



Santa Monica Community College District
District Planning and Advisory Council
MEETING –MAY 27, 2020
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, May 27, 2020. This meeting was conducted via Zoom Conference.

I. Call to Order -2:04 p.m.

II. Members Present

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

Others Present

Matt Hotsinpiller
Delores Raveling
Lisa Rose, DPAC Coordinator

In accordance with Executive Order N-29-20 issued by Governor Gavin Newsom and dated March 17, 2020, members of the District Planning and Advisory Council participated in the meeting by Zoom Conference.

III. Minutes of DPAC Meeting on May 13, 2020: Motion made by Erica LeBlanc, seconded by Cindy Ordaz and unanimously approved.

IV. Reports - None

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

VI. Public Comments - None

VII. Agenda

1. COVID-19 Update:

Mike Tuitasi reported that SMC is currently in stage 2 in the staged recovery and reopening plan. He shared the plan prepared by the SMC Emergency Operations Team (attached).

2. Budget Update: Chris Bonvenuto reported that the Governor's May Revise (post COVID-19) is drastically different than the proposed budget released in January 2020. It will be necessary for the college to consider many cost-reducing strategies. The budget update is attached.
3. Schedule for Development of Annual Action Plans: DPAC reviewed the schedule for development of Annual Actions Plans and made a few revisions (attached).
4. Process for preparing Responses to 2019-2020 Annual Action Plans: The process for preparing responses to the 2019-2020 Annual Actions was discussed. A schedule for the distribution to the responsible parties to prepare updates will be developed with the goal of receiving responses in July.

VIII. Adjournment – 3:12 p.m.

Meeting schedule through June 2020 (second and fourth Wednesdays each month at 3 p.m.)
June 10, 24

Santa Monica College
Emergency Operations Team
Staged Recovery & Reopening Plan (R&R Plan)
STAGE 2



As California and Los Angeles County move into Stage 2, the College is in the process of developing a Recovery and Reopening Plan. This document serves as the starting point to a discussion on a staged reopening. Based on Governor Newsom's announcement on the State's staged re-opening, the Santa Monica College Emergency Operations Team (EOT) Leads will develop a plan based on the California Resilience Roadmap to Recovery and the [Los Angeles County Department of Public Health five staged reopening plan](#).

[California Resilience Roadmap](#)

We are now in early Stage 2, where retail (curbside and delivery only), related logistics and manufacturing, office workplaces, limited personal services, outdoor museums, and essential businesses can open with modifications. The state is issuing guidance to help these workplaces reopen safely.

STAGE 1:

Safety and preparedness
Make workplaces safe for our essential workers.

STAGE 2:

Lower-risk workplaces
Gradually reopen retail (curbside only), manufacturing & logistics. Later, relax retail restrictions, adapt & reopen schools, child care, offices & limited hospitality, personal services.

STAGE 3:

Higher-risk workplaces
Adapt and reopen movie theaters, religious services, & more personal & hospitality services.

STAGE 4:

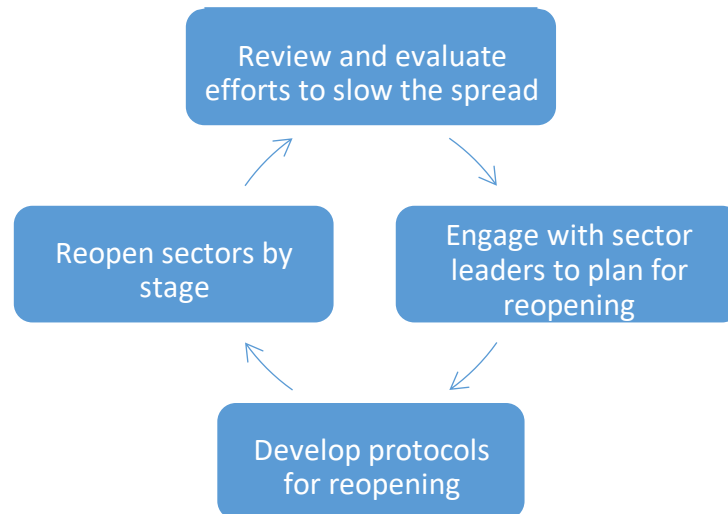
End of Stay Home Order
Reopen areas of highest risk: e.g. Concerts, conventions, sport

Below is statewide guidance for businesses to follow, if they're permitted to open per county health rules.

Before reopening, all facilities must:

- Perform a detailed risk assessment and implement a site-specific protection plan;
- Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them;
- Implement individual control measures and screenings;
- Implement disinfecting protocols;
- Implement physical distancing guidelines;
- It is critical that employees needing to self-isolate because of COVID-19 are encouraged to stay at home, with sick leave policies to support that, to prevent further infection in your workplace.

- **Process for Staged Reopening**



In line with the re-opening of the State of CA and LA County, the EOT leads are proposing the following five stage approach:

Stage 1 (current): Safer at Home Order and planning for recovery; all SMC personnel work remotely with minimal essential staff on campus to reduce footprint.

Planning for Stage 2 includes developing sub groups to tackle various areas including training for staff, signage, temperature checks and daily health questionnaires.

Departments that will have essential staff onsite during stage 2 include SMCPD, M & O, Fiscal, HR, Nursing classes, some student services offices, student health, bookstore, IT, Presidents Office

Stage 2: Beginning May 8th, with staged reopening of all areas, essential healthcare, trails, low risk businesses, and some non-essential businesses re-opened (florists, clothing stores, car dealerships); SMC brings back essential personnel who cannot telework.

Stage 3: Higher risk businesses including personal grooming, K-12, colleges and universities opening; SMC brings back classes that cannot be taught in a remote environment.

Stage 4: Highest risk businesses such as conventions, entertainment, sporting events; SMC begins to transition all classes and support services back on ground.

Stage 5: Fully normal operations.

SMC Emergency Operations -Stage 2 Objectives:

- I. Develop MOU’s, policies and procedures related to reopening protocols II.
Bring back Essential Personnel:
 - a. Create a staffing plan that follows the COVID-19 safety guidelines and SMC safety protocols.
 - b. Develop a screening process to include temperature checks, questionnaire, and contact tracing.
 - c. Develop a mandatory safety training for all employees and students returning to campus.
- III. Identify key academic programs and develop a safety plan for phasing programs back on campus. (Priority Programs: Nursing and first responders)
- IV. Continue to Identify ways to support students’ technology needs and basic needs:
 - a. Food Distribution
 - b. Technology & Equipment Loan Program
 - c. Wi-Fi Access
- V. Develop a communication plan for the campus community
 - a. Create safety signage for College buildings and facilities
- VI. Order the appropriate PPE’s and supplies needed to implement Stage 3
- VII. Continue to monitor and evaluate the staged plan. Create a pull-back plan should there be a spike in COVID-19 cases and deaths.

STAGE 2 ACTIVITIES- Subcommittees

Subcommittees	Recommended Staff	Objective
Planning leads	Mike Tuitasi, Chief Adams, Susan Fila, Captain Vince Carter, Daniel Phillips in collaboration with Senior Staff	To compile all subcommittee recommendations into one comprehensive document and begin to develop the college recovery plan. Evaluate the reopening plan, processes and activities.
Marketing/Information	Don Girard, Kiersten Elliott, Regina Ip, Jonathan Ng Student Communication: Teresita Rodriguez, Esau Tovar, and Cleve Barton	To create signage across campus to emphasize proper hygiene practices, and compliance with health orders (social distancing, face coverings, etc.) Consider-elevators, restrooms, labs, cafeteria, quad, break rooms, stairwells, etc.
Public Information	Grace Smith, Don Girard, Regina Ip, and Dr. Jeffery	Develop a timeline for COVID-19 communication to the college community. Include various modes of communication.
Health and Safety	Chief Adams, Susan Fila, Daniel Phillips and Human Resources	To identify a plan for use of screening, tracking, testing, thermometers and health screenings for essential staff returning.

Human Resources/Staffing	Sherry Lee- Lewis, Bob Myers, Tre' Shawn Hall-Baker, Daniel Phillips, Susan Fila, Chief Adams, and Captain Carter	To create policies/procedures for staff as they return during stage 2 and beyond, planning for how departments will continue staff meetings as staff slowly return (encourage use of zoom), develop recommendations for departments staggering workforce
Training	Daniel Phillips, Susan Fila, Marcia Lewis, Kiersten Elliott, PDC, CPDC and Human Resources	To develop mandatory trainings offered through CDC, Keenan, SMC, etc. on PPE, social distancing, face coverings, staying home when sick
Facilities	Chris Bonvenuto, Erica LeBlanc Devin Starnes, and Dennis Biddle, Linda Sullivan, Rob Rudolph	To identify procedures to cleaning as staff increase foot traffic, to identify maximum occupancy in various buildings and locations. Facility rentals and usage
Student Access to Wi-Fi	Brenda Benson, Kiersten Elliott, Marc Drescher	To develop protocol for usage of the Bundy lot for Wi-Fi technology for students. Develop safety and informational handout: <ul style="list-style-type: none"> • No idling. Turn off vehicle • Power not provided
Phase in On-Ground Nursing Courses	Jennifer Merlic, Jason Beardsley, Erica LeBlanc, Eve Adler, and Chief Adams	To continue continuity of operations striving to improve the processes for distance learning and/or develop a pilot program for Nursing.
Athletics	Jennifer Merlic, Reggie Ellis, and Lydia Ayala	To provide guidance on Athletic courses and activities that will remain remote and/or transition to on-ground.
Information Technology	Marc Drescher, Dan Rojas, Erica LeBlanc,	To provide IT support for all operations.
Bookstore	Chris Bonvenuto, Mitch Hessel, Dave Dever, and Chief Adams	To identify procedures for the distribution of books and other materials
Technology Distribution: Faculty, Staff and Students	<u>Students:</u> Brenda Benson Lina Ladyzhenskaya, Max Brossy & Lisa Burns <u>Employees:</u> Dionne Carter and Jason Beardsley, Nyla Cotton, and Brenda Benson	To oversee the process for distributing technology to students and SMC employees. Includes tracking all items. Bookstore will oversee process in the Summer.
Equipment Return	Erica LeBlanc, Patricia Burson, Chief Adams, Reggie Ellis	To identify a process for returning equipment in all areas of the college by maintaining social distancing while tracking and cleaning returned items.
Food Distribution	Lizzy Moore, Susan Fila	To plan, market, and distribute food to SMC students and staff

Budget/Procurement/Supplies	Chris Bonvenuto, Devin Starnes, Daniel Phillips, Cynthia Moore, Captain Vince Carter	To develop a budget for supplies needed for recovery and reopening. Work with procurement to order supplies. Track all COVID-19 expenditures. Types of PPE and supplies: <ul style="list-style-type: none">☐ Cough Guards, Face mask, Cleaning supplies, Sanitizer, Gloves
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DPAC

May Revise - Budget Update

May 27, 2020



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Topics

- Governor's May 2020-21 Revised Budget
- Necessary Cost Savings Strategies



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- Projected Deficit from Tax Declines: \$-41.2 Billion
- Other Stressors:
 - HHS Increased Caseload: \$7.1 billion
 - COVID-19 Response: \$-6.0 billion
- Total Deficit: \$54.3 billion
- Rainy Day Fund: \$16 billion = 30% of deficit
- Prop 98
 - Down \$18.3 billion – From \$81.6 to \$63.3 or -22.4%



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- Suspend procedures regarding the development of short term technical ed programs and courses
- Changes to SCFF:
 - On use 17-18 and 18-19 data for SCFF to avoid COVID-19 effect
 - Hold harmless for two additional years through June 30, 2024
- California Promise to continue
- EOPS and DSPS maintains current funding levels
- Continue with \$10 million funds for immigrant legal services
- Continue with Facilities funding for Art and Science/Math



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•Items eliminated from previous proposals/budgets

- Eliminate proposal for food pantries. Change to SEAP guidelines to allow SEAP funds to be used
- Eliminate funding for Dreamer Resource Liaisons. Change to SEAP guidelines to allow SEAP funds to be used
- Eliminate funding for CCCCCO work group to address SB 206
- Eliminate proposal for Faculty Pilot Program
- Eliminate one-time funding for Part-time Faculty Office hours
- Eliminate one-time funding for development of zero-textbook cost degrees
- Eliminate proposal for instructional materials for dual enrollment students
- Eliminate COLA for categorical programs in 20-21



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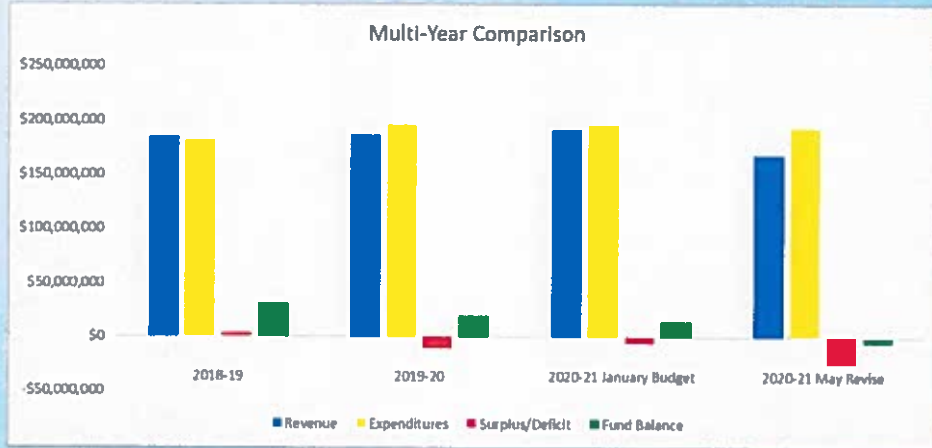
•Items eliminated but could be reinstated if Federal Funds are provided:

- Elimination of 20-21 COLA
 - Elimination of 20-21 growth funding
 - Elimination of expanded support for apprenticeship programs
 - **DECREASE IN APPORTIONMENT OF 10%**
 - Decrease Strong Workforce Funding of \$135.6 million or 57.5%
 - Decrease SEAP of \$68.8 million or reduction of funding for SMC of \$1,345,430
 - Decrease in support for Part Time Faculty Compensation, Part Time Office Hours and Academic Senate.
- Deferrals of \$330 million in 19-20 to 20-21 and \$662.1 million from 20-21 to 21-22

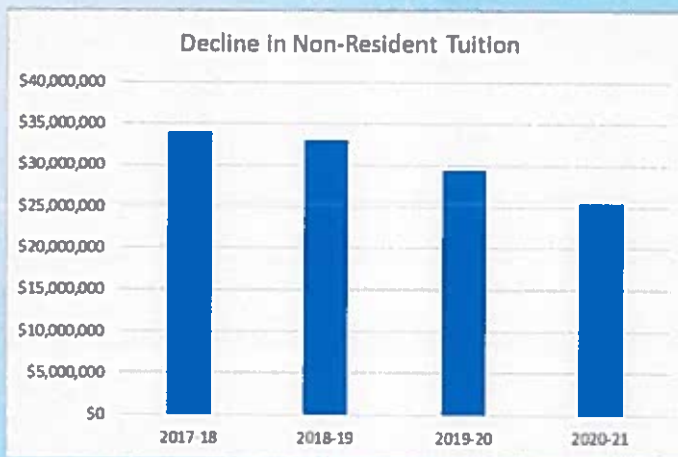


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1. Projected Revenue Dropped by \$21,089,790 from January Proposed Budget



2. Non-Resident Tuition Has Dropped by 25% Since 2017-18



3. The 2020-21 Draft Budget Already Incorporates reductions of \$6,395,564

Budget Reductions Incorporated into Draft Tentative Budget	
Reduction - Hourly Instruction	\$1,639,604
Reduction - Hourly Counseling	\$210,006
Rent - Pool, Madison and Airport - move to Fund 0.0	\$1,780,163
Student Bad Debts	\$1,800,000
Discretionary Expenses	\$468,291
Global Citizenship	\$125,000
Legal Fees	\$90,000
ISC Community Service Specialists	\$80,000
Big Blue Bus	\$62,500
Broad Stage Mailing	\$60,000
Shuttle Bus	\$50,000
Public Policy Institute	\$30,000
Total Reductions	\$6,395,564



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4. \$13,000,000 in additional cuts are required in 2020-21 to adopt a budget with a 5% Fund Balance; additional cuts needed in 2021-22 because of structural deficit

Beginning Fund Balance	\$20,316,166	\$20,316,166
Revenue	\$169,618,580	\$169,618,580
Expenditures	\$193,769,107	\$180,769,107
Operating Deficit	-\$24,150,527	-\$11,150,527
Fund Balance	-\$3,834,361	\$9,165,639
Fund Balance Percentage	-1.98%	5.07%



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5. Because Employee-Related Costs Represent Over 90% of Expenditures, the only strategy to maintain solvency is to reduce employee costs

Relationship of Salary and Benefits to Total Expenditures		
Academic Salaries	\$83,879,677	43.29%
Classified Salaries	\$36,611,299	18.89%
Employee Benefits Non - Health & Welfare	\$32,681,968	16.87%
Employee Benefits Health and Welfare	\$22,666,587	11.70%
Total	\$193,769,107	90.75%



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Actions to Avoid Layoffs

- Proceed with SRP for classified, management and administrators at June Board of Trustees meeting (*Excluding Senior Administrators*)
- Freeze salaries (*no step or longevity increases*) starting July 1
- Reduce salaries through furloughs (*2 days per month*) starting August 1



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District Planning and Advisory Council

Schedule for Development of Action Plans, Responses to Action Plans 2019-2020, 2020-2021, 2021-2022

2019-2020	September 2019	October	November	December	January 2020	February	March	April	May	June	July	August
	Develop 2020-2021 Action Plans (for 2020-2021 budget cycle)				DPAC sends proposed 2020-2021 Action Plans to: <ul style="list-style-type: none"> • Senior Staff • Fiscal Office • Budget Committee Fiscal/Budget Committee reviews proposed 2021-2022 Annual Action Plans and forwards input to DPAC DPAC reviews 2020-2021 Annual Action Plans with fiscal input and forwards them to the Superintendent/President Supt responds to DPAC on proposed 2020-2021 Action Plans				<ul style="list-style-type: none"> • Start process to prepare Responses to 2019-2020 Action Plans • Start process to develop 2021-2022 Actions plans 			
	September: SMC Adopted Budget Board of Trustees Goals and Priorities Academic Senate Objectives October: Vision for Success/IE Dashboard Institutional Effectiveness Committee Observations Guided Pathways Report (to BT) December: SEAP Report (to BT)				January: Governor’s Proposed Budget for 2020-2021 March Guided Pathways Scale of Adoption Assessment				July Tentative Budget June/July New Faculty Hiring Process for Fall 2021 August Academic Senate Retreat: Discuss potential Annual Action Plans for 2021-2022			

2020-2021	September 2020	October	November	December	January 2021	February	March	April	May	June	July	August
	Develop 2021-2022 Action Plans (for 2021-2022 budget cycle) DPAC members communicate to their respective groups and solicit input on proposed action plans.				DPAC sends proposed 2021-2022 Action Plans to: <ul style="list-style-type: none"> • Senior Staff • Fiscal Office • Budget Committee 				<ul style="list-style-type: none"> • Start process to prepare Responses to 2020-2021 Action Plans • Start process to develop 2022-2023 Actions plans 			
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	October: Guided Pathways Report (to BT) Vision for Success/IE Dashboard Institutional Effectiveness Committee Observations				January: Governor's Proposed Budget for 2021-2022				August: Academic Senate Retreat: Discuss potential Annual Action Plans for 2022-2023			
	November: Program Review Planning				March: Guided Pathways Scale of Adoption Assessment							
	December: SEAP Report (to BT)				April/May: New Faculty Hiring Process for Fall 2022							

2021-2022	September 2021	October	November	December	January 2022	February	March	April	May	June	July	August
	Develop 2022-2023 Action Plans (for 2022-2023 budget cycle) DPAC members communicate to their respective groups and solicit input on proposed action plans.				DPAC sends proposed 2022-2023 Action Plans to: <ul style="list-style-type: none"> • Senior Staff • Fiscal Office • Budget Committee 				<ul style="list-style-type: none"> • Start process to prepare Responses to 2021-2022 Action Plans • Start process to develop 2023-2024 Actions plans 			
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	October: Guided Pathways Report (to BT) Vision for Success/IE Dashboard Institutional Effectiveness Committee Observations				January: Governor's Proposed Budget for 2022-2023 March Guided Pathways Scale of Adoption Assessment							
	November Program Review Planning Summary				April/May: New Faculty Hiring Process for Fall 2023							
	December: SEAP Report (to BT)											