



Santa Monica Community College District
District Planning and Advisory Council
MEETING -OCTOBER 22, 2008
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **October 22, 2008** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:08 p.m.

II. Members Present

Jeff Shimizu, Administration Representative, Chair Designee
Eric Oifer, Academic Senate Representative, Vice-Chair Designee
Kiersten Elliott, Management Association President
Richard Tahvildaran-Jesswein, Academic Senate President, Vice-Chair
(arrived at 3:20 p.m.)
Randy Lawson, Administration Representative (arrived at 3:25 p.m.)
Lantz Simpson, Faculty Association President
Kathy Sucher, Faculty Association Representative
David Chun, Associated Students President
Jafet Santiago, Associated Students Representative

Others Present

Simon Balm
Pat Brown
Mary Colavito
Mike Eghbali
Janet Harclerode
Mia Joseph
Lesley Kawaguchi
J.C. Saunders-Keurjian
Georgia Lorenz
Lee Peterson
Christine Schultz
Howard Stahl
Esau Tovar

DPAC Staff Support

Lisa Rose

III. The minutes of the October 8, 2008 DPAC meeting were accepted (as revised).

IV. Reports

A Superintendent/President - Response to DPAC
Recommendations: None

IV. Reports (continued)

B. Planning Subcommittees

1. Budget Planning: Mona Martin and Howard Stahl, Co-Chairs:
 - A recommendation submitted by the Budget Planning Subcommittee is included on the agenda for consideration (see Agenda V-B).
 - A recommendation calling for a budget summit unanimously supported by the subcommittee will be presented at the next DPAC meeting.
2. College Services Planning: Mike Tuitasi and Liz Mullens, Co-Chairs: No report.
3. Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs.
 - Jeff Gehring, the new Director of Maintenance, was introduced at the last meeting.
 - There was a presentation by Genevieve Bertone on sustainability, and the Facilities Planning Subcommittee will be working with her to address campus disorder, which includes litter, smoking, vandalism and flyers. They are working on a campaign called *Green and Clean* and installing signs "Keep SMC Beautiful."
 - The Facilities Planning Subcommittee recently determined that communication and enforcement issues related to SMC Administrative Regulation 4432, titled "Posting and Distribution of Publicity", have a relationship to the amount of litter on campus. Therefore, at its October 15, 2008 meeting, the DPAC Facilities Planning Subcommittee adopted the following resolution:

"Whereas Administrative Regulation 4432 was last reviewed in March 2005, the DPAC Facilities Planning Subcommittee recommends that the regulation's language on posting of commercial publications be reviewed and updated. In particular, the committee recommends that the language on commercial publications be placed in a separate regulation, and jurisdiction for that regulation be established."
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs:
 - DPAC was reminded that review and revision of the board policies and administrative regulations in section 4000-Student Affairs, falls under the purview of the Academic Senate Joint Student Affairs Committee. Therefore, it was agreed that review of AR 4432 will be coordinated with that committee.
 - Albert Vasquez, Director of Police and Safety Services, addressed the subcommittee about concerns related to campus safety. It was agreed that Chief Vasquez should be invited to update DPAC on campus safety issues and the Emergency Operations Plan at the next meeting.
 - The subcommittee is working on the model EEO plan

which should be completed this year and reviewing AR 3120 , Equal Employment Opportunity Program.

5. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs
 - Discussion at the last meeting included the expansion of technology in classrooms, keeping existing technology up to date, expansion of the wireless network, and migrating student email accounts off-campus.

C. Associated Students: David Chun, A.S. President

- 13 members of the Associated Students Board attended the CCC Student Affairs Association Leadership Conference.
- A.S. Vice-President Jafet Santiago is planning to run for student senator-at-large at the general assembly.
- The A.S. designated \$10,000 to support student employees on campus (five students for two years at \$1,000 each) and approved \$25,000 for the development of a new Associated Students website.
- Goals and objectives for 2008-09 were recently adopted.
- Nominated one student justice for the judicial board.

D, Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: The Curriculum Committee approved the following new courses: Anthropology 21, ET 25B, Sociology 01S and 02S (service learning), Varsity PE 20V, ECE 84, ESL 10G and 10W Film Studies 32, Art 06 (distance education), and Art 79.
2. Program Review: Janet Harclerode/Melody Nightingale, Chairs and Katharine Muller, Vice-Chair: Executive summaries have been received from occupational areas - design technology and outreach. The committee is looking at good reviews (e.g., physical science) to use as a model process to prepare program review.
3. Student Affairs: Easu Tovar, Chair and Judy Penchansky, Vice-Chair: The Academic Senate approved an amended administrative regulation on withdrawal from class, but discussions continue on the issue.
4. Student Learning Outcomes: Suzanne Borghei/Nancy Hanson, Co-Chairs and Caroline Sheldon, Vice-Chair: Discussions include the development a common assessment tool to evaluate the effectiveness of SLOs at the local level.

V. Agenda

Public Comments: Mike Eghbali

A. Revision of Administrative Regulation 2250 - District Planning and Advisory Council

Proposed revisions to AR 2250 to correspond to revisions made to the DPAC Charter were reviewed, and additional revisions were suggested. Since there was no representation of classified staff (CSEA) at the meeting, it was agreed that AR 2250 as revised would be presented for a second reading at the next DPAC meeting in order for classified representatives to have input on the issue of the Classified Senate.

B. Budget Planning Subcommittee Recommendations: The following recommendation was unanimously approved on October 1, 2008 by the Budget Planning Subcommittee to be forwarded to DPAC for consideration:

It is recommended that the District to establish a contracts department for reviewing, monitoring, bidding and performing all the proper steps involved in creating and completing a contract and maintaining a database for all contracts in order to have a

standardized and uniform process for all the
contracts and to be more efficient.

DPAC was reminded that the Budget Planning Subcommittee had forwarded the same recommendation to DPAC which was unanimously approved on July 11, 2007. It was reported the District is in the process of hiring a Chief Business Officer, and it is the intent to establish a Contracts Office to provide oversight of all contracts.

DPAC reaffirmed the recommendation and requested that it be forwarded to the Superintendent/President.

VI. Adjournment: 4:26 p.m.

Meeting schedule through June, 2009 (second and fourth Wednesdays each month at 3 p.m.)

November 12, 26
December 10
January 14, 28, 2009
February 11, 25
March 11, 25
April 8, 22
May 13, 27
June 10, 24

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the November 12, 2008 DPAC meeting.

- Budget Planning Subcommittee Recommendation
- Update on Campus Safety/Emergency Operations Plan - Albert Vasquez, Director of Police and Safety Services
- Proposed Revisions to Administrative Regulation 2250, District Planning and Advisory Council, and DPAC Charter

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
#30-A	Election of Vice-Chair Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee	June 11, 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-C	Enrollment Reports It was determined that DPAC would not pursue a request for enrollment data since student success measures continue to be addressed through other college research efforts (i.e., Basic Skills Initiative).	July 23, 2008
#35-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
#36-A	Labor Market Scan Unanimous approval that 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.	September 10, 2008
#37-C	Student Learning Outcomes Committee There was consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group	September 10, 2008
#38-A	DPAC Annual Report, 2007-08 DPAC approved the Annual Report, 2007-08 (6 Ayes, 0 Noes, 2 Abstentions by the Associated Students)	September 24, 2008
#39-C	Contracts Office DPAC reaffirmed the recommendation made by the Budget	October 22, 2008

	Planning Subcommittee (July 11, 2007 and again on October 1, 2008) that the District establish a contracts department	
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