



Santa Monica Community College District  
**District Planning and Advisory Council**  
MEETING - JANUARY 11, 2006  
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **January 11, 2006 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: 3:10 p.m.

II. Members Present

Randal Lawson, Administration, Chair Designee  
Jeff Shimizu, Administration  
Katharine Muller, Management Association Representative  
Teresita Rodriguez, Management Association Representative  
Richard Tahvildaran-Jesswein, Academic Senate President, Vice-Chair  
Lesley Kawaguchi, Academic Senate Representative  
Ken Mason, Faculty Association Representative  
Leroy Lauer, CSEA Representative

Others Present

Robert Adams  
Georgia Bauman  
Dianne Berman  
Patricia Burson  
Jocelyn Chong  
Deyna Hearn  
Phil Hendricks  
Sherri Lee Lewis  
Mitra Moassessi  
Jacqueline Nagatsuka  
Judy Penchansky  
Lee Peterson  
Reagan Romali  
Christine Schultz  
Esau Tovar

DPAC Staff Support

Lisa Rose

III. Reviewed Minutes: November 23, 2005

IV, Reports

A. Planning Subcommittees

- Budget Planning: Co-Chair Reagan Romali reported that the Budget Planning Subcommittee is designing a process for the effective participation of the college community in budget planning. The Subcommittee will consider existing costs and anticipated funding to prioritize the needs of the college and submit a plan to DPAC for input.

- Facilities Planning: Co-Chair Dianne Berman reported that the Facilities Planning Subcommittee discussed the issue of relocating the Superintendent/President's office to the main campus. At the present time, there is no place on campus to move the entire Superintendent/President's office. Options include (1) creating a suite on the third floor of Drescher Hall (could take up to two years); (2) using a large seminar room in the new Liberal Arts building for the Superintendent/President and an assistant; or (3) using office space in the old Liberal Arts building. The Subcommittee will provide a list of options for the Superintendent/President to consider. It was requested that the displacement of an office be included in the options.

The Subcommittee requested that DPAC recognize that the shortage of parking is an on-going problem and proposed that the college consider among other possibilities parking under Corsair Field and the purchase of property to provide shuttle parking to complete the 1,500 spaces needed. The Subcommittee will develop a proposal for DPAC to consider.

- Human Resources Planning: Co-Chair Sherri Lee Lewis reported that the Subcommittee met on December 1 and focused on its charges relative to internal training and employee orientation. A survey form is being designed to determine training needs.
- Technology Planning: Co-Chair Jocelyn Chong reported that 2005-06 technology objectives were reviewed and efforts to date in support of instruction, student services and administrative needs were assessed.
- College Services Planning: Co-Chair Robert Adams reported that the subcommittee met on December 7<sup>th</sup> and is developing questions for a survey to distribute to students and staff. A draft will be ready for the next DPAC meeting.

#### B. Academic Senate Joint Committees

- Curriculum: Georgia Bauman reported that the committee completed last semester with the approval of two non-credit courses and a discussion of plus/minus grading.
- Program Review: Chair Patricia Burson reported that most of the work of this committee will be done in the spring.
- Student Affairs: Esau Tovar reported that last semester the Committee addressed issues related to the honor code, academic integrity, review of administrative regulations, and the dual enrollment program. During spring 2006, the committee will address the completion of the honor code administrative regulation, graduation accommodations and plus/minus grading.

### V. Agenda

Public Comments - None

#### A. Review of institutional objectives

1. Status reports on the following institutional objectives were provided:

OBJECTIVE 1: To further increase the District's reserve for contingency/ fund balance to maintain program stability and meet financial emergencies and unforeseen circumstances. (*Business and Administration*) *Budget*

OBJECTIVE 2: To create a multi-year budget planning tool to examine possible scenarios from a long-range planning perspective. *Business and Administration*

*Reagan Romali addressed efforts to hopefully increase the District's fund balance to maintain program stability. She hopes to create a multi-year planning tool to bring to the Budget Planning Subcommittee for input.*

OBJECTIVE 3: To establish a Research Advisory Committee to assist in developing research priorities to inform the College's planning process. (*Planning and Development*) *Director of Research/Research Committee*

*The Research Advisory Committee developed the research agenda for fall, 2005 (attached).*

- B. A draft form to track actions taken by DPAC was discussed. There was consensus on the concept, and a different format will be presented for review at the next meeting.

#### VI. Adjournment

DPAC Meetings schedule, through June 2006:

~~January 25, 2006 - cancelled~~  
February 8, 22  
March 8, 22  
April 12, 26  
May 10, 24  
June 14, 28

#### VII. Council of Presidents Meeting

The Council of Presidents will meet to set the agenda for the February 8, 2006 DPAC meeting.

- Old Business - List of Options for S/P Office from Facilities Committee
- Master Plan for Education, 2005-06: Status of Objectives 4-8
- Review of charges to subcommittees
- Record of DPAC considerations/actions