



STRATEGIC PLANNING COUNCIL MINUTES

A regular meeting of the Palomar College Strategic Planning Council scheduled for November 18, 2008, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

Roll Call

Members Present: Barton, Brannick, Cuaron, Deegan, Dowd, Duran, Frederick, Gowen, Gropen, Hoffmann, Japtok, Kelly, Kovrig, Lienhart, Madrigal, McCluskey, Owens, Titus
Recorder: Cheryl Ashour
Members Absent: Claypool, Halttunen, Jennum, Talmo, Tortarolo, von Son
Guests: Phyllis Laderman

A. MINUTES

MSC (Gowen/Titus)

The minutes of the meeting of November 4, were approved with the following corrections:

The last sentence of G should read: "Mr. Jay distributed a copy of a glossary of the budget terms that had been distributed to the Budget Committee."

H5 should read: "Monika Brannick reported that the Faculty Senate opened committee service to part time faculty about two years ago. Now, the Senate just supported the PD Advisory Board's recommendation that part time faculty serving on councils and committees may use PD hours for their service."

MSC (Kovrig/Duran) to add an item, The Purchase Order 60-Days Report, under Information/Discussion and move it forward on the agenda.

D. 1. The Purchase Order 60-Days Report

Phyllis Laderman discussed why "advertising/increase" may have been listed together in the purchase order 60-days report. She stated that as the College moves to online requisitions, they hope to categorize them differently. Ms. Laderman distributed a sample of how purchase orders over \$50,000 could be listed separately in the exhibit of the Purchase Order 60-Days Report. She requested that it not be listed separately on the agenda because each item would have to be inputted manually; whereas, if it is an exhibit PeopleSoft can generate the report. After discussion, it was decided that purchase orders over \$50,000 will be listed separately in the exhibit. Ms. Lienhart asked if there is a written policy or procedure that the Purchase Order 60-Days Report include an exhibit. The President's office will find out and report back to SPC.

It was requested that a report be made to SPC regarding what appears as new business and what is included in the 60-days contract report on the Governing Board Agenda.

The meeting returned to its normal agenda.

B. ACTION ITEMS/SECOND READING

1. Governance Structure of the Instructional Planning Council (IPC)

Berta Cuaron reported that there has been a request from AA and PFF to include a member to IPC. Therefore, this item is pulled and will return at a later date after discussion at IPC.

2. Chapter 7 Board Policies and Procedures

There was a question on AP 7346. Because the person responsible for this procedure was not at SPC to answer the question, this procedure will return for second reading at the next SPC meeting.

MSC (Brannick/Duran) to approve the following Board Policies and Procedures: BP 7230, 7260, 7270, 7335, 7340, 7385 and AP 7212, 7216, 7234, 7235, 7270, 7337, 7340, 7343, 7344, 7346, 7375, and 7500.

C. FIRST READING

There were no items for first reading.

D. DISCUSSION/INFORMATION ITEMS**1. Policies and Procedures**

Robert Deegan requested that those who are responsible for their area's policies and procedures be prepared to submit items for the December 12 meeting.

2. Date for the Special SPC Meeting Regarding Shared Governance

Robert Deegan asked if SPC members would be available to meet on Friday, December 5, 2008, from 9:00 a.m. to 12:00 p.m. to discuss shared governance. Everyone agreed to meet that day.

3. Department Name Change for Foreign Languages

Berta Cuaron reported that Foreign Languages has made an official name change to World Languages, effective July 1, 2009.

4. State Budget Crisis

Bonnie Ann Dowd gave a state budget update. She distributed and discussed the following documents: FY2008-09 Budget Update and Possible Impact due to mid-year cuts; Fund 11 Unrestricted Revenue (without Designated) showing 2008 Actuals, 2008 Budget, and projected 2009; a budget update from Erik Skinner, Vice Chancellor for Fiscal Policy, Chancellor's Office; budget cut estimates from Scott Lay, President and CEO of CCLC; 2007-08 Second Principal Apportionment for Palomar College from the Chancellor's Office; 2007-2008 Apportionment Attendance Report from the Chancellor's Office; and a FTES Analysis FY07-08 and FY08-09.

Dr. Dowd reported that Palomar College is close to achieving 20,000 funded FTES, which will bring an extra ongoing one million dollars to the District. Shannon Lienhart requested that before Palomar College receives this money into the general fund, there is a discussion in SPC regarding where the money should go. Berta Cuaron pointed out that Accreditation Planning Agenda Three addresses this issue. Everyone agreed that it is important to discuss our priorities and not be reactionary.

E. REPORTS FROM PLANNING COUNCILS**1. Finance & Administrative Services Planning Council**

Bonnie Ann Dowd reported that the FASPC meets this Thursday.

2. Human Resource Services Planning Council – no report**3. Instructional Planning Council**

Berta Cuaron reported that IPC will be finalizing their goals at their next meeting. They discussed the recommendation that IPC bring to SPC the idea of convening a task force for updating the College's

Educational and Facilities Master Plan, with the primary focus on educational planning for Escondido and Fallbrook.

4. Student Services Planning Council

Joe Madrigal reported that SSPC met on November 12. The majority of the meeting was spent sharing information.

F. REPORT FROM ACCREDITATION SELF-STUDY

Berta Cuaron reported that they are continuing to do some minor clean-up work and validating the evidence links. The self-study will be sent to the printer on December 5, 2008. She requested that the planning agendas be included in the next SPC agenda. If we can be proactive in addressing those agendas before our site visit, it will send a message that we are serious about working on them.

G. REPORT FROM BUDGET COMMITTEE

Bonnie Ann Dowd reported that the Budget Committee met on November 11 and will meet again this Tuesday. Dr. Dowd distributed Eric Skinner's email on the budget to committee members. They discussed the accreditation planning agendas and a handout from the Legislative Analyst Office.

H. REPORTS OF CONSTITUENCIES

1. Administrative Association

Laura Gropen reported that there is a general Administrative Association meeting today.

2. Associated Student Government

Rob Frederick reported that soon there will be three surveys (scholarship, FASFA, and counseling) going out to the student body. They discussed the snack shack and the future plans for the SU building. Region 10 will be sending out a press release on the opposition of the recommendation to increase tuition.

3. Confidential/Supervisory Team – no report

4. CCE/AFT

Neill Kovrig reported that a general classified staff meeting will be held this Thursday.

5. Faculty Senate

Monika Brannick reported that the Faculty Senate approved the position for the First Year Experience Coordinator and a new advisory group, the Workforce and Community Development Advisory Group, which will work with the College's Workforce and Community Development department.

6. PFF/AFT

Shannon Lienhart reported that the state PFF/AFT President sent a letter to WASC stating that their standard to include student learning outcomes in faculty evaluations is illegal and asked what they plan to do about it. PFF bought a table at the annual Interfaith Council for Worker Justice Breakfast. PFF is working on a survey to part time faculty to determine their health care needs.

I. PENDING ITEMS

J. OTHER

Robert Deegan reported that the Foundation Gala was very successful.

Meeting adjourned at 4:00 p.m.