



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
October 6, 2009**

A regular meeting of the Palomar College Strategic Planning Council scheduled for October 6, 2009, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

Roll Call

SPC Members Present: Bissell, Brannick, Claypool, Cuaron, Deegan, Dowd, Francis, Gowen, Halttunen, Hoffmann, Hong, Japtok, Kovrig, Laughlin, Lienhart, McCluskey, O'Brien, Talmo, Titus, Tortarolo, Vernoy

Budget Committee Members Present: Brannick, Claypool, Cuaron, Dimmick, Dowd, Duran, Gowen, Kelber, Kovrig, Laughlin, Lienhart, McCluskey, Tortarolo, Towfiq, Vernoy

Members Absent: Barton (SPC), Cerda (SPC/BC), Faulkner (SPC), Sivert (BC), Wick (BC)

Recorder: Cheryl Ashour

Guests: Katherine Gannet for Phil Cerda, Laura Gropen, Glynda Knighten, Phyllis Laderman, Brandi Taveuveu

A. MINUTES

MSC (Brannick/Duran)

The minutes of the meeting of September 29, 2009 were approved as written.

B. PROGRESS/IMPLEMENTATION STATUS ON ACCREDITATION RECOMMENDATIONS

1. Resource Allocation Model

Bonnie Ann Dowd reminded everyone that during the summer SPC had developed and established an integrated planning model and a timeline, and began discussing resource allocation model, which still needs to be finalized. The model will be the process by which resources are allocated; ideally it should provide for good and bad budget years; and, within the annual budgeting process, allow for assessment and evaluation of how well funds are used to accomplish strategic and master planning goals and objectives. .

Dr. Dowd led a discussion to identify issues SPC members would like considered in the development of a budget model: funding priorities, stabilization, increase full-time faculty, fill vacancies, increase full-time staff, ongoing v one-time sources/uses, hold harmless, flexibility of programs, scarcity of resources/choices, and mission "creep". There was also discussion on what needs to be done when developing a budget model: assessment, allocation/reallocation, maintaining, obligations, and priorities. Lastly, areas that move throughout the model were identified as follows: technology, staffing, facilities, capital equipment, and strategic priorities. As members made suggestions they were written on the white board; they will be incorporated into a chart and distributed at the next meeting. Dr. Dowd reminded everyone that we need to keep referring back to our Mission, Values and Vision statements.

Dr. Dowd then broke SPC members off into five groups to design a budget allocation model that considers all that has been previously discussed. The groups were asked to consider obligations and constraints in its model without regard for new or one-time funds. After discussion, each group shared with everyone what they came up with. Everyone liked one of the group's models; it will be discussed further at the next regular SPC meeting.

C. ACTION ITEMS/SECOND READING

There were no items.

D. FIRST READING

There were no items.

E. INFORMATION/DISCUSSION**1. Categorical Budgets**

Mark Vernoy distributed two documents: Student Services Categorical Programs Budget 2009-2010 and Instructional Services Categorical Programs Budget 2009-2010. He reviewed the Student Services categorical programs budget which outlined the budget reduction for 2009-2010, the available budget with rollover, and the current budget situation, including the additional District funds needed for 2009-2010 and for 2010-2011. Berta Cuaron did the same for the Instructional Services categorical programs budget.

2. AA and PFF Representation on SSPC and IPS

This item has been postponed until the next SPC meeting.

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

Bonnie Ann Dowd reported that FASPC met October 1 and will meet again on October 15. Action was postponed on the request from the Safety and Security Committee for police presence at the Escondido Center so that Campus Police can evaluate the costs. Dr. Dowd shared the obligations/fixed costs information from the last SPC meeting and they heard a report from the Facilities Review Committee.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC met October 2. They discussed ACCJC recommendations 1-4 and assigned people to bring back information on best practices from other colleges.

3. Instructional Planning Council

Berta Cuaron reported that IPC plans to meet October 14.

4. Student Services Planning Council

Mark Vernoy reported that SSPC plans to meet October 14.

G. REPORT FROM PC3H COMMITTEE

Teresa Laughlin reported that PC3H is planning an event for National Coming Out Day which is Monday, October 12. Their newsletter was recently distributed. The Safe Zone stickers are being printed; if anyone would like one for their office, please inform Monika Brannick.

Meeting adjourned at 5:00 p.m. The next SPC meeting is scheduled for October 20, 2009.