



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, June 10, 2020. This meeting was conducted via Zoom Conference.

I. Call to Order -3:04 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
Joshua Elizondo, Associated Students Representative

Others Present

Jessica Gonzalez
Dagmar Gorman
Matt Hotsinpiller
Jamar London
Lee Peterson
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 27, 2020 were unanimously approved by consensus.

IV. Reports - None

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

VI. Public Comments - None

VII. Agenda

1. Election of Vice-Chair, 2020-2021: Motion was made by Chris Bonvenuto and seconded by Peter Morse to elect Nate Donahue DPAC Vice-Chair for 2020-2021. It was unanimously approved.

2. COVID-19 Update: The college is moving into Stage 3 which includes bringing four nursing classes with ten students each back to the Bundy campus. This will allow the students to graduate and another cohort to start. The other area being considered for opening is the Student Health Center, but for immunizations by appointment only. All other areas will be closed to students. Some staff will be safely phased in over the summer.
3. Budget Update: Since the last DPAC meeting, the California legislature has produced its version of a budget for the state. The Governor's budget includes immediate reductions. The legislature's budget assumes that the federal government will provide funding and recommends that reductions be deferred. This proposal assumes that districts have a significant reserve for payroll and other operational expenses. The legislature and the Governor will negotiate, and a budget will be passed by the legislature by the end of the week. It is expected that the final budget will be massively different than what either the Governor or the legislature proposed.

The state of California is highly dependent on personal income taxes that represent over 65 percent of the revenue to the state. The increased unemployment rates have had a huge effect on state revenue. In February 2020, unemployment rate was 3.9 percent. In March, the rate jumped to 5.5 percent. In April, the rate jumped to 15+ percent. At its last meeting, the Board of Trustees approved several actions to help with the budget, which will result in significant savings this year. The report is attached.

4. Discussion: Annual Strategic Planning Report/Master Plan for Education. The planning document once called the Master Plan for Education (MPE) was changed following the development of the Strategic Planning Report in 2017. The original Master Plan for Education was prepared in 1998 and has never been updated. However, in subsequent years, the annual institutional objectives were considered updates to the MPE. Following the development of Strategic Initiatives, 2017-2022, it was determined that annual action plans, which replaced annual institutional objectives, should support the strategic initiatives. There was agreement that integrating all the existing planning documents together with annual action plans could serve as the MPE, and that an action plan will be developed for 2021-2022 to address the topic of a Master Plan for Education.

VIII. Adjournment – 4:05 p.m.

Meeting schedule through June 2021 (second and fourth Wednesdays each month at 3 p.m.)

June 24	January 13, 27, 2021
July 8, 22	February 10, 24
August 12, 26	March 10, 24
September 9, 23	April 14, 28
October 14, 28	May 12, 26
November 11, 25	June 9, 23
December 9	

Santa Monica College
 COVID-19: Planning for Stage 3- Subcommittees

Subcommittees	Objective
EOT Planning leads	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	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	Develop a timeline for COVID-19 communication to the college community. Include various modes of communication.
Health and Safety	To identify a plan for use of screening, contact tracing, testing, thermometers and health screenings for essential personnel
Human Resources/Staffing	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	To develop mandatory trainings offered through CDC, Keenan, SMC, etc. Trainings include: PPE, social distancing, face coverings, health and safety
Facilities	<ul style="list-style-type: none"> • To identify procedures to cleaning as staff increase foot traffic, to identify maximum occupancy in various buildings and locations. • Facility rentals and usage. • Consider-elevators, restrooms, labs, cafeteria, quad, break rooms, stairwells, etc.
Student Access to Wi-Fi	<ul style="list-style-type: none"> • To develop protocol for usage of the Bundy lot for Wi-Fi technology for students. • Develop a safety and informational handout.
Nursing Courses	To continue continuity of operations striving to improve the processes for distance learning and/or develop a pilot program for Nursing.
Athletics	To provide guidance on Athletic courses and activities that will remain remote and/or transition to on-ground.
Information Technology	To provide IT support for all operations.
Bookstore	To identify procedures for the distribution of books and other materials
Technology Distribution: Faculty, Staff and Students	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	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	To plan, market, and distribute food to SMC students and staff
Budget/Procurement/Supplies	<p>To develop a budget for supplies needed for recovery and reopening. Work with procurement to order supplies. Track all COVID-19 expenditures.</p> <p>Types of PPE and supplies:</p> <ul style="list-style-type: none">• Cough Guards, Face mask, Cleaning supplies, Sanitizer, Gloves

**UNRESTRICTED GENERAL FUND
FISCAL YEARS 20-21
PROPOSED SAVINGS ACTIONS
TENTATIVE BUDGET**

2020-2021

Student Bad Debts - Eliminate Self Postponement of Fees	(1,800,000)
Defeasance of Debt - Movement of Rent - Pool, Madison and Airport to Fund 40.0	(1,780,163)
Reduction - Hourly Instruction of Approximately 5%	(1,639,604)
Furlough & Salary Freeze - Academic Adm/Mgr, Classified Mgr & Confidential	(1,552,135)
Net savings for SRP - Faculty	(1,455,685)
Net Savings SRP - Classified, Managers and Administrators - Projected	(1,000,000)
Big Blue Bus Negotiated 1 Year Reduction	(528,000)
5% Reduction in Discretionary Expenses	(468,291)
Reduction - Hourly Counseling of Approximately 5%	(210,006)
Global Citizenship Programatic Reduction	(125,000)
Legal Fees Reduction	(90,000)
ISC Community Service Specialists - Programatic Reduction for Int. ESL	(80,000)
Broad Stage Charged Back for Mailing Services	(60,000)
Shuttle Bus Contract Reduction	(50,000)
Public Policy Institute Programatic Reduction	(30,000)
Total of Proposed Savings Actions for 2020-2021:	(10,868,884)