



Santa Monica Community College District
District Planning and Advisory Council
MEETING - APRIL 23, 2008
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **April 23, 2008** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

A. Call to Order: 3:04 p.m.

B. Members Present

Randy Lawson, Administration, Chair Designee
Georgia Lorenz, Administration Representative
Richard Tahvildaran-Jesswein, Academic Senate President, -Vice-Chair
Lesley Kawaguchi, Academic Senate Representative
Lantz Simpson, Faculty Association President
Kathy Sucher, Faculty Association Representative
Mona Martin, Management Association President
Leroy Lauer, CSEA Representative
Heidi Hoeck, Associated Students President
Melody Overstreet, Associated Students Representative

Others Present

Simon Balm
Jose Cue
Mike Eghbali
Mitra Moassessi
Lee Peterson
Christine Schultz
Caroline Sheldon
Charlie Yen

DPAC Staff Support

Lisa Rose

III. The minutes of the March 23, 2008 DPAC meeting were accepted.

IV. Reports

A. Strategic Planning Task Force: The proposed Strategic Initiatives and corresponding diagram developed by the Strategic Planning Task Force were presented for information (see attached). The next step is the identification of specific action plans by the leaders in the areas of the four strategic initiatives. These specific action plans will be presented to the Strategic Planning Task Force in May.

B. Superintendent/President - Response to DPAC Recommendations:

1. Mission, Vision and Goals. Dr. Tsang's response to DPAC was presented with a slightly revised version of the Mission, Vision and Goals (see attached). He plans to present the Mission, Vision and Goals to the Board of Trustees for approval at the meeting on May 12, 2008.
2. College Services Planning Subcommittee/food service vendor issue: Executive Vice-President Randy Lawson reported that he had approved, in

Superintendent/President Chui Tsang's absence, DPAC's recommendation of March 26th that two representatives from each constituency be selected to work with the consultant and Purchasing Department to develop the RFP for a food service vendor. He added that DPAC's recommendation to affirm the work of the College Services Planning Subcommittee and endorse the values and criteria identified is a philosophical intent that has been honored.

3. Organic Garden Initiative: A report was made on the Organic Garden Initiative at the last meeting of the Board of Trustees. Some labor issues need to be resolved before the Initiative can be implemented.

C. Planning Subcommittees

1. Budget Planning: Mona Martin and Leroy Lauer, Co-Chairs: Budget preparation for budget centers is underway for 2008-09, using 2006-07 as the base year to develop allocations. Vic Hanson presented the budget information that was provided to the Board at its last retreat. The projected fund balance is \$15 million with an operating deficit of \$1 million. The projected fund balance is \$4 million for 2008-09, and a \$16 million deficit is projected for 2009-10.
2. Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs. At its last meeting, the Facilities Planning Subcommittee viewed and discussed a scale model of the campus that was provided by the architects of the Student Services Building Project.
3. College Services Planning: Charlie Yen and Connie Lemke, Co-Chairs. The following two recommendations were approved by the College Services Planning Subcommittee:
 - Proceed with RFP's for Fresh and Natural space, the Bread Factory space, vending machine services, and pay-for-print services.
 - Discontinue with Campus Link Services and replace it with water bottle refilling stations.
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. The subcommittee will start discussing safety in buildings.
3. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. Discussions include planning of Phase 2 of the SMC website, the need to increase technology staff, computers for new faculty, maintaining technology infrastructure, and more stable funding for technology.

D. Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: The Curriculum Committee approved an Associate of Arts requirement in Global Citizenship that expands upon the current American Cultures requirement.
2. Program Review: Janet Harclerode/Melody Nightingale, Chairs and Katharine Muller, Vice-Chair: No report.
3. Student Affairs: Jose Cue, Chair and Judy Penschansky, Vice-Chair: The Student Affairs Committee is discussing the following administrative regulations - testing for assessment, academic and progress renewal, withdrawal, mandatory assessment and graduation.

- E. Associated Students: Heidi Hoeck:
- At its meeting on April 14, 2008, the Board of Trustees approved the "Any Line, Any Time" program with the Big Blue Bus. This is a huge success for the students. It will be effective starting fall 2008.
 - The final draft of the revised A.S. constitution has been approved by the A.S. Board of Directors and will be on the May 12th ballot. If approved, it will go into effect July 1, 2008.
 - The student representatives serving on the College Services Planning Subcommittee resigned, but two students will serve on the subcommittee to work with the consultant and the Purchasing Department to develop the RFP for the food vendors.
 - Hopefully the labor issues on the Organic Garden Initiative will be resolved.

IV. Agenda

Public Comments

Mike Eghbali

- A. Proposed Strategic Initiatives (*see IV-A, Strategic Planning Task Force Report*)
- B. Enrollment Reports (*postponed to next meeting*)
- C. Report from Institutional Research: Caroline Sheldon, Dean of Institutional Research, reported that since she arrived in September of 2007, she has been working on setting up the office, databases, website, and supporting program review needs and accountability and compliance initiatives like ARCC and IPEDS. She will be convening the Research Advisory Committee to begin planning for next year and expects in the coming year that the activities of the research office will be dominated by accountability, accreditation, and identifying, developing, and implementing solutions to facilitate better access to research data.
- D. Classes Scheduled During Activity Hour (*postponed to next meeting*)

V. Adjournment: 4:05 p.m.

Meeting schedule through June, 2008 (second and fourth Wednesdays each month at 3 p.m.)

May 14, 28
June 11, 25

VI. Council of Presidents Meeting

The Council of Presidents set the agenda for the May 14, 2008 DPAC meeting, as follows:

- Enrollment Reports
- Classes Scheduled during Activity Hour

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

Number	Topic	Date
#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

#15-C	Website Coordinator Referred 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