



Santa Monica Community College District
District Planning and Advisory Council
MEETING – MARCH 9, 2011
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **March 9, 2011** 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

Randy Lawson, Administration, Chair
Eric Oifer, Academic Senate President, Vice-Chair
Jeff Shimizu, Administration Representative
Janet Harclerode, Academic Senate Representative
Katharine Muller, Management Association Representative
Mitra Moassessi, Faculty Association President
Howard Stahl, Faculty Association Representative
Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative
Tiffany Inabu, Associated Students President
Chantelle Eastman, Associated Students Representative

Others Present

Bob Dammer
Guido Davis Del Piccolo
Bob Isomoto
Lesley Kawaguchi
JC Keurjian
Sherri Lee Lewis
Mario Martinez
Jennifer Merlic
Lee Peterson
Steve Peterson

DPAC Staff Support

Lisa Rose

III. The minutes of the meeting on February 23, 2011 were accepted.

IV. Reports

A. Superintendent/President's Response to DPAC Recommendations, February 23, 2011:

DPAC forwarded the following recommendations related to the Board of Trustees Budget Objectives and Principles to the Superintendent/President for consideration:

Objective

- I. Develop a budget plan that brings available ongoing revenues and expenditures in balance with the adoption budget for 2013-14.

The Superintendent/President approved this revision, forwarded it to the Board of Trustees who approved it at the meeting on March 1, 2011.

Principle I

To avoid layoffs of permanent employees, seek salary freezes, furloughs, salary reductions, and other adjustments.

Motion made to revise Principle I, as follows:

Maintain employment for SMC personnel.

The Superintendent/President did not approve this revision. He forwarded the original principle to the Board of Trustees who subsequently revised it and approved a different version.

B. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: The Budget Planning Subcommittee continues to explore revenue-generating and cost-saving ideas.
- College Services Planning: Mike Tuitasi and Jennifer Alcaraz, Co-Chairs: No report.
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs: Discussions continued on developing a method to identify facility needs as part of the short-term and long-term planning process.
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: The subcommittee continues to work on a District-wide ethics statement and requested guidance from DPAC on the level of detail/specificity needed in the statement. It was suggested that the ethics statement be broad with overarching principles and an administrative regulation can be developed later if more specificity is needed.
- Technology Planning: Bob Dammer and Wendy Parise, Co-Chairs: Network Services is deploying 30 additional wireless access points at the college, including off-campus sites. In addition, 450 occupancy sensor power strips are being installed at the Bundy campus at no cost to the District as part of an energy savings pilot program. If it proves to be successful, arrangements will be made for these power strips to be installed campus-wide.

C. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: The Curriculum Committee approved several credit courses, including distance education and Emeritus courses, and discussed Senate Bill 1440.
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: The Committee reviewed a couple of programs. Following Board approval of the Curricunet module for program review, the Committee is developing a template to manage the program review process.
- Student Affairs: Greg Brookins, Chair, and Denise Kinsella, Vice-Chair: No report

- Student Learning Outcomes: Christine Schultz and Lesley Kawaguchi, Co-Chairs, and Erica LeBlanc, Vice-Chair: Discussion continues about the scope and function of the committee and changing the name to Joint Institutional Effectiveness Committee. The committee will tie into the Curriculum and Program Review Committees and the Institutional Research Office to make recommendations regarding assessing the effectiveness of the college within the institutional effectiveness purview including SLO assessment.
- D. Associated Students Report: Tiffany Inabu, A.S. President: The A.S. collected over 1,700 postcards concerning the state budget that the Faculty Association representatives included with their distribution to legislators during the FACCC conference. The A.S. election will be held in April.
- E. State Budget: There is no additional information coming from the state at this time. March 10th is the deadline to get the tax extensions on the June ballot; however a special election could be held after that date. CCLC distributed revised data which has been incorporated into the SMC spreadsheet.

V. Agenda

Public Comments: None

- A. Acceptance: Equal Employment Opportunity (EEO) Plan: DPAC unanimously accepted the EEO Plan submitted by the Human Resources Subcommittee.
- B. Town Hall Budget Meeting – March 23, 2011: DPAC discussed plans for the Town Hall Budget meeting that will be held in the Main Stage. Suggestions included:
- Use this as an opportunity to educate the college community by presenting enough information for people to understand the extent of the problem and various scenarios to address it
 - Take a positive approach and avoid creating an environment that can result in fear or panic.
 - If the Legislature votes to place the tax extension initiative on the June ballot, motivate people to be advocates and suggest ways they can participate in “getting out the vote”
 - Allow plenty of time for questions and answers
- C. Follow-Up on Institutional Effectiveness Report: DPAC was asked to review and rate the following Performance Indicators for the following college’s supporting goals and suggest additional measures that will be useful in developing an institutional report card:
- Supportive Learning Environment (Performance Indicators 2.0- 2.20)
 - Supportive Collegial Environment (Performance Indicator 3.1),
 - Stable Fiscal Environment (Performance Indicators 4.1-4.5)
 - Sustainable Physical Environment (Performance Indicators 5.1-5.3)

It was suggested that a better way to proceed with Supporting Goals 1 and 2 is to focus on defining characteristics for student cohorts to which the performance indicators should be applied rather than rating the performance indicators. The Institutional Effectiveness (S/ILO) and Program Review committees and Institutional Research staff will be asked to provide guidance on this. For Supporting Goals 3, 4, and 5, DPAC will continue discussing potential additional performance indicators.

VI. Adjournment: 4:50 p.m.

Meeting schedule through June, 2011 (second and fourth Wednesdays each month at 3 p.m.)

2011

March 30

April 27 (no meeting April 13th)

May 11, 25

June 8, 22

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the March 30, 2011 DPAC meeting.

Agenda

1. Acceptance of ACUPCC Climate Action Plan
2. Follow-Up on Institutional Effectiveness Report:
 - Supportive Collegial Environment (Performance Indicator 3.1),
 - Stable Fiscal Environment (Performance Indicators 4.1-4.5)
 - Sustainable Physical Environment (Performance Indicators 5.1-5.3)

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.