



Santa Monica Community College District
District Planning and Advisory Council
MEETING - MARCH 11, 2009
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **March 11, 2009** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:05 p.m.

II. Members Present

Jeff Shimizu, Administration Representative
Mona Martin, Administration Representative
Kiersten Elliott, Management Association President
Richard Tahvildaran-Jesswein, Academic Senate President
Eric Oifer, Academic Senate Representative
Lantz Simpson, Faculty Association President
Howard Stahl, Faculty Association Representative
Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative
Jafet Santiago, Associated Students Representative

Others Present

David Finkel
Nancy Hanson
Janet Harclerode
JC Keurjian
Mitra Moassessi
Lee Peterson
Christine Schultz
Caroline Sheldon
Esau Tovar

DPAC Staff Support

Lisa Rose

III. The minutes of the February 25, 2009 were reviewed, revised as follows and accepted.

V. Agenda

A. Classified Professional Development Funds: ~~In response to a Concern was expressed about the process for allocating professional development funds to classified staff. it was agreed that (1) CSEA appoint classified staff members to serve on the Academic Senate Professional Development Committee (PDC) and (2) the PDC will be the group to allocate professional development funds to classified staff. Discussions will continue to determine the appropriate process.~~

It was agreed that this topic will be included on the agenda for discussion at the next DPAC meeting.

IV. Reports

A. Superintendent/President's Response to DPAC Recommendations:
None

B. Planning Subcommittees

- Budget Planning: Mona Martin and Howard Stahl, Co-Chairs.
 - At its last meeting, Jeanine Hawk, Vice-President of Business/ Administration, presented the budget information that was provided to the Board of Trustees at its recent study session and reviewed the worst-case to best-case scenarios upon which the budget will be developed..
 - It was mentioned that the Budget Planning Subcommittee should participate in the development of the assumptions and scenarios.
 - The costs of reductions recommended by DPAC need to be determined.
 - There was concern about the District expending the money in designated reserves for GASB, which is contrary to DPAC's recommendation Vice-President Hawk will be encouraged to attend future DPAC meetings.
- College Services Planning: No report. Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs.
 - There is nothing to report in terms of new projects.
 - The subcommittee is tracking the cafeteria project which will be funded by net proceeds from vendors.
 - There will be two sessions on the Facilities Master Plan on Professional Development Day.
 - In response to a question about the mobile food service vendor near the Liberal Arts Building, it was reported that the decision to bring in a mobile food service vendors had been made to address concerns about the lack of food service vendors meeting the needs of students and staff. It was requested that Lantz Simpson make a recommendation to the Co-Chairs of the College Services Planning Subcommittee to move the location of the mobile vendor.
 - The subcommittee is reviewing Board policies related to facilities.
- Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. No report.
- Technology Planning: No report

C. Academic Senate Joint Committees

- Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair.
No report
- Program Review: Janet Harclerode/Melody Nightingale, Co-Chairs and Katharine Muller, Vice-Chair. Recent activities include program reviews of the Police and

Theater Arts Departments and orientations for programs to be reviewed next year.

- Student Affairs: Esau Tovar, Chair and Judy Penchansky, Vice-Chair: Discussion topics include high school concurrent enrollment, textbook rental program, guidelines for departments to use in selecting textbooks, developing guidelines and best practices for club advisors, and standards for student success.

- Student Learning Outcomes: Suzanne Borghei/Nancy Hanson, Co-Chairs and Caroline Sheldon, Vice-Chair. The committee is currently planning "home room" sessions on Flex Day addressing ILOs and SLOs. The Institutional Research Office (1) will be sponsoring a series of workshops starting April 24th to help departments develop assessment plans, (2) is developing materials to help the college with goals-based assessment and (3) will be developing a recommendation for the college to provide electronic documentation that demonstrates to external agencies such as WASC that the college is achieving its specific objectives.
- D. Associated Students: Jafet Santiago. The Associated Students are looking into improving the printing system in the Cayton Center; elections have been moved to April 27th; and Club Row is scheduled for April 28th.
- E. Accreditation Update: The Steering Committee will be meeting with the Academic Senate Executive Committee for a flex day orientation and training facilitators for flex day. A first draft of the self-study will be completed by April 10th.
- F. ACUPCC Task Force (American College and University President's Climate Commitment): No report
- G. Smoke-Free Campus Task Force: Representatives from all campus constituencies, as well as smokers and non-smokers, participated on this task force. The task force operated by consensus and submitted the following recommendations to DPAC for consideration:

As a transitional step to attaining the goal of a smoke-free campus, the main campus should have three designated smoking areas (DSA):

1. Continue the DSA that currently exists east of the Art building.
2. Create a new DSA in the driveway/drop off area that is surrounded by the Business Building, Drescher Hall, HSS, and Parking Structure 4. This area should have a covered smoking area or smoking hut.
3. Create a new DSA at the covered north end of the Library between the emergency exits.

All other DSAs should be removed and students directed to the new DSAs at once.

- Mona Martin expressed concern about potential problems related to the suggested DSA at the north end of the Library (#3).
- JC Keurjian reported the following recommendations in regards to campus smoking had been discussed at the Superintendent's Facilities meeting earlier in the day: smoking huts were not recommended, no DSA should be placed in the driveway/drop off area by parking structure 3, DSAs should remain as they are, and

improve the landscaping/clean up the area by the Liberal Arts Building which was damaged during its use as a previous smoking area.

- A quote for a 10 ft x 27 foot hut is approximately \$24,000, plus \$5,000 for shipping.
- The DSA by the Liberal Arts Building has been moved, but it has been difficult to enforce it as a smoke-free area.

Motion was made by Mona Martin and seconded by Jafet Santiago to delete #3. A friendly amendment by Bernie Rosenloecher was accepted to add a new #3 as follows: Explore alternative areas for another DSA.

Ayes: 4 (Associated Students, Management Association, Administration,)

Noes: 4 (Academic Senate, Faculty Association, CSEA)

Motion fails

Motion was made by Jafet Santiago to explore the idea of pay for use of smoking hut.

No second, motion fails

Vote on recommendation as presented by the Smoke-Free Campus Task Force:

Ayes: 6 (Academic Senate, Faculty Association, CSEA Associated Students)

Noes: 2 (Administration, Management Association)

V. Agenda

- A. Update - Master Plan Mapping: There was consensus on a draft of a template for the Master Plan for Education that includes evidence of budget considerations and linkages to ILOs. It will be presented for approval at the next DPAC meeting.
- B. Update - Master Planning Calendar: The task force will be meeting next Friday to start the development of a calendar that links budgeting and planning.

VI. Adjournment: 5:13 p.m.

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

March 25
April 8, 22
May 13, 27
June 10, 24

IX. Council of Presidents Meeting

The Council of Presidents set the agenda for the March 25, 2009 DPAC meeting.

Agenda

- Accreditation Update
- Classified Professional Development Funds
- Board Policy 2220 - Participatory Governance, Classified Staff

- Master Planning Mapping
- Master Planning Calendar
- Recommendations from the Budget Planning Subcommittee

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 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 2008 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
#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-A	Budget Summit Unanimous approval of a recommendation for a Budget Summit be held before the end of the semester	November 12, 2008
#40-A	SMC Emergency Operations Plan Unanimously acknowledged receipt of the two plans/manuals	November 12, 2008

	with no objections	
#41-A	Administrative Regulation 2250 Unanimously approved revisions to AR 2250	November 12, 2008
#42-A	ACUPCC Task Force Unanimously approved for the formation of the ACUPPC Task Force	November 12, 2008
#43-A	Special Meeting for Budget Discussion - January 7, 2009 Approved (5-1-2)	December 10, 2008

#44-A	Budget Discussion/Recommendation Unanimous approval of Budget Planning Subcommittee Recommendation to maintain ending fund balance of at least \$15 million for 2008-09	January 7, 2009 (Special Meeting)
#45-A	Smoke-Free Campus Policy and Designated Smoking Areas Approval (6 ayes, 2 noes) of motion to reaffirm smoke-free campus policy, create a task force to develop recommendations for the college to be smoke free, and remove designated smoking area between the Liberal Arts Building and Library Village.	January 14, 2009
#46-A	Board Policy 2470 - Political Activity Approved (6-0-2 abstentions)	January 28, 2009
#47-C	Responsibilities of Co-Chairs Agreement on Guidelines	January 28, 2009
#48-A	Budget Planning Subcommittee Recommendation Recommendation that college not expend the money in designated reserves for GASB from now through the end of 2009-2010 was referred back to the subcommittee	January 28, 2009
#49-A	Marketing of Institutional Learning Outcomes Unanimously approved to recommend that the District market the ILOs by listing them on the SMC identification card	January 28, 2009
#50-A	Recommendations for Cost Reductions DPAC reviewed and discussed the cost reductions recommended by the Budget Planning Subcommittee. A revised list was approved.	February 11, 2009
#51-C	Master Plan and Integration of Budget Implications DPAC created two subcommittees: (1) Calendar Committee to create a master calendar, and (2) Recordkeeping Committee to link master planning with budget and ILOs	February 25, 2009
#52-C	Board Policy 2220: Classified Senate It was agreed that the policy needs to be revised; it will be referred to legal counsel	February 25, 2009
#53-C	Classified Professional Development Funds It was agreed that discussions will continue.	February 25, 2009
#54-A	Smoke-Free Campus Policy and Designated Smoking Areas Approval (6-0-2) of recommendation from task force for three designated smoking areas	March 11, 2009
#55-C	Master Plan and Integration of Budget Implications Consensus on a draft template; to be presented at next meeting for approval. Task force on calendar will meet to begin development	March 11, 2009