguchi, Academic Senate Representative
Mitra Moassessi, Faculty Association President
Sandra Burnett, Faculty Association Representative
Eric Oifer, Academic Senate President
Lesley Kawaguchi, 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
Others Present
Benny Blades
Greg Brookins
Mary Colavito
Bob Isomoto
JC Keurjian
Connie Lemke
Jennifer Merlic
Lee Peterson
Teresita Rodriguez
Christine Schultz
Caroline Sheldon
Seth Smith
Howard Stahl

DPAC Staff Support
Lisa Rose

III. The minutes of the August 26, 2009 meeting were accepted.

IV. Reports

A. Superintendent/President’s Response to DPAC Recommendations: None

B. Accreditation Update: The schedule for the preparation of the self-study report has been maintained. A first draft of the edited report will be available to the college community by September 15th. All suggestions and comments will be considered and if appropriate, incorporated in the report.
V. Agenda

A. Master Plan for Education, 2009-2010 Update: DPAC reviewed responses to the 2008-09 objectives received to date. The process of developing and finalizing the MPE Update will continue through September.

B. 2009-10 Budget:

(1) DPAC affirmed the motion of the Budget Planning Subcommittee to receive the 2009-10 Adopted Budget and acknowledge that the prepared budget was the result of a transparent process which enabled all stakeholders to participate and provide input.
   Ayes: 8
   Noes: 0

(2) 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)

VI. Adjournment: 4:30 p.m.

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

September 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 September 23, 2009 DPAC meeting.

- Reports:
  - Superintendent/President, if any

- Agenda
  - Master Plan for Education 2009-2010 Update
  - DPAC Orientation
  - Social at El Torito Restaurant

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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<tbody>
<tr>
<td>#1-A</td>
<td><strong>Budget Planning Subcommittee</strong>&lt;br&gt;Approval of five recommendations</td>
<td>July 11, 2007</td>
</tr>
<tr>
<td>#2-A</td>
<td><strong>Strategic Planning Task Force</strong>&lt;br&gt;Approval of Narratives</td>
<td>July 20, 2007</td>
</tr>
<tr>
<td>#3-A</td>
<td><strong>Strategic Planning Task Force</strong>&lt;br&gt;Approval of Strategic Issues and Narratives</td>
<td>August 8, 2007</td>
</tr>
<tr>
<td>#4-A</td>
<td><strong>Institutional Student Learning Outcomes (SLOs)</strong>&lt;br&gt;Approval of SLOs</td>
<td>September 26, 2007</td>
</tr>
<tr>
<td>#5-A</td>
<td><strong>Budget: Designated Reserves</strong>&lt;br&gt;Scheduling of Special Meeting to review recommendations from the Budget Planning Subcommittee pertaining to stabilization</td>
<td>September 26, 2007</td>
</tr>
<tr>
<td>#6-A</td>
<td><strong>Budget: Designated Reserves</strong>&lt;br&gt;GASB 45 (1) Recommendation to not set aside funds, (2) Formation of Task Force</td>
<td>September 26, 2007</td>
</tr>
<tr>
<td>#7-A</td>
<td><strong>Budget: Designated Reserves</strong>&lt;br&gt;Commitment to honor the promise for retirement benefits</td>
<td>September 26, 2007</td>
</tr>
<tr>
<td>#8-A</td>
<td><strong>Budget: Designated Reserves</strong>&lt;br&gt;Scenario #3 to be forwarded to Superintendent/President</td>
<td>October 3, 2007</td>
</tr>
<tr>
<td>#9-A</td>
<td><strong>Budget: Designated Reserves</strong>&lt;br&gt;Commend faculty and staff for providing instruction at Compton&lt;br&gt;Commend all constituencies for working together as a team on FTES scenarios</td>
<td>October 3, 2007</td>
</tr>
<tr>
<td>#10-A</td>
<td><strong>Budget: Designated Reserves</strong>&lt;br&gt;Budget stabilization item not be included as a designated reserve</td>
<td>October 3, 2007</td>
</tr>
<tr>
<td>#11-C</td>
<td><strong>Task Force: Unfunded Retiree Health Benefits</strong>&lt;br&gt;Formation and members</td>
<td>October 3, 2007</td>
</tr>
<tr>
<td>#12-A</td>
<td><strong>DPAC Annual Report</strong>&lt;br&gt;Final Report approved</td>
<td>October 24, 2007</td>
</tr>
<tr>
<td>#13-C</td>
<td><strong>Litter on Campus</strong>&lt;br&gt;Suggestions to address problem</td>
<td>October 24, 2007</td>
</tr>
<tr>
<td>#14-C</td>
<td><strong>Textbook Rental Program</strong>&lt;br&gt;Consensus to review and proceed</td>
<td>October 24, 2007</td>
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</table>
| #15-C | **Website Coordinator**  
Referral 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 |
<table>
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<tr>
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<th>Description</th>
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<tr>
<td>#31-A</td>
<td><strong>Support of Bond Measure and List of Facilities</strong></td>
<td>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>
</tr>
<tr>
<td>#32-A</td>
<td><strong>Development of College Priorities to be Funded in the 2008-09 Year</strong></td>
<td>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>
</tr>
<tr>
<td>#33-A</td>
<td><strong>Approval of Strategic Initiatives/Action Plans</strong></td>
<td>Unanimous approval of Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force.</td>
<td>July 9, 2008</td>
</tr>
<tr>
<td>#34-A</td>
<td><strong>Budget Planning Subcommittee Recommendation</strong></td>
<td>Unanimous approval of the restructuring of 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>
</tr>
<tr>
<td>#35-C</td>
<td><strong>Master Plan for Education 2008</strong></td>
<td>Approved by consensus.</td>
<td>September 10, 2008</td>
</tr>
<tr>
<td>#36-A</td>
<td><strong>Labor Market Scan</strong></td>
<td>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>
</tr>
<tr>
<td>#37-C</td>
<td><strong>Academic Senate Joint Committee on Student Learning Outcomes</strong></td>
<td>Consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group</td>
<td>September 10, 2008</td>
</tr>
<tr>
<td>#38-A</td>
<td><strong>DPAC Annual Report, 2007-08</strong></td>
<td>DPAC approved the Annual Report, 2007-08 (6 Ayes, 0 Noes, 2 Abstentions by the Associated Students)</td>
<td>September 24, 2008</td>
</tr>
<tr>
<td>#39-A</td>
<td><strong>Budget Summit</strong></td>
<td>Unanimous approval of a recommendation for a Budget Summit be held before the end of the semester</td>
<td>November 12, 2008</td>
</tr>
<tr>
<td>#40-A</td>
<td><strong>SMC Emergency Operations Plan</strong></td>
<td>Unanimously acknowledged receipt of the two plans/manuals with no objections</td>
<td>November 12, 2008</td>
</tr>
<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>
</tr>
<tr>
<td>#42-A</td>
<td><strong>ACUPCC Task Force</strong></td>
<td>Unanimously approved for the formation of the ACUPCC 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></td>
<td>Approved (5-1-2)</td>
<td>December 10, 2008</td>
</tr>
</tbody>
</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**  
Consensus on revisions to policies | March 25, 2009 |
| #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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<tr>
<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 <strong>Bicycles on Campus: Parking Locations, Routes on Campus, Facilities and Rules</strong></td>
<td>May 27, 2009</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>#70-A</td>
<td><strong>Recommendation from the Technology Planning Committee</strong></td>
<td>August 12, 2009</td>
</tr>
<tr>
<td>#71-A</td>
<td><strong>Revision to AR 2250</strong></td>
<td>August 12, 2009</td>
</tr>
<tr>
<td>#72-A</td>
<td><strong>DPAC 2008-09 Annual Report</strong>&lt;br&gt;Unanimously approved</td>
<td>August 26, 2009</td>
</tr>
<tr>
<td>#73-A</td>
<td><strong>2009-10 Budget</strong>&lt;br&gt;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.</td>
<td>September 9, 2009</td>
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<tr>
<td>#74-A</td>
<td><strong>2009-10 Budget</strong>&lt;br&gt;DPAC affirmed the motion of the Budget Planning Subcommittee to affirm and support the 2009-2010 Adopted Budget and its underlying Budget Assumptions.&lt;br&gt;Ayes: 5 <em>(Academic Senate, Administration, Management Association, Associated Students)</em>&lt;br&gt;Noes: 3 <em>(Faculty Association, CSEA)</em></td>
<td>September 9, 2009</td>
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