



Santa Monica Community College District
District Planning and Advisory Council
MEETING -MAY 28, 2008
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **May 28, 2008** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

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

II. Members Present

Randy Lawson, Administration, Chair Designee
Jeff Shimizu, 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
Kiersten Elliott, Management Association Representative
Bernie Rosenloeher, CSEA President
Leroy Lauer, CSEA Representative

Others Present

Greg Brown
Jose Cue
Mike Eghbali
George Lorenz
Mitra Moassessi
Judy PENCHANSKY
Lee Peterson
Christine Schultz
Charlie Yen

DPAC Staff Support

Lisa Rose

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

IV. Reports

- A. Strategic Planning Task Force: The Strategic Planning Task Force identified four strategic initiatives. There are work groups/task forces associated with the four initiatives that have been asked to forward their recommended action plans to be prioritized by the task force. The Strategic Planning Task Force will be completing its charge, and the planning process will continue as it is incorporated in the Master Plan for Education.
- B. Superintendent/President - Response to DPAC Recommendations: None

C. Planning Subcommittees

1. Budget Planning: Mona Martin and Leroy Lauer, Co-Chairs: The Budget Planning Subcommittee has received and reviewed comparison data from benchmark colleges. The subcommittee will be meeting weekly during the summer to discuss the budget and designated reserves before the final budget is submitted to the Board in September.
2. Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs. (See Agenda IV-A)
3. College Services Planning: Charlie Yen and Connie Lemke, Co-Chairs.
 - A chart was distributed showing the existing contracts for food vending services. It was reported that the process had been completed to award a food service vending contract for the area where Carl's Jr. is currently. The number one vendor withdrew, and the committee reconvened and agreed to go out to RFP again since there was so much difference in the scores between #1 and #2 vendors.
 - A survey is being conducted on the timing of the Madison shuttle and the results will be presented to DPAC.
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. A draft of the administrative regulation on sexual and unlawful harassment has been completed and will be presented to the Personnel Policies Committee in the fall.
5. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. No report

D. Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: The following were approved at the final meeting of the academic year: four new courses, one distance education course, two official global citizenship A.A. required courses, one new certificate and three new A.A. degrees.
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 reviewed its activities during the 2007-08 year. Several administrative regulations and policies were approved on assessment testing and withdrawal. Esau Tovar will be resuming his role as chair of this committee.

E. Associated Students: None

V. Agenda

- A. Facilities Report: Representatives of the Facilities Planning Subcommittee presented a preliminary draft of the capital outlay plan and a ranking of the projects by the subcommittee. The five-year construction plan to be submitted to the Board for approval at the June 9th meeting will be ranked differently as determined by what projects

are being funded by the state. There was agreement that these projects listed in the capital outlay plan should be included in a possible bond measure. It was reported that the Academic Senate voted 47-2 to endorse a bond measure. It was suggested that DPAC take action to endorse the projects (unranked) at the next meeting.

- B. Enrollment Reports: Enrollment data was distributed to show the effect of dynamic enrollment on the success rate of students. It was agreed that the criteria need to be further refined in order to produce more meaningful data.
- C. Classes Scheduled During Activity Hour: A letter from the Associated Student Inter-Club Council was presented expressing concerns about the District's decision to increase the number of classes scheduled during the activity hour. There was reassurance by members of the DPAC and the administrators present who are responsible for scheduling classes that there has been no decision to increase the number of classes scheduled during the activity hour.

VI. Adjournment: 4:54 p.m.

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

June 11, 25

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the June 11, 2008 DPAC meeting, as follows:

- Election of DPAC Vice-Chair
- Endorsement of Facilities Projects for Bond Measure
- Strategic Planning Task Force Report
- Draft of Master Plan for Education

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