



Santa Monica Community College District
District Planning and Advisory Council
MEETING -SEPTEMBER 10, 2008
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **September 10, 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
Kiersten Elliott, Management Association President
Erica LeBlanc, Management Association Representative
Richard Tahvildaran-Jesswein, Academic Senate President, -Vice-Chair
Eric Oifer, Academic Senate Representative
Lantz Simpson, Faculty Association President
Kathy Sucher, Faculty Association Representative
Connie Lemke, CSEA Representative
Leroy Lauer, CSEA Representative
Jafet Santiago, Associated Students Representative

Others Present

Pat Brown
Chito Cajayon
Mary Colavito
Janet Harclerode
Deyna Hearn
Cameron Henton
Mia Joseph
Lesley Kawaguchi
JC Keurjian
Connie Lemke
Georgia Lorenz
Mona Martin
Larry McLaughlin
Liz Mullens
Judy Penchansky
Lee Peterson
Christine Schultz
Howard Stahl
Esau Tovar
Mike Tuitasi

DPAC Staff Support

Lisa Rose

III. Review of minutes of the August 27, 2008 DPAC meeting

IV. Agenda

A. Master Plan for Education

The Master Plan for Education 2007 which was slightly revised since the last DPAC meeting was approved by consensus.

B. DPAC Annual Report, 2007-08

A draft of the DPAC Annual Report, 2007-08, was presented for review. There were no revisions suggested; therefore, the Annual Report will be presented at the next DPAC meeting for approval.

C. Labor Market Scan

Richard Tahvildaran-Jesswein requested that this item be placed on the agenda since the last labor market scan was completed three years ago and needs to be updated. Chito Cajayon, Dean of Workforce Development, reported on current efforts to identify labor market trends and funding sources that support those efforts. In particular, the District has received a grant from the Chancellor's Office in the amount of \$369,000 to support the District's efforts to identify labor market trends, expand awareness of and conduct research on emerging job clusters within six broad industry areas - energy, transportation, building/construction trades, allied health, information technology and arts/media/multi media. In addition to those six areas, the college will need to react to trends and align its career technical programs with those trends to meet the needs of these industry clusters.

The following motion was made by Eric Oifer, seconded by Jasef Santiago and unanimously approved:

DPAC requests 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 and that representatives of the committee be invited to a DPAC meeting to present its recommendations.

D. DPAC Orientation

Randy Lawson and Richard Tahvildaran-Jesswein provided an orientation which included an historical and organizational review (see attached).

E. Academic Senate Joint Committee: Student Learning Outcomes

There was consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group. The agenda and other DPAC documents will be revised to reflect this addition.

V. Adjournment: 3:48 p.m.

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

September 24 (*to be followed by a social activity*)
October 8, 22
November 12, 26
December 10
January 14, 28, 2009
February 11, 25
March 11, 25
April 8, 22
May 13, 27
June 10, 24

VI. Council of Presidents Meeting

The Council of Presidents set the agenda for the September 24, 2008 DPAC meeting.

- Planning Subcommittee Reports
- Academic Senate Joint Committee Reports
- Approval of DPAC Annual Report, 2007-08
- Accreditation Update
- Social Activity to follow meeting

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.

Orientation for New DPAC Members and Resource Liaisons

Richard Tahvildaran-Jesswein and Randy Lawson provided a brief summary on the formation and organization of the District Planning and Advisory Council (DPAC):

- Prior to DPAC, the College-wide Coordinating Council was the primary planning group.
- The Governance Structure Workshop comprising representatives of college constituencies was formed to discuss and make recommendations about the formation of a new planning group.
- DPAC was established comprising representatives of college constituencies - the administration, Management Association, Academic Senate, Faculty Association, Classified Senate, CSEA and the Associated Students.
- The DPAC Chair is the Superintendent/President or designee; the DPAC Vice-Chair is elected annually by DPAC.
- Five planning subcommittees were created as resources to DPAC- Budget, College Services, Facilities, Human Resources and Technology.
- Three Academic Senate Joint Committees also act as resource committees - Curriculum, Program Review and Student Affairs.
- The Co-chairs of the planning subcommittees and the chairs and vice-chairs of the Academic Senate Joint Committees participate in DPAC meetings.
- The Chair and Vice-Chair of DPAC and the Co-chairs of the planning subcommittee must represent different constituencies.
- Most issues considered by DPAC are decided by consensus; however, when necessary, a roll call vote by constituency is taken.
- The agenda is set by the Council of Presidents after each meeting.
- DPAC and the planning subcommittees are subject the open meeting guidelines of the Brown Act. Agendas must be posted 72 hours in advance of the meeting and the public must have an opportunity to participate.

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
#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
#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 2007 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