



Santa Monica Community College District
District Planning and Advisory Council
MEETING – AUGUST 8, 2012
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **August 8, 2012** at Santa Monica College, Business Building Room III, 1900 Pico Boulevard, Santa Monica, California.

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

II. Members Present

Randy Lawson, Administration Representative, Chair
Janet Harclerode, Academic Senate President, Vice-Chair
Jeff Shimizu, Administrative Representative
Brenda Benson, Management Association President
Katharine Muller, Management Association Representative
Eve Adler, Academic Senate Representative
Mitra Moassessi, Faculty Association President
Robert Hnilo, CSEA Representative
Leroy Lauer, CSEA Representative
Yacbo Zuriaw, Associated Students Representative

Others Present

JC Keurjian
Jennifer Merlic
Lee Johnston
Lee Peterson
Howard Stahl

DPAC Coordinator

Lisa Rose

III. The minutes of the DPAC meeting on July 25, 2012 were accepted.

IV. Superintendent/President's Response to DPAC Recommendation of July 25, 2012: 2012-2013 Savings and Revenue Recommendations: It was reported that Dr. Tsang is still in the process of reviewing the recommendations. It is expected that his response will be presented at the next DPAC meeting.

V. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: There is a recommendation from the Budget Planning Subcommittee on the agenda for discussion (VI. Agenda – C).
- College Services Planning: Mike Tuitasi, Co-Chairs: No report
- Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: Greg Brown is the Co-Chair for 2012-2013.
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: No report
- Technology Planning: Lee Johnston and Matt Hotsinpillar, Co-Chairs: No report

- B. Academic Senate Joint Committees
 - Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: No report
 - Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: CurricUNET will be providing the committee with initial screen shots in a about a month for review as conversion of the program review process to an online format progresses.
 - Student Affairs: Beatriz Magallon, Chair, and Denise Kinsella, Vice-Chair: No report.
 - Institutional Effectiveness: Christine Schultz and Esau Tovar, Co-Chairs, and Erica LeBlanc, Vice-Chair: No report
- C. ACUPCC Task Force: No report
- D. Associated Students: No report

VI. Agenda

- A. Master Plan for Education Update: DPAC continued its review and discussion of the draft of the 2012-2013 Institutional Objectives and the responses to the 2011-2012 Institutional Objectives.
- B. DPAC Annual Report, 2011-2012: The purpose of the DPAC Annual Report is to document all actions and discussions by DPAC for the year. Motion was made by Katharine Muller and seconded by Mitra Moassessi to approve the DPAC Annual Report, 2011-2012. *Unanimously approved.*
- C. Recommendation from the Budget Planning Subcommittee: DPAC reviewed and discussed the budget assumptions/recommendations approved by the Budget Planning Subcommittee. The recommendations are based on the assumption that Proposition 30 passes.

VII. Adjournment- 4:10 p.m.

Meeting schedule through June, 2013 (second and fourth Wednesdays each month at 3 p.m.)

<u>2012</u>	<u>2013</u>
August 22	January 9, 23
September 12, 26	February 13, 27
October 10, 24	March 13, 27
November 14, 28	April 10, 24
December 12	May 8, 22
	June 12, 26

VIII. Council of Presidents Meeting

The Council of Presidents set the agenda for the August 22, 2012 DPAC meeting.

Agenda

- Master Plan for Education Update
 - Responses to 2011-2012 Institutional Objectives
 - Continue Development of 2012-2013 Institutional Objectives

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.

MOTION: "The Budget Subcommittee recommends to DPAC that the following recommendations be used to prepare the 2012-2013 Adopted Budget."*
ADOPTED THROUGH GENERAL CONSENT

*Based on the assumption that Proposition 30 passes

Assumption	Recommendation
1. State Budget Cuts	Use the actual apportionment number provided by the Chancellor's office
2. FTES Growth/(Decline)	Assume 300 unfunded FTES over cap based upon a 90% efficiency ratio
3. Growth Rate	Use the actual number provided by the state budget; assume 1%
4. COLA	For 2012-2013, assume 0%
5. Deficit Factor	For 2012-2013, assume 0%
6. Lottery Rate Per FTES	Use the actual apportionment number provided by the Chancellor's office
7. Non-Resident Tuition Fee	Assume a proportionate reduction in Non-Resident Tuition as compared to the general FTES plan and then apply the recent fee increase
8. New Faculty Positions	Normally budgeted at 100% of the cost
9. Administrator Vacancies	Normally budgeted based on "Vacancy List", discounted by 50%
10. Classified Vacancies	Normally budgeted based on "Vacancy List", discounted by 50%
11. Step/Column Increase	Normally budgeted based on eligibility Assume all contractual requirements in 2012-2013
12. Salary Increases	Normally budgeted based on Board approved contracts and increases Assume all contractual requirements in 2012-2013
13. Health and Welfare Increase/(Decline)	Budget the effect of negotiated Health and Welfare plan changes and then apply a 3 year corrected average adjusted for variances (i.e., rate holiday)
14. Health and Welfare Retiree Increase/(Decline)	Normally budgeted on 3 year corrected average adjusted for variances (i.e., rate holiday)
15. STRS Employer Rate	Normally budgeted based on STRS Rate Announcement : 8.25% of a base calculated by determining the current year employment
16. PERS Employer Rate	Normally budgeted based on PERS Rate Announcement based on the SSC Financial "Dartboard" projection and reflecting current year employment
17. Supplies Increase/(Decline)	Normally based on prior year adjusted for approved increases/(decreases) with multi-year projections based on the SSC Financial "Dartboard" projection
18. Contracts/Services Increase/(Decrease)	Normally based on prior year adjusted for approved increases/(decreases) with multi-year projections based on 3 year average Recommend funding at \$10 million for 2012-2013
19. Insurance Increase/(Decrease)	Normally budgeted based on billing with multi-year projections based on 3 year average
20. Utilities Increase/(Decrease)	Normally budgeted based on prior year adjusted for changes in usage with multi-year projections based on 3 year average
21. Capital Outlay Increase/(Decrease)	Normally based on prior year adjusted for approved increases/(decreases) with multi-year projections on the SSC Financial "Dartboard" projection
22. Designated Reserve For Possible Mid-Year Cuts	All remaining reserves in excess of 5%