



INSTRUCTIONAL PLANNING COUNCIL MINUTES

September 13, 2006

Members Present: Mark Bealo, Norma Bean, Judy J. Cater, Berta Cuaron, Katheryn Garlow, Karen Huffman, Chantal Maher, Becky McCluskey, Wilma Owens, Peggy Richardson, Mollie Smith, Sara Thompson, Mark Vernoy, Debi Workman

Members Absent: Richard Borden, Terry Humphrey, Tina Riley, Pat Schwerdtfeger

Recorder: Suzanne M. Holt

I. Approval of May 3, 2006 Minutes

MSC Judy J. Cater / Norma Bean to approve the minutes of May 3, 2006 with noted corrections.

II. Review of IPC Role/Products

IPC's role and products were reviewed. Discussion included what goals to work on this year, including an on-going agenda of "Standing Reports" and looking at "2006-07 Projects." IPC will also send recommendations to SPC for allocating one-time funding strategies on the AIP. There was discussion on what the process is for reviewing vacant positions. It was noted that a Task Force is currently updating the Governing Board policies and procedures.

III. Allocation of 2004-05, 75% Fund Balance

A handout of the "Departments 75/25 Distribution for FY 2004-05" savings was distributed. Departments can request their funds with a justification on how they intend to use them. IPC will review the requests and approve the use of these funds. Departments cannot donate any unused funds to other departments. Unused funds will return to the general fund. It was suggested that disciplines be allowed to roll up to the department level as a unit in order to request funds at that level.

The divisions are to notify their departments of these funds being available. The process to request funds (even for small amounts) is to send a simple E-mail to Berta Cuaron indicating how the funds are to be used for instructional purposes, then the requests will be reviewed by IPC.

Berta Cuaron stated that the Governing Board has approved the 2006-07 final budget. She stated that SB-361, the equalization legislation, is on the Governor's desk waiting his signature. This legislation increases credit and non-credit FTES funding levels. This legislation and funding formula change represents an increase of \$2.4 million for this fiscal year to Palomar.

The handout, "Palomar One Time Allocations 2006-07" was distributed and discussed. The one time funds from the State allow Instruction and the District to address issues such as high cost purchases and remodeling projects. The Basic Skills one time funds are to be used for enhancement of basic skills for students, which is being done on a District and state-wide basis. SPC will develop the timeline for requests of the one time funds.

Some suggestions for allocation of one time funds were: 1) smart classrooms at the same level in all classrooms, 2) future long-term spending, 3) re-entry center for students, 4) better support for on-line classes and closed captioning needs, 5) library support for on-line library instruction, 6) cycled schedule for replacing computer labs, 7) replacement for all technical needs in ATRC, 8) high-end computer labs, 9) weekend college with full support at the Escondido Center. It was pointed out if the Bond passes or doesn't pass in November, it creates a new scenario, so ideally consideration of deadlines should wait until the election is over.

Berta Cuaron asked the IPC members to talk to their constituents to think of more ideas of how to put the one time funds to good use on a long term basis with lasting impact.

IV. 2006-2007 Projects

a. Organizational Structures

Berta Cuaron stated there was a request from the Fiscal Stability Task Force (FSTF) for the District to do long-term planning in reference to infrastructure and how to serve students at all levels from support staff to senior management. This would involve assessing the current operations and how departments and divisions can work more effectively as needs change. As the District grows or shrinks, having a plan on how to reallocate resources will be important. It was stated that some classified staff positions need to be restored especially due to previous budget restraints. It was suggested that staffing models could be used for comparisons. The FSTF also reviewed the Gooder data and how our expenditures compared to other Districts. It was stated that this data might not be valid as it is comparing groups that are different.

b. College Success Initiative

This is a discussion resulting from the ESL students enrolled in non-credit classes at the Escondido Center and the high number of these students who do not continue into credit classes or drop out from Fall to Spring.

The discussion also includes looking at an honors program for students that are high achievers and are unable to have a transfer guarantee to UCLA or Berkeley. The LOC is reviewing both initiatives for the two groups.

c. Accreditation Self-Study

The District's mid-term report was approved in June, 2006. We are currently in year four of the six year cycle of accreditation. A writing team task force will be convened with 7-10 participants to attend a workshop in spring 2007. The self-study is due Fall 2008 and the site visit will take place Spring 2009. It was noted that the co-chairs of each accreditation standard should already have a good knowledge of their standard in order to work efficiently.

d. Escondido Center Education Master Plan

The Escondido Center is growing and changing to meet student needs. Developing an education master plan would provide a focus for the future of the center. The type of programs offered need to serve the students and a better learning environment needs to be created. It was noted that the Escondido Union

School District at the East Valley Parkway Association in Escondido is planning on building an Academy at Midway Street and would like to do a partnership with Palomar College.

It was stated that when the Bond passes, this would be a better time to do an education master plan that would include the proposed Fallbrook Center, the southern center and the Escondido Center.

V. Other

The question was raised where the Behavioral Sciences department was located on the faculty hiring list. Berta Cuaron stated that Michelle Barton of Research and Planning had given her the initial numbers and she had met with Joe Madrigal. At this time, the FTES are slightly up, not quite 1% at census, with 6% less drops at census, Retaining students and growth makes a big difference, as FTES drives the full-time faculty obligation. At this time there are seven positions above obligation for this year, which means to sustain this level, we would hire six to seven new contract faculty for Fall 2007. If the District grows in FTES then we could add more to this number. A baseline formula has been agreed to with Student Services with regards to the number of teaching faculty, counselors and librarians. This formula will be applied when the decision is made on how many new faculty will be hired. Berta Cuaron will meet with Michelle Barton again to get the most recent data and will bring this to the next meeting.

VI. Adjournment

The meeting was adjourned at 4:00 p.m.