



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, November 13, 2019 at 3:00 p.m. in the Academic Affairs (Patio) Conference Room (SSC 396) on the third floor of the Student Services Center, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:08 p.m.

II. Members

Nate Donahue, Academic Senate President, Vice-Chair  
Sal Veas, Academic Senate Representative  
Mike Tuitasi, Administration Representative  
Chris Bonvenuto, Management Association Representative  
Erica LeBlanc, Management Association Representative  
Peter Morse, Faculty Association President  
Tracey Ellis, Faculty Association Representative  
Cindy Ordaz, CSEA Representative  
Dee Upshaw, CSEA Representative

Others Present

Sherri Lee-Lewis  
Representatives of DLR Group

III. Motion was made by Erica LeBlanc and seconded by Tracey Ellis to approve the minutes of the DPAC meeting on October 23, 2019, as amended. *Unanimously approved.*

IV. Reports - None

V. Superintendent/President's Response to DPAC Recommendations, if any. - None

VI. Agenda

Public Comments – None

1. Update: Facilities Master Plan. Earlier this year, the District engaged the services of the DLR Group to assist with developing the SMC Facilities Master Plan looking at the next 20 years. Representatives of the DLR Group provided an update on the four phases of the project:

- Phase 1 - Analysis and engagement through November 2019.
- Phase 2 – Identify big ideas that emerged through the engagement process, through January 2020
- Phase 3 – Prioritization and implementation, January-February 2020
- Phase 4 – Documentation and approvals – Spring 2020

Almost 1,000 people have been involved in the process (personally, through peer/focus groups and tabling sessions). There have been 3,491 non-duplicated visitors to the website. Engagement will continue throughout the process.

In independent team of specialists conducted a facilities condition assessment and determined that one-third of the inventory needs substantial investment or replacement.

Nine hot spots have emerged from the process so far.

- ESL Building
- Math Complex
- Pearl Street houses
- Cayton Center
- Arts Complex
- Drescher Hall/portable buildings
- Business Building
- 16<sup>th</sup> and Pico Blvd.
- Pico Blvd (streetscape)

Next steps: Three wide-ranging scenarios will be developed, and the best ideas in any or all three scenarios will be considered.

2. Discussion - Additional DPAC Subcommittees: Nate Donahue reported that the Equity group is not ready at this juncture to create an equity subgroup of DPAC.
3. Development of Action Plans for 2020-2021
  - Pathways – postponed to a future meeting
  - Human Resources. Sherri-Lee Lewis, Vice-President of Human Resources, presented a draft Action Plan for 2020-2021. The action plan calls for the development of a human resources plan which supports student success by achieving benchmark levels of full-time faculty, classified staff and administrators. It is recommended that the District engage in the RFP process to conduct the staffing needs assessment and create a staffing plan to assist the college in systematically identifying and prioritizing staff needs over the coming year beginning with 2020. To move this action plan along before it is formally approved by DPAC, it was agreed that members of DPAC would present the concept of the action plan to their respective constituents for consideration. It was suggested that Human Resources and Fiscal Services move forward with the Procurement Department to obtain possible vendor information. The item will be included on the agenda for the next DPAC meeting to receive input from the constituent groups.

IX. Adjournment – 4:30 p.m.

The meeting on November 27, 2019 was cancelled.

Meeting schedule through June 2020 (second and fourth Wednesdays each month at 3 p.m.)

2019

November 20 (Superintendent's Meeting with DPAC)

December 11

2020

January 8, 22

February 12, 26

March 11, 25

April 8, 22

May 13, 27

June 10, 24