



**STRATEGIC PLANNING COUNCIL  
MINUTES  
May 5, 2009**

A regular meeting of the Palomar College Strategic Planning Council scheduled for May 5, 2009, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

**Roll Call**

Members Present: Barton, Brannick, Brockett, Claypool, Cuaron, Deegan, Dowd, Duran, Frederick, Gowen, Halttunen, Hoffmann, Japtok, Kovrig, Laughlin, Lienhart, Madrigal, McCluskey, Talmo, Titus, Tortarolo  
Recorder: Cheryl Ashour  
Members Absent: Jennum, Owens  
Guests: Jayne Conway, Tony Cruz, Laura Gropen, Glynda Knighten, Tom Medel, Mary San Agustin, Mark Vernoy for Wilma Owens

**A. MINUTES**

MSC (Barton/Duran)

The minutes of the meeting of April 21, 2009, were approved with the following correction:

F1 was changed to "Bonnie Ann Dowd reported that the FASPC reviewed recommendations from the Facilities Review Committee, discussed cost-saving ideas, and discussed the fact that an RFP will be soon be going out for the bookstore contract."

Jayne Conway, Director of Health Services, gave an update on the H1N1 flu.

**B. PROGRESS/IMPLEMENTATION STATUS ON ACCREDITATION RECOMMENDATIONS**

Berta Cuaron reported that the College received the exit report from Steve Kinsella, the site visit team chair, on April 27. The writing teams, steering committee, and co-chairs will review and correct any errors they see in the report and provide additional evidence, if needed. Our response is due back to Dr. Kinsella on May 13.

**C. ACTION ITEMS/SECOND READING**

**1. Board Policies 3500, 4020, 4021, 4022, 4045, 4103, 4230, 4250, 4260**

MSC (Laughlin/Duran) to approve Board Policy 3500  
MSC (Kovrig/Laughlin) to approve Board Policy 4020  
MSC (Duran/Laughlin) to approve Board Policy 4021  
MSC (Duran/Titus) to approve Board Policy 4022  
MSC (Kovrig/Duran) to approve Board Policy 4045  
MSC (Duran/Laughlin) to approve Board Policy 4103  
MSC (Laughlin/Duran) to approve Board Policy 4230  
MSC (Kovrig/Frederick) to delete Board Policy 4250  
MSC (Laughlin/Duran) to delete Board Policy 4260

**2. Administrative Procedures 4020, 4022, 4103, 4250**

MSC (Kovrig/Gowen) to approve Administrative Procedure 4020  
MSC (Laughlin/Gowen) to approve Administrative Procedure 4022  
MSC (Duran/Cuaron) to approve Administrative Procedure 4103  
MSC (Halttunen/Gowen) to approve Administrative Procedure 4250

### **3. College Mission Statement**

The revised College Mission Statement was reviewed. The deletion of the words “esthetic appreciation” from the Mission Statement was discussed. It was decided to approve the document as revised; SPC will discuss inserting the words “esthetic appreciation” back into the Mission Statement when the Strategic Plan is reviewed in the fall.

MSC (Cuaron/Laughlin) to approve the revised Mission Statement (Kovrig opposed)  
Board Policy 1200 will be also be revised to reflect the changes.

## **D. FIRST READING**

### **1. Memorials for Bill Bedford and Mike Barber**

Vice President Dowd stated that the Finance & Administrative Services Planning Council received two memorial requests. Alumni and Friends would like to purchase a table and bench to be placed in the Matchett courtyard in memory of Mike Barber. The Faculty Senate requested that the Faculty Senate room be named “Bill Bedford Faculty Senate Meeting Room” in memory of Bill Bedford, wherever the room might be located at any time from this point forward.

MSC (Laughlin/Duran) to move to second reading  
MSC (Kovrig/Duran) to approve memorials to Bill Bedford and Mike Barber

## **E. INFORMATION/DISCUSSION**

### **1. Government Affairs Committee**

Monika Brannick stated that SPC had previously decided to reconvene the Government Affairs Committee, with the Director of Communications acting as chair; however, the Director resigned shortly thereafter. She requested that the Government Affairs Committee be reconvened with the Interim Director of Communications acting as chair. It was decided to bring the Government Affairs Committee Governance Structure Form as a first reading at the first fall SPC meeting.

### **2. Campus Police Funding**

Vice President Madrigal distributed a campus police funding comparison with six other community colleges. He discussed the Campus Police budget and funding sources. Discussion ensued. It was decided that a decision would be made at the first fall SPC meeting regarding the level of service and funding for Campus Police, including drawing from the general fund if revenue is insufficient.

## **F. REPORTS OF PLANNING COUNCILS**

### **1. Finance & Administrative Services Planning Council**

Bonnie Ann Dowd reported that FASPC met April 16; their next meeting is May 7. A RFP has gone out for the bookstore management services company. Approval of a contract with a bookstore management company will be made at the May 14 Governing Board meeting. They also discussed the Roller Device Procedure guidelines. This item was put on hold until the Policy and Procedures Task Force has finished its work.

### **2. Human Resource Services Planning Council**

John Tortarolo reported that HRSPC met April 21; their next meeting is today. They received their regular reports and a report on EEO availability data. HRSPC learned from the Chancellor’s office that availability data for applicants is not available for any employment group. Vice President Tortarolo met with Monika Brannick and Brent Gowen to work on how we can address availability data as a College.

**3. Instructional Planning Council**

Berta Cuaron reported that IPC met April 22. They finished reviewing the program review planning document for 2008-09.

**4. Student Services Planning Council**

Joe Madrigal reported that SSPC has one operational item to report; Mary San Agustin presented the report on behalf of Herman Lee. Ms. Agustin stated that SSPC approved a request that enrollment services, which consists of financial aid and admissions, change their hours effective July 6. The hours will change to: Monday-Thursday, 7:00 a.m. – 6:00 p.m.; Friday, 7:00 a.m. – 4:00 p.m.; closed on Saturday. However, on the first two Fridays and Saturdays of each semester they will close at 5:00 p.m. on Friday and will be open on Saturday.

**G. REPORT FROM BUDGET COMMITTEE**

Bonnie Ann Dowd reported that the Budget Committee met on April 28; their next meeting is May 12. They discussed planning agenda item three; what enhancements can be made to our existing budget model; and how budget can be tied to review and planning.

**H. REPORT FROM PC3H COMMITTEE**

Monika Brannick reported that Diversity Day was very successful and their rally was positive. PC3H will meet next week, then will take a break over the summer. A group of employees will be going to UCSD to look at their Diversity Center and get guidelines. Ms. Brannick stated that she appreciates the support from the Administration.

**I. REPORTS OF CONSTITUENCIES****1. Administrative Association – no report****2. Associated Student Government**

Rob Frederick stated that voting for the 2009-10 ASG leaders closes on Friday. The FASFA resolution that ASG has been working on for the last year was brought to the ASG general assembly for vote; however by the time the item came up quorum was lost. It will be the first item on the fall general assembly agenda. ASG has worked with the Master Plan committee regarding space for student government at the northern campus.

Mr. Frederick thanked SPC and stated that this will be his last SPC meeting. Claudia Duran also thanked SPC members for the opportunity given to her as Vice President of ASG.

**3. Confidential/Supervisory Team**

Lee Hoffmann reported that CAST has almost completed their ethical statement.

**4. CCE/AFT**

Neill Kovrig reported that CCE has conducted its elections process. The following individuals have been effectively elected to their positions: Neill Kovrig, President; Debbi Claypool, Senior Vice President; Suzanne Szames, Secretary; Chris Wick, Assistant Vice President; Mike Dimmick, Treasurer; Terri Canela, Assistant Grievance Officer; Lisa Douglas, Steward; Melissa Lopez, Steward; and Teresa Amavisca, Steward. The Senior Grievance Officer will be appointed July 1. All CCE committee appointments for shared governance committees will be vacated July. At that time, a term process for serving on shared governance will begin and members will be appointed to committees.

**5. Faculty Senate**

Monika Brannick reported that there are a few new senators that will be seated on Monday; many Faculty Senate members will also be returning. The Faculty Senate approved a recommendation from the Learning Outcomes Committee to restructure the Learning Outcomes Council. It now will have a coordinator, an assistant coordinator, and additional faculty. A SLO timeline and revised questions were approved. The revised standards of performances for faculty evaluations were revised.

**6. PFF/AFT**

Shannon Lienhart reported that four new E-board members have been elected: Perry Snyder and Joe Pistone were reelected to the part-time Executive Board; Michael Mufson was reelected to the full-time Executive Board; and Shayla Sievert was elected to the full-time Executive Board (she is replacing Daniel Finkenthal).

Meeting adjourned at 4:05 p.m.