A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **July 27, 2011** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

I. **Call to Order - 3:05 p.m.**

II. **Members Present**
- Randy Lawson, Administration, Chair Designee
- Janet Harclerode, Academic Senate President, Vice-Chair
- Jeff Shimizu, Administration Representative
- Katharine Muller, Management Association Representative
- Eric Oifer, Academic Senate Representative
- Mitra Moassessi, Faculty Association President
- Sandra Burnett, Faculty Association Representative
- Leroy Lauer, CSEA Representative
- Tamorah Thomas, CSEA Representative

**Others Present**
- Bob Dammer
- Brian Lawson
- Lee Peterson
- Howard Stahl

III. The minutes of the DPAC meeting on July 13, 2011 were accepted.

IV. **Reports**

A. **Planning Subcommittees**

   - **Budget Planning:** Bob Isomoto and Howard Stahl, Co-Chairs: Recommendations to be used to prepare the 2011-2012 Adopted Budget are being presented to DPAC (see Agenda item A). The subcommittee will meet on August 24\(^{th}\) to review the 2011-2012 budget to be presented to the Board of Trustees for adoption.

   - **College Services Planning:** Mike Tuitasi, Co-Chair: No report

   - **Facilities Planning:** J.C. Keurjian and Lee Peterson, Co-Chairs: No report

   - **Human Resources Planning:** Sherri Lee Lewis and Patricia Burson, Co-Chairs: An amended version of the draft District-wide Code of Ethics statement originally prepared by the subcommittee is being presented to DPAC (see Agenda item C).

   - **Technology Planning:** Bob Dammer and Wendy Parise, Co-Chairs: The Technology Objectives for 2010-2011 and 2011-2012 were presented for review and discussion.
B. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: No report.
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: The annual program review update to be delivered online through the CurricuNet program review module is moving forward.
- Student Affairs: Beatriz Magallon, Chair, and Denise Kinsella, Vice-Chair: No report
- Institutional Effectiveness: Christine Schultz and Esau Tover, Co-Chairs, and Erica LeBlanc, Vice-Chair: The committee is focusing on the development of the ISIS portal for student and instructional services outcomes.

V. Agenda

Public Comments – None

A. The Budget Planning Committee presented the recommended assumptions (attached) to be used to prepare the 2011-2012 adopted budget. The assumptions included: no growth, full sections, and for the District to accommodate 500-700 unfunded FTES. The following motion was made by Eric Oifer and seconded by Sandra Burnett:

DPAC recommends the adoption of the assumptions recommended by the Budget Planning Subcommittee in the preparation of the 2011-2012 adopted budget.

Unanimously approved

B. Master Plan for Education: DPAC reviewed the Institutional Objectives for 2011-2012, edited the document and linked the objectives to committees and/or strategies to determine how the objectives will be achieved.

C. District-Wide Code of Ethics: DPAC reviewed a draft of the District-Wide Code of Ethics. A final draft incorporating suggestions made at the meeting will be presented for approval at the next DPAC meeting.

VI. Adjournment- 4:45 p.m.

Meeting schedule through June, 2012 (second and fourth Wednesdays each month at 3 p.m.)

2011
August 24
September 14, 28
October 12, 26
November 9, 23
December 14

2012
January 11, 25
February 8, 22
March 14, 25
May 9, 23
June 13, 2
VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the August 10, 2011 DPAC meeting.

Agenda

A. District-Wide Code of Ethics

B. DPAC Annual Report, 2010-2011

Recommendations from DPAC Planning Subcommittees to be included on agenda for consideration by DPAC need to be submitted to Lisa Rose one week before the meeting.
<table>
<thead>
<tr>
<th>Assumption</th>
<th>Recommendation</th>
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<tbody>
<tr>
<td>1. State Budget Cuts</td>
<td>Use the actual apportionment number provided by the Chancellor’s office</td>
</tr>
<tr>
<td>2. FTES Growth/(Decline)</td>
<td>Assume 500-700 unfunded FTES over cap based upon a 97-100% efficiency ratio</td>
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<tr>
<td>3. Growth Rate</td>
<td>In growth years, Santa Monica College is a 1% growth district. In non-growth years, like 2011-2012, assume 0%</td>
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<tr>
<td>4. COLA</td>
<td>For 2011-2012, assume 0%</td>
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<tr>
<td>5. Deficit Factor</td>
<td>For 2011-2012, assume 0%</td>
</tr>
<tr>
<td>6. Lottery Rate Per FTES</td>
<td>Use the actual apportionment number provided by the Chancellor’s office</td>
</tr>
<tr>
<td>7. Non-Resident Tuition Fee</td>
<td>Assume the same level of Non-Resident FTES as the final numbers from 2010-2011 and then apply the recent fee increase</td>
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<tr>
<td>8. New Faculty Positions</td>
<td>Normally budgeted at 100% of the cost For 2011-2012, assume $0</td>
</tr>
<tr>
<td>9. Administrator Vacancies</td>
<td>Normally budgeted based on “Vacancy List”, discounted by 50%</td>
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<tr>
<td>10. Classified Vacancies</td>
<td>Normally budgeted based on “Vacancy List”, discounted by 50%</td>
</tr>
<tr>
<td>11. Step/Column Increase</td>
<td>Normally budgeted based on eligibility Assume all contractual requirements in 2011-2012</td>
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<tr>
<td>12. Salary Increases</td>
<td>Normally budgeted based on Board approved contracts and increases Assume all contractual requirements in 2011-2012</td>
</tr>
<tr>
<td>13. Health and Welfare Increase/(Decline)</td>
<td>Normally budgeted on 3 year corrected average adjusted for variances (i.e., rate holiday)</td>
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<tr>
<td>14. Health and Welfare Retiree Increase/(Decline)</td>
<td>Normally budgeted on 3 year corrected average adjusted for variances (i.e., rate holiday)</td>
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<tr>
<td>15. STRS Employer Rate</td>
<td>Normally budgeted based on STRS Rate Announcement : 8.25% of a base calculated by determining the current year employment</td>
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<td>16. PERS Employer Rate</td>
<td>Normally budgeted based on PERS Rate Announcement based on the SSC Financial “Dartboard” projection and reflecting current year employment</td>
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<td>17. Supplies Increase/(Decline)</td>
<td>Normally based on prior year adjusted for approved increases/(decreases) with multi-year projections based on the SSC Financial “Dartboard” projection Assume 15% reduction in 2011-2012 as compared to 2010-2011 Adopted Budget</td>
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<td>18. Contracts/Services Increase/(Decrease)</td>
<td>Normally based on prior year adjusted for approved increases/(decreases) with multi-year projections based on 3 year average. Assume 9.6% reduction in 2011-2012 as compared to 2010-2011 Adopted Budget</td>
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<td>19. Insurance Increase/(Decrease)</td>
<td>Normally budgeted based on billing with multi-year projections based on 3 year average.</td>
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<tr>
<td>20. Utilities Increase/(Decrease)</td>
<td>Normally budgeted based on prior year adjusted for changes in usage with multi-year projections based on 3 year average. Assume 10% reduction in 2011-2012 as compared to 2010-2011 Adopted Budget based on various saving steps taken</td>
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<td>21. Capital Outlay Increase/(Decrease)</td>
<td>Normally based on prior year adjusted for approved increases/(decreases) with multi-year projections on the SSC Financial “Dartboard” projection</td>
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