



STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:			Date:	4/02/02
	x	Staff	Starting Time:	2:00 p.m.
		Product/Project	Ending Time:	3:30 p.m.
		Special	Place:	SU-18

CHAIR: Sherrill Amador

MEMBERS: Barkley, Dimmick, Drinan, Eberhart, Jackson, Key, Lutz, Madrigal, Miyamoto, Owens, Patton, Robelin, Rourke, Schwerdtfeger, Smith, Telson, Vernoy, Weimer

RECORDER: Barbara Baldrige

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
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A. ORDER OF BUSINESS

1. Roll Call

B. ACTION ITEMS

- | | | | |
|--|------------------------|---------|---------|
| 1. Introductions | | | 10 min. |
| 2. SPC | Discussion | Handout | 45 min. |
| a. Structure/Role/Function | | | |
| b. Membership Teams | | | |
| c. Planning Council Structures & Relationship to SPC | | | |
| 3. Evaluation Criteria | Discussion | Handout | 15 min. |
| 4. Budget Cut Issues | Information/Discussion | | 30 min. |

C. OTHER ITEMS

D. ADJOURNMENT



STRATEGIC PLANNING COUNCIL *MINUTES*

April 2, 2002

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

The meeting was called to order at 2:04 p.m. by Dr. Sherrill L. Amador.

Roll Call

Members Present: Amador, Barkley, Barton, Bishop, Cater, Davis, Dimmick, Dolan, Drinan, Eberhart, Galli, Garlow, Gilson, Hoffmann, Jackson, Lutz, Madrigal, Patton, Smith,

Members Absent: Carson, Melena, Millet, Miyamoto, Weimer

A. INTRODUCTIONS

Dr. Amador congratulated the group for being on the Strategic Planning Council and welcomed them to the first meeting of this new group. Members were asked to introduce themselves and give a statement as to why they were appointed to the group and what they hoped to contribute and gain from the group or what they hoped the Council would achieve. After each person spoke, Dr. Amador noted that it is very exciting that this Council was put together as part of the Strategic Planning Task Force, a five-month project that culminated in many good things, one of which is our vision, "Learning for Success." We will keep that vision in front of us as that is what we are about. When you are part of a group like this, you have a responsibility to take new information and do something with it. We must model the behavior that we are hoping the institution will follow as we put plans together and ensure that they are completed.

The Strategic Planning Council will involve hard work. It won't be a group where the members just "show up." Members will be on smaller sub-groups assembling things from time to time. When homework is assigned, it is very important that it be done. In a work group, it is imperative that each member carry his/her weight and be prepared. In turn, Dr. Amador will be prepared and provide the information that the Council members need. We will be arriving at the answers to questions together as we go along. We may need more information on how we are doing things. In June and at the end of each year, we will assess where we are in working together as a group and what we can do to improve. We also need to evaluate the success we are having in terms of the criteria for the plan itself. This group will put the first Strategic Plan together and finalize it. This is the work that the group needs to complete within the next two months.

The communication link back to the representative groups by the Council members is most important. The worst thing that can happen would be that everything stays within the Council. The whole point is that the Council members are out talking to other people, especially with those they represent. Dr. Amador will send out official notices, but the informal and formal communication from the Council members is also very important. Dr. Amador encouraged the members to feel free to participate during the Council meetings. All members are equal and each person's thoughts and perspectives count. Everyone should feel comfortable in offering their comments and suggestions. Getting the best out of each person will make the group do its best work.

B. STRATEGIC PLANNING COUNCIL

a. Structure/Role/Function

Dr. Amador distributed copies and discussed the Strategic Planning Council's structure, including role, products, meeting schedule, chair, and members, as it was approved by the President's Advisory Council on March 19, 2002. **(Exhibit B-a)** By combining the responsibilities of the President's Advisory Committee, which was the governance piece, and the Educational Master Planning Committee, which had the planning function, the Strategic Planning Council was created. When the Council makes recommendations involving policies, they will go to the Board. Most of the time will be spent on planning and ascertaining that people are doing what they are

supposed to be doing in terms of implementing the plan. The Council will be considered the governance body of the College, and everything will feed into this group.

b. Membership Terms

Some Council members are appointed because of their function or position and others represent constituent groups. Dr. Amador suggested that constituent groups consider staggering the terms of their representatives so that there would be continuity from year to year.

Chris Barkley reported that the Faculty Senate's appointees are for the following terms: Two years: Judy Cater and Judy Dolan; One year: Nancy Galli and Bob Gilson; Chris Barkley will be President for one more year; Chris Barkley would then become the Past President and the Senate would then appoint at least one other person for a two-year term to replace the two persons who had one-year terms.

Mollie Smith reported that the President of the Administrative Association serves for two years and then would serve as Past President.

c. Planning Council Structures and Relationship to SPC

Each of the Vice Presidents will have a planning council for his/her area that will feed into the Strategic Planning Council. Each of them had drafted a structure of his/her council for review by SPC. (**Exhibits B-c**) Several suggestions for revisions were made. The revisions will be incorporated and the structures will be placed on the Governance Structure Group Request form and forwarded to SPC members by the end of the week. Members were asked to share them with their constituencies and be prepared to bring any further suggestions or recommendations to the next SPC meeting. We would like to finalize the structures by the May 7 SPC meeting.

It was noted that we spend an inordinate amount of time on technology and that we do not have the best model at this time. We have hired a planning group, National Council of Educational Management Systems, a nonprofit group, to help us examine and improve the structure and management of our technology. The group will be on campus the week of April 29. It is proposed to eventually have a person responsible for all campus technology and a separate council for technology that will report to SPC.

We do not want a budget committee to set the priorities for us. SPC will look at what comes up from the other councils, will set priorities, and then will decide where the money will come from. We now have an institutional focus to our planning.

C. 2002-03 BUDGET CUT ISSUES

Dr. Amador reported that the Governor's January budget has indicated cuts totaling approximately \$990,000 to Matriculation, CalWORKs, TTIP, and Staff Development. In order to comply with the law, we had to give March 15 notices of the intention not to reemploy several academic employees. Legally, we must make decisions by May 15.

Since the last Board meeting, a plan has been devised to save the positions of the four counselors. The plan is based on the following priorities: (1) to have the least impact on students, (2) to do the least harm to the District's future, and (3) to understand that it is the responsibility of the Board, President, and Vice Presidents to have a balanced budget. We won't know the final budget figures until August or September.

We are not going to be able to reinstate the position of director of matriculation. Those responsibilities will be assumed by management in Student Services. The former director of matriculation will be assigned as a counselor, which will improve our counselor to student ratio.

We are also not going to be able to reinstate the positions of CalWORKs manager and counselor. We are still working through the classified support for that area.

Staff development has different issues, and we will try to restore those funds as best we can by using the money from faculty positions who are planning to retire later this year and not filled due to time constraints of the selection process.

A lot of TTIP money has been used for training and equipment. We will attempt to continue the training, but we may not be able to purchase much equipment next year.

It was noted that estimated COLA figures are dropping on a weekly basis. We were told at one point that it would be 2.19%. Latest figures appear to be between 1.65% and 1.75%. There is also a possibility that they may take some of the growth money away.

D. EMPLOYEE SURVEY RESULTS

It was reported that 1,401 requests for participation in the employee survey went out and 464 persons completed the survey, which is a 33% return. There were 57 administrators, 163 classified employees, 170 faculty, 7 other, and 67 declined or failed to state. They had about 70 requests for paper-based surveys. All information is kept confidential, so they are not going back to identify part-time, full-time, or classification of employees.

The highest-ranked item was 4.22 and the lowest was 1.76. Items that scored 3.5 and above should be considered high priority. Under the first category, Professional and Organizational Development, there were 24 items that were 3.47 and above. The highest one was "create a more timely process for approval of new and replacement positions." Others were "provide ongoing training for new and current staff," "follow through on recommendations made in committees and provide feedback on recommendations," and "identify ways to remove competitiveness and promote inclusiveness, participation, and collaboration for all groups." Under Teaching and Learning, there were only 4 items that scored 3.43 or above. Under Resource Management, 22 items scored 3.47 or above. Under Student Success, there were 30 items that scored 3.47 or above. Under Facilities, there were 43 items that scored 3.47 or above. Our next step is to organize a small writing group of five or six people to put these into manageable objectives, which become the Strategic Plan. From that, we will go into the annual implementation plan, which takes off the highest priorities in each of the areas. These will be our priorities for the first year.

At the next meeting, Michelle Barton will be working on criteria for evaluation, and we will start looking at some of the quantitative criteria to evaluate what we are doing.

E. REPORTS OF CONSTITUENCIES

1. Faculty Senate

Chris Barkley reported that the Senate asked that its concern be brought to this group about the logo and the fact that the Art Department seems to have been left out of any solicitation of suggestions for a logo. They are concerned about the logo that the Strategic Planning Task Force has chosen. She understands that the committee working on the logo has not finalized everything and wonders if it is possible to include the Art Department people at this point. Dr. Amador responded that there were people from the Art Department on the Strategic Planning Task Force. The committee researched the Art Department's concerns about the legality of it, and we have checked with a logo attorney who has indicated that we are all right. To go back and revisit the subject again just because one department did not feel satisfied does not make sense. Someone from the Art Department is serving on the committee that is working on the graphics standards.

2. CCE/AFT

Mike Dimmick reported that Classified Staff Development Day was held last week and was very successful.

3. Administrative Association

Mollie Smith reported that the Administrative Association is having two workshops this semester. Bruce Bishop presented the first one on Parliamentary Procedure on March 21. Dr. Amador will give a workshop on Leadership on May 8.

The Supervisors and Confidential Employees in the Administrative Association are going to engage in some dialogue with Dr. Amador and Dr. Miyamoto about the possibility of breaking away from the Administrative Association and forming their own employee group. There will be an open forum held to discuss the matter.

4. Associated Student Government

Bruce Bishop reported that he had taken seven students to Washington, D.C., last week for a leadership and advocacy conference at the Capitol. They worked for months prior to the conference to make appointments with legislators and their aides and received valuable experiences during those meetings. Bruce indicated that he was incredibly proud of the students and their efforts.

5. PFF/AFT

Mary Ann Drinan reported that the PFF had participated in the state convention of the CFT a few weeks ago. Many of them had an opportunity to put in a few good words when the Governor and others showed up. There was a good deal of lobbying done. The PFF is informally involved with an organization in San Diego County, The Faculty Coalition for Public Higher Education, which is a group that has representatives from all community colleges and publicly funded universities in San Diego. That group is involved in lobbying the Governor and the legislature with regard to the budget.

F. ADELANTE CONFERENCE

Joe Madrigal announced that Palomar will be co-sponsoring the Adelante Conference on Saturday, April 6. They are expecting approximately 1,000 young people from junior high and high schools to be on our campus. They will be attending workshops and seminars on leadership training, financial aid, preparing for college, study skills, etc. We are very proud to be involved in this event.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:55 p.m.

Strategic Planning Council

The Strategic Planning Council, representing all constituent groups of Palomar College, implements the strategic plan, **develops** or **revises** governance policies, and **communicates** with the respective groups. The strategic planning process guides budget priorities. Recommendations made by the Strategic Planning Council will reflect the values and support the mission of the College and be in the best interest of improving student success and serving the community.

Role

The Strategic Planning Council, as the **recognized participatory governance body of the College**, creates the processes for recommending College policies and governance committee structures. The Strategic Planning Council reviews actions, recommendations, and requests of planning groups and task forces. The Strategic Planning Council amends and guides the planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year.

Communication with individual constituencies and participation in the Council meetings are the primary responsibilities of the Strategic Planning Council members.

Products

Palomar College's Strategic Plan, Annual Implementation Plans, Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations.

Meeting Schedule

First and Third Tuesdays, 2 to 4 p.m.

Chair

Superintendent/President

Members

Vice President, Instruction	1 Dean, Instruction
Vice President, Student Services	1 Dean, Student Services
Vice President, Finance and Administrative Services	Director, Institutional Research
Vice President, Human Resource Services	Director, Student Affairs
President, Faculty Senate	Faculty Coordinator, Professional Development
Past President, Faculty Senate (or designee)	President, CCE
3 Faculty Members appointed by Faculty Senate	Past President, CCE (or designee)
2 Co-Presidents, Palomar Faculty Federation	Vice President, CCE
President, Administrative Association	President, ASG
Past President, Administrative Association (or designee)	Executive Vice President, ASG (or designee)

Request submitted by Diane Gay Lutz					Date 4/2/02				
Proposed Name of Requested Group Instructional Planning Council									
X	Council		Committee		Subcommittee		Task Force		
Action Requested:			X	Add		Delete		Change	
Role, Products, Reporting Relationships: <p><u>Role:</u> The Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short-term. A three-year planning cycle is used to implement the Instruction Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Instructional Planning Council reports its actions, makes recommendations and requests related to the Instruction Plan and to policies and procedures related to Instruction in response to the changing needs of the student population, business and industry, and the internal and external environments.</p> <p><u>Products:</u> Instruction Strategic Plan, Annual Implementation Plan (including staffing, equipment, facilities, technology, and budget recommendations), Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations related to Instruction.</p> <p><u>Reporting Relationship:</u> Strategic Planning Council</p>									
Meeting Schedule: Second and Fourth Wednesdays, 2:30 to 4:00 p.m.									
Chair: Vice President, Instruction									
Members: Five instructional deans Director of Extended Education/Escondido Center Seven Faculty Members (one each from the five instructional divisions, library, and student services appointed by Faculty Senate) One Classified Unit Employee appointed by CCE/AFT One Student appointed by ASG Manager, Worksite Education and Training Research Analyst									

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

_____ First Reading

_____ Approved/Denied

PALOMAR COLLEGE

Strategic Planning Council

Administrative Services Planning Council (ASPC)

Role

The ASPC is responsible for the development of the strategic plans of Administrative Services. These responsibilities include:

- Adequate support services are provided to Palomar College
- Adequate resources for service levels requested
- Efficient and effective utilization of resources
- Guidance, direction and oversight to these committees/taskforces
 - Facilities Planning Committee
 - Bookstore Advisory Committee (now a taskforce but should be ongoing)
 - Food Services Advisory Committee (now a taskforce but should be ongoing)
 - Safety & Security Committee
 - *Campus Police Committee*

Products

The ASPC will be responsible for developing and submitting to the Strategic Planning Council the plans, budgets and expenditures of Administrative Services and its respective departments/programs

- Strategic Plans of all Administrative Services Departments
- Three Year Operating Plans of all Administrative Services Departments
- Annual Plan and Budget of all Administrative Services Departments
- Facilities Master Planning:
 - Facilities Master Plans: short, intermediate and long-range
 - Five Year Capital Outlay Plan
 - Scheduled Maintenance Plan
 - Facilities component of the Educational Master Plan
 - Resource Impact Analysis of recommended policies, plans and procedures on Facilities

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- Bookstore
 - Oversight Annual Report to Strategic Planning Council
- Food Service
 - Oversight Annual Report to Strategic Planning Council
- ♦ *Campus Police*
 - *oversight annual report to SPC*

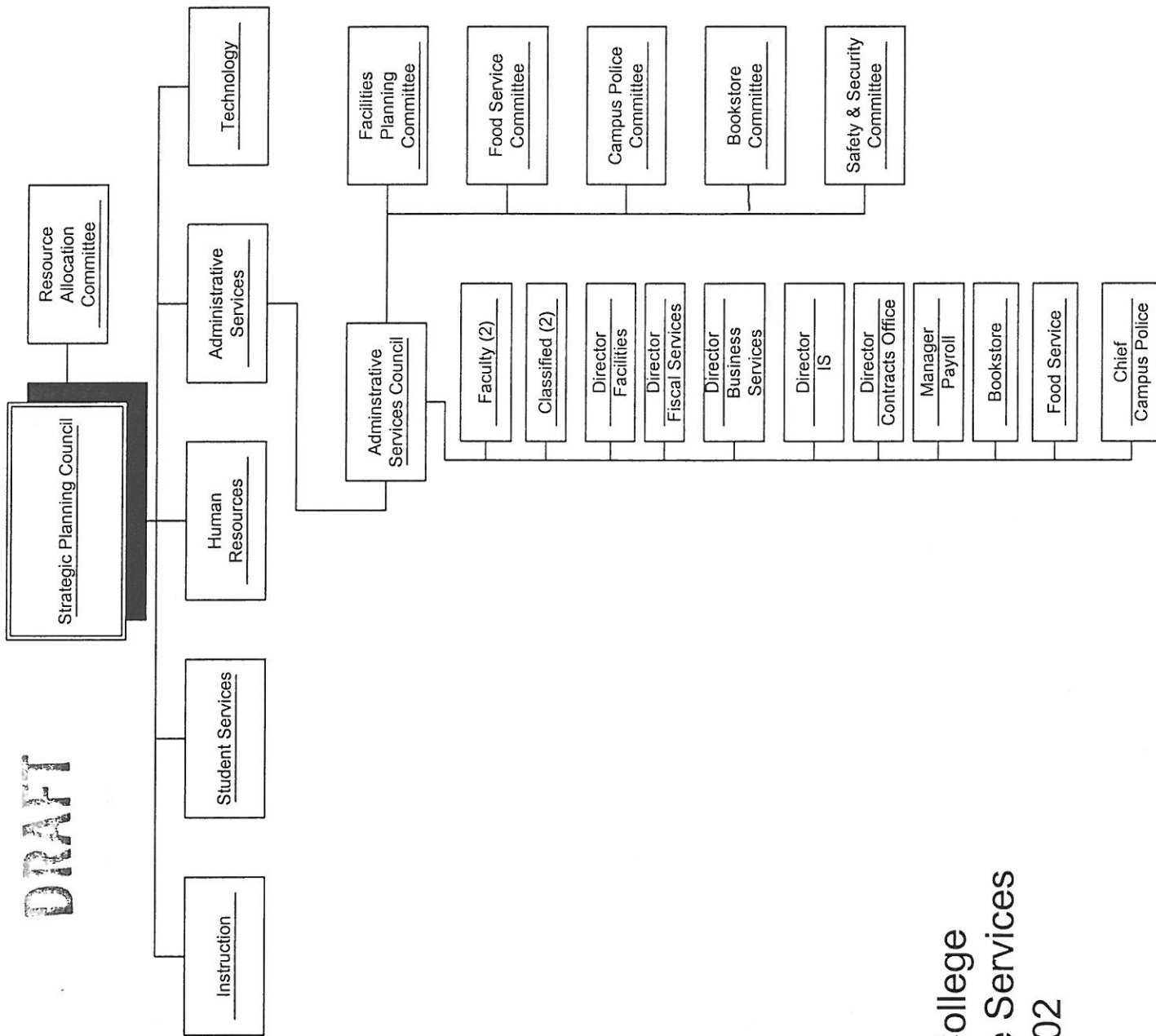
Membership

ASPC membership shall consist of:

- VP, Finance and Administrative Services, Chair
- Two faculty members appointed by Faculty Senate
- Two classified members appointed by CCE/AFT
- Director of Facilities
- Director of Business Services
- Director of Fiscal Services
- *Counsel*
• ~~Director of Contracts Office~~ *and Special Projects*
- Director of Information Services
- Manager of Payroll Services
- Manager of Bookstore
- Manager of Food Services
- ASG Representative
- *Student Services rep (faculty or mgmt)*
Dir of Student Affairs

Total: 15

DRAFT



Palomar College
Administrative Services
03/18/02

Request submitted by Jerry Patton					Date April 2, 2002				
Proposed Name of Requested Group Administrative Services Planning Council									
X	Council		Committee		Subcommittee		Task Force		
Action Requested:			X	Add		Delete		Change	
Role, Products, Reporting Relationships: <p><u>Role:</u> The ASPC is responsible for the development of the strategic plans of Administrative Services. These responsibilities include:</p> <ul style="list-style-type: none"> • Adequate support services are provided to Palomar College • Adequate resources for service levels requested • Efficient and effective utilization of resources • Guidance, direction, and oversight to these committees/task forces: <ul style="list-style-type: none"> ○ Facilities Planning Committee ○ Bookstore Advisory Committee (now a task force but should be ongoing) ○ Food Services Advisory Committee (now a task force but should be ongoing) ○ Safety and Security Committee ○ Campus Police Committee (now a task force but should be ongoing) <p><u>Products:</u> The ASPC will be responsible for developing and submitting to the Strategic Planning Council the plans, budgets, and expenditures of Administrative Services and its respective departments/programs</p> <ul style="list-style-type: none"> • Strategic Plans of all Administrative Services Departments • Three-year operating plans of all Administrative Services Departments • Annual Plan and Budget of all Administrative Services Departments • Facilities Master Planning <ul style="list-style-type: none"> ○ Facilities Master Plans: short-, intermediate-, and long-range ○ Five-Year Capital Outlay Plan ○ Scheduled Maintenance Plan ○ Facilities component of Educational Master Plan ○ Resource Impact Analysis of recommended policies, plans, and procedures on Facilities • Bookstore <ul style="list-style-type: none"> ○ Oversight Annual Report to Strategic Planning Council • Food Service <ul style="list-style-type: none"> ○ Oversight Annual Report to Strategic Planning Council • Campus Police <ul style="list-style-type: none"> ○ Oversight Annual Report to Strategic Planning Council <p><u>Reporting Relationship:</u> Strategic Planning Council</p>									
Meeting Schedule: 2 nd and 4 th Thursday, 3:30-5 p.m.									
Chair: Vice President, Finance and Administrative Services									
Members: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Two Faculty Members appointed by the Faculty Senate Two Classified Unit Employees appointed by CCE/AFT Director of Facilities Director of Business Services Director of Fiscal Services Counsel, Contracts, and Special Projects </div> <div style="width: 45%;"> Director of Information Services Director of Student Affairs Manager of Payroll Services Manager of Bookstore Manager of Food Services One Student appointed by ASG </div> </div>									

DRAFT

Governance Structure Group Request
Administrative Services Planning Council
April 2, 2002
Page Two

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

First Reading

Approved/Denied

Approved by PAC: 10/2/01

DRAFT

PALOMAR COLLEGE

HUMAN RESOURCE SERVICES PLANNING COUNCIL (HRPC)

Subset of the

STRATEGIC PLANNING COUNCIL

Role

The Human Resource Planning Council (HRPC) is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include:

- Appropriate support services to Palomar College in the area of human resource services
- Appropriate level of support and resources for level of services required
- Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College
- Guidance, direction and oversight provided for such activities as:
 - Employee hiring
 - Staff diversity efforts
 - Development and coordination of staff training programs
 - *ADA Compliance*

Products

The HRPC is responsible for submitting to the Strategic Planning Council, the plans, budgets, and expenditure projections of the Human Resource Services Department. The products of the HRPC include:

- Strategic Plans for Human Resource Services
- Human Resource Services Three Year Plan
- Annual Budget for Human Resource Services

Membership

- Assistant Superintendent/Vice President Human Resource Services – Chair
- Manager, Human Resource Services
- Supervisor, HR/Employment Services
- Two faculty appointed by the Faculty Senate
- Two classified employees appointed by CCE/AFT

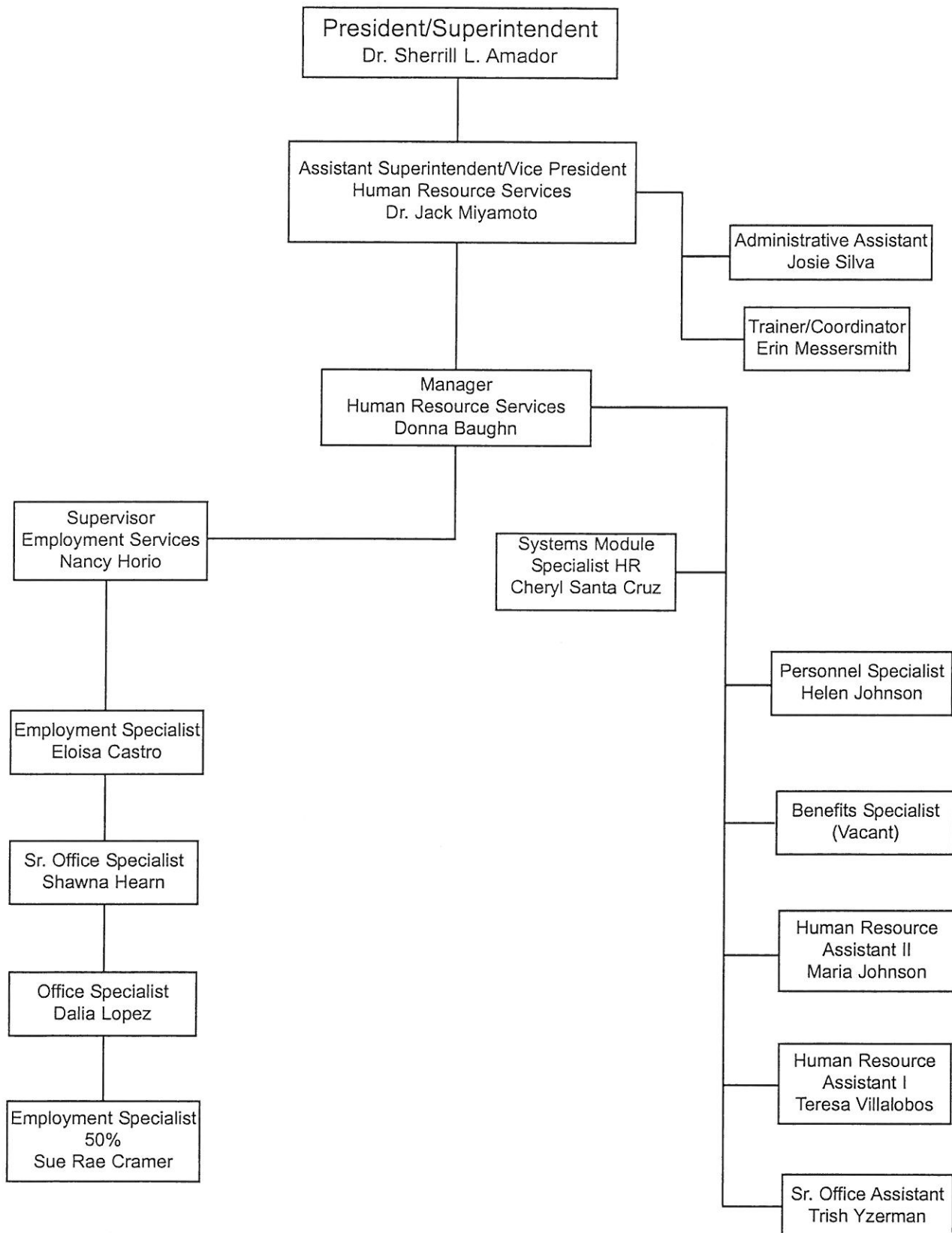
Faculty Prof. Dev. Board.

- *Trainer/Coordinator*
- *Asst. to Prof. Dev. Board.*
- *One faculty from PFF*

Total: 10

HUMAN RESOURCE SERVICES ORGANIZATIONAL CHART

DRAFT



Request submitted by Jack Miyamoto					Date April 2, 2002				
Proposed Name of Requested Group Human Resource Services Planning Council									
X	Council		Committee		Subcommittee		Task Force		
Action Requested:			X	Add		Delete		Change	
Role, Products, Reporting Relationships: <u>Role:</u> The HRPC is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include: <ul style="list-style-type: none"> • Appropriate support services to Palomar College in the area of human resource services • Appropriate level of support and resources for level of services required • Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College • Guidance, direction, and oversight provided for such activities as: <ul style="list-style-type: none"> ○ Employee hiring ○ Staff diversity efforts ○ Development and coordination of staff training programs ○ ADA compliance <u>Products:</u> The HRPC is responsible for submitting to the Strategic Planning Council the plans, budgets, and expenditure projections of the Human Resource Services Department. The products of the HRPC include: <ul style="list-style-type: none"> • Strategic Plans for Human Resource Services • Human Resource Services Three-Year Plan • Annual Budget for Human Resource Services <u>Reporting Relationship:</u> Strategic Planning Council									
Meeting Schedule: 2 nd and 4 th Tuesdays, 3:30 – 4:30 p.m.									
Chair: Vice President, Human Resource Services									
Members: Manager, Human Resource Services Supervisor, HR/Employment Services Two Faculty Members appointed by the Faculty Senate Two Classified Unit Employees appointed by CCE/AFT Trainer/Coordinator Assistant to Faculty Professional Development Coordinator One Faculty Member appointed by the PFF									

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

_____ First Reading

_____ Approved/Denied

PALOMAR COLLEGE
Strategic Planning Council

DRAFT

Student Services Planning Council (SSPC)

Role

The SSPC is responsible for the development of the strategic plans for Student Services. These responsibilities include:

- Determining the level, adequacy, and efficiency of student services necessary to support the College's strategic plan
- Providing guidance, direction and oversight to these committees / taskforces:
 - DSP&S Advisory Committee
 - EOPS / CARE Advisory Committee
 - International Students Advisory Committee
 - Matriculation Advisory Committee
 - Registration Committee

Products

The SSPC will be responsible for developing and submitting to the Strategic Planning Council the following:

- Strategic Plans for all Student Services departments
- Three (3) year operating plans for all Student Services departments
- Annual Plan and Budget for all Student Services departments

Membership

SSPC membership shall consist of:

- Vice President, Student Services – Chair
- Dean, Counseling / Guidance / Career Development / Matriculation
- Dean, Student Support Programs
- Director, Athletics
- Director, Enrollment Services
- Director, Student Affairs

One (1) Classified Employee appointed by CCE/AFT

- ^{Three (3)} Two (2) Faculty members appointed by the Faculty Senate (1 general counselor and 1 counselor from EOP&S or DSP&S) *1 from instructional faculty*
- *One (1) Student appointed by ASG*
Research Analyst

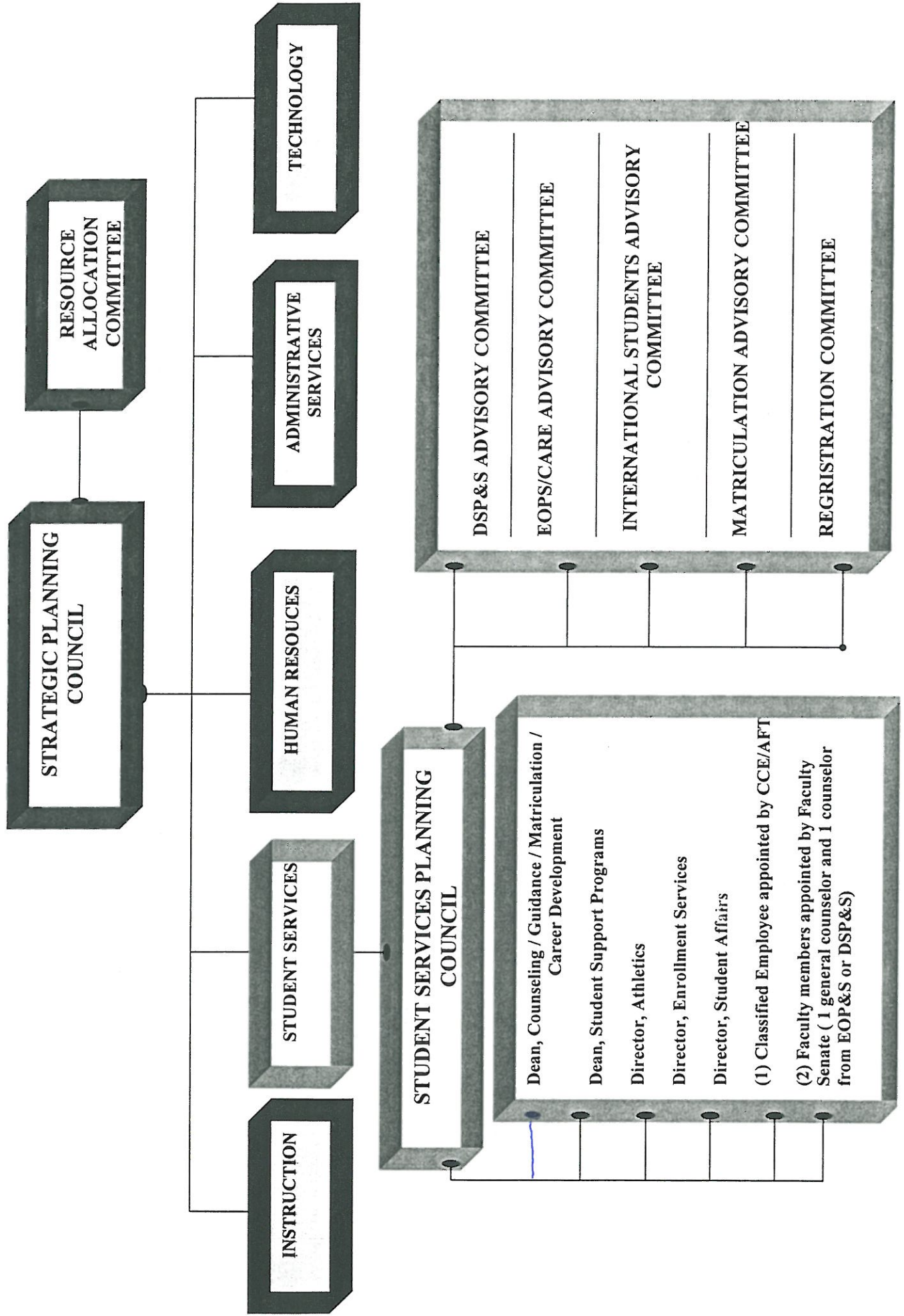
Total: 12

Need meeting schedule

PALOMAR COLLEGE
STUDENT SERVICES

DRAFT

03/27/02



Request submitted by Joe Madrigal					Date 4/2/02				
Proposed Name of Requested Group Student Services Planning Council									
X	Council		Committee		Subcommittee		Task Force		
Action Requested:			X	Add		Delete		Change	
Role, Products, Reporting Relationships: <u>Role:</u> The SSPC is responsible for the development of the strategic plans for Student Services. These responsibilities include: <ul style="list-style-type: none"> • Determining the level, adequacy, and efficiency of student services necessary to support the College's strategic plan • Providing guidance, direction, and oversight to these committees/task forces: <ul style="list-style-type: none"> ○ DSP&S Advisory Committee ○ EOP&S Advisory Committee ○ International Students Advisory Committee ○ Matriculation Advisory Committee ○ Registration Committee <u>Products:</u> The SSPC will be responsible for developing and submitting to the Strategic Planning Council the following: <ul style="list-style-type: none"> • Strategic Plans for all Student Services departments • Three-year operating plans for all Student Services departments • Annual Plan and Budget for all Student Services departments <u>Reporting Relationship:</u> Strategic Planning Council									
Meeting Schedule: Second and Fourth Wednesdays – 9:00 to 11:00 a.m.									
Chair: Vice President, Student Services									
Members: Dean, Counseling/Matriculation Dean, Student Support Programs Director, Athletics Director, Enrollment Services Director, Student Affairs One Classified Unit Employee appointed by CCE/AFT Three Faculty Members appointed by the Faculty Senate (one general counselor, one EOP&S or DSP&S counselor, and one from instructional faculty) One Student appointed by ASG One Research Analyst									

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

_____ First Reading

_____ Approved/Denied