A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, January 24, 2018 at 3:00 p.m. at Santa Monica College Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order

II. Members
Teresita Rodriguez, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Chris Bonvenuto, Management Association President
Erica LeBlanc, Management Association Representative
Mitra Moassessi, Academic Senate Representative
Peter Morse, Faculty Association President
Tracey Ellis, Faculty Association Representative
Robert Villanueva, CSEA President
Martha Romano, CSEA Representative
Jennifer Chen, Associated Students President
Chase Matthews, Associated Students Representative

III. Review of Minutes: January 10, 2018

IV. Reports
A. Planning Subcommittees
   • Budget Planning: Chris Bonvenuto and Matt Hotsinpiller, Co-Chairs:
   • College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs
   • Facilities Planning: Emil Zordilla and Lee Peterson, Co-Chairs
   • Human Resources Planning: Tre-Shawn Hall-Baker and Kymberlyn McBride, Co-Chairs
   • Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs.

B. Academic Senate Joint Committees
   • Curriculum: Brenda Antrim, Chair and Jennifer Merlic, Vice-Chair
   • Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair
   • Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair
   • Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair

C. Associated Students

D. Superintendent/President

V. Agenda

Public Comments

Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.
A. Discussion with Subcommittee Chairs: Role of and Charges to DPAC Subcommittees
(see attached excerpts from DPAC Charter and Organization 2017-2018 related to DPAC
Subcommittees)

VI. Adjournment
Meeting schedule through June 2018 (second and fourth Wednesdays each month at 3 p.m.)
- February 14, 28
- March 14, 28
- April 11, 25
- May 9, 23
- June 13, 27

Governance Structure meetings

VII. Council of Presidents Meeting
The Council of Presidents will set the agenda for the February 14, 2018 DPAC meeting.
Planning Subcommittees:
1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

Each of the five Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

- Faculty (2 Academic Senate/2 Faculty Association)
- Classified (4 CSEA)
- Managers (2 Administration /2 Management Association)
- Students (4 Associated Students)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction for the five Planning Subcommittees.

Quorum
A quorum will consist of a simple majority of subcommittee members appointed by employee constituency groups (7 of 12 members), or designee.

Voting on Planning Subcommittee
Each member of the planning subcommittee has one vote (4 faculty, 4 classified, 4 managers, 4 students)

Planning Subcommittees Co-Chairs

One Co-Chair named by the Superintendent/President
The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular constituency.

One Co-Chair elected by the planning subcommittee
This co-chair shall be selected from within the subcommittee membership by September 30th of each year.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
  - All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.

- Work cooperatively to:
  - Develop meeting agendas
  - Post/distribute agendas in compliance with the Brown Act (72 hours in advance of a regular meeting)
  - Preside over meetings using standing rules agreed upon by the subcommittee
  - Prepare minutes of meetings
  - Post/distribute minutes
**District Planning and Advisory Council**

**Planning Subcommittees**  
(DPAC action 4/27/05 and 6/8/05)

**Budget Planning Subcommittee**

**College Services Planning Subcommittee**

**Facilities Planning Subcommittee**

**Human Resources Planning Subcommittee**

**Technology Planning Committee**

**Quorum**
A quorum will consist of a simple majority of subcommittee members appointed by employee constituency groups (7 of 12 members), or designee.

<table>
<thead>
<tr>
<th><strong>Overarching Guiding Principles for DPAC Planning Subcommittees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• In its planning process, each subcommittee should make recommendations on matters within its jurisdiction to the District Planning and Advisory Council that are consistent with the District’s Mission, Vision and Supporting Goals, Master Plan for Education Institutional Objectives, the Educational and Career Facilities Master Plan, and the Technology Master Plan.</td>
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<tr>
<td>• Each planning subcommittee should factor recommendations from other planning areas</td>
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<tr>
<td>• As part of its planning process, each planning subcommittee should consider environmentally sustainable practices</td>
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<td>• Members of the planning subcommittees should report back to their respective constituencies on a regular basis</td>
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<table>
<thead>
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<th><strong>Responsibilities of the Planning Subcommittees Co-Chairs</strong></th>
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<tbody>
<tr>
<td>• Develop the schedule of meetings</td>
</tr>
<tr>
<td>• All planning subcommittees shall meet at least once a month during the fall and spring semester at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.</td>
</tr>
<tr>
<td>• Work cooperatively to:</td>
</tr>
<tr>
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(Approved 1/28/09, Revised 10/12/2016)
District Planning and Advisory Council

Budget Planning Subcommittee

Members

<table>
<thead>
<tr>
<th>Managers</th>
<th>Faculty</th>
<th>Classified</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Bonvenuto, Co-Chair</td>
<td>Matt Hotsinpiller, Co-Chair</td>
<td>Martha Romano</td>
<td>Jennifer Chen</td>
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<tr>
<td>Bob Isomoto</td>
<td>Nate Donahue</td>
<td>Dee Upshaw</td>
<td>Alex Boyd</td>
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<tr>
<td>Bill Bloom</td>
<td>Jose Hernandez</td>
<td>Robert Villanueva</td>
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<tr>
<td>Mitch Heskell</td>
<td>Peter Morse</td>
<td>Mike Roberts</td>
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Meetings: First and third Wednesdays at 2 p.m., Library 275

Duties of the Budget Planning Subcommittee:

- Have recommending authority on budget matters to the District Planning and Advisory Council.
- Review, in a timely manner, tentative, quarterly and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council.
- Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies.
- Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and support of the college vision, mission, goals, strategic initiatives and master plans and federal and state laws.
- As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue.
- Participate in the Master Planning process.

Approved: 4/27/05; Revised 6/22/05, 5/06, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14, 10/15, 10/16
District Planning and Advisory Council
College (Operational) Services Planning Subcommittee

Members

<table>
<thead>
<tr>
<th>Managers</th>
<th>Faculty</th>
<th>Classified</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Tuitasi, Co-Chair</td>
<td>Thomas Chen</td>
<td>Joan Kang</td>
<td>Alexa Benaventi</td>
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<tr>
<td>Bonita Cooper</td>
<td>Cynthia Gonzalez</td>
<td>Maria Bonin</td>
<td>Stephanie Hernandez</td>
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<tr>
<td>Deirdre Weaver</td>
<td>Vicky Seno</td>
<td>Marie Fisher</td>
<td>Allyson Marquez</td>
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<tr>
<td>Ramin Nematollahi</td>
<td>Michael Strathearn</td>
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<td>Analaura Paiva, Co-Chair</td>
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Meetings: Fridays at 9 a.m. Student Affairs Conference Room
- September 18, 2015
- October 16
- November 13
- December 11

Duties of the College (Operational) Services Planning Subcommittee

- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.

Approved 6/8/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 10/13, 10/14, 10/15, 10/16
District Planning and Advisory Council  
Facilities Planning Subcommittee

Members

<table>
<thead>
<tr>
<th>Managers</th>
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<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emil Zordilla, Co-Chair</td>
<td>Linda Sinclair</td>
<td>Lee Peterson, Co-Chair</td>
<td>Saori Gurung</td>
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<tr>
<td>Greg Brown</td>
<td>Judith Marasco</td>
<td>Madeline Brodie</td>
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<tr>
<td>Reggie Ellis</td>
<td>Alicia Villapando</td>
<td>Jim Galligan</td>
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<td>Mark Engfer</td>
<td>Catherine Matheson</td>
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Meetings: Select Second and fourth Thursday of each month (usually excluding July and August)  
2 – 3:30 p.m., Gym 223 “Skybox.”

Duties of the Facilities Planning Subcommittee

- Participate in the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor’s Office.
- Factor into planning the impact of local funds available, state funding criteria, space allocation formulas, facility utilization standards, capacity/load ratios, enrollment forecasts, and the inventory of existing facilities.
- Review the documents used in facilities planning.
- Evaluate the effectiveness of funding/staffing for facilities, including new construction, remodels, maintenance, grounds, and campus operations.

Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 101/0, 1/13/10, 9/14/11, 10/13, 10/14, 10/15, 10/16
**District Planning and Advisory Council**

**Human Resources Planning Subcommittee**

Members

<table>
<thead>
<tr>
<th>Managers</th>
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</thead>
<tbody>
<tr>
<td>Tre'Shawn Hall-Baker Co-Chair, Co-Chair</td>
<td>Jason Beardsley, Co-Chair, Kymberlyn McBride, Michael Strathearn</td>
<td>Joyce Cheney</td>
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<td>Carol Long</td>
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<tr>
<td>Stacy Neal</td>
<td></td>
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<td>Marcy Wade</td>
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Meetings: Second Tuesdays, 1:30-3 p.m. Library 275

**Duties of the Human Resources Planning Subcommittee**

- Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.
- Monitor trends in equity and diversity in order to include findings in human resources discussions.
- Review mandated training requirements and their delivery and effectiveness.
- Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff.

Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14, 10/15, 10/16
Members

<table>
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<tr>
<th>Managers</th>
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<tbody>
<tr>
<td>Dan Rojas, Co-Chair</td>
<td>Walter Meyer, Co-Chair</td>
<td>Christine Miller</td>
<td>Jailing Li</td>
</tr>
<tr>
<td>Marc Drescher</td>
<td>Angie Misaghi</td>
<td>Paul Trautwein</td>
<td>Nathasha Dran</td>
</tr>
<tr>
<td>Regina Ip</td>
<td>Tom Peters</td>
<td>Rafi Karpinski</td>
<td>Melissa Akkaya</td>
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<tr>
<td>Stephanie Schlatter</td>
<td>Peter Morse</td>
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Meetings: Third Friday of each month, 10:30 a.m. -12:00 noon in IT Conference Room 20

Duties of the Technology Planning Subcommittee

- Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.
- Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.
- Focus on technology integration and communication with other college planning areas.
- Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 9/14/11, 10/13,10/14, 10/15, 10/16