



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
August 25, 2009**

A regular meeting of the Palomar College Strategic Planning Council scheduled for August 25, 2009, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

Roll Call

Members Present: Barton, Bissell, Brannick, Cerda, Claypool, Cuaron, Deegan, Dowd, Gowen, Halttunen, Hoffmann, Hong, Japtok, Kovrig, Lienhart, McCluskey, Owens, Titus, Tortarolo, Vernoy
Recorder: Cheryl Ashour
Members Absent: Jennum, Laughlin, Talmo
Guests: Jayne Conway, Anthony Cruz, Joan Decker, Mike Dimmick, Molly Faulkner, Laura Gropen, Barbara Kelber, Glynda Knighten, Chris Wick

President Deegan welcomed everyone back to the fall semester and asked members to introduce themselves.

A. MINUTES

MSC (Gowen/Brannick)

The minutes of the meetings of May 5, 2009, May 21, 2009, June 24, 2009, and August 6, 2009 were approved with the following corrections:

- June 24, 2009 Minutes, section C, last paragraph, was revised to read: "A working group, based on the 75/25 Working Group membership and expanded to include all constituent groups, was formed to create a work plan by the August 6, 2009 SPC meeting."
- May 5, 2009 Minutes, E2 was changed to "Campus Police Funding"; I4, Debbie was changed to Debbi; I4, second to last sentence, was changed to "All CCE committee appointments for shared governance committees will be vacated"; I6, Shala Sybert was changed to Shayla Sievert.

A request was made and approved that item E-2 be moved forward on the agenda.

E. INFORMATION/DISCUSSION

2. Campus Police Funding

Vice President Vernoy gave a PowerPoint presentation on the Campus Police Department budget. He discussed:

- Breakdown of Department Staffing: Salary and Benefits
- Operational Costs
- Overview of FY 08-09, and Projected Budget for FY 09-10
- Alternatives: Sheriff and Local Police Departments
- Alternative: Security Companies

Discussion ensued. It was pointed out that a few years ago the College implemented a sworn police force at the direction of the Governing Board and made a commitment to fund it appropriately. Campus Police has made every effort to keep the costs at the lowest level possible while still maintaining the safety and security of faculty, staff, and students.

The meeting returned to its normal agenda.

B. PROGRESS/IMPLEMENTATION STATUS ON ACCREDITATION RECOMMENDATIONS**1. Plan for developing the new Strategic Plan**

Michelle Barton stated that there is a request to not meet on the second Tuesday of the month because the Governing Board meets on this day and staff need time to prepare for the meeting. Everyone agreed to meet the first, third, fourth, and fifth Tuesday of each month. After discussion, a decision was made to add an additional hour to each meeting; meetings will run from 2:00 p.m. to 5:00 p.m. The additional hour will ensure that other important items, in addition to the Strategic Plan, are addressed at SPC. CCE requested and received confirmation from the vice presidents that they had their support in allowing CCE members on SPC to attend the additional hour.

Ms. Barton distributed and discussed a timeline outlining tasks for each SPC meeting, so that a new strategic plan can be finalized and printed before the April, 2010 accreditation follow-up visit. A decision was made to form a writing group which will organize the information discussed at SPC, in order that that it can be brought back to the following SPC meeting for a timely discussion and/or decision. The following people volunteered to be part of the writing group: Michelle Barton, Andrew Bissell, Monika Brannick, Robert Deegan, Bonnie Ann Dowd, Molly Faulkner, Brent Gowen, Wilma Owens, and Mark Vernoy. The CCE will put out a request to their membership to see if someone would be willing to serve on the writing group. Shannon Lienhart asked if other small groups might be formed in addition to this one, such as a budget model work group, and was told that, yes, other work groups may be formed in the future as the need arises.

2. Service Area Outcomes (SAOs) for non-instructional departments

Vice President Cuaron distributed the recommendations from the ACCJC Commission and asked that members bring them to every SPC meeting as a reference. She clarified what the Commission was specifically looking for on distance education recommendation #3.

Beyond the learning outcomes classroom and instructional support areas, there is an expectation by ACCJC that the entire college is engaged in learning outcomes of students. Vice President Cuaron intends to bring some specific information and examples to SPC so that those areas that are support services for instruction and student services can begin to think about what a service area outcome might be for their council as a whole or within their individual departments or units. This information will be included in our Annual Report.

C. ACTION ITEMS/SECOND READING

There are no action items.

D. FIRST READING**1. Integrated Planning, Evaluation, and Resource Allocation Decision Making Model**

Michelle Barton asked if there were any questions about the handouts: the Decision Making Model; planning cycles; flowchart; and a chart specifically showing how the budgeting process would be modified and linked to planning. She stated that the handouts were discussed at the last Faculty Senate meeting. If other constituent groups would like her to come to a meeting this week, please let her know. Discussion ensued.

There was a question regarding the wording and placement of 2(c) (Determine Total Resources Available to Distribute) located in the last chart in the packet which shows how the budgeting process would be modified and linked to planning. Debbi Claypool stated that during the summer, the SPC work group had discussed all other handouts, but not this one, in detail. After discussion, it was decided to move the other three documents to second reading at the September 1, 2009 SPC meeting. The chart showing how the budgeting process would be modified and linked to planning will come back to SPC for further discussion.

2. Board Policies 3300, 3530, 4060, 4102, 4400, 4675

There was no discussion. This item will return for action at the September 15 SPC meeting.

3. Administrative Procedures 3300, 3501, 3510, 3520, 3530, 4021, 4040, 4060, 4102, 4220, 4260, 4400, 4610, 4675

Neill Kovrig pointed out that the handout of the administrative procedures listed only AP 3300. A complete copy of all administrative procedures will be distributed at the September 1 SPC meeting. This item will return as a first reading at the September 1 SPC meeting.

E. INFORMATION/DISCUSSION**1. SPC Meeting dates**

This item was discussed during item B1.

2. Campus Police Funding

This item was moved to the top of today's agenda.

3. Information Services Director Position

Vice President Dowd stated that the Information Services Director job description will be provided at the November Governing Board meeting. The Board will decide if they want to hire a permanent director or continue with a consultant.

F. REPORTS OF PLANNING COUNCILS**1. Finance & Administrative Services Planning Council – no report****2. Human Resource Services Planning Council – no report****3. Instructional Planning Council**

Berta Cuaron reported that IPC and the Educational Master Planning Task Force will meet September 9.

4. Student Services Planning Council – no report**G. REPORT FROM PC3H COMMITTEE**

Monika Brannick reported that some members of the PC3H Committee participated in the Gay Pride parade. Their

T-shirts were very popular with other participants. Ms. Brannick stated that she had set up a table and banner at the Student Union during the first two days of the fall semester. Approximately 13 students have already signed up for the newsletter. The PC3H Committee is considering being placed under the Human Resource Services Planning Council instead of directly reporting to SPC.

H. OTHER ITEMS

It was requested that a discussion take place on cost saving ideas, and where to cut from the budget other than cutting classes. The list of cost saving ideas provided by the Councils, which was discussed in SPC in the spring, can be brought back for additional discussion; however, all negotiable items will be deleted from the list.

Meeting adjourned at 4:05 p.m. The next SPC meeting is scheduled for September 1, 2009