



Santa Monica Community College District  
District Planning and Advisory Council  
MEETING – NOVEMBER 14, 2018  
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **November 14, 2018** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:09 p.m.

II. Members Present

Teresita Rodriguez, Administration, Chair Designee  
Nate Donahue, Academic Senate President, Vice-Chair  
Mike Tuitasi, Administration Representative  
Erica LeBlanc, Management Association Representative  
Lisa Rose, Management Association Representative  
Peter Morse, Faculty Association President  
Tracey Ellis, Faculty Association Representative  
Martha Romano, CSEA Interim President

Others Present

Matt Hottsinpiller  
Lee Peterson

III. Review of Minutes, October 24, 2018: Motion was made by Erica LeBlanc and seconded by Tracey Ellis to approve the minutes of the DPAC meeting of October 24, 2018.  
*Unanimously approved.*

IV. Agenda

1. Final Approval of DPAC Scope and Function: Motion was made by Peter Morse and seconded by Erica LeBlanc to approve the DPAC Scope and Function. It was unanimously approved. The document will be forwarded to Superintendent/President Jeffery for her review and approval.
2. Report from College Services Planning Committee: The College Services Planning Committee met on October 19, 2018 and developed recommendations that were forwarded and approved by senior administrative staff. It recommends that the oversight of duties, charges, and complaints of and to the existing College Services Planning Committee be transitioned to the leadership over those areas and/or to the Santa Monica College's Safety Committee, when appropriate. The complete report is attached. It was agreed that the list of college operations and contacts be reviewed and amended, if needed, and distributed District-wide.
3. Administrative Regulation 3250, Institutional Planning: Motion was made by Martha Romano and seconded by Peter Morse to approve revised Administrative Regulation 3250, Institutional Planning. It will be forward to Superintendent/President Jeffery and senior administrative staff for review and approval.
4. Discussion: Parties responsible for 2018-2019 Action Plans: DPAC reviewed the ten action plans for 2018-2019 and confirmed the responsible areas (attached).

V. Adjournment: 4:02 p.m.

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

2018	2019
November 28	January 9, 23,
December 12	February 13, 27
	March 13, 27
	April 10, 24
	May 8, 22
	June 12, 26

The agenda for the next DPAC meeting on November 28, 2018 will include the following:

1. Schedule of topics for DPAC meetings, 2018-2019

The agenda for the DPAC meeting on December 12, 2018 will include the following:

1. The Institutional Effectiveness Committee will facilitate a discussion on the process for local District goal setting 2018-2019 required by the Chancellor's Office.

**Santa Monica College  
 District Planning and Advisory Council  
 Senior Staff: October 30, 2018**

**Recommendations for transition of College Services Planning Committee**

The DPAC- College Services Planning Subcommittee would like to recommend that the oversight of duties, charges, and complaints of and to the existing College Services Planning Subcommittee be transitioned to the leadership over the areas and/or to the Santa Monica College’s Safety Committee, when appropriate.

The committee recommends that the current Safety Committee be expanded to include instructional and counseling faculty, students, and individuals from Disabled Students Programs and Services, Grounds, Maintenance, Risk Management, and Facilities. This committee will then become a working group to address the safety concerns from the District. All other concerns related to College Services should be transitioned to the following managers:

<b>College Operations</b>	<b>1st Contact</b>	<b>2<sup>nd</sup> Contact</b>	<b>Senior Staff</b>
Accounts Payable	Cristina Hamblet	Chris Bonvenuto	Elaine Polachek
Auxiliary Services	Mitch Heskell	Chris Bonvenuto	Elaine Polachek
Bookstore	David Dever	Mitch Heskell	Elaine Polachek
Business Services		Chris Bonvenuto	Elaine Polachek
Construction	Charlie Yen	Chris Bonvenuto	Elaine Polachek
Custodial Services	Dennis Biddle		Elaine Polachek
Events		Linda Sullivan	Don Girard
Food Services & Vending	Vendors	Charlie Yen	Elaine Polachek
Grounds	Dennis Biddle	Chris Bonvenuto	Elaine Polachek
Intercampus Transportation	Ferris Kawar	Mitch Heskell	Mike Tuitasi & Elaine Polachek
Maintenance	Carl Sheaffer		Elaine Polachek
Network Services	Dan Rojas	Marc Drescher	Elaine Polachek
Payroll	Ian Frasier	Chris Bonvenuto	Elaine Polachek
Purchasing	Cynthia Moore	Chris Bonvenuto	Elaine Polachek
Recycling	Ferris Kawar		Mike Tuitasi & Elaine Polachek
Security	Captain or Sergeants	Chief Johnnie Adams	Mike Tuitasi
Shipping and Receiving	Lisa Davis	Cynthia Moore	Elaine Polachek

**SMC Safety Committee (Meets 3<sup>rd</sup> Wednesday of the Month 10am in the Skybox)**

**Recommendations:**

- Expand the charge of the committee.
- Expand membership
- Discuss concerns related to safety and campus environment
- Use LiveSafe Application to communicate with college community

## **ARTICLE 5- CSEA Contract**

### **SAFETY CONDITIONS OF EMPLOYMENT**

5.1 The District and the exclusive representative shall cooperate in the objective of eliminating accidents and health hazards under State and Federal law. The District, exclusive representative, and members of the bargaining unit recognize their obligations and/or rights under existing federal and state laws with respect to safety and health matters. Members of the bargaining unit are encouraged to report alleged violations of such State and Federal law to the safety and health committee and will not be retaliated against by the District for reporting any such concerns. A claim of retaliation under this section shall be subject to the grievance procedure but shall not be subject to the arbitration provision set for in Article 10, Section 10.2.6.

5.2 The District shall maintain a safety and health committee and an emergency preparedness committee. The exclusive representative shall have the right to appoint a total of four representatives from the bargaining unit to the safety and health committee and two representatives to the emergency preparedness committee. The safety and health committee and the emergency preparedness committee shall hold regular meetings and may issue such reports as deemed necessary by the respective committee.

5.3 The safety and health committee shall advise and recommend to the District improvements and/or maintenance of the safety and health conditions for members of the bargaining unit. The safety and health committee shall meet at least six times each year. Minutes of all meetings and reports issued from these committees shall be distributed to committee representatives and the CSEA President. In addition, a notebook of all such minutes and reports shall be maintained in the Office of the Risk Manager and shall be available for inspection to all who request to see them.

5.4 The District shall provide appropriate safety guidelines for those employees who handle toxic materials which are used on campus.

5.5 The District shall provide all necessary and appropriate training in order to meet and fulfill the requirements set forth by all applicable laws and shall provide employees with required safety equipment. CSEA acknowledges that attendance at any such training shall be mandatory for its members. In addition, the District shall provide training in safety and emergency response.

5.6 The District will conduct at least one evacuation drill each fiscal year. Such evacuation drill shall be conducted between the hours of 7 a.m. and 10 p.m. during the business work week (Monday through Friday.)

5.7 The parties agree that the safety and health committee is advisory in nature and may make recommendations to the appropriate district administrator regarding any unsafe practices which are identified by the safety and health committee. If, after safety and health committee review, the safety and health committee submits to the District written concerns regarding safety or health issues, the District shall respond in writing within ten working days regarding the concerns of the committee.

5.8 Unit members who are members of the safety and health committee or the emergency preparedness committee shall be permitted to attend such committee meetings during their regular duty hours without loss of compensation. Unit members shall also be granted released time to prepare for safety and health or emergency preparedness committee meetings in accordance with Article 16.

5.9 If the District Superintendent/President or his/her designee orders the campus evacuated or any part thereof evacuated in response to an emergency, unit members shall not suffer a loss of pay during the period of such evacuation but shall remain available for immediate return to work after clearance for return to the work station for the remainder of their work shifts.

## NOTES from Last DPAC- College Services Planning Subcommittee Meeting (10/19/2018)

### I. Update from DPAC

- DPAC is structured for planning
- This committee has moved away from planning to become a problem solving committee
  - Charge changed over time
  - People came to report complaints
- Integration of teams for planning function
  - Funding and staffing looked at as a whole
  - Look at areas and execute recommendations
  - Reviewed and follow-through
  - Priority make recommendations
- Safety committee
  - To fill the void and make sure that complaints are still heard and follow through on; this function should be transferred to the safety committee
  - Right now, the committee hears safety concerns only
    - Expansion could now include:
      - Improvements
      - Aesthetics
      - Date to day operations
      - Safety and health concerns
      - Expand charge; be more useful; avenue to raise issues; reports to DPAC about status
      - Student success
        - Academic focused
        - Cleanliness; appearance
        - Speak at an Associated Students meeting
          - Areas impact students
      - Can organize projects
      - Randomly addressed
      - Add faculty; students
        - Include voices; student-oriented
- Risk Manager being hired
  - Will oversee safety-related issues
- Live Safe app (Market to College Community)
  - Can be used to address safety concerns related to facilities, campus climate, and cleanliness.
  - Take picture and send to facilities
  - Have created signs for the backs of restroom doors
  - Using the app to contact Police or Facilities
  - Use students to help market
- **Final recommendation:** Move this committee's responsibilities to the appropriate Vice President and Safety committee when appropriate.
  - Expand
  - Add students
  - Meet 2 times per month
- Live Safe
- Look at composition of constituencies

**II. Presentation-Recycle Program**

- Since Ferris was unable to attend, the discussion was canceled.

**III. Other**

- Carl came to present the structure of the maintenance department
  - Long term planning was needed
  - Problems are reported to the manager
  - Issues with Business building and Drescher Hall
  - Main problem-areas are understaffed
  - Hired a consultant, George Reyes, to review the area and make recommendations
    - Small changes are taking place
    - Long-term goal planning
    - Area was restructured
      - Carl oversees facilities maintenance
      - Dennis Biddle overs facilities operations
      - Charlie oversees construction and facilities planning
      - Chief Director position being created
        - Oversee facilities planning and maintenance
  - Suggestion made that Carl speak at an Associated Students meetings



*Santa Monica Community College District*

**2018-2019 ACTION PLANS TO SUPPORT THE  
INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES**

Action Plan	Description	Responsible Area
Action Plan 1	Develop a comprehensive 3-5 year timeline for implementation of the Redesigning Student Experience efforts spanning the next 3-5 years.	Academic Affairs Redesigning the Student Experience Team Academic Senate SEAP (Student Equity and Achievement Program)
Action Plan 2	Finalize SMC “meta major” and secure Academic Senate approval of them.	Academic Affairs Redesigning the Student Experience Team Academic Senate
Action Plan 3	Evaluate alternatives for delivery of student services to reach non-traditional students and redesign existing programs to include intentional components of the redesigned experience intended to eliminate the equity gap.	Academic Affairs Student Affairs Enrollment Development Redesigning the Student Experience Team Academic Senate SEAP (Student Equity and Achievement Program)
Action Plan 4	Develop 50 program maps that are built in reference to the skills and knowledge needed for success in employment and/or further education.	Academic Affairs Redesigning the Student Experience Team Academic Senate Counseling
Action Plan 5	Complete the Facilities Master Plan (will continue into 2019-2020).	Facilities Department Executive Vice-President
Action Plan 6	Conduct an assessment of custodial operations and implement recommendations.	Facilities Management Executive Vice-President

Action Plan 7	Pursue the IEPI Grant to provide funding for an external consulting group to assess and provide SMC with a five-year comprehensive technology plan.	Information Technology Technology Planning Subcommittee Academic Senate
Action Plan 8	Develop recommendations for restructuring DPAC for implementation during 2018-2019.	DPAC Superintendent/President
Action Plan 9	Develop strategies and mechanisms to maximize new funding formula metrics.	Academic Senate Enrollment Development Fiscal Information Technology SEAP (Student Equity and Achievement Program) Superintendent/President
Action Plan 10	Make steady progress toward the 75-25 benchmark for full-time instructional and non-instructional faculty.	Academic Senate Budget Committee Fiscal Services Superintendent/President