



## STRATEGIC PLANNING COUNCIL MINUTES

May 7, 2002

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, May 7, 2002, at 2:00 p.m., in SU-18.

The meeting was called to order at 2:05 p.m. by Dr. Sherrill L. Amador.

### Roll Call

Members Present: Amador, Barkley, Barton, Bishop, Cater, Davis, Dimmick, Dolan, Drinan, Eberhart, Garlow, Hoffmann, Lutz, Madrigal, Melena, Miyamoto, Smith, Weimer, Wilson, April Woods (for Galli)

Members Absent: Carson, Galli, Gilson, Jackson, Millet, Patton

Guests Present: Barbara Baldridge, Jayne Conway, Ron Haines, Lise Telson

Dr. Amador welcomed Darla Wilson, Director of Marketing Communications, to the meeting. At the April 16 meeting, it was agreed that a representative of Marketing should be invited to attend each meeting.

### **A. Minutes**

MSC Weimer, Barkley

The minutes of the meeting of April 16, 2002, were approved.

### **B. Action Items**

#### 1. Second Reading: Planning Council Structures and Relationship to SPC Exhibit B-1

Copies of the Planning Council Structures and their Relationship to the Strategic Planning Council had been sent to SPC members on April 26. Additional copies were circulated at this time. Dr. Amador noted that staff priorities would no longer be handled by a separate committee but would be the responsibility of each of the sub-councils. It would then be the responsibility of the Strategic Planning Council to merge the information from each of the sub-councils and make decisions in terms of strategic planning priorities and what needs to come first. It was agreed that this responsibility be listed in the role and products of each council. We will add under the role of each council, "Based on plans, determine staffing needs." Under products, we will add, "Annual priorities of staffing needs."

The importance of limiting committees and councils to a reasonable, workable size was discussed. It was agreed that we should try using the councils for a full year and then evaluate how they are working.

#### a. Administrative Services Planning Council

MSC Miyamoto, Madrigal

It was decided to add one additional faculty member who also serves on the Facilities Planning Committee to the membership of this council and the aforementioned additions.

b. Human Resource Services Council

MSC Cater, Bishop

This council was approved with only the aforementioned additions.

c. Instructional Planning Council

MSC Lutz, Barkley

It was noted that the guidance, direction, and oversight of the Professional Development Review Board, Curriculum Committee, and Academic Technology Group were added at the last meeting but were not added to the written description on the form. Following this addition and the aforementioned additions, the council was approved as presented.

b. Student Services Planning Council

MSC Barkley, Cater

It was decided to change the meeting starting time to 9:30 a.m. and change the faculty members of the council to read as follows: Career Services or Transfer Center Director, an EOP&S Faculty Member, a DSP&S Faculty Member, the Counseling Chair or designee, and two Faculty Members appointed by the Faculty Senate from instructional areas. The other previously listed council members will remain the same. With these changes and the aforementioned additions, the council was approved.

Katheryn Garlow asked how all these councils will work together. Dr. Amador responded that, at present, we have an environment in which there is little trust, one in which we have not had action immediately following planning. Consequently, there are many things we must learn to work with. It has been Dr. Amador's experience in two other college districts that once this type of thing is set in place, over time you will have smaller committees because people realize they don't need to be there and that they can trust the process. We are going to have to work through that the first time and make the appropriate adjustments. It is an evolving process. A commitment at both this level and at the sub-council level to communicate out to the rest of the institution will help us get to where we want to be as an organization. If people come and represent only their point of view, do not speak to anyone else, and keep all information to themselves, it will not work. It must be communicated outside of the meeting room. This is not going to be about reacting to budgets; this is going to be about planning. We are not there yet; we are still at the point that if something happens, everybody has an idea of how they're going to fix it and expects their idea to be used. If it's not used, they think there is something wrong with the rest of us. The majority of work will be done at the sub-council level and presented to SPC for approval. We will trust them to know what they are doing.

Hopefully, the draft of the Strategic Plan will be ready for SPC approval by the next meeting.

2. First Reading: Disabled Student Programs and Services Advisory Committee

Joe Madrigal and Ron Haines presented a request to form a Disabled Student Programs and Services Advisory Committee. The formation of this committee is in response to one of the recommendations of the recent site visit. It was agreed that Annual Plan Recommendations should be added to the Products of the committee and the ADA Compliance Officer for Instruction and Services should be added to the Members. **Exhibit B-2**

3. First Reading: Food Services Advisory Committee

In the absence of Jerry Patton, Dr. Amador presented the request to change the current Food Services Task Force to a committee. Some minor wording changes were made on the request form as follows:

Role: The Advisory Committee works as a liaison between the students, faculty representative, and Administrative Services.

(Mr. Patton will be asked to do a little more defining of the role, products, and reporting relationship of this committee.)

Members: (The Chair will not be listed under Members)

One Faculty Member appointed by Faculty Senate

Two Students appointed by ASG

Director, Student Affairs

Food Services Management

**Exhibit B-3**

4. First Reading: Campus Police Advisory Committee

In the absence of Jerry Patton, Dr. Amador presented the request to form a Campus Police Advisory Committee. Some minor wording changes were made on the request form as follows:

Members:

Chief of Police

Police Lieutenant

One Faculty Member appointed by Faculty Senate

One Administrative Association Member

One Classified Staff Member appointed by CCE/AFT

Director, Student Affairs

One Student appointed by ASG

**Exhibit B-4**

**C. DISCUSSION ITEMS**

1. Student Placement Service Options

Chris Barkley reported that the Faculty Senate is concerned about the loss of vital student services and had directed the Senate President to bring the issue of the student employment services funded by CalWORKs to the Strategic Planning Council with the recommendation that funds be sought through the general fund. They were not specifically asking that anything be done about a personnel issue. Their concern was the services themselves; specifically, student employment services because those had been originally funded through the general fund budget and were moved out. The Senate recommended that funds be again sought through the general fund to continue the current level of student placement services.

Joe Madrigal explained the plan that has been developed to cover student placement services because of the necessity of eliminating those positions funded by CalWORKs. Three years ago, when Ron Jordan's position was eliminated, we went to an automated system, Job Trak. We are proposing that we go back to using that system. The system has a devoted line for employers to call in and post their jobs for students. It is not the same level of comprehensive services we now offer, but it would be a basic service to our students and employers. The on-campus job employment services will be split between the Financial Aid Office, which will handle the work-study students, the International Student Office, which will handle the international students, and Janeice Pettit in Mr. Madrigal's office, who will process the I-9 forms for on-campus student employees and will be responsible for updating the student employment-processing web site. Bruce Bishop pointed out that his office has maintained contact with employers in the area. They post jobs on their web site and on bulletin boards.

Mr. Madrigal stated that we will also have a self-directed resume writing program on a web site from the Career Center that students can access from any computer. They have also increased Eddie Tubbs' position from 45% to 100% to provide direct services to students and faculty. Hourly counseling funds were utilized to do that. Judy Eberhart pointed out that, with one person returning from maternity leave, we will actually have more staff in that area next year than we have had this year. When that person returns, the department will be reorganized. Mike Dimmick expressed concern about cutting back the "human contact" element we currently have. He suggested using innovation funds to help fund the position of liaison between the employer and the student. Ms. Eberhart again pointed out that we will actually have more people working in that area next year than this year, but she agreed that it won't be the same level of service that we now have. According to those who have worked in this area for several years, the planned solution should work fine. Dr. Amador stated that, because we are increasing the FTES, it will be the responsibility of that office as to how best to serve the students. We do not yet have the total plan of how to serve the students. At this point, we are reacting to multiple budget cuts. Once we get out in front of this situation, we may find that there is money we can shift around.

Chris Barkley again noted that the Senate had requested that the SPC consider making these services part of our general fund and that they should not be at the mercy of cuts to categorical funds. Dr. Amador pointed out that the planning process will determine what services we need, it does not get into the funding. We will know next week where we are with the next round of the Governor's plans.

April Woods expressed concern about students being able to find jobs over the summer. Joe Madrigal noted that the weak area in the plan is job development in the community, and it must be addressed. Mollie Smith pointed out the importance of maintaining the personal connection we have with employers in the community. She also expressed concern that many students cannot use a template on a computer. She also pointed out that she still has some funds available from CalWORKs that might be utilized during the summer. Dr. Amador noted that, if employers are upset, they should contact the Governor about our funding. Until we know exactly the amount of money we are going to have, we may even have to cut services. At some point, you cannot maintain the same level of effort when you're getting more and more cuts. In fact, if it is possible to maintain that level, we deserve to be cut. At some point, we have to say "we're doing the best we can." We are 9% over in enrollment, and we cannot continue to have more students unless it is within our existing number of dollars. The public needs to understand that our dollars are being cut, not from here, but from the state.

2. Health Fees Proposal

Joe Madrigal, Lise Telson, and Jayne Conway discussed and distributed background material and presented a request to charge the \$12 health services fee to non-credit students on the San Marcos and Escondido campuses only, effective spring, 2003. This will be returned as an action item on the agenda at the next SPC meeting. **Exhibit C-2**

3. Technology Management Structure Project

Dr. Amador reported that we had a consultant who has worked with many community colleges and four-year schools on campus interviewing staff members about our information technology last week. His charge was to make recommendations on the structure of managing technology on our campus. When Dr. Amador receives the consultant's report, she will share it with the group.

4. Facilities Master Planners

Dr. Amador also noted that facilities master planning consultants are currently conducting interviews of staff members on campus about their facilities needs. Their findings will be communicated to the Educational and Facilities Master Planning Task Force.

**D. LEGISLATIVE ADVOCACY**

Dr. Amador reported that there was supposed to be a meeting of an Assembly Budget Subcommittee to discuss the potential suspension of Proposition 98, which would involve a \$350 million cut to community colleges. They met, but because they were swamped with phone calls and faxes, they postponed the item as there was not support on both sides. It is unclear whether or not the item will be reviewed again.

The Governor is supposed to deliver his May revision of the budget by May 17. We understand that the budget deficit is at \$21 billion now.

**E. REPORTS OF CONSTITUENCIES**1. Administrative Association

Mollie Smith reported that Dr. Amador will be presenting a workshop on leadership to the group on May 8, 3 to 5 p.m., in P-22. She encouraged the group and their supervisors to attend.

Ms. Smith invited those present to attend the Administrative Association's retreat, which will be held at the Raintree in Carlsbad on June 7.

2. Associated Student Government – There was no report as Sean Weimer had to leave the meeting early.3. CCE/AFT

Mike Dimmick reported that several executive council members will be attending the CFT state council meeting this weekend.

4. Faculty Senate

Chris Barkley reported that the following nine senators were recently elected: Judy Dolan, Mary Ann Drinan, Katheryn Garlow, Dennis Lutz, Maria Miller, Dan Sourbeer, Steve Spear, Sara Thompson, and Tamara Weintraub. The Senate appointed Teresa Laughlin as the Co-Chair of the Curriculum Committee. Richard Peacock has been selected to receive the Research Award.

5. PFF/AFT

Mary Ann Drinan reported that she and Mary Millet will be attending the Consultative Council meeting this weekend. There will be 56 community college represented there.

6. The Faculty

In Nancy Galli's absence, April Woods reported that The Faculty will meet this Wednesday.

**F. OTHER ITEMS**1. Next Meeting – May 21

The next SPC meeting will take place on May 21, 2 to 4 p.m., in SU-18.

2. Possibility of Meetings During the Summer

Dr. Amador asked if members would be willing to meet during the summer if necessary. It was generally agreed that, if necessary, this would be possible. Chris Barkley felt she could get designees for any faculty members who were unable to attend. She also requested that any decisions made during the summer not be absolutely final until they are reviewed in the fall.

3. Role of Consultants

Judy Dolan requested that the role of consultants be discussed at the next SPC meeting.

**G. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:58 p.m.