The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, April 16, 2002, at 2 p.m., in SU-18.

The meeting was called to order at 2:00 p.m. by Dr. Sherrill L. Amador.

Roll Call
Members Present: Amador, Barkley, Barton, Bishop, Cater, Davis, Dimmick, Dolan, Drinan, Eberhart, Galli, Garlow, Suzanne Gavin (for Hoffmann), Gilson, Hoffmann, Julie Ivey (for Millet), Jackson, Lutz, Madrigal, Melena, Miyamoto, Patton, Smith, Weimer

Members Absent: Carson, Hoffmann, Millet

Guests Present: Barbara Baldridge, Lorie Sousa

A. Minutes
MSC Bishop, Eberhart
The minutes of the meeting of April 2, 2002, were approved.

B. Action Items
1. First Reading: Planning Council Structures and Relationship to SPC
   a. Administrative Services Planning Council
      It was decided to add the Chief of Police to the members and to add an annual progress report to the products.
   b. Student Services Planning Council
      It was decided to add one additional Classified Staff member from the Student Services area and to add an annual progress report to the products.
   c. Instruction Planning Council
      It was decided to add one additional Classified Staff member from the Instruction area. It was noted that the Professional Development Review Board, Curriculum Committee, and Academic Technology Group also will report through the Instruction Planning Council.
   d. Human Resource Services Council
      It was decided to add an annual progress report to the products. It was noted that the Faculty and Staff Diversity Committee also will report through the Human Resource Services Planning Council.

2. Membership of Strategic Planning Council
   It was suggested that a representative from Advancement or Marketing should be in attendance at Strategic Planning Council meetings. Dr. Amador will invite someone from that area to attend every meeting.
C. **Web Pages for Strategic Planning Council Proposal**

Michelle Barton distributed a draft outline of things that might be included on the College web site about the work of the Strategic Planning Task Force and the Strategic Planning Council (*Exhibit C*). The Academic Technology Group will be asked for their input as to how this information would fit on the home page. It was noted that having this information on the web would be helpful for our accreditation. It was agreed that the SPTF should be included through 2002-03, at which time we will consider modifying the content. The results of the strategic planning survey will be placed under the SPC area.

D. **Survey**

1. **Analysis**

Michelle Barton and Lorie Sousa distributed copies and discussed in detail a draft Report of the Strategic Planning Survey and Qualitative Analysis of the Categories within Each Goal (*Exhibits D-1a, b*). Ms. Barton expressed her gratitude to Dr. Sousa and the Academic Technology Group for their work in putting the survey together and in analyzing the results. The writing team will use this information to determine the objectives.

2. **Next Steps**

Dr. Amador urged Council members to share this information with their constituencies. The next step is to look at it in the broad picture and move the institution forward with the objectives, knowing where the “hot spots” are.

Copies of the Palomar College Strategic Plan Framework (Vision, Mission, Values, and Strategic Goals) were distributed, and members were asked to bring them to each meeting (*Exhibit D-2a*).

Dr. Amador also distributed and discussed a sample of an Annual Implementation Plan format from another institution (*Exhibit D-2b*). We are planning out three years of work to move the College forward on the five goals. We will be working on an annual implementation plan that takes three achievable chunks out of the Strategic Plan and determining a given number of objectives for the year. This is the accountability piece with this group. Status reports will be made in November, February, and May. This is the link between the Strategic Plan and putting it into action.

3. **Writing Team**

The following persons volunteered to serve on the writing team, perform six to eight hours of work, and agreed to be present at least three of the four meeting times:

- Diane Lutz
- Chris Barkley
- Kathy Davis
- Sherrill Amador
- Michelle Barton
- Bruce Bishop
- Bob Gilson
- Lorie Sousa

Meetings will be held in the President’s Conference Room as follows:

- April 29: 4-5:30 p.m.
- May 9: 2-4 p.m.
- May 10: 1-3 p.m.
- May 14: 2-4 p.m.

4. **Evaluation Criteria**

It was decided not to act on this item at this time as we need to decide what we are going to do first.
E. Legislative Advocacy

Dr. Amador reported that she will be attending the CEO Board meeting on Friday and will let the group know if she learns anything new about the budget. She added that we are still not expecting anything out of the Governor’s office until May 10-15. Then, we may get a sense of the budget.

There is an interesting discussion going on at the state level about information competency and whether it should be a required part of the associate degree. Diane Lutz noted that there is also an issue as to whether it should apply to certificates. Chris Barkley noted that, at the statewide level, one of the things discussed has been having the option of not just having a class in information competency but integrating it into other classes.

F. Reports of Constituencies

1. Administrative Association

Mollie Smith reported that the Supervisors group will be holding a meeting on May 15, 3-5 p.m., with Dr. Amador and Dr. Miyamoto, regarding the possibility of separating from the Administrative Association.

2. Associated Student Government

Sean Weimer reported that he and Leo Melena were sorry to miss the last meeting as they were in Tennessee at a Phi Theta Kappa event.

ASG will hold its meeting this week at the Escondido Center.

Leo Melena reported that Spring Fest will be held next week. A number of bands have been invited. As a feature, they are hosting the General Motors Marketing Internship Program.

3. CCE/AFT

Mike Dimmick reported that the CCE is having an election this month and will be electing a junior vice president, junior grievance officer, and three stewards. They will take office July 1.

4. Faculty Senate

Chris Barkley reported that the Senate has been spending a lot of time working with PFF cooperating on items of mutual interest. They are also holding elections at the end of this month and are considering faculty awards that will be presented at the beginning of next year.

The Senate is also working with the ASG in initiating a voter registration campaign that will start in the spring semester and continue into the fall.

5. PFF/AFT

Mary Ann Drinan reported that, as Ms. Barkley noted, the PFF executive board is working with the Faculty Senate council and having meetings every week. In addition to that, the organization sent a representative, Dr. Michael Byron, to its national convention in Chicago last weekend. They continue to support their lobbyists in Sacramento as they try to hold together the community college budget. They will be recruiting representatives to send to a leadership seminar in Santa Cruz this summer.
6. The Faculty

Nancy Galli reported that, at the last meeting, The Faculty had a lengthy discussion on the changes to the faculty hiring procedure and passed a motion in agreement with the changes. At the same meeting, Doug Key gave a brief review of the Educational and Facilities Master Planning Task Force and asked the members to talk to their departments about the interviewing process that will take place. There was a brief discussion on the improvements that are being made on campus by the grounds services staff. There was agreement by faculty that both the ongoing and completed projects are looking great, and they will send a memo to that effect.

Ms. Galli noted that her son, Todd, will be on “Palomar Profiles” on ETV.

G. Other Items

Mega Conference

Mollie Smith reported that she had attended the Mega Conference last week with a number of other Palomar representatives. They were told that CalWORKs and Matriculation would be allowed to roll 90 days into next year. Jerry Patton has told her that she needs to get it in writing, which she will try to do. Patrick Lenz and Tom Nussbaum were in attendance. Both spoke and discussed advocating for funding and suggested that we write letters to whomever, but we should write the letters in such a way that you recommend that they do not eliminate any funding.

H. Adjournment

There being no further business, the meeting was adjourned at 3:30 p.m.