



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
September 1, 2009**

A regular meeting of the Palomar College Strategic Planning Council scheduled for September 1, 2009, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

**Roll Call**

SPC Members Present: Barton, Bissell, Brannick, Cerda, Claypool, Cuaron, Deegan, Dowd, Faulkner, Gowen, Halttunen, Hoffmann, Hong, Japtok, Kovrig, Laughlin, Lienhart, Owens, Titus, Tortarolo, Vernoy

Budget Committee Members Present: Brannick, Cerda, Claypool, Cuaron, Dimmick, Dowd, Gowen, Kelber, Kovrig, Laughlin, Lienhart, Sivert, Tortarolo, Towfiq, Vernoy, Wick

Members Absent: McCluskey, Talmo

Recorder: Cheryl Ashour

Guests: Joan Decker, Laura Gropen, Glynda Knighten, Phyllis Laderman

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

**A. MINUTES**

MSC (Halttunen/Brannick)

The minutes of the meeting of August 25, 2009 were approved with the following correction:

- D1, second paragraph, second sentences was revised to read: "Debbi Claypool stated that during the summer, the SPC work group had discussed all other handouts, but **not** this one, in detail."

There was a question if the Budget Committee members were now voting members of SPC, and if they should be included in the SPC membership list on the agenda and minutes. The August 6 SPC Minutes were read which addressed this question: "The Budget Committee will be invited to attend the SPC meetings as guests to participate in the development of the process for strengthening the college's current planning and budgeting model." It was decided that the Budget Committee will be listed on the SPC agendas and minutes.

MSC (Brannick/Tortarolo) to approve the Budget Committee participating and voting on issues relating to accreditation recommendation #1.

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

**1. Strategic Plan**

**a. Review Structure of Strategic Plan**

Michelle Barton stated that she revised the SP 2013 timeline, after reviewing the amount of work that needed to be accomplished. She proposed that SPC hold two one-day retreats, October 16 and 23, to work on the Strategic Plan 2013. This will allow more focused time to work on the budget model during the regular SPC meetings. After discussion, everyone was in consensus with the revised timeline of meeting dates and activities. The one-day retreats will run from 8:30 a.m. to 3:00 p.m. and will be located in SU-18.

**b. Review/Revise Vision, Mission, Values, and Goals (strategies)**

Michelle Barton distributed and discussed a packet of information regarding the Strategic Plan 2013:

- The recommendations from ACCJC Commission – June 30, 2009
- A revised timeline, including the additional two one-day retreats

- A draft glossary of terms
  - Vision, Mission, Values, Goals, Objectives, Strategies/Initiatives (Action Planning), Success Metrics (Outcomes)
- Standard I: Institutional Mission and Effectiveness
- Questions to use in Institutional Evaluation
- Sources of Evidence: Example for Standards I
- Vision / Mission / Values

The Mission, Values and Vision statement were reviewed in detail. There was a great deal of discussion about the length of the mission statement and what should be included in it, as well as what to include in the vision statement. Michelle Barton reviewed ACCJC's opinion about what the mission statement should say. She also gave examples of other colleges' vision statements. Ms. Barton asked members to email the answers to the following questions by Wednesday, September 9. The answers will be discussed at the September 15 SPC meeting.

- Mission
  - What we do?
  - How we do it?
  - Why we do it?
- Values
  - What do we stand for?
  - What do we believe in?
- Vision
  - Who is affected by our work?
  - What is our image of success?
  - What are we passionate about?
  - What can we be best at?
  - What is it that we want for our students?

#### C. ACTION ITEMS/SECOND READING

##### 1. Integrated Planning, Evaluation, and Resource Allocation Decision Making Model

MSC (Brannick/Kovrig) to approve the Integrated Planning and Evaluation Model, the Palomar College Planning Cycles, and the Program Review and Planning Flowchart.

Discussion and revisions will continue on the Resource Allocation Model. The model will return for first reading after final revisions have been made by SPC.

#### D. FIRST READING

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

There were no comments. This item will return for action/second reading at the September 15 SPC meeting.

#### E. INFORMATION/DISCUSSION

##### 1. Resource Allocation Proposal

The Resource Allocation Model was discussed. Vice President Dowd stated that the model appeared hierarchal and requested that the visual look of the model be changed. The Planning and Assumptions item was reviewed. Vice President Dowd will make a list of the College obligations, such as negotiable items and utilities, and bring them to SPC for discussion. The importance of prioritizing items even if there is no money at this time to fund them was emphasized. Everyone agreed that the amount of money available should not stop planning. Shannon Lienhart asked if a planning assumption is that the College will target our instructional program so that

it is approximately 300-400 FTES over CAP. President Deegan confirmed that this is one of the planning assumptions. This item will return for further discussion at the September 15 SPC meeting.

**2. Budget Saving Suggestions**

The budget saving suggestions from the Finance and Administrative Planning Council were reviewed. The budget savings suggestions from Human Resource Services Planning Council, Student Services Planning Council, and Instruction Planning Council were reviewed at the April 7, 2009 SPC meeting; there was not time to review them again at this meeting.

There was not time to hear reports from the Planning Councils or PC3H Committee. The meeting was adjourned at 5:00 p.m. The next SPC meeting is scheduled for September 15, 2009.