



INSTRUCTIONAL PLANNING COUNCIL MINUTES

October 8, 2008

Members Present: Norma Bean, Richard Borden, Berta Cuaron, Judy Dolan, Craig Forney, Candi Francis, Chantal Maher, Becky McCluskey, Steve McDonald, Michael Mufson, Zeb Navarro, Wilma Owens, Lisa Romain, Kathleen Sheahan, Mark Vernoy, Debi Workman, Claudia Duran-ASG Rep.

Members Absent: Mark Bealo, Judy J. Cater, Mollie Smith

I. Approval of September 24, 2008 and October 1, 2008 Minutes

The minutes of September 24, 2008 and October 1, 2008 will be considered at the next meeting

II. 2007-08 Accomplishments Update

The “Instructional Planning Council, Annual Report for 2007-08” was updated. There were 101 Institutional Program Review and Planning (IPR&P) documents reviewed and summarized, representing 100% participation by the academic and career technical programs in Instruction. This information will be included in the accreditation self-study report. Everyone was thanked for their participation.

III. Review/Revise IPC Role

The revised “Governance Structure of the Instructional Planning Council,” (9/23/08) was reviewed. This is the fifth year utilizing this governance structure for IPC and the role becomes better defined and clearer as each year progresses. The IPR&P cycle was changed on the document from a three-year cycle to a two-year cycle. IPC is to continue to align its work with the Strategic Plan and the Annual Implementation Plan. The IPC Subcommittee is incorporated within the annual duties of IPC.

The question was asked why there isn't a Palomar Faculty Federation (PFF) representative on IPC and it was noted that there has never been PFF representation on IPC, since PFF's inception. After discussion, the following motion was made.

MSC Michael Mufson / Judy Dolan to expand membership to include a Palomar Faculty Federation (PFF) representative on IPC.

Motion tabled, until next meeting.

After further discussion, it was agreed to discuss the possibility of having a PFF representative on IPC with PFF first, before any action. This will be an agenda item at the next meeting.

Council members are asked to review the products of IPC listed on the document, as well as the overall document, so it can be finalized at the next meeting.

IV. **Goals for 2008-09**

Berta Cuaron stated that goals for 2008-09 will be discussed at the next meeting.

V. **Institutional Program Review & Planning Two Year Cycle**

The IPR&P has a two year planning cycle and the data is updated every two years. The first year was completed in 2007-08. In the second year, departments will review their planning documents, update progress and revise their plans and goals over a span of 3-4 months. This will give departments enough time to reflect on what has been happening this semester in their areas respective to faculty positions, funding, classroom equipment needs and technology needs. After discussion, the agreed upon timeline for departments to review their IPR&P plans begins November 1, 2008 and the due date to submit their plans to IPC is February 28, 2009. Berta Cuaron will send a cover memo with the above due dates to departments. IPC will review the revised department plans and will develop summaries and make recommendations. The Research and Planning website will post the IPR&P planning documents on their website collectively for all faculty in every discipline. This will represent a wealth of information for future planning and vision.

VI. **Borrego Springs Site**

The Borrego Springs education site currently has two non-credit Art classes being held there this semester. The office space at the site was provided by the Borrego Springs Foundation, which relocated last spring and there is no longer any office space available just classroom space. Theo Brockett, Interim Director of Extended Education, visited the site to try to find available office space to no avail. The Palomar College employee at the site has also retired. Since there is not an office space and no employees at the Borrego Springs site, it should not be listed as an education site. It was stated that in the past the District really tried to get more classes offered at this site, but the population did not support it. The needs of the community are being supported, as they only want the two art classes currently offered.

VII. **Budget Update**

The spreadsheet "Palomar College District, Budget Update" and handout of an E-mail regarding "Community College League of California, League Budget Update #19: October 8, 2008, State Revenues Plummet – Special Session Likely" was discussed.

The spreadsheet was shared at the SPC meeting yesterday. The 2008-09 District budget for 2008-09 is scheduled to be adopted by the Governing Board at the next meeting, October 14, 2008. The ending balance for 2007-08 is \$7.2 million, compared to last year's ending balance of \$12.9 million. There has been a lot of discussion of why the ending balance is high, which is good for the District considering the state budget. Palomar is one of few colleges that did not have to borrow before the 2008-09 state budget was signed and still maintains its 5% reserve. The District did not receive any funds from the state since July 1, 2008 and just received payment the end of September. The 2008-09 budget for supplies, printing, operating costs and hourly accounts does not reinstate the District 25% cuts from this year and there has been no monies for equipment the past three years. The class offerings were cut for Summer and Fall, 2008 and Spring 2009 by 800 sections, representing a savings of \$1.5 million, in order to bring the budget back in line, in spite of many students waiting to take classes. The District must tighten its belt more and do absolutely the minimum to support classroom needs. The hiring freeze for classified and

administrative staff is still in effect. There will be further discussion at the Budget Committee and SPC regarding the status of the budget. The District and state budget information can be shared with peers so they can understand the effects of these budgets.

The state legislature most likely will have a special session soon to discuss the expected continued decline in state revenues and plans for possible budget cuts at mid-year. The economy at different levels goes through cycles and will turn around eventually.

VIII. Emergency Response Recommendations

The “Emergency Response Recommendations, Developed by the Emergency Response Working Group, Endorsed by the Safety & Security Committee, September 2, 2008” was discussed. This document was presented to SPC yesterday.

The District has had its share of emergencies in the past, three bomb threats, wildfires that shut down the campus for a week, and power outages. Palomar is a large institution that is spread out and has many employees, which needs high technology capabilities to communicate to people when an emergency occurs.

The Emergency Response Working Group was convened at the request of President Deegan. The working group included Kelley Hudson-MacIsaac, Manager of Facilities Planning & Environmental Health & Safety and Tom Plotts, Chief of Police/Director of Public Safety Program and the Safety & Security Committee and were responsible for submitting a plan with the recommendations. The working group went to CSUSM and UCSD to talk to people and went to a training session in Orange County, doing a lot of research in order to produce a better plan with priorities to move the college in the right direction. The key issues to address are not having a backup system for Information Systems and no backup generators on campus. It was stated that any funding for these recommendations could possibly come from Prop M funds, plus grants and redevelopment funds.

The Emergency Response Recommendations will be shared with all constituents and then accepted, in order to get started with implementing some of these recommendations as soon as possible.

Please give any feedback and comments to Berta Cuaron before the next SPC meeting on October 21, 2008. This will be discussed at the next meeting.

IX. Other

Council members are to think about goals to be discussed at the next meeting.

The meeting was adjourned at 3:35 p.m.