



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
September 15, 2009**

A regular meeting of the Palomar College Strategic Planning Council scheduled for September 15, 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, McCluskey, Miyamoto, O'Brien, Tortarolo, Vernoy

Budget Committee

Members Present: Brannick, Cerda, Claypool, Cuaron, Dowd, Gowen, Kelber, Kovrig, Laughlin, Lienhart, McCluskey, Sivert, Tortarolo, Towfiq, Wick

Members Absent: Dimmick (BC), Talmo (SPC), Titus (SPC)

Recorder: Cheryl Ashour

Guests: Joan Decker, Laura Gropen, Glynda Knighten

A request was made and everyone concurred that item E-3 be moved forward on the agenda.

E. INFORMATION/DISCUSSION

3. Grant Proposals

Candi Francis introduced Wing Cheung, Assistant Professor, Earth, Space and Aviation Sciences, who discussed a \$115,000, three-year grant, with a submission deadline in October. He explained how the money would be distributed if Palomar College was awarded the grant. The General Fund will not be impacted by the grant. After discussion, everyone concurred to move forward on the grant.

Michelle Barton announced that California State University San Marcos, in collaboration with Palomar College, was not awarded the HSI STEM grant. Originally nine applicants were to receive grant funds; however, they decided to fund only five applications. The administrators of the grant would like to draw down from the existing list when they award grants next year. If they do so, we would probably be awarded funds as we were one of the top nine applicants. Concerns were raised that faculty from the Multicultural Studies department were not involved in writing the grant. Ms. Barton responded that they were invited to the meetings.

The meeting returned to its normal agenda.

A. MINUTES

MSC (Brannick/Halttunen)

The minutes of the meeting of September 1, 2009 were approved with the following correction:

A sentence was added to E2: "The budget savings suggestions from the 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."

B. PROGRESS/IMPLEMENTATION STATUS ON ACCREDITATION RECOMMENDATIONS

1. Review/Revise Vision, Mission, and Values

Michelle Barton stated that she received 12 responses to the homework questions from the last meeting. She distributed the responses and asked members to gather into small groups and identify six words that capture a main theme for a Value, such as "access". After meeting, each group shared their themes. After

comparing the suggestions to the existing Values, SPC narrowed the list down and combined words that expressed the same idea.

The homework responses to the Mission were reviewed. Michelle Barton asked members to consider the following questions as they think about what they would like to include in the Mission statement:

1. What is our core purpose?
2. Who are intended population?
3. Why is what we do important?

Members discussed the existing Mission and made suggestions on words and/or philosophy they would like included. There was consensus that except for the first sentence and minor revisions, the original mission statement was still valid.

Michelle Barton will meet with Brent Gowen, and any SPC writing group member available, on Friday to revise the Values and Mission as directed. The revisions will be brought to the September 22 SPC meeting for discussion.

C. ACTION ITEMS/SECOND READING

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

MSC (Lienhart/Kovrig) to approve Board Policies 3300, 3530, 4060, 4102, 4400, and 4675.

There was no discussion.

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

AP 3300, 3510, and 3530 were discussed. No changes were made. Phil Cerda stated that in AP 3520 the word "administrative", located on the second to last line of the first page, should instead be "administration". Everyone concurred.

MSC (Brannick/Lienhart) to approve Administrative Procedures 3300, 3501, 3510, 3520 (as revised), 3530, 4021, 4040, 4060, 4102, 4220, 4260, 4400, 4610, and 4675

D. FIRST READING

1. Board Policies 4010, 4070, 4110, 4226

There were no questions or comments. This item will return for action/second reading at the September 22 SPC meeting.

2. Administrative Procedures 4010, 4070, 4110, 4226, 4230, 5075

Phil Cerda stated that the word "full", located in the eighth bullet, should include a dash (full-). Everyone concurred. This item will return for action/second reading at the September 22 SPC meeting.

E. INFORMATION/DISCUSSION

1. Resource Allocation Proposal

This item was postponed until the September 22 SPC meeting.

2. PFF Representation on IPC and SSPC

Shannon Lienhart requested that PFF have representatives on the Instruction Planning Council (IPC) and the Student Services Planning Council (SSPC); they already have representatives on the Human Resource Services Planning Council (HRSPC) and the Finance & Administrative Services Planning Council (FASPC). Monika Brannick stated that according to her understanding of the role of IPC, only the Faculty Senate should provide faculty representation because it is an academic and professional matter. Discussion ensued. It was decided that this item will return for discussion after IPC, SSPC and the Faculty Senate have had a chance to discuss it at their meetings.

F. REPORTS FROM PLANNING COUNCILS

1. Finance & Administrative Services Planning Council

Bonnie Ann Dowd reported that FASPC will meet on Thursday.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC was unable to get a quorum its meeting today.

3. Instructional Planning Council

Norma Miyamoto reported that IPC met on September 9. They reviewed the accreditation recommendations and the modified program review and planning document.

4. Student Services Planning Council

Mark Vernoy reported that Michelle Barton attended their last meeting and discussed the SPC Planning Model. SSPC also reviewed institutional review and planning.

G. REPORT FROM PC3H COMMITTEE

Monika Brannick reported that PC3H has an office located in room IT 7L. They are working on a safe zone project. She discussed what this project entailed. Ms. Brannick requested additional members from constituent groups.

Meeting adjourned at 5:00 p.m. The next SPC meeting is scheduled for September 22, 2009.