



**STRATEGIC PLANNING COUNCIL  
MINUTES**

May 12, 2005

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, May 3, 2005, in SU-18. The meeting was called to order at 2:00 p.m. by Mr. Robert P. Deegan.

**Roll Call**

Members Present: Akins, Barton, Bishop, Cuaron, Deegan, Dimmick, Dowd, Gordon, Frady, Halttunen, Ivey, Jay, Kelber, McCluskey, Miyamoto, Newmyer, Owens, Townsend-Merino,

Members Absent: Charas, Kovrig, Madrigal, Waite, Versaci

Recorder: Josie Silva

**MINUTES**

MSC Frady/McCluskey

The minutes of the meeting of April 19, 2005, were approved.

**ACTION ITEMS/SECOND READING**

**1. Board Policy 540 Purchasing - MSC Dowd/Jay**

Mr. Ken Jay presented the following procedure for Second Reading:

**B.P. 540  
Purchasing**

The Governing Board has the sole authority and responsibility for purchase contracts of the District. The Governing Board may designate certain individuals as being authorized to sign purchase orders and certain contractual documents on its behalf, subject to ratification. Only those persons' names may obligate the District on behalf of the Governing Board. Furthermore, the Governing Board recognizes the need to establish guidelines for conducting day-to-day purchasing procedures as defined by the Purchasing Procedures Handbook.

The Governing Board shall review, prior to signature and implementation, the following contracts:

- All contracts meeting the dollar requirements for mandatory public bidding under Public Contract Code section 20111(a). ~~These purchases would be for equipment, materials, supplies, or services which do not constitute a "public project." (Currently the limit is \$62,400.)~~ This review requirement includes agreements related to contract/grant funded programs meeting these parameters.
- All public project contracts meeting the dollar requirements for mandatory public bidding under Public Contract Code section 20111(b) and 20651(b). ~~Currently, the requirement for public projects and construction services is not annually adjusted. Such public projects must be bid if the total expenditures exceed \$15,000.~~ This review requirement includes agreements related to contract/grant funded programs meeting these parameters.
- All multi-year contracts excluding maintenance, repair, and service agreements; hardware and software maintenance and license renewals.
- All real estate purchase or lease agreements except leasing of classroom space.

This procedure was unanimously approved. (Exhibit B-1)

## 2. ASG Resolution

On behalf of ASG, Bruce Bishop distributed the following resolution that was passed by ASG. ASG is asking SPC to endorse this resolution so it can be submitted to the Governing Board as a recommendation from SPC.

### **ASG Motion – passed April 27, 2005**

The Associated Student Government of Palomar College herein calls for the modification of Governing Board Policy 470. More specifically, we suggest deletion of sections B, C, and D.

We further suggest renaming BP 470 to better reflect the remaining section “A.” that deals with the financial responsibility for the District Athletic Program.

### **BP 470**

#### **Associated Student Government Budget (70-3084)**

The following items were adopted for incorporation in the District Associated Student Government budget policies:

- A. The District shall assume financial responsibility for the athletic program. Income received from athletic events shall be placed in a trust fund. These monies may be used to provide for those related athletic expenses which cannot legally be financed by the District. All surplus funds in the trust shall carry over to the following year.
- ~~B. Funding of publications (Telescope, Bravura), forensics, theatre arts, music, art, and dance, shall be from the Bookstore net profit. Such monies shall be specifically designated to the activities listed above and, thus, assure their continuing to function as a part of the total program of the Associated Student Government and the College. If the Bookstore income is greater than the budgeted activities, surplus monies shall go to the general fund of the Associated Student Government.~~
- ~~C. All other Associated Student Government expenses shall be funded by the profit from the Student Activity card and any other sources of income.~~
- ~~D. Where admission charges are made for activities such as dances and plays, those students holding a Student Activity Card shall be given a reduced price or admitted free. All athletic events shall be free to Palomar students. GB 4-13-71~~

Mr. Bishop briefed the Council on the background of BP 470. A question arose with regard to a reference being made in the April 19<sup>th</sup> minutes to two separate resolutions being brought forward by ASG. Mr. Bishop said ASG has decided to submit only the above noted request. Mr. Bishop reported that they will not be submitting a resolution regarding a request for funds.

The motion to be put on the table is to change BP 470 to reflect only through “A.” The policy should also be renamed.

Dowd/Merino to make the following changes to BP 470:

### **BP 470**

#### **Associated Student Government Budget (70-3084)**

#### **Athletic Funding**

~~The following items were adopted for incorporation in the District Associated Student Government budget policies:~~

- ~~A.—The District shall assume financial responsibility for the athletic program. Income received from athletic events shall be placed in a trust fund. These monies may be used to provide for those related athletic expenses which cannot legally be financed by the District. All surplus funds in the trust shall carry over to the following year.~~

- ~~B. Funding of publications (Telescope, Bravura), forensics, theatre arts, music, art, and dance, shall be from the Bookstore net profit. Such monies shall be specifically designated to the activities listed above and, thus, assure their continuing to function as a part of the total program of the Associated Student Government and the College. If the Bookstore income is greater than the budgeted activities, surplus monies shall go to the general fund of the Associated Student Government.~~
- ~~C. All other Associated Student Government expenses shall be funded by the profit from the Student Activity card and any other sources of income.~~
- ~~D. Where admission charges are made for activities such as dances and plays, those students holding a Student Activity Card shall be given a reduced price or admitted free. All athletic events shall be free to Palomar students. GB 4-13-74~~

Mr. Deegan recommended this change be treated as a first reading to give everyone an opportunity to investigate several issues.

MSC Dowd/Merino to postpone action with the changes reflected above until May 17, 2005.

### **FIRST READING**

#### **FSTF Final Report & Two Year Fiscal Plan**

Dr. Bonnie Dowd reported that the Fiscal Stability Task Force ceased to exist two weeks ago and has been replaced by the Resource Allocation Council which has resumed to meet. Dr. Dowd said the FSTF Final report addresses some of the concerns that came up in the mid-year report relating to FSTF's "Guiding Principals" and reported that those concerns have been addressed in the final plan submitted. She highlighted other items addressed in the report/plan. The Plan will be brought back for second reading at the next SPC meeting.

#### **Resource Allocation Council**

Dr. Dowd also reported that RAC's role is to identify funds. The structure would be that SPC will approve and will make the recommendations (the ranking) of what items should be funded. Basically, RAC will draw the line as to available funds after the May revised budget is available for both continuation and one-time funds. What needs to happen is all the planning councils need to bring forward to SPC their prioritized lists so that SPC has all four planning councils at the same time, and when we draw the line as to what monies are available, SPC can then make some decisions. Dr. Dowd emphasized that RAC is responsible for identifying the funds and that it is not the decision maker.

It was requested that Joe Newmyer, Bonnie Dowd, Becky McCluskey, and Ken Jay meet before May 17, to review the Governor's proposed budget and recommend a procedure to be used to distribute the funds to each of the planning councils. Once this is done, SPC will then be able to take into account the funds that will be available as compared to the prioritized needs.

It was recommended that Planning Councils complete prioritizing of their lists by May 17.

Planning Councils are to do the following:

1. Identify the items that are "must haves" (fixed expenses – i.e., bank fees, software, insurance, etc.)
2. Identify discretionary items

#### **College Website Redesign**

At this time it was requested by Ms. Berta Cuaron to discuss the **College Website Redesign** since the individuals working on this project were present.

Ms. Berta Cuaron introduced Terry Gray and Chris Norcross who have been very instrumental in working with the redesign of the website. Mr. Gray presented a sneak preview of the new website. The new website is expected to be functional soon. Everyone will have an opportunity to view the website template before it goes live.

### **Learning Outcomes Council Governance Structure Change**

Ms. Berta Cuaron presented a change to the Learning Outcomes Council Governance Structure for a first reading. Dr. Barb Kelber explained the recommended changes. The Learning Outcomes Council Governance Structure will be back for action at the next meeting.

### **DISCUSSION/INFORMATION ITEMS**

#### **Annual Implementation Plan**

Ms. Michelle Barton explained the Strategic Planning components and reviewed the different elements in each component. She reported that since we have been going through a year of transition, it has been difficult to maintain these components. Because Strategic Plan 2005 ends by the end of June 2005, a decision needs to be made as to whether or not this current plan should be extended; otherwise, there will be no strategic plan in place next term when everyone returns. Ms. Barton asked what SPC would like to do with the annual implementation plan.

A lengthy discussion ensued regarding extending the deadline to complete Strategic Plan 2005 through the fall semester. It was decided that the Planning Councils should submit their Annual Implementation Plans updates by May 13, 2005, so that the AIP's can be reviewed at the next SPC meeting. An agenda action item will appear on the May 17, 2005, SPC agenda extending the completion of Strategic Plan 2005 through the end of the fall 2005 semester. The new Strategic Plan 2009 will begin in January 2006.

Ms. Barton said that with the help of Dr. Kelber and Ms. Merino, they are in the process of completing the development of the survey; the survey will be sent to all constituent groups. Once all of the data has been received, it will be combined over the summer and it is Ms. Barton's hope that planning councils devote one of their meetings to Strategic Planning early in the fall semester. The results will be shared and then a final update for the plan will be developed.

### **REPORTS OF PLANNING COUNCILS**

**Administrative Services Planning Council** - Mr. Newmyer was not present.

**Human Resource Services Planning Council** - Dr. Miyamoto stated HRSPC did not have a quorum so no meeting took place.

**Instructional Planning Council** - Berta Cuaron reported that IPC looked at budget increase requests for next year. IPC will finalize their prioritized list at their next meeting.

**Student Services Planning Council** - On behalf of Mr. Joe Madrigal, Mr. Bruce Bishop reported that SSPC met last week and spent part of the time discussing issues for 05-06, and also had a lengthy discussion on ways to disseminate information to students. Mr. Deegan questioned the status of ASG elections, and Mr. Bishop stated that he was unsure exactly when the election will be held, but that an election will be held sometime within a week or two.

### **REPORTS OF CONSTITUENCIES**

**Administrative Association** – Mr. Ken Jay reported that Tom Plotts is the incoming President, and Calvin One-Deer Gavin is the new Vice President.

**Associated Student Government** – No report

**Confidential/Supervisory Team** – No report

**CCE/AFT** - Ms. Becky McCluskey reported that CCE elections are currently on-going.

**Faculty Senate** – Ms. Katie Townsend-Merino said that she and Dr. Kelber are submitting a grant application entitled, "Campus Explorations 05-06: Ethics." Dr. Kelber briefed the Council on the details of the grant. Ms. Merino reported this grant was brought to SPC for information only.

**PFF/AFT** – Ms. Julie Ivey reported that the PFF e-board met last week. She also reported that five members went through grievance officer training.

**PENDING ITEMS**

**OTHER ITEMS**

Dean Wilma Owens urged all members to contact their legislators to strongly urge them to vote “yes” on HR366, which is Reauthorization of the Perkins Bill.

Ms. Merino also reminded everyone to attend the retiree barbecue sponsored by the President’s Office, Faculty Senate, and Student Activities Office.

Dr. Kelber also advised everyone that the *Bravura* has been dedicated to Angelo Carli and distributed copies to all present.

Jayne Conway, guest, announced on behalf of the IRC that it is taking a look at how IRC fits into the planning process in relationship to the AIP. The IRC will be meeting with Mr. Deegan on May 9, to look at the relationship between the data in the AIP and the program review.