



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **June 13, 2018** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:05 p.m.

II. Members Present

Teresita Rodriguez, Administration, Chair Designee  
Nate Donahue, Academic Senate President, Vice-Chair  
Mike Tuitasi, Administration Representative  
Mitra Moassessi, Academic Senate Representative  
Chris Bonvenuto, Management Association President  
Erica LeBlanc, Management Association Representative  
Peter Morse, Faculty Association President  
Tracey Ellis, Faculty Association Representative  
Lee Peterson CSEA President  
Martha Romano, CSEA Representative

Others Present

Sherri Lee-Lewis  
Tre'Shawn Hall-Baker

III. Motion was made and seconded to approve the minutes of the DPAC meeting on May 23, 2018. *Unanimously approved.*

IV. Agenda

A. Election of DPAC Vice-Chair: Motion was made by Mitra Moassessi and seconded by Martha Romano to elect Nate Donahue as DPAC Vice-Chair, 2018-2019. *Unanimously approved.*

B. Reports: Human Resources and Fiscal Services reported on what their respective departments are already doing and/or planning to address the Strategic Initiatives 2017-2022. They were asked to work with DPAC to develop action plans for the next several years tied to those objectives.

Human Resources - Sherri Lee-Lewis and Tre'Shawn Hall-Baker:

*2017-2018 Objective #2: Increase the number and percentage of full-time instructional and non-instructional faculty, while at the same time increasing the number of applicants from diverse backgrounds.*

Human Resources is in a state of transition with the retirement of Vice-President of Human Resources Marcy Wade in December 2017. Also, the Supplemental Retirement Program in December resulted in the retirement of 27 full-time faculty. Consequently, the number and percentage of full-time instructional and non-instructional faculty did not increase. The Human Resources department is currently recruiting for six full-time faculty positions. The Faculty Ranking committee met, recommended faculty positions for 2019-2020 to Superintendent/President Jeffery and is awaiting a response.

Efforts to increase the number of applicants from diverse backgrounds include a group of faculty and administrators attending at a conference focused on equity in hiring, department chair meetings to share strategies, and reviewing the full-time and part-time faculty hiring regulations and processes. Plans for 2018-2019 include an upgrade to the online applicant tracking system scheduled for summer/early fall 2018 in time for the faculty hiring season and the first Annual Faculty Job Fair and Open House in October 2018 to increase the number of applicants.

*2017-2018 Objective #4: Develop a human resources plan that identifies appropriate staffing guidelines and benchmarks.*

Objective #4 has been addressed. Human Resources started the process to develop a timeline and gather information from all stakeholders on campus, especially Academic Affairs and Student Affairs, as both areas directly affect students. Developing a plan requires looking at current job descriptions (or creating them), current staffing levels in the departments, and identifying the deficiencies or gaps that exist. The process and development of the plan will continue in 2018-2019.

Fiscal - Chris Bonvenuto:

*2017-2018 Objective #5. Develop a multi-year District budget that is consistent with the Board of Trustees Core Priorities and Budget Objectives and Principles and aligns with the Colleges Strategic Initiatives and Objectives.*

Fiscal Services has been focusing on where the budget will land given the uncertainty of the community college funding formula during the last five months. Last Friday, it was announced that the new funding formula will guarantee that the District will never receive less apportionment than it did in 2017-2018. This provides the District with stability moving forward. The current budget includes funding for the 2017-2018 objectives if a PBAR had been submitted and approved. A discussion about developing a multi-year plan will take place at the next Budget Committee meeting.

- C. Governance Structure: 2017-2018 Institutional Objective #1 states that the current governance structure and charges, specifically DPAC, will be analyzed. DPAC Chair Teresita Rodriguez will draft a response.

To that end, it is time for DPAC to look at its current organizational structure and make recommendations to change them based on discussions about governance structure during 2017-2018. The organizational structure will be reviewed at the next meeting (July 11<sup>th</sup>). Suggested revisions will be reviewed and refined by a subcommittee. Attached are the following to prepare for the discussion on July 11<sup>th</sup>: (1) current organizational structure, and (2) summary of discussions about governance structure.

- V. Adjournment: It was agreed to cancel the meetings on June 23<sup>rd</sup> and August 8<sup>th</sup>.  
4:35 p.m.

Meeting schedule through June 2019 (second and fourth Wednesdays each month at 3 p.m.)

2018	
July 11, 25	2019
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

