



Santa Monica Community College District  
District Planning and Advisory Council  
MEETING - MARCH 25, 2009  
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **March 25, 2009** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:06 p.m.

II. Members Present

Randy Lawson, Administration, Chair Designee  
Jeff Shimizu Administration Representative  
Erica LeBlanc, Management Association Representative  
Richard Tahvildaran-Jesswein, Academic Senate President  
Eric Oifer, Academic Senate Representative  
Lantz Simpson, Faculty Association Representative  
Howard Stahl, Faculty Association Representative  
Connie Lemke, CSEA Representative  
Leroy Lauer, CSEA Representative  
David Chun, Associated Students President  
Jafet Santiago, Associated Students Representative

Others Present

Nancy Hanson  
Jeanine Hawk  
Lesley Kawaguchi  
JC Keurjian  
Mitra Moassessi  
Katharine Muller  
Judy Penchansky  
Lee Peterson  
EsauTovar

DPAC Staff Support

Lisa Rose

III. The minutes of the March 11, 2009 DPAC meeting were reviewed and accepted as amended.

IV. Reports

A. Superintendent/President - Response to DPAC Recommendation approved March 11, 2009:

The following responses (*in italics*) were presented on behalf of the Superintendent/President:

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.

*Accepted (currently implemented)*

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.  
*Establish this smoke-free area with tables/umbrellas instead of huts, beginning in summer 2009.*

3. Create a new DSA at the covered north end of the Library between the emergency exits.  
*Asked the task force to consider another location preferably not facing into the campus.*

All other DSAs should be removed and students directed to the new DSAs at once.  
*Any changes to be implemented in summer 2009.*

B. Accreditation Update: The notes from the Institutional Flex Day homerooms are being assembled and will be reviewed and considered for use in the Accreditation Self Study at the Accreditation Steering Committee meeting on March 27<sup>th</sup>. First drafts of the various sections of the self study are due April 10<sup>th</sup>.

#### V. Agenda

##### Public Comments - None

- A. Classified Professional Development Funds: Postponed until the next meeting.
- B. There was consensus on revisions to Board Policy 2220, Participatory Governance, Classified Staff, and 2250, District Planning and Advisory Council confirming that CSEA Chapter 36 is the organization responsible for appointing classified staff to serve on District committees (revised policies are attached).
- C. Master Planning Calendar and Mapping: Drafts of the planning organization chart, flow chart, planning calendar, and template for the *Master Plan for Education Update* were presented for review and input. The documents will be revised to reflect suggestions made at the meeting and presented at the next meeting for review and possible approval.
- D. Recommendation from the Budget Planning Subcommittee: DPAC unanimously approved the recommendation submitted by the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011 (attached).

VI. Adjournment: 4:50 p.m.

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

April 8, 22

May 13, 27

June 10, 24

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the April 8, 2009 DPAC meeting.

- Reports:
  - Superintendent/President, if any
  - Planning Subcommittees
  - Academic Senate Joint Committees
  - Associated Students
  - Accreditation Update
  - ACUPCC Task Force
  - Smoke-Free Campus Task Force
- Agenda
  - Classified Professional Development Funds
  - Review and Approval: *Master Plan for Education Update* Template
  - Update: Planning organization chart, flow chart, planning calendar
  - Review of recommendation approved by DPAC on February 11, 2009
    - Designated Reserves
    - The Budget Planning Subcommittee recommends that the College not expend the money in the designated reserves for GASB from now through the end of 2009-2010.

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	<b>Budget Planning Subcommittee</b> Approval of five recommendations	July 11, 2007
#2-A	<b>Strategic Planning Task Force</b> Approval of Narratives	July 20, 2007
#3-A	<b>Strategic Planning Task Force</b> Approval of Strategic Issues and Narratives	August 8, 2007
#4-A	<b>Institutional Student Learning Outcomes (SLOs)</b> Approval of SLOs	September 26, 2007
#5-A	<b>Budget: Designated Reserves</b> Scheduling of Special Meeting to review recommendations from the Budget Planning Subcommittee pertaining to stabilization	September 26, 2007
#6-A	<b>Budget: Designated Reserves</b> GASB 45 (1) Recommendation to not set aside funds, (2) Formation of Task Force	September 26, 2007
#7-A	<b>Budget: Designated Reserves</b> Commitment to honor the promise for retirement benefits	September 26, 2007
#8-A	<b>Budget: Designated Reserves</b> Scenario #3 to be forwarded to Superintendent/President	October 3, 2007
#9-A	<b>Budget: Designated Reserves</b> 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	<b>Budget: Designated Reserves</b> Budget stabilization item not be included as a designated reserve	October 3, 2007
#11-C	<b>Task Force: Unfunded Retiree Health Benefits</b> Formation and members	October 3, 2007
#12-A	<b>DPAC Annual Report</b> Final Report approved	October 24, 2007
#13-C	<b>Litter on Campus</b> Suggestions to address problem	October 24, 2007
#14-C	<b>Textbook Rental Program</b> Consensus to review and proceed	October 24, 2007

#15-C	<b>Website Coordinator</b> Referred back to Technology Planning Subcommittee	October 24, 2007
#16-C	<b>Facilities</b> Agreement to develop a mechanism for prioritizing projects	October 24, 2007
#17-C	<b>Master Plan for Education</b> Final Report approved	November 14, 2007
#18-A	<b>Global Citizenship</b> Approval of Definition	November 14, 2007
#19-C	<b>Superintendent/President's Response to DPAC Recommendations</b> Agreement on response to be reported and reflected in minutes	November 14, 2007
#20-A	<b>DPAC Planning Subcommittee Meeting Schedule</b> Agreement to standardize and publicize scheduled meetings	November 28, 2007
#21-A	<b>Budget Planning Subcommittee Recommendation</b> Agreement to schedule senior staff to meet with BPSC at least once per semester	November 28, 2007
#22-C	<b>Vision, Mission and Goals</b> Consensus to approve Vision, Mission and Goals. DPAC will present the document to their constituents for support and ratification.	January 23, 2008
#23-A	<b>GASB 45 Task Force Recommendation</b> 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	<b>DPAC Charter</b> Unanimous approval of revised DPAC Charter	February 27, 2008
#25-A	<b>Mission, Vision and Goals</b> Approval of final statement	March 12, 2008
#26-C	<b>Enrollment Reports</b> Consensus to request enrollment information	March 12, 2008
#27-A	<b>College Services Planning Subcommittee (Food Service Vendor)</b> 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	<b>College Services Planning Subcommittee (Food Service Vendor)</b> 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	<b>Organic Garden Initiative</b> DPAC approved the Organic Garden Initiative presented by the Associated Students	March 26, 2008
#30-A	<b>Election of Vice-Chair</b> Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee	June 1, 2008
#31-A	<b>Support of Bond Measure and List of Facilities</b> 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	<b>Development of College Priorities to be Funded in the 2008-09 Year</b> 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	<b>Approval of Strategic Initiatives/Action Plans</b> Unanimous approval of Strategic Initiatives and Action Plans that were developed by the Strategic Planning Task Force	July 9, 2008
#34-A	<b>Budget Planning Subcommittee Recommendation</b> 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	<b>Master Plan for Education 2007</b> Approved by consensus.	September 10, 2008
#36-A	<b>Labor Market Scan</b> 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	<b>Academic Senate Joint Committee on Student Learning Outcomes</b> Consensus to add the Academic Senate Joint Committee on Student Learning Outcomes as a DPAC resource group	September 10, 2008
#38-A	<b>DPAC Annual Report, 2007-08</b> DPAC approved the Annual Report, 2007-08 (6 Ayes, 0 Noes, 2 Abstentions by the Associated Students)	September 24, 2008
#39-A	<b>Budget Summit</b> Unanimous approval of a recommendation for a Budget Summit be held before the end of the semester	November 12, 2008
#40-A	<b>SMC Emergency Operations Plan</b> Unanimously acknowledged receipt of the two plans/manuals	November 12, 2008

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

#44-A	<b>Budget Discussion/Recommendation</b> 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	<b>Smoking Policy and Designated Smoking Areas</b> 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	<b>Board Policy 2470 - Political Activity</b> Approved (6-0-2 abstentions)	January 28, 2009
#47-C	<b>Responsibilities of Co-Chairs</b> Agreement on Guidelines	January 28, 2009
#48-A	<b>Budget Planning Subcommittee Recommendation</b> 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	<b>Marketing of Institutional Learning Outcomes</b> Unanimously approved to recommend that the District market the ILOs by listing them on the SMC identification card	January 28, 2009
#50-A	<b>Recommendations for Cost Reductions</b> DPAC reviewed and discussed the cost reductions recommend by the Budget Planning Subcommittee. A revised list w approved.	February 11, 2009
#51-C	<b>Master Plan and Integration of Budget Implications</b> 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	<b>Board Policy 2220: Classified Senate</b> It was agreed that the policy needs to be revised; it will be referred to legal counsel	February 25, 2009
#53-C	<b>Classified Professional Development Funds</b> Classified staff members will be appointed to PDC, the group to allocate professional development funds	February 25, 2009
#54-A	<b>Smoke-Free Campus Policy and Designated Smoking Areas</b> Approval (6-0-2) of recommendation from task force for three designated smoking areas	March 11, 2009
#55-C	<b>Master Plan and Integration of Budget Implications</b> 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
#56-C	<b>Board Policy 2220, Participatory Governance, Classified Staff</b>	March 25, 2009



	<b>Board Policy 2250, District Planning and Advisory Council</b> Consensus on revisions to policies	
#57-A	<b>Budget Planning Subcommittee Recommendation</b> Unanimous approval of the recommendation submitted by the Budget Planning Subcommittee to support budget assumptions for 2009-2010 and 2010-2011	March 25, 2009