



Santa Monica Community College District
District Planning and Advisory Council
MEETING – JANUARY 24, 2018
AGENDA

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, January 24, 2018 at 3:00 p.m. at Santa Monica College Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order

II. Members

Teresita Rodriguez, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Chris Bonvenuto, Management Association President
Erica LeBlanc, Management Association Representative
Mitra Moassessi, Academic Senate Representative
Peter Morse, Faculty Association President
Tracey Ellis, Faculty Association Representative
Robert Villanueva, CSEA President
Martha Romano, CSEA Representative
Jennifer Chen, Associated Students President
Chase Matthews, Associated Students Representative

III. Review of Minutes: January 10, 2018

IV. Reports

A. Planning Subcommittees

- Budget Planning: Chris Bonvenuto and Matt Hotsinpiller, Co-Chairs:
- College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs
- Facilities Planning: Emil Zordilla and Lee Peterson, Co-Chairs
- Human Resources Planning: Tre-Shawn Hall-Baker and Kymberlyn McBride, Co-Chairs
- Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs.

B. Academic Senate Joint Committees

- Curriculum: Brenda Antrim, Chair and Jennifer Merlic, Vice-Chair
- Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair
- Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair
- Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair

C. Associated Students

D. Superintendent/President

V. Agenda

Public Comments

Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.

- A. Discussion with Subcommittee Chairs: Role of and Charges to DPAC Subcommittees
(see attached excerpts from DPAC Charter and Organization 2017-2018 related to DPAC Subcommittees)

VI. Adjournment

Meeting schedule through June 2018 (second and fourth Wednesdays each month at 3 p.m.)

February 14, 28

March 14, 28

April 11, 25

May 9, 23

June 13, 27

Governance Structure meetings

VII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the February 14, 2018 DPAC meeting.

Planning Subcommittees:

1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

Each of the five Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

Faculty (2 Academic Senate/2 Faculty Association)

Classified (4 CSEA)

Managers (2 Administration /2 Management Association)

Students (4 Associated Students)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction for the five Planning Subcommittees.

Quorum

A quorum will consist of a simple majority of subcommittee members appointed by employee constituency groups (7 of 12 members), or designee.

Voting on Planning Subcommittee

Each member of the planning subcommittee has one vote (4 faculty, 4 classified, 4 managers, 4 students)

Planning Subcommittees Co-Chairs

One Co-Chair named by the Superintendent/President

The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular constituency.

One Co-Chair elected by the planning subcommittee

This co-chair shall be selected from within the subcommittee membership by September 30th of each year.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
 - All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.
- Work cooperatively to:
 - Develop meeting agendas
 - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
 - Preside over meetings using standing rules agreed upon by the subcommittee
 - Prepare minutes of meetings
 - Post/distribute minutes

District Planning and Advisory Council

Planning Subcommittees

(DPAC action 4/27/05 and 6/8/05)

Budget Planning Subcommittee

College Services Planning Subcommittee

Facilities Planning Subcommittee

Human Resources Planning Subcommittee

Technology Planning Committee

Quorum

A quorum will consist of a simple majority of subcommittee members appointed by employee constituency groups (7 of 12 members), or designee.

Overarching Guiding Principles for DPAC Planning Subcommittees

- In its planning process, each subcommittee should make recommendations on matters within its jurisdiction to the District Planning and Advisory Council that are consistent with the District's Mission, Vision and Supporting Goals, Master Plan for Education Institutional Objectives, the Educational and Career Facilities Master Plan, and the Technology Master Plan.
- Each planning subcommittee should factor recommendations from other planning areas
- As part of its planning process, each planning subcommittee should consider environmentally sustainable practices
- Members of the planning subcommittees should report back to their respective constituencies on a regular basis

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
- All planning subcommittees shall meet at least once a month during the fall and spring semester at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.
- Work cooperatively to:
 - Develop meeting agendas
 - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
 - Preside over meetings using standing rules agreed upon by the subcommittee
 - Prepare minutes of meetings
 - Post/distribute minutes

(Approved 1/28/09, Revised 10/12/2016)

District Planning and Advisory Council
Budget Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Chris Bonvenuto, Co-Chair Bob Isomoto Bill Bloom Mitch Heskell	Matt Hotsinpiller, Co-Chair Nate Donahue Jose Hernandez Peter Morse	Martha Romano Dee Upshaw Robert Villanueva Mike Roberts	Jennifer Chen Alex Boyd

Meetings: First and third Wednesdays at 2 p.m., Library 275

Duties of the Budget Planning Subcommittee:

- Have recommending authority on budget matters to the District Planning and Advisory Council.
- Review, in a timely manner, tentative, quarterly and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council.
- Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies.
- Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and support of the college vision, mission, goals, strategic initiatives and master plans and federal and state laws.
- As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue.
- Participate in the Master Planning process.

Approved: 4/27/05; Revised 6/22/05, 5/06, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14, 10/15, 10/16

District Planning and Advisory Council
College (Operational) Services Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Mike Tuitasi, Co-Chair Bonita Cooper Deirdre Weaver Ramin Nematollahi	Thomas Chen Cynthia Gonzalez Vicky Seno Michael Strathearn	Joan Kang Maria Bonin Marie Fisher	Alexa Benaventi Stephanie Hernandez Allyson Marquez Analaura Paiva, Co-Chair

Meetings: Fridays at 9 a.m. Student Affairs Conference Room
September 18, 2015
October 16
November 13
December 11

Duties of the College (Operational) Services Planning Subcommittee

- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.

Approved 6/8/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 10/13, 10/14, 10/15, 10/16

District Planning and Advisory Council
Facilities Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Emil Zordilla, Co-Chair Greg Brown Reggie Ellis Mark Engfer	Linda Sinclair Judith Marasco Alicia Villapando Catherine Matheson	Lee Peterson, Co-Chair Madeline Brodie Jim Galligan	Saori Gurung

Meetings: Select Second and fourth Thursday of each month (usually excluding July and August)
2 – 3:30 p.m., Gym 223 “Skybox.”

Duties of the Facilities Planning Subcommittee

- Participate in the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor’s Office.
- Factor into planning the impact of local funds available, state funding criteria, space allocation formulas, facility utilization standards, capacity/load ratios, enrollment forecasts, and the inventory of existing facilities.
- Review the documents used in facilities planning.
- Evaluate the effectiveness of funding/staffing for facilities, including new construction, remodels, maintenance, grounds, and campus operations.

Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 10/1/0, 1/13/10, 9/14/11, 10/13, 10/14, 10/15, 10/16

District Planning and Advisory Council
Human Resources Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Tre'Shawn Hall-Baker Co-Chair Carol Long Stacy Neal Marcy Wade	Jason Beardsley, Co-Chair Iam Colmer Kymberlyn McBride Michael Strathearn	Joyce Cheney	

Meetings: Second Tuesdays, 1:30-3 p.m. Library 275

Duties of the Human Resources Planning Subcommittee
<ul style="list-style-type: none">• Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.• Monitor trends in equity and diversity in order to include findings in human resources discussions.• Review mandated training requirements and their delivery and effectiveness.• Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff.

Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14, 10/15, 10/16

District Planning and Advisory Council
Technology Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Dan Rojas, Co-Chair Marc Drescher Regina Ip Stephanie Schlatter	Walter Meyer, Co-Chair Angie Misaghi Tom Peters Peter Morse	Christine Miller Paul Trautwein Rafi Karpinski	Jailing Li Nathasha Dran Melissa Akkaya

Meetings: Third Friday of each month, 10:30 a.m. -12:00 noon in IT Conference Room 20

Duties of the Technology Planning Subcommittee
<ul style="list-style-type: none">▪ Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.▪ Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.▪ Focus on technology integration and communication with other college planning areas.▪ Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 9/14/11, 10/13,10/14, 10/15, 10/16